



Revision number: 4

PURCHASING AGENT: BRENDA VELDEVERE
(801) 538-3142 or bveldevere@utah.govITEM: BLACK & WHITE COPIERS
RELATED SOFTWARE, CONSUMABLE SUPPLIES AND MAINTENANCEVendor: 00256H
CANON BUSINESS SOLUTIONS, INC
298 MERCER WAY
SALT LAKE CITY UT 84115

**FOR SALES AND SERVICE,
PLEASE CONTACT CANON DEALERS DIRECT.
LIST IS ATTACHED.**

INTERNET ADDRESS: www.solutions.canon.com

TELEPHONE: (801) 461.7600 or (801) 461-7615
UTAH TOLL FREE (800) 735-0234

FAX NUMBER: (801) 486.4720

CONTACT: JUDY PETERSON (801) 461-7615 Cell: (801) 232-3577

EMAIL ADDRESS: jupeterson@solutions.canon.com

BRAND/TRADE NAME: CANON

PRICE: SEE ATTACHED

TERMS: NET 30

EFFECTIVE DATES: 12/14/2009 THROUGH 12/31/2012
(Potential Contract Renewals through 12/31/2014)

DAYS REQUIRED FOR DELIVERY: 5-30 DAYS ARO

ORIGINATING SOLICITATION: BV10020

REVISION #4: Please note: Oce North America – A Canon Group Company has been added to this contract as a Canon Dealer.

**STATE AGENCIES - TO USE THIS CONTRACT PRE-AUTHORIZATION IS REQUIRED.
POLITICAL SUBDIVISIONS, HIGHER ED, PUBLIC ED – NO PRE-AUTHORIZATION IS REQUIRED.**

**STATE AGENCIES - TO USE THIS CONTRACT PRE-AUTHORIZATION IS REQUIRED.**

1. All State Agencies are required to compare a minimum of three digital copier contracts and then make their purchasing determination based on a best value analysis taking in consideration their individual needs including, but not limited to, price, customer service, maintenance, delivery, etc.
2. State Agencies must then complete the 63A-2-105 Copier Request Form and submit to Brian Jensen (with comparison documentation) for approval prior to ordering any copier from the contractor. **Please fax your copier request form to Brian Jensen at (801) 537.9240.** A copy of the copier request form is located at the end of this contract information sheet.

FINET COMMODITY CODES:

60046 – COPY MACHINES, DIGITAL (INCLUDING PARTS & CONSUMABLE SUPPLIES)

93927 – COPIER MAINTENANCE AND REPAIR

THIS CONTRACT COVERS ONLY THOSE ITEMS LISTED IN THE PRICE SCHEDULE. IT IS THE RESPONSIBILITY OF THE AGENCY TO ENSURE THAT OTHER ITEMS PURCHASED ARE INVOICED SEPARATELY. STATE AGENCIES WILL PLACE ORDERS DIRECTLY WITH THE VENDOR (CREATING A PG IN FINET) AND MAKE PAYMENTS FOR THE SAME ON A PV REFERENCING THE ORIGINAL PG. AGENCIES WILL RETURN TO THE VENDOR ANY INVOICE WHICH REFLECTS INCORRECT PRICING.

REVISION HISTORY:

- REVISION #1: PRICE PAGES HAVE BEEN ADDED TO THE CONTRACT.
- REVISION #2: PLEASE NOTE PRICE PAGES FOR THE CANON iR2018 HAVE BEEN CORRECTED 4/13/2010.
- REVISION #3: Please note: the IR2018 has been discontinued, the IR2022 has been replaced by the IR2525 and the IR5075 had been replaced by the IR6075. Prices remain the same as the discontinued models.
- REVISION #4: Please note: Oce North American – A Canon Group Company has been added to this contract as a canon dealer.

CANON AUTHORIZED DEALERS

Only the Dealers Listed are Authorized for use under this state contract

| REGION | COUNTIRES | PHYSICAL LOCATION AND ORDERING ADDRESS | PHONE NUMBER | REMIT TO ADDRESS | Vendor # |
|----------|---|---|--|---|----------|
| REGION 1 | Box Elder Cache Rich Weber | Canon Business Solutions Attn: Judy Peterson 298 Mercer Way Salt Lake City UT 84115 | P. (801) 461-7600 P. (800) 735-0234 F. (801) 486-4720 | Canon Business Solutions 15004 Collections Center Dr Chicago IL 60693 | 00256H |
| REGION 2 | Morgan Tooele Davis Salt Lake Summit Utah Wasatch Juab | Oce North America - A Canon Group Company Attn: Scott Herbert 1325 W 2200 S, Suite A Salt Lake City UT 84119 | P. (801)412-6400 C. (801) 671-1918 F. (801) 487-9421 scott.herbert@oce.com | Same as ordering address | 94143A |
| REGION 3 | Duchesne Uintah Daggett | Office Etc. (Office Equipment Company) Attn: Curtis Steele 55 East Main Price UT 84501 | P. (435) 637-6570 P. (800) 662-1591 | Same as ordering address | 03211J |
| | | Oce North America - A Canon Group Company Attn: Scott Herbert 1325 W 2200 S, Suite A Salt Lake City UT 84119 | P. (801)412-6400 C. (801) 671-1918 F. (801) 487-9421 scott.herbert@oce.com | Same as ordering address | 94143A |
| REGION 4 | Millard San Pete Sevier Piute Wayne | Sevier Office Supply Attn: Lee Bennett 30 North Main Richfield UT 84701 | P. (800) 400-5907 P. (435) 896-4488 | Same as ordering address | 35676F |
| | | Oce North America - A Canon Group Company Attn: Scott Herbert 1325 W 2200 S, Suite A Salt Lake City UT 84119 | P. (801)412-6400 C. (801) 671-1918 F. (801) 487-9421 scott.herbert@oce.com | Same as ordering address | 94143A |
| REGION 5 | Carbon Emery Grand San Juan | Office Etc. (Office Equipment Company) Attn: Curtis Steele 55 East Main Price UT 84501 | P. (435) 637-6570 P. (800) 662-1591 | Same as ordering address | 03211J |
| | | Oce North America - A Canon Group Company Attn: Scott Herbert 1325 W 2200 S, Suite A Salt Lake City UT 84119 | P. (801)412-6400 C. (801) 671-1918 F. (801) 487-9421 scott.herbert@oce.com | Same as ordering address | 94143A |
| REGION 6 | Beaver Iron Garfield Kane Washington | Document Solutions Plus Attn: Mark Johnson 124 South Main Street Cedar City UT 84720 | P. (435) 867-0044 F. (435) 586-8021 mark@dscopy.net | Same as ordering address | 71097I |
| | | Oce North America - A Canon Group Company Attn: Scott Herbert 1325 W 2200 S, Suite A Salt Lake City UT 84119 | P. (801)412-6400 C. (801) 671-1918 F. (801) 487-9421 scott.herbert@oce.com | Same as ordering address | 94143A |



State of Utah Digital Copier Statewide Contract AR2051



\$1,444 Canon imageRUNNER 2525

- Copy Speed: 25 pages per minute
- Paper Supply: 1,200 sheets (up to 11 x 17)
 - Standard: Dual 550 sheet paper drawers
- Stack bypass 100 sheets
- Duplexing: Included
- Memory: Standard 512 MB RAM
- Network Printing
- Color Network Scanning
- Maximum Monthly Volume: 75,000
- Warm Up Time: 30 seconds
- ESP Digital Power Filter
- Duplexing Automatic Document Feeder AB1



Pricing includes delivery, installation and training.

Copier Shown with Accessories

| Optional Accessories | | Purchase Price | Printer/Scan/Fax Options | | Purchase Price |
|--|--|----------------|--|--|----------------|
| Duplexing Automatic Document Feeder AB1 | | \$263 | Super G3 Fax Board AG1 | | \$228 |
| Stapler Finisher B1 | | \$657 | PCL Printer Kit V1 | | \$364 |
| Cassette Feed Unit AB1 (2 additional paper drawer) | | \$480 | PS Printer Kit | | \$331 |
| Envelope Feeder D1 | | \$145 | Barcode Printing Kit B1 | | \$455 |
| Additional Finisher Tray C1 | | \$140 | Ultra Slim Keyboard | | \$455 |
| Inner 2 Way Tray G1 | | \$90 | Searchable PDF Kit C1 | | \$348 |
| Cabinet Type C | | \$107 | Color Send Kit Y1 | | \$226 |
| Document Tray J1 | | \$41 | USB Application -- 3 port interface kit A1 | | \$192 |
| Platen Cover Type P | | \$51 | | | |
| Braille Label Kit A1 | | \$32 | | | |
| ADF Access Handle A1 | | \$116 | | | |

Equipment Maintenance & Supplies Agreement
(Includes all labor, parts & toner. Does not include staples or paper supplies.)

BLACK & WHITE Cost Per Copy (no monthly minimum) **\$.0079**



State of Utah Digital Copier Statewide Contract AR2051



\$6,346 Canon imageRUNNER 5050N

- Copy Speed: 50 pages per minute
- 100 Sheet Duplexing Document Feeder N1
- 1200 x 1200 dpi resolution
- Paper Supply: 4,150 Sheets
 - Dual 1,500 sheet paper drawers
 - Dual 550 sheet paper drawers
 - Stack bypass 50 sheets
- Memory: 1 GB RAM + 40 GB HD
- Network Scanning
- Network Printing
- Reduction & Enlargement: 25%-400%
- Maximum Monthly Volume: 200,000
- Stapler Finisher AD1 (6 positions)
- ESP Digital Power Filter



Copier Shown with Accessories

Pricing includes delivery, installation and training.

| Optional Accessories | Purchase Price | Printer/Scan/Fax Options | Purchase Price |
|---|----------------|--|----------------|
| Stapler Finisher AD1 (6 position) | \$1,008 | UFR II/PCL/PS Printer Kit R1 | \$1,187 |
| Paper Deck AD1 - LTR 3,500 sheets | \$1,288 | PS Printer Kit R1 | \$512 |
| Paper Deck AE1 - LTR, LTR-R, Legal, 11 x 17 | \$2,046 | Encrypted Secure Print Software C1 | \$316 |
| Saddle Finisher AD2 | \$3,012 | Barcode Printing Kit A1 | \$455 |
| Document Insertion Unit E1 | \$1,478 | Web Access Software F1 | \$569 |
| Document Insertion/Folding Unit F1 | \$5,454 | imagePASS S2 Controller | \$5,057 |
| Puncher Unit AT1 | \$478 | Hot Folders v2.0 (for imagePASS S2) | \$783 |
| Tab Feeding Attachment A1 | \$64 | Impose v2.6 (for imagePASS S2) | \$2,033 |
| Braille Label Kit A1 | \$32 | Universal Send Kit H1 | \$543 |
| ADF Accessibility Handle A1 | \$114 | Universal Send Searchable PDF Kit A1 | \$569 |
| Voice Guidance Kit B1 | \$455 | Universal Send PDF Security Feature Set A1 | \$682 |
| | | Digital User Signature PDF Kit A1 | \$569 |
| | | Super G3 Fax Board Z3 | \$682 |
| | | Secure Watermark A1 | \$682 |
| | | Expansion Bus Board D2 | \$76 |
| | | HDD Data Erase Kit A1 | \$253 |
| | | HDD Data Encryption Kit B2 | \$253 |
| | | Remote Operator's Software Kit A2 | \$190 |

Equipment Maintenance & Supplies Agreement
(Includes all labor, parts & toner. Does not include staples or paper supplies.)

BLACK & WHITE Cost Per Copy (no monthly minimum) **\$.0058**

Judy Peterson, Sr. Account Executive
801-461-7615
jupeterson@solutions.canon.com



State of Utah Digital Copier Statewide Contract AR2051

Canon
CANON BUSINESS SOLUTIONS

\$10,644 Canon imageRUNNER Advanced 6075

- Copy Speed: 75 pages per minute
- 300 Sheet Single Pass Duplexing Document Feeder
- Scans duplex originals in one pass, 200 ipm
- 1200 x 1200 dpi resolution
- Paper Supply: 4,150 Sheets
 - Dual 1,500 sheet paper drawers
 - Dual 550 sheet paper drawers
 - Stack bypass 100 sheets
- Memory: 1.5 GB RAM, and Up to 250 GB Hard Drive
- Optimum Monthly Volume: 80,000
- Maximum Monthly Volume: 250,000
- Stapler Finisher E1 (6 position)
- Network Scanning and Network Printing
- ESP Digital Power Filter



Copier Shown with Accessories

Pricing includes delivery, installation and training.

| Optional Accessories | Purchase Price |
|--|----------------|
| Stapler Finisher E1 (6 position) | \$1,008 |
| Paper Deck A1 LTR 3,500 sheets | \$1,288 |
| Paper Deck D1 LTR, LTR-R, Legal, 11 x 17 | \$2,046 |
| Saddle Booklet Finisher E1 | \$3,012 |
| Document Insertion Unit L1 | \$1,478 |
| Document Insertion / Folding Unit H1 | \$5,454 |
| Puncher Unit A1 | \$478 |
| Tab Feeding Attachment B1 | \$64 |
| ADF Accessibility Handle A1 | \$114 |
| Voice Guidance Kit B1 | \$455 |
| Convenience Stapler | \$195 |

| Printer/Scan/Fax Options | Purchase Price |
|---|----------------|
| PCL Printer Kit A31 | \$599 |
| PS Printer Kit AJ1 | \$575 |
| Encrypted Secure Print Software D1 | \$316 |
| Barcode Printing Kit D1 | \$455 |
| Web Access Software H1 | \$569 |
| ImagePASS U1 Controller | \$5,557 |
| Impose V2.6 (for imagePASS U1) | \$2,033 |
| Universal Send Kit F1 | \$543 |
| Universal Send Searchable PDF Kit D1 | \$550 |
| Universal Send PDF Security Feature Set D1 | \$625 |
| Universal Send Advanced Feature Set E1 | \$675 |
| Universal Send Digital User Signature C1 | \$525 |
| Super G3 Fax Board AF1 | \$682 |
| Super G3 2 nd Line Fax Board AF1 | \$335 |
| Super G3 3rd Line Fax Board AE1 | \$625 |
| Secure Watermark B1 | \$682 |
| Expansion Bus Board F1 | \$76 |
| HDD Data Erase Kit C1 | \$253 |
| HDD Data Encryption Kit C2 | \$253 |
| Remote Operator's Software Kit B1 | \$190 |
| Stamp Unit B1 | \$40 |

Equipment Maintenance & Supplies Agreement
(Includes all labor, parts & toner. Does not include staples or paper supplies.)

BLACK & WHITE Cost Per Copy (no monthly minimum)

\$.0058

Judy Peterson, Sr. Account Executive
801-461-7615
jupeterson@solutions.canon.com



State of Utah Digital Copier Statewide Contract AR2051



\$15,832 Canon imageRUNNER 7086

- Copy Speed: 86 pages per minute
- Automatic Trayless Duplexing
- 100 Sheet Automatic Document Feeder
- Paper Supply: 4,150 Sheets
 - Dual 1,500 sheet paper drawers
 - Dual 550 sheet paper drawers
 - Stack bypass 50 sheets
- Memory: 1 GB RAM + 40 GB hard drive
- Maximum Monthly Volume: 750,000
- Drum Life: 6 million impressions
- Stapler Finisher V1 (3 position 100 sheets)
- Network Scanning
- Network Printing
- ESP Digital Power Filter



Copier Shown with Accessories

Pricing includes delivery, installation and training.

| Optional Accessories | Purchase Price | Printer/Scan/Fax Options | Purchase Price |
|---|----------------|--|----------------|
| Stapler Finisher V1 | \$2,871 | Network Multi-PDL Printer Kit H2 | \$1,675 |
| Side Paper Deck X1 (LDR) | \$2,046 | Universal Send Kit E1 | \$834 |
| Side Paper Deck W1 (LTR) | \$1,705 | Universal Send PDF Enhancement Kit C1 | \$512 |
| Saddle Finisher V2 | \$6,654 | imagePASS S2 Print Controller | \$5,057 |
| Finisher Option Power Supply Unit R1 | \$215 | Hot Folder for imagePASS S2 | \$783 |
| Tab Feeding Attachment Kit-A1 | \$64 | Impose V2.6 (1 License for imagePASS S2) | \$2,033 |
| Puncher Unit V1 | \$569 | Web Access Software C1 | \$682 |
| Professional Puncher A1 | \$7,386 | Barcode Printing Kit A1 | \$455 |
| Punch Tool AA1-Plastic Combs (19 Hole) | \$682 | Secure Watermark Kit A1 | \$682 |
| Punch Tool AB1-Twin Loop Wire (21 Hole) | \$682 | imageRUNNER Security Kit A2 | \$379 |
| Punch Tool AB1-Twin Loop Wire (32 Hole) | \$682 | Security Expansion Board F1 | \$215 |
| Punch Tool AB1 for Color Coil (44 Hole) | \$682 | Expansion Bus Board D1 | \$76 |
| Punch Tool AE1 for VeloBind (11 Hole) | \$682 | Remote Operators Software Kit A1 | \$190 |
| Punch Tool AF1 for Office (3 Hole) | \$682 | 256MB RAM (for imagePASS S2) | \$158 |
| Punch Tool AQ1 for ProClick (32 Hole) | \$682 | | |
| Document Insertion Unit | \$1,250 | | |
| Paper Folding Unit | \$4,205 | | |
| Booklet Trimmer C1 | \$7,386 | | |
| Perfect Binder A1 w/ Document Insertion | \$30,111 | | |
| Accessibility Handle A1 | \$114 | | |
| Voice Guidance Kit A2 | \$455 | | |
| Braille Kit E1 | \$32 | | |

Equipment Maintenance & Supplies Agreement
(Includes all labor, parts & toner. Does not include staples or paper supplies.)

BLACK & WHITE Cost Per Copy (no monthly minimum) **\$.0046**

Judy Peterson, Sr. Account Executive
801-461-7615
jupeterson@solutions.canon.com



State of Utah Digital Copier Statewide Contract AR2051



\$16,363 Canon imageRUNNER 7095

- Copy Speed: 95 pages per minute
- Automatic Trayless Duplexing
- 100 Sheet Automatic Document Feeder
- Paper Supply: 4,150 Sheets
 - Dual 1,500 sheet paper drawers
 - Dual 550 sheet paper drawers
 - Stack bypass 50 sheets
- Memory: 1 GB RAM + 40 GB hard drive
- Maximum Monthly Volume: 900,000
- Drum Life: 6 million impressions
- Stapler Finisher V1 (3 position 100 sheets)
- Network Scanning
- Network Printing
- ESP Digital Power Filter



Copier Shown with Accessories

Pricing includes delivery, installation and training.

| Optional Accessories | Purchase Price | Printer/Scan/Fax Options | Purchase Price |
|---|----------------|--|----------------|
| Stapler Finisher V1 | \$2,871 | Network Multi-PDL Printer Kit H2 | \$1,675 |
| Side Paper Deck X1 (LDR) | \$2,046 | Universal Send Kit E1 | \$834 |
| Side Paper Deck W1 (LTR) | \$1,705 | Universal Send PDF Enhancement Kit C1 | \$512 |
| Saddle Finisher V2 | \$6,654 | imagePASS S1 Print Controller | \$5,057 |
| Finisher Option Power Supply Unit R1 | \$215 | Hot Folder for imagePASS S2 | \$783 |
| Tab Feeding Attachment Kit-A1 | \$64 | Impose V2.6 (1 License for imagePASS S2) | \$2,033 |
| Puncher Unit V1 | \$568 | Web Access Software C1 | \$682 |
| Professional Puncher A1 | \$7,386 | Barcode Printing Kit A1 | \$455 |
| Punch Tool AA1-Plastic Combs (19 Hole) | \$682 | Secure Watermark Kit A1 | \$682 |
| Punch Tool AB1-Twin Loop Wire (21 Hole) | \$682 | imageRUNNER Security Kit A2 | \$379 |
| Punch Tool AB1-Twin Loop Wire (32 Hole) | \$682 | Security Expansion Board F1 | \$215 |
| Punch Tool AB1 for Color Coil (44 Hole) | \$682 | Expansion Bus Board D1 | \$76 |
| Punch Tool AE1 for VeloBind (11 Hole) | \$682 | Remote Operators Software Kit A1 | \$190 |
| Punch Tool AF1 for Office (3 Hole) | \$682 | 256MB RAM (for imagePASS S2) | \$158 |
| Punch Tool AQ1 for ProClick (32 Hole) | \$682 | | |
| Document Insertion Unit | \$1,250 | | |
| Paper Folding Unit | \$4,205 | | |
| Booklet Trimmer C1 | \$7,386 | | |
| Perfect Binder A1 w/ Document Insertion | \$30,111 | | |
| Accessibility Handle A1 | \$114 | | |
| Voice Guidance Kit A2 | \$455 | | |
| Braille Kit A1 | \$32 | | |

Equipment Maintenance & Supplies Agreement
(Includes all labor, parts & toner. Does not include staples or paper supplies.)

BLACK & WHITE Cost Per Copy (no monthly minimum) **\$.0042**



State of Utah Digital Copier Statewide Contract AR2051



\$21,679 Canon imageRUNNER 7105

- Copy Speed: 105 pages per minute
- Automatic Trayless Duplexing
- 100 Sheet Automatic Document Feeder
- Paper Supply: 4,150 Sheets
 - Dual 1,500 sheet paper drawers
 - Dual 550 sheet paper drawers
 - Stack bypass 50 sheets
- Memory: 1 GB RAM + 40 GB hard drive
- Maximum Monthly Volume: 1,000,000
- Drum Life: 6 million impressions
- Stapler Finisher V1 (3 position 100 sheets)
- Network Scanning
- Network Printing
- ESP Digital Power Filter



Copier Shown with Accessories

Pricing includes delivery, installation and training.

| Optional Accessories | Purchase Price | Printer/Scan/Fax Options | Purchase Price |
|---|----------------|--|----------------|
| Stapler Finisher V1 | \$2,871 | Network Multi-PDL Printer Kit H2 | \$1,675 |
| Side Paper Deck X1 (LDR) | \$2,046 | Universal Send Kit E1 | \$834 |
| Side Paper Deck W1 (LTR) | \$1,705 | Universal Send PDF Enhancement Kit C1 | \$512 |
| Saddle Finisher V2 | \$6,654 | imagePASS S2 Print Controller | \$5,057 |
| Finisher Option Power Supply Unit R1 | \$215 | Hot Folder for imagePASS S2 | \$783 |
| Tab Feeding Attachment Kit-A1 | \$64 | Impose V2.6 (1 License for imagePASS S2) | \$2,033 |
| Puncher Unit V1 | \$569 | Web Access Software C1 | \$682 |
| Professional Puncher A1 | \$7,386 | Barcode Printing Kit A1 | \$455 |
| Punch Tool AA1-Plastic Combs (19 Hole) | \$682 | Secure Watermark Kit A1 | \$682 |
| Punch Tool AB1-Twin Loop Wire (21 Hole) | \$682 | imageRUNNER Security Kit A2 | \$379 |
| Punch Tool AB1-Twin Loop Wire (32 Hole) | \$682 | Security Expansion Board F1 | \$215 |
| Punch Tool AB1 for Color Coil (44 Hole) | \$682 | Expansion Bus Board D1 | \$76 |
| Punch Tool AE1 for VeloBind (11 Hole) | \$682 | Remote Operators Software Kit A1 | \$190 |
| Punch Tool AF1 for Office (3 Hole) | \$682 | 256MB RAM (for imagePASS S2) | \$158 |
| Punch Tool AQ1 for ProClick (32 Hole) | \$682 | | |
| Document Insertion Unit | \$1,250 | | |
| Paper Folding Unit | \$4,205 | | |
| Booklet Trimmer C1 | \$7,386 | | |
| Perfect Binder A1 w/ Document Insertion | \$30,111 | | |
| Accessibility Handle A1 | \$114 | | |
| Voice Guidance Kit A2 | \$455 | | |
| Braille Kit A1 | \$32 | | |

Equipment Maintenance & Supplies Agreement
(Includes all labor, parts & toner. Does not include staples or paper supplies.)

BLACK & WHITE Cost Per Copy (no monthly minimum) **\$.0040**

Judy Peterson, Sr. Account Executive
801-461-7615
jupeterson@solutions.canon.com

**STATE OF UTAH
63A-2-105 COPIER REQUEST FORM**

TO USE THE COPIER CONTRACTS, PRE-AUTHORIZATION IS REQUIRED.

- 1) All State Agencies are required to compare a minimum of three digital copier contractors for the appropriate segment and then make their purchasing determination based on a best value analysis taking in consideration their individual needs including, but not limited to, price, customer service, maintenance, delivery, etc.
- 2) State Agencies must then complete the 63A-2-105 Copier Request Form and submit it to Brian Jensen (with comparison documentation) for approval prior to ordering any copier from the contractor.

SUBMIT TO: PRINT SERVICES
5110 STATE OFFICE BUILDING
FAX: (801) 537-9240

| | | | | |
|----------------|--------|-----|---------------|-------------|
| DEPARTMENT | AGENCY | | ADDRESS | |
| CONTACT PERSON | PHONE | FAX | DATE PREPARED | DATE NEEDED |

EXPLAIN THE CIRCUMSTANCES LEADING TO THE PURCHASE OF THE NEW COPIER

| |
|---|
| <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> |
|---|

MINIMUM SPECIFICATIONS (FUNCTIONS/FEATURES) OF THE NEW COPIER

| | | | | |
|--|---|-------------------------------|--------------------|----------------|
| COPIES PER MINUTE (CPM) | FIRST COPY SPEED (Seconds) | FEEDER/DOCUMENT HANDLER TYPE | | MONTHLY VOLUME |
| PAPER CAPACITY (Sheets) | COPY THROUGHPUT (Paper Size and Weight) | | COLLATING TYPE | STAPING TYPE |
| DUPLEXING 1:2 2:2 2:1 | VARIABLE MAGNIFICATION % TO % | PRESENT REDUCTION/ENLARGEMENT | POWER REQUIREMENTS | |
| OTHER | | | | |
| <p>.....</p> <p>.....</p> <p>.....</p> | | | | |

COPIER SELECTED

| | | |
|----------------|---------------------------|----------------------|
| MAKE AND MODEL | VENDOR | CONTRACT # |
| PURCHASE PRICE | MAINTENANCE COST PER COPY | SUPPLY COST PER COPY |

CURRENT COPIER

| | | |
|----------------|---------------|-----------------|
| MAKE AND MODEL | PURCHASE DATE | PURCHASE PRICES |
|----------------|---------------|-----------------|

WE HAVE REVIEWED THIS REQUEST AND DETERMINED IT WILL PROVIDE CLEAR BENEFIT TO THE STATE.

| | | |
|---------------------------------|------------|------|
| X | | |
| DIVISION DIRECTOR'S SIGNATURE | PRINT NAME | DATE |
| X | | |
| DEPARTMENT DIRECTOR'S SIGNATURE | PRINT NAME | DATE |

APPROVED ADDITIONAL RECOMMENDATIONS ATTACHED

| | | |
|------------------------------------|------------|------|
| X | | |
| PRINT SERVICES MANAGER'S SIGNATURE | PRINT NAME | DATE |