

**STATE OF SOUTH CAROLINA  
DIVISION OF THE STATE CIO  
INFORMATION TECHNOLOGY MANAGEMENT  
4430 BROAD RIVER ROAD  
COLUMBIA, SOUTH CAROLINA 29210**

**Intent To Award**

Posting Date: December 14, 2004

This is a statement of intent to award a contract and becomes the official statement of award effective **5:00 PM, December 30, 2004**, unless otherwise suspended or canceled. Vendors are cautioned not to begin work on the contract or incur any costs associated with the contract prior to the effective date of the contract. The State assumes no liability for the expenses incurred by vendors prior to the effective date of the contract.

Bidder's right to protest as listed in section 11-35-4210 in the South Carolina Consolidated Procurement Code applies to this intent to award. Protest to be filed with:

Michael B. Spicer  
Chief Procurement Officer  
4430 Broad River Road  
Columbia, SC 29210

**Maximum Contract Period: September 13, 2004 through September 12, 2009**

**Solicitation : 05-S6621**

**Issue Date : 08/01/2004**

**Opening Date: 08/18/2004 08:30 AM**

**Description : State Term Contract For Copiers**

**Agency : STATEWIDE TERM CONTRACT**

**Awarded To** :HERALD OFFICE SUPPLY INC  
110 E ROOSEVELT ST  
PO BOX 1288  
DILLON, SC 29536

**Contract Number:** 05-S6621-A11294

**Information Technology Management Office**

**Buyer:** Tammy Blackwell



*STATE OF SOUTH CAROLINA*

*Cost Per Copy (CPC)*

*SAVIN COPIER CONTRACT*

*www.savin.com*

**Contract Number:** 05-S6621-A11294

*Provided By:*

*Herald Office Systems*

*Attn: Mark Reynolds*

*P.O. Box 1288*

*Dillon, SC 29536*

[www.hosnet.net](http://www.hosnet.net)

*1-800-922-3535*

# **Terms and Conditions**

## **1. Ordering:**

Orders for this contract will be fulfilled to State of South Carolina Agencies and its Political Subsidiaries.

Purchase Orders must be submitted to the following:

Herald Office Systems  
Attn: Mark Reynolds  
110 East Roosevelt St.  
P.O. Box 1288  
Dillon, South Carolina 29536

Tel: 1-800-922-3535  
Fax: 1-800-378-5155  
Email: [mreynolds@hosnet.net](mailto:mreynolds@hosnet.net)

Purchase Orders must contain the following:

- Contract #05-S6621-A11294
- Item Number and Quantity
- Model Name and Number
- Lot Number, CPC Amount and Target Volume
- Any Accessories or Special Instructions
- Ship to Address, Telephone Number, and Local Contact

## **2. Payment:**

Herald Office Systems will contact the person listed on the Purchase Order by the 1<sup>st</sup> of each month to obtain a meter reading so that the CPC (Cost per Copy) amount will be invoiced monthly, BILL TO: and SHIP TO: locations, as-well-as, beginning and ending meter counts will be provided on each invoice. Payments are to be made within 30 days of the invoice and sent to the following address:

Herald Office Systems  
P.O. 1288  
Dillon, SC 29536

State Credit Card Purchases will also be accepted per the following:

Herald Office Systems  
Attn: Rhonda Johnson  
P.O. Box 1288  
Dillon, SC 29536

Telephone: 1-800-922-3535  
Fax: 1-843-841-1971  
Email: [rjohnson@hosnet.net](mailto:rjohnson@hosnet.net)

**Counties for Savin Digital Copiers**

**SC State Copier Contract**

**2005 – 2006**

Counties Served:

- Sumter
- Kershaw
- Lee
- Darlington
- Chesterfield
- Clarendon
- Williamsburg
- Georgetown
- Horry
- Marlboro
- Darlington
- Dillon
- Marion
- Florence
- Charleston
- Berkeley
- Colleton
- Jasper
- Beaufort

***Herald Office Systems, Inc. Dillon SC Agrees to provide the following CPC Contract for South Carolina State Approved Agencies for the indicated fees:***

*Under the following conditions:*

1. The South Carolina CPC (Cost Per Copy) Contract is a 60 Month Commitment and may only be canceled under the terms provided under the State Contract (Solicitation #05-S6621); Termination for non appropriations of funds; Termination for Cause (if Herald Office Systems materially breaches the State Contract). The Contract may not be canceled solely for convenience.
2. The CPC amount includes the equipment, supplies (excluding paper and staples), and service to operate the equipment. Optional accessories may be added to equipment listed on the CPC contract. The CPC cost for optional accessories are computed by the retail cost of the accessory, less a 40% discount, CPC to be billed monthly
3. Selecting the Right Copier: State Agencies must provide Herald Office Systems a previous 12 month volume of the machine being replaced. Herald Office Systems agrees to assist agencies in situations where there is no previous history to select the right copier. The State Agency must select equipment that is within the "target volumes" listed on the specifications and speed range provided by the State. Request for equipment that exceed the specifications and speed ranges provided by the State do not qualify for the CPC Contract. Herald Office Systems reserves the right to not provide equipment that is deemed not warranted or does not qualify under the terms of the State CPC Contract. Herald Office Systems reserves the right to pick up for return equipment that is not utilized under the terms of the State CPC contract. (minimum of 30% of target volume)
4. Upgrade – Downgrade Option: The State or Herald Office Systems may initiate an upgrade or downgrade request based upon the Agency requirements changing. However, the Agency, Herald Office Systems, and the Information Technology Management Office must agree on the upgrade / downgrade request. ITMO will review the circumstances leading up to the request with the Agency and Herald. A determination by the ITMO to cancel, upgrade/downgrade or sustain the existing contract will be final.

Spec. #	Speed Range	Monthly Volume Range	Monthly Target Volume	CPC for First 30% Volume	First 30% of Volume	CPC for all copies made after the first 30%
1	0-15	0-2,500	1,250	\$ 0.0838	375	\$ 0.0154
2	16-20	2,500-5,000	3,750	\$ 0.0721	1,125	\$ 0.0132
3	21-30	5,000-15,000	10,000	\$ 0.0604	3,000	\$ 0.0111
4	31-40	15,000-35,000	25,000	\$ 0.0348	7,500	\$ 0.0064
5	41-49	35,000-45,000	40,000	\$ 0.0324	12,000	\$ 0.0060
6	50-59	45,000-60,000	52,500	\$ 0.0324	15,750	\$ 0.0060
7	60-69	60,000-75,000	67,500	\$ 0.0324	20,250	\$ 0.0060
8	70-84	75,000-125,000	100,000	\$ 0.0301	30,000	\$ 0.0055
9	85-99	125,000-250,000	187,500	\$ 0.0301	56,250	\$ 0.0055
10	100+	250,000-500,000	375,000	\$ 0.0278	112,500	\$ 0.0051

Note: Network Integration Services for Print, Scan, Scan-to-Email are provided at \$250.00 per incident. An incident includes travel and up to 4 hours of integration services with an MCSE Level Technical Engineer.

## Lot 1: (0-2500) – Target Volume = 1,250

<u>CPC for 1<sup>st</sup> 30% of Target</u>	<u>CPC for Copies Made After 1<sup>st</sup> 30% up to Target</u>	<u>CPC for Copies Made Above Target</u>
.0838 (375)	.0154	.0154

## Savin 3515 – 15 CPM

Mainframe includes 250 Sheet Paper Tray, 100 Sheet Bypass, 16MB Memory and Automatic Document Feeder Standard.



Options: (Retail Price less State Discount = 40%)

<u>Item</u>	<u>Descripton</u>	<u>Retail</u>	<u>State</u>	<u>Monthly</u>	<u>CPC</u>
410905	PS480 Paper Bank	340	204	\$ 3.40	.003
S411831	Printer Scanner Unit	720	432	\$ 7.20	.006
3515F	Fax Option	450	270	\$ 4.50	.004
411700	Wireless Lan	540	324	\$ 5.40	.004
411136	FAC19 Cabinet	207	125	\$ 2.07	.002

## Lot 2: (2500-5000) – Target Volume = 3,750

CPC for 1 <sup>st</sup> 30% of Target	CPC for Copies Made After 1 <sup>st</sup> 30% up to Target	CPC for Copies Made Above Target
.0721 (1125)	.0132	.0132

## Savin 8020D – 20 CPM

Mainframe includes 2 x 250 Drawers, Auto Document Feeder, 16MB RAM, 100 Sheet Bypass, Duplex Unit, and Console



Options: (Retail Price less State Discount - 40%)

<u>Item</u>	<u>Description</u>	<u>Retail</u>	<u>State</u>	<u>Monthly</u>	<u>CPC</u>
410757	PS460 Paper Bank	400	240	\$4.00	0.001
MIU001851	Fax Option	650	390	\$6.50	0.002
S001852	Printer / Scanner Option	740	444	\$7.40	0.002
411700	Wireless Lan Option	540	324	\$5.40	0.001

## Lot 3: (5,000-15,000) – Target Volume = 10,000

<u>CPC for 1<sup>st</sup> 30% of Target</u>	<u>CPC for Copies Made After 1<sup>st</sup> 30% up to Target</u>	<u>CPC for Copies Made Above Target</u>
.0604 (3,000)	.0111	.0111

### Savin 8025 – 25 CPM

Mainframe includes 2 x 500 Drawers, Auto Document Feeder, 64MB RAM, 100 Sheet Bypass, Duplex Unit, and Console



Options: (Retail Price less State Discount - 40%)

<u>Item</u>	<u>Description</u>	<u>Retail</u>	<u>State</u>	<u>Monthly</u>	<u>CPC</u>
410955	PS490 Paper Bank (2X500)	1210	726	\$12.10	0.003
410958	LCT - 1500 Sheets	1395	837	\$13.95	0.004
410975	820 Finisher (500 sheet + Stapler)	995	597	\$9.95	0.003
410972	790 Finisher (1000 sheet + Stapler - 2 Position)	1410	846	\$14.10	0.004
410978	Bridge Unit 1027- Required for finishers	190	114	\$1.90	0.001
410961	PT280 1 Bin Tray	310	186	\$3.10	0.001
411716	Hard Disk Driver (for Doc Server and Stamping)	350	210	\$3.50	0.001
410964	Shift Sort Tray	310	186	\$3.10	0.001
411446	Fax Option	1095	657	\$10.95	0.003
S411715	Printer / Scanner Option - Scan to Email & File	2100	1260	\$21.00	0.006
411700	Wireless Lan Option	540	324	\$5.40	0.001

## Lot 3: (5,000-15,000) – Target Volume = 10,000

CPC for 1<sup>st</sup> 30% of Target      CPC for Copies Made After 1<sup>st</sup> 30% up to Target      CPC for Copies Made Above Target

.0604 (3,000)

.0111

.0111

## Savin 2824 – Color Enabled System – 28 CPM – Black – 24 CPM Color (OPTION)

Mainframe includes 2 x 500 Drawers, Auto Document Feeder, 768MB RAM, 80G Hard Drive, 100 Sheet Bypass, Duplex Unit, and Console



Options: (Retail Price less State Discount - 40%)

<u>Item</u>	<u>Description</u>	<u>Retail</u>	<u>State</u>	<u>Monthly</u>	<u>CPC</u>
CPC11	Color Copies	0.2	0.12		0.12
41574	PS540 Paper Bank	745	447	\$7.45	0.002
411576	LCT - 1500 Sheets	1495	897	\$14.95	0.004
411583	SR920 Booklet Finisher	3400	2040	\$34.00	0.009
411630	SR920 MultiTray Finisher	2700	1620	\$27.00	0.007
410785	2/3 Hole Punch	765	459	\$7.65	0.002
411589	Fax Option	1095	657	\$10.95	0.003
S411715	Printer / Scanner Option - Scan to Email & File	2100	1260	\$21.00	0.006
411700	Wireless Lan Option	540	324	\$5.40	0.001

## Lot 4:(15,000-35,000)– Target Volume = 25,000

CPC for 1 <sup>st</sup> 30% of Target	CPC for Copies Made After 1 <sup>st</sup> 30% up to Target	CPC for Copies Made Above Target
.0348 (7,500)	.0064	.0064

### Savin 8035E

Mainframe includes 2 x 500 Drawers, Auto Document Feeder, 64MB RAM, 100 Sheet Bypass, 20 Gig Hard Drive, Duplex Unit, and Console



Options: (Retail Price less State Discount - 40%)

<u>Item</u>	<u>Description</u>	<u>Retail</u>	<u>State</u>	<u>Monthly</u>	<u>CPC</u>
411342	1 Bin Tray	400	240	\$4.00	0.001
411336	PS530 Paper Bank - 2 X 500	1495	897	\$14.95	0.004
411339	LCT - 1500 Sheets	1495	897	\$14.95	0.004
410972	SR790 Finisher - 1000 sheet - 2 Position Staple	1410	846	\$14.10	0.004
411563	SR880 Multi Tray Finisher - 2 Position Staple	2700	1620	\$27.00	0.007
411334	SR890 Booklet Finisher	4300	2580	\$43.00	0.011
410785	2/3 Hole Punch	765	459	\$7.65	0.002
411848	Fax Option	1095	657	\$10.95	0.003
S411847	Printer / Scanner Option - Scan to Email & File	2500	1500	\$25.00	0.007
411700	Wireless Lan Option	540	324	\$5.40	0.001

## Lot 6: (45,000-60,00) – Target Volume = 52,500

CPC for 1 <sup>st</sup> 30% of Target	CPC for Copies Made After 1 <sup>st</sup> 30% up to Target	CPC for Copies Made Above Target
.0324 (15,750)	.0060 (52,500)	.006 (over 52,500)

## Savin 4051 – 51 CPM

Main Frame Includes: 4300 Sheet Paper Supply (Tray 1 2 X 1550) Tray 2 & 3 = 550 ea. Plus 100 Sheet Bypass- Console Unit – Auto Document Feeder – 128Mg Ram – 40 Gig Hard Drive.



Options: (Retail Price less State Discount - 40%)

<u>Item</u>	<u>Description</u>	<u>Retail</u>	<u>State</u>	<u>Monthly</u>	<u>CPC</u>
411505	Cover Interposer	1100	660	\$11.00	0.003
411178	SR850 -Finisher	3000	1800	\$30.00	0.008
411182	LCT - 4000 Sheets	2000	1200	\$20.00	0.005
411987	SR861 Saddle Stitch Finisher	5200	3120	\$52.00	0.014
411873	SR841 Finisher	5200	3120	\$52.00	0.014
410785	2/3 Hole Punch - 1045	765	459	\$7.65	0.002
410198	2/3 Hole Punch - 1075	875	525	\$8.75	0.002
411191	CS360 MailBox Option	2000	1200	\$20.00	0.005
411399	Connect Copy Option	1420	852	\$14.20	0.004
S411942	Printer / Scanner Option - Scan to Email & File	2700	1620	\$27.00	0.007
411700	Wireless Lan Option	540	324	\$5.40	0.001