

REQUEST FOR PROPOSAL

Carbon County School District One
615 Rodeo Street
Rawlins, WY 82301
Phone: (307) 328-9229

GENERAL PROVISIONS

DEFINITIONS

CCSD#1/The District - These terms refer to Carbon County School District Number One, a duly organized public entity.

Vendor/Proposer/Contractor - This term refers to all recipients of this Invitation.

Bid/Proposal - refers to the entire process and includes the Invitation, Special Provisions, Specifications or Requirements

Invitation/Request - includes this document and any related attachments or amendments.

Invitation/Request Clarification - Questions regarding this RFP should be directed in writing, preferably by email, to the Business Manager at bbartz@crb1.net, as soon as possible after your receive the RFP. If applicable, answers citing the question asked but not identifying the questioner will be distributed simultaneously to all known prospective Proposers. NOTE: Written requirements in the Invitation or its amendments are binding, but any oral communications between vendor and the District are not.

Bidder/Proposer Responsibility - We expect you to be thoroughly familiar with all specifications and requirements of this Invitation. Your failure or omission to examine any relevant form, article, site or document will not relieve you from any obligation regarding this Invitation. If at any time we discover deviations in your Reply that are not identified, you will be subject to disqualification from consideration or cancellation of contract.

GENERAL

Notice is hereby given that CCSD #1 will receive sealed proposals up to 2:00 p.m. April 22, 2019, at that time to be publicly opened in the Central Office, for the purchase of seventeen (17) copy machines and maintenance agreement on said copy machines for 60 months. The delivery and payment of copy machines must be before June 25, 2019.

Proposals must be received in the Business Department by the time and date specified. Proposals received after the specified time and date will not be accepted and will be returned unopened to the proposer.

All proposals must be submitted on the forms supplied by CCSD #1 and signed by a proper official of the company proposing. Telephone, telegraph, email or fax proposals will not be accepted.

No proposal will be considered which modifies any of the terms and conditions.

By submitting this proposal, the proposer certifies under penalty of perjury that he has not acted in collusion with any other proposer or potential proposer.

PREPARATION OF PROPOSALS

It is the responsibility of the proposer to carefully examine the specifications and proposal documents and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the proposed proposal purchase.

No oral or telephone interpretations of the proposal shall be binding upon CSCD #1. All changes or interpretations to RFP shall be made by written addendum.

If erasures or other changes appear on the proposal or proposal forms, each erasure or change must be initialed by the person signing the proposal.

In case of error in the extension of prices in the proposal, the unit price will govern. In case of discrepancy in the price between the written and numerical amounts, the written amount will govern.

All proposal prices are to be quoted F.O.B. destination with transportation payment terms prepaid and allowed.

MATERIAL AVAILABILITY

It is the responsibility of the proposer to verify the availability of material, production schedules, and other pertinent data prior to submission of the proposal and delivery time. It is the responsibility of the proposer to notify CCSD #1 immediately if items specified are discontinued, replaced, or not available for an extended period of time. CCSD #1 reserves the right to charge back additional costs (freight, special handling, difference in purchase price, etc.) to the successful proposer when items are not supplied as offered.

Failure of a proposer to furnish, within the time specified, the equipment, supplies, materials, and/or services from a proposal, on which an award is made, shall be cause for removal of the proposer from the active list of proposers.

MODIFICATION OR WITHDRAWAL OF PROPOSALS

A proposal that is in the possession of the Business Manager may be altered by a fax, or letter bearing the signature or name of person authorized for proposing, provided that it is received prior to the time and date set for the proposal opening. Telephone or verbal alterations of a proposal will not be accepted.

A proposal that is in the possession of the Business Manager may be withdrawn by the proposer, up to the time set for the proposal opening, by a fax, or letter bearing the signature or name of person authorized for proposing. Proposals may not be withdrawn after the proposal opening and shall remain valid for a period of sixty (60) calendar days from the date set for the proposal opening, unless otherwise specified.

TAX EXEMPTION

CCSD #1 is exempt from Wyoming sales or use tax for direct purchases of materials and supplies. A copy of the Wyoming Sales Tax Exemption Form will be issued upon request.

AWARD AND PURCHASE

Minority business enterprises will be afforded full opportunity to propose and to contract with CCSD #1 and will not be subject to discrimination on the grounds of race, creed, color, national origin, sex, or handicap in consideration for an award.

A signed purchase order or a bilaterally signed contract as furnished to a successful proposer will create a binding contract by both parties.

Carbon County School District #1 reserves the right to waive irregularities and informalities and to accept any proposal and to reject any and all proposals and to disapprove of any and all subcontractors as may be in the best interest of CCSD #1. Time and date requirements for proposal openings will not be waived.

SPECIAL PROVISIONS

CONTRACT REQUIREMENTS

Period of Contract: The maintenance service contract shall be for a period of sixty (60) months.

The Request for Proposal document as well as the vendor's response to the RFP will be a part of the contract between CCSD #1 and the successful vendor.

REPRESENTATIVES

Vendor Representative: The successful vendor shall appoint, by name, an account representative who will be responsible for insuring that the account will be maintained in a condition which will result in a satisfactory contract arrangement. The appointed representative shall be responsible for complete customer service support but not limited to the maintenance service, invoice procedures and in-house care maintenance program. The successful vendor shall immediately notify CCSD #1's Business Manager if there is a change in the company representative.

CCSD#1 Representative: The Business Manager is the contact person for this contract. Any machine moves, billing concerns, etc., need to be coordinated through the Business Manager. If written approval for any transactions has not given by the Business Manager, the transaction becomes the responsibility of the Vendor.

TERMINATION

Termination of the agreement may be made by any party at any time with cause or mutual consent, upon no less than sixty (60) days written notice by certified mail, facsimile or personal delivery of notice to the other parties. This contract shall remain in full force and effect until terminated as provided herein.

The District may, upon sixty (60) days written notice to the to the Contractor, terminate this agreement, in whole or in part, for just cause, which shall include failure of the Contractor to fulfill in a timely and proper manner the obligations under the contract or non appropriation of funds. In such event, all finished documents, data, models and reports prepared under this contract shall, at the option of the District become its property upon payment for services rendered through the termination of the contract.

Should the contractor fail to comply with the provisions of the contract, payment for portions of the contract will be withheld until such time as the contract terms have been implemented. Administrative, contractual, and/or legal remedies as determined by the District's attorney will be implemented if it appears the Contractor has breached or defaulted on the contract.

Non-Appropriation of Funds: The contractual obligation of the District under this contract is contingent upon the availability of appropriated funds from which payment for this contract can be made. Therefore, the subsequent contract will be subject to, and must contain, the governmental non-appropriation funding clause.

The failure of the successful Proposer to comply with the terms of this Proposal will subject any contract or purchase order to revocation.

DEFAULT

In the event default occurs, the vendor must provide CCSD #1 a minimum of 60 calendar days uninterrupted service, as described in the contract documents, at the agreed upon cost. Upon default, CCSD #1 will request confirmation of other's proposals and enter into contract negotiations with the next-best performing vendor for a similar three-year contract.

OMISSIONS

In the event that the District or the Vendor discovers any omission in the provisions of the contract that is believed to be essential to the successful performance of the contract, each may so inform the other in writing, and the District and the Vendor shall thereafter promptly negotiate in good faith with respect to such matters for the purpose of making such reasonable adjustments as may be necessary to perform the objective of the contract.

RESOLUTION OF DISPUTES

Any issues or provisions of the contract in dispute between the District and the Vendor which, in the judgment of either party to the contract, may materially affect the performance of such party shall be reduced to writing and delivered to the other party. The District and the Vendor shall promptly thereafter negotiate in good faith and use every reasonable effort to resolve such dispute in a mutually satisfactory manner.

The provisions of the contract shall be constructed in accordance with the provisions of the laws of the State of Wyoming, excluding its conflict of laws provisions. Any legal proceedings against the District regarding this RFP or any resultant contract thereof shall be brought before the administrative or judicial forums in Carbon County, Wyoming.

OCCUPATIONAL SAFETY AND HEALTH

Vendor shall be responsible for its safety, the safety of its employees, its subcontractors, and the work site in general, and shall comply with all applicable provisions of local, state and federal laws, regulations and orders affecting such.

DELIVERY REQUIREMENTS

The copiers and all associated equipment shall be delivered and set up no later than June 15, 2019.

BID AWARD

The Board of Trustees is expected to meet on April 25, 2019 to consider the proposals.

REQUEST FOR PROPOSALS PROVISIONS

It is the intent of this Request for Proposal (RFP) to solicit proposals for the purchase of seventeen (17) copiers and maintenance service on said copiers for sixty (60) months for Carbon County School District Number One all in accordance with RFP conditions, requirements and/or special provisions.

The scope of this RFP is to replace copiers in the specified schools and buildings with reliable equipment that will meet the needs of the individual instructional setting. Bids must include all sites, picking only certain sites will be considered a non-responsive bid. Recommendations for process or procedure changes will be evaluated.

Prospective vendors may make inquiries concerning this RFP to obtain clarification of requirements and are strongly encouraged to do so. Questions may be submitted via email at bbartz@crb1.net, in writing to the Business Manager. Questions of a procedural nature will be responded to immediately to the asking firm only.

The District will NOT be responsible for any other explanations or interpretations.

TAXES

The provider will be responsible to pay all required Federal, State, and local taxes or contributions imposed or required under Unemployment Insurance, Social Security, and Income Tax laws under Workers' Compensation law with respect to the contract.

PROPRIETARY/CONFIDENTIAL INFORMATION

Any requests for nondisclosure of trade secrets and other proprietary/confidential data shall be submitted to the Business Manager by the vendor, under separate cover, prior to the proposal opening. After award, the proposals shall be open to public inspection, subject to prohibition of the disclosure of confidential data. Materials designated as proprietary/confidential by the vendor shall accompany the proposal, and shall be readily separable from the proposal in order to facilitate public inspection of the non-confidential portion of the proposal.

FORM OF PROPOSALS

Proposals are to be prepared simply, providing a straight forward, concise description of the successful proposer's capabilities to satisfy the requirements of this proposal. Emphasis should be on completeness and clarity of content. Repetition of the terms and conditions of this proposal request, without additional explanation, will not be considered sufficiently responsive. It is expected that the respondent will incorporate each representation of fact and of future performance completely within the contract as a warranty. Any statement of fact or of future performance that is not intended by the vendor as a warranty should be clearly identified. Submission of a successful proposal is not the end of the contractual process; further negotiation over the contract terms and conditions may be necessary, which, if and of itself, could change the vendor of choice.

One (1) original and one (1) copy of the Reply must be provided. Ownership of all data, material and documentation originated and prepared for the District pursuant to the RFP shall belong exclusively to the District and be subject to public inspection in accordance with the Freedom of Information Act. Trade secrets or proprietary information submitted by a vendor shall not be subject to public disclosure; however, the vendor must invoke this protection by so stating in writing. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secret is not acceptable and will result in rejection and return of the proposal. Proprietary/Trade Secret Information must be identified and bound separately.

RESPONSIVENESS

Proposers are expected to examine specifications, schedules and instructions included in this package. Failure to do so will be at the proposer's risk.

PROPOSAL CONTENT

The District desires all proposals to be identical in format in order to facilitate evaluation and comparison. While the District's format may represent a departure of the Contractor's preference, the District is requiring strict adherence to the format. Variations from the format may result in a Contractor being declared nonresponsive.

The table of contents for the proposal must be as follows:

Cover Letter

Executive Summary
Project Issues and Understanding

Firm Profile and Qualifications
Description of the firm
Qualifications and References

Statements on Key Project Issues
Project Deliverables

Performance Characteristics
Interfaces to WAN
Electrical Requirements
Finishing Capabilities
Program Maintainability
Training
Documentation

Project Costs
Signed RFP Forms

Appendix A. Copy of Proposed Contract

EXPLANATION OF REQUIRED PROPOSAL CONTENTS BY SECTION

Cover Letter

Executive Summary

Provide an executive summary of the Contractor's proposal. The summary should highlight aspects of this proposal which make it superior or unique in addressing the needs of the District. If Contractor is submitting more than one proposal, provide a summary, under separate cover, comparing the advantages and disadvantages of each proposal.

Project Issues and Understanding

Provide a statement that succinctly describes your understanding of the issues that the District is attempting to address through this project and the problems associated with the implementation of this program. In addition, provide a brief narrative for each proposed copier application describing how that particular application meets the District's specific needs.

Firm Profile And Qualifications

Description of the Firm

Provide a summary description of the origin, background and current size (e.g., annual revenues, number of full-time employees, number of maintenance personnel, etc.) of the Contractor. If the Contractor is comprised of multiple independent divisions with separate lines of business, also provide this information for the division that will be involved in this contract.

Provide a summary describing the Contractor's area(s) of expertise and resource capabilities as they relate to this proposal. Contractor must show that they have been in business for a minimum of five years.

Qualifications and References

Vendor must provide proof that he is an authorized dealer for the brand/s of machines he proposes to place in District locations. This also includes authorization to service these machines.

The Contractor's account representative shall submit, as part of the bid documents, a list of five (5) clients (or as many as possible) for whom he/she is presently performing services similar to that being proposed in his bid. For each client listed, provide a list of several user points of contact. Clients listed should be as similar in nature to Carbon County School District Number One as possible with regard to type of customer (public sector), size of machine population, and distribution of machine population over a wide geographic area.

The District reserves the right to contact any client, whether or not listed in this section of the proposal, to obtain information regarding work that the Contractor has performed. For each project listed, provide the following information:

- Name of Client
- Contact name and telephone number

Statements on Key Project Issues

Project Deliverables

In this part of the proposal, the contractor will describe major project milestones, the major deliverables, and provide a schedule showing approximate deliverable dates, arranged chronologically, for all copiers to be installed starting on June 1, 2019 and completing on or before June 15, 2019. If the Contractor feels that the District's intended installation implementation date is unrealistic, the Contractor should explain why, and submit a revised schedule. An implementation schedule must also be provided detailing chronology of training.

Contractor must provide a thorough proposal of funding terms and conditions, including upgrade provisions and technology considerations.

Performance Characteristics

In this section the Contractor will discuss the performance characteristics (response time, etc.) of the copier equipment being proposed, assuming that the Contractor's recommended copier solution is implemented. The equipment must be specified by site with all proposed features included (bin sorters, multiple reams, book copying etc.) The Contractor will be expected to include system performance standards as part of the contract, and such standards will become an element of acceptance criteria for the system.

Contractor must include in all manufacturers' specifications for equipment offered or your proposal may not be accepted.

Interfaces to WAN

Although the District will take primary responsibility for developing and maintaining a wide area network, the Contractor is expected to outline how the proposed equipment could be integrated into a network. All specified locations must have a network ready copier at the time of delivery.

Electrical Requirements

The power requirements and outlet configurations for all machines specified must be included in bid documentation.

Program Maintainability

The District is concerned with the maintainability of the copiers provided by the Contractor. The District intends to rely on the Contractor for ongoing maintenance of all proposed equipment. Schedules of preventative maintenance and service call response must be provided.

Training

The new copier program will result in needed training for District users and technical staff. In this section of the proposal, the Contractor will discuss the proposed approach for training District staff impacted by the new program. Also, describe how District specific procedures and processes can be incorporated into the training provided by the Contractor and into the training material and documentation.

Documentation

The District believes in the need for current, clear, and complete user documentation. In this section of the proposal, the Contractor will discuss the documentation to be included as a project deliverable. This discussion will include:

- Type of documentation to be provided
- Number of copies provided of each type of documentation

Cost

The cost schedule must be completed. Overages will be based upon an annual district-wide count.

FUNCTIONAL REQUIREMENTS

Provide Carbon County School District Number One with copier service based on a estimated number of copies per year (July 1 through June 30).

If machine population is increased, the vendor will provide the District with service and supplies based upon the cost as shown in the Price Submittal Form.

Maintenance pricing will be on an averaged cost per copy for all copies district wide or a flat rate.

Absolve Carbon County School District Number one of any and all fiscal responsibility for required supplies and any support thereof.

Vendor Phone Number

Vendor shall provide in a prominent place on equipment, a label showing phone number to be contacted for service or supplies.

PERFORMANCE WILL BE MONITORED MEASURED BY THE DISTRICT ON AN ON-GOING BASIS. MEASURABLE PERFORMANCE CRITERIA OF THE SUCCESSFUL VENDOR(S) WILL BE AS FOLLOWS (SECTIONS I THROUGH VIII):

I. Overall satisfaction with the vendor. Semi-annual reviews will be conducted by the Business Manager and shared with the company representative.

II. Response time for service.

VI. Supplies

All supplies (other than paper) shall be furnished by the vendor under this contract. This includes but is not limited to toner/developer.

The successful vendor in coordination with the District shall determine a method of keeping supplies on hand to be furnished by vendor and replenished by District employees. The District cannot store a large quantity of supplies, therefore, vendor must propose a means of keeping machine supplies stocked at all times for at all locations. Failure to keep machines properly supplied may be cause to terminate this agreement.

VII. Vendor's Account Representative or Point of Contact:

The vendor's assigned account representative shall be responsible for matters of fiscal accounting, contract compliance, dispute resolution, billing, etc. The account representative will provide, upon 5 working days notice, specific and complete information on:

Copy count
Per machine
Per location
Total to date

VIII. Machine Service:

Each vendor must submit their definition of emergency service. This definition must clearly state what service(s) they consider to be emergency service(s). This definition will become part of the performance criteria by which they will be competitively compared to other bidders.

When the need for hardware or software repairs prevent the use of the machine for more than an agreed upon number of hours, the vendor proposes to furnish, at no expense to CCSD #1 a replacement machine of equal or greater capabilities.

REQUEST FOR PROPOSAL (RFP) FORM

Name of Assigned Representative/Agent	
Signature of Assigned Representative/Agent	
Company Name	
Company's Principal Place of Business	
City, State, Zip Code	
Phone Number (800 preferred)	
FAX Number	
Time period Proposal prices will be held firm after Proposal opening for evaluation	
Taxpayer Identification No.	
Employer Identification No.	

COST SCHEDULE

All costs for providing the district with copier service must be included in the per copy cost or flat rate. The following format will be used for the base bid:

Average cost per copy district wide B/W and Color: \$ _____

Estimated number of copies district wide: B/W 250,000 Color 36,000

Specify Total Cost per year for the entire district: \$ _____

Cost per copy over the district estimate: \$ _____

Total Cost for purchase of 17 copy machines: \$ _____

REFERENCES

Submit list of client contacts for at least five (5) existing or previous clients (or as many as available) for whom your company furnished a similar copier services program. (Attach additional forms as needed)

Name/Position	Address	Phone/Fax #

MACHINE SERVICE

Average minimum response time for the following:

- Emergency Service _____ hrs
- Non Emergency machine service _____ hrs
- Requested supplies _____ hrs

Emergency Service Definition:

When the need for hardware or software repairs prevent the use of the machine for more than _____ hrs, the vendor proposes to furnish, at no expense to the District, a replacement machine of equal or greater capability.

CERTIFICATION AND COMPLIANCE

The undersigned agrees that:

No Federal, State, County, or Municipal taxes have been included in the quoted prices and none will be added.

Prices in this Proposal have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition.

Prices in this Proposal have not knowingly been disclosed and will not be prior to award to any other supplier.

No attempt has been made nor will be to induce any other person or firm to submit a Proposal for the purpose of restricting competition.

The individual signing this Proposal certifies that he/she is a legal agent of the proposer, authorized to represent the proposer and is legally responsible for the decision as to the prices and supporting documentation provided.

The bidding company will furnish the commodity or service stipulated in the attached proposal at the prices and terms stated in the cost proposal subject to the general conditions outlined and the specific conditions identified.

Company Name	Name of Authorized Representative - Typed
Street Address/P.O. Box	Signature of Authorized Representative
City/State/Zip	Date

Mail to:

Brian R. Bartz, Business Manager
Carbon County School District One
615 Rodeo Street
Rawlins, Wyoming 82301

Below is a list of minimum desired features for each machine location to meet the future copy and reproduction needs of Carbon County School District One.

Carbon County School District One (17 Copiers needed - 9 Color & 8 Black & White) :

Little Snake River Valley School - 333 N ST, Baggs, WY 82321

QTY 2 - Color 60 Page per minute minimum Copier/Printer/Scan/Fax (Equal to or better) to specs listing below

Rawlins Elementary School - 1301 Darnley RD, Rawlins, WY 82301

QTY 2 - Black/White 60 page per minute minimum Copier/Printer/Scan/Fax (Equal to or better) to specs listing below

QTY 2 - Color 60 page per minute minimum Copier/Printer/Scan/Fax (Equal to or better) to specs listing below

Rawlins Middle School - 1001 Brooks ST, Rawlins, WY 82301

QTY 2 - Black/White 60 page per minute minimum Copier/Printer/Scan/Fax (Equal to or better) to specs listing below

QTY 1 - Color 60 page per minute minimum Copier/Printer/Scan/Fax (Equal to or better) to specs listing below

Rawlins High School - 1401 Colorado ST, Rawlins, WY 82301

QTY 4 – 1 Black/White 50 page per minute minimum, 1 Black/White 75 page per minute minimum, and 2 Black/White 60 page per minute minimum Copier/Printer/Scan/Fax (Equal to or better) to specs listing below

QTY 1 - Color 60 page per minute minimum Copier/Printer/Scan/Fax (Equal to or better) to specs listing below

Rawlins Cooperative High School - 815 Rodeo ST, Rawlins, WY 82301

QTY 1 - Color 30 page per minute minimum Copier/Printer/Scan/Fax (Equal to or better) to specs listing below

Carbon County School District One Central Office - 615 Rodeo ST, Rawlins, WY 82301

QTY 2 – 1 Color 45 page per minute minimum and 1 Color 60 page per minute minimum Copier/Printer/Scan/Fax (Equal to or better) to specs listing below

**** BLACK & WHITE COPIER/PRINTER/SCAN/FAX SPECS **** (Equal to or better)

Prints/Copy = Black & White

Output Speed Copy/Print =60 ppm

Resolution = 600 x 600 dpi

System Memory = 2 GB RAM + 320 GB HDD (Shared)

Maximum Copy Quantity = Up to 999

Document Feeder Type = Standard Single Pass Document Feeder (SPDF)

Document Feeder Original Size = 5.5" x 8.5" - 11" x 17" (A5 - A3)

Document Feeder Paper Weight =

Simplex: 11 - 34 lb. Bond (40 - 128 g/m²)
Duplex: 14 - 34 lb. Bond (52 - 128 g/m²)
Document Feeder Capacity = 220 sheets
Preset Reduction and Enlargement Ratios =
Ratios 25%, 50%, 65%, 73%, 78%, 85%, 93%, 100%, 121%, 129%, 155%, 200%, 400%
Zoom Range = 25% to 400% in 1% increments
Original Type = Book/Sheet/Object
Maximum Original Size = Up to 11" x 17"

Supported Paper Sizes

Tray 1 & 2: 5.5" x 8.5" - 11" x 17" (A6 - A3)
Bypass Tray: 5.5" x 8.5" - 12" x 18" (A6 - A3)

Supported Paper Weights =

Tray 1 & 2: 16 - 80 lb. Bond (60 - 300 g/m²)
Bypass: 14 - 80 lb. Bond (52 - 300 g/m²)
Duplex: 14 - 68 lb. Bond (52 - 256 g/m²)

Supported Paper Types =

Plain, Recycled, Colored, Special, Letterhead, Preprinted, Pre-punched, Bond, Cardstock, Envelope, OHP*, Label*

Standard Paper Capacity =

1,200 sheets (550 sheets x 2 trays, and 100-Sheet Bypass Tray)

Maximum Paper Capacity = 4,700 sheets (w/Tandem LCT + Side LCT)

Standard Output Capacity = 500 sheets

Maximum Output Capacity = 3,625 sheets (Bridge Unit + 1 Bin + 3,000-Sheet Finisher)

Maximum Monthly Volume = 50000

Power Source = 120V/60Hz/12A

Standard Features

Auto Paper Select, Auto Tray Switch, Auto Image Density, Auto Text & Photo Separation, Auto Start, Auto Off Timer, Booklet/Magazine Copy, Shift/Eraser/Margin Adjustment, Combine (Layout), Cover/Chapter/Slip Sheets Insertion, Image Rotation, Document Server (3,000 File Capacity) with Folder Management and Password Protection, Web Browser, Duplex, Electronic/Rotate Sorting, 8 Job Presets, 25 Job Programs, Negative/Positive, Sample Copy, Series Copy, Simplified Display, 1,000 User Codes, Stamps/Numbering, Interrupt Copy, Login/Logout Button, System Reset Timer, Import/Export of Preference Settings, Eco-Friendly Indicator, Centralized Address Book Management

Printer Specifications

Processor Speed = Intel® Atom Processor BayTrail-I 1.46 GHz

Hard Disk Drive = 320GB HDD

Interfaces = Standard on Device: 10Base-T/100Base-TX/1000Base-T Ethernet, USB Host Type A I/F (2 ports on back of device)

Standard on Operation Panel: USB Host Type A: 1 Port/Supports USB Flash Memory, USB Host Type A: 1 Port/Supports Optional Keyboard, etc., USB Host Type Mini B and SD Card Slot Optional: IEEE 1284/ECP

Network Protocol = TCP/IP (IPv4, IPv6)

Supported Operating Systems =

Windows Vista/7/8/8.1/10, Server 2008/2008R2/2012/2012R2; Unix Filters for Sun Solaris 9/10, HP-UX 11.x/11i v2/11i v3, SCO OpenServer 5.0.7/6.0, Red Hat Linux Enterprise V4/V5/V6, IBM AIX 5L/V5.3/V6.1/V7.1, Mac OS X 10.7 or later, SAP R/3, IBM iSeries AS/400® using OS/400 Host Print Transform, Citrix Xen App 6.5 or later

Printer Languages

Standard: PCL5e/PCL5c/PCL6, PS3, PDF Direct, Adobe PostScript 3®, XPS

Font Support = PCL/PS3: 93 Roman Fonts PDF Direct: 136 Roman Fonts

Print Resolution = Up to 1200 x 1200 dpi

Printer Features

Sample/Locked/Hold/Scheduled/Stored/Store and Print, PDF Direct Print, Mail to Print, Classification Code, Bonjour Support, Windows Active Directory Support, DDNS Support, PCL Resident Font Adoption, Tray Parameter Change from Web Image Monitor, 1200 dpi Support, Universal Driver, XPS Support, WS Printer, Media Direct Print (Print from USB/SD), Banner Page Print, Auto Job Promotion, AirPrint®, Poster Print, WPS Support, Send to Document Server, Layout (N-up), Watermark, Slip Sheet, Rotate, Do Not Print Blank Pages, Dithering, Toner Saving, Black Over Print, CLP Color Simulation, User ID/Code/Authentication, Edge to Edge Print

Security Features

DataOverwriteSecurity System (DOSS), Windows/LDAP/Basic/User Code/802.1.x Wired Authentication, Address Book/Authentication Password/SSL Communication/S/MIME/IPsec Communication/HDD/SMTP over SSL/TLS/Wireless LAN Encryption, Network Protocol On/Off, IP Filtering, Unauthorized Copy/Print Prevention, Quota Setting/Account Limit, Compulsory Security Stamp, HDD Encryption

Scanner Specifications

Scan Speed BW Full Color = Simplex - 110 ipm/Duplex - 180 ipm (A4)

Scanning Resolution = Color & B/W: Up to 600 dpi

TWAIN: Up to 1200 dpi

Scan Area = Up to 11" x 17"

Standard Interfaces

Standard: 10Base-T/100Base-TX/1000Base-T Ethernet

Protocols = TCP/IP, SMB, SMTP, POP, LDAP, FTP, IMAP4

File Formats = Single and Multi-Page TIFF/PDF, High Compression PDF, PDF/A and Single-Page JPEG

Scanning Features

Embedded Scan-to Email/Folder/SMB/FTP/URL/PDF/A/Digitally Signed PDF, TWAIN and Color Scanning, Auto Size Detection, Auto Density Selection, Image Rotation, SADF/Batch Mode, Mixed Size Mode, Reduce and Enlarge, Split Scan from Booklet Type Original, WS Scanner, LDAP Support, Preview Before Transmission, PDF Encryption, Drop Out Color Send, Distributed Scan Management

Fax Specifications

Fax Option Type = M29

Circuit = PSTN, PBX

Compatibility = ITU-T (CCITT) G3

Fax Resolution

200 x 200/100 dpi

400 x 400 dpi (optional)

Compression Method = MH, MR, MMR, JBIG Up to 68 spm (Letter/A4)

Modem Speed = 33.6 Kbps with Auto Fallback

Transmission Speed

G3: 3 seconds per page (MMR Compression)

G3: 2 seconds per page (JBIG Compression)

SAF Memory = 4 MB standard/64 MB maximum 320 pages/4,800 pages

Max Auto Dials = 2000

Group Dials = 100 (max. 500 numbers per group)

Fax Features

One Hour Backup, LAN-Fax Capability, Internet Faxing (T.37), IP Faxing (T.38), Fax Forwarding to E-Mail/Folder, Paperless Fax (HDD), Detection of Misplaced Document, Double-check of Destination Address, Direct SMTP, LDAP Support, Universal Send (Simultaneous Fax and Scan), Fax Line Assignment, Fax Output Timer

**** COLOR COPIER/PRINTER/SCAN/FAX SPECS **** (Equal to or better)

Copy/Prints = Color / Black & White

Output Speed Copy/Print = 60 ppm B&W & FC (LTR)

Resolution = 600 dpi

System Memory = 2 GB RAM/320 GB HDD Standard & 4 GB RAM/320 GB HDD Option

Maximum Copy Quantity = Up to 999 copies

Duplexing = Automatic (Standard)

Document Feeder Type = Single Pass Document Feeder (SPDF)

Original Capacity: 220 sheets

Original Size: 5.5" x 8.5" - 11" x 17" (A5-A3)

Paper Weight: Simplex: 11 - 34 lb. Bond (40 - 128 g/m²)

Duplex: 14 -34 lb. Bond (52 - 128 g/m²)

Zoom Range = 25% - 400% in 1% increments

Supported Paper Sizes = 8.5" x 11" (A4) , 5.5" x 8.5" - 12" x 18" (A6-A3), Envelopes

Bypass: Up to 12" x 18", Envelopes

Custom Sizes: Width: 3.5" - 12.6" (90 - 320 mm), Length: 5.8" - 49.6" (148 - 1260 mm)

Supported Paper Weights

Standard Trays: 16 - 80 lb. Bond/166 lb. Index (60 - 300 g/m²)
Bypass Tray: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m²)
Duplex Unit: 14 -68 lb. Bond/142 lb. Index (52 - 256 g/m²)

Supported Paper Types

Plain, Recycled, Special, Colored, Letterhead, Cardstock, Pre-printed, Bond, Coated, Envelope, Label, OHP, Gloss

Standard Paper Capacity = 1,200 sheets (2 x 550 sheets + 100-Sheet Bypass Tray)

Maximum Paper Capacity = 4,700 sheets (w/Tandem LCT + Side LCT)

Standard Output Capacity = 500 sheets 8.5" x 11" (A4) or smaller; 250 sheets (B4) or larger

Maximum Output Capacity = 3,625 sheets

Maximum Monthly Volume = 50000

Power Source = 120V - 127V, 60Hz

Power Consumption = Less than 1,584 W; Sleep Mode: 0.59W

Printer Specifications

Processor Speed = Intel Apollo Lake 1.6 GHz

Interfaces

Standard: Ethernet 10 base-T/100 base-TX/1000 base-T, USB Host I/F Type A, USB Device I/F Type B
Option: Wireless LAN (IEEE 802.11a/b/g/n), Additional NIC (2nd port)

Network Protocol = TCP/IP (IPv4, IPv6)

Supported Operating Systems = Windows® V7/8.1/10/Server 2008/Server 2008R2/ Server2012/
Server2012R2/Server 2016; Unix: Sun Solaris, HP-UX, SCO OpenServer, RedHat Linux, IBM AIX, Mac
OS X v.10.11 or later, SAP R/3, SAP S/4, IBM iSeries AS/400-using OS/400 Host Print Transform

Printer Languages

Standard: PCL5c, PCL6, PostScript®3™ Emulation, PDF Direct Print Emulation
Optional: Genuine Adobe® PostScript®3™, Adobe® PDF Direct Print

Font Support

Standard: PCL: 45 Roman fonts + 13 International fonts
PostScript®3™ Emulation: 80 Roman fonts + 13 International fonts
Optional: Genuine Adobe® PostScript®3™: 136 Roman fonts

Print Resolution

Up to 1200 x 1200 dpi

Mobile Printing Support

Apple AirPrint, Mopria, Google Cloud Print, NFC, Ricoh Smart Device Connector

Security Features

DataOverwriteSecurity System (DOSS), HDD Encryption, User Codes, SNMP v3 Support, Encryption,
Locked Print, User Authentication, 802.1x Wired Authentication, Quota Setting/Account Limit, Digitally
Signed PDF, and more

Scanner Specifications

Scan Speed BW Full Color

120 ipm (simplex)/240 ipm (duplex)

Scanning Resolution = Up to 1200 dpi

Scan Area = 11.7" x 17" (297 - 432 mm)

File Formats =

Single Page: TIFF, JPEG, PDF, PDF/A, High Compression PDF, encryption PDF, OCR*

Multi Page: TIFF, PDF (Default), PDF/A, High Compression PDF, encryption PDF, OCR*

Scan Modes = E-mail, Folder, USB, SD Card

*Requires optional OCR Unit Type M13

Document Server Specifications

Maximum Stored Documents = 3000

Maximum Pages/Document = 2000

Maximum Page Capacity = 9000

Max Number of Folders = 200

Fax Specifications

Type = ITU-T (CCITT) G3

Circuit = PSTN, PBX

Fax Resolution

Standard: 8 x 3.85 line/mm, 200 x 100 dpi

Optional: 16 x 15.4 line/mm, 400 x 400 dpi

Compression Method = MH, MR, MMR, JBIG

Scanning Speed = 81 spm (A4/LT LEF Image Rotation)

Modem Speed = 33.6 Kbps

Transmission Speed

2 seconds (200 x 100 dpi, JBIG, ITUT #1 chart TTI off, memory transmission)

Memory = Standard: 4 MB (approx. 320 pages)

Optional: 60 MB (approx. 4,800 pages) with optional SAF memory

Max Auto Dials = 2,000 Quick/Speed Dial numbers

Group Dials = 100 Group Dial numbers