

STATE OF SOUTH DAKOTA
OFFICE OF PROCUREMENT MANAGEMENT
523 EAST CAPITOL AVENUE
PIERRE, SOUTH DAKOTA 57501-3182

IFB 24689 – DIGITAL COPIERS - ANNUAL

NOTICE

ADDENDUM 2

DATE: July 19, 2010

BUYER: Kathy Stasch

PHONE: 605-773-6877

Addendum 2 is being issued for the following:

The Konica Minolta rental copiers have upgraded with different model numbers; contract price remains the same. The following are the upgraded models:

Konica Minolta Bizhub 222 is now 223

Konica Minolta Bizhub 362 is now 363

Konica Minolta Bizhub 421 is now 423

The hard disk option for the Konica Minolta Bizhub 421 has decreased in price from \$17.35 to \$12.87.

All terms and conditions remain the same.



Jeff T. Holden, Director
Office of Procurement Management

STATE OF SOUTH DAKOTA
OFFICE OF PROCUREMENT MANAGEMENT
523 EAST CAPITOL AVENUE
PIERRE, SOUTH DAKOTA 57501-3182

IFB 24689 – DIGITAL COPIERS - ANNUAL

NOTICE

ADDENDUM 1

DATE: June 7, 2010

BUYER: Kathy Stasch

PHONE: 605-773-6877

Addendum 1 is being issued for the following:

Below is the policy for disposing of copiers with hard drives or other memory that might contain confidential or sensitive information.

Effective immediately all executive branch agencies should observe the following:

1. When a lease is up on a copier or you are ready to surplus out a copier, the copier should not leave your possession until you have first contacted the BIT help desk and advised them of that fact, and
2. A BIT staff person supervises and verifies that the data on the machine has either been removed or appropriately over written. (Because the different types of machines vary, in some cases this may mean over writing the data but leaving the hard drive in the machine, in other cases the hard drive will have to be removed entirely by the vendor and given to BIT for destruction. In other cases the machine may not have a hard drive. BIT will be responsible for dealing with those technical issues.)
3. Then and only then should the machine leave your possession.
4. In the case of machines provided by BOA to your agency, BOA will be responsible for contacting BIT and having the data removed. **In all other cases, where your agency has leased a machine directly or in some cases purchased and owns the copier, your agency must contact BIT directly and make arrangements for data removal.**
5. Some copier companies have been asking that the user sign a waiver of liability indemnifying the copier company if the data is compromised once they take back the machine. **DO NOT SIGN** such a waiver.

The following is the options the contracted vendors will honor and the cost for removing the information stored on the purchased and rental digital copiers.

A&B Business Products

Option 1: Contract Equipment must undergo a Department of Defense (DoD) three-pass minimum level erasure of hard drives at end of product life, or when any hard drive leaves Customer control.

Cost: \$300.00

Option 2: Contract Equipment must have technician removable hard drives that include an obligation to leave the drive in the state's possession at termination of the placement if so mandated by the state. The state will have the responsibility of securely erasing or destroying the hard drive in this case.

Cost: \$300.00

Best Business Products

On site:

Canon Equipment – Initialize All Data Settings – done by State of SD employee or Best Business Products representative.

Konica Minolta Equipment – Hard drive reformat done in service mode by Best Business Products representative.

Equipment returned by sales department to Best Business Products location.

In Best Business Products location (Sioux Falls, Pierre, Rapid City, Aberdeen, Watertown or Yankton):

Removal of hard drive in Best Business Products shop and handing to SD BIT to undergo a DoD three pass erasure of hard drive with State of SD software and returned to Best Business Product location. SD BIT will be responsible to pick up and deliver all hard drives.

Cost: No charge

Process To Wipe Drives In Copiers

1. BOA or Agency enters a work order with BIT Help Desk indicating a copier is being replaced and the hard drive needs to be wiped.

The below information should be sent with the request:

- Agency and location (building/town)
- Agency contact person and phone number
- Copier vendor
- Vendor contact
- Vendor phone number
- Copier brand and model
- Copier serial number

2. BOA or Agency will get confirmation of the call ticket being entered. In this confirmation will be a Heat ticket number. This Heat ticket number needs to be given to the vendor.
3. Vendor initializes and/or reformats the hard drive onsite;
4. Vendor clears memory of email address, fax numbers, etc. while onsite
5. Vendor brings the copier to the home office
6. Vendor contacts the BIT Help Desk – 773-4357 and provides the below information:
 - Heat ticket number
 - Agency and location copier came from
 - Copier location
7. BIT LAN Services gets hard drive from vendor and takes it to their home station.

8. BIT LAN Services connects the drive to a computer via USB to hard drive cable and runs WipeDrive with a 3 pass option.
9. BIT LAN Services returns the drive to vendor.

All terms and conditions remain the same.

A handwritten signature in black ink, appearing to read "Jeff T. Holden". The signature is fluid and cursive, with a large initial "J" and "H".

Jeff T. Holden, Director
Office of Procurement Management

STATE OF SOUTH DAKOTA
OFFICE OF PROCUREMENT MANAGEMENT
523 EAST CAPITOL AVENUE
PIERRE, SOUTH DAKOTA 57501-3182

DIGITAL COPIERS ANNUAL

Buyer: Kathy Stasch (011)
Phone: 605-773-6877
Fax: 605-773-4840
email: Kathy.Stasch@state.sd.us

September 23, 2009

CONTRACT TERM: This notice establishes a contract resulting from IFB #24689 & 24690, to furnish the articles or commodities specified therein, as required by various State agencies for the term of one (1) year from October 12, 2009 thru October 11, 2010, inclusive.

EXTENSION: The State may, at its own discretion, extend a contract for an additional two (2) months past the original contract expiration date. Further extensions may be for a period of one year. Notice shall be given by the State to the vendor at least 60 days prior to the termination of the contract, and the vendor shall agree to such extension within 30 days thereafter, before such extension period shall become effective.

TERMINATION: The State reserves the right to terminate any contract in accordance with either of the following:

- A. The failure of the State Legislature to provide funds and expenditure authority relative to the procurement which is the subject of the contract. Vendor agrees that a termination because of a lack of funds or expenditure authority will not result in a claim against the State or any officer or employee thereof. Notice from Office of Procurement Management will be given to the vendor in the event of termination.
- B. In the event a vendor fails to perform in good faith or in accordance with the terms of the contract, and cannot furnish good and sufficient cause for its failure to perform, the contract shall be terminated and the State shall take the necessary action to recover any damage to the State from the defaulting vendor. Written notice shall be given to the vendor stating the reason(s) for termination. Circumstances such as strikes and/or fire over which the vendor has no control will not be considered sufficient cause for termination.

DELIVERY: All orders are F.O.B. destination with all transportation, handling and installation charges paid by the contractor. Deliveries shall be made at such time, place and in such quantities as shown on the Purchase Order or Rental Agreement. All items in common usage are to be shipped within 30 days from the date of purchase order or Rental Agreement. An additional 10 days will be allowed for back-ordered items when notification is given, in writing, to the ordering agency that the items are not available for immediate delivery.

VENDOR INFORMATION: All delivery tickets, invoices and statements shall show the purchase order number, brand or trade name and State Item Number when applicable as shown in the contract. Invoices must be submitted in duplicate to the State agency ordering the merchandise. **DO NOT SUBMIT STATEMENT OR INVOICES TO THE OFFICE OF PROCUREMENT MANAGEMENT AS IT ONLY DELAYS PAYMENT.**

Any accessory options the agency is needing to purchase or lease with the equipment and is not listed in this Notice of Award must be approved by the Bureau of Information and Telecommunications.

PRICING: If any of the items awarded on this contract decrease in price during the term of the contract, the contractor must contact the Office of Procurement Management in writing within seven (7) working days of the decrease(s). The State will receive full advantage of the price decrease(s) when it becomes effective. Failure to notify the Office of Procurement Management of price decreases may result in the cancellation of the contractor's contract and recovery of the overcharged amount from the contractor. Price decreases are acceptable on invoice(s) presented for payment. If the open market price of a specific contract item is under the contractor's price, the State reserves the right to purchase the lower priced product.

PERIODIC REVIEW: The State of South Dakota will be conducting periodic reviews of market prices and changes in technology. The State reserves the right to purchase components for specific applications from different suppliers.

NON-DISCRIMINATION STATEMENT: The State of South Dakota requires that all contractors, vendors, and suppliers doing business with any State agency, department, or institution, provide a statement of non-discrimination. By signing this proposal, as required on page one, the solicitor certifies they do not discriminate in their employment practices with regard to race, color, creed, religion, age, sex, ancestry, national origin or disability.

RECORDS: To assist the State in its production planning, contractor shall maintain and furnish the State with the following records:

A. Contractor is required to establish a relational database or other sales tracking system from which to produce regular reports to the State.

For each purchase, the contractor will be able to report at least the following information:

- Date and time ordered
- Date and time shipped
- Location shipped
- Purchaser order number
- Device name and device identification number
- Serial number
- Agency name

The contractor shall provide, upon request, summary reports of the following:

- A summary of items purchased
- A breakdown, by State agency and by unit of local government, (i.e., county, school district), of the items purchased
- A report of backordered products
- A summary of reports time (from time of customer's order placement to the time of shipment to customer)
- A summary of system units purchased as well as the most frequently purchased item

The State and contractor will mutually agree upon the report format.

B. Maintenance, service and customer records

To enable the Office of Procurement Management to maintain quality control over products purchased by State entities, contractor shall maintain, and upon request provide to the Office of Procurement Management, complete records reporting all field engineering, maintenance and preventive maintenance, repair and service calls made to the State entities that have purchased the contractor's products, as recorded, as well as any complaints received from these State entities regarding contractor's products.

The contractor will provide maintenance for the life of the machine and continue even if the vendor no longer has a current contract.

TERMS & CONDITIONS: All terms and conditions of Solicitation 24689 & 24690 apply.

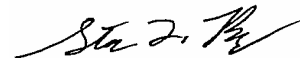
STATE AGENCIES: Item numbers and a brief description must be used when ordering from this contract.

Any accessory options you are needing to purchase or lease with the equipment and is not listed in this Notice of Award must be approved by the Bureau of Information and Telecommunications.

Purchasing Digital Copier

PURCHASING INSTRUCTIONS: All purchases made by State agencies, institutions and Universities from this contract, **MUST** enter a requisition to Procurement Management. The digital copier catalog is available on EasyPurchase. All copier purchases for agencies in Pierre must be approved through Ann Hirsch, Central Duplicating Administrator at 1320 E Sioux Ave., Pierre, SD 57501. Central Duplicating Administrator will approve and send all requisitions to Procurement Management. Information on requisitions should also include number of employees using digital copier, number of copies used per month and contact person name and telephone number.

- ❖ Academic agencies under the direction of the Board of Regents are not required to send requisitions through the Central Duplicating Administrator.
- ❖ For rental instructions see pages 9 and 14.
- ❖ Maintenance to include all parts, labor, mileage, per diem, toner, developer, fuser agent, reclaim bottles, staples and/or all other consumables with the exception of paper. The contractor will provide maintenance for the life of the machine and continue even if the vendor no longer has a current contract.



Steve Berg, Assistant Director
Office of Procurement Management

[Contractors](#)
[Kyocera Taskalfa 221](#)
[Toshiba E355](#)
[Toshiba E455](#)
[Toshiba E655](#)
[Digital Copier Rentals](#)
[Konica Minolta Bizhub 222](#)
[Konica Minolta Bizhub 362](#)
[Konica Minolta Bizhub 421](#)
[Konica Minolta Bizhub 601](#)
[Rental Form](#)

CONTRACTORS

A&B BUSINESS

1600 North A Ave.
Sioux Falls, SD 57104-0370

Contact: Joel Running
Mike Coulter
Phone: 605-335-8520 Joel/Mike
Fax: 605-335-8942 Joel/Mike
Email: joelr@abbusiness.com
mikec@abbusiness.com

Vendor Number: 12036980
Contract #15773

CENTURY BUSINESS PRODUCTS

1011 East 15th St., PO Box 1838
Sioux Falls, SD 57101-1838

Contact: Kevin Jergenson
Phone: 605-335-7367
Fax: 605-335-3551
Email: Kevin@cbp-sd.com

Vendor Number: 12039139
Contract #15774

BEST BUSINESS PRODUCTS

PO Box 2288
Sioux Falls, SD 57101-2288

Contact: Tom Bowers
Phone: 605-224-7327/605-336-1484
Fax: 605-224-4228/605-335-5727
Email: tbowers@bbpsd.com
bschoemer@bbpsd.com

Vendor Number: 12031022-01
Contract #15775

DESCRIPTION	BRAND	MODEL	UNIT OF MEASURE	PRICE
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Kyocera TASKafla 221

Century Business Products Contract: 15774

60072000	Digital Copier, with 64 MB Memory, 4X300 Sheet Paper Trays, Ethernet, RJ45, Network Capable, RADF, Automatic Duplex, Fax, Scan to Email/Network, Automatic Stapling, 50 Sheet Bypass, Electronic Sorting, Cabinet, 5-1/2x8-1/2 minimum copy, 11x17 copies. 22 copies per minute, maintenance .0047 per copy.	Kyocera	TASKafla 221	EACH	2634.83
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Copier Accessories:

60072004	Job Separator	Kyocera	JS-420	Each	280.00
60072008	125 MB Memory Upgrade	Kyocera	SD-100-128B	Each	200.00

Printer Accessories:

	Hard Disk Option	Kyocera	HD-5	Each	630.00
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Fax Accessories:

60072010	Fax Memory	Kyocera	MM-13-32	Each	354.00
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Scanner Options:

	512 MB Printer/Scan Memory	Kyocera	SD-144-512A	Each	275.00
	1 GB Printer/Scan Memory	Kyocera	SD-144-1A	Each	325.00

DESCRIPTION	BRAND	MODEL	UNIT OF MEASURE	PRICE
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Toshiba e-Studio 355

A&B Business Contract: 15773

60072020	Digital Copier, with 1GB RAM, 60 GB HDD, 1100 sheet capacity, Ethernet, RJ45, Network Capable, RADF, Automatic Duplex, Fax, Scan to Email/Network, Automatic Stapling, 3 Hole Punch, 100 Sheet Bypass, Electronic Sorting, Cabinet, 5-1/2x8-1/2 minimum copy, 11x17 copies. 35 copies per minute, Maintenance .0032 per copy.	Toshiba	e-Studio 355	Each	3301.00
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Copier Accessories:

	Additional Paper Drawer, 2000 Sheets	Toshiba	KD1026	Each	317.00
	550 Sheet Paper Feed Pedestal	Toshiba	KD1025	Each	149.00
60072022	550 Sheet Drawer – Need with KD1025	Toshiba	KD1033	Each	149.00
	Offset Catch Tray	Toshiba	MJ5005	Each	125.00
	Re-Rite OCR Software	Toshiba	GB1280T	Each	670.00

Fax Accessories:

	2 nd Line Fax for GD1250	Toshiba	GD1260	Each	297.00
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DESCRIPTION	BRAND	MODEL	UNIT OF MEASURE	PRICE
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Toshiba e-Studio 455

A&B Business Contract: 15773

60072030	Digital Copier, with 1GB RAM, 60 GB HDD, 1100 sheet capacity, Ethernet, RJ45, Network Capable, RADF, Automatic Duplex, Fax, Scan to Email/Network, Automatic Stapling, 3 Hole Punch, 100 Sheet Bypass, Electronic Sorting, Cabinet, 5-1/2x8-1/2 minimum copy, 11x17 copies. 45 copies per minute, maintenance .003 per copy.	Toshiba	e-Studio 455	EACH	3699.00
Copier Accessories:					
	Additional Paper Drawer, 2000 Sheets	Toshiba	KD1026	Each	317.00
	550 Sheet Paper Feed Pedestal	Toshiba	KD1025	Each	149.00
	550 Sheet Drawer – Need with KD1025	Toshiba	KD1033	Each	149.00
	Offset Catch Tray	Toshiba	MJ5005	Each	125.00
	Re-Rite OCR Software	Toshiba	GB1280T	Each	670.00
Fax Accessories:					
	2 nd Line Fax for GD1250	Toshiba	GD1260	Each	297.00

DESCRIPTION	BRAND	MODEL	UNIT OF MEASURE	PRICE
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Toshiba e-Studio 655

A&B Business Contract: 15773

60072040	Digital Copier, with 1 GB RAM, 60 GB HDD, 2x500 Sheet Drawer; 2x1,250 Sheet Tandem Drawer; , Ethernet, RJ45, Network Capable, RADF, Automatic Duplex, Fax, Scan to Email/Network, Automatic Stapling, 3 Hole Punch, 100 Sheet Bypass, Electronic Sorting, Cabinet, 5-1/2x8-1/2 minimum copy, 11x17 copies. 65 copies per minute, maintenance .0025 per copy.	Toshiba	e-Studio 655	EACH	6157.00
Copier Accessories:					
	Additional Paper Drawer, Capacity 4000	Toshiba	MP4004	Each	688.00
	50 Sheet Saddle-Stitch Finisher	Toshiba	MM1025	Each	1731.00
	100 Sheet Saddle-Stitch Finisher	Toshiba	MJ1029	Each	2300.00
	Hole Punch for MJ1025, MJ1029	Toshiba	MJ6003	Each	189.00
	Re-Rite OCR Software	Toshiba	GB1280T	Each	670.00
Fax Accessories:					
	2 nd Line Fax for GD1250	Toshiba	GD1260	Each	297.00

Renting Digital Copiers

RENTAL INSTRUCTIONS: All rentals made by State agencies, institutions and Universities, from this contract MUST fill out the attached digital copier rental form and send to Procurement Management. All copier rentals for agencies in Pierre must be approved through Ann Hirsch, Central Duplicating Administrator at 1320 E Sioux Ave., Pierre, SD 57501. Central Duplicating Administrator will approve and send all rental forms to Procurement Management.

- ❖ Academic agencies under the direction of the Board of Regents are not required to send rental forms through the Central Duplicating Administrator.
- ❖ Rental pricing is for a period of 36 months. The rental payments will commence with the satisfactory installation of equipment on user premises and ending at the end of the rental period with a year-to-year option to extend at the same pricing.
- ❖ Maintenance to include all parts, labor, mileage, per diem, toner, developer, fuser agent, reclaim bottles, staples and/or all other consumables with the exception of paper. The contractor will provide maintenance for the length of the rental agreement and continue even if the vendor no longer has a current contract.

DESCRIPTION	BRAND	MODEL	UNIT OF MEASURE	PRICE
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Konica Minolta Bizhub 222

Best Business Products Contract: 15775

Digital Copier, with 192MB Memory and 2 X 500 Sheet Paper Drawers, 1150 Sheet Paper Capacity, Ethernet, RJ45, Network Capable, RADF, Automatic Duplex, Fax, Scan to Email/Network, Automatic Stapling, 150 Sheet Bypass, Electronic Sorting, Cabinet, 5 1/2"x8 1/2" minimum copy, 11x17 copies. 22 copies per minute, maintenance .004 per copy.	Konica Minolta	Bizhub 222	Each	63.19
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Copier Accessories:

Additional paper Drawer, capacity:				
1x500		PC108	Each	14.35
2x500		PC206	Each	20.29
2,500 Sheet Paper Deck		PC407	Each	19.67
2/3 Hole Punch		PU501	Each	11.35
Output Tray		OT602	Each	3.00

Printer Accessories:

Hard Disk Option		HD504	Each	12.87
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FAX Accessories:

Multi-Line Fax Kit		ML502	Each	14.75
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DESCRIPTION	BRAND	MODEL	UNIT OF MEASURE	PRICE
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Konica Minolta Bizhub 362

Best Business Products Contract: 15775

Digital Copier, with 192MB Memory and 2 X 500 Sheet Paper Drawers, 1150 Sheet Paper Capacity, Ethernet, RJ45, Network Capable, RADF, Automatic Duplex, Fax, Scan to Email/Network, Automatic Stapling, 3 Hole Punch, 150 Sheet Bypass, Electronic Sorting, Cabinet, 5-1/2x8-1/2 minimum copy, 11x17 copies. 36 copies per minute, Maintenance .0038per copy.	Konica Minolta	Bizhub 362	Each	77.73
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Copier Accessories:

Additional Paper drawer, capacity: 1x500		PC108	Each	14.35
2x500		PC206	Each	20.29
2,500 Sheet Paper Deck		PC407	Each	19.67
Output Tray		OT602	Each	3.00

Printer Accessories:

Hard Disk Option		HD504	Each	12.87
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Fax Accessories:

Multi-Line Fax Kit		ML502	Each	14.75
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DESCRIPTION	BRAND	MODEL	UNIT OF MEASURE	PRICE
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Konica Minolta Bizhub 421

Best Business Products Contract: 15775

Digital Copier, with 1024MB Memory and 2 X 500 Sheet Paper Drawers, 1150 Sheet Paper Capacity, RADF, Automatic Duplex, Fax, Scan to Email/Network, Automatic Stapling, 3 Hole Punch, 150 Sheet Bypass, Electronic Sorting, Cabinet, 5-1/2x8-1/2 minimum copy, 11x17 copies. 42 copies per minute, maintenance .0033 per copy.	Konica Minolta	Bizhub 421	Each	88.69
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Copier Accessories:

Additional Paper drawer, 2x500		PC206	Each	20.29
2,500 Sheet Paper Deck		PC407	Each	19.67
3,000 Sheet Finisher		FS523	Each	56.87
Output Tray		OT602	Each	3.00
Saddle Stitch Kit-STD. Finisher		SD507	Each	25.59

Printer Accessories:

Hard Disk Option		HD509	Each	17.35
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Fax Accessories:

Multi-Line Fax Kit		ML503	Each	22.67
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DESCRIPTION	BRAND	MODEL	UNIT OF MEASURE	PRICE
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Konica Minolta Bizhub 601

Best Business Products Contract: 15775

Digital Copier, with 1GB Memory and 3600 sheet capacity, Ethernet, RJ45, Network Capable, RADF, Automatic Duplex, Fax, Scan to Email/Network, Automatic Stapling, 3 Hole Punch, 100 Sheet Bypass, Electronic Sorting, Finisher 3000 Sheets, Cabinet, 5-1/2x8-1/2 minimum copy, 11x17 copies. 60 copies per minute, maintenance .0030 per copy.	Konica Minolta	601	Each	148.56
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Copier Accessories:

4000 Sheet Paper Deck-LTR		LU405	Each	36.00
4,000 Sheet Paper Deck 12x18		LU406	Each	52.00
Finisher-100 Sheet Stapling		FS525	Each	47.00
Finisher-Booklet		FS610	Each	87.00
Post Inserter		PI504	Each	18.00
Output Tray		OT505	Each	5.00

Printer Accessories:

Hard Disk Option		HD510	Each	17.31
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Digital Copier Rental Form

Date: _____

Agency: _____

Contact Person: _____

Phone Number: _____

Number of copies per month: _____

Number of employees using copier: _____

Current Rental Agreement Number for existing digital copier: _____

Digital Copier machine requested: (If on contract list pricing of digital copier and options needed. If not on contract list machine needed with specifications.)

TOTAL: _____

Special Needs:

Address equipment will be kept/maintained at:

Address Rental invoices and maintenance billing will be sent to:

Contact person if different than above:

Phone number:

APPROVAL SIGNATURES
