

# **COST-PER-IMAGE AGREEMENT FOR COPYING AND PRINTING SERVICES**

*Prepared for*

**STONE COUNTY SCHOOL DISTRICT**

*Submitted on*

**April 26, 2023**



*Prepared by*  
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**RJ Young**  
130 JM Tatum Industrial Drive • Hattiesburg, MS 39401

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# Bid Coversheet

## BID COVERSHEET

Board of Trustees  
Stone County School District  
214 Critz Street  
Wiggins, MS 39577

Board Members:

Having examined the specifications outlined on the attached pages, the undersigned firm agrees to furnish and deliver items and provide services according to your specifications and instructions at the indicated prices. The undersigned firm understands and accepts the instructions and conditions under which this bid is being submitted.

This bid consists of this Bid Coversheet, General Conditions/Specifications, Detailed Specifications, and IFB Forms all of which are attached to this Bid Coversheet. The undersigned understands that a company officer's signature is required on each form, and unless this has been done, the firm's bid may be considered incomplete and therefore rejected. Also, included is a list of commercial references and other required information.

FIRM: RJ Young BY:   
ADDRESS: 130 JM Tatum Industrial Dr. TITLE: Regional Vice President  
CITY/STATE: Hattiesburg, MS 39401 TELEPHONE: 800-347-1955  
DATE: April 25, 2023 CELL PHONE: 601-705-1220  
EMAIL: Justin.Chancellor@rjyoung.com

# General Conditions/Specifications

## GENERAL CONDITIONS/SPECIFICATIONS

The Stone County School District is soliciting bids for certain managed print services pursuant to a **Cooperative “Cost-per-Image” Agreement for Copying and Printing Services** (the “Agreement”).

Pricing will be received by sealed bids at 214 Critz Street, Wiggins, MS 39577 or electronically through Central Bidding on **April 26, 2023, at 10:00 AM CST**. The contact for IFB specifics is Cassie Hardy, [chardy@soneschools.org](mailto:chardy@soneschools.org).

Once submitted, a bid may not be withdrawn for a period of forty-five (45) days following the scheduled opening date.

The District reserves the following rights:

- 1) To appoint or authorize a person or persons to evaluate bids and make decisions on matters pertaining to bids received.
- 2) To reject any and/or all bids and to waive any informalities.
- 3) To adjust quantities of supplies or services involved under any item in accordance with the unit price submitted as part of the bid.
- 4) To determine the lowest and best bid submitted by a qualified vendor.

Bidders must be licensed to do business in the State of Mississippi. A non-resident bidder domiciled in a state having laws granting preference to local vendors must be awarded Mississippi contracts only on the same basis as the non-resident bidder’s state awards contracts to Mississippi vendors. Mississippi vendors will be granted preferences over non-resident vendors in the awarding of public contracts in the same manner and to the same extent as provided by the laws of the state of domicile of the non-resident vendor. When a non-resident vendor submits a bid, the vendor must attach to the bid a copy of its resident state’s current law pertaining to such state’s treatment of non-resident vendors. The non-resident vendor must also attach to its bid evidence of its state of incorporation and principal place of business and a certificate of good standing evidencing that the vendor is qualified by the Mississippi Secretary of State to do business in Mississippi.

### PRICING

Any and all reference to **price** must be submitted **only** through the sealed bid process. Thereafter, bids will be taken under advisement and an award will result after careful consideration of all scoring categories.

### BILLING

See Section IV of Terms and Conditions for billing instructions. Payment will not be made for services that have not been rendered.

### **SOURCE OF VENDOR FINANCING**

Any source(s) that a potential vendor utilizes financially to fund the Agreement must be completely transparent to the District. The District will have no communication or accept any communication from any third party, including any entity providing financing for a vendor, during the vendor's bid preparation or during the term of the Cost-Per-Image Agreement for Copying and Printing Services. The District will not sign or be a party to any third-party financing agreements, and the vendor will remain responsible to the District in all respects under the Agreement.

### **VENDOR REQUIREMENTS**

The successful vendor must provide, among other things, the following:

- (a) Equipment and service to the Client required for the vendor to fulfill its obligations under the Agreement;
- (b) Four-hour response time for service and one-hour response time by the vendor under the Agreement;
- (c) A project manager for the installation of equipment who will oversee all aspects of the installation under the Agreement from start to finish, including connectivity and training. The project manager will work hand in hand with a designated District contact on a continual basis (working hours) until each District deems that the installation is complete. To be clear, it is mandatory that the installation be conducted in continuous days, without interruption, start to finish until all products and services required by the Agreement are in place and operational for the District;
- (d) Remote monitoring of all networked placements for the purpose of supply replenishment, maintenance, and service under the Agreement;
- (e) Maintain minimum insurance requirements listed in Section II and provide the Client with a current certificate of insurance at all times throughout the entirety of the Agreement term.

### **LIQUIDATED DAMAGES**

The vendor must acknowledge that the equipment required by the Agreement must be completely installed and operational in each location by September 30, 2023. The vendor must agree to pay liquidated damages in the amount of \$100 per location where the equipment is not completely installed and operational by the stated date. The liquidated damages will continue to accrue for each location until all the equipment is completely installed and operational at that location. Any liquidated damages will not be imposed as a penalty but will constitute the parties' estimate of the damages that will result to the District if the foregoing deadline is not met. The Agreement entered into with the successful vendor will contain the liquidated damages provision described in this IFB.

### **VENDOR**

Vendor must perform the following duties:

- (a) Employ only persons skilled in the performance of the services required under the Agreement;
- (b) Screen each employee by requiring reasonably satisfactory character references

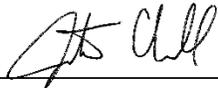
- before hiring
- (c) Furnish each employee with a form of identification showing the name of the employee and clearly showing that he is an employee of the Vendor;
  - (d) Direct its employees to be neatly attired during the performance of the services hereunder;
  - (e) Insure no smoking, drug or alcohol use, interactions with students, foul language, yelling or fighting will be permitted on the Client properties;
  - (f) Comply with and inform its employees of safety and health requirements necessary to comply with the 1970 Williams-Steiger Occupational Safety and Health Act (OSHA);
  - (g) Designate a supervisor who will be instructed to check the quality of services provided by Vendor employees in performing the Agreement;
  - (h) Comply with the Immigration Reform and Control Act of 1986, Mississippi Employment Protection Act (Senate Bill No. 2988) of 2008, and any other applicable state and federal laws;
  - (i) Maintain a license to do business in the State of Mississippi;
  - (j) Be responsible for bodily injury and/or property damage caused as a result of services provided or equipment installed.

**DAMAGE CAUSED BY SUCCESSFUL BIDDER**

The District will hold the successful bidder responsible for bodily injuries and damage caused to individuals or the buildings or assets of the District under all conditions.

Agreed to:

FIRM RJ Young

BY  \_\_\_\_\_

TITLE Regional Vice President

# Section I: Definitions

## Section I

### Definitions

Addendum: A written instrument that details amendments, changes or clarifications to the specifications and terms and conditions of this IFB. Such written instruments shall be the sole method employed by the District to amend, change or clarify this IFB, and any claims (from whatever source) that verbal amendments, changes or clarifications have been made will be summarily rejected by the District.

Agreement, Contract or Purchase Order: An Agreement, in substantially the form hereto as Section IX, will be entered into by the District and the winning bidder as the result of the Invitation for Bid.

Awarded Vendor: Vendor selected based on lowest and best response.

Client: Stone County School District

CPI: Cost per Image.

Digital Multifunctional Device: (MFD) Copier that can also print, scan and fax.

Evaluation Criteria: To ensure fairness to respondents, but protect the District, the Invitation for Bid evaluation and award will be based on scores. Each of the categories is assigned a weighted percentage with the sum of all categories equaling 100 percent.

Invitation for Bid: Invitation for Bids, also referred to herein as IFB.

Invitation for Bid Closing/Closing Date: The date and time specified in this Invitation for Bid by which the bid must be received. Bids received after such date and time shall not be considered valid.

May, Should: Indicates something that is requested but not mandatory. If the Vendor fails to provide requested information, the District may, at their sole option, either request that the Vendor provide the information or evaluate the Invitation for Bid without the information.

Respondent: Individual or company submitting a bid in response to this Invitation for Bid.

Shall, Must, Will: Indicates a mandatory requirement. Failure to meet mandatory requirements will invalidate the bid or result in rejection of a bid as non-responsive.

Vendor: Respondent to the Invitation for Bid.

**RFP Number** #23-044  
**RFP Title** Copy-Per-Image  
**Proposer** RJ Young  
**Page Number** **6**

RJ Young (RJY) understands all the definitions listed in Section I.

## Section II: Invitation for Bid Specifications

### Section II

#### Invitation for Bid Specifications

##### GENERAL SCOPE OF WORK

The District is soliciting bids from qualified vendors for the implementation and servicing of print devices and MFD's for all District locations, support services and other District offices and facilities. The District intends to select one (1) vendor which has submitted the lowest and best bid, and which satisfies the Invitation For Bid's minimum requirements for new print devices including MFDs. This program will include service dispatching, as well as, a proactive service that provides web portal access to view the copier fleet, device status, supply levels, and device utilization.

The District intends to enter into an Agreement in substantially the form attached hereto with the designated winning bidder.

Respondents must submit a bid based on a cost per impression charge (CPI). The equipment to be installed under the Agreements is listed in Section VII. The equipment will be installed in the various locations of the District.

Following are the firm specifications which the District requires:

**Vendor Qualifications for Evaluation Process and Requested Services** (Place in chronological order as in the Invitation for Bid for evaluation purposes.)

#### **1) Company Information:**

***(a) Provide a company overview, including dates of incorporation, number of employees, number of service technicians, and list of all related entities.***

Since 1955, RJ Young (RJY) has been a valued business partner in the Southeast, helping businesses and educational systems, such as Stone County School District (SCSD) achieve maximum efficiency and productivity with the latest in office technology, all backed by award-winning service. Today, **RJY is the third-largest independent dealer of its kind in the United States** and has been recognized by numerous industry insiders, publications, and manufacturers for leadership and excellence.

RJY's principal place of business is in Nashville, TN. However, with more than 30 locations, 645 employees throughout the Southeast, and 10 service technicians currently covering South Mississippi with an additional 8 serving the Jackson metro area (as back up support if required), RJY can provide cutting-edge solutions while ensuring personalized support.

***(b) Are you a part of a larger company? If so, briefly describe the degree of corporate support.***

RJY is a privately owned LLC (C Corporation). We are not part of a larger company.

***(c) How many customers do you currently service?***

RJY currently serves 75,000 customers across the Southeast with over 12,000 of those customers being in Mississippi.

***(d) What is your company's mission or corporate philosophy statement? What is your company's focus (cost, quality, etc.)? How do you differentiate your company from your competitors?***

It is our mission to constantly be on the lookout for the best people, services, equipment, software, and tools for managing your campus printing needs and document information. We are proud to work with the top equipment manufacturers and software companies in the industry as well as continually invest in retaining and developing top talent to ensure we are adding strategic value to your organization.

RJY is a strategic partner with resources aligned to fit your best interests, specialists to design custom solutions, and industry-leading partners to ensure that your campuses are operating at

their full efficiency from a technology/productivity standpoint. Our portfolio contains leading brands and manufacturers which allow us to offer best practice solutions.

Because we are an industry leader, we have buying power which brings our manufacturers' best support as well as priority service. RJY has independent ownership and has built an infrastructure to support small businesses to enterprise-level organizations.

With our **We Make It Right™ Guarantee**, customer service is at the pinnacle of our focus. RJY leads your agency to greater ease of day-to-day workflows, efficiency, green initiatives, and full coverage process improvement and change management through accountability of promised services and cost savings.

***(e) Do you provide training requirements for all service technicians along with any required certifications?***

All RJY technical personnel are factory trained and certified in all manufacturer products we represent. We employ two factory-certified full-time trainers to keep our 160+ technical staff fully versed on products as they are released.

***(f) Where are your warehouses and service locations? Corporate headquarters?***

Our warehouses are in Jackson, Memphis, Nashville, Birmingham, Pensacola, and Tallahassee. RJY's principal place of business is in Nashville, TN.

***(g) Describe your company's green initiative and how your products are energy saving and environmentally safe and friendly.***

As an industry-leader in office equipment, RJY is dedicated to protecting and preserving valuable environmental resources. To meet this commitment, RJY has put in place

an Environmental Management System. We are always seeking ways to conserve energy and resources and reduce hazardous substances.

We look for manufacturers who restrict or eliminate hazardous chemical substances from its products. We partner with state-of-the-art manufacturers who use technology that is engineered into lighter, compact body designs that use fewer materials and save space, thereby reducing the amount of packaging and fuel required for transport.

When the products we offer have completed their full-service life, they're effectively collected and remanufactured whenever possible. We can also partner with you on depot recycling containers if wanted. Our innovative green technologies also include bio-based plastic, a plant-derived compound that replaces certain petroleum-based plastic parts. RJY believes in living and working together into the future. We're committed to bringing you the most advanced technologies that run your business while respecting the global environment.

## **2) Insurance Requirements:**

***Bids will not be accepted unless they are accompanied by a current Certificate of Insurance. The following minimum insurance requirements must be met, or the bid will be considered incomplete and therefor rejected:***

- (a) Commercial General Liability – In an amount of \$1,000,000.00 per occurrence with \$2,000,000.00 aggregate;***
- (b) Commercial Auto Liability – Combined Single Limit in an amount of \$1,000,000.00;***
- (c) Worker’s Compensation Limits: Statutory-State of Mississippi. Policy must include a waiver of subrogation in favor of Stone County School District;***
- (d) Employers’ Liability: \$100,000.00 Each Accident; \$500,000.00 Disease Policy Limit; \$100,000.00 Disease Each Employee;***
- (e) Awarded Vendor must name the Stone County School District as additional insureds on the General Liability Policy and Automobile Policy; and***
- (f) Proof of coverage must be placed on file with the District by the Awarded Vendor and kept current throughout the term of this Agreement.***

See the following pages for the Certificate of Liability Insurance.



RFP Number #23-044  
 RFP Title Copy-Per-Image  
 Proposer RJ Young  
 Page Number **13**

AGENCY CUSTOMER ID: RYOUNG-01

KLENARDSON

LOC #: 0



**ADDITIONAL REMARKS SCHEDULE**

Page 1 of 1

AGENCY <b>Hub International Mid-South</b>		License # 1298	NAMED INSURED <b>R J Young Company, LLC 730 Freeland Station Road Nashville, TN 37228</b>
POLICY NUMBER <b>SEE PAGE 1</b>			
CARRIER <b>SEE PAGE 1</b>	NAIC CODE <b>SEE P 1</b>	EFFECTIVE DATE: <b>SEE PAGE 1</b>	

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
 FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance**

**Blanket Endorsements**

**As respects General Liability:**

**Blanket Additional Insured is included per form GA210 09/20 when required by written contract**

**Blanket Primary/Noncontributory - Other Insurance Condition Scheduled Personal or Organization is included per form GA4094 09/20**

**Blanket Waiver Transfer of Rights of Recovery Against Other to Us (Waiver of Subrogation) is included per form CG2453 12/19**

**As respects Workers Compensation:**

**Blanket Waiver Transfer of Rights of Recovery Against Other to Us (Waiver of Subrogation) is included per form WC 00 03 13**

**Subject to all of the terms, conditions, exclusions, and definitions of the above-referenced policies, as issued by the carrier(s).**

**3) Equipment Technical Specification:**

**All printer/MFD devices (or the overall package, as appropriate) must include the features and/or meet the requirements noted below:**

**(a) New manufactured print and/or multifunctional devices, with no used, refurbished or replacement parts, and not used since manufactured. (No refurbished or remanufactured).**

RJY will comply.

**(b) The most current models in production, with the most current software/firmware version, and not scheduled for retirement/obsolescence.**

RJY will comply.

**(c) No reduction in the mandatory page per minute speeds for each unit listed in Section VII of the IFB will be allowed. The speeds and applications have been determined by the historical and anticipated use of each unit.**

RJY will comply.

**(d) All devices must be network compatible and come standard with an internal NIC.**

RJY will comply.

***(e) Operable as network printers capable of receiving print requests from any networked PC.***

RJY will comply.

***(f) MFD's must be operable as "walk-up" copiers even if temporarily disconnected from the network.***

RJY will comply.

***(g) All Mono Printers, Color Printers, and Desktop MFD's must have laser technology.***

RJY will comply.

***(h) All devices must be supplied with OEM consumables, and OEM parts ONLY. No compatible or "branded" toners, consumables, or parts of any kind, will be considered.***

RJY will comply.

***(i) All proposed equipment should have print controller language (PCL or UFRii). PostScript versions of your print drivers must be available upon request for each device model.***

RJY will comply.

***(j) All upgrades to software must be included in the original price, including costs to operating upgrades the Client implements.***

RJY will comply.

***(k) Color simplex and/or duplex scanning to standard image formats including PDF, Tiff and JPEG; transmission to email and network folders;***

RJY will comply.

***(l) Color scanning as a standard on all MFD units, including desktop units;***

RJY will comply.

***(m)Secure/PIN mailbox for delayed printing, minimum capacity of one hundred (100) inboxes per MFD;***

RJY will comply.

***(n) Email phonebook, minimum capacity of two hundred (200) addresses per MFD device;***

RJY will comply.

***(o) Cost center/accounting code capability, minimum four (4) digits, minimum capacity of fifty (50) codes per MFD device;***

RJY will comply.

***(p) Standard user interface across all models (light production machines may vary);***

RJY will comply.

***(q) Accommodate the standard paper sizes of letter, legal and ledger, unless otherwise stipulated and paper weights (20 lb. to 110 lb.), including minimum 30% post-consumer waste recycled content;***

RJY will comply.

***(r) Multi-position stapling with the exception of the desktop units;***

RJY will comply.

***(s) Offset stacking/collating with the exception of the desktop units;***

RJY will comply.

***(t) Reduction/enlargement from 25% to 400%;***

RJY will comply.

***(u) MFD's Capable of 3 Hole Punch where requested.***

RJY will comply.

***4) Requirements for Delivery, Installation, Testing & Training:***

***(a) Awarded Vendor will be responsible for the delivery, installation configuration, monitoring software, and testing of all print devices, in coordination with the designated contact person and office of information technology ("IT") staff for the District. All of these items must be included as part of the Agreement pricing.***

RJY will comply.

***(b) Awarded Vendor must specify all electrical requirements, including any necessity for special electrical receptacles, dedicated lines, etc. Awarded Vendor must provide an adequate surge protection device for each A3 MFD, as required, as part of the Agreement pricing.***

RJY will comply.

***(c) Awarded Vendor must provide hard-copy manuals/use, and one "quick reference" card, sheet or booklet for each print device. An electronic version is suitable as well.***

RJY will comply.

***(d) Awarded Vendor must identify, by name and qualifications, the person who will be responsible for overseeing the installation and configuration of the print devices in the District locations.***

RJY will comply.

***(e) The Awarded Vendor must provide a typical implementation plan as part of its bid. This implementation should address in detail the following:***

- Pre-installation planning as it pertains to equipment configuration(s) before arrival.***
- Number of vendor staff that will be applied to the installation including the responsibilities of each member.***
- Method of training and setup for end user, staff and administrative user codes***
- A list of all requirements/functions to be provided by The Client's IT personnel, including but not limited to the resource commitment for IT to complete the project.***
- Provide the site survey components for print device installs, including but not limited to, network connection, power connection, IP address, etc.***

RJY does not endorse a generic or boilerplate approach for addressing process improvements in organizations of the size and scope of SCSD. Each situation is assessed methodically and considers how altering internal processes within one department might impact the various groups within the entire organization.

Typically, a major emphasis will be placed on pre-work in conjunction with SCSD leadership and IT staff to determine a desired outcome of any study. A customized Scope of Services analysis program is built to aid in reaching the desired outcome. Our role in this process is to serve as an information-gathering entity and then to provide comparisons against best practices we have developed with clients of similar size over the years.

Once a proper analysis has been conducted, we will propose monthly meetings to be conducted among management personnel with sales, technical service, and operations managers. SCSD leaders will be present to discuss issues, opportunities, and process improvement. These

meetings devote a large part of the agenda to customer satisfaction and the accomplishment of the project objectives. In addition, with an account the size of SCSD, quarterly reviews will be conducted to assess the level of service and satisfaction. Reviews will cover accountability surrounding project objectives and any areas of concern or improvement.

RJY will provide a comprehensive program to reduce costs. We will provide SCSD with a comprehensive assessment of the needs of each department and make recommendations for equipment placement based on your users' needs as well as industry standards. In many cases, proposals for fleet reduction do not consider specific departmental needs and the realities of life and work in a university. Because of our experience in higher education settings, we understand these needs and will ensure the satisfaction of your leaders and staff as well as provide insightful fleet planning and handling resulting in a successful program and cost savings.

Because we are an independent company, we will offer SCSD the flexibility to adapt to the ever-changing environment. We provide in-house leasing, which dramatically simplifies billing and will give SCSD the flexibility to make needed changes to the program.

Once awarded the opportunity to further our partnership with SCSD, RJY will begin a series of analysis planning meetings. Upon completion of these foundational steps, RJY will be able to offer a truly customized and comprehensive plan for the transition stage.

### **[SAMPLE] RJY NINE STEP IMPLEMENTATION PROCESS**

1. Pre-implementation planning meeting to establish goals and objectives of SCSD
2. Analysis of facilities, inventory, and end-users
3. United agreement of objectives and plans between RJY and SCSD leaders
4. Public announcement and endorsement of plans released to SCSD staff and faculty
5. RJY change management practices initiated
6. Physical implementation (installation/moves/de-installation of devices, software, servers, etc.) begins
7. Initial and ongoing training processes begin utilizing large group, small group, and onsite liaison (videos, process mapping, and on-site training)
8. SCSD feedback to RJY via benchmark attainment meetings throughout implementation
9. Scheduled business reviews begin and recur throughout the partnership

Our team will consist of approximately 6 people:

**Delivery Team** – Responsible for the physical installation of the equipment.

**Connectivity Resource** – Will work in conjunction with SCSD IT staff to connect devices to the network, configurations and ensure in working order.

**Training Specialist** – To work with IT and other staff to ensure the devices are configured as required from both the administration and end users. This person will also be responsible for ongoing training on the devices and will be an ongoing resource for SCSD.

**Project Manager** – Oversee the overall implementation to ensure things are done in a timely and efficient manner.

**Account Representative** – To aid where needed and be a constant resource for the school system.

**Service Technicians** – To aid where needed and provide additional support to Connectivity Resource.

Upon award, RJY PM and AR will work with SCSD to identify main contacts for installation at each location. At that time, a process of implementation will be established with clear definitions of who is responsible for each task.

**(f) Installed print devices will be deemed “accepted” by the Client after 30 continuous days of operation without difficulty or failure. Describe your procedures for resolving or replacing any unacceptable equipment.**

If a machine cannot be repaired in a timeframe that is satisfactory to the end-user, both loaner and “hot swap” machines will be available. For machines that can be easily moved by one service technician, RJY will inventory “hot swap” machines for devices covered under this RFP. Additionally, for larger machines requiring two or more personnel to move, RJY will inventory loaner machines in each speed/feature category so that if a loaner machine is needed, one will be available that meets the end-users’ need. RJY will notify and work in conjunction with SCSD each time a loaner machine is provided.

With our **We Make It Right™ Guarantee**, customer service is at the pinnacle of our focus. RJY leads your schools to a greater ease of day-to-day workflows, efficiency, green initiatives, and full coverage process improvement and change management through accountability of promised services and cost savings. As stated, RJY stands firmly by our **We Make It Right™ Guarantee**. Our policy is simple. If you are not happy with our equipment, service, supplies, billing—anything—let us know and we'll make it right, right away.

***(g) Who will provide training and ongoing support for the end users, staff, and administration?***

***Awarded Vendor must set a training schedule and provide training to the District staff on the aspects of print devices upon installation and as needed thereafter. Training will generally be provided in three categories:***

- ***End-Users: Small group demonstrations to the District end-users on general copier functions and features.***
- ***Key-Operators: In-depth training for a minimum of two “key-op users” for each of the District’s locations.***
- ***IT Staff: Any and all specialized network connectivity, configuration and other information technology training as required for the Information Technology staff.***

RJY will have several resources during installation of equipment to ensure formal training for identified end-users on how to use the newly implemented devices. Initial and ongoing training processes will begin utilizing large groups, small groups, and onsite liaison (videos, process mapping, and on-site training). Training and support materials will be provided to those impacted to help embrace and sponsor the upcoming transition. These materials can be customized for any solution proposed by RJY.

See sample training materials on the following pages.

# QUICK START GUIDE

## HOW TO USE SECURE PRINT

### 1 Send File to Print Queue

- Send document to print as usual.  
*Document will be sent into a print queue and remain there up to 18 hours until released.*

### 2 Release Print Job

- Swipe Vanderbilt ID card at designated area on device.  
*Cost center(s) and document(s) in print queue will be displayed.*
- Select desired cost center (if more than one is displayed) and document to release file to print.

#### *Forgot Vanderbilt ID card?*

- Select **Swipe card or touch here to begin** on Pharos start screen.
- Enter VUID and password on keypad.  
Select Logon button (bottom right).

#### *Printing more than one document and/or selecting from a different cost center?*

- Select **My Account** to return to cost center/ documents lists.

#### *Need to make a quick copy in the middle of print job?*

- Select **Make Copy**.
- Select **Main Menu** for additional copy features.

### 3 Log Out

- Select **Log Out** or session will expire after 30 seconds.



For Service & Supplies call (800) 347-1955 or go to [rjyoung.com](http://rjyoung.com) to set up online ordering.

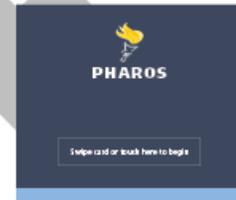
# QUICK START GUIDE

# 2

## COPY, SCAN & FAX

### 1 Copy

- Swipe Vanderbilt ID card at designated area on device. *Cost center(s) will be displayed.*
- Select desired cost center (if more than one is displayed).
- Select **Make Copy** or **Main Menu** for additional copy features (duplex, staple, etc.)



### 2 Scan (no charges apply)

- Swipe Vanderbilt ID card at designated area on device to access.
- Select **Main Menu** for Scan & Send.
- Select **Send to Self** (based on Vanderbilt ID card), email from address book or select **New Destination** and enter VU email address.
- Select **Start**.



### 3 Fax (where applicable)

- Swipe Vanderbilt ID card at designated area on device to access.
- Select **Main Menu** for Fax.
- Enter desired fax number.
- Select **Start**.

### 4 Back to Print Job List

- Select **Print Release**.
- Select **My Documents**.

For Service & Supples call (800) 347-1955 or go to [rjyoung.com](http://rjyoung.com) to set up online ordering.

**5) Account Management:**

***(a) Awarded Vendor must provide equipment, service, supplies and remote monitoring to the Client.***

RJY will comply.

***(b) The Awarded Vendor must not subcontract or assign support, supplies, service, or any part of this Invitation for Bid or Agreement to any third party. The Client will not accept any communication from any third party for the entirety of the Cost-per-Image Agreement for Copying and Printing Services.***

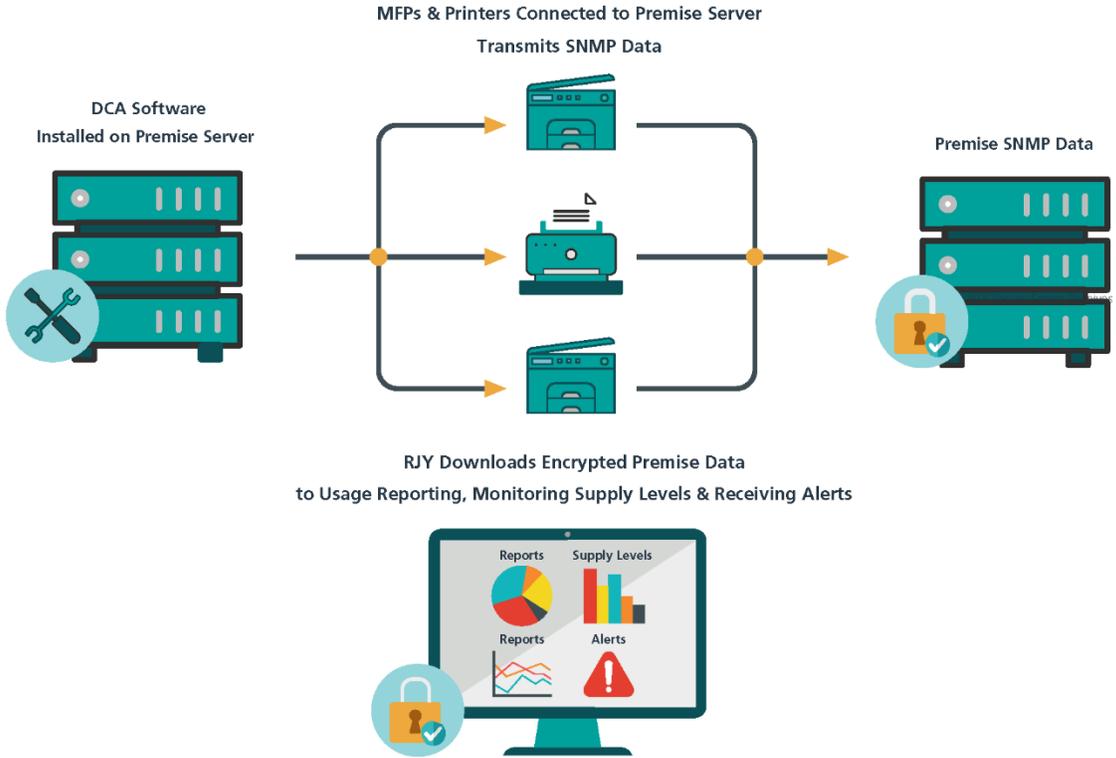
RJY does not subcontract or use any third party.

***(c) A connection will be provided for the Awarded Vendor for the purpose of a print device remote monitoring/management system supplied by the Awarded Vendor, preferably web-based, that allows both the Client and Awarded Vendor to monitor copier use and status; automated meter readings; programming of copier functions; service responses, uploading/editing of phonebooks, mailboxes and cost centers; standard and customizable reports of use/production; and related functions/services. (Use of fleet management system for automated supply ordering and submission of service calls would be a plus.) Awarded Vendor must provide this monitoring software. Describe this software for your devices. What ports are necessary to provide device monitoring and management? Explain procedures, if different.***

RJY will rely on our Data Collection Agent for the collecting of meters and overall health of the fleet. Additionally, RJY will also use the Kyocera RUI to monitor and program devices. Specified contacts, as identified by SCSD, will also be granted access to these applications. Please see the following DCA pages.



# Data Collection Agent (DCA)





# Data Collection Agent (DCA)

### RJ YOUNG DATA COLLECTOR AGENT SOFTWARE

RJ Young provides a Data Collector Agent (DCA) software application that is installed on a non-dedicated networked server at each location where imaging device metrics are to be collected.

The DCA runs as a Windows® service (or, optionally, a scheduled task), allowing it to operate 24 hours a day, 7 days a week.

#### TYPES OF INFORMATION COLLECTED

The RJ Young DCA attempts to collect the following information from printing devices during a network scan:

- IP address (can be masked)
- Toner cartridge serial number
- Device description
- Maintenance kit levels
- Serial number
- Non-toner supply levels
- Meter reads
- Asset number
- **Monochrome or color identification**
- Location
- LCD reading
- MAC address
- Device status
- Manufacturer
- Error codes
- Firmware
- Toner levels
- **Miscellaneous (machine specific)**

*No print job or user data is collected.*

#### DATA COLLECTION AND TRANSMISSION METHODS

The DCA collects imaging device metrics at a specified interval using SNMP, ICMP, and HTTP; it then transmits the data to the centralized database via FTP (port 21/port 20), HTTP (port 80), or HTTPS (port 443).

It is recommended that users transmit data using HTTPS, because this provides SSL 128-bit encryption of the data during transmission. FTP and HTTP do not provide encryption. To transmit using HTTPS, the machine receiving the transmitted data must be installed with an SSL security certificate.

#### NETWORK TRAFFIC

The network traffic created by the DCA is minimal, and will vary depending on the number of IP addresses being scanned. The table below outlines the network load associated with the DCA compared to the network load associated with loading a single standard webpage.

Network Byte Load Associated with the DCA	
Event	Approx. Total Bytes
Loading a single standard webpage	60,860
DCA scan, blank IP	5,280
DCA scan, 1 printer	7,260
DCA scan, 1 printer, 1 subnet	96,300
DCA scan, network of 13 printers	111,530

### RJ YOUNG OPTIMIZER WEB CONSOLE

RJ Young Optimizer is the online interface used to access the collected information.

#### PERMISSIONS BASED USER MANAGEMENT

Access to the RJ Young Optimizer web console is controlled with permissions-based user management. Users must log in to RJ Young Optimizer using a designated username and password.

#### HTTPS ACCESS

The website can be accessed using HTTPS provided that the web server is installed with an SSL security certificate. Optionally, RJ Young administrators can force user to access the RJ Young Optimizer website using HTTPS, by redirecting the HTTP version of the website. This is recommended, as it ensures 128-bit encryption of data being transferred over the Internet.





## Data Collection Agent (DCA)

### SECURITY OVERVIEW

RJ Young software applications will not impact compliance with: Health Insurance Portability & Accountability Act (HIPAA), Sarbanes-Oxley, Gramm-Leach-Bliley Act (GLBA) or Federal Information Security Management Act (FISMA).

Health Insurance Portability & Accountability Act (HIPAA) compliance is not affected by usage of RJ Young software applications

The use of RJ Young software applications will not have an impact on compliance with the Health Insurance Portability & Accountability Act (HIPAA) for covered entities. This is because RJ Young software applications do not collect, house, or transmit any information regarding the content of print jobs, and thus have no way of accessing, housing, or transmitting electronic protected health information (ePHI) as defined by HIPAA.

For more information about HIPAA, visit <http://www.hhs.gov/ocr/hipaa/>

### Sarbanes-Oxley compliance is not affected by usage of RJ Young Software Applications

RJ Young software is not intended to be used as part of an internal control structure as outlined in Section 404: Management Assessment of Internal Controls, but will not interfere with these controls.

Information Technology controls are an important part

of complying with Sarbanes-Oxley. Under this Act, corporate executives become responsible for establishing, evaluating, and monitoring the effectiveness of internal control over financial reporting. There are IT systems in the market that are designed specifically for meeting these objectives. RJ Young software is not designed as an IT control system, but will not interfere or put at risk other systems that are intended for that purpose.

For more information about Sarbanes-Oxley, visit <http://thecaq.aicpa.org/Resources/Sarbanes+Oxley/>

### Gramm-Leach-Bliley Act (GLBA) compliance is not affected by usage of RJ Young software applications

The use of RJ Young software applications will not have an impact on compliance with the Gramm-Leach-Bliley Act (GLBA) for covered entities. This is because RJ Young software applications do not collect, house, or transmit any information regarding the content of print jobs, and thus have no way of accessing, housing, or transmitting customers' personal financial information, even if this information is printed or otherwise sent to print devices monitored by RJ Young software applications.

For more information about the Gramm-Leach-Bliley Act, visit <http://www.ftc.gov/privacy/privacyinitiatives/glbact.html>

### Federal Information Security Management Act (FISMA) compliance is not affected by usage of RJ Young software applications

RJ Young software applications are not intended to be part of an internal control system for FISMA, but will not interfere with these controls.

The use of RJ Young software applications will not have an impact on compliance with the Federal Information Security Management Act (FISMA) for covered entities. This is because RJ Young software applications do not collect, house, or transmit any information regarding the content of print jobs, and thus have no way of accessing, housing, or transmitting high risk information, even if this information is printed or otherwise sent to print devices monitored by RJ Young software applications.

For more information about the Federal Information Security Management Act, visit <http://csrc.nist.gov/groups/ISMA/fisma/index.html>

***(d) Describe the method by which supply items would be obtained, the proposed shipping method and lead time for receiving such products. The Awarded Vendor shall be responsible to deliver to the user location with automated shipping of needed supplies with next day delivery. Shipments must be identified with District name, room location, and unit ID number for which the supply is intended.***

For fast, convenient service, toner and supply orders may be placed online through our easy-to-access online customer portal, ePASS™. Supply orders will be received the next business day once the order has been received for SCSD.

***(e) The key operators for each location may/will only be responsible for handling and installing toner cartridges. Describe the ongoing resource commitment for the District's IT personnel.***

RJY will support the school district 100% during our normal business hours. In addition to the service technicians, Training Specialist, and Account Representative, RJY provides an on-line portal and help desk to assist in expediting any issue that may arise.

***(f) Preventive maintenance will be regularly scheduled based on the recommended preventive maintenance cycle of each print device. Each software/firmware upgrade or part/component upgrade will be scheduled within 60 days of release of the upgrade.***

RJY will comply.

***(g) Preventive maintenance will be scheduled between 7:00 a.m. and 3:00 p.m., Monday to Friday, unless otherwise agreed on a case-by-case basis.***

RJY will comply.

***(h) Awarded Vendor will provide a per copy credit for all images made during the course of preventative maintenance and/or service.***

RJY will comply.

***(i) Provide an ongoing project manager to maintain on-site visits with each District location on a quarterly basis (each 90 days for the life of the agreement) to ensure product satisfaction and all necessary training is being properly addressed. Provide their name(s) and contact information, qualifications, years of service with your firm, and the number of years worked in the industry. Please provide examples of how this will be accomplished.***

**Robert Rollins**

[robert.rollins@rjyoung.com](mailto:robert.rollins@rjyoung.com)

601-579-9329

Account Representative

5 years of service with RJY

18 years of industry experience

**Lindsey Lee**

[Lindsey.Lee@rjyoung.com](mailto:Lindsey.Lee@rjyoung.com)

228-380-1421

Training Specialist

4 years of service with RJY

8 years of industry experience

**John Brewer**

[John.Brewer@rjyoung.com](mailto:John.Brewer@rjyoung.com)

601-264-3939

Primary Technician

16 years of service with RJY

16 years of industry experience

Once a proper analysis has been conducted, we will propose monthly meetings to be conducted among management personnel with sales, technical service, and operations managers. SCSD leaders will be present to discuss issues, opportunities, training, and process improvement. These meetings devote a large part of the agenda to customer satisfaction and the accomplishment of the project objectives. In addition, with an account the size of SCSD, quarterly reviews will be conducted to assess the level of service and satisfaction. Reviews will cover accountability surrounding project objectives and any areas of concern or improvement.

***(j) Awarded Vendor must provide on-site quarterly account reviews. These reports will be provided showing volumes and service related issues for the District as a whole, by District locations, and by end user print and copy volumes. Please provide examples of how this will be accomplished. Details of the information your company will provide in these reviews is as follows:***

- ***Current page counts of all print devices by end users by location***
- ***Total number of service calls by device***
- ***Service call response times by device***
- ***Service completion times by device***
- ***Prints between device failures by device***
- ***Volume credits related to service and maintenance***
- ***Annual YTD mono and color volumes versus annual Client volume commitment as a whole and by each Client location***
- ***Additions/removals of equipment if applicable***
- ***Any ongoing training events***

Robert Rollins will schedule quarterly business reviews with administrators, IT personnel and Key operators as requested. At that time, Robert can provide invoices, service histories, meters, and address any concerns.

**6) Service/Monitoring Requirements:**

***Disclaimer: It is the expectation of the District that during normal business hours the Awarded Vendor will respond to service issues within four (4) hours including a one (1) hour phone response at all locations. It is expected that the fleet of devices be monitored remotely for service issues and supplies. This is to include, but not be limited to, all maintenance, repair, and relocation of devices. The Awarded Vendor must have 2 or more trained factory certified technicians available, but not solely dedicated to the District when required to meet these service response requirements.***

RJY will comply.

***Please acknowledge and/or respond to the following:***

***a) Does your company have a Network Observation Center (NOC)? Explain the depth and scope of your company's ability to perform remote monitoring of copiers and printers for the purpose of resupply and service issues.***

Our Help Desk assists in the minimization of end-user downtime through monitoring machine performance and call avoidance intervention. Multiple monitoring software is currently in use and will be used to notify RJY of machine failures and potential failures, as well as machine toner levels.

***b) Provide an organizational chart that would represent the support that would be put into place to service and support the District, including the escalation process.***

There are options for placing and escalating service-related calls or issues. The user may call RJY via the toll-free number or may input their own call via the portal. In either case, the technician will be dispatched. Should he not be able to resolve the issue, he will contact his service manager. They will decide the next step based on the type of call and issue. RJY will contact the manufacturer for additional support if needed. Should the device not be repairable

in a timely manner, a loaner may be provided. Should the device not be deemed repairable, RJY will replace it with a like device via our “We Make It Right” guarantee.

***c) Remedial maintenance responses (service calls) will be scheduled between 8:00 a.m. and 4:00 p.m., Monday to Friday, unless otherwise agreed on a case-by-case basis.***

RJY will comply.

***d) Provide information concerning hours of operation that service and support are available for all District locations. Are you able to provide emergency after hour response? If so, what are those hours and how are they charged?***

No. In the event SCSD is expecting a possible issue after hours, the school is encouraged to proactively place a service call for a technician to service the device prior to the event, during regular business hours.

***e) Provide one (1) phone number for requesting service and supplies (as a backup for remote monitoring only) available between 7:00 a.m. and 3:00 p.m. Monday to Friday, except for recognized client holidays. Please explain how your call center is operated.***

RJY provides predictive and preventative maintenance. After the SCSD IT department provides triage for service needs, service calls can be placed in multiple ways:

- Call dedicated RJY Customer Care phone line: 800-347-1955
- Online by accessing 24/7 ePass™ Customer Portal (ePass™)
- E-mail to CustomerCare@RJYoung.com

***f) Failure to respond to service requests as required will cause the Client to take a service credit and withhold that amount from invoices owed the Awarded Vendor. The service credit will be \$50.00 per hour for each hour after the 4th hour in each instance.***

RJY will comply.

***g) Awarded Vendor will provide a per-copy credit for all images made during the course of remedial maintenance.***

RJY will comply.

***h) The maximum “repair time” allowed for a copier to be brought back to satisfactory working order will be forty-eight (48) hours from the initial service call, excluding weekends and client holidays.***

RJY will comply.

***i) If, during a repair call, it is determined that a copier cannot be repaired in place within forty-eight (48) hours, it is mandatory that the Awarded Vendor notify the District. In any event that this is the case, the Awarded Vendor will provide a comparable loaner print device, at no cost other than the Agreement maintenance cost- per-image rate already in effect. In any instance that a device is replaced by a loaner unit, an ending volume for the unit being removed must be documented, as well as, the initial volume of the loaner device. In each and every instance, without exception, that a device is replaced by a loaner unit, the volume of the loaner unit at the time of installation must be documented as well as an ending volume for the unit when being removed.***

RJY will comply.

***j) Each print device will be expected to perform intended functions, to operate satisfactorily and to produce acceptable copy/print quality for a minimum of 95% uptime defined as the available work hours over the life of the 48-month Agreement. Quarterly reporting for sixteen three-month periods will be utilized for this purpose for the life of the Agreement. Time dedicated to preventive maintenance or scheduled software upgrades shall not be included in the uptime analysis. Failure to meet the 95% uptime standard as required will result in credit(s) issued to the Client for the amount of \$50.00 per hour for each hour below the 95% uptime requirement.***

RJY will comply.

***k) Any print device(s) that does not meet the 95% measurement for any of the three-month periods must be replaced with a like print device, at no additional charges to the District.***

RJY will comply.

## 7) Volume Monitoring:

***(a) It is the intent of the District to capture a 12-month cycle of a District year regardless of what month the Agreement begins. This is to ensure that the “peaks and valleys” of that 12-month cycle are captured. Annual mono and color cost-per-image minimums will be committed to the selected Awarded Vendor then divided into 12 monthly installments for each Client year cycle. Mono and color overages will be applicable in any year only if either of the mono and/or color cost-per-image minimums, as applicable, for that Client year cycle has been exceeded.***

***The District is committing to a forty-eight (48) month cost-per-image (CPI) Agreement. Electronic Bid Pricing Responses must include two cost-per-image pricing units, one for a mono cost-per-image, and one for a color cost-per-image. Relative overage pricing for both mono and color cost-per-image must be listed separately. Pricing structure for both the mono and color cost-per-image (CPI) shall include, but not be limited to, service, hardware, parts, software(s) and supplies required to support all the print devices proposed. These two cost-per-image unit totals will be structured on a minimum annual basis for the duration of the 48-month cost-per-image Agreement. The unit totals for both mono and color will be broken down in 12 monthly installments for each of the annual minimums. If, and only if, the annual total of either the mono and/or color cost-per-image unit totals are exceeded during an annual period will any overages apply. Overages, if applicable, will be reconciled on an annual basis at the end of the 12th month of each annual period for the life of the 48-month Agreement. For each twelve (12) month reconciliation, the Awarded Vendor is responsible for the page count collection for all devices. Under no circumstance will volume estimations for billing purposes be allowed for the entirety of this cost-per-image Agreement. The District acknowledges that paper and staples are not included in this Agreement.***

RJY will comply.

***(b) Any source(s) that potential vendors utilize financially to fund this Agreement must be completely transparent to the District. The District will have no communication or accept any communication from any third party during the entirety of the CPI Agreement.***

RJY will comply.

***(c) Awarded Vendor will be responsible for shipping or delivery of needed supplies for all locations.***

RJY will comply.

***(d) As noted under “Service Requirements”:***

- Failure to respond to service requests as required will cause the District to take a service credit and withhold that amount from invoices owed the Awarded Vendor. The service credit will be \$50.00 per hour for each hour after the 4th hour.***
- Awarded Vendor will provide a per-copy credit for all images made during the course of preventive and/or remedial maintenance.***
- Failure to meet the 95% equipment uptime standard as required will result in credit(s) issued to the District for the amount of \$50.00 per hour for each hour below the 95% uptime requirement.***

RJY will comply.

***(e) The District may need to increase the quantity of print devices over the course of the CPI Agreement. Any additional print devices added to the Agreement will be co terminus and shall not increase the cost-per-image pricing. An increase to the monthly minimum will be negotiated with the Awarded Vendor then adjusted accordingly. Over the term of the Agreement, the District shall reserve the right to add to the initially installed population of devices.***

RJY will comply.

***Additional Requirements:***

***In addition to the foregoing, and/or by way of reiteration, respondents to the Invitation for Bid must provide the following:***

***1) Qualifications***

***(a) Describe the experience of the vendor in working with clients and names of individuals with whom you have worked closely. (These individuals may also serve as references).***

RJY has 25 plus years of experience working with school systems across the Southeast and South Mississippi, that are equal to, and significantly larger than SCSD. Please refer to our references page under Section VI.

***(b) Demonstrate understanding of the responsibilities of handling products and services such as the District requires.***

Please see the following page for a sample of the K-12 school districts we serve.



RJ Young partners with many local and regional K-12 school districts for their technology needs.

*Below includes but is not limited to the representation of school systems we proudly support.*



**2) References (on sheet provided) List the name, address, telephone number and email address of three (3) references that the District may contact to discuss your company, preferably organizations of like scope and size to this project.**

Please see Section VI: References for the above information.

**Network Connectivity Requirements:**

- (a) Connectivity to Windows 10, Windows 11, Windows Server/Active Directory, ChromeOS, macOS and iOS .**
- (b) Protocols supported: TCP/IP**
- (c) 10/100/1000MB Ethernet Connection**
- (d) Scan supported: JPG, PDF, and TIFF**
- (e) Google SMTP (Simple Mail Transfer Protocol) supported**
- (f) SMBv2 (Server Message Block) or greater supported**

RJY will comply with the Network Connectivity Requirements

**Security Requirements:**

- (a) Awarded Vendor will work in coordination with the District to ensure the confidentiality and security of documents and information that pass through the copiers.**

RJY will comply.

***(b) At the end of the Agreement term, the District is to receive a guarantee of removal of all the Client's documents and information from the hard drives of all copiers. (The cost of this service must be included in the bid pricing.)***

RJY will comply.

## Section III: Invitation for Bid Instructions

### Section III

#### Invitation for Bid Instructions

Vendors are cautioned to read this entire document carefully and to prepare and submit their response providing all requested information in accordance with the terms and conditions set forth herein. To be considered, Vendors must submit a complete response to this Invitation for Bid in the format detailed by the specifications. Bids must be dated, signed by an official authorized to bind the Vendor to the terms of the bid and submitted to the District in accordance with the instructions, terms and conditions of this Invitation for Bid. All bids must be submitted in accordance with Section §31-7-13, Mississippi Code (1972). All bids must be typed or written in ink. Any alterations or changes that are made must be initialed. By submitting a bid, the vendor is agreeing that it has no reason for protest and that it has not made any unauthorized amendments to the requirements of this IFB.

All items on this Invitation for Bid are to be per specifications or approved by the District. The District reserves the right to:

- (a) Accept or reject any or all bids, or any part thereof, or to withhold the award and to waive, or decline to waive irregularities in any bid when determined that it is in its best interest to do so;
- (b) Award the Agreement, if awarded, within sixty (60) days from the date of the bid opening date. Bid by vendor shall remain firm for this 60-day period;
- (c) Waive any informalities or technicalities contained in any bid received;
- (d) Waive any minor defects in the bid;
- (e) Make an award based upon various selection criteria;
- (f) Request clarification from any Vendor on any or all aspects of its bid;
- (g) Retain all proposals submitted in response to this Invitation for Bid;
- (h) Award an Agreement with Vendor or Vendors deemed to have submitted the best and most advantageous bid(s), price, technology, and other relevant factors considered. Price alone shall not be the sole determining factor in the selection process.

No telephone or facsimile bids will be considered. Bids received after the time for closing will not be considered.

Respondents may withdraw bids at any time prior to the time and date set for opening.

#### Response Format:

This IFB states the instructions for submitting bids, the procedures and criteria by which the District proposes to govern the relationship between it and the selected Vendor. Only information contained in this Invitation for Bid, or supplemental written information supplied by the District, will be considered in preparing bids. No verbal interpretations, changes or modifications will be considered. All assumptions made by the respondent must be clearly stated in the bid and qualifiers must be placed in context.

The Vendor understands and agrees that it has the duty to explain and clarify any and all conditions imposed on, or included in, its response to this Invitation for Bid. Vendor further understands and agrees that it has an affirmative duty to inquire about, and clarify, any Invitation for Bid statement that the respondent does not fully understand or that respondent reasonably believes may be susceptible to more than one interpretation.

Any respondent who does not follow the above prescribed methods of contact through the appropriate contact person, may be disqualified and its bid rejected, regardless of its value to the District.

Pre-Bid Conference and Invitation for Bid Clarifications/Questions:

There will be no pre-bid conference. Any and all IFB questions must be submitted via the email listed below; the subject line must contain Invitation for Bid “**Cost-Per-Image Agreement for Copying and Printing Services – Questions**”. **The deadline for bid questions is April 19, 2023, at 2:00 pm CST. No questions after that date and time will be accepted.**

Questions or concerns regarding this Invitation for Bid shall be submitted in email format ONLY and directed to:

Cassie Hardy  
[chardy@stoneschools.org](mailto:chardy@stoneschools.org)  
601.928.7247

The District will respond to emailed question(s) with the single word reply of “received”. If the Vendor does not get confirmation that the question(s) were received, it will be the responsibility of the Vendor to contact Cassie Hardy by phone to make sure the email has been successfully transmitted. Bid results will not be given out until such time as an award is made. Results will be emailed to all registered vendors.

Award Timelines:

The District intends to award the Agreement as soon as possible following the evaluation of all responses. Part of the evaluation process may include visits to vendor sites for demonstration of any or all proposed units. Upon award, a purchase order will be submitted to the Awarded Vendor and performance should begin as soon after that time is operationally feasible. An implementation plan for the installation of this is to be coordinated with the District as quickly as possible following the award. The Agreement will initiate on the first day of the month following the completion of the installation, unless otherwise agreed upon by the District and the Awarded Vendor. Upon completion of the award timelines, the Liquidated Damages Clause may be adjusted to consider installation logistics.

No Bid Requirement

If the Vendor is unable to provide a bid, it should date and sign the Bid Coversheet, indicate “NO BID”, provide a brief explanation and return the Bid Coversheet before Bid Closing/Open Date. By responding to this bid you are waiving any right to protest and you are in agreement with using the District’s Agreement as listed in Section IX of this IFB.

Evaluation:

To ensure fairness to bid applicants, but protect the District’s investment, the bid evaluation will be based on scores. Although “Cost” is not the only factor in this bid, it is the primary factor. The District will use the following items to evaluate the lowest and best applicant as well as the lowest and best solution:

- (a) Cost of eligible proposed products 30%
- (b) Quality of vendor’s services/products 15%
- (c) Reputation of vendor’s ability and stability to perform 15%
- (d) Remote monitoring/supply and service program 15%
- (e) Installation and implementation plan 25%

Each of these categories is assigned a percentage weight with the sum of all categories equaling 100%. All information provided by the applicants and other information available to the District staff will be used to evaluate the submitted bids. Copies of the evaluation weights scale will be available after the award to any applicant upon request. The judgment of the value and merit of the proposals shall be made solely at the discretion of the District.

Tax Exempt:

The District is exempt from Federal, State, and Property tax and no other taxes will be charged or passed on to the District from the Awardee. An exemption letter will be furnished upon request.

Compliance:

Vendor warrants that both in submission of its bid and performance of any resultant purchase order or Agreement, Vendor will comply with all applicable federal, state and local laws, regulations, rules, or ordinances.

RJY understands the Invitations for Bid Instructions listed in Section III.

## Section IV: Terms and Conditions

### Section IV

#### Terms and Conditions

Please note: The Awarded Vendor must be in compliance with the following terms and conditions:

##### Insurance:

Vendor shall carry, pay for, and keep in force, with a company or companies licensed to do business in Mississippi, comprehensive general liability, comprehensive automobile liability, and workmen's compensation in minimum amounts of insurance as listed in Section II. Insurance company of vendor shall provide new certificates or insurance to the District within thirty (30) days if any policy is changed or canceled.

##### Liability:

Vendor shall hold the District, its trustees, employees, agents and representatives harmless from all claims, liabilities, costs, damages, fees and expenses of any kinds whatsoever, including attorney's fees, arising out of or resulting from Vendor's performance of the Agreement.

##### Agreement:

An Agreement shall be executed by the Vendor with the District to contract on the terms and conditions specified in the IFB.

Respondents must submit a bid based on a cost per impression charge (CPI). The equipment to be installed under the Agreements is listed in Section VII. The equipment will be installed in the various locations of the District as directed by the District.

The Awarded Vendor's signed bid shall be affixed to the executed Agreement and shall be considered an integral part thereof. A sample Agreement integrating the requirements specified herein as part of the Invitation for Bid shall be executed by the Vendor as an offer to the District to contract on the terms specified therein. Submitting a bid acknowledges the Vendor is agreeing that it has no reason for protest and it has not made any unauthorized amendments to the requirements of this IFB.

##### Delivery and Installation:

New devices shall be delivered to all District locations as instructed. A list of each location with quantities needed will be provided to the Awarded Vendor. Quantities are listed in Section VII of the IFB. It is understood the successful bidder agrees to transport the new devices on the same day as installation. It is required that the Awarded Vendor layout a schedule for delivery and installation for all locations to meet the installation deadline. All packaging and trash must be removed from each location at completion of installation.

Agreement Term:

The Agreement term will commence on the first day of the month following the completion of the installation. The cost-per- image Agreement will continue for a period of four (4) years. Pricing must remain firm for the length of this Agreement.

Billing Information:

All items/services pertaining to STONE COUNTY SCHOOL DISTRICT are to be billed to Stone County School District, Attn: Accounts Payable, 214 Critz Street, Wiggins, MS 39577. All billing will be in accordance with MS Code §31-7-305. Monthly installment payments will be made to vendor within 45 days from the date the invoice is received at the District office, provided all is satisfactory based on the bid requirements.

**The invoice shall show the detailed summary billing by unit location and shall only reflect the agreed monthly installment billings for the first 11 months of the District year. CPI overages, if applicable will be reconciled at the end of the 12<sup>th</sup> month for each year of the Agreement.**

Compliance with Laws:

The Vendor and the District shall comply with all applicable federal, state, county and local laws, ordinances, rules and regulations in the performance of their obligations under an Agreement, including the procurement of permits and certificates where required, and including, but not limited to, laws related to sanitation worker's compensation, occupational safety and health and the environment.

E-verify Compliance:

Vendor/Seller represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act (Senate Bill 2988 from the 2008 Regular Legislative Session) and will register and participate in the status verification system for all newly hired employees. The term "employee" as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, "status verification system" means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-verify Program. Vendor/Sellers agrees to maintain records of such compliance and, upon request of the State, to provide a copy of each such verification to the State Vendor/Seller further represents and warrants that any person assigned to perform services hereunder meets the employment eligibility requirements of all immigration laws of the State of Mississippi. Vendor/Seller understands and agrees that any breach of these warranties may subject Vendor to the following: (a) Vendor/Seller would also be liable for any additional costs incurred by the State or the District due to Agreement cancellation or loss of license or permit termination of this Agreement and ineligibility for any state or public contract in Mississippi for up to three (3) years with notice of such cancellation/ termination being made public, or (b) the loss of any license, permit, certification or other document granted to Vendor/Seller by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year, or (c) both in the event of such termination/cancellation.

Signing acceptance of the BID INSTRUCTIONS acknowledges that the company is complying with the Mississippi Employment Protection Act E-Verify Program.

Budgetary Constraints:

The District reserves the right to reduce or increase the quantity, retract any item from the bid, or upon notification, terminate entire Agreement without any obligations or penalty based upon availability of funds.

Cancellation/Termination:

Should the performance by the Awarded Vendor become unsatisfactory or inadequate as to the best interest of the District, the District may terminate the resulting Agreement between the Vendor and the District. Notice of termination shall be made thirty (30) days in advance with the reasons of termination outlined in said notice.

Records and Audit:

The Vendor that is awarded an Agreement with the District shall maintain reasonably complete and accurate records of the operations associated with this Agreement and all fees and expenses charged to the District, or paid on behalf of the District, with respect to goods and/or services secured by this Agreement. The Vendor will retain such records for the period of the Agreement plus three years from the ending date or termination of the Agreement and shall make all such records available to the District during normal business hours upon reasonable advance written notice.

RJY understands the Terms and Conditions listed in Section IV.

# Section V: Schedule of Required Submittals and Signature Sheet

## Section V

### Schedule of Required Submittals and Signature Sheet

The following Submittals must be included in the bid package; Responses must address all aspects of the Invitation for Bid, as listed below, but not limited to this list. Submittals should follow proper chronological order as presented in the Invitation for Bid. **Failure to do so may invalidate the bid response.**

- (a) Bid Coversheet
- (b) Vendor Qualification/Evaluation Documents (Title each as in the Invitation for Bid, i.e. Section Numbers/Questions Numbers, and place in chronological order as in the Invitation for Bid)
- (c) References
- (d) A sample Agreement integrating the requirements specified herein as part of the Invitation for Bid; it shall be executed by the Vendor as an offer to the District to contract on the terms specified therein, as stated in Section IV
- (e) A current Certificate of Insurance, as stated in Section IV

I affirm that the above listed documents are completed and present in the submission for Invitation for Bid **“Cost-Per-Image Agreement for Copying and Printing Services”** and provided in sequential order as identified above. There is one original of each submittal with the requested number of copies in the same sequential order.

The District reserves the right to request, at its sole discretion, from some or all of the respondents, any further information or documentation that it deems necessary for the issuance of an agreement.

I/We propose to furnish and deliver, more or less, the items listed in the Invitation for Bid according to your specifications and quantities at the indicated prices. I/We further agree not to request permission to withdraw our bid after the bids have been publicly opened.

I/We, the undersigned, do hereby understand and accept the instructions under which this bid is Being submitted.

RJ Young  
Company

130 JM Tatum Industrial Drive  
Address

Hattiesburg, MS 39401  
City, State

800-347-1955  
Telephone

April 25, 2023  
Date

  
Signature

Justin Chancellor  
Name (Typed or Clearly Printed)

Regional Vice President  
Title

Justin.Chancellor@rjyoung.com  
Email

62-0760182  
Company Federal Tax ID Number

## Section VI: References

### Section VI

### References

Please identify five (3) current users (similar scope, education, or commercial accounts) of Your services that we may contact:

1. Agency: Pascagoula-Gautier School District  
Contact: Debbie Ruemenapp Title: Purchaser  
Phone: 228-938-6495 Email: druemenapp@pgsd.ms
2. Agency: Lamar County School District  
Contact: Lana Lucas Title: Purchaser  
Phone: 601-794-1030 ext 1013 Email: lana.lucas@lamark12.org
3. Agency: Rankin County Schools  
Contact: Lance Fulcher Title: Purchaser  
Phone: 601-825-5590 Email: lan200@rcsd.ms

## Section VII: New Equipment Request

Section VII  
New Equipment  
Request

DEVICE TYPE	QUANTITY	Description/Minimum Specifications
45+ ppm Mono MFD	94	45 or more ppm network ready MFD to include: Minimum 100 Sheet Capacity RADF or Dual Scan ADF; 2G Minimum RAM Memory; HDD 160GB; Duplex; Copy, Print, Color Scan; Minimum 3,500 Sheet Paper Capacity & 1,000 Sheet Multi-Position Stapling Finisher; 3-hole Punch Unit; Must support statement, letter, legal, & ledger input and output.
35+ ppm Color MFD	11	35 or more ppm network ready color MFD to include: Minimum 100 Sheet Capacity RADF or Dual Scan ADF; 2G Minimum RAM Memory; Duplex; Minimum 160GB HDD; Copy, Print, Scan; Minimum 3,500 Sheet Paper Capacity & 1,000 Sheet Off-set/ Multi-Position Stapling Finisher; 3-hole Punch Unit; Must support statement, letter, legal & ledger paper sizes for both input and output.
80+ ppm Mono MFD	20	80 or more ppm network ready MFD to include: Minimum 200 sheet Capacity RADF or Dual Scan ADF; Duplex, Copy; Print; Color Scan; 6,500 Minimum Total Sheet Paper Capacity; Minimum 160GB HDD; Minimum 3,000 Sheet Multi-Position Stapling Finisher; 3-hole Punch Unit; Must support statement, letter, legal & ledger paper sizes for both input and output.

**Note: The District will provide patch cables for all new equipment placements.**

**RFP Number** #23-044  
**RFP Title** Copy-Per-Image  
**Proposer** RJ Young  
**Page Number** **51**

RJY understands and will comply with Section VII New Equipment Request.

# Section VIII: Vendor Pricing Form

## VENDOR PRICING FORM

Based on the list of devices requested in Section VII, please submit cost-per-image prices for each of the following monthly minimum options:

	CPI Rate For Monthly Minimum Volume	CPI Overage Rate
<b>Proposed Cost-Per-Image Based on the Monthly Minimum Guaranteed Volume of 500,000 monochrome pages</b>	.0173	.0045
<b>Proposed Cost-Per-Image Based on the Monthly Minimum Guaranteed Volume of 21,000 color pages.</b>	.032	.032

RJ Young

Company

*Justin Chancellor*

Authorized Signature

800-347-1955

Telephone

Justin.Chancellor@rjyoung.com

Email

April 25, 2023

Date

## **Section IX: Cost-Per-Image Agreement for Copying and Printing Services**

See the following pages for the Cost-Per-Image Agreement.

## **Section IX**

### **Cost-Per-Image Agreement for Copying and Printing Services**

The Agreement is entered into by and between Stone County School District (hereinafter referred to as the "District") and RJ Young (hereinafter referred to as the "Vendor"). This Agreement becomes effective upon signature by the District and Vendor and shall take precedence over all agreements and understandings between the parties. Vendor, by its acceptance hereof, agrees to issue on a cost-per-image basis to the District, and the District, by its acceptance hereof, agrees to pay, on a cost-per-image basis from Vendor, the equipment, including applicable software and services to render it continually operational, listed in Exhibit A, which is attached hereto and incorporated herein.

#### **1) CUSTOMER ACCOUNT ESTABLISHMENT**

- (a) A separate Vendor Customer Number will be required for each specific installation location.
- (b) The District is identified as the entity on the first line of the "bill-to" address. All invoices and notices of changes will be sent to the "bill-to" address.
- (c) "Ship-to" and/or "Installed-at" address is the location to which the initial shipment of equipment/supplies will be made and the address to which service representatives will respond. Subsequent shipments of supplies for installed equipment will also be delivered to the "installed-at" address unless otherwise requested.
- (d) Unless creditworthiness for this Customer Number has been previously established by Vendors, Vendor's Credit Department may conduct a credit investigation for this Order. Notwithstanding delivery of equipment, Vendor may revoke this Order by written notice to the District if credit approval is denied within thirty (30) days after the date this Cost-Per-Image Agreement is accepted for Vendor by an authorized representative.

**2) EQUIPMENT SELECTION, PRICES, AND AGREEMENT:** The District has selected and Vendor agrees to provide the equipment, including applicable software and services to render it continually operational, identified on Exhibit A attached to this Cost-Per-Image Agreement. The specific prices, inclusive of applicable transportation charges, are as set forth on the attached Exhibit A. The parties understand and agree that the District is exempt from the payment of taxes.

**3) SHIPPING AND TRANSPORTATION:** Vendor agrees to pay all non-priority, ground shipping, transportation, rigging and drayage charges for the equipment from the equipment's place of manufacture to the installation address of the equipment as specified under this Agreement. If any form of express shipping method is requested, it will be paid for by the District.

**RISK OF LOSS OR DAMAGE TO EQUIPMENT:** While in transit, Vendor shall assume and

bear the entire risk of loss and damage to the equipment from any cause whatsoever. If, during the period the equipment is in the District's possession, due to gross negligence of the District, the equipment is lost or damaged, then, the District shall bear the cost of replacing or repairing said equipment.

Otherwise, the vendor is responsible for replacing or repairing the equipment during the term of this Agreement.

4) DELIVERY, INSTALLATION, ACCEPTANCE, AND RELOCATION:

- (a) DELIVERY: Vendor shall deliver the equipment to the locations specified by the District and pursuant to the delivery schedule agreed upon by the parties. If, through no fault of the District, Vendor is unable to deliver the equipment or software, the prices, terms and conditions will remain unchanged until delivery is made by Vendor. If, however, Vendor does not deliver the equipment or software within ten (10) working days of the delivery due date, the District shall have the right to terminate the order without penalty, cost or expense to the District of any kind whatsoever.
  - (b) INSTALLATION SITE: At the time of delivery and during the period Vendor is responsible for maintenance of the equipment, the equipment installation site must conform to Vendor's published space, electrical and environmental requirements; and the District agrees to provide, at no charge, reasonable access to the equipment and to a telephone for local or toll-free calls.
  - (c) INSTALLATION DATE: The installation date of the equipment shall be that date as is agreed upon by the parties.
  - (d) ACCEPTANCE: Unless otherwise agreed to by the parties, Vendor agrees that the District shall have twenty (20) working days from the date of delivery and installation, to inspect, evaluate and test the equipment to confirm that it is in good working order.
  - (e) RELOCATION: The District may transfer equipment to a new location by notifying Vendor in writing of the transfer at least ten (10) calendar days before the move is made. This notice will enable Vendor to provide technical assistance in the relocation efforts, if needed, as well as to update Vendor's records as to machine location. The Vendor's cost of moving and reinstalling equipment from one location to another is included in this Agreement.
- 5) TERM: The term for each item of equipment shall be that as stated in the attached Exhibit A. If the District desires to continue the Cost-Per-Image Agreement on the equipment at the expiration of the original rental Agreement, the District must enter into a new Cost-Per-Image Agreement which shall be separate from this Agreement. There will be no automatic renewals allowed. There shall be an option to purchase the equipment utilized during this Cost-Per- Image Agreement following the original term of the Agreement. Absent of any execution to purchase, the Vendor is required to pick up all equipment at no cost to the District on agreed upon dates and times.
- 6) OWNERSHIP: Unless the District has obtained title to the equipment, title to the equipment shall be and remain vested at all times in Vendor or its assignee and nothing in the Agreement shall give or convey to the District any right, title or interest therein,

unless purchased by the District. Nameplates, stencils or other indicia of Vendor's ownership affixed or to be affixed to the equipment shall not be removed or obliterated by the District.

7) PAYMENTS:

- (a) INVOICING AND PAYMENTS: The charges for the equipment, software or services covered by this Cost-Per-Image Agreement are specified in the attached Exhibit A. Charge for any partial month for any item of equipment shall be prorated based on a thirty (30) day month. Vendor shall submit an invoice with the appropriate documentation to the District. The District agrees to make payment in accordance with Mississippi law on "Timely Payments for Purchases by Public Bodies," Sections 31-7-301, et seq. of the 1972 Mississippi Code Annotated, as amended, which generally provides for payment by the District within forty-five (45) days of the date the invoice is received, and the goods are inspected and accepted.
- (b) METER READINGS: The Vendor shall obtain accurate and timely meter readings at the end of each applicable billing period. Vendors shall have the right, upon reasonable prior notice to the District, and during the District's regular business hours, to inspect the equipment and to monitor the meter readings. **No estimated volumes will be allowed for billing purposes throughout the entirety of the Agreement.**
- (c) COPY CREDITS: If applicable, for each print device in the Cost-Per-Image Agreement, the District will receive one (1) image credit for each image presented to Vendor which, in the District's opinion, is unusable and also for each image which was produced during servicing of the equipment. Image credits will be reflected on the invoice as a reduction in the total copy volume, except for run length plans which will be credited at a specific image credit rate as shown on the applicable price list.

- 8) USE OF EQUIPMENT: The District shall operate the print devices according to the manufacturer's specifications and documented instructions. The District agrees not to employ or use additional attachments, features or devices on the equipment or make changes or alterations to the equipment covered hereby without the prior written consent of Vendor in each case, which consent shall not be unreasonably withheld.

- 9) INCLUSION OF ALL TERMS AND CONDITIONS OF REQUESTS FOR BIDS. All terms and conditions specified as any type of "Requirements" in the Cost-Per-Image Agreement for Copying and Printing Services are included as requirements of this Agreement including, but not limited to the performance clause.

10) MAINTENANCE SERVICES, EXCLUSIONS, AND REMEDIES:

- (a) SERVICES: The Vendor is responsible for providing equipment services, remote print device monitoring, maintenance services (except for time and materials), or warranty services; (1) Vendor shall install and maintain the equipment and make all necessary adjustments and repairs to keep the equipment in good working order. (2) Parts required for repair may be used or repossessed in accordance with Vendor's specifications and replaced parts are the property of Vendor, unless otherwise specifically provided in the price lists. (3) Services will be provided during the District's usual business hours. (4) If applicable, the District will permit Vendor to install, at no cost to the District, all retrofits designated by Vendor as mandatory or which are designed to insure accuracy of meters.
- (b) EXCLUSIONS: The following is not within the scope of services: (1) Provision and installation of optional retrofits. (2) Installation/removal of accessories, attachments or other devices. (3) Exterior painting or refinishing of equipment. (4) Maintenance, installation or removal of equipment or devices not provided by Vendor. (5) Performance of normal operator functions as described in applicable Vendor operator manuals. (6) Performance of services necessitated by accident; power failure; unauthorized alteration of equipment or software; tampering; service by someone other than Vendor; causes other than ordinary use; interconnection of equipment by electrical, or electronic or mechanical means with non-compatible equipment, or failure to use operating system software. If Vendor provides, at the request of the District, any of the services noted above, the District may be billed by Vendor at a rate not to exceed the Master State Prices Agreement between the Vendor and the State of Mississippi, or in the absence of such Agreement at the then current time and materials rates.
- (c) REMEDIES: If during the period in which Vendor is providing maintenance services, Vendor is unable to maintain the equipment in good working order, Vendor will, at no additional charge, provide either an identical replacement or another product that provides equal or greater capabilities.

- 11) HOLD HARMLESS: Vendor agrees that it will, and hereby does, indemnify, defend and hold harmless the District from and against any and all claims, damages, losses, costs and expenses of every kind and nature, including court costs and attorney fees and claims for damages resulting from or arising out of any infringement claim or claim of bodily injury, death or damage to real or tangible personal property caused by Vendor and/or its partners, principals, agents, employees or subcontractors in the performance of this Agreement. The District will promptly notify Vendor in writing of any claim to be indemnified hereunder, of which the District has knowledge, and Vendor in turn will promptly notify the District of any such claim. Vendor shall, at its sole expense, control the defense of such suit to the extent allowed by Mississippi law. The parties agree to cooperate with one another in the defense of any such matter.

12) ALTERATIONS, ATTACHMENTS, AND SUPPLIES:

- (a) If the District makes an alteration, attaches a device or utilizes a supply item that increases the cost of services, Vendor will either propose an additional service charge or request that the equipment be returned to its standard configuration or that use of the supply item be discontinued. If, within five (5) working days of such proposal or request, the District does not remedy the problem or agree in writing to do so within a reasonable amount of time, Vendor shall have the right to terminate this Agreement as provided herein. If Vendor reasonably believes that an alteration, attachment or supply item affects the safety of Vendor personnel or equipment users, Vendor shall notify the District of the problem and may withhold maintenance until the problem is remedied.
- (b) Unless the District has obtained title to the equipment free and clear of any Vendor security interest, the District may not remove any ownership identification tags on the equipment or allow the equipment to become fixtures to real property.

13) ASSIGNMENT:

- (a) BY THE DISTRICT: Without the prior consent of Vendor, which consent shall not be unreasonably withheld, the District shall not (1) assign, transfer or pledge all or any part of this Agreement or software licensed by Vendor, or (2) resell, lease, lend or permit a lien or encumbrance of any kind against the equipment unless the District has obtained title to the equipment free and clear of any Vendor security interest.
- (b) BY VENDOR: Vendor shall not assign its rights or delegate its duties hereunder without the prior written consent of the District, which consent shall not be unreasonably withheld.

14) GOVERNING LAW: This Agreement shall be construed and governed in accordance with the laws of the State of Mississippi, without giving effect to its conflict laws. Vendor expressly agrees that under no circumstances shall the District be obligated to pay an attorneys fee or the cost of legal action to Vendor. Notwithstanding any other provisions of this Agreement between the parties, all activities and performances of the parties with respect to the equipment, software or services herein shall be subject to all applicable laws, regulations, policies and procedures of the United States of America, or any agency thereof, the State of Mississippi, or any agency thereof, or any local governments or political subdivisions that may affect the performance of services hereunder.

15) NOTICE: Any notice required or permitted to be given under this Agreement shall be in writing and sent by certified United States mail, postage prepaid, return receipt requested, to the party to whom the notice should be given at their usual business address. Notice shall be deemed given when actually received or when refused. The parties agree to promptly notify each other of any change of address.

- 16) WAIVER: Failure of either party hereto to insist upon strict compliance with any of the terms, covenants, and conditions hereof shall not be deemed a waiver or relinquishment of any similar right or power hereunder at any subsequent time or of any other provision hereof, nor shall it be construed to be a modification of the terms of this Agreement.
- 17) CAPTIONS: The captions or headings in this Agreement are for convenience only, and in no way define, limit or describe the scope or intent of any provision or section of this Agreement.
- 18) SEVERABILITY: If any term or provision of this Agreement is prohibited by the laws of the State of Mississippi or declared invalid or void by a court of competent jurisdiction, the remainder of this Agreement shall be valid and enforceable to the fullest extent permitted by law.
- 19) THIRD PARTY ACTION NOTIFICATION: Vendor shall give the District prompt notice in writing of any action or suit filed, and prompt notice of any claim made against Vendor by any entity that may result in litigation related in any way to this Agreement.
- 20) AUTHORITY TO CONTRACT: Vendor warrants that it is a validly organized business with valid authority to enter into this Agreement. That entry into and performance under this Agreement is not restricted or prohibited by any loan, security, financing, contractual or other agreement of any kind, and notwithstanding any other provision of this Agreement to the contrary, that there are no existing legal proceedings, or prospective legal proceedings, either voluntary or otherwise, which may adversely affect its ability to perform its obligations under this Agreement.
- 21) RECORD RETENTION AND ACCESS TO RECORDS: Vendor shall maintain and make available to the District, any financial records, supporting documents, statistical records and all other records pertinent to the services performed under this Agreement. These records shall be maintained for at least three (3) years beyond the termination or expiration of this Agreement; however, if any litigation or other legal action, by or on behalf of the Client has begun that is not completed at the end of the three (3) year period, or if audit findings, litigation or other legal action has not been resolved at the end of the three (3) year period, the records shall be retained until resolution.
- 22) EXTRAORDINARY CIRCUMSTANCES: If either party is rendered unable, wholly or in part, by reason of strikes, accidents, acts of God, weather conditions or any other acts beyond its control and without its fault or negligence to comply with any obligation or performance required under this Agreement, then such party shall have the option to suspend its obligations or performance hereunder until the extraordinary performance circumstances are resolved. If the extraordinary performance circumstances are not resolved within a reasonable period of time, however, the non-defaulting party shall have the option, upon prior written notice, of terminating the Agreement.

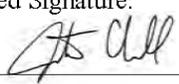
- 23) TERMINATION: This Agreement may be terminated as follows: (a) the District and vendor mutually agree to the termination, or (b) If either party fails to comply with the terms and conditions of this Agreement and that breach continues for thirty (30) days after the defaulting party received written notice from the other party, then the non-defaulting party has the right to terminate this Agreement. The non-defaulting party may also pursue any remedy available to it in law or in equity. Upon termination, all obligations of the District to make payments required hereunder shall cease.
- 24) AVAILABILITY OF FUNDS: It is expressly understood and agreed that the fulfillment of the conditions of this Agreement by the District is conditioned upon the receipt of governmental funding. If the funds anticipated for the fulfillment of this Agreement are, at any time, not forthcoming or insufficient, the District shall have the right to terminate this Agreement, without damage, penalty, cost or expense to the District of any kind whatsoever.
- 25) MODIFICATION OR RENEGOTIATION: This Agreement may be modified only by written agreement signed by the parties hereto. The parties agree to renegotiate the Agreement if federal and/or state revision of any applicable laws or regulations makes changes in this Agreement necessary.
- 26) WARRANTIES: Vendor warrants that the equipment, when operated according to the manufacturer's specification and documented instructions, shall perform the functions indicated by the specifications and documented literature. Vendor may be held liable for any damages caused by failure of the equipment to function according to specifications and documented literature published by the manufacturer of the equipment. The District may be held liable for any damages caused by failure to operate the equipment according to the specifications and documented instructions.
- 27) ENTIRE AGREEMENT: This Agreement constitutes the entire agreement of the parties with respect to the equipment, software or services described herein and supersede and replace any and all prior negotiations, understandings and agreements, written or oral, between the parties relating hereto. No terms, conditions, understandings, usages of the trade, course of dealings or agreements, not specifically set out in this Agreement or incorporated herein, shall be effective or relevant to modify, vary, explain or supplement this Agreement.

For the faithful performance of the terms of this Agreement, the parties have caused this Agreement to be executed by their undersigned representatives.

Witness my signature this the 25th day of April, 2023.

Vendor:  
RJ Young

By:  
Stone County School District

Authorized Signature:  


Printed Name:  
Justin Chancellor

Title:  
Regional Vice President

Witness: , Mary Hanslow, Enterprise Project Specialist

Witness my signature this the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Stone County School District  
By:  
\_\_\_\_\_

Authorized Signature:  
\_\_\_\_\_

Printed Name:  
\_\_\_\_\_

Title:  
\_\_\_\_\_

WITNESS: \_\_\_\_\_

# Exhibit A: Cost-Per-Image Agreement for use by Mississippi Departments and Vendors

EXHIBIT "A"  
COST-PER-IMAGE  
AGREEMENT FOR USE BY  
MISSISSIPPI DEPARTMENTS AND VENDORS  
(Applicable to Equipment Cost-Per-Image Transactions)

The following, when signed by the District and the Vendor shall be considered to be a part of the cost-per-image agreement between the parties.

Vendor Company Name: RJ Young

Client Name: Stone County School District

Bill to Address: 214 Critz Street, Wiggins, MS 39577

Ship to Address: Various locations based on information provided by the District.

Delivery Schedule and Installation Date: RJY will work with SCSD to establish and implementation plan with a completed target date on or before 7/1/23

<u>Description of Equipment, Software, or Services</u>	<u>Total Monthly Price</u>
SEE EXHIBIT B FOR DETAILS (Note: This description MUST include a DETAILED listing of all the Devices proposed including all peripherals and attachments for each device.)	\$9,322.00

Modifications:

This is a 48-month Cost-Per-Image Agreement that consists of four (4) annual minimums of 6,000,000 mono images and 252,000 color images annually. There are to be twelve (12) monthly installments for 500,000 mono images and 21,000 color images per Agreement year. Any overage rates apply only to mono and color images above these two annual minimum volumes per Agreement year. Overages, if applicable, are to be applied at the end of the twelfth month of each Agreement year for the duration of the Agreement period.

  
\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
STONE COUNTY SCHOOL DISTRICT  
Signature

Agreement is to begin upon completion of installation.

Agreement Term: Number of Months: 48 Start Date: 7/1/2023 End Date: 6/30/2023

(The following signature spaces are to be signed only upon the successful completion of installation.)



\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
STONE COUNTY SCHOOL  
DISTRICT  
Signature

# Exhibit B: Description of Equipment

EXHIBIT B  
RENTAL AGREEMENT  
FOR USE BY  
MISSISSIPPI Agencies AND VENORS  
(Applicable to Equipment Rental Transactions)

State Contract Number: 8200062040

Vendor: RJ Young

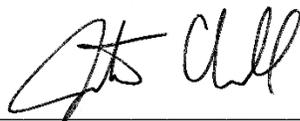
Customer: Stone County School District

Equipment to be Rented Monthly Price \$9322.00

- 11 Taskalpha 3554ci with UG-36, DP-7150, PF-7150, DF-7120, PH-7A, AK7110
- 20 Taskalpha 8003i with PH-7A, PF-7120, DF-7110
- 94 ECOSYS PA4500x

Above Price includes 500,000 black and 21,000 color pages per month. Overages billed at .0045 & .032

Rental Term: 48 Months



Vendor Signature

Stone County School District

# Exhibit C: Kyocera Brochures

**KYOCERA** kyoceradocumentalsolutions.us

## Evolve Printing in Your Workplace

The Kyocera Evolution Series has arrived to provide your workplace with the latest technology required to keep your data safe while optimizing workflows. With an easy-to-use control panel and innovative security enhancements, you can rely on the Kyocera Evolution Series for high-quality printing, copying and scanning.

- TASKalfa 3554d**
- Up to 35 Pages per Minute
- Professional Finishing Options
- 10.1" Color Touch Screen Panel
- Kyocera Net Manager Ready

**TASKalfa 8330i / 9000i Series**

- Up to 90 ppm: B&W / 70 ppm Color
- 1200 x 1200 dpi Image Quality
- Professional Finishing Options

**The power to simplify the dynamics of business.**

**KYOCERA** www.kyoceradocumentalsolutions.us

**KYOCERA** kyoceradocumentalsolutions.us

## A Classic Redefined

Building a heritage of reliable devices since 1992, the ECOSYS PA6000x is a merge of tried-and-true technology with enhanced security features.

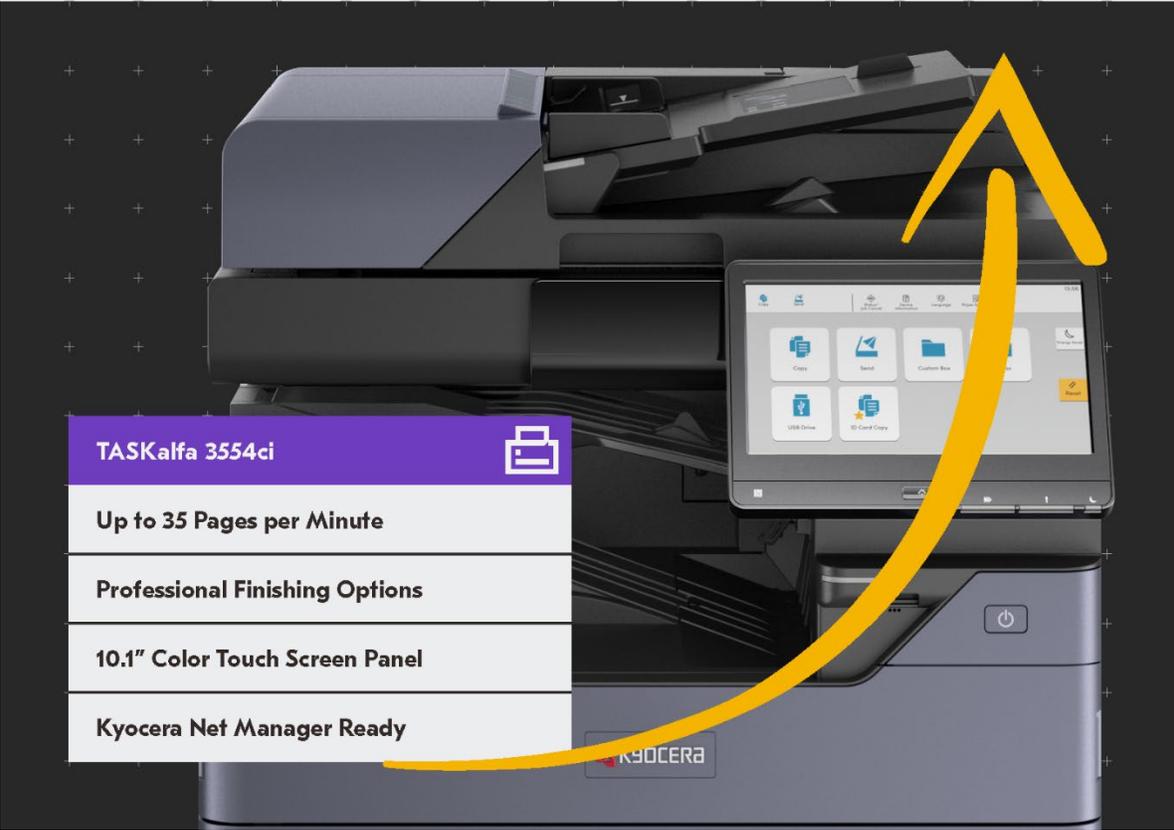
- ECOSYS PA4500x
- ECOSYS PA5000x
- ECOSYS PA5500x
- ECOSYS PA6000x



kyoceradocumentsolutions.us

# Evolve Printing in Your Workplace

The Kyocera Evolution Series has arrived to provide your workplace with the latest technology required to keep your data safe while optimizing workflows. With an easy-to-use control panel and innovative security enhancements, you can rely on the Kyocera Evolution Series for high-quality printing, copying and scanning.



- TASKalfa 3554ci** 
- Up to 35 Pages per Minute**
- Professional Finishing Options**
- 10.1" Color Touch Screen Panel**
- Kyocera Net Manager Ready**

## TASKalfa 3554ci

### BASIC SPECIFICATIONS

**Configuration:** Color Multifunctional System - Print/Scan/Copy/Optional Fax

**Speed:** Color and Black – Letter: 35 ppm, Legal: 21 ppm, Ledger: 17 ppm, 12" x 18": 17 ppm (print only)

**Warm Up Time:** 18 Seconds or Less (power on)

#### First Page Out:

Copy: 5.3 seconds or less Black, 7.0 seconds or less Color  
Print: 5.9 seconds or less Black, 7.7 seconds or less Color

**Display:** 10.1" Color Touch Screen Control Panel

**Memory/Hard Disk Drive:** 4GB RAM/32GB SSD/320GB HDD Standard, 1TB HDD (option)

**Duplex:** Standard Stackless Duplex supports Statement (5.5" x 8.5") to Ledger (12" x 18"), 16 lb. Bond - 142 lb. Index (60 – 256gsm)

**Standard Output Tray:** Statement – 12" x 18"/500 Sheets; up to 12" x 48" Banner (single sheet)

**Electrical Requirements:** 120V, 60Hz, 12A; 220-240V, 50/60Hz, 7.2A

**Typical Electricity Consumption (TEC):** 120V: .46 kWh/week; 220V: .44 kWh/week

**Dimensions:** 23.7" W x 26.1" D x 31.1" H

**Weight:** 198.4 lbs

**Maximum Monthly Duty Cycle:** 125,000 Pages per Month

### PAPER SUPPLY

**Standard Paper Sources:** Dual 500 Sheet Trays, 150 Sheet MPT, Auto Selection/Switching

**Optional Paper Sources:** Dual 500 Sheet Trays (PF-7140) Dual 1,500-sheet Trays (PF-7150) 3,000 Sheet Capacity Tray (PF-7120),

**Paper Capacity:** Standard: 1,150 Sheets; Maximum: 7,150 Sheets

**Paper Size:** Tray 1 – 5.5" x 8.5" – 8.5" x 14" (statement to legal); Tray 2 – 5.5" x 8.5" – 12" x 18", Custom Size  
**PF-7140:** 5.5" x 8.5" – 12" x 18" **PF-7150** **PF-7120:** 8.5" x 11" **MPT:** 5.5" x 8.5" – 12" x 18" (multiple sheets); Up to 12" x 48" Banner (single sheet)

**Paper Weight:** Trays/MPT: 14 lb. Bond – 166 lb. Index (52 – 300gsm)

### Input Materials:

Standard/Optional Trays: Plain, Bond, Recycled, Preprinted, Vellum, Color, Pre-Punched, Thick, Thin, High Quality, Letterhead, Envelope, Custom; MPT: Plain, Bond, Recycled, Preprinted, Vellum, Color, Pre-Punched, Thick, Thin, High Quality, Transparency (OHP), Coated, Index Tab, Label, Letterhead, Envelope, Custom

### SECURITY SPECIFICATIONS

Local Authentication, Network Authentication, Encryption Communication (IPsec, HTTPS, LDAPS, SMTP/POP/FTPS over TLS 1.3, SNMPv3), TPM chipset (Trusted Platform Module), S/MIME, SCEP (auto certificate issuance/renewal), OCSP/CRL (certificate validation), Secure Boot (firmware authenticity verification), Run Time Integrity Check, Data Security Kit 10 enhances IPsec communication (support for FIPS140-2), HDD and Memory Overwrite (7x) Mode and HDD Data Encryption (256 bit), Common Criteria (ISO/IEC-15408/EAL2), IEEE 2600.2

### PRINT SPECIFICATION

**Standard Controller:** ARM Cortex-A53/1.6GHz

**PDLs/Emulations:** PRESCRIBE, PCL6 (PCL-XL/PCL-5c), KPDL3 (P3), XPS, OPEN XPS, PDF; Optional (UG-34): IBM ProPrinter, Line Printer, LQ-850

**Print Resolution:** Up to 4800 x 1200 dpi

**Fonts:** KPDL3, PCL6, Bitmap

**OS Compatibility:** Windows: 8.1/10/Server 2012/Server 2012 R2/Server 2016/Server 2019; Mac OS X v10.0 or later; Chrome OS

**Mobile Printing:** Apple AirPrint®, Mopria®, KYOCERA Mobile Print, KYOCERA MyPanel

**Interfaces:** Standard: 1000 Base-T/100-Base-Tx/10BASE-T (IPv6, IPv4, IPsec), 802.3az ready, High-Speed USB 3.0, 4 Speed USB 2.0 Host Interfaces, 2 Expansion Slots, IEEE 802.11b/g/n Wireless LAN (communication distance 98.5 feet); Optional: IEEE 802.11a/b/g/n/ac (IB-37 for 2.4/5GHz), 10/100/1000BaseTX (IB-50 for Dual NIC); IEEE 802.11b/g/n (IB-51 for Wireless LAN Interface (communication distance 328.1 feet)

**Network Print and Supported Protocols:** HTTPS, FTPS, SNMP v1/v2c/v3, Raw Port (Port 9100) TCP/IP, IPv4, IPv6, DHCP LPR, DNS, WSD Scan/Print

**Drivers:** KX Driver, PCL Mini Driver, KPDL Mini Driver, KX Driver for XPS, Network Fax Driver, TWAIN Driver, WIA Driver, Status Monitor, Common Profile, Output to PDF, Security Watermark, Color Optimizer, MAC Driver, Chrome Print Driver, Linux Driver, KX Driver with Distributed Printing, Windows Inbox Driver, SANE Driver, Google Chrome Driver

**Utilities:** KYOCERA Net Viewer, KYOCERA Device Manager, KX PRESCRIBE and Macro Generator, Quick Setup, KYOCERA Net Manager, ID Register, Software Management Service, Upgrade Studio, Web Package Builder/Maker, Removal Tool, Wi-Fi Setup Tool, PDF Direct Print, Command Center RX

### SCAN SPECIFICATION

**Scan Type:** Color and Black & White Scanner

**Scan Resolution:** 600 dpi, 400 dpi, 300 dpi, 200 dpi, 200 x 100 dpi, 200 x 400 dpi

**File Formats:** TIFF, JPEG, XPS, OpenXPS, PDF (MMR/JPG Compression/High Compression PDF/A-2.0); Option: Scan Extension Kit Text Searchable PDF; MS Office File

**Connectivity/Supported Protocols:** 10 BASE-T/100 BASE-TX/1000 BASE-T (IPv6, IPv4, IPsec) TCP/IP, Hi-Speed USB 3.0

**Scanning Functions:** Scan-to-Folder (SMBv3), Scan-to-Email, Scan-to-FTPS, Scan-to-FTPS over TLS 1.3, Scan-to-USB, Specified Color Removal, Border Erase, Preview

**Original Size:** Document Processor: 5.5" x 8.5" – 11" x 17"; Glass: Up to 11" x 17"

**Drivers:** TWAIN/WIA/DSM-SANE Driver, WSD Scan

### OPTIONAL DOCUMENT PROCESSORS;

**Acceptable Originals:** 5.5" x 8.5" – 11" x 17"

**DP-7140:** Reversing Automatic Document Processor/50 Sheets Speed: Simplex: 50 ipm (BW Color); Duplex: 16 ipm (BW/Color) Weight: Simplex: 13 lb. Bond – 90 lb. Index (45 – 160gsm); Duplex: 16 lb. – 32 lb. Bond (50 – 120gsm)

**DP-7150:** Reversing Automatic Document Processor/140 Sheets Speed: Simplex: 80 ipm (BW Color); Duplex: 48 ipm (BW/Color) Weight (with multi-feed detection): Simplex: 13 lb. Bond – 90 lb. Index (35 – 160gsm); Duplex: 16 lb. – 32 lb. Bond (50 – 120gsm)

**DP-7160:** Dual Scan Document Processor/320 Sheets Speed: Simplex: 100 ipm (BW/Color); Duplex: 200 ipm (BW/Color) Weights: Simplex: 13 lb. And staple bond – 120 lb. Index (35 – 220gsm); Duplex: 16 lb. – 120 lb. Index (50 – 220gsm)

### DP-7170 (with multi-feed and staple detection):

Dual Scan Document Processor/320 Sheets Speed: Simplex: 100 ipm (BW/Color); Duplex: 200 ipm (BW/Color) Weights: Simplex: 13 lb. Bond – 120 lb. Index (35 – 220gsm); Duplex: 16 lb. – 120 lb. Index (50 – 220gsm)

### COPY SPECIFICATIONS

**Copy Resolution:** 600 x 600 dpi

**Image Mode:** Text, Photo, Text/Photo, Graphic/Map

**Continuous Copy:** 1 – 9999

**Additional Features:** Auto Magnification, Auto Paper Select, Combine Copy, Mirror Image, Rotate Copy, Border Erase, Split Copy, Margin Shift, Page Number, Form Overlay, Blank Page Skip, Specified Color Removal, Proof Copy, Preview, ID Card Copy, Handwriting Emphasis, Super Resolution

**Job Management:** 1,000 User Codes, Job Build, Shortcut Keys, Repeat Copy

**Magnification/Zoom:** Full Size, 4 Reduction, 4 Enlargement Preset Ratios, 25 – 400% in 1% Step Increments

**Document Box:** Custom Box, Job Box, USB Drive Box, Fax Box (with optional Fax System)

### OPTIONAL FAX SPECIFICATIONS

**Fax Type:** Fax System 12 (option)

**Type/Data Compression:** G3 Fax/MMR, MR, MH, MBIG

### Transmission Speed/Modem Speed:

Less than 3 seconds/33.6 Kbps

**Fax Memory:** Standard 170 MB

**Driver:** Network Fax Driver

**Fax Functions:** Network Fax, Duplex Transmission and Reception, Encrypted Transmission and Reception, Polling Transmission and Reception, Broadcast Fax Server Integration, Fax Dedicated Paper Feed Tray, Fax Forwarding to email or file

### SOLUTIONS AND SERVICES

#### Remote Management

Kyocera Fleet Services ready! A highly secure cloud-based monitoring solution that offers real-time visibility into your fleet. Optimize device uptime and be notified when to replenish supplies. Streamline billing with seamless 3rd party application integration, allowing you to focus solely on your business.

#### Printing Software

Cost Control & Security, Cloud & Mobile, Printer Management

#### Content Services

Scan & Connect, Intelligent Process Automation, Enterprise Content Management

#### IT Solutions

Technology Solutions, including solutions for Cloud and Data Centers; Network Infrastructure, Cybersecurity Solutions, Collaboration Solutions

#### Consulting Services

Including IT Health Check, CIO as a Service, Healthcare Compliance, Backup and Recovery Planning

#### Professional Services

Including Design and Architecture, Project Implementation, Project Management

#### Managed Services:

Including Help Desk Services, Retainer Services and On-site Support

**TASKalfa 3554ci**

**Output & Finishing Options<sup>3</sup>**

**OPTIONAL 250 SHEET INNER SHIFT TRAY IS-7110**  
**Stack Capacity:** 250 Sheets

**Paper Size:** 8.5" x 11" – 11" x 17"

**Paper Weight:** 14 lb. Bond – 166 lb. Index (52 – 300gsm)

**OPTIONAL 500 SHEET INTERNAL FINISHER DF-7100**  
**Stack/Staple Capacity:** 500 Sheets/50 Sheets

**Paper Size:** 5.5" x 8.5" – 12" x 18"

**Paper Weight:** 14 lb. Bond – 166 lb. Index (52 – 300gsm)

**Edge Staple Position:** 3 Positions: Front 1 Staple, Edge 1 Staple, Face 2 Staples

**Optional Punch:** PH-7100 2/3 Hole Punch Unit, Supports 5.5" x 8.5" – 12" x 18"; 14 lb. Bond – 166 lb. Index (52 – 300gsm)

**Dimensions:** 19.4" W x 21" D x 6.9" H

**OPTIONAL 1,000 SHEET FINISHER DF-7120<sup>4</sup>**

**Stack/Staple Capacity:** Main Tray: 1,000 Sheets/50 Sheets (up to 24 lb. Bond [90gsm])

**Paper Size:** 5.5" x 8.5" – 12" x 18"

**Paper Weight:** 14 lb. Bond – 166 lb. Index (52 – 300gsm)

**Edge Staple Position:** 3 Positions: Top Left, Bottom Left, Center Bind

**Optional Punch:** PH-7A 2/3 Hole Punch Unit, Supports 5.5" x 8.5" – 12" x 18"; 14 lb. Bond – 166 lb. Index (52 – 300gsm)

**Dimensions:** 21.6" W x 24.4" D x 41.3" H

**OPTIONAL 4,000 SHEET FINISHER DF-7140<sup>4</sup>**

**Stack/Staple Capacity:** Main Tray (A): 4,000 Sheets; Sub Tray (B): 200 Sheets/65 Sheets (up to 24 lb. Bond [90gsm])

**Paper Size:** 5.5" x 8.5" – 12" x 18"

**Paper Weight:** 14 lb. Bond – 166 lb. Index (52 – 300gsm)

**Edge Staple Position:** 3 Positions: Top Left, Bottom Left, Center Bind

**Optional Punch:** PH-7A 2/3 Hole Punch Unit, Supports 5.5" x 8.5" – 12" x 18"; 14 lb. Bond – 166 lb. Index (52 – 300gsm)

**Dimensions:** 29" W x 26" D x 42" H

**Optional Booklet Folder/Trifold Unit BF-730: (DF-7140)**

Booklet Folder supports 8.5" x 11", 8.5" x 14", 11" x 17"; Fold Booklet Staple: 16 lb. – 24 lb. Bond (60 – 90gsm) 20 sheets; 25 lb. – 28 lb. Bond (91 – 105gsm) 13 sheets; Higher than 28 lb. Bond (Higher than 105gsm) 1 sheet; Fold booklet no staple: 16 lb. – 24 lb. Bond (60 – 90gsm) 5 sheets; 25 lb. Bond – 72 lb. Index (91 – 120gsm) 3 sheets; 32 lb. Bond – 110 lb. Cover (121 – 255gsm) 1 sheet; Trifold supports: 8.5" x 11" only: 16 lb. – 24 lb. Bond (60 – 90gsm) 5 sheets; 25 lb. Bond – 72 lb. Index (91 – 120gsm) 3 sheets; 16 lb. – 28 lb. Bond (60 – 105gsm) 1 sheet

**Optional Multi-Bin Mailbox MT-730(B): (DF-7140) 7 Trays;** Supports: 16 lb. Bond – 90 lb. Index (60 – 163gsm); Stack Capacity per bin: 100 Sheets: 5.5" x 8.5", 8.5" x 11"; 50 Sheets: 8.5" x 14", 11" x 17"

**ADDITIONAL OPTIONS**

AK-7110 Bridge Unit Attachment Kit, IS 7100 Inner Job Separator, HD-16 Large Capacity HDD (1TB), Banner Guide 10, Internet Fax Kit (A), Card Authentication Kit (B), Dual NIC (1B-50), Extended Range Wireless LAN NIC (1B 51), Thin Print option (UG-33), Printer Emulation option (UG-34), DT-730(B) Document Tray, Scan Extension Kit (A) for Text Searchable PDF, MS Office File, Keyboard Holder 10, Numeric Keypad (NK-7130), Cabinet Stand

- <sup>1</sup> Requires PF-7140
- <sup>2</sup> Only 1 Document Processor can be installed
- <sup>3</sup> Only 1 Output Option can be installed
- <sup>4</sup> Requires Bridge Unit Attachment Kit (AK-7110)

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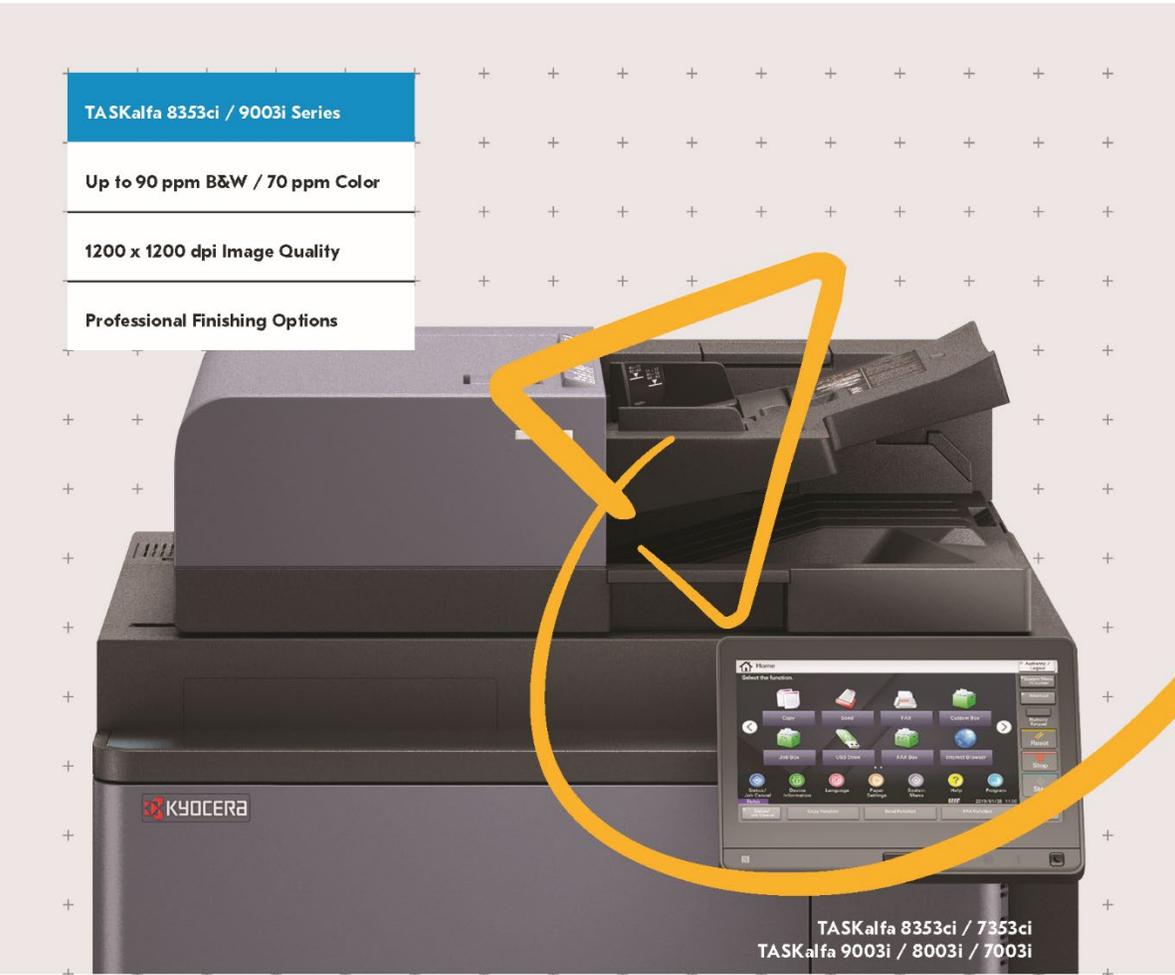
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# The power to simplify the dynamics of business.



[usa.kyoceradocumentsolutions.com](http://usa.kyoceradocumentsolutions.com)



# Always be ready to react with speed and agility.

The TASKalfa 8353ci and TASKalfa 9003i Series are designed to serve the multifaceted needs of enterprises and organizations. They deliver high-speed, reliable performance with a touchscreen control panel that empowers users to customize workflows and integrate cloud-based applications.

Reimagine the way you work by elevating the way you connect, communicate and share information. Powerful multifunction capabilities help to streamline complex tasks and increase workflow productivity. When it's time to put the big ideas to paper, these systems have you covered end-to-end. Deliver your message with vivid color, sharp graphics and a professional finish. Options include tri-fold, booklet and multi-position staple.

Business today moves fast. Your technology should move you faster. Precision engineering, remote monitoring and an overall ease of use keep staff and systems operating at their highest level of efficiency. In document intensive environments, high-speed scanning, and a host of distribution options allows you to move information to where it needs to be within seconds. One platform, one interface and the ability to right-size custom configurations. With the TASKalfa 8353ci and TASKalfa 9003i Series you get it all. And with Kyocera you get the support of a trusted partner. We put knowledge to work, where it works for you.





## High productivity.

The TASKalfa 8353ci and TASKalfa 9003i Series will help your staff maintain the critical uptime your business requires. With print speeds up to 70 ppm in color and up to 90 ppm in black & white, consistent quality, reliability, customization options and professional finishing, they were made for your high-speed, high-volume workplace.



## Reliable media handling.

Print on sheets up to 12" x 18" and substrates up to 300 gsm to produce more jobs on a single device. Increase media capacity from the standard 4,150 sheets up to a maximum 7,650 sheets to keep projects moving with less time spent filling media trays.



## Robust scanning.

Capture images and information with speed and accuracy up to 220 impressions per minute. Keep critical communications safe and secure with multiple ways to distribute documents.



## Enhanced security.

The Standard Data Security Kit provides more ways to ensure important documents and data are protected, in addition to the Embedded Trusted Platform Module, Secure Boot and Runtime Integrity Check. Rely on standard user security tools to keep information and access under control.



# New ways to conquer the workday.



**A larger display that works the way you do.**

Make navigating your workflows easy with a bright 10.1" Touch Screen Display, standard on all models. Fewer hard keys and an intuitive, modern swipe-based interface provides users with a friendly, tablet-like experience. Access the HyPAS Business Applications you depend on to succeed with a simple touch. An optional numeric keypad is also available.

**Exceptional color output on every project.**

Why settle for ordinary? The TASKalfa 8353ci Series delivers superior color and image quality, with smooth gradations, vivid color reproduction for life-like skin tones and outstanding contrast. No matter the document, you can rely on fast, affordable color that exceeds expectations and puts your best foot forward.

**Power through scanning and copying tasks.**

A 270-Sheet DSDP helps you to quickly copy presentations, capture information, store records and more. Scan duplex pages at up to a remarkable 220 impressions per minute. Turn scanned documents into searchable PDFs with standard OCR, and take advantage of familiar Scan-to functions including email, folders, FTP and USB drives.

**End with a big finish.**

The 100-sheet Staple Finisher adds polish to printed documents while saving your team valuable time. With the capacity to stack up to 4,000 sheets, there's no need to rush to unload after sending your job to print. Optional Booklet and Tri-fold finishing further expand the range of deliverables you can quickly and affordably produce in-house.



**Challenging color workflows? Not anymore.**

For users who rely on complex, color-intensive output, choose the optional EFI® Fiery® Print System 16 for the TASKalfa 8353ci and TASKalfa 7353ci to drive even greater productivity and produce consistent results. Featuring integrated tools to help users of all levels achieve precise, high-quality color, the system offers a powerful controller to streamline job processes and make the creation of high-value deliverables, including booklets, easier to manage.

# The TASKalfa 8353ci / 9003i Series Options



# Keep everyone on the same page.



## Support mobile employees

Support mobile employees by putting print, scan and send features at their fingertips with KYOCERA Mobile Print, Apple AirPrint®, Google Cloud Print™ and Mopria®. Standard Near Field Communication (NFC) for Android™ and Wi-Fi Direct provides added smart device convenience.

## Simplify IT management

Simplify IT management with KYOCERA's Command Center RX, a standard web-based interface that enables remote printing, file sharing, device monitoring, settings updates and address book entry, right from your desktop.

## Print and share frequently used files

Print and share frequently used files with Document Box, a secure area on the hard drive where documents are conveniently stored and easily retrieved.

## Reduce costs

Reduce costs with Proof Copy Mode. Print and approve a sample copy before duplicating large documents to prevent waste.



## Remote monitoring redefined.

Optimize device uptime and reduce costs with KYOCERA Fleet Services (KFS), a highly-secure cloud-based monitoring solution that offers real-time visibility into:

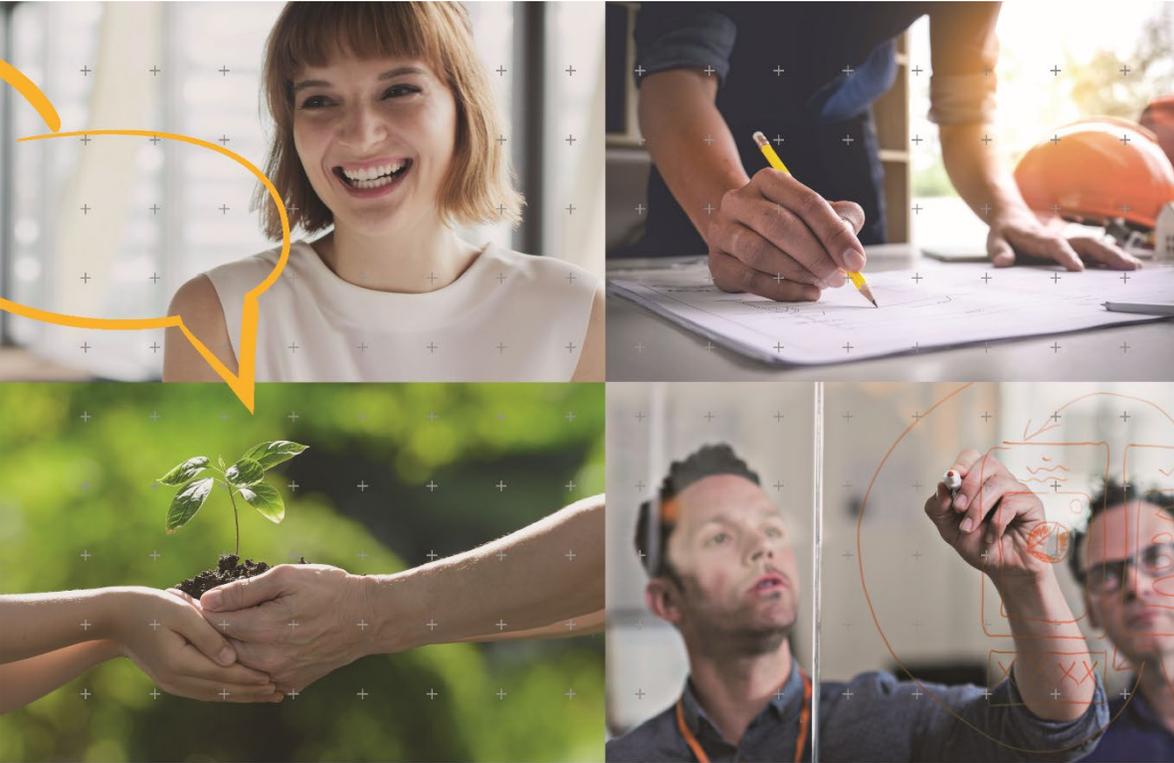
- **Device Status:** Take a proactive approach to error resolution to ensure that your fleet operates at peak performance.
- **Counter Activity:** Eliminate administrative burden with automatic meter reading, for accurate and timely billing.
- **Supply Levels:** View consumable levels to prevent unnecessary workflow interruptions.
- **Usage Trends:** Identify print, copy, scan and error code trends to make more informed decisions (fleet right-sizing), and further optimize workflow.



## Keep work safe and secure.

The TASKalfa 8353ci / 9003i Series offers standard security features built into the device software, as well as optional enhancements to help keep sensitive documents from falling into the wrong hands. Work confidently with:

- Standard Data Security Kit (E) for overwrite and encryption, to help safeguard mission-critical workflows.
- Standard Embedded TPM
- Standard Secure Boot
- Standard Run-Time Integrity Check
- Added "Power Users"
- PDF Encryption to restrict access for displaying and printing PDFs by assigning a secure password.
- Private Print function with password protection and User Authentication.



**There's an app for that.**

Kyocera's robust portfolio of customizable business applications lets your team accomplish even more, further boosting productivity. Leverage information how, when and where you need it.

Take advantage of KYOCERA Net Manager, a server-based web application, to efficiently provide secure printing and copying and enable easy accounting of print-related expenses. The Print&Follow function allows users to securely print to any printer managed by KYOCERA Net Manager.

Kyocera Business Apps are powered by HyPAS™ (Hybrid Platform for Advanced Solutions), a Kyocera-developed software platform that expands your MFP's core capabilities with simple touch-screen operations that address your unique workflow needs. From mobile and cloud to cost control and security solutions, these business applications seamlessly and securely integrate with Kyocera MFPs.

KYOCERA Document Solutions America, Inc.



**Print smarter for the planet.**

The TASKalfa 8353ci / 9003i Series helps your business maintain a tidy environmental footprint by reducing waste and eliminating unnecessary energy consumption.

- Exclusive long-life technology and consumables.
- Programmable Energy Saver function helps you control costs, and Low Typical Electricity Consumption (TEC) values support your goals for energy conservation.
- ENERGY STAR® compliant, with Low Power Mode and Sleep Mode settings.

07



Match the needs of your team and your workflow with the right device. For detailed information regarding the performance of the individual models listed below, please refer to the TASKalfa 8353ci / 9003i Series Specifications Guide.

**Specifications**

**TASKalfa 8353ci**  
**Pages Per Minute:**  
Black – Letter: 83 ppm, Legal: 49 ppm, Ledger: 41 ppm, 12" x 18": 41 ppm (print only)  
Color – Letter: 70 ppm, Legal: 42 ppm, Ledger: 35 ppm, 12" x 18": 35 ppm (print only)  
**Warm Up Time:** 44 Seconds or Less (Power On)  
**First Page Out:**  
Copy: 4.8 Seconds or Less Black, 5.9 Seconds or Less Color  
Print: 4.9 Seconds or Less Black, 6.1 Seconds or Less Color  
**Typical Electricity Consumption (TEC):**  
120V: 1.70 kWh/week;  
220V: 1.68 kWh/week  
**Weight:** 401.2 lbs  
**Maximum Monthly Duty Cycle:** 450,000 Pages per Month

**TASKalfa 9003i**  
**Pages Per Minute:**  
Black – Letter: 90 ppm, Legal: 54 ppm, Ledger: 45 ppm, 12" x 18": 45 ppm (print only)  
**Warm Up Time:** 30 Seconds or Less (Power On)  
**First Page Out:**  
Copy: 3.6 Seconds or Less Black  
Print: 4.0 Seconds or Less Black  
**Typical Electricity Consumption (TEC):**  
120V: 1.86 kWh/week;  
220V: 1.81 kWh/week  
**Weight:** 330.7 lbs  
**Maximum Monthly Duty Cycle:** 450,000 Pages per Month

**TASKalfa 7353ci**  
**Pages Per Minute:**  
Black – Letter: 73 ppm, Legal: 43 ppm, Ledger: 36 ppm, 12" x 18": 36 ppm (print only)  
Color – Letter: 65 ppm, Legal: 39 ppm, Ledger: 32 ppm, 12" x 18": 32 ppm (print only)  
**Warm Up Time:** 44 Seconds or Less (Power On)  
**First Page Out:**  
Copy: 5.4 Seconds or Less Black, 6.2 Seconds or Less Color  
Print: 5.3 Seconds or Less Black, 6.3 Seconds or Less Color  
**Typical Electricity Consumption (TEC):**  
120V: 1.43 kWh/week;  
220V: 1.34 kWh/week  
**Weight:** 402.1 lbs  
**Maximum Monthly Duty Cycle:** 400,000 Pages per Month

**TASKalfa 8003i**  
**Pages Per Minute:**  
Black – Letter: 80 ppm, Legal: 48 ppm, Ledger: 40 ppm, 12" x 18": 40 ppm (print only)  
**Warm Up Time:** 30 Seconds or Less (Power On)  
**First Page Out:**  
Copy: 3.7 Seconds or Less Black  
Print: 4.1 Seconds or Less Black  
**Typical Electricity Consumption (TEC):**  
120V: 1.47 kWh/week;  
220V: 1.44 kWh/week  
**Weight:** 330.7 lbs  
**Maximum Monthly Duty Cycle:** 450,000 Pages per Month



**TASKalfa 7003i**  
**Pages Per Minute:**  
Black – Letter: 70 ppm, Legal: 42 ppm, Ledger: 35 ppm, 12" x 18": 35 ppm (print only)  
**Warm Up Time:** 30 Seconds or Less (Power On)  
**First Page Out:**  
Copy: 4.2 Seconds or Less Black  
Print: 4.8 Seconds or Less Black  
**Typical Electricity Consumption (TEC):**  
120V: 1.24 kWh/week;  
220V: 1.21 kWh/week  
**Weight:** 330.7 lbs  
**Maximum Monthly Duty Cycle:** 400,000 Pages per Month



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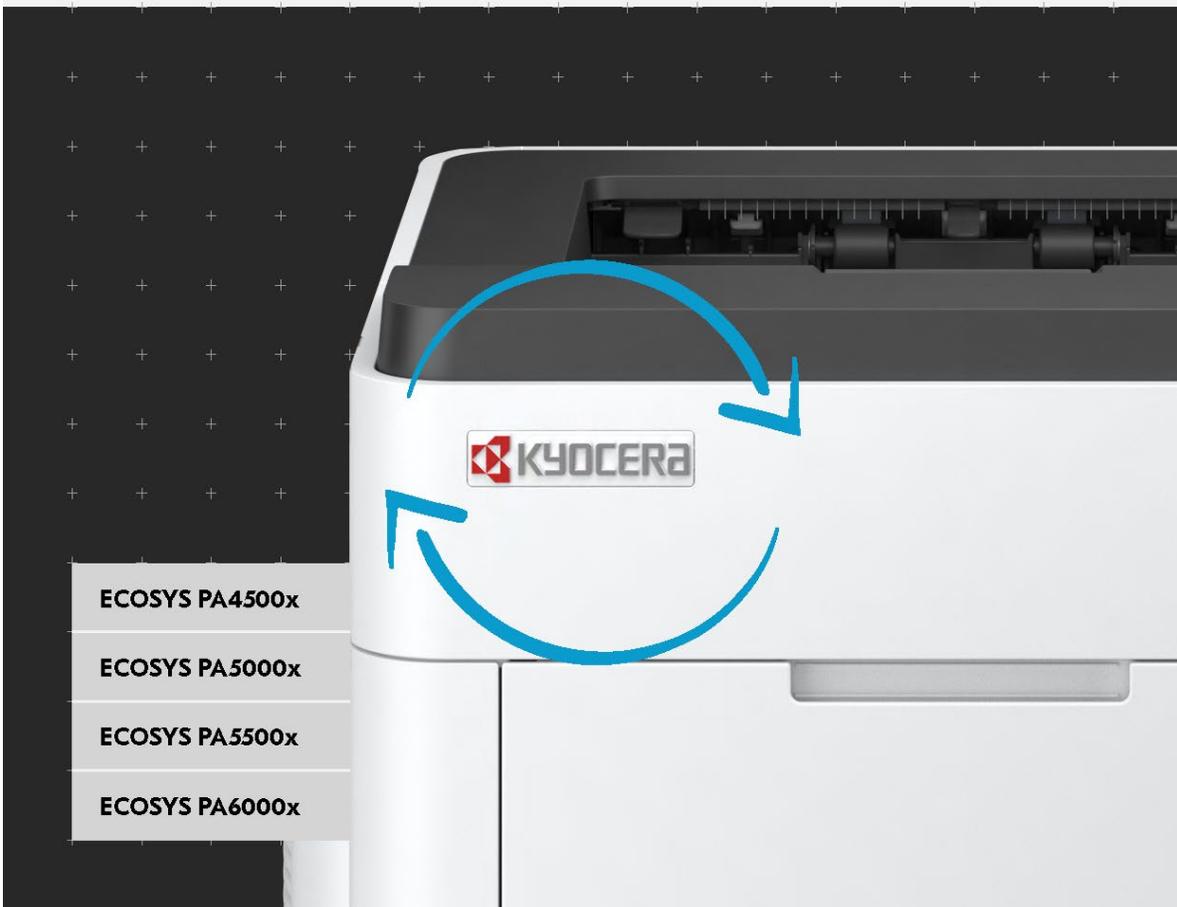
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# A Classic Redefined

Building a heritage of reliable devices since 1992, the ECOSYS PA6000x is a merge of tried-and-true technology with enhanced security features.



ECOSYS PA4500x

ECOSYS PA5000x

ECOSYS PA5500x

ECOSYS PA6000x

## A reliable legacy.

With today's work environments becoming more challenging, the need for **dependable technology** is increasing — likewise the popularity of Kyocera's ECOSYS technology. For more than 30 years, our customers have stayed loyal to ECOSYS because it is synonymous with durability and efficiency. Our intelligently designed technology is capable of tackling business problems today and in the future.

We're continuing our legacy of dependable printers with the **ECOSYS PA6000x Series**, a versatile line of 4 single function black and white printers that offer a range of print speeds for your business to choose from. It's a true Kyocera classic.

-  Increase cost savings through exceptional device durability.
-  Higher paper capacity supports customers with long print jobs.
-  Enjoy crisp business prints with resolutions from 600 x 600 dpi to Fast1200.
-  Take on high-volume tasks with a duty cycle of up to 300k pages per month.

ECOSYS	Function	Print Speeds
<b>PA4500x</b>	Print	Up to 47ppm BW
<b>PA5000x</b>	Print	Up to 52ppm BW
<b>PA5500x</b>	Print	Up to 57ppm BW
<b>PA6000x</b>	Print	Up to 62ppm BW

ECOSYS PA6000x Series



# Built to last and protect.

Kyocera provides peace of mind with your sensitive data. With security threats on the rise, we didn't think twice about integrating our highest firmware level of security, **K-Level**, in the latest **ECOSYS PA6000x Series**.

levels of protection can be integrated with these Kyocera devices. With our powerful security features, you can finally focus on value-generating tasks instead of worrying about data breaches.

Printer security risks are often overlooked by many businesses, but we see your document security as a necessity, not an add-on. When you combine optional hard drive memory and K-Level security firmware, these enhanced

Whether you're a start-up or a major corporation, we provide you with advanced security features that keep your data protected.

- 

**Threat detection**  
 SIEM actively watches your device to keep tabs not only on what is entering the system, but also guards against potential security breaches.
- 

**Hassle-free certificate issuance**  
 Certificates are issued automatically with SCEP, requiring no manual intervention from your team. This ensures your device has the latest security updates.
- 

**Data integrity**  
 Data can be encrypted with the optional Data Security Kit and a SSD, keeping your confidential information secure.
- 

**Strict access**  
 Only authorized users can access your Kyocera devices with all information protected by Advanced Authentication.
- 

**Digital Signature check**  
 With ECDSA, you can verify the authenticity of your certificate utilizing a Trusted Certificate Authority.
- 

**Elevated security standards**  
 By supporting FIPS 140-3, our devices ensure our customers a high degree of security, assurance, and dependability.

- 

**Entry points covered**  
 With IP addresses and wireless networks encrypted and requiring authentication, hackers will face extreme difficulty in finding an entry point.
- 

**Easy status check of certificates**  
 Ensure that your security certificates are valid via web browsers with OCSP/CRL and speed up the checking process.
- 

**More secure printing**  
 Secure back and forth communication in your business utilizing TLS v1.3



ECOSYS PA6000x Series

# Packs a punch.

While some businesses require devices that can perform all kinds of tasks, the needs of others are more straightforward – they simply want a reliable, black and white printer.

The **ECOSYS PA6000x Series** provides your business with a solution to optimize the way you work. Kyocera's objective is to steer your organization towards optimal levels of productivity, and our devices have the formula to get you there.

For many, simplicity is the ultimate sophistication. With this series, you get exactly what you want in an ideal printer: speed, durability and a device you can count on.



ECOSYS PA6000x Series

To support your various business needs, this series offers:



**Mobile printing features** like Apple AirPrint™, Mopria Print Service™, KYOCERA Mobile Print, and KYOCERA MyPanel.



**Standard Memory of 512MB** that can be increased up to 2.5GB.



**Fast output speeds** of up to 62 pages per minute to fit the needs of your business.



**Flexible media handling to meet varied application needs**, including statement to legal size, envelopes, labels, banners and more.



**A user-friendly and intuitive display panel** with 5 Line LCD with hard key control panel and white LED backlight.

# Print what you want, when you want.

With the hybrid office as the new norm for many organizations worldwide, employees need tools that allow them to work flexibly from any location. Things are no different for the world of print — today's workers demand to engage with their printer in more accessible ways. This is where mobile print services come in to give workers the convenience they desire.

Kyocera Mobile Print is a free app that makes it possible for users to do the following:



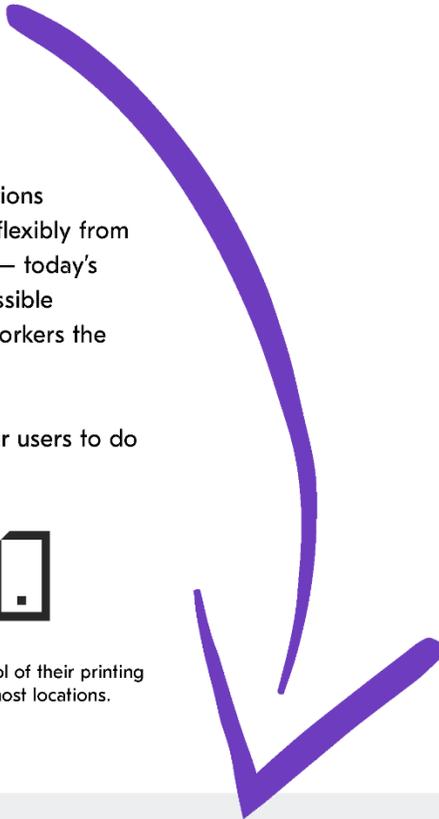
Securely print documents, web pages and images.



Eliminate the need to carry cumbersome printed files.



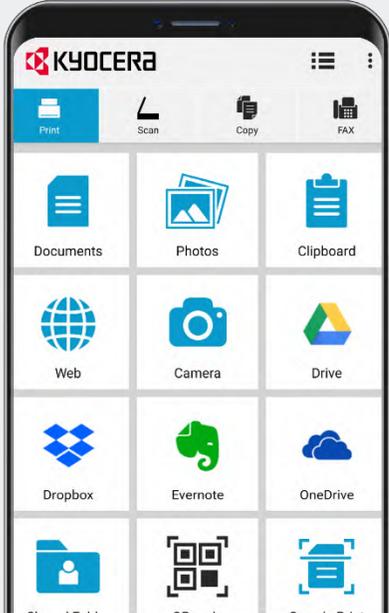
Take control of their printing from most locations.



### Using Kyocera Mobile Print is easy!

Just follow these four simple steps:

1. Download the free app from the respective app store.
2. Connect to the same network as the Kyocera MFP or printer that you will be using to print.
3. Open the document, image, or web page you wish to print.
4. Select the device you wish to print to, set your preferences and press print!



# Cloud-based monitoring with Kyocera Fleet Services.



Optimize device uptime and reduce costs with Kyocera Fleet Services (KFS), a highly secure cloud-based monitoring solution. With KFS, all your print needs are covered from afar, so that your IT department can focus on essential business. Our solution offers real-time visibility into:

 **Device status**

Take a proactive approach to error resolution to ensure that your fleet operates at peak performance.

 **Graphical reports**

Make more informed decisions to further optimize your workflow through identifying key trends.

 **Counter activity**

Eliminate administrative burden with automatic meter reading for accurate and timely billing.

 **Supply levels**

Streamline processes and prevent unnecessary workflow interruptions with automatic toner replacement and billing.

 **Remote service**

Enjoy a positive user experience and reduced downtime with a remote service that can fix your IT issues rapidly from afar.

 **Optimized productivity**

All software updates and configuration are taken care of by Kyocera or your service provider remotely, even during off-peak hours.



## Timeless technology.

Since the very first launch of ECOSYS back in 1992, we've never stopped reinventing ourselves and our technology. And we'll do it as many times as we need to — so that you can enjoy high-quality and efficient products. The new **ECOSYS PA6000x Series** is built on solid foundations that we've laid out decades ago. It's technology that we know works. Technology that enables our customers to make document management an organizational strength.

It's the ideal merge of boosted productivity and security that preserves the original essence of ECOSYS technology. In a world of uncertainty, we all need some simplicity. We need tools that we can rely on.

## A classic redefined. **The ECOSYS PA6000x Series.**

ECOSYS PA6000x Series

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