

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](mailto:Kathy.Stasch@state.sd.us)

September 1, 2011

**CONTRACT TERM:** This notice establishes a contract resulting from IFB #25778 & 25779, to furnish the articles or commodities specified therein, as required by various State agencies for the term of one (1) year from October 12, 2011 thru October 11, 2012 inclusive.

**EXTENSION:** The State may, at its own discretion, extend a contract for an additional two (2) months past the original contract expiration date. The State may renew this contract for up to four (4) additional one (1) year periods. 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.

**PRICING:** All prices quoted in the referenced proposal are firm for the term of this contract. Price decreases are acceptable on invoice(s) presented for payment. If the open market price of a specific contract item is under the vendor's price, the State reserves the right to purchase the lower priced product.

**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:** Unless otherwise specified in the solicitation or awarding documents, all deliveries shall be F.O.B. Destination. The bidder(s) awarded the contract(s) shall prepay all packaging, handling, shipping and delivery charges and firm prices quoted in the bid shall include all such charges. All products and/or services to be delivered pursuant to the contract(s) shall be subject to final inspection and acceptance by the State at destination. "Destination" shall mean delivered to the receiving dock or other point specified in the purchase order. The State assumes no responsibility for goods until accepted by the State at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the supplier until accepted by the receiving agency. The supplier(s) awarded the contract(s) shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance.

Supplier(s) awarded the contract(s) shall be required to deliver products and services as bid, during normal working hours, on or before the required date. Deviations, substitutions or changes in products and services shall not be made unless expressly authorized in writing by the Office of Procurement Management. An additional ten (10) days will be allowed for back-ordered items when the suppliers gives written notification to the ordering agency that the items are not available for immediate delivery.

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 this contract. Invoices must be submitted in duplicate to the State Agency ordering the merchandise. DO NOT SUBMIT STATEMENTS OR INVOICES TO THE OFFICE OF PROCUREMENT MANAGEMENT AS IT ONLY DELAYS PAYMENT.

**VENDOR INFORMATION:** Any accessory options the agency is wishing 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.

**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 25778 & 25779 apply.

**STATE AGENCIES:** 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.

**DISPOSING OF COPIERS WITH HARD DRIVES OR OTHER MEMORY:** Below is the policy for disposing of copiers with hard drives or other memory that might contain confidential or sensitive information for this contract:

1. The Toshiba digital copiers have a standard feature, the HDD Overwrite, that meets the Department of Defense (DoD) standard 5220.22M. There is no requirement that a BIT staff person supervises the removal of the copier for surplus and or at the expiration of the rental agreement. A&B Business may remove the machine without BIT being notified ahead of time.

2. 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.

**For previous contracts the agencies need to follow the policies below:**

1. When a lease is up on a copier or you are ready to surplus out a copier, the copier should not leave the agencies 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 in memory or 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. BIT will have the responsibility of securely erasing the hard drive and will return the hard drive to the contract vendor. 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 the BIT Help Desk directly and make arrangements for data removal.**

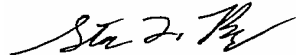
5. The Kyocera Taskalfa 221 and all of the Toshiba digital copiers will have technician removable hard drives removed before the expired copier is removed from the building.

6. The Canon imageRunner ir2525 does not have a hard drive but does have S-RAM memory that can hold address books and email address. The technician will clear everything that was stored in the S-RAM before the digital copier is removed from the building.

## 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.

- ❖ **Agency WILL NOT be allowed to remove standard specification accessories from the copier such as the Fax, 2/3 Hole Punch and or Scanner.**
- ❖ 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 page 8.
- ❖ For rental form see page 11.
- ❖ 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.



Steven L. Berg, Director  
Office of Procurement Management

## CONTRACTORS

### **A&B BUSINESS**

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

Contact: Joel Running  
Amy VanEck  
Phone: 605-335-8520 Joel/Amy  
Fax: 605-335-8942 Joel/Amy  
Email: [joelr@abbusiness.com](mailto:joelr@abbusiness.com)  
[amyvan@abbusiness.com](mailto:amyvan@abbusiness.com)

Vendor Number: 12036980  
Contract #16196

## Toshiba e-Studio 355SE

**A&B Business Contract: 16196**

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, 100 Sheet Bypass, Electronic Sorting, Cabinet, 5-1/2x8-1/2 minimum copy, 11x17 copies. <b>35 copies per minute, Maintenance .0032 per copy.</b>	Toshiba	e-Studio 355SE	EACH	\$2129.00
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**Copier Accessories:**

Additional Paper Drawer, 2500 Sheets	Toshiba	LCF	Each	\$361.00
Re Rite OCR Software This software will take a scanned document and allow you to edit the document.	Toshiba	GB1280T	Each	\$670.00

## Toshiba e-Studio 355SE

**A&B Business Contract: 16196**

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, <b>3 Hole Punch</b> , 100 Sheet Bypass, Electronic Sorting, Cabinet, 5-1/2x8-1/2 minimum copy, 11x17 copies. <b>35 copies per minute, Maintenance .0032 per copy.</b>	Toshiba	e-Studio 355SE	Each	\$2364.00
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**Copier Accessories:**

Additional Paper Drawer, 2500 Sheets	Toshiba	LCF	Each	\$361.00
Saddle Stitch Finisher with Hole Punch	Toshiba	MJ1024	Each	\$2170.00
Re Rite OCR Software This software will take a scanned document and allow you to edit the document.	Toshiba	GB1280T	Each	\$670.00

# Toshiba e-Studio 455SE

A&B Business Contract: 16196

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. <b>45 copies per minute, maintenance .003 per copy.</b>	Toshiba	e-Studio 455SE	EACH	\$2654.00
<b>Copier Accessories:</b>				
Additional Paper Drawer, 2500 Sheets	Toshiba	LCF	Each	\$361.00
Saddle Stitch Finisher with Hole Punch	Toshiba	MJ1024	Each	\$2170.00
Re Rite OCR Software This software will take a scanned document and allow you to edit the document.	Toshiba	GB1280T	Each	\$670.00

# Toshiba e-Studio 655SE

A&B Business Contract: 16196

Digital Copier, with 1GB RAM, 60 GB HDD, 1000 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. <b>65 copies per minute, maintenance .0025 per copy.</b>	Toshiba	e-Studio 655SE	EACH	\$4616.00
<b>Copier Accessories:</b>				
4000 Sheet Paper Deck	Toshiba	LCF	Each	\$783.00
Saddle Stitch Finisher, 50 Sheet with Hole Punch	Toshiba	MJ1028	Each	\$2705.00
Saddle Stitch Finisher, 100 Sheet with Hole Punch	Toshiba	MJ1029	Each	\$3495.00
Re Rite OCR Software This software will take a scanned document and allow you to edit the document.	Toshiba	GB1280T	Each	\$670.00

## 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. The rental copiers are listed in a catalog on EasyPurchase. Agencies may create a requisition on EasyPurchase. A local purchase order will be created in EasyPurchase but it won't be batched into INFOR and no money will be encumbered. Rentals will be paid on a per month basis just like you have before but the rental will be captured in EasyPurchase for reporting capabilities.

- ❖ **Agency WILL NOT be allowed to remove standard specification accessories from the copier such as the Fax, 2/3 Hole Punch and or Scanner.**
- ❖ 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 an option to extend for one year by mutual agreement if rental cost is decreased by no less than half the original cost and a fiscal year-to-year option to extend after that.
- ❖ 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.

## Toshiba eStudio 355SE

### A&B Business Contract: 16196

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, 100 Sheet Bypass, Electronic Sorting, Cabinet, 5-1/2x8-1/2 minimum copy, 11x17 copies. <b>35 copies per minute, Maintenance .0032 per copy.</b>	Toshiba	e-Studio 355SE	Each	\$60.00
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### Copier Accessories:

Additional paper Drawer, capacity 2500	Toshiba	LCF	Each	\$11.20
Re-Rite OCR Software This software will take a scanned document and allow you to edit the document.	Toshiba	GB1280T	Each	\$21.00

## Toshiba eStudio 355SE

### A&B Business Contract: 16196

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. <b>35 copies per minute, Maintenance .0032 per copy.</b>	Toshiba	eStudio 355SE	Each	\$66.00
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### Copier Accessories:

Additional paper Drawer, capacity 2500	Toshiba	LCF	Each	\$11.20
Saddle Stitch Finisher with Hole Punch	Toshiba	MJ1024	Each	\$67.25
Re-Rite OCR Software This software will take a scanned document and allow you to edit the document.	Toshiba	GB1280T	Each	\$21.00

## Toshiba eStudio 455SE

A&B Business Contract: 16196

Digital Copier, with 1 GB Memory and 2 X 550 Sheet Paper Drawers, 1200 Sheet Paper Capacity, 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. <b>45 copies per minute, maintenance .003 per copy.</b>	Toshiba	eStudio 455SE	Each	\$74.00
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### Copier Accessories:

Additional paper Drawer, capacity 2500	Toshiba	LCF	Each	\$11.20
Saddle Stitch Finisher with Hole Punch	Toshiba	MJ1024	Each	\$67.25
Re Rite OCR Software This software will take a scanned document and allow you to edit the document.	Toshiba	GB1280T	Each	\$21.00

## Toshiba eStudio 655SE

A&B Business Contract: 16196

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. <b>65 copies per minute, maintenance .0025 per copy.</b>	Toshiba	eStudio 655SE	Each	\$129.00
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### Copier Accessories:

Additional Paper Drawer, capacity 4000	Toshiba	LCF	Each	\$25.00
Saddle Stitch Finisher, 50 Sheet with Hole Punch	Toshiba	MJ1028	Each	\$84.00
Saddle Stitch Finisher, 100 Sheet with Hole Punch	Toshiba	MJ1029	Each	\$109.00
Re Rite OCR Software This software will take a scanned document and allow you to edit the document.	Toshiba	GB1280T	Each	\$21.00

**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.)

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TOTAL: \_\_\_\_\_  
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Special Needs:  
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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**

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