NH Department of Administrative Services
Bureau of Graphic Services
12 Hills Ave.
Concord, NH 03301

NOTICE OF CONTRACT

Effective 07/01/2014 thru 06/30/2018

MULTIFUNCTION PRINTER RENTAL – CLASS 4

35,000 PAGES PER MONTH MINIMUM PURCHASE

BRAND/MODEL: Xerox WorkCentre 5335PT

MONTHLY VOLUME: 20,001 – 35,000

CONTRACT #: 8001557

VENDOR: Xerox Corporation VN#174951 P003
45 Glover Avenue
Norwalk, CT 06856

CONTACT/TELEPHONE: C. Yvonne Hickey 857-241-6317
Yvonne.Hickey@xerox.com

BUYER CODE: BGE

NIGP CODE: MAJOR: 600 MINOR: 5600

EFFECTIVE DATES: *Four years from date of installation* if ordered between 07/01/2014 to 06/30/2018 with the right to renew annually for up to two (2) additional years.

DESTINATION: Anywhere in the State of New Hampshire

ORDERING: STATE AGENCIES: Place all orders through Bureau of Graphic Services.

Upon notification from Bureau of renewal/replacement of existing equipment, please process through RQ10 as instructed in notification.

New equipment requests other than the replacement of existing equipment are to be processed through RQ10.

OTHER ORGANIZATIONS
Political sub-divisions or Federal Code 501C nonprofit entities please contact Vendor directly.

INVOICING: Monthly invoicing for rental and any excess volume charges.

QUESTIONS: Julie Sawtelle, NH Bureau of Graphic Services, 603-271-2381.

MFP RENTAL PRICING – CLASS 4

Photocopy/Print/Scanner/Fax Functionality Plus 35,000 Pages/Month Print Allowance

BASE CHARGE

Brand/Model:	Xerox WC5335PT
Base Monthly Rental Charge:	$164.90
Pages Per Month Included In Base Monthly Rental Charge:	35,000
Additional charge for over allowance prints:	$0.0055 /page

OPTIONAL ACCESSORY CHARGES

11" x 17" paper cassette/drawer: ……	Included
2/3 hole punch: ……	$13.14 / month
Separate convenience stapler (not an inline stapler): …….	$6.96 / month
Additional 500 sheet capacity adjustable paper cassette/drawer: ……..	$13.25 / month
Additional 1,000 sheet capacity adjustable paper cassette/drawer: ……	$13.25 / month
Additional 256 MB memory: ……..	Included, comes with 1 GB

CONTINGENT CHARGES

Staples: ……	$150.00/pkg of 15,000
Relocation hourly rate in same facility: ……..	$350.00/hr.
Relocation hourly rate within 25 mile radius ……	$350.00/hr.
Relocation hourly rate within 26 – 50 miles of original location: ……	$350.00/hr.
Relocation hourly rate beyond 51 miles of original location: ……	$350.00/hr.
Unfounded cancellation & removal fee: …….	$494.70 (3 X base rental)
Hourly service rate weekdays after hours (5:01 p.m. – 7:59 a.m.) …….	$835.00 / hr.
Hourly service rate on weekends (5:01 p.m. Fri – 7:59 a.m. Monday) ……..	$910.00 / hr.
Hourly service rate on NH State Holidays …….	$910.00 / hr.

Remittance Addresses:

For Rental Payments:

Xerox Corporation
P.O. Box 904099
Charlotte, NC 28290-4099

For Staples:

Xerox Corporation
P.O. Box 26152
Chicago, IL 60673-1261
(Or as listed on invoice)

Best way to order supplies and service:

Supplies: Online: http://Xerox.com under "Metered Supplies"

Phone: 1-800-599-2198 between 8:00 a.m. – 7:00 p.m. Eastern time with serial number.

Service: 1-800-821-2797

Best way to return empty toner cartridges free of charge and freight:

Fuser: Prepaid return label is provided with the package.

Toner: Download prepaid return labels directly from the Xerox website at www.xerox.com/gwa .

1. Single (individual) returns:
• On the Xerox web site, select an item by model or reorder number.
• Return items via UPS.
• Xerox pays return shipping for items on its Take Back list and all recycling costs.

2. Eco Box returns for over four items
• Order a kit of three boxes and bags — ships at no charge to you.
• Fill box with used supplies, seal and ship via UPS.
• Xerox pays for return shipping and all recycling costs.

3. Pallet returns for over 30 items
• Consolidate items on your own pallet.
• Complete bill of lading and schedule pickup with Ryder Logistics.
• Xerox pays for return shipping and all recycling costs.

Third Party or Subvendor Disclosure

Certain devices will be supplied and serviced by Continental Business Machines (a Xerox agent) and certain devices will be supplied and serviced by Xerox Corporation. Graphic Services will be coordinating with Xerox so we may pass this information to you at the time of order.

Using the third party Vendor will be seamless as all orders, supplies and service calls will be routed through Xerox Corporation unless we are notified otherwise. A notice will go out in cases where there are different procedures.

WorkCentre®
5325 / 5330 / 5335
Tabloid-size
Black-and-white
Multifunction Printer

Xerox® WorkCentre® 5325 / 5330 / 5335 Multifunction Printer

Optimized office efficiency

WorkCentre® 5325 / 5330 / 5335 Multifunction Printer

The highly modular WorkCentre 5300 series multifunction printer gives today's fast-paced office environments a critical productivity advantage. The tasks you perform daily become more efficient, while intensive workplace processes are optimized with customizable workflow solutions that easily handle your unique business requirements.

Reduce costs with superior workgroup efficiency

With exceptional copier performance and the option of adding powerful printing, scanning and faxing, the WorkCentre 5300 series is built to perform as a consistently high level. Plus, multiple levels of cost-control capabilities let you easily manage expenses by limiting, tracking and assigning costs.

- **Faster results.** Print and copy speeds of up to 35 ppm keep pace with even the busiest environments.
- **Automated workflows.** Save time and increase efficiency with convenient features that automate routine tasks. For example, Fax Forward to Email automatically sends your incoming faxes from the device directly to your computer's email in-box.
- **Powerful scanning.** Improve the way you work with a host of scanning features, such as Scan to Folder[1], Network Scanning[1], Scan to Text-searchable PDF[1], and standard color scanning. Convert hard copies into digital files for automatic routing and archiving. Preview scans and documents stored on the device right on the color touch screen, and you can access documents faster with advanced file compression that dramatically shrinks file sizes.
- **Walk-up simplicity.** Scan to/print from USB functionality lets you print from and scan to a USB memory device for faster document delivery when you're not at your computer.
- **Limit and track usage.** With Xerox Standard Accounting, administrators can set limits for individual users on the number of print, copy, scan, and fax jobs, and account for device activity at the user, group or department level.
- **Experience true multitasking.** The WorkCentre 5300 series lets users perform five tasks at once: RIP, receive, program ahead, process the queue, and transmit. This advanced capability lets you copy, print, scan or fax even while other jobs are running.

Total peace of mind

The WorkCentre 5300 series features state-of-the-art technologies for optimized security at the device and on the network.

- **Keep your documents safe at all times.** With Secure Print, jobs are stored in a separate queue until the intended recipient chooses which jobs to release for printing. Plus, users can convert hard copies to secure digital files with the Scan to Password-protected PDF feature.
- **Prevent unauthorized access.** Powerful features such as standard network authentication[2], with available technologies like Secure Access Unified ID System® and Common Access Card Enablement Kit, ensure only authorized users can access the device.
- **Maintain information integrity.** 256-bit hard disk encryption and overwrite uses the FIPS 140-2 standard to ensure your data stays secure.
- **Stay secure.** Sensitive data stays private over your network thanks to network authentication and encrypted email, plus built-in support for IPsec, 802.1X and SNMPv3.0 — the latest security protocols.

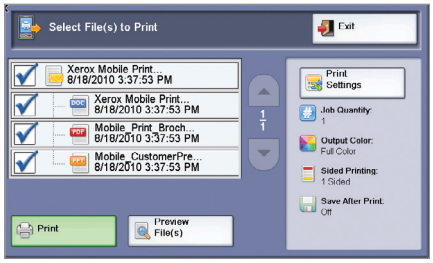
The right fit for every environment

The space-saving WorkCentre 5300 series benefits your office and the outside world, with cutting-edge engineering that delivers big reductions in energy consumption.

- **Smaller footprint**. Save valuable office space with a device that's just the right fit.
- **Quiet operation.** The WorkCentre 5300 produces less noise, letting you keep the device close by for distraction-free convenience.
- **Xerox technology advantages.** Our EA Toner with low-melt technology achieves minimum fusing temperature at 68 degrees F (20 degrees C) less than conventional toner. Plus, our LED scanner consumes just one-third the power of traditional Xenon lamps. You get significant energy savings and brilliant, glossy output — even on ordinary paper.
- **Standard duplexing.** The WorkCentre 5300 series comes with standard two-sided printing, helping you save paper and money.
- **ENERGY STAR® qualified.** The WorkCentre 5300 series meets the stringent ENERGY STAR requirements for energy usage.

[1] With Network Scan Kit; [2] Copier/printer/scanner only.

Xerox® Workflow Solutions take your WorkCentre 5300 series multifunction printer to a higher level of office optimization.



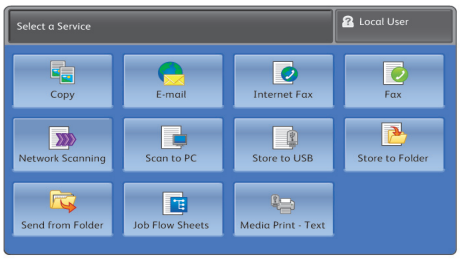
Xerox® Mobile Print Solution is just one of many personalized solutions you access right from the touch screen interface.

Transform the way your organization gets vital work done with the power of Xerox Workflow Solutions. When people work efficiently, in less time and with fewer steps, productivity goes up. Stress goes down. So do errors. Whether you have only a few people on your team or a very large workgroup, Xerox knows it's about streamlining your workflow — and it starts by using Xerox® Workflow Solutions right from your WorkCentre 5300 series device.

Xerox® Mobile Print Solution

With Xerox, being mobile has never been easier. Xerox makes mobile printing simpler and more convenient, while keeping your business secure. That's why we're empowering today's mobile professionals with the freedom to send print jobs from any email-enabled device.

1
The innovative touch screen on the WorkCentre 5300 series front panel makes walk-up operation easy as can be. It features a 7-inch full-color display with bright icons and intuitive navigation for optimal ease-of-use.



2
Front-panel USB port makes it fast and easy to print from or scan to any standard USB memory device.

3
110-sheet Duplex Automatic Document Feeder (DADF) quickly processes single- or double-sided originals.

4
50-sheet bypass tray for specialty media and custom sizes.

5
The optional 2,000-sheet High Capacity Feeder* brings maximum paper capacity to 5,090 sheets.

6
Standard paper input includes your choice of two 520-sheet trays with a stand or a 2000-sheet High Capacity Tandem Tray.

7
Space-saving Integrated Office Finisher with convenient single-position stapling.

8
Office Finisher LX adds 2,000-sheet stacking, multi-position stapling and optional booklet maker.

Flexibility with room to grow

Choose a powerful tabloid-size copier and add printing, scanning and faxing capabilities to optimize your workgroup's productivity. As your work volume increases, the WorkCentre 5300 series is ready to expand to meet your business needs.

WorkCentre® 5300 Series Quick Facts

- Print and copy at up to 35 ppm
- Powerful scan and fax solutions
- Print up to 11 x 17 in. / A3
- Up to 1200 x 1200 dpi print resolution
- Max paper capacity: 5,090 sheets
- Best-in-class security — Full System Common Criteria Certified (ISO 15408)
- Xerox® Workflow Solutions built on the Xerox Extensible Interface Platform® (EIP)

Print / Copy / Scan / Fax

11 x 17 in. / A3

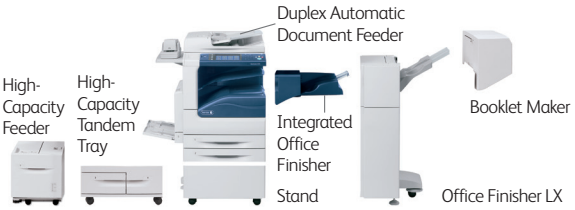
35 ppm

WxDxH:
23.5 x 25.1 x 43.9 in.
597 x 637.5 x 1,115 mm

WorkCentre 5335 with High-Capacity Tandem Tray

* Requires High-Capacity Tandem Tray

WorkCentre® 5325 / 5330 / 5335



		WorkCentre 5325 / 5330 / 5335 Copier	WorkCentre 5325 / 5330 / 5335 Copier/Printer/Scanner
Speed		Up to 25 / 30 / 35 ppm	
Duty Cycle		100,000 / 125,000 / 150,000 pages per month	
Memory		1 GB plus 160 GB hard drive	1 GB plus 160 GB hard drive / 2 GB with optional PostScript Kit
Paper Handling Paper input	Standard	**Duplex Automatic Document Feeder:** 110 sheets; Standard sizes: 5.5 x 8.5 in. to 11 x 17 in. / A5 to A3; Custom sizes: 3.3 x 4.9 in. to 11.7 x 17 in. / 85 x 125 mm to 297 x 432 mm	
		Bypass Tray: 50 sheets; Custom sizes: 3.5 x 3.9 in. to 11.7 x 17 in. / 89 x 98 mm to 297 x 432 mm	
	Choose one	**Trays 1 and 2 with Stand:** 520 sheets each; Sizes: Custom sizes: 5.5 x 7.2 in. to 11.7 x 17 in. / 140 x 182 mm to 297 x 432 mm **High-Capacity Tandem Tray:** 2,000 sheets; Standard Sizes: 8.5 x 11 in. and 7.25 x 10.5 in. / A4 or B5	
	Optional	**High-Capacity Feeder*:** 2,000 sheets; Standard Sizes: 8.5 x 11 in. and 7.25 x 10.5 in. / A4 or B5	
		Envelope Tray: Up to 60 envelopes: #10 commercial, Monarch, DL, C5, Custom sizes: 3.9 x 5.8 in. to 6.4 x 9.5 in. / 98 x 148 mm to 162 x 241 mm	
Paper output	Standard	**Dual Catch Tray:** 250-sheets each; Lower output offset	
	Optional	**Integrated Office Finisher:** 500-sheet stacker, 50 sheets stapled, single-position stapling	
		Office Finisher LX: 2,000-sheet stacker, 50 sheets stapled, 3-position stapling, optional hole-punch, optional booklet maker (score, saddle stitch)	
		Convenience Stapler: Staples 50 sheets	
Automatic two-sided printing		Standard	
Copy	First-page-out-time	WorkCentre 5325/5330: As fast as 4.2 seconds; WorkCentre 5335: As fast as 4.0 seconds	
Resolution (max)		600 x 600 dpi	
Copy features		Automatic two-sided, Electronic pre-collation, Automatic tray selection, Build Job, Negative/Mirror image, Automatic booklet creation, Multi-up, Auto RE, Mixed-size originals, Covers insertion, Sample set, Book copying, Annotation, Delete Outside/Delete Inside, Poster mode, Watermarks, ID Card Copy, Page Layout, Form Overlay, Background Suppression	
Print	First-page-out-time	Optional	As fast as 11.0 seconds
Resolution (max)			1200 x 1200 dpi
Connectivity			10/100/1000Base-TX Ethernet, High-Speed USB 2.0 direct print
Page description languages			PCL® 5e, PCL 6, HP-GL/HP-GL2, TIFF/PDF, XPS®; Optional Adobe® PostScript® 3™
Print features			Automatic two-sided, Secure print, Delay print, Sample set, Booklet creation, Cover selection, Paper selection by attribute, N-up, Watermarks, Banner sheets, Fit to new paper size, Output tray selection, Print from USB
Scan	Standard	Optional	PDF, Linearized PDF, PDF/A, TIFF, JFIF, JPEG, XPS, Color Scan, Scan to Email, Scan to Folder
	Optional		Scan to PC Desktop®, Network Scan Kit (Text Searchable PDF, MRC compression, Thumbnail Preview, Various Xerox® Business Innovation Partner Solutions)
Fax Kit		Optional	Walkup PSTN fax (one-line and three-line options) with Internet fax, Fax over IP (T.38) Kit, Network Server Fax Enablement Kit, Speed Dials (up to 2,000)
			LAN Fax via driver, Fax Forward, Two-sided Send and Receive, Print on / Fax up to 11 x 17 in. / A3, Fax Build Job
Accounting	Standard	Auditron	Auditron, Xerox® Standard Accounting (Copy, Print, Fax, Scan)
	Optional	NA	Network Accounting Enablement Kit (Various Xerox Business Innovation Partner Solutions)
Security	Standard	256-bit Hard Disk Encryption, Image Overwrite	Secure Print, Authentication with LDAP/Kerberos/SMB/CAC, Password Protected PDF, FIPS 140-2 encryption, S/MIME Encrypted Email, IPsec, 802.1X, SNMP v3.0, Email over SSL, LDAP over SSL, Image Overwrite, 256-bit Hard Disk Encryption, Audit Log
	Optional	NA	CAC, Secure Access Unified ID System®
Other Options		Common Access Card Enablement Kit, Foreign Device Interface, Unicode Kit	

* Requires High-Capacity Tandem Tray

Multifunction Device
CCD – 035

For more information, call **1-800-ASK-XEROX** or visit us at **www.xerox.com/office**

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W5BBR-01UE

General Contract Information

For Rental of Multifunction Printers (MFPs) and Accessories and Rental of Photocopiers and Accessories

For general Information only. Contact Graphic Services at 603-271-2381with questions on individual contractors listed.

SECTION 1: ABBREVIATIONS/DEFINTIONS FOR MFP AND PHOTOCOPIER AS APPLICABLE

The following contain the most commonly used terms for this Contract.

1.1. **1:1 Feature:** Copy/print single sided originals with the duplicated end product as one sided.

1.2. **1:2 Feature:** Copy/print two or more single sided originals with the duplicated end product as two sided.

1.3. **2:2 Feature:** Copy/print two sided originals with the duplicated end product as two sided.

1.4. **Automatic Document Feeder (ADF):** Provides for single sided originals to be copied/scanned/faxed without lifting the platen. Originals are loaded into a feeder and, after pressing start, the MFP/Photocopier moves each sheet on and off the platen eliminating the need to place each sheet one-by-one onto the glass. Originals are put through the feeder one time only using "scan once-print many" technology.

1.5. **Automatic Duplexing:** Automatically copies and prints both sides of the page. For MFP/Photocopier Additional Accessories: This may also be set by the End User when printing from their pc desktop.

1.6. **Convenience Stapler:** An automatic staple system located at an area on the outer shell of the MFP/Photocopier in which End Users shall manually place the document into the staple slot for stapling to occur.

1.7. **Digital Imaging Systems:** Technology which works the same way as a scanner; breaking up the image into dots and rows rather than taking a picture with a lens much like a camera. The digital system for this Contract uses "scan once-print many" technology for copying/scan/outgoing fax transmissions.

1.8. **Dots Per Inch (DPI):** Measures the resolution of an image both on screen and in print. The DPI measures how many dots fit into a linear inch. The higher the DPI, the more detail can be shown in an image.

1.9. **Duplex:** For this Contract; Two page sides of a sheet of paper with size ranges of 5 1/2" x 8 1/2", 8 1/2" x 11", 8 1/2" x 14" and, where applicable, 11" x 17".

1.10. **Duplex Single Pass:** For this Contract; automatically scans/images both sides of a two-sided original in one pass through the ADF without having to "flip" the original over to scan/copy the second side.

1.11. **Electronic Recirculating Document Handler (ERDH):** Same function as Reversing (a.k.a Recirculating) Automatic Document Feeder (RADF) but produces electronic sorting for printed output.

1.12. **Electronic Sorting:** Printed output is electronically collated (assembled in proper numerical or logical sequence) in the order they are outputted from the machine.

1.13. **End User(s):** Individual State of New Hampshire Departments/Subunits utilizing any contract that arises from this Contract.

1.14. **FOB Destination:** A shipping term which indicates that the Contractor pays the shipping costs (and usually also the insurance costs) from the point of manufacture to a specified destination, at which point the End User takes responsibility.

1.15. **Full Repair Service and Maintenance (FSMA):** As per section 4.9.

1.16. **Images Per Minute (IPM):** For this contract, the unit of measure for scanning speed.

1.17. **Inline Sorter Stapler:** Electronic sorting technology in which the collated sets of documents are automatically stapled before they are placed in the output tray. End users may utilize this option when printing from pc desktops when applicable.

1.18. **Meter Clicks:** For this Contract a meter click records any printed output. Each class is allowed a volume of meter clicks per month which is included in the monthly rental charge of the MFP/Photocopier.

1.19. **Monochrome:** For this Contract; black and white print output.

1.20. **Multifunction Printer (MFP(s)):** For this Contract; Multifunction photocopier-printer-scanner-fax devices and all related parts, accessories, attachments, and network related devices.

1.21. **Multitasking Functionality (MFP Class 5 & 6 and Photocopier Additional Accessories for Class 5 & 6):**

1.21 a. End users shall be enabled to access functions simultaneously with limited bottlenecks.

1.21 b. MFP/Photocopier shall be able to receive incoming copy, print, scan or fax jobs while current jobs are running.

1.21 c. End users shall be permitted to program functions to run during off-peak hours.

1.21 d. End users shall be able to "jump ahead" in queue for immediate print output.

1.21 e. Scans shall be immediately processed and not held in queue.

1.21 f. MFP/Photocopier shall provide dual fax lines to enable simultaneous sending and receiving of fax documents.

1.21 g. Errors for printed output functions shall not prevent the End User from utilizing scan/outgoing fax functions.

1.21 h. Errors for scan/outgoing fax functions shall not prevent the End User from utilizing printed output functions.

1.22. **Offsetting Delivery:** For this Contract, offset delivery means the output tray of the MFP/Photocopier moves allowing groups of multi-page documents to be placed in offsetting piles so the End User can easily identify one group from another.

1.23. **Original:** For this Contract, original means primary paper document.

1.24. **OEM:** For this Contract, parts and supplies shall be from the Original Equipment Manufacturer.

1.25. **Pages Per Month (PPM):** "Page output per month" that utilizes toner (copies made, prints made and incoming faxes). This references the monthly printed output allowances (meter clicks) requested that are included in the monthly base rental charge as well as any print output over the monthly allowance. Scans and outgoing faxes are not considered a printed output nor should scans or outgoing faxes count against the allotted meter click allowance provided.

1.26. **Platen (Platen Glass):** The glass area on which originals are placed to be copied/scanned/faxed. It also refers to the cover that opens and closes over the platen glass.

1.27. **Photocopier:** For this Contract; A stand-alone photocopier that allows the End User to make photocopies only unless the End User chooses an additional accessory to allow them to print or scan or fax.

1.28. **Print or Printed Output:** For this Contract, any duplication or output that utilizes toner such as copies made, prints made or incoming faxes.

1.29. **Reversing (a.k.a Recirculating) Automatic Document Feeder (RADF):** Provides for single and double sided originals to be copied/scanned/faxed without lifting the platen. Originals are loaded into a feeder and, after pressing start, the MFP/Photocopier moves each sheet on and off the platen eliminating the need to place each sheet one-by-one onto the glass. For double-sided originals, the feeder flips or turns over the original to copy its backside. Originals are put through the feeder one time only using "scan once-print many" technology.

1.30. **Scan Once-Print Many:** Copies, scans or outgoing faxes are produced from scanned images that are held in memory. The originals are sent through once allowing the user to retrieve the originals while the function is still being completed.

1.31. **Simplex:** For this Contract; One page side of a sheet of paper with size ranges of 5 1/2" x 8 1/2", 8 1/2" x 11", 8 1/2" x 14" and, where applicable, 11" x 17".

SECTION 2: GENERAL TERMS OF CONTRACT

2.1. Both MFP and Photocopier contracts shall be available to all End Users from July 1, 2014 to June 30, 2018 with the contract term running **four (4) years from date of complete installation** as described in section 2.3. Upon expiration of the initial four year contract, End Users may choose to renew the contract annually for up to two (2) additional years under the same or lower price tables as well as the same terms, conditions and specifications. All renewals shall be granted only upon written mutual agreement between the New Hampshire Department of Administrative Services Commissioner and the Contractor.

2.2. Final contract placement lists will be provided to the Contractor by the Bureau of Graphic Services. This list will be kept current with additional installations or removals throughout the contract period. Invoices shall not be processed until installation is complete as described in section 2.3.

2.3. Complete installation includes delivery of MFP/Photocopier FOB Destination, installation, full operating functionality of all MFP/Photocopier components and operator training to the satisfaction of the End User.

2.3a. Unless otherwise jointly agreed upon between End User and Contractor; Should the End User detain complete installation beyond fifteen (15) working days after delivery, the Contractor may invoice as per section 4.10.

2.4. Should the End User decide not to renew the contract at the end of the contract term/any renewal term, the Contractor shall be responsible for the removal of the MFP/Photocopier and any costs associated with such removal at the end of the contract term/any renewal term. Such removals shall take place within fifteen (15) working days from the date the End User notifies the Contractor that the MFP/Photocopier is ready for removal. Removals shall include complete deletion of stored data as per section 4.11. The End User shall not be responsible for any costs associated with the MFP/Photocopier rental as of the date the Contractor is notified to proceed with removal.

2.5. **Remanufactured MFPs/Photocopiers will not be accepted**. MFPs/Photocopiers shall be new and in excellent working condition when installed. There shall be no broken or malfunctioning features on any MFP/Photocopier placed.

2.6. MFP(s)/Photocopier(s) shall be stable products that have been tested for not less than six (6) months before being placed in the United States' Market and shall have been available in the United States' Market for at least one (1) year.

2.7. If MFP/Photocopier fails to perform as per the manufacturers' specifications such MFP/Photocopier shall be replaced within ten (10) working days at no additional charge with a comparable MFP/Photocopier which shall perform per the subsequent minimum requirements specified at no additional cost to the End User. Replacements shall be communicated to the Department of Information Technology, herein known as DoIT, as applicable per section 4.11.

2.8. Unless otherwise jointly agreed upon between End User and Contractor; If the MFP/Photocopier requires service for the *same malfunction* more than four (4) times over a six (6) month period causing the equipment to run at less than 100% capacity each time for two (2) consecutive calendar days, if malfunction occurs on a Monday thru Thursday, or four (4) consecutive calendar days if malfunction occurs on a Friday; such MFP/Photocopier shall be replaced within ten (10) working days at no additional charge with a comparable MFP/Photocopier which will perform as specified with a minimum of service requirements. Replacements shall be communicated to DoIT as applicable per section 4.11.

2.9. Unless otherwise jointly agreed upon between End User and Contractor; If the MFP/Photocopier requires service for *different malfunctions* more than five (5) times over a six (6) month period causing the equipment to run at less than 100% capacity each time for two (2) consecutive calendar days, if malfunction occurs on a Monday thru Thursday, or four (4) consecutive calendar days if malfunction occurs on a Friday; such MFP/Photocopier shall be replaced within ten (10) working days at no additional charge with a comparable MFP/Photocopier which will perform as specified with a minimum of service requirements. Replacements shall be communicated to DoIT as applicable per section 4.11.

2.10. If the Contractor fails more than three (3) times to respond to service requests as per section 4.9, the MFP/Photocopier shall be removed within ten (10) working days of written notification to the Contractor at no additional charge to the End User and with no cancellation penalty incurred. Removals shall be communicated to DoIT as applicable per section 4.11.

2.11. If MFP/Photocopier is replaced and replacement fails to perform per section 2.7 or service capacity fails as per section 2.8, 2.9 and 2.10, the replacement shall be removed within ten (10) working days of written notification to the Contractor at no additional charge to the End User and with no cancellation penalty incurred. Removals shall be communicated to DoIT as applicable per section 4.11.

2.12. If physical damage to the MFP/Photocopier is the fault of the End User, the End User shall be responsible for the cost of the repairs at the regular hourly labor rate for repair service. All supplies and parts that are critical for proper repair will be reimbursed to the Contractor by the End User at cost. All supplies and parts shall be OEM and FOB Destination.

2.12a. Unless the End User demonstrates otherwise, the following types of damage are typically attributable to misuse and shall be reimbursed by the End User:

2.12a.1 Damaged platen glass (due to platen cover being slammed too hard or an object hitting the glass hard enough to crack or crush the platen glass.

2.12a.2 Broken MFP/Photocopier doors (that appear to be physically torn from the machine).

2.12a.3 Broken MFP/Photocopier cassette/drawers (that have been physically torn from the machine).

2.12a.4 Any trays that are completely broken from MFP/Photocopier due to obvious stress on the trays by the End User.

2.12a.5 Large dents which cause the MFP/Photocopier to fail in its capacity as specified.

2.12a.6 Damages to the MFP/Photocopier caused by moving it without Contractor permission (Contractors are to move MFP/Photocopiers).

2.12a.7 Electrical damages (boards, wiring, etc.) to the MFP/Photocopier caused by unplugging the device from its Contractor-Supplied dedicated electrical Surge Protector.

2.13. MFP/Photocopier upgrades of an awarded class during the contract period may be allowed under the same terms, conditions, specifications and price tables only upon written mutual agreement between the New Hampshire Department of Administrative Services' Commissioner and the contracted Contractor. Notification of such upgrades shall be submitted in writing to the Bureau of Graphic Services at least fifteen (15) working days before upgrade is to take place and shall include the following:

2.13a. Contract #.

2.13b. Class to be upgraded in a "From" "To" format.

2.13c. Justification for upgrade.

2.13d. Confirmation that upgraded MFP/Photocopier models meet all requirements of the original contract.

2.13e. Confirmation that upgraded MFP/Photocopier models shall abide by the same terms, conditions and price tables of original contract.

2.13f. Confirmation that Contractor shall abide by all requirements of original contract for models already installed.

2.13g. Attach specification sheets of upgraded MFP/Photocopier models.

2.13h. Mail or hand-deliver complete packet to the Bureau of Graphic Services with original authorized signature.

2.14. In the event a Contractor is listed for more than one class in MFP/Photocopier sections: The End User shall have the right to upgrade or downgrade one (1) time to another class during the rental contract without penalty as long as the upgrade or downgrade is with the same Contractor as the End User's original rental contract.

2.15. Contractor correspondence and submittals shall be sent to the End User(s) at any location in the State of New Hampshire or, upon request, to the State of New Hampshire Bureau of Graphic Services, 12 Hills Avenue, Concord NH 03301.

SECTION 3: CONDITIONAL NATURE OF AGREEMENT

3.1. Notwithstanding anything in this agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account.

SECTION 4: MINIMUM FUNCTIONAL REQUIREMENTS FOR ALL MFP AND PHOTOCOPIER CLASSES

MFPs/Photocopiers will meet or exceed the minimum functional requirements listed. These requirements will also be a part of the additional specific class requirements as per section 5. Minimum functional requirements are separated into topic as follows: *Common Components, Photocopier, Printer, Scanner, Fax, Technology, Delivery, Training, Full Repair Service and Maintenance, Invoice Requirements and Contractor Responsibility to DoIT.*

NOTE: Print, scan, fax and network-related functions listed in the *Minimum Functional Requirements* are part of full specifications for MFP and per section 8 for Photocopier Additional Accessories.

4.1. **Common Components:**

4.1a. Shall include, but not be limited to, all parts, boards, internal software to enable all photocopier, print, scan and fax functions.

4.1b. Shall adhere to section 2.5 and 2.6. Shall not be discontinued MFP/Photocopier models or MFP/Photocopier models no longer in production.

4.1c. Shall include *FSMA* per section 4.9 for the duration of the contract term/any renewal term.

4.1d. Include price of stand or table if "desktop" model.

4.1e. Include a minimum of two adjustable paper drawers handling 5 ½" x 8 ½", 8 ½" x 11", and 8 ½" x 14" paper sizes.

4.1e.1. Minimum total capacity 500 sheets 20 lb. bond.

4.1f. Shall automatically detect paper size placed in tray.

4.1g. Shall provide ability to designate default tray access and automatically detect correct paper size of output.

4.1h. Provided with RADF, ERDH or Duplex Single Pass with 1:2, 2:1 and 2:2 features to copy, scan and fax a minimum 5 ½" x 8 ½", 8 ½" x 11", and 8 ½" x 14" paper sizes.

4.1i. Include base printed output per month allowance to coincide with maximum volume for each class.

4.1j. Include or have a multiple user counter/access device option with a minimum of 200 individual and separate user codes available.

4.1k. Allow the restriction of pc desktop access based on network authentication; user name and password.

4.1k.1. Passwords shall allow for a minimum of 10 characters in length to contain a combination of upper and lowercase characters and at least one number or special character not defined as letters or numerals such as @, &, !.

4.1l. Allow the option to restrict "walk-up" access (End User is physically at the MFP/Photocopier) to authenticated End Users via user name, password or user code or a combination of such.

4.1m. Shall have ability to be shared amongst End Users through a network environment as a peripheral device compliant as per section 4.6.

4.1n. Shall allow DoIT, per section 4.11, authorized staff password protected administrative access.

4.1n.1. Authorized DoIT staff shall be able to recover administrative credentials through a web interface or through another remote recovery method that does not require direct Contractor interaction or the Contractor needing to access the device physically.

4.1o. Shall be Energy Star® compliant and contain automatic power saving modes to conserve power when MFP/Photocopier has not been active for a maximum of ten (10) minutes.

4.1o.1. Such power saving modes shall automatically power up when sensing End User interaction with MFP/Photocopier.

4.1p. Shall include a Contractor-Supplied dedicated electrical Surge Protector.

4.1q. **RECYCLED CONTENT:** According to New Hampshire Statute, RSA Chapter 9-C: 9, I, effective September 9, 2008, "uncoated printing and writing paper purchased by or for state agencies shall contain not less than 30% recycled material and coated printing paper purchased by or for state agencies shall contain not less than 10% recycled material." In this context, "recycled material" shall be construed to mean "postconsumer waste material", as given in the definitions under RSA Chapter 9-C: 2, IV. The MFP/Photocopiers shall be capable of running recycled paper of this content without difficulty.

4.2. **Photocopier:**

4.2a. Monochrome digital imaging systems only.
4.2b. Provide a minimum of 600 x 600 DPI imaging.
4.2c. Copy a minimum 5 ½" x 8 ½", 8 ½" x 11" and 8 ½" x 14" paper sizes with like output.
4.2d. Allow End Users to cancel photocopier jobs immediately to reduce excess paper waste.

4.3. **Printer**

4.3a. Monochrome print systems only.
4.3b. Provide a minimum of 600 x 600 DPI print quality.
4.3c. Print a minimum 5 ½" x 8 ½", 8 ½" x 11" and 8 ½" x 14" paper sizes.
4.3d. Shall contain a minimum of PCL6 and Adobe Postscript Level 3. Open architecture and true PDF.
4.3e. Operating System compliance as per section 4.6.
4.3f. Network compliance as per section 4.6.
4.3g. Print drivers shall be upgradable and included as a normal function of FSMA as per section 4.9. 4.3h. Contain a minimum 128MB printer/scanner memory with ability for upgrades of additional memory.
4.3i. Provides both secure and on demand printing described as follows:
4.3i.1. Secure printing: Holds the print job and shall not print unless the End User physically enters a user code into the MFP/Photocopier and chooses to print.
4.3i.1a. *Queued or held print jobs of one End User shall not prevent other End Users from printing their documentation.*
4.3i.2. On demand printing: Allows for immediate print directly from the End Users pc desktop.
4.3j. Allows End User the option to print simplex or duplex from pc desktop.
4.3k. Shall allow default setting to duplex with End User ability to choose simplex for certain print jobs. Reverts automatically to default duplex after simplex printing.
4.3l. Allows End User the ability to view and alter other print features including, but not limited to, paper size, paper tray selection, paper orientation and any other user generated feature made available through the MFP/Photocopier.
4.3m. Allows End User the ability to view print status via pc desktop.
4.3n. Allows End User the option to cancel print job(s) from pc desktop as well as direct from MFP/Photocopier.

4.4. **Scanner**

4.4a. Scans shall not be recorded as a meter click from allotted volume in any class. Meter clicks shall be restricted to printed material only which includes copies made, print output and incoming printed fax materials only.
4.4b. Color functionality (color image for scanned document).
4.4c. End User options for scan to print, scan to FTP, scan to e-mail, scan to pc desktop, scan to network share using Active Directory authentication and scan to fax.
4.4c.1. Will allow Department of Information Technology staff the ability to remotely test configurations for scan-to-network.
4.4d. Shall permit scanning from platen as well as through ERDH, RADF, or Duplex Single Pass system(s).
4.4e. Automatic scanning of two sided originals.
4.4f. Automatic creation of scanned documents into PDF with setups for automatic file compressions.
4.4g. Ability for user to save scans to PDF, TIFF or JPG formats.
4.4h. Operating System compliance as per section 4.6.
4.4i. Network compliance as per section 4.6.
4.4j. Allows End User the option to cancel scan job(s) from pc desktop as well as direct from MFP/Photocopier.

4.5. **Fax:**

4.5a. Outgoing faxes shall not be recorded as a meter click from allotted volume in any class. Meter clicks shall be restricted to printed material only which includes; copies made, print output and incoming printed fax materials only.

4.5b. Shall support Internet (such as VOIP) and Landline communication systems.

4.5c. Network compliance as per section 4.6.

4.5d. Shall support fax service via pc desktop as well as fax service direct from MFP/Photocopier.

4.5d.1. Operating System compliance as per section 4.6.

4.5e. Modem Speed: Minimum 33.6 kbps (kilobytes per second).

4.5f. Transmission Speed: Minimum 3 seconds per page.

4.5g. Resolution: Ability to fax at 400 x 400 DPI with a minimum 200 x 200 grayscale.

4.5h. Memory: Minimum 10 MB.

4.5i. Automatic Dialing: Minimum 200 destinations.

4.5j. Data Compression.

4.5k. End user Shall be allowed to cancel fax submissions from pc desktop as well as direct from MFP/Photocopier.

4.6. **Technology:**

4.6a. Shall allow network connectivity through LDAP authentication with Active Directory domain credentials.

4.6b. Shall use only one network connection for network printing and scanning.

4.6c. Allow Ethernet 10-Base T/100-TX (Cat 5) *and* USB connection options.

4.6d. Minimum protocol support: TCP/IP, HTTP, and SMTP.

4.6e. Minimum Operating System Compliance: Windows® XP, Windows® Vista, Windows® 7, future Windows® operating systems, Windows® Server 2003, Windows® Server 2008, future Windows® Server operating systems, MAC® (PPD File) 9.x to 10.7 and future MAC® operating systems.

4.6f. Shall allow designated and authorized End User Network Administrators the ability to view all job queues across the network to include all authenticated users.

4.6g. Any hard drive device used to store documents shall have overwrite capabilities to prevent unauthorized access to stored documents.

4.6h. Any memory device used to store documents shall have a manual and automatic clear feature to prevent unauthorized access to stored documents.

4.7. **Delivery:**

4.7a. Orders shall be placed to the Contractor by the Bureau of Graphic Services on the End Users behalf.

4.7b. Deliveries shall be made within twenty (20) working days after receipt of order.

4.7b.1. See section 4.11c. regarding DoIT notification before installations may take place.

4.7c. Shipments shall be securely and properly packaged, skidded, tied, etc. according to responsible and accepted commercial practices without extra charge for same. Packages shall also be clearly marked with purchase order number, delivery address and any other pertinent information. All goods shall be delivered in condition as specified herein and if found to be otherwise shall be promptly replaced by the Contractor.

4.7d. Shall include delivery and installation FOB Destination to the office of the End User at any location in the State of New Hampshire. Delivery will consist of unpacking and assembling of all components and placing them in suitable working order in a work area to be made available by the End User. End User is responsible for ensuring that properly wired electrical and network cable outlets are prepared.

4.7e. **Shall include full toner cartridge placed in the MFP/Photocopier and a spare toner cartridge FOB Destination at time of delivery.**

4.7f. Complete installation shall be as per section 2.3.

4.8. **Training:**

4.8a. Shall include on-site operator training by a qualified representative of the Contractor within three (3) to five (5) working days of installation. Training sessions shall be of such length, content and frequency as to impart complete proficiency of operation and to the complete satisfaction of the End User at no additional charge to the state throughout the contract/contract renewal term(s).

4.8b. **At time of training, Contractors shall instruct End Users that toner is included in the rental and to order a toner cartridge at the time the spare, per section 4.7e., has been placed in the MFP/Photocopier.**

4.8c. Shall coordinate with, communicate with and train authorized DoIT personnel per section 4.11.

4.8d. Contractors shall not instruct End Users on scanning options, but shall instead direct End Users to engage DoIT for any scanning solutions.

4.9. **Full Repair Service and Maintenance (FSMA):**

FSMA shall be provided by the Contractor for the full contract term/any renewal term(s) as specified in this Contract and shall be included in the monthly base rental charge. Criteria of service are as follows:

4.9a. 8:00 A.M to 5:00 P.M five (5) days a week Monday-Friday (herein known as Service Period) onsite repair service and preventive maintenance when requested by the End User.

4.9b. Contractor shall respond to the End User via telephone within four (4) hours of initial support request during the Service Period. In the event that a support request is made by the End User after 1:00 P.M. during the Service Period, the Contractor will respond to the End User no later than 10:00 A.M. the next working day.

4.9c. Unless otherwise jointly agreed upon between End User and Contractor; Contractor shall be on-site within twenty-four (24) hours or next available working day of telephone response with the End User during the Service Period.

4.9d. Unless otherwise jointly agreed upon between End User and Contractor; Contractor shall repair MFP/Photocopier to the End User's satisfaction within three (3) working days of on-site visit. If the MFP/Photocopier will not function within this time frame, the Contractor shall supply a temporary replacement MFP/Photocopier within ten (10) working days to the End User with comparable features at no charge until such time that the original MFP/Photocopier has been fully repaired.

4.9d.1. Replacements shall be communicated to DoIT as per section 4.11.

4.9d.2. Continuous failed repairs shall submit to section 2.7, 2.8, 2.9, 2.10 and 2.11.

4.9e. All maintenance, supplies, parts and labor are to be included as part of FSMA with the exclusion of the cost of paper and staples.

4.9e.1. All supplies and parts shall be OEM and FOB Destination.

4.9e.1a. Supplies may include, but are not limited to: toner, developer, fuser, drums, and any other supply needed for the day-to-day operation of the MFP/Photocopier.

4.9e.1b. Contractors shall provide End User with best way to order service and supplies. 4.9e.1c. Should the End User fail to comply with section 4.8b. and place an overnight rush order, the Contractor may charge the difference between the FOB Destination shipment rate and overnight shipment rate (overnight shipment rate – FOB Destination shipment rate = chargeable rate).

4.9e.1d. Contractor shall allow and provide End User with best way to return used toner cartridges free of charge and freight.

4.9f. The State of New Hampshire shall not pay or be responsible to pay for any mileage or travel time for any services requested or performed.

4.10. **Invoice Requirements:**

4.10a. Invoicing shall commence upon complete installation as per section 2.3.

4.10b. All invoices shall be provided to respective End Users and processed through the manufacturer's local dealer who services the account. End Users shall be able to resolve any problems (including invoicing) through the local dealer only.

4.10c. The Contractor shall provide one (1) monthly invoice for **each** MFP/Photocopier base rental which will include any excess charges over the base copies allowed per month as quoted and contracted. Invoices shall be submitted directly to the End User OR as stated on the purchase order for that plan.

4.10c.1. The Contractor shall be responsible for **collecting and reporting on the invoice** the *actual* total monthly meter clicks (printed output) for that month.

4.10d. The State of New Hampshire Government budget runs on a fiscal year commencing July 1 and ending June 30.

4.10d.1. Invoices shall be issued within the fiscal year the rental occurred to assure agency payments are made to the Contractor as budgeted.

4.10d.2. Contractor, if invoicing in arrears, shall invoice for June rental/overage **no later than July 15** of the same calendar year the rental occurred.

4.10d.3. Contractor shall have the responsibility of notifying the agency for any rental/overage payments not received within 60 days.

4.10d.4. Contractor shall invoice monthly and keep current. **Invoices postdated after July 15** for rentals/overages which occurred during the fiscal year the rental occurred may fall under form P-37 Paragraph 4, Conditional Nature of Agreement, and as a result, may not be paid.

4.10e. The Contractor may offer a cash discount for payment within 15 days of receipt of invoice.

4.10f. Payments of monthly base charge and excess PPM, if any, shall be made within thirty (30) days following receipt of invoice and acceptance of the contract to the State's satisfaction. Said payment shall be made out to the Contractor's accounts receivables address listed on the Integrated Financial System for the State of New Hampshire.

4.11. **Contractor Responsibility To DoIT:**

4.11a. **Please Note:** Although DoIT handles a large part of the State's technological infrastructure, not every State Agency falls under the jurisdiction of DoIT responsibility. The most common Agencies outside DoIT authority are, but not limited to, the following list and procedures/communication will need to be coordinated through the Agency listed:

4.11a.1. The Judicial Branch
4.11a.2. The Legislative Branch
4.11a.3. Adjutant General
4.11a.4. Pease Development Authority
4.11a.5. Police Standards and Training
4.11a.6. Retirement System
4.11a.7. Treasury

4.11b. The End User will be responsible for coordinating with the Contractor and DoIT, for any MFP/Photocopier installation in which the MFP/Photocopier and any attachments/accessories are connected to or interact with any technology-related device under the jurisdiction of DoIT.

4.11b.1. Technology-related devices include, but are not limited to; Print, scan, fax and anything connected to the network infrastructure. In general, Photocopiers do not need DoIT intervention *unless they have additional accessories that are connected as per section 4.11b.*

4.11c. The Contractor shall work cooperatively with the End User's DoIT authorized contact person(s) and discuss, via e-mail or telephone, installation of the MFP/Photocopier **before** such equipment is installed.

4.11c.1. Installation shall be scheduled ten (10) working days in advance with DoIT authorized contact approval.

4.11c.2. Installations or any service that might impact customized system configurations shall be approved by DoIT authorized contact in advance.

4.11d. The Contractor shall provide the End User's DoIT authorized contact person(s) step by step training and documentation for the operation, configuration and all enabled functionality of the MFP/Photocopier, any attachments/ accessories.

4.11d.1. **Graphic Services shall set up a meeting in which the Contractor will meet with key DoIT contacts to go over all set up information for device(s).**

4.11e. The Contractor is to contact the End User's DoIT authorized contact person(s) via a help desk ticket called into 603-271-7555 for any technical repairs or maintenance per section 4.9 which may affect any state-owned technical or network functions as it relates to the MFP/Photocopier.

4.11e.1. Service that might impact customized system configurations shall be approved by DoIT authorized contact in advance.

4.11f. Any hard drive device used to store documents within the MFP/Photocopier shall be accessible to the End User's DoIT authorized contact person(s) through an administrative access code, which shall be allowed to be changed from the default.

4.11g. The Contractor shall notify the End User's DoIT authorized contact person(s) via a help desk ticket called into 603-271-7555 before the connected MFP/Photocopier is to be removed from its location for any reason.

4.11h. The Contractor shall confirm complete overwrites of any stored documentation to the satisfaction of DoIT before the MFP/Photocopier is to be removed from its location for any reason.

SECTION 5: ADDITIONAL FUNCTIONAL REQUIREMENTS BY CLASS

NOTE: Print, scan, fax and network-related functions listed in the *Additional Functional Requirements By Class* are part of full specifications for MFD and per section 8 for Photocopier Additional Accessories.

5.1 **CLASS 1**

5.1a. MFP/Photocopiers capable of outputting up to 5,000 copy/print/fax pages per month.
5.1b. Produce 8 ½" x 11" 20 lb. bond simplex copies at a minimum speed of 25 copies per minute.
5.1c. Produce 8 ½" x 11" 20 lb. bond simplex scans at a minimum speed of 35 IPM 200 DPI.
5.1d. Come with a minimum of two (2) reduction presets and two (2) enlargement presets.

5.2 **CLASS 2**

5.2a. MFP/Photocopiers capable of outputting up to 10,000 copy/print/fax pages per month.
5.2b. Produce 8 ½" x 11" 20 lb. bond simplex copies at a minimum speed of 30 copies per minute.
5.2c. Produce 8 ½" x 11" 20 lb. bond simplex scans at a minimum speed of 40 IPM 200 DPI.
5.2d. Offsetting delivery.
5.2e. 50 sheet 20 lb. bond inline sorter stapler;
5.2e.1. End Users may utilize this option when printing from pc desktop.
5.2f. Zoom reduction/enlargement: variable minimum range of 50-400%.
5.2g. Platen and automatic document feeder shall handle 11" x 17" paper for scanning, faxing and 8 ½" x 14" copy output.

5.3 **CLASS 3**

5.3a. MFP/Photocopiers capable of outputting up to 20,000 copy/print/fax pages per month.
5.3b. Produce 8 ½" x 11" 20 lb. bond simplex copies at a minimum speed of 30 copies per minute.
5.3c. Produce 8 ½" x 11" 20 lb. bond simplex scans at a minimum speed of 50 IPM 200 DPI.
5.3d. Offsetting delivery.
5.3e. 50 sheet 20 lb. bond inline sorter stapler;
5.3e.1. End Users may utilize this option when printing from pc desktop.
5.3f. Zoom reduction/enlargement: variable minimum range of 50-400%.
5.3g. Platen and automatic document feeder shall handle 11" x 17" paper for scanning, faxing and 8 ½" x 14" copy output.

5.4 **CLASS 4**

5.4a. MFP/Photocopiers capable of outputting up to 35,000 copy/print/fax pages per month.
5.4b. Produce 8 ½" x 11" 20 lb. bond simplex copies at a minimum speed of 35 copies per minute.
5.4c. Produce 8 ½" x 11" 20 lb. bond simplex scans at a minimum speed of 50 IPM 200 DPI.
5.4d. Offsetting delivery
5.4e. 50 sheet 20 lb. bond inline sorter stapler;
5.4e.1. End Users may utilize this option when printing from pc desktop.
5.4f. Zoom reduction/enlargement: variable minimum range of 50-400%.
5.4g. Platen and automatic document feeder shall handle 11" x 17" paper for scanning, faxing and 8 ½" x 14" copy output.
5.4h. Additional 500 sheet adjustable paper cassette/drawer handling 5 ½" x 8 ½", 8 ½" x 11", and 8 ½" x 14" paper sizes.
5.4i. Additional output tray designated for incoming faxes.
5.4j. To prevent bottlenecks, one End Users' "job interrupt" shall not prevent another End User from performing their copy, print, scan or fax function.

5.5 **CLASS 5**

5.5a. MFP/Photocopiers capable of outputting up to 55,000 copy/print/fax pages per month.
5.5b. Produce 8 ½" x 11" 20 lb. bond simplex copies at a minimum speed of 45 copies per minute.
5.5c. Produce 8 ½" x 11" 20 lb. bond simplex scans at a minimum speed of 50 IPM 200 DPI.
5.5d. Offsetting delivery.
5.5e. 50 sheet 20 lb. bond inline sorter stapler;
10.5e.1.End Users may utilize this option when printing from pc desktop.
5.5f. Zoom reduction/enlargement: variable minimum range of 50-400%.

5.5g. Platen and automatic document feeder shall handle 11" x 17" paper for scanning, faxing and 8 ½" x 14" copy output.
5.5h. Additional 1,000 sheet adjustable paper cassette/drawer handling 5 ½" x 8 ½", 8 ½" x 11", and 8 ½" x 14" paper sizes.
5.5i. Additional output tray designated for incoming faxes. 5.5j. Multitasking Functionality as per section 1.21.

5.6 **CLASS 6**

5.6a. MFP/Photocopiers capable of outputting up to 80,000 copy/print/fax pages per month.
5.6b. Produce 8 ½" x 11" 20 lb. bond simplex copies at a minimum speed of 55 copies per minute. 5.6c. Produce 8 ½" x 11" 20 lb. bond simplex scans at a minimum speed of 85 IPM 200 DPI.
5.6d. Offsetting delivery.
5.6e. 50 sheet 20 lb. bond inline sorter stapler;
5.6e.1. End Users may utilize this option when printing from pc desktop.
5.6f. Zoom reduction/enlargement: variable minimum range of 50-400%.
5.6g. Platen and automatic document feeder shall handle 11" x 17" paper for scanning, faxing and 8 ½" x 14" copy output.
5.6h. Additional 1,000 sheet adjustable paper cassette/drawer handling 5 ½" x 8 ½", 8 ½" x 11", and 8 ½" x 14" paper sizes.
5.6i. Additional output tray designated for incoming faxes. 5.6j. Multitasking Functionality as per section 1.21.

SECTION 6: LINE ITEM COSTS

Line item costs are items above and beyond the contractor base price.

6.1 The Contractor may bill as extra the cost of staples shipped FOB Destination. This charge will occur only when staples are ordered by the End User and shall be separate from the monthly base charge for the MFP/Photocopier. The Contractor may not charge more than the quoted staple fee for any class throughout the contract term/any renewal term(s) as specified in this Contract.

6.1a. Should the End User place an overnight rush order for staples, the Contractor may charge the difference between FOB Destination shipment rate and overnight shipment rate (overnight shipment rate – FOB Destination shipment rate = chargeable rate).

6.2 The Contractor may bill as extra the hourly rate of relocating a MFP/Photocopier to another area of the same facility. This charge will occur only in the event that the End User makes a relocation request. A relocation charge shall be separate from the monthly base charge for the MFP/Photocopier. The Contractor may not charge more than the quoted relocation fee for any class throughout the contract term/any renewal term(s) as specified in this Contract.

6.3 The Contractor may bill as extra the hourly rate of relocating a MFP/Photocopier to another facility within a 25 mile radius of the original facility location. This charge will occur only in the event that the End User makes a relocation request. A relocation charge shall be separate from the monthly base charge for the MFP/Photocopier. The Contractor may not charge more than the quoted relocation fee for any class throughout the contract term/any renewal term(s) as specified in this Contract.

6.4 The Contractor may bill as extra the hourly rate of relocating a MFP/Photocopier to another facility within a radius of 26 to 50 miles of the original facility location. This charge will occur only in the event that the End User makes a relocation request. A relocation charge shall be separate from the monthly base charge for the MFP/Photocopier. The Contractor may not charge more than the quoted relocation fee for any class throughout the contract term/any renewal term(s) as specified in this Contract.

6.5 The Contractor may bill as extra the hourly rate of relocating a MFP/Photocopier to another facility location beyond 51 miles of the original facility location. This charge will occur only in the event that the End User makes a relocation request. A relocation charge shall be separate from the monthly base charge for the

MFP/Photocopier. The Contractor may not charge more than the quoted relocation fee for any class throughout the contract term/any renewal term(s) as specified in this Contract.

6.6 The Contractor may bill as extra the cost, if any, of an unfounded cancellation by the End User during the contract term. This charge will occur only in the event that the End User chooses to cancel in the middle of the contract period without grounds. Grounds for justified cancellations are listed, but not limited to, sections 2.7, 2.8, 2.9, 2.10, 2.11, 2.14 and 3.

6.6a. The cancellation charge shall be separate from the monthly base charge for the MFP/Photocopier. **The Contractor may not charge more than three (3) times the normal monthly base rental fee** of the cancelled MFP/Photocopier. The Contractor may not charge more than the quoted cancellation fee throughout the contract term/any renewal term(s) as specified in this Contract.

6.7 The Contractor may bill as extra the hourly labor rate for 5:01 P.M. to 7:59 A.M. Monday-Friday requested service by the End User. The State of New Hampshire shall not pay or be responsible to pay for any mileage or travel time for any services requested or performed.

6.7a. Contractor shall respond to the End User via telephone within three (3) hours of initial support requested during the 5:01 P.M. to 7:59 A.M. Monday-Friday service period.

6.7b. Contractor shall be on-site within three (3) hours of telephone response with the End User during the 5:01 P.M. to 7:59 A.M. Monday-Friday service period.

6.7c. All supplies and parts that are *critical* for proper repair during the 5:01 P.M. to 7:59 A.M. Monday-Friday service period will be reimbursed to the Contractor by the End User at cost. All supplies and parts shall be OEM and FOB Destination.

6.7d. The Contractor may not charge more than the quoted hourly rate for this line item in any class throughout the contract term/any renewal term(s) as specified in this Contract.

6.8 The Contractor may bill as extra the hourly labor rate for requested service by the End User on any given weekend. The State of New Hampshire shall not pay or be responsible to pay for any mileage or travel time for any services requested or performed.

6.8a. Contractor shall respond to the End User via telephone within three (3) hours of initial support request on any given weekend.

6.8b. Contractor shall be on-site within three (3) hours of telephone response with the End User on any given weekend.

6.8c. All supplies and parts that are *critical* for proper repair on any given weekend will be reimbursed to the Contractor by the End User at cost. All supplies and parts shall be OEM and FOB Destination.

6.8d. The Contractor may not charge more than the quoted hourly rate for this line item in any class throughout the contract term/any renewal term(s) as specified in this Contract.

6.9 The Contractor may bill as extra the hourly labor rate for requested service by the End User on any of the ten (10) State of New Hampshire personnel holidays. The State of New Hampshire, shall not pay or be responsible to pay for any mileage or travel time for any services requested or performed.

6.9a. Contractor shall respond to the End User via telephone within three (3) hours of initial support request on any of the ten (10) State of New Hampshire personnel holidays.

6.9b. Contractor shall be on-site within three (3) hours of telephone response with the End User on any of the ten (10) State of New Hampshire personnel holidays.

6.9c. All supplies and parts that are *critical* for proper repair on any of the ten (10) State of New Hampshire personnel holidays will be reimbursed to the Contractor by the End User at cost. All supplies and parts shall be OEM and FOB Destination.

6.9d. The Contractor may not charge more than the quoted hourly rate for this line item in any class throughout the contract term/any renewal term(s) as specified in this Contract.

6.10 Payments for staples, relocation, unfounded cancellation/removal and off hour repair service called and billed as extra shall be made within thirty (30) days following receipt of invoice and acceptance of the work to the State's satisfaction. Said payment shall be made out to the Contractor's accounts receivables address listed on the Integrated Financial System for the State of New Hampshire.

SECTION 7: MFP ADDITIONAL ACCESSORIES

7.1. The Contractor may bill as extra the monthly cost, if any, of additional MFP accessories. Additional accessories exceed the minimum functional/individual class requirements and have no bearing on award of contract. Contractors may respond to only those accessories that are available as specified for the brand and model as quoted.

7.2. Any accessories requested by End User(s) after placement of MFP Rental shall be confirmed in writing to the Contractor by the Bureau of Graphic Services. Accessories shall be installed or delivered FOB Destination no later than fifteen (15) working days from Contractor receipt of written notification from the Bureau of Graphic Services. Accessories shall be communicated to DoIT as applicable per section 4.11.

7.3. Charges may only be incurred in the event that the End User orders an additional accessory(ies) which shall be included in the monthly invoice as a separate line item charge. **Accessory dependencies on any other accessory(ies) shall be fully disclosed on the price sheet. Prices shall be inclusive of all parts/elements needed for full functionality of accessory(ies).**

7.4. **Contractors shall not supply beyond the scope of the following list** and may not charge more than the quoted accessory(ies) fee throughout the contract term/any renewal term(s) as specified in this Contract.

- 7.4a. 11" x 17" paper cassette/drawer.
- 7.4b. 2/3 Hole Punch
- 7.4c. Convenience Stapler; 50 sheet capacity.
- 7.4d. Additional 500 sheet 20 lb. bond capacity adjustable paper drawer for 5 ½" x 8 ½", 8 ½" x 11" and 8 ½" x 14" paper sizes.
- 7.4e. Additional 1,000 sheet 20 lb. bond capacity adjustable paper cassette/drawer for 5 ½" x 8 ½", 8 ½" x 11" and 8 ½" x 14" paper sizes.
- 7.4f. Additional 128MB Memory.

7.5. Payments of additional accessories called for and billed as extra shall be made within thirty (30) days following receipt of invoice and acceptance of the work to the State's satisfaction. Said payment shall be made out to the Contractor's accounts receivables address listed on the Integrated Financial System for the State of New Hampshire.

SECTION 8: PHOTOCOPIER ADDITIONAL ACCESSORIES

8.1 The Contractor may bill as extra the monthly cost, if any, of additional Photocopier accessories. Additional accessories exceed the minimum functional/individual class requirements and have no bearing on award of contract. Contractors may respond to only those accessories that are available as specified for the brand and model as quoted.

8.2 Any accessories requested by End User(s) after placement of Photocopier Rental shall be confirmed in writing to the Contractor by the Bureau of Graphic Services. Accessories shall be installed or delivered FOB Destination no later than fifteen (15) working days from Contractor receipt of written notification from the Bureau of Graphic Services. Accessories shall be communicated to DoIT as applicable per section 4.11.

8.3 Charges may only be incurred in the event that the End User orders an additional accessory(ies) which shall be included in the monthly invoice as a separate line item charge. **Accessory dependencies on any other accessory(ies) shall be fully disclosed. Prices shall be inclusive of all parts/elements needed for full functionality of accessory(ies).**

8.4 **Contractors shall not supply beyond the scope of the following list** and may not charge more than the quoted accessory(ies) fee throughout the contract term/any renewal term(s) as specified in this Contract.

- 8.4a. 11" x 17" paper cassette/drawer.
- 8.4b. 2/3 Hole Punch
- 8.4c. Convenience Stapler; 50 sheet capacity.
- 8.4d. Additional 500 sheet 20 lb. bond capacity adjustable paper drawer for 5 ½" x 8 ½", 8 ½" x 11" and 8 ½" x 14" paper sizes.
- 8.4e. Additional 1,000 sheet 20 lb. bond capacity adjustable paper cassette/drawer for 5 ½" x 8 ½", 8 ½" x 11" and 8 ½" x 14" paper sizes.
- 8.4f. Additional 128MB Memory.

8.4g. Printer as specified in section 4.3.
8.4h. Scanner as specified in section 4.4.
8.4i. Fax Kit as specified in section 4.5

8.5 Payments of additional accessories called for and billed as extra shall be made within thirty (30) days following receipt of invoice and acceptance of the work to the State's satisfaction. Said payment shall be made out to the Contractor's accounts receivables address listed on the Integrated Financial System for the State of New Hampshire.

NH Department of Administrative Services
Bureau of Graphic Services
12 Hills Ave.
Concord, NH 03301

NOTICE OF CONTRACT

Effective 07/01/2014 thru 06/30/2018

MULTIFUNCTION PRINTER RENTAL – CLASS 6

80,000 PAGES PER MONTH MINIMUM PURCHASE

BRAND/MODEL: Xerox WorkCentre 5855APT

MONTHLY VOLUME: 55,001 – 80,000

CONTRACT #: 8001557

VENDOR: Xerox Corporation VN#174951 P003
45 Glover Avenue
Norwalk, CT 06856

CONTACT/TELEPHONE: C. Yvonne Hickey 857-241-6317
Yvonne.Hickey@xerox.com

BUYER CODE: BGE

NIGP CODE: MAJOR: 600 MINOR: 5600

EFFECTIVE DATES: *Four years from date of installation* if ordered between 07/01/2014 to 06/30/2018 with the right to renew annually for up to two (2) additional years.

DESTINATION: Anywhere in the State of New Hampshire

ORDERING: STATE AGENCIES: Place all orders through Bureau of Graphic Services.

Upon notification from Bureau of renewal/replacement of existing equipment, please process through RQ10 as instructed in notification.

New equipment requests other than the replacement of existing equipment are to be processed through RQ10.

OTHER ORGANIZATIONS
Political sub-divisions or Federal Code 501C nonprofit entities please contact Vendor directly.

INVOICING: Monthly invoicing for rental and any excess volume charges.

QUESTIONS: Julie Sawtelle, NH Bureau of Graphic Services, 603-271-2381.

MFP RENTAL PRICING – CLASS 6

Photocopy/Print/Scanner/Fax Functionality Plus 80,000 Pages/Month Print Allowance

BASE CHARGE

Brand/Model:	Xerox WC5855APT
Base Monthly Rental Charge:	$226.17
Pages Per Month Included In Base Monthly Rental Charge:	80,000
Additional charge for over allowance prints:	$0.0040 /page

OPTIONAL ACCESSORY CHARGES

11" x 17" paper cassette/drawer: ……	Included
2/3 hole punch: ……	$2.56 / month
Separate convenience stapler (not an inline stapler): …….	$5.25 / month
Additional 500 sheet capacity adjustable paper cassette/drawer: ……..	Included
Additional 1,000 sheet capacity adjustable paper cassette/drawer: ……	Included
Additional 256 MB memory: ……..	Included, comes with 2 GB

CONTINGENT CHARGES

Staples: ……	$155.00/pkg of 15,000
Relocation hourly rate in same facility: ……..	$350.00/hr.
Relocation hourly rate within 25 mile radius ……	$350.00/hr.
Relocation hourly rate within 26 – 50 miles of original location: ……	$350.00/hr.
Relocation hourly rate beyond 51 miles of original location: ……	$350.00/hr.
Unfounded cancellation & removal fee: …….	$678.51 (3 X base rental)
Hourly service rate weekdays after hours (5:01 p.m. – 7:59 a.m.) …….	$835.00 / hr.
Hourly service rate on weekends (5:01 p.m. Fri – 7:59 a.m. Monday) ……..	$910.00 / hr.
Hourly service rate on NH State Holidays …….	$910.00 / hr.

Remittance Addresses:

For Rental Payments:

Xerox Corporation
P.O. Box 904099
Charlotte, NC 28290-4099

For Staples:

Xerox Corporation
P.O. Box 26152
Chicago, IL 60673-1261
(Or as listed on invoice)

Best way to order supplies and service:

Supplies: Online: http://Xerox.com under "Metered Supplies"

Phone: 1-800-599-2198 between 8:00 a.m. – 7:00 p.m. Eastern time with serial number.

Service: 1-800-821-2797

Best way to return empty toner cartridges free of charge and freight:

Fuser: Prepaid return label is provided with the package.

Toner: Download prepaid return labels directly from the Xerox website at www.xerox.com/gwa .

1. Single (individual) returns:
• On the Xerox web site, select an item by model or reorder number.
• Return items via UPS.
• Xerox pays return shipping for items on its Take Back list and all recycling costs.

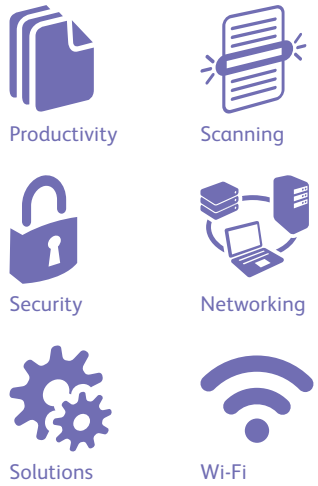
2. Eco Box returns for over four items
• Order a kit of three boxes and bags — ships at no charge to you.
• Fill box with used supplies, seal and ship via UPS.
• Xerox pays for return shipping and all recycling costs.

3. Pallet returns for over 30 items
• Consolidate items on your own pallet.
• Complete bill of lading and schedule pickup with Ryder Logistics.
• Xerox pays for return shipping and all recycling costs.

Third Party or Subvendor Disclosure

N/A

Xerox® WorkCentre® 5845/5855 Optimized for:

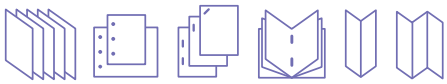


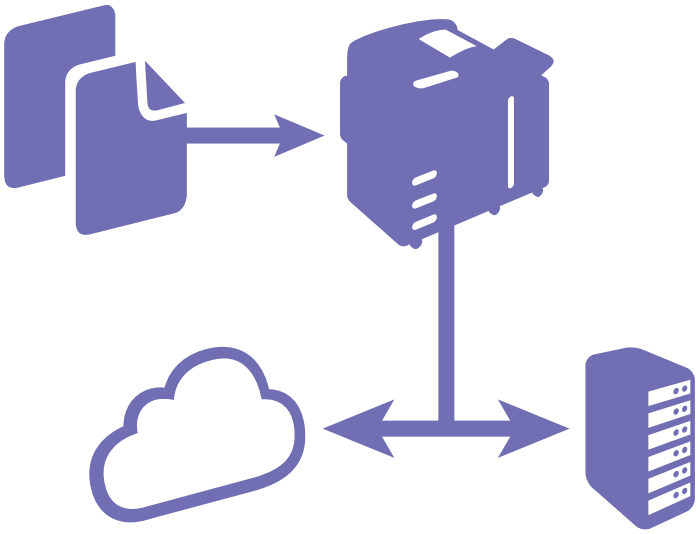
Paper Input

1. Single-pass Automatic Document Feeder automatically scans documents as fast as 200 images per minute (duplex speed).
2. 100-sheet Bypass Tray handles heavy paper up to 80 lb. cover.
3. Two 500-sheet universal trays are adjustable up to 11 x 17 in.
4. Optional Envelope Kit (replaces Tray 2) provides trouble-free feeding of 50 envelopes.
5. High Capacity Tandem Tray holds a total of 3,600 sheets of letter-size paper.
6. 4,000-sheet letter-size High Capacity Feeder (optional) can increase total capacity to 8,700 sheets. Or add the 2,000-sheet Short-Edge Kit in either letter/legal size or 11 x 17 in. size.

Finishing Options

7. Multiple finishing options let you add the capabilities that are right for individual workgroups. Choose basic features like staple and hole punch, or advanced capabilities to produce paginated, saddle-stitched and folded booklets and Z and C-folded brochures.





Extend Your Possibilities

Whether scanning and managing documents on your office network or a hosted cloud on the Internet, you can access scan workflow solutions right from any WorkCentre 5845/5855 thanks to the power of Xerox® Workflow Solutions, built on our Xerox Extensible Interface Platform®. These are just a few of the many examples of Xerox® Workflow Solutions*:

- **Xerox® ConnectKey® for SharePoint® or Xerox® ConnectKey® for DocuShare®.** Scan files directly into Microsoft® SharePoint or Xerox® DocuShare® and other Windows® folders. Plus, you'll go beyond basic file storage and PDF creation by automatically converting documents to intelligent, structured data with easy file naming and routing tools.
- **Xerox® ConnectKey® Share to Cloud.** Our cloud-based scanning solution provides easy, secure, scalable scanning to popular cloud-based repositories such as Google Docs™, SalesForce.com, Office 365 and Dropbox™, using custom-designed workflows that leverage our Xerox Extensible Interface Platform® technology. Learn more about Xerox® Workflow Solutions at **www.office.xerox.com/software-solutions**.

* Optional solutions may vary by geography.

Xerox® WorkCentre® 5845/5855

ConnectKey®

WorkCentre 5800 series multifunction systems are enabled by the Xerox® ConnectKey® Controller. These simple-to-implement systems give you real, practical solutions that easily streamline how you communicate, process and share important information, simplify complex paper-driven tasks, and drive down costs while keeping your data secure. For more information, go to **www.xerox.com/connectkey**.

Device Specifications		**WorkCentre 5845**	**WorkCentre 5855**
Speed		Up to 45 ppm	Up to 55 ppm
Duty Cycle[1]		Up to 175,000 pages / month	Up to 200,000 pages / month
Hard Drive / Processor / Memory		Minimum 160 GB / 1 GHz Dual-core / 2 GB	
Connectivity		10/100/1000Base-T Ethernet, High-Speed USB 2.0 direct print, Optional Wi-Fi (with Xerox® USB Wireless Adapter)	
Controller Features		Unified Address Book, Remote Control Panel, Online Support (accessed from the user interface and print driver), Configuration Cloning	
Copy and Print Copy and Print Resolution		**Copy:** Up to 600 x 600 dpi; **Print:** Up to 4800 x 600, 256 shades of gray, 1200 x 1200 emulation	
First-print-out Time (as fast as)		3.7 seconds	
Page Description Languages		Adobe® PostScript® 3™, PDF, PCL® 5c / PCL 6, HP-GL2™, XML Paper Specification (XPS®) (Optional)	
Print Features		Print from USB, Earth Smart Driver Settings, Job Identification, Booklet Creation, Store and Recall Driver Settings, Bi-directional Status, Scaling, Job Monitoring	
Mobile Printing		Apple AirPrint, Xerox® PrintBack, Xerox® Mobile Print (Optional), Xerox® Mobile Print Cloud (Optional), Mopria™ certified	
Scan	Standard	Scan to Network, Scan to Email, Scan to Folder, Scan to SMB or FTP, Text Searchable PDF, PDF/A, XPS, Linearized PDF, JPEG, TIFF, Scan to USB Memory Device, Single Touch Scanning, TWAIN Support	
	Optional	ConnectKey® for SharePoint®, ConnectKey® for DocuShare®, ConnectKey® Share to Cloud, Xerox® Scan to PC Desktop® SE and Professional, numerous solutions available through various Xerox Business Innovation Partners	
Fax	Standard	Internet Fax, Fax Build Job, Network Server Fax Enablement	
	Optional	Fax Forward to Email or SMB, Walk-up Fax (one-line and two-line options, includes LAN Fax)	
Security	Standard	McAfee® Embedded, McAfee ePolicy (ePO) Compatible, HDD Overwrite, 256-bit Encryption (FIPS 140-2 compliant), Common Criteria Certification (ISO 15408), Secure Print, Secure Fax, Secure Scan, Secure Email, Cisco® TrustSec Identity Services Engine (ISE) Integration, Network Authentication, SSL, SNMPv3, Audit Log, Access Controls, User Permissions	
	Optional	McAfee Integrity Control, Xerox Secure Access Unified ID System®, Smart Card Enablement Kit (CAC/PIV/.NET)	
Accounting	Standard	Xerox® Standard Accounting (Copy, Print, Scan, Fax, Email), Network Accounting Enablement	
	Optional	Equitrac Express®, Equitrac Office®, Equitrac Professional®, YSoft® SafeQ®, other network accounting solutions available through various Xerox Business Innovation Partners	
Paper Input	Standard	**Single-pass Automatic Document Feeder:** 200 sheets; Speed: up to 200 ipm (duplex); Sizes: 4.9 x 5 in. to 11.7 x 17 in. / 125 x 138 mm to 297 x 432 mm **Bypass Tray:** 100 sheets; Custom sizes: 4.25 x 5.5 to 11 x 17 in. / A6 to A3 **Trays 1-2:** 500 sheets each; Custom sizes: 5.5 x 8.5 to 11 x 17 in. / A5 to A3 **High Capacity Tandem Tray**: 3,600-sheets total (1,600 and 2,000 sheets); Size 8.5 x 11 in. / A4	
	Optional	**High Capacity Feeder (HCF):** 4,000 sheets; Size 8.5 x 11 in. / A4 long edge feed **HCF Kits (HCF required):** 2,000-sheet 11 x 17 in. Short Edge Kit or 2,000-sheet Letter/Legal Short Edge Kit **Envelope Tray (replaces Tray 2):** Up to 50 envelopes: #10 commercial, monarch, DL, C5	
Paper Output / Finishing	Standard	**Offset Catch Tray:** 300 sheets	
	Optional	**Basic Office Finisher (5845 only):** 1,000 + 250-sheet trays, 30-sheet single-position stapling **Office Finisher:** 2,000 + 250-sheet trays, 50-sheet multi-position stapling, optional hole punch **Office Finisher with Booklet Maker:** 2,000 + 250-sheet trays, 50-sheet multi-position stapling, saddle-stitch booklet making, optional hole punch **High Volume Finisher (HVF):** 3,000 + 250-sheet trays, 100-sheet multi-position stapling, optional hole punch **High Volume Finisher with Booklet Maker:** 3,000 + 250-sheet trays, 100-sheet multi-position stapling, saddle-stitch booklet making, optional hole punch **Z Fold / C Fold Unit (with HVF with Booklet Maker):** Adds letter-size Z- and C-folding **Post Process Inserter (with HVF and with HVF with Booklet Maker):** Adds preprinted inserts **Convenience Stapler:** 50-sheet stapling (based on 20 lb. bond), includes Work Surface	

[1] Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis.

For more detailed specifications, go to **www.xerox.com/office/WC5845_55Specs**.
To view a product video, visit **www.xerox.com**. Build and configure your own Xerox® WorkCentre 5800 series multifunction printer at **www.buildyourownxerox.com/connectkey**.

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General Contract Information

For Rental of Multifunction Printers (MFPs) and Accessories and Rental of Photocopiers and Accessories

For general Information only. Contact Graphic Services at 603-271-2381with questions on individual contractors listed.

SECTION 1: ABBREVIATIONS/DEFINTIONS FOR MFP AND PHOTOCOPIER AS APPLICABLE

The following contain the most commonly used terms for this Contract.

1.1. **1:1 Feature:** Copy/print single sided originals with the duplicated end product as one sided.

1.2. **1:2 Feature:** Copy/print two or more single sided originals with the duplicated end product as two sided.

1.3. **2:2 Feature:** Copy/print two sided originals with the duplicated end product as two sided.

1.4. **Automatic Document Feeder (ADF):** Provides for single sided originals to be copied/scanned/faxed without lifting the platen. Originals are loaded into a feeder and, after pressing start, the MFP/Photocopier moves each sheet on and off the platen eliminating the need to place each sheet one-by-one onto the glass. Originals are put through the feeder one time only using "scan once-print many" technology.

1.5. **Automatic Duplexing:** Automatically copies and prints both sides of the page. For MFP/Photocopier Additional Accessories: This may also be set by the End User when printing from their pc desktop.

1.6. **Convenience Stapler:** An automatic staple system located at an area on the outer shell of the MFP/Photocopier in which End Users shall manually place the document into the staple slot for stapling to occur.

1.7. **Digital Imaging Systems:** Technology which works the same way as a scanner; breaking up the image into dots and rows rather than taking a picture with a lens much like a camera. The digital system for this Contract uses "scan once-print many" technology for copying/scan/outgoing fax transmissions.

1.8. **Dots Per Inch (DPI):** Measures the resolution of an image both on screen and in print. The DPI measures how many dots fit into a linear inch. The higher the DPI, the more detail can be shown in an image.

1.9. **Duplex:** For this Contract; Two page sides of a sheet of paper with size ranges of 5 1/2" x 8 1/2", 8 1/2" x 11", 8 1/2" x 14" and, where applicable, 11" x 17".

1.10. **Duplex Single Pass:** For this Contract; automatically scans/images both sides of a two-sided original in one pass through the ADF without having to "flip" the original over to scan/copy the second side.

1.11. **Electronic Recirculating Document Handler (ERDH):** Same function as Reversing (a.k.a Recirculating) Automatic Document Feeder (RADF) but produces electronic sorting for printed output.

1.12. **Electronic Sorting:** Printed output is electronically collated (assembled in proper numerical or logical sequence) in the order they are outputted from the machine.

1.13. **End User(s):** Individual State of New Hampshire Departments/Subunits utilizing any contract that arises from this Contract.

1.14. **FOB Destination:** A shipping term which indicates that the Contractor pays the shipping costs (and usually also the insurance costs) from the point of manufacture to a specified destination, at which point the End User takes responsibility.

1.15. **Full Repair Service and Maintenance (FSMA):** As per section 4.9.

1.16. **Images Per Minute (IPM):** For this contract, the unit of measure for scanning speed.

1.17. **Inline Sorter Stapler:** Electronic sorting technology in which the collated sets of documents are automatically stapled before they are placed in the output tray. End users may utilize this option when printing from pc desktops when applicable.

1.18. **Meter Clicks:** For this Contract a meter click records any printed output. Each class is allowed a volume of meter clicks per month which is included in the monthly rental charge of the MFP/Photocopier.

1.19. **Monochrome:** For this Contract; black and white print output.

1.20. **Multifunction Printer (MFP(s)):** For this Contract; Multifunction photocopier-printer-scanner-fax devices and all related parts, accessories, attachments, and network related devices.

1.21. **Multitasking Functionality (MFP Class 5 & 6 and Photocopier Additional Accessories for Class 5 & 6):**

1.21 a. End users shall be enabled to access functions simultaneously with limited bottlenecks.

1.21 b. MFP/Photocopier shall be able to receive incoming copy, print, scan or fax jobs while current jobs are running.

1.21 c. End users shall be permitted to program functions to run during off-peak hours.

1.21 d. End users shall be able to "jump ahead" in queue for immediate print output.

1.21 e. Scans shall be immediately processed and not held in queue.

1.21 f. MFP/Photocopier shall provide dual fax lines to enable simultaneous sending and receiving of fax documents.

1.21 g. Errors for printed output functions shall not prevent the End User from utilizing scan/outgoing fax functions.

1.21 h. Errors for scan/outgoing fax functions shall not prevent the End User from utilizing printed output functions.

1.22. **Offsetting Delivery:** For this Contract, offset delivery means the output tray of the MFP/Photocopier moves allowing groups of multi-page documents to be placed in offsetting piles so the End User can easily identify one group from another.

1.23. **Original:** For this Contract, original means primary paper document.

1.24. **OEM:** For this Contract, parts and supplies shall be from the Original Equipment Manufacturer.

1.25. **Pages Per Month (PPM):** "Page output per month" that utilizes toner (copies made, prints made and incoming faxes). This references the monthly printed output allowances (meter clicks) requested that are included in the monthly base rental charge as well as any print output over the monthly allowance. Scans and outgoing faxes are not considered a printed output nor should scans or outgoing faxes count against the allotted meter click allowance provided.

1.26. **Platen (Platen Glass):** The glass area on which originals are placed to be copied/scanned/faxed. It also refers to the cover that opens and closes over the platen glass.

1.27. **Photocopier:** For this Contract; A stand-alone photocopier that allows the End User to make photocopies only unless the End User chooses an additional accessory to allow them to print or scan or fax.

1.28. **Print or Printed Output:** For this Contract, any duplication or output that utilizes toner such as copies made, prints made or incoming faxes.

1.29. **Reversing (a.k.a Recirculating) Automatic Document Feeder (RADF):** Provides for single and double sided originals to be copied/scanned/faxed without lifting the platen. Originals are loaded into a feeder and, after pressing start, the MFP/Photocopier moves each sheet on and off the platen eliminating the need to place each sheet one-by-one onto the glass. For double-sided originals, the feeder flips or turns over the original to copy its backside. Originals are put through the feeder one time only using "scan once-print many" technology.

1.30. **Scan Once-Print Many:** Copies, scans or outgoing faxes are produced from scanned images that are held in memory. The originals are sent through once allowing the user to retrieve the originals while the function is still being completed.

1.31. **Simplex:** For this Contract; One page side of a sheet of paper with size ranges of 5 1/2" x 8 1/2", 8 1/2" x 11", 8 1/2" x 14" and, where applicable, 11" x 17".

SECTION 2: GENERAL TERMS OF CONTRACT

2.1. Both MFP and Photocopier contracts shall be available to all End Users from July 1, 2014 to June 30, 2018 with the contract term running **four (4) years from date of complete installation** as described in section 2.3. Upon expiration of the initial four year contract, End Users may choose to renew the contract annually for up to two (2) additional years under the same or lower price tables as well as the same terms, conditions and specifications. All renewals shall be granted only upon written mutual agreement between the New Hampshire Department of Administrative Services Commissioner and the Contractor.

2.2. Final contract placement lists will be provided to the Contractor by the Bureau of Graphic Services. This list will be kept current with additional installations or removals throughout the contract period. Invoices shall not be processed until installation is complete as described in section 2.3.

2.3. Complete installation includes delivery of MFP/Photocopier FOB Destination, installation, full operating functionality of all MFP/Photocopier components and operator training to the satisfaction of the End User.

2.3a. Unless otherwise jointly agreed upon between End User and Contractor; Should the End User detain complete installation beyond fifteen (15) working days after delivery, the Contractor may invoice as per section 4.10.

2.4. Should the End User decide not to renew the contract at the end of the contract term/any renewal term, the Contractor shall be responsible for the removal of the MFP/Photocopier and any costs associated with such removal at the end of the contract term/any renewal term. Such removals shall take place within fifteen (15) working days from the date the End User notifies the Contractor that the MFP/Photocopier is ready for removal. Removals shall include complete deletion of stored data as per section 4.11. The End User shall not be responsible for any costs associated with the MFP/Photocopier rental as of the date the Contractor is notified to proceed with removal.

2.5. **Remanufactured MFPs/Photocopiers will not be accepted**. MFPs/Photocopiers shall be new and in excellent working condition when installed. There shall be no broken or malfunctioning features on any MFP/Photocopier placed.

2.6. MFP(s)/Photocopier(s) shall be stable products that have been tested for not less than six (6) months before being placed in the United States' Market and shall have been available in the United States' Market for at least one (1) year.

2.7. If MFP/Photocopier fails to perform as per the manufacturers' specifications such MFP/Photocopier shall be replaced within ten (10) working days at no additional charge with a comparable MFP/Photocopier which shall perform per the subsequent minimum requirements specified at no additional cost to the End User. Replacements shall be communicated to the Department of Information Technology, herein known as DoIT, as applicable per section 4.11.

2.8. Unless otherwise jointly agreed upon between End User and Contractor; If the MFP/Photocopier requires service for the *same malfunction* more than four (4) times over a six (6) month period causing the equipment to run at less than 100% capacity each time for two (2) consecutive calendar days, if malfunction occurs on a Monday thru Thursday, or four (4) consecutive calendar days if malfunction occurs on a Friday; such MFP/Photocopier shall be replaced within ten (10) working days at no additional charge with a comparable MFP/Photocopier which will perform as specified with a minimum of service requirements. Replacements shall be communicated to DoIT as applicable per section 4.11.

2.9. Unless otherwise jointly agreed upon between End User and Contractor; If the MFP/Photocopier requires service for *different malfunctions* more than five (5) times over a six (6) month period causing the equipment to run at less than 100% capacity each time for two (2) consecutive calendar days, if malfunction occurs on a Monday thru Thursday, or four (4) consecutive calendar days if malfunction occurs on a Friday; such MFP/Photocopier shall be replaced within ten (10) working days at no additional charge with a comparable MFP/Photocopier which will perform as specified with a minimum of service requirements. Replacements shall be communicated to DoIT as applicable per section 4.11.

2.10. If the Contractor fails more than three (3) times to respond to service requests as per section 4.9, the MFP/Photocopier shall be removed within ten (10) working days of written notification to the Contractor at no additional charge to the End User and with no cancellation penalty incurred. Removals shall be communicated to DoIT as applicable per section 4.11.

2.11. If MFP/Photocopier is replaced and replacement fails to perform per section 2.7 or service capacity fails as per section 2.8, 2.9 and 2.10, the replacement shall be removed within ten (10) working days of written notification to the Contractor at no additional charge to the End User and with no cancellation penalty incurred. Removals shall be communicated to DoIT as applicable per section 4.11.

2.12. If physical damage to the MFP/Photocopier is the fault of the End User, the End User shall be responsible for the cost of the repairs at the regular hourly labor rate for repair service. All supplies and parts that are critical for proper repair will be reimbursed to the Contractor by the End User at cost. All supplies and parts shall be OEM and FOB Destination.

2.12a. Unless the End User demonstrates otherwise, the following types of damage are typically attributable to misuse and shall be reimbursed by the End User:

2.12a.1 Damaged platen glass (due to platen cover being slammed too hard or an object hitting the glass hard enough to crack or crush the platen glass.

2.12a.2 Broken MFP/Photocopier doors (that appear to be physically torn from the machine).

2.12a.3 Broken MFP/Photocopier cassette/drawers (that have been physically torn from the machine).

2.12a.4 Any trays that are completely broken from MFP/Photocopier due to obvious stress on the trays by the End User.

2.12a.5 Large dents which cause the MFP/Photocopier to fail in its capacity as specified.

2.12a.6 Damages to the MFP/Photocopier caused by moving it without Contractor permission (Contractors are to move MFP/Photocopiers).

2.12a.7 Electrical damages (boards, wiring, etc.) to the MFP/Photocopier caused by unplugging the device from its Contractor-Supplied dedicated electrical Surge Protector.

2.13. MFP/Photocopier upgrades of an awarded class during the contract period may be allowed under the same terms, conditions, specifications and price tables only upon written mutual agreement between the New Hampshire Department of Administrative Services' Commissioner and the contracted Contractor. Notification of such upgrades shall be submitted in writing to the Bureau of Graphic Services at least fifteen (15) working days before upgrade is to take place and shall include the following:

2.13a. Contract #.

2.13b. Class to be upgraded in a "From" "To" format.

2.13c. Justification for upgrade.

2.13d. Confirmation that upgraded MFP/Photocopier models meet all requirements of the original contract.

2.13e. Confirmation that upgraded MFP/Photocopier models shall abide by the same terms, conditions and price tables of original contract.

2.13f. Confirmation that Contractor shall abide by all requirements of original contract for models already installed.

2.13g. Attach specification sheets of upgraded MFP/Photocopier models.

2.13h. Mail or hand-deliver complete packet to the Bureau of Graphic Services with original authorized signature.

2.14. In the event a Contractor is listed for more than one class in MFP/Photocopier sections: The End User shall have the right to upgrade or downgrade one (1) time to another class during the rental contract without penalty as long as the upgrade or downgrade is with the same Contractor as the End User's original rental contract.

2.15. Contractor correspondence and submittals shall be sent to the End User(s) at any location in the State of New Hampshire or, upon request, to the State of New Hampshire Bureau of Graphic Services, 12 Hills Avenue, Concord NH 03301.

SECTION 3: CONDITIONAL NATURE OF AGREEMENT

3.1. Notwithstanding anything in this agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account.

SECTION 4: MINIMUM FUNCTIONAL REQUIREMENTS FOR ALL MFP AND PHOTOCOPIER CLASSES

MFPs/Photocopiers will meet or exceed the minimum functional requirements listed. These requirements will also be a part of the additional specific class requirements as per section 5. Minimum functional requirements are separated into topic as follows: *Common Components, Photocopier, Printer, Scanner, Fax, Technology, Delivery, Training, Full Repair Service and Maintenance, Invoice Requirements and Contractor Responsibility to DoIT.*

NOTE: Print, scan, fax and network-related functions listed in the *Minimum Functional Requirements* are part of full specifications for MFP and per section 8 for Photocopier Additional Accessories.

4.1. **Common Components:**

4.1a. Shall include, but not be limited to, all parts, boards, internal software to enable all photocopier, print, scan and fax functions.

4.1b. Shall adhere to section 2.5 and 2.6. Shall not be discontinued MFP/Photocopier models or MFP/Photocopier models no longer in production.

4.1c. Shall include *FSMA* per section 4.9 for the duration of the contract term/any renewal term.

4.1d. Include price of stand or table if "desktop" model.

4.1e. Include a minimum of two adjustable paper drawers handling 5 ½" x 8 ½", 8 ½" x 11", and 8 ½" x 14" paper sizes.

4.1e.1. Minimum total capacity 500 sheets 20 lb. bond.

4.1f. Shall automatically detect paper size placed in tray.

4.1g. Shall provide ability to designate default tray access and automatically detect correct paper size of output.

4.1h. Provided with RADF, ERDH or Duplex Single Pass with 1:2, 2:1 and 2:2 features to copy, scan and fax a minimum 5 ½" x 8 ½", 8 ½" x 11", and 8 ½" x 14" paper sizes.

4.1i. Include base printed output per month allowance to coincide with maximum volume for each class.

4.1j. Include or have a multiple user counter/access device option with a minimum of 200 individual and separate user codes available.

4.1k. Allow the restriction of pc desktop access based on network authentication; user name and password.

4.1k.1. Passwords shall allow for a minimum of 10 characters in length to contain a combination of upper and lowercase characters and at least one number or special character not defined as letters or numerals such as @, &, !.

4.1l. Allow the option to restrict "walk-up" access (End User is physically at the MFP/Photocopier) to authenticated End Users via user name, password or user code or a combination of such.

4.1m. Shall have ability to be shared amongst End Users through a network environment as a peripheral device compliant as per section 4.6.

4.1n. Shall allow DoIT, per section 4.11, authorized staff password protected administrative access.

4.1n.1. Authorized DoIT staff shall be able to recover administrative credentials through a web interface or through another remote recovery method that does not require direct Contractor interaction or the Contractor needing to access the device physically.

4.1o. Shall be Energy Star® compliant and contain automatic power saving modes to conserve power when MFP/Photocopier has not been active for a maximum of ten (10) minutes.

4.1o.1. Such power saving modes shall automatically power up when sensing End User interaction with MFP/Photocopier.

4.1p. Shall include a Contractor-Supplied dedicated electrical Surge Protector.

4.1q. **RECYCLED CONTENT:** According to New Hampshire Statute, RSA Chapter 9-C: 9, I, effective September 9, 2008, "uncoated printing and writing paper purchased by or for state agencies shall contain not less than 30% recycled material and coated printing paper purchased by or for state agencies shall contain not less than 10% recycled material." In this context, "recycled material" shall be construed to mean "postconsumer waste material", as given in the definitions under RSA Chapter 9-C: 2, IV. The MFP/Photocopiers shall be capable of running recycled paper of this content without difficulty.

4.2. **Photocopier:**

4.2a. Monochrome digital imaging systems only.
4.2b. Provide a minimum of 600 x 600 DPI imaging.
4.2c. Copy a minimum 5 ½" x 8 ½", 8 ½" x 11" and 8 ½" x 14" paper sizes with like output.
4.2d. Allow End Users to cancel photocopier jobs immediately to reduce excess paper waste.

4.3. **Printer**

4.3a. Monochrome print systems only.
4.3b. Provide a minimum of 600 x 600 DPI print quality.
4.3c. Print a minimum 5 ½" x 8 ½", 8 ½" x 11" and 8 ½" x 14" paper sizes.
4.3d. Shall contain a minimum of PCL6 and Adobe Postscript Level 3. Open architecture and true PDF.
4.3e. Operating System compliance as per section 4.6.
4.3f. Network compliance as per section 4.6.
4.3g. Print drivers shall be upgradable and included as a normal function of FSMA as per section 4.9. 4.3h. Contain a minimum 128MB printer/scanner memory with ability for upgrades of additional memory.
4.3i. Provides both secure and on demand printing described as follows:
4.3i.1. Secure printing: Holds the print job and shall not print unless the End User physically enters a user code into the MFP/Photocopier and chooses to print.
4.3i.1a. *Queued or held print jobs of one End User shall not prevent other End Users from printing their documentation.*
4.3i.2. On demand printing: Allows for immediate print directly from the End Users pc desktop.
4.3j. Allows End User the option to print simplex or duplex from pc desktop.
4.3k. Shall allow default setting to duplex with End User ability to choose simplex for certain print jobs. Reverts automatically to default duplex after simplex printing.
4.3l. Allows End User the ability to view and alter other print features including, but not limited to, paper size, paper tray selection, paper orientation and any other user generated feature made available through the MFP/Photocopier.
4.3m. Allows End User the ability to view print status via pc desktop.
4.3n. Allows End User the option to cancel print job(s) from pc desktop as well as direct from MFP/Photocopier.

4.4. **Scanner**

4.4a. Scans shall not be recorded as a meter click from allotted volume in any class. Meter clicks shall be restricted to printed material only which includes copies made, print output and incoming printed fax materials only.
4.4b. Color functionality (color image for scanned document).
4.4c. End User options for scan to print, scan to FTP, scan to e-mail, scan to pc desktop, scan to network share using Active Directory authentication and scan to fax.
4.4c.1. Will allow Department of Information Technology staff the ability to remotely test configurations for scan-to-network.
4.4d. Shall permit scanning from platen as well as through ERDH, RADF, or Duplex Single Pass system(s).
4.4e. Automatic scanning of two sided originals.
4.4f. Automatic creation of scanned documents into PDF with setups for automatic file compressions.
4.4g. Ability for user to save scans to PDF, TIFF or JPG formats.
4.4h. Operating System compliance as per section 4.6.
4.4i. Network compliance as per section 4.6.
4.4j. Allows End User the option to cancel scan job(s) from pc desktop as well as direct from MFP/Photocopier.

4.5. **Fax:**

4.5a. Outgoing faxes shall not be recorded as a meter click from allotted volume in any class. Meter clicks shall be restricted to printed material only which includes; copies made, print output and incoming printed fax materials only.

4.5b. Shall support Internet (such as VOIP) and Landline communication systems.

4.5c. Network compliance as per section 4.6.

4.5d. Shall support fax service via pc desktop as well as fax service direct from MFP/Photocopier.

4.5d.1. Operating System compliance as per section 4.6.

4.5e. Modem Speed: Minimum 33.6 kbps (kilobytes per second).

4.5f. Transmission Speed: Minimum 3 seconds per page.

4.5g. Resolution: Ability to fax at 400 x 400 DPI with a minimum 200 x 200 grayscale.

4.5h. Memory: Minimum 10 MB.

4.5i. Automatic Dialing: Minimum 200 destinations.

4.5j. Data Compression.

4.5k. End user Shall be allowed to cancel fax submissions from pc desktop as well as direct from MFP/Photocopier.

4.6. **Technology:**

4.6a. Shall allow network connectivity through LDAP authentication with Active Directory domain credentials.

4.6b. Shall use only one network connection for network printing and scanning.

4.6c. Allow Ethernet 10-Base T/100-TX (Cat 5) *and* USB connection options.

4.6d. Minimum protocol support: TCP/IP, HTTP, and SMTP.

4.6e. Minimum Operating System Compliance: Windows® XP, Windows® Vista, Windows® 7, future Windows® operating systems, Windows® Server 2003, Windows® Server 2008, future Windows® Server operating systems, MAC® (PPD File) 9.x to 10.7 and future MAC® operating systems.

4.6f. Shall allow designated and authorized End User Network Administrators the ability to view all job queues across the network to include all authenticated users.

4.6g. Any hard drive device used to store documents shall have overwrite capabilities to prevent unauthorized access to stored documents.

4.6h. Any memory device used to store documents shall have a manual and automatic clear feature to prevent unauthorized access to stored documents.

4.7. **Delivery:**

4.7a. Orders shall be placed to the Contractor by the Bureau of Graphic Services on the End Users behalf.

4.7b. Deliveries shall be made within twenty (20) working days after receipt of order.

4.7b.1. See section 4.11c. regarding DoIT notification before installations may take place.

4.7c. Shipments shall be securely and properly packaged, skidded, tied, etc. according to responsible and accepted commercial practices without extra charge for same. Packages shall also be clearly marked with purchase order number, delivery address and any other pertinent information. All goods shall be delivered in condition as specified herein and if found to be otherwise shall be promptly replaced by the Contractor.

4.7d. Shall include delivery and installation FOB Destination to the office of the End User at any location in the State of New Hampshire. Delivery will consist of unpacking and assembling of all components and placing them in suitable working order in a work area to be made available by the End User. End User is responsible for ensuring that properly wired electrical and network cable outlets are prepared.

4.7e. **Shall include full toner cartridge placed in the MFP/Photocopier and a spare toner cartridge FOB Destination at time of delivery.**

4.7f. Complete installation shall be as per section 2.3.

4.8. **Training:**

4.8a. Shall include on-site operator training by a qualified representative of the Contractor within three (3) to five (5) working days of installation. Training sessions shall be of such length, content and frequency as to impart complete proficiency of operation and to the complete satisfaction of the End User at no additional charge to the state throughout the contract/contract renewal term(s).

4.8b. **At time of training, Contractors shall instruct End Users that toner is included in the rental and to order a toner cartridge at the time the spare, per section 4.7e., has been placed in the MFP/Photocopier.**

4.8c. Shall coordinate with, communicate with and train authorized DoIT personnel per section 4.11.

4.8d. Contractors shall not instruct End Users on scanning options, but shall instead direct End Users to engage DoIT for any scanning solutions.

4.9. **Full Repair Service and Maintenance (FSMA):**

FSMA shall be provided by the Contractor for the full contract term/any renewal term(s) as specified in this Contract and shall be included in the monthly base rental charge. Criteria of service are as follows:

4.9a. 8:00 A.M to 5:00 P.M five (5) days a week Monday-Friday (herein known as Service Period) onsite repair service and preventive maintenance when requested by the End User.

4.9b. Contractor shall respond to the End User via telephone within four (4) hours of initial support request during the Service Period. In the event that a support request is made by the End User after 1:00 P.M. during the Service Period, the Contractor will respond to the End User no later than 10:00 A.M. the next working day.

4.9c. Unless otherwise jointly agreed upon between End User and Contractor; Contractor shall be on-site within twenty-four (24) hours or next available working day of telephone response with the End User during the Service Period.

4.9d. Unless otherwise jointly agreed upon between End User and Contractor; Contractor shall repair MFP/Photocopier to the End User's satisfaction within three (3) working days of on-site visit. If the MFP/Photocopier will not function within this time frame, the Contractor shall supply a temporary replacement MFP/Photocopier within ten (10) working days to the End User with comparable features at no charge until such time that the original MFP/Photocopier has been fully repaired.

4.9d.1. Replacements shall be communicated to DoIT as per section 4.11.

4.9d.2. Continuous failed repairs shall submit to section 2.7, 2.8, 2.9, 2.10 and 2.11.

4.9e. All maintenance, supplies, parts and labor are to be included as part of FSMA with the exclusion of the cost of paper and staples.

4.9e.1. All supplies and parts shall be OEM and FOB Destination.

4.9e.1a. Supplies may include, but are not limited to: toner, developer, fuser, drums, and any other supply needed for the day-to-day operation of the MFP/Photocopier.

4.9e.1b. Contractors shall provide End User with best way to order service and supplies. 4.9e.1c. Should the End User fail to comply with section 4.8b. and place an overnight rush order, the Contractor may charge the difference between the FOB Destination shipment rate and overnight shipment rate (overnight shipment rate – FOB Destination shipment rate = chargeable rate).

4.9e.1d. Contractor shall allow and provide End User with best way to return used toner cartridges free of charge and freight.

4.9f. The State of New Hampshire shall not pay or be responsible to pay for any mileage or travel time for any services requested or performed.

4.10. **Invoice Requirements:**

4.10a. Invoicing shall commence upon complete installation as per section 2.3.

4.10b. All invoices shall be provided to respective End Users and processed through the manufacturer's local dealer who services the account. End Users shall be able to resolve any problems (including invoicing) through the local dealer only.

4.10c. The Contractor shall provide one (1) monthly invoice for **each** MFP/Photocopier base rental which will include any excess charges over the base copies allowed per month as quoted and contracted. Invoices shall be submitted directly to the End User OR as stated on the purchase order for that plan.

4.10c.1. The Contractor shall be responsible for **collecting and reporting on the invoice** the *actual* total monthly meter clicks (printed output) for that month.

4.10d. The State of New Hampshire Government budget runs on a fiscal year commencing July 1 and ending June 30.

4.10d.1. Invoices shall be issued within the fiscal year the rental occurred to assure agency payments are made to the Contractor as budgeted.

4.10d.2. Contractor, if invoicing in arrears, shall invoice for June rental/overage **no later than July 15** of the same calendar year the rental occurred.

4.10d.3. Contractor shall have the responsibility of notifying the agency for any rental/overage payments not received within 60 days.

4.10d.4. Contractor shall invoice monthly and keep current. **Invoices postdated after July 15** for rentals/overages which occurred during the fiscal year the rental occurred may fall under form P-37 Paragraph 4, Conditional Nature of Agreement, and as a result, may not be paid.

4.10e. The Contractor may offer a cash discount for payment within 15 days of receipt of invoice.

4.10f. Payments of monthly base charge and excess PPM, if any, shall be made within thirty (30) days following receipt of invoice and acceptance of the contract to the State's satisfaction. Said payment shall be made out to the Contractor's accounts receivables address listed on the Integrated Financial System for the State of New Hampshire.

4.11. **Contractor Responsibility To DoIT:**

4.11a. **Please Note:** Although DoIT handles a large part of the State's technological infrastructure, not every State Agency falls under the jurisdiction of DoIT responsibility. The most common Agencies outside DoIT authority are, but not limited to, the following list and procedures/communication will need to be coordinated through the Agency listed:

4.11a.1. The Judicial Branch
4.11a.2. The Legislative Branch
4.11a.3. Adjutant General
4.11a.4. Pease Development Authority
4.11a.5. Police Standards and Training
4.11a.6. Retirement System
4.11a.7. Treasury

4.11b. The End User will be responsible for coordinating with the Contractor and DoIT, for any MFP/Photocopier installation in which the MFP/Photocopier and any attachments/accessories are connected to or interact with any technology-related device under the jurisdiction of DoIT.

4.11b.1. Technology-related devices include, but are not limited to; Print, scan, fax and anything connected to the network infrastructure. In general, Photocopiers do not need DoIT intervention *unless they have additional accessories that are connected as per section 4.11b.*

4.11c. The Contractor shall work cooperatively with the End User's DoIT authorized contact person(s) and discuss, via e-mail or telephone, installation of the MFP/Photocopier **before** such equipment is installed.

4.11c.1. Installation shall be scheduled ten (10) working days in advance with DoIT authorized contact approval.

4.11c.2. Installations or any service that might impact customized system configurations shall be approved by DoIT authorized contact in advance.

4.11d. The Contractor shall provide the End User's DoIT authorized contact person(s) step by step training and documentation for the operation, configuration and all enabled functionality of the MFP/Photocopier, any attachments/ accessories.

4.11d.1. **Graphic Services shall set up a meeting in which the Contractor will meet with key DoIT contacts to go over all set up information for device(s).**

4.11e. The Contractor is to contact the End User's DoIT authorized contact person(s) via a help desk ticket called into 603-271-7555 for any technical repairs or maintenance per section 4.9 which may affect any state-owned technical or network functions as it relates to the MFP/Photocopier.

4.11e.1. Service that might impact customized system configurations shall be approved by DoIT authorized contact in advance.

4.11f. Any hard drive device used to store documents within the MFP/Photocopier shall be accessible to the End User's DoIT authorized contact person(s) through an administrative access code, which shall be allowed to be changed from the default.

4.11g. The Contractor shall notify the End User's DoIT authorized contact person(s) via a help desk ticket called into 603-271-7555 before the connected MFP/Photocopier is to be removed from its location for any reason.

4.11h. The Contractor shall confirm complete overwrites of any stored documentation to the satisfaction of DoIT before the MFP/Photocopier is to be removed from its location for any reason.

SECTION 5: ADDITIONAL FUNCTIONAL REQUIREMENTS BY CLASS

NOTE: Print, scan, fax and network-related functions listed in the *Additional Functional Requirements By Class* are part of full specifications for MFD and per section 8 for Photocopier Additional Accessories.

5.1 **CLASS 1**

5.1a. MFP/Photocopiers capable of outputting up to 5,000 copy/print/fax pages per month.
5.1b. Produce 8 ½" x 11" 20 lb. bond simplex copies at a minimum speed of 25 copies per minute.
5.1c. Produce 8 ½" x 11" 20 lb. bond simplex scans at a minimum speed of 35 IPM 200 DPI.
5.1d. Come with a minimum of two (2) reduction presets and two (2) enlargement presets.

5.2 **CLASS 2**

5.2a. MFP/Photocopiers capable of outputting up to 10,000 copy/print/fax pages per month.
5.2b. Produce 8 ½" x 11" 20 lb. bond simplex copies at a minimum speed of 30 copies per minute.
5.2c. Produce 8 ½" x 11" 20 lb. bond simplex scans at a minimum speed of 40 IPM 200 DPI.
5.2d. Offsetting delivery.
5.2e. 50 sheet 20 lb. bond inline sorter stapler;
5.2e.1. End Users may utilize this option when printing from pc desktop.
5.2f. Zoom reduction/enlargement: variable minimum range of 50-400%.
5.2g. Platen and automatic document feeder shall handle 11" x 17" paper for scanning, faxing and 8 ½" x 14" copy output.

5.3 **CLASS 3**

5.3a. MFP/Photocopiers capable of outputting up to 20,000 copy/print/fax pages per month.
5.3b. Produce 8 ½" x 11" 20 lb. bond simplex copies at a minimum speed of 30 copies per minute.
5.3c. Produce 8 ½" x 11" 20 lb. bond simplex scans at a minimum speed of 50 IPM 200 DPI.
5.3d. Offsetting delivery.
5.3e. 50 sheet 20 lb. bond inline sorter stapler;
5.3e.1. End Users may utilize this option when printing from pc desktop.
5.3f. Zoom reduction/enlargement: variable minimum range of 50-400%.
5.3g. Platen and automatic document feeder shall handle 11" x 17" paper for scanning, faxing and 8 ½" x 14" copy output.

5.4 **CLASS 4**

5.4a. MFP/Photocopiers capable of outputting up to 35,000 copy/print/fax pages per month.
5.4b. Produce 8 ½" x 11" 20 lb. bond simplex copies at a minimum speed of 35 copies per minute.
5.4c. Produce 8 ½" x 11" 20 lb. bond simplex scans at a minimum speed of 50 IPM 200 DPI.
5.4d. Offsetting delivery
5.4e. 50 sheet 20 lb. bond inline sorter stapler;
5.4e.1. End Users may utilize this option when printing from pc desktop.
5.4f. Zoom reduction/enlargement: variable minimum range of 50-400%.
5.4g. Platen and automatic document feeder shall handle 11" x 17" paper for scanning, faxing and 8 ½" x 14" copy output.
5.4h. Additional 500 sheet adjustable paper cassette/drawer handling 5 ½" x 8 ½", 8 ½" x 11", and 8 ½" x 14" paper sizes.
5.4i. Additional output tray designated for incoming faxes.
5.4j. To prevent bottlenecks, one End Users' "job interrupt" shall not prevent another End User from performing their copy, print, scan or fax function.

5.5 **CLASS 5**

5.5a. MFP/Photocopiers capable of outputting up to 55,000 copy/print/fax pages per month.
5.5b. Produce 8 ½" x 11" 20 lb. bond simplex copies at a minimum speed of 45 copies per minute.
5.5c. Produce 8 ½" x 11" 20 lb. bond simplex scans at a minimum speed of 50 IPM 200 DPI.
5.5d. Offsetting delivery.
5.5e. 50 sheet 20 lb. bond inline sorter stapler;
10.5e.1.End Users may utilize this option when printing from pc desktop.
5.5f. Zoom reduction/enlargement: variable minimum range of 50-400%.

5.5g. Platen and automatic document feeder shall handle 11" x 17" paper for scanning, faxing and 8 ½" x 14" copy output.
5.5h. Additional 1,000 sheet adjustable paper cassette/drawer handling 5 ½" x 8 ½", 8 ½" x 11", and 8 ½" x 14" paper sizes.
5.5i. Additional output tray designated for incoming faxes. 5.5j. Multitasking Functionality as per section 1.21.

5.6 **CLASS 6**

5.6a. MFP/Photocopiers capable of outputting up to 80,000 copy/print/fax pages per month.
5.6b. Produce 8 ½" x 11" 20 lb. bond simplex copies at a minimum speed of 55 copies per minute. 5.6c. Produce 8 ½" x 11" 20 lb. bond simplex scans at a minimum speed of 85 IPM 200 DPI.
5.6d. Offsetting delivery.
5.6e. 50 sheet 20 lb. bond inline sorter stapler;
5.6e.1. End Users may utilize this option when printing from pc desktop.
5.6f. Zoom reduction/enlargement: variable minimum range of 50-400%.
5.6g. Platen and automatic document feeder shall handle 11" x 17" paper for scanning, faxing and 8 ½" x 14" copy output.
5.6h. Additional 1,000 sheet adjustable paper cassette/drawer handling 5 ½" x 8 ½", 8 ½" x 11", and 8 ½" x 14" paper sizes.
5.6i. Additional output tray designated for incoming faxes. 5.6j. Multitasking Functionality as per section 1.21.

SECTION 6: LINE ITEM COSTS

Line item costs are items above and beyond the contractor base price.

6.1 The Contractor may bill as extra the cost of staples shipped FOB Destination. This charge will occur only when staples are ordered by the End User and shall be separate from the monthly base charge for the MFP/Photocopier. The Contractor may not charge more than the quoted staple fee for any class throughout the contract term/any renewal term(s) as specified in this Contract.

6.1a. Should the End User place an overnight rush order for staples, the Contractor may charge the difference between FOB Destination shipment rate and overnight shipment rate (overnight shipment rate – FOB Destination shipment rate = chargeable rate).

6.2 The Contractor may bill as extra the hourly rate of relocating a MFP/Photocopier to another area of the same facility. This charge will occur only in the event that the End User makes a relocation request. A relocation charge shall be separate from the monthly base charge for the MFP/Photocopier. The Contractor may not charge more than the quoted relocation fee for any class throughout the contract term/any renewal term(s) as specified in this Contract.

6.3 The Contractor may bill as extra the hourly rate of relocating a MFP/Photocopier to another facility within a 25 mile radius of the original facility location. This charge will occur only in the event that the End User makes a relocation request. A relocation charge shall be separate from the monthly base charge for the MFP/Photocopier. The Contractor may not charge more than the quoted relocation fee for any class throughout the contract term/any renewal term(s) as specified in this Contract.

6.4 The Contractor may bill as extra the hourly rate of relocating a MFP/Photocopier to another facility within a radius of 26 to 50 miles of the original facility location. This charge will occur only in the event that the End User makes a relocation request. A relocation charge shall be separate from the monthly base charge for the MFP/Photocopier. The Contractor may not charge more than the quoted relocation fee for any class throughout the contract term/any renewal term(s) as specified in this Contract.

6.5 The Contractor may bill as extra the hourly rate of relocating a MFP/Photocopier to another facility location beyond 51 miles of the original facility location. This charge will occur only in the event that the End User makes a relocation request. A relocation charge shall be separate from the monthly base charge for the

MFP/Photocopier. The Contractor may not charge more than the quoted relocation fee for any class throughout the contract term/any renewal term(s) as specified in this Contract.

6.6 The Contractor may bill as extra the cost, if any, of an unfounded cancellation by the End User during the contract term. This charge will occur only in the event that the End User chooses to cancel in the middle of the contract period without grounds. Grounds for justified cancellations are listed, but not limited to, sections 2.7, 2.8, 2.9, 2.10, 2.11, 2.14 and 3.

6.6a. The cancellation charge shall be separate from the monthly base charge for the MFP/Photocopier. **The Contractor may not charge more than three (3) times the normal monthly base rental fee** of the cancelled MFP/Photocopier. The Contractor may not charge more than the quoted cancellation fee throughout the contract term/any renewal term(s) as specified in this Contract.

6.7 The Contractor may bill as extra the hourly labor rate for 5:01 P.M. to 7:59 A.M. Monday-Friday requested service by the End User. The State of New Hampshire shall not pay or be responsible to pay for any mileage or travel time for any services requested or performed.

6.7a. Contractor shall respond to the End User via telephone within three (3) hours of initial support requested during the 5:01 P.M. to 7:59 A.M. Monday-Friday service period.

6.7b. Contractor shall be on-site within three (3) hours of telephone response with the End User during the 5:01 P.M. to 7:59 A.M. Monday-Friday service period.

6.7c. All supplies and parts that are *critical* for proper repair during the 5:01 P.M. to 7:59 A.M. Monday-Friday service period will be reimbursed to the Contractor by the End User at cost. All supplies and parts shall be OEM and FOB Destination.

6.7d. The Contractor may not charge more than the quoted hourly rate for this line item in any class throughout the contract term/any renewal term(s) as specified in this Contract.

6.8 The Contractor may bill as extra the hourly labor rate for requested service by the End User on any given weekend. The State of New Hampshire shall not pay or be responsible to pay for any mileage or travel time for any services requested or performed.

6.8a. Contractor shall respond to the End User via telephone within three (3) hours of initial support request on any given weekend.

6.8b. Contractor shall be on-site within three (3) hours of telephone response with the End User on any given weekend.

6.8c. All supplies and parts that are *critical* for proper repair on any given weekend will be reimbursed to the Contractor by the End User at cost. All supplies and parts shall be OEM and FOB Destination.

6.8d. The Contractor may not charge more than the quoted hourly rate for this line item in any class throughout the contract term/any renewal term(s) as specified in this Contract.

6.9 The Contractor may bill as extra the hourly labor rate for requested service by the End User on any of the ten (10) State of New Hampshire personnel holidays. The State of New Hampshire, shall not pay or be responsible to pay for any mileage or travel time for any services requested or performed.

6.9a. Contractor shall respond to the End User via telephone within three (3) hours of initial support request on any of the ten (10) State of New Hampshire personnel holidays.

6.9b. Contractor shall be on-site within three (3) hours of telephone response with the End User on any of the ten (10) State of New Hampshire personnel holidays.

6.9c. All supplies and parts that are *critical* for proper repair on any of the ten (10) State of New Hampshire personnel holidays will be reimbursed to the Contractor by the End User at cost. All supplies and parts shall be OEM and FOB Destination.

6.9d. The Contractor may not charge more than the quoted hourly rate for this line item in any class throughout the contract term/any renewal term(s) as specified in this Contract.

6.10 Payments for staples, relocation, unfounded cancellation/removal and off hour repair service called and billed as extra shall be made within thirty (30) days following receipt of invoice and acceptance of the work to the State's satisfaction. Said payment shall be made out to the Contractor's accounts receivables address listed on the Integrated Financial System for the State of New Hampshire.

SECTION 7: MFP ADDITIONAL ACCESSORIES

7.1. The Contractor may bill as extra the monthly cost, if any, of additional MFP accessories. Additional accessories exceed the minimum functional/individual class requirements and have no bearing on award of contract. Contractors may respond to only those accessories that are available as specified for the brand and model as quoted.

7.2. Any accessories requested by End User(s) after placement of MFP Rental shall be confirmed in writing to the Contractor by the Bureau of Graphic Services. Accessories shall be installed or delivered FOB Destination no later than fifteen (15) working days from Contractor receipt of written notification from the Bureau of Graphic Services. Accessories shall be communicated to DoIT as applicable per section 4.11.

7.3. Charges may only be incurred in the event that the End User orders an additional accessory(ies) which shall be included in the monthly invoice as a separate line item charge. **Accessory dependencies on any other accessory(ies) shall be fully disclosed on the price sheet. Prices shall be inclusive of all parts/elements needed for full functionality of accessory(ies).**

7.4. **Contractors shall not supply beyond the scope of the following list** and may not charge more than the quoted accessory(ies) fee throughout the contract term/any renewal term(s) as specified in this Contract.

- 7.4a. 11" x 17" paper cassette/drawer.
- 7.4b. 2/3 Hole Punch
- 7.4c. Convenience Stapler; 50 sheet capacity.
- 7.4d. Additional 500 sheet 20 lb. bond capacity adjustable paper drawer for 5 ½" x 8 ½", 8 ½" x 11" and 8 ½" x 14" paper sizes.
- 7.4e. Additional 1,000 sheet 20 lb. bond capacity adjustable paper cassette/drawer for 5 ½" x 8 ½", 8 ½" x 11" and 8 ½" x 14" paper sizes.
- 7.4f. Additional 128MB Memory.

7.5. Payments of additional accessories called for and billed as extra shall be made within thirty (30) days following receipt of invoice and acceptance of the work to the State's satisfaction. Said payment shall be made out to the Contractor's accounts receivables address listed on the Integrated Financial System for the State of New Hampshire.

SECTION 8: PHOTOCOPIER ADDITIONAL ACCESSORIES

8.1 The Contractor may bill as extra the monthly cost, if any, of additional Photocopier accessories. Additional accessories exceed the minimum functional/individual class requirements and have no bearing on award of contract. Contractors may respond to only those accessories that are available as specified for the brand and model as quoted.

8.2 Any accessories requested by End User(s) after placement of Photocopier Rental shall be confirmed in writing to the Contractor by the Bureau of Graphic Services. Accessories shall be installed or delivered FOB Destination no later than fifteen (15) working days from Contractor receipt of written notification from the Bureau of Graphic Services. Accessories shall be communicated to DoIT as applicable per section 4.11.

8.3 Charges may only be incurred in the event that the End User orders an additional accessory(ies) which shall be included in the monthly invoice as a separate line item charge. **Accessory dependencies on any other accessory(ies) shall be fully disclosed. Prices shall be inclusive of all parts/elements needed for full functionality of accessory(ies).**

8.4 **Contractors shall not supply beyond the scope of the following list** and may not charge more than the quoted accessory(ies) fee throughout the contract term/any renewal term(s) as specified in this Contract.

- 8.4a. 11" x 17" paper cassette/drawer.
- 8.4b. 2/3 Hole Punch
- 8.4c. Convenience Stapler; 50 sheet capacity.
- 8.4d. Additional 500 sheet 20 lb. bond capacity adjustable paper drawer for 5 ½" x 8 ½", 8 ½" x 11" and 8 ½" x 14" paper sizes.
- 8.4e. Additional 1,000 sheet 20 lb. bond capacity adjustable paper cassette/drawer for 5 ½" x 8 ½", 8 ½" x 11" and 8 ½" x 14" paper sizes.
- 8.4f. Additional 128MB Memory.

8.4g. Printer as specified in section 4.3.
8.4h. Scanner as specified in section 4.4.
8.4i. Fax Kit as specified in section 4.5

8.5 Payments of additional accessories called for and billed as extra shall be made within thirty (30) days following receipt of invoice and acceptance of the work to the State's satisfaction. Said payment shall be made out to the Contractor's accounts receivables address listed on the Integrated Financial System for the State of New Hampshire.

NH Department of Administrative Services
Bureau of Graphic Services
12 Hills Ave.
Concord, NH 03301

NOTICE OF CONTRACT

Effective 07/01/2014 thru 06/30/2018

MULTIFUNCTION PRINTER RENTAL – CLASS 5

55,000 PAGES PER MONTH MINIMUM PURCHASE

BRAND/MODEL: Xerox WorkCentre 5845APT

MONTHLY VOLUME: 35,001 – 55,000

CONTRACT #: 8001557

VENDOR: Xerox Corporation VN#174951 P003
45 Glover Avenue
Norwalk, CT 06856

CONTACT/TELEPHONE: C. Yvonne Hickey 857-241-6317
Yvonne.Hickey@xerox.com

BUYER CODE: BGE

NIGP CODE: MAJOR: 600 MINOR: 5600

EFFECTIVE DATES: *Four years from date of installation* if ordered between 07/01/2014 to 06/30/2018 with the right to renew annually for up to two (2) additional years.

DESTINATION: Anywhere in the State of New Hampshire

ORDERING: STATE AGENCIES: Place all orders through Bureau of Graphic Services.

Upon notification from Bureau of renewal/replacement of existing equipment, please process through RQ10 as instructed in notification.

New equipment requests other than the replacement of existing equipment are to be processed through RQ10.

OTHER ORGANIZATIONS
Political sub-divisions or Federal Code 501C nonprofit entities please contact Vendor directly.

INVOICING: Monthly invoicing for rental and any excess volume charges.

QUESTIONS: Julie Sawtelle, NH Bureau of Graphic Services, 603-271-2381.

MFP RENTAL PRICING – CLASS 5

Photocopy/Print/Scanner/Fax Functionality Plus 55,000 Pages/Month Print Allowance

BASE CHARGE

Brand/Model:	Xerox WC5845APT
Base Monthly Rental Charge:	$196.60
Pages Per Month Included In Base Monthly Rental Charge:	55,000
Additional charge for over allowance prints:	$0.0045 /page

OPTIONAL ACCESSORY CHARGES

11" x 17" paper cassette/drawer: ……	Included
2/3 hole punch: ……	$4.50 / month
Separate convenience stapler (not an inline stapler): …….	$5.25 / month
Additional 500 sheet capacity adjustable paper cassette/drawer: ……..	Included
Additional 1,000 sheet capacity adjustable paper cassette/drawer: ……	Included
Additional 256 MB memory: ……..	Included, comes with 2 GB

CONTINGENT CHARGES

Staples: ……	$74.00/pkg of 9,000
Relocation hourly rate in same facility: ……..	$350.00/hr.
Relocation hourly rate within 25 mile radius ……	$350.00/hr.
Relocation hourly rate within 26 – 50 miles of original location: ……	$350.00/hr.
Relocation hourly rate beyond 51 miles of original location: ……	$350.00/hr.
Unfounded cancellation & removal fee: …….	$589.80 (3 X base rental)
Hourly service rate weekdays after hours (5:01 p.m. – 7:59 a.m.) …….	$835.00 / hr.
Hourly service rate on weekends (5:01 p.m. Fri – 7:59 a.m. Monday) ……..	$910.00 / hr.
Hourly service rate on NH State Holidays …….	$910.00 / hr.

Remittance Addresses:

For Rental Payments:

Xerox Corporation
P.O. Box 904099
Charlotte, NC 28290-4099

For Staples:

Xerox Corporation
P.O. Box 26152
Chicago, IL 60673-1261
(Or as listed on invoice)

Best way to order supplies and service:

Supplies: Online: http://Xerox.com under "Metered Supplies"

Phone: 1-800-599-2198 between 8:00 a.m. – 7:00 p.m. Eastern time with serial number.

Service: 1-800-821-2797

Best way to return empty toner cartridges free of charge and freight:

Fuser: Prepaid return label is provided with the package.

Toner: Download prepaid return labels directly from the Xerox website at www.xerox.com/gwa .

1. Single (individual) returns:
• On the Xerox web site, select an item by model or reorder number.
• Return items via UPS.
• Xerox pays return shipping for items on its Take Back list and all recycling costs.

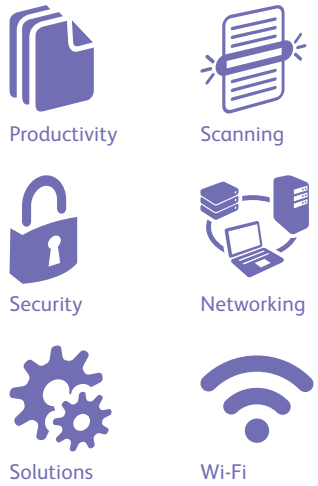
2. Eco Box returns for over four items
• Order a kit of three boxes and bags — ships at no charge to you.
• Fill box with used supplies, seal and ship via UPS.
• Xerox pays for return shipping and all recycling costs.

3. Pallet returns for over 30 items
• Consolidate items on your own pallet.
• Complete bill of lading and schedule pickup with Ryder Logistics.
• Xerox pays for return shipping and all recycling costs.

Third Party or Subvendor Disclosure

N/A

Xerox® WorkCentre® 5845/5855 Optimized for:

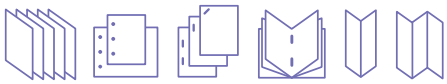


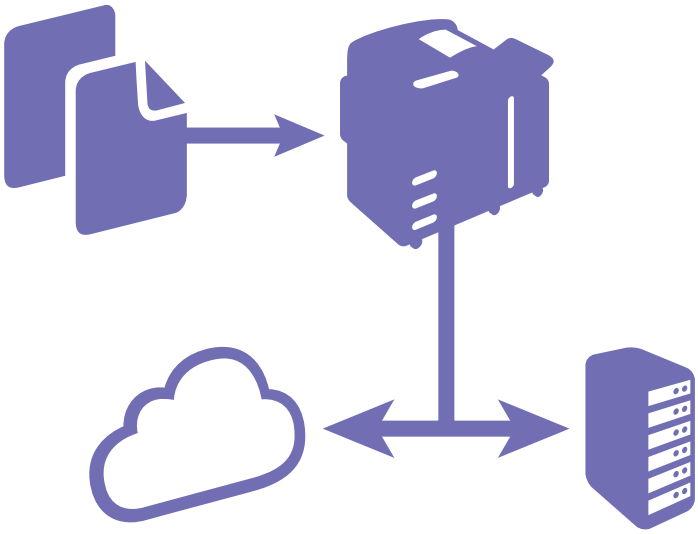
Paper Input

1. Single-pass Automatic Document Feeder automatically scans documents as fast as 200 images per minute (duplex speed).
2. 100-sheet Bypass Tray handles heavy paper up to 80 lb. cover.
3. Two 500-sheet universal trays are adjustable up to 11 x 17 in.
4. Optional Envelope Kit (replaces Tray 2) provides trouble-free feeding of 50 envelopes.
5. High Capacity Tandem Tray holds a total of 3,600 sheets of letter-size paper.
6. 4,000-sheet letter-size High Capacity Feeder (optional) can increase total capacity to 8,700 sheets. Or add the 2,000-sheet Short-Edge Kit in either letter/legal size or 11 x 17 in. size.

Finishing Options

7. Multiple finishing options let you add the capabilities that are right for individual workgroups. Choose basic features like staple and hole punch, or advanced capabilities to produce paginated, saddle-stitched and folded booklets and Z and C-folded brochures.





Extend Your Possibilities

Whether scanning and managing documents on your office network or a hosted cloud on the Internet, you can access scan workflow solutions right from any WorkCentre 5845/5855 thanks to the power of Xerox® Workflow Solutions, built on our Xerox Extensible Interface Platform®. These are just a few of the many examples of Xerox® Workflow Solutions*:

- **Xerox® ConnectKey® for SharePoint® or Xerox® ConnectKey® for DocuShare®.** Scan files directly into Microsoft® SharePoint or Xerox® DocuShare® and other Windows® folders. Plus, you'll go beyond basic file storage and PDF creation by automatically converting documents to intelligent, structured data with easy file naming and routing tools.
- **Xerox® ConnectKey® Share to Cloud.** Our cloud-based scanning solution provides easy, secure, scalable scanning to popular cloud-based repositories such as Google Docs™, SalesForce.com, Office 365 and Dropbox™, using custom-designed workflows that leverage our Xerox Extensible Interface Platform® technology. Learn more about Xerox® Workflow Solutions at **www.office.xerox.com/software-solutions**.

* Optional solutions may vary by geography.

Xerox® WorkCentre® 5845/5855

ConnectKey®

WorkCentre 5800 series multifunction systems are enabled by the Xerox® ConnectKey® Controller. These simple-to-implement systems give you real, practical solutions that easily streamline how you communicate, process and share important information, simplify complex paper-driven tasks, and drive down costs while keeping your data secure. For more information, go to **www.xerox.com/connectkey**.

Device Specifications		**WorkCentre 5845**	**WorkCentre 5855**
Speed		Up to 45 ppm	Up to 55 ppm
Duty Cycle[1]		Up to 175,000 pages / month	Up to 200,000 pages / month
Hard Drive / Processor / Memory		Minimum 160 GB / 1 GHz Dual-core / 2 GB	
Connectivity		10/100/1000Base-T Ethernet, High-Speed USB 2.0 direct print, Optional Wi-Fi (with Xerox® USB Wireless Adapter)	
Controller Features		Unified Address Book, Remote Control Panel, Online Support (accessed from the user interface and print driver), Configuration Cloning	
Copy and Print Copy and Print Resolution		**Copy:** Up to 600 x 600 dpi; **Print:** Up to 4800 x 600, 256 shades of gray, 1200 x 1200 emulation	
First-print-out Time (as fast as)		3.7 seconds	
Page Description Languages		Adobe® PostScript® 3™, PDF, PCL® 5c / PCL 6, HP-GL2™, XML Paper Specification (XPS®) (Optional)	
Print Features		Print from USB, Earth Smart Driver Settings, Job Identification, Booklet Creation, Store and Recall Driver Settings, Bi-directional Status, Scaling, Job Monitoring	
Mobile Printing		Apple AirPrint, Xerox® PrintBack, Xerox® Mobile Print (Optional), Xerox® Mobile Print Cloud (Optional), Mopria™ certified	
Scan	Standard	Scan to Network, Scan to Email, Scan to Folder, Scan to SMB or FTP, Text Searchable PDF, PDF/A, XPS, Linearized PDF, JPEG, TIFF, Scan to USB Memory Device, Single Touch Scanning, TWAIN Support	
	Optional	ConnectKey® for SharePoint®, ConnectKey® for DocuShare®, ConnectKey® Share to Cloud, Xerox® Scan to PC Desktop® SE and Professional, numerous solutions available through various Xerox Business Innovation Partners	
Fax	Standard	Internet Fax, Fax Build Job, Network Server Fax Enablement	
	Optional	Fax Forward to Email or SMB, Walk-up Fax (one-line and two-line options, includes LAN Fax)	
Security	Standard	McAfee® Embedded, McAfee ePolicy (ePO) Compatible, HDD Overwrite, 256-bit Encryption (FIPS 140-2 compliant), Common Criteria Certification (ISO 15408), Secure Print, Secure Fax, Secure Scan, Secure Email, Cisco® TrustSec Identity Services Engine (ISE) Integration, Network Authentication, SSL, SNMPv3, Audit Log, Access Controls, User Permissions	
	Optional	McAfee Integrity Control, Xerox Secure Access Unified ID System®, Smart Card Enablement Kit (CAC/PIV/.NET)	
Accounting	Standard	Xerox® Standard Accounting (Copy, Print, Scan, Fax, Email), Network Accounting Enablement	
	Optional	Equitrac Express®, Equitrac Office®, Equitrac Professional®, YSoft® SafeQ®, other network accounting solutions available through various Xerox Business Innovation Partners	
Paper Input	Standard	**Single-pass Automatic Document Feeder:** 200 sheets; Speed: up to 200 ipm (duplex); Sizes: 4.9 x 5 in. to 11.7 x 17 in. / 125 x 138 mm to 297 x 432 mm **Bypass Tray:** 100 sheets; Custom sizes: 4.25 x 5.5 to 11 x 17 in. / A6 to A3 **Trays 1-2:** 500 sheets each; Custom sizes: 5.5 x 8.5 to 11 x 17 in. / A5 to A3 **High Capacity Tandem Tray**: 3,600-sheets total (1,600 and 2,000 sheets); Size 8.5 x 11 in. / A4	
	Optional	**High Capacity Feeder (HCF):** 4,000 sheets; Size 8.5 x 11 in. / A4 long edge feed **HCF Kits (HCF required):** 2,000-sheet 11 x 17 in. Short Edge Kit or 2,000-sheet Letter/Legal Short Edge Kit **Envelope Tray (replaces Tray 2):** Up to 50 envelopes: #10 commercial, monarch, DL, C5	
Paper Output / Finishing	Standard	**Offset Catch Tray:** 300 sheets	
	Optional	**Basic Office Finisher (5845 only):** 1,000 + 250-sheet trays, 30-sheet single-position stapling **Office Finisher:** 2,000 + 250-sheet trays, 50-sheet multi-position stapling, optional hole punch **Office Finisher with Booklet Maker:** 2,000 + 250-sheet trays, 50-sheet multi-position stapling, saddle-stitch booklet making, optional hole punch **High Volume Finisher (HVF):** 3,000 + 250-sheet trays, 100-sheet multi-position stapling, optional hole punch **High Volume Finisher with Booklet Maker:** 3,000 + 250-sheet trays, 100-sheet multi-position stapling, saddle-stitch booklet making, optional hole punch **Z Fold / C Fold Unit (with HVF with Booklet Maker):** Adds letter-size Z- and C-folding **Post Process Inserter (with HVF and with HVF with Booklet Maker):** Adds preprinted inserts **Convenience Stapler:** 50-sheet stapling (based on 20 lb. bond), includes Work Surface	

[1] Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis.

For more detailed specifications, go to **www.xerox.com/office/WC5845_55Specs**.
To view a product video, visit **www.xerox.com**. Build and configure your own Xerox® WorkCentre 5800 series multifunction printer at **www.buildyourownxerox.com/connectkey**.

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General Contract Information

For Rental of Multifunction Printers (MFPs) and Accessories and Rental of Photocopiers and Accessories

For general Information only. Contact Graphic Services at 603-271-2381with questions on individual contractors listed.

SECTION 1: ABBREVIATIONS/DEFINTIONS FOR MFP AND PHOTOCOPIER AS APPLICABLE

The following contain the most commonly used terms for this Contract.

1.1. **1:1 Feature:** Copy/print single sided originals with the duplicated end product as one sided.

1.2. **1:2 Feature:** Copy/print two or more single sided originals with the duplicated end product as two sided.

1.3. **2:2 Feature:** Copy/print two sided originals with the duplicated end product as two sided.

1.4. **Automatic Document Feeder (ADF):** Provides for single sided originals to be copied/scanned/faxed without lifting the platen. Originals are loaded into a feeder and, after pressing start, the MFP/Photocopier moves each sheet on and off the platen eliminating the need to place each sheet one-by-one onto the glass. Originals are put through the feeder one time only using "scan once-print many" technology.

1.5. **Automatic Duplexing:** Automatically copies and prints both sides of the page. For MFP/Photocopier Additional Accessories: This may also be set by the End User when printing from their pc desktop.

1.6. **Convenience Stapler:** An automatic staple system located at an area on the outer shell of the MFP/Photocopier in which End Users shall manually place the document into the staple slot for stapling to occur.

1.7. **Digital Imaging Systems:** Technology which works the same way as a scanner; breaking up the image into dots and rows rather than taking a picture with a lens much like a camera. The digital system for this Contract uses "scan once-print many" technology for copying/scan/outgoing fax transmissions.

1.8. **Dots Per Inch (DPI):** Measures the resolution of an image both on screen and in print. The DPI measures how many dots fit into a linear inch. The higher the DPI, the more detail can be shown in an image.

1.9. **Duplex:** For this Contract; Two page sides of a sheet of paper with size ranges of 5 1/2" x 8 1/2", 8 1/2" x 11", 8 1/2" x 14" and, where applicable, 11" x 17".

1.10. **Duplex Single Pass:** For this Contract; automatically scans/images both sides of a two-sided original in one pass through the ADF without having to "flip" the original over to scan/copy the second side.

1.11. **Electronic Recirculating Document Handler (ERDH):** Same function as Reversing (a.k.a Recirculating) Automatic Document Feeder (RADF) but produces electronic sorting for printed output.

1.12. **Electronic Sorting:** Printed output is electronically collated (assembled in proper numerical or logical sequence) in the order they are outputted from the machine.

1.13. **End User(s):** Individual State of New Hampshire Departments/Subunits utilizing any contract that arises from this Contract.

1.14. **FOB Destination:** A shipping term which indicates that the Contractor pays the shipping costs (and usually also the insurance costs) from the point of manufacture to a specified destination, at which point the End User takes responsibility.

1.15. **Full Repair Service and Maintenance (FSMA):** As per section 4.9.

1.16. **Images Per Minute (IPM):** For this contract, the unit of measure for scanning speed.

1.17. **Inline Sorter Stapler:** Electronic sorting technology in which the collated sets of documents are automatically stapled before they are placed in the output tray. End users may utilize this option when printing from pc desktops when applicable.

1.18. **Meter Clicks:** For this Contract a meter click records any printed output. Each class is allowed a volume of meter clicks per month which is included in the monthly rental charge of the MFP/Photocopier.

1.19. **Monochrome:** For this Contract; black and white print output.

1.20. **Multifunction Printer (MFP(s)):** For this Contract; Multifunction photocopier-printer-scanner-fax devices and all related parts, accessories, attachments, and network related devices.

1.21. **Multitasking Functionality (MFP Class 5 & 6 and Photocopier Additional Accessories for Class 5 & 6):**

1.21 a. End users shall be enabled to access functions simultaneously with limited bottlenecks.

1.21 b. MFP/Photocopier shall be able to receive incoming copy, print, scan or fax jobs while current jobs are running.

1.21 c. End users shall be permitted to program functions to run during off-peak hours.

1.21 d. End users shall be able to "jump ahead" in queue for immediate print output.

1.21 e. Scans shall be immediately processed and not held in queue.

1.21 f. MFP/Photocopier shall provide dual fax lines to enable simultaneous sending and receiving of fax documents.

1.21 g. Errors for printed output functions shall not prevent the End User from utilizing scan/outgoing fax functions.

1.21 h. Errors for scan/outgoing fax functions shall not prevent the End User from utilizing printed output functions.

1.22. **Offsetting Delivery:** For this Contract, offset delivery means the output tray of the MFP/Photocopier moves allowing groups of multi-page documents to be placed in offsetting piles so the End User can easily identify one group from another.

1.23. **Original:** For this Contract, original means primary paper document.

1.24. **OEM:** For this Contract, parts and supplies shall be from the Original Equipment Manufacturer.

1.25. **Pages Per Month (PPM):** "Page output per month" that utilizes toner (copies made, prints made and incoming faxes). This references the monthly printed output allowances (meter clicks) requested that are included in the monthly base rental charge as well as any print output over the monthly allowance. Scans and outgoing faxes are not considered a printed output nor should scans or outgoing faxes count against the allotted meter click allowance provided.

1.26. **Platen (Platen Glass):** The glass area on which originals are placed to be copied/scanned/faxed. It also refers to the cover that opens and closes over the platen glass.

1.27. **Photocopier:** For this Contract; A stand-alone photocopier that allows the End User to make photocopies only unless the End User chooses an additional accessory to allow them to print or scan or fax.

1.28. **Print or Printed Output:** For this Contract, any duplication or output that utilizes toner such as copies made, prints made or incoming faxes.

1.29. **Reversing (a.k.a Recirculating) Automatic Document Feeder (RADF):** Provides for single and double sided originals to be copied/scanned/faxed without lifting the platen. Originals are loaded into a feeder and, after pressing start, the MFP/Photocopier moves each sheet on and off the platen eliminating the need to place each sheet one-by-one onto the glass. For double-sided originals, the feeder flips or turns over the original to copy its backside. Originals are put through the feeder one time only using "scan once-print many" technology.

1.30. **Scan Once-Print Many:** Copies, scans or outgoing faxes are produced from scanned images that are held in memory. The originals are sent through once allowing the user to retrieve the originals while the function is still being completed.

1.31. **Simplex:** For this Contract; One page side of a sheet of paper with size ranges of 5 1/2" x 8 1/2", 8 1/2" x 11", 8 1/2" x 14" and, where applicable, 11" x 17".

SECTION 2: GENERAL TERMS OF CONTRACT

2.1. Both MFP and Photocopier contracts shall be available to all End Users from July 1, 2014 to June 30, 2018 with the contract term running **four (4) years from date of complete installation** as described in section 2.3. Upon expiration of the initial four year contract, End Users may choose to renew the contract annually for up to two (2) additional years under the same or lower price tables as well as the same terms, conditions and specifications. All renewals shall be granted only upon written mutual agreement between the New Hampshire Department of Administrative Services Commissioner and the Contractor.

2.2. Final contract placement lists will be provided to the Contractor by the Bureau of Graphic Services. This list will be kept current with additional installations or removals throughout the contract period. Invoices shall not be processed until installation is complete as described in section 2.3.

2.3. Complete installation includes delivery of MFP/Photocopier FOB Destination, installation, full operating functionality of all MFP/Photocopier components and operator training to the satisfaction of the End User.

2.3a. Unless otherwise jointly agreed upon between End User and Contractor; Should the End User detain complete installation beyond fifteen (15) working days after delivery, the Contractor may invoice as per section 4.10.

2.4. Should the End User decide not to renew the contract at the end of the contract term/any renewal term, the Contractor shall be responsible for the removal of the MFP/Photocopier and any costs associated with such removal at the end of the contract term/any renewal term. Such removals shall take place within fifteen (15) working days from the date the End User notifies the Contractor that the MFP/Photocopier is ready for removal. Removals shall include complete deletion of stored data as per section 4.11. The End User shall not be responsible for any costs associated with the MFP/Photocopier rental as of the date the Contractor is notified to proceed with removal.

2.5. **Remanufactured MFPs/Photocopiers will not be accepted**. MFPs/Photocopiers shall be new and in excellent working condition when installed. There shall be no broken or malfunctioning features on any MFP/Photocopier placed.

2.6. MFP(s)/Photocopier(s) shall be stable products that have been tested for not less than six (6) months before being placed in the United States' Market and shall have been available in the United States' Market for at least one (1) year.

2.7. If MFP/Photocopier fails to perform as per the manufacturers' specifications such MFP/Photocopier shall be replaced within ten (10) working days at no additional charge with a comparable MFP/Photocopier which shall perform per the subsequent minimum requirements specified at no additional cost to the End User. Replacements shall be communicated to the Department of Information Technology, herein known as DoIT, as applicable per section 4.11.

2.8. Unless otherwise jointly agreed upon between End User and Contractor; If the MFP/Photocopier requires service for the *same malfunction* more than four (4) times over a six (6) month period causing the equipment to run at less than 100% capacity each time for two (2) consecutive calendar days, if malfunction occurs on a Monday thru Thursday, or four (4) consecutive calendar days if malfunction occurs on a Friday; such MFP/Photocopier shall be replaced within ten (10) working days at no additional charge with a comparable MFP/Photocopier which will perform as specified with a minimum of service requirements. Replacements shall be communicated to DoIT as applicable per section 4.11.

2.9. Unless otherwise jointly agreed upon between End User and Contractor; If the MFP/Photocopier requires service for *different malfunctions* more than five (5) times over a six (6) month period causing the equipment to run at less than 100% capacity each time for two (2) consecutive calendar days, if malfunction occurs on a Monday thru Thursday, or four (4) consecutive calendar days if malfunction occurs on a Friday; such MFP/Photocopier shall be replaced within ten (10) working days at no additional charge with a comparable MFP/Photocopier which will perform as specified with a minimum of service requirements. Replacements shall be communicated to DoIT as applicable per section 4.11.

2.10. If the Contractor fails more than three (3) times to respond to service requests as per section 4.9, the MFP/Photocopier shall be removed within ten (10) working days of written notification to the Contractor at no additional charge to the End User and with no cancellation penalty incurred. Removals shall be communicated to DoIT as applicable per section 4.11.

2.11. If MFP/Photocopier is replaced and replacement fails to perform per section 2.7 or service capacity fails as per section 2.8, 2.9 and 2.10, the replacement shall be removed within ten (10) working days of written notification to the Contractor at no additional charge to the End User and with no cancellation penalty incurred. Removals shall be communicated to DoIT as applicable per section 4.11.

2.12. If physical damage to the MFP/Photocopier is the fault of the End User, the End User shall be responsible for the cost of the repairs at the regular hourly labor rate for repair service. All supplies and parts that are critical for proper repair will be reimbursed to the Contractor by the End User at cost. All supplies and parts shall be OEM and FOB Destination.

2.12a. Unless the End User demonstrates otherwise, the following types of damage are typically attributable to misuse and shall be reimbursed by the End User:

2.12a.1 Damaged platen glass (due to platen cover being slammed too hard or an object hitting the glass hard enough to crack or crush the platen glass.

2.12a.2 Broken MFP/Photocopier doors (that appear to be physically torn from the machine).

2.12a.3 Broken MFP/Photocopier cassette/drawers (that have been physically torn from the machine).

2.12a.4 Any trays that are completely broken from MFP/Photocopier due to obvious stress on the trays by the End User.

2.12a.5 Large dents which cause the MFP/Photocopier to fail in its capacity as specified.

2.12a.6 Damages to the MFP/Photocopier caused by moving it without Contractor permission (Contractors are to move MFP/Photocopiers).

2.12a.7 Electrical damages (boards, wiring, etc.) to the MFP/Photocopier caused by unplugging the device from its Contractor-Supplied dedicated electrical Surge Protector.

2.13. MFP/Photocopier upgrades of an awarded class during the contract period may be allowed under the same terms, conditions, specifications and price tables only upon written mutual agreement between the New Hampshire Department of Administrative Services' Commissioner and the contracted Contractor. Notification of such upgrades shall be submitted in writing to the Bureau of Graphic Services at least fifteen (15) working days before upgrade is to take place and shall include the following:

2.13a. Contract #.

2.13b. Class to be upgraded in a "From" "To" format.

2.13c. Justification for upgrade.

2.13d. Confirmation that upgraded MFP/Photocopier models meet all requirements of the original contract.

2.13e. Confirmation that upgraded MFP/Photocopier models shall abide by the same terms, conditions and price tables of original contract.

2.13f. Confirmation that Contractor shall abide by all requirements of original contract for models already installed.

2.13g. Attach specification sheets of upgraded MFP/Photocopier models.

2.13h. Mail or hand-deliver complete packet to the Bureau of Graphic Services with original authorized signature.

2.14. In the event a Contractor is listed for more than one class in MFP/Photocopier sections: The End User shall have the right to upgrade or downgrade one (1) time to another class during the rental contract without penalty as long as the upgrade or downgrade is with the same Contractor as the End User's original rental contract.

2.15. Contractor correspondence and submittals shall be sent to the End User(s) at any location in the State of New Hampshire or, upon request, to the State of New Hampshire Bureau of Graphic Services, 12 Hills Avenue, Concord NH 03301.

SECTION 3: CONDITIONAL NATURE OF AGREEMENT

3.1. Notwithstanding anything in this agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account.

SECTION 4: MINIMUM FUNCTIONAL REQUIREMENTS FOR ALL MFP AND PHOTOCOPIER CLASSES

MFPs/Photocopiers will meet or exceed the minimum functional requirements listed. These requirements will also be a part of the additional specific class requirements as per section 5. Minimum functional requirements are separated into topic as follows: *Common Components, Photocopier, Printer, Scanner, Fax, Technology, Delivery, Training, Full Repair Service and Maintenance, Invoice Requirements and Contractor Responsibility to DoIT.*

NOTE: Print, scan, fax and network-related functions listed in the *Minimum Functional Requirements* are part of full specifications for MFP and per section 8 for Photocopier Additional Accessories.

4.1. **Common Components:**

4.1a. Shall include, but not be limited to, all parts, boards, internal software to enable all photocopier, print, scan and fax functions.

4.1b. Shall adhere to section 2.5 and 2.6. Shall not be discontinued MFP/Photocopier models or MFP/Photocopier models no longer in production.

4.1c. Shall include *FSMA* per section 4.9 for the duration of the contract term/any renewal term.

4.1d. Include price of stand or table if "desktop" model.

4.1e. Include a minimum of two adjustable paper drawers handling 5 ½" x 8 ½", 8 ½" x 11", and 8 ½" x 14" paper sizes.

4.1e.1. Minimum total capacity 500 sheets 20 lb. bond.

4.1f. Shall automatically detect paper size placed in tray.

4.1g. Shall provide ability to designate default tray access and automatically detect correct paper size of output.

4.1h. Provided with RADF, ERDH or Duplex Single Pass with 1:2, 2:1 and 2:2 features to copy, scan and fax a minimum 5 ½" x 8 ½", 8 ½" x 11", and 8 ½" x 14" paper sizes.

4.1i. Include base printed output per month allowance to coincide with maximum volume for each class.

4.1j. Include or have a multiple user counter/access device option with a minimum of 200 individual and separate user codes available.

4.1k. Allow the restriction of pc desktop access based on network authentication; user name and password.

4.1k.1. Passwords shall allow for a minimum of 10 characters in length to contain a combination of upper and lowercase characters and at least one number or special character not defined as letters or numerals such as @, &, !.

4.1l. Allow the option to restrict "walk-up" access (End User is physically at the MFP/Photocopier) to authenticated End Users via user name, password or user code or a combination of such.

4.1m. Shall have ability to be shared amongst End Users through a network environment as a peripheral device compliant as per section 4.6.

4.1n. Shall allow DoIT, per section 4.11, authorized staff password protected administrative access.

4.1n.1. Authorized DoIT staff shall be able to recover administrative credentials through a web interface or through another remote recovery method that does not require direct Contractor interaction or the Contractor needing to access the device physically.

4.1o. Shall be Energy Star® compliant and contain automatic power saving modes to conserve power when MFP/Photocopier has not been active for a maximum of ten (10) minutes.

4.1o.1. Such power saving modes shall automatically power up when sensing End User interaction with MFP/Photocopier.

4.1p. Shall include a Contractor-Supplied dedicated electrical Surge Protector.

4.1q. **RECYCLED CONTENT:** According to New Hampshire Statute, RSA Chapter 9-C: 9, I, effective September 9, 2008, "uncoated printing and writing paper purchased by or for state agencies shall contain not less than 30% recycled material and coated printing paper purchased by or for state agencies shall contain not less than 10% recycled material." In this context, "recycled material" shall be construed to mean "postconsumer waste material", as given in the definitions under RSA Chapter 9-C: 2, IV. The MFP/Photocopiers shall be capable of running recycled paper of this content without difficulty.

4.2. **Photocopier:**

4.2a. Monochrome digital imaging systems only.
4.2b. Provide a minimum of 600 x 600 DPI imaging.
4.2c. Copy a minimum 5 ½" x 8 ½", 8 ½" x 11" and 8 ½" x 14" paper sizes with like output.
4.2d. Allow End Users to cancel photocopier jobs immediately to reduce excess paper waste.

4.3. **Printer**

4.3a. Monochrome print systems only.
4.3b. Provide a minimum of 600 x 600 DPI print quality.
4.3c. Print a minimum 5 ½" x 8 ½", 8 ½" x 11" and 8 ½" x 14" paper sizes.
4.3d. Shall contain a minimum of PCL6 and Adobe Postscript Level 3. Open architecture and true PDF.
4.3e. Operating System compliance as per section 4.6.
4.3f. Network compliance as per section 4.6.
4.3g. Print drivers shall be upgradable and included as a normal function of FSMA as per section 4.9. 4.3h. Contain a minimum 128MB printer/scanner memory with ability for upgrades of additional memory.
4.3i. Provides both secure and on demand printing described as follows:
4.3i.1. Secure printing: Holds the print job and shall not print unless the End User physically enters a user code into the MFP/Photocopier and chooses to print.
4.3i.1a. *Queued or held print jobs of one End User shall not prevent other End Users from printing their documentation.*
4.3i.2. On demand printing: Allows for immediate print directly from the End Users pc desktop.
4.3j. Allows End User the option to print simplex or duplex from pc desktop.
4.3k. Shall allow default setting to duplex with End User ability to choose simplex for certain print jobs. Reverts automatically to default duplex after simplex printing.
4.3l. Allows End User the ability to view and alter other print features including, but not limited to, paper size, paper tray selection, paper orientation and any other user generated feature made available through the MFP/Photocopier.
4.3m. Allows End User the ability to view print status via pc desktop.
4.3n. Allows End User the option to cancel print job(s) from pc desktop as well as direct from MFP/Photocopier.

4.4. **Scanner**

4.4a. Scans shall not be recorded as a meter click from allotted volume in any class. Meter clicks shall be restricted to printed material only which includes copies made, print output and incoming printed fax materials only.
4.4b. Color functionality (color image for scanned document).
4.4c. End User options for scan to print, scan to FTP, scan to e-mail, scan to pc desktop, scan to network share using Active Directory authentication and scan to fax.
4.4c.1. Will allow Department of Information Technology staff the ability to remotely test configurations for scan-to-network.
4.4d. Shall permit scanning from platen as well as through ERDH, RADF, or Duplex Single Pass system(s).
4.4e. Automatic scanning of two sided originals.
4.4f. Automatic creation of scanned documents into PDF with setups for automatic file compressions.
4.4g. Ability for user to save scans to PDF, TIFF or JPG formats.
4.4h. Operating System compliance as per section 4.6.
4.4i. Network compliance as per section 4.6.
4.4j. Allows End User the option to cancel scan job(s) from pc desktop as well as direct from MFP/Photocopier.

4.5. **Fax:**

4.5a. Outgoing faxes shall not be recorded as a meter click from allotted volume in any class. Meter clicks shall be restricted to printed material only which includes; copies made, print output and incoming printed fax materials only.

4.5b. Shall support Internet (such as VOIP) and Landline communication systems.

4.5c. Network compliance as per section 4.6.

4.5d. Shall support fax service via pc desktop as well as fax service direct from MFP/Photocopier.

4.5d.1. Operating System compliance as per section 4.6.

4.5e. Modem Speed: Minimum 33.6 kbps (kilobytes per second).

4.5f. Transmission Speed: Minimum 3 seconds per page.

4.5g. Resolution: Ability to fax at 400 x 400 DPI with a minimum 200 x 200 grayscale.

4.5h. Memory: Minimum 10 MB.

4.5i. Automatic Dialing: Minimum 200 destinations.

4.5j. Data Compression.

4.5k. End user Shall be allowed to cancel fax submissions from pc desktop as well as direct from MFP/Photocopier.

4.6. **Technology:**

4.6a. Shall allow network connectivity through LDAP authentication with Active Directory domain credentials.

4.6b. Shall use only one network connection for network printing and scanning.

4.6c. Allow Ethernet 10-Base T/100-TX (Cat 5) *and* USB connection options.

4.6d. Minimum protocol support: TCP/IP, HTTP, and SMTP.

4.6e. Minimum Operating System Compliance: Windows® XP, Windows® Vista, Windows® 7, future Windows® operating systems, Windows® Server 2003, Windows® Server 2008, future Windows® Server operating systems, MAC® (PPD File) 9.x to 10.7 and future MAC® operating systems.

4.6f. Shall allow designated and authorized End User Network Administrators the ability to view all job queues across the network to include all authenticated users.

4.6g. Any hard drive device used to store documents shall have overwrite capabilities to prevent unauthorized access to stored documents.

4.6h. Any memory device used to store documents shall have a manual and automatic clear feature to prevent unauthorized access to stored documents.

4.7. **Delivery:**

4.7a. Orders shall be placed to the Contractor by the Bureau of Graphic Services on the End Users behalf.

4.7b. Deliveries shall be made within twenty (20) working days after receipt of order.

4.7b.1. See section 4.11c. regarding DoIT notification before installations may take place.

4.7c. Shipments shall be securely and properly packaged, skidded, tied, etc. according to responsible and accepted commercial practices without extra charge for same. Packages shall also be clearly marked with purchase order number, delivery address and any other pertinent information. All goods shall be delivered in condition as specified herein and if found to be otherwise shall be promptly replaced by the Contractor.

4.7d. Shall include delivery and installation FOB Destination to the office of the End User at any location in the State of New Hampshire. Delivery will consist of unpacking and assembling of all components and placing them in suitable working order in a work area to be made available by the End User. End User is responsible for ensuring that properly wired electrical and network cable outlets are prepared.

4.7e. **Shall include full toner cartridge placed in the MFP/Photocopier and a spare toner cartridge FOB Destination at time of delivery.**

4.7f. Complete installation shall be as per section 2.3.

4.8. **Training:**

4.8a. Shall include on-site operator training by a qualified representative of the Contractor within three (3) to five (5) working days of installation. Training sessions shall be of such length, content and frequency as to impart complete proficiency of operation and to the complete satisfaction of the End User at no additional charge to the state throughout the contract/contract renewal term(s).

4.8b. **At time of training, Contractors shall instruct End Users that toner is included in the rental and to order a toner cartridge at the time the spare, per section 4.7e., has been placed in the MFP/Photocopier.**

4.8c. Shall coordinate with, communicate with and train authorized DoIT personnel per section 4.11.

4.8d. Contractors shall not instruct End Users on scanning options, but shall instead direct End Users to engage DoIT for any scanning solutions.

4.9. **Full Repair Service and Maintenance (FSMA):**

FSMA shall be provided by the Contractor for the full contract term/any renewal term(s) as specified in this Contract and shall be included in the monthly base rental charge. Criteria of service are as follows:

4.9a. 8:00 A.M to 5:00 P.M five (5) days a week Monday-Friday (herein known as Service Period) onsite repair service and preventive maintenance when requested by the End User.

4.9b. Contractor shall respond to the End User via telephone within four (4) hours of initial support request during the Service Period. In the event that a support request is made by the End User after 1:00 P.M. during the Service Period, the Contractor will respond to the End User no later than 10:00 A.M. the next working day.

4.9c. Unless otherwise jointly agreed upon between End User and Contractor; Contractor shall be on-site within twenty-four (24) hours or next available working day of telephone response with the End User during the Service Period.

4.9d. Unless otherwise jointly agreed upon between End User and Contractor; Contractor shall repair MFP/Photocopier to the End User's satisfaction within three (3) working days of on-site visit. If the MFP/Photocopier will not function within this time frame, the Contractor shall supply a temporary replacement MFP/Photocopier within ten (10) working days to the End User with comparable features at no charge until such time that the original MFP/Photocopier has been fully repaired.

4.9d.1. Replacements shall be communicated to DoIT as per section 4.11.

4.9d.2. Continuous failed repairs shall submit to section 2.7, 2.8, 2.9, 2.10 and 2.11.

4.9e. All maintenance, supplies, parts and labor are to be included as part of FSMA with the exclusion of the cost of paper and staples.

4.9e.1. All supplies and parts shall be OEM and FOB Destination.

4.9e.1a. Supplies may include, but are not limited to: toner, developer, fuser, drums, and any other supply needed for the day-to-day operation of the MFP/Photocopier.

4.9e.1b. Contractors shall provide End User with best way to order service and supplies. 4.9e.1c. Should the End User fail to comply with section 4.8b. and place an overnight rush order, the Contractor may charge the difference between the FOB Destination shipment rate and overnight shipment rate (overnight shipment rate – FOB Destination shipment rate = chargeable rate).

4.9e.1d. Contractor shall allow and provide End User with best way to return used toner cartridges free of charge and freight.

4.9f. The State of New Hampshire shall not pay or be responsible to pay for any mileage or travel time for any services requested or performed.

4.10. **Invoice Requirements:**

4.10a. Invoicing shall commence upon complete installation as per section 2.3.

4.10b. All invoices shall be provided to respective End Users and processed through the manufacturer's local dealer who services the account. End Users shall be able to resolve any problems (including invoicing) through the local dealer only.

4.10c. The Contractor shall provide one (1) monthly invoice for **each** MFP/Photocopier base rental which will include any excess charges over the base copies allowed per month as quoted and contracted. Invoices shall be submitted directly to the End User OR as stated on the purchase order for that plan.

4.10c.1. The Contractor shall be responsible for **collecting and reporting on the invoice** the *actual* total monthly meter clicks (printed output) for that month.

4.10d. The State of New Hampshire Government budget runs on a fiscal year commencing July 1 and ending June 30.

4.10d.1. Invoices shall be issued within the fiscal year the rental occurred to assure agency payments are made to the Contractor as budgeted.

4.10d.2. Contractor, if invoicing in arrears, shall invoice for June rental/overage **no later than July 15** of the same calendar year the rental occurred.

4.10d.3. Contractor shall have the responsibility of notifying the agency for any rental/overage payments not received within 60 days.

4.10d.4. Contractor shall invoice monthly and keep current. **Invoices postdated after July 15** for rentals/overages which occurred during the fiscal year the rental occurred may fall under form P-37 Paragraph 4, Conditional Nature of Agreement, and as a result, may not be paid.

4.10e. The Contractor may offer a cash discount for payment within 15 days of receipt of invoice.

4.10f. Payments of monthly base charge and excess PPM, if any, shall be made within thirty (30) days following receipt of invoice and acceptance of the contract to the State's satisfaction. Said payment shall be made out to the Contractor's accounts receivables address listed on the Integrated Financial System for the State of New Hampshire.

4.11. **Contractor Responsibility To DoIT:**

4.11a. **Please Note:** Although DoIT handles a large part of the State's technological infrastructure, not every State Agency falls under the jurisdiction of DoIT responsibility. The most common Agencies outside DoIT authority are, but not limited to, the following list and procedures/communication will need to be coordinated through the Agency listed:

4.11a.1. The Judicial Branch
4.11a.2. The Legislative Branch
4.11a.3. Adjutant General
4.11a.4. Pease Development Authority
4.11a.5. Police Standards and Training
4.11a.6. Retirement System
4.11a.7. Treasury

4.11b. The End User will be responsible for coordinating with the Contractor and DoIT, for any MFP/Photocopier installation in which the MFP/Photocopier and any attachments/accessories are connected to or interact with any technology-related device under the jurisdiction of DoIT.

4.11b.1. Technology-related devices include, but are not limited to; Print, scan, fax and anything connected to the network infrastructure. In general, Photocopiers do not need DoIT intervention *unless they have additional accessories that are connected as per section 4.11b.*

4.11c. The Contractor shall work cooperatively with the End User's DoIT authorized contact person(s) and discuss, via e-mail or telephone, installation of the MFP/Photocopier **before** such equipment is installed.

4.11c.1. Installation shall be scheduled ten (10) working days in advance with DoIT authorized contact approval.

4.11c.2. Installations or any service that might impact customized system configurations shall be approved by DoIT authorized contact in advance.

4.11d. The Contractor shall provide the End User's DoIT authorized contact person(s) step by step training and documentation for the operation, configuration and all enabled functionality of the MFP/Photocopier, any attachments/ accessories.

4.11d.1. **Graphic Services shall set up a meeting in which the Contractor will meet with key DoIT contacts to go over all set up information for device(s).**

4.11e. The Contractor is to contact the End User's DoIT authorized contact person(s) via a help desk ticket called into 603-271-7555 for any technical repairs or maintenance per section 4.9 which may affect any state-owned technical or network functions as it relates to the MFP/Photocopier.

4.11e.1. Service that might impact customized system configurations shall be approved by DoIT authorized contact in advance.

4.11f. Any hard drive device used to store documents within the MFP/Photocopier shall be accessible to the End User's DoIT authorized contact person(s) through an administrative access code, which shall be allowed to be changed from the default.

4.11g. The Contractor shall notify the End User's DoIT authorized contact person(s) via a help desk ticket called into 603-271-7555 before the connected MFP/Photocopier is to be removed from its location for any reason.

4.11h. The Contractor shall confirm complete overwrites of any stored documentation to the satisfaction of DoIT before the MFP/Photocopier is to be removed from its location for any reason.

SECTION 5: ADDITIONAL FUNCTIONAL REQUIREMENTS BY CLASS

NOTE: Print, scan, fax and network-related functions listed in the *Additional Functional Requirements By Class* are part of full specifications for MFD and per section 8 for Photocopier Additional Accessories.

5.1 **CLASS 1**

5.1a. MFP/Photocopiers capable of outputting up to 5,000 copy/print/fax pages per month.
5.1b. Produce 8 ½" x 11" 20 lb. bond simplex copies at a minimum speed of 25 copies per minute.
5.1c. Produce 8 ½" x 11" 20 lb. bond simplex scans at a minimum speed of 35 IPM 200 DPI.
5.1d. Come with a minimum of two (2) reduction presets and two (2) enlargement presets.

5.2 **CLASS 2**

5.2a. MFP/Photocopiers capable of outputting up to 10,000 copy/print/fax pages per month.
5.2b. Produce 8 ½" x 11" 20 lb. bond simplex copies at a minimum speed of 30 copies per minute.
5.2c. Produce 8 ½" x 11" 20 lb. bond simplex scans at a minimum speed of 40 IPM 200 DPI.
5.2d. Offsetting delivery.
5.2e. 50 sheet 20 lb. bond inline sorter stapler;
5.2e.1. End Users may utilize this option when printing from pc desktop.
5.2f. Zoom reduction/enlargement: variable minimum range of 50-400%.
5.2g. Platen and automatic document feeder shall handle 11" x 17" paper for scanning, faxing and 8 ½" x 14" copy output.

5.3 **CLASS 3**

5.3a. MFP/Photocopiers capable of outputting up to 20,000 copy/print/fax pages per month.
5.3b. Produce 8 ½" x 11" 20 lb. bond simplex copies at a minimum speed of 30 copies per minute.
5.3c. Produce 8 ½" x 11" 20 lb. bond simplex scans at a minimum speed of 50 IPM 200 DPI.
5.3d. Offsetting delivery.
5.3e. 50 sheet 20 lb. bond inline sorter stapler;
5.3e.1. End Users may utilize this option when printing from pc desktop.
5.3f. Zoom reduction/enlargement: variable minimum range of 50-400%.
5.3g. Platen and automatic document feeder shall handle 11" x 17" paper for scanning, faxing and 8 ½" x 14" copy output.

5.4 **CLASS 4**

5.4a. MFP/Photocopiers capable of outputting up to 35,000 copy/print/fax pages per month.
5.4b. Produce 8 ½" x 11" 20 lb. bond simplex copies at a minimum speed of 35 copies per minute.
5.4c. Produce 8 ½" x 11" 20 lb. bond simplex scans at a minimum speed of 50 IPM 200 DPI.
5.4d. Offsetting delivery
5.4e. 50 sheet 20 lb. bond inline sorter stapler;
5.4e.1. End Users may utilize this option when printing from pc desktop.
5.4f. Zoom reduction/enlargement: variable minimum range of 50-400%.
5.4g. Platen and automatic document feeder shall handle 11" x 17" paper for scanning, faxing and 8 ½" x 14" copy output.
5.4h. Additional 500 sheet adjustable paper cassette/drawer handling 5 ½" x 8 ½", 8 ½" x 11", and 8 ½" x 14" paper sizes.
5.4i. Additional output tray designated for incoming faxes.
5.4j. To prevent bottlenecks, one End Users' "job interrupt" shall not prevent another End User from performing their copy, print, scan or fax function.

5.5 **CLASS 5**

5.5a. MFP/Photocopiers capable of outputting up to 55,000 copy/print/fax pages per month.
5.5b. Produce 8 ½" x 11" 20 lb. bond simplex copies at a minimum speed of 45 copies per minute.
5.5c. Produce 8 ½" x 11" 20 lb. bond simplex scans at a minimum speed of 50 IPM 200 DPI.
5.5d. Offsetting delivery.
5.5e. 50 sheet 20 lb. bond inline sorter stapler;
10.5e.1.End Users may utilize this option when printing from pc desktop.
5.5f. Zoom reduction/enlargement: variable minimum range of 50-400%.

5.5g. Platen and automatic document feeder shall handle 11" x 17" paper for scanning, faxing and 8 ½" x 14" copy output.
5.5h. Additional 1,000 sheet adjustable paper cassette/drawer handling 5 ½" x 8 ½", 8 ½" x 11", and 8 ½" x 14" paper sizes.
5.5i. Additional output tray designated for incoming faxes. 5.5j. Multitasking Functionality as per section 1.21.

5.6 **CLASS 6**

5.6a. MFP/Photocopiers capable of outputting up to 80,000 copy/print/fax pages per month.
5.6b. Produce 8 ½" x 11" 20 lb. bond simplex copies at a minimum speed of 55 copies per minute. 5.6c. Produce 8 ½" x 11" 20 lb. bond simplex scans at a minimum speed of 85 IPM 200 DPI.
5.6d. Offsetting delivery.
5.6e. 50 sheet 20 lb. bond inline sorter stapler;
5.6e.1. End Users may utilize this option when printing from pc desktop.
5.6f. Zoom reduction/enlargement: variable minimum range of 50-400%.
5.6g. Platen and automatic document feeder shall handle 11" x 17" paper for scanning, faxing and 8 ½" x 14" copy output.
5.6h. Additional 1,000 sheet adjustable paper cassette/drawer handling 5 ½" x 8 ½", 8 ½" x 11", and 8 ½" x 14" paper sizes.
5.6i. Additional output tray designated for incoming faxes. 5.6j. Multitasking Functionality as per section 1.21.

SECTION 6: LINE ITEM COSTS

Line item costs are items above and beyond the contractor base price.

6.1 The Contractor may bill as extra the cost of staples shipped FOB Destination. This charge will occur only when staples are ordered by the End User and shall be separate from the monthly base charge for the MFP/Photocopier. The Contractor may not charge more than the quoted staple fee for any class throughout the contract term/any renewal term(s) as specified in this Contract.

6.1a. Should the End User place an overnight rush order for staples, the Contractor may charge the difference between FOB Destination shipment rate and overnight shipment rate (overnight shipment rate – FOB Destination shipment rate = chargeable rate).

6.2 The Contractor may bill as extra the hourly rate of relocating a MFP/Photocopier to another area of the same facility. This charge will occur only in the event that the End User makes a relocation request. A relocation charge shall be separate from the monthly base charge for the MFP/Photocopier. The Contractor may not charge more than the quoted relocation fee for any class throughout the contract term/any renewal term(s) as specified in this Contract.

6.3 The Contractor may bill as extra the hourly rate of relocating a MFP/Photocopier to another facility within a 25 mile radius of the original facility location. This charge will occur only in the event that the End User makes a relocation request. A relocation charge shall be separate from the monthly base charge for the MFP/Photocopier. The Contractor may not charge more than the quoted relocation fee for any class throughout the contract term/any renewal term(s) as specified in this Contract.

6.4 The Contractor may bill as extra the hourly rate of relocating a MFP/Photocopier to another facility within a radius of 26 to 50 miles of the original facility location. This charge will occur only in the event that the End User makes a relocation request. A relocation charge shall be separate from the monthly base charge for the MFP/Photocopier. The Contractor may not charge more than the quoted relocation fee for any class throughout the contract term/any renewal term(s) as specified in this Contract.

6.5 The Contractor may bill as extra the hourly rate of relocating a MFP/Photocopier to another facility location beyond 51 miles of the original facility location. This charge will occur only in the event that the End User makes a relocation request. A relocation charge shall be separate from the monthly base charge for the

MFP/Photocopier. The Contractor may not charge more than the quoted relocation fee for any class throughout the contract term/any renewal term(s) as specified in this Contract.

6.6 The Contractor may bill as extra the cost, if any, of an unfounded cancellation by the End User during the contract term. This charge will occur only in the event that the End User chooses to cancel in the middle of the contract period without grounds. Grounds for justified cancellations are listed, but not limited to, sections 2.7, 2.8, 2.9, 2.10, 2.11, 2.14 and 3.

6.6a. The cancellation charge shall be separate from the monthly base charge for the MFP/Photocopier. **The Contractor may not charge more than three (3) times the normal monthly base rental fee** of the cancelled MFP/Photocopier. The Contractor may not charge more than the quoted cancellation fee throughout the contract term/any renewal term(s) as specified in this Contract.

6.7 The Contractor may bill as extra the hourly labor rate for 5:01 P.M. to 7:59 A.M. Monday-Friday requested service by the End User. The State of New Hampshire shall not pay or be responsible to pay for any mileage or travel time for any services requested or performed.

6.7a. Contractor shall respond to the End User via telephone within three (3) hours of initial support requested during the 5:01 P.M. to 7:59 A.M. Monday-Friday service period.

6.7b. Contractor shall be on-site within three (3) hours of telephone response with the End User during the 5:01 P.M. to 7:59 A.M. Monday-Friday service period.

6.7c. All supplies and parts that are *critical* for proper repair during the 5:01 P.M. to 7:59 A.M. Monday-Friday service period will be reimbursed to the Contractor by the End User at cost. All supplies and parts shall be OEM and FOB Destination.

6.7d. The Contractor may not charge more than the quoted hourly rate for this line item in any class throughout the contract term/any renewal term(s) as specified in this Contract.

6.8 The Contractor may bill as extra the hourly labor rate for requested service by the End User on any given weekend. The State of New Hampshire shall not pay or be responsible to pay for any mileage or travel time for any services requested or performed.

6.8a. Contractor shall respond to the End User via telephone within three (3) hours of initial support request on any given weekend.

6.8b. Contractor shall be on-site within three (3) hours of telephone response with the End User on any given weekend.

6.8c. All supplies and parts that are *critical* for proper repair on any given weekend will be reimbursed to the Contractor by the End User at cost. All supplies and parts shall be OEM and FOB Destination.

6.8d. The Contractor may not charge more than the quoted hourly rate for this line item in any class throughout the contract term/any renewal term(s) as specified in this Contract.

6.9 The Contractor may bill as extra the hourly labor rate for requested service by the End User on any of the ten (10) State of New Hampshire personnel holidays. The State of New Hampshire, shall not pay or be responsible to pay for any mileage or travel time for any services requested or performed.

6.9a. Contractor shall respond to the End User via telephone within three (3) hours of initial support request on any of the ten (10) State of New Hampshire personnel holidays.

6.9b. Contractor shall be on-site within three (3) hours of telephone response with the End User on any of the ten (10) State of New Hampshire personnel holidays.

6.9c. All supplies and parts that are *critical* for proper repair on any of the ten (10) State of New Hampshire personnel holidays will be reimbursed to the Contractor by the End User at cost. All supplies and parts shall be OEM and FOB Destination.

6.9d. The Contractor may not charge more than the quoted hourly rate for this line item in any class throughout the contract term/any renewal term(s) as specified in this Contract.

6.10 Payments for staples, relocation, unfounded cancellation/removal and off hour repair service called and billed as extra shall be made within thirty (30) days following receipt of invoice and acceptance of the work to the State's satisfaction. Said payment shall be made out to the Contractor's accounts receivables address listed on the Integrated Financial System for the State of New Hampshire.

SECTION 7: MFP ADDITIONAL ACCESSORIES

7.1. The Contractor may bill as extra the monthly cost, if any, of additional MFP accessories. Additional accessories exceed the minimum functional/individual class requirements and have no bearing on award of contract. Contractors may respond to only those accessories that are available as specified for the brand and model as quoted.

7.2. Any accessories requested by End User(s) after placement of MFP Rental shall be confirmed in writing to the Contractor by the Bureau of Graphic Services. Accessories shall be installed or delivered FOB Destination no later than fifteen (15) working days from Contractor receipt of written notification from the Bureau of Graphic Services. Accessories shall be communicated to DoIT as applicable per section 4.11.

7.3. Charges may only be incurred in the event that the End User orders an additional accessory(ies) which shall be included in the monthly invoice as a separate line item charge. **Accessory dependencies on any other accessory(ies) shall be fully disclosed on the price sheet. Prices shall be inclusive of all parts/elements needed for full functionality of accessory(ies).**

7.4. **Contractors shall not supply beyond the scope of the following list** and may not charge more than the quoted accessory(ies) fee throughout the contract term/any renewal term(s) as specified in this Contract.

- 7.4a. 11" x 17" paper cassette/drawer.
- 7.4b. 2/3 Hole Punch
- 7.4c. Convenience Stapler; 50 sheet capacity.
- 7.4d. Additional 500 sheet 20 lb. bond capacity adjustable paper drawer for 5 ½" x 8 ½", 8 ½" x 11" and 8 ½" x 14" paper sizes.
- 7.4e. Additional 1,000 sheet 20 lb. bond capacity adjustable paper cassette/drawer for 5 ½" x 8 ½", 8 ½" x 11" and 8 ½" x 14" paper sizes.
- 7.4f. Additional 128MB Memory.

7.5. Payments of additional accessories called for and billed as extra shall be made within thirty (30) days following receipt of invoice and acceptance of the work to the State's satisfaction. Said payment shall be made out to the Contractor's accounts receivables address listed on the Integrated Financial System for the State of New Hampshire.

SECTION 8: PHOTOCOPIER ADDITIONAL ACCESSORIES

8.1 The Contractor may bill as extra the monthly cost, if any, of additional Photocopier accessories. Additional accessories exceed the minimum functional/individual class requirements and have no bearing on award of contract. Contractors may respond to only those accessories that are available as specified for the brand and model as quoted.

8.2 Any accessories requested by End User(s) after placement of Photocopier Rental shall be confirmed in writing to the Contractor by the Bureau of Graphic Services. Accessories shall be installed or delivered FOB Destination no later than fifteen (15) working days from Contractor receipt of written notification from the Bureau of Graphic Services. Accessories shall be communicated to DoIT as applicable per section 4.11.

8.3 Charges may only be incurred in the event that the End User orders an additional accessory(ies) which shall be included in the monthly invoice as a separate line item charge. **Accessory dependencies on any other accessory(ies) shall be fully disclosed. Prices shall be inclusive of all parts/elements needed for full functionality of accessory(ies).**

8.4 **Contractors shall not supply beyond the scope of the following list** and may not charge more than the quoted accessory(ies) fee throughout the contract term/any renewal term(s) as specified in this Contract.

- 8.4a. 11" x 17" paper cassette/drawer.
- 8.4b. 2/3 Hole Punch
- 8.4c. Convenience Stapler; 50 sheet capacity.
- 8.4d. Additional 500 sheet 20 lb. bond capacity adjustable paper drawer for 5 ½" x 8 ½", 8 ½" x 11" and 8 ½" x 14" paper sizes.
- 8.4e. Additional 1,000 sheet 20 lb. bond capacity adjustable paper cassette/drawer for 5 ½" x 8 ½", 8 ½" x 11" and 8 ½" x 14" paper sizes.
- 8.4f. Additional 128MB Memory.

8.4g. Printer as specified in section 4.3.
8.4h. Scanner as specified in section 4.4.
8.4i. Fax Kit as specified in section 4.5

8.5 Payments of additional accessories called for and billed as extra shall be made within thirty (30) days following receipt of invoice and acceptance of the work to the State's satisfaction. Said payment shall be made out to the Contractor's accounts receivables address listed on the Integrated Financial System for the State of New Hampshire.