

ORIGINAL



Invitation To Bid

Louisville/Jefferson Co Metro Government

Bid Number: 1992

Revision: 0
Date: 27-JAN-10

Sealed bids will be received until 3.00 PM and publicly opened and all bid prices read aloud at that hour on date specified and under following conditions:

Bids received after 3.00 PM on Reply By Date will not be opened.

Bids must be signed by individuals or firms making bid. Samples to be submitted if requested. The right is reserved to select the lowest and best bid, also to reject any or all bids or any part thereof.

On proposals amounting to \$2000.00 or over, successful bidder may be required to execute and give performance bond for full amount of same by a Surety Company authorized to do business in the Commonwealth of Kentucky before order is issued.

All items quoted are considered F.O.B. Delivered, unless otherwise stated.

Mark envelope with Bid Number, Reply By Date and Address to:

Metro Purchasing Department
611 West Jefferson Street
Mezzanine Level
Louisville, KY 40202

Reply By: 18-FEB-10

Description

- 1 Price Contract for Louisville Metro to provide a portion of their requirements for Pay-for-Print Copies and PC Printing for a twelve month period per the attached specifications.

DELIVERY TIME: 30-45 DAYS
(# of days A.R.O.)

We guarantee all the above named goods to be first-class and equal in every particular to above specification. Delivery to be made immediately on advice of acceptance unless otherwise specified.

UNSIGNED BIDS WILL NOT BE CONSIDERED

FIRM NAME: DUPLICATOR SALES & SERVICE

OFFICIAL'S SIGNATURE: [Signature]

ADDRESS: 831 E. BROADWAY
LOU., KY 40204

PHONE: 502-560-0778

DATE: 2/17/10



Invitation To Bid

Bid#: 1992

Louisville/Jefferson Co Metro Government

Standard Text

RENEWAL OPTION:

Metro Government reserves the right to renew & extend contracts for a period of one (1) year and from year to year thereafter, upon the same terms and conditions, if such renewal or extension is agreed to by the contractor. Total contract period cannot exceed five (5) years. Written notice of Metro Government's intention to renew/extend will be sent prior to the expiration date.

Metro Government reserves the right to issue a separate bid for this product / service when it is in it's best interest.

Any Kentucky Public Procurement Agency will have the option of making purchases or establishing a Price Contract under the terms and conditions of this bid.

Contractor shall notify Louisville-Jefferson County Metro Purchasing of any change in their status within 30 days of the change.

The prices on the resulting contract shall be the maximum that will be charged for the covered products and/or services. Any requested increase of these prices shall be requested in writing to the Metro Division of Purchasing. The Division of Purchasing will either accept or decline the request. Increases shall not be effective until approval is received in writing.

All materials submitted in response to the solicitation document will become the property of Metro. One copy of a submitted proposal will be retained for official files and will become public record. Any material that a vendor considers as confidential, but does not meet the disclosure exemption requirements of the Kentucky Open Records Act, should not be included in the vendor's proposal, as it may be made available to the public.

If a vendor's proposal contains materials noted or marked as confidential and/or proprietary that, in Metro's sole opinion, meets the disclosure exemption requirements of the ORA, then that information will not be disclosed pursuant to a written request for public documents. If Metro does not consider such material to be exempt from disclosure under the ORA, the material may be made available to the public, regardless of the notation or marking. If a vendor is unsure if its confidential and/or proprietary material meets the disclosure exemption requirements of the ORA, then it should not include such information in its proposal because such information may be disclosed to the public.

If you have any questions concerning the Purchasing Requirements of this solicitation please



Invitation To Bid

Bid#: 1992

Louisville/Jefferson Co Metro Government

call Max Bradley at (502) 574-6430.

The Successful Bidder will be required to furnish insurance coverage as stated in the specifications.

If you do not plan to sub-contract any of this work, you must complete and sign Form GFE-1 to indicate work will be self-performed.

SUBMIT BIDS WITH A COMPLETE ORIGINAL (please mark original) AND TWO COPIES. Both copies should be complete copies of your original bid. Failure to submit ALL forms and information required in specifications may be reason for disqualification.

STANDARD TEXT

Please indicate your Louisville/Jefferson County Metro Government Revenue Commission Number [REDACTED] and your Federal Tax Identification Number [REDACTED]. If you are a Metro Government vendor or you are doing business in Metro Louisville, you should already be registered with the Revenue Commission and have all of your required taxes paid. If you become the successful vendor, you must be properly registered with the Revenue Commission and have all of your required taxes paid prior to the award of this contract. For further information please call Lisa Finegan of the Revenue Commission at (502) 574-4860.

Ordinance #214, Series 2005, concerning the requirement for an Affirmative Action Plan for contractors and vendors doing business with Louisville/Jefferson County Metro Government, shall apply to this Notice for Bids. Any questions concerning the ordinance should be directed to the Human Relations Commission at (502) 574-3631.

All parties hereto acknowledge any agreement is subject to Metro Government Ordinances, relating to the requirement of an affirmative action plan or other equal employment criteria for contractors and vendors to do business with the Metro Government. Failure to comply with the terms of said ordinances will be cause for suspension, termination or cancellation of any agreement.

All prices quoted are to be F.O.B. Delivered to Destination.

BID PRICES ARE TO BE FIRM FOR A MINIMUM OF Ninty (90) DAYS FROM BID/RFP OPENING DATE

Please include your FAX number 502-736-1727

Time discounts or cash discounts shall not be considered in award evaluation. Delivery time may be an evaluation factor in award of the Invitation for Bid/Price Inquiry/Proposal.

Metro Government is not responsible for any cost incurred by bidders/proposers in the preparation of bids/proposals.

(1) It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any contract, or subcontract, and any solicitation or proposal therefore, in which to his knowledge:

- a. He, or any member of his immediate family has a financial interest therein; or
- b. A business or organization in which he or any member of his immediate family has a financial interest as an officer, director, trustee, partner, or employee, is a party; or
- c. Any other person, business or organization with whom he or any member of his immediate family is negotiating or has an arrangement concerning prospective employment is a party. Direct or indirect participation shall include but not be limited to involvement through decision, approval, disapproval, recommendation, preparation, of any purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity.

(2) It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment, in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling or other determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal therefore.

(3) It is a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier

subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

(4) The prohibition against conflicts of interest and gratuities and kickbacks shall be conspicuously set forth in every local public agency written contract and solicitation therefore.

(5) It shall be a breach of ethical standards for any public employee or former employee knowingly to use confidential information for his actual or anticipated personal gain, or the actual or anticipated personal gain of any other person.

The mentioned manufacturer's names and model numbers are used only to indicate type and quality of merchandise needed and are in no way intended to limit bidding

Assignment of Contract: The bidder shall not assign or subcontract any portion of the contract without the express written consent of the Louisville/Jefferson County Metro Government. Any purported assignment or subcontract in violation hereof shall be void. It is expressly acknowledged that the Metro Government shall never be required or obligated to consent to any request for assignment or subcontract; and further that such refusal to consent can be for any or no reason, fully within the sole discretion of the Metro Government.

Payment Terms will be Net 30. Metro Government does not pay late fees or finance charges.

Submitted bids shall be for a firm, fixed price.

If the successful vendor agrees to extend the pricing for a twelve (12) month period additional items may be purchased from this bid by issuing a separate purchase order. The bid specifications must be met.

Inquiries on this Bid/RFP after the opening date shall be directed in writing to:

Director of Purchasing
611 West Jefferson Street - Mezzanine Level
Louisville, KY 40202

Louisville/Jefferson Co Metro Government CONDITIONS

1. Unless otherwise stated in the specifications, no bidder will be permitted to withdraw their bid until sixty calendar days after the opening date of this proposal.
2. Where this invitation covers two or more items for which unit prices are quoted, the Metro Government reserves the right to accept or reject any portion of the bid and to award purchase orders to the Metro Government's best advantage.
3. Prices quoted are to be exclusive of the State and Federal Excise Tax from which the Metro Government are exempt.
4. Explanation: Should a prospective bidder find discrepancy in or omissions from the specifications, or be in doubt as to their meanings, he/she shall at once notify the Metro Purchasing Director who shall send written instructions to all prospective bidders. The Metro Government will not be responsible for any oral instructions.
5. All commodities furnished are subject to inspection at the point of delivery by a representative of the Metro Government. All rejected supplies will be returned at vendor's expense.
6. By signature on the face of this bid the bidder expressly states that no fee/attorney's fee, commission, allowance, gratuity, reward, gift, promise or compensation of any kind has been made or paid or will be made or paid in connections with this transaction or any matters arising out of or pertaining to same.
7. The Bidder is requested to show both unit prices and lot prices. In the event of any error the unit price Bid shall prevail.
8. The Metro Purchasing Director reserves the right to waive any formality and/or technicality in any Bid if such waiver is to the Metro Government's advantage.
9. Bids shall be submitted on the forms provided and must be signed by the bidder or an authorized representative. Any corrections to entries made on bid forms should be initiated by the person signing the bid.
10. Bids must be submitted as directed in the Invitation for Bids.
11. Bids shall be submitted prior to the time fixed in the Invitation for Bids.
12. If more than one bid is offered on the same item by one party, or by any person or persons representating a party, all such bids shall be rejected.
13. The owner reserves the right to reject any and all bids.
14. The bidder to whom award is made may enter into a written contract with the Metro Government within the time specified in the Invitation. All insurance requirements including performance and payment bonds shall be furnished the time of signing the formal agreement.
15. The contractor agrees that in the performance of this agreement with the Metro Government, he/she will not discriminate against any workers because of race, creed, color, religion, national origin, handicap or sex and will comply with all applicable Federal, State or local laws and regulation prohibiting such discrimination. The aforesaid provision shall include, but not be limited to the following: Employment and upgrading, demolition or transfer, recruitment and recruitment advertising, lay-off or termination, rates of pay or other forms of compensation, selection for training including apprenticeship. The contractor agrees to post

thereafter in conspicuous places, available for employees and all applicants for employment, notices setting forth the provisions of the above non-discrimination clause. The contractor further agrees to insert the foregoing provision in all sub-contracts hereunder.

16. PATENT INFRINGEMENT - The supplier/contractor must indemnify the Metro Purchasing Department against all damages and expenses resulting from patent infringement.

PLEASE READ CAREFULLY

This Invitation for Bids contains a signature page at the end of the document. By signing the signature page, the Bidder agrees to be bound by the following terms and conditions:

Bidder agrees that this document shall become the final contract and shall be legally bound by the bid document including all terms, conditions and specifications contained in the Invitation for Bids.

Bidder acknowledges that the individual signing the bid document for the Bidder has the authority to contractually and legally bind Bidder to the bid document and all terms, conditions and specifications contained therein.

Once this Invitation for Bids document has been signed and received by the Purchasing Department of the Metro Government, Bidder will not be allowed to change, alter, amend or withdraw their bid except with the express permission of the Director of Purchasing or in accordance to law.

In accordance with Condition #2 attached to the Invitation, if the award is divided among or between vendors, written notification will be given to each vendor of the specific items covered on their respective contracts.

SIGNATURE PAGE

Mike Helmsdale

Contractor (Please sign here and type in company name on line immediately below. Please leave all other lines blank)

DUPLICATOR SALES & SERVICE

Company Name DUPLICATOR SALES & SERVICE

Craig A Bower

Director of Purchasing

Contract Term: Effective: 3-31-2010

Expires: 3-30-2011

Items Covered: All: _____

See Attached: _____

The Invitation for Bid and response will become part of the contract

LIVING WAGE PREFERENCE

Ordinance 91, Series 2003 establishes a preference for businesses, which provide their employees a minimum wage equal to or exceeding the minimum wage set forth in Section I of the ordinance as of July 1, 2003. That amount is currently \$9.00/hour for all full time employees.

If supplies or services are to be purchased by competitive sealed bidding, or by competitive negotiation, and the supplies or services are available from a minimum wage business, the bid price or cost quoted by each minimum wage business shall be reduced by 5% for the purpose of determining the lowest bid price; however nothing in the ordinance prohibits the awarding of contracts by Metro Government on the basis of evaluated bid price.

In order to qualify for the 5% preference under Section II of the ordinance, if a contract is for services, and a bidder or offeror uses subcontractors to perform all or part of the work required under the contract, the bidder or offeror shall not subcontract more than 20% of the work to non-minimum wage businesses unless such services are not available from minimum wage businesses.

If a business holds itself out as a minimum wage business by indicating so below, and is subsequently awarded a contract, then it is later discovered that such information was falsely provided, such business will be liable to the Metro Government equal to 30% of the amount of the contract awarded.

If a minimum wage business is awarded a contract under this ordinance, then such business shall post a sign of the applicable minimum wage rate set forth in this ordinance in a conspicuous place and manner so as to inform employees and the public alike that such business pays its employees wages at least commensurate with the applicable minimum wage rate established by this ordinance.

If you meet the requirements of this ordinance and wish to claim certification as a minimum wage business for this bid please sign in the space below.

I certify that my business meets the requirements of Ordinance 91, Series 2003 and wish to be certified as a minimum wage business for this bid. (This page shall be included with bid submission)

Company Name DUPPLICATOR SALES & SERVICE
Authorized Official(Print) MIKE HELLMUSLER
Signature of Authorized Official Mike Hellmuser
Title SALES REP.
Date 2/17/10

LOCAL VENDOR PREFERENCE APPLICATION

To qualify for local vendor preference a business must:

- Have been established in the Louisville Metropolitan Statistical Area, as defined by the United States Census Bureau (MSA) for twelve (12) months and have an up to date local tax identification number on the date of the bid opening.
- Have its headquarters located in the Louisville MSA, or have a branch office currently located in the Louisville MSA for at least seven (7) years prior to the bid date.
- The city or county which the business is located in must have a reciprocal ordinance which recognizes businesses located in the Louisville MSA as a local business for the purpose of a procurement preference. A copy of the reciprocal ordinance shall be included with your bid.
- Utilizes local businesses to furnish at least 75% of the services under a contract unless such services are not available locally.
- Submit this completed form with your submitted bid. Incomplete applications or applications submitted after the bid opening will not be considered.

If you meet the above criteria and wish to apply for Local Vendor Preference on this bid please fill out the information at the bottom of this page. Incomplete applications will not be considered. The preference you will receive is 5% of your bid total or 5 points added to your evaluated bid total.

If a vendor is deemed a local vendor for the purposes of this preference on the basis of false information the vendor will be subjected to a fine equal to 25% of the contract price.

Any vendor who is denied local business status may petition the Director of Purchasing within 5 days of the denial. The petition shall outline the reasons why the local vendor status should be awarded. The Director of Purchasing will set a hearing for the petition. The decision of the Director will be final.

Any vendor may challenge in writing within three (3) business days following the day of in which a contract is awarded for a project the grant of a local vendor preference to another vendor. The challenge shall outline why the local vendor preference should not have been awarded. A hearing will be set by the Director of Purchasing who will hear the challenge and render a decision. The decision of the Director will be final.

You may request a complete copy of this Ordinance from the Louisville-Jefferson County Metro Purchasing Department.

.....
Company: DUP LICATOR SALES & SERVICE

Address: Street 831 E. BROADWAY

City LOUISVILLE County JEFFERSON State KY Zip 40204

Revenue Commission Number: [REDACTED]

Official: SALES REP

Signature: Misha J. [Signature]

Date: 2/17/10

ATTENTION ALL BIDDERS WHO DO NOT PLAN TO SUB-CONTRACT ANY WORK:

TO BE DEEMED RESPONSIVE TO THIS BID, YOU MUST COMPLETE AND SIGN FORM GFE-1.

BELOW IS THE SECTION YOU WILL NEED TO FIND AND COMPLETE ON THE GFE-1 FORM WITHIN THIS BID/RFP. DO NOT COMPLETE THIS PAGE. THIS IS ONLY A SAMPLE!

Signature of Company Official: _____

Date: _____

Printed Name: _____

IF YOU DECIDE TO SUB-CONTRACT THE WORK AFTER SUBMITTING YOUR RESPONSE, YOU SHOULD COMPLETE AND SEND FORM GFE-3.



Louisville
HUMAN RELATIONS COMMISSION
Carolyn Miller-Cooper, Executive Director

GOOD FAITH EFFORT (“GFE”) REQUIREMENTS

Participation by certified female owned, certified handicapped owned, or certified minority owned business entities or utilization by contractors of certified female, certified handicapped, or certified minority owned business as subcontractors, if the contract requires or warrants the use of subcontractors, is strongly encouraged and will be a consideration in determining the award of a contract.

All contractors are to utilize their best good faith efforts to utilize subcontractors, certified female owned, certified handicapped owned, and certified minority owned businesses if the procurement situation requires or warrants the use of subcontractors. Good faith efforts by contractors shall be made to reach the goals established by Metro Code of Ordinances § 37.67.

Under Metro Code of Ordinances §37.67, Louisville Metro Government has adopted the following minimum utilization goals for its annual procurement expenditures with certified minority owned, female owned and handicapped owned business enterprises (“MFHBEs”):

- 15% for certified minority owned businesses;
- 5% for certified female owned businesses; and
- 0.5% for certified handicapped owned businesses.

Failure to meet such goals will not result in disqualification from participation in the particular procurement process. Contractors, however, will be expected to provide written explanations (See attached GFE Forms) to the Executive Director of the Human Relations Commission of efforts they have made to utilize as subcontractors from certified minority, female and handicapped owned businesses.

Good faith efforts of a potential bidder include, but are not limited to the following:

- Attendance at pre-bid meetings, if any, scheduled to inform MFHBEs of prime and subcontracting opportunities;
- Advertisement in general circulation media, trade association publications, and minority and female business enterprise media to provide notice of subcontracting opportunities;
- Communication with the Human Relations Commission Office seeking assistance and identifying available qualified MFHBEs;
- Efforts made to select portions of work for MFHBE subcontracting in areas with established availability or MFHBE subcontractors;
- Providing a minimum of ten days written notice to known qualified MFHBEs that their interest in prime and subcontracting opportunities or furnishing supplies is solicited;
- Efforts to negotiate with qualified MFHBEs for specific sub-bids, including reasons for rejection of any such sub-bids offered.
- Efforts made to assist qualified MFHBEs meet bonding, insurance, or other governmental contracting requirements.

These requirements are contractual obligations and will be included in the construction contract. Failure to comply may result in a finding of breach of contract, possible disqualification of the Bidder to bid on future contracts, or a claim for damages.

SUBCONTRACTOR AND SELF-PERFORM WORK LIST (FORM GFE-1)
FORM GFE-1 DUE DAY AFTER BID OPENING BY 4:00PM - FROM ALL BIDDERS - TO LOUISVILLE METRO HUMAN RELATIONS COMMISSION (Failure to timely submit Form GFE-1 will result in bid rejection)

- Bidders shall list ALL Subcontractors/Suppliers to be used on this contract regardless of the dollar amount on Form GFE-1. If this bid includes bid alternates for additional work, Bidders shall list ALL Subcontractors/Suppliers who will be used if Louisville Metro elects to contract the additional work.
- Bidders are required to make good faith efforts to subcontract with MFHBES for every division of work available in this bid opportunity ("Divisions of Work") unless the work will be self-performed by the Bidder.
- Bidders shall list any GFE Divisions of Work they intend to self-perform and separately list any GFE Divisions of Work where the identity of the subcontractor who will perform the work is undetermined at bid time.

NOTE: If you are not using subcontractors, you should indicate "ALL" in the "Divisions of Work (Bidder Will Self-Perform)" section, sign and submit the form.

- Examples of Divisions of Work to be listed on Form GFE-1 include, but are not limited to: clearing/earthwork, site concrete, asphalt paving, framing, painting, flooring plumbing, electrical, and HVAC. The number of subcontracting opportunities or Divisions of Work for GFE purposes may be greater and/or different than the divisions of work that might be outlined in the technical specifications.
- Best good faith efforts require that Bidders make contact with each MFHBE at least ten (10) calendar days before bid opening and that MFHBES be provided the same information as other subcontractors/suppliers.
- Bidders shall contact MFHBES by letter, fax or email ("Written Communication") to advise them of potential subcontracting opportunities.
- Bidders should follow up the Written Communication with telephone calls to each MFHBE contacted to determine if a bid will be submitted or if further information is required. A MFHBE need not be contacted if that MFHBE responds to the Written Communication with a statement that the MFHBE will not bid on this project or if a MFHBE has already submitted a sub-bid.

MFHBE SUBCONTRACTOR GFE LOG (FORM GFE-2)

FORM GFE-2 WITH ATTACHED WRITTEN COMMUNICATIONS DUE DAY AFTER BID OPENING BY 4:00PM - FROM ALL BIDDERS FAILING TO MEET THE MFHBE GOALS - TO LOUISVILLE METRO HUMAN RELATIONS COMMISSION (Failure to timely submit Form GFE-2 by Bidders who did not meet the MFHBE goals on GFE-1 will result in bid rejection and failure to timely submit the attached Written Communications may result in bid rejection, at the Metro Government's discretion)

- Each Bidder who did not meet the MFHBE goals (as presented on GFE-1) shall submit Form GFE-2 with one copy of each Written Communication sent to a MFHBE Subcontractor/Supplier to solicit bids for this project.
- **Optional Good Faith Efforts**

Bidders should consider public advertisements, attendance at pre-bid meetings, and technical and/or financial assistance to MFHBES as part of their good faith efforts activities. Such activities should be listed on GFE-2 with written documentation of such activities attached.

SUBCONTRACTOR PAYMENT CERTIFICATION (FORM GFE-3)

FORM GFE-3 DUE EACH MONTH OF THE CONTRACT PERIOD

- The reporting of subcontractor payments for all Louisville Metro Government contracts will be accomplished by using the Form GFE-3, which must be submitted monthly to the Louisville Metro Human Relations Commission.
- The Form GFE-3 requires the listing of invoice numbers sent to the responsible Metro departments for payment. The amounts listed on the form should equal the total amount billed to Louisville Metro Government for the applicable month.

All forms are available on the Louisville Metro Human Relations Commission website:

<http://www.louisvilleky.gov/HumanRelations>

Louisville Metro Human Relations Commission • 410 W. Chestnut Street, Suite 300A • Louisville, KY 40202
502-574-3631 phone • 502-574-3577 fax • 502-574-4332 TDD



Louisville Jefferson County
Metro Government

Louisville Free Public Library

BID # 1992

Pay-for-Print Copies and PC Printing

TABLE OF CONTENTS

REQUEST FOR COMPETITIVE SEALED BIDS

- I. Invitation and Instructions to Bidders**
- II. General Provisions**
- III. Insurance and Hold Harmless Agreement**
- IV. General Specifications**
- V. Evaluation Criteria**

SECTION I

INVITATION AND INSTRUCTION TO BIDDERS

- 1.0 Invitation: Louisville/Jefferson County Metro Government ("Metro Government") is now accepting bids for pay-for-printing from public computers and pay for copies at the Louisville Free Public Library. The process of accepting bids and choosing the successful bidder shall be by Competitive Sealed Bidding. Sealed bids will be received at the office of Louisville Metro Department of Finance and Administration, Division of Purchasing until 3:00 PM February 18, 2010, 611 West Jefferson Street, Mezzanine Level, Louisville Kentucky, 40202. Prices for any bid item shall not be contingent upon the purchase of any other bid item included within this bid.

Bids received after the 3PM deadline on February 18, 2010 will be unopened.

Bidder Questions and Inquiries: Bidders having questions and inquiries on the specifications of this Competitive Sealed Bids shall be directed to:

Lee Burchfield, Louisville Free Public Library 502-574-1691

Any information provided is not official unless reduced to writing by the Metro Purchasing Department. Any unauthorized contact with any other city official or employee in connection with this CSB is prohibited and shall be cause for disqualification of the Bidder. No questions or inquiries will be allowed beyond the pre-bid conference date as stated in the cover letter (if one is scheduled).

Careful attention must be paid to all requested items contained in this Competitive Sealed Bid (CSB). Bidders are invited to submit bids in accordance with the requirements of this CSB. Please read the entire package before bidding. Bidders shall make the necessary entry in all blanks provided for the responses. The submitted bid shall be firm for an acceptance period of ninety (90) days from the date of the bid opening.

Submitted bid shall be for a firm, fixed price.

The entire set of documents constitutes the CSB. The Bidder must respond in total and in the same numerical order in which the CSB was issued. Bidder's notes and comments may be rendered on an attachment, provided the same format of this CSB text is followed. All notes and comments shall be made in ink or be typewritten. Mistakes may be crossed out and corrections typed or written in ink adjacent thereto and must be initialed in ink by the person signing the bid. All bids shall be returned in a sealed envelope with CSB number and opening date stated on the outside of the envelope.

By submitting a Bid, the bidder acknowledges and agrees to be bound by the terms and conditions of the solicitation. This Competitive Sealed Bid document including all terms, conditions and specifications contained herein shall become the contract if Metro Government awards the Bid to the bidder hereunder. The bidder agrees that a resulting contract is the complete and exclusive statement of the agreement between the parties, which supersedes all prior agreements, oral or written, and all other communications between the parties relating to the subject matter of this solicitation. It is further agreed between the parties, that any change of the contractual agreement must be formalized by issuance of a written modification from the Purchasing Department. The only terms and conditions acceptable to Metro Government are as outlined in this CSB. Bids containing additional and/or inconsistent terms and conditions will be considered non-responsive and shall be rejected. Purchase or sales agreements, supplied by the bidder, making an offer in reply to this solicitation will not be accepted.

In the event a conflict exists between sections of this CSB, such conflict shall be brought to the attention of the Purchasing Department in writing for resolution.

Unless contractually provided, Metro Government agencies utilizing these contracts will not be required to enter into nor sign further agreements, leases, company orders or other documents to complete or initiate the terms of a delivery order resulting from these contracts. Any such documents so obtained will not be binding on the Metro Government or its agents and shall be cause for termination of the contract by the Metro Government.

As allowed by the Metro Government Finance Manual, Purchasing Policies, Section III, A, 3, multiple contracts may be issued and those contracts, if any, shall be ranked. A secondary or lower ranking contract may be used if the primary contractor is unable to perform. However, the primary contractor shall be given the first opportunity to provide the services required. Contracts shall be utilized in the order stated in the award.

- 1.1 Bid Opening: Sealed bids will be accepted in accordance with the instructions detailed in section 1.0. The bid opening is open to the public. The Bidder shall file all documents necessary to support its bid and include them with its bid. Bidders shall be responsible for the actual delivery of bids during business hours to the address indicated in the cover letter. It shall not be sufficient to show that the bid was mailed in time to be received before scheduled closing time for receipt of bids.

SECTION II

GENERAL PROVISIONS

- 2.1 Each Bidder shall comply with all Federal, State & Local regulations concerning this type of service or good.

The Bidder agrees to comply with all statutes, rules, and regulations governing safe and healthful working conditions, including the Occupational Health and Safety Act of 1970, *29 U.S.C. 650 et.seq.*, as amended, and KRS Chapter 338. The Bidder also agrees to notify the Metro Government in writing immediately upon detection of any unsafe and/or unhealthful working conditions at the job site. Bidder agrees to indemnify, defend and hold the Metro Government harmless from all penalties, fines or other expenses arising out of the alleged violation of said laws.

- 2.2 Failure to submit ALL forms and information required in this CSB may be grounds for disqualification.
- 2.3 Addenda: All addenda, if any, shall be considered in making the bid, and such addenda shall be made a part of this CSB. Before submitting a bid, it is incumbent upon each Bidder to be informed as to whether any addenda have been issued, and the failure to cover in the bid any such addenda may result in disqualification of that bid.
- 2.4 Bid Reservations: Metro Government reserves the right to reject any or all bids, to award in whole or part, and to waive minor immaterial defects in bids. Metro Government may consider any alternative bid that meets its basic needs.
- 2.5 Liability: Metro Government is not responsible for any cost incurred by a Bidder in the preparation of bids.
- 2.6 Changes/Alterations: Bidder may change or withdraw a bid at any time prior to bid opening; however, no oral modifications will be allowed. Only telegrams, letters, or other formal written requests for modifications or corrections of a previously submitted bid which is addressed in the same manner as the bid, and received by Metro Government prior to the scheduled closing time for receipt of bids, will be accepted. The bid, when opened, will then be corrected in accordance with such written request(s), provided that the written request is contained in a sealed envelope which is plainly marked "modifications of bid".
- 2.7 Clarification of Submittal: Metro Government reserves the right to obtain clarification of any point in a bid or to obtain additional information from a Bidder.
- 2.8 Bribery Clause: By his/her signature on the bid, Bidder certifies that no employee of his/hers, any affiliate or Subcontractor, has bribed or attempted to bribe an officer or employee of the Metro Government.
- 2.9 Additional Information: While not necessary, the Bidder may include any product brochures, software documentation, sample reports, or other documentation that may assist Metro Government in better understanding and evaluating the Bidder's bid. Additional documentation shall not serve as a substitute for other documentation which is required by this CSB to be submitted with the bid.
- 2.15 Ambiguity, Conflict or other Errors in CSB: If a Bidder discovers any ambiguity, conflict, discrepancy, omission or other error in the CSB, they shall immediately notify Metro Government of such error in writing and request modification or clarification of the document.

2.16 Agreement to Bid Terms: In submitting this bid, the Bidder agrees that Bidder has carefully examined the specifications and all provisions relating to the work to be done attached hereto and made part of this bid. By acceptance of a Contract under this Competitive Sealed Bid, Bidder states that it understands the meaning, intent and requirements of the Competitive Sealed Bids and agrees to the same. The successful Bidder shall warrant that it is familiar with and understands all provisions herein and shall warrant that it can comply with them. No additional compensation to Bidder shall be authorized for services or expenses reasonably covered under these provisions that the Bidder omits from its Bid.

2.17 Cancellation: If the services to be performed hereunder by the Bidder are not performed in an acceptable manner to the Metro Government, the Metro Government may cancel this contract for cause by providing written notice to the Bidder, giving at least thirty (30) days notice of the proposed cancellation and the reasons for same. During that time period, the Bidder may seek to bring the performance of services hereunder to a level that is acceptable to the Metro Government, and the Metro Government may rescind the cancellation if such action is in Metro Government's best interest.

A. Termination for Cause

- (1) Metro Government may terminate a contract because of the contractor's failure to perform its contractual duties.
- (2) If a contractor is determined to be in default, Metro Government shall notify the contractor of the determination in writing, and may include a specified date by which the contractor shall cure the identified deficiencies. Metro Government may proceed with termination if the contractor fails to cure the deficiencies within the specified time.
- (3) A default in performance by a contractor for which a contract may be terminated shall include, but shall not necessarily be limited to:
 - (a) Failure to perform the contract according to its terms, conditions and specifications;
 - (b) Failure to make delivery within the time specified or according to a delivery schedule fixed by the contract;
 - (c) Late payment or nonpayment of bills for labor, materials, supplies, or equipment furnished in connection with a contract for construction services as evidenced by mechanics' liens filed pursuant to the provisions of KRS Chapter 376, or letters of indebtedness received from creditors by the purchasing agency;
 - (d) Failure to diligently advance the work under a contract for construction services;
 - (e) The filing of a bankruptcy petition by or against the contractor; or
 - (f) Actions that endanger the health, safety or welfare of Metro Government or its citizens.

B. At Will Termination

Notwithstanding the above provisions, the Metro Government may terminate this contract at will in accordance with the law upon providing thirty (30) days written notice of that intent. Payment for services or goods received prior to termination shall be made by the Metro Government provided those goods or services were provided in a manner acceptable to the Metro Government. Payment for those goods and services shall not be unreasonably withheld.

2.18 Assignment of Contract: The Bidder shall not assign or subcontract any portion of the Contract without the express written consent of Metro Government. Any purported assignment or subcontract in violation hereof shall be void. It is expressly acknowledged that Metro Government shall never be

required or obligated to consent to any request for assignment or subcontract; and further that such refusal to consent can be for any or no reason, fully within the sole discretion of Metro Government.

2.19 No Waiver: No failure or delay by Metro Government in exercising any right, remedy, power or privilege hereunder, nor any single or partial exercise thereof, nor the exercise of any other right, remedy, power or privilege shall operate as a waiver hereof or thereof. No failure or delay by Metro Government in exercising any right, remedy, power or privilege under or in respect of this Contract shall affect the rights, remedies, powers or privileges of Metro Government hereunder or shall operate as a waiver thereof.

2.20 Authority to do Business: The Bidder must be a duly organized and authorized to do business under the laws of Kentucky. Bidder must be in good standing and have full legal capacity to provide the services specified under this Contract. The Bidder must have all necessary right and lawful authority to enter into this Contract for the full term hereof and that proper corporate or other action has been duly taken authorizing the Bidder to enter into this Contract. The Bidder will provide Metro Government with a copy of a corporate resolution authorizing this action and a letter from an attorney confirming that the Bidder is authorized to do business in the State of Kentucky if requested. All bids must be signed by a duly authorized officer, agent or employee of the Bidder.

2.21 Governing Law: This Contract shall be governed by and construed in accordance with the laws of the State of Kentucky. In the event of any proceedings regarding this Agreement, the Parties agree that the venue shall be the state courts of Kentucky or the U.S. District Court for the Western District of Kentucky, Louisville Division. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Agreement or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.

2.22 Ability to Meet Obligations: Bidder affirmatively states that there are no actions, suits or proceedings of any kind pending against Bidder or, to the knowledge of the Bidder, threatened against Bidder before or by any court, governmental body or agency or other tribunal or authority which would, if adversely determined, have a materially adverse effect on the authority or ability of Bidder to perform its obligations under this Contract, or which question the legality, validity or enforceability hereof or thereof.

VIOLATIONS OF AND COMPLIANCE WITH KENTUCKY LAWS

The contractor shall reveal any final determination of a violation by the contractor or subcontractor with the previous five (5) year period pursuant to KRS Chapters 136, 139, 141, 337, 338, 341, and 342 that apply to the contractor or subcontractor. The contractor shall be in continuous compliance with the provisions of KRS Chapters 136, 139, 141, 337, 338, 341 and 342 the apply to the contractor or subcontractor for the duration of the contract.

COMPETITIVE SEALED BID
SUBMITTED BY:

By signing below you are agreeing to all Louisville-Jefferson County Metro
Government Terms & Conditions that are a part of this Request for Bid.
Include this page in your response to this bid.

Firm: DUPLICATOR SALES & SERVICE
By: MIKE HELLMUELLER
Title: SALES REP.
E-Mail Address: MHELLMUELLER@DUPLICATORSALES.NET
Address: 831 E. BROADWAY
LOUISVILLE, KY. 40204
Telephone: 502-589-5555
Fax: 502-736-1727
Date: 2/17/10

Metro Louisville Revenue
Commission Number:



Federal ID Number :



Please include a copy of your W-9 with your submitted bid.

This must be submitted prior to the award of a contract.

I acknowledge receipt of the following Addendum:

Addendum #1: _____

Addendum #2: _____

Addendum #3: _____

Any Additional Addendum (write in numbers): _____

Vendor Signature (all items above have been read and completed)

SECTION III

HOLD HARMLESS AGREEMENT AND INDEMNIFICATION CLAUSE AND INSURANCE REQUIREMENTS

I. Hold Harmless and Indemnification Clause

The Contractor shall indemnify, hold harmless, and defend the Louisville/Jefferson County Metro Government, its elected and appointed officials, employees, agents and successors in interest from all claims, damages, losses and expenses including attorneys' fees, arising out of or resulting, directly or indirectly, from the Contractor's (or Contractor's Subcontractors, if any) performance or breach of the contract provided that such claim, damage, loss, or expense is: (1) attributable to personal injury, bodily injury, sickness, death, or to injury to or destruction of property, including the loss of use resulting therefrom, or breach of contract, and (2) not caused by the negligent act or omission or willful misconduct of the Louisville/Jefferson County Metro Government or its elected and appointed officials and employees acting within the scope of their employment. This Hold Harmless and Indemnification Clause shall in no way be limited by any financial responsibility or insurance requirements and shall survive the termination of this Contract.

II. INSURANCE REQUIREMENTS

Prior to award of contract and commencing work, Contractor shall obtain at its own cost and expense the following types of insurance through insurance companies licensed in the State of Kentucky. Insurance written by non-admitted carriers will also be considered acceptable, in accordance with Kentucky Insurance Law (KRS 304.10-040). The Contractor shall not commence work under this Contract until all insurance required under the Contract Document has been obtained and until copies of policies or certificates thereof are submitted to and approved by the Louisville/Jefferson County Metro Government's Department of Purchasing, (who may request review by Louisville/Jefferson County Metro Government's Risk Management Division). The Contractor shall not allow any subcontractor to commence work until the insurance required of such subcontractor has been obtained and copies of Certificates of Insurance retained by Contractor evidencing proof of coverages.

Without limiting Contractor's indemnification requirements, it is agreed that Contractor shall maintain in force at all times during the performance of this agreement the following policy or policies of insurance covering its operations, and require subcontractors, if subcontracting is authorized, to procure and maintain these same policies until final acceptance of the work by the Louisville/Jefferson County Metro Government. The Louisville/Jefferson County Metro Government may require Contractor to supply proof of subcontractor's insurance via Certificates of Insurance, or at Louisville/Jefferson County Metro Government's option, actual copies of policies.

- A. The following clause shall be added to the Contractor's (and approved subcontractors) Commercial General Liability Policies:
 - 1. "The Louisville/Jefferson County Metro Government, its elected and appointed officials, employees, agents and successors are added as an "Additional Insured" as respects operations of the Named Insured performed relative to the contract."
- B. The insurance to be procured and maintained and **minimum** Limits of Liability shall be as follows, unless different limits are specified by addendum to the contract:

1. COMMERCIAL GENERAL LIABILITY, via the Occurrence Form, with a **\$1,000,000** Combined Single Limit for any one Occurrence and \$2,000,000 aggregate for Bodily Injury, Personal Injury and Property Damage, including:
 - a. Premises - Operations Coverage
 - b. Products and Completed Operations
 - c. Contractual Liability
 - d. Broad Form Property Damage
 - e. Independent Contractors Protective Liability
 - f. Personal Injury

III. ACCEPTABILITY OF INSURERS

Insurance is to be placed with Insurance Companies with an A. M. Best Rating of no less than "B+ VI", unless proper financial information relating to the Company is submitted to and approved by the Louisville/Jefferson County Metro Government's Risk Management Division.

IV. MISCELLANEOUS

- A. The Contractor shall procure and maintain insurance policies as described herein and for which the Louisville/Jefferson County Metro Government's Purchasing Division shall be furnished Certificates of Insurance prior to the execution of the Contract. The Certificates shall include provisions stating that the policies may not be cancelled without the Louisville/Jefferson County Metro Government having been provided at least (30) thirty days written notice. The Certificates shall include the name and address of the person executing the Certificate of Insurance as well as the person's signature. If policies expire before the completion of the Contract, renewal Certificates of Insurance shall be furnished to the Louisville/Jefferson County Metro Government's Purchasing Division at least 30 days prior to the expiration of any policy(s).
- B. Certificates of Insurance as required above shall be furnished, as called for:

Louisville/Jefferson County Metro Government
Office of Management and Budget
Purchasing Division
611 West Jefferson Street
Louisville, Kentucky 40202
- C. The Contractor agrees that it will not materially alter any of the insurance policies currently in force and relied on under this agreement. Further, the Contractor will not reduce any coverage amount below the limits required in this agreement
- D. Approval of the insurance by the Louisville/Jefferson County Metro Government shall not in any way relieve or decrease the liability of the Contractor hereunder. It is expressly understood that the Louisville/Jefferson County Metro Government does not in any way represent that the specified Limits of Liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the Contractor.

SECTION IV

GENERAL SPECIFICATIONS

The Louisville Free Public Library (Library) is seeking a contract(s) to allow a vendor to provide the following for 18 public library locations in Jefferson County, Kentucky: photocopiers, a coin and bill operated payment system for the photocopiers, and a coin and bill operated payment system for networked public computer printers.

The Library may issue one contract for both services, or individual contracts for each service: pay-for-copies and pay-for-PC printing.

There are two sets of specifications, one for pay-for-copies and another for pay-for-PC-printing. In order to be considered for both services, bid responses shall be submitted for each set of specifications.

SPECIFICATION ONE PAY-FOR-PC-PRINTING

The printers are already installed, and are managed using “LPT:One” print cost management software from the Envisionware Corporation. The successful vendor will supply stand-alone cash payment boxes for the printers that are compatible with and integrated with the Envisionware software solution.

The Library plans to charge .10 cents per page/copy printed.

- Printers for public computers are provided under Louisville/Jefferson County Metro contract Bid 1271. In addition, there are several Library-owned and maintained printers.
- Provide hardware for receiving cash payment in bills and coins and making change to return customer escrow when printing is completed.
- Maintain a reasonable supply of change in boxes to return escrow to patrons when printing is completed.
- Provide installation and configuration assistance to ensure proper integration with the Envisionware “LPT: One” print cost management system already in place.
- Provide all maintenance and repair on payment devices.
- Provide a centralized number for requesting repair. Respond to service calls within 4 hours.
- Complete any needed repairs within 24 hours or provide a temporary replacement until repairs can be completed.
- Provide a training session for library staff at each library location covering operation of payment hardware.
- Provide a means of bypassing payment on each payment device (i.e. key, card, counter, etc.) for use by staff when payment waiver is desired.
- Provide a monthly report that includes the total number of prints made, the revenue collected, and lists the number of bypass prints at each printer.
- Vendor will collect all revenue from payment devices for printers.
- Vendor will remit to the library monthly a commission at the contracted rate.
- Cooperate with the Library Business Office to facilitate auditing of reports and revenue and the collection, reporting, and accounting procedures.

- See attachment 'A' for locations, numbers of printers and estimated page counts.

Vendor proposals for Pay-for-PC-Print must include:

- Specifications for proposed pay-for-PC-print payment hardware.
- Proposed commission rate to be paid to the Library including explanation of any proposed adjustments to revenue figures.
- Sample monthly print report to be provided with commission payment.
- Estimated delivery time for completed installation at all locations.
- Names and addresses of other customers for whom these and/or similar services are performed.
- Company information including history, management, and pertinent financial information.
- Any additional terms required or desired by the vendor.

Questions concerning these specifications should be directed to: Lee Burchfield, Manager of Library Computer Services, Lee.Burchfield@LFPL.org, or 502-574-1691.

SPECIFICATION TWO PAY-FOR-COPIES

The Library plans to charge .10 cents per page/copy printed.

- Provide photocopier hardware comparable in copying features to a Lanier LD325. Office-oriented features such as stapling, hole punch, sorting are not desired. All initially installed photocopiers should be manufactured in 2007 or later and new or like new at the time of installation.
- Provide photocopier equipment that will produce 8.5" x 11" copies on one or both sides of the page.
- Provide all photocopier supplies including paper, toner/ink, and a stand or cabinet for each copier that include storage for toner and paper supplies
- Maintain a sufficient and locally accessible inventory of toner supplies such that the copiers will not be out of service for lack of supplies.
- Provide hardware for receiving cash payment in bills and coins and making change to return customer escrow when copying is completed.
- Provide all maintenance and repair on copiers and payment devices. Maintain the copiers in a manner such that they will operate as designed and produce good quality copies.
- Provide a centralized number for requesting repair. Respond to service calls within 4 hours.
- Complete any needed repairs within 24 hours or provide a temporary replacement copier until repairs can be completed.
- Provide a training session for library staff at each library location, covering operation of copier including basic skills such as loading paper and toner and clearing paper jams.
- Provide a means of bypassing payment on each copier (i.e. key, card, counter, etc.) for use by staff when payment system jams or for making library copies.
- Vendor will maintain reasonable supply of change in boxes to return escrow to patrons when printing/copying is completed.
- Vendor will collect all revenue from payment devices for copiers.
- Vendor will remit to the library monthly a commission on copying at the contracted rate.
- Provide a monthly report that includes the total number of copies made, revenue collected, and lists the number of bypass copies made at each copier.

- Cooperate with the Library Business Office to facilitate auditing of reports and revenue and the collection, reporting, and accounting procedures.
- See attachment 'A' for locations, numbers of copiers and estimated page counts.

Vendor proposals for Pay-for-Copies must include:

- Specifications for proposed copier hardware to include features and performance data (Energy Star compliance, copies per minute, etc).
- Proposed commission rate to be paid to the Library including explanation of any proposed adjustments to revenue figures.
- Sample monthly print report to be provided with commission payment.
- Provide sample copies from proposed photocopier hardware.
- Estimated delivery time for completed installation at all locations.
- Names and addresses of other customers for whom these and/or similar services are performed.
- Company information including history, management, and pertinent financial information.
- Any additional terms required or desired by the vendor.
- Supply three (3) references to be checked for quality assurance. VARIOUS METRO GOVERNMENT DEPARTMENTS SHOULD NOT BE USED AS REFERENCES.

Questions concerning these specifications should be directed to: Lee Burchfield, Manager of Library Computer Services, Lee.Burchfield@LFPL.org, or 502-574-1691.

SECTION V
EVALUATION CRITERIA

The Library may issue one contract for both services, or individual contracts for each service: pay-for-copies and pay-for-PC printing.

The bids received pursuant to this Competitive Sealed Bid will be evaluated on the following selection criteria:

Contract will be awarded after evaluation of proposals on the following criteria:

- 50% Commission rate to be received by the Library.
- 25% Service level guarantees for repairs and maintenance.
- 15% Ease of operation, and training provided.
- 10% Three References (not including Metro).

Proposals will be reviewed by a committee consisting of representatives from: Louisville Free Public Library.

**Attachment A:
Currently Installed Printers & Copiers
with Estimated Page Counts***

Location	# Copiers	Est. monthly copies	# Public Printers	Est. monthly print pages*
Main	5	7,000	5	48,695
Bon Air	2	1,200	2	20,054
Crescent Hill	1	600	1	14,796
Fairdale	1	200	1	4,032
Fern Creek Branch	1	700	1	15,883
Highland/Shelby Park	1	1,100	2	13,647
Iroquois	1	1,200	2	24,520
Jeffersontown	2	800	2	14,191
Middletown	1	600	1	12,962
Newburg	1	425	2	18,947
Okolona	1	900	1	16,927
Portland	1	400	1	4,232
St. Matthews	1	1,200	2	14,601
Shawnee	1	900	2	9,671
Shively	1	1,000	1	14,796
Southwest	2	1,800	3	22,069
Western	1	200	1	4,932
Westport	1	200	1	22,176
TOTAL	25	20,000	31	297,130

*It is expected that the **number of pages printed from public computers will drop considerably** when pay-for print is implemented. Experience at other libraries has varied from 50% to 75% fewer pages printed. LFPL's actual experience cannot be determined until pay-for-print is implemented.

- DUPLICATOR SALES AND SERVICE WILL MAINTAIN THE COPIERS IN A MANNER SUCH THAT THEY WILL OPERATE AS DESIGNED AND PRODUCE GOOD QUALITY COPIES.

- DUPLICATOR SALES AND SERVICE WILL PROVIDE A MONTHLY REPORT THAT INCLUDES THE TOTAL NUMBER OF COPIES MADE AND THE REVENUE COLLECTED, AND DETAILS THE NUMBER OF BYPASS COPIES MADE AT EACH COPIER.(SEE ATTACHED)

- DUPLICATOR SALES AND SERVICE WILL COOPERATE WITH THE LIBRARY BUSINESS OFFICE TO FACILITATE AUDITING OF REPORTS AND REVENUE AND THE COLLECTION, REPORTING, AND ACCOUNTING PROCEDURES.

- CUSTOMERS USING SIMILAR COPY COIN-OP PROGRAMS IN THE AREA
 1. U.S POST OFFICES IN KENTUCKY AND SOUTHERN INDIANA – 41 LOCATIONS
 2. LOUISVILLE FREE PUBLIC LIBRARIES – 18 LOCATIONS
 3. SPALDING UNIVERSITY – 2 LOCATIONS
 4. LOUISVILLE PRESBYTERIAN SEMINARY – 2 LOCATIONS
 5. LAW LIBRARY – JEFFERSON COUNTY
 6. WESTERN KY UNIVERSITY

- **CUSTOMER REFERENCES**
 1. **ARCHDIOCESE OF LOUISVILLE** – BRIAN REYNOLDS – 585-3291
 2. **SPALDING UNIVERSITY** – KATHY REESOR – 585-9911 EXT. 269
 3. **ZEON CHEMICALS** – UNA GOOSEY – 775-7731

- **PAYMENT SCHEDULE**
 TO LOUISVILLE FREE PUBLIC LIBRARY – (SEE SCHEDULE BELOW)
 DUPLICATOR SALES AND SERVICE WILL COLLECT ALL MONIES FROM THE PAYMENT DEVICES.

COPIERS WITH COIN BOXES:

PROCEEDS TO LIBRARY	\$0.04 / COPY
IF RECEIVE BOTH PRINTER AND COPIER CONTRACT	\$0.065 / COPY

PROPOSAL FOR PAY-FOR-PC-PRINT SOLUTION :

- **NEW – ITC FUSION MODEL 5400** (SEE ATTACHED BROCHURE)
- DUPLICATOR SALES AND SERVICE WILL PROVIDE INSTALLATION AND CONFIGURATION ASSISTANCE TO ENSURE PROPER INTEGRATION WITH THE ENVISIONWARE “LPT: ONE” PRINT COST MANAGEMENT SYSTEM ALREADY IN PLACE.
- DUPLICATOR SALES AND SERVICE WILL PROVIDE MAINTENANCE AND REPAIR ON PAYMENT DEVICES
- ALL OTHER REQUESTS OF INFORMATION SAME AS IN PHOTOCOPY SOLUTION
- **PAYMENT SCHEDULE**
TO LOUISVILLE FREE PUBLIC LIBRARY – (SEE SCHEDULE BELOW)
DUPLICATOR SALES AND SERVICE WILL COLLECT ALL MONIES FROM THE PAYMENT DEVICES.

COIN BOXES FOR PRINTERS:

**ANNUAL PRINT VOLUME
FOR 31 PRINTERS**

**PROCEEDS TO
LIBRARY**

(BASED ON PRESENT VOLUME 297,000 MONTH OR 3,564,000 YEAR)

LEVEL 1	UP TO 890,000 YR.	\$0.06 / PRINT
LEVEL 2	1,800,000 YR.	\$0.08 / PRINT
LEVEL 3	2,675,000 OR HIGHER YR.	\$0.085 / PRINT

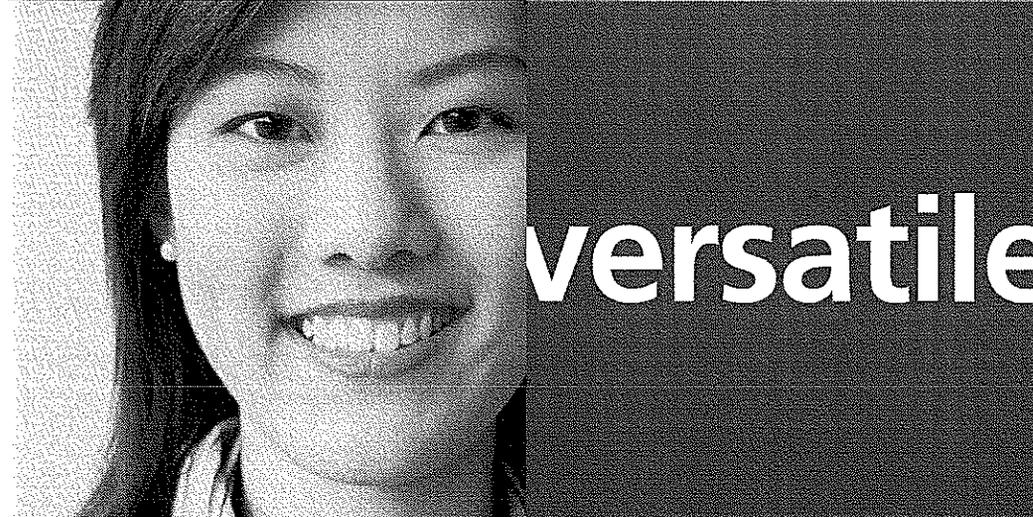
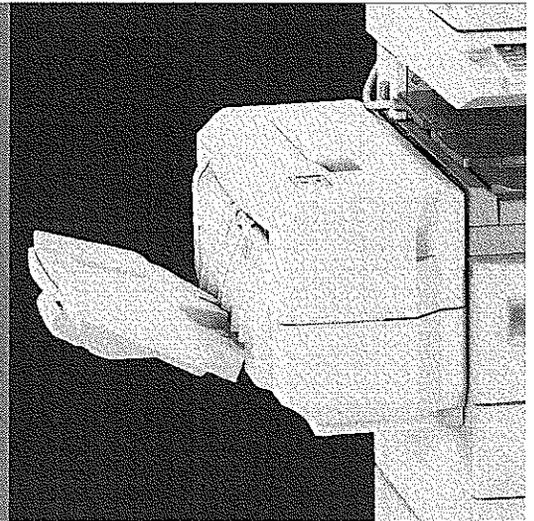
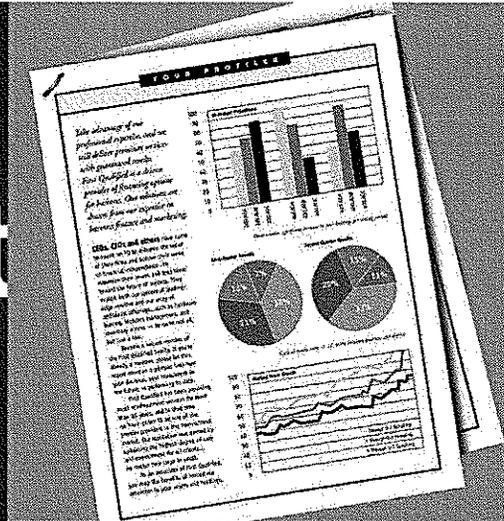
ALL PROCEEDS WILL BE PAID MONTHLY AT THE \$.06 PER PRINT WITH ANNUAL REBATES PAID BY JAN 31ST OF THE NEXT YEAR IF A HIGHER LEVEL IS ACHIEVED. SHOULD LEVEL 2 BE ACHIEVED BY JUNE 30TH, A REBATE WILL BE PAID IN JULY WITH THE BALANCE OF THE YEAR PAID AT THE LEVEL 2 AMOUNT.

SUPPORTING **ATTACHMENTS**

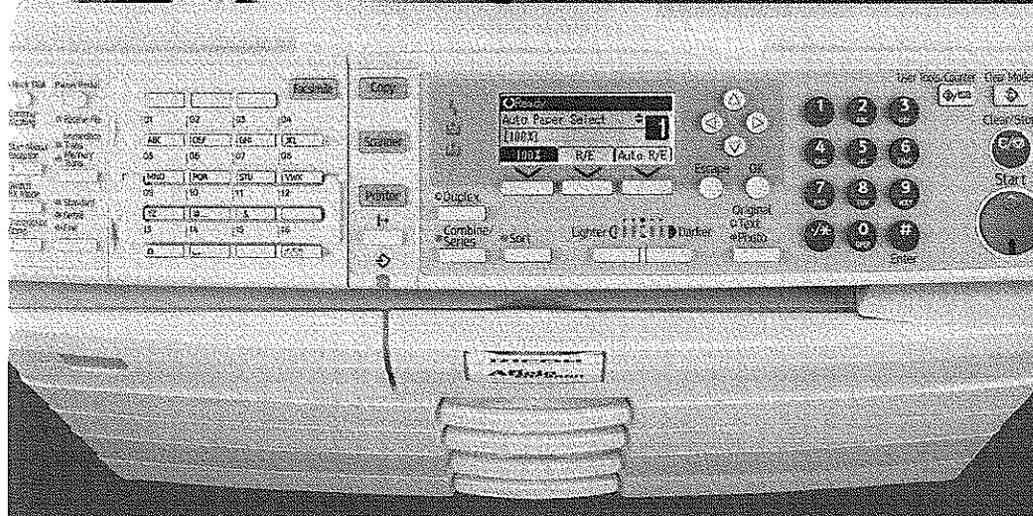
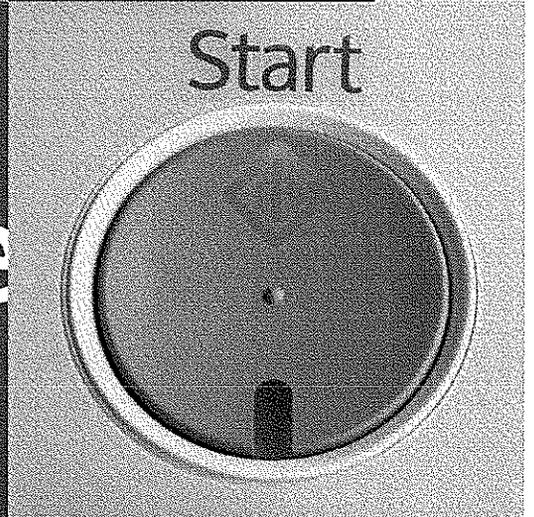
Ricoh Aficio MP 2500
Digital Imaging System
Maximum Efficiency in a Single Source

RICOH

compact



versatile



productive

Ricoh Aficio MP 2500

More productivity. Less expense.

Successful business leaders always want more: more projects, more productivity, and more efficiency. What they don't want is more expense. That's where the RICOH® Aficio® MP 2500 Digital Imaging System comes in. It provides the capabilities small departments, workgroups and independent businesses need—including copying, printing, scanning, faxing and finishing. More importantly, it packs all these user-friendly capabilities into one fast, affordable, compact device.

Sort/Stack/Staple
Sort and Staple
Rotate Sort
Stack



CopyPrintScanFaxFinish

Faster, More Efficient Faxing

Whether you're sending or receiving a few—or a few hundred—faxes a day, the Ricoh Aficio MP 2500 gives you a wide range of options to make it more efficient and cost effective.

- Send hardcopies at a quick 2 seconds per page along analog lines via the Super G3 modem.
- Save phone charges and paper when you use Internet Fax to send scanned documents directly to an e-mail address or other Internet Fax.
- Save time and paper with LAN Fax and send faxes directly from your desktop.
- Ensure accurate distribution when you retrieve fax numbers and e-mail addresses from the corporate address book on the LDAP server.
- Deliver inbound faxes quickly by automatically forwarding them to e-mail addresses or network folders.

Beyond Basic Networking

A standard 10Base-T/100Base-TX or USB 2.0 interface simplifies setup. The Ricoh Aficio MP 2500 is equipped with the latest integration software and tools to streamline installation, configuration and day-to-day administration.

- Manage all system settings and check on job status and paper supply from any Web browser with Web Image Monitor.
- Monitor all systems on the network or change and download driver default settings from your desktop using SmartDeviceMonitor/ Web SmartDeviceMonitor.

Intelligent Remote Management

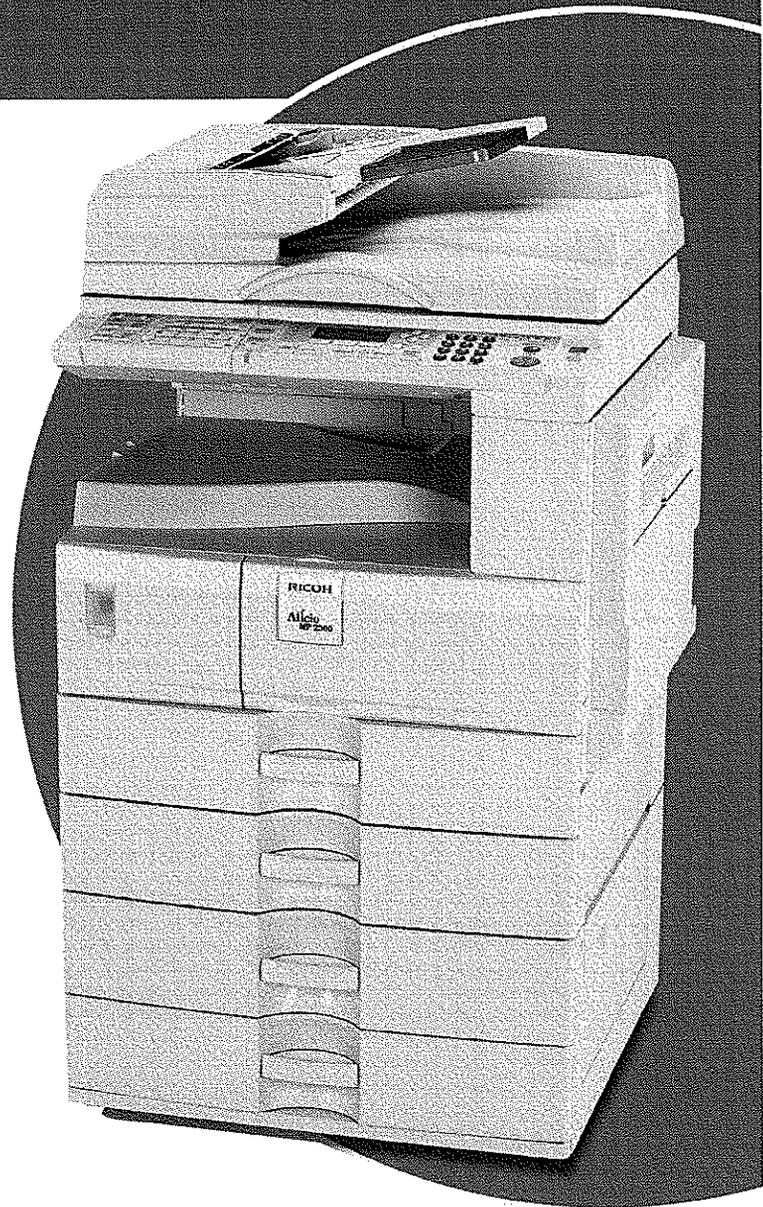
Companies with cost-per-copy leases can eliminate manual MFP and printer data collection and reporting using the @Remote Intelligent Remote Management System. With the @Remote system you can also:

- Save time by having @Remote automatically notify your service provider when the system needs service or toner.
- Keep the device up-to-date with remote firmware upgrades.

Ensuring Data Security

Protecting proprietary and confidential company data is crucial to staying competitive—and to your peace of mind. The Ricoh Aficio MP 2500 comes equipped with the latest security to limit access, track usage and protect sensitive information.

- Prevent unauthorized users from accessing the system with several modes of user authentication including Windows and LDAP.
- Scramble data and passwords as they travel over the network using Secure Socket Layer (SSL) Support.
- Eliminate illegal or unwanted copying when you implement Mask Type for Copying, which automatically embeds a masking pattern onto the file.



Your Partner in Environmental Solutions

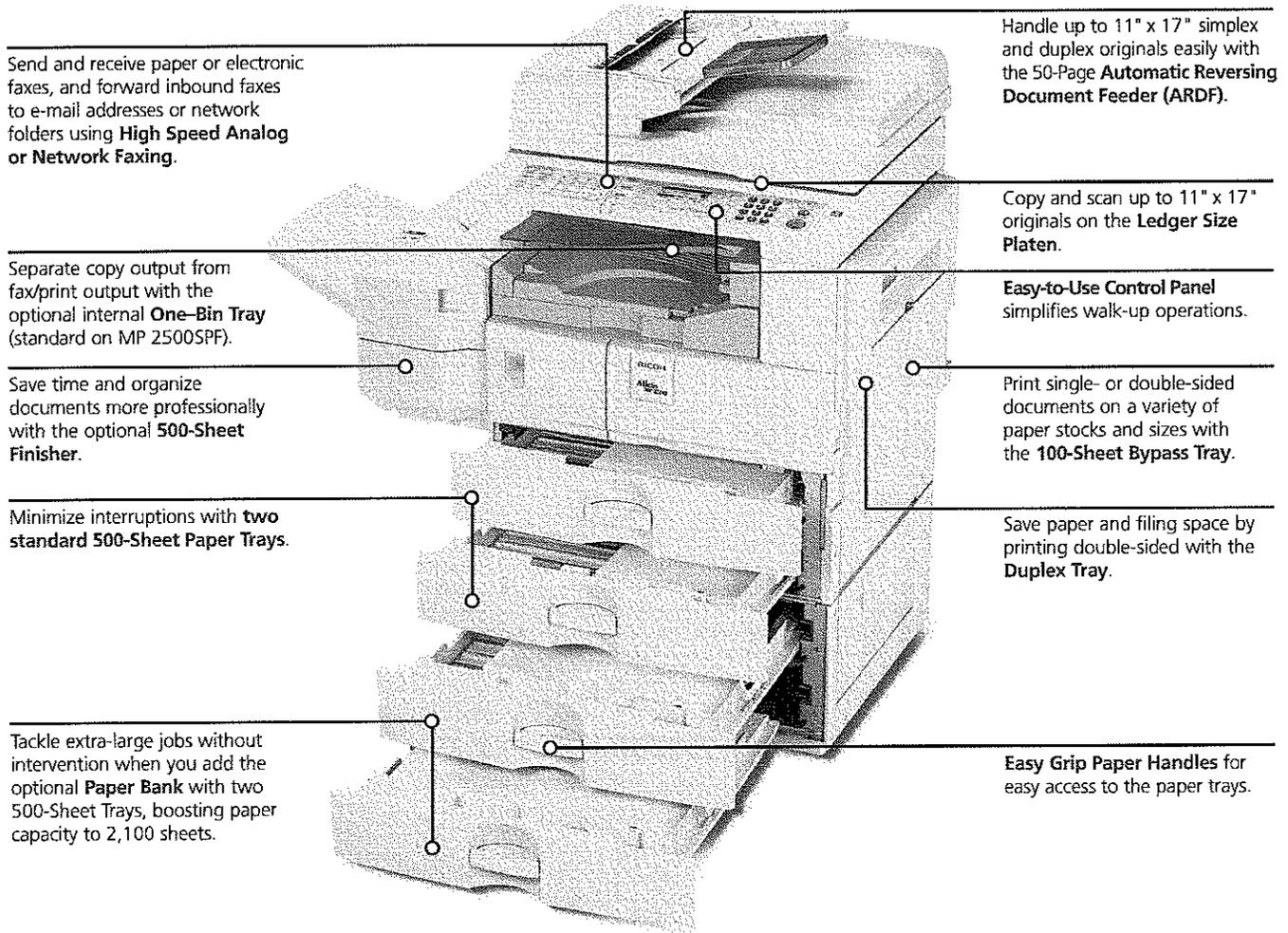
Ricoh continues its long-standing commitment to developing office solutions with environmentally friendly and superior energy- and supply-saving features, without compromising productivity, including:

- Quick Start-Up (QSU) Technology
- Power-Saving Sleep Mode
- Duplex and Combine Copy Modes
- Internal Toner Recycling Mechanism
- Low Noise Levels
- Minimal Ozone Emissions
- Restriction of Hazardous Substances Compliant (RoHS)



Compact Fast Reliable Affordable

Everything you need for fast, efficient production.



Send and receive paper or electronic faxes, and forward inbound faxes to e-mail addresses or network folders using **High Speed Analog** or **Network Faxing**.

Handle up to 11" x 17" simplex and duplex originals easily with the **50-Page Automatic Reversing Document Feeder (ARDF)**.

Separate copy output from fax/print output with the optional internal **One-Bin Tray** (standard on MP 2500SPF).

Copy and scan up to 11" x 17" originals on the **Ledger Size Platen**.

Save time and organize documents more professionally with the optional **500-Sheet Finisher**.

Easy-to-Use Control Panel simplifies walk-up operations.

Minimize interruptions with **two standard 500-Sheet Paper Trays**.

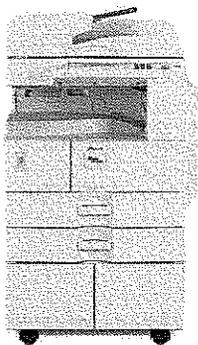
Print single- or double-sided documents on a variety of paper stocks and sizes with the **100-Sheet Bypass Tray**.

Tackle extra-large jobs without intervention when you add the optional **Paper Bank** with two 500-Sheet Trays, boosting paper capacity to 2,100 sheets.

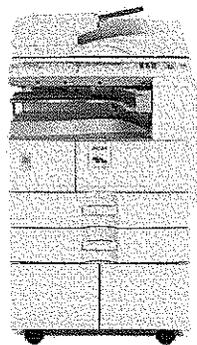
Save paper and filing space by printing double-sided with the **Duplex Tray**.

Easy Grip Paper Handles for easy access to the paper trays.

Advanced capabilities for maximum productivity.



Copier



Scan/Print/Fax

ARDF and Cabinet are optional.

Pre-configured to Meet Your Needs

The Ricoh Aficio MP 2500 is available as a pre-configured total document management solution with copy, print, scan and fax features. You may also start with a standard copier model and add the following connectivity kits as your business grows or the need arises.

- **Printer Enhance DDST Kit**—A low-cost solution for users requiring networked PCL Emulation printing and TWAIN Scanning.
- **Fax Kit**—Expand your copier to include 33.6 Kbps modem faxing capability.
- **Printer/Scanner Kit**—Adds PCL & RPCS printing with Scan-to-Email/Folder capabilities, Device Monitoring (Web Image Monitor and SmartDeviceMonitor) and the latest security features.
- **All-in-One Kit**—This total document solution includes Scan-to-Email/Folder capabilities, Advanced (IP, Internet, and LAN) Faxing and Device Monitoring (Web Image Monitor and SmartDeviceMonitor), plus the latest security features.

Ricoh Aficio MP 2500

System Specifications

Aficio

Engine/Copier Specifications

Configuration	Console
Scanning Element	Flatbed with CCD Array Image Sensor
Toner	Dry Process (dual component)
System Memory	16 MB/384 MB (MP 2500), 384 MB (MP 2500SP) std./max. (shared)
Document Feeder	Optional 50-Sheet ARDF
Copy Resolution	600 x 600 dpi
Grayscale	256 Levels
Exposure Adjustment	Manual & Automatic
Quantity Indicator	1-999
Original Type	Sheet/Book
Original Size	Up to 11" x 17"
Copy Size	5.5" x 8.5" to 11" x 17"
Copy Type	Plain Paper, Envelopes
Warm-Up Time	Less than 26 Seconds
First-Copy Speed	Less than 6 Seconds
Continuous Copy Speed	25 copies/minute (letter), 16 copies/minute (legal), 14 copies/minute (ledger)
Recovery Time (from Auto Off)	Less than 10 seconds
Power Source	120 V/60 Hz
Dimensions (WxDxH)	25.6" x 23.8" x 24.4"
Weight	121 lbs.
Standard Paper Capacity	500 Sheets x 2 Trays, 100-Sheet Bypass Tray
Optional Paper Capacity	500 Sheets x 2 Trays
Paper Size	5.5" x 8.5" to 11" x 17"
Paper Weight	16 to 28 lb. Bond (Tray 1) 14 to 41 lb. Bond (Tray 2 & Bypass Tray) 16 to 28 lb. Bond (Duplex Unit)
Output Tray Capacity	250 Sheets 100-Sheet One-Bin Tray (Optional) 500-Sheet Finisher (Optional)
Reduction Ratios	50%; 65%; 78%; 93%
Enlargement Ratios	121%; 129%; 155%
Zoom	50% to 200% in 1% increments

Copier Features

Auto Paper Selection, Auto Reduce/Enlarge, Auto Start, Auto Tray Switching, Combine Copy (2 in 1, 4 in 1), Electronic Sort, Image Rotation, Photo Mode, Rotate Sorting, Series Copy, User Codes (50), User Tools

Printer Enhance DDST Kit (optional)

Printer Specifications	
Print Speed	25 ppm
CPU	D7801M 200 MHz
Memory Capacity	64 MB (std./max)
Standard Interfaces	Ethernet 10BaseT/100BaseTX; USB 2.0
Network Protocol	TCP/IP; IPP
Network Operating Systems	Windows® 98/2000/XP/XP 64 Bits/Me/Server 2003 (Standard Edition)
Page Description Languages	PCL5e*/6
Print Resolution	600 x 600 dpi
Fonts for PCL5e/6	35 Intellifonts, 10 TrueType Fonts, 1 Bitmap
Printer Features	Automatic Tray Select, Duplex Printing, Envelope Printing, Watermarks
Scanner Specifications	
Scanning Resolution	600 dpi
Scan Area	Up to 11" x 17"
Standard Interfaces	10BaseT/100BaseTX; USB 2.0
Protocol	TCP/IP
Scanner Features	Black & White TWAIN Scanning, Duplex Scanning

*Available as a download from the Ricoh website.

Printer/Scanner Kit (optional)

Printer Specifications	
Print Speed	25 ppm
CPU	RM5231 400 MHz
Memory Capacity	384 MB (std./max.)
Standard Interfaces	Ethernet 10BaseT/100BaseTX, USB 2.0
Optional Interfaces	IEEE 802.11b Wireless LAN, Bluetooth™, IEEE 1284 Parallel TCP/IP; IPX/SPX; AppleTalk; SMB
Network Protocol	Windows® 9x/NT4.0/2000/Me/XP/ Server 2003/Vista*
Network Operating Systems	Macintosh® OS 8.6 or later, Mac® OS X Classic, Mac® OS X Native; v.10.1 or later Novell® NetWare 3.12, 3.2, 4.1, 4.11, 5.0, 5.1, 6, 6.5, UNIX filters for Sun Solaris 2.6/7/8/9/10 HP-UX 10.x/11.x/11v2, SCO OpenServer 5.0.6/5.0.7/6.0, RedHat Linux 6.x/7.x/8.x/9.x/ Enterprise and IBM AIX V4.3 & 5L Version 5.1/5.2/5.3, SAP R/3 3.x or later, mySAP ERP2004 or later SmartDeviceMonitor™, Web Image Monitor™, Web SmartDeviceMonitor™, DeskTopBinder™ Lite
Utilities	Standard RPCS™, PCL5e/6, Optional Adobe® PostScript® 3™
Page Description Languages	600 x 600 dpi
Print Resolution	35 Intellifonts, 10 TrueType Fonts, 1 Bitmap, 13 International Fonts 136 Roman Fonts
Fonts for PCL5e/6	Automatic Tray Select, Auto Tray Switching, Duplex Printing, Envelope Printing, Watermarks
Fonts for PS3	
Printer Features	
Scanner Specifications	
Scanning Speed	Scan-to-Email/Folder: 40 ipm @ 200 dpi, Letter Size
Scanning Resolution	600 dpi
Grayscale	256 Levels
Scan Area	Up to 11" x 17"
Standard Interfaces	Ethernet 10BaseT/100BaseTX
Optional Interfaces	IEEE 802.11b Wireless LAN TCP/IP
File Formats	TIFF; PDF
Scanner Features	Black & White Scanning, Duplex Scanning, Embedded Scan-to-Email, Image Rotation, Network TWAIN Scanning, Scan-to-Folder (SMB/NCP/FTP)

*Support for RPCS and PCL PostScript will be available as a download from the Ricoh website at a later date.

Security Features*

User Authentication, SNMP v3, Mask Type for Copying, Encrypt Address Book, Secure Socket Layer (SSL)

*Requires Printer/Scanner Kit or All-in-One Kit.

Fax Specifications (optional)

Circuit	PSTN, PBX
Compatibility	ITU-T G3
Resolution	200 x 100/200 dpi
Compression Method	MH, MR, MMR, JBIG
Scanning Speed	0.8 Seconds (200 x 100, 200 x 200)
Modem Speed	33.6 Kbps -- 2,400 bps w/Auto fallback
Transmission Speed	G3: 3 seconds/page (w/MMR)*,** G3: 2 seconds/page (w/JBIG)*,** 4 MB (320 Sheets*)
Memory	1 Hour
Memory Backup	32
Quick Dials	150
Speed Dials	10 (max.100 per group)
Group Dials	4 Digits
ID Code Programming	3 Keys
User Function Key	

*Based on ITU-Test Chart #1 in standard mode.

**Approximate speed is per page at 33.6 Kbps and dependent on optimal line quality. Customer performance may vary by location.

Fax Features

A1 Short Protocol, Authorized Reception, Auto Reduction, Battery Backup, Dual Access, Duplex Fax Transmission, Error Correction Mode, Inbound Fax Routing*, IP Fax*, Internet Fax (I.37)*, LAN Fax*, Manual Reception, Page Retransmission, Parallel Memory Transmission, Reception Time Printing, Restricted Access, Send Later, Serial Broadcasting, Substitute Reception

*MP 2500 requires optional All-in-One Kit.

Accessories

DF3020 Automatic Reversing Document Feeder

Original Size 5.5" x 8.5" to 11" x 17"
Original Weight 11 to 34 lbs. (Simplex)
14 to 28 lbs. (Duplex)

Original Capacity 50
Dimensions (WxDxH) 21.7" x 18.5" x 5"
Weight 22.1 lbs.

PB3030 Paper Bank

Paper Capacity 500 Sheets x 2 Trays
Paper Size 5.5" x 8.5" to 11" x 17"
Paper Weight 16 to 28 lb. Bond
Dimensions (WxDxH) 21.7" x 20.5" x 10.7"
Weight 55.1 lbs.

SR3010 Finisher

Paper Capacity 500 Sheets
Staple Capacity 50 Sheets (Letter),
30 Sheets (Legal and Ledger)

Staple Positions 1 Staple/2 Positions
2 Staples/1 Position

Dimensions (WxDxH) 16.2" x 20.5" x 10.8"
Weight 26.5 lbs.

BN3020 One-Bin Tray

Paper Size 5.5" x 8.5" to 11" x 17"
Paper Weight 16 to 28 lb. Bond
Paper Capacity 100 Sheets

Additional Options

Platen Cover Type 1018
Counter Interface Type A
Handset Type 1018
IEEE 1284 Interface Board Type A
PostScript 3 Type 2500
FAC 36 Stand
FAC 37 Cabinet
IEEE 802.11b Interface Type H
Bluetooth Interface Unit Type 3245
VM Card Type D
Bridge Unit Type BU3010
Fax Type 2500 Kit
Printer Enhance DDST Type 2500NA
Printer/Scanner Type 2500 Kit
All-in-One Type 2500 Kit

RICOH
www.ricoh-usa.com

Ricoh Americas Corporation, Five Dedrick Place, West Caldwell, NJ 07069
RICOH and the Ricoh Logo are registered trademarks of Ricoh Company, Ltd. Windows® and Windows® 98/98Me/NT4.0/2000/XP/Vista are registered trademarks of Microsoft Corporation. Macintosh®, Mac OS and AppleTalk® are registered trademarks of Apple Computer, Inc. Acrobat® and PostScript® are registered trademarks of Adobe Systems, Inc. PCL® is a registered trademark of Hewlett-Packard Company. RICS™ is a trademark of Ricoh Company, Ltd. All other trademarks are the property of their respective owners. Print speed may be affected by network, application or PC performance. Specifications and external appearances are subject to change without notice. Products are shown with optional features.

♻️ Printed in U.S.A. on recycled paper because Ricoh cares.



R2605

"SAMPLE COPIES"

RICOH®

The Digital Difference

**Networked High Performance
and Productive On-Demand
Solutions from Ricoh –
the Leader in Digital Technology**

Aficio®



RICOH®

The Digital Difference

**Partner with Ricoh for
Total Customer Satisfaction**

Aficio®



Over **65** Years of Innovation

1936

Ricoh Company Ltd. established in Tokyo, Japan with beginnings in sensitized paper and cameras.

1941

The lightweight low cost Ricoh Flex B Camera is introduced and becomes the basis of Ricoh's optical expertise.

1955

The Ricopy 101 moist diazo copier introduced, marking the company's entry into the office equipment industry.

1957

Ricoh receives recognition for its mass production methods which incorporate an innovative conveyer belt production system.

1960

Ricohfax P4 incorporates the world's first magnetic brush roller system still used today.

1962

Ricoh establishes its first office in the United States.

1973

The Rapifax R100, the world's first mass produced digital fax machine, transmits a page in under one minute.

1974

Ricoh begins to research the SELFOC lens for use in copiers.

1975

The Deming Award for quality is presented to Ricoh. At the same time, Ricoh markets the world's top selling photocopier using liquid toner technology.

1976

Ricoh begins overseas production at Ricoh Electronics, Inc. in Tustin, California.

1979

Ricoh begins development of its first digital copier.

1980

LSI wafer processing begins as Ricoh enters the semiconductor business with an eye towards the future.

1981

Ricoh begins use of organic photoconductors.

1985

Ricoh enters the optical filing business.

1986

The Ricoh Research and Development Center is completed, commemorating Ricoh's 50th Anniversary.

1988

Transfer belt technology is used to reduce ozone emissions.

1989

The first commercially cost-effective digital copier, the Ricoh DS320, is introduced.

1990

Robot cell development streamlines copier assembly and reduces the number of parts.

1992

Ricoh's copier production division receives the ISO 9002 certification. Today, all Ricoh facilities worldwide are ISO certified.

1993

Products are designed with the environment in mind incorporating toner recycling, recyclable plastic parts and energy reduction measures.

1994

Ricoh's first multifunctional digital copier, the DS5330, with copier and printer capabilities is introduced.

1996

Ricoh introduces its Aficio line of digital products.

1998

The EPA recognizes Ricoh for the third consecutive year for its environmental conservation activities.

1999

Ricoh named EPA Imaging Partner of the Year.

2000

Ricoh receives EPA Office Equipment Partner of the Year and EPA Labeling Partner of the Year.

2001

Ricoh announces the acquisition of Lanier Worldwide, Inc., one of the world's largest global providers of document management solutions.

The Power of Ricoh

RICOH®

2

Aficio®

Environmental Commitment



The Ricoh Group has already established Environmental Action Plans and takes various approaches to achieve its goals of promoting innovative environmental conservation activities and successfully carrying out environmental management on a global scale. Ricoh domestic and overseas manufacturing facilities have all acquired ISO 14001 certifications.

Quick Start-Up (QSU) Technology

Ricoh's breakthrough technology enables our new generation of multi-function devices to come back from sleep mode quicker than any conventional copiers of today. With advantages such as ultra-low power consumption during sleep mode and high-speed duplexing, Ricoh provides office solutions that deliver superior performance and productivity with a reduced amount of energy consumption, saving time and money.

Recycling Technology

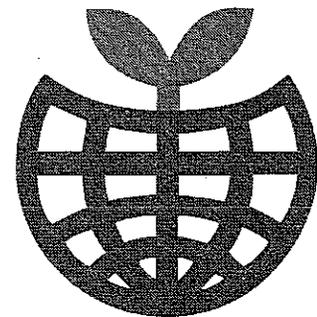
For over 20 years, Ricoh has incorporated toner recycling mechanisms in its products. This system eliminates paper dust by efficiently reusing uncontaminated toner removed from the photoconductor. The process promotes toner conservation, higher consumer toner yield and lower supply costs, without sacrifice to image quality.

Toner Cartridge Recycling

Ricoh's Toner Cartridge Collection and Recycling Program for Fax and Printers optimizes the reuse of mechanical and electrical components that are part of the imaging process... promoting natural resource conservation by turning existing resources into new products and new materials but not landfill waste.

Used Equipment Recycling Program

Ricoh is reducing the amount of office equipment that enters landfills on units returned to Ricoh owned locations (including competitive equipment). Ricoh has set an aggressive goal of a 90% recycle content ratio. To achieve this target, Ricoh has established a de-manufacturing program that shreds whole copiers into base materials. The material is recycled through mills, smelters and recovery vendors to reduce environmental impact. These activities provide Ricoh a competitive marketing advantage for environmentally concerned customers, environmentally sensitive bids and demonstrates Ricoh's active role and participation as a good corporate citizen protecting the environment.



**Our earth,
Our tomorrow**

The Power of Ricoh

RICOH®

3

Aficio®

Recognition for *Excellence*



Recent Environmental Awards

- ★ 2001 Innovest Strategic Value Advisors Ricoh Company Limited AAA (highest possible score) in Photo and Office Equipment Sector
- ★ 2000 Number One in the Corporate Environmental Management Level Survey by Nippon Keizai Shimbun newspaper for the third consecutive year
- ★ 2000 U.S. EPA Energy Star Excellence in Consumer Education Award
- ★ 2000 U.S. EPA Energy Star Labeling Partner of the Year
- ★ 2000 U.S. EPA Office Equipment Partner of the Year
- ★ 1999 IEA (International Energy Agency) world's first "Copier of the Future" award
- ★ 1999 U.S. EPA Imaging Partner of the Year
- ★ 1998 U.S. EPA Energy Star Imaging Partner of the Year
- ★ 1997 U.S. EPA Energy Star Office Products (Copier) Partner of the Year
- ★ 1996 U.S. EPA Overall Energy Star Office Equipment Partner of the Year, EPA Energy Star 100% Club, EPA Citation of Merit for multi-media information program
- ★ 1995 MITI award for recyclable design, New Blue Angel Mark (Germany), Gotemba (Japan) Plant IDO/DIS 14001 certification
- ★ 1994 Kanto Industrial Bureau Award for electrical power conservation (Japan)
- ★ 1993 Queen's Award (UK), Nikkei Global Environment Technology Prize (Japan)
- ★ 1991 Ricoh ranked 4th most environmentally friendly company by Nikkei Business
- ★ Design, manufacturing and distribution meet stringent internal standards in Energy-Saving Activities, Recycling and Resource Conservation and Pollution Prevention



Award Highlights

- ★ Winner of major industry awards from:
 - Dataquest
 - Buyers Laboratory Inc.
 - Better Buys for Business
 - The Cannata Report
 - Business Equipment Research & Test Labs
- ★ Winner of BERTL "Digital Range of the Year 2000 Best of the Best" for Aficio line of Digital Imaging Products
- ★ 2000 Digital Black & White Copier Manufacturer of the Year from Marketing Research Consultants — 5th consecutive year
- ★ Dataquest names Ricoh Group #1 Digital Black & White Workgroup Copiers 1999
- ★ Dataquest awards Ricoh Corporation #1 Maker of Digital Copiers '96 - '98
- ★ Honored by Fortune Magazine Three Consecutive Years ('97, '98, '99)
"One of World's Most Admired Companies"

The Power of Ricoh

RICOH®

4

Aficio®

Ricoh Aficio Digital Technology

The very meaning of "office" is changing. Technology is everywhere. People work in open spaces or cyberspace. Local Area Networks are everywhere, facsimile is essential and connectivity is a given. And, while some still predict the "paperless" office, fact is, more paper is being generated than ever before!

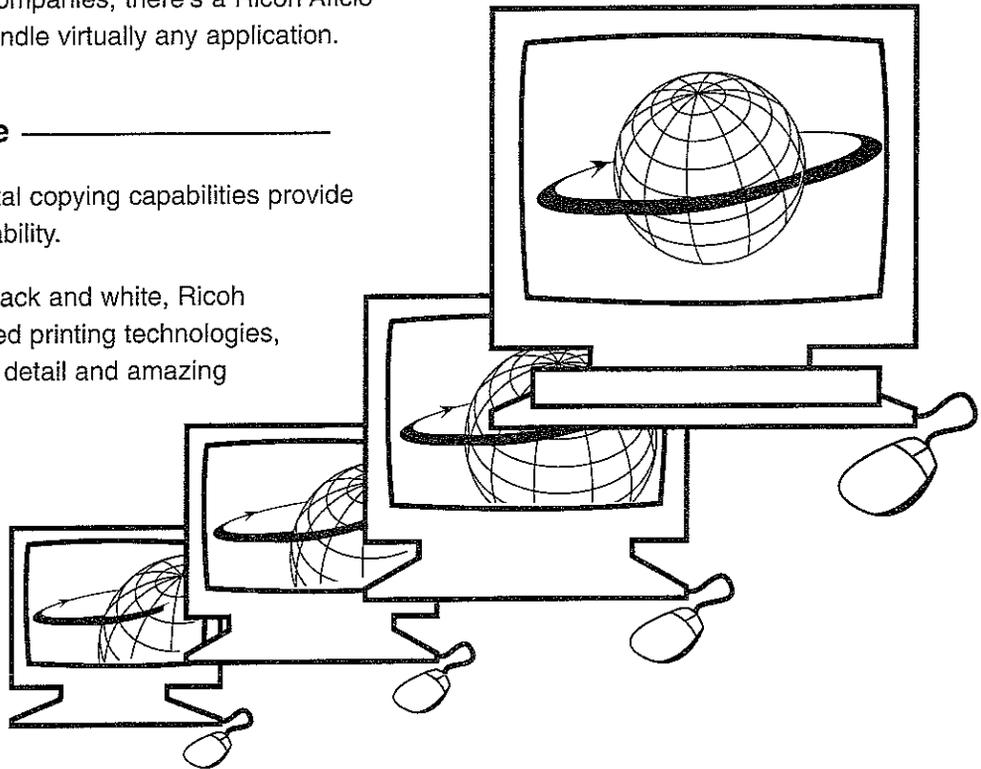
Shared experiences, shared resources, work smarter, not harder, doing more with fewer people, tomorrow isn't soon enough. This is the environment that gave rise to Ricoh Aficio digital products. Products that bring technology to a higher level.

From the office workplace, central reproduction department, to print-for-pay and facilities management companies, there's a Ricoh Aficio Digital Imaging system to handle virtually any application.

Focused on the Future

Sophisticated high-level digital copying capabilities provide increased reliability and durability.

Both in full color and crisp black and white, Ricoh Aficio products offer advanced printing technologies, yielding darker solids, better detail and amazing photo reproduction clarity.



**Aficio® from Ricoh –
Power, Performance and Productivity.**

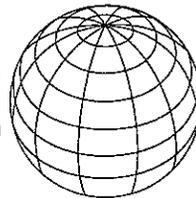
Ricoh's Innovative Technology

RICOH®

5

Aficio®

Providing Global Solutions



Ricoh Corporation, U.S.

Ricoh Corporation, a 39 year old U.S. company with headquarters in West Caldwell, New Jersey, is a diversified office automation solutions and electronics provider with annual sales in excess of \$2.2 billion.

Ricoh is a leading provider of digital office equipment, including color and black & white Digital copiers, Printers, Facsimile systems, Scanners, Digital Duplicators, Wide Format copiers, and Digital cameras.

Ricoh Corporation also has three wholly-owned subsidiaries that are OEM distributors of Ricoh products. These companies are Savin and Gestetner, both purchased in 1995, as well as Lanier, purchased in 2001.



Deming Award

Ricoh Company, Ltd.

Ricoh Company, Ltd., the parent company of Ricoh Corporation, is one of the world's leading suppliers of office automation equipment, including copiers, facsimile systems, data processing systems, and related supplies. The Company is also renowned for its state-of-the-art electronic devices and photographic equipment.

Maintaining more than 15 manufacturing facilities in the United States, Europe and Asia, the company has 230 subsidiaries and affiliates. Ricoh has approximately 60,000 employees in Japan, North America, Europe, Asia, and Oceania.

Ranked by *Fortune* magazine as one of the World's Most Admired Companies three years in a row, Ricoh is honored to be included in the top 100 listings of the most admired companies worldwide.

The Power of Ricoh

RICOH®

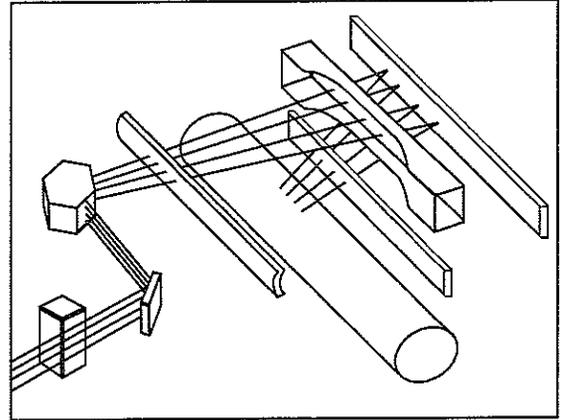
1

Aficio®

Leading Edge Technology

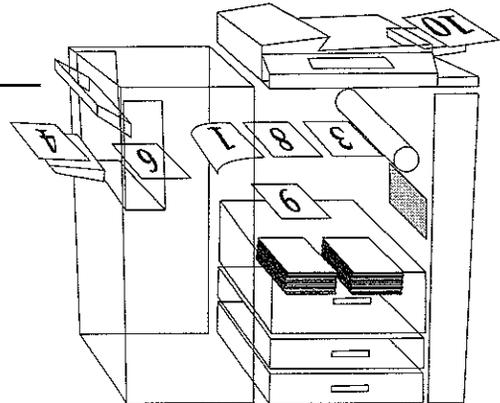
Four Beam Laser Diode Array

Four beam laser diode array, increased from two beam, achieves faster print speeds and more stable image quality in Ricoh's high-end digital systems.



Stackless Duplex System

- Allows virtually unlimited duplex capacity by eliminating the need for a duplex tray.
- Interleave duplex system significantly enhances duplex productivity.
- Reduces paper mis-feeds, increasing reliability.



Auto Noise Cleaning System (ANCS)

- Another Ricoh patented technology, ANCS automatically cleans the small dots that are characteristic of certain originals like copies of copies.
- Pixels surrounding the spot are compared for density. If no image data is found in the immediate area, the spot is automatically removed, resulting in superior image quality.

Ricoh's Innovative Technology

Document Server Technology Connect Copy/Connect Print

Ricoh's Document Server Technology is a suite of diverse applications providing the flexibility to handle both paper-based and electronic originals.

Document Server

- Sample Printing
- Secure Printing
- On-Demand Printing
- File Merge Printing
- Scanned Page Printing

Connect Copy/Connect Print ... *Double the Productivity!*

Effectively double output at remarkable speeds by linking two Ricoh Aficio Digital Imaging Systems. Connect Copy/Connect Print provides the benefit of having a high volume, cost-effective solution at a fraction of the cost of traditional high volume systems. Plus, these systems can provide back-up to one another or be used independently.

Ricoh's Innovative Technology

RICOH®

7

Aficio®

Document Server Technology

The Document Server handles both paper-based and electronic originals in a variety of applications. You can even mix hard copy and/or electronic input quickly and easily, making the production of complex, multi-section documents simple.

Store Up To 250 Jobs

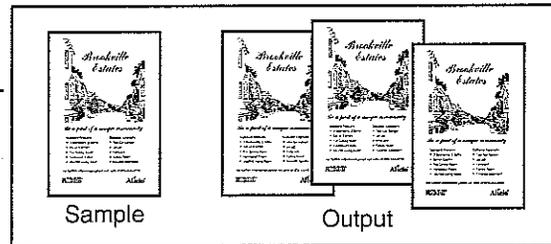
The Document Server stores up to 250 jobs, dynamically linking paper based and electronic originals scanned into memory. These searchable files can be located by document File Name, User ID or Time for easy access.

Store and Retrieve Large Files

A CD-R/RW drive is available for storing and retrieving large files in conjunction with the Document Server.

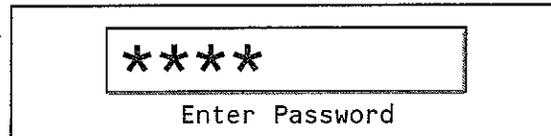
Sample Set/Proof Printing

Verify/change settings for a document prior to printing the entire job. Saves waste and increases overall productivity.



Secure Printing

Confidential documents are protected by an assigned password, then held in memory until retrieved by an authorized party.

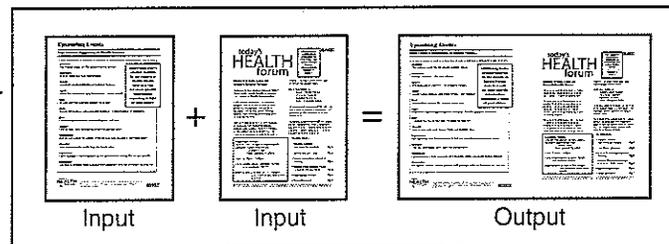


On Demand Printing

With the Aficio's Print-On-Demand system, you produce only the output you need, when you need it; eliminating warehousing or stocking costs.

File Merge Printing

Efficiently merges files and permits the easy assembly of complex documents from various applications.



The information contained in these materials is fictitious and is for print quality purposes only. It does not represent the opinion or position of Ricoh Corporation or that of any of its directors, officers, employees, representatives or those of its affiliates or subsidiaries. For actual healthcare information, please consult a professional health care provider.

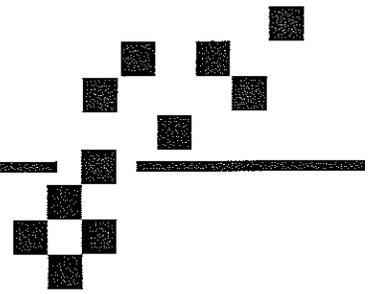
Ricoh's Innovative Technology

RICOH®

8

Aficio®

Capabilities to Streamline your Business



In business today, it's critical to have a solution to increase productivity, reliability and quality. Ricoh Aficio products have redefined those terms while adding value to your everyday workload.

Aficio Benefits

- | | | |
|----------------------------------|---|--|
| ■ Auto Reduce/Enlarge | ■ Exceptional Image Quality | ■ Preset Stamps |
| ■ Background Numbering | ■ Higher Reliability | ■ Production Image Quality |
| ■ Batch Mode | ■ Image Repeat | ■ Reduced Overall Equipment Costs |
| ■ Booklet/Magazine Mode | ■ Image Rotation | ■ "Scan Once - Print Many" Capability |
| ■ Combine Originals Mode | ■ Increased Productivity | ■ Single Service Contract |
| ■ Connect Copy/Connect Print | ■ Job Preset | ■ Single Set of Supplies |
| ■ Directional Magnification | ■ Mixed Sized Originals | ■ Sophisticated Functionality with Ease of Operation |
| ■ Double Copies | ■ Original Modes: Text, Text/Photo, Pale Original, Photo, Generation Copy | ■ Space Savings Capabilities |
| ■ Easy to Use | ■ Page Numbering | ■ User Stamps |
| ■ Electronic Sorting | ■ Positive/Negative | |
| ■ Enhanced Reduction/Enlargement | | |

The Digital Difference

Ricoh Digital Highlights



Ricoh can handle your business applications by building a system to meet your specific needs and demands.

Ricoh Digital Products are designed for:

Connectivity
Durability
Ease-of-Operation
High Reliability
Performance
Production Image Quality
Productivity
Professional Finishing
Value

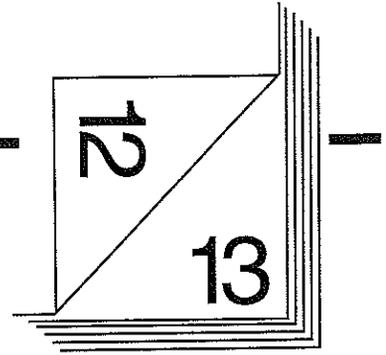
The Digital Difference

RICOH®

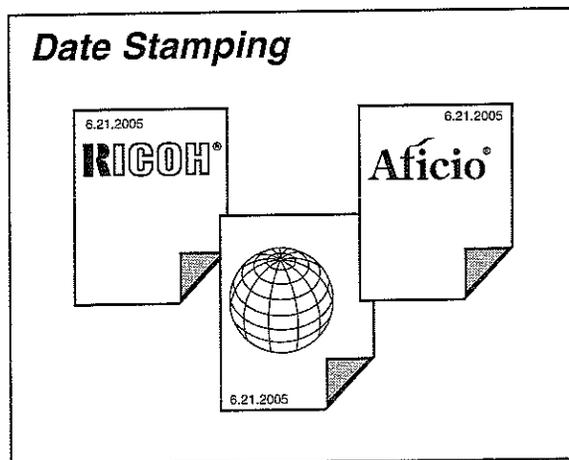
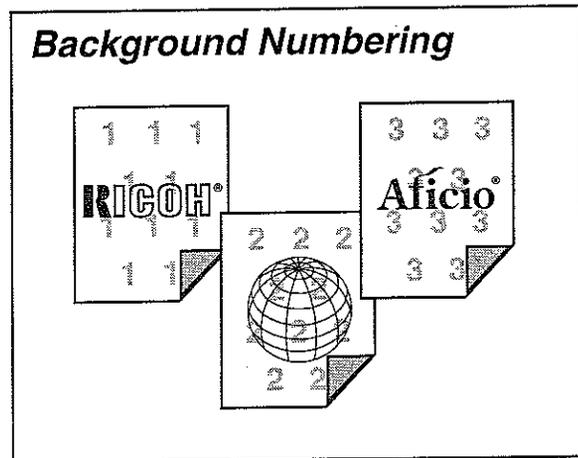
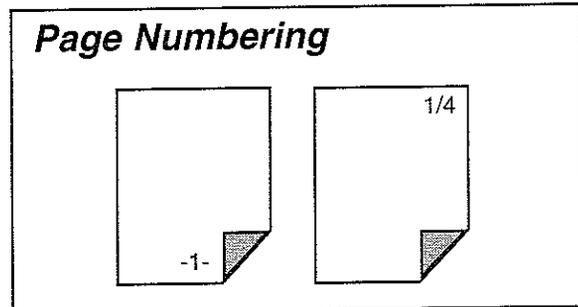
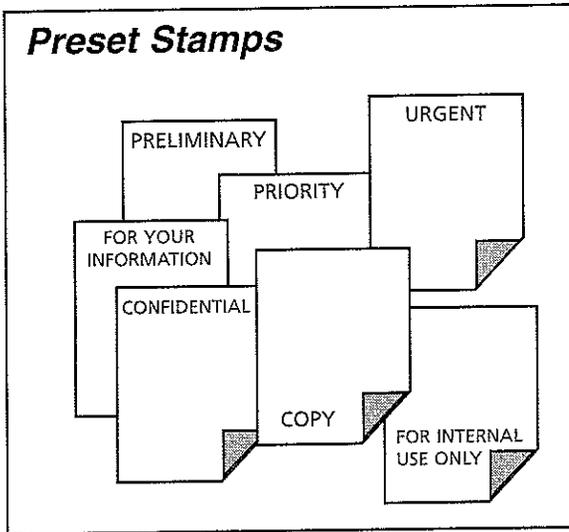
10

Aficio®

Stamping and Numbering



Ricoh systems automatically place the date and number the pages at the time of printing. For improved security you can even background number each set. Some of the preset stamps include Copy, Urgent, Draft, Confidential and more - or you can create your own stamps for custom applications.

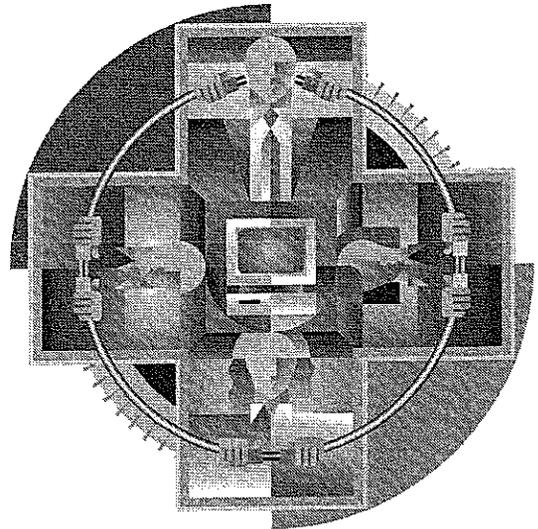


The Digital Difference

Network Capabilities

Power, Performance and Productivity

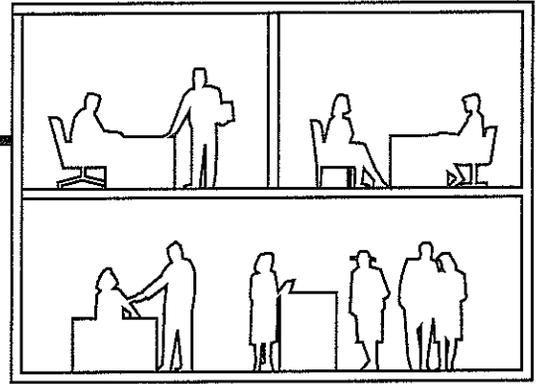
Features & Capabilities
Print your Documents Directly from your Desktop
Access Many Standard Printer Features like Collating, Stapling and Hole Punching, Directly from the Driver
Direct Job Submission Reduces Turnaround Time
Provides Optimum Image Quality
Ability to Support all Standard Page Description Languages (PCL, PostScript)
Supports TCP/IP, IPX/SPX and EtherTalk Protocols
Supports All Major Platforms (Mac, Windows, etc.)
Easy to Install on Most Major Network Settings



The Digital Difference

Walk-up/Workgroup

Built for Your Environment



From a Small Office to a Large Corporation, Ricoh Aficio Digital Imaging Systems can handle your most critical document tasks.

- Presentations
- Charts / Graphs
- Manuals
- Proposals
- Correspondence

Easy to Use – Simple to Program

Document Server Capability Enhances Workgroup Collaboration

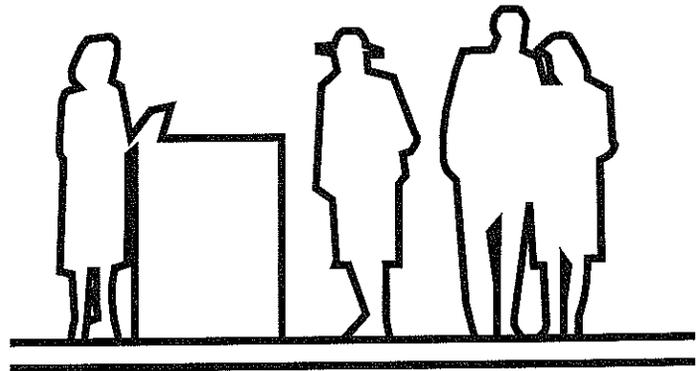
Productive Features

- Auto Tray Switching
- Scan Once / Print Many Minimizes Time Spent at the System
- Unlimited Duplex
- Limitless Toner Capacity
- Digital Front Ends that Support all Major Environments and PDL's
- Multiple Finishing Options that can be Accessed Directly from the Desktop

Built For Your Environment

Central Reproduction Departments

Dependable, Versatile and Productive



- Scan Once / Print Many Feature Provides Maximum Productivity
- Rugged Construction, Capable of Handling the Toughest Workloads
- Trayless Duplex Provides Uninterrupted Workflow
- Auto Noise Cleaning System (ANCS) Ensures Perfect Prints Every Time
- Production Quality Imaging for Graphics and Text Applications
- Multiple Image Density Modes to Handle a Variety of Jobs
- Fully Balanced Design
 - 100 Sheet Document Feeder (ARDF)
 - Unlimited Duplex
 - 100 Sheet Finishing Capability

Built For Your Environment

Print for Pay

Built For The Challenge

Dedicated Services



Centralized Environment



Production Services

Value Added Capabilities that Build Loyal Customers

- Can Utilize up to Six Paper Sources, Even Tabs!
- Robust Document Storage for all your Print on Demand Requirements
- Combine Electronic and Hard Copy Originals using Document Server
- Strong Finishing Capabilities Including Stapling, Hole Punching and Optional Online Bookletmaking
- Connect Copy / Connect Print Doubles your Productivity and Decreases your Turnaround Time

Built For Your Environment

RICOH®

15

Aficio®

Facilities Management

Flexible, Powerful, Convenient

Digital Front Ends that deliver powerful results in any customer environment (PCL, PostScript and PDF).

Connect Copy / Connect Print doubles your productivity and reduces your turnaround time.

Provides features that build value to your documents.

- Can support up to six different stocks within the same job (tabs, covers, etc.)

Document Server Capability saves time and labor by storing jobs for Print-On-Demand.

- CD-R/RW can archive frequently used jobs for easy reprinting
- Scan Once / Print Many

Provides powerful finishing features.

- Hole Punching
- Multi-position Stapling (4 positions)
- Professional On-line Bookletmaking with Full Face Trimming

Built For Your Environment

Market Applications

Markets

- Print-For-Pay
- Corporations
- Legal
- Medical
- Real Estate
- Service Groups
- Financial

Medical

SPECIAL FUELOUT SECTION

Health Care Forum Expo

The second annual Health Care Forum Expo takes place in exciting Las Vegas, Nevada, April 10-11.

Be sure to make your reservations early - seats are limited.

We have informative seminars presented by industry leading health care professionals. There will be breakout sessions including such of the software, as well as hands-on workshops hosted by several key Forum Group members.

Topics include:

- New Breakthroughs in Treating Allergies
- Diet - 1994's Diet is Best
- Treasuring The Right Expense Programs
- What's New in Alternative Medicine
- Advancements in Laser Surgery
- Making Better Through Digital Technology

Who Should Attend?

- Health Care Professionals
- Hospital Technicians
- Medical Supplies
- Physical Therapists
- Medical Office Executives
- Medical Students
- Laboratory Technicians

Seating is presented in two-hour formats and are presented daily from:

- 8:00am - 10:00am
- 11:00am - 1:00pm
- 2:00pm - 4:00pm
- 4:30pm - 6:30pm

Sign up today - seats are limited in all sessions.

See the Back Page of this issue for details on securing exhibit space.

HEALTH FORUM

Legal

RICOH

Guarantee of Specific Objectives
Simple Document

Whether to obtain the Best Personalized Care, Best IT, equipment, personnel, software or support, to design the most business-oriented network, or to develop the most value-oriented contract, the Ricoh Group of Companies is committed to the highest quality and best of all contract solutions. Ricoh's "Guarantee of Specific Objectives" and other Ricoh contracts, that are fully and lawfully enforceable, have been prepared by Ricoh, its subsidiaries, subsidiaries, employees and agents, and are not intended to be construed as an offer of insurance or any other financial product.

Contract documents that contain the substance of the guarantee of specific objectives of Ricoh's "Guarantee of Specific Objectives" are not intended to be construed as an offer of insurance or any other financial product. The substance of the guarantee of specific objectives of Ricoh's "Guarantee of Specific Objectives" is not intended to be construed as an offer of insurance or any other financial product. The substance of the guarantee of specific objectives of Ricoh's "Guarantee of Specific Objectives" is not intended to be construed as an offer of insurance or any other financial product.

This document is intended to be a simple, readable, and understandable document. It is not intended to be construed as an offer of insurance or any other financial product. The substance of the guarantee of specific objectives of Ricoh's "Guarantee of Specific Objectives" is not intended to be construed as an offer of insurance or any other financial product.

Year	January 1993-1994	1995-1996	1997-1998
15 Years	To Be Determined	To Be Determined	To Be Determined

Sign a simple, readable contract form for the purchase and delivery of these services as well as for the purchase of other Ricoh products and services. Ricoh's "Guarantee of Specific Objectives" is not intended to be construed as an offer of insurance or any other financial product. The substance of the guarantee of specific objectives of Ricoh's "Guarantee of Specific Objectives" is not intended to be construed as an offer of insurance or any other financial product.

Financial

Customer Report		Monthly Status Sales Report	
Account	Item	Description	Quantity
10001	1000	1000	1000
10002	1000	1000	1000
10003	1000	1000	1000
10004	1000	1000	1000
10005	1000	1000	1000
10006	1000	1000	1000
10007	1000	1000	1000
10008	1000	1000	1000
10009	1000	1000	1000
10010	1000	1000	1000
10011	1000	1000	1000
10012	1000	1000	1000
10013	1000	1000	1000
10014	1000	1000	1000
10015	1000	1000	1000
10016	1000	1000	1000
10017	1000	1000	1000
10018	1000	1000	1000
10019	1000	1000	1000
10020	1000	1000	1000
10021	1000	1000	1000
10022	1000	1000	1000
10023	1000	1000	1000
10024	1000	1000	1000
10025	1000	1000	1000
10026	1000	1000	1000
10027	1000	1000	1000
10028	1000	1000	1000
10029	1000	1000	1000
10030	1000	1000	1000
10031	1000	1000	1000
10032	1000	1000	1000
10033	1000	1000	1000
10034	1000	1000	1000
10035	1000	1000	1000
10036	1000	1000	1000
10037	1000	1000	1000
10038	1000	1000	1000
10039	1000	1000	1000
10040	1000	1000	1000
10041	1000	1000	1000
10042	1000	1000	1000
10043	1000	1000	1000
10044	1000	1000	1000
10045	1000	1000	1000
10046	1000	1000	1000
10047	1000	1000	1000
10048	1000	1000	1000
10049	1000	1000	1000
10050	1000	1000	1000

Real Estate

Brookville Estates

Be a part of a unique community

Standard Features: • 2 Bedrooms, 2 Baths • Large Kitchen • Full Dining Room • Hardwood Floors • Vaulted Living Room

Optional Upgrades: • Top Quality Carpet • Inset • Granite • Family Room • Finished Basement

For further information please call 800-333-3333

RICOH **Alicio**

"The information contained in these materials is fictitious and is for print quality purposes only. It does not represent the opinion or position of Ricoh Corporation or that of any of its directors, officers, employees, representatives or those of its affiliates or subsidiaries. For actual healthcare information, please consult a professional health care provider."

Applications for Every Business



17



Documents for *Every* Business

Applications

- Brochures
- Pamphlets
- Mailers
- Newsletters
- Presentations

Markets

- Advertising / Graphics Agencies
- Corporations
- Medical
- Print-For-Pay
- Real Estate

Menus

Hot & Cold Buffet
\$29.95 per person
Any Time of Day, Daily

Chicken Sandwich	Chicken Wings	Chicken Potpie
Chicken Salad	Chicken Pasta	Chicken Curry
Chicken Pie	Chicken Noodle	Chicken V.P.A.
Chicken Casserole	Chicken Lettuce Salad	Chicken Corn Casserole
Chicken Potpie	Chicken Potpie	Chicken Potpie
Chicken Potpie	Chicken Potpie	Chicken Potpie

Corporate Catering

Barbecues
\$125 per person

Chicken Potpie	Chicken Wings	Chicken Potpie
Chicken Salad	Chicken Pasta	Chicken Curry
Chicken Pie	Chicken Noodle	Chicken V.P.A.
Chicken Casserole	Chicken Lettuce Salad	Chicken Corn Casserole
Chicken Potpie	Chicken Potpie	Chicken Potpie

Cocktail Party
\$125 per person

Chicken Potpie	Chicken Wings	Chicken Potpie
Chicken Salad	Chicken Pasta	Chicken Curry
Chicken Pie	Chicken Noodle	Chicken V.P.A.
Chicken Casserole	Chicken Lettuce Salad	Chicken Corn Casserole
Chicken Potpie	Chicken Potpie	Chicken Potpie

Culinary Sensations

Pamphlets

Brookville Estates

Be a part of a unique community

- 3 Bedrooms, 2 Baths
- Large Kitchen
- Full Laundry Room
- Hardwood Floors
- Walkout Living Room
- Optional Features
- Two Car Garage
- Pool
- Fireplace
- Family Room
- Finished Basement

For further information, please call John at 825-554-7000

RICOH Aficio

Presentations

RICOH®

Presenting The Aficio Series of Digital Imaging Systems

Aficio®

Booklets

Health Tid-Bits

Snooring... It's Time For Help!
Heavy snooring can be a nightmare. Do you know that snoring during sleep opens the airway? This very common condition allows snoring, disrupts sleep, causes drowsiness and forgetfulness.

Live Better!
Recent studies indicate if you want to live a healthier life - get a pet. In one particular test group, dog owners were much happier individuals than those who didn't own a dog.

On The Rise
The Today's Health Forum Group posted record growth in active memberships. More and more individuals are concerned with their health and the health of their loved ones, motivating for the large increase in members.

Did You Know?
Distractions are more common than most people think. It's the second most common complaint people mention to their physicians - the first is never being paid!

Health 2 Forum

Benefits of Digital Technology

- Exceptional Image Quality
- Enhanced Reliability
- Increased Productivity
- Sophisticated Functionality with Ease of Operation
- Scan Once-Print Many
- Image Rotation/Electronic Sorting
- Combine Originals Mode
- Original Modes
- Page Numbering
- Background Numbering
- Auto Stamping/User Stamping
- Enhanced Reduction/Enlargement Capabilities
- Positive/Negative
- Image Repeat
- Double Copies
- Copy Merge

RICOH® Aficio®

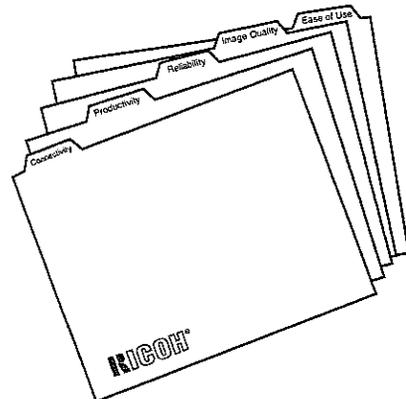
*The information contained in these materials is fictitious and is for print quality purposes only. It does not represent the opinion or position of Ricoh Corporation or that of any of its directors, officers, employees, representatives or those of its affiliates or subsidiaries. For actual healthcare information, please consult a professional health care provider.

Applications for Every Business

Professional Finishing



Booklets



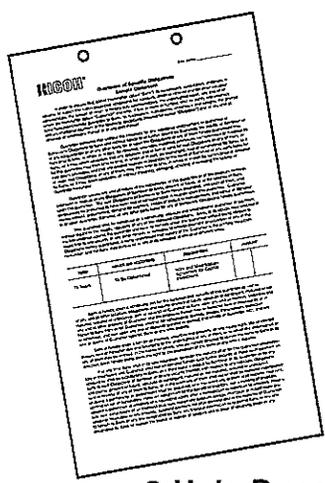
Tabs



3-Hole Punch



Multi-Position Stapling

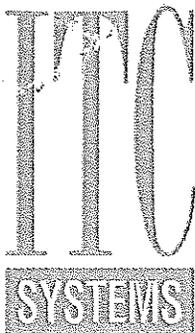


2-Hole Punch



*The information contained in these materials is fictitious and is for print quality purposes only. It does not represent the opinion or position of Ricoh Corporation or that of any of its directors, officers, employees, representatives or those of its affiliates or subsidiaries.

Applications for Every Business



FUSION, COIN OPERATED CONTROLLERS

Models: 5300 and 5400

ITC Systems coin operated controllers are the ideal solution for charging for the use of copiers, printers and other serial applications.

FUNCTIONALITY

ITC Systems' "Fusion" is our first ever one-piece coin operated controller. It is designed to streamline setup, installation and operation compared to current offerings, which typically are composed of two pieces (coin-op and stand). The 'Fusion' series is reengineered to offer a reduction in overall weight and space for ease of shipping and handling. The 'Fusion' series is available in ITC Systems popular 5300 and 5400 models.

Both the 5300 and 5400 models represent the latest in coin-op technology and are the finest available on the market today. The 5300 is the economical choice for your basic coin-op needs. It is perfect for any single application use such as printing or copying. The 5300 series comes with one serial port, copier I/O port, LCD, bypass key, out of change light and more.

The 5400 model is the latest and most advanced in coin-op technology, featuring serial ports, a USB port, and multiple copier I/O ports. One 5400 can connect with up to three different applications (ie. Copy/Fax/Print) to control and charge for use! The 5400 comes fully equipped with copier specific cables for effortless connection and reporting. This model is truly multifunctional.

The 5400 coin-op is capable of any combination of coin, bill and cash card operation. The 5300 offers your choice of coin or bill acceptance. Every coin-op comes with ITC Systems' standard warranty.

ITC Systems continues to supply the most durable and fully featured products on the market. With the main control board mounted directly to the top of the housing, we eliminate 42 potential points of failure.

FEATURES AND BENEFITS

- No extra stand required
- Accepts local currency
- Eliminates the need for a full-time attendant
- Reporting capabilities available to track usage
- Configurable pricing can be adjusted with ease
- Accounting of cash in system made easy
- Hassle-free installation
- Reduced shipping costs
- Easily mounted to copier using accessories
- Charges for the use of faxing, printing and copying



Fusion Model 5400

APPLICATIONS

College and University campuses

Libraries

Copy and Print centers

Convenience stores

COMPARISON FEATURES

Feature	5300	5400
Accepts US/CDN Currency	✓	✓
Accepts Worldwide Currency		✓
Escrow Feature	✓	✓
Bypass Key	✓	✓
Out of Change Light	✓	✓
Electronic Meters	✓	✓
Two Price Lines	✓	✓
Multiple Price Lines		✓
Report Printing	✓	✓
Internal RS-232 Port	✓	✓
External RS-232 Port		✓
External USB Port		✓
One Control Cable Included		✓
Stored Value Magnetic Card Reader Capability		ITC, ACT Debitek, Danyl XCP, ACD
Dimensions	H : 34" W : 12" D : 6"	H : 34" W : 12" D : 6"
Approx. Weight (Packaged)	44 lbs 49 lbs	44 lbs 49 lbs

Compatible MFD's

- Canon
- Konica Minolta
- Panasonic
- Xerox
- HP
- Lexmark
- Ricoh
- Kyocera Mita
- OCE
- Sharp

SPECIFICATIONS

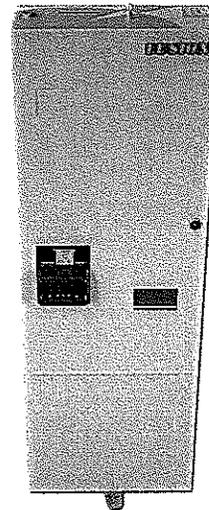
LCD:	Backlit 2 x 16 display
Power:	24 VAC, UL, CSA, CE approved
Communication:	RS-232, USB, Copier I/O ports
Coins Accepted:	US 5c, 10c, 25c, \$1 CDN 5c, 10c, 25c, \$1, \$2
Bills Accepted:	US \$1, \$5, \$10, \$20 CDN \$5, \$10, \$20
Magnetic Card Reader:	Stored Value 300-4000 oversted

ACCESSORIES

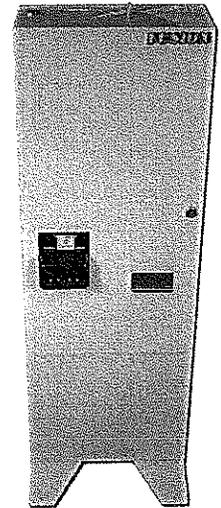


Copier Security Housing, model 5300-CSH secures the paper supply in the copier and provides a mount for the Coin-op.

Shown with Coin-op mounted

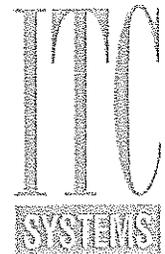


Fusion
with wheel



Fusion
with feet

ITC Systems... Integrated Transaction
Control Solutions for Tomorrow™



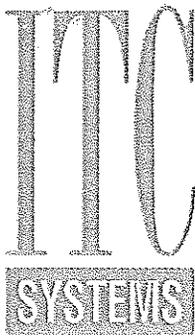
800 Fee Fee Road
St. Louis, MO 63043

Tel: 314-872-7772
Fax: 314-872-3353

705 Progress Ave., Bldg. 63
Toronto, ON M1H 2X1

Tel: 416-289-2344
Fax: 416-289-4790

www.itcsystems.com



FUSION, COIN OPERATED CONTROLLERS

Models: 5300 and 5400

ITC Systems coin operated controllers are the ideal solution for charging for the use of copiers, printers and other serial applications.

FUNCTIONALITY

ITC Systems' "Fusion" is our first ever one-piece coin operated controller. It is designed to streamline setup, installation and operation compared to current offerings, which typically are composed of two pieces (coin-op and stand). The 'Fusion' series is reengineered to offer a reduction in overall weight and space for ease of shipping and handling. The 'Fusion' series is available in ITC Systems popular 5300 and 5400 models.

Both the 5300 and 5400 models represent the latest in coin-op technology and are the finest available on the market today. The 5300 is the economical choice for your basic coin-op needs. It is perfect for any single application use such as printing or copying. The 5300 series comes with one serial port, copier I/O port, LCD, bypass key, out of change light and more.

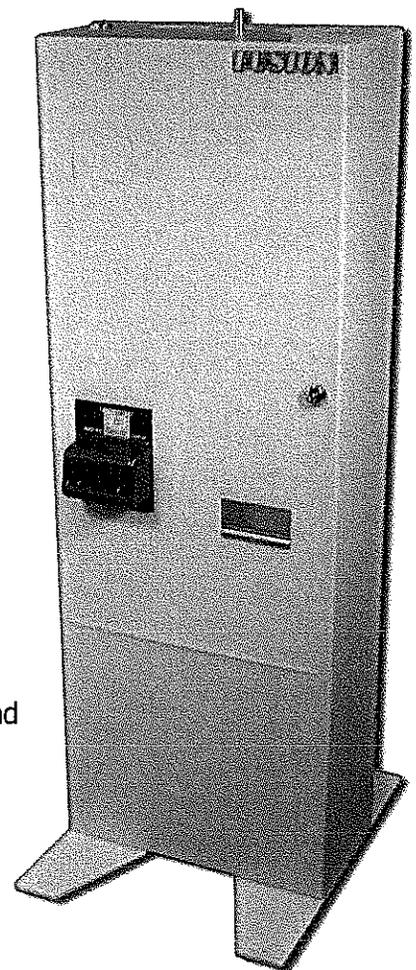
The 5400 model is the latest and most advanced in coin-op technology, featuring serial ports, a USB port, and multiple copier I/O ports. One 5400 can connect with up to three different applications (ie. Copy/Fax/Print) to control and charge for use! The 5400 comes fully equipped with copier specific cables for effortless connection and reporting. This model is truly multifunctional.

The 5400 coin-op is capable of any combination of coin, bill and cash card operation. The 5300 offers your choice of coin or bill acceptance. Every coin-op comes with ITC Systems' standard warranty.

ITC Systems continues to supply the most durable and fully featured products on the market. With the main control board mounted directly to the top of the housing, we eliminate 42 potential points of failure.

FEATURES AND BENEFITS

- No extra stand required
- Accepts local currency
- Eliminates the need for a full-time attendant
- Reporting capabilities available to track usage
- Configurable pricing can be adjusted with ease
- Accounting of cash in system made easy
- Hassle-free installation
- Reduced shipping costs
- Easily mounted to copier using accessories
- Charges for the use of faxing, printing and copying



Fusion Model 5400

APPLICATIONS

College and University campuses

Libraries

Copy and Print centers

Convenience stores

COMPARISON FEATURES

Feature	5300	5400
Accepts US/CDN Currency	✓	✓
Accepts Worldwide Currency		✓
Escrow Feature	✓	✓
Bypass Key	✓	✓
Out of Change Light	✓	✓
Electronic Meters	✓	✓
Two Price Lines	✓	✓
Multiple Price Lines		✓
Report Printing	✓	✓
Internal RS-232 Port	✓	✓
External RS-232 Port		✓
External USB Port		✓
One Control Cable Included		✓
Stored Value Magnetic Card Reader Capability		ITC, ACT Debitek, Danyl XCP, ACD
Dimensions	H : 34" W : 12" D : 6"	H : 34" W : 12" D : 6"
Approx. Weight (Packaged)	44 lbs 49 lbs	44 lbs 49 lbs

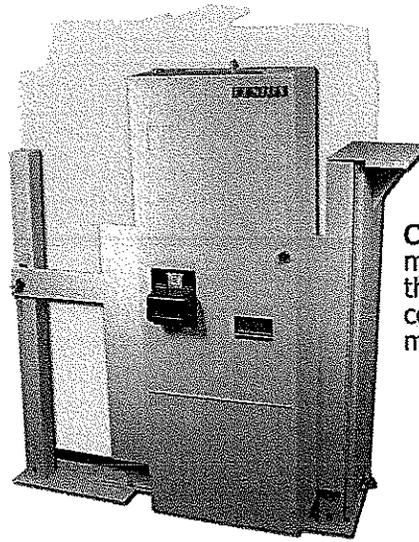
Compatible MFD's

- Canon
- Konica Minolta
- Panasonic
- Xerox
- HP
- Lexmark
- Ricoh
- Kyocera Mita
- OCE
- Sharp

SPECIFICATIONS

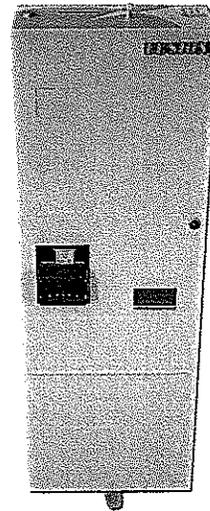
LCD:	Backlit 7 x 16 display
Power:	24 VAC, UL, CSA, CE approved
Communication:	RS-232, USB, Copier I/O ports
Coins Accepted:	US 5c, 10c, 25c, \$1 CDN 5c, 10c, 25c, \$1, \$2
Bills Accepted:	US \$1, \$5, \$10, \$20 CDN \$5, \$10, \$20
Magnetic Card Reader:	Stored Value 300-4000 overstd

ACCESSORIES

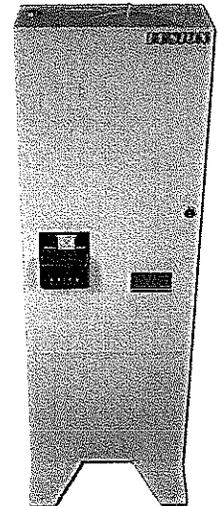


Copier Security Housing, model 5300-CSH secures the paper supply in the copier and provides a mount for the Coin-op.

Shown with Coin-op mounted

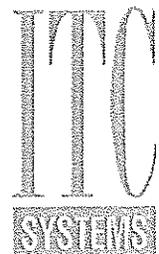


**Fusion
with wheel**



**Fusion
with feet**

**ITC Systems... Integrated Transaction
Control Solutions for Tomorrow™**



800 Fee Fee Road
St. Louis, MO 63043

Tel: 314-872-7772
Fax: 314-872-3353

705 Progress Ave., Bldg. 63
Toronto, ON M1H 2X1

Tel: 416-289-2344
Fax: 416-289-4790

www.itcsystems.com

Duplicator Sales and Service
 831 E. Broadway
 Louisville, KY 40204
 502-589-5555

Louisville Free Public Library
January 2010
Coin-Op Collection

11
 " MONTHLY REPORT "

LOCATION / COPIER	EQUIP. ID #	PREVIOUS METER	CURRENT METER	TOTAL COPIES	CURRENT COIN-BOX METER	BYPASS COPIES	BYPASS CHARGE	TOTAL COLLECTED	GROSS REIMBURSABLE AMOUNT	45% TO LFPL	NET DS&S AMOUNT
Main Branch											
1st Floor - Savin 9032	BA916	282,798	283,995	1,197	1,064	133	\$0.00	\$105.20	\$105.20	\$47.34	\$57.86
- Savin 9032	DH909	305,122	306,654	1,532	1,337	195	\$0.00	\$132.05	\$132.05	\$59.42	\$72.63
- Savin 9032	DG405	222,679	223,174	495	429	66	\$0.00	\$41.30	\$41.30	\$18.59	\$22.72
2nd Floor - Savin 9032	BA934	235,550	236,402	852	655	197	\$0.00	\$72.70	\$72.70	\$32.72	\$39.99
- Savin 9032	BA926	298,099	299,312	1,213	1,084	129	\$0.00	\$106.50	\$106.50	\$47.93	\$58.58
BRANCHES											
Bon Air											
Savin 9032	BF250	161,047	161,808	761	720	41	\$0.00	\$70.25	\$70.25	\$31.61	\$38.64
Savin 9032	BA935	294,182	295,496	1,314	1,169	145	\$0.00	\$116.15	\$116.15	\$52.27	\$63.88
Crescent Hill											
Savin 9032	BA929	198,473	199,129	656	614	42	\$0.00	\$61.15	\$61.15	\$27.52	\$33.63
Fairdale											
Savin 9032	BA918	51,124	51,697	573	320	253	\$0.00	\$30.50	\$30.50	\$13.73	\$16.78
Fern Creek											
Savin 9032	BA933	213,857	215,416	1,559	1,532	27	\$0.00	\$150.80	\$150.80	\$67.86	\$82.94
Highland/Shelby Pk											
Savin 9032	BA917	298,888	300,629	1,741	1,626	116	\$0.00	\$161.60	\$161.60	\$72.72	\$88.88
Iroquois											
Savin 9032	BA924	221,531	223,426	1,895	1,829	66	\$0.00	\$183.35	\$183.35	\$82.51	\$100.84
Jeffersontown											
Savin 9032	BA932	77,672	78,089	417	350	67	\$0.00	\$35.50	\$35.50	\$15.98	\$19.53
Savin 9032	BA931	226,831	227,920	1,089	1,022	67	\$0.00	\$99.05	\$99.05	\$44.57	\$54.48
Middletown											
Savin 9032	BA881	188,512	189,565	1,053	1,020	33	\$0.00	\$102.10	\$102.10	\$45.95	\$56.16
Newburg											
Savin 8020	DL867	73,185	73,725	540	427	113	\$0.00	\$41.80	\$41.80	\$18.81	\$22.99
Okolona											
Savin 9032	BA928	286,554	288,044	1,490	1,415	75	\$0.00	\$137.15	\$137.15	\$61.72	\$75.43

Duplicator Sales and Service
 831 E. Broadway
 Louisville, KY 40204
 502-589-5555

Louisville Free Public Library
January 2010
Coin-Op Collection

LOCATION / COPIER	EQUIP. ID #	PREVIOUS METER	CURRENT METER	TOTAL COPIES	CURRENT COIN-BOX METER	BYPASS COPIES	BYPASS COPY CHARGE	TOTAL COLLECTED	GROSS REIMBURSABLE AMOUNT	45% TO LFPL	NET DS&S AMOUNT
Portland											
Savin 9032	BA882	102,541	103,043	502	453	49	\$0.00	\$43.70	\$43.70	\$19.67	\$24.04
St. Mathews/Eline											
Savin 9032	BA923	154,318	155,581	1,263	1,046	217	\$0.00	\$103.71	\$103.71	\$46.67	\$57.04
Shawnee											
Savin 9032	BA879	216,677	217,649	972	928	44	\$0.00	\$92.20	\$92.20	\$41.49	\$50.71
Shively											
Savin 9032	BA922	198,393	199,922	1,529	1,191	338	\$1.90	\$118.05	\$116.15	\$52.27	\$65.78
Southwest											
Savin 9032	BA927	329,300	330,821	1,521	1,454	67	\$0.00	\$146.50	\$146.50	\$65.93	\$80.58
Savin 9032	BA915	241,304	242,262	958	938	20	\$0.00	\$93.20	\$93.20	\$41.94	\$51.26
Western											
Ricoh 3213	BA880	70,395	70,530	135	104	31	\$0.00	\$10.15	\$10.15	\$4.57	\$5.58
Westport											
Savin 9032	BA921	85,816	85,968	152	132	20	\$0.00	\$13.85	\$13.85	\$6.23	\$7.62
Totals		5,034,848	5,060,257	25,409	22,858	2,551	\$1.90	\$2,268.51	\$2,266.61	\$1,019.97	\$1,248.54

Per The Louisville Free Public Library contract- 500 Bypass copies per month . Billed at \$.05 per copy in excess.

COMPANY BACKGROUND

Duplicator Sales & Service started in business in May, 1959 as a one-man operation. We are 100% family owned, and presently employ approximately 175 full time employees in the state of Kentucky.

We have been selling and servicing Ricoh/Savin manufactured products since 1968. We have been a full line Ricoh dealer since August, 1991. We are truly dedicated to the Ricoh/Savin family of digital, copy/duplicating products. We presently service over 10,000 accounts in the Kentuckiana area marketplace.

We employ approximately 65 trained technicians. We have a full time Ricoh authorized CAT trainer on the total Ricoh family product line.

Our newest division, Network Support Services employs 3 network technicians. (credentials to be provided upon request)

Duplicator Sales & Service has approximately 15 salespeople with 10 + years tenure.

We have managed summary billed cost per copy programs for many major accounts in this market area for more then 20 years.

We own our rental and lease department. This enhances our ability to cater to local major account contracts.

We have serviced the Louisville Metro Government offices for more then 20 years, and we will continue to provide the same quality service in the future. We look forward to growing our services if awarded this bid.