

State of Arkansas
OFFICE OF STATE PROCUREMENT
1509 West Seventh Street, Room 300
Little Rock, Arkansas 72201-3966
501-324-9316

STATE CONTRACT AWARD

THIS IS A TERM CONTRACT ISSUED BY THE OFFICE OF STATE PROCUREMENT. THIS IS NOT AUTHORITY TO SHIP. A SEPARATE PURCHASE ORDER WILL BE ISSUED. THIS CONTRACT CONSTITUTES ACCEPTANCE OF YOUR BID ALONG WITH ALL TERMS AND CONDITIONS THEREIN AND SIGNIFIES THE OFFERER'S KNOWLEDGE AND ACCEPTANCE OF ALL TERMS AND CONDITIONS SET FORTH WITHIN THE INVITATION FOR BID.

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BUYER:	AMY STODDARD	CONTRACT/BID NO:	SP-06-0013R
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DESCRIPTION: DIGITAL COPIER RENTALS

CONTRACT PERIOD: OCTOBER 01, 2008 THROUGH SEPTEMBER 30, 2009
WITH AN OPTION TO RENEW ON A YEAR TO YEAR BASIS OR A PORTION
THEREOF FOR UP TO THREE (3) ADDITIONAL YEARS

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DELIVERY REQUIREMENTS: 15 DAYS ARO, FOB DESTINATION

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PRICES ARE F.O.B. DESTINATION, INSIDE DELIVERY, UNLESS OTHERWISE SPECIFIED.

INVOICE TO:	PER AGENCY PURCHASE ORDER	DELIVER TO:	PER AGENCY PURCHASE
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CONTRACT AWARD TO:

COMPANY: Standard Business Systems, Inc.
ADDRESS: 1300 Westpark, Suite 7
Little Rock, AR 72204

CONTACT: David Gulley
PHONE #: 501-663-4414
FAX #: 501-663-4976
VENDOR #: 100001815
FEDERAL I.D. 71-0685220

EMAIL: richardg@standardbusiness.com

STATE OF ARKANSAS OFFICE OF STATE PROCUREMENT

BY:	DATE: October 1, 2008
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Last Updated 09/29/2008

MINORITY BUSINESS POLICY

Minority participation is encouraged in this and all other procurements by state agencies. "Minority" is defined by Arkansas Code Annotated § 1-2-503 as "black or African American, Hispanic American, American Indian or Native American, Asian, and Pacific Islander". The Division of Minority Business Enterprise of the Department of Economic Development conducts a certification process for minority businesses. Bidders unable to include minority-owned business as subcontractors "may explain the circumstances preventing minority inclusion".

TECHNOLOGY ACCESS

Please reference Arkansas statute 25.26.201 et seq. The Vendor expressly acknowledges that state funds may not be expended in connection with the purchase of information technology unless that system meets certain statutory requirements, in accordance with the State of Arkansas technology policy standards, relating to accessibility by persons with visual impairments. Accordingly, the Vendor represents and warrants to State of Arkansas that the technology provided to State of Arkansas for purchase is capable either by virtue of features included within the technology or because it is readily adaptable by use with other technology of:

- *Providing equivalent access for effective use by both visual and non-visual means;

- *Presenting information, including prompts used for interactive communications, in formats intended for non-visual use; and

- *After being made accessible, it can be integrated into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired.

For purposes of this paragraph, the phrase "equivalent access" means a substantially similar ability to communicate with or make use of the technology, either directly by features incorporated within the technology or by other reasonable means such as Assistive devices or services which would constitute reasonable accommodations under the American with Disabilities Act or similar state or federal laws. Examples of methods by which equivalent access may be provided include, but are not limited to, keyboard alternatives to mouse commands and other means of navigating graphical displays, and customizable display appearance.

ALTERATION OF ORIGINAL IFB DOCUMENTS

The original written or electronic language of the IFB shall not be changed or altered except by approved written addendum issued by the Office of State Procurement. If Vendors/Contractors submittal is discovered to contain alterations/changes to the original written or electronic documents, the Vendors response shall be declared as "non-responsible" and the response shall not be considered.

REQUIREMENT OF AMENDMENT

THIS IFB MAY BE MODIFIED ONLY BY AMENDMENTS WRITTEN AND AUTHORIZED BY THE OFFICE OF STATE PROCUREMENT.

ANTICIPATION OF AWARD

After complete evaluation of the bid, the anticipated award will be posted on the Office of State Procurement website (www.arkansas.gov/dfa/purchasing/) and/or the legal section of a newspaper of statewide circulation. The purpose of the posting is to establish a specific time in which vendors and agencies are aware of the anticipated award. The bid results will be posted for a period of fourteen (14) days prior to the issuance of any award. Vendors and agencies are cautioned that these are preliminary results only, and no official award will be issued prior to the end of the fourteen (14) day posting period. Accordingly, any reliance on these preliminary results is at the agency's/vendor's own risk.

DELIVERY NOTICE

We strongly recommend that you not send bid documents by priority or certified United State Postal Service (USPS) mail. The Office of State Procurement can not be responsible for delivery by the USPS. The Post Office does NOT deliver mail directly to our offices. Only UPS, FedEx, DHL or similar delivery service will deliver to our offices if the street address is used. They will not deliver to a PO Box. We regret any inconvenience this may cause.

Section 1

1.1 INTRODUCTION

Manufacturers, Dealers and Resellers are invited to prepare and submit bids for Digital Copier equipment, consumables, software and maintenance/service. The purpose of this contract is to streamline and improve the renting process for state agencies, institutes of higher education, K12 schools and offices, and local procurement entities. This will be a mandatory contract for State Agencies and Institutes of Higher Education.

Under no circumstances will re-manufactured, refurbished, recycled, second-hand, previously owned, used or analog equipment be accepted.

1.2 TYPE OF CONTRACT & RENEWALS

A. Master Contract

1. Master contract will be for rentals with full maintenance/service coverage and supplies (excluding paper & staples).
2. Bid prices must be firm for the term of the contract and any extensions thereof. Monthly billing for Maintenance/service will be paid in arrears.
3. All supplies/consumables, excluding paper and staples, but including drums and print heads for the equipment rented must be provided during the term of the contract and any extensions thereof.
4. The master contract will be for one (1) year term contract from date of award with an option to renew six (6) additional times in one (1) year increments or a portion thereof.

B. Agency Contracts

1. Individual agency contracts for machines ordered from this contract will run for three (3) year from date of acceptance by the agency with **NO** extensions or options to renew.
2. Ordering agency will issue a purchase order for the item desired and show delivery location with the name and phone number of the contact person at that location. *Vendor will not deliver a machine ordered from this contract outside the counties for which that machine was awarded.*
3. Agency requests delivery within 15 working days after receipt of order. If this delivery schedule cannot be met, bidder must state number of days required to place commodity in the ordering agency's designated location. Failure to state delivery time obligates bidder to complete delivery by agency's requested date. Extended delivery dates may be considered when in the best interest of the state. Delivery dates must be indicated on the Official Bid Price Sheets where indicated.

1.3 CONTRACT GUIDELINES

A. The State of Arkansas may not contract with another party:

1. To indemnify and defend that party for any liability and damages. However, the State Procurement Official may agree to hold the other party harmless from any loss or claim resulting directly from and attributable to the State's use or possession of equipment or software and reimburse that party for the loss caused solely by the State's use or possession (this is the only form of indemnification to which the State Procurement Official can agree).
2. Upon default, to pay all sums to become due under a contract.
3. To pay damages, legal expenses or other costs and expenses of any party.
4. To continue a contract once the maintenance/service has been canceled.
5. To conduct litigation in a place other than Pulaski County, Arkansas.
6. To agree to any provision of a contract that violates the laws or constitution of the State of Arkansas.

B. The State of Arkansas may contract with another party:

1. To accept the risk of loss of the equipment or software and pay for any destruction, loss or damage of the equipment or software while the State has such risk, when the extent of liability for such risk is based upon the purchase price of the equipment or software at the time of any loss and the contract has required the State to carry insurance for such risk.
2. In the event funds are not appropriated for the equipment or software described in this agreement or there are no funded appropriations from which payment can be made, the State Procurement Official may, upon thirty days written notice to the vendor or lessor, cancel the agreement for that equipment or software.

1.4 IFB RESPONSE

A. Submitting A Respond

1. Vendors must submit one (1) signed original bid on or before the date specified on page one of this IFB.
2. Vendor must also submit one (1) electronic version preferably in Microsoft EXCEL file format on CD or diskette.

3. Any statement in this document, which contains the word "must", "will" or "shall" means that compliance with the intent of the statement is mandatory, and failure by the bidder to satisfy that intent will cause the bid to be rejected.
4. For a bid to be considered, an official authorized to bind the vendor to a resultant contract must have signed the original bid submitted.
5. Bidders may not refer to a bidder attached price list in lieu of the provided pricing sheets or copies thereof.
6. All official documents and correspondence shall be included as part of the resultant contract.

B. Submitting Reference and Technical Material

1. References to handbooks or other technical materials as part of a response must not constitute the entire response and must identify the specific page and paragraph being referenced.
2. Bidders must submit one (1) copy of technical and descriptive literature. Information submitted shall be sufficiently detailed to substantiate that product offered meets or exceeds specifications. Failure to comply may result in bid rejection.

1.5 OTHER GOVERNMENTAL ENTITIES

Arkansas Procurement Law provides that local public procurement units (counties, municipalities, school districts, certain not-for-profit corporations, etc.) may participate in state procurement contracts. The contractor(s) therefore agree(s) to sell to Cooperative Procurement Program participants at the option of the program participants. Unless otherwise stated, all standard and special terms and conditions listed within the Invitation for Bid (IFB) must be equally applied to such participants. Cooperative Procurement Participants will handle their own payments and renewals.

1.6 CANCELLATION

In the event the State no longer needs the maintenance/service or commodity specified in the contract or purchase order due to program changes, changes in laws, rules, or regulations, relocation of offices, or lack of appropriated funding, the State may cancel the contract or purchase order by giving the contractor written notice of such cancellation 30 days prior to the date of cancellation.

1.7 AWARD AND ADMINISTRATION

A. Award

1. Contract award will be a multiple award.
2. Award will be on a county by county basis for all 75 counties.
3. Up to five (5) different manufacturer brands may be awarded for each county.
4. Manufacturers and/or Individual Dealers will not be awarded more than one (1) brand per county.
5. Award will be based on the maintenance/service cost per copy for the maximum volume per month (as identified on the Official Price Bid Sheet).
6. Hybrid machines will be evaluated on Black & White cost per copies. Graphic Color machines will be evaluated on color cost per copies.

B. Administration

1. The Director of the Office of State Procurement will be responsible for the award and administration of the contract.
2. Bidders may only bid those counties for which they can reasonably provide maintenance/service and response as required in this solicitation.
3. Supplies, excluding paper and staples, for the copiers bid must be provided for the term of the contract by the awarded bidder.
4. The State shall be relieved from risk or damage during the period of transportation, installation, and networking
5. In the event of bidder default the State will not be liable for any removal charges.

1.8 CONTRACT SUBSTITUTION APPROVAL

- A. Substitutions may be temporary in nature and affect only one or two placements or may be for the duration of the contract and affect all machines ordered after the effective date.
- B. Substitutions must meet the minimum specifications listed in the IFB for the appropriate speed range.
- C. Analog machines, re-manufactured, refurbished, recycled, second-hand, previously owned, used or analog equipment will not be approved as substitutions.
- D. All substitutions for awarded contract items must be submitted in writing by the bidder to, and approved by, the Office of State Procurement prior to delivery. OSP will issue a response within 10 working days. Substitution request may be made online at a site to be identified at a later date.
- E. Ordering agencies must have an opportunity to accept/reject the substitution of any machine listed on their original purchase order prior to delivery. Should the agency find the substituted equipment unacceptable, they have the right to cancel the original purchase order.

1.9 UNUSABLE COPIES FACTOR

- A. Copier equipment periodically experiences paper jams and malfunctions which cause unacceptable copy quality. These factors are not in the control of the machine operator, but are a noticeable expense.
- B. Copies made that are unacceptable and turned over to the maintenance/service technician, shall be deducted from the machine's monthly copy count for payment.
- C. The number of such unacceptable copies shall be noted on the technician's maintenance/service report for each maintenance/service call.
- D. Also, all copies produced in the course of maintenance/service and/or repair of a machine shall be considered as unusable copies and shall NOT be billed to the Agency.
- E. The number of such test copies shall also be noted on the maintenance/service report for each maintenance/service call.
- F. The monthly invoice must reflect the credit for the waste copies run during the month billed.

1.10 MANDATORY USE OF BID FORM

Due to the necessity of tabulation of this bid in the computer, the use of this bid form or copies thereof is mandatory for pricing pages. Use of any other pricing entry method or offer sheets may result in rejection of items so offered.

1.11 DEFINITIONS

- A. Accessories:** Any and all components other than those identified in the standard configuration that works with or attaches to the copier. Accessories to include, but are not limited to, paper trays, duplex units, finishing units, scanners, and such. Accessories will be optional for the agency to purchase.
- B. Advanced Installation:** Includes any networking necessary to install the copier on the customers' current network (done only at installation, for any other maintenance/service see *Networking & Troubleshooting*).
- C. Black & White Copiers:** A machine that runs only black and white copies and has no capability of running any type of color copy.
- D. Color Machines:** Copiers that have the capability of producing graphic quality images.
- E. Cooperative Purchasing Program:** Governmental & educational entities authorized to purchase from State awarded contracts.
- F. Down Time:** The amount of time, measured in working hours, that the machine is unable to function and meet the agency's needs.
- G. Features:** Capabilities that the copier may have whether by design, accessory or additional software.
- H. Hybrid:** A machine that runs primarily black and white copies but has the capability of running business quality color copies (color enabled).
- I. Maintenance/service:** includes all cost per copies, consumables (other than paper & staples) and maintenance/service of the machine due to normal use.
- J. Monthly Fixed Rate:** The established and firm rate that the agency will pay each month as rent.
- K. Multifunctional units:** Copiers that can perform multiple operations such as copying, printing, faxing, scanning, and so forth.
- L. Networking & Troubleshooting:** Includes any engineer necessary adjustments to improve the performance of the copier, re-install a copier after an enterprise update or change or networking a machine that has been previously installed.
- M. Response Time:** The amount of time (measured in working hours) it takes the vendor to arrive at the agency's copier to begin repairs, after receiving the first phone call from the agency.
- N. Support:** includes Networking & Troubleshooting and Advanced Installation.
- O. Working Hours:** Monday through Friday, 8 am – 4:30 pm, excluding State Holidays and weekends.
- P. 500 Sheet Capacity:** The State will accept 2 each 250 sheet drawers and an automatic drawer switching feature as equal. Optional features must be listed on bid form.
- Q. 2000 Sheet Capacity:** The State will accept as equal 4 each 500 sheet drawers; or 2 each 500 sheet plus 1 each 1000 sheet drawer; or 2 each 1000 sheet drawers. Automatic drawer switching feature must be included. Optional features must be listed on bid form.
- R. Key Operator:** Agency contact person trained to handle day-to-day operations of the copier. This person also keeps a log (history) of contacts with vendor.

Section 2

2.1 PRICE & COMMITMENT

1. Bidders providing equipment through this solicitation will not be allowed to charge interest.
2. Bid discounts/prices must include delivery (F.O.B.), set up of equipment in user location, instruction in operation, technical assistance, all consumables (except paper & staples) and operation manuals.
3. Agencies will not be required to purchase any component, accessory, or feature of the copier for any reason. (This does not apply to software licensing requirements.)
4. Any promotion offered in conjunction to this contract will be specifically limited to the models that are listed on the Official Bid Price Sheet and included in the contract award.
5. OSP will have final approval as to which items proposed will be included in the contract award.

2.2 Overage Cost

1. Overage charges, for black and white copies made beyond the Monthly Maximum Volume, will be billed at 75% of Maintenance/Service cost per copy.
2. Overage charges will not apply to Color Copies made.
3. Payment schedule of overage charges may be negotiated between the providing vendor and the agency.

2.3 Accessories

1. Accessories may be added to the copier order after the initial placement.
2. The cost of the accessories will be added to the monthly rental fee.
3. There will not be a separate rental agreement for accessories.
3. Accessory cost will figured in the same method as the original equipment and pro-rated according to the remaining term of the rental.

2.4 Explanation of Official Price Sheet

A. Identification Information

Speed - Page per Minute

1. Unless otherwise stated, Speed applies to the production of black & white copies only.

Monthly Maximum Volume - maximum volume per month for each speed range.

1. The stated monthly maximum volume must be included in each category when bidding Maintenance/Service Cost Per Copy.

Manufacturer Brand

1. Bidders must identify the manufacturer brand being bid for each category.
2. Bidders may bid more than one manufacturer brand per category and/or county; however bidders will not be awarded more than one brand per county.

Model Name & Number

1. Bidder may bid only one (1) model for each category/speed range.
2. The model number must be identified in the appropriate place on the price sheet.
3. Failing to indicate the model name/number may cause that category in the bid to be rejected.
4. Bidder is responsible for clearly identifying all required information on the price sheets.

Counties to be covered at this price

1. Bidder must indicate on the Official Bid Price Sheet, which counties are being bid.
2. Bidders may make additional copies of the price sheets if needed.
3. A current and accurate county list is provided with the bid.
4. Bid sheets that do not have the counties clearly identified may be rejected.
5. OSP will make NO assumptions as to which counties the bidder is anticipating to cover.
6. To indicate that ALL counties are being covered, the bidder should enter "ALL COUNTIES" in the appropriate place on **each** price sheet.

B. Hardware Requirements & Maintenance/Service Cost

Component Identification

1. Bidder must identify the components required to insure the model being bid meets the minmum specifications.
2. Component Identification can be by part number, component number, item name, item description.

3. Bidder may supply additional descriptive material for the model & components being bid by attaching said material to the back of appropriate the Bid Price Sheet for which the material applies.

Maintenance/Service Cost

1. All copiers listed must meet or exceed the minimum specifications as outlined in this solicitation.
2. Copier cost must include the basic model & any additional equipment or accessory needed in order for the unit to meet the minimum specifications as outlined in this solicitation.
3. All copiers proposed in response to this solicitation must be manufacture original equipment, in current production, and the latest technology.
4. Bid price must include:
 - Copier Cost
 - Accessories required to meet the minimum specs
 - Supplies
 - Set up in user location
 - Freight & Delivery
 - Instruction in operation
 - Technical Assistance
 - Operation Manuals
 - Surge Protector
 - Removal Charges
5. Prices bid must be based on Cost Per Copy basis

C. Support Cost

1. Support does not include maintenance/service cost
2. Support cost must be billed in arrears at the time the support was performed.
3. Agencies will pay the cost of support in full either by issuing a separate Purchase Order for the Support or include it in the current month's payment.
4. Support must be bid, but will be optional for agencies to purchase and will not be used in the costing evaluation.

Advanced Installation

1. Advanced Networking must be bid on a flat fee.

Networking & Troubleshooting

1. Networking & Troubleshooting cost must be bid on a per hour rate.

D. Accessories & Additional Features Cost

1. Bidder must identify the components available for each model bid.
2. Accessories not listed on the Bid Price Sheet will not be included and can not be added at a later date.
3. Bidder may supply additional descriptive material for the model & components being bid by attaching said material to the back of the appropriate Bid Price Sheet for which the technical material applies.
4. Additional lines may be added to each price sheet to allow for more accessory listings.

Component Description & Component Capabilities

1. Should be clear, percise, and convey an accurate description of the equipment.
2. Should be kept as short as possible and should not include confusing industry jargon.

Component Identification

1. Bidder must identify the components required to insure the model being bid meets the minmum specifications.
2. Component Identification can be by part number, component number, item name, item description.
3. Bidder may supply additional descriptive material for the model & components being bid by attaching said material to the back of appropriate the Bid Price Sheet for which the material applies.

Component Cost

1. Prices bid must be based on Cost Per Copy basis using a 36 month timeline.
2. Accessories added after the initial installation will follow the requirements as outlined in Paragraph 2.3 Accessories of this Section.

Section 3

3.1 QUALIFICATIONS

- A. Bidder must be a manufacturer or a manufacturer certified dealer of the equipment bid, and must have certified maintenance/service personnel for the equipment bid.
- B. Dealers/Resellers responding to this solicitation must be certified by the manufacturer for both the sale and maintenance/service of the equipment being bid. Dealer must provide a copy of their manufacturer certification and a current letter of certification from the manufacturer verifying their level of certification and, if applicable, identifying their authorized sales territory. Failure to comply with this request may result in bid rejection. Any certification document or letter with a date over one (1) year old, is not acceptable.
- C. Bidder must submit copy of the manufacturer certification for all certified engineers/ technicians.
- D. Certificate should include the engineer's name, level of certification, date of certification, and date of certification expiration.
- E. Failure to submit a letter of certification from the manufacturer will be grounds for rejection of the bid.
- F. The Dealer/Reseller must be the prime contractor for any resulting contract. The Dealer/Reseller will be required to assume all responsibility for the contract and the sole point of contact with regard to all sales, payment and maintenance/service of equipment.
- G. Equipment maintenance/service shall be performed by the Dealer/Reseller during the term of the contract and any extension thereof.
- H. Copiers must accept recycled copier paper from the state contract. All adjustments, cost etc. necessary for this requirement will be borne by the vendor.
- I. Dealer must include mileage as part of this agreement. The state will not pay mileage costs on service calls.
- J. Agencies will not be required to sign any additional terms or conditions when utilizing this contract. Agencies may only sign statement of work documents pertaining to the number of copies anticipated.
- K. *The Office of State Procurement will not sign any additional documents that include terms or conditions other than those outlined in this solicitation.*
- L. The Dealer will hold title to all equipment and accessories provided under this contract.
- M. Awarded dealers will be required to report on rentals made by item number, brand and model, agency, county, and number of machines. All Cooperative Purchasing Program participation must be listed. This report must be sent to Amy Stoddard, via email, no later than the 15th of each month.
- N. All supplies and consumables, *excluding paper and staples* but including drums, print heads and/or ink, for the copiers, must be provided for the term of the contract.
- O. The vendor must supply a surge suppressor for equipment at no extra cost.
- P. Maintenance/Service of equipment must be provided by successful bidder during contract term.
- Q. Failure to comply with the above requests for information may result in bid rejection.
- R. The vendor will pay all property tax on the equipment.
- S. Relocation of equipment must be made by the Dealer, except for relocations which the dealer and the agency have agreed, prior to the move, that the move does not require trained moving technical personnel. Equipment will be transferred without cessation of the rental charges during the period of transfer.

3.2 MANUFACTURER BIDS

- A. In the event that maintenance/service will be provided by a designated dealer, the manufacturer must supply a letter from the dealer stating dealer assumes all responsibility for the equipment specified in this IFB.
- B. Designated dealers must have certified maintenance/service technicians for the brand bid.
- C. Manufacturer must submit proof of authorization and certification of designated dealers' maintenance/service technicians.
- D. In the event a designated dealer fails to fulfill any contractual obligations, the manufacturer will either assume or provide for such maintenance/service at no additional cost or inconvenience to the using agency.
- E. Failure to comply with the above requests for information may result in bid rejection.

3.3 THIRD PARTY FINANCING & ASSIGNMENT

- A. Assignment will **not** be permitted without prior written consent from the Director of State Procurement.
- B. All payments for maintenance/service, accessories, features and support offered under this contract must go directly to the Dealer/Reseller, and not to any third party financing entity.
- C. All invoices for maintenance/service, accessories, features and support offered under this contract will come directly from the Dealer/Reseller, and not from any third party financing entity.

3.4 PERFORMANCE SECURITY

In order to assure full performance of all obligations imposed on a vendor by contracting with the State, the selected vendor will be required to provide a performance security in an amount of at least twenty-five thousand dollars (\$25,000) submitted by the vendor within 10 working days from date of receipt of the States written notification of its intent to award a bid. The form of security required shall be a performance bond such as is usually and customarily written and issued by surety companies licensed and authorized to do business in Arkansas or a cashier's/certified check. An irrevocable letter of credit from an Arkansas bank is also acceptable. The State Procurement Official shall award the contract upon acceptance of the performance security.

If a vendor fails to deliver the required performance security, the bid shall be rejected and the contract shall be awarded to the provider of the next ranked bid. In the event of a breach of contract, either through quality problems, late delivery, substitutions, non-performance, or other areas within the control of the vendor, the State Procurement Official will notify the vendor in writing of the default and may assess reasonable charges against the vendor's performance security. If, after notification of default, the vendor fails to remedy the State's damages within ten (10) working days, the State Procurement Official may initiate procedures for collection against the vendor's performance security.

In order to achieve the greatest economy for the State, the State Procurement Official may choose the next highest ranked vendor, re-advertise for bids, negotiate a purchase, or complete any other action consistent with the purchasing laws. The performance security will be released at the end of the contract period

Section 4

4.1 MAINTENANCE/SERVICE REQUIREMENTS

- A. Telephone response times are not to exceed two (2) working hours after notification.
- B. On site response times are not to exceed six (6) working hours after notification, if problem resolution is not successful via telephone support.
- D. For the agency's records, maintenance/service technician must leave a written explanation of what was done to the machine, what parts were replaced and when the maintenance/service took place.
- E. In the event machine is removed from user location for repair, bidder will supply similar machine of equal quality and capability within 2 (two) working days.

4.2 ONGOING PERFORMANCE REQUIREMENTS

- A. It is requirements of this solicitation to have all equipment maintain a minimum of ninety-six percent (96%) up time.
- B. The vendor must take the necessary action to increase the up time to at least ninety-six percent (96%) in the five (5) business days subsequent to written notification.
- C. The vendor will receive formal written notification:
 - 1. In the event a ninety-six percent (96%) up time is not maintained, due to equipment failure for any consecutive two (2) day period,
 - 2. Any user originates five (5) maintenance/service calls within any 30-calendar days, or
 - 3. Should any machine or components reflect a cumulative downtime (defined as all time during which the copy machine including all components and options is not 96% operational at full capacity) of 16 working hours within any 30 day period
- D. In the event the equipment does not meet the required 96% up time in any 2-day period, excluding normally scheduled preventive maintenance/service, vendor must take one or more of the following actions:
 - 1. Provide an on-site technician for analysis and correction of the problem;
 - 2. Provide back-up equipment;
- E. If the equipment fails to meet the requirements within two (2) weeks of the installation date or within any sixty 60 day timeframe, the agency may:
 - 1. Require replacement equipment;
 - 2. Terminate the agreement in its entirety.

Black & White Machines			
Vendor Name:	Standard Business Systems		
Speed:	10 - 14 Pages per Minute	AASIS VEN#	100001815
Monthly Maximum Volume:	2,000	AAIS MAT#	10119110
Manufacturer Brand:	Toshiba	Model #	e-Studio 120
Counties to be covered at this price:			
Arkansas, Clark, Cleburne, Conway, Faulkner, Garland, Grant, Hot Springs, Jackson, Jefferson, Johnson, Lincoln, Logan			
Lonoke, Monroe, Perry, Pope, Prairie, Pulaski, Saline, Van Buren, White, Woodruff, Yell			
Estimated Delivery timeline after receipt of order:		15	Days
Hardware Requirements & Maintenance/Service Cost			
Unit Requirements	Required Capabilities- Minimum Specifications	Part #	Maintenance/Service Black & White Cost (CPC)
Type	Desktop with Enclosed Base/Stand; digital scanner	e-studio 120 w/ stand 120/150	
Features	Single paper source (250 sheets minimum)	included	\$0.02090000
	plus a Bypass tray	included	
	Manual Document Feed	included	Overage
	Photo Mode	included	\$0.015675
	Quantity Selector 1-99 (minimum)	included	
Originals	8 1/2" X 14"	included	
Produces Copies	5 1/2" X 8 1/2" to 8 1/2" X 14"	included	
Resolution	400 X 400dpi	included	
Reduction & Enlargement	Not Required	included	
Memory	4 MB	included	
Support Cost			
Advanced Installation		Flat Fee	\$0.00
Networking & Troubleshooting		Per Hour	\$75.00
Accessories & Additional Features Cost			
Component Description	Component Capabilities	Part #	Cost (CPC)
ADF	Automatic Document Feeder	MR2014	\$0.00480000
Cassette	2nd 250 sheet cassette	MY1019	\$0.00330000

Black & White Machines			
Vendor Name: Standard Business Systems			
Speed:	15-19 Pages per Minute	AASIS VEN#	100001815
Monthly Maximum Volume:	4,000	AAIS MAT#	10119111
Manufacturer Brand:	Toshiba	Model #	e-Studio 150
Counties to be covered at this price:			
Arkansas, Clark, Cleburne, Conway, Faulkner, Garland, Grant, Hot Springs, Jackson, Jefferson, Johnson, Lincoln, Logan			
Lonoke, Monroe, Perry, Pope, Prairie, Pulaski, Saline, Van Buren, White, Woodruff, Yell			
Estimated Delivery timeline after receipt of order:		15	Days
Hardware Requirements & Maintenance/Service Cost			
Unit Requirements	Required Capabilities- Minimum Specifications	Part #	Maintenance/Service Black & White Cost (CPC)
Type	Desktop with Enclosed Base/Stand; digital scanner	e-studio 150 w/ stand 120/150	
Features	Single paper source (250 sheets minimum)	included	\$0.01640000
	plus Bypass tray	included	
	ADF	MR 2014	Overage
	Photo Mode	included	\$0.012300
	Quantity Selector 1-99 (minimum)	included	
Originals	To 8 1/2" X 14"	included	
Produces Copies	5 1/2" X 8 1/2" to 8 1/2" X 14"	included	
Resolution	400 X 400dpi	included	
Reduction & Enlargement	Range approx. 50-200% zoom w/presets	included	
Memory	6 MB	included	
Support Cost			
Advanced Installation		Flat Fee	\$0.00
Networking & Troubleshooting		Per Hour	\$75.00
Accessories & Additional Features Cost			
Component Description	Component Capabilities	Part #	Cost (CPC)
Cassette	2nd 250 sheet cassette	MY1019	\$0.00160000

Black & White Machines			
Vendor Name:	Standard Business Systems		
Speed:	20 - 24 Pages per Minute	AASIS VEN#	100001815
Monthly Maximum Volume:	7,500	AAIS MAT#	10119112
Manufacturer Brand:	Toshiba	Model #	e-Studio 233
Counties to be covered at this price:			
Arkansas, Clark, Cleburne, Conway, Faulkner, Garland, Grant, Hot Springs, Jackson, Jefferson, Johnson, Lincoln, Logan			
Lonoke, Monroe, Perry, Pope, Prairie, Pulaski, Saline, Van Buren, White, Woodruff, Yell			
Estimated Delivery timeline after receipt of order:		15	Days
Hardware Requirements & Maintenance/Service Cost			
Unit Requirements	Required Capabilities- Minimum Specifications	Part #	Maintenance/Service Black & White Cost (CPC)
Type	Desktop with Enclosed Base/Stand; digital scanner	e-studio 230 w/ stand 3511/4511	
Features	Two paper sources (500 sheets minimum)	included	\$0.01690000
	plus Bypass tray	included	
	ADF	MR3016	Overage
	Auto 2:2 duplex	included	\$0.012675
	Photo Mode	included	
	Quantity Selector 1-99 (Minimum)	included	
	APS	included	
	ATS	included	
	Book Copy	included	
	2-in-1	included	
	Job Programs	included	
	10BS or Electronic sorting	included	
	Originals	To 11" X 17"	included
Produces Copies	5 1/2" X 8 1/2" to 11" X 17"	included	
Resolution	400 X 400dpi	included	
Reduction & Enlargement	Range approx. 50-200% Zoom w/presets	included	
Memory	8 MB	included	
Support Cost			
Advanced Installation		Flat Fee	\$0.00
Networking & Troubleshooting		Per Hour	\$75.00
Accessories & Additional Features Cost			
Component Description	Component Capabilities	Part #	Cost (CPC)
Hanging Finisher	Single position stapling finisher	MJ1022	\$0.00290000
Saddle Stitch Finisher	Saddle Stitch Finisher	MJ1025	\$0.00520000
Job Separator	Separates copy, fax, print jobs	MJ5004	\$0.00110000
Hole Punch Unit	2/3 Hole Punch	MJ6005	\$0.00110000
Paper Feed Pedestal	3rd 550 sheet paper cassette	KD1011	\$0.00190000
Cassette for KD1011	4th 550 sheet paper cassette (requires KD1011)	MY1021	\$0.00110000
Large Capacity Feeder	2500 sheet LCF	KD1012	\$0.00230000
Printer Kit	Network Printing	GM1020	\$0.00600000
Printer / Scanner Kit	Network Printing and Scanning	GM2020	\$0.01100000
Scanner Upgrade Kit	Adds scanning to GM1020	GM3020	\$0.00270000
Fax Board	Allows walk-up Fax	GD1150	\$0.00330000
2nd Fax Line	2nd Fax Line	GD1160	\$0.00210000

Black & White Machines			
Vendor Name:	Standard Business Systems		
Speed:	25 - 29 Pages per Minute	AASIS VEN#	100001815
Monthly Maximum Volume:	10,000	AAIS MAT#	10119113
Manufacturer Brand:	Toshiba	Model #	e-Studio 283
Counties to be covered at this price:			
Arkansas, Clark, Cleburne, Conway, Faulkner, Garland, Grant, Hot Springs, Jackson, Jefferson, Johnson, Lincoln, Logan			
Lonoke, Monroe, Perry, Pope, Prairie, Pulaski, Saline, Van Buren, White, Woodruff, Yell			
Estimated Delivery timeline after receipt of order:		15	Days
Hardware Requirements & Maintenance/Service Cost			
Unit Requirements	Required Capabilities- Minimum Specifications	Part #	Maintenance/Service Black & White Cost (CPC)
Type	Desktop with Enclosed Base/Stand; digital scanner	e-studio 280	
Features	Two paper sources (1,500 sheets minimum)	PFP KD1011	\$0.01840000
	plus Bypass tray	included	
	ADF	MR3016	Overage
	Auto 2:2 duplex,	included	\$0.013800
	Photo Mode	included	
	Quantity Selector 1-99 (Minimum)	included	
	APS	included	
	ATS	included	
	book copy	included	
	2-in-1	included	
	job programs	included	
	finisher 1000/20/1	MJ1025	
Originals	To 11" X 17"	included	
Produces Copies	5 1/2" X 8 1/2" to 11" X 17"	included	
Resolution	400 X 400dpi	included	
Reduction & Enlargement	Range approx. 50-200% Zoom w/presets	included	
Memory	12 MB	included	
Support Cost			
Advanced Installation		Flat Fee	\$0.00
Networking & Troubleshooting		Per Hour	\$75.00
Accessories & Additional Features Cost			
Component Description	Component Capabilities	Part #	Cost (CPC)
Job Separator	Separates copy, fax, print jobs	MJ5004	\$0.00090000
Hole Punch Unit	2/3 Hole Punch	MJ6005	\$0.00070000
Cassette for KD1011	4th 550 sheet paper cassette (requires KD1011)	MY1021	\$0.00080000
Large Capacity Feeder	2500 sheet LCF	KD1012	\$0.00180000
Printer Kit	Network Printing	GM1020	\$0.00500000
Printer / Scanner Kit	Network Printing and Scanning	GM2020	\$0.00900000
Scanner Upgrade Kit	Adds scanning to GM1020	GM3020	\$0.00200000
Fax Board	Allows walk-up Fax	GD1150	\$0.00250000
2nd Fax Line	2nd Fax Line	GD1160	\$0.00160000

Black & White Machines			
Vendor Name:	Standard Business Systems		
Speed:	30 - 34 Pages per Minute	AASIS VEN#	100001815
Monthly Maximum Volume:	20,000	AAIS MAT#	10119114
Manufacturer Brand:	Toshiba	Model #	e-Studio 353
Counties to be covered at this price:			
Arkansas, Clark, Cleburne, Conway, Faulkner, Garland, Grant, Hot Springs, Jackson, Jefferson, Johnson, Lincoln, Logan			
Lonoke, Monroe, Perry, Pope, Prairie, Pulaski, Saline, Van Buren, White, Woodruff, Yell			
Estimated Delivery timeline after receipt of order:		15	Days
Hardware Requirements & Maintenance/Service Cost			
Unit Requirements	Required Capabilities- Minimum Specifications	Part #	Maintenance/Service Black & White Cost
Type	Desktop with Enclosed Base/Stand; digital scanner	e-studio 350	
Features	Three paper sources (3,000 sheets min.)	LCF KD1012	\$0.01190000
	plus Bypass tray	included	
	RADF	MR3015	Overage
	Auto 2:2 Duplex	included	\$0.008925
	Photo Mode	included	
	Book Copy	included	
	Job Programs	included	
	2-in-1	included	
	APS	included	
	ATS	included	
	Quantity Selector 1-99 (min.)	included	
	Finisher 1000/30/1	MJ1023	
	Copy Control/Elec. Auditron (10 accounts min.)	included	
Originals	To 11" X 17"	included	
Produces Copies	5 1/2" X 8 1/2" to 11" X 17"	included	
Resolution	600 X 600dpi	included	
Reduction & Enlargement	Range approx. 50-200% zoom w/presets	included	
Memory	16 MB	included	
Support Cost			
Advanced Installation		Flat Fee	\$0.00
Networking & Troubleshooting		Per Hour	\$75.00
Accessories & Additional Features Cost			
Component Description	Component Capabilities	Part #	Cost (CPC)
Saddle Stitch Finisher	Saddle Stitch Finisher	MJ1024	\$0.00290000
Hole Punch Unit	2/3 Hole Punch	MJ 6004	\$0.00060000
Work Tray	Provides work surface on Copier	KK3511	\$0.00010000
Print Enabler	Network Printing	GM1010	\$0.00420000
Print /Scan Enabler	Network Printing and Scanning	GM2010	\$0.00750000
Scan Upgrade Enabler	Adds scanning to GM1010	GM3010	\$0.00140000
Wireless LAN Adapter	Wireless Network Print and Scan for GM1010 or GM2010	GN1010	\$0.00130000
Fax Board	Allows walk-up Fax	GD1150	\$0.00120000
Scrambler Board	Hard Drive Eraser	GP1030	\$0.00160000
Data Overwrite	Data Overwrite	GP1050	\$0.00100000

Black & White Machines

Vendor Name:				Standard Business Systems			
Speed:		35 - 39 Pages per Minute		AASIS VEN#		100001815	
Monthly Maximum Volume:		30,000		AAIS MAT#		10119115	
Manufacturer Brand:		Toshiba		Model #		e-Studio 353	
Counties to be covered at this price:							
Arkansas, Clark, Cleburne, Conway, Faulkner, Garland, Grant, Hot Springs, Jackson, Jefferson, Johnson, Lincoln, Logan							
Lonoke, Monroe, Perry, Pope, Prairie, Pulaski, Saline, Van Buren, White, Woodruff, Yell							
Estimated Delivery timeline after receipt of order:							
				15		Days	
Hardware Requirements & Maintenance/Service Cost							
Unit Requirements		Required Capabilities- Minimum Specifications		Part #		Maintenance/Service	
Type		Desktop with Enclosed Base/Stand; digital scanner		e-studio 350		Black & White Cost	
Features		Three paper sources (3,000 sheets min.)		LCF KD1012		\$0.00890000	
		plus Bypass tray		included			
		RADF		MR3015		Overage	
		Auto 2:2 duplex		included		\$0.006675	
		Photo Mode		included			
		Bood Copy		included			
		Job Programs		included			
		2-in-1		included			
		margin shift		included			
		covers		included			
		erase		included			
		interrupt key		included			
		interrupt key		included			
		APS		included			
		ATS		included			
		quantity selector 1-999 (min.)		included			
		finisher 1000/30/1		MJ1023			
copy control/elec. auditor (10 accounts min.)		included					
Originals		To 11" X 17"		included			
Produces Copies		5 1/2" X 8 1/2" to 11" X 17"		included			
Resolution		600 X 600dpi		included			
Reduction & Enlargement		Range approx. 25-400% zoom with presets		included			
Memory		16 MB		included			
Support Cost							
Advanced Installation				Flat Fee		\$0.00	
Networking & Troubleshooting				Per Hour		\$75.00	
Accessories & Additional Features Cost							
Component Description		Component Capabilities		Part #		Cost (CPC)	
Saddle Stitch Finisher		Saddle Stitch Finisher		MJ1024		\$0.00190000	
Hole Punch Unit		2/3 Hole Punch		MJ 6004		\$0.00040000	
Work Tray		Provides work surface on Copier		KK3511		\$0.00010000	
Print Enabler		Network Printing		GM1010		\$0.00280000	
Print /Scan Enabler		Network Printing and Scanning		GM2010		\$0.00480000	
Scan Upgrade Enabler		Adds scanning to GM1010		GM3010		\$0.00100000	
Wireless LAN Adapter		Wireless Network Print and Scan for GM1010 or GM2010		GN1010		\$0.00090000	
Fax Board		Allows walk-up Fax		GD1150		\$0.00080000	
2nd Line Fax		2nd Line Fax		GD1160		\$0.00070000	
Scrambler Board		Hard Drive Eraser		GP1030		\$0.00110000	
Data Overwrite		Data Overwrite		GP1050		\$0.00060000	

Black & White Machines

Vendor Name:	Standard Business Systems		
Speed:	40 - 49 Pages per Minute	AASIS VEN#	100001815
Monthly Maximum Volume:	40,000	AAIS MAT#	10119116
Manufacturer Brand:	Toshiba	Model #	e-Studio 453

Counties to be covered at this price:

Arkansas, Clark, Cleburne, Conway, Faulkner, Garland, Grant, Hot Springs, Jackson, Jefferson, Johnson, Lincoln, Logan
 Lonoke, Monroe, Perry, Pope, Prairie, Pulaski, Saline, Van Buren, White, Woodruff, Yell

Estimated Delivery timeline after receipt of order: 15 **Days**

Hardware Requirements & Maintenance/Service Cost

Unit Requirements	Required Capabilities- Minimum Specifications	Part #	Maintenance/Service Black & White Cost
Type	Desktop with Enclosed Base/Stand; digital scanner	e-studio 450	
Features	Required Capabilities- Minimum Specifications		\$0.00740000
	Three paper sources (3,500 sheets min.)	LCF KD1012	
	plus bypass tray	included	Overage
	RADF	MR3015	\$0.005550
	Auto 2:2 duplex	included	
	photo mode	included	
	book copy	included	
	job programs	included	
	2-in-1	included	
	margin shift	included	
	erase	included	
	interrupt key	included	
	APS	included	
	ATS	included	
	quantity selector 1-999 (min.)	included	
	finisher 1500/50/1	MJ1023	
	copy control/elec. auditor (10 accounts min.)	included	
Originals	To 11" X 17"	included	
Produces Copies	5 1/2" X 8 1/2" to 11" X 17"	included	
Resolution	600 X 600dpi	included	
Reduction & Enlargement	Range approx. 50-400% zoom with presets	included	
Memory	32 MB	included	

Support Cost

Advanced Installation		Flat Fee	\$0.00
Networking & Troubleshooting		Per Hour	\$75.00

Accessories & Additional Features Cost

Component Description	Component Capabilities	Part #	Cost (CPC)
Saddle Stitch Finisher	Saddle Stitch Finisher	MJ1024	\$0.00140000
Hole Punch Unit	2/3 Hole Punch	MJ 6004	\$0.00030000
Work Tray	Provides work surface on Copier	KK3511	\$0.00010000
Print Enabler	Network Printing	GM1010	\$0.00210000
Print /Scan Enabler	Network Printing and Scanning	GM2010	\$0.00380000
Scan Upgrade Enabler	Adds scanning to GM1010	GM3010	\$0.00070000
Wireless LAN Adapter	Wireless Network Print and Scan for GM1010 or GM2010	GN1010	\$0.00070000
Fax Board	Allows walk-up Fax	GD1150	\$0.00060000
2nd Line Fax	2nd Line Fax	GD1160	\$0.00050000
Scrambler Board	Hard Drive Eraser	GP1030	\$0.00080000
Data Overwrite	Data Overwrite	GP1050	\$0.00050000

Black & White Machines			
Vendor Name:	Standard Business Systems		
Speed:	50 - 59 Pages per Minute	AASIS VEN#	100001815
Monthly Maximum Volume:	50,000	AAIS MAT#	10119117
Manufacturer Brand:	Toshiba	Model #	e-Studio 523
Counties to be covered at this price:			
Arkansas, Clark, Cleburne, Conway, Faulkner, Garland, Grant, Hot Springs, Jackson, Jefferson, Johnson, Lincoln, Logan Lonoke, Monroe, Perry, Pope, Prairie, Pulaski, Saline, Van Buren, White, Woodruff, Yell			
Estimated Delivery timeline after receipt of order:			
		15	Days
Hardware Requirements & Maintenance/Service Cost			
Unit Requirements	Required Capabilities- Minimum Specifications	Part #	Maintenance/Service Black & White Cost
Type	Console; digital scanner	LCF MP4004	
Features	Four paper sources (4,000 sht. min.)	included	\$0.00810000
	including bypass (50 sht. min.) tray	included	
	RADF	included	Overage
	Auto 2:2 duplex	included	\$0.006075
	photo mode	included	
	book copy	included	
	job programs	included	
	2-in-1	included	
	booklet mode	included	
	margin shift	included	
	covers	included	
	erase	included	
	interrupt key	included	
	APS	included	
	ATS	included	
	quantity selector 1-999 (min.)	MJ1027	
	finisher 2000/50/3	included	
	copy control/elec. auditron (10 accts min.)	included	
Originals	To 11" X 17"	included	
Produces Copies	5 1/2" X 8 1/2" to 11" X 17"	included	
Resolution	600 X 600dpi	included	
Reduction & Enlargement	Range approx. 25-400% zoom with presets	included	
Memory	32 MB		
Support Cost			
Advanced Installation		Flat Fee	\$0.00
Networking & Troubleshooting		Per Hour	\$75.00
Accessories & Additional Features Cost			
Component Description	Component Capabilities	Part #	Cost (CPC)
50 sheet saddle stitch finisher	50 sheet saddle stitch finisher	MJ1028	\$0.00220000
100 sheet saddle stitch finisher	100 sheet saddle stitch finisher	MJ1029	\$0.00310000
Hole Punch Unit	2/3 Hole Punch	MJ6003	\$0.00030000
Post Inserter	Inserts pre-printed covers	MJ7001	\$0.00060000
Scrambler Board	Scrambles Data for Security	GP1040	\$0.00070000
Data Overwrite Enabler	Hard Drive Eraser	GP1060	\$0.00040000
Print Enabler	Network Printing	GM1050	\$0.00170000
Print/Scan Enabler	Network Printing/Scanning	GM2040	\$0.00300000
Scan Upgrade Enabler	Adds Scan to GM1050	GM4010	\$0.00090000
Wireless 80211g	Wireless Network (GM1050 or GM2040 required)	GN1040	\$0.00040000
Bluetooth	Bluetooth	GN2010	\$0.00020000
Fax Board	Walk up Fax	GD1170	\$0.00060000

Black & White Machines

Vendor Name:		Standard Business Systems	
Speed:	60 + Pages per Minute	AASIS VEN#	100001815
Monthly Maximum Volume:	75,000	AAIS MAT#	10119118
Manufacturer Brand:	Toshiba	Model #	e-Studio 603
Counties to be covered at this price:			
Arkansas, Clark, Cleburne, Conway, Faulkner, Garland, Grant, Hot Springs, Jackson, Jefferson, Johnson, Lincoln, Logan			
Lonoke, Monroe, Perry, Pope, Prairie, Pulaski, Saline, Van Buren, White, Woodruff, Yell			
Estimated Delivery timeline after receipt of order:		15	Days
Hardware Requirements & Maintenance/Service Cost			
Unit Requirements	Required Capabilities- Minimum Specifications	Part #	Maintenance/Service
Type	Console; digital scanner	e-studio 600	Black & White Cost
Features	Five paper sources (5,000 sht. min.)	LCF MP4004	\$0.00770000
	including bypass (50 sht. min.) tray	included	
	RADF	included	Overage
	Auto 2:2 duplex	included	\$0.005775
	photo mode	included	
	book copy	included	
	job programs	included	
	2-in-1	included	
	booklet mode	included	
	margin shift	included	
	covers	included	
	erase	included	
	interrupt key	included	
	APS	included	
	ATS	included	
	QUANTITY SELECTOR 1-999 (min.)	included	
	finisher 2000/50/3	MJ1027	
	copy control/elect. auditron (10 accts min.)	included	
Originals	To 11" X 17"	included	
Produces Copies	5 1/2" X 8 1/2" to 11" X 17"	included	
Resolution	600 X 600dpi	included	
Reduction & Enlargement	Range approx. 25-400% zoom with presets	included	
Memory	32 MB	included	
Support Cost			
Advanced Installation		Flat Fee	\$0.00
Networking & Troubleshooting		Per Hour	\$75.00
Accessories & Additional Features Cost			
Component Description	Component Capabilities	Part #	Cost (CPC)
50 sheet saddle stitch finisher	50 sheet saddle stitch finisher	MJ1028	\$0.00150000
100 sheet saddle stitch finisher	100 sheet saddle stitch finisher	MJ1029	\$0.00210000
Hole Punch Unit	2/3 Hole Punch	MJ6003	\$0.00020000
Post Inserter	Inserts pre-printed covers	MJ7001	\$0.00040000
Scrambler Board	Scrambles Data for Security	GP1040	\$0.00040000
Data Overwrite Enabler	Hard Drive Eraser	GP1060	\$0.00030000
Print Enabler	Network Printing	GM1050	\$0.00110000
Print/Scan Enabler	Network Printing/Scanning	GM2040	\$0.00200000
Scan Upgrade Enabler	Adds Scan to GM1050	GM4010	\$0.00060000
Wireless 80211g	Wireless Network (GM1050 or GM2040 required)	GN1040	\$0.00030000
Bluetooth	Bluetooth	GN2010	\$0.00020000
Fax Board	Walk up Fax	GD1170	\$0.00040000

Black & White Machines

Vendor Name:	Standard Business Systems			
Speed:	80 + Pages per Minute	AASIS VEN#	100001815	
Monthly Maximum Volume:	100,000	AASIS MAT#	10119119	
Manufacturer Brand:	Toshiba	Model #	e-Studio 853	
Counties to be covered at this price:				
Arkansas, Clark, Cleburne, Conway, Faulkner, Garland, Grant, Hot Springs, Jackson, Jefferson, Johnson, Lincoln, Logan				
Lonoke, Monroe, Perry, Pope, Prairie, Pulaski, Saline, Van Buren, White, Woodruff, Yell				
Estimated Delivery timeline after receipt of order:		15	Days	
Hardware Requirements & Maintenance/Service Cost				
Unit Requirements	Required Capabilities- Minimum Specifications	Part #	Maintenance/Service Cost (CPC)	
Type	Console; digital scanner	e-studio 850	Maintenance/Service	
Features	Five paper sources (5,000 sht. min.)	LCF MP4004	Black & White Cost	
	including bypass (50 sht. min.) tray	included	\$0.00790000	
	RADF	included		
	Auto 2:2 duplex	included	Overage	
	photo mode	included	\$0.005925	
	book copy	included		
	job programs	included		
	2-in-1	included		
	booklet mode	included		
	margin shift	included		
	covers	included		
	erase	included		
	interrupt key	included		
	APS	included		
	ATS	included		
	QUANTITY SELECTOR 1-999 (min.)	included		
	finisher 2000/50/3	MJ1027		
	copy control/elect. auditor (10 accts min.)	included		
	Originals	To 11" X 17"		included
	Produces Copies	5 1/2" X 8 1/2" to 11" X 17"		included
	Resolution	600 X 600dpi	included	
Reduction & Enlargement	Range approx. 25-400% zoom with presets	included		
Memory	32 MB	included		
Support Cost				
Advanced Installation		Flat Fee	\$0.00	
Networking & Troubleshooting		Per Hour	\$75.00	
Accessories & Additional Features Cost				
Component Description	Component Capabilities	Part #	Cost (CPC)	
50 sheet saddle stitch finisher	50 sheet saddle stitch finisher	MJ1028	\$0.00110000	
100 sheet saddle stitch finisher	100 sheet saddle stitch finisher	MJ1029	\$0.00160000	
Hole Punch Unit	2/3 Hole Punch	MJ6003	\$0.00020000	
Post Inserter	Inserts pre-printed covers	MJ7001	\$0.00030000	
Scrambler Board	Scrambles Data for Security	GP1040	\$0.00030000	
Data Overwrite Enabler	Hard Drive Eraser	GP1060	\$0.00020000	
Print Enabler	Network Printing	GM1050	\$0.00090000	
Print/Scan Enabler	Network Printing/Scanning	GM2040	\$0.00150000	
Scan Upgrade Enabler	Adds Scan to GM1050	GM4010	\$0.00040000	
Wireless 80211g	Wireless Network (GM1050 or GM2040 required)	GN1040	\$0.00020000	
Bluetooth	Bluetooth	GN2010	\$0.00010000	
Fax Board	Walk up Fax	GD1170	\$0.00030000	

Graphic Color Machines			
Vendor Name:	Standard Business Systems		
Speed:	10 - 14 Pages per Minute	AASIS VEN#	100001815
Monthly Maximum Volume:	400 Color	AAIS MAT#	10119110
Manufacturer Brand:	Toshiba	Model #	e-Studio 2330
Counties to be covered at this price:			
Arkansas, Clark, Cleburne, Conway, Faulkner, Garland, Grant, Hot Springs, Jackson, Jefferson, Johnson, Lincoln, Logan			
Lonoke, Monroe, Perry, Pope, Prairie, Pulaski, Saline, Van Buren, White, Woodruff, Yell			
Estimated Delivery timeline after receipt of order:		15	Days
Hardware Requirements & Maintenance/Service Cost			
Unit Requirements	Required Capabilities- Minimum Specifications	Part #	Maintenance/Service Color Cost (CPC)
Type	Desktop with Enclosed Base/Stand; digital scanner	e-studio 211c	
Features	Single paper source (250 sheets minimum)	included	\$0.57050000
	plus a Bypass tray	included	
	Manual Document Feed	KA2060PC	Maintenance/Service Black & White Cost (CPC)
	Photo Mode	included	
	Quantity Selector 1-99 (minimum)	included	
Originals	8 1/2" X 14"	included	\$0.01900000
Produces Copies	5 1/2" X 8 1/2" to 8 1/2" X 14"	included	
Resolution	400 X 400dpi	included	Color Overage
Reduction & Enlargement	Not Required	included	\$0.427875
Memory	4 MB	included	
Support Cost			
Advanced Installation		Flat Fee	\$0.00
Networking & Troubleshooting		Per Hour	\$75.00
Accessories & Additional Features Cost			
Component Description	Component Capabilities	Part #	Cost (CPC)
RADF	Reversing Automatic Document Feeder	MR3006A	\$0.06730000
Cassette	Cassette	MY1020	\$0.02050000
Finisher	Finisher	MJ1019	\$0.12080000
Saddle Stitch Finisher	Saddle Stitch Finisher	MJ1020	\$0.18050000
LCF	1500 sheet LCF	MP1503	\$0.04340000
Hole Punch Unit	2/3 Hole Punch	MJ6002	\$0.03260000
ADU	Automatic Duplex Unit	MD5007	\$0.04380000
S300 External Controler	S300 External Controler	GA1131	\$0.93750000
X3ePlus Embedded Controler	X3ePlus Embedded Controler	GA1121	\$0.41660000

Graphic Color Machines

Vendor Name:	Standard Business Systems		
Speed:	15 - 19 Pages per Minute	AASIS VEN#	100001815
Monthly Maximum Volume:	800 Color	AAIS MAT#	10119111
Manufacturer Brand:	Toshiba	Model #	e-Studio 2330

Counties to be covered at this price:

Arkansas, Clark, Cleburne, Conway, Faulkner, Garland, Grant, Hot Springs, Jackson, Jefferson, Johnson, Lincoln, Logan
Lonoke, Monroe, Perry, Pope, Prairie, Pulaski, Saline, Van Buren, White, Woodruff, Yell

Estimated Delivery timeline after receipt of order:	15	Days
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Hardware Requirements & Maintenance/Service Cost

Unit Requirements	Required Capabilities- Minimum Specifications	Part #	Maintenance/Service
Type	Desktop with Enclosed Base/Stand; digital scanner	e-studio 211c	Color Cost (CPC)
Features	Single paper source (250 sheets minimum)	included	\$0.34640000
	plus Bypass tray	included	Maintenance/Service Black & White Cost (CPC)
	ADF	MR3006A	
	Photo Mode	included	
	Quantity Selector 1-99 (minimum)	included	
Originals	To 8 1/2" X 14"	included	\$0.01900000
Produces Copies	5 1/2" X 8 1/2" to 8 1/2" X 14"	included	
Resolution	400 X 400dpi	included	Color Overage
Reduction & Enlargement	Range approx. 50-200% zoom w/presets	included	\$0.259800
Memory	6 MB	included	

Support Cost

Advanced Installation		Flat Fee	\$0.00
Networking & Troubleshooting		Per Hour	\$75.00

Accessories & Additional Features Cost

Component Description	Component Capabilities	Part #	Cost (CPC)
Cassette	Cassette	MY1020	\$0.01020000
Finisher	Finisher	MJ1019	\$0.06040000
Saddle Stitch Finisher	Saddle Stitch Finisher	MJ1020	\$0.09030000
LCF	1500 sheet LCF	MP1503	\$0.02170000
Hole Punch Unit	2/3 Hole Punch	MJ6002	\$0.01630000
ADU	Automatic Duplex Unit	MD5007	\$0.02190000
S300 External Controler	S300 External Controler	GA1131	\$0.46880000
X3ePlus Embedded Controler	X3ePlus Embedded Controler	GA1121	\$0.20830000
Data Scrambler Board	Hard Drive Eraser	GP1020	\$0.03060000

Graphic Color Machines

Vendor Name:			
Standard Business Systems			
Speed:	20 - 24 Pages per Minute	AASIS VEN#	100001815
Monthly Maximum Volume:	1,500 Color	AAIS MAT#	10119112
Manufacturer Brand:	Toshiba	Model #	e-Studio 2330

Counties to be covered at this price:

Arkansas, Clark, Cleburne, Conway, Faulkner, Garland, Grant, Hot Springs, Jackson, Jefferson, Johnson, Lincoln, Logan
Lonoke, Monroe, Perry, Pope, Prairie, Pulaski, Saline, Van Buren, White, Woodruff, Yell

Estimated Delivery timeline after receipt of order:

15

Days

Hardware Requirements & Maintenance/Service Cost

Unit Requirements	Required Capabilities- Minimum Specifications	Part #	Maintenance/Service Color Cost (CPC)
Type	Desktop with Enclosed Base/Stand; digital scanner	e-studio 211C	
	Two paper sources (500 sheets minimum)	included	\$0.20290000
	plus Bypass tray	included	
	ADF	MR3006A	Maintenance/Service Black & White Cost (CPC)
	Auto 2:2 duplex	MD5007	
	Photo Mode	included	
	Quantity Selector 1-99 (Minimum)	included	\$0.01900000
	APS	included	
	ATS	included	Color Overage
	Book Copy	included	\$0.152175
	2-in-1	included	
	Job Programs	included	
	10BS or Electronic sorting	included	
Originals	To 11" X 17"	included	
Produces Copies	5 1/2" X 8 1/2" to 11" X 17"	included	
Resolution	400 X 400dpi	included	
Reduction & Enlargement	Range approx. 50-200% Zoom w/presets	included	
Memory	8 MB	included	

Support Cost

Advanced Installation		Flat Fee	\$0.00
Networking & Troubleshooting		Per Hour	\$75.00

Accessories & Additional Features Cost

Component Description	Component Capabilities	Part #	Cost (CPC)
Cassette	Cassette	MY1020	\$0.00550000
Finisher	Finisher	MJ1019	\$0.03220000
Saddle Stitch Finisher	Saddle Stitch Finisher	MJ1020	\$0.04820000
LCF	1500 sheet LCF	MP1503	\$0.01160000
Hole Punch Unit	2/3 Hole Punch	MJ6002	\$0.00870000
S300 External Controler	S300 External Controler	GA1131	\$0.25000000
X3ePlus Embedded Controler	X3ePlus Embedded Controler	GA1121	\$0.11110000
Data Scrambler Board	Hard Drive Eraser	GP1020	\$0.01630000

Graphic Color Machines

Vendor Name:	Standard Business Systems		
Speed:	25 - 29 Pages per Minute	AASIS VEN#	100001815
Monthly Maximum Volume:	2,000 Color	AASIS MAT#	10119113
Manufacturer Brand:	Toshiba	Model #	e-Studio 2830
Counties to be covered at this price:			
Arkansas, Clark, Cleburne, Conway, Faulkner, Garland, Grant, Hot Springs, Jackson, Jefferson, Johnson, Lincoln, Logan			
Lonoke, Monroe, Perry, Pope, Prairie, Pulaski, Saline, Van Buren, White, Woodruff, Yell			
Estimated Delivery timeline after receipt of order:		15	Days
Hardware Requirements & Maintenance/Service Cost			
Unit Requirements	Required Capabilities- Minimum Specifications	Part #	Maintenance/Service
Type	Desktop with Enclosed Base/Stand; digital scanner	e-studio 3100C	Color Cost (CPC)
Features	Two paper sources (1,500 sheets minimum)	MY1020	\$0.19970000
	plus Bypass tray	included	
	ADF	MR3006A	Maintenance/Service Black & White Cost (CPC)
	Auto 2:2 duplex,	MD5007	
	Photo Mode	included	
	Quantity Selector 1-99 (Minimum)	included	
	APS	included	\$0.01900000
	ATS	included	Color Overage
	book copy	included	\$0.149775
	2-in-1	included	
	job programs	included	
finisher 1000/20/1	MJ1019		
Originals	To 11" X 17"	included	
Produces Copies	5 1/2" X 8 1/2" to 11" X 17"	included	
Resolution	400 X 400dpi	included	
Reduction & Enlargement	Range approx. 50-200% Zoom w/presets	included	
Memory	12 MB	included	
Support Cost			
Advanced Installation		Flat Fee	\$0.00
Networking & Troubleshooting		Per Hour	\$75.00
Accessories & Additional Features Cost			
Component Description	Component Capabilities	Part #	Cost (CPC)
Cassette	Cassette	MY1020	\$0.00410000
Saddle Stitch Finisher	Saddle Stitch Finisher	MJ1020	\$0.03610000
LCF	1500 sheet LCF	MP1503	\$0.00870000
Hole Punch Unit	2/3 Hole Punch	MJ6002	\$0.00650000
S300 External Controler	S300 External Controler	GA1131	\$0.18750000
X3ePlus Embedded Controler	X3ePlus Embedded Controler	GA1121	\$0.08330000
Data Scrambler Board	Hard Drive Eraser	GP1020	\$0.01220000

Graphic Color Machines

Vendor Name:			
Standard Business Systems			
Speed:	30 - 34 Pages per Minute	AASIS VEN#	100001815
Monthly Maximum Volume:	4,000 Color	AAIS MAT#	10119114
Manufacturer Brand:	Toshiba	Model #	e-Studio 3530
Counties to be covered at this price:			
Arkansas, Clark, Cleburne, Conway, Faulkner, Garland, Grant, Hot Springs, Jackson, Jefferson, Johnson, Lincoln, Logan			
Lonoke, Monroe, Perry, Pope, Prairie, Pulaski, Saline, Van Buren, White, Woodruff, Yell			
Estimated Delivery timeline after receipt of order:		15	Days
Hardware Requirements & Maintenance/Service Cost			
Unit Requirements	Required Capabilities- Minimum Specifications	Part #	Maintenance/Service
Type	Desktop with Enclosed Base/Stand; digital scanner	e-studio 3100C	Color Cost (CPC)
Features	Three paper sources (3,000 sheets min.)	MP1503 MY1020	\$0.12990000
	plus Bypass tray	included	Maintenance/Service Black & White Cost (CPC) \$0.01900000 Color Overage \$0.097425
	RADF	MR3006A	
	Auto 2:2 Duplex	MD5007	
	Photo Mode	included	
	Book Copy	included	
	Job Programs	included	
	2-in-1	included	
	APS	included	
	ATS	included	
	Quantity Selector 1-99 (min.)	included	
	Finisher 1000/30/1	MJ1019	
	Copy Control/Elec. Auditron (10 accounts min.)	included	
Originals	To 11" X 17"	included	
Produces Copies	5 1/2" X 8 1/2" to 11" X 17"	included	
Resolution	600 X 600dpi	included	
Reduction & Enlargement	Range approx. 50-200% zoom w/presets	included	
Memory	16 MB	included	
Support Cost			
Advanced Installation		Flat Fee	\$0.00
Networking & Troubleshooting		Per Hour	\$75.00
Accessories & Additional Features Cost			
Component Description	Component Capabilities	Part #	Cost (CPC)
Cassette	Cassette	MY1020	\$0.00210000
Saddle Stitch Finisher	Saddle Stitch Finisher	MJ1020	\$0.01810000
Hole Punch Unit	2/3 Hole Punch	MJ6002	\$0.00330000
S300 External Controler	S300 External Controler	GA1131	\$0.09380000
X3ePlus Embedded Controler	X3ePlus Embedded Controler	GA1121	\$0.04170000
Data Scrambler Board	Hard Drive Eraser	GP1020	\$0.00610000

Graphic Color Machines

Vendor Name:				Standard Business Systems			
Speed:		35 - 39 Pages per Minute		AASIS VEN#		100001815	
Monthly Maximum Volume:		6,000 Color		AASIS MAT#		10119115	
Manufacturer Brand:				Model #			
Counties to be covered at this price:							
Estimated Delivery timeline after receipt of order:						Days	
Hardware Requirements & Maintenance/Service Cost							
Unit Requirements		Required Capabilities- Minimum Specifications		Part #		Maintenance/Service	
Type		Desktop with Enclosed Base/Stand; digital scanner				Cost (CPC)	
Features		Three paper sources (3,000 sheets min.)				\$0.000000	
		plus Bypass tray					
		RADF				Maintenance/Service	
		Auto 2:2 duplex				Black & White Cost	
		Photo Mode				(CPC)	
		Book Copy				\$0.010000	
		Job Programs					
		2-in-1				Color Average	
		max. 11" X 17"				\$0.000000	
		base					
		Interrupt key					
		Interrupt key					
		APS					
		ATS					
		quantity selector 1-999 (min.)					
		finisher 100/30/1					
		copy comp./elec. auditron (10 accounts min.)					
Originals		11" X 17"					
Produces Copies		X 8 1/2" to 11" X 17"					
Resolution		600 X 600dpi					
Reduction & Enlargement		Range approx. 25-400% zoom with presets					
Memory		16 MB					
Support Cost							
Advanced Installation				Flat Fee		\$0.00	
Networking & Troubleshooting				Per Hour		\$0.00	
Accessories & Additional Features Cost							
Component Description		Component Capabilities		Part #		Cost (CPC)	

Graphic Color Machines

Vendor Name:			
Standard Business Systems			
Speed:	40 - 49 Pages per Minute	AASIS VEN#	100001815
Monthly Maximum Volume:	8,000 Color	AAIS MAT#	10119116
Manufacturer Brand:		Model #	

Counties to be covered at this price:

Estimated Delivery timeline after receipt of order:		Days
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Hardware Requirements & Maintenance/Service Cost

Unit Requirements	Required Capabilities- Minimum Specifications	Part #	Maintenance/Service
Type	Desktop with Enclosed Base/Stand; digital scanner		Color Cost (CPC)
Features	Required Capabilities- Minimum Specifications		\$0.000000
	Three paper sources (3,500 sheets min.)		
	plus bypass tray		
	RADF		Maintenance/Service
	Auto 2:2 duplex		Black & White Cost
	plus bypass		(CPC)
	book copy		\$0.00000000
	job program		
	2-in-1		Color Overage
	margin sheet		\$0.000000
	erase		
	interrupt key		
	APS		
	ATS		
	quantity selector 1-999 (min.)		
	finish 500/50/1		
Originals	To 11" X 17"		
Produces Copies	5 1/2" X 8 1/2" to 11" X 17"		
Resolution	600 X 600dpi		
Reduction & Enlargement	Range approx. 50-400% zoom with presets		
Memory	32 MB		

Support Cost

Advanced Installation		Flat Fee	\$0.00
Networking & Troubleshooting		Per Hour	\$0.00

Accessories & Additional Features Cost

Component Description	Component Capabilities	Part #	Cost (CPC)

Graphic Color Machines

Vendor Name:			
Standard Business Systems			
Speed:	50 - 59 Pages per Minute	AASIS VEN#	100001815
Monthly Maximum Volume:	10,000 Color	AASIS MAT#	10119117
Manufacturer Brand:		Model #	

Counties to be covered at this price:

Estimated Delivery timeline after receipt of order: Days

Hardware Requirements & Maintenance/Service Cost

Unit Requirements	Required Capabilities- Minimum Specifications	Part #	Maintenance/Service
Type	Console; digital scanner		Color Cost (CPC)
Features	Four paper sources (4,000 sht. min.)		\$0.00000000
	including bypass (50 sht. min.) tray		
	RADF		Maintenance/Service
	Auto 2:2 duplex		Black & White Cost
	photo mode		(CPC)
	book copy		\$0.00000000
	job programs		
	2-in-1		Color Overlay
	booklet mode		\$0.00000000
	margin shift		
	covers		
	eraser		
	interrupt key		
	100 S		
	100 S		
	quantity select 1-999 (min.)		
	finisher 2000 /3		
	copy control c. auditron (10 accts)		
Original	to 11" X 17"		
Production Copy	11/2" X 8 1/2" to 11" X 17"		
Resolution	600 X 600		
Reduction & Enlargement	range approx. 25-400% zoom with presets		
Memory	32		

Support Cost

Advanced Installation		Flat Fee	\$0.00
Networking & Troubleshooting		Per Hour	\$0.00

Accessories & Additional Features Cost

Component Description	Component Capabilities	Part #	Cost (CPC)

Graphic Color Machines

Vendor Name:				Standard Business Systems			
Speed:		60 + Pages per Minute		AASIS VEN#		100001815	
Monthly Maximum Volume:		15,000 Color		AASIS MAT#		10119118	
Manufacturer Brand:				Model #			
Counties to be covered at this price:							
Estimated Delivery timeline after receipt of order:						Days	
Hardware Requirements & Maintenance/Service Cost							
Unit Requirements		Required Capabilities- Minimum Specifications		Part #		Maintenance/Service	
Type		Console; digital scanner				or Cost (CPC)	
Features		Five paper sources (5,000 sht. min.)				\$0.000000	
		including bypass (50 sht. min.) tray					
		RADF					
		Auto 2:24				Maintenance/Service	
		photo mode				Work & Waste Cost	
		book copy				(CPC)	
		job programs				\$0.000000	
		24" min					
		bullet mode					
		margin shift					
		colors					
		e					
		interrupt key					
		ATC					
		QUANTITY SELECTOR 1-999 (min.)					
		finisher 2000/50/3					
		copy control/elect. auditron (10 accts min.)					
Originals		To 11" X 17"					
Produces Copies		5 1/2" X 8 1/2" to 11" X 17"					
Resolution		600 X 600dpi					
Reduction & Enlargement		Range approx. 25-400% zoom with presets					
Memory		32 MB					
Support Cost							
Advanced Installation				Flat Fee		\$0.00	
Networking & Troubleshooting				Per Hour		\$0.00	
Accessories & Additional Features Cost							
Component Description		Component Capabilities		Part #		Cost (CPC)	

Graphic Color Machines			
Vendor Name:	Standard Business Systems		
Speed:	80 + Pages per Minute	AASIS VEN#	100001815
Monthly Maximum Volume:	20,000 Color	AAIS MAT#	10119119
Manufacturer Brand:		Model #	
Counties to be covered at this price:			
Estimated Delivery timeline after receipt of order:			Days
Hardware Requirements & Maintenance/Service Cost			
Unit Requirements	Required Capabilities- Minimum Specifications	Part #	Maintenance/Service or Cost (CPC)
Type	Console; digital scanner		
Features	Five paper sources (5,000 sht. min.) including bypass (50 sht. min.) tray RADF Auto 2:2 (copy) photo mode book copy job programs 2:1 bullet mode margin shift colors edge interrupt key Auto ATS		\$0.000000
	QUANTITY SELECTOR 1-999 (min.) finisher 2000/50/3 copy control/elect. auditron (10 accts min.)		
Originals	To 11" X 17"		
Produces Copies	5 1/2" X 8 1/2" to 11" X 17"		
Resolution	600 X 600dpi		
Reduction & Enlargement	Range approx. 25-400% zoom with presets		
Memory	32 MB		
Support Cost			
Advanced Installation		Flat Fee	\$0.00
Networking & Troubleshooting		Per Hour	\$0.00
Accessories & Additional Features Cost			
Component Description	Component Capabilities	Part #	Cost (CPC)

Business Color Hybrid Machines

Hybrid Machines

Vendor Name:	Standard Business Systems		
Speed:	10 - 14 Pages per Minute	AASIS VEN#	100001815
Monthly Maximum Volume:	2,000	AAIS MAT#	10119110
Manufacturer Brand:	Toshiba	Model #	e-Studio 3511

Counties to be covered at this price:			
Arkansas, Clark, Cleburne, Conway, Faulkner, Garland, Grant, Hot Springs, Jackson, Jefferson, Johnson, Lincoln, Logan			
Lonoke, Monroe, Perry, Pope, Prairie, Pulaski, Saline, Van Buren, White, Woodruff, Yell			

Estimated Delivery timeline after receipt of order:	15	Days
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Hardware Requirements & Maintenance/Service Cost			
Unit Requirements	Required Capabilities- Minimum Specifications	Part #	Maintenance/Service
Type	Desktop with Enclosed Base/Stand; digital scanner	e-studio 3511/stand	Black & White Cost (CPC)
Features	Single paper source (250 sheets minimum)	included	\$0.08970000
	plus a Bypass tray	included	
	Manual Document Feed	KA3511	Maintenance/Service
	Photo Mode	included	Color Cost (CPC)
	Quantity Selector 1-99 (minimum)	included	\$0.08000000
Originals	8 1/2" X 14"	included	
Produces Copies	5 1/2" X 8 1/2" to 8 1/2" X 14"	included	BW Overage Cost
Resolution	400 X 400dpi	included	\$0.06727500
Reduction & Enlargement	Not Required	included	
Memory	4 MB	included	

Support Cost			
Advanced Installation		Flat Fee	\$250.00
Networking & Troubleshooting		Per Hour	\$75.00

Accessories & Additional Features Cost			
Component Description	Component Capabilities	Part #	Cost (CPC)
Print/Scan	Print/Scan	e-3511	\$0.00000000
RADF	Reversing Automatic Document Feeder	MR3015	\$0.01120000
Hanging Finisher	Hanging Finisher	MJ1022	\$0.01430000
Muti Position Finisher	Muti Position Finisher	MJ1023	\$0.02250000
Saddle Stitch Finisher	Saddle Stitch Finisher	MJ1024	\$0.02860000
Hole Punch	2/3 Hole Punch Unit	MJ6004	\$0.00560000
Paper Feed Pedestal	Paper Feed Pedestal	KD1011	\$0.00760000
Cassette for PFP	Requiures KD1011	MY1021	\$0.00440000
Large Capacity Feeder	2500 Sheet LCF	KD1012	\$0.00970000
Scrambler Board	Scrambler Board	GP1030	\$0.01630000
Wireless LAN Adapter	Wireless Print/Scan	GN1010	\$0.01300000
Fax Board	Walk Up Fax Option	GD1150	\$0.01240000

Hybrid Machines			
Vendor Name:	Standard Business Systems		
Speed:	15 - 19 Pages per Minute	AASIS VEN#	100001815
Monthly Maximum Volume:	4,000	AAIS MAT#	10119111
Manufacturer Brand:	Toshiba	Model #	e-Studio 3511
Counties to be covered at this price:			
Arkansas, Clark, Cleburne, Conway, Faulkner, Garland, Grant, Hot Springs, Jackson, Jefferson, Johnson, Lincoln, Logan			
Lonoke, Monroe, Perry, Pope, Prairie, Pulaski, Saline, Van Buren, White, Woodruff, Yell			
Estimated Delivery timeline after receipt of order:		15	Days
Hardware Requirements & Maintenance/Service Cost			
Unit Requirements	Required Capabilities- Minimum Specifications	Part #	Maintenance/Service
Type	Desktop with Enclosed Base/Stand; digital scanner	e-studio 3511/stand	Black & White Cost (CPC)
Features	Single paper source (250 sheets minimum)	included	\$0.04890000
	plus Bypass tray	included	
	ADF	MR3015	Maintenance/Service
	Photo Mode	included	Color Cost (CPC)
	Quantity Selector 1-99 (minimum)	included	\$0.08000000
Originals	To 8 1/2" X 14"	included	
Produces Copies	5 1/2" X 8 1/2" to 8 1/2" X 14"	included	BW Overage Cost
Resolution	400 X 400dpi	included	\$0.03667500
Reduction & Enlargement	Range approx. 50-200% zoom w/presets	included	
Memory	6 MB	included	
Support Cost			
Advanced Installation		Flat Fee	\$250.00
Networking & Troubleshooting		Per Hour	\$75.00
Accessories & Additional Features Cost			
Component Description	Component Capabilities	Part #	Cost (CPC)
Print/Scan	Print/Scan	e-3511	\$0.00000000
Hanging Finisher	Hanging Finisher	MJ1022	\$0.00720000
Muti Position Finisher	Muti Position Finisher	MJ1023	\$0.01130000
Saddle Stitch Finisher	Saddle Stitch Finisher	MJ1024	\$0.01430000
Hole Punch	2/3 Hole Punch Unit	MJ6004	\$0.00280000
Paper Feed Pedestal	Paper Feed Pedestal	KD1011	\$0.00380000
Cassette for PFP	Requiures KD1011	MY1021	\$0.00220000
Large Capacity Feeder	2500 Sheet LCF	KD1012	\$0.00490000
Scrambler Board	Scrambler Board	GP1030	\$0.00820000
Wireless LAN Adapter	Wireless Print/Scan	GN1010	\$0.00650000
Fax Board	Walk Up Fax Option	GD1150	\$0.00620000
2nd Fax Line	2nd Fax Line	GD1160	\$0.00500000

Hybrid Machines

Vendor Name:			
Standard Business Systems			
Speed:	20 - 24 Pages per Minute	AASIS VEN#	100001815
Monthly Maximum Volume:	7,500	AAIS MAT#	10119112
Manufacturer Brand:	Toshiba	Model #	e-Studio 3511
Counties to be covered at this price:			
Arkansas, Clark, Cleburne, Conway, Faulkner, Garland, Grant, Hot Springs, Jackson, Jefferson, Johnson, Lincoln, Logan			
Lonoke, Monroe, Perry, Pope, Prairie, Pulaski, Saline, Van Buren, White, Woodruff, Yell			
Estimated Delivery timeline after receipt of order:		15	Days
Hardware Requirements & Maintenance/Service Cost			
Unit Requirements	Required Capabilities- Minimum Specifications	Part #	Maintenance/Service Black & White Cost (CPC)
Type	Desktop with Enclosed Base/Stand; digital scanner	e-studio 3511/stand	
Features	Two paper sources (500 sheets minimum)	included	\$0.02900000
	plus Bypass tray	included	
	ADF	MR3015	Maintenance/Service Color Cost (CPC)
	Auto 2:2 duplex	included	
	Photo Mode	included	\$0.08000000
	Quantity Selector 1-99 (Minimum)	included	
	APS	included	BW Overage Cost
	ATS	included	\$0.02175000
	Book Copy	included	
	2-in-1	included	
	Job Programs	included	
	10BS or Electronic sorting	included	
	Originals	To 11" X 17"	
Produces Copies	5 1/2" X 8 1/2" to 11" X 17"	included	
Resolution	400 X 400dpi	included	
Reduction & Enlargement	Range approx. 50-200% Zoom w/presets	included	
Memory	8 MB	included	
Support Cost			
Advanced Installation		Flat Fee	\$250.00
Networking & Troubleshooting		Per Hour	\$75.00
Accessories & Additional Features Cost			
Component Description	Component Capabilities	Component Identification	Cost (CPC)
Print/Scan	Print/Scan	e-3511	\$0.00000000
Hanging Finisher	Hanging Finisher	MJ1022	\$0.00380000
Muti Position Finisher	Muti Position Finisher	MJ1023	\$0.00600000
Saddle Stitch Finisher	Saddle Stitch Finisher	MJ1024	\$0.00760000
Hole Punch	2/3 Hole Punch Unit	MJ6004	\$0.00150000
Paper Feed Pedestal	Paper Feed Pedestal	KD1011	\$0.00200000
Cassette for PFP	Requires KD1011	MY1021	\$0.00120000
Large Capacity Feeder	2500 Sheet LCF	KD1012	\$0.00260000
Scrambler Board	Scrambler Board	GP1030	\$0.00440000
Wireless LAN Adapter	Wireless Print/Scan	GN1010	\$0.00350000
Fax Board	Walk Up Fax Option	GD1150	\$0.00330000
2nd Fax Line	2nd Fax Line	GD1160	\$0.00270000

Hybrid Machines

Vendor Name:	Standard Business Systems		
Speed:	25 - 29 Pages per Minute	AASIS VEN#	100001815
Monthly Maximum Volume:	10,000	AAIS MAT#	10119113
Manufacturer Brand:	Toshiba	Model #	e-Studio 3511

Counties to be covered at this price:			
Arkansas, Clark, Cleburne, Conway, Faulkner, Garland, Grant, Hot Springs, Jackson, Jefferson, Johnson, Lincoln, Logan			
Lonoke, Monroe, Perry, Pope, Prairie, Pulaski, Saline, Van Buren, White, Woodruff, Yell			

Estimated Delivery timeline after receipt of order:	15	Days	

Hardware Requirements & Maintenance/Service Cost

Unit Requirements	Required Capabilities- Minimum Specifications	Part #	Maintenance/Service Black & White Cost (CPC)
Type	Desktop with Enclosed Base/Stand; digital scanner	e-studio 3511	
Features	Two paper sources (1,500 sheets minimum)	KD1011	\$0.02640000
	plus Bypass tray	included	
	ADF	MR3015	Maintenance/Service Color Cost (CPC)
	Auto 2:2 duplex,	included	
	Photo Mode	included	\$0.08000000
	Quantity Selector 1-99 (Minimum)	included	
	APS	included	BW Overage Cost
	ATS	included	\$0.01980000
	book copy	included	
	2-in-1	included	
	job programs	included	
	finisher 1000/20/1	MJ1023	
Originals	To 11" X 17"	included	
Produces Copies	5 1/2" X 8 1/2" to 11" X 17"	included	
Resolution	400 X 400dpi	included	
Reduction & Enlargement	Range approx. 50-200% Zoom w/presets	included	
Memory	12 MB	included	

Support Cost

Advanced Installation		Flat Fee	\$250.00
Networking & Troubleshooting		Per Hour	\$75.00

Accessories & Additional Features Cost

Component Description	Component Capabilities	Part #	Cost (CPC)
Print/Scan	Print/Scan	e-3511	\$0.00000000
Saddle Stitch Finisher	Saddle Stitch Finisher	MJ1024	\$0.00570000
Hole Punch	2/3 Hole Punch Unit	MJ6004	\$0.00110000
Cassette for PFP	Requires KD1011	MY1021	\$0.00090000
Large Capacity Feeder	2500 Sheet LCF	KD1012	\$0.00190000
Scrambler Board	Scrambler Board	GP1030	\$0.00330000
Wireless LAN Adapter	Wireless Print/Scan	GN1010	\$0.00260000
Fax Board	Walk Up Fax Option	GD1150	\$0.00250000
2nd Fax Line	2nd Fax Line	GD1160	\$0.00200000
128 MB Memory	128 MB Memory	GC1180	\$0.00030000

Hybrid Machines

Vendor Name:			
Standard Business Systems			
Speed:	30 - 34 Pages per Minute	AASIS VEN#	100001815
Monthly Maximum Volume:	20,000	AAIS MAT#	10119114
Manufacturer Brand:	Toshiba	Model #	e-Studio 3511

Counties to be covered at this price:

Arkansas, Clark, Cleburne, Conway, Faulkner, Garland, Grant, Hot Springs, Jackson, Jefferson, Johnson, Lincoln, Logan
 Lonoke, Monroe, Perry, Pope, Prairie, Pulaski, Saline, Van Buren, White, Woodruff, Yell

Estimated Delivery timeline after receipt of order: 15 **Days**

Hardware Requirements & Maintenance/Service Cost

Unit Requirements	Required Capabilities- Minimum Specifications	Part #	Maintenance/Service
Type	Desktop with Enclosed Base/Stand; digital scanner	e-studio 3511	Black & White Cost (CPC)
Features	Three paper sources (3,000 sheets min.)	KD1012	\$0.01490000
	plus Bypass tray	included	Maintenance/Service Color Cost (CPC) \$0.08000000
	RADF	MR3015	
	Auto 2:2 Duplex	included	
	Photo Mode	included	
	Book Copy	included	
	Job Programs	included	
	2-in-1	included	
	APS	included	
	ATS	included	
	Quantity Selector 1-99 (min.)	included	
	Finisher 1000/30/1	MJ1023	
	Copy Control/Elec. Auditron (10 accounts min.)	included	
Originals	To 11" X 17"	included	BW Overage Cost \$0.01117500
Produces Copies	5 1/2" X 8 1/2" to 11" X 17"	included	
Resolution	600 X 600dpi	included	
Reduction & Enlargement	Range approx. 50-200% zoom w/presets	included	
Memory	16 MB	included	

Support Cost

Advanced Installation		Flat Fee	\$250.00
Networking & Troubleshooting		Per Hour	\$75.00

Accessories & Additional Features Cost

Component Description	Component Capabilities	Part #	Cost (CPC)
Print/Scan	Print/Scan	e-3511	\$0.00000000
Saddle Stitch Finisher	Saddle Stitch Finisher	MJ1024	\$0.00290000
Hole Punch	2/3 Hole Punch Unit	MJ6004	\$0.00060000
Scrambler Board	Scrambler Board	GP1030	\$0.00160000
Wireless LAN Adapter	Wireless Print/Scan	GN1010	\$0.00130000
Fax Board	Walk Up Fax Option	GD1150	\$0.00130000
2nd Fax Line	2nd Fax Line	GD1160	\$0.00100000
128 MB Memory	128 MB Memory	GC1180	\$0.00010000

Hybrid Machines

Vendor Name:			
Standard Business Systems			
Speed:	35 - 39 Pages per Minute	AASIS VEN#	100001815
Monthly Maximum Volume:	30,000	AAIS MAT#	10119115
Manufacturer Brand:	Toshiba	Model #	e-Studio 3511

Counties to be covered at this price:

Arkansas, Clark, Cleburne, Conway, Faulkner, Garland, Grant, Hot Springs, Jackson, Jefferson, Johnson, Lincoln, Logan
 Lonoke, Monroe, Perry, Pope, Prairie, Pulaski, Saline, Van Buren, White, Woodruff, Yell

Estimated Delivery timeline after receipt of order: 15 **Days**

Hardware Requirements & Maintenance/Service Cost

Unit Requirements	Required Capabilities- Minimum Specifications	Part #	Maintenance/Service
Type	Desktop with Enclosed Base/Stand; digital scanner	e-studio 3511	Black & White Cost (CPC)
Features	Three paper sources (3,000 sheets min.)	KD1012	\$0.01170000
	plus Bypass tray	included	Maintenance/Service Color Cost (CPC)
	RADF	MR3015	
	Auto 2:2 duplex	included	
	Photo Mode	included	
	Bood Copy	included	BW Overage Cost
	Job Programs	included	
	2-in-1	included	
	margin shift	included	
	covers	included	
	erase	included	
	interrupt key	included	
	interrupt key	included	
	APS	included	
	ATS	included	
	quantity selector 1-999 (min.)	included	
	finisher 1000/30/1	MJ1023	
	copy control/elec. auditor (10 accounts min.)	included	
Originals	To 11" X 17"	included	
Produces Copies	5 1/2" X 8 1/2" to 11" X 17"	included	
Resolution	600 X 600dpi	included	
Reduction & Enlargement	Range approx. 25-400% zoom with presets	included	
Memory	16 MB	included	

Support Cost

Advanced Installation		Flat Fee	\$250.00
Networking & Troubleshooting		Per Hour	\$75.00

Accessories & Additional Features Cost

Component Description	Component Capabilities	Part #	Cost (CPC)
Print/Scan	Print/Scan	e-3511	\$0.00000000
Saddle Stitch Finisher	Saddle Stitch Finisher	MJ1024	\$0.00190000
Hole Punch	2/3 Hole Punch Unit	MJ6004	\$0.00040000
Scrambler Board	Scrambler Board	GP1030	\$0.00110000
Wireless LAN Adapter	Wireless Print/Scan	GN1010	\$0.00090000
Fax Board	Walk Up Fax Option	GD1150	\$0.00080000
2nd Fax Line	2nd Fax Line	GD1160	\$0.00070000
128 MB Memory	128 MB Memory	GC1180	\$0.00010000

Hybrid Machines

Vendor Name:	Standard Business Systems		
Speed:	40 - 49 Pages per Minute	AASIS VEN#	100001815
Monthly Maximum Volume:	40,000	AAIS MAT#	10119116
Manufacturer Brand:	Toshiba	Model #	e-Studio 4511

Counties to be covered at this price:

Arkansas, Clark, Cleburne, Conway, Faulkner, Garland, Grant, Hot Springs, Jackson, Jefferson, Johnson, Lincoln, Logan
Lonoke, Monroe, Perry, Pope, Prairie, Pulaski, Saline, Van Buren, White, Woodruff, Yell

Estimated Delivery timeline after receipt of order:

15

Days

Hardware Requirements & Maintenance/Service Cost

Unit Requirements	Required Capabilities- Minimum Specifications	Part #	Maintenance/Service Black & White Cost (CPC)
Type	Desktop with Enclosed Base/Stand; digital scanner	e-studio 4511	
Features	Required Capabilities- Minimum Specifications	included	\$0.01090000
	Three paper sources (3,500 sheets min.)	KD1012	
	plus bypass tray	included	
	RADF	MR3015	Maintenance/Service Color Cost (CPC)
	Auto 2:2 duplex	included	\$0.08000000
	photo mode	included	
	book copy	included	BW Overage Cost
	job programs	included	\$0.00817500
	2-in-1	included	
	margin shift	included	
	erase	included	
	interrupt key	included	
	APS	included	
	ATS	included	
	quantity selector 1-999 (min.)	included	
	finisher 1500/50/1	MJ1023	
	copy control/elec. auditoron (10 accounts min.)	included	
	To 11" X 17"	included	
Produces Copies	5 1/2" X 8 1/2" to 11" X 17"	included	
Resolution	600 X 600dpi	included	
Reduction & Enlargement	Range approx. 50-400% zoom with presets	included	
Memory	32 MB	included	

Support Cost

Advanced Installation		Flat Fee	\$250.00
Networking & Troubleshooting		Per Hour	\$75.00

Accessories & Additional Features Cost

Component Description	Component Capabilities	Part #	Cost (CPC)
Print/Scan	Print/Scan	e-4511	\$0.00000000
Saddle Stitch Finisher	Saddle Stitch Finisher	MJ1024	\$0.00140000
Hole Punch	2/3 Hole Punch Unit	MJ6004	\$0.00030000
Scrambler Board	Scrambler Board	GP1030	\$0.00080000
Wireless LAN Adapter	Wireless Print/Scan	GN1010	\$0.00070000
Fax Board	Walk Up Fax Option	GD1150	\$0.00060000
2nd Fax Line	2nd Fax Line	GD1160	\$0.00050000
128 MB Memory	128 MB Memory	GC1180	\$0.00010000

Hybrid Machines

Vendor Name:			
Standard Business Systems			
Speed:	50 - 59 Pages per Minute	AASIS VEN#	100001815
Monthly Maximum Volume:	50,000	AASIS MAT#	10119117
Manufacturer Brand:		Model #	

Counties to be covered at this price:

Estimated Delivery timeline after receipt of order:

Hardware Requirements & Maintenance/Service Cost

Unit Requirements	Required Capabilities- Minimum Specifications	Part #	Maintenance/Service Cost
Type	Console; digital scanner		Black & White Cost
Features	Four paper sources (4,000 sht. min.) including bypass (50 sht. min.) tray		\$0.000000
NO BID	RADF		Maintenance/Service
	Auto 2 color		for Color (CPC)
	photo mode		\$0.000000
	book copy		
	job programs		BW Overage Cost
	2 color		\$0.00000000
	bullet mode		
	margin shift		
	colors		
	elect		
	input key		
	AP		
	ATS		
	quantity selector 1-999 (min.)		
	finisher 2000/50/3		
	copy control/elec. auditron (10 accts min.)		
Originals	To 11" X 17"		
Produces Copies	5 1/2" X 8 1/2" to 11" X 17"		
Resolution	600 X 600dpi		
Reduction & Enlargement	Range approx. 25-400% zoom with presets		
Memory	32 MB		

Support Cost

Advanced Installation		Flat Fee	\$0.00
Networking & Troubleshooting		Per Hour	\$0.00

Accessories & Additional Features Cost

Component Description	Component Capabilities	Part #	Cost (CPC)

Graphic Color Machines

Vendor Name:			
Standard Business Systems			
Speed:	60 + Pages per Minute	AASIS VEN#	100001815
Monthly Maximum Volume:	75,000	AAIS MAT#	10119118
Manufacturer Brand:		Model #	

Counties to be covered at this price:

Estimated Delivery timeline after receipt of order:		Days
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Hardware Requirements & Maintenance/Service Cost

Unit Requirements	Required Capabilities- Minimum Specifications	Part #	Maintenance/Service
Type	Console; digital scanner		Black & White Cost
Features	Five paper sources (5,000 sht. min.)		(CPC)
	including bypass (50 sht. min.) tray		\$0.000000
	RADF		
	Auto 2:2 duplex		Maintenance/Service
	photo mode		for Cost (CPC)
	book copy		\$0.00000000
	job programs		
	2-in		Coverage
	booklet mode		\$0.000000
	main shift		
	colors		
	elect		
	interrupt key		
	A		
	A		
	QUANTITY SELECTOR 1-999 (min.)		
	finish 0/50/3		
	copy control/elect. auditron (10 accts min.)		
Originals	To 11" X 17"		
Produces Copies	5 1/2" X 8 1/2" to 11" X 17"		
Resolution	600 X 600dpi		
Reduction & Enlargement	Range approx. 25-400% zoom with presets		
Memory	32 MB		

Support Cost

Advanced Installation		Flat Fee	\$0.00
Networking & Troubleshooting		Per Hour	\$0.00

Accessories & Additional Features Cost

Component Description	Component Capabilities	Part #	Cost (CPC)

Graphic Color Machines

Vendor Name:			
Standard Business Systems			
Speed:	80 + Pages per Minute	AASIS VEN#	100001815
Monthly Maximum Volume:	100,000	AAIS MAT#	10119119
Manufacturer Brand:		Model #	

Counties to be covered at this price:

Estimated Delivery timeline after receipt of order:		Days
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Hardware Requirements & Maintenance/Service Cost

Unit Requirements	Required Capabilities- Minimum Specifications	Part #	Maintenance/Service Cost (CPC)
Type	Console; digital scanner		Black & White (CPC)
Features	Five paper sources (5,000 sht. min.)		\$0.000000
	including bypass (50 sht. min.) tray		
	RADF		
	Auto 2:2 reduction		
	photo mode		
	book copy		
	job programs		
	24 hr		
	bullet mode		
	margin shift		
	colors		
	erase		
	interrupt key		
	ATC		
	QUANTITY SELECTOR 1-999 (min.)		
	finisher 2000/50/3		
	copy control/elect. auditron (10 accts min.)		
Originals	To 11" X 17"		
Produces Copies	5 1/2" X 8 1/2" to 11" X 17"		
Resolution	600 X 600dpi		
Reduction & Enlargement	Range approx. 25-400% zoom with presets		
Memory	32 MB		

Support Cost

Advanced Installation		Flat Fee	\$0.00
Networking & Troubleshooting		Per Hour	\$0.00

Accessories & Additional Features Cost

Component Description	Component Capabilities	Part #	Cost (CPC)

Standard Terms Conditions

GENERAL: All terms and conditions stated in the invitation for bid govern this contract.

PRICES: Prices are firm and not subject to escalation, unless otherwise specified in the invitation for bid.

DISCOUNTS: All cash discounts offered will be taken if earned.

TAXES: Most state agencies must pay state sales tax. Before billing, the contractor should contact the ordering agency to find out if that agency must pay sales tax. Itemize state sales tax when applicable on invoices.

BRAND NAME REFERENCES: The contractor guarantees that the commodity delivered is the same as specified in the bid.

GUARANTY: All items delivered are to be newly manufactured, in first- class condition, latest model and design, including, where applicable, containers suitable for shipment and storage unless otherwise indicated in the bid invitation. The contractor guarantees that everything furnished hereunder will be free from defects in design, workmanship, and material; that if sold by drawing, sample or specification, it will conform thereto and will serve the function for which furnished. The contractor further guarantees that if the items furnished hereunder are to be installed by the contractor, such items will function properly when installed. The contractor also guarantees that all applicable laws have been complied with relating to construction, packaging, labeling, and registration. The contractor's obligations under this paragraph shall survive for a period of one year from the date of delivery, unless otherwise specified in the invitation for bid.

AWARD: This contract award does not authorize shipment. Shipment against this contract is authorized by the receipt of a purchase order from the ordering agency. A written purchase order mailed or otherwise furnished to the contractor results in a binding obligation without further action by either party.

DELIVERY: The term of the contract is shown on the face of the contract award. The contractor is required to supply the state's needs during this term. The number of days required to place the commodity in the receiving agency's designated location under normal conditions is also shown. Consistent failure to meet delivery without a valid reason may cause removal from the bidders' list or suspension of eligibility for award.

BACK ORDERS OR DELAY IN DELIVERY: Back orders or failure to deliver within the time required may be default of the contract. The contractor must give written notice to the Office of State Procurement and ordering agency of the reason and the expected delivery date. If the reason is not acceptable, the contractor is in default. The Office of State Procurement has the right to extend delivery if reasons appear valid. If the date is not acceptable, the agency may buy elsewhere.

DELIVERY REQUIREMENTS: No substitutions or cancellations are permitted without written approval of the Office of State Procurement. Delivery shall be made during agency work hours only, 8:00 a.m. to 4:30 p.m., unless prior approval for other delivery has been obtained from the agency. Packing memoranda shall be enclosed with each shipment.

STORAGE: The ordering agency is responsible for storage if the contractor delivers within the time required and the agency cannot accept delivery.

DEFAULT: All commodities furnished will be subject to inspection and acceptance of the ordering agency after delivery. Default in promised delivery or failure to meet specifications authorizes the Office of State Procurement to cancel this contract or any portion of same and reasonably purchase commodities elsewhere and charge full increase, if any, in cost and handling to the defaulting contractor.

VARIATION IN QUANTITY: The state assumes no liability for commodities produced, processed or shipped in excess of the amount specified herein.

INVOICING: The contractor shall submit an original and two copies of an itemized invoice showing the bid number and purchase request number when itemized in the invitation for bid. Invoices must be sent to "Invoice to" point shown on the purchase order.

STATE PROPERTY: Any specifications, drawing, technical information, dies, cuts, negatives, positives, data or any other commodity furnished to the contractor hereunder or in contemplation hereof or developed by the contractor for the use hereunder shall remain property of the state, be kept confidential, be used only as expressly authorized, and be returned at the contractor's expense to the F.O.B. point, properly identifying what is being returned.

ASSIGNMENT: This contract is not assignable nor the duties hereunder delegable by either party without the written consent of the other party to the contract.

OTHER REMEDIES: In addition to the remedies outlined herein, the contractor and the state have the right to pursue any other remedy permitted by law or in equity.

LACK OF FUNDS: The state may cancel this contract to the extent funds are no longer legally available for expenditures under this contract. Any delivered but unpaid for goods will be returned in normal condition to the contractor by the state. If the state is unable to return the commodities in normal condition and there are no funds legally available to pay for the goods, the contractor may file a claim with the Arkansas Claims Commission. If the contractor has provided services and there are no longer funds legally available to pay for the services, the contractor may file a claim.

QUANTITIES: The state may order more or less than the estimated quantity in the invitation for bid.

DISCLOSURE: Failure to make any disclosure required by the Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.