CONTRACT MODIFICATION AGREEMENT

Date: April 22, 2016

Contract No.: UCP-TS-052-09

Modification No.: Three (3)

Issued By: Virginia Polytechnic Institute and State University (Virginia Tech)

Contractor: Virginia Business Systems

Commodity: Copier Rental Services

This Supplemental Agreement is entered into pursuant to the provisions of the basic contract.

Description of Modification:

1. The contract extension date shall be modified to state that the contract will expire on January 31, 2016 or until the transition plan is completed and all copiers are removed from the copier management program.

2. The following Transition Plan shall be incorporated into the contract.

Copier Transition Plan

The current contract extension dated January 6, 2016 allowed contract UCP-TS-052-09 with Virginia Business Systems (VBS) to be extended for 1-year. The intent of this extension was to allow for a successful transition to the new vendor of record for the Copier Management Program (CMP). The current extension expires January 30, 2017.

The extension is hereby amended to include a transition plan approved and agreed to by and between Virginia Tech and Virginia Business Systems.

Virginia Tech will notify Virginia Business Systems once Virginia Tech has been notified that the new vendor of record will begin a marketing plan. The Copier Management Program (CMP) will identify machines for removal no sooner than 30 days from the approval of the new marketing plan. CMP will notify VBS which machines will be removed from the CMP program and removed from campus as they are identified by CMP personnel. Virginia Tech will provide referral information and instructions to customers to transition to another contract vehicle for any customers wishing to keep their current devices or remain with VBS.

As machines are removed from campus or within 10 business days of removal from the CMP, whichever comes first, invoicing will no longer be applicable and will cease on the day of said removal. Machines remaining on campus will be converted to a new billing system.
VBS will require 10 working days to remove machines from the Blacksburg campus. VBS will require 15 business days to remove machines from external campus locations.

VBS will remove all machines identified by the CMP. VBS machines may be unplugged by the department. VBS machines may be stored temporarily in Printing Services. VBS will make every effort to remove machines in an expeditious manner, with any decommissioned machines being removed from the university property within 30 days.

Any devices decommissioned or removed from service on the CMP contract shall have the hard drives wiped to acceptable standards, drives provided to university, or physically destroyed at the vendor’s discretion. A prompt certification of the destruction mechanism will be provided and the asset tag shall be returned with certification of destruction.

Any VBS machines not removed within 10 working days from the Blacksburg campus and 15 days from the external campuses after notification by CMP, considered adequate notice being given to VBS, can be moved to VT Printing Services and/or Surplus. VT will not be liable for damage during this move. Storage fees may apply.

Any machines not claimed at the end of 120 days will become the permanent property of the University and subject to typical equipment disposal processes through the university’s surplus property program. CMP will notify VBS of any devices still on property before such action occurs.

Virginia Tech will not schedule more than 25 machines per week to be removed from the current CMP.

If VT or assignee relocates or removes a VBS device causing operational or physical damage it will be VT’s responsibly to be financially obligated to pay for any damage limited to a fair market value of the machine, including depreciation. This includes physical damage to attached components or damage to covers due to neglect or improper care moving the device.

All removals of machines, regardless of transition or cancellation, must be coordinated through the CMP.

VBS will provide final meter reads and certificate of hard drive overwrite to include the Virginia Tech asset tag number to CMP.

VBS will continue to provide services limited to break fix, technical support and providing supplies provided for in the contract for machines covered under the contract until their removal. Relocations will no longer be covered as a result of this Modification.

Once all VBS machines are removed from the CMP, it is agreed that contract UCP-TS-052-09 will be considered complete and all obligations by both parties will be terminated.
VBS may call on customers effective immediately. It is understood that VBS will not represent themselves as a partner of the new program, not will they be speaking on behalf of CMP. It is further understood that VBS should not address programmatic issues or engage in marketing tactics which may undermine the program they are currently contracted to support. VBS agrees to coordinate and communicate all removals, transfers and relocations to CMP. VBS further agrees to instruct customers wishing to install equipment other than VBS equipment or equipment from the new program, to contact CMP to make arrangements for service.

It is understood that during this transition phase there will be routine cancellations or devices which are not transitioning to the new CMP vendor or transitioning to VBS under a different contract vehicle. These cancellations should be handled in the same manner as transitioning devices as indicated above. This includes Virginia Tech not requesting more than 25 per week.

All new orders for machines or any machines being transferred to a different contract must go through the CMP program to coordinate the transfer, implementation, or cancellation. CMP will act on these requests within 5 business days providing feedback and/or approval to the end user.

Except as provided herein, all terms and conditions of Contract Number UCP-TS-052-09, as heretofore changed, remain unchanged and in full force and effect.

Virginia Tech
By: Mary W. Helmick
Director of Procurement
January 8, 2016

Virginia Business Systems
Attn: Jim Dotter, President
9899 Mayland Drive
Richmond, VA 23233

Dear Mr. Dotter:

Subject: Virginia Tech Contract #UCP-TS-052-09
Commodity/Service: Copier Rental Services

Thank you for responding to my letter of January 6, 2016 and agreeing to renew the contract. The contract will now expire January 31, 2017.

The attached form shows your company information as listed in the university's vendor database. If any of this information changes, please make corrections directly on the form, and return to me. It is essential that this information be accurate in order for payments to be processed in a timely manner.

We look forward to working with you for an additional year.

Sincerely,

Robert B. Snuffer, Buyer Senior/Contracts Officer
Virginia Tech Procurement Department
Telephone: (540) 231-5557

c: F.M. Pro
January 6, 2016

Dear Mr. Dotter:

Subject: Virginia Tech Contract # UCP-TS-052-09
Commodity/Service: Copier Rental Services

This is to inform you that the subject contract expires January 31, 2016. Since the university would like to renew the contract for an additional year, please advise concerning your intention by signing in the appropriate space listed below. A signed copy of this letter should be received by Procurement by January 11, 2016.

In addition, review the attached form, which shows your company information as listed in the university's vendor database. If any of this information has changed, make corrections directly on the form, and return with this letter. It is essential that this information be accurate for payments to be processed in a timely manner.

Virginia Tech recommends that our vendors utilize the Wells One AP Control Payment System for payment of all invoices and strongly encourages all vendors under contract with the university to participate in this program. If your firm is not enrolled in the program, refer to our website: http://www.procurement.vt.edu/nicdor/WellsOne.html or contact me directly for more information.

Sincerely,

Robert B. Snuffer, Buyer Senior/Contracts Officer
Telephone: (540) 231-5557

Authorized Signature: ____________________________ Date: ____________
Name: ____________________________ Title: ____________________________
(please print)

We currently participate in the Wells One Program. We would like to participate in the Wells One Program

does not agree to renew the contract for an additional

Authorized Signature: ____________________________ Date: ____________
Name: ____________________________ Title: ____________________________
(please print)

Approved:

Mary W. Helmick
Director of Procurement

Date: ____________

Invent the Future

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
An equal opportunity, affirmative action institution
November 18, 2014

Virginia Business Systems
Attn: Jim Dotter, President
9899 Mayland Drive
Richmond, VA 23233

Dear Mr. Dotter:

Subject: Virginia Tech Contract #UCP-TS-052-09
Commodity/Service: Copier Rental Services

Thank you for responding to my letter of October 31, 2014 and agreeing to renew the contract for an additional year. The contract will now expire January 31, 2016.

The attached form shows your company information as listed in the university's vendor database. If any of this information changes, please make corrections directly on the form, and return to me. It is essential that this information be accurate in order for payments to be processed in a timely manner.

We look forward to working with you for an additional year.

Sincerely,

Robert B. Snuffer
Buyer Senior/Contracts Officer
Telephone: (540) 231-5557

RBS/tdj

c: F.M. Pro
Ginny McCoy
<table>
<thead>
<tr>
<th>Edwards Business Machines, Inc.</th>
<th>Virginia Business Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FULL LEGAL NAME</strong>&lt;br&gt;(Company Name as it appears with your Federal Taxpayer Number)</td>
<td><strong>BUSINESS NAME/ DBA NAME/TA NAME</strong>&lt;br&gt;(If different than Full Legal Name)</td>
</tr>
<tr>
<td>Virginia Business Systems</td>
<td>Virginia Business Systems</td>
</tr>
<tr>
<td><strong>BILLING NAME</strong>&lt;br&gt;(Company name as it appears on your invoice)</td>
<td><strong>BILLING NAME</strong>&lt;br&gt;(Company name as it appears on your invoice)</td>
</tr>
</tbody>
</table>

**PURCHASE ORDER ADDRESS:**

- **P O BOX ADDRESS 1**
  - 9899 Mayland Drive
- **STREET ADDRESS 2**
  - Richmond
  - **CITY**
  - **VA**<br>23233**<br>**STATE**<br>**ZIP CODE**

- Jim Dotter
  - **CONTACT PERSON**
  - jdotter@vabs.net
  - **EMAIL**

**FEDERAL TAXPAYER NUMBER**

**PAYMENT ADDRESS:**

- **PAYMENT P O BOX ADDRESS 1**
  - 9742 Innovation Way
- **PAYMENT STREET ADDRESS 2**
  - Chicago
  - **CITY**
  - **IL**<br>60682**<br>**STATE**<br>**ZIP CODE**

- 804-545-6540
  - **PHONE NUMBER**
- 800-282-7326
  - **TOLL FREE NUMBER**
- 540-362-4331
  - **FAX NUMBER**
Virginia Business Systems
Attn: John Dotter, President
9899 Mayland Drive
Richmond, VA 23233

Dear Mr. Dotter:

Subject: Virginia Tech Contract # UCP-TS-052-09
Commodity/Service: Copier Rental Services

This is to inform you that the subject contract expires January 31, 2015. Since the university would like to renew the contract for an additional year, please advise concerning your intention by signing in the appropriate space listed below. Please return one signed copy of this letter to me by November 19, 2014.

Please review the attached form, which shows your company information as listed in the university's vendor database. If any of this information has changed, make corrections directly on the form, and return with this letter. It is essential that this information be accurate in order for payments to be processed in a timely manner.

Thank you for your attention to this matter.

Sincerely,

Robert B. Snuffer
Buyer Senior/Contracts Officer
Telephone: (540) 231-5557

Virginia Business Systems agrees to renew the contract for an additional year in accordance with the terms and conditions of the subject contract.

Authorized Signature: ___________________________ Date: 11/14/14
Name: John E. Dotter
Title: President

Virginia Business Systems does not agree to renew the contract for an additional year.

Authorized Signature: ___________________________ Date: 
Name: (please print)
Title: 

RBS/jv c: FMP

Approved: W. Thomas Kaloupek
Director of Material Management
Date: 11/14/14

Invent the Future

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
An equal opportunity, affirmative action institution
<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FULL LEGAL NAME</strong></td>
<td>Edwards Business Machines, Inc.</td>
</tr>
<tr>
<td><strong>BUSINESS NAME/ DBA NAME/TA NAME</strong></td>
<td>Virginia Business Systems</td>
</tr>
<tr>
<td><strong>BILLING NAME</strong></td>
<td>Virginia Business Systems</td>
</tr>
<tr>
<td><strong>PURCHASE ORDER ADDRESS:</strong></td>
<td>P O BOX ADDRESS 1</td>
</tr>
<tr>
<td></td>
<td>9899 Mayland Drive</td>
</tr>
<tr>
<td></td>
<td>STREET ADDRESS 2</td>
</tr>
<tr>
<td></td>
<td>Richmond</td>
</tr>
<tr>
<td></td>
<td>VA 23233</td>
</tr>
<tr>
<td><strong>PAYMENT ADDRESS:</strong></td>
<td>PAYMENT P O BOX ADDRESS 1</td>
</tr>
<tr>
<td></td>
<td>9742 Innovation Way</td>
</tr>
<tr>
<td></td>
<td>PAYMENT STREET ADDRESS 2</td>
</tr>
<tr>
<td></td>
<td>Chicago</td>
</tr>
<tr>
<td></td>
<td>IL 60682</td>
</tr>
<tr>
<td><strong>CONTACT PERSON</strong></td>
<td>Jim Dotter</td>
</tr>
<tr>
<td><strong>EMAIL</strong></td>
<td><a href="mailto:jdotter@vabs.net">jdotter@vabs.net</a></td>
</tr>
</tbody>
</table>
CONTRACT MODIFICATION AGREEMENT

Date: September 17, 2013

Contract No.: UCP-TS-052-09

Modification No.: Two (2)

Issued By: Virginia Polytechnic Institute and State University (Virginia Tech)

Contractor: Edwards Business Systems, Inc. dba Virginia Business Systems

Commodity: 98165

This Supplemental Agreement is entered into pursuant to the provisions of the basic contract.

Description of Modification:

Contract Modified as follows:

III. MACHINE SPECIFICATIONS BY VOLUME LEVEL:
A. Level 1 monthly volume of 1,000 to 10,000 copies:

Add Konica Minolta bizhub 223, Konica Minolta bizhub 283 The cost-per-copy will remain the same at .05 for color and .014 for black & white.

Level 1C: Add Konica Minolta bizhub C224, Konica Minolta bizhub C224c. The cost per copy will remain the same at $0.05 for color and $0.014 for black and white.

Level 2C: Add Konica Minolta bizhub C364, Konica Minolta bizhub C364e. The cost per copy will remain the same at $0.05 for color and $0.014 for black and white.

Level 3C: Add Konica Minolta bizhub C554. The cost per copy will remain the same at $0.05 for color and $0.014 for black and white.

Level 3C: Add Konica Minolta C552, Konica Minolta bizhub C554. The cost per copy will remain the same at $0.05 for color and $0.014 for black and white.

Add section C Level 3CHV: “HV = High Volume”. Add Konica Minolta bizhub Press C6000 configured with the following options: FS-612 finisher, RU-509 relay system, IC-306 Fiery controller, HT-504 dehumidifier/heater, PF-602 paper feed unit, PK-512 punch kit, HD-514 hard disk drive, DF-622 document feeder, power manager. For locations where monthly Color Production is needed. 30,000 copies per month base rate at cost per copy at $0.08 for color (up to 30,000 month) and $0.05 for color clicks over 30,000 a month , and $0.014 for black white. Semi annual for billing charges and monthly color volume based on total machine uptime performance.
Add section C Level 3CHV: “HV = High Volume”. Add Konica Minolta bizhub Press C8000 configured with the following options: FS-521 finisher, SD-506 saddle stitch unit, EF-101 second fusing unit, HT-506 heater, RU-508 relay system, IC-306 Fiery controller, UK-102 dongle, EFI impose & compose, FD-503 multi fold unit, PF-704 paper feed unit, power manager. For location where production Color is needed. 70,000 copies per month base rate at cost per copy at $0.0875 for color (up to 70,000 month) and $0.05 for color clicks above 70,000 a month, and $0.015 for black white. Semi annual for billing charges and monthly color volume based on total machine uptime performance.

Add Section D Level 4HV. Add Konica Minolta Pro 951. The cost per copy will remain the same for black & white at .008.

FOR VT OWNED DEVICES: Add Full Service and Supply Maintenance at costs stated in Contract Modification One (1).

Except as provided herein, all terms and conditions of Contract Number UCP-TS-052-09, as heretofore changed, remain unchanged and in full force and effect.

By: [Signature]  
Name and Title: [Name]

By: [Signature]  
Name and Title: [Name]

W. Thomas Kaloupeik  
Director of Procurement
CONTRACT MODIFICATION AGREEMENT

Date: November 21, 2011

Contract No.: UCP-TS-052-09

Modification No.: One (1)

Issued By: Virginia Polytechnic Institute and State University (Virginia Tech)

Contractor: Edwards Business Systems, Inc. dba Virginia Business Systems

Commodity: 98165

This Supplemental Agreement is entered into pursuant to the provisions of the basic contract.

Description of Modification:

In order to Correct a typographical error in the original contract, please change Section III.C.Level 4 to read “Section III.D.Level 4”.

Contract Modified as follows:

III. MACHINE SPECIFICATIONS BY VOLUME LEVEL:
A. Level 1 monthly volume of 1,000 to 10,000 copies:

Add Konica Minolta bizhub 222 configured with the following options: Print Scan unit (standard), DF-620 Reversing Automatic Document Feeder, FK-503 fax kit, FS-530 Base Finisher with OT-602 Output Tray, PU-501 Punch unit, HD-504 40GB hard disk drive, PC-206 Universal Paper Feed Cabinet (if the volume is below 5,000 it may be configured with DK-501 base cabinet), ESP surge protector.

Add Konica Minolta bizhub 223 The cost-per-copy will remain the same at .05 for color and .014 for black & white.

Level 1dt: Add the following desktop unit, Muratec MFX-2570 and Muratec CFX-4555 at $0.014 per copy.

Add the following desktop unit, Konica Minolta bizhub 161F (4980561) configured with the
following options: Network Card NC-501 (1383711), 64MB additional printer memory (7640001443), ESP surge protector (D5131NT). $50.00/month base charge plus $0.014 cost per copy.

Level 1C: Add Konica Minolta bizhub C220. The cost per copy will remain the same at $0.05 for color and $0.014 for black & white.

B. Level 2 monthly volume of 10,000 to 25,000 copies:

Add Konica Minolta bizhub 362 configured with the following options: Print Scan unit (standard), DF-620 Reversing Automatic Document Feeder, FK-503 fax kit, FS-530 Base Finisher with OT-602 Output Tray, PU-501 Punch unit, HD-504 40GB hard disk drive, PC-206 Universal Paper Feed Cabinet, ESP surge protector.

Add Konica Minolta bizhub 363. The cost per copy will remain the same at $0.05 for color and $0.014 for black and white.

Level 2C: Add Konica Minolta bizhub C360. The cost per copy will remain the same at $0.05 for color and $0.014 for black and white.

C. Level 3 monthly volume of 25,000 to 50,000 copies:

Add Konica Minolta bizhub 601 configured with the following options: IC-208 Print Scan Controller, Reversing Automatic Document Feeder (standard), FK-502 fax kit, FS-524 Finisher, PU-505 Punch unit, HD-510 hard disk drive, LU-405 LCT (4,000 sheets 8.5x11) if deemed needed this option can be added. The bizhub 600 comes standard with 5 paper sources and standard paper capacity for 3,100 sheets. ESP surge protector.

Level 3C: Add Konica Minolta C552. The cost per copy will remain the same at $0.05 for color and $0.014 for black and white.

D. Level 4 monthly volume exceeding 50,000 copies:

Add Konica Minolta bizhub 751 configured with the following options: IC-208 Print Scan Controller, Reversing Automatic Document Feeder (standard), FK-502 fax kit, FS-524 Finisher, PU-505 Punch kit, HD-510 hard disk drive, LU-405 LCT (8.5x11), ESP surge protector.

Add Section D Level 5hv: Konica Minolta bizhub Pro 950 (95ppm) with FS 528 Finisher or FS 611 Booklet Finisher, LU408 LCT, PK505 punch kit, PS504 PostScript and ESP Surge. For location where monthly volumes exceed 80,000 copies per month. Special costs per copy at $0.008.

Add section E. Add cost per copy/print full service agreement for all Virginia Tech owned copiers and Multi Functional Products (MFP) to include Ricoh, Konica
Minolta or HP manufactured products.

Black and White MFP:
HP MFP @ $0.014 per copy.
Copier speed of 30 pages per minute and slower @ $0.013 cost per copy.
Copier speed of 31 to 74 pages per minute @ $0.011 cost per copy.
Copier speed of 75 to 99 pages per minute @ $0.0058 cost per copy.
Copier speed of 100 pages per minute and above @ $0.0045 cost per copy.

Color MFP:
Color copier speed of 20 to 49 pages per minute $0.07 cost per copy for color copies.
Color copier speed of 50 pages per minute and above @ $0.05 cost per copy for color copies.
Color copier speed of 20 to 49 pages per minute @ $0.013 cost per copy for black and white copies.
Color copier speed of 50 pages per minute and above @ $0.0058 cost per copy for black and white copies.

Except as provided herein, all terms and conditions of Contract Number UCP-TS-025-09, as heretofore changed, remain unchanged and in full force and effect.

Contractor By: [Signature]
(Jama F. Dotter, President)
Name and Title

Virginia Tech By: [Signature]
W. Thomas Kaloupek
Director of Materials Management
August 24, 2010

Mr. David Kellogg
Virginia Business Systems
7737 Garland Circle
Roanoke, VA 24019

Dear Mr. Kellogg:

Subject: Virginia Tech Contract #UCP-TS-052-09
Commodity/Service: Copier Rental Services

Thank you for responding to my letter of August 18, 2010 and agreeing to renew the contract for an additional year. The contract will now expire January 31, 2015.

The attached form shows your company information as listed in the university's vendor database. If any of this information changes, please make corrections directly on the form, and return to me. It is essential that this information be accurate in order for payments to be processed in a timely manner.

We look forward to working with you for an additional year.

Sincerely,

Robert B. Snuffer, Buyer Specialist
Virginia Tech Purchasing Department
Telephone: (540) 231-5557

c: F.M. Pro

Invent the Future

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
An equal opportunity, affirmative action institution
Dear Mr. Kellogg:

Subject: Virginia Tech Contract # UCP-TS-052-09
Commodity/Service: Copier Rental Services

This is to inform you that the subject contract is being renewed. Since the university would like to renew the contract for an additional year, please advise concerning your intention by signing in the appropriate space listed below. Please return one signed copy of this letter to me by August 25, 2010.

Please review the attached form, which shows your company information as listed in the university's vendor database. If any of this information has changed, make corrections directly on the form, and return with this letter. It is essential that this information be accurate in order for payments to be processed in a timely manner.

Thank you for your attention to this matter.

Sincerely,

[Signature]
W. Thomas Kaloupek
Director of Management

Virginia Business Systems agrees to renew the contract for an additional year in accordance with the terms and conditions of the subject contract.

Authorized Signature: [Signature]
Name: [Name]
Title: [Title]

[Date: 8/18/10]

FMP

[Approved by: W. Thomas Kaloupek]
[Date: 6/24/2010]

Invent the Future
COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: UCP-TS-052-09

This contract entered into this 28th. day of January 2009 by Edwards Business Machines, Inc., d/b/a Virginia Business Systems hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech."

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide Copier Rental Services to Virginia Tech as set forth in the Contract Documents.


COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the contract documents.

CONTRACT DOCUMENT: The contract documents shall consist of this signed contract, Request for Proposal (RFP) number 0006659 dated October 22, 2008, Addendum Number 1 To RFP dated November 5, 2008, Addendum Number 2 To RFP dated November 18, 2008, Addendum Number 3 To RFP dated November 19, 2008, the proposal submitted by the Contractor dated November 24, 2008 including the General Information Form dated November 20, 2008 and Attachment 1, all of which contract documents are incorporated herein.

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor: 
By: [Signature] 
Name and Title: [Name]

Virginia Tech:
By: [Signature] 
Name and Title: [Name]
Virginia Tech

Request for Proposal #0006659

for

Copier Rental Services

October 22, 2008
QUESTIONS: All inquiries for information regarding this solicitation should be directed to: Robert Snuffer, Phone: (540) 231-5557, e-mail: bsnuffer@vt.edu.

DUE DATE: Sealed Proposals will be received until November 19, 2008 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

ADDRESS: Proposals should be mailed or hand delivered to: Virginia Polytechnic Institute And State University (Virginia Tech), Purchasing Department, 270 Southgate Center (0333), Blacksburg, Virginia 24061. Reference the Opening Date and Hour, and RFP Number in the lower left corner of the return envelope or package.

In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

PRE-PROPOSAL CONFERENCE: See Section IX for information regarding a pre-proposal conference.

TYPE OF BUSINESS: (Please check all applicable classifications). If your classification is certified by the Virginia Department of Minority Business Enterprise, provide your certification number: __________. For certification assistance, please visit: http://www.dmbe.state.va.us/swamcert.html.

- Large
- Small business – An independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of $10 million or less averaged over the previous three years. Department of Minority Business Enterprise (DMBE) certified women-owned and minority-owned business shall also be considered small business when they have received DMBE small business certification.

- Women-owned business – A business concern that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U.S. citizens or legal resident aliens.

- Minority-owned business – A business concern that is at least 51% owned by one or more minority individuals (see Section 2.2-1401, Code of Virginia) or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

COMPANY INFORMATION/SIGNATURE: In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

<table>
<thead>
<tr>
<th>FULL LEGAL NAME (PRINT)</th>
<th>FEDERAL TAXPAYER NUMBER (ID#)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Company name as it appears with your Federal Taxpayer Number)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUSINESS NAME/DBA NAME/TA NAME</th>
<th>FEDERAL TAXPAYER NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>(If different than the Full Legal Name)</td>
<td>(If different than ID# above)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BILLING NAME</th>
<th>FEDERAL TAXPAYER NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Company name as it appears on your invoices)</td>
<td>(If different than ID# above)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PURCHASE ORDER ADDRESS</th>
<th>PAYMENT ADDRESS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CONTACT NAME/TITLE (PRINT)</th>
<th>SIGNATURE (IN INK)</th>
<th>DATE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>E-MAIL ADDRESS</th>
<th>TELEPHONE NUMBER</th>
<th>TOLL FREE TELEPHONE NUMBER</th>
<th>FAX NUMBER TO RECEIVE E-PROCUREMENT ORDERS</th>
</tr>
</thead>
</table>

08/08
I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through, competitive negotiations for copier rental services by Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

II. CONTRACT PERIOD:

The term of this contract is for five years, or as negotiated. There will be an option for five, one year renewals, or as negotiated.

III. BACKGROUND:

The Virginia Tech Printing Services Department currently runs a copier rental program for the university. Approximately 600 copiers are included in this program. The copiers range from a table top 16 page per minute machine to an 85 page per minute high production copier. Virginia Tech Printing Services stocks and delivers all consumable supplies including paper to the participating departments. The employees are also certified with copier manufacturers to make minor repairs to the copier to eliminate down times for their customers.

In addition to the 600 copiers managed by Virginia Tech Printing Services, there are approximately 200 additional copiers dispersed throughout the campus, which are not managed by Virginia Tech Printing Services. The university makes approximately 27,000,000 copies per year.

The Virginia Tech Printing Services Department plans to expand their copier management program through any contract that may result from this solicitation.

IV. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. We are, therefore, requesting that your firm register as a trading partner within the eVA system.

There are registration fees and transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at http://www.eva.virginia.gov/register/vendorreg.htm and register both with eVA and Ariba. This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract. If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: eVACustomerCare@dgs.virginia.gov, or call 866-289-7367 or 804-371-2525.

V. CONTRACT PARTICIPATION:

It is the intent of this solicitation and resulting contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or Virginia Tech's affiliated corporations may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. The Contractor shall notify Virginia Tech in writing of any such entities accessing the contract. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide
semi-annual usage reports for all entities accessing the Contract. Participating entities shall place their own orders
directly with the Contractor and shall fully and independently administer their use of the contract to include
contractual disputes, invoicing and payments without direct administration from Virginia Tech. Virginia Tech shall
not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization
by the Contractor to extend the contract. It is understood and agreed that Virginia Tech is not responsible for the acts
or omissions of any entity, and will not be considered in default of the contract no matter the circumstances.

Use of this contract does not preclude any participating entity from using other contracts or competitive processes as
the need may be.

VI. STATEMENT OF NEEDS:

A. The Contractor shall provide copier rental services to Virginia Tech as described in Attachment C.

B. Virginia Tech will provide one room with approximately 384 square feet of space located in the Virginia Tech
Printing Services Department located at 1425 South Main Street in Blacksburg for the contractor’s technicians to
store supplies and parts as necessary.

VII. PROPOSAL PREPARATION AND SUBMISSION:

A. General Requirements

1. RFP Response: In order to be considered for selection, Offerors must submit a complete response to this
RFP. One original and five copies of each proposal must be submitted to:

   Virginia Tech
   Purchasing Department (0333)
   270 Southgate Center
   Blacksburg, VA 24061

   Reference the Opening Date and Hour, and RFP Number in the lower left hand corner of the return
   envelope or package.

   No other distribution of the proposals shall be made by the Offeror.

2. Proposal Preparation

   a. Proposals shall be signed by an authorized representative of the Offeror. All information requested
      should be submitted. Failure to submit all information requested may result in Virginia Tech requiring
      prompt submission of missing information and/or giving a lowered evaluation of the proposal.
      Proposals which are substantially incomplete or lack key information may be rejected by Virginia Tech
      at its discretion. Mandatory requirements are those required by law or regulation or are such that they
      cannot be waived and are not subject to negotiation.

   b. Proposals should be prepared simply and economically providing a straightforward, concise description
      of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity
      of content.

   c. Proposals should be organized in the order in which the requirements are presented in the RFP. All
      pages of the proposal should be numbered. Each paragraph in the proposal should reference the
      paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph
      number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers
      more than one page, the paragraph number and subletter should be repeated at the top of the next
      page. The proposal should contain a table of contents which cross references the RFP requirements.
      Information which the offerer desires to present that does not fall within any of the requirements of the
      RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated
      as additional material. Proposals that are not organized in this manner risk elimination from
      consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
d. Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume.

e. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.

3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Virginia Tech. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. Virginia Tech will schedule the time and location of these presentations. Oral presentations are an option of Virginia Tech and may not be conducted. Therefore, proposals should be complete.

B. Specific Requirements

Proposals should be as thorough and detailed as possible so that Virginia Tech may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following information/items as a complete proposal:

1. Plan for providing services:
   a. A list of the types of copiers the offeror proposes to Virginia Tech.
   b. Service capabilities to include the number of technicians provided for service to Virginia Tech.
   c. Billing capabilities.
   d. A sample of the proposed billing statement and quarterly report should be provided with the proposal.
   e. Descriptive literature for each proposed copier should be provided with the proposal.

2. Pricing:
   a. A cost per copy charge should be submitted to include all equipment, service, full maintenance, delivery, installation, labor and all supplies excluding paper.
   b. Provide pricing for the following options if available:
      1.) 3-hole punch
      2.) Folder
      3.) Unlimited sorting
      4.) Finisher
      5.) Networking
      6.) Added memory
      7.) F axing
      8.) Scanning
   c. Discuss the price firmness and the Offeror's plan for conveying price decreases/increases after the initial term of the contract.

3. Experience and Qualifications:
a. Describe the experience and qualifications of the offeror and each technician, salesperson, and administrative representatives that will provide services to Virginia Tech.
b. Include any certifications from the manufacturer that confirms that the offeror is a qualified dealer/distributor and has factory trained service personnel for installation, service and repair to the proposed equipment.

4. Small, Women-owned and Minority-owned Business (SWAM) Utilization:

If your business can not be classified as Small, Women-owned, or Minority-owned, describe your plan for utilizing SWAM businesses if awarded a contract. Describe your ability to provide statistical reporting on actual SWAM subcontracting when requested. If your firm or any business that you plan to subcontract with can be classified as SWAM, but has not been certified by the Virginia Department of Minority Business Enterprise, it is expected that the certification process will be initiated no later than the time of the award.

5. References:

Three (3) recent references, either educational or governmental, for whom you have provided the type of services described herein. Include the date(s) the services were furnished, the client name, address and the name and phone number of the individual Virginia Tech has your permission to contact.

6. The return of the General Information Form and addenda, if any, signed and filled out as required.

VIII. SELECTION CRITERIA AND AWARD:

A. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Plan for providing services</td>
<td>35</td>
</tr>
<tr>
<td>2. Pricing</td>
<td>30</td>
</tr>
<tr>
<td>3. Experience and Qualifications</td>
<td>20</td>
</tr>
<tr>
<td>4. SWAM Utilization</td>
<td>10</td>
</tr>
<tr>
<td>5. References</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

B. Award

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall then be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, Virginia Tech shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Virginia Tech may cancel this Request for Proposal or reject proposals at any time prior to an award. Should Virginia Tech determine in writing and in its sole discretion that only one offeror has made the best proposal, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the Contractor's proposal as negotiated. See Attachment B for sample contract form.
IX. OPTIONAL PRE-PROPOSAL CONFERENCE:

An optional pre-proposal conference will be held on November 4, 2008 at 2:00 p.m. in the Virginia Tech Purchasing Department, 270 Southgate Center, Blacksburg, Virginia. The purpose of this conference is to allow potential Offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

While attendance at this conference will not be a prerequisite to submitting a proposal, offerors who intend to submit a proposal are encouraged to attend.

Bring a copy of this solicitation with you. Any changes resulting from this conference will be issued in a written addendum to this solicitation.

It is strongly recommended that you obtain a visitor parking permit for display on your vehicle prior to attending the conference. Visitor parking permits are available from the Visitor Information Center located on Southgate Drive, phone: (540) 231-3548 or from the Parking Services Department located at 455 Tech Center Drive, phone: (540) 231-3200.

X. ADDENDUM:

Any ADDENDUM issued for this solicitation may be accessed at http://www.purch.vt.edu/html/docs/bids.html. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

XI. CONTRACT ADMINISTRATION:

A. Daniel Suroski, Director of the Copier Management Program, at Virginia Tech or his designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance.

B. The Contract Administrator, or his designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or his designee, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Purchasing Department through a written amendment to the contract.

XII. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions.

XIII. ATTACHMENTS:

Attachment A - Terms and Conditions
Attachment B - Standard Contract Form
Attachment C - Specifications
ATTACHMENT A

TERMS AND CONDITIONS

RFP General Terms and Conditions


Special Terms and Conditions

1. ADVERTISING: In the event a contract is awarded for supplies, equipment, or services resulting from this solicitation, no indication of such sales or services to Virginia Tech will be used in product literature or advertising. The Contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.

2. AUDIT: The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.

3. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

4. CANCELLATION OF CONTRACT: Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

5. CONTRACT DOCUMENTS: The contract entered into by the parties shall consist of the Request for Proposal including all modifications thereof, the proposal submitted by the Contractor, the written results of negotiations, the Commonwealth Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.

6. IDENTIFICATION OF PROPOSAL ENVELOPE: If a special envelope is not furnished, or if return in the special envelope is not possible, the signed proposal should be returned in a separate envelope or package, sealed and addressed as follows:

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
Purchasing Department (0333)
270 Southgate Center
Blacksburg, VA 24061
Reference the opening date and hour, and RFP Number in the lower left corner of the envelope or package.

If a proposal not contained in the special envelope is mailed, the Offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. No other correspondence or other proposals should be placed in the envelope. Proposals may be hand delivered to the Virginia Tech Purchasing Department.

7. INDEPENDENT CONTRACTOR: The contractor shall not be an employee of Virginia Tech, but shall be an independent contractor.

Nothing in this agreement shall be construed as authority for the contractor to make commitments which shall bind Virginia Tech, or to otherwise act on behalf of Virginia Tech, except as Virginia Tech may expressly authorize in writing.

8. INSURANCE:

By signing and submitting a proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.
During the period of the contract, Virginia Tech reserves the right to require the Contractor to furnish certificates of insurance for the coverage required.

**INSURANCE COVERAGES AND LIMITS REQUIRED:**
A. Worker's Compensation - Statutory requirements and benefits.
B. Employers Liability - $100,000.00
C. General Liability - $500,000.00 combined single limit. Virginia Tech and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.
D. Automobile Liability - $500,000.00

The contractor agrees to be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.

**9. NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing, hand delivered or mailed to the address of the respective party at the following address

If to Contractor:  
Address Shown On RFP Cover Page  
Attention: Name Of Person Signing RFP

If to Virginia Tech:
Virginia Polytechnic Institute and State University  
Attn: Benny Snuffer  
Purchasing Department (0333)  
270 Southgate Center  
Blacksburg, VA 24061

and

Virginia Polytechnic Institute and State University  
Attn: Daniel Suroski  
Copier Management Program (0243)  
1425 South Main Street  
Blacksburg, VA 24061

10. **PROPOSAL ACCEPTANCE PERIOD:** Any proposal received in response to this solicitation shall be valid for 90 days. At the end of the 90 days the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.

11. **SEVERAL LIABILITY:** Virginia Tech will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.

12. **WORK SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Owner's satisfaction at the Contractor's expense.
ATTACHMENT B

Standard Contract form for reference only
Offerors do not need to fill in this form

COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT

Contract Number: ____________________

This contract entered into this ___ day of ______ 20___, by __________________, heretofore called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech".

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agrees as follows:

SCOPE OF CONTRACT: The Contractor shall provide the _________ to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From __________________ through __________________

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the contract documents.

CONTRACT DOCUMENT: The contract documents shall consist of this signed contract, Request For Proposal Number ________ dated __________, together with all written modifications thereof and the proposal submitted by the Contractor dated _______ and the Contractor's letter dated ________, all of which contract documents are incorporated herein.

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor: Virginia Tech

By: ___________________________ By: ___________________________
Title: __________________________

10
ATTACHMENT C

SPECIFICATIONS

*Note: For purposes of this solicitation and notwithstanding any mandatory language (shall, must, required, specifications, etc.) contained herein, all items in Attachment C are considered desirable by Virginia Tech, but not mandatory, and are subject to negotiation.

I. SPECIFICATIONS

A. All order placements, delivery confirmations, service scheduling and other copier related information will be handled by the Copier Coordinator at Virginia Tech or his designee.

B. The contractor shall provide a cost per copy charge to include all labor, equipment (except those listed in Optional Equipment and Services), services and supplies (to include staples) excluding paper. No monthly minimums will be accepted. This cost per copy charge shall remain in effect for the initial term of the contract.

II. REQUIRED SPECIFICATIONS FOR ALL COPIERS:

A. All equipment must be new and in current production. No used equipment or parts will be considered.

B. All copiers should be capable of using recycled paper with no decrease in performance.

C. All copiers shall contain a console or be equipped with a cabinet or stand.

D. Surge protectors must be provided at no charge if recommended by the manufacturer.

E. All copiers shall have one operator manual per unit.

F. No analog copiers will be considered.

G. All copiers should include a network card.

H. All black and white copiers shall have a hard drive memory of at least 40 GB required; color models shall have at least 60GB.

I. The print controller shall have at least 192MB on black and white models; at least 1,024 MB on color models. All controllers should have the ability to add memory.

J. All copiers shall have the book copy feature that produces single and two sided copies from book original.

K. All copiers shall be Ethernet ready and capable of adding PCL 6-E and Adobe Postscript 3 or a Postscript 3 emulator as long as the emulator is 100% compatible with Adobe Postscript 3 files. Virginia Tech will supply the necessary cable and wall sockets.

L. All copiers shall have a security feature that prevents files remaining on the hard drive of the unit from being accessible to other users.

M. All copiers shall have an internal copy control feature that provides a method to assign an access code to all walk up and networked print jobs. Copiers shall include a setting that allows a walk up user to have the next priority after the current job is completed. This allows the walk up job to be completed before the next pending print job. The copier shall continue walk up copying even though networking printing problems may exist.

N. PCL 6-E and all related software shall be included. Adobe Postscript 3 or a Postscript 3 emulator will be required if requested by departments.
O. All firmware upgrades shall be included and to be installed by the vendor including those available by the Internet.

P. The following is the standard environment that the contractor shall connect and set up to meet all the copying specifications in this request:

1. Network Topology: Ethernet, TokenRing, Apple Talk
2. Cabling: 10/100 Base T, IEEE1284 Parallel, Category 5E
3. Network Servers: Windows NT; Windows 2000, 2003, 2008; Unix/Linux; Appletalk/Macintosh including OS 10.x
4. Network Protocol: TCP/IP; Appletalk
5. Software: Any and all Windows applications, MAC applications, PDF

Q. Networking Security

III. MACHINE SPECIFICATIONS BY VOLUME LEVEL:

A. Level 1: Black and White- Placement at sites with an estimated monthly volume of 1,000 to 10,000 copies:

1. Minimum of 25ppm for an 8.5 x 11 image
2. Able to produce up to 11 x 17 copies/prints
3. Reversing automatic document feeder (RADF) with minimum capacity of 50-sheets, scanning originals at no less than 80% of rated prints per minute of the unit and utilizes scan once, print many.
4. Variable reduction and enlargement: 25% to 400% in 1% increments
5. Minimum 100-sheer bypass tray
6. Minimum of 4 x 500-sheet paper drawers (2,000-sheets total)
7. Automatic duplexing
8. Fax option with Super G3, 33.6 kbps modem and minimum 32mb memory
9. Network print / scan option with PCL and PS3 print drivers
10. Minimum 1,000-sheet capacity finisher, multi-position stapling, minimum 50-sheet stapling for 8.5 x 11 size paper, 2/3 hole punch, and minimum of 3 exit trays to keep copies, prints and faxes sorted separately
11. ESP surge protector

Level 1C: Color- Placement at sites with an estimated monthly volume of 1,000 to 10,000 copies:

FULL COLOR CAPABILITY

1. Minimum of 25ppm black/white and 25ppm full color for an 8.5 x 11 image
2. Color LCD touch-screen
3. Able to produce up to 11 x 17 copies/prints
4. Reversing automatic document feeder (RADF) with minimum capacity of 50-sheets, scanning originals at no less than 80% of rated prints per minute of the unit and utilizes scan once, print many.
5. Variable reduction and enlargement: 25% to 400% in 1% increments
6. Minimum 100-sheer bypass tray
7. Minimum of 4 x 500-sheet paper drawers (2,000-sheets total)
8. Automatic duplexing
9. Fax option with Super G3, 33.6 kbps modem and minimum 32mb memory
10. Network print / scan option with PCL and PS3 print drivers
11. Minimum 1,000-sheet capacity finisher, multi-position stapling, minimum 50-sheet stapling for 8.5 x 11 size paper, minimum of 3 exit trays to keep copies, prints and faxes sorted separately
12. ESP surge protector

B. Level 2: Black and White- Placement at sites with an estimated monthly volume of 10,000 to 25,000 copies:

1. Minimum of 40ppm for an 8.5 x 11 image
2. Able to produce up to 11 x 17 copies/prints
3. Reversing automatic document feeder (RADF) with minimum capacity of 50-sheets, scanning originals at no less than 80% of rated prints per minute of the unit and utilizes scan once, print many.
4. Variable reduction and enlargement: 25% to 400% in 1% increments
5. Minimum 100-sheet bypass tray
6. Minimum of 4 x 500-sheet paper drawers and Large Capacity Tray (LCT) with minimum 2,000-sheet capacity 8.5 x 11 size paper (4,000-sheets total)
7. Automatic duplexing
8. Fax option with Super G3, 33.6 kbps modem and minimum 32mb memory
9. Network print/scan option with PCL and PS3 print drivers
10. Minimum 1,000-sheet capacity finisher, multi-position stapling, minimum 50-sheet stapling for 8.5 x 11 size paper, 2/3 hole punch, and minimum of 3 exit trays to keep copies, prints and faxes sorted separately
11. ESP surge protector

Level 2C: Color- Placement at sites with an estimated monthly volume of 10,000 to 25,000 copies:

FULL COLOR CAPABILITY

1. Minimum of 40 ppm black/white and 40 ppm full color for an 8.5 x 11 image
2. Color LCD touch-screen
3. Able to produce up to 11 x 17 copies/prints
4. Reversing automatic document feeder (RADF) with minimum capacity of 50-sheets, scanning originals at no less than 80% of rated prints per minute of the unit and utilizes scan once, print many.
5. Variable reduction and enlargement: 25% to 400% in 1% increments
6. Minimum 100-sheet bypass tray
7. 2 x 500-sheet paper drawers and 2 x 1,000-sheet paper drawers (minimum of 4 paper drawers/trays; not including bypass tray; and total paper capacity of 3,000-sheets total)
8. Automatic duplexing
9. Fax option with Super G3, 33.6 kbps modem and minimum 32 mb memory
10. Network print/scan option with PCL and PS3 print drivers
11. Minimum 1,000-sheet capacity finisher, multi-position stapling, minimum 50-sheet stapling for 8.5 x 11 size paper, minimum of 3 exit trays to keep copies, prints and faxes sorted separately
12. ESP surge protector

C. Level 3: Black and White- Placement at sites with an estimated monthly volume of 25,000 to 50,000 copies:

1. Minimum of 60 ppm for an 8.5 x 11 image
2. Able to produce up to 11 x 17 copies/prints
3. Reversing automatic document feeder (RADF) with minimum capacity of 100-sheets, scanning originals at no less than 80% of rated prints per minute of the unit and utilizes scan once, print many.
4. Variable reduction and enlargement: 25% to 400% in 1% increments
5. Minimum 100-sheet bypass tray
6. Minimum of 2 x 300-sheet paper drawers, 2 x 1,000-sheet paper drawers, and Large Capacity Tray (LCT) with 4,000-sheet capacity 8.5 x 11 size paper (7,000-sheets total)
7. Automatic duplexing
8. Fax option with Super G3, 33.6 kbps modem and minimum 32 mb memory
9. Network print/scan option with PCL and PS3 print drivers
10. Minimum 2,000-sheet capacity finisher, multi-position stapling, minimum 50-sheet stapling for 8.5 x 11 size paper, 2/3 hole punch, and minimum of 2 exit trays.
11. ESP surge protector

Level 3C: Color- Placement at sites with an estimated monthly volume of 25,000 to 70,000 copies:

FULL COLOR CAPABILITY

1. Minimum of 60 ppm black/white and 60 ppm full color for an 8.5 x 11 image
2. Color LCD touch-screen
3. Able to produce up to 11 x 17 copies/prints
4. Reversing automatic document feeder (RADF) with minimum capacity of 100-sheets, scanning originals at no less than 80% of rated prints per minute of the unit and utilizes scan once, print many.
5. Variable reduction and enlargement: 25% to 400% in 1% increments
6. Minimum 100-sheet bypass tray
7. Minimum of 2 x 500-sheet paper drawers, 2 x 1,000-sheet paper drawers, and Large Capacity Tray (LCT) with 3,000-sheet capacity 8.5 x 11 size paper (6,000-sheets total)
8. Automatic duplexing
9. Fax option with Super G3, 33.6 kbps modem and minimum 32mb memory
10. Network print / scan option with PCL and PS3 print drivers
11. Minimum 3,000-sheet capacity finisher, multi-position stapling, minimum 50-sheet stapling for 8.5 x 11 size paper, 2/3 hole punch, and minimum of 3 exit trays to keep copies, prints and faxes sorted separately
12. ESP surge protector

D. Level 4: Black and White - Placement at sites with an estimated monthly volume exceeding 50,000 copies.

1. Minimum of 75ppm for an 8.5 x 11 image
2. Able to produce up to 11 x 17 copies/prints
3. Reversing automatic document feeder (RADF) with minimum capacity of 100-sheets, scanning originals at no less than 80% of rated prints per minute of the unit and utilizes scan once, print many.
4. Variable reduction and enlargement: 25% to 400% in 1% increments
5. Minimum 100-sheet bypass tray
6. Minimum of 2 x 500-sheet paper drawers, 2 x 1,000-sheet paper drawers, and Large Capacity Tray (LCT) with 4,000-sheet capacity 8.5 x 11 size paper (7,000-sheets total)
7. Automatic duplexing
8. Fax option with Super G3, 33.6 kbps modem and minimum 32mb memory
9. Network print / scan option with PCL and PS3 print drivers
10. Minimum 3,000-sheet capacity finisher, multi-position stapling, minimum 50-sheet stapling for 8.5 x 11 size paper, 2/3 hole punch, and minimum of 2 exit trays.
11. ESP surge protector

IV. SERVICE SPECIFICATIONS

A. All service calls will be placed by the Copier Coordinator or his designee. Service calls shall be responded to on a first come, first serve basis, except where the Copier Coordinator deems necessary to change the priority of calls. The contractor shall maintain a staff of two technical support personnel, with authorized service dealer training on all digital equipment and networking components utilized at the university, with the responsibility of first response to service calls to eliminate unnecessary calls to the contractor and to determine the source of the problem to help streamline the repair process.

B. The contractor shall respond within 48 hours of receipt of an order with a confirmed delivery date. The delivery date shall not be more than seven (7) working days from the date of the order unless otherwise agreed upon by the Copier Coordinator. The contractor shall notify the Copier Coordinator a minimum of 24 hours in advance of the equipment delivery. Virginia Tech has 107 Cooperative Extension Centers, 4 4-H Education Centers and 13 Agricultural Research and Extension Centers in various locations throughout Virginia. Delivery and service for copiers at these locations may also be requested. The Copier Coordinator has the option to refuse delivery at no charge when notification is not provided prior to delivery.

C. Two service technicians should be on-site daily to perform repairs as necessary. Normal business hours for the university are 8AM to 5PM Monday through Friday. Response times of two (2) hours are expected, with response times of 2.5 hours being average and response times over three (3) hours being unacceptable. Service calls will be evaluated on a monthly basis. Criteria for the evaluation will be the total number of service calls placed over the period being evaluated and the number of service calls in excess of 3 hours response time. Failure to meet service response times of 3 hours for more than 10% of the service calls in any one quarter shall result in a penalty payment of fifty (50) dollars for all service calls over three (3) hours.

D. The contractor shall provide trained, qualified and technically skilled service technicians employed and supervised by the contractor. No third party service will be accepted. The contractor shall provide adequate
managerial and administrative supervision for its employees servicing the university. The contractor shall provide sufficient backup in times of staff shortages due to vacations, illnesses and inclement weather.

E. The contractor shall provide all labor, materials, tools and equipment to properly service and maintain the equipment provided to the university.

F. The contractor shall provide training for key operators and other department personnel within 24 hours after each installation at no additional cost to the university. On-going training may be requested as needed by the university. A technician shall be present during all installations. This technician cannot be counted as a service technician during installation. The contractor must provide either and additional technician or an additional person qualified to do installations to maintain appropriate service times.

G. The contractor should provide, at a minimum, one service technician for every 75 copiers provided to the university.

H. Technicians shall record all test copies made on each service call. A test copy record with the date, number of test copies made and the technicians name or initial shall be left in a copier maintenance folder supplied by Virginia Tech. These copies will be made at no charge to Virginia Tech.

I. The contractor shall either locally stock or be able to obtain delivery of parts within eight (8) hours of the service personnel identifying the need for the part(s).

J. If repairs or parts are necessary and the time to complete repairs or install parts will be greater than six (6) working hours, the contractor shall provide replacement equipment at no additional cost to the university until repairs or installation of parts can be completed and the equipment is usable by the university unless otherwise agreed upon by the Copier Coordinator. No additional fee will be allowed for a backup copier. Only cost per copy charges will be allowed. The contractor shall keep backup units on hand as necessary in the event that equipment is out of service in excess of 6 hours.

K. Supplies shall be delivered within five (5) business days. Unopened supplies will be returned to the contractor at the end of the contract. A minimum of three (3) months of supplies should be available at all times.

L. The contractor shall provide a new copier that is equal to or exceeds the copier specifications in the event that the volume of service calls exceeds that indicated by the manufacturers monthly call per volume recommendations. If it is clearly documented that the contractor cannot keep a copier running due to the same or similar problem for repeated service calls a new copier that is equal to or exceeds the copier specifications will be provided. No additional charge will be allowed for a replacement copier. The contractor must remove the defective copier within ten (10) business days.

M. In the event that the copier needs to be moved to another department at the university, the contractor will work with the Copier Coordinator to schedule the equipment move at no additional charge to the university.

N. Copiers may be placed in locations that within six (6) months time or less may have an increase in volume, requiring the copier to be upgraded to a higher volume copier or the department may decide to add features that would require an upgrade. Virginia Tech will attempt to relocate the copier being upgraded. In the event that the copier cannot be relocated within 30 days, the copier will be returned to the contractor at no additional cost.

O. Most copiers will be placed in departments for faculty/staff usage. On certain occasions copiers may be placed in locations for student usage. If this occurs, the contractor must install locks to secure the mechanics of the unit and the paper supply at no additional cost.

P. The rental for each department is contingent on funding. If a budget reduction provides insufficient funding for a department the agreement for that copier the agreement will end effective at the beginning of the first fiscal year for which funds are not appropriated.
Q. It is intended that all units shall be removed at the end of the contract period regardless of the length of time they have been installed. However, in the event the current contractor is awarded the new contract, the right is reserved for Virginia Tech to either have all the units removed or negotiate leaving selected copiers in place.

R. Quarterly meetings between Virginia Tech and the contractor will be held. The contractor shall provide quarterly reports to Virginia Tech consisting of, but not limited to, the following:

1. The number of copiers placed (listed by month and total to date)
2. Average response time for all services calls
3. The number of service calls responded to by the following time intervals:
   a. Below two (2) hours
   b. Two (2) – three (3) hours
   c. Any calls over three (3) hours
4. Plan of action for any copier with more than four (4) service calls in any consecutive three (3) month period
5. Average copy volume per model

V. BILLING SPECIFICATIONS

A. The contractor shall provide one monthly bill to:

Virginia Tech Copier Management Program (0243)
Attn: Copier Coordinator
1425 South Main Street
Blacksburg, VA 24060

B. Virginia Tech will assign a copier number to each copier ordered. The copier number should be entered into column one on the invoice. The monthly bill should contain, but not be limited to, the following information:

- The department name where the copier is to be placed in Column 2 of the invoice
- The serial number of the copiers in Column 3 of the invoice
- The monthly beginning meter reading for the current billing period in Column 4 of the invoice
- The monthly ending meter reading for the current billing period in Column 5 of the invoice
- The copiers calculated usage for the current month in Column 6 of the invoice
- Any test copies made by the technicians during the current billing period in Column 7 of the invoice
- The total billable copies for the current month in Column 8 of the invoice
- The total meter charge (total billable copies times the cost per copy rate) in Column 9 of the invoice
- Charges for accessories, if applicable, in Column 10 of the invoice
- The total charges (meter charge plus any accessory charges) in Column 11 of the invoice

Please note: Virginia Tech will consider alternative invoice methods if all information listed above is included.

C. Payment will be made in arrears throughout the contract period.

D. The contractor shall provide one contact person accountable to Virginia Tech for the complete order entry to machine delivery process.
Addendum Number One to Virginia Tech Request for Proposal (RFP) Number 0006659.

1. **Section III, BACKGROUND** is amended and restated to read, in its entirety, as follows:

   The Virginia Tech Printing Services Department currently runs a copier rental program for the university. There are approximately 600 copiers included in this program. The copiers range from 16 page per minute machines to an 85 page per minute high production copier. The estimated breakdown of the machine types is as follows: Level 1 (0-1,000 copies per month) approximately 20 machines, Level 2 (1,000-10,000 copies per month) approximately 230 machines, Level 3 (10,000-15,000 copies per month) approximately 80 machines, Level 4 (15,000-20,000 copies per month) approximately 70 machines, Level 4c- Color (15,000-20,000 copies per month), approximately 46 machines, Level 5 (20,000-35,000 copies per month) approximately 40 machines, Level 6 (35,000-55,000 copies per month) approximately 24 machines, Level 7 (55,000+ copies per month) approximately 5 machines. Virginia Tech Printing Services stocks and delivers all consumable supplies including paper to the participating departments. The employees are also certified by copier manufacturers to make minor repairs to the copier to eliminate down times for their customers.

   In addition to the 600 copiers managed by Virginia Tech Printing Services, there are approximately 200 additional copiers dispersed throughout the campus, which are not managed by Virginia Tech printing Services. The university makes approximately 29,200,000 black and white copies per year and 130,000 color copies per year through the rental program. The current level of copies per year indicate an increase in volume of approximately 11% on black and white copies and approximately 47% on color from 2007 to 2008.

   The Virginia Tech Printing Services Department plans to expand their copier management program through any contract that may result from this solicitation.

2. **Attachment C, Section IV. (M.)** is amended and restated to read, in its entirety, as follows:

   In the event that the copier needs to be moved to another department at the university, the contractor will work with the Copier Coordinator to schedule the equipment move at no additional charge to the university. Records indicate that there is an average of approximately 6 copiers moved per month which includes placing machines out of Printing Services inventory, upgrading machines, loaner machines and relocating machines from one location to another location.

3. All other terms, conditions and descriptions remain the same.

4. The RFP due date and hour remains November 19, 2008 at 3:00 PM.
Addendum Number Two to Virginia Tech Request for Proposal (RFP) Number 0006659.

1. Attachment C, Section III. Level 3C: Color, item 1 is amended and restated to read, in its entirety, as follows:

   Minimum of 60 ppm black/white and 50 ppm full color for an 8.5 x 11 image.

2. In order to clarify any confusion created by Amendment 1, item 1, Section III, Background, describes the current status of the machine levels in place under the existing contract. The statement of needs described in RFP0006659, Attachment C. Specifications, Section III, describes what Virginia Tech wants from a new contract that may result from this RFP.

3. All other terms, conditions and descriptions remain the same.

4. The RFP due date is changed from November 19, 2008, 3pm to November 26, 2008, 3pm.
Addendum Number Three to Virginia Tech Request for Proposal (RFP) Number 0006659.

1. Due to State Office closures resulting from the upcoming Thanksgiving Holiday, the RFP due date is changed from November 26, 2008, 3 pm to December 1, 2008, 3 pm.

2. All other terms, conditions and descriptions remain the same.
Proposal Prepared for
VIRGINIA TECH
RFP # 0006659
Copier Rental Services

From

Virginia Business Systems

7737 Garland Circle
Roanoke, VA 24019
(540) 362-3300

Prepared by:

David Kellogg
Contract Relationship Manager
November 24, 2008

Virginia Tech Purchasing Department (0333)
270 Southgate Center
Blacksburg, VA 24061

Executive Summary

Thank you for the opportunity to propose a new solution in response to Request for Proposal #0006659 for Copier Rental Services at Virginia Tech, released on October 22, 2008. Virginia Business Systems (VBS) is looking forward to partnering with Virginia Tech; we hope to be able to earn your business, and collaborate with you for your Document Technology needs well into the future. The following will provide an overview of our proposed solution. We firmly believe you will find that Virginia Business Systems will be the best fitted contractor capable of meeting and exceeding the needs of the Copier Rental program at Virginia Tech. VBS is uniquely qualified to service and support your existing Konica Minolta fleet of copiers, as well as, the bizhub systems proposed in this RFP response. Virginia Business Systems selectively proposes Konica Minolta bizhub systems that best meets the "machine specification by volume levels" requirements of the RFP. VBS provides a standard and alternate selection of bizhub systems that will allow for maximum performance and operating cost as detailed in our proposal. These bizhub systems are strategically selected for each "Level" to provide Virginia Tech departments with optimum performance and the best economic investment. Our dedicated Account Management Team will consistently analyze workflow and departmental needs, recommending a solution for optimum performance.

Of greatest importance is the question "Who will I be partnering with for the next five to 10 years?" VBS is a document management company serving the Commonwealth of Virginia and also has established SWAM certification. VBS provides Digital Multifunctional office equipment by Konica Minolta, Ricoh, and HP; offering hardware, service, supplies, middleware and software solutions to clients ranging in size from Fortune 500 Companies to small and medium sized businesses. VBS has extensive experience in supporting these value-added solutions with colleges, universities, and state/local government organizations throughout the Commonwealth of Virginia. We firmly believe no other local vendor provides the level of experience within the Commonwealth of Virginia in supporting these types of organizations. VBS has built long-term partnerships as indicated in "Section VIII, criteria 5; references" of this RFP response.
Virginia Business Systems promises to do the best for Virginia Tech and to completely satisfy Virginia Tech by providing quality business systems and superior services. This is our Mission. This is our commitment.

Konica Minolta was created from the merger of Konica Company and Minolta Corporation: two international giants in imaging technology with product lines ranging from industry-leading printer/copiers to industrial optics. Today, Konica Minolta leads the way in all the "essentials of imaging" — and their leadership across the board helps to create innovations and solutions that continually provide customers with much higher value at lower cost. Konica Minolta has a history of providing world-class products, services and solutions to large, Fortune 1000 accounts, as well as many other national, regional and local corporate and government customers.

Virginia Business Systems provides a simplified and straightforward response to this RFP, keeping our response organized in order with the RFP by specifically answering each requirement in the exact detailed format of the RFP request. We believe you will find our response easy to follow with value-added information. Virginia Business Systems proposes Konica Minolta bizhub systems that will meet the requirements within this RFP. VBS is a Konica Minolta Platinum dealer and recognized by Konica Minolta, year after year, with excellence in service with the Pro-Tech Service Award.

Please review this response and contact me with any questions or concerns that you may have in regards to our equipment, service, pricing, or support. It is my hope that based on our solution, references, service, equipment and pricing that you will find Virginia Business Systems to be the clear choice as your provider and partner.

I thank you again personally for the opportunity, and look forward to meeting soon.

Sincerely,

David Kellogg
Contract Relationship Manager
Virginia Business Systems
540-521-2399
dkellogg@vabs.net
RFP 0006659
GENERAL INFORMATION FORM

QUESTIONS: All inquiries for information regarding this solicitation should be directed to: Robert Snuffer, Phone: (540) 231-5557, e-mail: bsnuffer@vt.edu.

DUE DATE: Sealed Proposals will be received until November 19, 2008 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

ADDRESS: Proposals should be mailed or hand delivered to: Virginia Polytechnic Institute And State University (Virginia Tech), Purchasing Department, 270 Southgate Center (0333), Blacksburg, Virginia 24061. Reference the Opening Date and Hour, and RFP Number in the lower left corner of the return envelope or package.

In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

PRE-PROPOSAL CONFERENCE: See Section IX for information regarding a pre-proposal conference.

TYPE OF BUSINESS: (Please check all applicable classifications). If your classification is certified by the Virginia Department of Minority Business Enterprise, provide your certification number: 664632. For certification assistance, please visit: http://www.dmbbe.state.va.us/swamcert.html.

<table>
<thead>
<tr>
<th>Large</th>
<th>Small business</th>
<th>Women-owned business</th>
<th>Minority-owned business</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>An independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of $10 million or less averaged over the previous three years. Department of Minority Business Enterprise (DMBE) certified women-owned and minority-owned business shall also be considered small business when they have received DMBE small business certification.</td>
<td>A business concern that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U.S. citizens or legal resident aliens.</td>
<td>A business concern that is at least 51% owned by one or more minority individuals (see Section 2.2-1401, Code of Virginia) or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.</td>
</tr>
</tbody>
</table>

COMPANY INFORMATION/SIGNATURE: In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

<table>
<thead>
<tr>
<th>FULL LEGAL NAME (PRINT)</th>
<th>FEDERAL TAXPAYER NUMBER (ID#)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edwards Business Machines, Inc.</td>
<td>[Redacted]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUSINESS NAME/DBA NAME/TA NAME</th>
<th>FEDERAL TAXPAYER NUMBER (ID#)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virginia Business Systems</td>
<td>[Redacted]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BILLING NAME</th>
<th>FEDERAL TAXPAYER NUMBER (ID#)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virginia Business Systems</td>
<td>[Redacted]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PURCHASE ORDER ADDRESS</th>
<th>PAYMENT ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>7377 Garland Circle, Roanoke, VA 24019</td>
<td>9742 Innovation Way, Chicago, IL 60682</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTACT NAME/TITLE</th>
<th>SIGNATURE (IN INK)</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Kellogg/Contract Relationship Manager</td>
<td>[Signature]</td>
<td>11/20/08</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-MAIL ADDRESS</th>
<th>TELEPHONE NUMBER</th>
<th>FAX NUMBER TO RECEIVE E-PROCUREMENT ORDERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:dkellogg@vabs.net">dkellogg@vabs.net</a></td>
<td>540-362-3300</td>
<td>540-362-4331</td>
</tr>
</tbody>
</table>
Addendum Number One to Virginia Tech Request for Proposal (RFP) Number 0006659.

1. Section III, BACKGROUND is amended and restated to read, in its entirety, as follows:

The Virginia Tech Printing Services Department currently runs a copier rental program for the university. There are approximately 600 copiers included in this program. The copiers range from 16 page per minute machines to an 85 page per minute high production copier. The estimated breakdown of the machine types is as follows: Level 1 (0-1,000 copies per month) approximately 20 machines, Level 2 (1,000-10,000 copies per month) approximately 230 machines, Level 3 (10,000-15,000 copies per month) approximately 80 machines, Level 4 (15,000-20,000 copies per month) approximately 70 machines, Level 4c- Color (15,000-20,000 copies per month), approximately 46 machines, Level 5 (20,000-35,000 copies per month) approximately 40 machines, Level 6 (35,000-55,000 copies per month) approximately 24 machines, Level 7 (55,000+ copies per month) approximately 5 machines.

Virginia Tech Printing Services stocks and delivers all consumable supplies including paper to the participating departments. The employees are also certified by copier manufacturers to make minor repairs to the copier to eliminate down times for their customers.

In addition to the 600 copiers managed by Virginia Tech Printing Services, there are approximately 200 additional copiers dispersed throughout the campus, which are not managed by Virginia Tech printing Services. The university makes approximately 29,200,000 black and white copies per year and 130,000 color copies per year through the rental program. The current level of copies per year indicate an increase in volume of approximately 11% on black and white copies and approximately 47% on color from 2007 to 2008.

The Virginia Tech Printing Services Department plans to expand their copier management program through any contract that may result form this solicitation.

2. Attachment C, Section IV. (M.) is amended and restated to read, in its entirety, as follows:

In the event that the copier needs to be moved to another department at the university, the contractor will work with the Copier Coordinator to schedule the equipment move at no additional charge to the university. Records indicate that there is an average of approximately 6 copiers moved per month which includes placing machines out of Printing Services inventory, upgrading machines, loaner machines and relocating machines from one location to another location.

3. All other terms, conditions and descriptions remain the same.

4. The RFP due date and hour remains November 19, 2008 at 3:00 PM.
Addendum Number Two to Virginia Tech Request for Proposal (RFP) Number 0006659.

1. Attachment C, Section III. Level 3C: Color, item 1 is amended and restated to read, in its entirety, as follows:

   Minimum of 60 ppm black/white and 50 ppm full color for an 8.5 x 11 image.

2. In order to clarify any confusion created by Amendment 1, item 1, Section III. Background, describes the current status of the machine levels in place under the existing contract. The statement of needs described in RFP0006659, Attachment C. Specifications, Section III, describes what Virginia Tech wants from a new contract that may result from this RFP.

3. All other terms, conditions and descriptions remain the same.

4. The RFP due date is changed from November 19, 2008, 3pm To November 26, 2008, 3pm.
Addendum Number Three to Virginia Tech Request for Proposal (RFP) Number 0006659.

1. Due to State Office closures resulting from the upcoming Thanksgiving Holiday, the RFP due date is changed from November 26, 2008, 3 pm to December 1, 2008, 3 pm.

2. All other terms, conditions and descriptions remain the same.
<table>
<thead>
<tr>
<th>Status</th>
<th>Vendor ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>eVA Status: Active</td>
<td>eVA Vendor ID: E4421</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Certifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>HQ Legal Name eMail</td>
<td>DMBE Name: Edwards Business Machines, Inc. d/b/a Virginia Business Systems</td>
</tr>
<tr>
<td>Supplier: Virginia Business Systems</td>
<td></td>
</tr>
<tr>
<td>Location Name eMail</td>
<td>Small Business:</td>
</tr>
<tr>
<td>Contact: Richmond</td>
<td>Date Small Certs. Approved: 15-NOV-2007</td>
</tr>
<tr>
<td></td>
<td>Date Small Certs. Expires: 15-DEC-2010</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Minority Owned:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Street1: 9899 MAYLAND DRIVE</td>
<td>Date Minority Certs. Approved:</td>
</tr>
<tr>
<td>Order Street 2:</td>
<td></td>
</tr>
<tr>
<td>City: RICHMOND</td>
<td>Date Minority Certs. Expires:</td>
</tr>
<tr>
<td>State: VA</td>
<td></td>
</tr>
<tr>
<td>Zip Code: 23233</td>
<td></td>
</tr>
<tr>
<td>Country: US</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact</th>
<th>PCard &amp; Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact: Debora Gregg</td>
<td>Accepts PCards: Y</td>
</tr>
<tr>
<td>Email: <a href="mailto:dgregg@vabs.net">dgregg@vabs.net</a></td>
<td>Accepts Master Card: Y</td>
</tr>
<tr>
<td>Phone No: 804-270-7003</td>
<td>Accepts Electronic Orders: Y</td>
</tr>
<tr>
<td>Fax No: 804-270-7677</td>
<td></td>
</tr>
</tbody>
</table>
B. Specific Requirements

1. Plan for providing services:

   a. A list of the types of Copiers the offeror proposes to Virginia Tech:

   Virginia Business Systems proposes industry leading Konica Minolta bizhub multifunctional products (digital/copy/print/scan/fax), per specifications in "section III. Machine Specifications by Volume Level", page 12-14 of RFP #0006659. Each proposed bizhub model meets and/or exceeds the requirements for each volume level. Below are the standard bizhub models proposed for each volume level and are listed in detail in section III, see pages 53-66 of our response. Additionally, we are proposing an alternate slate of units with the same print engines, same added accessories meeting volume requirements, at a slightly slower print speed and at a lower hardware cost; which may provide a value for Virginia Tech and its departmental users.

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>STANDARD</th>
<th>ALTERNATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Konica Minolta bizhub 250</td>
<td>Konica Minolta bizhub 200</td>
</tr>
<tr>
<td>Level 1C</td>
<td>Konica Minolta bizhub C253</td>
<td>Konica Minolta bizhub C203</td>
</tr>
<tr>
<td>Level 2</td>
<td>Konica Minolta bizhub 421</td>
<td>Konica Minolta bizhub 350</td>
</tr>
<tr>
<td>Level 2C</td>
<td>Konica Minolta bizhub C451</td>
<td>Konica Minolta bizhub C353</td>
</tr>
<tr>
<td>Level 3</td>
<td>Konica Minolta bizhub 600</td>
<td>Konica Minolta bizhub 600</td>
</tr>
<tr>
<td>Level 3C</td>
<td>Konica Minolta bizhub C650</td>
<td>Konica Minolta bizhub C550</td>
</tr>
<tr>
<td>Level 4:</td>
<td>Konica Minolta bizhub 750</td>
<td>Konica Minolta bizhub 750</td>
</tr>
</tbody>
</table>

Konica Minolta Business Solutions USA Inc., a leader in advanced imaging and networking technologies for the desktop to the print shop, brings together unparalleled advances in security, print quality and network integration via its award winning line of bizhub multifunction products (MFPs); bizhub PRO production printing systems; magicolor desktop color laser printers and all-in-ones; and pagepro monochrome desktop laser printers and all-in-ones.
b. Service capabilities to include the number of technicians provided for service to Virginia Tech.

Virginia Business Systems Mission is to do the best for our clients and to completely satisfy them by providing quality business systems and superior services. This we are committed to and recognized for in the industry. We were awarded the Pro-Tech Service Award from Konica Minolta and the President's Award for Excellence from Ricoh. This can only be achieved by providing outstanding service and support to clients. See enclosed service/support award letters, pages 99-103 of our response.

Virginia Business Systems will provide Virginia Tech with 2 dedicated service technicians and will have an additional 23 in the state for support. The user notifies the help desk of his or her issue, and the help desk issues a ticket that has details of the problem. If the First Pass support technician is able to solve the issue, the ticket is closed and updated with documentation of the solution to allow other help desk technicians to reference in the future. If the issue needs to be escalated, it will be updated, noting what was attempted by the technician and dispatched to second level support. In addition to our local presence, Konica Minolta provides VBS with extensive phone and online support, along with onsite assistance as needed through the Konica Minolta regional technical managers. Also see section "VI. SERVICE SPECIFICATIONS" of this RFP response.

Virginia Business Systems will meet and address the Virginia Tech copier RFP service specifications listed in section IV. Service Specifications, page 14-16 of Va Tech RFP #0006659.
c. Billing capabilities.

Virginia Business Systems will have Billing / Invoicing customized to meet the needs (billing specifications) of Virginia Tech listed in the RFP (#0006659) on page 16, section V. Billing specifications part B.

d. A sample of the proposed billing statement and quarterly report should be provided with proposal.

See enclosed billing statements "example invoices" from other large customer accounts we support in the Virginia market place. These clients have multiple machines serviced by Virginia Business Systems. These sample invoices are listed on pages 106-107 of our proposal. These invoices are representative of Virginia Tech's requirements but show our level of customization.

e. Descriptive literature for each proposed copier should be provided with the proposal

See enclosed bizhub model brochures attached in section "III. Machine Specifications by Volume Level". See pages 67-90 of our proposal.
2. Pricing:

a. A cost per copy charge should be submitted to include all equipment, service, full maintenance, delivery, installation, labor, and all supplies excluding paper.

Cost Per Copy Pricing (CPC)
The CPC is based on the equipment level and installed accessories as outlined in our pricing schedule. There are no set minimums when equipment is ordered correctly based on historical data. Pricing includes use of equipment, service, parts and supplies with the exception of staples, transparencies and paper. Staples can be purchased at a negotiated rate taking into account quantity discounts.

As stated in our proposal, we have offered standard pricing based strictly on the minimum machine specifications along with an alternate slate of devices. The alternate devices match all specifications with the exception of engine speed, which is slightly slower. The engines are the same as the standard slate but the units cost less which translates to a lower overall CPC.

Color devices will carry a Machine Use Charge (MUC) of $90/month as noted on the pricing schedule. This charge will keep the CPC consistent with the monochrome devices on campus.

Placement Parameters
In order to create a mutually beneficial agreement, we need to place the right piece of equipment in the correct environment. To this end, we propose the following:

- The placement of new equipment will be based on the historical usage data which corresponds to the Equipment Levels. All Level 1 placements will have a Volume Upcharge Fee (VUF) as the volumes could be too low to support the proposed CPC. Should the historical volume not warrant a certain level of unit, VBS will invoice a monthly VUF as noted in the chart below. Should a device be placed in an environment that is actually producing at a level more than one step below, the upcharge would be cumulative (i.e. Level 4 KM 750 is doing 15K/month instead of the recommended 50K, an upcharge for Levels 3 & 4 of $120 would be added to the actual CPC).
2. Pricing: Continued

<table>
<thead>
<tr>
<th>Equipment Level</th>
<th>Volume</th>
<th>Upcharge Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>$70 standard</td>
</tr>
<tr>
<td>2 &amp; 2C</td>
<td></td>
<td>$60 conditional</td>
</tr>
<tr>
<td>3 &amp; 3C</td>
<td></td>
<td>$60 conditional</td>
</tr>
<tr>
<td>4 &amp; 4C</td>
<td></td>
<td>$60 conditional</td>
</tr>
</tbody>
</table>

- VBS will place new Konica Minolta devices for the first forty-two (42) months of the contract. After this initial period, VBS will place a device from our rental fleet to fulfill the remainder of the initial contract and renewal periods.

Existing Fleet of Konica Minolta Devices
For the Konica Minolta devices currently in place under the existing contract, VBS will maintain, supply, service and add to our monthly invoice at a rate of \( .015/\text{copy} \) for b/w clicks and \( .06/\text{copy} \) for full color without restrictions to monthly volume thresholds or accessories. When these devices are replaced, the existing new equipment price schedule would be utilized. If the devices are replaced with off lease or rental equipment that is not brand new, we would continue billing at the same rate.

b. Provide pricing for the following options available: See Attached Pricing Sheets.
1.) 3-Hole Punch
2.) Folder
3.) Unlimited Sorting
4.) Finisher
5.) Networking
6.) Added Memory
7.) Faxing
8.) Scanning

c. Discuss the price firmness and the Offeror's plan for conveying price decreases/increases after the initial term of the contract.

The pricing provided represents our negotiated cost with our manufacturer (Konica Minolta). Pricing can be negotiated between Virginia Business Systems and Virginia Tech so that both parties will be mutually satisfied.
<table>
<thead>
<tr>
<th>LEVEL</th>
<th>MODEL</th>
<th>MACHINES &amp; ACCESSORIES</th>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Total CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>bizhub 250 Printer/Copier/Scanner (includes 192MB RAM, PS/PCL controller, Network Scanning, Automatic Duplex Unit, Drum Unit and Developer)</td>
<td>4041011</td>
<td>$5,700</td>
<td>$0.0193</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reversing Automatic Document Feeder DF-305</td>
<td>4344712</td>
<td>$1,275</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fax Kit FK-303</td>
<td>4551513</td>
<td>$1,095</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Finisher FS-50B</td>
<td>4349712</td>
<td>$1,550</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Output Tray OT-501 (additional finisher bin kit for FS-508)</td>
<td>4625241</td>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Punch Unit PU-501 (for FS-508)</td>
<td>4512912</td>
<td>$500</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hard Disk HD-504</td>
<td>7540001821</td>
<td>$540</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Paper Feed Cabinet PC-202 (550 x 2)</td>
<td>4091212</td>
<td>$1,070</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deck DK-501 (additional finisher bin kit for FS-508)</td>
<td>4348011</td>
<td>$199</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ESP Surge Protector</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Level 1**

<table>
<thead>
<tr>
<th>bizhub 250</th>
<th>OPTIONAL ACCESSORIES</th>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Total CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Cover OC-502</td>
<td>4509225</td>
<td>$30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Separator JS-502</td>
<td>4347711</td>
<td>$150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mailbin Kit MT-501 (for FS-510 &amp; FS-508)</td>
<td>4510716</td>
<td>$1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saddle Stitcher Kit SD-502 (for FS-508)</td>
<td>4511811</td>
<td>$1,290</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper Feed Cabinet PC-102 (550 x 1 + Paper Storage)</td>
<td>4061112</td>
<td>$820</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper Feed Cabinet PC-402 (2,750 x 1)</td>
<td>4091317</td>
<td>$1,280</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax Multi Line ML-502</td>
<td>4551521</td>
<td>$1,050</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SP-501 Fax Stamp Unit</td>
<td>4614506</td>
<td>$45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SC-504</td>
<td>4599444</td>
<td>$430</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expanded Memory Unit EM-303 32MB</td>
<td>4591161</td>
<td>$145</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expanded Memory Unit EM-304 64MB</td>
<td>4551651</td>
<td>$230</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expanded Memory Unit EM-305 128MB</td>
<td>4591161</td>
<td>$550</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Interface Kit EI-502 (suitses printing through Parallel connection - IEEE1284)</td>
<td>4599431</td>
<td>$150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Key Counter Mount Kit 2</td>
<td>4623471</td>
<td>$81</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Key Counter Mount Kit 1</td>
<td>4623472</td>
<td>$81</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spare TX Marker Stamp 2</td>
<td>4614511</td>
<td>$25</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Volume Upcharge Fee (VUF)</strong></td>
<td><strong>$70.00</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LEVEL</td>
<td>MODEL</td>
<td>MACHINES &amp; ACCESSORIES</td>
<td>PROD NUMBER</td>
<td>SUGG RETAIL</td>
</tr>
<tr>
<td>-------</td>
<td>--------</td>
<td>----------------------------------------------------------------------------------------</td>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td>bizhub 421 includes Drum, Developer, DF-513, Duplex Unit, 1024 MB Memory (max), Tray 1 (500 sheets), Tray 2 (500 sheets), Intelligent Bypass (150 sheets), Total Standard Paper Supply Capacity: 1,150 sheets (5,650 max). Fax Kit for 420 &amp; 500 - FK-502 &amp; MX-708 Mount Kit FS-522 Base Finisher (Stapling standard) OT-602 Output Tray Punch Unit PU-501 for FS-508 HD-508 80GB Hard Disk Drive IC-207 Imaging Controller ESP Surge Protector</td>
<td>Level 10-25K bizhub 421</td>
<td>AOR6011</td>
<td>$9,720</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OPTIONAL ACCESSORIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Job Separator JS-502</td>
<td>4347711</td>
<td>$150</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MT-502 Mailbox Kit for FS-519</td>
<td>4510761</td>
<td>$1,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SP-501 Fax Stamp Unit</td>
<td>4614506</td>
<td>$45</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spare TX Marker Stamp 2</td>
<td>4814511</td>
<td>$25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax Kit for 420 &amp; 500 - FK-502 &amp; ML-503 Dual Line Unit</td>
<td>7840X024</td>
<td>$3,190</td>
</tr>
<tr>
<td></td>
<td></td>
<td>VT-502 Working Table</td>
<td>A07EWW01</td>
<td>$100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AU-101 Biometric Authentication Unit</td>
<td>A08MNWRO1</td>
<td>$850</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SD-507 Saddle Kit for FS-522</td>
<td>A06PGW21</td>
<td>$1,250</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FS-523 Console Finisher (SKU including FS-523 and RU-507)</td>
<td>A09PHX001</td>
<td>$3,100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LU-203 Large Capacity Tray (2,000 sheets)</td>
<td>A09R0Y1</td>
<td>$1,290</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OT-504 Output Tray</td>
<td>A09R4Y1</td>
<td>$160</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PC-407 Large Capacity Cabinet</td>
<td>A09R6Y1</td>
<td>$1,290</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PC-209 Paper Feed Cabinet (500 x 2)</td>
<td>A09OCY1</td>
<td>$1,070</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DK-500 Copy Desk</td>
<td>A09OCY3</td>
<td>$199</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EK-703 Local Interface Kit</td>
<td>A06WYY1</td>
<td>$250</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SC-505 Security Kit</td>
<td>A06PWWY1</td>
<td>$500</td>
</tr>
<tr>
<td>Level</td>
<td>Model</td>
<td>Machines &amp; Accessories</td>
<td>Prod Number</td>
<td>Sugg Retail</td>
</tr>
<tr>
<td>-------</td>
<td>-------</td>
<td>------------------------</td>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>3</td>
<td>bizhub 600</td>
<td>Bizhub 600 (includes drum, developer, EDH, 512MB memory; tray 1(1,500 sheets), tray 2(1,000 sheets), tray 3(500 sheets), tray 4(500 sheets), bypass and PC drum. Requires AC 120V, 16A (NEMA receptacles 5-20R))</td>
<td>578E</td>
<td>$19,950</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Print Controller IC-202</td>
<td>15NB</td>
<td>$2,800</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FK-502 Fax Kit (to add dual line capability to 600/750, this item is required to be purchased as 2nd fax board)</td>
<td>15LB</td>
<td>$990</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Finisher FS-504</td>
<td>15JK</td>
<td>$2,850</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PK-505 Punch Kit</td>
<td>15KB</td>
<td>$750</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HDD for 1-Fax HD-503</td>
<td>15NL</td>
<td>$900</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LCT LU-401</td>
<td>15JT</td>
<td>$2,000</td>
</tr>
<tr>
<td>Level</td>
<td>bizhub 600</td>
<td>ESP Surge Protector</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Optional Accessories**

<table>
<thead>
<tr>
<th>Product</th>
<th>Model</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finisher FS-509</td>
<td>15JL</td>
<td>$4,400</td>
</tr>
<tr>
<td>Finisher FS-602</td>
<td>15JM</td>
<td>$4,500</td>
</tr>
<tr>
<td>ZU-602 Punch and Z-Fold Unit</td>
<td>15KW</td>
<td>$4,950</td>
</tr>
<tr>
<td>Pi-501 Multi-Post Inserter</td>
<td>15JF</td>
<td>$1,000</td>
</tr>
<tr>
<td>Shift Tray SF-601</td>
<td>15JP</td>
<td>$300</td>
</tr>
<tr>
<td>LCT LU-402</td>
<td>15JX</td>
<td>$3,000</td>
</tr>
<tr>
<td>Fax Kit Including FK-502 &amp; MK-701</td>
<td>15LBX003</td>
<td>$1,150</td>
</tr>
<tr>
<td>SC-501 (HDD Encryption Kit)</td>
<td>A0890Y0</td>
<td>$500</td>
</tr>
<tr>
<td>EK-701 for IC-202</td>
<td>15NQ</td>
<td>$250</td>
</tr>
<tr>
<td>LEVEL</td>
<td>MODEL</td>
<td>MACHINES &amp; ACCESSORIES</td>
</tr>
<tr>
<td>-------</td>
<td>-------</td>
<td>------------------------</td>
</tr>
<tr>
<td>4</td>
<td>bizhub 750</td>
<td>Bizhub 750 (includes drum, developer, EDH, 512MB memory; tray 1(1,000 sheets), tray 2(1,000 sheets), tray 3(500 sheets), tray 4(500 sheets), bypass and PC drum. Requires AC 120V, 15A (NEMA receptacles 5-20R))</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Print Controller IC-202</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PK-502 Fax Kit (to add dual line capability to 600/750, this item is required to be purchased as 2nd fax board)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Finisher FS-504</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PK-605 Punch Kit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HDD for I-Fax HD-603</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LCT LU-401</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ESP Surge Protector</td>
</tr>
<tr>
<td>50K+</td>
<td>bizhub 760</td>
<td>Optional Accessories</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Finisher FS-506</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Finisher FS-602</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ZU-602 Punch and Z-Fold Unit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PL-501 Multi-Post Inserter</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shift Tray SF-601</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LCT LU-402</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax Kit including PK-502 &amp; MK-701</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SC-501 (HDD Encryption Kit)</td>
</tr>
</tbody>
</table>
## Machines & Accessories

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>MODEL</th>
<th>MACHINES &amp; ACCESSORIES</th>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Total CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-10K</td>
<td>bizhub 200 Printer/Copier/Scanner (includes 162MB RAM, PS/PCL controller, Network Scanning, Automatic Duplex Unit, Drum Unit and Developer)</td>
<td>4242311</td>
<td>$4,800</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reversing Automatic Document Feeder DF-605</td>
<td>4344712</td>
<td>$1,275</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fax Kit FK-503</td>
<td>4551513</td>
<td>$1,095</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Finisher FS-508</td>
<td>4248712</td>
<td>$1,550</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Output Tray OT-501 (additional finisher bin kit for FS-508)</td>
<td>4252411</td>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Punch Unit PU-501 (for FS-508)</td>
<td>4512612</td>
<td>$300</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hard Disk HD-504</td>
<td>7840001381</td>
<td>$540</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Paper Feed Cabinet PC-202 (550 x 2)</td>
<td>4761213</td>
<td>$1,079</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Desk DK-501 (paper storage only)</td>
<td>4348311</td>
<td>$199</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Optional Accessories

<table>
<thead>
<tr>
<th>Level</th>
<th>OPT Optional ACCESSORIES</th>
<th>Volume Upcharge Fee (VUF)</th>
<th>$70.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Alternate</td>
<td>bizhub 200</td>
<td>Original Cover OC-502</td>
<td>4599225</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Job Separator JS-502</td>
<td>4347711</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mailbin Kit MT-501 (for FS-510 &amp; FS-508)</td>
<td>4610716</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Saddle Stitcher Kit SD-502 (for FS-508)</td>
<td>4511911</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paper Feed Cabinet PC-102 (550 x 1 + Paper Storage)</td>
<td>4061112</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paper Feed Cabinet PC-402 (2,750 x 1)</td>
<td>4061317</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax Multi Line ML-502</td>
<td>4551921</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SP-501 Fax Stamp Unit</td>
<td>4614508</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SC-504</td>
<td>4594444</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expanded Memory Unit EM-303 32MB</td>
<td>4851581</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expanded Memory Unit EM-304 64MB</td>
<td>4851581</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expanded Memory Unit EM-305 256MB</td>
<td>4851581</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Local Interface Kit EIK-502 (enables printing through Parallel connection - IEEE1284)</td>
<td>4859481</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Key Counter Mount Kit 2</td>
<td>4623471</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Key Counter Mount Kit 1</td>
<td>4623472</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spare TX Marker Stamp 2</td>
<td>4614511</td>
</tr>
<tr>
<td>LEVEL</td>
<td>MODEL</td>
<td>MACHINES &amp; ACCESSORIES</td>
<td>PROD NUMBER</td>
</tr>
<tr>
<td>--------</td>
<td>-------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Level 2 Alternate bizhub 350 Printer/Scanner (includes 192MB RAM, PS/PCL controller, Network Scanning, Automatic Duplex Unit, Drum Unit and Developer)</td>
<td>4040311</td>
<td>$7,650</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reversing Automatic Document Feeder DF-505</td>
<td>4344712</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax Kit FK-503</td>
<td>4551613</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Finisher FS-508</td>
<td>448712</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Punch Unit PU-501 (for FS-508)</td>
<td>4512812</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hard Disk HD-504</td>
<td>784001821</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paper Feed Cabinet PC-202 (550 x 2)</td>
<td>4061212</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ESP Surge Protector</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>OPTIONAL ACCESSORIES</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Original Cover OC-502</td>
<td>4599225</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Job Separator JS-502</td>
<td>4347711</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Output Tray OT-601 (additional finisher bin kit for FS-508)</td>
<td>43255241</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mailbin Kit MT-501 (for FS-510 &amp; FS-508)</td>
<td>4510716</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Saddle Stitcher Kit SD-502 (for FS-508)</td>
<td>4511611</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paper Feed Cabinet PC-102 (560 x 1 + Paper Storage)</td>
<td>4091112</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paper Feed Cabinet PC-402 (2,750 x 1)</td>
<td>4081317</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Desk DK-501 (paper storage only)</td>
<td>4049011</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax Multi Line ML-502</td>
<td>4551621</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SP-501 Fax Stamp Unit</td>
<td>4614506</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SC-504</td>
<td>4699444</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expanded Memory Unit EM-303 32MB</td>
<td>4551641</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expanded Memory Unit EM-304 64MB</td>
<td>4551651</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expanded Memory Unit EM-305 128MB</td>
<td>4551661</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Local Interface Kit EX-502 (enables printing through Parallel connection - IEEE1284)</td>
<td>4599481</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Key Counter Mount Kit 2</td>
<td>4623471</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Key Counter Mount Kit 1</td>
<td>4623472</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spare TX Marker Stamp 2</td>
<td>4614511</td>
</tr>
</tbody>
</table>

P22
## LEVEL 3 bizhub 600

### MACHINES & ACCESSORIES

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Total CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>57BE</td>
<td>$19,950</td>
<td></td>
</tr>
<tr>
<td>15NB</td>
<td>$2,900</td>
<td></td>
</tr>
<tr>
<td>Print Controller IC-202</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FK-502 Fax Kit (to add dual line capability to 600/750, this item is required to be purchased at 2nd fax board)</td>
<td></td>
<td>$0.0160</td>
</tr>
<tr>
<td>15LB</td>
<td>$900</td>
<td></td>
</tr>
<tr>
<td>15JK</td>
<td>$2,850</td>
<td></td>
</tr>
<tr>
<td>Finisher FS-504</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PK-506 Punch Kit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDD for I-Fax HD-503</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCT LU-401</td>
<td>$2,000</td>
<td></td>
</tr>
</tbody>
</table>

### LEVEL 25-50K

### OPTIONAL ACCESSORIES

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Total CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>15JL</td>
<td>$4,400</td>
<td></td>
</tr>
<tr>
<td>15JM</td>
<td>$4,500</td>
<td></td>
</tr>
<tr>
<td>15KW</td>
<td>$4,900</td>
<td></td>
</tr>
<tr>
<td>15JF</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>15JP</td>
<td>$800</td>
<td></td>
</tr>
<tr>
<td>15LX</td>
<td>$3,000</td>
<td></td>
</tr>
<tr>
<td>Fax Kit including FK-502 &amp; MK-701</td>
<td></td>
<td>$0.0009</td>
</tr>
<tr>
<td>SC-501 (HDD Encryption Kit)</td>
<td>$500</td>
<td>$0.0003</td>
</tr>
<tr>
<td>BK-701 for IC-202</td>
<td></td>
<td>$0.0002</td>
</tr>
<tr>
<td>LEVEL</td>
<td>MODEL</td>
<td>MACHINES &amp; ACCESSORIES</td>
</tr>
<tr>
<td>-------</td>
<td>--------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>50K+</td>
<td>bizhub 750</td>
<td>Bizhub 750 (includes drum, developer, EDH, 512MB memory; tray 1(1,500 sheets), tray 2(1,000 sheets), tray 3(500 sheets), tray 4(500 sheets), bypass and PC drum. Requires AC 120V, 15A (NEMA receptacles 5-20R)](57AE)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Print Controller IC-202</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FK-502 Fax Kit (to add dual line capability to 600/750, this item is required to be purchased as 2nd fax board)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Finisher FS-504</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PK-506 Punch Kit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HDD for I-Fax HD-503</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LCT LU-401</td>
</tr>
<tr>
<td>4</td>
<td>bizhub 750</td>
<td>OPC Surge Protector</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Finisher FS-505</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ZU-502 Punch and Z-Fold Unit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PI-501 Multi-Post Inserter</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shift Tray SF-501</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LCT LU-402</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax Kit including FK-502 &amp; MK-701</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BC-501 (HDD Encryption Kit)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EK-701 for IC-202</td>
</tr>
<tr>
<td>LEVEL</td>
<td>MODEL</td>
<td>MACHINES &amp; ACCESSORIES</td>
</tr>
<tr>
<td>-------</td>
<td>-------</td>
<td>------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>BizHub C253 (C253) - Includes PS, PCL &amp; XPS Controller, 1,024 MB Standard Memory, Duplex Unit, 80 GB HD, Standard USB 1/1.2.0 (supports local printing) and CMYK Imaging Unit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reversing Automatic Document Feeder DF-611</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax Kit for C203/C253/C353 includes FK-502 &amp; MK-711</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FS-519 Built-in Base Finisher</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OT-602 Output Tray</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Punch Kit for FS-519 - PK-515</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paper Feed Cabinet PC-204</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ESP Surge Protector</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Machine Usage Charge (MUC)</td>
</tr>
</tbody>
</table>

**OPTIONAL ACCESSORIES**

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>MODEL</th>
<th>MACHINES &amp; ACCESSORIES</th>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Total CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Paper Feed Cabinet PC-104</td>
<td>A030Y2</td>
<td>$320</td>
<td>$0.0025</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paper Feed Cabinet PC-405</td>
<td>A093010</td>
<td>$1,280</td>
<td>$0.0039</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Desk DK-504</td>
<td>A0930Y3</td>
<td>$199</td>
<td>$0.0006</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Original Cover CO-507</td>
<td>A0DBWY0</td>
<td>$34</td>
<td>$0.0002</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Job Separator JS-505</td>
<td>A0830Y0</td>
<td>$448</td>
<td>$0.0012</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FS-508 Booklet Finisher</td>
<td>A0DBOY0</td>
<td>$3,200</td>
<td>$0.0530</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Punch Kit for FS-501/FS-503/FS-509</td>
<td>4614452</td>
<td>$525</td>
<td>$0.0083</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Option Connection Kit (Box Type) MK-711</td>
<td>A0DCWY0</td>
<td>$190</td>
<td>$0.0032</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SD-505 saddle Stitcher Kit for FS-519</td>
<td>4511761</td>
<td>$1,380</td>
<td>$0.0236</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MT-502 Mailbin Kit for FS-519</td>
<td>4510761</td>
<td>$1,000</td>
<td>$0.0268</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FK-101 I-Option License Kit (Web Browser, Image Panel)</td>
<td>A0PD011</td>
<td>$1,100</td>
<td>$0.0229</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FK-102 I-Option License Kit (Enhanced PDF Encryption)</td>
<td>A0PD012</td>
<td>$900</td>
<td>$0.0033</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UK-201 Upgrade Kit</td>
<td>A0CDWY1</td>
<td>$280</td>
<td>$0.0007</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WT-502 Working Table</td>
<td>A07EWW0</td>
<td>$100</td>
<td>$0.0003</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ML-501 Multi-Line Kit for C550 (SUJ)</td>
<td>4598X002</td>
<td>$1,280</td>
<td>$0.0238</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SP-501 Flex Stamp Unit</td>
<td>4614300</td>
<td>$45</td>
<td>$0.0001</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spare TX Marker Stamps 2</td>
<td>4816411</td>
<td>$25</td>
<td>$0.0001</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SA-501 Scan Accelerator Kit</td>
<td>4599988</td>
<td>$400</td>
<td>$0.0013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SC-503 Hard Disk Drive Encryption Kit</td>
<td>4599441</td>
<td>$430</td>
<td>$0.0012</td>
</tr>
<tr>
<td></td>
<td></td>
<td>USB Host Kit SK-603</td>
<td>A00PWY0</td>
<td>$180</td>
<td>$0.0035</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Banner Guide MK-713</td>
<td>A0DBWY2</td>
<td>$760</td>
<td>$0.0168</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AU-101 Biometric Authentication Unit</td>
<td>A09MVY0</td>
<td>$350</td>
<td>$0.0005</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IC-409 EFI Flex Controller (with Std Spot-on) for C253/C353</td>
<td>A074YWY1</td>
<td>$3,960</td>
<td>$0.0135</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IF Kit for IC-409</td>
<td>A081WY0</td>
<td>$265</td>
<td>$0.0009</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ED-100 Densitometer (IP-901)</td>
<td>764000186</td>
<td>$1,000</td>
<td>$0.0221</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EFI Imposer V.2.6 for IC-503</td>
<td>7640002323</td>
<td>$2,600</td>
<td>$0.0290</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Color Profiler Suite V.2.0 w/ES-1000</td>
<td>7640002333</td>
<td>$3,200</td>
<td>$0.0108</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Secure Erase</td>
<td>7640005311</td>
<td>$925</td>
<td>$0.0030</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hot Folders</td>
<td>7640004312</td>
<td>$425</td>
<td>$0.0050</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Auto Trap</td>
<td>7640004313</td>
<td>$925</td>
<td>$0.0030</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ES-1000 Spectrophotometer V.2.0</td>
<td>7640004314</td>
<td>$1,300</td>
<td>$0.0048</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Key Counter Mount Kit 1</td>
<td>4823472</td>
<td>$81</td>
<td>$0.0003</td>
</tr>
</tbody>
</table>

Machine Usage Charge (MUC) $90.00
# LEVEL 2C bizhub C451

## MACHINES & ACCESSORIES

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Total CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>A02G0001</td>
<td>$20,755</td>
<td></td>
</tr>
</tbody>
</table>

**FK-502 Fax Kit** (to add dual line capability to E00750, this item is required to be purchased as 2nd fax board)

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>15LB</td>
<td>$960</td>
<td>$0.0188</td>
</tr>
<tr>
<td>A01G0Y2</td>
<td>$1,550</td>
<td>0.07</td>
</tr>
</tbody>
</table>

**FS-519 Built-In Base Finisher**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>4625246</td>
<td>$500</td>
<td></td>
</tr>
</tbody>
</table>

**Punch Kit for FS-519 - FK-515**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>A0DH7Y1</td>
<td>$950</td>
<td></td>
</tr>
</tbody>
</table>

### Machine Usage Charge (MUC) $90.00

**Black CPC** | **Color CPC**
---|---
$0.0188 | 0.07

### OPTIONAL ACCESSORIES

**FS-517 50 Sheet Staple Finisher**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>A07ROV1</td>
<td>$2,230</td>
<td>$0.0086</td>
</tr>
</tbody>
</table>

**FS-608 Saddle Finisher**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>A07UOV1</td>
<td>$3,850</td>
<td>$0.0099</td>
</tr>
</tbody>
</table>

**PK-512 253 Hole Punch**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>A04FOY1</td>
<td>$775</td>
<td>$0.0199</td>
</tr>
</tbody>
</table>

**SD-505 Saddle Sticker Kit for FS-519**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>4511781</td>
<td>$1,350</td>
<td>$0.0333</td>
</tr>
</tbody>
</table>

**MT-502 Mailbin Kit for FS-519**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>4510751</td>
<td>$1,000</td>
<td>$0.0256</td>
</tr>
</tbody>
</table>

**WT-502 Working Table**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>A07EVW0</td>
<td>$100</td>
<td>$0.0022</td>
</tr>
</tbody>
</table>

**LU-301 Large Capacity Unit**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>A03NOY1</td>
<td>$1,900</td>
<td>$0.0399</td>
</tr>
</tbody>
</table>

**LK-101 i-Option License Kit (Web Browser, Image Panel)**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>A04PD112</td>
<td>$900</td>
<td>$0.0212</td>
</tr>
</tbody>
</table>

**LK-102 i-Option License Kit (Enhanced PDF Encryption)**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>A04PD112</td>
<td>$900</td>
<td>$0.0212</td>
</tr>
</tbody>
</table>

**JS-504 Job Separator**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>A02Q0Y0</td>
<td>$449</td>
<td>$0.0011</td>
</tr>
</tbody>
</table>

**UK-201 Upgrade Kit**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>A09F0V1</td>
<td>$280</td>
<td>$0.0097</td>
</tr>
</tbody>
</table>

**ML-501 Multi-Line Kit for C550 (SKU)**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>4599X002</td>
<td>$1,260</td>
<td>$0.0357</td>
</tr>
</tbody>
</table>

**SP-501 Fax Stamp Unit**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>4514500</td>
<td>$45</td>
<td>$0.0095</td>
</tr>
</tbody>
</table>

**Spara TX Marker Stamp 2**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>4514511</td>
<td>$25</td>
<td>$0.0051</td>
</tr>
</tbody>
</table>

**SA-501 Scan Accelerator Kit**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>4599306</td>
<td>$400</td>
<td>$0.0101</td>
</tr>
</tbody>
</table>

**SC-503 Hard Disk Drive Encryption Kit**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>4599442</td>
<td>$430</td>
<td>$0.0111</td>
</tr>
</tbody>
</table>

**USB Host Kit EK-603**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>A0DP4W0</td>
<td>$180</td>
<td>$0.0056</td>
</tr>
</tbody>
</table>

**AU-101 Biometric Authentication Unit**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>A09MWY0</td>
<td>$850</td>
<td>$0.0232</td>
</tr>
</tbody>
</table>

**VK-501 Copy Vendor Kit**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>4599234</td>
<td>$40</td>
<td>$0.0010</td>
</tr>
</tbody>
</table>

**IC-409 EFI Flex Controller (with Std Spot-on) for C253/C353**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>A074WY1</td>
<td>$3,960</td>
<td>$0.0135</td>
</tr>
</tbody>
</table>

**IF Kit for IC-409**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>A091WV0</td>
<td>$265</td>
<td>$0.0056</td>
</tr>
</tbody>
</table>

**EFI Imposer V.2.6 for IC-303**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>764002323</td>
<td>$2,500</td>
<td>$0.0088</td>
</tr>
</tbody>
</table>

**Secure Erase**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>7640004311</td>
<td>$825</td>
<td>$0.0227</td>
</tr>
</tbody>
</table>

**Hut Folders**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>7640004312</td>
<td>$825</td>
<td>$0.0227</td>
</tr>
</tbody>
</table>

**Auto Trap**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>764004316</td>
<td>$825</td>
<td>$0.0227</td>
</tr>
</tbody>
</table>

**ED-103 Densitometer (IP-991)**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>7640001526</td>
<td>$1,000</td>
<td>$0.0208</td>
</tr>
</tbody>
</table>

**Color Profiler Suite V.2.0 w/ES-1000**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>7640002333</td>
<td>$3,200</td>
<td>$0.0209</td>
</tr>
</tbody>
</table>

**Key Counter Mount Kit 1**

<table>
<thead>
<tr>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Color CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>4523472</td>
<td>$81</td>
<td>$0.0063</td>
</tr>
</tbody>
</table>

**Firmware Version 6B must be installed to attach these items.**
<table>
<thead>
<tr>
<th>LEVEL</th>
<th>MODEL</th>
<th>MACHINES &amp; ACCESSORIES</th>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Total CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIzhub C650 Copier/Printer/Scanner - Includes PS &amp; PCL Controller, 1024 MB RAM, Duplex Unit, Fiery Interface Kit, 80 GB HDD, Scan Accelerator, Standard High Speed USB 2.0, CMYK Imaging Units.</td>
<td>FK-502 Fax Kit (to add dual line capability to 600/750, this item is required to be purchased as 2nd fax board)</td>
<td>A00HX001</td>
<td>$30,795</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIzhub C650 Copier/ Printer/ Scanner</td>
<td>**FS-519 100 Sheet Staple Finisher (C550 and C650)</td>
<td>A07P9W0</td>
<td>$4,400</td>
<td>$2,003</td>
<td></td>
</tr>
<tr>
<td>Level 3c bizhub C650</td>
<td>ZU-403 Z-Fold Unit</td>
<td>A07T001</td>
<td>$4,950</td>
<td>$2,003</td>
<td></td>
</tr>
<tr>
<td>25-70K</td>
<td>ML-501 Multi-Line Kit for C550 (SKU) 4599X002</td>
<td>4599X002</td>
<td>$1,200</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FS-508 Saddle Finisher</td>
<td>A07U0W0</td>
<td>$3,850</td>
<td>$1,400</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FS-503 Output Tray Unit (Exit Tray)</td>
<td>A07U0W0</td>
<td>$3,850</td>
<td>$1,400</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EI-500 Post Inserter for FS-517/518/519</td>
<td>A07V0W0</td>
<td>$775</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spare TX Marker Stamp 2</td>
<td>A07J5W1</td>
<td>$25</td>
<td>$20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SC-503 Hard Disk Drive Encryption Kit</td>
<td>A07K4W1</td>
<td>$430</td>
<td>$20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>USB Host Kit BK-403</td>
<td>A07J5W1</td>
<td>$180</td>
<td>$15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AU-101 Biometric Authentication Unit</td>
<td>A07J5W1</td>
<td>$180</td>
<td>$15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LK-102 i-Option License Kit (Enhanced PDF Encryption)</td>
<td>A07J5W1</td>
<td>$1,100</td>
<td>$800</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LK-101 i-Option License Kit (Web Browser, Image Panel)</td>
<td>A07J5W1</td>
<td>$1,100</td>
<td>$800</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IC-409 EFI Fiery Controller (with Std Spot-on) for C253/C353</td>
<td>A07J5W1</td>
<td>$3,900</td>
<td>$3,300</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IC-409 EFI Fiery Controller (with Std Spot-on) for C253/C353</td>
<td>A07J5W1</td>
<td>$3,900</td>
<td>$3,300</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IC-409 EFI Fiery Controller (with Std Spot-on) for C253/C353</td>
<td>A07J5W1</td>
<td>$3,900</td>
<td>$3,300</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IC-409 EFI Fiery Controller (with Std Spot-on) for C253/C353</td>
<td>A07J5W1</td>
<td>$3,900</td>
<td>$3,300</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IC-409 EFI Fiery Controller (with Std Spot-on) for C253/C353</td>
<td>A07J5W1</td>
<td>$3,900</td>
<td>$3,300</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IC-409 EFI Fiery Controller (with Std Spot-on) for C253/C353</td>
<td>A07J5W1</td>
<td>$3,900</td>
<td>$3,300</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IC-409 EFI Fiery Controller (with Std Spot-on) for C253/C353</td>
<td>A07J5W1</td>
<td>$3,900</td>
<td>$3,300</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IC-409 EFI Fiery Controller (with Std Spot-on) for C253/C353</td>
<td>A07J5W1</td>
<td>$3,900</td>
<td>$3,300</td>
<td></td>
</tr>
<tr>
<td>LEVEL</td>
<td>MODEL</td>
<td>MACHINES &amp; ACCESSORIES</td>
<td>PROD NUMBER</td>
<td>SUGG RETAIL</td>
<td>Total CPC</td>
</tr>
<tr>
<td>-------</td>
<td>-------</td>
<td>------------------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-----------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1c</td>
<td>BizHub C203 (20/20)</td>
<td>Includes PS, PCL &amp; XPS Controller, 1,024 MB Standard Memory, Duplex Unit, 60 GB HD, Standard USB 1/12.0 (supports local printing) and CMYK Imaging Unit</td>
<td>A02E0312</td>
<td>$9,165</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A01HGW0</td>
<td>$1,455</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>7840X029</td>
<td>$1,150</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A01GUY2</td>
<td>$1,550</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4825246</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A0DHWY1</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A0930Y1</td>
<td>$1,070</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-10K</td>
<td>bizhub C203</td>
<td></td>
<td>A0930Y0</td>
<td>$820</td>
<td>$0.0025</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A095010</td>
<td>$1,260</td>
<td>$0.0036</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A0930Y3</td>
<td>$199</td>
<td>$0.0006</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A0DHWY0</td>
<td>$54</td>
<td>$0.0002</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A0930Y0</td>
<td>$449</td>
<td>$0.0012</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A0DHWY0</td>
<td>$3,000</td>
<td>$0.0090</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4814452</td>
<td>$525</td>
<td>$0.0016</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A0DCWY0</td>
<td>$190</td>
<td>$0.0006</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4511761</td>
<td>$1,350</td>
<td>$0.0036</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4510781</td>
<td>$1,000</td>
<td>$0.0036</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A0PDF011</td>
<td>$1,100</td>
<td>$0.0039</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A0PDF012</td>
<td>$900</td>
<td>$0.0023</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A0PDWY1</td>
<td>$280</td>
<td>$0.0007</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A07EWV0</td>
<td>$100</td>
<td>$0.0003</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4514508</td>
<td>$45</td>
<td>$0.0001</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4514511</td>
<td>$25</td>
<td>$0.0001</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4599386</td>
<td>$400</td>
<td>$0.0013</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4599441</td>
<td>$430</td>
<td>$0.0012</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A0DPWW0</td>
<td>$180</td>
<td>$0.0006</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A09MVY0</td>
<td>$700</td>
<td>$0.0018</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A09MVY0</td>
<td>$950</td>
<td>$0.0034</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4528472</td>
<td>$81</td>
<td>$0.0023</td>
</tr>
</tbody>
</table>

**Optional Accessories**

<table>
<thead>
<tr>
<th>Level</th>
<th>Alternate</th>
<th>bizhub C203</th>
<th>Paper Feed Cabinet PC-104</th>
<th>A0930Y0</th>
<th>$820</th>
<th>$0.0025</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1-10K</td>
<td></td>
<td>Paper Feed Cabinet PC-405</td>
<td>A095010</td>
<td>$1,260</td>
<td>$0.0036</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Desk DK-804</td>
<td>A0930Y3</td>
<td>$199</td>
<td>$0.0006</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Original Cover OC-507</td>
<td>A0DHWY0</td>
<td>$54</td>
<td>$0.0002</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Job Separator JS-505</td>
<td>A0930Y0</td>
<td>$449</td>
<td>$0.0012</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>FS-609 Booklet Finisher</td>
<td>A0DHWY0</td>
<td>$3,000</td>
<td>$0.0090</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Punch Kit for FS-601/FS-603/FS-609</td>
<td>4814452</td>
<td>$525</td>
<td>$0.0016</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Option Connection Kit (Box Type) MK-711</td>
<td>A0DCWY0</td>
<td>$190</td>
<td>$0.0006</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SD-505 Saddle Stitcher Kit for FS-619</td>
<td>4511761</td>
<td>$1,350</td>
<td>$0.0036</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>MT-502 Multifon Kit for FS-619</td>
<td>4510781</td>
<td>$1,000</td>
<td>$0.0036</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>LX-101-i-Option License Kit (Web Browser, Image Panel)</td>
<td>A0PDF011</td>
<td>$1,100</td>
<td>$0.0039</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>LX-102-i-Option License Kit (Enhanced PDF Encryption)</td>
<td>A0PDF012</td>
<td>$900</td>
<td>$0.0023</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>UK-201 Upgrade Kit</td>
<td>A0PDWY1</td>
<td>$280</td>
<td>$0.0007</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>WT-502 Working Table</td>
<td>A07EWV0</td>
<td>$100</td>
<td>$0.0003</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>JML-501 Multi-Line Kit for C550 (SKU)</td>
<td>4514508</td>
<td>$45</td>
<td>$0.0001</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SP-601 Fax Stamp Unit</td>
<td>A09MVY0</td>
<td>$700</td>
<td>$0.0018</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SA-501 Scan Accelerator Kit</td>
<td>4599386</td>
<td>$400</td>
<td>$0.0013</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SC-503 Hard Disk Drive Encryption Kit</td>
<td>4599441</td>
<td>$430</td>
<td>$0.0012</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>USB Host Kit EK-603</td>
<td>A0DPWW0</td>
<td>$180</td>
<td>$0.0006</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Banner Guide MK-713</td>
<td>A09MVY0</td>
<td>$950</td>
<td>$0.0034</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AU-101 Biometric Authentication Unit</td>
<td>4528472</td>
<td>$81</td>
<td>$0.0023</td>
</tr>
</tbody>
</table>

**Machine Usage Charge (MUC)** $90.00
<table>
<thead>
<tr>
<th>LEVEL</th>
<th>MODEL</th>
<th>MACHINES &amp; ACCESSORIES</th>
<th>SUGGESTED PRICE</th>
<th>TOTAL CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>BizHub C353 (35/35) - Includes PS, PCL &amp; XPS Controller,</td>
<td>$12,965</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1,024 MB Standard Memory, Duplex Unit, 80 GB HD, Standard</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>USB 1/1/2.0 (supports local printing) and CMYK Imaging</td>
<td>$1,465</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unit</td>
<td>$1,150</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reversing Automatic Document Feeder DF-611</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax Kit for C203/C253/C353 includes FK-502 &amp; MK-711</td>
<td>$1,550</td>
<td>$0.0171 0.07</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FS-519 Built-In Base Finisher</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>OT-602 Output Tray</td>
<td>$0.0023</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Punch Kit for FS-519 - PK-515</td>
<td>$0.0035</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paper Feed Cabinet PC-204</td>
<td>$0.0005</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hard Drive HD-508 90GB HDD</td>
<td>$0.0014</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ESP Surge Protector</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Machine Usage Charge (MUC)</td>
<td>$90.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>OPTIONAL ACCESSORIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paper Feed Cabinet PC-104</td>
<td>$0.0023</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paper Feed Cabinet PC-405</td>
<td>$0.0035</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Desk DK-504</td>
<td>$0.0005</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Original Cover OC-507</td>
<td>$0.0002</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Job Separator JS-505</td>
<td>$0.0011</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FS-509 Booklet Finisher</td>
<td>$2.0000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Punch Kit for FS-601/FS-603/FS-609</td>
<td>$0.0014</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Option Connection Kit (Box Type) MK-711</td>
<td>$0.0035</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>SC-505 Saddle Stitcher Kit for FS-519</td>
<td>$1.0000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>MT-502 Mailbin Kit for FS-519</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>LC-101 i-Option License Kit (Web Browser, Image Panel)</td>
<td>$1.0000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>LC-102 i-Option License Kit (Enhanced PDF Encryption)</td>
<td>$0.0021</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>UK-201 Upgrade Kit</td>
<td>$0.0007</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>WT-502 Working Table</td>
<td>$0.0035</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ML-501 Multi-Line Kit for C550 (SKU)</td>
<td>$1.0000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>SF-501 Fax Stamp Unit</td>
<td>$0.0011</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spare TX Marker Stamp 2</td>
<td>$0.0011</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>SA-501 Scan Accelerator Kit</td>
<td>$4.0000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>SC-503 Hard Disk Drive Encryption Kit</td>
<td>$4.0000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>USB Host Kit EK-603</td>
<td>$0.0027</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Banner Guide MK-713</td>
<td>$0.0027</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1/F Kit for JC-409</td>
<td>$0.0027</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ED-1 Densitometer (IP-201)</td>
<td>$0.0027</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Color Profiler Suite V.2.0 with ES-1000</td>
<td>$0.0099</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Secure Erase</td>
<td>$0.0027</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hot Folders</td>
<td>$0.0027</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Auto Trap</td>
<td>$0.0027</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ES-1000 Spectrophotometer V2.0</td>
<td>$0.0044</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Key Counter Mount Kit 1</td>
<td>$0.0003</td>
<td></td>
</tr>
</tbody>
</table>

**Black CPC**

- $0.0171
- $0.0023
- $0.0035
- $0.0005
- $0.0014
- $0.0027
- $0.0027
- $0.0027
- $0.0027
- $0.0027
- $0.0003
<table>
<thead>
<tr>
<th>LEVEL</th>
<th>MODEL</th>
<th>MACHINES &amp; ACCESSORIES</th>
<th>PROD NUMBER</th>
<th>SUGG RETAIL</th>
<th>Total CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Bizhub C550 Copier/Printer/Scanner w/ ADF Includes PS &amp; PCL Controller, 1024 MB RAM, Duplex Unit, Fiery Interface Kit, 50 GB HDD, Scan Accelerator, Standard High Speed USB 2.0, CMYK Imaging Units, FK-502 Fax Kit. (to add dual line capability to 600/750, this item is required to be purchased as 2nd fax board) <strong>FS-517 50 Sheet Staple Finisher</strong> PK-512 2/3 Hole Punch LU-301 Large Capacity Unit ESP Surge Protector</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A00JX001</td>
<td>$24,795</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>15LB</td>
<td>$900</td>
<td>$0.0169</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A07RV01</td>
<td>$2,230</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A04F011</td>
<td>$775</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A03N011</td>
<td>$1,800</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Machine Usage Charge (MUC)</td>
<td>$90.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3c Alternate</td>
<td>bizhub</td>
<td>C550</td>
<td>WT-502 Working Table</td>
<td>A07EWW0</td>
<td>$100</td>
</tr>
<tr>
<td>25-70K</td>
<td></td>
<td></td>
<td>ST-501 Output Tray Unit (Exit Tray)</td>
<td>A002YW0</td>
<td>$100</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>FS-518 Saddle Finisher</strong></td>
<td>A07UU01</td>
<td>$3,850</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>FS-519 100 Sheet Staple Finisher (C550 and C550)</td>
<td>A07PV00</td>
<td>$4,400</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ZU-803 Z-Fold Unit</td>
<td>A07TC01</td>
<td>$4,950</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ML-501 Multi-Line Kit for C550 (SKU)</td>
<td>A499X002</td>
<td>$1,200</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SP-501 Fax Stamp Unit</td>
<td>A414W06</td>
<td>$100</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Spare TX Marker Stamp 2</td>
<td>A414W11</td>
<td>$25</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SA-501 Scan Accelerator Kit</td>
<td>A469W96</td>
<td>$400</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SC-503 Hard Disk Drive Encryption Kit</td>
<td>A468W441</td>
<td>$450</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>USB Host Kit EK-603</td>
<td>A0DPW01</td>
<td>$200</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AU-101 Biometric Authentication Unit</td>
<td>A0MWW0</td>
<td>$350</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AU-102 i-Option License Kit (Web Browser, Image Panel)</td>
<td>AOPD011</td>
<td>$1,100</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AU-103 i-Option License Kit (Enhanced PDF Encryption)</td>
<td>AOPD012</td>
<td>$900</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>UK-201 Upgrade Kit</td>
<td>A0FDWY1</td>
<td>$230</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>I/O-401 EFI Fiery Controller (with Std Spot-on) for C253/C353</td>
<td>A0T4VY1</td>
<td>$3,960</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>IF Kit for IC-409</td>
<td>A061W00</td>
<td>$285</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>EFI Imposer V.2.6 for IC-303</td>
<td>764002323</td>
<td>$2,520</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Secure Erase</td>
<td>7640024311</td>
<td>$675</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hot Folders</td>
<td>7640024312</td>
<td>$675</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Auto Trap</td>
<td>7640024315</td>
<td>$675</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ED-100 Densitometer (IP-901)</td>
<td>764000186</td>
<td>$1,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Color Profiler Suite V.2.0 w/ES-1000</td>
<td>7640002333</td>
<td>$3,200</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Key Counter Mount Kit 1</td>
<td>4623472</td>
<td>$81</td>
</tr>
</tbody>
</table>
3. Experience and Qualifications:

   a. Describe the experience and qualifications of the offeror and each technician, salesperson, and administrative representatives that will provide services to Va Tech.

Background and History

Virginia Business Systems (VBS) is a document management company serving the Commonwealth of Virginia and also has established **SWAM certification**. VBS provides hardware, service, supplies, middleware and software solutions to clients ranging in size from Fortune 500 Companies to small and medium sized businesses. Our parent company, Edwards Business Machines, Inc. was founded in 1954 in southeastern Pennsylvania and currently has six branch locations serving much of Central and Eastern Pennsylvania. In 1993, EBM acquired Virginia Copiers, renaming the firm Virginia Business Systems and expanding the footprint to cover a much larger area of the Commonwealth of Virginia.

Structure

EBM is an independently owned C Corporation incorporated in Pennsylvania. The company is currently enjoying its third generation of ownership. This transition does not occur with the majority of companies and speaks volumes about our commitment to our employees, clients and the markets we serve. The VBS arm is a division of EBM with its own management team; there is common ownership with the parent company. In addition to the operating company, there is a captive leasing company.

VBS has branch offices in Richmond, Lynchburg, Charlottesville, Roanoke, Tidewater and the Shenandoah Valley. These offices support nearly all of Virginia with our key partners able to provide coverage not only throughout the balance of the Commonwealth but the United States and much of North, Central and South America.

**Major Vendor Partners**

The product lines we market and support are:

- **Konica Minolta**  
  *Platinum Elite Dealer / Pro-Tech Service Award.*
- **Hewlett-Packard (HP)**  
  *SVIP Elite Dealer*
- **Ricoh**  
  *President's Award Winner 2007*
Market Support

Our support with working with government contracts, specifically the Commonwealth of Virginia, is extensive. Since 2000, VBS has been a major vendor supporting the Ricoh copier contract. In the previous contract, VBS held significant portions of the state copier contract in a number of zones and benchmarks. Throughout the twelve years of state contracts that we have either held or participated in, there have been no vendor complaints lodged against our company for any reason. Our ability to professionally represent our products, deliver goods in the appropriate timeframe, perform service at benchmarks exceeding proposed standards and accurately invoice our clients makes us a unique and preferred alternative to larger providers with impersonal customer service typically located outside of Virginia. VBS currently offers Konica Minolta, Ricoh and HP on the current VITA copier contract # VA-071116-VBS. Our Richmond based ownership and management team facilitate nimble responsiveness to our client base.

Company Organization and Structure

Virginia Business Systems (VBS), headquartered in Richmond, VA, supports branch offices throughout the Commonwealth. VBS has its own management team spread throughout the operation and an ownership presence in Richmond. VBS provides Virginia Tech with a local account management team, with local service and support. David Kellogg will serve as the one point of contact for the management of our proposed solution, delivering success and growth of the Virginia Tech copier services program. Our solution provides a qualified Account Management Support Team, with trained and superior professionals specialized in managing very large client accounts. The VBS team will constantly focus on doing the best for Virginia Tech ensuring complete satisfaction by providing quality business systems and superior services.
Virginia Tech Account Management Support Team

David Kellogg, Document Management Specialist / State & Local Government Sales Representative / Major Account Manager: New River Valley,
David grew up in Blacksburg, Virginia. He attended all levels of Blacksburg's Public School System and graduated from Virginia Polytechnic Institute and State University in 1996 with a major in Biology. David moved to Fairfax, Virginia and entered the document management industry in 1997 as a sales person with Lanier Worldwide, Inc. He then worked for Commonwealth Digital Office Solutions, Inc., a Konica Minolta / Ricoh dealer. David moved back to his roots (Blacksburg) in 2001. He worked for IKON Office Solutions Inc. for 4 years and was responsible for new client sales and 30+ copier implementations of organizations such as Hollins University, New River Valley Community Services, Edward Via Virginia College of Osteopathic Medicine, and Pulaski County Public School System. David was employed by Virginia Business Systems in April of 2008. David’s work ethic, customer relations, and industry knowledge always strive for excellent customer support, customer satisfaction, and superior services.

Steve Puckett, Regional Sales Manager: Lynchburg / Roanoke / New River Valley.
Steve entered the document management industry in 1980 as a sales person with Lanier. Steve was promoted to sales manager in April of 1982 after competing against over 700 salespeople and finishing as the number 9 salesperson within Lanier. Steve was again promoted in 1983 after being named as the top sales manager within Lanier. As a District Manager, Steve managed the J C Penney account for Lanier for over 6 years and successfully placed and managed over 1000 ·Copiers across the J C Penney Company. Steve was employed by Virginia Business Systems in October of 2006 as their Regional Sales Manager for Southwest Virginia. Steve brings over 28 years of industry experience with experience managing accounts the size of the J C Penney Company. His experience with large accounts gives Steve great insight into the quick response and additional needs of large accounts such as Virginia Polytechnic Institute and State University.

Jim Dotter, President, has been in the office technology industry since graduating from James Madison University in 1989. Jim started his career as a Customer Support Representative for Konica Business Machines in Washington, DC, before being promoted to Major Account Representative. Since joining EBS/VBS in 1991, Jim has served in many positions, including Account Representative, Leasing Manager, Acquisition Team Leader, Regional General Manager and Regional Vice President. In addition to running the VBS organization, Jim also serves as Executive Vice President of our parent company and as an officer on its Board of Directors. He also has been a member of several dealer advisory committees for such organizations as U.S. Bancorp and Konica Business Technologies. Jim is also an owner of Virginia Business Systems.
Solutions

Rick Lingon, Vice President of Sales, has been in our industry for over 17 years, the last eight as a member of the VBS team. Rick began his career in Charlottesville with H&R Office Products and quickly earned numerous awards as a top sales performer. In 1995, he was promoted to Sales Manager of the southwest Virginia area and eventually assisted with the merger of that company and IKON Office Solutions. Since coming to VBS in 1998, Rick has been instrumental in leading our company through its sustained, consistent growth, most recently overseeing the opening of our fourth Virginia branch in Tidewater. In 2005, Rick actively oversaw the acquisition of Image Tec, which now represents our fifth branch in Virginia.

Gary Lewis, Operations Manager, has 25 years of experience in the office products industry. Gary joined EBS in 1983 and, ten years later, was promoted to develop the service teams in Virginia. As VBS's customer base has grown, Gary has been instrumental in improving the service infrastructure through the implementation of benchmarking, increased technical training for technicians, and, most recently, the creation of a customer Help Desk. In addition, he also oversaw the company's adoption of technical and customer support technology, including OMD, ADS, WebX, and Verizon two-way, which has improved communication and information sharing. Gary recently spearheaded the construction of our new Headquarters building in Richmond, and coordinated the move into our new facility.

Della Blankenship, Branch Administrator for Lynchburg, Roanoke / New River Valley. Della has two Associates Degrees in the Legal Field. She has 20 years experience in Customer Service/AR/Collections. Della joined Virginia Business Systems 2 years ago and is an outstanding asset to the company, constantly providing an excellent work ethic.

Doug McDaniel, Regional Service Manager, has been in the office products industry for nineteen years, joining the Virginia Business Systems team four years ago, when Virginia Business Systems acquired Image Tec in Roanoke, Va. Doug has recently been promoted to his current position, prior to that he was a Regional Service Manager. Under his direction, there has been substantial manufacturer's training and certification of the technical staff, as well as a consistently low response time and low call back rate. He in actively involved in supporting many high profile and high volume customer accounts. His hands on approach and keen sense of urgency have earned him high marks from co-workers and clients alike.

Virginia Business Systems Service Technicians serving SW Virginia:
Listed are area service technician names and years industry experience.
Bill Drummond, 8 years; Mellissa Chapman, 16 years; Ricky Dalton, 8 years; Richard Hoy, 19 years; Jeffrey Coleman, 18 years; Jeff Robertson, 4 years; Joseph Coogan, 29 years; and Scott Wright, 12 years.
Walt Shumaker, National Sales Manager, Konica Minolta Business Solutions, USA. Walt brings over 23 years of office products experience to his current position. He began his career in the office products industry in 1985 as a Regional Account Manager for Panafax Corporation, a division of Matsushita Corporation. After 5 years with Panafax, Walt joined Konica Business Solutions as a Facsimile Area manager, managing both Konica branches and dealer operations in the Mid Atlantic Region. In 1995 Walt joined Canon USA as a Color Sales Manager/Dealer Support Manager. In 2005, Walt rejoined Konica Minolta Business Solutions, USA, as a National Account Manager for the Eastern Region. Walt’s current territory responsibility includes, Western Pennsylvania, Maryland, and Virginia.

Our team is highly tenured with the average industry experience at 15 years. This team relies on word of mouth, repeat sales to existing clients and a great deal of referrals as we do not spend a significant amount on advertising or marketing, choosing rather to invest in our infrastructure to deliver consistent and tangible benefits to our current and future clients.

Additional Resources- our website (www.vabusinesssystems.com) contains product descriptions and specifications. Our Supply Fulfillment Team operates within our Customer Service Group and assists clients with supplies for their office equipment.
Delivery

This contract will require various means of delivery depending upon the product ordered. VBS is capable of handling all of these requests through the following methods:

Delivery Team- Our team of professional drivers average over 11 years of industry experience and receive accolades from our clients daily. To ensure our consistent professional deliveries, we utilize an online survey in which our clients grade our delivery team and installation process. Unlike many services, our team will confirm delivery dates and approximate delivery times to reduce potential conflicts or undue stress.

VBS owned delivery lift gate cube trucks and vans deliver equipment daily. Our vehicles are clearly marked with the VBS logo, phone number, website address and DOT number.

UPS- We primarily utilize UPS for the shipment of smaller items not requiring our delivery team. This is for small printers, supplies etc.

Warehouses- We have two regional warehouses in Virginia located in the Richmond and Roanoke offices with inventory, delivery teams, vehicles and UPS shipping stations. Our Pennsylvania operations have warehouses in Harrisburg and Lehigh Valley that can ship to our clients if the need arises.

Inventory Levels- Our goal to have a thirty day supply for multifunctional devices throughout our four regional warehouses. Supply and parts inventories are kept at 60-90 supply levels with auto restocking. Our field technicians carry between $15,000-$25,000 worth of parts and supply inventory, in their company owned vehicles, for the products in which they are factory trained to support.
b. Include any certifications from the manufacturer that confirms that the offer is a qualified dealer/distributor and has factory trained service personnel for installation, service and repair to the proposed equipment.

Virginia Business Systems has been awarded the Pro-Tech Service Award from Konica Minolta since inception of the award over 8 years ago and the President's Award for Excellence 2007 from Ricoh. These are two of the leading manufacturers in the industry today and both manufacturers recognized Virginia Business Systems for service excellence. We also are recognized as an Office Dealer 2007 Elite Dealer. See enclosed service/support award letters pages 99-103 of our response. We also provide a Manufacturer's Certificate from Konica Minolta on page 98 of our response.

4. Small, Women-owned and Minority-owned Business (SWAM) Utilization:

Virginia Business Systems (VBS) holds SWAM Certification as a Small Business, Certification number 664632 of the Virginia Department of Minority Business Enterprise. See page 9 of our response.
5. References:

Three (3) recent references: either educational or governmental, for whom you have provided the type of services described herein. Include the date(s) the services were furnished, the client name, address and the name and phone number of the individual Virginia Tech has your permission to contact.

All of the related organizations listed below are active customers with Virginia Business Systems.

James Madison University  
1996-present:  
Bluestone Drive, Harrisonburg, VA 22807  
Matasha Owens, Purchasing: 540-568-3137

UVA Darden School Print Shop  
1992-present:  
Carruthers Hall, Charlottesville, VA  
Kristie Wood, Print Services: 434-924-6282

Longwood University  
1996-present:  
201 High Street, Farmville, VA 23909  
Director of University  
Tim Trent, Printing, Services: 434-395-2645

UVA Procurement Services  
1992-present:  
1001 N. Emmet Street, Charlottesville, VA 22902  
Frank Fountain: 434-982-3092  
Buyer Specialist

Lynchburg College  
1988-present:  
505 Brevard Street, Lynchburg, VA 24501  
John Lewis: 434-544-8212  
Associate VP for Business & Finance

Virginia Union University  
2006-present:  
1500 N. Lombardy Street, Richmond, VA 23220  
Robert Gray, Director of IT: 804-257-5842

Roanoke City Public.Schools  
2005-present:  
40 Douglas Avenue, Roanoke, VA 24012  
Bruce Young: 540-853-2906  
Director of Purchasing

Washington & Lee University  
2006-present:  
204 W. Washington Street, Lexington, VA 24450  
Berkley Harner: 540-458-8449  
Director of Print Services

Sweet Briar College  
2001-present:  
BOX J, Sweetbriar, VA 24595  
Cindy Ponton: 434-381-6136  
Purchasing Manager

6. The return of the General Information Form and addenda, if any, signed and filled out as required.

See enclosed completed General information form and signed addenda, pages 5-8 of our response.
June 20, 2008

To Whom It May Concern:

Virginia Business Systems has been providing copier service to Lynchburg College for over twenty years. We have been very satisfied with the competitive pricing and the responsive service that we have received. During this time frame the number of copiers provided by Virginia Business Systems has grown to over thirty machines. They have always been willing to work with us when we needed to add a new location. We have also received good service whenever we have placed a repair call for a mechanical problem.

James P. "Bo" Dodd has been our Marketing Representative for many years. Bo has worked hard to make sure that the College has the type of copier program that works best for us. He has been responsive in addressing any issues whenever our needs have changed over the years. Please feel free to contact me directly (434-544-8212 or lewis@lynchburg.edu), if you need additional information or have questions.

Sincerely,

John C. Lewis
Associate Vice President for Business and Finance
April 27, 2007

To Whom It May Concern:

Sweet Briar College entered into contract with Virginia Business System in April 2004 for copier rental services via sealed bid proposals from qualified individuals or firms. The College’s intent was to implement a new contract that would yield the best possible quality and service available, while maximizing the financial benefits to our institution. Virginia Business System currently provides thirty nine units to the College.

Virginia Business System was very successful in providing new technologically advanced digital equipment while helping the College reduce the number of equipment units used through the implementation of multifunctional units across campus. These units also moved the College from an analog program to the newer digital units. The College is very pleased with the quality and professionalism provided by Virginia Business System’s support staff.

With the service and support provided by Virginia Business System, the College had no hesitation in extending our contract with them for an additional two years. Please do not hesitate to contact me if you have any additional questions with regards to our program.

Sincerely,

Cynthia Ponton
Purchasing Agent
Medical Center
In the tradition of the Medical College of Virginia

September 6, 2006

Ms. Janice Hill
Document Management Specialist
Virginia Business Systems
2800 E Parham Road
Richmond, VA 23228

Dear Ms. Hill:

We have leased a Konica 7085 document system for a number of years. The machine is reliable, but the most important thing we have been impressed with is the Service Department of your company. When I put in a service request, I receive a phone call back within an hour at the most. Until, I have put in a call late in the afternoon, they come the very day it is reported and we have never had to wait for a part.

I do not believe you can find a better department. I have worked at VCU Medical Center for many years and with previous company service has always been the problem. With one company, it was the norm that they never had the part with them and at times it would take days before being repaired.

Again, I would like to thank your staff for the service that they have provided. It is a job well done.

Sincerely,

Vickie S. Pace
Program Support Assistant Sr.
Department of Pathology
VCU Medical Center
ATTACHMENT C:

I. SPECIFICATIONS

A. All order placements, delivery confirmations, service scheduling and other copier related information will be handled by the Copier Coordinator at Virginia Tech or his designee.

Virginia Business Systems will communicate & comply with the Copier Coordinator at Virginia Tech.

B. The contractor shall provide a cost-per-copy charge to include all labor, equipment (except those listed in optional equipment and services), services, and supplies (to include staples) excluding paper. No monthly minimums will be accepted. This cost-per-copy charge shall remain in effect for the initial term of the contract.

Virginia Business Systems complies with the above details of the cost-per-copy charge.
II. REQUIRED SPECIFICATIONS FOR ALL COPIERS:

A. All equipment must be new and in current production. No used equipment or parts will be considered.  
   Virginia Business Systems proposes all new Konica Minolta bizhub systems.

B. All copiers should be capable of using recycled paper with no decrease in performance.  
   Virginia Business Systems recommends paper tested by Konica Minolta for optimum performance and uptime. A detailed media guide for each proposed machine will be provided. The Konica Minolta bizhub proposed models support recycled paper.

C. All Copiers shall contain a console or be equipment with a cabinet stand.  
   Virginia Business Systems proposed equipment configurations comply.

D. Surge protectors must be provided at no charge if recommended by the manufacturer.  
   Virginia Business Systems will provide surge protectors on all proposed units.

E. All copiers shall have one operator manual per unit.  
   Virginia Business Systems will comply.

F. No analog copiers will be considered  
   Virginia Business Systems proposes all new digital equipment.

G. All copiers should include a network card  
   Virginia Business Systems proposed equipment configurations include a network printer scanner unit. In fact, most of the bizhubs come standard from the manufacturer with the printer scanner unit.

H. All black/white copiers shall have a hard drive memory of at least 40GB required; color models shall have at least 60GB.  
   Virginia Business Systems proposed equipment configurations comply.

I. The print controller shall have at least 192MB on the black/white models; at least 1.024MB on color models. All controllers should have the ability to add memory.  
   Virginia Business Systems proposed equipment configurations comply.

J. All copiers shall have the book copy feature that produces single and two sided copies from book original.  
   Virginia Business Systems proposed equipment configurations comply.
K. All copiers shall be Ethernet ready and capable of adding PCL 6 and Adobe PostScript 3 or PostScript 3 emulator as long as the emulator is 100% compatible with Adobe PostScript 3 files. Virginia Tech will supply the necessary cable and wall sockets.
Virginia Business Systems proposed equipment configurations comply.

L. All copiers shall have a security feature that prevents files remaining on the hard drive of the unit from being accessible to other users.
Virginia Business Systems proposed equipment configurations offer password protection and the optional Hard Disk Drive Encryption kit can be added for maximum protection at an additional cost.

M. All copiers shall have an internal copy control feature that provides a method to assign an access code to all walk-up and networked print jobs. Copiers shall include a setting that allows a walk-up user to have the next priority after the current job is completed. This allows the walk up job to be completed before the next pending print job. The copier shall continue walk-up copying even though a network printing problems may exist.
Virginia Business Systems proposed equipment configurations comply.

N. PCL 6 and all related software shall be included. Adobe PostScript 3 or PostScript 3 emulator will be requested by departments.
Virginia Business Systems will comply.

O. All firmware upgrades shall be included and to be installed by the vendor including those available by the internet.
Virginia Business Systems will comply.

P. The following is the standard environment that the contractor shall connect and set up to meet all the copying specifications in this request

   a. Network Topology: Ethernet, TokenRing, Apple Talk
   b. Cabling: 10/100 Base T, IEEE1284 Parallel, Category 5E
   d. Network Protocol: TCP/IP; Appletalk
   e. Software: Any and all Windows applications, MAC applications, PDF

Virginia Business Systems will comply

Q. Network Security
Virginia Business Systems will continually work with Virginia Tech to provide a secure environment. See additional information on pages 45-52 of our response.
News Release

FOR IMMEDIATE DISTRIBUTION

Konica Minolta Offers the Highest Level of Security in Industry for MFP Product Line

bizhub and bizhub PRO MFPs Certified for EAL 3 and ISO 15408

Visit Konica Minolta at 2007 ON DEMAND Conference and Exposition in Boston, Mass – Booth #1215

RAMSEY, NJ – April 11, 2007 – Amid growing concern for the security of documents being processed through network-connected multifunctional products (MFPs) and the pressure to comply with recent government laws and regulations regarding information security, Konica Minolta Business Solutions U.S.A., Inc. (Konica Minolta), a leading provider of advanced imaging and networking technologies announced today that it is among the first in the industry to achieve Evaluation Assurance Level (EAL) 3 and ISO 15408 (Common Criteria Certification or CC) for its line of bizhub™ and bizhub PRO™ color and monochrome MFPs. This certification includes CC certification for the bizhub C6500, the first Konica Minolta light production color MFP to be ISO 15408 certified. Furthermore, ISO 15408 is the only official security-based certification standard for digital office products.

"Public awareness of the importance of data security in the widespread use of MFPs has been raised by recent news warning of identity theft risks associated with hard drives in digital copiers," said Kevin Kern, vice president, product planning and development, Konica Minolta Business Solutions U.S.A., Inc. "Konica Minolta MFPs have achieved CC certification for over three years, which assures our customers that any Konica Minolta MFP in our current lineup can be used in environments that demand strict data security. Customers have the peace of mind of knowing that with Konica Minolta, they have the most secure MFPs on the market today."

ISO 15408 – Common Criteria
The International Common Criteria for Information Technology Security Evaluation establishes an internationally agreed upon language for specifying security functionality, as well as an evaluation methodology to assess the strength of security implementations embedded in various types of technology located on the network. The Common Criteria initiative has evolved into an international standard known as ISO 15408. In the United States it is managed by the National Information Assurance Partnership (NIAP), which is run by the National Security Agency and the National Institute of Standards and Technology (NIST).

Delivering Comprehensive Certification Solutions
While some manufacturers have ISO 15408 certification for a specific Data Security Kit, Data Protection Kit, software package or an image overwrite function, Konica Minolta’s target of evaluation regarding ISO 15408 certification is the entire MFP system – providing end-to-end security. Konica Minolta’s innovative and standard security functions can be found within the current, and recently launched, next-generation line of bizhub MFPs. In
fact, Konica Minolta's Hard Drive Overwrite with Optional Encryption feature won a Buyers Laboratory Inc. (BLI) Fall 2006 "Pick of the Year" for Outstanding MFP Security Solution.

Common Criteria Standards Applicable to Konica Minolta Digital MFPs

**HDD and RAM Security**

One particular fear is that data can be stolen from the MFP's Hard Disk Drive (HDD) or RAM, either by accessing the MFP remotely or removing the HDD or RAM and extracting the data. These concerns have been addressed and any potential security holes have been plugged.

Konica Minolta's award-winning Hard Drive Overwrite security function erases data stored on the device's HDD or memory by overwriting it with a series of characters and comes standard on the company's bizhub OP and workgroup product line. Hard Drive Overwrite is performed immediately upon completion of all copy, print, scan and fax jobs. Konica Minolta offers an extra level of security with a hard drive encryption kit using 128-bit Advanced Encryption Standard (AES). In addition, the bizhub HDD can be locked using a passcode of 20 alphanumeric characters and the data is protected, even if the drive is removed from the machine.

At the time of decommissioning, relocation or replacement of a bizhub MFP, the entire HDD can be overwritten so that all of the data is completely removed. This can be achieved using one of any eight modes and corresponding overwrite methods. Any leftover image data can be overwritten up to seven times to military specifications. Supported overwrite standards include:

- US Navy (NAVSO P-5239-26)
- Department of Defense (DoD 5220.22M)
- Army Regulations (AR380-19)
- North Atlantic Treaty Organization – NATO Standard
- US Air Force (AFSSI5020)

**Network Security**

Any MFP connected to a network may be vulnerable to unauthorized access. Konica Minolta includes the following features to prevent this:

- With the recent launch of the next-generation line of bizhub MFPs, Konica Minolta introduced the industry's first Biometric Authentication Unit, in which the vein patterns of a finger are scanned, encrypted and stored and are used to distinguish individuals.
- User Authentication – Requires User ID and Password. Up to 1000 user accounts can be stored.
- Virus Protection – Konica Minolta MFPs include an embedded, non-commercial operating system that is not susceptible to attacks by viruses and worms.
- Allow/Prohibit Functions by User – An advanced level of security allows or prohibits use and availability of specific features, such as scanning, user box, copying, faxing and printing as a remote function.
- Network Vulnerabilities – Open ports and protocols can be opened, closed or enabled or disabled at the machine or remotely by an administrator.

**File Transmission Security**

Since MFPs perform various functions including network printing, scanning and fax, special steps have to be taken to prevent unauthorized use or access. The following features are included in all current bizhub devices:
• Confidential print – Secure Print holds the job until released with the proper encrypted password; Secure Mailbox Print stores a print job in a user box where a user ID and password must be entered for that job to be accessed for printing, faxing or forwarding by Email.
• Scan/PDF Encryption – Scanned files can be encrypted as a PDF file and requires the receiver to have the decryption code to open the file.
• Copy Protection – A security watermark is placed on the original document as it is printed. If it is copied on any other MFP the secure watermark will appear.
• Advanced Email Security
• Advanced Fax Line Security
• Access History
• Account Tracking
• Audit and Job Logs

Konica Minolta continues to invest a tremendous amount of engineering resources in developing security-related features for bizhub MFPs, and uses independent security consultants to evaluate the technology. Whether the issue is network intrusion, data theft or compliance, Konica Minolta bizhub technology offers the security demanded by internal clients and federal legislation.
<table>
<thead>
<tr>
<th>Feature</th>
<th>Standard</th>
<th>Optional 40GB</th>
<th>Optional 64GB</th>
<th>Optional 96GB</th>
<th>Optional 128GB</th>
<th>Standard</th>
<th>Optional 40GB</th>
<th>Optional 64GB</th>
<th>Optional 96GB</th>
<th>Optional 128GB</th>
</tr>
</thead>
<tbody>
<tr>
<td>AES Encryption</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>FIPS Level</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Key Management</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Export</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Import</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Storage</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Management</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Export</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Import</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Storage</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Management</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Export</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Import</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Storage</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Management</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Export</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Import</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Storage</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Management</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Export</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Import</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Storage</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Management</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Export</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Import</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Storage</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Management</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Export</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Import</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Storage</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Management</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Export</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Import</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Storage</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Management</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Export</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Import</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Storage</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Management</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Export</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Import</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Storage</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Management</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Export</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Import</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Storage</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Management</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Export</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Import</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Storage</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Management</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Export</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Import</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Storage</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Management</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Export</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Import</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Storage</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Management</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Export</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Import</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Storage</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Management</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Export</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Import</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Storage</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Management</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Export</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Import</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Storage</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Management</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Export</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Import</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Storage</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Management</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Export</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Import</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Key Storage</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
User Authentication
User Authentication is a function that will protect unauthorized users from accessing the network or machine. This feature requires a User ID and a Password and can be configured to authenticate to the network or locally at the machine.

Network
Supported external servers like Active Directory, Novell NDS, NTML v.1 and NTLM v.2.
Up to 64 characters, maximum, can be utilized. Active Directory can support up to 20 Domains.

Machine
Internal authentication at the machine can support up to 1000 user accounts.
Passwords can be up to 8 alphanumeric characters.

Virus Protection
Konica Minolta MFPs contain an embedded operating system called VxWorks, which is far less susceptible to attack by viruses or worms that target traditional applications, and their OS Services because it provides a very small base "common" functionality. The viruses do not affect it, and worms typically found on the networks and the Internet are not written for the VxWorks platform. In practice, this makes it extremely difficult for an attacker to write a virus targeted at generic VxWorks implementations.

Password Protection
Passwords can be created for administrators and users and can be up to alphanumeric up to 8 characters. An administrator can maintain passwords. Passwords are protected by the Kerberos system or SSL.

Allow/Prohibit Functions by User
An advanced level of user security allows or prohibits the use and availability of specific machine features. A user and/or administrator can control these features as needed throughout an organization or any size. The specific features affected are:

• Scanning from the bizhub as a walk up function or a remote function.
• User Box from the bizhub as a walk up function or a remote function.
• Copying from the bizhub as a walk up function where there can be a restriction of just B&W copying or just Color copying or neither B&W nor Color copying.
• Faxing from the bizhub as a walk up function or a remote function.
• Printing as a remote function, via the Print Driver, where there can be a restriction to allow just B&W printing but not color printing or vice versa.
FILE TRANSMISSION SECURITY

Confidential Print
There are two ways to send a print to the bizhub MFP that will be held until the sender releases it at the bizhub control panel.

Secure Print (Lock Job)
Secure print is supported on all models. The standard hard drive is required for the bizhub color products. The optional Hard Drive is required on monochrome bizhub OP products (420, 500, 600, 750). The user inputs the secure password (up to 8 alphanumeric characters) in the driver and inputs the same password at the MFPs panel. The machine verifies the password and releases the secure document. The password connected to the confidential print job is encrypted. The system can be set to delete all unopened secure print jobs after a designated time period.

Secure Mailbox Print
A print job will be stored in the Secure Print User Box where a User ID and Password will have to be entered for that print job to be accessed for printing or forwarding via fax or email. The User ID consists of a maximum 8 or 16 character ID (depending on the machine) AND an 8 character Password. The Print can only be accessed when both the User ID and Password are entered correctly.

Scan/PDF Encryption
The User has the ability to encrypt a scanned file by selecting the Encryption key on the bizhub's control panel (figure 4). The encryption option supports the PDF file type and will require the receiver of the scan to have the decryption code to open the file. This feature is very similar to the Adobe Acrobat encryption process where a password is utilized for encryption and opening a file, as well as for accessing the permissions area of the encryption configuration.

Figure 4.
**Fundamentals of Security**

**Copy Protection (bizhub C352/C300/C250 only)**
A concealed Security Watermark is placed on the original document being printed. The Security Watermark can consist of several phrases and/or patterns. When this document is copied by ANY other MFP the Security Watermark will appear notifying anyone who reads this newly copied document that it has been copied and/or distributed without authorization.

**Advanced Email Security**
- LDAP Search supports up to five LDAP Servers and LDAP Referral Function (Global LDAP) is supported.
- SMTP Authentication (Simple Mail Transfer Protocol), when enabled this will authorize a machine to send email. For those customers who do not host their email services the use of an ISP mail server can be utilized and supported by the machine. SMTP authentication is required by AOL and in the prevention of SPAM.
- POP3 before SMTP
- APOP Authentication
- Restriction from altering the 'From' address. When User Authentication is enabled and the 'Changing From Address' function is enabled the 'from address of a scan-to-email job will always be the logged-in user's email address. This feature allows the machine to prevent spoofing and provide audit trails for administrators.
- Restriction of 'Manual Destination Input' will prohibit the ad hoc 'Direct Input' of an email address or any scan destination.

**Advanced Fax Line Security**
- Communication via the bizhub’s fax connection uses only the fax protocol. It does not support any other communication protocols. Konica Minolta products block any intrusion attempts as threats. This would include intrusions of a different protocol over public telephone lines as well as transmitted data that cannot be decompressed as fax data.
- Routing incoming Faxes, any incoming fax can be routed to any destination within the bizhub’s Internal Address Book. This would include, email address, FTP server, SMB folder and the User Box via the machine’s HDD.
- Storing incoming Faxes to Memory RX User Box. Instead of routing a fax to an email address or desktop, a user can store the incoming faxes to the Memory RX User Box. A user via Konica Minolta’s Box Operator application can preview faxes stored in this manner. A user or administrator can pick and choose which faxes to print or not to print.
BUYERS LABORATORY INC.

PICK of the YEAR

For Exemplary Performance Throughout BLI's Extensive Lab Testing

Outstanding MFP Security Solution

December 2006
III. MACHINE SPECIFICATIONS BY VOLUME LEVEL:

A. Level 1: Placement at sites with an estimated monthly volume of 1,000 to 10,000 copies:
   1. Minimum of 25ppm for a 8.5 x 11 image
   2. Able to produce up to 11 x 17 copies/prints
   3. Reversing automatic document feeder (RADF) with minimum capacity of 50-sheets, scanning originals at no less than 80% of rated prints per minute of the unit and utilizes scan once, print many.
   4. Variable reduction and enlargement: 25% to 400% in 1% increments
   5. Minimum 100-sheet bypass tray
   6. Minimum of 4 x 500-sheet paper drawers (2,000-sheets total)
   7. Automatic duplexing
   8. Fax option with Super G3, 33.6 kbps modem and minimum 32mb memory
   9. Network print / scan option with PCL and PS3 print drivers
  10. Minimum 1,000-sheet capacity finisher, multi-position stapling, minimum 50-sheet stapling for 8.5 x 11 size paper, 2/3 hole punch, and minimum of 3 exit trays to keep copies, prints and faxes sorted separately
  11. ESP surge protector

Virginia Business Systems Proposes the Konica Minolta bizhub 250 25ppm

Included in this proposed configuration are the following options:

- Print Scan unit (standard)
- DF-605 Reversing Automatic Document Feeder
- FK-503 fax kit
- FS-508 Base Finisher with OT-601 Output Tray
- PU-501 Punch unit
- HD-504 40GB hard disk drive
- PC-202 Universal Paper Feed Cabinet (if the volume is below 5,000 it may be configured with DK-501 base cabinet)
- ESP surge protector
Level 1C: Placement at sites with an estimated monthly volume of 1,000 to 10,000 copies: FULL COLOR CAPABILITY
1. Minimum of 25ppm black/white and 25ppm full color for a 8.5 x 11 image
2. Color LCD touch-screen
3. Able to produce up to 11 x 17 copies/prints
4. Reversing automatic document feeder (RADF) with minimum capacity of 50-sheets, scanning originals at no less than 80% of rated prints per minute of the unit and utilizes scan once, print many.
5. Variable reduction and enlargement: 25% to 400% in 1% increments
6. Minimum 100-sheet bypass tray
7. Minimum of 4 x 500-sheet paper drawers (2,000-sheets total)
8. Automatic duplexing
9. Fax option with Super G3, 33.6 kbps modem and minimum 32mb memory
10. Network print / scan option with PCL and PS3 print drivers
11. Minimum 1,000-sheet capacity finisher, multi-position stapling, minimum 50-sheet stapling for 8.5 x 11 size paper, minimum of 3 exit trays to keep copies, prints and faxes sorted separately
12. ESP surge protector

Virginia Business Systems Proposes the Konica Minolta bizhub C253 25ppm

Included in this proposed configuration are the following options:

- Print Scan unit (standard)
- DF-611 Reversing Automatic Document Feeder
- Fax kit C253
- FS-519 Base Finisher with OT-602 Output Tray
- PK-515 Punch unit
- Hard disk drive (standard)
- PC-204 Universal Paper Feed Cabinet (if the volume is below 5,000 it may be configured with DK-504 base cabinet)
- ESP surge protector
B. Level 2: Placement at sites with an estimated monthly volume of 10,000 to 25,000 copies:
12. Minimum of 40ppm for a 8.5 x 11 image
13. Able to produce up to 11 x 17 copies/prints
14. Reversing automatic document feeder (RADF) with minimum capacity of 50-sheets, scanning originals at no less than 80% of rated prints per minute of the unit and utilizes scan once, print many.
15. Variable reduction and enlargement: 25% to 400% in 1% increments
16. Minimum 100-sheet bypass tray
17. Minimum of 4 x 500-sheet paper drawers and Large Capacity Tray (LCT) with minimum 2,000-sheet capacity 8.5 x 11 size paper (4,000-sheets total)
18. Automatic duplexing
19. Fax option with Super G3, 33.6 kbps modem and minimum 32mb memory
20. Network print / scan option with PCL and PS3 print drivers
21. Minimum 1,000-sheet capacity finisher, multi-position stapling, minimum 50-sheet stapling for 8.5 x 11 size paper, 2/3 hole punch, and minimum of 3 exit trays to keep copies, prints and faxes sorted separately
22. ESP surge protector

Virginia Business Systems Proposes the Konica Minolta bizhub 421 42ppm
Included in this proposed configuration are the following options:
- IC-207 Print Scan unit
- Reversing Automatic Document Feeder (standard)
- Fax kit
- FS-522 Base Finisher with OT-602 Output Tray
- PU-501 Punch unit
- HD-509 60GB hard disk drive
- PC-206 Universal Paper Feed Cabinet
- ESP surge protector
Level 2C: Placement at sites with an estimated monthly volume of 10,000 to 25,000 copies: **FULL COLOR CAPABILITY**

1. Minimum of 40ppm black/white and 40ppm full color for a 8.5 x 11 image
2. Color LCD touch-screen
3. Able to produce up to 11 x 17 copies/prints
4. Reversing automatic document feeder (RAFD) with minimum capacity of 50-sheets, scanning originals at no less than 80% of rated prints per minute of the unit and utilizes scan once, print many.
5. Variable reduction and enlargement: 25% to 400% in 1% increments
6. Minimum 100-sheet bypass tray
7. 2 x 500-sheet paper drawers and 2 x 1,000-sheet paper drawers (minimum of 4 paper drawers/trays :not including bypass tray: and total paper capacity of 3,000-sheets total)
8. Automatic duplexing
9. Fax option with Super G3, 33.6 kbps modem and minimum 32mb memory
10. Network print / scan option with PCL and PS3 print drivers
11. Minimum 1,000-sheet capacity finisher, multi-position stapling, minimum 50-sheet stapling for 8.5 x 11 size paper, minimum of 3 exit trays to keep copies, prints and faxes sorted separately
12. ESP surge protector

**Virginia Business Systems Proposes the Konica Minolta bizhub C451 45ppm**

*Included in this proposed configuration are the following options:*
- Print Scan unit (standard)
- Reversing Automatic Document Feeder (standard)
- Fax kit FK-502
- FS-519 Base Finisher with OT-602 Output Tray
- PK-510 Punch unit
- Hard disk drive (standard)
- ESP surge protector
C. Level 3: Placement at sites with an estimated monthly volume of 25,000 to 50,000 copies:
1. Minimum of 60 ppm for a 8.5 x 11 image
2. Able to produce up to 11 x 17 copies/prints
3. Reversing automatic document feeder (RADF) with minimum capacity of 100-sheets, scanning originals at no less than 80% of rated prints per minute of the unit and utilizes scan once, print many.
4. Variable reduction and enlargement: 25% to 400% in 1% increments
5. Minimum 100-sheet bypass tray
6. Minimum of 2 x 500-sheet paper drawers, 2 x 1,000-sheet paper drawers, and Large Capacity Tray (LCT) with 4,000-sheet capacity 8.5 x 11 size paper (7,000-sheets total)
7. Automatic duplexing
8. Fax option with Super G3, 33.6 kbps modem and minimum 32mb memory
9. Network print / scan option with PCL and PS3 print drivers
10. Minimum 2,000-sheet capacity finisher, multi-position stapling, minimum 50-sheet stapling for 8.5 x 11 size paper, 2/3 hole punch, and minimum of 2 exit trays.
11. ESP surge protector

Virginia Business Systems Proposed the Konica Minolta bizhub 600

60ppm

Included in this proposed configuration are the following options:
- IC-202 Print Scan Controller
- DF-605 Reversing Automatic Document Feeder
- FK-502 fax kit
- FS-504 Finisher
- PU-505 Punch unit
- HD-503 hard disk drive
- LU-401 LCT (4,000-sheets 8.5 x 11) if deemed need this option can be added. The bizhub 600 comes standard with 5 paper sources and standard paper capacity of 3,100-sheets.
- ESP surge protector
Level 3C: Placement at sites with an estimated monthly volume of 25,000 to 70,000 copies: FULL COLOR CAPABILITY

1. Minimum of 60ppm black/white and at least 50ppm full color for a 8.5 x 11 image
2. Color LCD touch-screen
3. Able to produce up to 11 x 17 copies/prints
4. Reversing automatic document feeder (RADF) with minimum capacity of 100-sheets, scanning originals at no less than 80% of rated prints per minute of the unit and utilizes scan once, print many.
5. Variable reduction and enlargement: 25% to 400% in 1% increments
6. Minimum 100-sheet bypass tray
7. Minimum of 2 x 500-sheet paper drawers, 2 x 1,000-sheet paper drawers, and Large Capacity Tray (LCT) with 3,000-sheet capacity 8.5 x 11 size paper (6,000-sheets total)
8. Automatic duplexing
9. Fax option with Super G3, 33.6 kbps modem and minimum 32mb memory
10. Network print / scan option with PCL and PS3 print drivers
11. Minimum 3,000-sheet capacity finisher, multi-position stapling, minimum 50-sheet stapling for 8.5 x 11 size paper, 2/3 hole punch, and minimum of 3 exit trays to keep copies, prints and faxes sorted separately
12. ESP surge protector

Virginia Business Systems Proposes the Konica Minolta bizhub C650
65ppm black/white and 50ppm Color

Included in this proposed configuration are the following options:
- Print Scan unit (standard)
- Reversing Automatic Document Feeder (standard)
- Fax kit FK-502
- FS-517 Base Finisher
- PK-512 Punch unit
- Hard disk drive (standard)
- LU 301 Large Capacity Unit
- ESP surge protector
C. Level 4: Placement at sites with an estimated monthly volume exceeding 50,000 copies.

1. Minimum of 75ppm for a 8.5 x 11 image
2. Able to produce up to 11 x 17 copies/prints
3. Reversing automatic document feeder (RADF) with minimum capacity of 100-sheets, scanning originals at no less than 80% of rated prints per minute of the unit and utilizes scan once, print many.
4. Variable reduction and enlargement: 25% to 400% in 1% increments
5. Minimum 100-sheet bypass tray
6. Minimum of 2 x 500-sheet paper drawers, 2 x 1,000-sheet paper drawers, and Large Capacity Tray (LCT) with 4,000-sheet capacity 8.5 x 11 size paper (7,000-sheets total)
7. Automatic duplexing
8. Fax option with Super G3, 33.6 kbps modem and minimum 32mb memory
9. Network print / scan option with PCL and PS3 print drivers
10. Minimum 3,000-sheet capacity finisher, multi-position stapling, minimum 50-sheet stapling for 8.5 x 11 size paper, 2/3 hole punch, and minimum of 2 exit trays.
11. ESP surge protector

Virginia Business Systems Proposed the Konica Minolta bizhub 750 75ppm

Included in this proposed configuration are the following options:

- IC-202 Print Scan Controller
- DF-605 Reversing Automatic Document Feeder
- FK-502 fax kit
- FS-504 Finisher
- PU-505 Punch unit
- HD-503 hard disk drive
- LU-401 LCT (8.5 x 11)
- ESP surge protector
Virginia Business Systems proposes an alternative slate of bizhub systems. The following models proposed are the same engines at a slightly slower print speed and at a lower hardware cost, which may provide a value for Virginia Tech and its departmental users.

Level 1: Placement at sites with an estimated monthly volume of 1,000 to 10,000 copies:
23. Minimum of 25ppm for a 8.5 x 11 image
24. Able to produce up to 11 x 17 copies/prints
25. Reversing automatic document feeder (RADF) with minimum capacity of 50-sheets, scanning originals at no less than 80% of rated prints per minute of the unit and utilizes scan once, print many.
26. Variable reduction and enlargement: 25% to 400% in 1% increments
27. Minimum 100-sheet bypass tray
28. Minimum of 4 x 500-sheet paper drawers (2,000-sheets total)
29. Automatic duplexing
30. Fax option with Super G3, 33.6 kbps modem and minimum 32mb memory
31. Network print / scan option with PCL and PS3 print drivers
32. Minimum 1,000-sheet capacity finisher, multi-position stapling, minimum 50-sheet stapling for 8.5 x 11 size paper, 2/3 hole punch, and minimum of 3 exit trays to keep copies, prints and faxes sorted separately
33. ESP surge protector

Virginia Business Systems Proposes the Konica Minolta bizhub 200 20ppm

Included in this proposed configuration are the following options:
- Print Scan unit (standard)
- DF-605 Reversing Automatic Document Feeder
- FK-503 fax kit
- FS-508 Base Finisher with OT-601 Output Tray
- PU-501 Punch unit
- HD-504 40GB hard disk drive
- PC-202 Universal Paper Feed Cabinet (if the volume is below 5,000 it may be configured with DK-501 base cabinet)
- ESP surge protector
Level 1C: Placement at sites with an estimated monthly volume of 1,000 to 10,000 copies: FULL COLOR CAPABILITY

13. Minimum of 25ppm black/white and 25ppm full color for a 8.5 x 11 image
14. Color LCD touch-screen
15. Able to produce up to 11 x 17 copies/prints
16. Reversing automatic document feeder (RADF) with minimum capacity of 50-sheets, scanning originals at no less than 80% of rated prints per minute of the unit and utilizes scan once, print many.
17. Variable reduction and enlargement: 25% to 400% in 1% increments
18. Minimum 100-sheet bypass tray
19. Minimum of 4 x 500-sheet paper drawers (2,000-sheets total)
20. Automatic duplexing
21. Fax option with Super G3, 33.6 kbps modem and minimum 32mb memory
22. Network print / scan option with PCL and PS3 print drivers
23. Minimum 1,000-sheet capacity finisher, multi-position stapling, minimum 50-sheet stapling for 8.5 x 11 size paper, minimum of 3 exit trays to keep copies, prints and faxes sorted separately
24. ESP surge protector

Virginia Business Systems Proposes the Konica Minolta bizhub C203 20ppm

Included in this proposed configuration are the following options:

- Print Scan unit (standard)
- DF-611 Reversing Automatic Document Feeder
- Fax kit C203
- FS-519 Base Finisher with OT-602 Output Tray
- PK-515 Punch unit
- Hard disk drive (standard)
- PC-204 Universal Paper Feed Cabinet (if the volume is below 5,000 it may be configured with DK-504 base cabinet)
- ESP surge protector
B. Level 2: Placement at sites with an estimated monthly volume of 10,000 to 25,000 copies:

34. Minimum of 40ppm for a 8.5 x 11 image
35. Able to produce up to 11 x 17 copies/prints
36. Reversing automatic document feeder (RAFD) with minimum capacity of 50-sheets, scanning originals at no less than 80% of rated prints per minute of the unit and utilizes scan once, print many.
37. Variable reduction and enlargement: 25% to 400% in 1% increments
38. Minimum 100-sheet bypass tray
39. Minimum of 4 x 500-sheet paper drawers and Large Capacity Tray (LCT) with minimum 2,000-sheet capacity 8.5 x 11 size paper (4,000-sheets total)
40. Automatic duplexing
41. Fax option with Super G3, 33.6 kbps modem and minimum 32mb memory
42. Network print / scan option with PCL and PS3 print drivers
43. Minimum 1,000-sheet capacity finisher, multi-position stapling, minimum 50-sheet stapling for 8.5 x 11 size paper, 2/3 hole punch, and minimum of 3 exit trays to keep copies, prints and faxes sorted separately
44. ESP surge protector

Virginia Business Systems Proposes the Konica Minolta bizhub 350 35ppm

Included in this proposed configuration are the following options:

- Print Scan unit (standard)
- DF-605 Reversing Automatic Document Feeder
- FK-503 fax kit
- FS-508 Base Finisher with OT-601 Output Tray
- PU-501 Punch unit
- HD-504 40GB hard disk drive
- PC-202 Universal Paper Feed Cabinet
- ESP surge protector
Level 2C: Placement at sites with an estimated monthly volume of 10,000 to 25,000 copies: **FULL COLOR CAPABILITY**

13. Minimum of 40ppm black/white and 40ppm full color for a 8.5 x 11 image
14. Color LCD touch-screen
15. Able to produce up to 11 x 17 copies/prints
16. Reversing automatic document feeder (RADF) with minimum capacity of 50-sheets, scanning originals at no less than 80% of rated prints per minute of the unit and utilizes scan once, print many.
17. Variable reduction and enlargement: 25% to 400% in 1% increments
18. Minimum 100-sheet bypass tray
19. 2 x 500-sheet paper drawers and 2 x 1,000-sheet paper drawers (minimum of 4 paper drawers/trays: not including bypass tray: and total paper capacity of 3,000-sheets total)
20. Automatic duplexing
21. Fax option with Super G3, 33.6 kbps modem and minimum 32mb memory
22. Network print / scan option with PCL and PS3 print drivers
23. Minimum 1,000-sheet capacity finisher, multi-position stapling, minimum 50-sheet stapling for 8.5 x 11 size paper, minimum of 3 exit trays to keep copies, prints and faxes sorted separately
24. ESP surge protector

**Virginia Business Systems Proposes the Konica Minolta bizhub C353** 35ppm

*Included in this proposed configuration are the following options:*

- Print Scan unit (standard)
- Reversing Automatic Document Feeder (standard)
- Fax kit FK-502
- FS-519 Base Finisher with OT-602 Output Tray
- PK-510 Punch unit
- PC-204 Universal Paper Feed Cabinet
- Hard disk drive (standard)
- ESP surge protector
Solutions

C. Level 3: Placement at sites with an estimated monthly volume of 25,000 to 50,000 copies:
12. Minimum of 60ppm for an 8.5 x 11 image
13. Able to produce up to 11 x 17 copies/prints
14. Reversing automatic document feeder (RADF) with minimum capacity of 100-sheets, scanning originals at no less than 80% of rated prints per minute of the unit and utilizes scan once, print many.
15. Variable reduction and enlargement: 25% to 400% in 1% increments
16. Minimum 100-sheet bypass tray
17. Minimum of 2 x 500-sheet paper drawers, 2 x 1,000-sheet paper drawers, and Large Capacity Tray (LCT) with 4,000-sheet capacity 8.5 x 11 size paper (7,000-sheets total)
18. Automatic duplexing
19. Fax option with Super G3, 33.6 kbps modem and minimum 32mb memory
20. Network print / scan option with PCL and PS3 print drivers
21. Minimum 2,000-sheet capacity finisher, multi-position stapling, minimum 50-sheet stapling for 8.5 x 11 size paper, 2/3 hole punch, and minimum of 2 exit trays.
22. ESP surge protector

Virginia Business Systems Proposed the Konica Minolta bizhub 600 60ppm

Included in this proposed configuration are the following options:

- IC-202 Print Scan Controller
- DF-605 Reversing Automatic Document Feeder
- FK-502 fax kit
- FS-504 Finisher
- PU-505 Punch unit
- HD-503 hard disk drive
- LU-401 LCT (4,000-sheets 8.5 x 11) if deemed need this option can be added. The bizhub 600 comes standard with 5 paper sources and standard paper capacity of 3,100-sheets.
- ESP surge protector
Level 3C: Placement at sites with an estimated monthly volume of 25,000 to 70,000 copies: FULL COLOR CAPABILITY

13. Minimum of 60ppm black/white and at least 50ppm full color for a 8.5 x 11 image
14. Color LCD touch-screen
15. Able to produce up to 11 x 17 copies/prints
16. Reversing automatic document feeder (RAFD) with minimum capacity of 100-sheets, scanning originals at no less than 80% of rated prints per minute of the unit and utilizes scan once, print many.
17. Variable reduction and enlargement: 25% to 400% in 1% increments
18. Minimum 100-sheet bypass tray
19. Minimum of 2 x 500-sheet paper drawers, 2 x 1,000-sheet paper drawers, and Large Capacity Tray (LCT) with 3,000-sheet capacity 8.5 x 11 size paper (6,000-sheets total)
20. Automatic duplexing
21. Fax option with Super G3, 33.6 kbps modem and minimum 32mb memory
22. Network print / scan option with PCL and PS3 print drivers
23. Minimum 3,000-sheet capacity finisher, multi-position stapling, minimum 50-sheet stapling for 8.5 x 11 size paper, 2/3 hole punch, and minimum of 3 exit trays to keep copies, prints and faxes sorted separately
24. ESP surge protector

Virginia Business Systems Proposes the Konica Minolta bizhub C550
50ppm black/white and 45ppm Color

Included in this proposed configuration are the following options:

- Print Scan unit (standard)
- Reversing Automatic Document Feeder (standard)
- Fax kit FK-502
- FS-517 Base Finisher
- PK-512 Punch unit
- Hard disk drive (standard)
- LU 301 Large Capacity Unit
- ESP surge protector
Solutions

C. Level 4: Placement at sites with an estimated monthly volume exceeding 50,000 copies.

12. Minimum of 75ppm for an 8.5 x 11 image
13. Able to produce up to 11 x 17 copies/prints
14. Reversing automatic document feeder (RADF) with minimum capacity of 100-sheets, scanning originals at no less than 80% of rated prints per minute of the unit and utilizes scan once, print many.
15. Variable reduction and enlargement: 25% to 400% in 1% increments
16. Minimum 100-sheet bypass tray
17. Minimum of 2 x 500-sheet paper drawers, 2 x 1,000-sheet paper drawers, and Large Capacity Tray (LCT) with 4,000-sheet capacity 8.5 x 11 size paper (7,000-sheets total)
18. Automatic duplexing
19. Fax option with Super G3, 33.6 kbps modem and minimum 32mb memory
20. Network print / scan option with PCL and PS3 print drivers
21. Minimum 3,000-sheet capacity finisher, multi-position stapling, minimum 50-sheet stapling for 8.5 x 11 size paper, 2/3 hole punch, and minimum of 2 exit trays.
22. ESP surge protector

Virginia Business Systems Proposed the Konica Minolta bizhub 750 75ppm

Included in this proposed configuration are the following options:
- IC-202 Print Scan Controller
- DF-605 Reversing Automatic Document Feeder
- FK-502 fax kit
- FS-504 Finisher
- PU-505 Punch unit
- HD-503 hard disk drive
- LU-401 LCT (8.5 x 11)
- ESP surge protector
bizhub™ design helps you do more, with less — a cost-effective solution for small offices, retail locations and service providers who must cope with rising workloads at a time of shrinking budgets.

**20 ppm print/copy speed** with 60,000 page monthly duty cycle and the quality and reliability you expect from Konica Minolta.


**bizhub 200**

**Simitri® Polymerized Toner** with ultra-fine particles of smaller size and more consistent shape, for sharper text, crisper images, improved halftones.

**Emperor™ Print System** with PostScript 3 and PCL6 emulation, plus a wide array of print drivers, network protocols and network interface capabilities.

**Fast, flexible scanning** including Scan-to-Email, Scan-to-FTP, Scan-to-SMB (Scan-to-Desktop), Scan-to-HDD (with optional HDD), URL notification, Internet Faxing, and future Network TWAIN Scanning.

**High-volume fax option** with Super G3 transmission/reception, 11" x 17" fax capability, and PC Faxing for fast fax distribution, optional fax dual line and more.

**Advanced security features** include SSL, SMTP Authentication, User Authentication, Password Lock, and future IP Address Filtering and HDD Data Encryption.

**Modular finishing options** let you add the automatic finishing capabilities your business needs: sorting and grouping, stapling, hole-punching, even saddle-stitch booklet-making.

**PageScope Software:** a total suite of network management software solutions to manage documents, devices, distribution and security to maximize the power of bizhub productivity.

**4,000-sheet maximum paper capacity** (with options), durable paper drawers. 150-sheet intelligent bypass (standard).

**bizhub 200 proudly joins** the bizhub family — named 2005 Product Line of the Year by Buyers Laboratory Inc.
bizhub 200

General Specifications

TYPE: Digital Printer/Copier/Scanner/Fax
IMAGING SYSTEM: Simitrim Polymerized Toner
SCANNING SYSTEM: CCO Line Sensor
PRINT/COPY SPEED: 20 ppm (mono) 8-1/2" x 11" portrait 17 ppm (mono) 8-1/2" x 11" landscape 14 ppm (legal) 8-1/2" x 14" 12 ppm (legal) 11" x 17"
MONTHLY DUTY CYCLE: 60,000 pages
PRINT/COPY RESOLUTION: Tiju 600 x 600 dpi
HALFTONE REPRODUCTION: 256 gradations
MEMORY: 128 MB (52 MB for faxes, 170 pages) (standard) 40 GB (maximum) (optional)
WARM-UP TIME: 16 seconds (from Sub Power On) 24 seconds (from Main Power On)
FIRST COPY: 5.3 seconds or less
COPY QUANTITY: 1 - 60 copies (countdown, intermittent capability)
MAXIMUM PAPER CAPACITY: 4,000 sheets (total, with optional)
DOCUMENT FEEDER: DF-605 Reversing Auto Document Feeder (optional)
Capacity: 150 sheets Speed: Up to 70 scans per minute Original size: up to 11" x 17" 1-sided, 2-sided originals Mixed Original Detection
POWER REQUIREMENTS: 120 V, 99 Hz, 12.3 A
POWER CONSUMPTION: 1,080 W (maximum)
DIMENSIONS (W x D x H): 25-1/4" x 28" x 28-1/4"
WEIGHT: 153 lbs.

PAGESCOPE APPLICATIONS: Embedded

OPTIONAL PAPER SUPPLY: 650-sheet Universal Paper Cabinet (Yasper drawer plus storage drawer) 1,100-sheet Universal Paper Cabinet (2, 550-sheet drawers) 2,750-sheet Large Capacity Cabinet

Maximum Print System

TYPE: Embedded
PROCESSOR: 300 MHz
MEMORY: 128 MB (standard)
NETWORK INTERFACE: Fast Ethernet 10-BasE/100-BasETX + USB 1.1/2.0 Port (standard) Parallel (IEEE 1284 compatibility) (optional)
NETWORK PROTOCOLS: TCP/IP, IPX/SPX, SVEI, LPD, IPP, 1, AppleTalk (EtherTalk), LPR, Network (K, X, 8, 6), NDPS, SMTP, POP3, LDAP SSL, S/MIME, HTTP 3.0

SCANNING OPERATIONS: Scan-to-Email Scan-to-FTP Scan-to-HDD (with optional HDD) Scan-to-SD (Scan-to-Desktop)

PRINT DRIVERS: PCL emulation: Windows 95 SE or Windows Me, Windows 2000 (SP4 or later), Windows XP SP2 or later, Windows Server 2003, Windows NT 4.0 (SP6a)

PostScript 3 emulations: Windows 98 SE or Windows Me (PPD 9.1), Windows 2000, Windows XP SP2 or later, Windows Server 2003, Windows NT 4.0 (SP6a), Mac OS 8.2 (PPD 9.1), Mac OS 9.x 10.2 or 10.3

FK-503 Fax Option Specifications

COMMUNICATION LINES: Public Switched Telephone Network (PSTN)

COMPLIABILITY: GS, Super GS

DATA COMPRESSION: MH, MR, MMR, JBIG

MODERN SPEED: 33.6 kbps (max auto fallback)

TRANSMISSION SPEED: Less than 3 seconds per page

SCANNING SPEED: Up to 70 sheets per minute (with DF-605 Reversing Auto Document Feeder option)

FAX RESOLUTION: 200 x 120 dpi 200 x 200 dpi 400 x 400 dpi Text Photo (200 x 200 dpi) Grayscale (200 x 200 dpi) Super Gray-scale (400 x 400 dpi)
bizhub™ design helps you manage your information more productively – an ideal solution for small-to-mid-size businesses, branch locations, professional offices and service providers.

25 ppm print/copy speed with workhorse 120,000 page monthly duty cycle to support high-volume document traffic.

Simitri® Polymerized Toner with ultra-fine particles of smaller size and more consistent shape, for sharper text, crisper images, improved halftones.

Emperon™ Print System with PostScript 3 and PCL6 emulation, plus a wide array of print drivers, network protocols and network interface capabilities.

Fast, flexible scanning including Scan-to-Email, Scan-to-FTP, Scan-to-SMB (Scan-to-Desktop), Scan-to-HDD (with optional HDD), URL notification, Internet Faxing, and future Network TWAIN Scanning.

High-volume fax option with super G3 transmission/reception, 11” x 17” fax capability, and PC Faxing for fast fax distribution, optional fax dual line and more.

Advanced security features include SSL, SMTP Authentication, User Authentication/Password Lock, and future IP Address Filtering and H.O.D Data Encryption.

Modular finishing options let you add the automatic finishing capabilities your business needs: sorting and grouping, stapling, hole-punching, even saddle-stitch booklet-making.

4,000-sheet maximum paper capacity (with options), durable paper drawers, 150-sheet intelligent bypass (standard).

PageScope Software: a total suite of network management software solutions to manage documents, devices, distribution and security to maximize the power of bizhub productivity.


bizhub 250

bizhub 250 proudly joins the bizhub family – named 2006 Product Line of the Year by Buyers Laboratory Inc.

The essentials of imaging
bizhub 250

General Specifications

**TYPE:** Digital Printer/Scanner/Scanner/Fax

**IMAGING SYSTEM:** Gravure Polycylindrical Toner

**SCANNING SYSTEM:** CD2 Linear Sensor

**PRINT/COPY SPECS:** 25 ppm (letter) 8-1/2" x 11" portrait

**FINISHING SPECS:**

- 2-sided, 2-sided original
- Mixed Originals

**MONTHLY DUTY CYCLE:** 120,000 pages

**PRINT/COPY RESOLUTION:** True 500 x 500 dpi

**HALF TONE REPRODUCTION:** 230 gradations

**COPY QUANTITY:** 1 - 999 copies (countdown, interrupt capability)

**MAGNIFICATION:**

- Zoom: 25 - 600%, 0.1%
- Incorrections: 55%, 79%, 73%, 85%, 90%
- Preset enlargement: 121%, 129%, 153%, 200%

**EXPOSURE MODES:**

- Auto, Text, Photo, Text/Photo, Manual

**ORIGINAL SIZE:**

- Up to 11" x 17" maximum

**PAPER SIZE:**

- 5-1/2" x 8-1/2" to 11" x 17"

**PAPER WEIGHT:**

- 15 lb. to 24 lb. bond

**MANUAL Bypass:**

- 24-1/4 in. (65-105 lb. bond; specialty paper thickness, postcards, envelopes, labels)

**STANDARD PAPER SUPPLY:**

- 550-sheet Universal Paper Drawers
- 150-sheet Intelligent Bypass

**OPTIONAL PAPER SUPPLY:**

- 550-sheet Universal Paper Cabinet
- 1,100 sheet Universal Paper Cabinet
- 2,750-sheet Large Capacity Cabinet

**MAXIMUM PAPER CAPACITY:** 4,000 sheets (total, with options)

**DOCUMENT FEEDER:**

- DF-605 Reversing Auto Document Feeder (optional)

**CAPACITY:** 90 sheets

**SPEED:** up to 70 sheets per minute

**ORIGINAL SIZE:** up to 11" x 17"

**SIZED ORIGINALS:**

- 1-sided, 2-sided original

**MIXED ORIGINALS:**

- Mixed Originals

**POWER REQUIREMENTS:**

- 120 V, 60 Hz, 11.5 A

**POWER CONSUMPTION:**

- 1382 W (max.)

**DIMENSIONS:**

- (W x D x H): 28-3/4" x 29" x 28-1/2"
- Weight: 165 lbs.

**OPTIONS:**

- DF-605 Reversing Auto Document Feeder
- DK-501 Copy Desk
- EM-304 64 MB Expanded Memory
- EM-305 128 MB Expanded Memory
- FK-603 Fax Kit
- FS-603 Base Finisher
- HD-504 40 GB Hard Disk Drive
- JS-502 Job Separator Tray
- ML-602 Flex Dual Line (requires FK-603)
- MT-501 Matprint Kit
- OC-502 Original Cover
- OT-501 Output Tray
- PC-110 Universal Paper Feed Cabinet (650 sheets, letter to ledger size, plus storage drawer)
- PC-200 Universal Two-Way Paper Feed Cabinet (1,100 sheets, letter to ledger size)
- PC-402 Large Capacity Cabinet (2,780 sheets, letter to ledger size)
- PU-501 Punch Unit
- SD-602 Saddle Stitcher
- SP-501 Stamp Unit (requires FK-603)
- SP-502 Insert (requires FK-603)
- TR-54 Trader
- W-54 Sheet Finishing System (optional)
- W-54 Re binder System (optional)
- W-54 Duplex System (optional)
- W-54 Booklet Function (optional)

**EXPOSURE MODES:**

- Auto, Text, Photo, Text/Photo, Manual

**ORIGINAL SIZE:**

- Up to 11" x 17" maximum

**PAPER SIZE:**

- 5-1/2" x 8-1/2" to 11" x 17"

**PAPER WEIGHT:**

- 15 lb. to 24 lb. bond

**MANUAL Bypass:**

- 24-1/4 in. (65-105 lb. bond; specialty paper thickness, postcards, envelopes, labels)

**STANDARD PAPER SUPPLY:**

- 550-sheet Universal Paper Drawers
- 150-sheet Intelligent Bypass

**OPTIONAL PAPER SUPPLY:**

- 550-sheet Universal Paper Cabinet
- 1,100 sheet Universal Paper Cabinet
- 2,750-sheet Large Capacity Cabinet

**MAXIMUM PAPER CAPACITY:** 4,000 sheets (total, with options)

**DOCUMENT FEEDER:**

- DF-605 Reversing Auto Document Feeder (optional)

**CAPACITY:** 90 sheets

**SPEED:** up to 70 sheets per minute

**ORIGINAL SIZE:** up to 11" x 17"
THE BUSIER YOUR OFFICE, THE MORE YOU NEED BIZHUB. Business as usual can place unusual demands on your people and equipment. The answer is bizhub™ 350, scalable, networkable and affordable, combining speed, performance and productivity in one central document resource. The bizhub 350 puts power at the hub of your business, with fast flexible scanning that moves information faster to more destinations. Even high-volume document traffic can be printed and finished with effortless ease. New security enhancements give you best-in-class protection to safeguard essential data and guard against unauthorized access. And a complete suite of PageScope™ software integrates seamlessly with your network, your workflow and your way of doing business – so you do business better.
### General Specifications

<table>
<thead>
<tr>
<th>Specification</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRINTING SYSTEM</td>
<td>bizhub</td>
</tr>
<tr>
<td>SCANNER SYSTEM</td>
<td>bizhub</td>
</tr>
<tr>
<td>PHOTOCOPY SPEC</td>
<td>bizhub</td>
</tr>
<tr>
<td>copier SPEC</td>
<td>bizhub</td>
</tr>
<tr>
<td>PINTER RESOLUTION</td>
<td>200 x 141 dots/mm</td>
</tr>
<tr>
<td>PINTER AREA</td>
<td>216 mm x 297 mm</td>
</tr>
<tr>
<td>MEMORY</td>
<td>128 MB (2 MB for files, 120MB system)</td>
</tr>
<tr>
<td>MEMORY SIZE</td>
<td>4.8 inches x 0.8 inches</td>
</tr>
<tr>
<td>MAGNIFICATION</td>
<td>25% - 200%, 5.0% increments, PPI reduction 50%, 75%, 90%, 95%, PPI constant: 125%, 150%, 175%</td>
</tr>
<tr>
<td>ORIGINAL SIZE</td>
<td>11 x 17 maximum</td>
</tr>
<tr>
<td>COPY WEIGHT</td>
<td>15 lb. to 24 lb. (brink)</td>
</tr>
<tr>
<td>PINTER WEIGHT</td>
<td>10 lb. to 20 lb.</td>
</tr>
<tr>
<td>PINTER SPEC</td>
<td>bizhub</td>
</tr>
<tr>
<td>PINTER AREA</td>
<td>216 mm x 297 mm</td>
</tr>
<tr>
<td>DOCUMENT RESOLUTION</td>
<td>2400 dpi</td>
</tr>
<tr>
<td>POWER CONSUMPTION</td>
<td>80 W max</td>
</tr>
<tr>
<td>EMERGENCY OFF-SITE PRINT</td>
<td>bizhub</td>
</tr>
<tr>
<td>PINTER SPEC</td>
<td>bizhub</td>
</tr>
<tr>
<td>PINTER AREA</td>
<td>216 mm x 297 mm</td>
</tr>
<tr>
<td>PRINTER SPEC</td>
<td>bizhub</td>
</tr>
<tr>
<td>PINTER AREA</td>
<td>216 mm x 297 mm</td>
</tr>
</tbody>
</table>

### Facsimile Specifications

<table>
<thead>
<tr>
<th>Specification</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>PINTER</td>
<td>bizhub</td>
</tr>
<tr>
<td>SCANNER SPEC</td>
<td>bizhub</td>
</tr>
<tr>
<td>PINTER RESOLUTION</td>
<td>200 x 141 dots/mm</td>
</tr>
<tr>
<td>PINTER AREA</td>
<td>216 mm x 297 mm</td>
</tr>
<tr>
<td>MEMORY</td>
<td>128 MB (2 MB for files, 120MB system)</td>
</tr>
<tr>
<td>MEMORY SIZE</td>
<td>4.8 inches x 0.8 inches</td>
</tr>
<tr>
<td>MAGNIFICATION</td>
<td>25% - 200%, 5.0% increments, PPI reduction 50%, 75%, 90%, 95%, PPI constant: 125%, 150%, 175%</td>
</tr>
<tr>
<td>ORIGINAL SIZE</td>
<td>11 x 17 maximum</td>
</tr>
<tr>
<td>COPY WEIGHT</td>
<td>15 lb. to 24 lb. (brink)</td>
</tr>
<tr>
<td>PINTER WEIGHT</td>
<td>10 lb. to 20 lb.</td>
</tr>
<tr>
<td>PINTER SPEC</td>
<td>bizhub</td>
</tr>
<tr>
<td>PINTER AREA</td>
<td>216 mm x 297 mm</td>
</tr>
<tr>
<td>DOCUMENT RESOLUTION</td>
<td>2400 dpi</td>
</tr>
<tr>
<td>POWER CONSUMPTION</td>
<td>80 W max</td>
</tr>
<tr>
<td>EMERGENCY OFF-SITE PRINT</td>
<td>bizhub</td>
</tr>
<tr>
<td>PINTER SPEC</td>
<td>bizhub</td>
</tr>
<tr>
<td>PINTER AREA</td>
<td>216 mm x 297 mm</td>
</tr>
<tr>
<td>PRINTER SPEC</td>
<td>bizhub</td>
</tr>
<tr>
<td>PINTER AREA</td>
<td>216 mm x 297 mm</td>
</tr>
</tbody>
</table>

### Office Imaging

Office imaging courtesy of Konica Minolta Business Solutions U.S.A., Inc.

Konica Minolta and The essentials of imaging are trademarks of KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., Inc. Unauthorized use is prohibited. Konica Minolta and The essentials of imaging are trademarks of KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., Inc. Unauthorized use is prohibited. Konica Minolta and The essentials of imaging are trademarks of KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., Inc. Unauthorized use is prohibited.
The essentials of imaging
General Specifications:

- **Type:** bizhub 421
- **Print System:** Emperon®
- **Copy Speed:** 42 ppm (color, portrait)
- **Copy Resolution:** 300 dpi x 300 dpi
- **Scanner Resolution:** 400 dpi x 400 dpi
- **Fax Resolution:** 400 dpi x 400 dpi
- **Copy Functions:** Scan-to-Email, Scan-to-Folder, Scan-to-HDD, Scan-to-Mobile Devices
- **Network:** 10Base-T, 100Base-TX, 1000Base-T, Wi-Fi
- **Dimensions:** (W x H x D) 617 x 666 x 362 mm
- **Weight:** 50 kg

Options:

- **Emperon® Print System**
- **Document Feeder:**
  - 50 Sheet Auto Document Feeder (ADF)
  - 50 Sheet Duplex Unit
  - 50 Sheet High Capacity Feeder
- **Supplementary Paper Trays:**
  - 50 Sheet Paper Tray (Landscape) x 2
  - 50 Sheet Letter Tray (Portrait) x 2
  - 50 Sheet Legal Tray (Portrait) x 2
  - 50 Sheet A4 Tray (Portrait) x 2
  - 50 Sheet B5 Tray (Portrait) x 2
- **Duplex Unit:**
  - Manual Duplex
  - Automatic Duplex
- **Paper Handling Options:**
  - Booklet Maker
  - Fold Station
  - Mail Box
  - Punch Station
- **Power Supply:**
  - AC 220-240 V, 50/60 Hz
  - Power Consumption: 1200 W max.
- **Environment:**
  - Operating Temperature: 10°C to 30°C
  - Storage Temperature: -20°C to 40°C
- **Dimensions:** (W x H x D) 617 x 666 x 362 mm
  - Weight: 50 kg

Design and specifications are subject to change without notice. Some functions may require options, which may or may not be available at launch.
The power of bizhub™ OP: common architecture consolidates multifunctional components to improve performance and simplify print/copy/fax operation – and bizhub Open API™ allows more flexible integration with future third-party software.

IC-202 Image Controller option driven by the Emperor™ Print System, for powerful control of printing and scanning through a simple user interface.

High-speed 60 ppm output to keep ahead of busy workgroup document traffic and maintain throughput productivity, with robust monthly duty cycle of up to 300,000 pages.

Fast, flexible scanning brings information into your workflow faster – with Scan-to-Email, FTP, SMB, HDD, and the ability to create compact PDF files for faster processing and distribution.

User Box & security features allow you to store and access documents on the optional 40 GB hard drive with industry-leading functionality – plus User Authentication, Account Track and security enhancements (ISO 15408 Certification™).

Simitri® Polymerized Toner to sharpen fine lines, make text more legible, increase halftone definition and enhance edge detail.

7,600 sheet maximum paper capacity (with option) lets you work longer without re-loading paper – and you can load up to 110 lb. index stock in all paper trays and output 11" x 17" originals on 12" x 18" paper to preserve borders and crop marks.

Super G3 Fax option* to bring together all your document input and output in one central bizhub location and eliminate extra equipment.

Production-quality finishing options for in-house printing: saddle-stitch booklet-making, tri-fold, z-fold, 50/100-sheet stapling, 2/3-hole punching, post-insertion of preprinted covers and insert insets.

PageScope™ software to speed workflow throughout your organization – a total suite of solutions for device management and document control, including new PageScope Job Spooler for print queue management, PageScope Data Administrator™ for enhanced addressing and security functions, PageScope Workware™ for personal document management and more.

3-way tilting control panel with large function keys and simple touch-screen command interface for comfortable, intuitive operation.

Digital Printer/Copier/Scanner/Fax. Extraordinary value. Workhorse performance. Powerful print control. Advanced security. High-output speed – up to one page per second. And high-productivity options, including fax*, finishing, booklet-making and software solutions. With bizhub 600, you get it all.

bizhub 600
## General Specifications

**Type:** Digital Printer/Copier/Scanner/Fax

**Imaging System:** Smear* Polymerized Toner

**Scanning System:** CCO Line Sensor

**Print/Copy Speed:**
- 60 ppm (letter) 8-1/2" x 11" portrait
- 48 ppm (letter) 8-1/2" x 11" landscape
- 40 ppm (legal) 8-1/2" x 14"
- 34 ppm (ledger) 11" x 17"

**Monthly Duty Cycle:** 300,000 pages

**Print/Copy Resolution:** True 600 x 600 dpi (1200 x 600 dpi (emulation)

**Half-tone Reproduction:** 256 gradations

**Memory:** 512 MB (standard), 43 GB (optional HDD)

**Warm-up Time:** 4.5 minutes or less

**First Copy Time:** 3.5 seconds or less

**Copy Quantity:**
- 1,599 copies (countdown, Interrupt capability)

**Magnification:**
- 35 to 400%, 0.1% increments
- Pre-set reduction: 79%, 77%, 65%, 60%
- Pre-set enlargement: 121%, 129%, 155%, 200%

**Exposure Modes:** Auto, Text, Photo, Text/Photo, Manual

**Original Size:**
- Up to 11" x 17" maximum

**Paper Size:**
- 8-1/2" x 11" portrait to 11" x 17" (manual bypass)

**Paper Weight:**
- 10 lb. to 110 lb. bond
- Single paper (thick paper, OHP transparencies)

**Standard Paper Supply:**
- 1,500-sheet Paper Drawer (letter, portrait)
- 1,000-sheet Paper Drawer (letter, portrait)
- 500-sheet Universal Paper Drawers (2)
- 100-sheet Intelligent Bypass

**Optional Paper Supply:**
- 4,000-sheet Large Capacity Tray (letter, portrait)
- 4,000-sheet Large Capacity Tray (up to 12" x 18")

**Maximum Paper Capacity:**
- 7,600 sheets (total, with options)

**Document Feeder:**
- Capacity: 100 sheets
- Speed: up to 75 scans per minute
- Original size: up to 11" x 17"
- 1-sided, 2-sided originals
- Mixed Original Detection

**Power Requirements:**
- 120 V, 60 Hz, 16.0 A

**Power Consumption:**
- 1.92 kW (max.)

**Dimensions (W x D x H):**
- 25-5/8" x 31-1/8" x 44-7/8"

**Weight:** 486 lb.

**Options:**
- EX-701 USB 2.0/Parallel Interface Kit (IEEE 1284)
- FK-502 Fax Kit (excludes MK-701)
- FS-504 Staple Finisher
- FS-505 Staple Finisher* (100-sheet capacity)
- FS-502 Booklet Finisher
- HC-603 Hard Disk Option (40 GB)
- IC-202 Image Controller
- LU-401 Large Capacity Tray
- LU-401 Large Capacity Tray (4000-sheet capacity, up to 12" x 18")
- MK-701 Fax Attachment Kit
- PL-501 Post Inserter
- PK-505 Punch Unit
- (2/3-holes) for FS-504, FS-505, FS-600)
- SC-601 Shift Tray
- SJ-602 2-Fold Unit

**PageScope Applications:**
- Network & Device Management
- PageScope Fax Connection
- PageScope Net Care
- PageScope Network Setup
- PageScope EMM Plug-in
- PageScope NDFS Gateway
- PageScope Data Administrator
- PageScope Job Specier
- Document Workflow Management
- PageScope Workflow
- PageScope Host

**IC-202 Image Controller Option**

**Type:** Embraced

**Processor:** Intel Celeron 400 MHz

**Memory:**
- 512 MB (standard)
- 1024 MB (optional)

**Network Interface:**
- Ethernet 10-Baset/100-Baset (standard)
- Parallel IEEE 1284 compatibility
- USB 2.0 (with optional EK-701 interface Kit)*

**Network Protocols:**
- TCP/IP, IPX/SPX, IPP (IP/IPP/ITW socket), Ethern, NDS/Bindery, NetBEUI

**Scanning Functions:** Scan-to-Email (with LDAP), Scan-to-FTP

**Print-to-CDD (with optional HDD)
Print-to-SMB (Print-to-Desktop)

**Print Drivers:**
- PostScript 3 driver:
  - Windows NT/4.0, 2000, XP, Windows 2003 Server, Mac OS X 10.2/10.3
- PCL6 (emulation) driver:
  - Windows NT/4.0, 2000, XP, Windows 2003 Server

**FK-502 Fax Option**

**Communication Line:**
- Public Switched Telephone Network (PSTN)

**Compatibility:**
- G3, Super G3

**Data Compression:**
- MH, MR, MMR

**Resolution:**
- 33.6 kbps (max; auto fallback)

**Modem Speed:**
- 33.6 kbps (max; auto fallback)

**Transmission Speed:**
- Less than 3 seconds per page

**Scanning Speed:**
- Up to 75 sheets per minute

**Fax Resolution:**
- 200 x 200 dpi
- 200 x 200 dpi
- 400 x 400 dpi
- 600 x 600 dpi
- 200 x 200 dpi
- 600 x 600 dpi
- 100 x 100 dpi
- 200 x 200 dpi
- 300 x 600 dpi
- 600 x 1200 dpi
- 1200 x 1200 dpi

**Available Print/Copy Functions**

- Account Tracking
- Up to 1,000 accounts

- APS/AMS
- Auto Duplex, Stacker

- Manual/Photo Exposure

- Auto Tray Switching

- Black&White Reverse Image

- Book Copy

- Book Erase

- Booklet/Booklet creator

- Box Function

- (Copier, Reprint with setting mode change, Restart)

- Combined Copy Setting

- (2-in-1, 4-in-1)

- Copy Job Reserve (queue)

- (51 jobs, including current job)

- Cover Mode

- Distribution Number

- stapling

- Energy Saver Mode

- Enlarge (Edge/Frame)

- Face-Up/Face Down Output

- (selection)

- File Margin

- Hole-Punching (2/3 hole)

- Horizontal/Vertical Zoom Ratios

- Image Orientation (Auto)

- Image Density Shift

- Image Overwrite

- Image Repeat

- Image Warn (mirror-image)

- Image Rotation

- Interrupt Mode

- Job Memory (30 jobs)

- Mixed Original Detection

- (letter/flag)

- OHP Interface

- Original Position Adjustment

- Proof Copy

- Separate Scanning

- Sleep Mode Recovery

- Stapling

- (single, multi-portion, corner)

- Text, Photo, Text/Photo, Out Matrix Modes

- Zoom

---

© 2005 KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC. All rights reserved. Reproduction in whole or in part without written permission is prohibited. Konica Minolta and the essential image are trademarks of KONICA MINOLTA HOLDINGS, INC. bizhub, Emperon, PageScope, and Data Administrator are trademarks of KONICA MINOLTA BUSINESS TECHNOLOGIES, INC. Smith is a registered trademark of KONICA MINOLTA BUSINESS SOLUTIONS. All other brands and product names are registered trademarks or trademarks of their respective owners.

Design & specifications subject to change without notice.

*Some functions may require options, which may or may not be available at time of launch.

**ISO 14001 Certification pending**
HIGHER POWER FOR HIGH-VOLUME WORKFLOW.

For greater productivity in busy offices, data centers and corporate workgroups, bizhub™ 750 can work wonders — with high-volume 75 ppm output and robust monthly duty cycle of 300,000 pages to keep pace with rising demands. Its advanced Emperor™ Print System powers a full range of printing, copying, and scanning capabilities — even high-speed Super G3 fax option for all-in-one multifunctional efficiency. The bizhub 750 also offers enhanced security protection, production-quality auto finishing options and powerful software for online status monitoring and networked control of documents and devices. If your document demands keep rising, power up your workflow with bizhub 750.

bizhub 750
- Powerful 75 ppm B&W Print/Copy output
- High-volume 300,000 page monthly duty cycle
- Bizhub CP for total multifunctional productivity
- Simitri™ polymerized toner for ultra-fine imaging
- Fast, flexible scanning to email, FTP, SMS (Desktop)
- Scan-to-user box with optional hard disk drive
- Enhanced security functions to protect your data
- 7,600-sheet maximum paper capacity (with options)
- Auto finishing options, including booklet-making
- Super G3 fax option (single or multiline)

The essentials of imaging
KONICA MINOLTA bizhub 750

High-speed, high-volume output. Rising workflow demands power to grow on – and the bizhub 750 gives you 75-ppm print/copy output for high-volume document traffic.

Robust design for greater productivity. Rugged design and robust, 300,000-page monthly duty cycle make the bizhub 750 ideal for in-house printing of reports and presentations, human resource documents, legal and healthcare reports, financial data, training materials and more.

Fast first-copy output. With first-copy output time of 3.5 seconds or less, the bizhub 750 can eliminate those long lines at the copier.

IC-202 Image Controller. Driven by the Emperor Print System, the IC-202 Image Controller option provides point-and-click printing control through a simple driver interface – with PCL5e/PCL6 and PostScript 3 emulation.

Faster scanning to more destinations. Bring information into your workflow faster with Scan-to-Email with LDAP address look-up, Scan-to-FIT, Scan-to-SMB (Desktop), even Scan-to-HDD (User Box) on an optional built-in Hard Disk Drive.

User Box functionality. Store, share and access documents more easily from individual User Boxes that offer industry-leading functionality (Save/Print/Route/Move/Copy) – saving you the trouble of re-scanning frequently used documents and saving files to PC.

Enhanced security protection. To protect scanned and stored information, the bizhub 750 provides HDD Encryption, User Authentication, Account Track and special security enhancements to meet ISO 15408 Certification requirements.

Electronic Document Handler. Loads up to 100 sheets, offers job building for larger sets of originals, acopes documents up to 11” x 17” and scans 1-sided or 2-sided originals.

Production-quality finishing options. Produce more documents in-house and on-demand, with modular options for sorting and grouping, multi-position stapling, 2/3-hole punching, half-fold, tri-fold, z-fold and saddle-stitched booklet-making.

Super G3 Fax option. A high-speed fax option with single or multiline capability delivers all-in-one productivity to handle all your document traffic, so you can eliminate redundant or underutilized equipment.

Faster scanning to more destinations. Bring information into your workflow faster with Scan-to-Email with LDAP address look-up, Scan-to-FIT, Scan-to-SMB (Desktop), even Scan-to-HDD (User Box) on an optional built-in Hard Disk Drive.

User Box functionality. Store, share and access documents more easily from individual User Boxes that offer industry-leading functionality (Save/Print/Route/Move/Copy) – saving you the trouble of re-scanning frequently used documents and saving files to PC.

Enhanced security protection. To protect scanned and stored information, the bizhub 750 provides HDD Encryption, User Authentication, Account Track and special security enhancements to meet ISO 15408 Certification requirements.

Electronic Document Handler. Loads up to 100 sheets, offers job building for larger sets of originals, acopes documents up to 11” x 17” and scans 1-sided or 2-sided originals.

Production-quality finishing options. Produce more documents in-house and on-demand, with modular options for sorting and grouping, multi-position stapling, 2/3-hole punching, half-fold, tri-fold, z-fold and saddle-stitched booklet-making.

Super G3 Fax option. A high-speed fax option with single or multiline capability delivers all-in-one productivity to handle all your document traffic, so you can eliminate redundant or underutilized equipment.
The essentials of imaging
**General Specifications**

**PRINT CAPACITY:** 1,000 sheets oversized, 10,000 normal

**PRINT RESOLUTION:** 600 dpi, 1200 x 1200 dpi

**COPY RESOLUTION:** 600 dpi

**MEMORY:** 16 MB, expandable to 64 MB

**MEMORY CARD:** SD, MMC, CompactFlash

**COPY DENSITY:** 200%, 250%, 300%, 350%, 400%

**WARM UP TIME:** 37 seconds, 27 seconds

**FIRST COPY OUT:** 10 copies

**COPY QUALITY:** 1200 dpi

**COLOR MODEL:** Full Color, Black & White, 2-Color, Single Color

**CONTRAST:** Manual

**DIMENSIONS:** Width x Height x Depth: 19.8 x 22.4 x 22.6

**WEIGHT:** 22.5 lbs.

**DOOR SPECIFICATIONS:** Paper size: A4, B5, 11" x 17", 8.5" x 11" (up to 11" x 17"), 11" x 17" (up to 12" x 18"), paper size: 8.27" x 11.7", paper weight: 9.25 lbs.

**FAVORITE RELATIONSHIP:** 1:1, 1:2, 2:1

**DOCUMENT FEEDER (OPTIONAL):** 

- **PAPER CAPACITY:** 100 sheets, paper size: 5.5" x 8.5", paper weight: 9.25 lbs.

**FITTED REQUIREMENTS (X-Y-Z) WHIZ:** 

- **PAPER SIZE:** A4, B5, 11" x 17" (up to 12" x 18"), paper weight: 9.25 lbs.

**AVAILABILITY:** (Contact KMBS)

- **OPTION:** Additional features, special offers

**EMPIRE PRINT SYSTEM (standard):**

- **COPY CAPACITY:** 37 seconds

**MEMORY CARD:** SD, MMC, CompactFlash

**INTERFACE:**

- **PRINTERS:** PCL, PS, PostScript 3

**APPLICATIONS:**

- **FUNCTION:** Fax, Scan, Copy, Print, Network

**SOFTWARE (OPTIONAL):**

- **NETWORK:** Ethernet, Wi-Fi

**OPTIONAL SOFTWARE:**

- **NETWORK MANAGEMENT:** PageScope PageScope Network

**COPY CAPACITY:** 1,024 MB, expandable to 64 GB

**COPY QUALITY:** 1200 dpi

**FIRST COPY OUT:** 10 copies

**COPY DENSITY:** 200%, 250%, 300%, 350%, 400%

**MEMORY:** 16 MB, expandable to 64 MB

**MEMORY CARD:** SD, MMC, CompactFlash

**MEMORY CAPACITY:** 64 MB

**MEMORY CARD:** SD, MMC, CompactFlash

**OUTPUT:**

- **PAPER SIZE:** A4, B5, 11" x 17" (up to 12" x 18"), paper weight: 9.25 lbs.

**PRINT CAPACITY:** 1,000 sheets oversized, 10,000 normal

**PRINT RESOLUTION:** 600 dpi, 1200 x 1200 dpi

**COPY RESOLUTION:** 600 dpi

**MEMORY:** 16 MB, expandable to 64 MB

**MEMORY CARD:** SD, MMC, CompactFlash

**COPY DENSITY:** 200%, 250%, 300%, 350%, 400%

**WARM UP TIME:** 37 seconds, 27 seconds

**FIRST COPY OUT:** 10 copies

**COPY QUALITY:** 1200 dpi

**COLOR MODEL:** Full Color, Black & White, 2-Color, Single Color

**CONTRAST:** Manual

**DIMENSIONS:** Width x Height x Depth: 19.8 x 22.4 x 22.6

**WEIGHT:** 22.5 lbs.

**DOOR SPECIFICATIONS:** Paper size: A4, B5, 11" x 17", 8.5" x 11" (up to 11" x 17"), 11" x 17" (up to 12" x 18"), paper size: 8.27" x 11.7", paper weight: 9.25 lbs.

**FAVORITE RELATIONSHIP:** 1:1, 1:2, 2:1

**DOCUMENT FEEDER (OPTIONAL):** 

- **PAPER CAPACITY:** 100 sheets, paper size: 5.5" x 8.5", paper weight: 9.25 lbs.

**FITTED REQUIREMENTS (X-Y-Z) WHIZ:** 

- **PAPER SIZE:** A4, B5, 11" x 17" (up to 12" x 18"), paper weight: 9.25 lbs.

**AVAILABILITY:** (Contact KMBS)

- **OPTION:** Additional features, special offers

**EMPIRE PRINT SYSTEM (standard):**

- **COPY CAPACITY:** 37 seconds

**MEMORY CARD:** SD, MMC, CompactFlash

**INTERFACE:**

- **PRINTERS:** PCL, PS, PostScript 3

**APPLICATIONS:**

- **FUNCTION:** Fax, Scan, Copy, Print, Network

**SOFTWARE (OPTIONAL):**

- **NETWORK:** Ethernet, Wi-Fi

**OPTIONAL SOFTWARE:**

- **NETWORK MANAGEMENT:** PageScope PageScope Network

**COPY CAPACITY:** 1,024 MB, expandable to 64 GB

**COPY QUALITY:** 1200 dpi

**FIRST COPY OUT:** 10 copies

**COPY DENSITY:** 200%, 250%, 300%, 350%, 400%

**MEMORY:** 16 MB, expandable to 64 MB

**MEMORY CARD:** SD, MMC, CompactFlash

**MEMORY CAPACITY:** 64 MB

**MEMORY CARD:** SD, MMC, CompactFlash

**OUTPUT:**

- **PAPER SIZE:** A4, B5, 11" x 17" (up to 12" x 18"), paper weight: 9.25 lbs.

**PRINT CAPACITY:** 1,000 sheets oversized, 10,000 normal

**PRINT RESOLUTION:** 600 dpi, 1200 x 1200 dpi

**COPY RESOLUTION:** 600 dpi

**MEMORY:** 16 MB, expandable to 64 MB

**MEMORY CARD:** SD,MMC, CompactFlash

**MEMORY CAPACITY:** 64 MB

**MEMORY CARD:** SD, MMC, CompactFlash

**OUTPUT:**

- **PAPER SIZE:** A4, B5, 11" x 17" (up to 12" x 18"), paper weight: 9.25 lbs.
bizhub C253  FULL COLOR__PRINTER__COPIER__SCANNER__FAX__

A SUPERIOR SOLUTION FOR GROWING DEMANDS. With uncompromising color quality, new networking features and enhanced security functions, the bizhub® C253 provides high-impact, cost-effective documents and workflow productivity that grows with your business—in a bold design that looks great anywhere. With 25 ppm output in both color and B&W, plus flexible scanning to multiple destinations at up to 70 originals per minute, you'll be able to move information through your system faster—and a large color touch screen provides simple controls, intuitive menus, and document preview before you print. Simult® HD Color Polymers®® toner creates documents with greater communications impact—and you'll have all the finishing, fax and connectivity options you need for a scalable solution at a cost you can afford.

HIGH-SPEED 25 PPM OUTPUT IN BOTH COLOR AND B&W
BUILT-IN EMERGENCY PRINT SYSTEM, POLYPAPER® DINNERS
LARGE COLOR LCD TOUCH-SCREEN, MULTIPLE PAGE THUMBNAIL PREVIEW
70 OPM SCANNING, SIMULTANEOUS BIZHUB SEND FUNCTION
1,150-SHEET STANDARD, 3,650-SHEET MAXIMUM PAPER CAPACITY
STANDARD DUPLEXING, HEAVY STOCK SUPPORT
BUILT-IN FINISHER AND FLOOR FINISHER OPTIONS
BOOKLET-MAKING, STAPLING, HOLE-PUNCHING, HALF-FOLDING
BANNER PRINTING CAPABILITY—UP TO 11.75" x 47.25"*
FIERY® IC-409 IMAGE CONTROL OPTION FOR COLOR MANAGEMENT
ADVANCED SECURITY, BIOMETRIC AUTHENTICATION OPTION
IMPROVED CONNECTIVITY AND EASIER INSTALLATION WITH MICROSOFT VISTA® OPWS PROTOCOL
SUPER G3 FAX OPTION, OPTIONAL DUAL-LINE SUPPORT
ADVANCED I-OPTION™ WITH WEB BROWSER, IMAGE PANEL DISPLAY AND ENHANCED PDF ENCRYPTION
PAGESCOPE® SOFTWARE, PAGESCOPE ENTERPRISE SUITE**

*With built-in finisher option installed. **April 2009.
**bizhub C353**  FULL COLOR PRINTER _COPIER_ SCANNER_ FAX_

**THE DOCUMENT RESOURCE THAT'S BETTER BY DESIGN.** So Color and B&W, printing and scanning, booklets and flyers, security and cost-efficiency— all bizhub does it all, in a bold new design that puts high-speed multifunction power at the hub of your business. With small footprint, 360° access, large color touch-screen and at-a-glance InfoLine status display, the bizhub C353 gives everyone quick access to 35 ppm print/copy output – plus flexible scanning to multiple destinations at up to 70 originals per minute. Simm® HD Color Polymerized Toner quality is rich and vivid, so documents have greater impact. Advanced security functions safeguard your information in the networked era. And you'll have all the options to design a scalable solution for your workflow—and your budget.

---

**business_by_design**

- SLEEK DESIGN, SMALL FOOTPRINT, 360° ACCESS
- 35 PPM OUTPUT IN BOTH COLOR AND B&W
- BUILT-IN EMPERON® PRINT SYSTEM, PCL/PS/XPS DRIVERS
- LARGE COLOR LCD TOUCH-SCREEN, THUMBNAIL PREVIEW
- INFO LINE DISPLAY FOR DEVICE INPUT AND OUTPUT STATUS
- UP TO 70 PPM SCANNING, BIZHUB SEND FUNCTION
- 1,150-SHEET CAPACITY, STANDARD DUPLEXING, HEAVY STOCK
- 60-PAGE BOOKLET-MAKING, HALF-FOLD OPTIONS
- BANNER PRINTING CAPABILITY – UP TO 11-3/4” X 47-1/4”
- ADVANCED SECURITY, BIOMETRIC AUTHENTICATION OPTION
- SUPER 63 FAX OPTION, OPTIONAL DUAL-LINE SUPPORT
- PAGESCOPE™ SOFTWARE FOR NETWORKING POWER

---

**The essentials of imaging**
bizhub C353

General Specifications

DIMENSIONS (W X D X H) - WEIGRT (Ib)

OPTIONS:

APPLICATIONS:

OPTIONAL SOFTWARE:

CONTACTS:

www.kmbs.konicaminolta.us

www.kmbs.konicaminolta.us/solutions

LOCKI~ MINOLTA

KONICA MINDTA BUSINESS SOLUTIONS U.S.A., INC.

100 Williams Drive
Ramsey, NJ 07446

www.kmbs.konicaminolta.us

F:/C353R

NOTES:

1. Display ~mage courtesy of Knoll, Inc.

Design and specifications are subject to change without notice. Official imagery courtesy of Knoll, Inc.

© 2007 KONICA MINOLTA BUSINESS SOLUTIONS U.S.A. Inc. All rights reserved. Reproduction in whole or in part without written permission is prohibited. Artwork, lines, and other graphics are trademarks or registered trademarks of KONICA MINOLTA BUSINESS SOLUTIONS, Inc. No part of this document may be reproduced or transmitted in any form, by any means, electronic or mechanical, without prior written permission from KONICA MINOLTA BUSINESS SOLUTIONS, Inc.
SUDDENLY BUSINESS LOOKS EVEN BETTER: For businesses that rely on information - to keep it moving in any direction. The new bizhub C451 looks great anywhere, prints in spectacular high-quality color and monochrome and stores documents with center-office simplicity and security. The InfLine design lets everyone know what's happening, input to output. The advanced Emperor® Print System is built for superior print/cop performance. A single-screen mode panel previews documents before you print, and powerful fax and finishing options, let you build an all-in-one document delivery solution with maximum productivity. So realize your old B&W or color printer/copier with the new bizhub C451 - and go up to speed on a whole new look at business function.

The essentials of imaging

*Available Spring 2008.
**bizhub C451**

**General Specifications:**

- **PRINT/COPY RESOLUTION:**
  - Print: 600 dpi x 600 dpi
  - Copy: 600 dpi x 600 dpi

- **SCAN SETTINGS:**
  - Resolution: 600 dpi x 600 dpi
  - Scan Size: 216 x 297 mm

- **MEMORY/HARD DRIVE:**
  - Standard: 1 GB
  - Optional: 2 GB

- **ORIGINAL SIZE:**
  - 8.5 x 11.7 in

- **COPY SIZE:**
  - 8.5 x 11.7 in

- **AVAILABLE FAX FUNCTIONS:**
  - Speed Dial: 100
  - Address Book: 1000

- **AVAILABLE PRINT/RECORD FUNCTIONS:**
  - Full Color Printer
  - Copier
  - Scanner
  - Fax

- **FINISHING OPTIONS:**
  - Booklet
  - Cover
  - Hole punch

- **DOCUMENT FEEDER:**
  - Standard: 250 sheets
  - Optional: 500 sheets

- **POWER REQUIREMENTS:**
  - Standard: 100-240 V, 50/60 Hz
  - Optional: 220-240 V, 50/60 Hz

- **DIMENSIONS:**
  - 22.7 x 22.7 x 40.4 in (closed)

- **WEIGHT:**
  - Standard: 233 lb

- **SUPPLIES:**
  - Toner Cartridge: 26060L
  - Drum Cartridge: 22217L

- **OPTIONAL SOFTWARE:**
  - PageScope Manager
  - PageScope Account Manager

- **Fiery Output:**
  - Fiery 4.66

**Emperor Print System (optional):**

- **PROCESSORS:**
  - Standard: 600 Mhz

- **MEMORY/INK**:
  - Standard: 1 GB

- **PRINTING/SCANNING:**
  - Print: 2400 dpi x 1200 dpi
  - Scan: 2400 dpi x 1200 dpi

**Konica Minolta Business Solutions U.S.A., Inc.**

100 Williams Blvd
Ramsey, NJ 07446

www.konicaminolta.com/us/solutions

**Disclaimer:** This document is for informational purposes only and may be subject to change at any time without notice. Konica Minolta and all other brands and product names are trademarks or registered trademarks of their respective owners. Konica Minolta reserves the right to make changes at any time without notice. All rights reserved. Reproduction in whole or in part without written permission is prohibited.
bizhub C550
A COLOR SOLUTION TO TRANSFORM YOUR OFFICE.

The bizhub C550 brings you enhanced digital power and productivity – with a new look, style and ease, in a unique "document central" design that's more exciting, more powerful, more accessible and compact. The smallest high-speed color device in its class, the bizhub C550 transforms your workflow with spectacular color quality, faster printing and scanning, simple touch-screen control and new flashing color lights that track device status and alert you to error conditions. So change the way your office looks and works – let the bizhub C550 help you copy, share, print, finish, even fax with amazing speed, quality and cost-efficiency.

CONNECT
COMMUNICATE
CONTROL

- LOOKS GREAT ANYWHERE – EVEN CENTER-OFFICE
- HIGH-SPEED OUTPUT: 45 PPM COLOR, 55 PPM B&W
- EMPERON™ PRINT SYSTEM FOR BUILT-IN PRODUCTIVITY
- FAST, FLEXIBLE SCANNING AT UP TO 70 CPM
- HIGH-DEFINITION IMAGING WITH SIMITRI™ HD TONER
- INFOLINE DESIGN SHOWS STATUS AT A GLANCE
- LARGE EASY-TO-READ COLOR TOUCH-SCREEN DISPLAY
- DATA SECURITY, NEW BIOMETRIC AUTHENTICATION OPTION
- 6,650-SHEET MAXIMUM PAPER CAPACITY FOR LONG RUNS
- POWERFUL FINISHING OPTIONS FOR EVERY NEED
- FIERY® IC-400 IMAGE CONTROLLER OPTION
- HIGH-VOLUME SUPER G3 FAX OPTION, DUAL-LINE OPTION
- PAGESCOPE™ SOFTWARE FOR NETWORK INTEGRATION

BUSINESS BY DESIGN

The essentials of imaging
KONICA MINOLTA BIZHUB C550

Document-centralized document management. With comprehensive and powerful print functionality, the bizhub C550 keeps information moving from a central document resource that scans, saves and shares information more easily.

The built-in Emperor™ print system. Seamless multifunctional performance with PCL6 and PS3 emulation already built-in, so you’ll have full functionality right out of the box — and Open API to allow control interface with 3rd-party software.

Flexible scanning to more destinations. Scan-to-Email, Scan-to-FTP, Scan-to-SMB (Scan-to-Desktop), TWAIN scanning and Scan-to-HDD (Scan-to-User Box) capabilities allow you to scan and digitize color and B&W originals for electronic distribution.

Superior security and protection. Along with comprehensive security functions to protect valuable data, the bizhub C550 offers a unique Biometric Authentication option with “Touch and Print” feature that can recognize unique physical characteristics of each user — more reliably than matching fingerprints!

Powerful finishing options. Customized options for saddle-stitched booklet-making, multi-position stapling, 2/3-hole punching, tri-folding, and post-inserting give you all the finishing tools you need for any application.

High-volume fax option; Super G3 transmission and reception with speed-dialing, up to 2000 multi-address locations, broadcasting, PC faxing, in-bound fax routing and TSI routing — plus optional dual-line capability.

High speed prints, copies and scans. With 45 ppm in color and 55 ppm in B&W, the bizhub C550 keeps pace with rising document traffic — and scanning speeds up to 70 opm in B&W and color bring information into your workflow faster.

Simitri® HD Color Polymerized Toner. Why settle for “good enough,” when you can have spectacular high-impact color output thanks to Konica Minolta toner technology that improves detail, enhances fine lines, and sharpens halftone images.

The power of PageScope™ software. A comprehensive suite for web-based monitoring and network control of multiple bizhub and MFP-compliant devices from a single point — with integrated IP addressing and security, personal document management, enterprise-system integration and more.

High-capacity 6,650-sheet input. With optional Large Capacity Tray, you’ll have 6,650-sheet paper capacity for longer unattended operation — and versatile paper handling capability lets you input 11” x 17” originals, output paper sizes to 12” x 18”, accommodate paper weights up to 100 lb. cover stock.
bizhub C650
BRILLIANT COLOR – AND BLAZING SPEED IN B&W.

In today’s business world, information moves fast – and bizhub keeps you ahead of the pace. With the innovative design of the bizhub™ C650 at the hub of your workflow, you’ll have high-speed 50 ppm color output with the spectacular quality of Simlta® HD Color Polymerized toner. For everyday document demands, 65 ppm B&W output keeps work flowing. There’s more: the Emperon™ Print System for built-in print/scan/copy functionality, a unique Infoline so you can see device operating status from across the room, a large color touch-screen control panel with document preview, and powerful Fiery® Image Controller, fax, finishing and security options – all to make the bizhub C650 a right-size solution for replacing your current color or B&W equipment.

CONNECT_ COMMUNICATE_ CONTROL_
- REVOLUTIONARY CENTER-OFFICE DESIGN, 360° STYLING
- 50 PPM COLOR OUTPUT, SPECTACULAR SIMITA® HD QUALITY
- 65 PPM B&W OUTPUT WITH HIGH TONER YIELD
- INFIOLINE REAL-TIME DISPLAY OF OPERATING STATUS
- EMPERON™ PRINT SYSTEM, PCL/PS FUNCTIONALITY
- LARGE COLOR TOUCH-SCREEN WITH DOCUMENT PREVIEW
- ULTRA-SECURE BIOMETRIC AUTHENTICATION OPTION
- MULTI-FUNCTION JOB ERASE, HDD SANITIZING AND MORE
- 6,650-SHEET PAPER CAPACITY FOR LONG RUNS
- FIERY® IC-409 IMAGE CONTROLLER OPTION
- OPTIONAL SUPER G3 FAX, DUAL-LINE CAPABILITY
- PAGESCOPE™ FOR INTEGRATED DEVICE/DOCUMENT CONTROL

BUSINESS BY DESIGN

The essentials of imaging
KONICA MINOLTA BIZHUB C650

Styling that looks great from any angle. Revolutionary design, compact footprint and sleek color styling make the bizhub C650 ideal for center-office placement. For 360° access to its document power and productivity. The InfoLine display shows you status at a glance, with a unique white line that lets you follow the flow of input/output — and alerts you to errors even from across the room.

Fast scanning to multiple destinations. Move information faster and more flexibly with Scan-to-Email, Scan-to-FTP, Scan-to-SMB (Scan-to-Desktop), Scan-to-HDD (Scan-to-User Box) and TWAIN scanning capabilities.

IPv6 Internet protocol. Next-generation IPv6 dramatically increased IP addressing power and gives every networked device its own IP address to improve communication and security.

High-volume fax option. Super G3 transmission reception with 2,000-location address book, broadcasting, program dialing, PC faxing, in-bound fax routing and TSI routing — plus an optional 2nd phone line to double your fax input/output traffic.

Biometric authentication option. The AU-101 Biometric Authentication Unit recognizes users based on scanning finger vein patterns — a speedy, password-free system more accurate than fingerprints.

Biometric authentication option. The AU-101 Biometric Authentication Unit recognizes users based on scanning finger vein patterns — a speedy, password-free system more accurate than fingerprints.

Multiple security enhancements. To protect your information in the networked era you’ll have multi-format Job Erase, HDD Sanitizing, PDF encryption as you scan, secure printing, watermark protection against re-copiering and more.

Fiery® IC-409 Image Controller option. Provides advanced color management tools for fast in-house production — including color matching, PC-based document preview and editing, RIP-While-Print® capability and peer-to-peer network support.
IV. SERVICE SPECIFICATIONS

A. All service calls will be placed by the Copier Coordinator or his designee. Service calls shall be responded to on a first come, first serve basis, except where the Copier Coordinator deems necessary to change the priority of calls. The contractor shall maintain a staff of two technical support personnel, with authorized service dealer training on all digital equipment and networking components utilized at the university, with the responsibility of first response to service calls to eliminate unnecessary calls to the contractor and to determine the source of the problem to help streamline the repair process.

Virginia Business Systems will comply. See pages 96-103 of our response for a complete overview of our service response.

B. The contractor shall respond within 48 hours of receipt of an order with a confirmed delivery date. The delivery date shall not be more than (7) working days from the date of the order unless otherwise agreed upon by the Copier Coordinator. The contractor shall notify the Copier Coordinator a minimum of 24 hours in advance of the equipment delivery. Virginia Tech has 107 Cooperative Extension Centers, 4 4-H Education Centers, and 13 Agriculture Research and Extension Centers in various locations throughout Virginia. Delivery and service for copiers at these locations may also be requested. The Copier Coordinator has the option to refuse delivery at no charge when notification is not provided prior to delivery.

Virginia Business Systems can meet or exceed the above described delivery and installation requirements.

C. Two service technicians should be on-site daily to perform repairs as necessary. Normal Business hours for the University are 8AM to 5PM, Monday through Friday. Response times of two (2) hours are expected, with response times of 2.5 hours being average and response times over three (3) hours being unacceptable. Service calls will be evaluated on a monthly basis. Criteria for the evaluation will be the total number of service calls placed over the period being evaluated and the number of service calls in excess of 3 hours response time. Failure to meet service response times of 3 hours for more than 10% of the service calls in any one quarter shall result in a penalty payment of fifty (50) dollars for all service calls over three (3) hours.

Virginia Business Systems will comply.
D. The contractor shall provide trained, qualified and technically skilled service technicians employed and supervised by the contractor. No third party service will be accepted. The contractor shall provide adequate managerial and administrative supervision for its employees servicing the University. The contractor shall provide sufficient back up in times of staff shortages due to vacations, illnesses and inclement weather.

*Virginia Business Systems* will comply and be responsible for this contract and all services rendered through the Commonwealth of Virginia.

E. The contractor shall provide all labor, materials, tools, and equipment to properly maintain the equipment provided to the University.

*Virginia Business Systems* will comply.

F. The contractor shall provide training for key operators and other department personnel within 24 hours after each installation at no additional cost to the University. On-going training may be requested as needed by the University. A technician shall be present during all installations. This technician cannot be counted as a service technician during installation. The contractor must provide either an additional technician or an additional person qualified to do installations to maintain appropriate service times.

*Virginia Business Systems* will comply and offers experienced and effective training upon installation of equipment. We view training as an ongoing process and consistently will be available for departmental satisfaction.

G. The contractor should provide, at minimum one service technician for every 75 copiers provided to the University.

*Virginia Business Systems* will provide Virginia Tech with 2 dedicated service technicians and will have an additional 23 service technicians in the state for support. In additional to our local presence, Konica Minolta provides VBS with extensive phone and online support, along with onsite assistance as needed through the Konica Minolta regional technical managers. The number of dedicated service technicians will be evaluated with the growth of the University Copier Program.
H. Technicians shall record all test copies made on each service call. A test copy record with the date, number of test copies made and the technicians name or initial shall be left in a copier maintenance folder supplied by Virginia Tech. These copies will be made at no charge to Virginia Tech.

Virginia Business Systems will comply.

I. The contractor shall either locally stock or be able to obtain delivery of parts within eight (8) hours of the service personnel identifying the need for part(s).

We have two regional warehouses in Virginia located in the Richmond and Roanoke offices with inventory, delivery teams, vehicles and UPS shipping stations. Our Pennsylvania operations have warehouses in Harrisburg and Lehigh Valley that can overnight ship to our clients if the need arises. In the rare occurrence we do not have a specific item available, we will emergency order it and have the item overnight delivered to Campus.

J. If repairs or parts are necessary and the time to complete repairs or install parts will be greater the six (6) working hours, the contractor shall provide replacement equipment at no additional cost to the University until repairs or installation of parts can be completed and the equipment is usable by the University unless otherwise agreed upon by the Copier Coordinator. No additional fee will be allowed for a backup copier. Only cost per copy charges will be allowed. The contractor shall keep backup units on hand as necessary in the event that equipment is out of service in excess of 6 hours.

Virginia Business Systems (VBS) needs to better understand the intent as the above Item “I” appears to conflict with time requirements. We need additional clarification. VBS has a loaner policy and we will comply once we better understand the specific time requirements.

K. Supplies shall be delivered within five (5) business days. Unopened supplies will be returned to the contractor at the end of the contract. A minimum of three (3) months of supplies should be available at all times.

Virginia Business Systems will comply.
L. The contractor shall provide a new copier that is equal to or exceeds the copier specifications in the event that the volume of service calls exceeds that indicated by the manufacturer's monthly call per volume recommendations. If it is clearly documented that the contractor cannot keep a copier running due to the same or similar problem for repeated service calls, a new copier that is equal to or exceeds the copier specifications will be provided. No additional charge will be allowed for a replacement copier. The contractor must remove the defective copier with in ten (10) business days.

Virginia Business Systems will comply.

M. In the event that the copier needs to be moved to another department at the University, the contractor will work with the Copier Coordinator to schedule the equipment move at no additional charge to the University.

Virginia Business Systems will comply.

N. Copiers may be placed in locations that within six (6) months time or less may have increase in volume, requiring the copier to be upgraded to a higher volume copier or the department may decide to add features that would require an upgrade. Virginia Tech will attempt to relocate the copier being upgraded. In the event that the copier cannot be relocated within 30 days, the copier will be returned to the contractor at no additional cost.

If a unit needs to be removed because of increased copy volume, Virginia Business Systems will redeploy the displaced asset within Virginia Tech before installing a new one of the same type.

O. Most copiers will be placed in departments for faculty/staff usage. On certain occasions copiers may be placed in locations for student usage. If this occurs, the contractor must install locks to secure the mechanics of the unit and the paper supply at no additional cost.

Virginia Business Systems is open to installing locks when necessary, however due to Virginia Tech's current non utilization of locking mechanisms, it makes it difficult to comply with an unknown quantity. It is our suggestion that locks be added as an additional accessory at a negotiated price.
Solutions

P. The rental for each department is contingent on funding. If a budget reduction provides insufficient funding for a department, the agreement for that copier will end effective at the beginning of the first fiscal year for which funds are not appropriated.

Virginia Business Systems will comply with non appropriation of funds for departments, provided that the device is not replaced by a competitive unit. The displaced unit will be available for redeployment with in Virginia Tech.

Q. It is intended that all units shall be removed at the end of the contract period regardless of the length of time they have been installed. However, in the event the current contractor is awarded the new contract, the right is reserved for Virginia Tech to either have all the units removed or negotiate leaving selected copiers in place.

Virginia Business Systems (VBS) is uniquely qualified as a Konica Minolta Platinum Elite dealer able to service and support your existing fleet of copiers. Konica Minolta has authorized this transition and will transfer the fleet to VBS to manage, repair, supply and invoice under an agreement with VBS. The Virginia Tech Copy Program can transition seamlessly into the new proposed equipment while utilizing the in place copier fleet. The Virginia Tech Copy Program can utilize as many of the in place copiers as both parties deem acceptable at a lower cost than new devices as outlined in the pricing section page 15 of our response.

R. Quarterly meetings between Virginia Tech and the contractor will be held. The contractor shall provide quarterly reports to Virginia Tech consisting of, but not limited to, the following:

1. The number of copiers placed (listed by month and total to date)
2. Average response time for all service calls
3. The number of service calls responded to by the following time intervals:
   a. Below two (2) hours
   b. Two (2) – three (3) hours
   c. Any calls over three (3) hours
4. Plan of action for any copier with more than four (4) service calls in any consecutive three (3) month period.
5. Average copy volume per model

Virginia Business Systems can provide the above items in a detailed report and can provide additional line items that would be suggested by VBS or Virginia Tech at anytime. As it relates to item number 5, it is critical that the equipment is right-sized per the volume specification requirements. See page 108-109 of our response for a spread sheet of our service account review.
Service

The most important part of our business is our service. This sets us apart from low cost distributors and adds significant value to our document solutions. Our Director of Service oversees all of the Edwards service operation by setting benchmarks, monitoring response times, communicating with company managers and field supervisors and performing quarterly personnel evaluations and pricing analysis.

Nearly one half of our employees are directly tied to service working in the following areas:

First Pass- Our help desk scans open client service requests for call types that are prime candidates for call closure with the assistance of our First Pass Technician via a phone call and potentially a Webex session. Our desk is manned by our technicians who are rotated into the field every quarter so that they can remain current with units in their environments. Of the calls we have initiated to end users, we successfully cleared:

- 69.3% of stand alone copier calls
- 89.6% of networked/connected printer and MFP calls

This feature cuts response times from hours to minutes and gets our clients up and running with minimal downtime.

Field Technicians- This team is our primary support group as they respond to client requests for service. Our goal is to be on site within four business hours for inoperative workgroup units and two hours for production print devices. Our technicians carry between fifteen and twenty five thousand dollars ($15,000-25,000) in parts and supply inventory in their company owned vehicles so that when they respond to a call, they can complete it during that session. All of our technicians are factory trained and certified on specific products they utilize. This coupled with our Total Call Process maximizes device uptime and client satisfaction. The process includes the following steps:

- Calling the client with an ETA to determine if there are any circumstances that may impact our ability to access the unit
- Notifying the key operator upon arrival to review the problem
- Diagnose and complete the repair
- Check parts and assembly counters to determine if high mortality items need to be replaced while on site
- Clean the inside of the unit for areas that may impact print quality
- Run test copies/prints
- Wipe down exterior of the unit and clean scanners
- Check out with key operator and address any questions or concerns
- Close the call with our Customer Support Group noting parts and supply utilization, update the call type and record time spent on unit
Our experience with secure or classified environments is extensive and our technicians will submit to background or security checks as required by the client.

Field Service Supervisors- are in every branch and oversee the quality control and client satisfaction in their marketplaces. They are the first line of support for our Field Technicians. This team has a great deal of experience and typically are our best technical and client focused individuals, and can often rectify a recurring or unusual issue by working on a unit with their technician. They run service calls as required by volume.

Customer Service Group- takes service and supply requests via a toll free number (800 282 7326) or our website and dispatches our Field Technicians utilizing our Automated Dispatch System. The Group has a mapping overview of our technicians current locations as well as the open calls, volume and call list so that they can dispatch accordingly. We will attempt to provide ETAs to clients but this is often unnecessary as our Field Technicians will call the end user as part of their call process.

Manufacturer Technical Support- our primary vendors provide field representatives to our service team as a second tier of support. Their response is quick and decisive. It is not unusual for them to determine that a unit has a defect or unusual issue and the result will be to issue a return authorization and replace with a new unit. While this is far from a daily occurrence, there is a process for this that is successfully utilized.
MANUFACTURER’S CERTIFICATE

For

Virginia Tech RFP# 0006659

November 19, 2008

Virginia Business System 9899 Maryland Drive, Richmond VA 23233 is an authorized Dealer for the sale and service of Konica Minolta products and supplies in the following VA counties:

Albemarle, Alleghany, Amelia, Amherst, Appomattox, Augusta, Bedford, Bedford City, Botetourt, Buckingham, Buena Vista City, Campbell, Carroll, Charles City, Charlottesville, Chesapeake City, Chesterfield, Clifton Forge City, Colonial Heights, Covington City, Craig, Cumberland, Dinwiddie, Essex, Floyd, Fluvanna, Franklin, Galax City, Giles, Goochland, Grayson, Green, Halifax, Hampton City, Hanover, Harrisonburg City, Henrico, Hopewell City, Isle of Wight, James City, King and Queen, King William, Lancaster, Lexington City, Louisa, Lynchburg City, Mecklenburg, Middlesex, Montgomery, Nelson New Kent, Newport News City, Northumberland, Nottoway, Petersburg City, Poquoson City, Portsmouth City, Powhatan, Prince Edward, Pulaski, Radford City, Richmond, Richmond City, Roanoke, Roanoke City, Rockbridge, Rockingham, Salem City, Southampton, Staunton City, Suffolk City, Surry, Virginia Beach City, Westmoreland, Williamsburg City, Wythe

Lisa Murdza
Manager Contracts & Pricing Wholesale
Business Development Group

The essentials of imaging

KONICA MINOLTA BUSINESS SOLUTIONS U.S.A. INC. 500 Day Hill Road, Windsor, CT 06095 - 860-683-2222
Pro-Tech Service Award 2007

VIRGINIA BUSINESS SYSTEMS

THROUGH DEDICATION TO SERVICE EXCELLENCE, HAS EARNED THE PRO-TECH SERVICE AWARD FOR 2007.
Service Support, Satisfaction.
Second to None.

This is the Konica Minolta Pro-Tech Promise.

The Pro-Tech Service Award recognizes those Konica Minolta dealers able to demonstrate an exceptional commitment to customer support and satisfaction. It is a symbol of quality. An assurance of professional, reliable service and maximum performance for your Konica Minolta office products.

The Pro-Tech Service standard is difficult to achieve, and the evaluation procedure is exhaustive. Every element of the service operation—management skills, inventory control, technical expertise, dispatch systems, customer satisfaction, and more—is scrutinized and measured.

This rigid standard is the very reason this award has become such a powerful symbol of competence and proficiency. To be chosen to become a member of this select group is indeed an honor.
You can count on your Pro-Tech dealer to give you their best effort, every day of the year. And to offer every customer the benefits of...

Professional, customer-oriented service department management and administration

Service response times significantly better than the industry average

Preventive maintenance programs that are on time, every time

Inventory control systems that assure immediate access to replacement parts and components

Comprehensive training programs and performance reviews to maintain the highest level of expertise

Highly skilled technical specialists and service personnel trained on your products

We, the dealer, are committed to your satisfaction, and Konica Minolta is committed to assuring high performance standards throughout its organization. Through a nationwide network of dealers, Konica Minolta offers a state-of-the-art product lineup that is unbeatable. Of all the major manufacturers, Konica Minolta was the first to offer a program of this kind, and continues to be a leader by setting the highest standards in the industry today.

Finally, the Pro-Tech Award gives you, the customer, a distinctive advantage. You're assured, before the sale, that your Konica Minolta dealer has the skills, the people and the systems to keep your equipment operating at the highest levels of productivity. We think that's an advantage worth considering.

Steve Jones
Executive Vice President
Dealer Sales
Konica Minolta Business Solutions U.S.A., Inc.

Jim Ingrassia
Vice President
Solutions Support and Development
Konica Minolta Business Solutions U.S.A., Inc.
August 1, 2007

Jim Dotter
President
Virginia Business Systems
9899 Mayland Drive
Richmond, VA 23233

Dear Jim,

On Behalf of Ricoh’s Eastern Region, we’d like to congratulate Virginia Business Systems for earning Ricoh’s prestigious President’s Award. With authorized dealers being Ricoh’s largest distribution channel, it is important for Ricoh to encourage, support and recognize excellence in our dealer partners. As you know, Ricoh’s President’s Award is provided to the dealer that performs best in these four categories:

A. Customer Support and Service Excellence
B. Solutions and Network Support Capabilities
C. Service and Sales Training Participation
D. Product and Revenue Contribution

Only one company earns this award nationally and Virginia Business Systems successfully competed against Ricoh’s premier dealers. Our executive and regional management teams determined that Virginia Business Systems was clearly deserving of our President’s Award.

The entire Ricoh team looks forward to working with Virginia Business Systems as we help you to continue to set a standard for others to follow.

Sincerely,

[Signatures]

Thomas Saliermo, Jr.
President & Chief Operating Officer
Ricoh U.S.

Art Mahony
East Region Vice President
Ricoh U.S.
June 9, 2008

Mr. Ray Fuentes
Edwards Business Systems/Virginia Business Systems
PO Box 6798
Wyomissing, PA 19610

Dear Ray,

We've got some very exciting news to share with you! Your dealership has been selected as an Elite Dealer Award winner for 2008. Congratulations!

This prestigious award from OfficeDEALER magazine is our annual tribute to the top office equipment, office products, and office furniture dealers in the country. Your company was selected as an Elite Dealer Award winner from the many nominations received from manufacturers, independent dealers and other industry insiders.

In recognition of your achievements, you'll be receiving several items from us in August. These include: a handsome award plaque, extra copies of the August issue of OfficeDEALER where our winners will all be profiled, a sample press release to help you gain additional exposure for your company in your local community, and electronic access to this year's Elite Dealer Award logo to use in your promotional efforts.

TWO IMPORTANT NOTES:

• If the company name above is not listed exactly as you want this to appear on your award plaque, or if the recipient of this letter is not the person to whom the official congratulatory letter and package should be addressed, please contact Bessie Comer by June 30.

• If you have not already sent a photo of your business, employees, corporate offices, etc., we would like one to include along with the write up about your company for the August issue of OfficeDEALER magazine. We must receive your photos by no later than July 3. See attached sheet for more information on submitting these photos.

And, be sure to include the names of the individuals that are included in the photo to be used in the caption.

Once again, congratulations from all of us at OfficeDEALER magazine on being named a 2008 Elite Dealer! If you have any questions, please contact Bessie Comer at 336-783-0000 or via e-mail at bessiec@allthingsoffice.com

Sincerely,

Richard Kunkel
Publisher

Attach.
V. BILLING SPECIFICATIONS

A. The contractor shall provide one monthly bill to:

Virginia Tech Copier Management Program (0243)
Attn: Copier Coordinator
1425 South Main Street
Blacksburg, Virginia 24060

Virginia Business Systems will comply.

B. Virginia Tech will assign a copier number to each copier ordered. The copier number should be entered into column one invoice. The monthly bill should contain, but not limited to, the following information:

- The department name where the copier is to be placed in Column 2 of the invoice
- The serial number of the copiers in Column 3 of the invoice
- The monthly beginning meter reading for the current billing period in Column 4 of the invoice
- The monthly ending meter reading for the current billing period in Column 5 of the invoice
- The copier's calculated usage for the current month in Column 6 of the invoice
- Any test copies made by the technicians during the current billing period in Column 7 of the invoice
- The total billable copies for the current month in Column 8 of the invoice
- The total meter charge (total billable copies times the cost per copy rate) in Column 9 of the invoice
- Charges for accessories, if applicable, in Column 10 of the invoice
- The total charges (meter charge plus any accessory charges) in Column 11 of the invoice

Please note: Virginia Tech will consider alternative invoice methods if all information listed above is included.

Virginia Business Systems (VBS) will include all the above information on one invoice. VBS also can provide web management of invoices, accessible at any time by the Copier Coordinator or other approved/authorized individuals. Please see page 106-109 of our response for sample invoice. VBS is also capable of providing automatic meter capture via web based software. VBS can automatically capture meter readings from all connected devices and email meter readings to the Copier Coordinator or other email addresses at a agreed upon designated day each month.
C. Payment will be made in arrears throughout the contract period.

Virginia Business Systems will accept payment monthly in arrears.

D. The contractor shall provide one contact person accountable to Virginia Tech for the complete order entry to machine delivery process.

Virginia Business Systems will provide David Kellogg as the Contract Relationship Manager.
## Virginia Business Systems-Virginia Tech Copier Rental Services Invoice

### Monochrome Devices

<table>
<thead>
<tr>
<th>Department</th>
<th>Equip Serial #</th>
<th>Beginning Meter Read</th>
<th>End Meter Read</th>
<th>Calculated Usage</th>
<th>Test Copies</th>
<th>Total Billable Copies</th>
<th>Total Meter Charge</th>
<th>Accessory Charges</th>
<th>Total Charges</th>
<th>Model</th>
<th>Equipment Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing Services</td>
<td>31130529</td>
<td>4289</td>
<td>6004</td>
<td>1635</td>
<td>120</td>
<td>15155 $</td>
<td>41.15 $</td>
<td>- $</td>
<td>41.15 $</td>
<td>Bizhub 250</td>
<td>1</td>
</tr>
<tr>
<td>Athletics Department</td>
<td>31130499</td>
<td>8963</td>
<td>14663</td>
<td>5100</td>
<td>56</td>
<td>5044 $</td>
<td>137.00 $</td>
<td>0.66 $</td>
<td>137.66 $</td>
<td>Bizhub 250</td>
<td>1</td>
</tr>
<tr>
<td>Student Services</td>
<td>A0RS011002608</td>
<td>7089</td>
<td>12036</td>
<td>4140</td>
<td>147</td>
<td>3993 $</td>
<td>77.06 $</td>
<td>- $</td>
<td>77.06 $</td>
<td>Bizhub 421</td>
<td>2</td>
</tr>
<tr>
<td>Mathematics Department</td>
<td>A0RS011000479</td>
<td>6985</td>
<td>9652</td>
<td>2667</td>
<td>25</td>
<td>2842 $</td>
<td>60.99 $</td>
<td>4.36 $</td>
<td>55.35 $</td>
<td>Bizhub 421</td>
<td>2</td>
</tr>
<tr>
<td>English Department</td>
<td>57BE03166</td>
<td>36885</td>
<td>52874</td>
<td>16889</td>
<td>69</td>
<td>15820 $</td>
<td>253.28 $</td>
<td>61.38 $</td>
<td>314.66 $</td>
<td>Bizhub 600</td>
<td>3</td>
</tr>
<tr>
<td>Art Department</td>
<td>57BE33947</td>
<td>42589</td>
<td>65557</td>
<td>23398</td>
<td>12</td>
<td>23398 $</td>
<td>374.41 $</td>
<td>7.72 $</td>
<td>382.13 $</td>
<td>Bizhub 600</td>
<td>3</td>
</tr>
<tr>
<td>History Department</td>
<td>57AE000227</td>
<td>59985</td>
<td>78965</td>
<td>21990</td>
<td>193</td>
<td>21817 $</td>
<td>278.36 $</td>
<td>43.63 $</td>
<td>322.02 $</td>
<td>Bizhub 750</td>
<td>4</td>
</tr>
<tr>
<td>Theater Department</td>
<td>57AJ00028</td>
<td>32650</td>
<td>46987</td>
<td>14337</td>
<td>45</td>
<td>14292 $</td>
<td>182.37 $</td>
<td>- $</td>
<td>182.37 $</td>
<td>Bizhub 750</td>
<td>4</td>
</tr>
<tr>
<td>Law Department</td>
<td>31109885</td>
<td>3258</td>
<td>6966</td>
<td>3730</td>
<td>125</td>
<td>3005 $</td>
<td>95.57 $</td>
<td>- $</td>
<td>95.57 $</td>
<td>Bizhub 200</td>
<td>1 Alternate</td>
</tr>
<tr>
<td>Business Department</td>
<td>31132285</td>
<td>4599</td>
<td>9656</td>
<td>5099</td>
<td>36</td>
<td>5093 $</td>
<td>133.96 $</td>
<td>13.69 $</td>
<td>147.65 $</td>
<td>Bizhub 200</td>
<td>1 Alternate</td>
</tr>
<tr>
<td>IT Department</td>
<td>31134759</td>
<td>10569</td>
<td>16647</td>
<td>6416</td>
<td>98</td>
<td>6320 $</td>
<td>203.36 $</td>
<td>- $</td>
<td>203.36 $</td>
<td>Bizhub 350</td>
<td>2 Alternate</td>
</tr>
<tr>
<td>Printing Services</td>
<td>31137151</td>
<td>10599</td>
<td>13563</td>
<td>2885</td>
<td>74</td>
<td>2731 $</td>
<td>93.81 $</td>
<td>- $</td>
<td>93.81 $</td>
<td>Bizhub 350</td>
<td>2 Alternate</td>
</tr>
</tbody>
</table>

*NOTE: This is a sample; the serial numbers and meters used are for proposal purposes only.
This Pricing does not reflect Virginia Business Systems true pricing.*
## Virginia Business Systems-Virginia Tech Copier Rental Services Invoice

**Color Devices**

<table>
<thead>
<tr>
<th>Department</th>
<th>Equip Serial #</th>
<th>Beginning Meter Read</th>
<th>End Meter Read</th>
<th>Calculated Usage</th>
<th>Test Codes</th>
<th>Total Available Copies</th>
<th>BW</th>
<th>Total Meter Charge (Incl. Maintenance)</th>
<th>Color</th>
<th>Beginning Meter Read</th>
<th>End Meter Read</th>
<th>Calculated Usage</th>
<th>Test Codes</th>
<th>Color</th>
<th>Total Available Copies</th>
<th>Color</th>
<th>Total Meter Charge (Incl. Maintenance)</th>
<th>Equipment Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Department</td>
<td>A0502211091947</td>
<td>6593</td>
<td>14993</td>
<td>6190</td>
<td>120</td>
<td>4990</td>
<td></td>
<td>284.08</td>
<td></td>
<td>1406</td>
<td>2896</td>
<td>9530</td>
<td>16</td>
<td>1615</td>
<td>95.90</td>
<td>391.04</td>
<td>Black/ C204</td>
<td>1c</td>
</tr>
<tr>
<td>Student Services</td>
<td>A0210311919671</td>
<td>6593</td>
<td>14993</td>
<td>6190</td>
<td>120</td>
<td>4990</td>
<td></td>
<td>284.08</td>
<td></td>
<td>1406</td>
<td>2896</td>
<td>9530</td>
<td>16</td>
<td>1615</td>
<td>95.90</td>
<td>391.04</td>
<td>Black/ C204</td>
<td>1c</td>
</tr>
<tr>
<td>Mathematics Department</td>
<td>A0091021143727</td>
<td>6695</td>
<td>14993</td>
<td>6190</td>
<td>120</td>
<td>4990</td>
<td></td>
<td>284.08</td>
<td></td>
<td>1406</td>
<td>2896</td>
<td>9530</td>
<td>16</td>
<td>1615</td>
<td>95.90</td>
<td>391.04</td>
<td>Black/ C204</td>
<td>1c</td>
</tr>
<tr>
<td>English Department</td>
<td>A0901024252724</td>
<td>6695</td>
<td>14993</td>
<td>6190</td>
<td>120</td>
<td>4990</td>
<td></td>
<td>284.08</td>
<td></td>
<td>1406</td>
<td>2896</td>
<td>9530</td>
<td>16</td>
<td>1615</td>
<td>95.90</td>
<td>391.04</td>
<td>Black/ C204</td>
<td>1c</td>
</tr>
<tr>
<td>History Department</td>
<td>A0010102142191</td>
<td>6695</td>
<td>14993</td>
<td>6190</td>
<td>120</td>
<td>4990</td>
<td></td>
<td>284.08</td>
<td></td>
<td>1406</td>
<td>2896</td>
<td>9530</td>
<td>16</td>
<td>1615</td>
<td>95.90</td>
<td>391.04</td>
<td>Black/ C204</td>
<td>1c</td>
</tr>
<tr>
<td>Theater Department</td>
<td>A0210310914392</td>
<td>6695</td>
<td>14993</td>
<td>6190</td>
<td>120</td>
<td>4990</td>
<td></td>
<td>284.08</td>
<td></td>
<td>1406</td>
<td>2896</td>
<td>9530</td>
<td>16</td>
<td>1615</td>
<td>95.90</td>
<td>391.04</td>
<td>Black/ C204</td>
<td>1c</td>
</tr>
<tr>
<td>Law Department</td>
<td>A0210310914390</td>
<td>6695</td>
<td>14993</td>
<td>6190</td>
<td>120</td>
<td>4990</td>
<td></td>
<td>284.08</td>
<td></td>
<td>1406</td>
<td>2896</td>
<td>9530</td>
<td>16</td>
<td>1615</td>
<td>95.90</td>
<td>391.04</td>
<td>Black/ C204</td>
<td>1c</td>
</tr>
<tr>
<td>Business Department</td>
<td>A0210310914388</td>
<td>6695</td>
<td>14993</td>
<td>6190</td>
<td>120</td>
<td>4990</td>
<td></td>
<td>284.08</td>
<td></td>
<td>1406</td>
<td>2896</td>
<td>9530</td>
<td>16</td>
<td>1615</td>
<td>95.90</td>
<td>391.04</td>
<td>Black/ C204</td>
<td>1c</td>
</tr>
<tr>
<td>IT Department</td>
<td>A0210310914375</td>
<td>6695</td>
<td>14993</td>
<td>6190</td>
<td>120</td>
<td>4990</td>
<td></td>
<td>284.08</td>
<td></td>
<td>1406</td>
<td>2896</td>
<td>9530</td>
<td>16</td>
<td>1615</td>
<td>95.90</td>
<td>391.04</td>
<td>Black/ C204</td>
<td>1c</td>
</tr>
<tr>
<td>Printing Services</td>
<td>A0210310914376</td>
<td>6695</td>
<td>14993</td>
<td>6190</td>
<td>120</td>
<td>4990</td>
<td></td>
<td>284.08</td>
<td></td>
<td>1406</td>
<td>2896</td>
<td>9530</td>
<td>16</td>
<td>1615</td>
<td>95.90</td>
<td>391.04</td>
<td>Black/ C204</td>
<td>1c</td>
</tr>
<tr>
<td>Athletics Department</td>
<td>A0210310914374</td>
<td>6695</td>
<td>14993</td>
<td>6190</td>
<td>120</td>
<td>4990</td>
<td></td>
<td>284.08</td>
<td></td>
<td>1406</td>
<td>2896</td>
<td>9530</td>
<td>16</td>
<td>1615</td>
<td>95.90</td>
<td>391.04</td>
<td>Black/ C204</td>
<td>1c</td>
</tr>
</tbody>
</table>

**NOTE:** This is a sample; the serial numbers and meters used are for proposal purposes only. The Pricing does not reflect Virginia Business Systems true pricing.
<table>
<thead>
<tr>
<th>Phone Calls</th>
<th>Location ID</th>
<th>Model</th>
<th>Serial Number</th>
<th>Previous Call Date</th>
<th>Time in Second</th>
<th>Last Call</th>
<th>Short Model Date</th>
<th>Time to Repair</th>
<th>Total Calls</th>
<th>Down Time Hours</th>
<th>Down Time</th>
<th>Down Time %</th>
</tr>
</thead>
<tbody>
<tr>
<td>91464</td>
<td>81096</td>
<td>8126</td>
<td>9663222000</td>
<td>49012</td>
<td>49854</td>
<td>243</td>
<td>606120000</td>
<td>243</td>
<td>243</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>91464</td>
<td>12132</td>
<td>1236</td>
<td>4333333444</td>
<td>32123</td>
<td>43423</td>
<td>50</td>
<td>8923333444</td>
<td>50</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Note:**
- % of Critical Calls: 17.25%
- % of Downtime: 728 hours per quarter
- Avg RTI (Response Time) based on the time we receive the call to the time we are on site
- Downtime hours are the hours that the call is picked up to the time the machine is repaired

**Sample Invoice:**

```
Name: [Name]
Address: [Address]
Phone: [Phone]
Date: [Date]

[Description of Invoice]

Total: [Total]
Tax: [Tax]
Subtotal: [Subtotal]
Payment: [Payment Method]

[Signature]
[Date]
```
**BILL TO:**

Virginia Business Systems

**INVOICE** 267344

**DATE** 11/04/08

**TERMS** NET 30 DAYS

PERIOD FROM 9/20/08 TO 10/20/08

<table>
<thead>
<tr>
<th>MODEL</th>
<th>SERIAL</th>
<th>EQUIP ID</th>
<th>FROM METER</th>
<th>TO METER</th>
<th>COPIES</th>
<th>RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>7020</td>
<td>26NE18277</td>
<td>D4220</td>
<td>276083</td>
<td>278038</td>
<td>1955</td>
<td>0.0199</td>
<td>38.90</td>
</tr>
<tr>
<td>7020</td>
<td>26NE17926</td>
<td>D4221</td>
<td>163357</td>
<td>165515</td>
<td>2158</td>
<td>0.0199</td>
<td>42.94</td>
</tr>
<tr>
<td>7020</td>
<td>26NE15122</td>
<td>G5783</td>
<td>240835</td>
<td>243077</td>
<td>2242</td>
<td>0.0199</td>
<td>44.62</td>
</tr>
<tr>
<td>7020</td>
<td>26NE15286</td>
<td>G5792</td>
<td>203625</td>
<td>208972</td>
<td>5347</td>
<td>0.0199</td>
<td>106.41</td>
</tr>
<tr>
<td>7020</td>
<td>26NE15780</td>
<td>G5793</td>
<td>207032</td>
<td>208335</td>
<td>1303</td>
<td>0.0199</td>
<td>25.93</td>
</tr>
<tr>
<td>7020</td>
<td>26NE15281</td>
<td>G5828</td>
<td>483344</td>
<td>486063</td>
<td>2719</td>
<td>0.0199</td>
<td>54.11</td>
</tr>
<tr>
<td>7030</td>
<td>26PE07548</td>
<td>G5831</td>
<td>554375</td>
<td>560867</td>
<td>6492</td>
<td>0.0199</td>
<td>120.19</td>
</tr>
<tr>
<td>7020</td>
<td>26NE17277</td>
<td>V1138</td>
<td>162320</td>
<td>166866</td>
<td>4546</td>
<td>0.0199</td>
<td>90.47</td>
</tr>
<tr>
<td>7030</td>
<td>26PE01288</td>
<td>V1477</td>
<td>366003</td>
<td>369013</td>
<td>3010</td>
<td>0.0199</td>
<td>59.90</td>
</tr>
<tr>
<td>7155</td>
<td>58EE11483</td>
<td>V2170</td>
<td>634596</td>
<td>637383</td>
<td>2787</td>
<td>0.0199</td>
<td>55.46</td>
</tr>
<tr>
<td>R2051</td>
<td>K6745900229</td>
<td>V4028</td>
<td>666617</td>
<td>699009</td>
<td>32392</td>
<td>0.0199</td>
<td>644.60</td>
</tr>
<tr>
<td>V4029</td>
<td>K6745900201</td>
<td>V4029</td>
<td>534253</td>
<td>547910</td>
<td>13657</td>
<td>0.0199</td>
<td>271.77</td>
</tr>
<tr>
<td>K7022</td>
<td>26WE21780</td>
<td>V4250</td>
<td>252909</td>
<td>257836</td>
<td>4927</td>
<td>0.0199</td>
<td>98.05</td>
</tr>
<tr>
<td>K7255</td>
<td>58SE09847</td>
<td>V4887</td>
<td>131795</td>
<td>134115</td>
<td>23174</td>
<td>0.0199</td>
<td>461.16</td>
</tr>
<tr>
<td>K7145</td>
<td>40LE20280</td>
<td>V4932</td>
<td>580892</td>
<td>590391</td>
<td>9499</td>
<td>0.0199</td>
<td>189.03</td>
</tr>
<tr>
<td>7020</td>
<td>26NE24709</td>
<td>V4936</td>
<td>212273</td>
<td>214617</td>
<td>2344</td>
<td>0.0199</td>
<td>46.65</td>
</tr>
<tr>
<td>7030</td>
<td>26PE12782</td>
<td>V4943</td>
<td>478794</td>
<td>484060</td>
<td>5266</td>
<td>0.0199</td>
<td>104.79</td>
</tr>
<tr>
<td>K7022</td>
<td>26WE08924</td>
<td>V4947</td>
<td>94775</td>
<td>96824</td>
<td>2049</td>
<td>0.0199</td>
<td>40.78</td>
</tr>
<tr>
<td>7030</td>
<td>26PE12278</td>
<td>V5046</td>
<td>164126</td>
<td>168755</td>
<td>4529</td>
<td>0.0199</td>
<td>92.12</td>
</tr>
<tr>
<td>7030</td>
<td>26PE13598</td>
<td>V5249</td>
<td>202083</td>
<td>202456</td>
<td>373</td>
<td>0.0199</td>
<td>7.42</td>
</tr>
<tr>
<td>7030</td>
<td>26PE13576</td>
<td>V5250</td>
<td>197380</td>
<td>203221</td>
<td>5841</td>
<td>0.0199</td>
<td>116.24</td>
</tr>
<tr>
<td>7020</td>
<td>26NE27880</td>
<td>V5302</td>
<td>177888</td>
<td>182676</td>
<td>338</td>
<td>0.0199</td>
<td>7.72</td>
</tr>
<tr>
<td>7020</td>
<td>26NE24713</td>
<td>V5304</td>
<td>105140</td>
<td>105484</td>
<td>344</td>
<td>0.0199</td>
<td>6.86</td>
</tr>
<tr>
<td>7020</td>
<td>26NE17598</td>
<td>V5305</td>
<td>289918</td>
<td>293226</td>
<td>3308</td>
<td>0.0199</td>
<td>65.83</td>
</tr>
<tr>
<td>7020</td>
<td>26NE14172</td>
<td>V5306</td>
<td>140190</td>
<td>140997</td>
<td>807</td>
<td>0.0199</td>
<td>16.06</td>
</tr>
<tr>
<td>7030</td>
<td>26PE13571</td>
<td>V5307</td>
<td>162832</td>
<td>164215</td>
<td>1383</td>
<td>0.0199</td>
<td>27.52</td>
</tr>
<tr>
<td>K600</td>
<td>57BE01182</td>
<td>V5319</td>
<td>800395</td>
<td>826807</td>
<td>28412</td>
<td>0.0199</td>
<td>525.60</td>
</tr>
<tr>
<td>K600</td>
<td>57BE01185</td>
<td>V5320</td>
<td>482115</td>
<td>496165</td>
<td>14080</td>
<td>0.0199</td>
<td>280.19</td>
</tr>
<tr>
<td>K600</td>
<td>57BE01173</td>
<td>V5323</td>
<td>616895</td>
<td>640842</td>
<td>21847</td>
<td>0.0199</td>
<td>434.76</td>
</tr>
<tr>
<td>7030</td>
<td>26PE09430</td>
<td>V5367</td>
<td>403954</td>
<td>408815</td>
<td>4861</td>
<td>0.0199</td>
<td>96.73</td>
</tr>
<tr>
<td>K7145</td>
<td>40LE19325</td>
<td>V5239</td>
<td>33604</td>
<td>36819</td>
<td>3215</td>
<td>0.0199</td>
<td>63.98</td>
</tr>
<tr>
<td>K7022</td>
<td>26WE01550</td>
<td>V5280</td>
<td>118870</td>
<td>123062</td>
<td>4162</td>
<td>0.0199</td>
<td>83.42</td>
</tr>
<tr>
<td>7020</td>
<td>26NE22939</td>
<td>W3212</td>
<td>305482</td>
<td>306842</td>
<td>1360</td>
<td>0.0199</td>
<td>27.06</td>
</tr>
<tr>
<td>7030</td>
<td>26PE13522</td>
<td>W3565</td>
<td>295586</td>
<td>299586</td>
<td>3718</td>
<td>0.0199</td>
<td>73.99</td>
</tr>
<tr>
<td>K7145</td>
<td>40LE02388</td>
<td>W4957</td>
<td>521734</td>
<td>532429</td>
<td>10956</td>
<td>0.0199</td>
<td>212.83</td>
</tr>
<tr>
<td>K7145</td>
<td>40LE14428</td>
<td>W6748</td>
<td>252682</td>
<td>264789</td>
<td>12067</td>
<td>0.0199</td>
<td>240.73</td>
</tr>
<tr>
<td>K7130</td>
<td>26XE01925</td>
<td>W6893</td>
<td>362452</td>
<td>364667</td>
<td>2415</td>
<td>0.0199</td>
<td>46.06</td>
</tr>
<tr>
<td>K7145</td>
<td>40LE07361</td>
<td>W8215</td>
<td>339869</td>
<td>344907</td>
<td>5038</td>
<td>0.0199</td>
<td>100.26</td>
</tr>
</tbody>
</table>

**REMIT TO:**

JBEDWARDS FINANCIAL
PO BOX 6798
WYOMISSING, PA 19610

**SAMPLE INVOICE 2**

P109

[Total Due: $5032.11]
Our Mission is to do the best for our clients and to completely satisfy them by providing quality business systems and superior services.

To accomplish this, we dedicate ourselves to:

- Training our people and providing them with the resources they need to advance their skills and knowledge.
- Maintaining an environment that values and encourages personal and professional growth.
- Upholding the highest ethical standards in all of our corporate relationships, with our clients and with each other.
- Earning a financial return that ensures future growth and long-term stability.

And to be contributing members of the communities we serve.

This is our mission.
This is our commitment.

Virginia Business Systems

Richmond • Charlottesville • Harrisonburg • Roanoke • Lynchburg • Virginia Beach
Manassas • Arlington • Danville • Bristol • Bassett • Fredericksburg • Winchester

www.VAbusinesssystems.com
ATTACHMENT 1

NEGOTIATIONS

1. Virginia Tech Question:

Does Virginia Business Systems agree to provide monthly invoices with payment due thirty (30) days after receipt of invoice or goods/services, whichever is later?

Contractor Answer:

Yes

2. Virginia Tech Question:

Do you agree that the initial contract period shall be for five years?

Contractor Answer:

Yes

3. Virginia Tech Question:

Upon completion of the initial contract period, does Virginia Business Systems agree that the contract may be renewed by Virginia Tech upon written agreement of both parties for five (5) one year periods, under the terms of the current contract?

Contractor Answer:

Yes

4. Virginia Tech Question:

If awarded a contract, do you agree to limit price increases to no more than the increase in the Consumer Price Index, CPI-W, All Items Category for the latest twelve (12) months for which statistics are available at the time of renewal or 3 percent, whichever is less?

Contractor Answer:

Yes

5. Virginia Tech Question:

If awarded a contract, are you willing to hold prices firm for the initial contract period and the first renewal year?

Contractor Answer:
Virginia Business Systems will hold prices firm for the initial five years of the contract. Due to uncertainty of inflation and U.S. economic factors (as we have already witnessed this year) we are not able to agree to the price for the 6th year. This being said, this also does not mean that it is not possible to offer the same price structure for the 6th year.

6. Virginia Tech Question:

Please identify the highest-level executive in your organization that is aware of this solicitation. Describe that person's commitment to assuring the highest quality service to Virginia Tech if your organization is awarded a contract.

Contractor Answer:

The CEO, Chairman and majority owner of the parent Company-Edwards Business Machines, Inc., James B. Edwards is keenly aware of the solicitation. James F. Dotter, the President of VBS, Executive Vice President and owner of EBM, Inc. was personally involved with the proposal preparation. Both share the same vision as presented in our Mission Statement and have run the organization per those tenets.

*To do the best for our clients and to completely satisfy them by providing quality business systems and superior services*

Our company is absolutely committed to the highest quality service as demonstrated by our manufacturer awards, industry awards and most importantly our references. Our experience in the educational sector, specifically higher education is unmatched in the Commonwealth of Virginia despite our relatively small size in comparison to much larger competitors. Our size is our strength meaning that an owner and decision maker is phone call away.

7. Virginia Tech Question:

Please describe your quickest turn around time if emergency services are needed.

Contractor Answer:

Virginia Business Systems will respond within the 2 hour response time. At some instances depending on location the response time could be quicker than that.

8. Virginia Tech Question:

Are you willing to contact departments on a monthly basis to address service issues?

Contractor Answer:

Yes. Additionally, end user and key operator training is provided at no additional cost for the life of the contract.
9. Virginia Tech Question:

Will you be able to handle increased volumes of business and/or provide service to additional departments during the course of the contract?

Contractor Answer:

Yes. Our Contract Relationship Manager, David Kellogg lives and works in Blacksburg, VA and will have Virginia Tech as his primary account and responsibility. We anticipate that David will grow the Virginia Tech Copy Services to the mutual benefit of Virginia Tech and Virginia Business Systems.

VBS will employ two full-time technicians to service the devices on campus which will have no impact on our abilities to service our existing fleet of devices in the surrounding area. Our current facilities and infrastructure can accommodate additional growth with a Regional Headquarter company owned facility and a satellite office in Blacksburg. We also are well positioned to serve the Cooperative extension offices throughout the Commonwealth of Virginia.

10. Virginia Tech Question:

What is the largest account, in terms of machines, that you service?

Contractor Answer:

VCU Health Systems has approximately 300 copiers and 200 facsimiles

The Commonwealth of Virginia (VITA copier contract) state copier/printer contract has approximately 750 under contract with VBS. VBS is the second largest vendor on the current VITA contract.

11. Virginia Tech Question:

How soon after contract award can you begin providing services and how many machines would be available within the first 30 days?

Contractor Answer:

We can provide services immediately and would have approximately 100 machines available within the first 30 days.

12. Virginia Tech Question:

Since our purchasing system requires precise and accurate information, please provide the following:

a. Legal name of your company.
b. Trade name (DBA) if different from legal name.
c. Taxpayer identification Number.
d. Company name and address to which Virginia Tech should mail purchase orders.
e. Company name and address to which Virginia Tech should mail payments.
f. IRS W-9 form (Request for Taxpayer Identification Number and Certification).

Contractor Answer:

a. Legal name of your company.
   Edwards Business Machines, Inc.

b. Trade name (DBA) if different from legal name.
   Virginia Business Systems

c. Taxpayer identification Number.

It appears there is a redacted section here.

d. Company name and address to which Virginia Tech should mail purchase orders.
   Virginia Business Systems: 7737 Garland Circle Roanoke, Virginia 24019

e. Company name and address to which Virginia Tech should mail payments.
   Virginia Business Systems: 9742 Innovation Way Chicago, IL 60682

f. IRS W-9 form (Request for Taxpayer Identification Number and Certification). Will send via scan-to-email

13. Virginia Tech Question:

Please comment on your willingness to register and participate in the eVA internet procurement solution described in the terms and conditions of the RFP.

Contractor Answer:

Virginia Business Systems actively participates in the eVA internet procurement system. We are currently registered with eVA and hold SWAM certification, see page 9 of our proposed response. We are a highly respected vendor for copiers/printers under VITA contract #VA-071116-VBS.

14. Virginia Tech Question:

Do you acknowledge, agree and understand that Virginia Tech cannot guarantee a minimum amount of business if a contract is awarded to your company?

Contractor Answer:

Yes.
15. Virginia Tech Question:

Are the prices for all goods/services listed in your proposal inclusive of all applicable eVA system transaction fees?

Contractor Answer:

Yes.

16. Virginia Tech Question:

Does the vendor acknowledge, agree, and understand that the terms and conditions of the RFP # 0006659 shall govern the contract if a contract is awarded to your company?

Contractor Answer:

Yes

17. Virginia Tech Question:

Contained within RFP#0006659, Virginia Tech requested a Cost Per Copy (CPC) with no monthly minimums. Can you provide Virginia Tech a CPC with no base charge?

Contractor Answer:

For the Virginia Tech Copy Program to operate most effectively and allow for continued success, it is imperative that copiers be placed in the appropriate volume level requirements. This allows Virginia Business Systems to offer the desired cost per page based on actual usage without negative effects on our financials.

18. Virginia Tech Question:

Virginia Tech requests that a 90 day supply of toner and other supplies be kept on hand at all times. Can Virginia Business Systems comply with this request?

Contractor Answer:

Yes. We can stock a 30 day supply on Va Tech campus in the area you will provide us and will also keep a 60 day stock in our warehouse facilities that are indicated in our proposed solution on page 36 and page 93 ‘I’.
19. Virginia Tech Question:

Will surge protectors be provided for each machine at no additional costs?

Contractor Answer:

Yes

20. Virginia Tech Question:

Will Virginia Business Systems accept and acknowledge that Virginia Tech’s Copier Coordinator has the authority to determine if any machine placed with the Virginia Tech Copier Management Program meets the client’s needs? If it is determined by the Copier Coordinator that a machine does not meet the clients needs, will Virginia Business Systems comply and replace the existing equipment with equipment that will meet the client’s needs?

Contractor Answer:

Yes, within the volume level bands of the contract.

21. Virginia Tech Question:

Is Virginia Business Systems willing to remove or relocate equipment to all Virginia Tech’s clients at no additional charge and supply all labor required with no assistance from Virginia Tech employees?

Contractor Answer:

Yes

22. Virginia Tech Question:

Will Virginia Business Systems provide (1) one technician for every (75) seventy five machines placed through the copier rental program as requested in the RFP and where will these technicians be located on a day to day basis?

Contractor Answer:

Virginia Business Systems will provide Va Tech with two (2) dedicated service technicians and will have an additional twenty-three (23) service technicians in the state for support. With-in the surrounding 150 mile radius of Virginia Tech campus we will have eight (8) technicians in this geographic area on a day-to-day basis.
23. Virginia Tech Question:

What would be the estimated time of arrival for delivery and service calls for off campus clients?

Contract Answer:

Depending on the geographic location and time the service call is placed, Virginia Business Systems will be responding to all Va Tech customers (using the Virginia Tech Copy Program) within the same response time guidelines of the contract as indicated in section IV: item C, on page 91 of our proposed response.

24. Virginia Tech Question:

What will be the cost per copy for an 11x17 copy for both black and white and color?

Contractor Answer:

All copies/prints will be charged at 8.5x11 size (letter). Therefore 11x17 would be two (2) 8.5x11 (letter size) copy/print charges. This is the same for black and white and color.

25. Virginia Tech Question:

Virginia Tech requires service on some Holidays when the university is open. Are there any holidays for which Virginia Business Systems will not provide service? If so, what are those holidays?

Contractor Answer:

Virginia Business Systems will be closed on the days of Christmas, New Year, and Thanksgiving.

26. Virginia Tech Question:

If a client is dissatisfied with the equipment or service, Virginia Tech shall remove the equipment and store it at Printing Services until it can be redeployed at a later date. Is Virginia Business Systems willing to abide by this procedure?

Contractor Answer:

Yes.
27. Virginia Tech Question:

For copiers placed with new clients at Virginia Tech, an evaluation period of 12 months will be necessary before it can be determined if the equipment level is appropriate for the location. If determined by Virginia Tech that the equipment needs to be replaced by a different level machine, will Virginia Business Systems abide by this evaluation and replacement procedure?

Contractor Answer:

Yes. Ideally, VBS will need to have a comfort level (currently represented as a base charge) to keep us whole should the volume not meet the volume guidelines. The base charge would only take place if the monthly volume is not met. As stated earlier, we are open to discussing a strategy that is mutually agreeable.

28. Virginia Tech Question:

Will Virginia Business Systems agree with Virginia Tech that there will be no third party vendors as requested in RFP#0006659 Attachment C.IV.D?

Contractor Answer:

Yes.

29. Virginia Tech Question:

Will Virginia Business Systems agree that copies made by their service technicians when performing service on machines, will no be charged on the monthly cost per copy invoices?

Contractor Answer:

Yes. There is a column on the example invoice in the proposal allowing for service copies. Service copies are recorded when technicians close a call and are deducted from the total copies made when invoicing.

30. Virginia Tech Question:

Will Virginia Business Systems agree that if any machine is determined to be non-operational for 8 business hours or longer, that a replacement or loaner machine will be provided until repairs can be completed?

Contractor Answer:

Yes.
31. Virginia Tech Question:

It is Virginia Tech’s strong desire to establish a price structure based solely on cost-per-copy. Is this an option that you are willing to negotiate?

Contractor Answer:

Yes. Virginia Business Systems (VBS) will provide a pricing structure based solely on cost-per-copy provided the copiers are in correct volume level/environment.

32. Virginia Tech Question:

Will you agree to supply copiers at a cost of $0.014 per copy for black and white copies and $0.05 for color copies?

Contractor Answer:

Yes. After further, extensive negotiation with the manufacturer, VBS will agree to supply copiers at the above cost per copy.

VBS will also service the existing fleet of Konica Minolta copiers currently in the Copier Management Program. All Konica Minolta equipment installed by VBS will meet volume level specifications and be new equipment.

33. Virginia Tech Question:

Will you agree to maintain 90 days of all supplies, except for staples, on site?

Contractor Answer:

Yes. VBS will maintain a 90 day supply inventory on Virginia Tech Campus.

34. Virginia Tech Question:

Will you agree to abide by all decisions made by the Virginia Tech Copier Manager to determine if any machine placed meets the client’s needs?

Contractor Answer:

Yes

35. Virginia Tech Question:

Will you provide advertising/marketing information (text, images, etc) in a specified electronic format within 5 working days of contract signing, at no additional cost, so that we can effectively communicate to campus the advantages of your copier program?
Contractor Answer:

Yes. VBS will continue to assist with promoting the copy management program through the life of the contract.

36. Virginia Tech Question:

Can you provide Virginia Tech with your most competitive up-time percentage for the copiers (i.e. the percentage of time monthly that a device is capable of performing at 100% capability)?

Contractor Answer:

99+% for the entire fleet serviced by VBS.

37. Virginia Tech Question:

What is the maximum number of machines you can deliver and install per day and for how many days? Additionally, how quickly after signing the contract can you begin delivery and installation?

Contractor Answer:

VBS can deliver 8 machines per day, 40 per week, or 200 per month. VBS can begin delivery and installation within a week of a signed contract.

38. Virginia Tech Question:

Will you conduct an annual survey of all departmental customers (or a randomly selected group) at no additional cost, to rate and evaluate hardware and service satisfaction and provide those results to Virginia Tech?

Contractor Answer:

Yes. VBS currently has developed a beta online client satisfaction survey monitored and reported by a third party (no bias). VBS will provide ongoing client satisfaction surveys for the life of the contract. VBS can survey selected departments or groups of departments. These surveys can be provided monthly, quarterly or annually. VBS can develop surveys based on the copy program’s specifications or requests, and additionally add suggestions to help maximize the results of the surveys. VBS is committed to maximizing the use of the hardware functions, assisting in growing the copy management program, and providing consistent, excellent service and support.

39. Virginia Tech Question:

Will you provide on-call end user and key operator training, at no additional cost, for the life of the contract?
Contractor Answer:

Yes. VBS will provide ongoing training and support for the life of the contract.

40. Virginia Tech Question:

Do ALL of your printers support Windows Vista and MAC OS X 10.1 and later? If not, please provide a list of the machines that do not support this software.

Contractor Answer:

Yes.

41. Virginia Tech Question:

Do ALL of the Printer/Copiers that have scanning functionality have the ability to scan to folder or URL, specifically pointing to a network folder using FTP or some other way to authenticate to the scan location?

Contractor Answer:

Yes. File formats supported: TIFF, PDF, XPS, encrypted PDF, scan to FTP, SMB, WebDAV and USB WS-scan; search up to 5 LDAP servers; send feature allows documents to be scanned to SMB, email, FTP, WebDAV, fax and user box simultaneously; LDAP support, 2,000 addresses.

42. Virginia Tech Question:

Do ALL printer/copiers have the ability to enabled IP Filters? Please list the models that do not.

Contractor Answer:

Yes. All Konica Minolta products support IP Address Filtering. Konica Minolta provides industry leading advanced security features.

43. Virginia Tech Question:

If departments opt to get machines with more features than their volume levels would justify, would there be additional charges? If so, what would the rates be for the following upgrades:

a. Level 1 up to level 2.

b. Level 2 up to level 3.

c. Level 3 up to level 4.

Contractor Answer:
Level 1 up to level 2: $50.00/month
Level 2 up to level 3: $50.00/month
Level 3 up to level 4: $50.00/month

44. Virginia Tech Question:

Since it is the intent that this contract will be in effect for up to ten years, what are the limits on the length of service for machines placed throughout the life of any resulting contract?

Contractor Answer:

All existing Konica Minolta equipment currently utilized in the Copy Management Program with Virginia Tech that has been in place for 24 months or less is currently being manufactured (in production). Konica Minolta supplies new parts for 10 years from the discontinue date of each copier model. Therefore this covers the intent of the 10 year contract.

Virginia Business Systems and the Virginia Tech Copier Coordinator will constantly work together as a team to ensure optimum machine performance and departmental satisfaction.