

Contract Overview

Prior to utilizing this contract, the user should read the contract in its entirety.

CONTRACT DESCRIPTION/HIGHLIGHTS
<p>This contract covers the needs of the Commonwealth for Digital Multifunctional Devices. These Enterprise wide contracts will provide Digital Multifunctional Devices (MFD's) and other related services for all Commonwealth Agencies and Costars Members (if applicable).</p> <p>DGS has identified this Contract as one which will be made available for COSTARS members' participation. Those suppliers having agreed to sell to registered COSTARS members are designated on the "Search Contracts" page of PA eMarketplace. "Yes" within the COSTARS column means the supplier has agreed to sell to COSTARS members. "No" within the COSTARS column means the contract for a specific supplier is not available to COSTARS members.</p> <p>Lease price to include maintenance, repair and consumables. Paper is not included.</p> <p>Please reference Bid Tabs for Supplier Models and pricing offered.</p> <p>Review each Contract and the associated Change Notices for the updated price lists.</p> <p>Please reference the Lease Acceptance Certificate tab. Document to be signed upon delivery and acceptance of Digital MFD. Must be printed in landscape format.</p> <p>Agencies are encouraged to negotiate all purchases and to seek the best value for each project.</p> <p>Invoice Plan Purchase Ordering Procedures can be found in the SAP Invoicing Plan tab in the last section of this contract overview document.</p> <p>NOTE: All procurements require a quote from the Supplier regardless of the dollar value. The quote must be attached to the SAP Invoice Plan Purchase Order.</p>

CONTRACT INFORMATION	
Contract Title	DIGITAL MULTIFUNCTIONAL DEVICES-MFDs
Contract Number	Multiple- See Contracts description and Vendor Information for Contract numbers.
Solicitation Number	6100044411
Original Validity Period	09/01/2018 - 08/31/2020
Current Validity End Date & Renewals Remaining	08/31/2024 with Zero (0) Optional Renewals
Total Number of Contracts	7
Point of Contact	Shawn Danner
Contact Phone Number	717-787-8085
Contact Email Address	shdanner@pa.gov
Pcard Accepted	No
PROCESS TO ORDER	
Contract Type:	Both
Contract Description:	MRP and Market Priced contracts
End User Procedures:	End-User Procedures
Recommended EUP:	Create a Describe Requirement Shopping Cart
ITQ Procedures:	ITQ Home
<p>CONTRACT TYPE: SRM SW Regular Contract PO TYPE: SRM Standard PO</p> <p>All Agencies to place Invoice Plan Purchase Orders through SAP.</p> <p>For procurements whose total dollar value exceeds \$10,000(\$10,000 threshold applies to the total dollar value of the 48 month lease) , the agency must request a quote(via email) from all awarded suppliers and select the supplier to furnish the device and/or services based upon a best value determination (see Best Value Determination tab below), and provides written documentation with the purchase order for its determination. The determination, at a minimum, must include Total Lease Cost, past contractor performance, training, and support services.</p>	

Contract Number	Supplier Number	Supplier Name	Small & Small Diverse Business Status	Supplier Mailing Address	Contact Person	Contact Telephone Number	Contact Email Address
4600016285	102519	Konica Minolta Business Solutions	Yes	100 Williams Dr. Ramsey, NJ 07446	Steve Langdon	757-287-0740	slangdon@kmbs.konicaminolta.us
4600016286	102545	Sharp Electronics Corp.	No	100 Paragon Dr. Montvale, NJ 07645	Mike Moat	201-709-3847	MoatM@Sharpsec.com
4600016283	102592	Canon USA Inc.	Yes	One Canon Park, Melville, NY 11747	Dave Rothauser	631.330.5443	drothauser@cusa.canon.com
4600016287	104274	Xerox Corp.	Yes	485 Lexington Ave, New York, NY 10017	Joanne Levy	609-672-5921	Joanne.Levy@xerox.com
4600016289	116604	Ricoh USA Inc	Yes	70 Valley Stream Parkway, Malvern PA 19355	Lori Toth	717-487-2888	Lori.Toth@Ricoh-usa.com
4600016288	172181	HP Inc	Yes	3000 Hanover St. Palo Alto, CA 94304	Debra Lee	847-537-0344	debra.lee@hp.com
4600016284	172615	Kyocera Document Solutions America	Yes	225 Sand Rd. Fairfield, NJ 07004	Brent Kushman	267-567-3668	Brent.Kushman@da.kyocera.com

Legal Size B&W Segment 1

Manufacturer		Canon	HP	Konica	Kyocera	Ricoh	Sharp	Xerox
Manufacturer Model Number		IRA 4525 II	E62555dn (J8J66A)	bizhub 4050i	ECOSYS 4132idn	IM350F	MX-M2630	B405DN
Monthly Lease Cost		\$ 121.72	\$ 193.10	\$ 74.88	\$ 84.55	\$ 71.61	\$ 107.08	\$ 71.07
Monthly Lease Cost with Optional Items								
Additional Optional Items	Black and White Faxing	\$ 11.30	\$ 1.01	\$ 1.78	\$ 9.13	Included	\$ 7.93	Included
	Internet Fax Expansion Kit	\$ -	\$ -	N/A	\$ 4.20	\$ 10.34	\$ 5.19	Included
	Minimum Collating and Stapling Speed	\$ -	\$ -	\$ 3.97	NA	N/A	\$ 14.54	Included
	3-hole Punch	\$ 9.54	\$ -	N/A	NA	N/A	\$ 6.72	N/A
	Saddle Stitch	\$ 56.22	\$ -	N/A	NA	N/A	\$ 21.03	N/A
	Card Stock	\$ -	\$ -	Included	INC	N/A	Incl	Included
	Additional trays or drawers for paper sources	\$ 14.56	\$ 10.85	\$ 1.63	\$ 9.63	\$ 3.57	\$ 18.11	\$ 3.91
	High Capacity Tray or Drawer	\$ 28.36	\$ 17.61	\$ 2.50	\$ 14.32	N/A	\$ 13.59	N/A
	Exit Tray	\$ -	\$ -	\$ 3.97	NA	N/A	\$ 2.07	Included
	Memory Expansion Kit	\$ 17.13	\$ 1.58	N/A	\$ 2.77	N/A	Incl	N/A
	Mac Client OS	\$ -	\$ -	Included	INC	Included with Postscript	Incl	Included
	Linux Client OS	\$ -	\$ -	Included	INC	Included	Incl	Included
	Digital output in .docx format	\$ -	\$ -	N/A	\$ 7.60	\$ 54.51	Incl	\$ 6.89
	Digital output in .rtf format	\$ -	\$ -	N/A	INC	\$ 54.51	Incl	\$ 6.89
Postscript or Postscript/PCL all in one driver page description languages	\$ -	\$ -	Included	INC	Included	\$ 4.26	Included	
Badge Reader Secure Printing	\$ 5.27	\$ 3.06	\$ 2.55	\$ 5.97	\$ 3.50	NA	\$ 5.43	

Legal Size B&W Segment 2

Manufacturer		Canon	HP	Konica	Kyocera	Ricoh	Sharp	Xerox
Manufacturer Model Number		IRA 4525 II	E62565hs (J8J73A)	bizhub 4050i	TASKalfa 3212i	MP3055	MX-B355W	B7025D
Monthly Lease Cost		\$ 121.72	\$ 296.55	\$ 81.07	\$ 149.82	\$ 143.33	\$ 111.57	\$ 104.68
Monthly Lease Cost with Optional Items								
Additional Optional Items	Black and White Faxing	\$ 11.30	\$ 1.01	\$ 1.78	\$ 10.38	\$ 14.86	Incl	\$ 5.18
	Internet Fax Expansion Kit	\$ -	\$ -	N/A	\$ 4.20	\$ 10.34	\$ 5.19	Included
	Minimum Collating and Stapling Speed	\$ -	\$ -	\$ 3.97	INC	\$ 21.00	\$ 13.69	Included
	3-hole Punch	\$ 9.54	\$ -	N/A	\$ 7.14	\$ 8.89	NA	N/A
	Saddle Stitch	\$ 56.22	\$ -	N/A	\$ 20.76	\$ 50.63	NA	N/A

Additional Optional Items	Card Stock	\$ -	\$ -	Included	INC	N/A	Incl	Included
	Additional trays or drawers for paper sources	\$ 14.56	\$ 10.85	\$ 1.63	\$ 15.57	\$ 16.33	\$ 2.61	\$ 7.76
	High Capacity Tray or Drawer	\$ 28.36	\$ 17.61	\$ 2.50	\$ 16.87	\$ 19.74	NA	N/A
	Exit Tray	\$ -	\$ -	\$ 3.97	\$ 2.67	\$ 21.00	NA	Included
	Memory Expansion Kit	\$ 17.13	\$ 1.58	N/A	INC	\$ 1.24	Incl	N/A
	Mac Client OS	\$ -	\$ -	Included	INC	Included	Incl	Included
	Linux Client OS	\$ -	\$ -	Included	INC	Included	Incl	Included
	Digital output in .docx format	\$ -	\$ -	N/A	\$ 7.60	\$ 54.51	Incl	\$ 6.89
	Digital output in .rtf format	\$ -	\$ -	N/A	INC	\$ 54.51	Incl	\$ 6.89
	Postscript or Postscript/PCL all in one driver page description languages	\$ -	\$ -	Included	INC	\$ 6.82	Incl	Included
Badge Reader Secure Printing	\$ 5.27	\$ 3.06	\$ 2.55	\$ 5.97	\$ 3.50	NA	\$ 8.67	

Legal Size B&W Segment 3

Manufacturer	Canon	HP	Konica	Kyocera	Ricoh	Sharp	Xerox	
Manufacturer Model Number	IRA 4535 II	E82540dn (Z8Z18A)	bizhub 4050i	TASKalfa 4003	IM4000	MX-B355W	B7035D	
Monthly Lease Cost	\$ 142.99	\$ 417.41	\$ 110.57	\$ 214.41	\$ 165.83	\$ 111.57	\$ 139.56	
Monthly Lease Cost with Optional Items								
Additional Optional Items	Black and White Faxing	\$ 11.30	\$ 1.01	\$ 1.78	\$ 10.38	\$ 14.86	Incl	\$ 5.18
	Internet Fax Expansion Kit	\$ -	\$ -	N/A	\$ 4.20	\$ 10.34	\$ 5.19	Included
	Minimum Collating and Stapling Speed	\$ -	\$ -	\$ 3.97	INC	\$ 36.61	Incl	Included
	3-hole Punch	\$ 9.54	\$ 4.37	N/A	\$ 7.14	\$ 8.69	NA	N/A
	Saddle Stitch	\$ 56.22	\$ -	N/A	\$ 20.76	\$ 64.78	NA	N/A
	Card Stock	\$ -	\$ -	Included	INC	N/A	Incl	Included
	Additional trays or drawers for paper sources	\$ 14.56	\$ 8.18	\$ 1.63	\$ 15.57	\$ 16.33	\$ 2.61	\$ 7.76
	High Capacity Tray or Drawer	\$ 28.36	\$ 8.43	\$ 2.50	\$ 16.87	\$ 19.74	NA	N/A
	Exit Tray	\$ -	\$ -	\$ 3.97	\$ 2.67	\$ 26.07	NA	Included
	Memory Expansion Kit	\$ 17.13	\$ -	N/A	INC	\$ 1.24	Incl	N/A
	Mac Client OS	\$ -	\$ -	Included	INC	Included	Incl	Included
	Linux Client OS	\$ -	\$ -	Included	INC	Included	Incl	Included
	Digital output in .docx format	\$ -	\$ -	N/A	\$ 7.60	\$ 54.51	Incl	\$ 6.89
	Digital output in .rtf format	\$ -	\$ -	N/A	INC	\$ 54.51	Incl	\$ 6.89
Postscript or Postscript/PCL all in one driver page description languages	\$ -	\$ -	Included	INC	\$ 6.82	Incl	Included	
Badge Reader Secure Printing	\$ 5.27	\$ 3.06	\$ 2.55	\$ 5.97	\$ 3.50	NA	\$ 8.67	

Legal Size B&W Segment 4

Manufacturer	Canon	HP	Konica	Kyocera	Ricoh	Sharp	Xerox
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Manufacturer Model Number		IRA 4545 II	E82550dn (Z8Z20A)	bizhub 4750i	TASKalfa 5003	IM5000	MX-B455W	B8045H
Monthly Lease Cost		\$ 183.09	\$ 633.28	\$ 119.37	\$ 317.10	\$ 208.32	\$ 127.74	\$ 203.02
Monthly Lease Cost with Optional Items								
Additional Optional Items	Black and White Faxing	\$ 11.30	\$ 1.01	\$ 1.78	\$ 10.38	\$ 14.86	Incl	\$ 3.88
	Internet Fax Expansion Kit	\$ -	\$ -	N/A	\$ 4.20	\$ 10.34	\$ 5.19	Included
	Minimum Collating and Stapling Speed	\$ -	\$ -	\$ 3.97	INC	\$ 36.61	Incl	Included
	3-hole Punch	\$ 9.54	\$ 4.37	N/A	\$ 7.14	\$ 8.69	NA	\$ 2.97
	Saddle Stitch	\$ 56.22	\$ -	N/A	\$ 20.76	\$ 64.78	NA	\$ 28.98
	Card Stock	\$ -	\$ -	Included	INC	N/A	Incl	Included
	Additional trays or drawers for paper sources	\$ 14.56	\$ 8.18	\$ 1.63	\$ 15.57	\$ 16.33	\$ 2.61	Included
	High Capacity Tray or Drawer	\$ 28.36	\$ 8.43	\$ 2.50	\$ 16.87	\$ 19.74	NA	\$ 16.45
	Exit Tray	\$ -	\$ -	\$ 3.97	\$ 2.67	\$ 26.07	NA	Included
	Memory Expansion Kit	\$ 17.13	\$ -	N/A	INC	\$ 1.24	Incl	N/A
	Mac Client OS	\$ -	\$ -	Included	INC	Included with Postscript	Incl	Included
	Linux Client OS	\$ -	\$ -	Included	INC	Included	Incl	Included
	Digital output in .docx format	\$ -	\$ -	N/A	\$ 7.60	\$ 54.51	Incl	\$ 6.89
	Digital output in .rtf format	\$ -	\$ -	N/A	INC	\$ 54.51	Incl	\$ 6.89
	Postscript or Postscript/PCL all in one driver page description languages	\$ -	\$ -	Included	INC	\$ 6.82	Incl	Included
Badge Reader Secure Printing	\$ 5.27	\$ 3.06	\$ 2.55	\$ 5.97	\$ 3.50	NA	\$ 8.67	

Legal Size B&W Segment 5

Manufacturer		Canon	HP	Konica	Kyocera	Ricoh	Sharp	Xerox
Manufacturer Model Number		IRA 6555i II	E82560dn (Z8Z22A)	bizhub 550i	TASKalfa 6003	MP6055	MX-M6070	B8055H
Monthly Lease Cost		\$ 273.37	\$ 864.54	\$ 235.51	\$ 362.29	\$ 268.00	\$ 301.31	\$ 217.73
Monthly Lease Cost with Optional Items								
Additional Optional Items	Black and White Faxing	\$ 11.30	\$ 1.01	\$ 8.06	\$ 10.38	\$ 14.86	\$ 7.93	\$ 3.88
	Internet Fax Expansion Kit	\$ -	\$ -	N/A	\$ 4.20	\$ 10.34	\$ 5.19	Included
	Minimum Collating and Stapling Speed	\$ -	\$ -	\$ 12.10	INC	\$ 36.61	Incl	Included
	3-hole Punch	\$ 9.54	\$ 4.37	\$ 4.30	\$ 7.14	\$ 8.69	\$ 6.72	\$ 2.97
	Saddle Stitch	\$ 65.26	\$ -	\$ 23.94	\$ 20.76	\$ 64.78	Incl	\$ 28.98
	Card Stock	\$ -	\$ -	Included	INC	N/A	Incl	Included
	Additional trays or drawers for paper sources	\$ -	\$ 8.18	\$ 9.81	\$ 15.57	\$ 16.33	\$ 18.11	Included
	High Capacity Tray or Drawer	\$ 33.13	\$ 8.43	\$ 22.09	\$ 16.87	\$ 19.74	\$ 13.59	\$ 16.45
	Exit Tray	\$ 2.84	\$ -	\$ 12.10	\$ 2.67	\$ 26.07	\$ 2.07	Included

Additional Optional Items	Memory Expansion Kit	\$ 17.13	\$ -	N/A	INC	\$ 1.24	Incl	N/A
		\$ -	\$ -	Included	INC	Included with Postscript	Incl	Included
	Mac Client OS	\$ -	\$ -	Included	INC	Included	Incl	Included
	Linux Client OS	\$ -	\$ -	Included	INC	Included	Incl	Included
	Digital output in .docx format	\$ -	\$ -	\$ 9.60	\$ 7.60	\$ 54.51	Incl	\$ 6.89
	Digital output in .rtf format	\$ -	\$ -	\$ 9.60	INC	\$ 54.51	Incl	\$ 6.89
	Postscript or Postscript/PCL all in one driver page description languages	\$ -	\$ -	Included	INC	\$ 6.82	Incl	Included
	Badge Reader Secure Printing	\$ 3.51	\$ 3.06	\$ 2.55	\$ 5.97	\$ 3.50	NA	\$ 8.67

Legal Size B&W Segment 6								
Manufacturer		Canon	HP	Konica	Kyocera	Ricoh	Sharp	Xerox
Manufacturer Model Number		IRA 6565i II	E82560z (Z8Z23A)	bizhub 650i	TASKalfa 7003i	IM 8000	MX-M6570	B8065H
Monthly Lease Cost		\$ 336.03	\$ 1,038.20	\$ 310.70	\$ 451.13	\$ 383.93	\$ 361.33	\$ 298.46
Monthly Lease Cost with Optional Items								
Additional Optional Items	Black and White Faxing	\$ 11.30	\$ 1.01	\$ 8.06	\$ 10.38	\$ 13.32	\$ 7.93	\$ 3.88
	Internet Fax Expansion Kit	\$ -	\$ -	N/A	\$ 4.20	\$ 10.34	\$ 5.19	Included
	Minimum Collating and Stapling Speed	\$ -	\$ -	\$ 12.10	INC	\$ 91.13	Incl	Included
	3-hole Punch	\$ 9.54	\$ 4.37	\$ 4.30	\$ 7.14	\$ 10.28	\$ 10.15	\$ 2.97
	Saddle Stitch	\$ 65.26	\$ -	\$ 23.94	\$ 20.76	\$ 93.03	\$ 56.67	\$ 28.98
	Card Stock	\$ -	\$ -	Included	INC	N/A	Incl	Included
	Additional trays or drawers for paper sources	\$ -	\$ 8.18	\$ 9.81	\$ 15.57	\$ 7.88	\$ 34.87	Included
	High Capacity Tray or Drawer	\$ 33.13	\$ 8.43	\$ 22.09	\$ 16.87	\$ 23.80	\$ 13.59	\$ 16.45
	Exit Tray	\$ 2.84	\$ -	\$ 12.10	\$ 2.67	\$ 216.89	\$ 2.07	Included
	Memory Expansion Kit	\$ 17.13	\$ -	N/A	INC	\$ 1.12	Incl	N/A
		\$ -	\$ -	Included	INC	Included with Postscript	Incl	Included
	Mac Client OS	\$ -	\$ -	Included	INC	Included	Incl	Included
	Linux Client OS	\$ -	\$ -	Included	INC	Included	Incl	Included
	Digital output in .docx format	\$ -	\$ -	\$ 9.60	\$ 7.60	\$ 54.51	Incl	\$ 6.89
	Digital output in .rtf format	\$ -	\$ -	\$ 9.60	INC	\$ 54.51	Incl	\$ 6.89
Postscript or Postscript/PCL all in one driver page description languages	\$ -	\$ -	Included	INC	\$ 24.10	Incl	Included	
Badge Reader Secure Printing	\$ 3.51	\$ 3.06	\$ 2.55	\$ 5.97	\$ 3.50	NA	\$ 8.67	

Ledger Sized B&W Segment 1

Manufacturer	Canon	HP	Konica	Kyocera	Ricoh	Sharp	Xerox	
Manufacturer Model Number	DDX 4825i	E72525dn (Z8Z06A)	bizhub 227	ECOSYS 4132idn	MP305	MX-M2630	B7025D	
Monthly Lease Cost	\$ 121.72	\$ 250.92	\$ 102.45	\$ 84.55	\$81.02	\$ 107.08	\$ 104.68	
Monthly Lease Cost with Optional Items								
Additional Optional Items	Black and White Faxing	\$ 11.30	\$ 1.01	\$ 9.18	\$ 9.13	Included	\$ 7.93	\$ 5.18
	Internet Fax Expansion Kit	\$ -	\$ -	N/A	\$ 4.20	\$ 10.34	\$ 5.19	Included
	Minimum Collating and Stapling Speed	\$ -	\$ -	22 PPM	NA	N/A	\$ 14.54	Included
	3-hole Punch	\$ 9.54	\$ 4.37	\$ 4.30	NA	N/A	\$ 6.72	N/A
	Saddle Stitch	\$ 56.22	\$ -	\$ 25.80	NA	N/A	\$ 21.03	N/A
	Card Stock	\$ -	\$ -	Included	INC	N/A	Incl	Included
	Additional trays or drawers for paper sources	\$ 14.56	\$ 5.85	\$ 9.81	\$ 9.63	\$ 1.80	\$ 18.11	\$ 7.76
	High Capacity Tray or Drawer	\$ 28.36	\$ 7.77	\$ 9.81	\$ 14.32	\$ 4.36	\$ 13.59	N/A
	Exit Tray	\$ -	\$ -	\$ 13.62	NA	N/A	\$ 2.07	Included
	Memory Expansion Kit	\$ 17.13	\$ -	Included	\$ 2.77	N/A	Incl	N/A
	Mac Client OS	\$ -	\$ -	Included	INC	Included with Postscript	Incl	Included
	Linux Client OS	\$ -	\$ -	Included	INC	Included	Incl	Included
	Digital output in .docx format	\$ -	\$ -	\$ 9.60	\$ 7.60	\$ 56.54	Incl	\$ 6.89
	Digital output in .rtf format	\$ -	\$ -	\$ 9.60	INC	\$ 56.54	Incl	\$ 6.89
Postscript or Postscript/PCL all in one driver page description languages	\$ -	\$ -	Included	INC	Included	\$ 4.26	Included	
Badge Reader Secure Printing	\$ 5.27	\$ 3.06	\$ 2.55	\$ 5.97	\$ 3.50	NA	\$ 8.67	

Ledger Sized B&W Segment 2

Manufacturer	Canon	HP	Konica	Kyocera	Ricoh	Sharp	Xerox	
Manufacturer Model Number	DX 4825i	E72530dn (Z8Z08A)	bizhub 287	TASKalfa 3212i	IM2500A	MX-M3070	B7025S	
Monthly Lease Cost	\$ 121.72	\$ 301.81	\$ 117.66	\$ 149.82	\$ 121.47	\$ 148.02	\$ 109.52	
Monthly Lease Cost with Optional Items								
Additional Optional Items	Black and White Faxing	\$ 11.30	\$ 1.01	\$ 9.18	\$ 10.38	\$ 15.20	\$ 7.93	\$ 5.18
	Internet Fax Expansion Kit	\$ -	\$ -	N/A	\$ 4.20	\$ 10.72	\$ 5.19	Included
	Minimum Collating and Stapling Speed	\$ -	\$ -	28 PPM	INC	\$ 21.00	Incl	Included
	3-hole Punch	\$ 9.54	\$ 4.37	\$ 4.30	\$ 7.14	\$ 8.89	\$ 6.72	\$ 4.14
	Saddle Stitch	\$ 56.22	\$ -	\$ 25.80	\$ 20.76	\$ 50.63	\$ 21.03	\$ 13.22

Additional Optional Items	Card Stock	\$ -	\$ -	Included	INC	N/A	Incl	Included
	Additional trays or drawers for paper sources	\$ 14.56	\$ 5.85	\$ 9.81	\$ 15.57	\$ 16.70	\$ 18.11	N/A
	High Capacity Tray or Drawer	\$ 28.36	\$ 7.77	\$ 9.81	\$ 16.87	\$ 20.18	\$ 13.59	\$ 13.25
	Exit Tray	\$ -	\$ -	\$ 13.62	\$ 2.67	\$ 18.41	\$ 2.07	Included
	Memory Expansion Kit	\$ 17.13	\$ -	Included	INC	\$ 1.27	Incl	N/A
	Mac Client OS	\$ -	\$ -	Included	INC	Included	Incl	Included
	Linux Client OS	\$ -	\$ -	Included	INC	Included	Incl	Included
	Digital output in .docx format	\$ -	\$ -	\$ 9.60	\$ 7.60	\$ 56.54	Incl	\$ 6.89
	Digital output in .rtf format	\$ -	\$ -	\$ 9.60	INC	\$ 56.54	Incl	\$ 6.89
	Postscript or Postscript/PCL all in one driver page description languages	\$ -	\$ -	Included	INC	\$ 6.97	Incl	Included
Badge Reader Secure Printing	\$ 5.27	\$ 3.06	\$ 2.55	\$ 5.97	\$ 3.46	NA	\$ 8.67	

Ledger Sized B&W Segment 3

Manufacturer	Canon	HP	Konica	Kyocera	Ricoh	Sharp	Xerox	
Manufacturer Model Number	DX 4835i	E82540dn (Z8Z18A)	bizhub 360i	TASKalfa 4003	IM3500A	MX-M3570	B7035S	
Monthly Lease Cost	\$ 142.99	\$ 417.41	\$ 156.73	\$ 214.41	\$ 160.20	\$ 174.00	\$ 141.82	
Monthly Lease Cost with Optional Items								
Additional Optional Items	Black and White Faxing	\$ 11.30	\$ 1.01	\$ 8.06	\$ 10.38	\$ 15.20	\$ 7.93	\$ 5.18
	Internet Fax Expansion Kit	\$ -	\$ -	N/A	\$ 4.20	\$ 10.72	\$ 5.19	Included
	Minimum Collating and Stapling Speed	\$ -	\$ -	36 PPM	INC	\$ 21.00	Incl	Included
	3-hole Punch	\$ 9.54	\$ 4.37	\$ 4.30	\$ 7.14	\$ 8.89	\$ 6.72	\$ 4.14
	Saddle Stitch	\$ 56.22	\$ -	\$ 23.94	\$ 20.76	\$ 50.63	\$ 21.03	\$ 13.22
	Card Stock	\$ -	\$ -	Included	INC	N/A	Incl	Included
	Additional trays or drawers for paper sources	\$ 14.56	\$ 8.18	\$ 9.81	\$ 15.57	\$ 16.70	\$ 18.11	N/A
	High Capacity Tray or Drawer	\$ 28.36	\$ 8.43	\$ 13.50	\$ 16.87	\$ 20.18	\$ 13.59	\$ 13.25
	Exit Tray	\$ -	\$ -	\$ 12.10	\$ 2.67	\$ 18.41	\$ 2.07	Included
	Memory Expansion Kit	\$ 17.13	\$ -	Included	INC	\$ 1.27	Incl	N/A
	Mac Client OS	\$ -	\$ -	Included	INC	Included	Incl	Included
	Linux Client OS	\$ -	\$ -	Included	INC	Included	Incl	Included
	Digital output in .docx format	\$ -	\$ -	\$ 9.60	\$ 7.60	\$ 56.54	Incl	\$ 6.89
	Digital output in .rtf format	\$ -	\$ -	\$ 9.60	INC	\$ 56.54	Incl	\$ 6.89
Postscript or Postscript/PCL all in one driver page description languages	\$ -	\$ -	Included	INC	\$ 6.97	Incl	Included	
Badge Reader Secure Printing	\$ 5.27	\$ 3.06	\$ 2.55	\$ 5.97	\$ 3.46	NA	\$ 8.67	

Ledger Sized B&W Segment 4

Ledger Sized B&W Segment 4

Manufacturer		Canon	HP	Konica	Kyocera	Ricoh	Sharp	Xerox
Manufacturer Model Number		DX 4845i	E82550dn (Z8Z20A)	bizhub 450i	TASKalfa 5003	IM5000	MX-M5070	B8145H
Monthly Lease Cost		\$ 183.09	\$ 633.28	\$ 199.90	\$ 317.10	\$ 208.32	\$ 217.94	\$ 203.02
Monthly Lease Cost with Optional Items								
Additional Optional Items	Black and White Faxing	\$ 11.30	\$ 1.01	\$ 8.06	\$ 10.38	\$ 15.20	\$ 7.93	\$ 3.88
	Internet Fax Expansion Kit	\$ -	\$ -	N/A	\$ 4.20	\$ 10.72	\$ 5.19	Included
	Minimum Collating and Stapling Speed	\$ -	\$ -	45 PPM	INC	\$ 36.61	Incl	Included
	3-hole Punch	\$ 9.54	\$ 4.37	\$ 4.30	\$ 7.14	\$ 8.89	\$ 6.72	\$ 2.97
	Saddle Stitch	\$ 56.22	\$ -	\$ 23.94	\$ 20.76	\$ 64.78	\$ 21.03	\$ 28.98
	Card Stock	\$ -	\$ -	Included	INC	N/A	Incl	Included
	Additional trays or drawers for paper sources	\$ 14.56	\$ 8.18	\$ 9.81	\$ 15.57	\$ 16.70	\$ 18.11	Included
	High Capacity Tray or Drawer	\$ 28.36	\$ 8.43	\$ 22.09	\$ 16.87	\$ 20.18	\$ 13.59	\$ 16.45
	Exit Tray	\$ -	\$ -	\$ 12.10	\$ 2.67	\$ 27.22	\$ 2.07	Included
	Memory Expansion Kit	\$ 17.13	\$ -	N/A	INC	\$ 1.27	Incl	N/A
	Mac Client OS	\$ -	\$ -	Included	INC	Included	Incl	Included
	Linux Client OS	\$ -	\$ -	Included	INC	Included	Incl	Included
	Digital output in .docx format	\$ -	\$ -	\$ 9.60	\$ 7.60	\$ 56.54	Incl	\$ 6.89
	Digital output in .rtf format	\$ -	\$ -	\$ 9.60	INC	\$ 56.54	Incl	\$ 6.89
	Postscript or Postscript/PCL all in one driver page description languages	\$ -	\$ -	Included	INC	\$ 6.97	Incl	Included
Badge Reader Secure Printing	\$ 5.27	\$ 3.06	\$ 2.55	\$ 5.97	\$ 3.46	NA	\$ 8.67	

Ledger Sized B&W Segment 5

Manufacturer		Canon	HP	Konica	Kyocera	Ricoh	Sharp	Xerox
Manufacturer Model Number			E82560dn (Z8Z22A)	bizhub 550i	TASKalfa 6003	IM6000	MX-M6070	B8155H
Monthly Lease Cost		\$ 273.37	\$ 864.54	\$ 235.51	\$ 362.29	\$ 268.00	\$ 301.31	\$ 217.73
Monthly Lease Cost with Optional Items								
Additional Optional Items	Black and White Faxing	\$ 11.30	\$ 1.01	\$ 8.06	\$ 10.38	\$ 15.20	\$ 7.93	\$ 3.88
	Internet Fax Expansion Kit	\$ -	\$ -	N/A	\$ 4.20	\$ 10.72	\$ 5.19	Included
	Minimum Collating and Stapling Speed	\$ -	\$ -	55 PPM	INC	\$ 36.61	Incl	Included
	3-hole Punch	\$ 9.54	\$ 4.37	\$ 4.30	\$ 7.14	\$ 8.89	\$ 6.72	\$ 2.97
	Saddle Stitch	\$ 65.26	\$ -	\$ 23.94	\$ 20.76	\$ 64.78	Incl	\$ 28.98
	Card Stock	\$ -	\$ -	Included	INC	N/A	Incl	Included
	Additional trays or drawers for paper sources	\$ -	\$ 8.18	\$ 9.81	\$ 15.57	\$ 16.70	\$ 18.11	Included
	High Capacity Tray or Drawer	\$ 33.13	\$ 8.43	\$ 22.09	\$ 16.87	\$ 20.18	\$ 13.59	\$ 16.45

Additional Optional Items		Canon	HP	Konica	Kyocera	Ricoh	Sharp	Xerox
Exit Tray		\$ 2.84	\$ -	\$ 12.10	\$ 2.67	\$ 27.22	\$ 2.07	Included
Memory Expansion Kit		\$ 17.13	\$ -	N/A	INC	\$ 1.27	Incl	N/A
Mac Client OS		\$ -	\$ -	Included	INC	Included	Incl	Included
Linux Client OS		\$ -	\$ -	Included	INC	Included	Incl	Included
Digital output in .docx format		\$ -	\$ -	\$ 9.60	\$ 7.60	\$ 56.54	Incl	\$ 6.89
Digital output in .rtf format		\$ -	\$ -	\$ 9.60	INC	\$ 56.54	Incl	\$ 6.89
Postscript or Postscript/PCL all in one driver page description languages		\$ -	\$ -	Included	INC	\$ 6.97	Incl	Included
Badge Reader Secure Printing		\$ 3.51	\$ 3.06	\$ 2.55	\$ 5.97	\$ 3.46	NA	\$ 8.67

Ledger Sized B&W Segment 6								
Manufacturer		Canon	HP	Konica	Kyocera	Ricoh	Sharp	Xerox
Manufacturer Model Number			E82560z (Z8Z23A)	bizhub 650i	TASKalfa 7003i	IM 7000	MX-M7570	B8170H
Monthly Lease Cost		\$ 336.03	\$ 1,038.20	\$ 310.70	\$ 451.13	\$ 309.20	\$ 407.30	\$ 298.46
Monthly Lease Cost with Optional Items								
Additional Optional Items	Black and White Faxing	\$ 11.30	\$ 1.01	\$ 8.06	\$ 10.38	\$ 13.62	\$ 7.93	\$ 3.88
	Internet Fax Expansion Kit	\$ -	\$ -	N/A	\$ 4.20	\$ 10.72	\$ 5.19	Included
	Minimum Collating and Stapling Speed	\$ -	\$ -	65 PPM	INC	\$ 91.13	Incl	Included
	3-hole Punch	\$ 9.54	\$ 4.37	\$ 4.30	\$ 7.14	\$ 10.51	\$ 10.15	\$ 2.97
	Saddle Stitch	\$ 65.26	\$ -	\$ 23.94	\$ 20.76	\$ 64.45	\$ 56.67	\$ 28.98
	Card Stock	\$ -	\$ -	Included	INC	N/A	Incl	Included
	Additional trays or drawers for paper sources	\$ -	\$ 8.18	\$ 9.81	\$ 15.57	\$ 7.88	\$ 34.87	Included
	High Capacity Tray or Drawer	\$ 33.13	\$ 8.43	\$ 22.09	\$ 16.87	\$ 24.34	\$ 13.59	\$ 16.45
	Exit Tray	\$ 2.84	\$ -	\$ 12.10	\$ 2.67	\$ 169.46	\$ 2.07	Included
	Memory Expansion Kit	\$ 17.13	\$ -	N/A	INC	\$ 1.14	Incl	N/A
	Mac Client OS	\$ -	\$ -	Included	INC	Included	Incl	Included
	Linux Client OS	\$ -	\$ -	Included	INC	Included	Incl	Included
	Digital output in .docx format	\$ -	\$ -	\$ 9.60	\$ 7.60	\$ 56.54	Incl	\$ 6.89
	Digital output in .rtf format	\$ -	\$ -	\$ 9.60	INC	\$ 56.54	Incl	\$ 6.89
Postscript or Postscript/PCL all in one driver page description languages	\$ -	\$ -	Included	INC	\$ 24.64	Incl	Included	
Badge Reader Secure Printing	\$ 3.51	\$ 3.06	\$ 2.55	\$ 5.97	\$ 3.46	NA	\$ 8.67	

Color Segment 1

Manufacturer		Canon	HP	Konica	Kyocera	Ricoh	Sharp	Xerox
Manufacturer Model Number		DX C3830i	E78330dn	bizhub C4050i	TASKalfa 356ci	MPC401SR	MX-C303W	C7030D
Monthly Lease Cost		\$ 201.46	\$ 332.93	\$ 209.85	\$ 430.66	\$ 256.28	\$ 153.60	\$ 175.17
Monthly Lease Cost with Optional Items								
Additional Optional Items	Black and White Faxing	\$ 11.30	\$ 1.01	Included	\$ 10.38	\$ 11.96	Incl	\$ 2.59
	Internet Fax Expansion Kit	\$ -	\$ -	N/A	\$ 4.20	\$ 10.72	\$ 5.19	Included
	Standard 11 x 17 inch Media	\$ -	\$ -	N/A	INC	N/A	NA	Included
	3-hole Punch	\$ 9.54	\$ -	N/A	\$ 7.14	N/A	NA	N/A
	Saddle Stitch	\$ 56.48	\$ -	N/A	\$ 20.76	N/A	NA	N/A
	Card Stock	\$ -	\$ -	Included	INC	N/A	Incl	Included
	Additional trays or drawers for paper sources	\$ 14.56	\$ -	\$ 3.11	\$ 15.57	\$ 7.23	NA	\$ 7.76
	High Capacity Tray or Drawer	\$ -	\$ 11.58	N/A	\$ 16.87	\$ 15.76	NA	N/A
	Exit Tray	\$ -	\$ -	Included	\$ 2.67	\$ 2.37	NA	Included
	Memory Expansion Kit	\$ -	\$ -	Included	INC	\$ 1.12	NA	N/A
	Mac Client OS	\$ -	\$ -	Included	INC	Included with Postscript	Incl	Included
	Linux Client OS	\$ -	\$ -	Included	INC	Included	Incl	Included
	Digital output in .docx format	\$ -	\$ -	\$ 9.60	\$ 7.60	\$ 56.54	Incl	\$ 6.89
	Digital output in .rtf format	\$ -	\$ -	\$ 9.60	INC	\$ 56.54	Incl	\$ 6.89
	Postscript or Postscript/PCL all in one driver page description languages	\$ -	\$ -	Included	INC	Included	Incl	Included
Badge Reader Secure Printing	\$ 5.27	\$ 3.06	\$ 2.55	\$ 5.97	\$ 3.50	NA	\$ 8.67	

Color Segment 2

Manufacturer		Canon	HP	Konica	Kyocera	Ricoh	Sharp	Xerox
Manufacturer Model Number		DX C5840i	E87640dn+	bizhub C450i	TASKalfa 3253	IMC4500	MX-4051	C8145H
Monthly Lease Cost		\$ 305.64	\$ 418.68	\$ 363.27	\$ 602.40	\$ 383.70	\$ 324.78	\$ 274.17
Monthly Lease Cost with Optional Items								
	Black and White Faxing	\$ 11.30	\$ 1.01	\$ 8.06	\$ 10.38	\$ 10.57	\$ 7.93	\$ 2.59
	Internet Fax Expansion Kit	\$ -	\$ -	N/A	\$ 4.20	\$ 10.72	\$ 5.19	Included
	Standard 11 x 17 inch Media	\$ -	\$ -	Included	INC	\$ 36.61	Incl	Included
	3-hole Punch	\$ 9.54	\$ 13.09	\$ 4.30	\$ 7.14	\$ 9.10	\$ 6.72	\$ 4.14
	Saddle Stitch	\$ 56.48	\$ -	\$ 23.94	\$ 20.76	\$ 64.78	\$ 21.03	\$ 13.22
	Card Stock	\$ -	\$ -	Included	INC	N/A	Incl	Included

Additional Optional Items	Additional trays or drawers for paper sources	\$ 14.56	\$ -	\$ 9.81	\$ 15.57	\$ 14.90	\$ 18.11	Included
	High Capacity Tray or Drawer	\$ 28.36	\$ 17.46	\$ 22.09	\$ 16.87	\$ 17.25	\$ 13.59	\$ 13.25
	Exit Tray	\$ -	\$ -	\$ 12.10	\$ 2.67	\$ 21.00	\$ 2.07	Included
	Memory Expansion Kit	\$ 17.13	\$ -	N/A	INC	\$ 1.24	Incl	N/A
	Mac Client OS	\$ -	\$ -	Included	INC	Included with Postscript	Incl	Included
	Linux Client OS	\$ -	\$ -	Included	INC	Included	Incl	Included
	Digital output in .docx format	\$ -	\$ -	\$ 9.60	\$ 7.60	\$ 56.54	Incl	\$ 6.89
	Digital output in .rtf format	\$ -	\$ -	\$ 9.60	INC	\$ 56.54	Incl	\$ 6.89
	Postscript or Postscript/PCL all in one driver page description languages	\$ -	\$ -	Included	INC	\$ 5.32	\$ 4.26	Included
	Badge Reader Secure Printing	\$ 5.27	\$ 3.06	\$ 2.55	\$ 5.97	\$ 3.50	NA	\$ 8.67

Color Segment 3

Manufacturer	Canon	HP	Konica	Kyocera	Ricoh	Sharp	Xerox	
Manufacturer Model Number	DX C3835i	E87650dn+	bizhub C360i	TASKalfa 5053	IMC3000	MX-3051V	C8135T	
Monthly Lease Cost	\$ 282.56	\$ 367.38	\$ 277.97	\$ 553.30	\$ 290.96	\$ 240.08	\$ 206.47	
Monthly Lease Cost with Optional Items								
Additional Optional Items	Black and White Faxing	\$ 11.30	\$ 1.01	\$ 8.06	\$ 10.38	\$ 12.22	\$ 7.93	\$ 2.59
	Internet Fax Expansion Kit	\$ -	\$ -	N/A	\$ 4.20	\$ 10.72	\$ 5.19	Included
	Standard 11 x 17 inch Media	\$ -	\$ -	Included	INC	\$ 21.00	Incl	Included
	3-hole Punch	\$ 9.54	\$ 13.09	\$ 4.30	\$ 7.14	\$ 8.69	\$ 6.72	\$ 4.14
	Saddle Stitch	\$ 56.48	\$ -	\$ 25.80	\$ 20.76	\$ 50.63	\$ 21.03	\$ 13.22
	Card Stock	\$ -	\$ -	Included	INC	N/A	Incl	Included
	Additional trays or drawers for paper sources	\$ 14.56	\$ -	\$ 9.81	\$ 15.57	\$ 14.90	\$ 18.11	Included
	High Capacity Tray or Drawer	\$ 28.36	\$ 11.58	\$ 13.50	\$ 16.87	\$ 17.25	\$ 13.59	\$ 13.25
	Exit Tray	\$ -	\$ -	\$ 13.62	\$ 2.67	\$ 21.00	\$ 2.07	Included
	Memory Expansion Kit	\$ 17.13	\$ -	Included	INC	\$ 1.24	Incl	N/A
	Mac Client OS	\$ -	\$ -	Included	INC	Included with Postscript	Incl	Included
	Linux Client OS	\$ -	\$ -	Included	INC	Included	Incl	Included
	Digital output in .docx format	\$ -	\$ -	\$ 9.60	\$ 7.60	\$ 56.54	Incl	\$ 6.89
Digital output in .rtf format	\$ -	\$ -	\$ 9.60	INC	\$ 56.54	Incl	\$ 6.89	
Postscript or Postscript/PCL all in one driver page description languages	\$ -	\$ -	Included	INC	\$ 5.32	\$ 4.26	Included	
Badge Reader Secure Printing	\$ 5.27	\$ 3.06	\$ 2.55	\$ 5.97	\$ 3.50	NA	\$ 8.67	

LEASE ACCEPTANCE CERTIFICATE

Purchase order number _____ dated _____ 20 _____, by and between _____ (Contractor)
and _____ (Commonwealth Agency).

ACCEPTANCE CERTIFICATE

The undersigned hereby certifies and represents to, and agrees with, the contractor or its assignee as follows:

1. A unit(s) of the equipment and/or financed item(s) identified on the attached schedule have/has been delivered to _____ and accepted on the date indicated below.
2. The Commonwealth agency had conducted such inspection and/or testing of the unit(s) of the equipment and/or financed item(s) as it deems necessary and appropriate and hereby acknowledges that it accepts the such unit(s) of equipment.
3. The Commonwealth agency is not in any event of default as defined in RFP 6100044411 and no event which, with notice or lapse of item, or both, would become an event of default, has occurred and is continuing at the date thereof.

Commonwealth Agency

Name & Date

Title

SAP INVOICING PLAN

The Commonwealth will use Invoicing Plan functionality for recurring lease payments. This process has been in place since July 2007 and has significantly streamlined invoice processing for the Commonwealth and improved the payment cycle for the incumbent vendor. Awarded vendor(s) must agree to the requirements of this process.

Invoicing Plan Overview:

- Invoicing Plan (or “Periodic Inv. Plan”) is a type of Purchase Order created in SAP
 - Use of this transaction type on a PO will generate automatic, routine payments to the vendor(s) at regular intervals.
- Use of Invoicing Plan is extremely beneficial to both the Commonwealth and the Vendor(s)
 - The Vendor(s) will always be paid in a timely manner per the Purchase Order payment terms set up by the Commonwealth.
 - Manual input and processing of invoices by Commonwealth Comptroller’s Office will be eliminated
 - Agency input of goods receipts against the Purchase Order will be eliminated

Requirements of the process:

- Commonwealth agencies establish a leasing plan with recurring payments
- Awarded vendors do not issue hard copy invoices
- Payments are issued on a monthly basis
- Serial number of machine or other identification number is provided on remittance advice
- Refund procedure- Refund Check to Comptroller’s Office (reference PO#), No Credit Memo.
- Payment Terms- payment gets processed at the end of a full month and has a pay date of the 15th of the next month.