

CONTRACT

THIS CONTRACT, executed this 31st day of August 2018, by and between the **Consolidated Government of Columbus, Georgia**, hereinafter called the "City", and **The Overby Company**, hereinafter called the "Contractor"

WITNESSETH:

That in consideration of the mutual covenants, obligations, and terms set-forth in the attached proposal and specifications, the parties hereby agree as follows:

1. That the Contractor met all proposal requirements and was evaluated responsive for providing **Color Photocopiers (Annual Contract)**, per **RFB No. 18-0057**, and was awarded the Contract by Columbus City Council on Tuesday, August 14, 2018, Resolution No. 272-18, for the initial term of two years, with the option to renew for three (3) additional twelve-month periods, for furnishing the same in accordance with the specifications prepared by the City and the submittal of the Contractor.
2. The Contractor will, at its own cost and expense, furnish all labor, materials, and equipment required to be furnished, provide all related services required, and meet all other requirements or conditions imposed, all strictly in accordance with the Contractor's Lease Agreement(s), the City's Business Requirements, the City's Request for Bids, dated May 16, 2018 (and all addenda thereto), Contractor's submittal dated June 13, 2018, and the clarifications document(s) which are attached hereto as exhibits "A", "B", "C", "D" and "E" respectively, and which are by reference made a part hereof to the same extent as if fully set out herein.
3. On the faithful performance of this Contract by the Contractor, the City will pay the Contractor in accordance with the terms and on the conditions stated in this Contract and the exhibits attached to and by reference made a part hereof.

A RESOLUTION

NO. 272 - 18

C.M. 08-14-18(3)(6)
"ITEM G"
272-18

A RESOLUTION AUTHORIZING THE EXECUTION OF AN ANNUAL CONTRACT FOR THE RENTAL OF SEVEN (7) COLOR PHOTOCOPIERS, TO INCLUDE: TWO (2) UNITS FOR PUBLIC WORKS, TWO (2) UNITS FOR ENGINEERING, ONE (1) UNIT FOR PLANNING, AND TWO (2) UNITS FOR THE PRINT SHOP, FROM THE OVERBY COMPANY (COLUMBUS, GA), AT A LEASE RATE OF \$0.049 PER COLOR COPY AND \$0.0049 PER BLACK/WHITE COPY. THE ESTIMATED COMBINED COPY VOLUME IS APPROXIMATELY 294,960 COLOR COPIES, AND 736,999 BLACK/WHITE COPIES PER YEAR, FOR AN ESTIMATED ANNUAL CONTRACT VALUE OF \$18,064.34.

WHEREAS, the color copiers are required by the Public Works Division of Waste Management and GIS, Engineering Department, Planning Department, and Print Shop to enhance graphics for presentations, and to provide color copies for City departments; and,

WHEREAS, the contractor will furnish new machines and provide repair services, replacement consumables (to include toner), and all replacement parts and labor; and,

WHEREAS, the contract term shall be for two (2) years, with the option to renew for three (3) additional twelve-month periods. Contract renewal will be contingent upon the mutual agreement of the City and the Contractor.

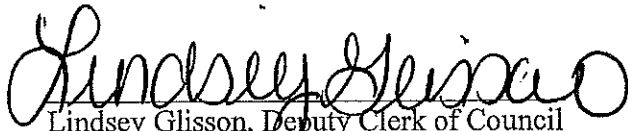
NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA HEREBY RESOLVES AS FOLLOWS:

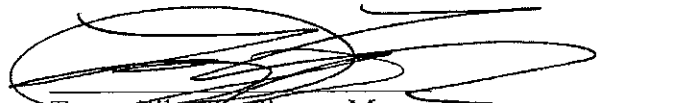
That the City Manager is hereby authorized to execute an annual contract for the rental of seven (7) color photocopiers, to include: two (2) units for Public Works, two (2) units for Engineering, one (1) unit for Planning, and two (2) units for the Print Shop, from the Overby Company (Columbus, GA), at a lease rate of \$0.049 per color copy and \$0.0049 per black/white copy. The estimated combined copy volume is approximately 294,960 color copies, and 736,999 black/white copies per year, for an estimated annual contract value of \$18,064.34. Funds are budgeted each fiscal year for this ongoing expense as follows: Integrated Waste Management Fund - Public Works - Solid Waste Collection - Copier Charges, 0207-260-3510-GARB-6632 and Paving Fund - Public Works - Right of Way Maintenance - Copier Charges, 0203-260-3120-ROWM-6632; Sewer (Stormwater) Fund - Engineering - Stormwater - Contractual Services/Copier Charges, 0202-250-2600-STRM-6319/6632; Sewer (Stormwater) Fund - Engineering - Drainage - Contractual Services/Copier Charges, 0202-250-2300-DRAN-6319/6632, and Paving Fund - Engineering - Highways and Roads - Contractual Services/Copier Charges, 0203-250-2200-ROAD-6319 & 6632; General Fund - Planning - Planning - Office Equipment Maintenance/Copier Charges/Printing Services, 0101-242-1000-PLAN-6512/6632/6631; BSA 1567 (2018).1567 (2018)

Introduced at a regular meeting of the Council of Columbus, Georgia, held the
14th day of August, 2018 and adopted at said meeting by the affirmative vote of
nine members of said Council.

Councilor Allen voting
Councilor Baker voting
Councilor Barnes voting
Councilor Davis voting
Councilor Garrett voting
Councilor House voting
Councilor Huff voting
Councilor Thomas voting
Councilor Turner Pugh voting
Councilor Woodson voting

YES .
YES .
YES .
YES .
YES .
YES .
YES .
YES .
YES .
YES .
ABSENT FOR VOTE .


Lindsey Glisson, Deputy Clerk of Council


Teresa Pike Tomlinson, Mayor

**CONTRACT SIGNATURE PAGE
PLOTTER PRINTER & SCANNER SERVICES (REBID)
(ANNUAL CONTRACT)
RFB NO. 19-0002**

The undersigned hereby declares that he has/they have carefully examined the specifications herein referred to and will provide all equipment, terms and services of the Columbus Consolidated Government.

Karin R. Young
Witness as to the signing of the contract

Summer Burton
Witness as to the signing of the contract

(Corporate seal, if applicable)

By: Mark Overby 07-26-2018
Signature of Authorized Representative Date

Mark Overby President
Print Name and Title of Signatory

Company: The Overby Co.

Company Ordering Address

1170 10th Avenue
Columbus, Ga 31901

Contact: Mark Overby

Contact Email: moverby@theoverby.com

Telephone: 706-322-1700 Fax: 706-576-6593

Company Payment Address

P.O. Box 4258
Columbus, Ga 31914

Contact: Summer Burton

Contact Email: sburton@theoverby.com

Telephone: 706-322-1700 Fax: 706-576-6593

CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA

Accepted this 31st day of August 2018

Isaiah Hugley
Isaiah Hugley, City Manager

APPROVED AS TO LEGAL FORM:

Clifton C. Fay, City Attorney
Clifton C. Fay, City Attorney

ATTEST:

Lindsey Glisson
Lindsey Glisson, Deputy Clerk of Council

EXECUTION AUTHORIZED

By Resolution No. 272-18

*****COMPLETE THIS PAGE AND RETURN WITH BID*****

EXHIBIT A

*The Overby Company
Color Photocopiers
(Annual Contract)*

Lease Agreement(s)

RFB No. 18-0057

The Overby Company

LEASE AGREEMENT

The Overby Company

P.O. Box 4258

Columbus, GA 31904

NAME (COMPANY LEGAL NAME) Columbus Consolidated Government		DBA		PHONE	
BILLING ADDRESS Department of Finance PO Box 1340		CITY Columbus	COUNTY Muscogee	STATE GA	ZIP 31902
EQUIPMENT ADDRESS Public Works/Waste Collection		CITY	COUNTY	STATE	ZIP
EQUIPMENT INFORMATION			NUMBER AND AMOUNT OF PAYMENTS		
QUANTITY	SERIAL NUMBER	MAKE/MODEL/DESCRIPTION	NUMBER OF PAYMENTS	PAYMENT AMOUNT (plus taxes)	
1		SEE ATTACHED IRC5545i II	CPC LEASE	.049 COLOR .0049 B/W	
First & Last Payment		Security Deposit	Total Due at Signing	60	Payment Frequency (monthly)
				(in months)	End of Term Purchase Option FMV \$11.00 @ 10%
ACCEPTED BY THE OVERBY COMPANY			AUTHORIZED CUSTOMER SIGNATURE		
By: <i>Mark [Signature]</i>			By: <i>[Signature]</i> City Manager		
Title: <i>President</i>			Printed Name: <i>Isaiah Hugley</i>		
Date: <i>8-27-2018</i>					
ACCEPTANCE CERTIFICATE					
The Customer certifies that (1) The Equipment referred to in the above Agreement has been received, (2) installation has been completed, (3) the Equipment has been examined by Customer and is in good operating order and condition and (4) the Equipment is irrevocably accepted by Customer for all purposes under the Agreement. Accordingly, Customer hereby authorizes billing under the Agreement.					
Signature:			Printed Name:		
Title:			Date:		

TERMS AND CONDITIONS

1. **AGREEMENT:** Customer leases from The Overby Company all of the equipment described above (the "Equipment"). Customer agrees to pay to The Overby Co. the payments specified under "Number and Amount of Payments" above and (b) such other amounts permitted hereunder as invoiced by The Overby Co. ("Payments"). A late payment fee of the greater of 10% of the late amount or \$10.00 will be due if a Payment is late. The term of this Agreement shall commence on the date the Equipment is accepted by Customer. Customer's execution of the Acceptance Certificate, or Customer's provision to The Overby Co. of other written confirmation of its acceptance of the Equipment, shall conclusively establish that the Equipment has been delivered to and accepted by Customer. If Customer has not, within ten (10) days after delivery of the Equipment, delivered to The Overby Co. written notice of non-acceptance of any of the Equipment, specifying the reasons therefore and specifically referencing this Agreement, Customer shall be deemed to have irrevocably accepted the Equipment. After acceptance of the Equipment, Customer shall have no right to cancel this Agreement, revoke acceptance or return Equipment to The Overby Co. prior to the end of the scheduled term of this Agreement for any reason whatsoever. This lease is a net lease. Payments shall be made without set-off or deduction, even if the Equipment malfunctions. Customer (a) shall pay a \$65 documentation fee and (b) agrees to pay any applicable taxes (including personal property tax), expenses, charges, and fees imposed upon The Overby Co. or Customer with respect to the Equipment, the Payments or the Customer's performance or non-performance hereunder and shall reimburse The Overby Co. for the same plus processing fees (collectively, "Costs"). The Overby Co. may, but need not, apply "Security Deposits" or "Advance Payments" (neither of which shall earn interest) to any amount in default and Customer shall promptly restore such amounts applied. Security Deposits and Advanced Payments shall not be refunded to Customer until all obligations hereunder are discharged in full.

2. **NAME; OFFICES:** Customer's legal name (as set forth in its constituent documents), as set forth on the signature page hereof. Customer will not change its legal name, location of its chief executive office or corporate structure (including its jurisdiction of organization) without 30 days prior written notice to The Overby Co. Upon request, Customer will deliver state certified constituent documents to The Overby Co. 3. **WARRANTIES:** Customer acknowledges that The Overby Co. is not a manufacturer of the Equipment, and agrees that Equipment is leased "as is" and is of a size, design and capacity selected by Customer. The Overby Co. makes no representation of warranty of any kind, expressed or implied, with respect to the Equipment, including specifically any implied warranty of merchantability or fitness for a particular purpose. The Overby Co. shall not be made liable for consequential, special, indirect or punitive damages. Any warranty with respect to the Equipment made by the manufacturer, supplier or dealer is separate from, and is not part of, this Agreement, and The Overby Co. assigns such warranties, if any, to Customer. Customer warrants that the Equipment shall not be used for personal, family or household purposes; 4. **MAINTENANCE; ALTERATIONS; LOSS:** Customer will keep and maintain Equipment in good working order and shall, at Customer's expense, supply and install replacement parts and accessories when required to maintain the Equipment. Any such changes or substitutions shall be the property of The Overby Co. and shall be deemed Equipment, effective upon delivery to the Customer. Customer shall (a) bear the entire risk of any loss, theft or damage to the Equipment, and (b) keep the Equipment insured with The Overby Co. as loss payee. If Customer fails to provide proof of insurance, The Overby Co. may insure Equipment and charge the Customer, its such loss, theft or damage shall relieve Customer of any obligation under this Agreement.

5. **DEFAULT:** If Customer fails to pay The Overby Co., The Overby Co. will have the right to exercise any one or all of the following remedies in any order (1) sue Customer for all past due Payments, ALL PAYMENTS TO BECOME DUE IN THE UNEXPIRED TERM, any purchase option amount set forth above and any other Costs (collectively the "Remaining Lease Balance"); (2) repossess the Equipment and (3) re-sell the Equipment and recover any deficiency. The Overby Co. may sell the Equipment after preparing it or not, may disclaim warranties of title and the like, and may comply with applicable law, and these actions shall be deemed commercially reasonable. In the event the Equipment is not available for sale, the Customer shall be liable for the Remaining Lease Balance. Customer shall also pay for The Overby Co.'s reasonable collection and other costs which, in the case of a court action, 25% of the total amount sought shall be deemed reasonable.

6. **ASSIGNMENT; CUSTOMER SHALL NOT ASSIGN OR PLEDGE THIS AGREEMENT, NOR SHALL CUSTOMER SUE FOR LEND MY ITEM OF EQUIPMENT.** The Overby Co. may pledge or assign the Equipment. Customer agrees that if The Overby Co. assigns this Equipment, the new owner will have the same rights and benefits that The Overby Co. has now and will not have to perform any of The Overby Co.'s obligations. Customer agrees that the rights of the new owner will not be subject to any claims, defenses or setoffs that Customer may have against The Overby Co.

7. **RENEWAL/RETURN:** This agreement automatically renews under same terms and conditions on a month to month basis if the customer fail to give Overby Co. 60 days written prior notice of its intent to purchase or return before the end of any term. The customer shall return the leased equipment in good operating condition at the customer's sole cost and expense to a location specified by The Overby Co.

8. **MISCELLANEOUS:** This Agreement shall be deemed fully executed and performed in the state of The Overby Co. or its assignee's principal place of business and shall be governed by and construed in accordance with its laws. If the The Overby Co. or its assignee shall bring any judicial proceeding in relation to any matter arising under this Agreement, Customer irrevocably agrees that any such matter may be adjudged or determined in any court or courts in the state of The Overby Co., or its assignee's principal place of business, or in any court or courts in Customer's state of residence, or in any other court having jurisdiction over Customer or assets of Customer, all at the sole election of The Overby Co. or its assignee. Customer hereby irrevocably submits generally and unconditionally to the jurisdiction of any such court so selected by The Overby Co. or its assignee in relation to such matters and waives any right to transfer of venue. CUSTOMER AND THE OVERBY CO. EACH IRREVOCABLY WAIVES ANY RIGHT TO A JURY TRIAL IN ANY SUCH PROCEEDINGS. Customer agrees to reimburse The Overby Co. for and to defend The Overby Co. against any claim for losses or injury caused by the Equipment, both before and after termination of this Agreement.

9. **UCC:** Customer authorizes The Overby Co. to file any form of financing or continuation statements and amendments thereto. CUSTOMER AGREES THAT THIS AGREEMENT IS INTENDED AS A "FINANCE LEASE" AS THAT TERM IS DEFINED IN ARTICLE 2A OF THE UNIFORM COMMERCIAL CODE AND THAT THE OVERBY CO. IS ENTITLED TO ALL BENEFITS, PRIVILEGES AND PROTECTION OF A LESSOR UNDER A FINANCE LEASE AND CUSTOMER IRREVOCABLY WAIVES ANY RIGHT OF NOTICE THEREOF. If this Agreement is determined not to be a true lease, Customer grants The Overby Co. a security interest in the Equipment.

10.

PERSONAL GUARANTY

The Undersigned absolutely, irrevocably and unconditionally, jointly and severally, guarantee to The Overby Co. all payments and other obligations under this Agreement. This is an absolute and continuing guaranty. THE PERSONAL GUARANTY SHALL BE GOVERNED BY THE LAWS OF THE STATE OF GEORGIA IN ACCORDANCE WITH PARAGRAPH 8 OF THIS AGREEMENT. The undersigned waive any right to require any action against Customer or any other party before enforcing this Guaranty.

Printed Name:

Signature: _____

Date: _____

Address: _____

Phone: _____

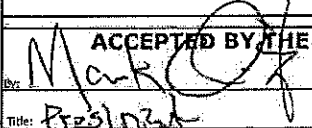
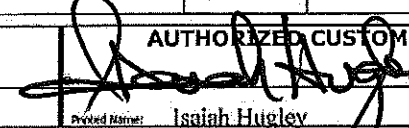
The Overby Company

LEASE AGREEMENT

The Overby Company

P.O. Box 4258

Columbus, GA 31904

NAME (COMPANY LEGAL NAME) Columbus Consolidated Government		DBA		PHONE	
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EQUIPMENT ADDRESS Planning Department		CITY	COUNTY	STATE	ZIP
EQUIPMENT INFORMATION			NUMBER AND AMOUNT OF PAYMENTS		
QUANTITY	SERIAL NUMBER	MAKE/MODEL/DESCRIPTION	NUMBER OF PAYMENTS	PAYMENT AMOUNT (plus taxes)	
1		SEE ATTACHED IRC5545i II	CPC LEASE	.049 COLOR	
				.0049 B/W	
First & Last Payment		Security Deposit	Total Due at Signing	60	Payment Frequency (monthly)
				(in months)	End of Term Purchase Option <input type="checkbox"/> FMV \$1.00 <input type="checkbox"/> 10%
ACCEPTED BY THE OVERBY COMPANY			AUTHORIZED CUSTOMER SIGNATURE		
By: 			By: 		
Title: President			City Manager		
Date: 8-27-2018			Printed Name: Isaiah Hugley		
ACCEPTANCE CERTIFICATE					
The Customer certifies that (1) The Equipment referred to in the above Agreement has been received, (2) installation has been completed, (3) the Equipment has been examined by Customer and is in good operating order and condition and is, in all respects, satisfactory to the Customer, and (4) the Equipment is irrevocably accepted by Customer for all purposes under the Agreement. Accordingly, Customer hereby authorizes billing under the Agreement.					
Signature: _____ Printed Name: _____					
Title: _____ Date: _____					

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5. 2. **NAME; OFFICES:** Customer's legal name (as set forth in its constituent documents), is as set forth on the signature page hereof. Customer will not change its legal name, location of its chief executive office or corporate structure (including its jurisdiction of organization) without 30 days prior written notice to The Overby Co. Upon request, Customer will deliver state certified constituent documents to The Overby Co. 3. **WARRANTIES:** Customer acknowledges that The Overby Co. is not a manufacturer of the Equipment, and agrees that Equipment is leased "as is" and is of a size, design and capacity selected by Customer. The Overby Co. makes no representation or warranty of any kind, expressed or implied, with respect to the Equipment, including specifically any implied warranty of merchantability or fitness for a particular purpose. The Overby Co. shall not be made liable for consequential, special, indirect or punitive damages. Any warranty with respect to the Equipment made by the manufacturer, supplier or dealer is separate from, and is not part of, this Agreement, and The Overby Co. assigns such warranties, if any, to Customer. Customer warrants that the Equipment shall not be used for personal, family or household purposes, 4. **MAINTENANCE; ALTERATIONS; LOSS:** Customer will keep and maintain Equipment in good working order and shall, at Customer's expense, supply and install replacement parts and accessories when required to maintain the Equipment. Any such changes or substitutions shall be the property of The Overby Co. and shall be deemed Equipment, effective upon delivery to the Customer. Customer shall (a) bear the entire risk of any loss, theft of or damage to the Equipment, and (b) keep the Equipment insured with The Overby Co. as loss payee. If Customer fails to provide proof of insurance, The Overby Co. may insure Equipment and charge the Customer. No such loss, theft or damage shall relieve Customer of any obligation under this Agreement.

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Printed Name: _____

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Date: _____

Address: _____

Phone: _____

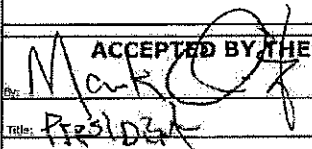
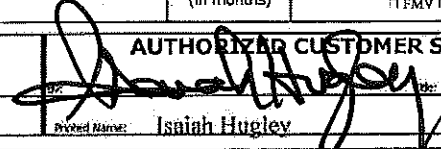
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LEASE AGREEMENT

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EQUIPMENT ADDRESS Engineering Department		CITY	COUNTY	STATE	ZIP
EQUIPMENT INFORMATION			NUMBER AND AMOUNT OF PAYMENTS		
QUANTITY	SERIAL NUMBER	MAKE/MODEL/DESCRIPTION	NUMBER OF PAYMENTS	PAYMENT AMOUNT (plus taxes)	
		SEE ATTACHED	CPC LEASE	.049 COLOR	
1		IRC5545i II		.0049 B/W	
1		IRC5545i II			
First & Last Payment		Security Deposit	Total Due at Signing	Payment Frequency (monthly)	
			60		
			(in months)	End of Term Purchase Option FMV 151.00 10%	
ACCEPTED BY THE OVERBY COMPANY			AUTHORIZED CUSTOMER SIGNATURE		
By: 			By: 		
Title: President			City Manager		
Date: 8-27-2018			Printed Name: Isaiah Hugley		
ACCEPTANCE CERTIFICATE					
The Customer certifies that (1) The Equipment referred to in the above Agreement has been received, (2) installation has been completed, (3) the Equipment has been examined by Customer and is in good operating order and condition and is, in all respects, satisfactory to the Customer, and (4) the Equipment is irrevocably accepted by Customer for all purposes under the Agreement. Accordingly, Customer hereby authorizes billing under the Agreement.					
Signature: _____ Printed Name: _____					
Title: _____ Date: _____					

TERMS AND CONDITIONS

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2. NAME; OFFICES: Customer's legal name (as set forth in its constituent documents), is as set forth on the signature page hereof. Customer will not change its legal name, location of its chief executive office or corporate structure (including its jurisdiction of organization) without 30 days prior written notice to The Overby Co. Upon request, Customer will deliver state certified constituent documents to The Overby Co. 3. WARRANTIES: Customer acknowledges that The Overby Co. is not a manufacturer of the Equipment, and agrees that Equipment is leased "as is" and is of a size, design and capacity selected by Customer. The Overby Co. makes no representation or warranty of any kind, expressed or implied, with respect to the Equipment, including specifically any implied warranty of merchantability or fitness for a particular purpose. The Overby Co. shall not be made liable for consequential, special, indirect or punitive damages. Any warranty with respect to the Equipment made by the manufacturer, supplier or dealer is separate from, and is not part of, this Agreement, and The Overby Co. assigns such warranties, if any, to Customer. Customer warrants that the Equipment shall not be used for personal, family or household purposes. 4. MAINTENANCE; ALTERATIONS; LOSS: Customer will keep and maintain Equipment in good working order and shall, at Customer's expense, supply and install replacement parts and accessories when required to maintain the Equipment. Any such changes or substitutions shall be the property of The Overby Co. and shall be deemed Equipment, effective upon delivery to the Customer. Customer shall (a) bear the entire risk of any loss, theft of or damage to the Equipment, and (b) keep the Equipment insured with The Overby Co. as loss payee. If Customer fails to provide proof of insurance, The Overby Co. may insure Equipment and charge the Customer. No such loss, theft or damage shall relieve Customer of any obligation under this Agreement.

5. DEFAULT: If Customer fails to pay The Overby Co., The Overby Co. will have the right to exercise any one or all of the following remedies in any order (1) sue Customer for all past due Payments, ALL PAYMENTS TO BECOME DUE IN THE UNEXPIRED TERM, any purchase option amount set forth above and any other Costs (collectively the "Remaining Lease Balance"), (2) repossess the Equipment and (3) re-sell the Equipment and recover any deficiency. The Overby Co. may sell the Equipment after preparing it or not, may disclaim warranties of title and the like, and may comply with applicable law, and these actions shall be deemed commercially reasonable. In the event the Equipment is not available for sale, the Customer shall be liable for the Remaining Lease Balance. Customer shall also pay for The Overby Co.'s reasonable collection and other costs which, in the case of a court action, 25% of the total amount sought shall be deemed reasonable.

6. ASSIGNMENT; CUSTOMER SHALL NOT ASSIGN OR PLEDGE THIS AGREEMENT, NOR SHALL CUSTOMER SUE OR LEND MY ITEM OF EQUIPMENT. The Overby Co. may pledge or assign the Equipment. Customer agrees that if The Overby Co. assigns this Equipment, the new owner will have the same rights and benefits that The Overby Co. has now and will not have to perform any of The Overby Co.'s obligations. Customer agrees that the rights of the new owner will not be subject to any claims, defenses or setoffs that Customer may have against The Overby Co.

7. RENEWAL/RETURN: This agreement automatically renews under same terms and conditions on a month to month basis if the customer fail to give Overby Co. 60 days written prior notice of its intent to purchase or return before the end of any term. The customer shall return the leased equipment in good operating condition at the customers sole cost and expense to a location specified by The Overby Co.

8. MISCELLANEOUS: This Agreement shall be deemed fully executed and performed in the state of The Overby Co. or its assignee's principal place of business and shall be governed by and construed in accordance with its laws. If the The Overby Co. or its assignee shall bring any judicial proceeding in relation to any matter arising under this Agreement, Customer irrevocably agrees that any such matter may be adjudged or determined in any court or courts in the state of The Overby Co. or its assignee's principal place of business, or in any court or courts in Customer's state of residence, or in any other court having jurisdiction over Customer or assets of Customer, all at the sole election of the The Overby Co. or its assignee. Customer hereby irrevocably submits generally and unconditionally to the jurisdiction of any such court so elected by The Overby Co. or its assignee in relation to such matters and waives any right to transfer of venue. CUSTOMER AND THE OVERBY CO. EACH IRREVOCABLY WAIVES ANY RIGHT TO A JURY TRIAL IN ANY SUCH PROCEEDINGS. Customer agrees to reimburse The Overby Co. for and to defend The Overby Co. against any claim for losses or injury caused by the Equipment, both before and after termination of this Agreement.

9. UCC: Customer authorizes The Overby Co. to file any form of financing or continuation statements and amendments thereto. CUSTOMER AGREES THAT THIS AGREEMENT IS INTENDED AS A "FINANCE LEASE" AS THAT TERM IS DEFINED IN ARTICLE 2A OF THE UNIFORM COMMERCIAL CODE AND THAT THE OVERBY CO. IS ENTITLED TO ALL BENEFITS, PRIVILEGES AND PROTECTION OF A LESSOR UNDER A FINANCE LEASE AND CUSTOMER IRREVOCABLY WAIVES ANY RIGHT OF NOTICE THEREOF. If this Agreement is determined not to be a true lease, Customer grants The Overby Co. a security interest in the Equipment.

10.

PERSONAL GUARANTY

The Undersigned absolutely, irrevocably and unconditionally, jointly and severally, guarantee to The Overby Co. all payments and other obligations under this Agreement. This is an absolute and continuing guaranty. THE PERSONAL GUARANTY SHALL BE GOVERNED BY THE LAWS OF GEORGIA IN ACCORDANCE WITH PARAGRAPH 8 OF THIS AGREEMENT. The undersigned waive any right to require any action against Customer or any other party before enforcing this Guaranty.

Printed Name: _____

Signature: _____

Date: _____

Address: _____

Phone: _____

NAME (COMPANY LEGAL NAME) Columbus Consolidated Government		DBA		PHONE	
BILLING ADDRESS Department of Finance PO Box 1340		CITY Columbus	COUNTY Muscogee	STATE GA	ZIP 31902
EQUIPMENT ADDRESS Print Shop		CITY	COUNTY	STATE	ZIP
EQUIPMENT INFORMATION			NUMBER AND AMOUNT OF PAYMENTS		
QUANTITY	SERIAL NUMBER	MAKE/MODEL/DESCRIPTION	NUMBER OF PAYMENTS	PAYMENT AMOUNT (plus taxes)	
1		SEE ATTACHED	CPC LEASE	.049 COLOR	
1		IRC7570i II		.0049 B/W	
1		IRC7570i II			
First & Last Payment -0-		Security Deposit -0-	Total Due at Signing -0-	60	Payment Frequency (monthly)
				(in months)	End of Term Purchase Option FMV \$11.00 7 10%
ACCEPTED BY THE OVERBY COMPANY			AUTHORIZED CUSTOMER SIGNATURE		
By: <i>Mark R. [Signature]</i>			By: <i>Isaiah Hugley</i> City Manager		
Title: <i>President</i>			Printed Name: <i>Isaiah Hugley</i>		
Date: <i>8-27-2018</i>					
ACCEPTANCE CERTIFICATE					
The Customer certifies that (1) The Equipment referred to in the above Agreement has been received, (2) installation has been completed, (3) the Equipment has been examined by Customer and is in good operating order and condition and is, in all respects, satisfactory to the Customer, and (4) the Equipment is irrevocably accepted by Customer for all purposes under the Agreement Accordingly, Customer hereby authorizes billing under the Agreement.					
Signature: _____ Printed Name: _____					
Title: _____ Date: _____					

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Printed Name: _____

Signature: _____

Date: _____

Address: _____

Phone: _____

EXHIBIT B

*Columbus Consolidated Government
Color Photocopiers
(Annual Contract)*

Business Requirements

RFB No. 18-0057

BUSINESS REQUIREMENTS

**** Section Redacted ****

These documents have been filed in the Purchasing Division

5th Floor – Finance Department
100 10th Street
Columbus, Georgia 31901

Please contact Purchasing to view these documents at ext: 3071

EXHIBIT C

*Columbus Consolidated Government
Color Photocopiers
(Annual Contract)*

Request for Bids

RFB No. 18-0057

COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT PURCHASING DIVISION

100 TENTH STREET, P. O. BOX 1340
COLUMBUS, GEORGIA 31902-1340
706-653-4105, FAX 706-225-3033

Date: May 16, 2018

REQUEST FOR BIDS:	Qualified vendors are invited to submit sealed bids, subject to conditions and instructions as specified, for the furnishing of:
RFB NO: 18-0057	COLOR PHOTOCOPIERS (ANNUAL CONTRACT)
GENERAL SCOPE	Provide, repair and maintain color photocopiers which will be utilized by multiple Departments within the Columbus Consolidated Government at various City locations.
DUE DATE	June 13, 2018 – 2:30 PM (EST) Bids must be received and date/time stamped on or before the due date by the Finance Department/Purchasing Division, 5 th Floor – Government Center, 100 10 th St, Columbus, GA. Bids will be opened during the 3:00 PM hour in the Conference Room of the Purchasing Division. Bidders are not required, but are invited, to attend the bid opening.
ADDENDA	<u>IMPORTANT INFORMATION</u> Any and all addenda will be posted on the Purchasing Division's web page, at https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm . It is the vendors' responsibility to periodically visit the web page for addenda before the due date and prior to submitting a quote.
NO BID RESPONSE	Refer to the form on page 3 if you are not interested in this invitation.



**Andrea J. McCorvey
Purchasing Manager**

IMPORTANT INFORMATION

e-Notification

Effective December 31, 2014, Columbus Consolidated Government (the City) discontinued mailing postcard notifications to its registered vendors. The City is using the Georgia Procurement Registry e-notification system. You must register with the Team Georgia Market Place/Georgia Procurement Registry to receive future procurement notifications via

<http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier>

If you have any questions or encounter any problems while registering, please contact the Team Georgia Marketplace Procurement Helpdesk:

Telephone: 404-657-6000

Fax: 404-657-8444

Email: procurementhelp@doas.ga.gov

STATEMENT OF "NO BID"

Complete and return this form immediately if you do not intend to Bid:

Email: bidopportunities@columbusga.org
Fax: (706) 225-3033, Attn: **Heather Scheuttig, Buyer**
Mail: Columbus Consolidated Government
Purchasing Division
P. O. Box 1340
Columbus, GA 31902-1340

We, the undersigned decline to bid on your **RFB No. 18-0057** for **Color Photocopiers** for the following reason(s):

- ☐ Specifications too "tight", i.e. geared toward one brand or manufacturer only (explain below)
- ☐ There is insufficient time to respond to the Invitation for Bids.
- ☐ We do not offer this product or service.
- ☐ We are unable to meet specifications.
- ☐ We are unable to meet bond requirements.
- ☐ Specifications are unclear (explain below).
- ☐ We are unable to meet insurance requirements.
- ☐ Other (specify below)

Remarks: _____

COMPANY NAME: _____

AGENT: _____

DATE: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

GENERAL PROVISIONS

THESE GENERAL PROVISIONS SHALL BE DEEMED AS PART OF THE BID SPECIFICATIONS. The provisions of the Procurement Ordinance for the Consolidated Government of Columbus, Georgia as adopted and amended by Council shall apply to all invitations for bids and award of all contracts and is specifically incorporated herein by this reference. A copy of the ordinance is on file in the Purchasing Division.

1. TERM "CITY." The term "City" as used throughout these documents will mean Consolidated Government of Columbus, GA.

2. PREPARATION OF FORM. Bid proposals shall be submitted on the forms provided by the City. All figures must be written in ink or typewritten. Figures written in pencil or erasures are not acceptable. However, mistakes may be crossed out, corrections inserted adjacent thereto, initialed in ink by the person signing the proposal. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail. Failure to properly sign forms, in ink, will render bid incomplete.

3. EXECUTION OF THE BID PROPOSAL. Execution of the bid proposal will indicate the bidder is familiar and in compliance with all local laws, regulations, ordinances, site inspections, licenses, dray tags, etc.

4. BID SUBMISSION. Bids must be submitted in a sealed envelope or package. The exterior of the envelope or package must reference the bidder's name and address, the bid number, bid title, and must indicate the contents represent a "bid" or "no bid" submission. Failure to properly identify the bid submission may result in rejection of the bid.

5. BID DUE DATE. The bid submission must arrive in the Purchasing Division on or before the stated due date and time. Upon receipt, bids will be time and date stamped. Bids will remain sealed and secured until the stated due date and time for the bid opening.

6. BID OPENING. The Purchasing Division Manager or Purchasing staff appointee will open bids. The bid amount and other pertinent information as determined by the Purchasing Division Manager will be read and recorded. The bids as recorded at the bid opening represent draft tabulation and may include incorrect price extensions or transcription errors, and are subject to change if conflicting information is discovered during analysis of the bid responses. A bid tabulation will be made available to bidders after extensions have been checked and all other specification compliance has been determined. **In the essence of time, bidders may not be allowed to review bids at the bid opening. However, bidders will be allowed to make appointments to review the bids at a later date.**

7. LATE BIDS. It is the responsibility of the bidder to ensure bids are submitted by the specified due date and time. Bids received after the stated date and time will be returned, unopened, to the bidder. The official clock to determine the date and time will be the time/date stamp located in the Finance Department. All bids received will be time and date stamped by the official clock. The City will not be held responsible for the late delivery of bids due to the U.S. Mail Service, or any other courier service.

8. RECEIPT OF ONE SEALED BID. In the event only one sealed bid is received, no formal bid opening shall take place. First, the Purchasing Division shall conduct a survey of vendors to inquire of "no bid" responses and non-responsive vendors. If, from the survey, it is determined by the Purchasing Division that specifications need revision, the one bid received will be returned, unopened, to the responding vendor, with a letter of explanation and a new bid solicitation prepared. If it is determined that other vendors need to be contacted, the bid due date will be extended, and the one bid received will remain sealed until the new bid opening date. The vendor submitting the single bid will receive a letter of explanation. **If it is determined the one bid received is from the only responsive, responsible bidder, then the bid shall be opened by the Purchasing Division Manager or designee, in the presence of at least one other witness. The single bid will be evaluated by the using agency for award recommendation.**

9. RECEIPT OF TIE BIDS. In the event multiple responsive, responsible bidders are tied for the lowest price and all other terms and requirements are met by the all tied bidders, the award recommendation shall be as follows:

- a. Award to the local bidder, if one of the bidders has its principal place of business in Columbus, Georgia.
- b. If all or none of the bidders has its principal place of business in Columbus, Georgia, then award the bid to the bidder who has received the award previously.
- c. If neither bidder received the award previously, and neither of the tied bidders has its principal place of business in Columbus, Georgia, then the bid award shall be equally divided between the tied bidders.
- d. If it is not feasible to divide the award, and if all or none of the tied bidders has its principal place of business in Columbus, Georgia, and neither was awarded the bid previously, then all bids will be rejected and the bid will be re-advertised.

10. RECEIPT OF MULTIPLE BIDS. Unless otherwise stated in the bid specifications, the City will accept one and only one bid per vendor. Any unsolicited multiple bid(s) will not be considered. If prior to the bid opening, more than one bid is received from the same vendor, the following will occur: (1) the bidder will be contacted and required to submit written acknowledgment of the bid to be considered; (2) the additional bid(s) will be returned to the bidder unopened. If at the bid opening more than one bid is enclosed in a single bid package, the City will consider the vendor non-responsive and bids will be returned to the bidder.

11. CONDITION AND PACKAGING. Unless otherwise defined in the bid specifications, it is understood and agreed that any item offered or furnished shall be new, in current production and in first class condition, that all containers shall be new and suitable for storage or shipment, and that prices include standard commercial packaging.

12. FREIGHT/SHIPPING/HANDLING CHARGES. All freight, shipping, and handling charges shall be included in the bid price. The City will pay no additional charges.

13. CORRECTION OR WITHDRAWAL OF BID/CANCELLATION OF AWARDS. Corrections or withdrawals of inadvertently erroneous bids before or after bid opening, or cancellation of awards of contracts based on such bid mistakes may be permitted where appropriate. Mistakes discovered before bid opening may be modified or bid withdrawn by written notice received in the office of Purchasing prior to the time of the bid opening. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the City or fair competition shall be permitted. In lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw its bid if the mistake is clearly evident, or if the bidder submits evidence that clearly and convincingly demonstrates that a mistake was made. All decisions to permit corrections or withdrawals of bids or to cancel awards or contracts based on bid mistakes will be supported by the written determination of the Purchasing Officer.

14. ADDENDA AND INTERPRETATIONS. If it becomes necessary to revise any part of this bid, a written addendum will be provided to all bidders. The City is not bound by any oral representations, clarifications, or changes made to the written specifications by City employees, unless such clarification or change is provided to the bidders in written addendum form from the Purchasing Officer. Bidders will be required to acknowledge receipt of the addenda (if applicable) in their sealed bid proposal. The vendor may provide an initialed copy of each addendum or initial the appropriate area on the bid form (pricing page). Failure to acknowledge receipt of the addenda (when applicable) will render bid incomplete. It is the bidder's responsibility to ensure that they have received all addenda.

15. BID EVALUATION AND AWARD. During the evaluation of bids, the City reserves the right to request clarification of bid responses and to request the submission of references, if deemed necessary for a complete evaluation of bid responses. Award will be made to the responsive and responsible bidder whose bid is most economical according to criteria designated in the solicitation. The determination of the lowest responsive and responsible bidder may involve all or some of the following factors: prices, conformity to specifications, financial ability to meet the contract, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, terms of payment, compatibility as required, other cost, and other objective and accountable factors, if any, (which are further described in the specifications). The City shall be the judge of the factors and will make the award in the best interest of the City.

16. TIME FOR CONSIDERATION. Bids must remain in effect for at least sixty (60) days after date of receipt to allow for evaluation.

17. BID SECURITY AND PERFORMANCE BOND. Bid security (Bid Bond) shall be required for all competitive sealed bids for construction contracts when the price is estimated by the Purchasing Officer to exceed \$10,000. Bid security shall be a bond provided by a surety company authorized to do business in the State, or in the form of a certified check. Such bonds may also be required on construction contracts under \$10,000 or other procurement contracts when circumstances warrant. Bid security shall be in an amount equal to at least five percent (5%) of the bid amount. The City will accept a copy of a bid bond at the bid opening. However, if a copy of a bid bond is submitted, the bidder must submit to the Purchasing Division the identical original document within five (5) days after the bid opening. **If the original document is not received within the five (5) days, the bid will not be considered.** When a construction contract is awarded in excess of \$25,000, the successful bidder will be required to furnish a **Performance Bond** executed by a surety company authorized to do business in the State. The performance bond shall be equal to one hundred percent (100%) of the price specified in the bid.

18. SUBCONTRACTING. Should bidder intend to subcontract all or any part of the work specified, name(s) and address(es) of sub-contractor(s) must be provided in bid proposal (use additional sheet if necessary). The bidder shall be responsible for subcontractor(s) full compliance with the requirements of the bid specifications. **THE**

COLUMBUS CONSOLIDATED GOVERNMENT WILL NOT BE RESPONSIBLE FOR PAYMENTS TO SUBCONTRACTORS.

19. DISQUALIFICATION OF BIDDERS AND REJECTION OF BIDS. Bidders may be disqualified and rejection of bid proposals may be recommended by the City for any (but not limited) to the following reasons:

- (A) Receipt after the time limit for receiving bid proposals as stated in the bid invitation.
- (B) Any irregularities contrary to the General Provisions or bid specifications.
- (C) Unbalanced unit price or extensions.
- (D) Unbalanced value of items.
- (E) Failure to use the proper forms furnished by the Consolidated Government.
- (F) Failure to complete the proposal properly
- (G) Omission of warranty, product literature, samples, acknowledgment of addenda or other items required to be included with bid proposal.
- (H) Failure to properly sign forms in ink.

The City reserves the right to waive any minor informality or irregularity. The City reserves the right to reject any and all bids.

20. BRAND NAMES "OR EQUAL". Whenever in this invitation any particular material, process and/or equipment are indicated or specified by patent, proprietary or brand name of manufacturer, such wording will be deemed to be used for the purpose of facilitating description of the material, process and/or equipment desired by the City. It is not meant to eliminate bidders or restrict competition in any bid process. Any manufacturers' names, drawings, trade names, brand names, specifications and/or catalog numbers used herein are for the purpose of description and establishing general quality levels. Bidders may propose equivalent equipment, services or manufacturer. Any proposal that is equivalent to or surpasses stated specifications will be considered. Determination of equivalency shall rest solely with the City. **Please Note: Due to existing equipment, specific manufacturers may be required to facilitate compatibility.**

21. ASSIGNMENT OF CONTRACTUAL RIGHTS. It is agreed that the successful bidder will not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in or to the same, or any part thereof, without previous consent of the City and any sureties.

22. DISCOUNTS. Terms of payments offered will be reflected in the space provided on the bid proposal form. Cash discounts will be considered net in the bid evaluation process. All terms of payment (cash discounts) will be taken and computed from the date of delivery of acceptable material or services, or the date of receipt of the invoice, whichever is later.

23. TAXES. The City is exempt from State Retail Tax and Federal Excise Tax. Tax Exemption No. GA Code Sec. 48-8-3. Federal ID No. 58-1097948.

24. FEDERAL, STATE AND LOCAL LAWS. All bidders will comply with all Federal, State, and Local laws and ordinances, relative to conducting business in Columbus, Georgia.

25. BID INCLUSIONS. When bid inclusions are required, such as warranty information, product literature/specifications, references, etc. The inclusions should reference all aspects of the specific equipment or service proposed by the bidder. Do not include general descriptive catalogs. References to literature or other required inclusions submitted previously do not satisfy this provision. Bids found to be in non-compliance with these requirements will be subject to rejection.

26. NON-COLLUSION. By signing and submitting this bid, bidder declares that its agents, officers or employees have not directly or indirectly entered into any agreements, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this bid. In the event, said bidder is found guilty of collusion, the company and agents will be removed from the City's bid list for one full year and any current orders will be canceled.

27. INDEMNITY. The successful bidder agrees, by entering into this contract, to defend, indemnify and hold City harmless from any and all causes of action or claims of damages arising out or under this contract.

28. DISADVANTAGED BUSINESS ENTERPRISE. Disadvantaged Business Enterprises (minority or women owned businesses) will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex, sexual orientation, gender identity or national origin in consideration for an award. It is the policy of the City that disadvantaged business enterprises and minority

business enterprises have an opportunity to participate at all levels of contracting in the performance of City contracts to the extent practical and consistent with the efficient performance of the contract.

29. AFFIRMATIVE ACTION PROGRAM - NON-DISCRIMINATION CLAUSE. The City has an Affirmative Action Program in connection with Equal Employment Opportunities. The successful bidder will comply with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, and will not discriminate between or among them by reason of race, color, age, religion, sex, sexual orientation, gender identity, national origin or physical handicap.

30. AWARDS TO LOCAL BUSINESSES. Except for construction contracts, awards will be made to responsive and responsible local businesses proposing a cost not more than two percent (2%) above the low bid or quote for contracts involving an expenditure of \$25,000.00 or less and made to responsive and responsible local businesses proposing a cost not more than one percent (1%) above the low bid or quote for contracts involving an expenditure greater than \$25,000.00. (Ordinance No. 95-5). ****STATE OR FEDERALLY FUNDED PROJECTS EXCLUDED****

31. RIGHT TO PROTEST. A protest with respect to an Invitation for bids or Request for Proposals shall be submitted in writing no less than five (5) days prior to the opening of bids or the closing date of proposals to the Purchasing Officer. If the matter is not resolved, then an appeal may be filed with the City Manager or City Council.

32. FAILURE TO QUOTE. Vendors choosing not to submit a bid are requested to return a **Statement of "No Bid"**.

33. PRODUCT/EQUIPMENT DEMONSTRATION - SITE VISIT. During the evaluation of bids, the City reserves the right to request a demonstration or site visit of the product, equipment or service offered by a bidder. The demonstration or site visit shall be at the expense of the bidder. Bidders who fail to provide demonstration or site visit, as requested, will be considered non-responsive.

34. CANCELLATION PROVISIONS. When such action is in the best financial interest of the City, contracts for supplies to be purchased or services to be rendered under an annual (term) contract basis may be canceled and re-advertised at the discretion of the Purchasing Officer and in accordance with contract terms.

After the receipt of a product or piece of equipment, it is found that said item does not perform as specified and required, payment for said product or equipment will be withheld. The successful vendor will be notified of the non-performance in writing. After notification, the successful vendor will have ten (10) calendar days, from the date of notification, to deliver product or equipment that performs satisfactorily. If a satisfactory product is not delivered within 10 calendar days, from the notification date, the City will cancel the contract (purchase order) and award to the next low, responsive, responsible bidder. The vendor will be responsible for the pick-up or shipment of the unsatisfactory equipment or product.

35. QUESTIONS. Questions concerning specifications must be submitted, in writing, at least 5 (five) working days (Monday-Friday) prior to receipt date. Questions received less than five working days prior to receipt date will not be considered.

36. SAMPLES. When samples are required to be included with the proposal response, the bidder will be responsible for the following:

- 1) **Unless otherwise specified**, bidders are required to submit exact samples of item(s) bid. Do not submit sample of "like" item(s).
- 2) Affix an identification label to each individual sample to include bidder's name, bid name and number.
- 3) Make arrangements for the return of sample after the bid award. All shipping costs will be the responsibility of the bidder. If bidder does not make arrangements for return of sample, within 60 days after award, the sample will be discarded.

37. GOVERNING LAW. The parties agree that this Agreement shall be governed by the laws of Georgia, both as to interpretations and performance.

38. PAYMENT DEDUCTIONS. The City reserves the right to deduct, from payments to awarded vendor(s), any amount owed to the City for various fees, to include, but not limited to: False Alarm fees, Ambulance fees, Occupation License Fees, Landfill fees, etc.

39. PAYMENT TERMS. The City's standard payment term is usually net 30 days, after successful receipt of goods or services. Payment may take longer if invoice is not properly documented or not easily identifiable, goods/services are not acceptable, or invoice is in dispute.

NOTICE TO VENDORS

Columbus Council, by Ordinance 92-60 has prohibited any business that is owned by any member of Columbus Council or the Mayor, or any business in which any member of Columbus Council or the Mayor has a substantial pecuniary interest from submitting a bid for goods or services to the Consolidated Government of Columbus, Georgia.

Likewise, by Ordinance 92-61, no business which is owned by any member of any board, authority or commission, subordinate or independent entity, or any business in which any member of any board, authority or commission, subordinate or independent entity has substantial pecuniary interest may submit a bid to the Consolidated Government if such bid pertains to the board, authority or commission.

**DO YOU HAVE QUESTIONS, CONCERNS OR NEED
CLARIFICATION ABOUT THIS SOLICITATION?**

**COMMUNICATION CONCERNING ANY SOLICITATION CURRENTLY
ADVERTISED MUST TAKE PLACE IN WRITTEN FORM AND ADDRESSED
TO THE PURCHASING DIVISION.**

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS
SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT
ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR
CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A
VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH
QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE
QUESTIONS IN WRITING.

**ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE
THROUGH THE PURCHASING DIVISION.** BIDDERS SHALL NOT
CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES,
EVALUATION COMMITTEE MEMBERS OR ELECTED OFFICIALS WITH
QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION.
QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED
TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT
A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING
DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL
SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO
THE RESPECTIVE BIDDER OR IF IT BECOMES NECESSARY TO REVISE
ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE
ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS,
CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN
SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION
OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM
FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED
"QUESTION/CLARIFICATION FAX FORM" TO FAX OR EMAIL QUESTION.

ANY REQUEST, AFTER A SOLICITATION HAS CLOSED AND PENDING
AWARD, MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING
DIVISION.

QUESTION/CLARIFICATION FORM

DATE: _____

TO: Heather Scheuttig, Buyer
Email : bidopportunities@columbusga.org
Fax : (706) 225-3033

RE: Color Photocopiers (Annual Contract); RFB No. 18-0057

Questions/clarification requests must be submitted at least (5) *business* days before the due date:

[illegible]

From: _____

Company Name

Website

Representative

Email Address

Complete Address

City

State

Zip

Telephone Number

Fax Number

GENERAL SPECIFICATIONS

COLOR PHOTOCOPIERS

(ANNUAL CONTRACT)

RFB No. 18-0057

I. SCOPE OF WORK

A. The Consolidated Government of Columbus, Georgia (the City) invites bidders to submit bid responses to provide, repair and maintain color copiers on a rental basis. The color photocopiers will be utilized by multiple Departments within the Columbus Consolidated Government at various City locations.

B. The City will enter into contract only with the vendor submitting a response to this RFB. The City will submit payments only to the vendor submitting the bid. The City will not accept or sign a third-party finance/lease agreement for any part of the proposed equipment.

C. The City reserves the right to add, or remove, color photocopiers from this contract at any time.

D. All lease/rental agreements shall end when this contract ends.

II. TERM OF CONTRACT

A. The term of the contract shall be for two (2) years, with the option to renew for three (3) additional twelve-month periods.

Notice of intent to renew will be given to the contractor in writing by the City Purchasing Division Director, normally sixty days before the expiration date of the current contract. This notice shall not be deemed to commit the City to a contract renewal.

It should be noted that multi-year contracts may be continued each fiscal year only after funding appropriations and programs approval have been granted by the Council of the Consolidated Government of Columbus, GA. In the event the necessary funding is not approved, the affected multi-year contract becomes null and void, effective July 1st of the fiscal year for which such approval has been denied.

B. Termination for Convenience

For the protection of both parties, either party giving 30 days' prior notice in writing to the other party may cancel this contract.

III. ESCALATION CLAUSE

Contract pricing shall remain fixed for the initial two (2) year(s) term of the contract. After the initial term, Contractor may request a price escalation by submitting a fully documented request for a review of the pricing. Such escalation shall not exceed a 5% increase. Price escalation requests must be submitted by January 30th so as to allow Departments to factor the increases into their budgets for the next fiscal year, which will begin July 1.

The Using agency(cies) and Purchasing Manager will review the request and shall approve or disapprove the increases based on budget constraints and other price

comparisons. **If approved, the price increase shall not commence until the next fiscal year, which will begin July 1.**

If for any reason the contractor has a price increase that exceeds five percent (5%), the price increase will be evaluated on a case-by-case basis. The City and the Contractor will have the option to discuss and make adjustments to the requested increase. If either party declines approval of the adjustments, the contract will be considered cancelled on the scheduled expiration date of the contract.

IV. BRAND NAME DISCLOSURE

It is not the intent of Columbus Consolidated Government (City) to restrict competition in any purchasing process. Any manufacturers' names, drawings, trade names, brand names, information and/or catalog numbers used herein are for purpose of description and establishing general quality levels. Such references are not intended to be restrictive; any equivalent products of any manufacturer may be offered. Any bid that is equivalent to or surpasses these specifications will be considered; determination of equivalency shall rest solely with the City.

V. COOPERATIVE CONTRACT PURCHASE OPTION

The City reserves the right to make this purchase via any comparable Cooperative Contract, if the contract cost is lower and meets the City's requirements.

VI. QUESTIONS/ADDENDA

Questions and requests for clarification must be submitted **within five (5) business days of the due date** (see pages 9 & 10). Changes to the specifications (if any) will be provided in the form of an addendum, which will be posted on the web page of the Finance Department/Purchasing Division of Columbus Consolidated Government at https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm. **It is the vendors' responsibility to periodically visit the web page for addenda before the due date and prior to submitting a quote.**

VII. INSURANCE

The contractor shall be required, at their own expense, to furnish to the City of Columbus Purchasing Division, evidence showing the insurance coverage to be in force throughout the term of the contract. Insurance requirements are listed on the attached **Insurance Checklist (Form C)**. **The limits shown are minimum limits. Vendor shall indicate the actual limit they will provide for each insurance requirement. The bidder shall complete the Insurance Checklist and include with bid response. Certificate of Insurance is acceptable.** The Insurance Checklist will indicate to the City, the bidder's ability and agreement to provide the required insurance, in the event of contract award.

The successful candidate shall provide the required Certificates of Insurance within **10 business days** after award notification. The Certificates of Insurance will be included with the contract documents prior to signing.

VIII. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT/E-VERIFY

In accordance with the Georgia Security and Immigration Compliance Act/E-Verify, every public employer, every contractor of a public employer, and every subcontractor of a public employer's contractor must register and participate in a federal work authorization

program (see http://www.dol.state.ga.us/spotlight/sp_sb_529_new_rules.htm). To access your E-Verify Company Identification Number, see <https://e-verify.uscis.gov/emp/vislogin.aspx?JS=YES>. A properly completed, notarized E-Verify Affidavit (**Form D**) must be included with sealed proposal; failure to do so will render the firm's proposal non-responsive and ineligible for further consideration.

IX. INDEMNIFICATION

The Contractor covenants to save, defend, hold harmless, and indemnify the City, and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor's intentional, negligent, or grossly negligent acts or omissions in performance or nonperformance of its work called for by the Contract Documents.

X. BID SUBMISSION REQUIREMENTS:

Each bidder shall include the following information with bid submission. Bidder shall submit **THE ORIGINAL AND 1 IDENTICAL COPY(IES)**. The City reserves the right to request any omitted information, **WHICH DOES NOT AFFECT THE SUBMITTED BID PRICE**. Bidders shall be notified, in writing, and shall have two (2) days, after notification to submit the omitted information (**to exclude E-Verify**). If the omitted information is not received within two (2) days, the Bidder shall be deemed non-responsive and the Bid Submission will be deemed **"Incomplete"**:

- A. Bid Form (Form E)
- B. Bidder's Response Page (Form A)
- C. Client Work History (Form B)
- C. Insurance (Refer to page 12, section VII, regarding Form C)
- D. E-Verify/GSICA Form (Refer to page 12, Section VIII, regarding Form D)
- E. Product Literature
- F. Product Warranty
- G. Sample Invoice
- H. Sample Lease/Rental Agreement
- I. Contract Signature Page (Form F)
- J. **Addenda:** Vendors must include acknowledgment of receipt of addenda (**if any**) in their sealed bid. Provide an initialed copy of each addendum or initial the appropriate area on bid form (pricing page). Addenda will be posted at https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm. ***Vendors are responsible for periodically visiting the web page, to check for addenda, prior to the bid due date and before submitting a bid.***

THE FOLLOWING ITEMS WILL BE REQUIRED OF THE AWARDED VENDOR(S) PRIOR TO CONTRACT SIGNING OR ISSUANCE OF PURCHASE ORDER. AFTER NOTIFICATION, THE AWARDED VENDOR(S) WILL HAVE FIVE (5) BUSINESS DAYS TO PROVIDE THE INFORMATION BELOW, OR THE NEXT RESPONSIVE, RESPONSIBLE BIDDER WILL BE RECOMMENDED FOR AWARD.

- 1) **Business License:** Vendors located in Muscogee County shall submit a current copy of their City of Columbus Business License (Occupation License). If the business is not located in Muscogee County and has proof of being properly licensed by a municipality in Georgia, and paid applicable occupation taxes in that city, the vendor will not be required to pay occupation taxes in Columbus, Georgia.

If the business location is not in Georgia, vendor must provide a current copy of their active

Articles of Incorporation from the State and/or a current business license from the City/State in which business is located.

If you have questions regarding this requirement, please contact Yvonne Ivey, Revenue Manager: 706-225-3091.

2) **W-9 Request for Taxpayer Identification Number and Certification (Form E)**

Bids must be delivered sealed in an envelope or package. The envelope or package should reference the bidder's name, full address and the bid number and/or bid name. Mail or hand-deliver bid to:

Columbus Consolidated Government
Purchasing Division

RE: RFB No. 18-0057– Color Photocopiers (Annual Contract)

(Mail) P. O. Box 1340
Columbus, GA 31902-1340

(Deliver) 5th Floor – Finance Department
100 10th Street
Columbus, Georgia 31901

BIDS MUST REACH THE OFFICE OF THE PURCHASING DIVISION NO LATER THAN 2:30 PM ON BID OPENING DATE. BIDS RECEIVED AFTER 2:30 PM WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.

XI. AWARD/DELIVERY/INVOICE

- A. Award: This contract will be awarded in total to the lowest responsive, responsible bidder. The City will be the judge of the factors and will make the award accordingly.
- C. Delivery: The copiers(s) shall be delivered to the location indicated. All shipping, delivery and/or freight charges must be included in the Unit Price. Columbus Consolidated Government will pay no additional shipping, delivery, and/or freight charges.
- D. Invoices: The invoice(s) shall reference department/location of color photocopier and the bid number (RFB No. 18-0057) and the service provided. The successful vendor shall forward invoice(s) to the following address:

Columbus Consolidated Government
Accounting Division
P. O. Box 1340
Columbus, Georgia 31902-1340

XII. TERMINATION OF CONTRACT

- A. Default: If the contractor refuses or fails to perform any of the provision of this contract with such diligence as will ensure its completion within the time specified in this contract, or any extension thereof, otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Purchasing Division Director may notify the contractor in writing of the delay or non-performance and if not cured within ten (10) days or any longer time specified in writing by the Purchasing Division Director, such director may terminate the contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform.

In the event of termination in whole or in part the Purchasing Division Director may procure similar supplies or services, from other sources, in a manner and upon terms deemed appropriate by the Purchasing Division Director. The contractor shall continue performance of the contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services.

B. Compensation: Payment for completed services delivered and accepted by the City shall be at the contract price. The City may withhold from amounts due the contractor such sums as the Purchasing Division Director deem necessary to protect the City against loss because of outstanding liens or claims of former lien holders and to reimburse the City for the excess costs incurred in procuring similar goods and services.

C. Excuses for Nonperformance or Delayed Performances: Except with respect to defaults of subcontractors, the contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms, if the contractor has notified the Purchasing Division Director within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of public enemy; acts of the City and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the contractor shall not be deemed in default, unless the supplies or services to be furnished by the subcontractor were reasonably obtainable from other sources in sufficient time to permit the vendor to meet the contract requirements.

Upon request of the vendor, the Purchasing Division Director shall ascertain the facts and extent of such failure, and, if such director determines that any failure to perform was occasioned by any one or more of the excusable causes, and that, but for the excusable cause, the contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly.

DETAILED SPECIFICATIONS
COLOR PHOTOCOPIERS
(ANNUAL CONTRACT)
RFB No. 18-0057

I. VENDOR REQUIREMENTS

This service shall include high quality, responsive repair/maintenance services, all replacement consumables (including the toner), all replacement parts (minor or major), and labor. This service will be in the form of an annual contract payable in twelve (12) monthly payments.

- A. The unit(s) offered shall have all of the following, but are not limited to these capabilities:
1. Enlarge/Reduce copies from 50% reduction to 400% (multi-page) enlargement.
 2. Able to print on 20lb Bond Paper up to Card Stock (Approx. 110lbs.)
 3. Interface with existing computers to enable color printing of electronic media.
(Note: Interface server MUST have at least 1 Gigabyte RAM Memory on board and large capacity hard drive for spooling)
 4. Prints double sided copies.
 5. Has at least 600 dpi print quality 600 x 1800).
 6. Standard paper sizes ranging from 8 ½ x11" to 11"x17".
 7. Minimum color copy production speed of 45 ppm (**Print Shop – 70 ppm**).
 8. Copier shall be equipped with an automatic document feeder; capability for multiple stacking (sorting); 2000 sheet 8 ½ x 11" larger capacity paper deck.
 9. Gigabit ethernet network interface.
 10. Scan to email, to folder and media.
 11. Secure printing features such as "locked secure print".
 12. High capacity paper storage for at least 2000 sheets.
 13. 1000 sheet finisher with standard stapling, sorting and collating.
- B. Required service response time will be 24 hours. For example, service calls placed on Monday will be worked no later than Tuesday. In the event the machine cannot be repaired on sight in two days, it will require a replacement machine.
- C. The successful bidder shall install **new equipment upon award of the contract**. Any upgrades or additions during the term of the contract can be refurbished/rebuilt equipment.
- D. The successful bidder will train City personnel, as required during the life of the contract or any extension, as key operators at the equipment installation, in the proper use and care of the equipment.
- E. The copier must interface with existing computers network via gigabit ethernet.
- F. The estimated yearly copy volume on the color copier will be approximately 120,000 copies on 8 ½" x 11", and 10,000 copies on 11"x17". The monthly copy volumes are approximately 10,000 copies. The volume stated herein is given as a general guide for bidding. The City reserves the right to increase or decrease

copies at any time. The City will pay a per copy cost each month; we will not pay a guaranteed minimum monthly cost.

- G. The average run length varies between 15 minutes to an hour per use.
- H. The average percent of volume on heavier stocks is approximately 10%
 - Two-sided approximately 40%
 - Large format 55%
 - Maximum intended paperweight for two-sided copying approximately 110 lb. (card stock)
- I. All computers are using the operating system Windows 10 Enterprise.
- J. Minimum acceptable speed for color copy production is 45 PPM (pages per minute). Due to the increase in color copies, the **Print Shop** will require a faster print speed (70ppm).

II. **VENDOR INFORMATION**

- A. The City will not enter into contract with a third-party finance company under any circumstances. The City will only deal with, enter into contract and submit payment(s) to an established dealer that will service and provide the requested product.
- B. Units offered under this advertisement shall be new, standard production of the latest Design in current production. Material shall be good commercial quality for the intended service and shall be produced by use of current manufacturing processes. Material shall be treated to resist rust, corrosion and wear. Component shall be manufacturer's heaviest duty, current production model and not modified for bid purposes.
- C. To describe the firm, its experience and service, bidders must respond to the vendor information listed on **Form A**.
- D. Bidders may provide additional information, which would assist in describing the firm and its abilities. However, if the specific questions and requests for information cited on Form A are not addressed, the response will be considered incomplete.

III. **CURRENT COPIER LISTING**

Below are the color photocopiers currently in place and the property of the current contractor, which will be removed to fulfill the requirements of the new contract.

- A. Print Shop:
 - Canon imageRunner Advance C7065 (2 machines)
 - (Note: The Print Shop requests to upgrade to the Canon imageRunner Advance C7500 II Series, or equivalent).
- B. Engineering:
 - Canon imageRunner Advance C5045 (2 machines)
- C. Planning:
 - Canon imageRunner Advance C5045 (1 machine)
- D. Public Works:
 - Canon imageRunner Advance C2230 (1 machine)

The awarded contractor must install the machines as requested in the RFB specifications (**Detailed Specifications, page 16, section I. Vendor Requirements**). The City reserves the right to add or remove machines and/or departments throughout the course of this contract.

IV. UPGRADES AND ADD-ONS

During the course of the contract, the City reserves the right to upgrade existing copiers and/or add additional copiers, if the requirements and usage dictate the need, which may increase or decrease volume. All lease/rental agreements shall end when this contract ends.

V. INSTALLATION

After award notification from the City, Contractor shall coordinate the installation date of proposed copiers with the Print Shop (Parish Green – pgreen@columbusga.org), Engineering (Donna Newman – dnewman@columbusga.org), Planning (Rick Jones – rjones@columbusga.org), and Public Works (Don Osborne – osborne.donald@columbusga.org).

VI. MAINTENANCE

Qualified Contractor maintenance personnel shall perform equipment maintenance on copier and all copier accessories during regular office hours. Regular hours vary, but are generally 8:00 AM to 5:00 PM, Monday through Friday. The Contractor is not required to provide services on the following recognized holidays: New Year's Day; Martin Luther King Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Veteran's Day; Thanksgiving and the day after Thanksgiving; Christmas Day; and any other day the City may acknowledge as a holiday.

VII. DAMAGES

Damage due to fire, rain, abuse or vandalism will be the responsibility of the Consolidated Government of Columbus and will not be covered under this contract. Such damage is to be reported to the User Department for appropriate action.

VIII. COPY ALLOWANCE

Contractor will develop a suitable method for recording the number of bad copies or copies run in the course of maintenance being performed.

FORM A

BIDDER'S RESPONSE PAGE **COLOR PHOTOCOPIERS** **(ANNUAL CONTRACT)** **RFB NO. 18-0057**

VENDOR INFORMATION

- A. The work to be accomplished under this Contract requires technical expertise. In reviewing proposals to determine who is the most responsive, responsible, qualified offeror, the City will take into consideration the extent to which the proposal conforms to the specifications and the qualifications of the offeror to satisfactorily implement the requirements of the Contract. The City specifically reserves the right to reject any proposals for which the offeror fails to demonstrate the ability to provide the service required in a responsible manner. The following information shall be provided to allow the City to determine whether the vendor is qualified to provide/perform the work specified. **This information must be notarized:**

PLEASE SUBMIT THE FOLLOWING INFORMATION ON FIRM'S LETTERHEAD.

1. Name of Offeror/Company
2. Permanent main office address
3. When organized
4. If a corporation, when/where incorporated
5. How many years have you been engaged in this type of service under your present company/trade name?
6. Offeror shall complete the Insurance Checklist (**Form C**) and include with bid response. A Certificate of Insurance is acceptable.
7. Number of qualified technicians currently employed in the Muscogee County area. How many copiers can one technician adequately service per month? Use this section to make any statement regarding training requirements, job qualifications, continuing education, etc., for service personnel. Resumes are not required, but you may submit brief job histories if desired, or point out in narrative form any particular accomplishments or qualifications which you feel would be representative of your firm's expertise and ability to perform the work.
8. Provide three clients for which such services have been provided. The references shall include the business name, contact person, complete address, telephone/fax number, and number of copiers and technicians used to maintain the service (**Form B**).
9. Have you ever failed to complete a project and/or defaulted on a contract? If so specify when, where and with whom.
10. Have you ever been a party to or otherwise involved in any action or legal proceeding involving matters related to race, color, nationality or religion? If so, give full details.
11. Have you ever been accused of discrimination based upon race, color, nationality, or religion in any action or legal proceeding, including any proceeding related to any Federal or State Agency? If so, give full details.

The undersigned hereby authorizes and represents any person, firm or corporation to furnish any information requested by the Consolidated Government of Columbus, Georgia, in verification of the recitals comprising this Vendor's Information.

(Continued)

"Print" or "Type" Name of Bidder

Date

Signature of Offeror

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

FORM B

CLIENT WORK HISTORY

Company Name/Contact	Complete Address	Telephone/Fax Numbers
1.		
E-Mail Address:	Number of Color Copiers provided:	Number of Technicians assigned to provide services:

Company Name/Contact	Complete Address	Telephone/Fax Number
2.		
E-mail Address:	Number of Color Copiers provided:	Number of Technicians assigned to provide services:

Company Name/Contact	Complete Address	Telephone/Fax Number
3.		
E-mail Address:	Number of Color Copiers provided:	Number of Technicians assigned to provide services:

FORM C

SOLICITATION ID: RFB NO. 18-0057

COLOR PHOTOCOPIERS

(ANNUAL CONTRACT)

INSURANCE CHECKLIST

CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGE AND ENDORSEMENTS INDICATED BY "X"

CSL = Combined Single Limit; BI = Bodily Injury; PD=Property Damage

Required Coverage(s)		Limits (Figures denote minimums)	Bidders Limits/Response
X	1. Worker's Compensation and Employer's Liability	STATUTORY REQUIREMENTS	
	Comprehensive General Liability:		
X	2. General Liability Premises/Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	3. Independent Contractors and Sub - Contractors	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
X	4. Products Liability	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	5. Completed Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
X	6. Contractual Liability (Must be shown on Certificate)	\$ 1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	Automobile Liability:		
X	7. Owned/Hired/Non-Owned Vehicles/ Employer non-ownership	\$1 Million BI/PD each Accident, Uninsured Motorist	
	Other:		
	8. Miscellaneous Errors and Omissions	\$1 Million per occurrence/claim	
X	9. Umbrella/Excess Liability	\$1 Million Bodily Injury, Property Damage and Personal Injury	

Required Coverage(s)		Limits (Figures denote minimums)	Bidders Limits/Response
	10. Personal and Advertising Injury Liability	\$1 Million each offense, \$1 Million annual aggregate	
	11. Professional Liability	\$1 Million per occurrence/claim	
	12. Architects and Engineers	\$1 Million per occurrence/claim	
	13. Asbestos Removal Liability	\$2 Million per occurrence/claim	
	14. Medical Malpractice	\$1 Million per occurrence/claim	
	15. Medical Professional Liability	\$1 Million per occurrence/claim	
	16. Dishonesty Bond		
	17. Builder's Risk	Provide Coverage in the full amount of contract	
	18. XCU (Explosive, Collapse, Underground) Coverage		
	19. USL&H (Long Shore Harbor Worker's Compensation Act)		
	20. Contractor Pollution Liability	\$2 Million per occurrence/claim	
	21. Environmental Impairment Liability	\$2 Million per occurrence/claim	
X	22. Carrier Rating shall be Best's Rating of A-VII or its equivalents		
X	23. Notice of Cancellation, non-renewal or material change in coverage shall be provided to City at least 30 days prior to action.		
X	24. The City shall be named Additional Insured on all policies		
X	25. Certificate of Insurance shall show Bid Number and Bid Title		
	26. Pollution:	\$2 Million per occurrence/claim	

*If offeror's employees will be using their privately-owned vehicles while working on this contract and are privately insured, please state that fact in the **Bidders Limits/Response** column of the insurance checklist.

BIDDER'S STATEMENT:

If awarded the contract, I will comply with contract insurance requirements and provide the required Certificate(s).

BIDDER NAME: _____

AUTH. SIGNATURE: _____

*****COMPLETE THIS PAGE AND RETURN WITH BID*****

VENDOR INFORMATION REGARDING
GEORGIA SECURITY AND IMMIGRATION COMPLIANCE
and

House Bill 87, also known as,
The Illegal Immigration Reform and Enforcement Act of 2011

Section 3 of House Bill 87 amends O.C.G.A. §13-10-91.

O.C.G.A. §13-10-91(b)(1) states, in part, “A public employer shall not enter into a contract ... for the physical performance of services unless the contractor registers and participates in the federal work authorization program.”

Accordingly, the affidavits on the pages that follow relate to documentation you must provide the City.

All contractors must complete the attached “CONTRACTOR AFFIDAVIT”****. Additionally, if you utilize subcontractors, they must complete the “SUBCONTRACTOR AFFIDAVIT” and or the “SUB-SUBCONTRACTOR AFFIDAVIT.”

***In lieu of the affidavit required by this subsection, a contractor, subcontractor, or sub-subcontractor who has no employees and does not hire or intend to hire employees for purposes of satisfying or completing the terms and conditions of any part or all of the original contract with the public employer shall instead provide a copy of the state issued driver's license or state issued identification card of such contracting party and a copy of the state issued driver's license or identification card of each independent contractor utilized in the satisfaction of part or all of the original contract with a public employer. A driver's license or identification card shall only be accepted in lieu of an affidavit if it is issued by a state within the United States and such state verifies lawful immigration status prior to issuing a driver's license or identification card.

Information is available at: http://www.dol.state.ga.us/spotlight/sp_sb_529_new_rules.htm

FORM D

"GEORGIA SECURITY AND IMMIGRATION COMPLIANCE" **Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of ***Columbus Consolidated Government*** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Company ID Number (*numerical, 4-7 digits*)

Date of Authorization

****See <https://e-verify.uscis.gov/emp/vislogin.aspx?JS=YES> to access your E-Verify Company Identification Number.**

Date of Authorization

Name of Contractor

Color Photocopiers (Annual Contract); RFB No. 18-0057

Name of Project

Columbus Consolidated Government

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ___, 201__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

A properly completed, notarized E-Verify Affidavit must be included with sealed proposal; failure to do so will render the firm's proposal non-responsive and ineligible for further consideration.

"GEORGIA SECURITY AND IMMIGRATION COMPLIANCE"
Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)

By executing this affidavit, the undersigned *subcontractor* verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for

(Name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract)
and

(Name of Contractor)

on behalf of **Columbus Consolidated Government** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to _____

(Name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract)

Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to _____

(Name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract)

Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Sub-subcontractor

Color Photocopiers (Annual Contract); RFB No. 18-0057

Name of Project

Columbus Consolidated Government

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, __, 201__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires: _____

FORM E

Form W-9 (Rev. November 2017) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
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Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____		
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)	
6 City, state, and ZIP code			
7 List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (Interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Cat. No. 10231X

Form W-9 (Rev. 11-2017)

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual	Individual/sole proprietor or single-member LLC
• Sole proprietorship, or	
• Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	
• LLC treated as a partnership for U.S. federal tax purposes,	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or	
• LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ¹
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ¹
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ¹
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

BID FORM
COLOR PHOTOCOPIERS
(ANNUAL CONTRACT)
RFB NO. 18-0057

IMPORTANT INFORMATION:

PLEASE SUBMIT ONE ORIGINAL AND ONE IDENTICAL COPY OF EACH BID

By signing this Bid Form, the authorized representative understands the City reserves the right to request any omitted information, WHICH DOES NOT AFFECT THE SUBMITTED BID PRICE. Bidders shall be notified, in writing, and shall have two (2) days, after notification to submit the omitted information, to *exclude E-Verify*. If the omitted information is not received within two (2) days, the Bidder shall be deemed non-responsive and the Bid Submission will be deemed "Incomplete". Use the following check-list to verify the items are included in sealed bid:

- ☐ Bid Form ☐ Bidder's Response Page ☐ Client Work History ☐ Proof of Insurance ☐ E-Verify
- ☐ Product Literature ☐ Product Warranty ☐ Sample Invoice ☐ Sample Lease/Rental Agreement
- ☐ Contract Signature Page ☐ Addenda

Initial below to acknowledge receipt of the following addenda (if any):

Addendum No. 1 _____ Addendum No. 2 _____ Addendum No. 3 _____

The undersigned hereby declares that he/they have carefully examined the specifications herein referred to and will provide all equipment, services and terms of the Columbus Consolidated Government for the following:

Description	Manufacturer/ Model	(Color) *Cost Per Copy	(Black/White) *Cost Per Copy
Color Copiers w/o Paper		\$	\$
Print Shop Color Copier w/o Paper (Canon C7500 II Series or equivalent)		\$	\$

* Cost per copy shall include all related expenses associated with maintaining the copiers in good working order while under contract. The City will pay a cost per copy each month. The City will *not* pay a guaranteed minimum monthly cost.

The undersigned agrees to deliver the color photocopiers to the appropriate divisions within _____ days after notification of City Council award.

VENDOR NAME & SIGNATURE:

If certified as a DBE or WBE, list the certifying agency: _____

***** COMPLETE THIS PAGE AND RETURN WITH BID *****

FORM F

CONTRACT SIGNATURE PAGE COLOR PHOTOCOPIERS (ANNUAL CONTRACT) RFB No. 18-0057

The undersigned hereby declares that he has/they have carefully examined the specifications herein referred to and will provide all equipment, terms and services of the Columbus Consolidated Government.

Witness as to the signing of the contract

By: _____
Signature of Authorized Representative Date

Witness as to the signing of the contract

Print Name and Title of Signatory

(Corporate seal, if applicable)

Company: _____

Company Ordering Address

Company Payment Address

Contact: _____

Contact: _____

Contact Email _____

Contact Email _____

Telephone _____ Fax _____

Telephone: _____ Fax _____

CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA

Accepted this __ day of _____ 20__

APPROVED AS TO LEGAL FORM:

Isaiah Hugley, City Manager

Clifton C. Fay, City Attorney

ATTEST:

Tiny B. Washington, Clerk of Council

****COMPLETE AND RETURN THIS PAGE WITH SEALED RESPONSE****

☒ CHECKLIST ☒
Color Photocopiers
RFB No. 18-0057

CHECK OFF EACH ITEM AS THE NECESSARY ACTION IS COMPLETED:

☒ 1. THE **CONTRACT SIGNATURE PAGE** HAS BEEN SIGNED.

☒ 2. PRICING HAS BEEN CHECKED.

☒ 3. ADDENDA (IF ANY) HAVE BEEN SIGNED.

☒ 4. ALL SUBMISSION REQUIREMENTS ARE INCLUDED.

☒ 5. THE MAILING ENVELOPE HAS BEEN ADDRESSED TO:

Columbus Consolidated Government
Purchasing Division – Attn: Heather Scheuttig

5th Floor, Tower Bldg.
100 10th Street
Columbus, Georgia 31901

OR: P.O. Box 1340
Columbus, Georgia 31902-1340

☒ 6. THE MAILING ENVELOPE HAS BEEN SEALED **AND** MARKED WITH THE:

BID TITLE: **Color Photocopiers (Annual Contract)**
BID NUMBER: **RFB 18-0057**
OPENING DATE: **June 13, 2018**

 PLEASE CONSIDER THE ENVIRONMENT 

☒ 7. ***Please ONLY submit what is required; keep the remaining pages of this bid document for your records/recycle.***

*** Opening date subject to change by Addendum**

This checklist is for informative purposes only and is not intended to be a part of the formal bid document.

COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT PURCHASING DIVISION

100 TENTH STREET, P. O. Box 1340
COLUMBUS, GEORGIA 31902-1340
706-653-4105, Fax 706-225-3033
BidLine 706-653-4536
www.columbusga.org

June 8, 2018

Addendum No. 1 Color Photocopiers (Annual Contract) RFB No. 18-0057

Proposals should include acknowledgement of receipt for all Addenda:

Authorized Initials: _____ **Firm:** _____

Vendors are informed that the above subject RFB is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

QUESTIONS / RESPONSES

Question 1: On page 16, I., A, 8 it states 2,000-sheet 8 ½ x 11 larger capacity paper deck. On page 16, I., A, 12 it states high capacity paper storage for at least 2,000 sheets. Are these referring to the same thing and does it mean a 2,000 sheet 8 ½ x 11 paper feed drawers/trays capacity?

Response: The copiers have an attached, larger capacity, paper deck with the ability to adjust paper sizes. This is in addition to the standard machine capacity of 500 sheets per drawer.

Question 2: On page 16, I., A, 13 it states a 1,000-sheet finisher with standard stapling, sorting and collating. Does the finisher need to do saddle stitch booklet making or need a face trimmer for any of the departments such as the Print Shop?

Response: No departments require saddle stitch booklet-making and/or face trimmer.

Question 3: On page 16, I., F it states the estimated yearly copy volume on the color copier will be approximately 120,000 copies on 8 ½ x 11, and 10,000 copies on 11 x 17. The monthly copy volumes are approximately 10,000 copies. Obviously, the approximate yearly volume of 120,000 on 8 ½ x 11 and 10,000 on 11 x 17 would total 130,000 copies which would be an approximate monthly volume of 10,833 copies. Will you please provide an annual copy volume estimate for both color and black for each

machine in the Print Shop, Engineering, Planning, and Public Works?

Response: All figures are approximations; however, the User-Departments provided the following responses:

- **Print Shop:** annual usage is estimated to be: 262,000 color copies and 683,000 black & white copies. Monthly estimates will vary.
- **Planning:** monthly volume varies for color copier, 2000 max. B/W copier is approximately 3,500.
- **Engineering:** annual volume for color copies is approximately 20,316 copies, or 1,693 copies/month for Machine 1. Machine 2 annual volume is 42,543 copies, or 3,545 copies/month. Annual usage for black & white copies, Machine 1: 5,520, or 450 copies/month. Machine 2: 18,564, or 4,622.
- **Public Works:** annual volume for color copies is approximately 10,644, or 887 copies/month. Annual volume for black & white copies is approximately 7,956 copies, or 663/month.

**Andrea J. McCorvey
Purchasing Manager**

EXHIBIT D

*Color Photocopiers
(Annual Contract)*

*The Overby Company
Submission*

FORM F

BID FORM COLOR PHOTOCOPIERS (ANNUAL CONTRACT) RFB NO. 18-0057

IMPORTANT INFORMATION:

PLEASE SUBMIT ONE ORIGINAL AND ONE IDENTICAL COPY OF EACH BID

By signing this Bid Form, the authorized representative understands the City reserves the right to request any omitted information, WHICH DOES NOT AFFECT THE SUBMITTED BID PRICE. Bidders shall be notified, in writing, and shall have two (2) days, after notification to submit the omitted information, to exclude E-Verify. If the omitted information is not received within two (2) days, the Bidder shall be deemed non-responsive and the Bid Submission will be deemed "Incomplete". Use the following check-list to verify the items are included in sealed bid:

☒ Bid Form ☒ Bidder's Response Page ☒ Client Work History ☒ Proof of Insurance ☒ E-Verify
☒ Product Literature ☒ Product Warranty ☒ Sample Invoice ☒ Sample Lease/Rental Agreement
☒ Contract Signature Page ☒ Addenda

Initial below to acknowledge receipt of the following addenda (if any):

Addendum No. 1 MW Addendum No. 2 _____ Addendum No. 3 _____

The undersigned hereby declares that he/she have carefully examined the specifications herein referred to and will provide all equipment, services and terms of the Columbus Consolidated Government for the following:

Description	Manufacturer/ Model	(Color) *Cost Per Copy	(Black/White) *Cost Per Copy
Color Copiers w/o Paper	(1) iRC3530i II (3) iRC5540i II	\$ 0.049	\$ 0.0049
Print Shop Color Copier w/o Paper (Canon C7500 II Series or equivalent)	(2) iRC7570i II	\$ 0.049	\$ 0.0049

* Cost per copy shall include all related expenses associated with maintaining the copiers in good working order while under contract. The City will pay a cost per copy each month. The City will not pay a guaranteed minimum monthly cost.

The undersigned agrees to deliver the color photocopiers to the appropriate divisions within 10 days after notification of City Council award.

VENDOR NAME & SIGNATURE:

The Overby Company 

If certified as a DBE or WBE, list the certifying agency: _____

*** COMPLETE THIS PAGE AND RETURN WITH BID ***

The Overby Company
P.O. Box 4258

Columbus, GA 31914

Equipment Schedule

AGREEMENT
NUMBER:

This Equipment Schedule ("Schedule") is attached to and made part of the agreement (whether designated a lease, rental, Master Lease or otherwise) between The Overby Company and _____ ("Customer") (the "Agreement"). The Equipment described below, together with the equipment described on the face of the Agreement, if any, shall be deemed "Equipment" for the purposes of the Agreement and shall be subject to the terms and conditions set forth in the Agreement.

Equipment Address (County, City, State, ZIP)	Quantity	Serial Number	Make / Model / Accessory / Description
Engineering Muscookee County Columbus, GA 31901	2 ea	TBD	Canon IRC5540i
Print Shop Muscookee County Columbus, GA 31901	2 ea	TBD	Canon IRC7570i
Planning Department Muscookee County Columbus, GA 31901	1 ea	TBD	Canon IRC5540i
Public Works Muscookee County Columbus, GA	1 ea	TBD	Canon IRC5550i

In witness whereof, the parties have caused this Schedule to be executed on the same date set forth on the Agreement.

ACCEPTED

The Overby Company

By: _____

Title: _____

Effective Date: _____

AUTHORIZED CUSTOMER SIGNATURE

Customer: _____

By: X _____

Printed Name: _____

Title: _____



**COLUMBUS CONSOLIDATED GOVERNMENT
COLOR PHOTOCOPIERS
(ANNUAL CONTRACT)
RFB NO: 18-0057
FORM A: BIDDER'S RESPONSE PAGE**

1. Name of offeror/company

The Overby Company

2. Permanent main office address

1170 10th Avenue
Columbus, Georgia 31901

3. When organized

1978

4. If a corporation, when/where incorporated

1978/Columbus, Georgia

5. How many years have you been engaged in this type of service under your present company/trade name?

38 years

6. Certificate of Insurance

See attached Certificate Of Insurance

7. Service technicians

The Overby Company currently employs 5 full time service technicians plus 1 full time dispatcher and 1 network support technician in the Muscogee County area. Attached is a list of our local service technicians, including their length of service with The Overby Company, years of industry experience and Canon service training transcripts. Each technician can adequately service 100 copier per month.



8. Business references

- 1) Columbus Consolidated
Government/ GIS Department David Cooper 706-225-3976
- 2) Columbus Water Works
Vic Burchfield 706-653-5203
- 3) Odyssey Printing
And Specialties Frank Brown 706-323-0631

9. Have you failed to complete a project and/or defaulted on a contract?

No, The Overby Company has never failed to complete a project and/or defaulted on a contract.

10. Have you ever been a party to or otherwise involved in any action or legal proceeding involving matters related to race, color, nationality or religion?

No, The Overby Company has never been a party to or otherwise involved in any action or legal proceeding involving matters related to race, color, nationality or religion.

11. Have you ever been accused of discrimination based upon race, color, nationality, or religion in any action or legal proceeding, including any proceeding related to any Federal or State Agency?

No, The Overby Company has never been accused of discrimination based upon race, color, nationality or religion in any action or legal proceeding, including any proceeding related to any Federal or State Agency.

The undersigned hereby authorizes and represents any person, firm or corporation to furnish any information requested by the Consolidated Government of Columbus, Georgia, in verification of the recitals comprising this Vendor's information.

The Overby Company

"Print" or "Type" Name of Bidder

Mark C. [Signature]

Signature of Offeror

May 25th, 2018

Date

Summer Alise Burton

Notary Public

My Commission Expires: February 11, 2019



**COLUMBUS CONSOLIDATED GOVERNMENT
COLOR PHOTOCOPIES
(ANNUAL CONTRACT)
RFB NO. 18-0057
SERVICE TECHNICIAN INFORMATION**

The Overby Company service department guarantees that one of our factory trained service technicians will respond on Consolidated Government of Columbus, Georgia site in Two (4) Hours or less from the time a service call is placed during regular business hours.

Steve Whittington: Service Manager

- 27 years industry experience
- 27 years with The Overby Company
- 27 years experience working on Canon products
- Canon factory trained technician
- Certified Canon Trainer
- Conducts weekly training sessions with all Overby service technicians

William Jones: Service Supervisor

- 25 years industry experience
- 20 years with The Overby Company
- 20 years Canon factory trained technician

Mike Duvall: Service Technician

- 25 years industry experience
- 1 year with The Overby Company
- 18 years Canon factory trained technician

Mike Mitchell: Service Technician

- 20 years industry experience
- 15 years with The Overby Company
- 20 years Canon factory trained technician

Tommy Cole: Service Technician

- 35 years industry technician
- 7 years with The Overby Company
- 24 years Canon factory trained technician

Karin Young: Service Dispatcher

- 21 years industry experience
- 21 years with The Overby Company

Marvin Williams: Network Support Technician

- 28 years industry
- 21 years with The Overby Company
- Canon factory trained technician

QUALIFICATIONS AND EXPERIENCE

RFP NO. 18-0057

The culture and environment of our business exudes a high level of professionalism in the way we handle and destroy confidential materials with our high security on-site document destruction services. We are confident that we are a viable and an economical document destruction and recycling service. What most of our customers are unaware of is that our shredding vehicles run on clean diesel fuel, which is better for the environment. Not only are we committed to complete customer satisfaction, but we offer high quality service, convenience of on-site document destruction, cost effective pricing, a high security program, and we are environmentally friendly with our recycling services as well. We have worked closely with our clients and professionals to carry out the destruction of sensitive and confidential materials, therefore we have become a fundamentally essential component of their facilities materials of information policies.

Our technicians are required to participate in extensive back ground screenings which include drug screens, driving history, employment history, and reference checks. Once hired, our successful candidates go through an extensive training program. All of our operating employees are DOT certified and when we have our equipment and employees on a client's property, safety is always our number one concern. In a world where there is an abundance of growing concern for misuse of sensitive information and crimes such as identity theft, our process of document destruction gives us more of an advantage over other shredding companies because of the fact that we utilize a hammermill or grinder, where as other shredding companies use a pierce and tear process. The pierce and tear process does not ensure that your confidential documents are destroyed. We are here to ensure the integrity and confidentiality of this type of information and to provide a service that protects against any anticipated security threats or hazards from unauthorized personnel or disclosure of any confidential documents.

FORM B

CLIENT WORK HISTORY

Company Name/Contact	Complete Address	Telephone/Fax Numbers
1. Columbus Consolidated Government -GIS Department David Cooper	420 Tenth Street Columbus, Ga 31902	Ph: 706-225-3976
E-Mail Address: davidcooper@columbusga.org	Number of Color Copiers provided: 3	Number of Technicians assigned to provide services: 5

Company Name/Contact	Complete Address	Telephone/Fax Number
2. Columbus Water Works Vic Burchfield	1421 Veterans Parkway Columbus, Ga 31901	Ph: 706-653-5203 Fax: 706-653-5208
E-mail Address: vburchfield@cwwga.org	Number of Color Copiers provided: 2	Number of Technicians assigned to provide services: 5

Company Name/Contact	Complete Address	Telephone/Fax Number
3. Odyssey Printing & Specialties Frank Brown	6298 Veterans Parkway Columbus, Ga 31901	Ph: 706-323-0631 Fax: 706-323-5601
E-mail Address: frank@odysseyprintingandspecialties.com	Number of Color Copiers provided: 2	Number of Technicians assigned to provide services: 5

FORM C

SOLICITATION ID: RFB NO. 18-0057

COLOR PHOTOCOPIERS

(ANNUAL CONTRACT)

INSURANCE CHECKLIST

CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGE AND ENDORSEMENTS INDICATED BY "X"

CSL = Combined Single Limit; BI = Bodily Injury; PD=Property Damage

Required Coverage(s)		Limits (Figures denote minimums)	Bidders Limits/Response
X	1. Worker's Compensation and Employer's Liability	STATUTORY REQUIREMENTS	
	Comprehensive General Liability:		
X	2. General Liability Premises/Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	3. Independent Contractors and Sub - Contractors	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
X	4. Products Liability	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	5. Completed Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
X	6. Contractual Liability (Must be shown on Certificate)	\$ 1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	Automobile Liability:		
X	7. Owned/Hired/Non-Owned Vehicles/ Employer non-ownership	\$1 Million BI/PD each Accident, Uninsured Motorist	
	Other:		
	8. Miscellaneous Errors and Omissions	\$1 Million per occurrence/claim	
X	9. Umbrella/Excess Liability	\$1 Million Bodily Injury, Property Damage and Personal Injury	

Required Coverage(s)		Limits (Figures denote minimums)	Bidders Limits/Response
	10. Personal and Advertising Injury Liability	\$1 Million each offense, \$1 Million annual aggregate	
	11. Professional Liability	\$1 Million per occurrence/claim	
	12. Architects and Engineers	\$1 Million per occurrence/claim	
	13. Asbestos Removal Liability	\$2 Million per occurrence/claim	
	14. Medical Malpractice	\$1 Million per occurrence/claim	
	15. Medical Professional Liability	\$1 Million per occurrence/claim	
	16. Dishonesty Bond		
	17. Builder's Risk	Provide Coverage in the full amount of contract	
	18. XCU (Explosive, Collapse, Underground) Coverage		
	19. USL&H (Long Shore Harbor Worker's Compensation Act)		
	20. Contractor Pollution Liability	\$2 Million per occurrence/claim	
	21. Environmental Impairment Liability	\$2 Million per occurrence/claim	
X	22. Carrier Rating shall be Best's Rating of A-VII or its equivalents		
X	23. Notice of Cancellation, non-renewal or material change in coverage shall be provided to City at least 30 days prior to action.		
X	24. The City shall be named Additional Insured on all policies		
X	25. Certificate of Insurance shall show Bid Number and Bid Title		
	26. Pollution:	\$2 Million per occurrence/claim	

*If offeror's employees will be using their privately-owned vehicles while working on this contract and are privately insured, please state that fact in the Bidders Limits/Response column of the insurance checklist.

BIDDER'S STATEMENT:

If awarded the contract, I will comply with contract insurance requirements and provide the required Certificate(s).

BIDDER NAME: The Overby Co.

AUTH. SIGNATURE: 

*****COMPLETE THIS PAGE AND RETURN WITH BID*****



imageRUNNER
ADVANCE
C3530i **II**
C3525i

imageRUNNER ADVANCE C3500 II Series

Color | Low- to Mid-Volume | Multifunction

Print up to 30 ppm (BW/color)

Scan up to 160 ipm (300 dpi) (BW, color, duplex)

Print up to 12" x 18"

2,300-sheet maximum paper capacity



Canon's comprehensive portfolio of imageRUNNER ADVANCE multifunction printers and integrated solutions can help **simplify** the end user experience and management of technology; better **control** sensitive information and print-related costs; and help ensure that technology investments proactively **evolve** with changing needs.



WORKFLOW EFFICIENCY

- 10.1" intuitive touchscreen with smartphone-like usability.
- A unique, customized experience tailored to individual preferences with My ADVANCE.
- Supports mobile solutions and integration with many popular cloud services like Google Drive and Box.¹
- Scan and convert documents to searchable digital files in a variety of file formats.
- Integration with Canon and various third-party software with embedded application platform.



SECURITY

- Advanced standard security feature set to help safeguard sensitive information and assist in regulatory compliance.
- Security policy settings can be controlled with a dedicated password, configured from a central location, and exported to other supported devices.
- Control who has access to the device, and to which features, using a host of flexible authentication methods – picture login, PIN code, user name/password, or card access.²



COST MANAGEMENT

- Track and assess print, copy, scan, and fax usage and allocate costs to departments or projects.
- Apply print policies and restrict usage by user to help reduce unnecessary printing and contribute to cost efficiency.
- Standard cloud-based solution provides a centralized dashboard with up-to-the-minute insights into printer activity.³
- Upgrade to uniFLOW server or cloud-based solutions for full accounting and reporting for compatible Canon and third-party devices, pull printing, job routing, and powerful scan workflows.



DEVICE AND FLEET MANAGEMENT

- Designed for quick, easy deployment.
- Remote diagnostics and parts life management for proactive maintenance and rapid fixes.
- Easy and intuitive to monitor device status and consumable levels, turn off devices remotely, observe meter readings, manage settings, and implement security policies.
- Common firmware and regular updates with Unified Firmware Platform (UFP) for continuous improvements and consistency across a fleet.



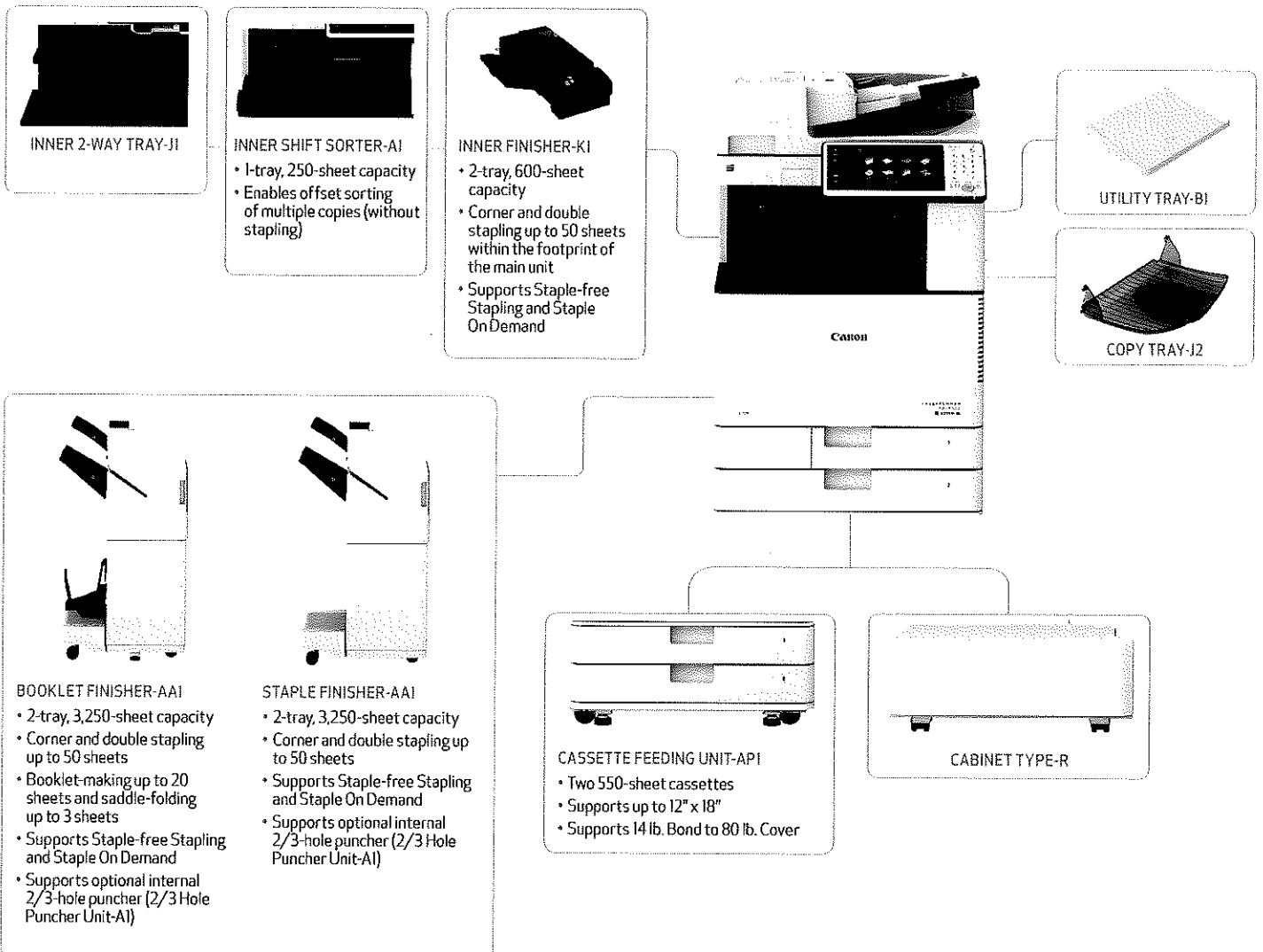
QUALITY AND RELIABILITY

- Canon's signature reliability and engine technologies help keep productivity high and minimize the impact on support resources.
- Outstanding imaging technologies and toner allow for consistently striking images, using Canon's V² color profile.
- Designed to achieve maximum uptime with status notifications to help keep supplies replenished and intuitive maintenance videos for consumables replacement.



SUSTAINABILITY

- A combination of fusing technologies and low-melting-point toner minimizes power requirements and helps achieve low energy consumption.
- Encourage environmentally-conscious work practices by enabling multiple settings that can help save paper and energy.
- ENERGY STAR® certified and rated EPEAT® Gold.⁴



SPECIFICATIONS

Main Unit

Type

Color Laser Multifunctional

Core Functions

Standard: Print, Copy, Scan, Send, Store
Optional: Fax

Processor

Canon Dual Custom Processor (Shared)

Control Panel

10.1" TFT LCD WSVGA Color Flat-panel

Memory

3.0 GB RAM

Hard Disk Drive

Standard: 250 GB

Interface Connection

Network: 1000Base-T/100Base-TX/10Base-T,
Wireless LAN (IEEE 802.11 b/g/n)

Others

Standard: USB 2.0 x1 (Host), USB 3.0 x1 (Host),
USB 2.0 x1 (Device)
Optional: Serial Interface, Copy Control Interface

Paper Capacity (LTR, 20 lb. Bond)

Standard: 1,200 Sheets
Maximum: 2,300 Sheets

Paper Sources (LTR, 20 lb. Bond)

Standard: Dual 550-sheet Paper Cassettes, 100-sheet
Stack Bypass

Optional: Dual 550-sheet Paper Cassettes
(CASSETTE FEEDING UNIT-API)

Paper Output Capacity (LTR, 20 lb. Bond)

Standard: 250 Sheets
Maximum: 3,450 Sheets
(with External Finisher and Copy Tray)

Finishing Capabilities

Standard: Collate, Group
With Inner Shift
Sorter: Collate, Group, Offset
With Inner: Collate, Group, Offset, Staple, Staple-Free
Finisher: Staple, Staple On Demand
With External: Collate, Group, Offset, Staple, Booklet, Staple-
Free Staple, Staple On Demand,
Finishers: Hole Punch (Optional)

Supported Media Types

Paper: Thin, Plain, Recycled, Color, Heavy,
Cassettes: Pre-punched, Bond, Transparency,
(1/2): Envelope
Stack Bypass: Thin, Plain, Recycled, Color, Heavy,
Pre-punched, Labels, Bond, Coated,
Transparency, Tracing, Envelope
Cassette
Feeding
Unit-API: Thin, Plain, Recycled, Color, Heavy,
Pre-punched, Bond, Transparency

Supported Media Sizes

Paper: Letter, Executive, Statement-R, Envelope
Cassette I: [No.10 (COM10), DL, ISO-C5], Custom Size
(5-1/2" x 7-1/8" to 11-3/4" x 8-1/2")
Paper Cassette
2: 12" x 18", 11" x 17", Legal, Letter, Letter-R,
Executive, Statement-R, Envelope
[No.10 (COM10), Monarch, DL], Custom Size
(5-1/2" x 7-1/8" to 12" x 18")
Stack Bypass: 12" x 18", 11" x 17", Legal, Letter, Letter-R,
Executive, Statement, Statement-R,
Envelope [No.10 (COM10), Monarch,
DL, ISO-C5], Envelope Custom Size
(3-7/8" x 3-7/8" to 12-5/8" x 18"),
Custom Size (3-7/8" x 5-1/2" to
12-5/8" x 18"), Free Size (3-7/8" x 5-1/2" to
12-5/8" x 18")
Cassette
Feeding Unit-
API: 12" x 18", 11" x 17", Legal, Letter, Letter-R,
Executive, Statement-R, Custom Size
(5-1/2" x 7-1/8" to 12" x 18")

Supported Media Weights

Cassettes: 14 lb. Bond to 80 lb. Cover (52 to 220 g/m²)
Stack Bypass: 14 lb. Bond to 110 lb. Cover (52 to 300 g/m²)
Duplexing: 14 lb. Bond to 80 lb. Cover (52 to 220 g/m²)

Print/Copy Speed (BW and Color)

C3530i II: Up to 30 ppm (Letter); Up to 20 ppm
(Letter-R); Up to 15 ppm (Legal);
Up to 15 ppm (11" x 17")
C3525i II: Up to 25 ppm (Letter); Up to 20 ppm
(Letter-R); Up to 15 ppm (Legal);
Up to 15 ppm (11" x 17")

Warm-up Time

From Power On: 34 Seconds
From Sleep: 10 Seconds
Mode:
Quick Start-up: 10 Seconds⁵
Mode:

Dimensions (W x D x H)

22-1/4" x 29-1/4" x 45-1/5" (565 mm x 742 mm x 1148 mm)⁶

Installation Space (W x D)

Basic: Stack Bypass + Cassette Drawers open:
38-1/2" x 44-1/4" (978 mm x 1123 mm)⁶

Fully

Configured: 63-3/4" x 44-1/4" (1620 mm x 1123 mm)⁷

Weight

Approx. 213.9 lb. (97 kg)⁸

Print Specifications

Print Resolution (dpi)

1200 x 1200

Standard Page Description Languages

UFR II, PCL[®] 6, Adobe[®] PS[®] 3

Direct Print

Available from USB, Advanced Box, Remote UI,
and Web Access⁹

Supported File Types

PDF, TIFF, JPEG, EPS, XPS

Printing from Mobile Devices and Cloud-based Services

A range of software and MEAP-based solutions are available
to provide printing from mobile devices or Internet-
connected devices and cloud-based services depending on
your requirements.

Fonts

PCL fonts: 93 Roman, 10 Bitmap fonts, 2 OCR fonts,
Andalé Mono WT J/K/S/T (Japanese,
Korean, Simplified and Traditional Chinese)¹⁰
Barcode Fonts¹¹

PS fonts:

136 Roman

Operating System¹²

UFR II/PS: Windows Vista[®]/Server 2008/Windows[®] 7/
Server 2008 R2/Server 2012/Windows 8.1/
Server 2012 R2/Windows 10/Server 2016,
MAC OS X (10.7 or later)
PCL: Windows Vista/Server 2008/Windows 7/
Server 2008 R2/Server 2012/Windows 8.1/
Server 2012 R2/Windows 10/Server 2016

Copy Specifications

First-Copy-Out Time (LTR)

As fast as 5.9 seconds (BW)/8.2 seconds (Color)

Multiple Copies

Up to 999

Magnification

25%-400% (1% Increments)

Preset Reductions

25%, 50%, 64%, 73%, 78%

Preset Enlargements

121%, 129%, 200%, 400%

Basic Copy Features

Preset Reduction/Enlargement Ratios by Area, Paper
Setting, Previous Settings, Favorite Settings, Finishing, Two-
sided, Density Adjustment, Original Type Selection, Interrupt
Mode, Setting Confirmation/Cancel

Special Copy Features

Book to Two Pages, Two-sided Original, Finishing, Booklet,
Job Build, N on 1, Add Cover, Insert Sheets, Different-size
Originals, Density Adjustment, Original Type Selection,
Transparency Cover Sheets, Page Numbering, Copy Set
Numbering, Sharpness, Erase Frame, Secure Watermark,
Print Date, Shift, Gutter, Print & Check, Negative/Positive,
Repeat Images, Job Done Notice, Mirror Image, Copy ID
Card, Multi Sheet Feed Detection, Free Size Original, Adjust
One-Touch Color, Color Balance, Area Designation

Scan Specifications

Type

Single-pass Duplexing Automatic Document Feeder

Document Feeder Paper Capacity

150 Sheets (20 lb. Bond)

Document Feeder Supported Media Sizes

11" x 17", Legal, Letter, Letter-R, Statement, Statement-R

Document Feeder Supported Media Weights

BW Original: 13 lb. Bond to 58 lb. Cover (50 to 157 g/m²)
Color Original: 17 lb. Bond to 58 lb. Cover (64 to 157 g/m²)

Platen Acceptable Originals

Sheet, Book, 3-Dimensional Objects [Up to 4.4 lb. (2 kg)]

Pull Scan

Color Network ScanGear2 for both Twain and WIA
Supported OS: Windows Vista/7/8.1/10/
Server 2008/Server 2008 R2/
Server 2012/Server 2012 R2/Server 2016

Scan Resolution (dpi)

600 x 600, 400 x 400, 300 x 300, 200 x 400, 200 x 200,
200 x 100, 150 x 150, 100 x 100

Scan to Mobile Devices and Cloud-based Services

A range of solutions is available to provide scanning to
mobile devices and cloud-based services depending on
your requirements.

Scan Speed (LTR)

Single-sided Scanning (BW and Color):
80 ipm (300 dpi)/51 ipm (600 dpi)
Double-sided Scanning (BW and Color):
160 ipm (300 dpi)/51 ipm (600 dpi)

Send Specifications

Destination

Email/Internet Fax (SMTP), SMB, FTP, WebDAV, Mail Box,
Super G3 Fax (Optional), IP Fax (Optional)

Address Book

LDAP (2,000)/Local (1,600)/Speed Dial (200)

Send Resolution (dpi)

600 x 600, 400 x 400, 300 x 300, 200 x 400, 200 x 200,
200 x 100, 150 x 150, 100 x 100

Communication Protocol

File: FTP, SMB, WebDAV
Email/I-Fax: SMTP, POP3, I-Fax (Simple, Full)

File Format

Standard: TIFF, JPEG, PDF (Encrypted, Compact,
Searchable, Apply Policy, Optimize for Web,
PDF A/1-b, Encrypted), XPS (Compact,
Searchable), Office Open XML (PowerPoint[®],
Word), Digital Signature (PDF/XPS)
Optional: PDF (Trace & Smooth)

Universal Send Features

Original Type Selection, Two-sided Original, Book to Two
Pages, Different-size Originals, Density Adjustment,
Sharpness, Copy Ratio, Erase Frame, Job Build, Delayed Send,
Preview, Finished Stamp, Job Done Notice, File Name, Subject/
Message, Reply-To, Email Priority, TX Report, Original Content
Orientation, Skip Blank Originals, Multi Sheet Feed Detection

Fax Specifications

Maximum Number of Connection Lines

2

Modem Speed

Super G3: 33.6 Kbps
G3: 14.4 Kbps

Compression Method

MH, MR, MMR, JBIG

Resolution (dpi)

400 x 400, 200 x 400, 200 x 200, 200 x 100

Sending/Recording Size

Statement-R to 11" x 17"

Fax Memory

Up to 30,000 Pages

Speed Dials

Max. 200

Group Dials/Destinations

Max. 199 Dials

Sequential Broadcast

Max. 256 Addresses

Memory Backup

Yes

Fax Features

Original Type Selection, Two-sided Original, Book to Two Pages, Different-size Originals, Density for Scanning, Sharpness, Copy Ratio, Erase Frame, Job Build, Specifying the Sender's Name (when sending fax), Sender's Name (TII), Select Line, Selecting the Telephone Line (when sending fax), Direct Send, Delayed Send, Preview, Finished Stamp, Job Done Notice, TX Report, Multi Sheet Feed Detection

Store Specifications

Mail Box Simple (Number Supported)

100 User In-boxes, 1 Memory RX In-box, 50 Confidential Fax In-boxes, 30,000 Maximum Pages Stored

Advanced Box

Communication Protocol: SMB or WebDAV Supported

Client PC: Windows (Windows Vista/7/8/8.1/10)

Concurrent Connections (Max.)

SMB: 64

WebDAV: 3 (Active Sessions)

Advanced Box Available Disc Space

Approx. 16 GB

Advanced Box Features

Disabling Advanced Box, Storage Filtering, Authentication for Advanced Box Log-in, Search Function, Sort Function, Printing a PDF File with a Password, imageWARE Secure Audit Manager Support

Memory Media

Standard: USB

Security Specifications

Authentication

Standard: Universal Login Manager, uniFLOW Online Express,^{13,14} User Authentication, Department ID Authentication, Access Management System, Device and Function Level Log-in uniFLOW

Optional:

Data

Standard: Trusted Platform Module (TPM), Hard Disk Password Lock, Hard Disk Drive Erase, Mail Box Password Protection, Hard Disk Drive Encryption (FIPS140-2 Validated)

Optional: Hard Disk Drive Removal, IEEE 2600.2 Common Criteria Certification, Data Loss Prevention (Requires uniFLOW)

Network

Standard: Encrypted Secure Print, IP/Mac Address Filtering, IPsec, TLS Encrypted Communication, SNMP V3.0, IEEE 802.1X, IPv6, SMTP Authentication, POP Authentication before SMTP

Document

Standard: Secure Watermark, Secure Print, Adobe LiveCycle® Rights Management ES2.5 Integration, Encrypted PDF, Encrypted Secure Print, Digital Signature, User Signatures, Document Scan Locking

Optional:

Environmental Specifications

Operating Environment

Temperature: 50 to 86 °F

Humidity: 20 to 80 % RH (no condensation)

Power Requirements

C3530i II/C3525i II: 120-127V AC 60 Hz, 7.5 A

Plug (Main Unit)

C3530i II/C3525i II: NEMA 5-15P

Power Consumption

Maximum: Approx. 1.5 kW

Standby: Approx. 44.1 W

Sleep Mode: Approx. 0.8 W¹⁵

Typical Electricity Consumption (TEC) Rating:

C3530i II: 1.2 kWh

C3525i II: 1.0 kWh

Standards

ENERGY STAR® Certified

Rated EPEAT® Gold¹⁶

Consumables

Toner

GPR-53 Toner¹⁶

Toner Yield (Estimated @ 5% Coverage)

Black: 36,000 Images

Color (C,M,Y):¹⁶ 19,000 Images

¹ Subscription to a third-party cloud service required. Subject to third-party cloud service providers' terms and conditions.

² Requires additional option.

³ Available 2Q 2018.

⁴ For current EPEAT rating (Gold/Silver/Bronze), please visit www.epeat.net.

⁵ Time from device power-on to when copy jobs can be programmed.

⁶ Includes main unit and either Cassette Feeding Unit-API, or Cabinet Type-R.

⁷ Includes main unit and either Cassette Feeding Unit-API or Cabinet Type-R and Staple/Booklet Finisher-AA1.

⁸ Includes main unit, ADF consumables, and Cassette Feeding Unit-API.

⁹ PDF print from Web sites is supported.

¹⁰ Requires the optional PCL International Font Set-A1.

¹¹ Requires the optional Barcode Printer Kit-D1.

¹² Other operating systems and environments, including AS/400, UNIX, Linux and Citrix, may be supported. Some solutions are chargeable. SAP Device Types are available via the SAP Market Place. For more information, contact your sales representative.

¹³ No charge for this solution; however activation is required.

¹⁴ Check for availability.

¹⁵ 0.8 W sleep mode not available in all circumstances due to certain settings.

¹⁶ GPR-53L Toner also available for Color (C, M, Y). Yield (estimated @ 5% coverage) is 8,500 images.

For detailed specifications and a comprehensive list of optional accessories, see the imageRUNNER ADVANCE C3500 II Series Specifications document.

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imageRUNNER
ADVANCE
C5560i/C5550i
C5540i/C5535i **II**

imageRUNNER ADVANCE C5500 II Series

Color | Mid-volume | Multifunction

Print up to 60 ppm (BW, color)

Scan up to 160 ipm (300 dpi) (BW, color, duplex)

Print up to 12" × 18"

6,350-sheet maximum paper capacity



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- Supports mobile solutions and integration with many popular cloud services like Google Drive and Box.¹
- Scan and convert documents to searchable digital files in a variety of file formats.
- Integration with Canon and various third-party software with embedded application platform.



SECURITY

- Advanced standard security feature set to help safeguard sensitive information and assist in regulatory compliance.
- Security policy settings can be controlled with a dedicated password, configured from a central location, and exported to other supported devices.
- Control who has access to the device, and to which features, using a host of flexible authentication methods—picture login, PIN code, user name/password, or card access.²



COST MANAGEMENT

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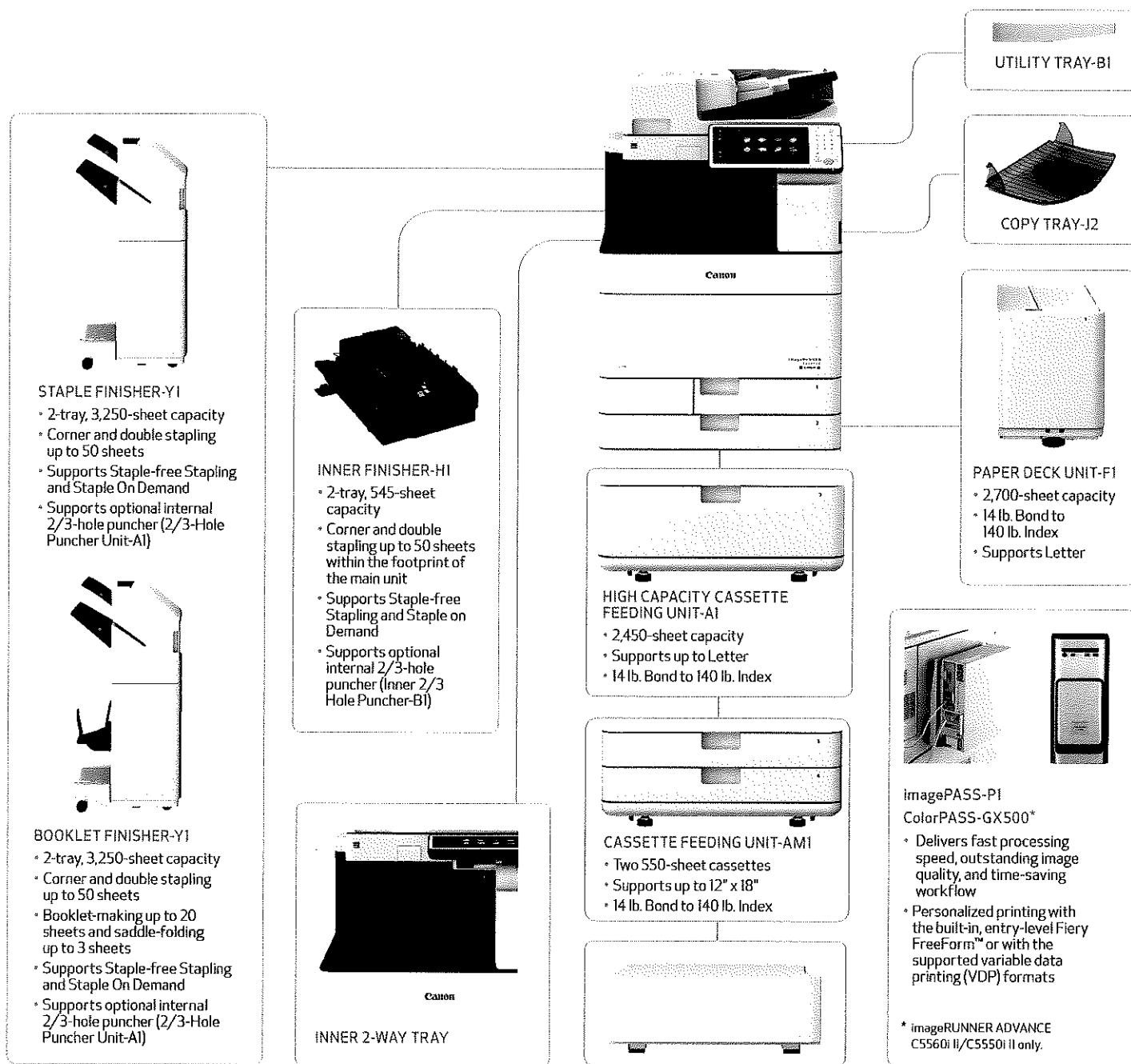
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SPECIFICATIONS

Main Unit

Type

Color Laser Multifunctional

Core Functions

Standard: Print, Copy, Scan, Send, Store
Optional: Fax

Processor Speed

Canon Dual Custom Processor (Shared)

Control Panel

10.1" TFT LCD WSVGA Color Flat-panel

Memory

4.0 GB RAM

Hard Disk

Standard: 250 GB/Maximum: 1 TB

Interface Connection

Network: 1000Base-T/100Base-TX/10Base-T,
Wireless LAN (IEEE 802.11 b/g/n)

Others

Standard: USB 2.0 x2 (Host), USB 3.0 x1 (Host),
USB 2.0 x1 (Device)
Optional: Serial Interface, Copy Control Interface

Paper Output Capacity (LTR, 20 lb. Bond)

Standard: 250 Sheets
Maximum: 3,450 Sheets
(with External Finisher and Copy Tray)

Paper Sources (LTR, 20 lb. Bond)

Standard: Dual 550-sheet Paper Cassettes,
100-sheet Stack Bypass
Optional: Dual 550-sheet Paper Cassettes
(CASSETTE FEEDING UNIT-AM1),
2,450-sheet High Capacity Paper Cassette
(HIGH CAPACITY CASSETTE FEEDING
UNIT-A1), 2,700-sheet Paper Deck
(PAPER DECK UNIT-F1)

Paper Capacity (LTR, 20 lb. Bond)

Standard: 1,200 Sheets
Maximum: 6,350 Sheets

Finishing Capabilities

Standard: Collate, Group
With Inner: Collate, Group, Offset, Staple, Hole Punch,
Finisher: Staple-free Staple, Staple On Demand
With External: Collate, Group, Offset, Staple, Booklet, Hole
Finishers: Punch, Staple-free Staple, Staple On Demand

Supported Media Types

Paper: Thin, Plain, Recycled, Color, Heavy,
Cassette 1: Pre-punched, Letterhead, Bond,
Transparency, Envelope
Paper: Thin, Plain, Recycled, Color, Heavy,
Cassette 2: Pre-punched, Letterhead, Bond,
Transparency, Tab, Envelope
Stack Bypass: Thin, Plain, Recycled, Color, Heavy,
Pre-punched, Labels, Letterhead, Bond,
Coated, Transparency, Tab, Tracing,⁵
Envelope

Supported Media Sizes

Paper: Letter, Executive, Statement-R, Envelope
Cassette 1: [No.10 (COM10), DL, ISO-C5], Custom Size
(3-7/8" x 5-7/8" to 11-3/4" x 8-1/2")
Paper: 12" x 18", 11" x 17", Legal, Letter, Letter-R,
Cassette 2: Executive, Statement-R, Envelope
[No.10 (COM10), Monarch, DL, ISO-C5],
Custom Size (3-7/8" x 7-1/8" to 12" x 18")
Stack Bypass: 12" x 18", 11" x 17", Legal, Letter, Letter-R,
Executive, Statement, Statement-R,
Envelope [No.10 (COM10), Monarch, DL,
ISO-C5], Envelope Custom Size (3-7/8" x
3-7/8" to 12-5/8" x 18"), Custom Size
(3-7/8" x 5-1/2" to 12-5/8" x 18"), Free Size
(3-7/8" x 5-1/2" to 12-5/8" x 18")

Supported Media Weights

Cassettes: 14 lb. Bond to 140 lb. Index (52 to 256 g/m²)
Stack Bypass: 14 lb. Bond to 110 lb. Cover (52 to 300 g/m²)
Duplexing: 14 lb. Bond to 80 lb. Cover (52 to 220 g/m²)

Warm-up Time

From Power On: 10 Seconds⁶
From Sleep Mode: 10 Seconds

Dimensions (W x D x H)

24-3/8" x 29-1/4" x 47-2/7" (620 mm x 742 mm x 1201 mm)⁷

Installation Space (W x D)

Basic: Stack Bypass + Cassette Drawers open:
37-1/8" x 46-3/8" (943 mm x 1176 mm)⁷

Weight

Approx. 362.7 lb. (164.5 kg)⁸

Print Specifications

Print Speed (BW and Color)

C5560i II: Up to 60 ppm (Letter); Up to 36 ppm
(Letter-R); Up to 34 ppm (Legal);
Up to 32 ppm (11" x 17")
C5550i II: Up to 50 ppm (Letter); Up to 30 ppm
(Letter-R); Up to 29 ppm (Legal);
Up to 27 ppm (11" x 17")
C5540i II: Up to 40 ppm (Letter); Up to 24 ppm
(Letter-R); Up to 23 ppm (Legal);
Up to 22 ppm (11" x 17")
C5535i II: Up to 35 ppm (Letter); Up to 23 ppm
(Letter-R); Up to 21 ppm (Legal);
Up to 18 ppm (11" x 17")

Print Resolution (dpi)

1200 x 1200, 600 x 600

Standard Page Description Languages

UFR II, PCL6, Adobe PS 3

Direct Print

Available from USB, Advanced Box, Remote UI, and
Web Access⁹

Supported File Types

PDF, TIFF, JPEG, EPS,¹⁰ XPS

Printing from Mobile and Cloud-based Services

A range of software and MEAP-based solutions are
available to provide printing from compatible mobile devices
or Internet-connected devices and cloud-based services
depending on your requirements. Please contact your sales
representative for further information.¹¹

Fonts

PCL fonts: 93 Roman, 10 Bitmap fonts, 2 OCR fonts,
Andale Mono WT J/K/S/T (Japanese,
Korean, Simplified and Traditional Chinese),¹²
Barcode Fonts¹³

PS fonts: 136 Roman

Operating System¹⁴

UFR II: Windows Vista/Server 2008/Windows 7/
Server 2008 R2/Server 2012/Windows 8.1/
Server 2012 R2/Windows 10/Server 2016,
MAC OS X (10.7 or later)
PCL: Windows Vista/Server 2008/Windows 7/
Server 2008 R2/Server 2012/Windows 8.1/
Server 2012 R2/Windows 10/Server 2016
PS: Windows Vista/Server 2008/Windows 7/
Server 2008 R2/Server 2012/Windows 8.1/
Server 2012 R2/Windows 10/Server 2016,
MAC OS X (10.7 or later)

Copy Specifications

Copy Speed (BW and Color)

C5560i II: Up to 60 ppm (Letter); Up to 36 ppm
(Letter-R); Up to 34 ppm (Legal);
Up to 32 ppm (11" x 17")
C5550i II: Up to 50 ppm (Letter); Up to 30 ppm
(Letter-R); Up to 29 ppm (Legal);
Up to 27 ppm (11" x 17")
C5540i II: Up to 40 ppm (Letter); Up to 24 ppm
(Letter-R); Up to 23 ppm (Legal);
Up to 22 ppm (11" x 17")
C5535i II: Up to 35 ppm (Letter); Up to 23 ppm
(Letter-R); Up to 21 ppm (Legal);
Up to 18 ppm (11" x 17")

First-Copy-Out Time

C5560i II: As fast as 2.9 seconds (BW)/
4.5 seconds (Color)
C5550i II: As fast as 3.5 seconds (BW)/
5.2 seconds (Color)
C5540i II: As fast as 4.1 seconds (BW)/
6.1 seconds (Color)
C5535i II: As fast as 4.9 seconds (BW)/
7.4 seconds (Color)

Copy Resolution (dpi)

Reading: 600 x 600
Printing: 1200 x 1200

Multiple Copies

Up to 9,999

Magnification

25%-400% (1% Increments)

Preset Reductions

25%, 50%, 64%, 73%, 78%

Preset Enlargements

121%, 129%, 200%, 400%

Basic Copy Features

Preset Reduction/Enlargement Ratios by Area, Paper
Setting, Previous Settings, Favorite Settings, Finishing,
Two-sided, Density Adjustment, Original Type Selection,
Interrupt Mode, Setting Confirmation/Cancel

Special Copy Features

Book to Two Pages, Two-sided Original, Finishing, Booklet,
Job Build, No. 1, Add Cover, Insert Sheets, Different-size
Originals, Density Adjustment, Original Type Selection,
Transparency Cover Sheets, Page Numbering, Copy Set
Numbering, Sharpness, Erase Frame, Secure Watermark,
Print Date, Shift, Gutter, Print & Check, Negative/Positive,
Repeat Images, Merge Job Blocks, Job Done Notice, Mirror
Image, Print on Tab, Store in Mail Box, Superimpose Image,
Copy ID Card, Detect Feeder Multi Sheet Feed, Free
Size Original, Color Balance, Adjust One-Touch Color,
Area Designation

Scan Specifications

Type

Color Platen and Single-Pass Duplexing Automatic
Document Feeder

Document Feeder Paper Capacity

150 Sheets (20 lb. Bond)

Document Feeder Supported Media Sizes

11" x 17", Legal, Letter, Letter-R, Statement, Statement-R

Document Feeder Supported Media Weights

BW Original: 13 lb. Bond to 58 lb. Cover (50 to 157 g/m²)
Color Original: 17 lb. Bond to 58 lb. Cover (64 to 157 g/m²)

Platen Acceptable Originals

Sheet, Book, 3-Dimensional Objects (Up to 4.4 lb. (2 kg))

Pull Scan

Color Network ScanGear2 for both Twain and WIA
Supported OS: Windows Vista/7/8.1/10
Server 2008/Server 2008 R2/Server
2012/Server 2012 R2/Server 2016

Scan Resolution (dpi)

600 x 600, 400 x 400, 300 x 300, 200 x 400, 200 x 200,
200 x 100, 150 x 150, 100 x 100

Scan to Mobile Devices and Cloud-based Services

A range of solutions is available to provide scanning to
compatible mobile devices and certain cloud-based
services depending on your requirements.

Scan Speed (Letter)

Single-sided Scanning

BW: 80 ipm (300 dpi)/80 ipm (600 dpi)

Color: 80 ipm (300 dpi)/60 ipm (600 dpi)

Double-sided Scanning

BW: 160 ipm (300 dpi)/150 ipm (600 dpi)

Color: 160 ipm (300 dpi)/80 ipm (600 dpi)

Send Specifications

Destination

E-mail/Internet Fax (SMTP), SMB, FTP, WebDAV,
Mail Box, Super G3 Fax (Optional), IP Fax (Optional)

Address Book

LDAP (2,000)/Local (1,600)/Speed Dial (200)

Send Resolution (dpi)

600 x 600, 400 x 400, 300 x 300, 200 x 400, 200 x 200,
200 x 100, 150 x 150, 100 x 100

Communication Protocol

File: FTP, SMB, WebDAV
E-mail/I-Fax: SMTP, POP3, I-Fax (Simple, Full)

File Format

Standard: TIFF, JPEG, PDF (Encrypted, Compact,
Searchable, Apply Policy, Optimize for Web,
PDF A/1-b), XPS (Compact, Searchable),
Office Open XML (PowerPoint, Word),
Digital Signature (PDF/XPS)
Optional: PDF (Trace & Smooth)

Universal Send Features

Original Type Selection, Two-sided Original, Book to Two
Pages, Different-size Originals, Density Adjustment,
Sharpness, Copy Ratio, Erase Frame, Job Build, Direct
Send, Delayed Send, Preview, Job Done Notice, File Name,
Subject/Message, Reply-to, E-mail Priority, TX Report,
Original Content Orientation, Skip Blank Originals,
Detect Feeder Multi Sheet Feed

Fax Specifications (Optional)

Modem Speed

Super G3: 33.6 Kbps
G3: 14.4 Kbps

Compression Method

MH, MR, MMR, JBIG

Resolution (dpi)

400 x 400, 200 x 400, 200 x 200, 200 x 100

Sending/Recording Size

Statement-R to 11" x 17"

Fax Memory

Up to 30,000 Pages

Speed Dials

Max. 200

Group Dials/Destinations

Max. 199 Dials

Sequential Broadcast

Max. 256 Addresses

Memory Backup

Yes

Fax Features

Original Type Selection, Two-sided Original, Book to Two
Pages, Different-size Originals, Density for Scanning,
Sharpness, Copy Ratio, Erase Frame, Job Build, Specifying
the Sender's Name (when sending fax), Sender's Name (TI),
Select Line, Selecting the Telephone Line (when sending
fax), Direct Send, Delayed Send, Preview, Job Done Notice,
TX Report, Detect Feeder Multi Sheet Feed

Store Specifications

Mail Box (Number Supported)

100 User In-boxes, 1 Memory RX In-box, 50 Confidential
Fax In-boxes, 30,000 Maximum Pages Stored

Advanced Box

Communication Protocol: SMB or WebDAV

Supported

Client PC: Windows (Windows Vista/7/8/8.1/10)
Concurrent Connections (Max.)

SMB: 64
WebDAV: 3 (Active Sessions)

Advanced Box Available Disc Space

Approx. 16 GB (Standard HDD)
Approx. 480 GB (Optional 1 TB HDD)

Advanced Box Features

Disabling Advanced Box, Storage Filtering, Authentication
for Advanced Box Log-in, Search Function, Sort Function,
Printing a PDF File with a Password, imageWARE Secure
Audit Manager Support

Memory Media

Standard: USB

Security Specifications

Authentication

Standard: Universal Login Manager, uniFLOW
Online Express,^{15,16} User Authentication,
Department ID Authentication, Access
Management System, Device and Function
Level Log-in
Optional: uniFLOW

Data

Standard: Trusted Platform Module (TPM), Hard Disk
Password Lock, Hard Disk Drive Erase, Mail
Box Password Protection, Hard Disk Drive
Encryption (FIPS140-2 Validated)
Optional: Hard Disk Drive Mirroring, Hard Disk Drive
removal, IEEE 2600.2 Common Criteria
Certification, Data Loss Prevention
(Requires uniFLOW)

Network

Standard: Encrypted Secure Print, IP/Mac
Address Filtering, IPsec, TLS Encrypted
Communication, SNMP V3.0, IEEE
802.1X, IPv6, SMTP Authentication, POP
Authentication before SMTP

Document

Standard: Secure Watermark, Secure Print, Adobe
LiveCycle® Rights Management ES2.5
Integration, Encrypted PDF, Encrypted
Secure Print, Digital Signature
Optional: User Signature, Document Scan Locking

Environmental Specifications

Operating Environment

Temperature: 50 to 86°F
Humidity: 20 to 80% RH (no condensation)

Power Requirements

C5560i II/C5550i II: 120-127V AC 60 Hz, 11.5 A
C5540i II/C5535i II: 120-127V AC, 60 Hz, 10 A

Plug (Main Unit)

C5560i II/C5550i II: NEMA 5-20P
C5540i II/C5535i II: NEMA 5-15P

Power Consumption

Maximum: Approx. 1.8 kWh
Standby: Approx. 66.2 W
Sleep Mode: Approx. 0.8 W¹⁷
Typical Electricity Consumption (TEC) Rating:
3.2 kWh (IR ADV C5560i II)
2.5 kWh (IR ADV C5550i II)
2.0 kWh (IR ADV C5540i II)
1.6 kWh (IR ADV C5535i II)

Standards

ENERGY STAR® Certified
Rated EPEAT® Gold⁴
RoHS Compliant

Consumables

Toner

GPR-55 Toner¹⁸

Toner Yield (Estimated @ 5% Coverage)

Black: 69,000 Images
Color (C,M,Y): 60,000 Images

¹ Subscription to a third-party cloud service required. Subject
to third-party cloud service providers' terms and conditions.

² Requires additional option.

³ Available 2Q 2018.

⁴ For current EPEAT rating (Gold/Silver/Bronze), please visit
www.epeat.net.

⁵ Some types of tracing paper cannot be used.

⁶ Time from device power-on to when copy jobs can
be programmed with Quick Start Up mode.

⁷ Includes main unit and either Cassette Feeding Unit-AM1,
High Capacity Cassette Feeding Unit-A1, or Cabinet Type-N.

⁸ Includes main unit, consumables, and Cassette Feeding Unit-AM1.

⁹ PDF print from Web sites is supported.

¹⁰ EPS can be printed directly only from the Remote User Interface.

¹¹ For more information, including compatibility, please
visit <https://www.usa.canon.com/mobile-app>.

¹² Requires the optional PCL International Font Set-A1.

¹³ Requires the optional Barcode Printer Kit-D1.

¹⁴ Other operating systems and environments including
AS/400, UNIX, Linux and Citrix may be supported. Some
of these solutions are chargeable. SAP Device Types are
available via the SAP Market Place. For more information,
contact your sales representative.

¹⁵ No charge for this solution; however activation is required.

¹⁶ Check for availability.

¹⁷ 0.8 W Sleep mode not available in all circumstances
due to certain settings.

¹⁸ GPR-55L Toner also available for Color (C, M, Y).
Yield (estimated @ 5% coverage) is 26,000 images.

For detailed specifications and a comprehensive list of optional
accessories, see the imageRUNNER ADVANCE C5500 II Series
Specifications document.

USA.CANON.COM/SIMPLYADVANCED



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imageRUNNER
ADVANCE
C7580i/C7570i
C7565i **II**

imageRUNNER ADVANCE C7500 II Series

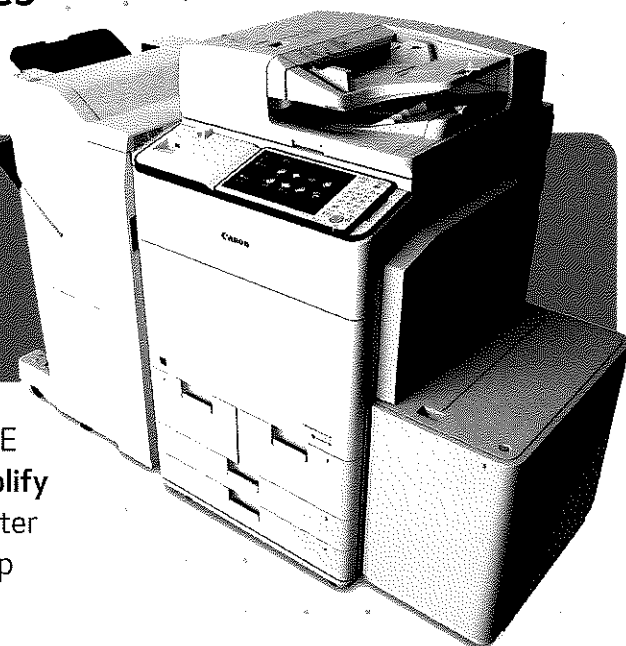
Color | High-Volume | Multifunction

Print up to 80/70 ppm (BW/color)

Scan up to 240/220 ipm (300 dpi) (BW/color, duplex)

Print up to 13" × 19"

9,300-sheet maximum paper capacity



Canon's comprehensive portfolio of imageRUNNER ADVANCE multifunction printers and integrated solutions can help **simplify** the end user experience and management of technology; better **control** sensitive information and print-related costs; and help ensure that technology investments proactively **evolve** with changing needs.



WORKFLOW EFFICIENCY

- 10.1" intuitive touchscreen with smartphone-like usability.
- A unique, customized experience tailored to individual preferences with My ADVANCE.
- Supports mobile solutions and integration with many popular cloud services like Google Drive and Box.¹
- Scan and convert documents to searchable digital files in a variety of file formats.
- Integration with Canon and various third-party software with embedded application platform.



SECURITY

- Advanced standard security feature set to help safeguard sensitive information and assist in regulatory compliance.
- Security policy settings can be controlled with a dedicated password, configured from a central location, and exported to other supported devices.
- Control who has access to the device, and to which features, using a host of flexible authentication methods – picture login, PIN code, user name/password, or card access.²



COST MANAGEMENT

- Track and assess print, copy, scan, and fax usage and allocate costs to departments or projects.
- Apply print policies and restrict usage by user to help reduce unnecessary printing and contribute to cost efficiency.
- Standard cloud-based solution provides a centralized dashboard with up-to-the-minute insights into printer activity.³
- Upgrade to uniFLOW server or cloud-based solutions for full accounting and reporting for compatible Canon and third-party devices, pull printing, job routing, and powerful scan workflows.



DEVICE AND FLEET MANAGEMENT

- Designed for quick, easy deployment.
- Remote diagnostics and parts life management for proactive maintenance and rapid fixes.
- Easy and intuitive to monitor device status and consumable levels, turn off devices remotely, observe meter readings, manage settings, and implement security policies.
- Common firmware and regular updates with Unified Firmware Platform (UFP) for continuous improvements and consistency across a fleet.



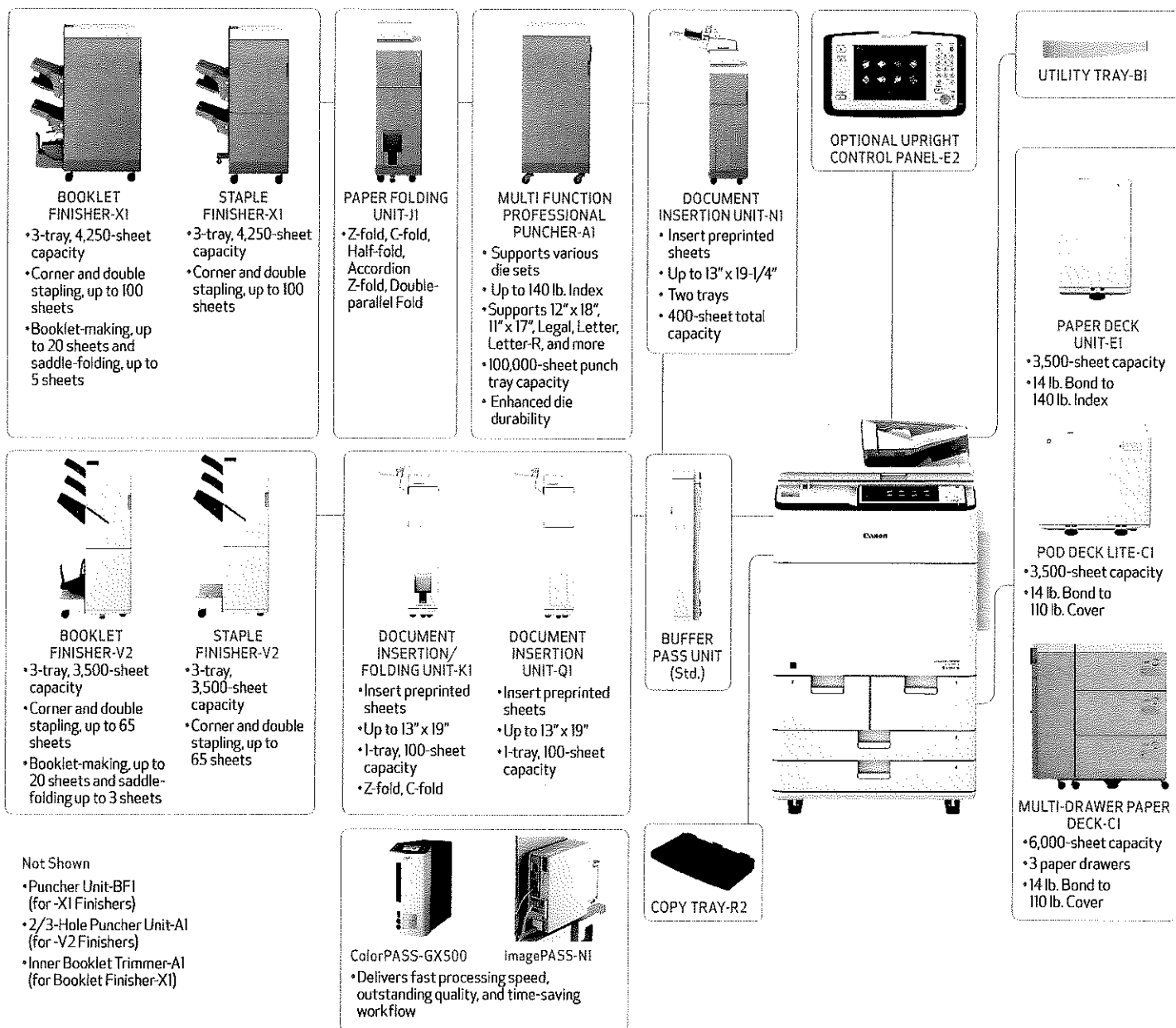
QUALITY AND RELIABILITY

- Canon's signature reliability and engine technologies help keep productivity high and minimize the impact on support resources.
- Outstanding imaging technologies and toner allow for consistently striking images, using Canon's V² color profile.
- Designed to achieve maximum uptime with status notifications to help keep supplies replenished and intuitive maintenance videos for consumables replacement.



SUSTAINABILITY

- A combination of fusing technologies and low-melting-point toner minimizes power requirements and helps achieve low energy consumption.
- Encourage environmentally-conscious work practices by enabling multiple settings that can help save paper and energy.
- ENERGY STAR® certified and rated EPEAT® Gold.⁴



SPECIFICATIONS

Main Unit

Type

Color Laser Multifunctional

Core Functions

Standard: Print, Copy, Scan, Send, Store
Optional: Fax

Processor

Canon Dual Custom Processor (Shared)

Control Panel

Standard: 10.1" TFT LCD WSVGA Color Touch-panel
Optional: 10.4" TFT LCD WSVGA Color Upright-panel

Memory

4.0 GB RAM

Hard Disk Drive

Standard: 250 GB/Maximum: 1 TB

Print Resolution

2400 dpi x 2400 dpi

Interface Connection

Network

Standard: 1000Base-T/100Base-TX/10Base-T,
Wireless LAN (IEEE 802.11 b/g/n)
Optional: NFC, Bluetooth

Others

Standard: USB 2.0 x2 (Host), USB 3.0 x1 (Host),
USB 2.0 x1 (Device)
Optional: Serial Interface, Copy Control Interface

Paper Capacity (LTR, 20 lb. Bond)

Standard: 3,550 Sheets
Maximum: 9,300 Sheets

Paper Sources (LTR, 20 lb. Bond)

Standard: Two 1,100-sheet Paper Drawers,
Two 550-sheet Paper Cassettes,
250-sheet Stack Bypass
Optional: 3,500-sheet Paper Deck (Paper Deck
Unit-E1), 3,500-sheet Paper Deck (POD Deck
Lite-C1), 6,000-sheet Paper Deck (Multi-
Drawer Paper Deck-C1)
Maximum: 9,300 Sheets (With Multi-Drawer Paper
Deck-C1)

Paper Output Capacity (LTR, 20 lb. Bond)

250 Sheets (with Copy Tray-R2)
3,500 Sheets (with External Finisher-V2)
4,250 Sheets (with External Finisher-X1)

Finishing Capabilities

Standard: Collate, Group
With Finishers: Collate, Group, Offset, Staple, Booklet,
Hole Punch, Staple-Free Staple, Staple
On Demand, Document Insertion, Z-Fold,
Accordion Z-Fold, C-Fold, Half-Fold, Double
Parallel Fold, Trimming

Supported Media Types

Paper Drawers (1/2): Thin, Plain, Recycled, Color, Heavy,
Pre-punched, Letterhead, Bond,
Transparency
Paper Cassettes (3/4): Thin, Plain, Recycled, Color, Heavy,
Pre-punched, Letterhead, Bond,
Stack Bypass: Thin, Plain, Recycled, Color, Heavy,
Pre-punched, Labels, Letterhead,
Bond, Coated, Transparency, Tab,
Tracing, Envelope, Textured

Supported Media Sizes

Paper Drawers (1/2): Letter
Paper Cassettes (3/4): 13" x 19", 12" x 18", 11" x 17", Legal, Letter,
Letter-R, Executive, Statement-R, Envelope
(No.10 (COM10), Monarch, DL, ISO-C5), Custom Size (5-1/2" x 7-1/8" to
13" x 19-1/4"), Envelope Custom Size (3-1/8" x 5-7/8" to 13" x 19-1/4")
Stack Bypass: 13" x 19", 12" x 18", 11" x 17", Legal, Letter,
Letter-R, Executive, Statement-R, Envelope
(No.10 (COM10), Monarch, DL, ISO-C5),
Custom Size (4" x 5-7/8" to 13" x 19-1/4"), Envelope Custom Size
(3-1/2" x 5-7/8" to 13" x 19-1/4"),
Free Size (4" x 7-1/8" to 13" x 19-1/4")

Supported Media Weights

Paper Drawers: 14 lb. Bond to 80 lb. Cover (52 to 220 g/m²)
Paper Cassettes: 14 lb. Bond to 140 lb. Index (52 to 256 g/m²)
Stack Bypass: 14 lb. Bond to 110 lb. Cover (52 to 300 g/m²)
Duplexing: 14 lb. Bond to 80 lb. Cover (52 to 220 g/m²)

Print/Copy Speed (BW/Color)

C7580i II: Up to 80/70 ppm (Letter); Up to 60/52 ppm
(Letter-R); Up to 47/41 ppm (Legal);
Up to 40/35 ppm (11" x 17")
C7570i II: Up to 70/65 ppm (Letter); Up to 52/48 ppm
(Letter-R); Up to 41/38 ppm (Legal);
Up to 35/32 ppm (11" x 17")
C7565i II: Up to 65/60 ppm (Letter); Up to 48/45 ppm
(Letter-R); Up to 38/35 ppm (Legal);
Up to 32/30 ppm (11" x 17")

Warm-up Time

From Power On: 30 Seconds or Less
Quick Startup
Mode: 4 Seconds⁵

Dimensions (W x D x H)

27-1/8" x 37-1/8" x 48" (689 mm x 941 mm x 1220 mm)

Installation Space (W x D)

Basic (With Booklet Finisher-V2 (Stack Bypass and Cassette
Drawers Open)): 75-3/8" x 60" (1913 mm x 1524 mm)
Fully Configured (With Multi-Drawer Paper
Deck-C1+Document Insertion Unit-N1+Multi Function
Professional Puncher-A1 + Paper Folding Unit-J1 + Booklet
Finisher-X1 (Cassette Drawers Open)): 150-3/8" x 60" (3818 mm x 1524 mm)

Weight

Approx. 595.2 lb. (270 kg)*

Print Specifications

Data Processing Resolution (dpi)

Up to 1200 x 1200

Standard Page Description Languages

UFR II, PCL[®]6, Adobe[®] PS[®] 3

Direct Print

Available from USB, Advanced Box, Remote UI,
and Web Access⁷

Supported File Types for Direct Print

PDF, TIFF, JPEG, EPS,[®] XPS

Printing from Mobile Devices and Cloud-based Services

A range of software and MEAP-based solutions are available
to provide printing from mobile devices or Internet-
connected devices and cloud-based services depending on
your requirements.

Fonts

PCL Fonts: 93 Roman, 10 Bitmap fonts, 2 OCR fonts,
Andalé Mono WT J/K/S/T (Japanese,
Korean, Simplified and Traditional Chinese),⁹
Barcode Fonts¹⁰
PS Fonts: 136 Roman

Operating System¹¹

UFR II: Windows Vista[®]/Server 2008/Windows[®] 7/
Server 2008 R2/Server 2012/Windows 8.1/
Server 2012 R2/Windows 10/Server 2016,
MAC OS X (10.7 or later)
PCL: Windows Vista/Server 2008/Windows 7/
Server 2008 R2/Server 2012/Windows 8.1/
Server 2012 R2/Windows 10/Server 2016
PS: Windows Vista/Server 2008/Windows 7/
Server 2008 R2/Server 2012/Windows 8.1/
Server 2012 R2/Windows 10/Server 2016,
MAC OS X (10.7 or later)

Copy Specifications

First-Copy-Out Time (Letter)

C7580i II: As fast as 4.4 seconds (BW)/
5.4 seconds (Color)
C7570i II: As fast as 4.8 seconds (BW)/
5.9 seconds (Color)
C7565i II: As fast as 4.8 seconds (BW)/
5.9 seconds (Color)

Copy Resolution (dpi)

Reading: Up to 600 x 600
Printing: 2400 x 2400

Multiple Copies

Up to 9,999

Magnification

25%-400% (1% Increments)

Preset Reductions

25%, 50%, 64%, 73%, 78%

Preset Enlargements

121%, 129%, 200%, 400%

Basic Copy Features

Preset Reduction/Enlargement Ratios by Area, Paper
Setting, Previous Settings, Favorite Settings, Finishing, Two-
sided, Density Adjustment, Original Type Selection, Interrupt
Mode, Setting Confirmation/Cancel

Special Copy Features

Book to Two Pages, Two-sided Original, Finishing, Booklet,
Job Build, N on 1, Add Cover, Insert Sheets, Different-size
Originals, Density Adjustment, Original Type Selection,
Transparency Cover Sheets, Page Numbering, Copy Set
Numbering, Sharpness, Erase Frame, Secure Watermark,
Print Date, Shift, Gutter, Print & Check, Negative/Positive,
Repeat Images, Merge Job Blocks, Job Done Notice, Mirror
Image, Print on Tab, Store in Mail Box, Superimpose Image,
Copy ID Card, Detect Feeder Multi Sheet Feed, Free Size
Original, Color Balance, Adjust One-Touch Color, Area
Designation

Scan Specifications

Type

Color Platen and Single-pass Duplexing Automatic
Document Feeder

Document Feeder Paper Capacity

300 Sheets (20 lb. Bond)

Document Feeder Supported Media Sizes

11" x 17", Legal, Letter, Letter-R, Statement, Statement-R

Document Feeder Supported Media Weights

BW Original: 13 lb. Bond to 80 lb. Cover
(50 to 220 g/m²)
Color Original: 17 lb. Bond to 80 lb. Cover
(64 to 220 g/m²)

Platen Acceptable Originals

Sheet, Book, 3-Dimensional Objects [Up to 4.4 lb. (2 kg)]

Pull Scan

Color Network ScanGear2 for both Twain and WIA
Supported OS: Windows Vista/7/8.1/10
Server 2008/Server 2008 R2/Server 2012/
Server 2012 R2/Server 2016

Scan to Mobile Devices and Cloud-based Services

A range of solutions is available to provide scanning to
mobile devices and cloud-based services depending on
your requirements.

Scan Speed (Letter) (300 dpi/600 dpi)

Single-sided Scanning (BW): 120 ipm/120 ipm
Single-sided Scanning (Color): 120 ipm/70 ipm
Double-sided Scanning (BW): 240 ipm/150 ipm
Double-sided Scanning (Color): 220 ipm/90 ipm

Send Specifications

Destination

E-mail/Internet Fax (SMTP), SMB, FTP, WebDAV, Mail Box,
Super G3 Fax (Optional), IP Fax (Optional)

Address Book

LDAP (2,000)/Local (1,600)/Speed dial (200)

Send Resolution (dpi)

600 x 600, 400 x 400, 300 x 300, 200 x 400, 200 x 200,
200 x 100, 150 x 150, 100 x 100

Communication Protocol

File: FTP, SMBv3.0, WebDAV
E-mail/I-Fax: SMTP, POP3, I-Fax (Simple, Full)

File Format

Standard: TIFF, JPEG, PDF (Encrypted, Compact,
Searchable, Apply Policy, Optimize for Web,
PDF A/1-b), XPS (Compact, Searchable),
Office Open XML (PowerPoint[®], Word),
Encrypted PDF, Digital Signature (PDF/XPS)
Optional: PDF (Trace & Smooth)

Universal Send Features

Original Type Selection, Two-sided Original, Book to Two Pages, Different-size Originals, Density Adjustment, Sharpness, Copy Ratio, Erase Frame, Job Build, Direct Send, Delayed Send, Preview, Finished Stamp, Job Done Notice, File Name, Subject/Message, Reply-to, E-mail Priority, TX Report, Original Content Orientation, Skip Blank Originals, Detect Feeder Multi Sheet Feed

Fax Specifications

Maximum Number of Connection Lines

4

Modem Speed

Super G3: 33.6 Kbps
G3: 14.4 Kbps

Compression Method

MH, MR, MMR, JBIG

Resolution (dpi)

400 x 400, 200 x 400, 200 x 200, 200 x 100

Sending/Recording Size

Statement-R to 11" x 17"

Fax Memory

Up to 30,000 pages

Speed Dials

Max. 200

Group Dials/Destinations

Max. 199 dials

Sequential Broadcast

Max. 256 addresses

Memory Backup

Yes

Fax Features

Original Type Selection, Two-sided Original, Book to Two Pages, Different-size Originals, Density for Scanning, Sharpness, Copy Ratio, Erase Frame, Job Build, Specifying the Sender's Name (when sending fax), Sender's Name (TTL), Select Line, Selecting the Telephone Line (when sending fax), Direct Send, Delayed Send, Preview, Finished Stamp, Job Done Notice, TX Report, Detect Feeder Multi Sheet Feed

Store Specifications

Mail Box (Number Supported)

100 User In-boxes, 1 Memory RX In-box, 50 Confidential Fax In-boxes, 30,000 Maximum Pages Stored

Advanced Box

Communication Protocol: SMB or WebDAV

Supported

Client PC: Windows (Windows Vista/7/8/8.1/10)

Concurrent Connections (Max.)

SMB: 64
WebDAV: 3 (Active Sessions)

Advanced Box Available Disk Space

Approx. 16 GB (Standard HDD)/Approx. 480 GB (1 TB HDD)

Advanced Box Features

Disabling Advanced Box, Storage Filtering, Authentication for Advanced Box Log-in, Search Function, Sort Function, Printing a PDF File with a Password, imageWARE Secure Audit Manager Support

Memory Media

Standard: USB

Security Specifications

Authentication

Standard: Universal Login Manager, Cloud Authentication,^{1,2,3} User Authentication, Department ID Authentication, Access Management System, Device and Function Level Log-in
Optional: uniFLOW

Data

Standard: Trusted Platform Module (TPM), Hard Disk Password Lock, Hard Disk Drive Erase, Mail Box Password Protection, Hard Disk Drive Encryption (FIPS140-2 Validated)
Optional: Hard Disk Drive Mirroring, Hard Disk Drive Removal, IEEE 2600.2 Common Criteria Certification, Data Loss Prevention (Requires uniFLOW)

Network

Standard: Encrypted Secure Print, IP/Mac Address Filtering, IPsec, TLS Encrypted Communication, SNMP V3.0, IEEE 802.1X, IPv6, SMTP Authentication, POP Authentication before SMTP

Document

Standard: Secure Watermark, Secure Print, Forced Hold Printing, Adobe LiveCycle® Rights Management ES2.5 Integration, Encrypted PDF, Encrypted Secure Print, Device Signature,
Optional: User Signature, Document Scan Locking

Environmental Specifications

Power Requirements

C7580i II: 208 V AC, 60 Hz, 12 A
C7570i II/C7565i II: 120-127 V AC, 60 Hz, 16 A

Plug (Main Unit)

C7580i II: NEMA 6-15P
C7570i II/C7565i II: NEMA 5-20P

Power Consumption

Maximum

C7580i II: Approx. 2.5 kWh

C7570i II/C7565i II: Approx. 2.0 kWh

Standby: Approx. 119.2 W

Sleep Mode: Approx. 0.9 W¹⁴

Typical Electricity Consumption (TEC) Rating

C7580i II: 5.5 kWh

C7570i II: 4.6 kWh

C7565i II: 4.5 kWh

Standards

ENERGY STAR® Certified

Rated EPEAT® Gold⁴

RoHS Compliant

Consumables

Toner

GPR-56 Toner

Toner Yield (Estimated @ 5% Coverage)

Black: 82,000 Images

Color (C,M,Y): 66,500 Images

¹ Subscription to a third-party cloud service required. Subject to third-party cloud service providers' terms and conditions.

² Requires additional option.

³ Available 2Q 2018.

⁴ For current EPEAT rating (Gold/Silver/Bronze), please visit www.epeat.net.

⁵ Time from device power-on to when copy jobs can be programmed.

⁶ Includes main unit, ADF, and consumables.

⁷ PDF print from Web sites is supported.

⁸ EPS can be printed directly only from the Remote User Interface.

⁹ Requires the optional PCL International Font Set-A1.

¹⁰ Requires the optional Barcode Printer Kit-D1.

¹¹ Other operating systems and environments including AS/400, UNIX, Linux and Citrix may be supported. Some of these solutions are chargeable. SAP Device Types are available via the SAP Market Place. For more information, contact your sales representative.

¹² No charge for this solution; however activation is required.

¹³ Check for availability.

¹⁴ 0.9 W Sleep mode is not available in all circumstances due to certain settings.

For detailed specifications and a comprehensive list of optional accessories, see the imageRUNNER ADVANCE C7500 Series Specifications document.

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0418R1:RAC7500ISR5B-PDF-IH



X. Limited Warranty Support**A. Limited Warranty Conditions**

Ninety (90) days after delivery to the original purchaser or 30,000 prints or copies, or a combination of both, whichever comes first.

This limited warranty covers the product accessories. For detailed warranty information, please refer to the Limited Warranty located in the Appendix.

Note: There is no warranty on any consumable items or consumable parts, such as paper, toner, chemicals, or pick-up rollers.

B. GPR-53 Drum Unit Limited Warranty

Full Credit	1,000 prints or copies (or a combination of both) or 30 days after delivery to the original purchaser, whichever comes first.
Prorated Credit	72,000 prints or copies (or a combination of both) or 730 days after delivery to the original purchaser, whichever comes first.

X. Limited Warranty Support

A. imageRUNNER ADVANCE C5500 II / C5500 Series Limited Warranty Conditions

Ninety (90) days after delivery to the original purchaser or 60,000 prints/copies, or a combination of both, whichever comes first.

This limited warranty covers the product accessories. For detailed limited warranty information, please refer to the Canon imageRUNNER ADVANCE C5560i/C5550i/C5540i/C5535i Series Limited Warranty on page 92.

Note: No warranty is given on any consumables or consumable parts, such as paper, toner, chemicals, or pick-up rollers.

B. GPR-55 Drum Unit Limited Warranty

Table 31 – GPR-55 Drum Unit Limited Warranty

Full Credit:	Black Drum Unit	1,000 prints or copies (or a combination of both) or 30 days after delivery to the original purchaser, whichever comes first.
	Color Drum Unit	1,000 prints or copies (or a combination of both) or 30 days after delivery to the original purchaser, whichever comes first.
Prorated Credit:	Black Drum Unit	370,000 prints or copies (or a combination of both) or 120 days after delivery to the original purchaser, whichever comes first.
	Color Drum Unit	300,000 prints or copies (or a combination of both) or 120 days after delivery to the original purchaser, whichever comes first.

X. Limited Warranty Support

A. imageRUNNER ADVANCE C7500 II / C7500 Series Limited Warranty Conditions

Ninety (90) days after delivery to the original purchaser or 90,000 prints/copies, or a combination of both, whichever comes first.

This limited warranty covers the product accessories. For detailed limited warranty information, please refer to the Canon imageRUNNER ADVANCE C7500 II / C7500 Series Limited Warranty on page 110.

Note: No warranty is given on any consumables or consumable parts, such as paper, toner, chemicals, or pick-up rollers.

B. GPR-56 Drum Unit Limited Warranty

Table 42 – GPR-56 Drum Unit Limited Warranty

Full Credit:	Black Drum Unit	1,000 prints or copies (or a combination of both) or 30 days after delivery to the original purchaser, whichever comes first.
	Color Drum Unit	1,000 prints or copies (or a combination of both) or 30 days after delivery to the original purchaser, whichever comes first.
Prorated Credit:	Black Drum Unit	370,000 prints or copies (or a combination of both) or 120 days after delivery to the original purchaser, whichever comes first.
	Color Drum Unit	300,000 prints or copies (or a combination of both) or 120 days after delivery to the original purchaser, whichever comes first.

BUYERS LABORATORY

Line of the Year



Canon

2018 Copier MFP Line of the Year

A handwritten signature in black ink, appearing to read "Gerry Stoia", written over a horizontal line.

Gerry Stoia
CEO

2018

Date

THE LEADING INDEPENDENT GLOBAL DOCUMENT IMAGING PRODUCT TEST LAB
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COPIER MFP LINE OF THE YEAR THREE YEARS IN A ROW



"The models in Canon's copier MFP line are running three years' strong as trailblazers in their respective segments. [They are] some of the most productive and reliable machines to pass through our labs to date."

- George Mikolay, Associate Director of Copiers/
Production, Keypoint Intelligence-Buyer's Lab

BLI states that the Canon award-winning line offers the following:

- Exceptional reliability, with just one misfeed for every 426,000 impressions
- Unbeatable ease of use, both at the devices and from workstations, so users with varying levels of printer knowledge can fully optimize their Canon experience
- Consistently attractive, high-quality output that gives users the confidence to execute even the most elaborate and/or graphic-intensive workflows
- An extensive gamut of software solutions and services that help users customize workflows based on their preferences to significantly enhance productivity



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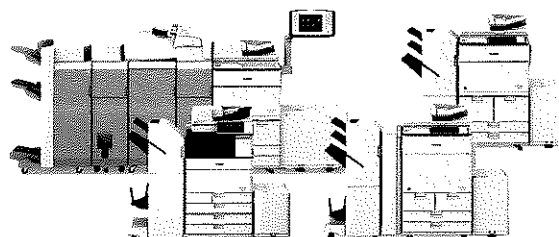









































* Models tested include the Canon imageRUNNER ADVANCE C3520i/C3525i/C5560i/C3530i/C7580i/4535i/6565i/6575i/8585i/8505i/C5535i/C5550i/4551i.

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imageRUNNER ADVANCE: AN AWARD-WINNING PRODUCT LINE

Canon's imageRUNNER ADVANCE platform has earned numerous awards and recognition from leading industry analysts for its innovation, design, and environmental features.



Color						
imageRUNNER ADVANCE C7500 Series	 (C7580i)	 (C7580i)	 (C7580i)	 (C7580i)	 (C7580i)	
imageRUNNER ADVANCE C5500 Series	 (C5560i/C5550i)	 (C5550i/C5535i)*	 (C5550i/5535i)	 (C5560i)**	 (C5560i)	 (C5550i/C5535i)
imageRUNNER ADVANCE C3500 Series	 (C3530i/C3525i)	 (C3530i)*	 (C3530i/C3525i)	 (C3530i/C3525i)		
imageRUNNER ADVANCE C355iF/C255iF	 (C355iF)*	 (C355iF/C255iF)	 (C355iF/C255iF)			
Black and White						
imageRUNNER ADVANCE 8500 Series	 (8505i/8585i)	 (8505i/8585i)	 (8505i/8585i)	 (8505i/8585i)	 (8505i/8585i)	 (8500 Series)
imageRUNNER ADVANCE 6500 Series	 (6575i/6565i)	 (6575i/6565i)	 (6575i/6565i)	 (6575i/6565i)	 (6575i/6565i)	 (6500 Series)
imageRUNNER ADVANCE 4500 Series	 (4551i/4535i)	 (4535i)	 (4535i)	 (4535i)	 (4500 Series)	
imageRUNNER ADVANCE 500iF/400iF	 (500iF)	 (500iF)	 (500iF)	 (500iF)		

* BLI Summer Pick 2017 also awarded to imageRUNNER ADVANCE C5560i/C3525i/C255iF.

** imageRUNNER ADVANCE C5550i/C5535i also BLI Certified Highly Reliable in 2016.



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Buyers Lab

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areas of office imaging. BLI's Pick awards are reserved for products that have undergone their rigorous testing process and deemed to be "Best in Class" by their experienced analysts and technicians.



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The iF Design Awards are recognized worldwide as a prestigious award within the field of design, with outstanding industrial designs chosen from all over the world each year. Entries are judged by internationally

active design experts across seven disciplines: product, packaging, communication, service design, architecture, interior architecture, and professional concept.



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imageRUNNER ADVANCE C5500 Series



Product Specifications

Vendor:	Canon
Product:	IR ADVANCE C5500 Series
Price:	\$15,000-\$23,000
Intended Users:	Small, Medium, Large
Speed Black:	35ppm-60ppm
Speed Color:	35ppm-60ppm
Processor:	Dual Custom Processor
Memory:	4GB



Bottom Line: A new series of color MFPs that builds upon previous generations of imageRUNNER ADVANCE machines with new upgrades and features.

? Product Details

The new Canon imageRUNNER ADVANCE C5500 Series is the third generation in the imageRUNNER ADVANCE family building upon new features and upgrades from previous models. Some of the upgrades include a 10.1" color flat-panel control panel, display screen that's personalized to each user, higher-yield toner and advanced finishing options. There are four devices in this series – they all offer standard printing, copying and scanning as well as optional faxing. With the exception of speed and first-page-out-times, they all share identical features.

The four devices are:



**Editor's
Choice
Reprint**

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- The imageRUNNER ADVANCE C5535i (\$15,000) copies and prints at 35ppm and has a first-page-copy time of 7.4 seconds in color
- The imageRUNNER ADVANCE C5540i (\$17,000) copies and prints at 40ppm and has a first-page-copy time of 6.1 seconds in color
- The imageRUNNER ADVANCE C5550i (\$20,000) copies and prints at 50ppm and has a first-page-copy time of 5.2 seconds in color
- The imageRUNNER ADVANCE C5560i (\$23,000) copies and prints at 60ppm and has a first-page-copy time of 4.5 seconds in color

All four models include the Canon Dual Custom Processor, 4GB of memory and a 250GB hard drive that can be expanded to 1TB. There is also a 10.1" color control panel with a flat touchscreen that works like a smartphone. The control panel uses a new feature called My ADVANCE that allows each user to customize specific features (i.e. a personal address book) based on their specific workflows.

Printing language, such as PCL, PostScript and Canon's proprietary UFR II, is supported. USB, Ethernet and Wi-Fi connectivity are also standard. The devices support mobile printing and scanning with Canon's new PRINT Business app.

More details on the devices' features are in our Features section below.

Canon has consistently improved upon its MFPs with better upgrades over the years and the imageRUNNER ADVANCE C5500 Series is no exception. They provide strong features and scalable options for an office that expects to have medium or high-volume printing needs.

Features

Paper handling: All devices include a standard dual 550-sheet paper trays and a 100-sheet bypass. Canon offers additional paper trays as options, such as two more 550-sheet trays, a 2,700-sheet paper deck unit and a high-capacity 2,450-sheet feeding unit. The maximum capacity is 6,350 sheets. With the exception of the paper deck unit and feeding unit (both accept 8.5" x 11" paper only), the other trays can handle paper size of up to 12" x 18.

Automatic duplexing is supported. All devices has a standard 150-sheet single-pass duplexing document feeder. The document feeder supports paper up to 11" x 17" in size and has a scanning speed of 80ipm single-sided.

Standard output capacity is 250 sheets. There are a few finishing options. First, there is an inner finisher with a two-tray 545-sheet capacity and 50-sheet multiposition stapling. There is an optional 2/3-hole punch with this finisher. Second, there is an external stapling finisher with a two-tray 3,250-sheet capacity and 50-sheet multiposition stapling. It also includes an optional 2/3-hole punch kit. And finally, users can add a booklet finisher that includes two trays with a 3,250-sheet capacity, 50-sheet multiposition stapling and 20-sheet booklet making capability.

We want to note that all three finishers supports Canon's new Staple-free Stapling and Staple On Demand features. Staple-free Stapling allows the user to stack and staple finished documents with fewer staples. Staple On Demand lets users re-staple originals after any copying or scanning is done or staple printed paper without having to select any stapling settings. Both features were designed to help improve efficiency and productivity in producing finished documents.

Scanning and faxing: The color scanning function allows for sending scans to multiple destinations, such as email, SMB and mailbox. It supports file formats, such as TIFF, JPEG and compact and searchable PDF. Optional formats include encrypted PDF and PDF with digital signature. LDAP is also supported.

The devices include document storage functionality with a maximum of 100 user inboxes that includes a capacity of 30,000 pages stored. The Advanced Box mailbox and storage system that allows users to store work in an expanded number of shared boxes on hard drive. It also allows users anywhere on the network to store files created on their PCs, and is accessible, subject to authentication.

The optional faxing feature uses a 33.6kbps modem with JBIG compression and up to 30,000 pages in fax memory.

Security: The Canon imageRUNNER ADVANCE C5500 Series include many security features, both standard and optional. Some of the standard features include user authentication, device and function-level log-in, hard disk drive erase, IP/Mac address filtering and secure print, to name several. Optional security features include hard disk drive mirroring, hard disk drive removal, data loss prevention, secure watermarks and document scan locking.

EFI Fiery controller: The ColorPass-GX500 controller is only available on the imageRUNNER ADVANCE C5550i and C5560i. This optional controller personalizes printing documents with either a built-in Fiery FreeForm or a variable data printing format. In production environments, it can also integrate with prepress workflows.



About Canon

Canon is the number one copier company in the U.S. if you measure by the total number of units sold. The company features an impressive line of multifunctional devices, and it is one of the leaders in this market. Most of Canon's MFP line carries the imageRUNNER brand name.

Over the years, Canon's print controller strategy has involved partnering with EFI, the third-party controller company that dominates the color market. The company also relies on controllers developed by Canon itself. The controllers, which feature Canon's IP architecture (the "IP" stands for "Image Platform"), can be found on all imageRUNNER models. Canon's MEAP architecture (Multifunctional Embedded Application Program) has been a significant addition to Canon's controller strategy. It is featured on most of its mid-to-high-volume models. The MEAP platform features an open architecture for providing custom software applications, some for private use and others sold on the open market as add-on products from third parties.

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The Overby Company

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PLEASE PAY FROM
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ITEM NBR.	CO.	DESCRIPTION	UNIT	ORDER QTY.	SHIP QTY.	UNIT PRICE	D T	EXTENDED
Copies	CAN	Color Copies/Prints	EA					
Copies	CAN	B/W Copies/Prints	EA					

WE APPRECIATE YOUR BUSINESS.....TODAY AND EVERYDAY!	SUB-TOTAL
TERMS AND CONDITIONS OF SALE: NET DUE UPON RECEIPT. 1 1/2% per month (18% annual interest) charged on balance past 30 days. Minimum charge \$.75. If collected through a collection agency, court, probate or bankruptcy proceeding, seller shall be entitled to recover reasonable court costs, attorney's fees and/or collection fees.	TAX
ORIGINAL	TOTAL

NAME (COMPANY LEGAL NAME)			DBA		PHONE	
BILLING ADDRESS			CITY	COUNTY	STATE	ZIP
EQUIPMENT ADDRESS			CITY	COUNTY	STATE	ZIP
EQUIPMENT INFORMATION					NUMBER AND AMOUNT OF PAYMENTS	
QUANTITY	SERIAL NUMBER	MAKE/MODEL/DESCRIPTION			NUMBER OF PAYMENTS	PAYMENT AMOUNT (plus taxes)
First & Last Payment		Security Deposit		Total Due at Signing	Term	Payment Frequency (monthly)
					(in months)	End of Term Purchase Option FMV \$1.00 10%
ACCEPTED BY THE OVERBY COMPANY				AUTHORIZED CUSTOMER SIGNATURE		
By: _____				By: _____ Title: _____		
Title: _____ Date: _____				Printed Name: _____		
ACCEPTANCE CERTIFICATE						
The Customer certifies that (1) The Equipment referred to in the above Agreement has been received, (2) Installation has been completed, (3) the Equipment has been examined by Customer and is in good operating order and condition and is, in all respects, satisfactory to the Customer, and (4) the Equipment is irrevocably accepted by Customer for all purposes under the Agreement. Accordingly, Customer hereby authorizes billing under the Agreement.						
Signature: _____				Printed Name: _____		
Title: _____				Date: _____		

TERMS AND CONDITIONS

1. **AGREEMENT:** Customer leases from The Overby Company all of the equipment described above (the "Equipment"). Customer agrees to pay to The Overby Co. the payments specified under "Number and Amount of Payments" above and (b) such other amounts permitted hereunder as invoiced by The Overby Co. ("Payments"). A late payment fee of the greater of 10% of the late amount or \$10.00 will be due if a Payment is late. The term of this Agreement shall commence on the date the Equipment is accepted by Customer. Customer's execution of the Acceptance Certificate, or Customer's provision to The Overby Co. of other written confirmation of its acceptance of the Equipment, shall conclusively establish that the Equipment has been delivered to and accepted by Customer. If Customer has not, within ten (10) days after delivery of the Equipment, delivered to The Overby Co. written notice of non-acceptance of any of the Equipment, specifying the reasons therefore and specifically referencing this Agreement, Customer shall be deemed to have irrevocably accepted the Equipment. After acceptance of the Equipment, Customer shall have no right to cancel this Agreement, revoke acceptance or return Equipment to The Overby Co. prior to the end of the scheduled term of this Agreement for any reason whatsoever. This lease is a net lease. Payments shall be made without set-off or deduction, even if the Equipment malfunctions. Customer (a) shall pay a \$65 documentation fee and (b) agrees to pay any applicable taxes (including personal property tax), expenses, charges, and fees imposed upon The Overby Co. or Customer with respect to the Equipment, the Payments or the Customer's performance or non-performance hereunder and shall reimburse The Overby Co. for the same plus processing fees (collectively, "Costs"). The Overby Co. may, but need not, apply "Security Deposits" or "Advance Payments" (neither of which shall earn interest) to any amount in default and Customer shall promptly restore such amounts applied. Security Deposits and Advanced Payments shall not be refunded to Customer until all obligations hereunder are discharged in full.

2. **NAME; OFFICES:** Customer's legal name (as set forth in its constituent documents), is as set forth on the signature page hereof. Customer will not change its legal name, location of its chief executive office or corporate structure (including its jurisdiction of organization) without 30 days prior written notice to The Overby Co. Upon request, Customer will deliver state-certified constituent documents to The Overby Co.

3. **WARRANTIES:** Customer acknowledges that The Overby Co. is not a manufacturer of the Equipment, and agrees that Equipment is leased "as is" and is of a size, design and capacity selected by Customer. The Overby Co. makes no representation of warranty of any kind, expressed or implied, with respect to the Equipment, including specifically any implied warranty of merchantability or fitness for a particular purpose. The Overby Co. shall not be made liable for consequential, special, indirect or punitive damages. Any warranty with respect to the Equipment made by the manufacturer, supplier or dealer is separate from, and is not part of, this Agreement, and The Overby Co. assigns such warranties, if any, to Customer. Customer warrants that the Equipment shall not be used for personal, family or household purposes.

4. **MAINTENANCE; ALTERATIONS; LOSS:** Customer will keep and maintain Equipment in good working order and shall, at Customer's expense, supply and install replacement parts and accessories when required to maintain the Equipment. Any such changes or substitutions shall be the property of The Overby Co. and shall be deemed Equipment. Effective upon delivery to the Customer, Customer shall (a) bear the entire risk of any loss, theft or damage to the Equipment, and (b) keep the Equipment insured with The Overby Co. as loss payee. If Customer fails to provide proof of Insurance, The Overby Co. may insure Equipment and charge the Customer. No such loss, theft or damage shall relieve Customer of any obligation under this Agreement.

5. **DEFAULT:** If Customer fails to pay The Overby Co., The Overby Co. will have the right to exercise any one or all of the following remedies in any order (1) sue Customer for all past due Payments, ALL PAYMENTS TO BECOME DUE IN THE UNEXPIRED TERM, any purchase option amount set forth above and any other Costs (collectively the "Remaining Lease Balance"), (2) repossess the Equipment and (3) re-sell the Equipment and recover any deficiency. The Overby Co. may sell the Equipment after preparing it or not, may disclaim warranties of title and the like, and may comply with applicable law, and these actions shall be deemed commercially reasonable. In the event the Equipment is not available for sale, the Customer shall be liable for the Remaining Lease Balance. Customer shall also pay for The Overby Co.'s reasonable collection and other costs which, in the case of a court action, 25% of the total amount sought shall be deemed reasonable.

6. **ASSIGNMENT:** CUSTOMER SHALL NOT ASSIGN OR PLEDGE THIS AGREEMENT, NOR SHALL CUSTOMER SUBLET OR LEND MY ITEM OF EQUIPMENT. The Overby Co. may pledge or assign the Equipment. Customer agrees that if The Overby Co. assigns this Equipment, the new owner will have the same rights and benefits that The Overby Co. has now and will not have to perform any of The Overby Co.'s obligations. Customer agrees that the rights of the new owner will not be subject to any claims, defenses or setoffs that Customer may have against The Overby Co.

7. **RENEWAL/RETURN:** This agreement automatically renews under same terms and conditions on a month to month basis if the customer fail to give Overby Co. 60 days written prior notice of its intent to purchase or return before the end of any term. The customer shall return the leased equipment in good operating condition at the customer's sole cost and expense to a location specified by The Overby Co.

8. **MISCELLANEOUS:** This Agreement shall be deemed fully executed and performed in the state of The Overby Co. or its assignee's principal place of business and shall be governed by and construed in accordance with its laws. If the The Overby Co. or its assignee shall bring any judicial proceeding in relation to any matter arising under this Agreement, Customer irrevocably agrees that any such matter may be adjudged or determined in any court or courts in the state of the The Overby Co. or its assignee's principal place of business, or in any court or courts in Customer's state of residence, or in any other court having jurisdiction over Customer or assets of Customer, all at the sole election of the The Overby Co. or its assignee. Customer hereby irrevocably submits generally and unconditionally to the jurisdiction of any such court so elected by The Overby Co. or its assignee in relation to such matters and waives any right to transfer of venue. CUSTOMER AND THE OVERBY CO. EACH IRREVOCABLY WAIVES ANY RIGHT TO A JURY TRIAL IN ANY SUCH PROCEEDINGS. Customer agrees to reimburse The Overby Co. for and to defend The Overby Co. against any claim for losses or injury caused by the Equipment, both before and after termination of this Agreement.

9. **UCC:** Customer authorizes The Overby Co. to file any form of financing or continuation statements and amendments thereto. CUSTOMER AGREES THAT THIS AGREEMENT IS INTENDED AS A "FINANCE LEASE" AS THAT TERM IS DEFINED IN ARTICLE 2A OF THE UNIFORM COMMERCIAL CODE AND THAT THE OVERBY CO. IS ENTITLED TO ALL BENEFITS, PRIVILEGES AND PROTECTION OF A LESSOR UNDER A FINANCE LEASE AND CUSTOMER IRREVOCABLY WAIVES ANY RIGHT OF NOTICE THEREOF. If this Agreement is determined not to be a true lease, Customer grants The Overby Co. a security interest in the Equipment.

PERSONAL GUARANTY

The Undersigned absolutely, irrevocably and unconditionally, jointly and severally, guarantee to The Overby Co. all payments and other obligations under this Agreement. This is an absolute and continuing guaranty. THE PERSONAL GUARANTY SHALL BE GOVERNED BY THE LAWS OF THE STATE OF GEORGIA IN ACCORDANCE WITH PARAGRAPH 8 OF THIS AGREEMENT. The undersigned waive any right to require any action against Customer or any other party before enforcing this Guaranty.

Printed Name: _____

Signature: _____ Date: _____

Address: _____

Phone: _____

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June 8, 2018

Addendum No. 1
Color Photocopiers (Annual Contract)
RFB No. 18-0057

Proposals should include acknowledgement of receipt for all Addenda:

Authorized Initials:

Firm:

The Overby Company

Vendors are informed that the above subject RFB is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

QUESTIONS / RESPONSES

Question 1: On page 16, I., A, 8 it states 2,000-sheet 8 ½ x 11 larger capacity paper deck. On page 16, I., A, 12 it states high capacity paper storage for at least 2,000 sheets. Are these referring to the same thing and does it mean a 2,000 sheet 8 ½ x 11 paper feed drawers/trays capacity?

Response: The copiers have an attached, larger capacity, paper deck with the ability to adjust paper sizes. This is in addition to the standard machine capacity of 500 sheets per drawer.

Question 2: On page 16, I., A, 13 it states a 1,000-sheet finisher with standard stapling, sorting and collating. Does the finisher need to do saddle stitch booklet making or need a face trimmer for any of the departments such as the Print Shop?

Response: No departments require saddle stitch booklet-making and/or face trimmer.

Question 3: On page 16, I., F it states the estimated yearly copy volume on the color copier will be approximately 120,000 copies on 8 ½ x 11, and 10,000 copies on 11 x 17. The monthly copy volumes are approximately 10,000 copies. Obviously, the approximate yearly volume of 120,000 on 8 ½ x 11 and 10,000 on 11 x 17 would total 130,000 copies which would be an approximate monthly volume of 10,833 copies. Will you please provide an annual copy volume estimate for both color and black for each

machine in the Print Shop, Engineering, Planning, and Public Works?

Response: All figures are approximations; however, the User-Departments provided the following responses:

- **Print Shop:** annual usage is estimated to be: 262,000 color copies and 683,000 black & white copies. Monthly estimates will vary.
- **Planning:** monthly volume varies for color copier, 2000 max. B/W copier is approximately 3,500.
- **Engineering:** annual volume for color copies is approximately 20,316 copies, or 1,693 copies/month for Machine 1. Machine 2 annual volume is 42,543 copies, or 3,545 copies/month. Annual usage for black & white copies, Machine 1: 5,520, or 450 copies/month. Machine 2: 18,564, or 4,622.
- **Public Works:** annual volume for color copies is approximately 10,644, or 887 copies/month. Annual volume for black & white copies is approximately 7,956 copies, or 663/month.

Andrea J. McCorvey
Purchasing Manager

EXHIBIT E

*Color Photocopiers
(Annual Contract)*

*The Overby Company
Clarification Documents*



June 15, 2018

Columbus Consolidated Government
Finance Department-Purchasing Division
5th Floor 100 Tenth St.
Columbus, Ga 31902

Attn: Andrea McCorvey

RE: Color Photocopier(annual contract) RFB No. 18-0057

Thank you for the opportunity for clarification of our intent. On the Bid form page 33 we listed item IRC5540i II (typo-graphic error on our part) even though the literature we supplied was correct. Our intent was to offer model IRC5545i II for engineering, planning and GIS also Public works(they have a 30 ppm device.) If we are fortunate enough to receive an award the IRC5545i II is the unit they will receive. We included model IRC3530i II as reasonable substitutes for departments that want color but have no real volume to justify a big color production unit. For example the Deputy City Managers office made 12 black and white copies last month and no color. Tax assessor's and the 311 Citizen Service Center are also very low volume.

Thank you for your business and if I can be of any service please call on me.

Sincerely,

Mark Overby

1170 10th Ave. • P.O. Box 4258 • Columbus, GA 31904
706-322-1200 • Fax 706-576-6593

Heather Scheuttig

From: Mark Overby <moverby@theoverby.com>
Sent: Thursday, August 30, 2018 2:02 PM
To: Heather Scheuttig
Subject: Re: Confirmation of Model # - RFB 18-0057; Color Photocopiers

Heather

Yes that is exactly what we will be providing.(5545i II) The Print Shop will be getting the two much bigger machines. As per the bid specific guidelines.

Mark Overby
The Overby Co. / Shred-a-Way
706 888 2983(cell)
On 30 Aug 2018 9:49 am, Heather Scheuttig <HScheuttig@columbusga.org> wrote:
Mr. Overby,

Per the attached clarification letter, you will be supplying the iRC5545i II for all Departments (to exclude the Print Shop). In the letter, you mention some areas with lower print volume (Deputy City Manager, Tax Assessor, and 311 Citizens Service Center). Since these three areas will not be covered under the contract at this time, I would like to confirm that the iRC5545i II will be the unit delivered to each of the following areas:

- Public Works/Waste Collection (one unit)
- Engineering (two units)
- Planning (one unit)

The bid form listed a secondary unit, iRC3530i II, which did not meet specs. Please confirm that the above Departments will be receiving a total of four iRC5545i II copiers, and not the lesser iRC3530i II.

Thank you,
Heather



Heather Scheuttig, Buyer
Columbus Consolidated Government
Finance Department | Purchasing Division
100 10th Street, 5th Floor | Columbus GA 31901
M: 706.225.4087 | O: 706.225.3071 | F: 706.225.3033
hscheuttig@columbusga.org
Procurement Opportunities



COLUMBUS CONSOLIDATED GOVERNMENT
Georgia's First Consolidated Government



FINANCE DEPARTMENT
PURCHASING DIVISION

100 TENTH STREET, P. O. BOX 1340
COLUMBUS, GEORGIA 31902-1340
706-653-4105, FAX 706-225-3033

June 15, 2018

Mr. Mark Overby
The Overby Company
1170 10th Avenue
Columbus, GA 31901

RE: Color Photocopiers (Annual Contract); RFB No. 18-0057

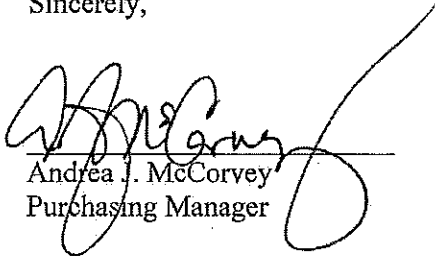
Dear Mr. Overby:

Thank you for your bid submission for the cited contract. Per the General Provisions, page 5, section 15. Bid Evaluation and Award: *During the evaluation of the bids, the City reserves the right to request clarification of bid responses*".

On the Bid Form, page 33, your firm listed two (2) models of color copier as follows: (1) iRC350i II and (3) iRC5540i II. Clarification is requested as to which department(s) would receive each of the four (4) copiers.

Please email your response to the attention of Heather Scheuttig at hscheuttig@columbusga.org, or fax 706.225.3033, no later than **5:00 PM on Monday, June 18, 2018**.

Sincerely,


Andrea J. McCorvey
Purchasing Manager

FORM F

BID FORM COLOR PHOTOCOPIERS (ANNUAL CONTRACT) RFB NO. 18-0057

IMPORTANT INFORMATION:

PLEASE SUBMIT ONE ORIGINAL AND ONE IDENTICAL COPY OF EACH BID

By signing this Bid Form, the authorized representative understands the City reserves the right to request any omitted information, WHICH DOES NOT AFFECT THE SUBMITTED BID PRICE. Bidders shall be notified, in writing, and shall have two (2) days, after notification to submit the omitted information, to exclude E-Verify. If the omitted information is not received within two (2) days, the Bidder shall be deemed non-responsive and the Bid Submission will be deemed "incomplete". Use the following check-list to verify the items are included in sealed bid:

☒ Bid Form ☒ Bidder's Response Page ☒ Client Work History ☒ Proof of Insurance ☒ E-Verify
☒ Product Literature ☒ Product Warranty ☒ Sample Invoice ☒ Sample Lease/Rental Agreement
☒ Contract Signature Page ☒ Addenda

Initial below to acknowledge receipt of the following addenda (if any):

Addendum No. 1 MM Addendum No. 2 _____ Addendum No. 3 _____

The undersigned hereby declares that he/she have carefully examined the specifications herein referred to and will provide all equipment, services and terms of the Columbus Consolidated Government for the following:

Description	Manufacturer/ Model	(Color) *Cost Per Copy	(Black/White) *Cost Per Copy
Color Copiers w/o Paper	(1) IRC3530i II (3) IRC5540i II	\$ 0.049	\$ 0.0049
Print Shop Color Copier w/o Paper (Canon C7500 II Series or equivalent)	(2) IRC7570i II	\$ 0.049	\$ 0.0049

* Cost per copy shall include all related expenses associated with maintaining the copiers in good working order while under contract. The City will pay a cost per copy each month. The City will not pay a guaranteed minimum monthly cost.

The undersigned agrees to deliver the color photocopiers to the appropriate divisions within 10 days after notification of City Council award.

VENDOR NAME & SIGNATURE:

The Overby Company Mark E. Overby

If certified as a DBE or WBE, list the certifying agency: _____

*** COMPLETE THIS PAGE AND RETURN WITH BID ***