

STATE OF NEW YORK

JUDICIARY

—REQUEST FOR BID—

(This is not an order)
**BID MUST BE MADE ON THIS SHEET
 OR AS OTHERWISE SPECIFIED**

NYS Office of Court Administration
 Contract & Procurement Unit
 42 Karner Rd, Albany, NY 12205
 (Agency Name and Address)

Direct Inquiries to: Gabrielle Tanski, Sr. Court Analyst
 E-mail: gtanski@nycourts.gov

Price to include delivery to (describe exact location and method of delivery)

Per Attached RFP/RFB Specifications

Bid Number: OCA/CP-189 Issue Date: 08/05/2013	Commodity Group:
Opening Date: 09/17/2013 Time: 2:00 PM	Commodity Name: Digital Photocopying Equipment Rental & Services

OFFICE OF GENERAL SERVICES "GENERAL SPECIFICATIONS" ARE FULLY INCORPORATED HEREIN.

Agency's Specification of item(s) Required (include quantities)	Bidder's Quotation and Specific Description of Item Offered
<p>UCS Attachment I, Attachment III and Attachment IV are attached & incorporated herein.</p> <p>Estimated quantity term contract for the rental of Digital Photocopying Equipment, Accessories and Related Services and Supplies throughout the State of New York.</p> <p>Mandatory Pre-Bid Conference: Tuesday, August 27, 2013 at 11:00 AM</p> <p>Initial Term: Three (3) years w/ two (2) one-year renewal options</p>	<p>Bidders are to submit all required Documentation and Pricing in the format prescribed by the attached RFB/RFP specifications.</p>

NOTICE TO BIDDERS

Pursuant to the Rules and Regulations of the Chief Administrator for the Courts, sealed bids for furnishing the item(s) in this Request for Bid will be received at the above address. When submitting a bid, you must:

1. Complete this form in its entirety using ink or typewriter and return with all other documents.
2. Explain any deviations or qualifications if your bid deviates from the specifications. If necessary, attach a separate sheet setting forth such explanations.

3. Sign the bid. The bid must be completed in the name of the bidder (corporate or other) and must be fully and properly executed by an authorized person.

4. Indicate the bid number, the bid opening date and time on the envelope containing the sealed bid.

5. Mail the bid to the above agency address in sufficient time for it to be received before the specified bid opening. **LATE BIDS WILL BE REJECTED.**

BIDDER HEREBY CERTIFIES THAT THE ABOVE QUOTED (OR OTHERWISE NOTED) PRICES ARE APPLICABLE TO ALL CUSTOMERS FOR COMPARABLE QUANTITIES, QUALITY, STYLES OR SERVICES.

BIDS MUST BE SIGNED

Bidder's Firm Name:		Employer's Federal Identification Number NYS Vendor ID# (See "New York State Vendor File Registration" clause)	
Address Street	City	State	Zip
Bidder's Signature		Official Title	
Printed or Typed Copy of Signature		Area Code/ Telephone Number	Email

DOCUMENTS ENCLOSURE CHECKLIST

____ Bid Response Form must be included in bidder's proposal. Failure to do so will immediately disqualify bidder's response.

The following documents must be fully executed and included in bidder's proposal. Failure to do so may disqualify bidder's response:

- ____ UCS Request for Bid Form with original signature
- ____ Attachment I, p.3 - Non-Collusive Bidding Certificate
- ____ Attachment I, p.4 - Corporate Acknowledgment
- ____ p.6 - Bidder's Certification of Recycled Products
- ____ p.7 - Manufacturer's Affidavit of Recycled Content
- ____ Attachment II - Not applicable
- ____ Attachment III - Vendor Responsibility Questionnaire
 - paper questionnaire attached
 - questionnaire filed online via OSC VendRep System and certified within the last 6 months
- ____ Attachment IV - Procurement Lobbying forms
 - Disclosure of Prior Non-Responsibility Determination (UCS 420)
 - Affirmation of Understanding and Agreement (UCS 421)
 - Termination Clause (UCS 423)
- ____ Certificates of NYS Workers' Compensation and NYS Disability Benefits Insurance, or Certificate of Attestation of Exemption.
Please see paragraph "Insurance Requirements" for a list of accepted forms. See the Workers' Compensation Board website for further information in obtaining these forms from your insurance carrier: www.wcb.state.ny.us. Please note that the ACORD certificate is not accepted as proof of workers' compensation and disability insurance coverage.
- ____ ACORD Certificate of Liability Insurance
- ____ List of at least three (3) references (names, contacts, addresses, phone numbers, emails)
- ____ Recycled Parts Description and Process
- ____ Manufacturer's Certification
 - Manufacturer's Letter of Commitment
- ____ Listing of Branches, Locations and Trained Service Personnel
- ____ Description of Security Measures for Hard Drives on Copiers
- ____ Photocopier Equipment Brochures/Specifications by Model
- ____ Original bid response + five (3) complete copies
- ____ Documents Enclosure Checklist (executed & signed)

NB: There is no Attachment II

To be complete, a bidder's bid response must include ALL the above documents. All documents requiring an original signature must bear the BLUE INK signature of the same authorized individual. Signatory notarization must be that of the person whose signature is affixed to all required documents.

Company Name: _____

Authorized Officer's Name and Title: _____

Signature: _____ Date: _____

*****GENERAL SPECIFICATIONS*****

I. The RFB/RFP Process

Note to Bidders

1. Attachment I - Standard Request for Bid Clauses & Forms and Attachment IV- Procurement Lobbying Law required forms

In addition to such other specifications and criteria as are presented herein, the NYS Unified Court System Attachment I - Standard Request for Bid Clauses & Forms, and Attachment IV - Disclosure of Prior Non-Responsibility Determination (UCS 420) as well as Affirmation of Understanding and Agreement (UCS 421) and Termination Clause (UCS 423) pursuant to the Procurement Lobbying Act, which must be downloaded or printed from the UCS Contract & Procurement website under "Addenda" for the appropriate solicitation, are incorporated and made a part of this solicitation.

2. Attachment III - Vendor Responsibility Questionnaire

The NYS Unified Court System ("UCS") is required to conduct a review of a prospective contractor to provide reasonable assurances that the vendor is responsible. The required Vendor Responsibility Questionnaire is designed to provide information to assist UCS in assessing a vendor's responsibility prior to entering into a contract with the vendor. Vendor responsibility is determined by a review of each prospective contractor's legal authority to do business in New York State, business integrity, financial and organizational resources, and performance history (including references). The UCS recommends that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. However, vendors may choose to complete and submit a paper questionnaire. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at http://www.osc.state.ny.us/vendrep/vendor_index.tem or go directly to the VendRep System online at <https://portal.osc.state.ny.us>. For direct VendRep System user assistance, the Help Desk of the Office of the State Comptroller ("OSC") may be reached at 866-370-4672 or 518-408-4672 or by email at ciohelpdesk@osc.state.ny.us. Vendors opting to file a paper questionnaire can obtain the appropriate questionnaire from the VendRep website www.osc.state.ny.us/vendrep or may contact the UCS or OSC Help Desk for a copy of the paper form. Bidders who file the Vendor Responsibility Questionnaire online via the OSC VendRep System are requested to checkmark the appropriate box on the Document Enclosure Checklist. Bidders' authorized signature of the RRB/RFP form will serve as confirmation that bidders have knowingly filed their questionnaire online if the paper questionnaire is not included with the bidder's submission.

3. New York State Vendor File Registration

Prior to being awarded a contract pursuant to this solicitation, the bidder(s) and any designated authorized reseller(s) who accept payment directly from the State must be registered in the New York State Vendor File (Vendor File) administered by the OSC. This is a central registry for all vendors who do business with New York State agencies and the registration must be initiated by a State agency. Following the initial registration, a unique New York State ten-digit vendor identification number (Vendor ID) will be assigned to vendors for usage on all future transactions with New York State. Additionally, the Vendor File enables vendors to use the Vendor Self-Service application to manage certain vendor information in one central location for all transactions related to the State of New York.

If the bidder is already registered in the Vendor File, the vendor must enter the vendor's ten-digit Vendor ID on

the first page of this bid document. An authorized reseller already registered in the Vendor File must enter its ten-digit Vendor ID along with the authorized reseller's information on the first page of this bid document.

If the bidder is not currently registered in the Vendor File, upon award of a contract the Bidder must complete the OSC Substitute W-9 Form (http://www.osc.state.ny.us/vendors/forms/ac3237_fe.pdf) and submit the form to UCS. **The UCS will initiate the vendor registration process** for the awarded contractor. Once the process is initiated, awarded contractor will receive an e-mail identifying their unique ten-digit Vendor ID and instructions on how to enroll in the online Vendor Self-Service application. For more information on the Vendor File please visit the following website: http://www.osc.state.ny.us/vendor_management/.

Online RFB/RFP Package : Disclaimer

Bidders accessing any Unified Court System/Office of Court Administration (hereafter "UCS/OCA") solicitations and related documents from the New York State UCS website www.nycourts.gov/admin/bids under "Current Solicitations" shall remain solely and wholly responsible for reviewing the respective solicitation & bid documents on the Internet regularly, up to the scheduled date and time of the bid/proposal due date, to ensure their knowledge of any amendments, addenda, modifications or other information affecting the solicitation or bid documents in question.

Bid Response/Proposal: Original and Copies

Bidders shall submit all the following required **original RFB/RFP documents**: One (1) original and three (3) complete copies of the Bid/Proposal; Executed RFB/RFP Form; Attachment I - pages 3, 4, 6 and 7 of 10; Attachment III - Vendor Responsibility Questionnaire (questionnaire may be filed electronically with OSC); Attachment IV - Disclosure of Prior Non-Responsibility Determinations UCS 420, Affirmation of Understanding and Agreement UCS 421 as well as Termination Clause UCS 423; and any other required documentation, brochures, etc. listed on the Document Enclosure Checklist. Complete the paperwork on the forms provided with this solicitation unless otherwise requested. **Do not retype or amend any portion of this solicitation.** Failure to provide all original documents and the requested number of copies may result in disqualification of a bidder's response.

Binding Nature of Bid/Proposal on Bidders

All bids/proposals shall remain binding on bidders until such time as the Office of Court Administration (hereafter "OCA") provides written notification of its intent to award the contract to a specific bidder or until the bidder withdraws its bid/proposal in writing, whichever occurs first.

Rejected and Unacceptable Bids/Proposals

UCS reserves the right to reject any and all proposals or bids submitted in response to this solicitation. In addition, UCS may reject any bid/proposal from any bidder who is in arrears to the State of New York upon any debt or in the performance of any contract; or who has previously defaulted on any contractual obligation, (as vendor, surety or otherwise), or other obligation to the State of New York; or who has been declared not responsible or disqualified by any agency of the State of New York; or who has any proceeding pending against them relating to the responsibility or qualification to receive or perform public contracts; or whose proposal is incomplete in any material respect . OCA also reserves the right to reject any bidder: (i) whose facilities and/or resources are, in the opinion of OCA, inadequate, too remote from the UCS locations to render services in a timely manner in accordance with all

requirements of this solicitation; (ii) who does not provide references in accordance with the bid specifications, or whose references report significant failure to comply with specifications; or (iii) who are otherwise, in the opinion of OCA, unable to meet specifications.

Clarification/Correction of Bids/Proposals

In addition to any rights articulated elsewhere in this solicitation, the UCS reserves the right to require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a bidder's proposal and/or to determine a bidder's compliance with the requirements of this solicitation. This clarifying information, if required in writing by UCS, must be submitted by the bidder, in accordance with formats as prescribed by UCS at the time said information is requested and, if received by the due date set forth in UCS's request for clarification, shall be included as a formal part of the bidder's proposal. Clarifying information, if any, whether provided orally, visually or in writing will be considered in the evaluation process. Failure to provide required information by its associated due date may result in rejection of the bidder's proposal. Nothing in the foregoing shall mean or imply that it is obligatory upon UCS to seek or allow clarifications or corrections as provided for herein.

Indemnity

Awarded contractor shall indemnify, defend and hold harmless UCS, its officers and employees from and against any and all claims, causes of action, damages, costs, liabilities and expenses of any kind (including reasonable attorney's fees and the cost of legal defense) which UCS may incur by reason of: (I) awarded contractor's breach of any term, provision, covenant, representation or warranty contained in the contract awarded as a result of this bid; (ii) any act, omission, negligence or intentional misconduct of awarded contractor or its employees, subcontractors, agents, volunteers or of other persons under its direction and control; (iii) awarded contractor's performance or failure to perform under the contract; and (iv) enforcement by UCS of the awarded contract or any provisions thereof.

Implied Requirements

Products and services that are not specifically requested in this solicitation, but which are necessary to provide the functional capabilities proposed by the bidder, shall be included in the offer except as specified herein.

Silence of Specifications

The apparent silence of the specifications contained as a part of this package as to any detail or to the apparent omission of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

Compliance with Laws

Awarded contractor(s) must comply with all applicable federal, state and local laws, rules and regulations, including, but not limited to, fire, health and safety codes, prior to and during the provision of all services under the contract resulting from this RFB/RFP

Termination

In addition to any other rights or remedies it may have, UCS may terminate an agreement with awarded contractor upon written notice to contractor: (i) in the event that any representation made by the contractor in connection with this RFB shall prove to be false or misleading in any material respect, (ii) upon a determination that the contractor is non-responsible or (iii) if the awarded contractor defaults in the observance or performance of any of the terms and conditions of such agreement, and such default is not remedied within thirty (30) days after such notice has been delivered to contractor specifying the occurrence, omission, or failure giving rise to such default.

Early termination of the contract for cause may result in, among other consequences, all remedies available to UCS and New York State, the awarded contractor both being declared non-responsible by the UCS/OCA, pursuant to the UCS and OSC guidelines on vendor responsibility and in the contractor's removal from the UCS/OCA's bidders list for future solicitations.

Independent Contractor Status

It is expressly understood and agreed that the awarded contractor's status shall be that of an independent provider of services and that no officer, employee, servant or subcontractor of the contractor is an employee of the UCS, OCA or State of New York. The awarded contractor shall be solely responsible for the work, assignment, compensation, benefits and personal conduct and standards of all such persons assigned to the provision of services. Nothing herein shall be construed to impose any liability or duty on the UCS, OCA or State of New York to persons, firms, consultants or corporations employed or engaged by the awarded contractor either directly or indirectly in any capacity whatsoever, nor shall the UCS, OCA or State of New York be liable for any acts, omissions, liabilities, obligations or taxes of any nature including, but not limited to, unemployment and Workers' Compensation insurance of the awarded contractor or any of its employees or subcontractors.

Confidentiality

Bidder acknowledges that any and all information, records, files, documents or reports contained in any media format provided to the bidder by the court ("Confidential Information"), or which may be otherwise encountered by bidder shall be considered extremely confidential and shall be handled accordingly at all times. Neither the bidder nor any of its employees, servants, contractors, agents or volunteers shall at any time be permitted to utilize such confidential information for any purpose outside the scope of any resulting agreement without the express prior written authorization of the OCA. Any breach of this confidentiality by the bidder or by any of its employees, servants, subcontractors, agents, or volunteers may result in the immediate termination of any resulting agreement by the OCA and may subject the bidder to further penalties. Awarded contractor shall use, and require its employees and authorized agents to use, at least the degree of care a reasonably prudent person would use to protect and prevent improper access to the Confidential Information.

Qualification of Bidders

Bidders must submit with their bid response information pertaining to the organization which demonstrates its experience and competence in the conduct of service comparable in nature, volume, and scope to that described in the solicitation. Vendor must have a minimum of three (3) years experience in providing such services.

Bids will be accepted only from established manufacturers or their authorized dealers. In the event a bid is submitted by a dealer, the bidder hereby guarantees that they are an authorized dealer of the manufacturer and that the manufacturer has agreed to supply the bidder with all quantities of products required in fulfillment of its

obligations under any resultant contract hereunder. Bidder further agrees to provide OCA with a certificate from the manufacturer acknowledging same, if requested.

Bidder must submit with its proposal satisfactory evidence demonstrating statewide service resources with a sufficient number of trained personnel qualified and located to service the equipment offered in accordance with the requirements of this RFB. Bidder **must include with their response** a complete listing of those branch or dealership locations which will render service, their geographic areas of responsibility and present number of service personnel qualified/certified on each model of Equipment being offered for bid.

UCS reserves the right to investigate or make any inquiry into the capabilities of any bidder to properly perform under any resultant contract.

Responsible Bidder

A bidder shall be defined as “responsible” in accordance with, but not limited to, references, past performance history, financial stability, the criteria set forth in paragraph 2 of the General Specifications (Attachment III-Vendor Responsibility Questionnaire), and the criteria set forth in the paragraph headed “Rejected and Unacceptable Bids/Proposals” as well as any other criteria necessary and reasonable to establish the bidder’s responsibility.

Inspection of Bidder’s/Contractor’s Facility

Bidder’s facilities shall be made available for inspection upon request, both prior and subsequent to award of a contract.

References

Bidders must submit with their bid response the names of at least three (3) client references (private, or governmental entities other than UCS) for whom bidder delivered similar products in the past **three (3)** years, including contact persons, telephone and fax numbers, email addresses, and size of account.

Financial Stability

Upon request by OCA, bidder shall provide its audited financial statements prepared in accordance with Generally Accepted Accounting Principles for the past three (3) consecutive years and a copy of its last three (3) annual reports.

Insurance Requirements

Awarded contractor(s) shall be required to maintain during the term of the contract, at their own cost and expense:

1. Workers’ compensation and disability benefits insurance coverage as required under NYS law. Each bidder must provide with its proposal proof of such workers’ compensation and disability benefits insurance coverage or, if it is legally exempt from such coverage, proof of exemption. Bidder must obtain the appropriate Workers’ Compensation Board forms from its insurance carrier or licensed agent, or must follow the procedures set forth by the Workers’ Compensation Board for obtaining an exemption from coverage. Please refer to the Document Enclosure Checklist for the Workers’ Compensation Form numbers. A manual listing required forms and procedures may be obtained on the Workers’ Compensation Board website at: <http://www.wcb.state.ny.us/content/main/Employers/IM.pdf>. Bidders

without web access may contact the Workers' Compensation Advocate for Business office at (800) 628-3331 for additional information. Please note that an ACORD Certificate of Insurance is NOT acceptable proof of New York State workers' compensation or disability benefits insurance coverage. Only the proper forms as prescribed by the NYS Workers' Compensation Board shall be acceptable.

2. Commercial General Liability Insurance (bodily injury and property damage on an occurrence basis), contractual and products/completed operations liability coverage, and auto liability with minimum limits as follows:

Bodily Injury and Property Damage	\$1 million, per occurrence, \$2million, aggregate
Personal Injury and Advertising:	\$1 million aggregate
Products/ Completed Operations	\$2 million aggregate
Auto Liability, Combined single limits	\$1 million

Commercial general liability insurance coverage shall be obtained from commercial insurance carriers licensed to do business in the State of New York and shall name UCS as an additional insured or loss payee as appropriate, and shall provide for at least thirty (30) days advance written notice to UCS of cancellation or non-renewal.

Subcontracting

If Bidder intends to subcontract any of the services or portion thereof required by this RFB/RFP, all subcontractors must be identified in bidder's proposal with a description of the services to be performed by the particular subcontractor.

Any changes in subcontractors by awarded contractor, will be subject to the prior written approval of UCS in its sole discretion. The names must be submitted in ample time to permit acceptance or rejection of each proposed subcontractor by UCS without causing delay in the services required by the contract.

The awarded contractor will be the prime contractor and will be responsible for all services required by this RFB/RFP. The UCS will communicate only with awarded contractor and the awarded contractor shall remain wholly liable for the performance by and payment to any subcontractors, their employees, agents, consultants or representatives.

Estimated Quantities

Any requirements specified in this solicitation constitute estimates only, and accordingly no commitment or guarantee to reach any specified volume of business is made or implied.

Questions

Any and all questions bidders may have in connection with this solicitation are to be directed **by email only**

to:

Gabrielle Tanski
gtanski@nycourts.gov

Please indicate in "Subject" field: OCA/CP-189 Question(s)

The deadline to submit questions is **Monday, August 19, 2013 before 4:00 PM**. A Questions & Answers (Q&A) sheet will be posted on the UCS website at www.nycourts.gov/admin/bids in the Addenda column for the appropriate solicitation and mailed to the bidders list a couple of days after this deadline.

IMPORTANT: All questions regarding this solicitation must be **in writing** and directed solely to the attention of the above-designated person. Contact by any prospective bidder, or any representative thereof, with any other personnel of the UCS/OCA in connection with this RFB/RFP may violate the Procurement Lobbying Act of 2005 (see Attachment IV), will jeopardize the respective bidder's standing and may cause rejection of its proposal.

Mandatory Pre-Bid Conference:

A **mandatory** pre-bid conference will be conducted **promptly at 11:00 AM on Tuesday, August 27, 2013** at the OCA Contracts & Procurement office, 42 Karner Road, Albany, NY 12205. This pre-bid conference will be bidders' last opportunity to raise questions. Bidders will be asked to sign-in. Bidders must attend this pre-bid conference or their bid responses will be disqualified. Please email Gabrielle Tanski to indicate your planned attendance: gtanski@nycourts.gov by August 26, 2013.

Packaging, Identifying and Delivering of Bids/Proposals

Bidders may not submit their bid/proposal responses online.
Bids/Proposals must be clearly addressed and submitted to:

Gabrielle Tanski
Senior Court Analyst
Office of Court Administration
42 Karner Road
Albany, NY 12205

All envelopes/cartons must also be labeled with the following information on two sides:

"Deliver immediately to Gabrielle Tanski"
"Sealed bid - Do not open"
"**OCA/CP-189 due September 17, 2013 at 2:00 PM**"

Failure to seal and mark the bid/proposal as prescribed may result in non-delivery and/or rejection of the bid/proposal. Please note that bids/proposals must be received by the above-named OCA-designated person by **September 17, 2013 at 2:00 PM** at the latest or bids will be declared a "late bid" and they will be disqualified. It is recommended that bidders allow several extra days for shipping in order to meet the deadline.

No-Bids

Bidders are requested to send a no-bid letter to OCA, Attn: Gabrielle Tanski, at the above address, should they decide not to answer this solicitation. The envelope shall be clearly marked in the lower left corner as follows: OCA/CP-189.

***** Detailed Specifications*****

RFB # OCA/CP-189

Purpose and Scope

The New York State Office of Court Administration (OCA) Contracts & Procurement (C&P) is soliciting sealed bids for the purpose of establishing a single, estimated quantity term contract covering the rental and full maintenance services (“Services”) of new, digital photocopying machines (“Equipment”), accessories (“Required Accessory” or “Accessories”) and supplies (“Operating Supplies”) to participating courts, court-related offices and certain not-for-profit organizations receiving funding from the New York State Unified Court System (UCS) throughout the State of New York. The scope of this solicitation shall include throughout the term of the agreement the monthly rental of photocopying equipment by volume category including rental of required accessories, initial delivery and installation including clean up, operator instruction, and a captive supply of operating chemicals (sufficient enough to produce at least one month of the categorical average monthly volume by location), full service maintenance (both preventative and remedial), equipment relocation, removal of equipment and termination of account at any time or upon termination or expiration of agreement, and all necessary chargeable operating chemicals and consumable supplies. Approximately 1500 units of various categories are currently installed throughout New York State . See Technical Details for a breakdown of copiers currently installed by category and location.

Term of Contract

The initial term of the contract will be for three (3) years, subject to the approval of the NYS Attorney General and the OSC.

Renewal & Extension Periods

The UCS/OCA shall have the option to renew this awarded contract for two (2) additional one-year terms upon the same terms and conditions as the original contract, except pricing, as set forth herein. In addition, the UCS/OCA further reserves the right to extend this agreement for an additional six (6) months at the end of the initial term or the first optional one-year renewal term. The aggregate contract term shall not to exceed five (5) years, including renewal and/or extension.

Any renewal or extension shall also be subject to the approvals of the NYS Attorney General and the OSC.

Method of Award

A single contract will be awarded to the lowest dollar cost, responsible bidder determined to be in compliance with this RFB and specifications. Lowest dollar cost is defined as the lowest total cost of all estimated Equipment, required Accessories, Operating Supplies and Services specified in this RFB.

Pricing

All bid pricing shall be net F.O.B. destination, inside delivery, and shall include un-crating, removing the debris, installing and operational instruction of court personnel at the site(s) where the Equipment is located.

Pricing shall be submitted only on, and in the format prescribed by, the Bid Response Form. Bidder must enter a price or "No Charge" or "N/C" for each category of pricing presented on the form. Please quote pricing on a cost per unit basis and compute all price extensions listed in the Bid Response Form. In the event of a bidder's miscalculation, the unit price will prevail and UCS reserves the right to make mathematical corrections based on unit price(s.) Any price left blank will be considered as zero, or if UCS determines the result would be clearly erroneous, as incomplete and non-responsive.

Except as expressly set forth below, pricing shall remain **unchanged** throughout the initial 3-year contract.

Price Decrease

If awarded contractor offers more advantageous pricing for any item offered under the bid during the term of the awarded contract, such pricing shall be offered to UCS for similar transactions covering the period such reduced pricing is offered. The OCA contract administrator must be notified in writing by awarded contractor of any price reductions within five (5) business days of the effective date.

Price Increases

Reasonable, necessary and documented cost increases to the contractor for the renewal terms of the contract may be considered for approval by OCA/ORM subject to the following:

The UCS will examine a request by the awarded vendor for a price increase for each renewal term of the contract only. A request for a price increase shall be submitted to the contact person named below, accompanied by all necessary supporting documentation, including suppliers invoices, attesting to the need for a price increase. The maximum permitted price increase shall not be greater than the percentage change in the Consumer Price Index for all Urban Consumers - New York-Northern NJ-Long Island (Index 1982-1984 = 100) ("CPI"), Not Seasonally Adjusted ("NSA") over the CPI as of the commencement date of the prior contract term, subject to a maximum increase of five percent (5%) for the first renewal term and 3% for the second renewal term. Pricing shall remain unchanged during any extension term.

The request for a price increase shall be submitted in writing no sooner than, but at least **ninety (90) days** prior to the end of the initial term of the contract:

Gabrielle Tanski
Senior Court Analyst
NYS Office of Court Administration
gtanski@nycourts.gov

Equipment/Accessory Requirements

All Equipment and Accessories offered under this RFB, and provided under an awarded contract must:

(1) Consist of the latest model of regular stock equipment models, in production as of the scheduled date of the bid opening.

(2) Be new. "New" shall mean factory produced and assembled for the first time (may contain new and/or recycled components that have been fully inspected, tested and fully meet product performance and reliability specifications). Equipment must be newly serialized and UCS must be the first end user of the product; i.e., not previously sold, rented or used, in part or in whole, as demonstration or floor models.

(3) Be equipped with all parts regularly used or inherent with such Equipment and Accessories, at no additional cost to UCS. No parts of or attachments shall have been, or shall be subsequently, substituted, applied or used contrary to the manufacturer's recommendations, specifications and standard practices.

(4) Meet all manufacturer's specifications and the technical specifications and requirements contained in this RFB, including, but not limited to, physical characteristics, operating characteristics, space requirements and maintenance characteristics.

Any modifications or improvements (i.e., retrofits/software updates) made or recommended by the manufacturer will be promptly incorporated by awarded contractor on all installed-to-date and subsequently delivered Equipment at no cost to the UCS.

Bidder must indicate on the Bid Response Forms where applicable, the equipment configuration, inclusive of any/all accessories offered, necessary to be compliant with categorical specifications at pricing offered. Should what is normally an accessory be required to conform to the categorical specifications, that accessory must be listed and indicated as "**included**" on the Bid Response Form.

Bidders must also provide the manufacturer's equipment brochures and any other detailed literature outlining the specifications by model of the Equipment (including Accessories) submitted by category on the Bid Response Forms.

Bidder must indicate in writing as part of its proposal if any Equipment or Required Accessory offered deviates from the manufacturer's specifications for such item.

Associated Products

Associated Products shall mean attachments, options and additional features (e.g. feeders, sorters, stackers, additional paper capacity, advanced scanning/OCR features and capabilities, software upgrades, etc), if any, available for each photocopy machine model offered, but not included as Accessories in the Bid Response Forms. Bidder may offer Associated Products with its proposal, by listing type, pricing and any delivery and installation charges that may apply, where indicated in the Bid Response Forms.

Bidder is not required to offer Associated Products in connection with its proposal. Pricing for Associated Products offered, if any, will not be considered in determining the lowest dollar cost bid.

Guarantee

Awarded contractor shall guaranty that all Equipment, Accessories, Operating Supplies and Associated Products (if any) and shall operate in accordance with the specifications set forth in this RFP and manufacturer's OEM specifications, including, without limitation, producing copies at the volumes, yield, quality and speeds specified herein, throughout the term of an awarded contract, including any renewals or extensions thereof.

Bidders shall be required, upon request of UCS, to demonstrate all or a portion of the offered Equipment for evaluation purposes, at no cost to UCS. The purpose of a demonstration would be to observe the Equipment in an operational environment and to verify its capability, suitability, and adaptability. The Equipment used for the demonstration shall be the same as the manufacturer's model identified in the bidder's bid. The Equipment provided by the successful bidder shall perform, at a minimum the same functions as the Equipment utilized for the demonstration.

If a demonstration is required, UCS shall notify the bidder in writing and will specify the date, time and location of the demonstration. If the bidder fails to perform the demonstration as requested, the bidder may be considered non-responsive. UCS shall be the sole judge of the acceptability of the Equipment in conformance with the RFB specifications, and its decision shall be final.

Copier Categories

Copier categories are determined for the purposes of this RFB by their monthly copy allowance. The categories are as follows:

Category 1 - 3,000 allowable copies per month

Category 2 - 7,500 allowable copies per month

Category 3 - Low Volume (LV) - 10,000 allowable copies per month

Category 3 - High Volume (HV) - 15,000 allowable copies per month

Category 4 - 30,000 allowable copies per month

Category 5 - 60,000 allowable copies per month

Overage Rate

An overage rate, if any, for copies over allowable monthly amounts (reconciled annually) must be indicated for each category where applicable on the Bid Response Forms.

Contractor's Account Coordinator

Awarded contractor will be required to appoint an individual to act as the primary contact and account coordinator for UCS personnel to contact with respect to, their account-related questions including, but not limited to, invoicing, supply & equipment pricing and monthly meter readings. Contractor will establish a toll-free number and e-mail address for this purpose.

OCA Contract Administrator

The OCA Office of Contract & Procurement (CP) will appoint a contract administrator to act as the primary liaison between the court locations and the contractor in respect to the administration of the awarded contract and the inventory of the copiers installed throughout the UCS. All copier equipment-related transactions, with the exception of on-site service calls and the ordering of Operating Supplies, will be relayed in writing via e-mail from the OCA contract administrator to the contractor's account coordinator. No action should be taken by the awarded contractor on any copier equipment-related transactions including, but not limited to, new installations, relocations, terminations, accessory additions or removals, and networking requests without a written request from the OCA contract administrator.

Billing

For locations outside New York City, payment by UCS shall be made in accordance with district-based billing procedures, as provided to awarded contractor UCS.

For locations within New York City (Queens, Kings, Bronx, Richmond and New York Counties), payment by UCS shall be made pursuant to direct billings to the respective courts and offices, as identified and provided to awarded contractor by UCS.

Payment for Equipment, Accessories and Services shall be due quarterly in advance.

Awarded contractor shall bill UCS for Operating Supplies after the delivery of each order. Payment for Operating Supplies shall be due monthly in arrears.

Payment for overages in excess of monthly copier allowances specified will be reconciled on an annual contract year basis. Monthly volume underages will be netted against monthly overages within such year. Overage charges, if any, will be billed at the end of each contract year.

All amounts due and owing shall be payable within thirty (30) days of submission by awarded contractor and approval by UCS of invoices satisfactory to UCS and OSC.

Status Reporting

Contractor shall provide the OCA contract administrator with such status reports as may be reasonably and occasionally requested. Such reports may include, but are not limited to, quarterly and semi-annual usage reports, inventory reports (including make and model, agency, location, and serial number of installed equipment), maintenance and service history reports, and down-time reports.

Equipment Deliveries

All photocopiers must be delivered, operational and users instructed on the operation of the equipment within thirty (30) calendar days, or sooner, upon written notification from the OCA contract administrator or other designated person.

Delivery Access

Note: Awarded contractor may contact the OCA contract administrator for information about court facilities, including but not limited to, parking, loading, clearance, and security and access measures. Awarded contractor shall be required to comply with all such measures.

Service Capability

Awarded contractor must maintain, throughout the term of the awarded contract, a sufficient number of duly trained and qualified personnel and attendant locations to enable contractor to service, repair, replace and relocate the Equipment in accordance with the requirements of this RFB.

Service Calls & Response Time

Awarded contractor shall establish and maintain during the period an awarded contract is in effect a toll-free telephone number for service calls for any Equipment requiring service or repairs.

Service calls placed prior to 12:00 p.m. of any business day shall be responded to on the same day. Service calls placed after 12:00 p.m. of any business day shall be responded to no later than 12:00 p.m. of the next business day during normal hours of court operation, which are Monday - Friday, 9:00a.m. - 5:00 p.m.

Replacement & Back-Up Equipment

An installed machine shall be considered “down” if it is not: (1) meeting the manufacturer’s performance specifications and/or the specifications contained in this RFB or (2) producing acceptable copies (as determined by UCS). If an installed copier remains down for more than twenty-four (24) consecutive hours after notice from UCS, the contractor must install a back-up copier within an additional twenty-four (24) hours of request therefor. Such notifications and requests may be given by e-mail to an address provided by awarded contractor. Back-up equipment must, at a minimum, be of substantially comparable capability and specifications of the malfunctioning unit. Back-up equipment must be replaced within thirty (30) days with either the original copier that has been restored to full, working condition or a new, permanent replacement copier that meets or exceeds the specified performance requirements of the malfunctioning unit. There shall be no charge for the delivery and complete installation of back-up or replacement copiers. Back-up or replacement units shall be priced at the same or lower charge as the original model, even if the specifications of the back-up or replacement unit exceeds the specifications of the malfunctioning unit. All back-up and replacement copiers must be delivered with a captive supply of operating chemicals sufficient to produce at least three times (3x) their categorical average monthly volume.

Components/Accessories & Parts

All parts, components and accessories supplied by the contractor in the process of maintaining and servicing the Equipment under the awarded contract shall be new original equipment manufacture (“OEM”) or rebuilt OEM parts equivalent to new in performance when used in the Equipment. See Attachment 1, pages 6 and 7.

Discontinued Models & Substitutions

If any Equipment model leased under the awarded contract is discontinued or becomes unavailable during any period the awarded contract is in force, contractor will be required to substitute a model that meets or exceeds the specified performance of the discontinued model, at the same or lower cost to UCS as the discontinued model. Any such substitution shall be only upon the prior express written consent of the OCA contract administrator . Any such substitution shall be subject to a field test at the discretion of OCA contract administrator. UCS shall retain the sole discretion to accept or reject any such substitution requests in its best interests.

Operating Supplies

Operating Supplies are defined as all chemicals (toner and developer) and staple cartridges required for proper photocopy production. Each photocopier will be initially delivered and installed with a captive supply of Operating Supplies at no cost to the user location. In addition, at initial install and delivery, contractor will deliver two (2) additional toners for which the user location will be billed.

Throughout the term of the awarded contract, contractor will be required to ship Operating Supplies on an “as needed” basis to the user locations. Accordingly, contractor is required to provide a designated toll-free phone number for this purpose. Orders for Operating Supplies may be communicated verbally directly by the user location or their respective district administrative office without a purchase document. Contractor shall also provide an electronic means (e-mail address or web address) whereby Operating Supplies can be ordered. Operating Supplies must be delivered to the user location not more than three (3) days after request. There shall be no shipping or handling charges to UCS for these supply deliveries.

Upon expiration or termination of the awarded contract, any unused and unopened Operating Supplies on hand shall be returnable at contractor’s expense for full credit against any amount due and owing, or if no amount is due and owing, for a full refund to UCS within thirty (30) days of the return of such supplies.

Equipment Relocations

Awarded contractor shall be required to relocate Equipment at the direction of the OCA administrator. As indicated on Bid Response Form, such relocations may be within the same building (Intra Building), to a different building at the same user location (Inter Building), or to a different user location, at the distances set forth in the Bid Response Form. Such relocations shall be performed in accordance with the requirements set forth in this RFB. Bidder shall provide unit and total pricing for the categories of such relocations listed on Bid Response Form.

The UCS reserves the right to arrange relocation of Equipment with a third party licensed, insured, professional mover.

*** * * Technical Specifications * * ***

Important!

Bidders are advised that digital technology is required for all categories specified herein. “Digital” is herein defined as a system with the ability and function of scanning and digitizing originals into memory before reproducing them, providing unlimited duplexing capabilities and which can be optionally configured as multi functional devices to achieve faxing, printing and scanning.

There are currently approximately 1500 copier installations at court locations throughout the UCS. The following Exhibits have been included with the bid specifications to assist you with the general distribution of the currently installed copiers in the UCS statewide: Exhibit A - NYS Map of Judicial Districts, Exhibit B - Estimated Categorical Installations by Required Accessory, Exhibit C - Estimated Categorical Installations by Location (County/Zip Code). These exhibits are provided as estimates only based on the most recent statewide copier inventory. As per the nature of this contract, the copier inventory is subject to change at any time, and this is the inventory that was available at the time the specs were written.

Installation Requirements:

Installations of new, replacement, substituted and relocated Equipment shall include inside delivery, mechanical and electrical installation and networking, if required, all in accordance with any manufacturer’s specifications and requirements, so that the Equipment is in fully operational condition. Awarded contractor shall remove any refuse, debris caused by an installation, and any Equipment crating, and shall repair any damage resulting from such

installation. Installation shall also include operator instruction. Except for copier relocations, installation shall be at no additional charge to UCS.

All Equipment, Required Accessories and Associated Products, if any, shall be removed by awarded contractor without charge upon expiration or earlier termination of the awarded contract. Any Equipment Required Accessories and Associated Products, if any, not so removed on or before the expiration of thirty (30) days written notice from UCS shall be deemed abandoned by awarded contractor and shall become the property of UCS or, at the option of UCS shall be removed at awarded contractor's expense.

Electrical Requirements:

Machines shall be designed for maximum lamp life, be suitably regulated to ensure consistent copy quality (heat and voltage), be protected against electrical overload and overheat, including installation of regulator device, if necessary. Units shall be furnished with heavy duty, three wire power cord and plug. Machine must be capable of obtaining power from the electrical service currently available at the required location(s) (predominately 110-120V). Power modifications necessary to accommodate models offered shall be wholly at the expense of the bidder/contractor. Necessary reconfiguration of receptacles only shall be the responsibility of the receiving court/office location.

Requirements for All Copier Volume Categories:

Basic Requirements:

- Models that are current in the manufacturer's line.
- Digital equipment capable of black and white copies.
- Automatic Duplexing Unit.
- Minimum finisher capacity - 1,000 sheets except as indicated otherwise herein.
- Minimum engaged capacity for paper size 8 ½" x 14" - 250 sheets on line except as indicated otherwise herein.
- Paper size 11" x 17" may be accommodated via by-pass door/access except as indicated otherwise herein.
- Capable of **reliably** producing the monthly copy volume range specified for the awarded categories.
- Free standing on floor area
- Capable of copying single sheets, open books and three (3) dimensional objects
- Contain captive supply of chemicals and papers, the latter as noted in category requirements
- Designed for continuous duty at a minimum of the copy speeds specified, and regularly producing volumes specified without excessive malfunctions, breakdowns or service calls.
- Minimum copy speed shall be "off the glass" void of accessories and based upon 8 ½ X 11 inch as specified in each category.
- Copy quantity selector must provide 1-99 minimum and automatically reset to "0" or "1"
- Be capable of having engaged paper cassettes as specified in each category.
- Have as a minimum the following controls and indicators: on-off, light-dark ranges, copy cycle start, low chemical supply indicator(s), paper size engaged and copy format selected, trouble indicators (misfeed, paper jam location, etc.)
- Incremental reduction and enlargement.
- Bypass unit
- Must copy on plain non-coated copying paper, thick paper, transparencies and labels. Labels, thick paper and transparencies may require use of a bypass unit

- Must be “Energy Star” compliant.

In addition to the above Basic Requirements, the following categorical standards must be met:

Standard Category 1 Requirements:

Copier Speed: minimum 20 copies per minute

Paper Capacity: minimum 500 sheets on line 8 ½ X 11 inch

Standard Category 2 Requirements:

Copier Speed: minimum 30per minute

Paper Capacity: minimum 1,000 sheets on line 8 ½ X 11 inch

Standard Category 3 LV/HV Requirements:

Copier Speed: minimum 40 copies per minute

Paper Capacity: minimum 2,000 sheets on line 8 ½ X 11 inch

Standard Category 4 Requirements:

Copier Speed: minimum 50 copies per minute

Paper Capacity: minimum 2,500 sheets on line 8 ½ X 11 inch

Standard Category 5 Requirements:

Copier Speed: minimum 60 copies per minute

Paper Capacity: minimum 2,500 sheets on line 8 ½ X 11 inch

Finishing Option: On-line Stapler/Finisher

Required Accessories:

- RADF - Reversing Auto Document Feeder
 - Minimum stack loading feeder capacity of at least twenty (20) originals for Category 1
 - Minimum stack loading feeder capacity of at least fifty (50) originals for Categories 2, 3, 4 and 5
- PFU - Paper Feeding Unit - Additional paper capacity drawers, adjustable for paper size
- LCT - Large Capacity Tray - Additional high volume paper capacity tray, 8-1/2 x 11" paper size
- Stapler/Finisher
 - Automatic, on line stapler/finisher with a minimum of 1,000 sheet capacity finishing capabilities
 - 2/3 Hole Punching
 - Booklet Making
 - Sorting/Grouping capabilities
 - Multi-Post Inserter

Requirements for networked copiers:

- All category copiers must include ability to be networked (including scanning and faxing capabilities), either at time of installation or at a future date after installation by request of the location via the OCA Contract Administrator.
- Must be fully supported with contractor personnel to interface with UCS staff to make system functional, including any UCS initiated upgrades, changes or modifications to the operating environment
- Must operate in any of the following computing environments:

OCA/CP-189
Digital Photocopying Equipment & Services

Bid Opening Date: 09/17/2013
Bid Opening Time: 2:00 PM

Linux
Windows 2000
Windows XP
Windows Server 2003
Ethernet or Fast Ethernet (100/1000 MBS)

- Must operate on any of the following network operating systems:
 - Unix (Solaris)
 - Windows 2000
 - Windows XP
 - Linux
- Must support TCP/IP protocol
- Must be TWAIN compliant
- Must be flexible enough to accommodate changes in the UCS technical environment
- Have service support and be included in base charge, including calls necessitated by software problems. There shall be no separate or additional service call charges allowed.
- Must have the ability to scan to file - “push scanning”, without utilizing the UCS email servers.
- Hard drives must have the ability to be completely erased when the copier is removed or prior, if requested by the location. There must be no charge for fully erasing the hard drive when required. **(See Security Features below for further information)**

Required Network Accessories:

- Any charges for basic connectivity (networking of PCs to print to copiers/”push scanning”) must be noted on the Bid Response Form, where indicated. Where no amount is indicated it will be deemed as no charge, and as included in the base cost of the Equipment.
- Advanced Connectivity (capabilities beyond basic networking)
 - Additional memory: 64 MG, 128 MG, 256, MG, etc.
 - Hard drive for advanced scanning (“scan to file”)
 - IC Chip
 - Postscript
- FAX Capability
 - Single Line
 - Multi Line

Security features for copiers with hard drives:

Equipment that includes hard drives must have encryption and image overwrite security features that encrypt all information stored on the hard disk of the copier and auto erase data that is temporarily stored on the hard disk (or alternate security features satisfactory to UCS), with guarantee of hard drive wipe upon return of Equipment to awarded contractor.

In the event of a discrepancy regarding model specifications or capabilities, the most current issue of **Buyer’s Laboratory, Inc., Electronic Copier Selection Guide** shall be the source document for the resolution of such discrepancy. OCA/CPA reserves the right to waive minor discrepancies and technicalities.

BID RESPONSE FORM - PAGE 1
Est. Initial Term Cost for Equipment Rental & Operating Supplies
Category 1

Category 1: Monthly Copy Allowance: 3,000 copies

Base Model Offered (Model/Manufacturer Numbers): _____

Monthly Rental Rate (Base Model & Monthly Copy Allowance): \$ _____

Overage rate per copy (for each copy in excess of 36,000/year): \$ _____

Operating Supplies:

Toner (brand / mfr. product no.) _____ \$ _____ / ea.

Yield: _____ Cost per Copy* (Yield / Cost) \$ _____

* Rounded to four (4) decimal places)

Developer (brand / mfr. product no.) _____ \$ _____ / ea.

Yield: _____ Cost per Copy* (Yield / Cost) \$ _____

* Rounded to four (4) decimal places)

Staples (brand / mfr. product no.) _____ \$ _____ / ea.

Yield: _____ Cost per Copy* (Yield / Cost) \$ _____

* Rounded to four (4) decimal places)

Monthly Rental Pricing on Required Equipment Accessories:

RADF \$ _____ (Model/Manufacturer Numbers): _____

PFU \$ _____ (Model/Manufacturer Numbers): _____

LCT \$ _____ (Model/Manufacturer Numbers): _____

Stapler/Finisher \$ _____ (Model/Manufacturer Numbers): _____

2/3 hole Punch Kit \$ _____ (Model/Manufacturer Numbers): _____

Monthly Rental Pricing on Required Networking Accessories:

Basic Networking/Scanning \$ _____ (Model/Manufacturer Numbers): _____

Additional Memory: 64 MG \$ _____ (Model/Manufacturer Numbers): _____

128 MG \$ _____ (Model/Manufacturer Numbers): _____

256 MG \$ _____ (Model/Manufacturer Numbers): _____

Hard Drive (Scan to File) \$ _____ (Model/Manufacturer Numbers): _____

FAX Kit - single line \$ _____ (Model/Manufacturer Numbers): _____

- multi line \$ _____ (Model/Manufacturer Numbers): _____

BID RESPONSE FORM - PAGE 2

Est. Initial Term Cost for Equipment Rental & Operating Supplies - Category 1

Est. Operating Supply Costs for Category 1:

Unit	Est. Cost/Copy	Mo. Allowance Or Mo. Est.	Est. Mo. Cost/Copier	Est.# of Units/Cat	Est. Mo. Cat. Cost	Est. Annual Cost	<u>Est. Initial Term Cost</u>
1. Toner	\$ _____	X 3,000	= \$ _____	X 924	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
2. Developer	\$ _____	X 3,000	= \$ _____	X 924	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
3. Staples	\$ _____	X 100	= \$ _____	X 924	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
4. Overage rate	\$ _____	X 0	= \$ 0	X 924	= \$ 0	x 12 = \$ 0	x 3 = \$ 0

Est. Rental Pricing on Required Equipment Accessories for Category 1:

Unit	Bid Price	Est. # of Units	Est. Monthly Cost	Est. Annual Cost	<u>Est. Initial Term Cost</u>
5. Base (Platen Only)	\$ _____	X 6	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
6. RADF	\$ _____	X 918	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
7. PFU	\$ _____	X 53	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
8. LCT	\$ _____	X 53	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
9. Stapler/Finisher	\$ _____	X 406	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
10. 2-3 Hole Punch Kit	\$ _____	X 1	= \$ _____	x 12 = \$ _____	x 3 = \$ _____

Est. Rental Pricing on Required Networking Accessories for Category 1:

Unit	Bid Price	Est. # of Units	Est. Monthly Cost	Est. Annual Cost	<u>Est. Initial Term Cost</u>
11. Basic Networking/Scanning	\$ _____	X 151	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
12. Additional Memory: 64 MG	\$ _____	X 1	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
128 MG	\$ _____	X 1	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
256 MG	\$ _____	X 1	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
13. Hard Drive (Scan to File)	\$ _____	X 1	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
14. FAX Kit for - single line	\$ _____	X 5	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
- multi line	\$ _____	X 5	= \$ _____	x 12 = \$ _____	x 3 = \$ _____

Est. Initial Term Cost for Category 1 Grand Total (Sum of Est. Initial Term Cost of 1-13) = \$ _____ (Enter on page 14)

BID RESPONSE FORM - PAGE 3
Est. Initial Term Cost for Equipment Rental & Operating Supplies
Category 2

Category 2:

Monthly Copy Allowance: 7,500 copies

Base Model Offered (Model/Manufacturer Numbers): _____

Monthly Rental Rate (Base Model & Monthly Copy Allowance): \$ _____

Overage rate per copy (for each copy in excess of 90,000/year): \$ _____

Operating Supplies:

Toner (brand / mfr. product no.) _____ \$ _____ / ea.

Yield: _____ Cost per Copy* (Yield / Cost) \$ _____

* Rounded to four (4) decimal places)

Developer (brand / mfr. product no.) _____ \$ _____ / ea.

Yield: _____ Cost per Copy* (Yield / Cost) \$ _____

* Rounded to four (4) decimal places)

Staples (brand / mfr. product no.) _____ \$ _____ / ea.

Yield: _____ Cost per Copy* (Yield / Cost) \$ _____

* Rounded to four (4) decimal places)

Monthly Rental Pricing on Required Equipment Accessories:

RADF \$ _____ (Model/Manufacturer Numbers): _____

PFU \$ _____ (Model/Manufacturer Numbers): _____

LCT \$ _____ (Model/Manufacturer Numbers): _____

Stapler/Finisher \$ _____ (Model/Manufacturer Numbers): _____

2/3 hole Punch Kit \$ _____ (Model/Manufacturer Numbers): _____

Monthly Rental Pricing on Required Networking Accessories:

Basic Networking/Scanning \$ _____ (Model/Manufacturer Numbers): _____

Additional Memory: 64 MG \$ _____ (Model/Manufacturer Numbers): _____

128 MG \$ _____ (Model/Manufacturer Numbers): _____

256 MG \$ _____ (Model/Manufacturer Numbers): _____

Hard Drive (Scan to File) \$ _____ (Model/Manufacturer Numbers): _____

FAX Kit - single line \$ _____ (Model/Manufacturer Numbers): _____

- multi line \$ _____ (Model/Manufacturer Numbers): _____

BID RESPONSE FORM - PAGE 4

Est. Initial Term Cost for Equipment Rental & Operating Supplies - Category 2

Est. Operating Supply Costs for Category 2:

Unit	Est. Cost/Copy	Mo. Allowance Or Mo. Est.	Est. Mo. Cost/Copier	Est.# of Units/Cat	Est. Mo. Cat. Cost	Est. Annual Cost	Est. Initial Term Cost
1. Toner	\$ _____	X 7,500	= \$ _____	X 402	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
2. Developer	\$ _____	X 7,500	= \$ _____	X 402	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
3. Staples	\$ _____	X 250	= \$ _____	X 402	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
4. Overage rate	\$ _____	X 0	= \$ 0	X 402	= \$ 0	x 12 = \$ 0	x 3 = \$ 0

Est. Rental Pricing on Required Equipment Accessories for Category 2:

Unit	Bid Price	Est. # of Units	Est. Monthly Cost	Est. Annual Cost	Est. Initial Term Cost
5. Base (Platen Only)	\$ _____	X 1	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
6. RADF	\$ _____	X 401	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
7. PFU	\$ _____	X 402	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
8. LCT	\$ _____	X 135	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
9. Stapler/Finisher	\$ _____	X 307	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
10. 2-3 Hole Punch Kit	\$ _____	X 1	= \$ _____	x 12 = \$ _____	x 3 = \$ _____

Est. Rental Pricing on Required Networking Accessories for Category 2:

Unit	Bid Price	Est. # of Units	Est. Monthly Cost	Est. Annual Cost	Est. Initial Term Cost
11. Basic Networking/Scanning	\$ _____	X 73	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
12. Additional Memory: 64 MG	\$ _____	X 1	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
128 MG	\$ _____	X 2	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
256 MG	\$ _____	X 2	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
13. Hard Drive (Scan to File)	\$ _____	X 21	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
14. FAX Kit - single line	\$ _____	X 6	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
- multi line	\$ _____	X 6	= \$ _____	x 12 = \$ _____	x 3 = \$ _____

Est. Grand Total Initial Term Cost for Category 2 (Sum of Est. Initial Term Cost of 1-13) = \$ _____ (Enter on page 14)

BID RESPONSE FORM - PAGE 5
Est. Initial Term Cost for Equipment Rental & Operating Supplies
Category 3 Low Volume (LV)

Category 3 - Low Volume:

Monthly Copy Allowance: 10,000 copies

Base Model Offered (Model/Manufacturer Numbers): _____

Monthly Rental Rate (Base Model & Monthly Copy Allowance): \$ _____

Overage rate per copy (for each copy in excess of 120,000/year): \$ _____

Operating Supplies:

Toner (brand / mfr. product no.) _____ \$ _____ / ea.

Yield: _____ Cost per Copy* (Yield / Cost) \$ _____

* Rounded to four (4) decimal places)

Developer (brand / mfr. product no.) _____ \$ _____ / ea.

Yield: _____ Cost per Copy* (Yield / Cost) \$ _____

* Rounded to four (4) decimal places)

Staples (brand / mfr. product no.) _____ \$ _____ / ea.

Yield: _____ Cost per Copy* (Yield / Cost) \$ _____

* Rounded to four (4) decimal places)

Monthly Rental Pricing on Required Equipment Accessories:

RADF \$ _____ (Model/Manufacturer Numbers): _____

PFU \$ _____ (Model/Manufacturer Numbers): _____

LCT \$ _____ (Model/Manufacturer Numbers): _____

Stapler/Finisher \$ _____ (Model/Manufacturer Numbers): _____

2/3 hole Punch Kit \$ _____ (Model/Manufacturer Numbers): _____

Monthly Rental Pricing on Required Networking Accessories:

Basic Networking/Scanning \$ _____ (Model/Manufacturer Numbers): _____

Additional Memory: 64 MG \$ _____ (Model/Manufacturer Numbers): _____

128 MG \$ _____ (Model/Manufacturer Numbers): _____

256 MG \$ _____ (Model/Manufacturer Numbers): _____

Hard Drive (Scan to File) \$ _____ (Model/Manufacturer Numbers): _____

FAX Kit - single line \$ _____ (Model/Manufacturer Numbers): _____

- multi line \$ _____ (Model/Manufacturer Numbers): _____

BID RESPONSE FORM - PAGE 6

Est. Initial Term Cost for Equipment Rental & Operating Supplies - Category 3 - Low Volume

Est. Operating Supply Costs for Category 3 Low Volume:

Unit	Est. Cost/Copy	Mo. Allowance Or Mo. Est.	Est. Mo. Cost/Copier	Est.# of Units/Cat	Est. Mo. Cat. Cost	Est. Annual Cost	Est. Initial Term Cost
1. Toner	\$ _____	X 10,000	= \$ _____	X 74	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
2. Developer	\$ _____	X 10,000	= \$ _____	X 74	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
3. Staples	\$ _____	X 333	= \$ _____	X 74	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
4. Overage rate	\$ _____	X 0	= \$ 0	X 74	= \$ 0	x 12 = \$ 0	x 3 = \$ 0

Est. Rental Pricing on Required Equipment Accessories for Category 3 - Low Volume:

Unit	Bid Price	Est. # of Units	Est. Monthly Cost	Est. Annual Cost	Est. Initial Term Cost
5. Base (Platen Only)	\$ _____	X 74	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
6. RADF	\$ _____	X 74	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
7. PFU	\$ _____	X 74	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
8. LCT	\$ _____	X 74	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
9. Stapler/Finisher	\$ _____	X 74	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
10. 2-3 Hole Punch Kit	\$ _____	X 1	= \$ _____	x 12 = \$ _____	x 3 = \$ _____

Est. Rental Pricing on Required Networking Accessories for Category 3 - Low Volume:

Unit	Bid Price	Est. # of Units	Est. Monthly Cost	Est. Annual Cost	Est. Initial Term Cost
11. Basic Networking/Scanning	\$ _____	X 73	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
12. Additional Memory: 64 MG	\$ _____	X 1	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
128 MG	\$ _____	X 2	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
256 MG	\$ _____	X 2	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
13. Hard Drive (Scan to File)	\$ _____	X 2	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
14. FAX Kit - single line	\$ _____	X 1	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
- multi line	\$ _____	X 1	= \$ _____	x 12 = \$ _____	x 3 = \$ _____

Est. Grand Total Initial Term Cost for Category 3 - Low Volume (Sum of Est. Initial Term Cost of 1-13) = \$ _____ (Enter on page 14)

BID RESPONSE FORM - PAGE 7
Est. Initial Term Cost for Equipment Rental & Operating Supplies
Category 3 - High Volume

1

Category 3 - High Volume:

Monthly Copy Allowance: 15,000 copies

Base Model Offered (Model/Manufacturer Numbers): _____

Monthly Rental Rate (Base Model & Monthly Copy Allowance): \$ _____

Overage rate per copy (for each copy in excess of 180,000/year): \$ _____

Operating Supplies:

Toner (brand / mfr. product no.) _____ \$ _____ / ea.

Yield: _____ Cost per Copy* (Yield / Cost) \$ _____

* Rounded to four (4) decimal places)

Developer (brand / mfr. product no.) _____ \$ _____ / ea.

Yield: _____ Cost per Copy* (Yield / Cost) \$ _____

* Rounded to four (4) decimal places)

Staples (brand / mfr. product no.) _____ \$ _____ / ea.

Yield: _____ Cost per Copy* (Yield / Cost) \$ _____

* Rounded to four (4) decimal places)

Monthly Rental Pricing on Required Equipment Accessories:

RADF \$ _____ (Model/Manufacturer Numbers): _____

PFU \$ _____ (Model/Manufacturer Numbers): _____

LCT \$ _____ (Model/Manufacturer Numbers): _____

Stapler/Finisher \$ _____ (Model/Manufacturer Numbers): _____

2/3 hole Punch Kit \$ _____ (Model/Manufacturer Numbers): _____

Monthly Rental Pricing on Required Networking Accessories:

Basic Networking/Scanning \$ _____ (Model/Manufacturer Numbers): _____

Additional Memory: 64 MG \$ _____ (Model/Manufacturer Numbers): _____

128 MG \$ _____ (Model/Manufacturer Numbers): _____

256 MG \$ _____ (Model/Manufacturer Numbers): _____

Hard Drive (Scan to File) \$ _____ (Model/Manufacturer Numbers): _____

FAX Kit - single line \$ _____ (Model/Manufacturer Numbers): _____

- multi line \$ _____ (Model/Manufacturer Numbers): _____

IC Chip \$ _____ (Model/Manufacturer Numbers): _____

BID RESPONSE FORM - PAGE 8

Est. Initial Term Cost for Equipment Rental & Operating Supplies - Category 3 High Volume

Est. Operating Supply Costs for Category 3 High Volume:

Unit	Est. Cost/Copy	Mo. Allowance Or Mo. Est.	Est. Mo. Cost/Copier	Est.# of Units/Cat	Est. Mo. Cat. Cost	Est. Annual Cost	Est. Initial Term Cost
1. Toner	\$ _____	X 15,000	= \$ _____	X 62	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
2. Developer	\$ _____	X 15,000	= \$ _____	X 62	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
3. Staples	\$ _____	X 500	= \$ _____	X 62	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
4. Overage rate	\$ _____	X 0	= \$ 0	X 62	= \$ 0	x 12 = \$ 0	x 3 = \$ 0

Est. Rental Pricing on Required Equipment Accessories for Category 3 - High Volume:

Unit	Bid Price	Est. # of Units	Est. Monthly Cost	Est. Annual Cost	Est. Initial Term Cost
5. Base (Platen Only)	\$ _____	X 62	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
6. RADF	\$ _____	X 62	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
7. PFU	\$ _____	X 62	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
8. LCT	\$ _____	X 62	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
9. Stapler/Finisher	\$ _____	X 62	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
10. 2-3 Hole Punch Kit	\$ _____	X 3	= \$ _____	x 12 = \$ _____	x 3 = \$ _____

Est. Rental Pricing on Required Networking Accessories for Category 3 - High Volume:

Unit	Bid Price	Est. # of Units	Est. Monthly Cost	Est. Annual Cost	Est. Initial Term Cost
11. Basic Networking/Scanning	\$ _____	X 73	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
12. Additional Memory: 64 MG	\$ _____	X 1	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
128 MG	\$ _____	X 2	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
256 MG	\$ _____	X 2	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
13. Hard Drive	\$ _____	X 5	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
14. FAX Kit - single line	\$ _____	X 1	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
- multi line	\$ _____	X 1	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
15. IC Chip	\$ _____	X 1	= \$ _____	x 12 = \$ _____	x 3 = \$ _____

Est. Grand Total Initial Term Cost for Category 3 - High Volume (Sum of Est. Initial Term Cost of 1-14) = \$ _____ (Enter on page 14)

BID RESPONSE FORM - PAGE 9
Est. Initial Term Cost for Equipment Rental & Operating Supplies
Category 4

Category 4:

Monthly Copy Allowance: 30,000 copies

Base Model Offered (Model/Manufacturer Numbers): _____

Monthly Rental Rate (Base Model & Monthly Copy Allowance): \$ _____

Overage rate per copy (for each copy in excess of 360,000/year): \$ _____

Operating Supplies:

Toner (brand / mfr. product no.) _____ \$ _____ / ea.

Yield: _____ Cost per Copy* (Yield / Cost) \$ _____

* Rounded to four (4) decimal places)

Developer (brand / mfr. product no.) _____ \$ _____ / ea.

Yield: _____ Cost per Copy* (Yield / Cost) \$ _____

* Rounded to four (4) decimal places)

Staples (brand / mfr. product no.) _____ \$ _____ / ea.

Yield: _____ Cost per Copy* (Yield / Cost) \$ _____

* Rounded to four (4) decimal places)

Monthly Rental Pricing on Required Equipment Accessories:

RADF \$ _____ (Model/Manufacturer Numbers): _____

PFU \$ _____ (Model/Manufacturer Numbers): _____

LCT \$ _____ (Model/Manufacturer Numbers): _____

Stapler/Finisher \$ _____ (Model/Manufacturer Numbers): _____

2/3 hole Punch Kit \$ _____ (Model/Manufacturer Numbers): _____

Monthly Rental Pricing on Required Networking Accessories:

Basic Networking/Scanning \$ _____ (Model/Manufacturer Numbers): _____

Additional Memory: 64 MG \$ _____ (Model/Manufacturer Numbers): _____

128 MG \$ _____ (Model/Manufacturer Numbers): _____

256 MG \$ _____ (Model/Manufacturer Numbers): _____

Hard Drive (Scan to File) \$ _____ (Model/Manufacturer Numbers): _____

FAX Kit - single line \$ _____ (Model/Manufacturer Numbers): _____

- multi line \$ _____ (Model/Manufacturer Numbers): _____

BID RESPONSE FORM - PAGE 10

Est. Initial Term Cost for Equipment Rental & Operating Supplies - Category 4

Est. Operating Supply Costs for Category 4:

Unit	Est. Cost/Copy	Mo. Allowance Or Mo. Est.	Est. Mo. Cost/Copier	Est.# of Units/Cat	Est. Mo. Cat. Cost	Est. Annual Cost	Est. Initial Term Cost
1. Toner	\$ _____	X 30,000	= \$ _____	X 32	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
2. Developer	\$ _____	X 30,000	= \$ _____	X 32	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
3. Staples	\$ _____	X 1,000	= \$ _____	X 32	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
4. Overage rate	\$ _____	X 0	= \$ 0	X 32	= \$ 0	x 12 = \$ 0	x 3 = \$ 0

Est. Rental Pricing on Required Equipment Accessories for Category 4:

Unit	Bid Price	Est. # of Units	Est. Monthly Cost	Est. Annual Cost	Est. Initial Term Cost
5. Base (Platen Only)	\$ _____	X 32	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
6. RADF	\$ _____	X 32	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
7. PFU	\$ _____	X 32	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
8. LCT	\$ _____	X 32	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
9. Stapler/Finisher	\$ _____	X 32	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
10. 2-3 Hole Punch Kit	\$ _____	X 3	= \$ _____	x 12 = \$ _____	x 3 = \$ _____

Est. Rental Pricing on Required Networking Accessories for Category 4:

Unit	Bid Price	Est. # of Units	Est. Monthly Cost	Est. Annual Cost	Est. Initial Term Cost
11. Basic Networking/Scanning	\$ _____	X 73	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
12. Additional Memory: 64 MG	\$ _____	X 1	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
128 MG	\$ _____	X 2	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
256 MG	\$ _____	X 2	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
13. Hard Drive	\$ _____	X 1	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
14. FAX Kit - single line	\$ _____	X 1	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
- multi line	\$ _____	X 1	= \$ _____	x 12 = \$ _____	x 3 = \$ _____

Est. Grand Total Initial Term Cost for Category 4 (Sum of Est. Initial Term Cost of 1-13) = \$ _____ (Enter on page 14)

BID RESPONSE FORM - PAGE 11
Est. Initial Term Cost for Equipment Rental & Operating Supplies
Category

Category 5:

Monthly Copy Allowance: 60,000

Base Model Offered (Model/Manufacturer Numbers): _____

Monthly Rental Rate (Base Model & Monthly Copy Allowance): \$ _____

Overage rate per copy (for each copy in excess of 720,000/year): \$ _____

Operating Supplies:

Toner (brand / mfr. product no.) _____ \$ _____ / ea.

Yield: _____ Cost per Copy* (Yield / Cost) \$ _____

* Rounded to four (4) decimal places

Developer (brand / mfr. product no.) _____ \$ _____ / ea.

Yield: _____ Cost per Copy* (Yield / Cost) \$ _____

* Rounded to four (4) decimal places

Staples (brand / mfr. product no.) _____ \$ _____ / ea.

Yield: _____ Cost per Copy* (Yield / Cost) \$ _____

* Rounded to four (4) decimal places

Monthly Rental Pricing on Required Equipment Accessories:

RADF \$ _____ (Model/Manufacturer Numbers): _____

PFU \$ _____ (Model/Manufacturer Numbers): _____

LCT \$ _____ (Model/Manufacturer Numbers): _____

Stapler/Finisher \$ _____ (Model/Manufacturer Numbers): _____

2/3 hole Punch Kit \$ _____ (Model/Manufacturer Numbers): _____

Monthly Rental Pricing on Required Networking Accessories:

Basic Networking/Scanning \$ _____ (Model/Manufacturer Numbers): _____

Additional Memory: 64 MG \$ _____ (Model/Manufacturer Numbers): _____

128 MG \$ _____ (Model/Manufacturer Numbers): _____

256 MG \$ _____ (Model/Manufacturer Numbers): _____

Hard Drive (Scan to File) \$ _____ (Model/Manufacturer Numbers): _____

FAX Kit - single line \$ _____ (Model/Manufacturer Numbers): _____

- multi line \$ _____ (Model/Manufacturer Numbers): _____

BID RESPONSE FORM - PAGE 12

Est. Initial Term Cost for Equipment Rental & Operating Supplies - Category 5

Est. Operating Supply Costs for Category 5:

Unit	Est. Cost/Copy	Mo. Allowance Or Mo. Est.	Est. Mo. Cost/Copier	Est.# of Units/Cat	Est. Mo. Cat. Cost	Est. Annual Cost	Est. Initial Term Cost
1. Toner	\$ _____	X 60,000	= \$ _____	X 19	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
2. Developer	\$ _____	X 60,000	= \$ _____	X 19	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
3. Staples	\$ _____	X 2,000	= \$ _____	X 19	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
4. Overage rate	\$ _____	X 0	= \$ 0	X 19	= \$ 0	x 12 = \$ 0	x 3 = \$ 0

Est. Rental Pricing on Required Equipment Accessories for Category 5:

Unit	Bid Price	Est. # of Units	Est. Monthly Cost	Est. Annual Cost	Est. Initial Term Cost
5. Base (Platen Only)	\$ _____	X 19	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
6. RADF	\$ _____	X 19	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
7. PFU	\$ _____	X 19	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
8. LCT	\$ _____	X 19	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
9. Stapler/Finisher	\$ _____	X 19	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
10. 2-3 Hole Punch Kit	\$ _____	X 3	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
11. Multi-Post Inserter	\$ _____	X 2	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
12. Book Finisher	\$ _____	X 6	= \$ _____	x 12 = \$ _____	x 3 = \$ _____

Est. Rental Pricing on Required Networking Accessories for Category 5:

Unit	Bid Price	Est. # of Units	Est. Monthly Cost	Est. Annual Cost	Est. Initial Term Cost
13. Basic Networking/Scanning	\$ _____	X 73	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
14. Additional Memory: 64 MG	\$ _____	X 1	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
128 MG	\$ _____	X 2	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
256 MG	\$ _____	X 2	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
15. Hard Drive	\$ _____	X 4	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
16. FAX Kit - single line	\$ _____	X 1	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
- multi line	\$ _____	X 1	= \$ _____	x 12 = \$ _____	x 3 = \$ _____
17. Postscript	\$ _____	X 2	= \$ _____	x 12 = \$ _____	x 3 = \$ _____

Est. Grand Total Initial Term Cost for Category 5 (Sum of Est. Initial Term Cost of 1-16) = \$ _____ (Enter on page 14)

BID RESPONSE FORM - PAGE 13
Est. Initial Term Cost for Copier Relocations - All Categories

The UCS reserves the right to arrange relocation of the Equipment with a third party licensed, insured, professional mover. If there is no charge for any of the relocations descriptions below, please put "No Charge" in the applicable space(s). Do not leave any portion of the table blank, as it will be interpreted as a no-cost item. Downstate locations are considered to be the following counties: Bronx, Kings, Nassau, New York, Richmond, Queens, Suffolk and Westchester. *Downstate "Inter Building" relocations shall be defined as a move from one building to another, notwithstanding distance, should the copier remain in the same specified downstate area. Upstate locations are to be considered all other New York State counties.

Downstate Relocations - Item 4			
Description	Price	Est. # of Moves	Total
Intra Building - Stair Carry	\$ _____	1	\$ _____
Intra Building - No Stair Carry	\$ _____	11	\$ _____
Inter Building* - Stair Carry	\$ _____	1	\$ _____
Inter Building* - No Stair Carry	\$ _____	29	\$ _____

Upstate Relocations - Item 4			
Description	Price	Est. # of Moves	Total
Intra Building - Stair Carry	\$ _____	1	\$ _____
Intra Building - No Stair Carry	\$ _____	17	\$ _____
Inter Building			
1 - 50 miles - Stair Carry	\$ _____	1	\$ _____
1 - 50 miles - No Stair Carry	\$ _____	33	\$ _____
51 - 75 miles - Stair Carry	\$ _____	1	\$ _____
51 - 75 miles - No Stair Carry	\$ _____	1	\$ _____
76+ miles - Stair Carry	\$ _____	1	\$ _____
76+ miles - No Stair Carry	\$ _____	1	\$ _____
		Sum of Total Column	\$ _____

Est. Initial Term Cost for Copier Relocations - All Categories \$ _____
 (Please enter on page 14)

BID RESPONSE FORM - PAGE 14
Est. Initial Term Cost for Equipment Rental & Operating Supplies
Grand Total - All Categories

Est. Grand Total Initial Term Cost for Equipment Rental, Operating Supplies & Relocations:

Est. Total Initial Term Cost for Category 1 \$ _____

Est. Total Initial Term Cost for Category 2 \$ _____

Est. Total Initial Term Cost for Category 3 LV \$ _____

Est. Total Initial Term Cost for Category 3 HV \$ _____

Est. Total Initial Term Cost for Category 4 \$ _____

Est. Total Initial Term Cost for Category 5 \$ _____

Est. Initial Term Cost for Copier Relocations - All Categories \$ _____

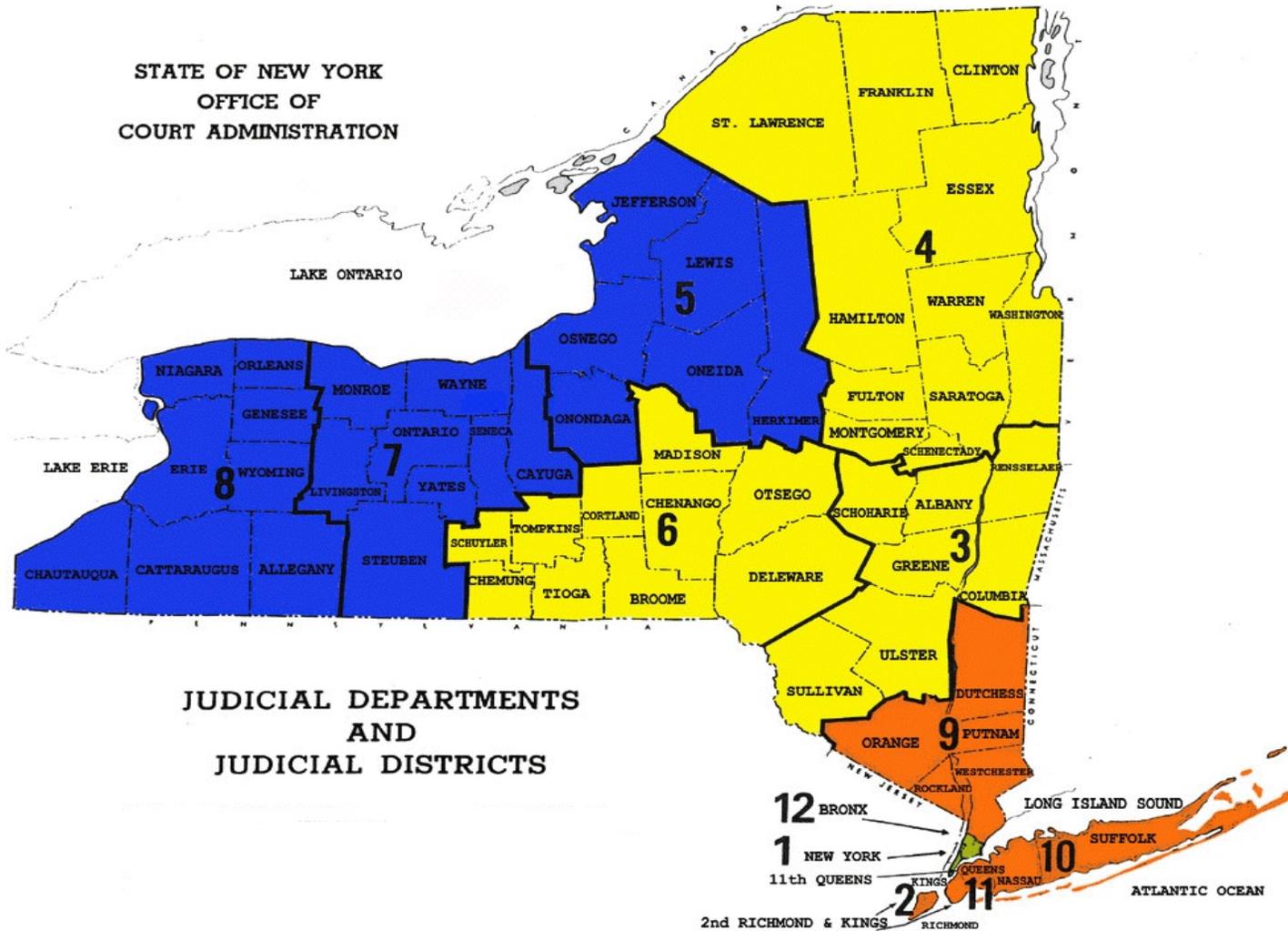
Est. Grand Total Initial Term Cost for Equipment Rental, Operating Supplies & Relocations:

\$ _____

Exhibit A

New York State (NYS)
Map of Judicial Districts

STATE OF NEW YORK
OFFICE OF
COURT ADMINISTRATION



JUDICIAL DEPARTMENTS
AND
JUDICIAL DISTRICTS

- 1ST JUDICIAL DEPARTMENT INCLUDES JUDICIAL DISTRICT 1, 12
- 2ND JUDICIAL DEPARTMENT INCLUDES JUDICIAL DISTRICT 2, 9, 10, 11
- 3RD JUDICIAL DEPARTMENT INCLUDES JUDICIAL DISTRICT 3, 4, 6
- 4TH JUDICIAL DEPARTMENT INCLUDES JUDICIAL DISTRICT 5, 7, 8

Exhibit B

Estimated Categorical Installations by Required Accessory

Exhibit B
Estimated Categorical Installations by Required Accessory Configuration

Please Note the following definitions:

RADF - Reverse Auto Document Feeder

PFU - Paper Feeding Unit

LCT - Large Capacity Tray

S/F - Stapler/Finisher

Category 1

Approx. number of base units (Platen only)	6
Approx. number with RADF	484
Approx. number with RADF & PFU	15
Approx. number with RADF & LCT	13
Approx. number with RADF & S/F	328
Approx. number with RADF, PFU & S/F	38
Approx. number with RADF, LCT & S/F	40
Approx. total current installs	924
Approx. number networked	151

Category 2

Approx. number of base units (Platen & PFU)	1
Approx. number with RADF	0
Approx. number with RADF & PFU	69
Approx. number with RADF, PFU & Added LCT	25
Approx. number with RADF & Finisher	0
Approx. number with RADF, PFU & Finisher	197
Approx. number with RADF, PFU, Added LCT & Finisher	110
Approx. total current installs	402
Approx. number networked	73

Please Note - All units currently installed in this category include a PFU in the standard configuration to meet minimum standard paper capacity requirement.

Category 3 - Low Volume (LV):

Approx. number of base units	74
Approx. total current installs	74
Approx. number networked	18

Category 3 - High Volume (HV):

Approx. number of base units	62
Approx. total current installs	62
Approx. number networked	18

Please Note - All units currently installed in this category (both LV and HV) include a RADF and Stapler/Finisher. LCT was included in the standard configuration to meet minimum standard paper capacity requirement. PFU was not available, as standard configuration surpassed requirements.

Category 4

Approx. number of base units 32

Approx. total current installs 32

Approx. number networked 4

Please Note - All units currently installed in this category include RADF and Stapler/Finisher. LCT was included in the standard configuration to meet minimum standard paper capacity requirement. PFU was not available, as standard configuration surpassed requirements.

Category 5

Approx. number of base units 19

Approx. total current installs 19

Approx. number networked 11

Please Note - All units currently installed in this category include RADF, Stapler/Finisher and a standard paper capacity, including PFU, of 3,600 sheets.

Exhibit C

Estimated Categorical Installations
by Location (County/Zip Code)

Exhibit C - Estimated Categorical Installations by Location (County/Zip Code)

Copiers Located in Albany County by Category, Zip Code (City)

Cat 1 - 39 Cat 2 - 22 Cat 3 - 9 Cat 4 - 2 Cat 5 - 2 = Total - 74

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
12047 (Cohoes) - 5	2	2	1	-	-	-
12189 (Watervliet) - 1	1	-	-	-	-	-
12203 (Albany) - 1	-	-	-	-	-	1
12205 (Albany) - 7	3	4	-	-	-	-
12207 (Albany) - 41	25	11	2	3	1	-
12208 (Albany) - 1	-	1	-	-	-	-
12223 (Albany) - 11	6	2	1	1	1	-
12224 (Albany) - 4	2	-	1	-	-	1
12225 (Albany) - 3	-	2	-	-	-	-

Copiers Located in Allegany County by Category, Zip Code (City)

Cat 1 - 4 Cat 2 - 2 = Total - 6

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
14813 (Belmont) - 6	4	2	-	-	-	-

Copiers Located in Bronx County by Category, Zip Code (City)

Cat 1 - 47 Cat 2 - 33 Cat 3 - 8 Cat 4 - 2 = Total - 90

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
10451 (Bronx) - 67	39	21	1	6	-	-
10456 (Bronx) - 8	-	7	-	1	-	-
10461 (Bronx) - 2	1	1	-	-	-	-
10465 (Bronx) - 13	7	4	-	-	2	-

Exhibit C - Estimated Categorical Installations by Location (County/Zip Code)

Copiers Located in Broome County by Category, Zip Code (City)

Cat 1 - 22 Cat 2 - 2 = Total - 24

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
13901 (Binghamton) - 24	22	2	-	-	-	-

Copiers Located in Cattaraugus County by Category, Zip Code (City)

Cat 1 - 4 Cat 2 - 2 Cat 3 - 1 = Total - 7

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
14755 (Little Valley) - 2	2	-	-	-	-	-
14760 (Olean) - 4	1	2	1	-	-	-
14779 (Salamanca) - 1	1	-	-	-	-	-

Copiers Located in Chautauqua County by Category, Zip Code (City)

Cat 1 - 6 Cat 2 - 4 = Total - 10

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
14084 (Dunkirk) - 1	-	1	-	-	-	-
14701 (Jamestown) - 1	-	1	-	-	-	-
14757 (Mayville) - 8	6	2	-	-	-	-

Copiers Located in Chemung County by Category, Zip Code (City)

Cat 1 - 9 Cat 2 - 1 = Total - 10

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
14901 (Elmira) - 10	9	1	-	-	-	-

Exhibit C - Estimated Categorical Installations by Location (County/Zip Code)

Copiers Located in Chenango County by Category, Zip Code (City)

Cat 1 - 6 Cat 2 - 2 = Total - 8

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
13815 (Norwich) - 8	6	2	-	-	-	-

Copiers Located in Clinton County by Category, Zip Code (City)

Cat 1 - 9 Cat 2 - 4 Cat 4 - 1 = Total - 14

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
12901 (Plattsburgh) - 12	8	3	-	-	1	-
12903 (Plattsburgh) - 2	1	1	-	-	-	-

Copiers Located in Columbia County by Category, Zip Code (City)

Cat 1 - 9 Cat 3 - 1 = Total - 10

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
12534 (Hudson) - 10	9	-	-	1	-	-

Copiers Located in Cortland County by Category, Zip Code (City)

Cat 1 - 4 Cat 2 - 1 = Total - 5

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
13045 (Cortland) - 5	4	1	-	-	-	-

Copiers Located in Delaware County by Category, Zip Code (City)

Cat 1 - 3 Cat 2 - 2 = Total - 5

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
13753 (Delhi) - 5	3	2	-	-	-	-

Exhibit C - Estimated Categorical Installations by Location (County/Zip Code)

Copiers Located in Dutchess County by Category, Zip Code (City)

Cat 1 - 18 Cat 2 - 2 Cat 3 - 3 = Total - 23

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
12508 (Beacon) - 2	2	-	-	-	-	-
12601 - (Poughkeepsie) - 20	16	1	2	1	-	-
12602 - (Poughkeepsie) - 1	-	1	-	-	-	-

Copiers Located in Erie County by Category, Zip Code (City)

Cat 1 - 34 Cat 2 - 17 Cat 3 - 5 Cat 5 - 1 = Total - 57

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
14150 (Tonawanda) - 1	-	1	-	-	-	-
14202 (Buffalo) - 54	34	14	2	3	-	1
14203 (Buffalo) - 1	-	1	-	-	-	-
14218 (Lackawanna) - 1	-	1	-	-	-	-

Copiers Located in Essex County by Category, Zip Code (City)

Cat 1 - 3 Cat 2 - 1 Cat 3 - 1 = Total - 5

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
12932 (Elizabethtown) - 5	3	1	-	1	-	-

Copiers Located in Franklin County by Category, Zip Code (City)

Cat 1 - 4 Cat 2 - 2 Cat 3 - 1 = Totals - 7

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
12953 (Malone) - 6	3	2	-	1	-	-
12986 (Tupper Lake) - 1	1	-	-	-	-	-

Exhibit C - Estimated Categorical Installations by Location (County/Zip Code)

Copiers Located in Fulton County by Category, Zip Code (City)

Cat 1 - 10 Cat 2 - 1 Cat 3 - 1 = Total - 12

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
12078 - (Gloversville) - 1	-	1	-	-	-	-
12095 - (Johnstown) - 11	10	-	1	-	-	-

Copiers Located in Genesee County by Category, Zip Code (City)

Cat 1 - 3 Cat 2 - 2 Cat 3 - 1 = Total - 6

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
14020 (Batavia) - 6	3	2	1	-	-	-

Copiers Located in Greene County by Category, Zip Code (City)

Cat 1 - 6 Cat 2 - 2 = Total - 8

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
12414 (Catskill) - 8	6	2	-	-	-	-

Copiers Located in Hamilton County by Category, Zip Code (City)

Cat 1 - 2 = Total - 2

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
12108 (Lake Pleasant) - 1	1	-	-	-	-	-
12842 (Indian Lake) - 1	1	-	-	-	-	-

Copiers Located in Herkimer County by Category, Zip Code (City)

Cat 1 - 5 Cat 3 - 2 = Total - 7

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
13350 (Herkimer) - 6	4	-	1	1	-	-
13365 (Little Falls) - 1	1	-	-	-	-	-

Exhibit C - Estimated Categorical Installations by Location (County/Zip Code)

Copiers Located in Jefferson County by Category, Zip Code (City)

Cat 1 - 8 Cat 2 - 3 Cat 3 - 2 = Total - 13

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
13601 (Watertown) - 13	8	3	1	1	-	-

Copiers Located in Kings County by Category, Zip Code (City)

Cat 1 - 104 Cat 2 - 42 Cat 3 - 10 Cat 4 - 6 Cat 5 - 2 = Total - 164

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
11201 (Brooklyn) - 157	100	39	6	4	6	2
11206 (Brooklyn) - 1	1	-	-	-	-	-
11208 (Brooklyn) - 1	1	-	-	-	-	-
11220 (Brooklyn) - 1	-	1	-	-	-	-
11231 (Brooklyn) - 4	2	2	-	-	-	-

Copiers Located in Lewis County by Category, Zip Code (City)

Cat 1 - 5 Cat 3 - 1 = Total - 6

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
13367 (Lowville) - 6	5	-	1	-	-	-

Copiers Located in Madison County by Category, Zip Code (City)

Cat 1 - 5 = Total - 5

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
13163 (Wampsville) - 4	4	-	-	-	-	-
13421 (Oneida) - 1	1	-	-	-	-	-

Exhibit C - Estimated Categorical Installations by Location (County/Zip Code)

Copiers Located in Monroe County by Category, Zip Code (City)

Cat 1 - 4 Cat 2 - 2 Cat 3 - 2 = Total - 8

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
14604 (Rochester) - 7	3	2	1	1	-	-
14614 (Rochester) - 1	1	-	-	-	-	-

Copiers Located in Montgomery County by Category, Zip Code (City)

Cat 1 - 9 Cat 2 - 1 Cat 3 - 1 = Total - 11

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
12010 (Amsterdam) - 2	1	1	-	-	-	-
12065 (Fonda) - 2	2	-	-	-	-	-
12068 (Fonda) - 7	6	-	-	1	-	-

Copiers Located in Nassau County by Category, Zip Code (City)

Cat 1 - 27 Cat 2 - 25 Cat 3 - 11 Cat 4 - 2 = Total - 65

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
11501 (Mineola) - 39	16	16	1	5	1	-
11542 (Glen Cove) - 2	2	-	-	-	-	-
11550 (Hempstead) - 15	8	5	1	1	-	-
11554 (East Meadow) - 1	1	-	-	-	-	-
11561 (Long Beach) - 1	-	1	-	-	-	-
11590 (Westbury) - 7	3	-	-	3	1	-

Exhibit C - Estimated Categorical Installations by Location (County/Zip Code)

Copiers Located in New York County by Category, Zip Code (City)

Cat 1 - 93 Cat 2 - 108 Cat 3 - 26 Cat 4 - 2 Cat 5 - 9 = Total - 238

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
10004 (New York) - 37	4	25	2	1	-	5
10006 (New York) - 5	3	1	-	-	-	1
10007 (New York) - 40	9	17	7	7	-	-
10010 (New York) - 19	12	5	-	1	1	-
10013 (New York) - 120	63	46	3	4	1	3
10014 (New York) - 1	-	1	-	-	-	-
10016 (New York) - 1	-	1	-	-	-	-
10019 (New York) - 3	1	2	-	-	-	-
10029 (New York) - 1	-	1	-	-	-	-
10035 (New York) - 5	-	5	-	-	-	-
10035 (Ward's Island) - 2	-	2	-	-	-	-
10037 (New York) - 1	1	-	-	-	-	-
10038 (New York) - 2	-	1	-	1	-	-
10169 (New York) - 1	-	1	-	-	-	-

Copiers Located in Niagara County by Category, Zip Code (City)

Cat 1 - 13 Cat 2 - 7 Cat 3 - 1 = Total - 21

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
14094 (Lockport) - 11	8	2	1	-	-	-
14120 (N. Tonawanda) - 1	-	1	-	-	-	-
14301 (Niagara Falls) - 2	1	1	-	-	-	-
14302 (Niagara Falls) - 5	3	2	-	-	-	-
14305 (Niagara Falls) - 2	1	1	-	-	-	-

Exhibit C - Estimated Categorical Installations by Location (County/Zip Code)

Copiers Located in Oneida County by Category, Zip Code (City)

Cat 1 - 29 Cat 2 - 4 Cat 3 - 1 Cat 4 - 2 = Total - 36

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
13440 (Rome) - 7	5	1	-	-	1	-
13461 (Sherrill) - 1	1	-	-	-	-	-
13501 (Utica) - 23	19	3	-	-	1	-
13502 (Utica) - 5	4	-	-	1	-	-

Copiers Located in Onondaga County by Category, Zip Code (City)

Cat 1 - 38 Cat 2 - 7 Cat 3 - 3 Cat 4 - 1 Cat 5 - 2 = Total 51

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
13202 (Syracuse) - 50	37	7	1	2	1	2
13204 (Syracuse) - 1	1	-	-	-	-	-

Copiers Located in Orange County by Category, Zip Code (City)

Cat 1 - 20 Cat 2 - 3 Cat 3 - 2 = Total - 25

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
10924 (Goshen) - 16	13	2	-	1	-	-
10940 (Middletown) - 2	1	1	-	-	-	-
12550 (Newburgh) - 5	4	-	-	1	-	-
12771 - Port Jervis - 2	2	-	-	-	-	-

Copiers Located in Orleans County by Category, Zip Code (City)

Cat 1 - 3 = Total 3

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
14411 (Albion) - 3	3	-	-	-	-	-

Exhibit C - Estimated Categorical Installations by Location (County/Zip Code)

Copiers Located in Oswego County by Category, Zip Code (City)

Cat 1 - 11 Cat 3 - 1 Cat 4 - 1 = Total - 13

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
13069 (Fulton) - 1	1	-	-	-	-	-
13126 (Oswego) - 12	10	-	1	-	1	-

Copiers Located in Otsego County by Category, Zip Code (City)

Cat 1 - 7 Cat 2 - 2 = Total - 9

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
13326 (Cooperstown) - 8	6	2	-	-	-	-
13820 (Oneonta) - 1	1	-	-	-	-	-

Copiers Located in Putnam County by Category, Zip Code (City)

Cat 1 - 7 Cat 3 - 1 = Total - 8

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
10512 (Carmel) - 8	7	-	1	-	-	-

Copiers Located in Queens County by Category, Zip Code (City)

Cat 1 - 49 Cat 2 - 33 Cat 3 - 8 Cat 4 - 10 Cat 5 - 1 = Total - 101

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
11101 (Long Island City) - 3	1	1	-	-	1	-
11373 (Elmhurst) - 1	1	-	-	-	-	-
11415 (Kew Gardens) - 27	16	6	3	1	1	-
11424 (Kew Gardens) - 3	-	1	1	-	1	-
11427 (Queens Village) - 2	2	-	-	-	-	-
11432 (Jamaica) - 21	16	5	-	-	-	-
11435 (Jamaica) - 44	13	20	2	1	7	1

Exhibit C - Estimated Categorical Installations by Location (County/Zip Code)

Copiers Located in Rensselaer County by Category, Zip Code (City)

Cat 1 - 16 Cat 2 - 6 Cat 3 - 3 Cat 5 - 1 = Total 26

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
12144 (Rensselaer) - 1	1	-	-	-	-	-
12180 (Troy) - 25	15	6	3	-	-	1

Copiers Located in Richmond County by Category, Zip Code (City)

Cat 1 - 31 Cat 2 - 10 Cat 3 - 1 = Total - 42

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
10301 (Staten Island) - 38	29	9	-	-	-	-
10304 (Staten Island) - 2	-	1	1	-	-	-
10305 (Staten Island) - 1	1	-	-	-	-	-
10314 (Staten Island) - 1	1	-	-	-	-	-

Copiers Located in Rockland County by Category, Zip Code (City)

Cat 1 - 11 Cat 2 - 3 = Total - 14

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
10956 (New City) - 12	9	3	-	-	-	-
10962 (Orangeburg) - 1	1	-	-	-	-	-
10984 (Thiells) - 1	1	-	-	-	-	-

Copiers Located in Saratoga County by Category, Zip Code (City)

Cat 1 - 19 Cat 2 - 5 = Total - 24

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
12118 (Mechanicville) - 1	1	-	-	-	-	-
12020 (Ballston Spa) - 17	14	3	-	-	-	-
12866 (Saratoga Springs) - 6	4	2	-	-	-	-

Exhibit C - Estimated Categorical Installations by Location (County/Zip Code)

Copiers Located in Schenectady County by Category, Zip Code (City)

Cat 1 - 15 Cat 2 - 5 Cat 3 - 3 = Total - 23

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
12305 (Schenectady) - 23	15	5	3	-	-	-

Copiers Located in Schoharie County by Category, Zip Code (City)

Cat 1 - 5 Cat 3 - 1 = Total - 6

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
12157 (Schoharie) - 6	5	-	-	1	-	-

Copiers Located in St. Lawrence County by Category, Zip Code (City)

Cat 1 - 7 Cat 2 - 3 Cat 4 - 1 = Total - 11

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
13617 (Canton) - 9	6	1	1	-	1	-
13669 (Ogdensburg) - 2	1	1	-	-	-	-

Copiers Located in Suffolk County by Category, Zip Code (City)

Cat 1 - 63 Cat 2 - 13 Cat 3 - 7 Cat 4 - 1 Cat 5 - 1 = Total - 85

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
11722 (Central Islip) - 45	31	8	2	2	1	1
11746 (Huntington Station) - 1	1	-	-	-	-	-
11757 (Lindenhurst) - 2	1	1	-	-	-	-
11772 (Patchogue) - 1	1	-	-	-	-	-
11779 (Ronkonkoma) - 1	-	-	-	1	-	-
11788 (Hauppauge) - 3	3	-	-	-	-	-
11901 (Riverhead) - 33	27	4	2	-	-	-

Exhibit C - Estimated Categorical Installations by Location (County/Zip Code)

Copiers Located in Sullivan County by Category, Zip Code (City)

Cat 1 - 6 Cat 2 - 3 Cat 3 - 1 = Total - 10

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
12701 (Monticello) - 10	6	3	1	-	-	-

Copiers Located in Tioga County by Category, Zip Code (City)

Cat 1 - 2 Cat 2 - 1 Total - 3

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
13827 (Owego) - 3	2	1	-	-	-	-

Copiers Located in Tompkins County by Category, Zip Code (City)

Cat 1 - 6 = Total - 6

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
14850 (Ithaca) - 6	6	-	-	-	-	-

Copiers Located in Ulster County by Category, Zip Code (City)

Cat 1 - 10 Cat 2 - 1 Cat 3 - 3 Cat 4 - 1 = Total - 15

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
12401 (Kingston) - 15	10	1	3	-	1	-

Copiers Located in Warren County by Category, Zip Code (City)

Cat 1 - 9 Cat 2 - 1 Cat 3 - 1 = Total - 11

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
12801 (Glens Falls) - 2	1	1	-	-	-	-
12845 (Lake George) - 9	8	1	-	1	-	-

Exhibit C - Estimated Categorical Installations by Location (County/Zip Code)

Copiers Located in Washington County by Category, Zip Code (City)

Cat 1 - 8 Cat 2 - 1 Cat 3 - 1 = Total - 10

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
12828 (Fort Edward) - 10	8	1	-	1	-	-

Copiers Located in Wayne County by Category, Zip Code (City)

Cat 2 - 1 = Total - 1

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
14489 (Lyons) - 1	-	1	-	-	-	-

Copiers Located in Westchester County by Category, Zip Code (City)

Cat 1 - 41 Cat 2 - 10 Cat 3 - 12 = Total - 63

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
10550 (Mt Vernon) - 2	1	-	-	1	-	-
10566 (Peekskill) - 2	2	-	-	-	-	-
10580 (Rye) - 2	2	-	-	-	-	-
10591 (Tarrytown) -	2	-	-	-	-	-
10601 (White Plains) - 39	26	5	8	-	-	-
10603 (White Plains) - 3	1	2	-	-	-	-
10701 (Yonkers) - 9	5	2	1	1	-	-
10801 - (New Rochelle) - 4	2	1	1	-	-	-

Copiers Located in Wyoming County by Category, Zip Code (City)

Cat 2 - 2 = Total - 2

Breakdown by Zip Code & City:

Zip Code (City)	Cat 1	Cat 2	Cat 3 LV	Cat 3 HV	Cat 4	Cat 5
14569 (Warsaw) - 2	-	2	-	-	-	-