Invitation for Bid

Acquisition & Implementation of a District-Wide Copier Project

IFB Release Date: October 11, 2021
IFB Due Date: October 25, 2021
1 INTRODUCTION

Pendleton County Schools is a PreK-12 school district located in the Greater Cincinnati/Northern Kentucky area. Our district includes six buildings, including four schools, one central office and a district support services building.

We have been involved in a copier contract for the past five years; this contract is due to expire on December 31, 2021. We are interested in continuing a district-wide copier lease. Pendleton County Schools will be accepting a proposal for multifunction copier service agreement. We would like proposals for 48 and 60-month lease options.

2 STATEMENT OF PURPOSE

The purpose of this document is to solicit proposals for supplying networked copiers to all six buildings in the Pendleton County School District.

The current system(s) in use by Pendleton meets the business needs of the organization in the following areas:

1. The project consists of 22 (16 leased and 6 Refurb Copier) networked copiers.
2. All six buildings share a district copy allotment.
3. Maintenance, toner and staples are included in the agreement.
4. The copy overages are reconciled twice a year.

Our primary objectives in implementing a new copier project are as follows:

1. Continue using a district-wide copier fleet on a fiscal year contract, billed semi-annually
2. Improve operational efficiencies throughout the organization
3. Reduce overall operational costs
4. Increase the number of copies included in the yearly allotment

Interested vendors should submit a bids which addresses the costs for the procurement and implementation of copiers from their organization.

3 GENERAL PROPOSAL INSTRUCTIONS AND CONDITIONS

3.1 Acceptance of Proposal

The Board of Education reserves the right to accept any proposal, to reject any or all proposals, to waive any irregularities or informalities in proposals received where such acceptance, rejection or waiver is considered to be in its best interest. The Board of Education also reserves the right to reject any proposal where evidence or information submitted by the bidder does not provide satisfactory proof that the bidder is qualified to carry out the details of the contract.

All responses may be rejected at the discretion of the Pendleton County School District. Pendleton County Schools reserves the right to choose the response that best suits the Pendleton County School District’s needs. This IFB in no way constitutes a contract or commitment to purchase or lease. If all responses are rejected, the Pendleton County Schools reserves the right to publish an IFB at a later date.

Proposal forms must be signed by either an officer or an agent of the bidding firm who is authorized to legally bind the firm. The Board of Education reserves the right to waive defects and informalities in proposals, to reject any or all proposals, or to accept any proposal as may be deemed to its interest, and to award by item, combination or items or lot. Awarding of proposal is contingent upon an approved contract between bidder and Pendleton County Board of Education.
All proposals shall be effective for thirty (30) days from date of opening unless otherwise specified in special conditions of bidding, and no bid may be withdrawn prior to that time.

All proposals should include reasonable insurances that equipment is available, on hand, and installed for use by January 3, 2022. If an accepted bid cannot meet the criteria, the bidder shall provide comparable equipment at no cost to the school district. If comparable equipment is not available, the school district has permission to seek another vendor.

Calculations will be configured by the Chief Information Officer and committee for each qualified bidder. Bidders are requested not to contact the Board of Education for a tabulation of the proposals until after November 15, 2021. At this time, a copy of the formal tabulation can be received by emailing craig.smith@pendleton.kyschools.us.

3.2 Model procurement regulations

The Model Procurement Regulations adopted by the Board of Education shall be deemed incorporated by reference in these specifications as though fully quoted herein. In the event of any conflict between this invitation for proposal and the Model Procurement Regulations, the Regulations shall control.

3.3 Specifications

The Board of Education reserves the right to determine the ability of any bidder to perform the work and any bidder shall, upon request, furnish such information as may be necessary to determine such ability, including performance bond, if requested.

It is to be understood that the bidder, if awarded an order or contract, agrees to protect, defend and save harmless the Board of Education from any suits or demands for payment that may be brought against it for the use of any patented material, process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract; and the bidder further agrees to indemnify and save harmless the Board of Education from suits or damages received or sustained by any party or parties by, or for, any of the acts of the contractor, his/her servants or agents.

All bidders should be listed on Commonwealth of Kentucky contract as approved vendor.

3.4 Penalties and Background Check

In case of default by the vendor, the Board of Education may procure the articles or services from other sources and may deduct from any unpaid balance due the vendor the amount of the excess costs so paid, and the price paid shall be considered the prevailing market price at the time such purchase is made.

Vendor must supply the Pendleton County Board of Education with background checks for employees that will be entering school buildings.

3.5 Taxes

Pendleton County School's tax exempt status applies in accordance with 103 KAR 26:070. A state sales tax exempt certificate upon request shall be provided to the awarded bidder. Federal Excise Taxes or Kentucky Sales and Use Taxes are not applicable to any purchase made for use of the Board of Education. Proposals should not include any such taxes. Exemption certificates will be furnished as required. This district’s Kentucky Sales and Use Tax Number is: B186.
3.6 Non-discrimination

During the performance of this Contract, the Seller agrees as follows:

1. The Seller shall not discriminate against any employee, applicant, or subcontractor because of age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. The Seller shall take affirmative action to ensure that applicants are employed without regard to their age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. Such action shall include, although not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Seller agrees to post in conspicuous place notices setting forth the provisions of the Equal Opportunity clause.

2. The Seller shall in all solicitations and/or advertisements for employees placed by or on behalf of the Seller, state that all qualified applications shall receive consideration for employment with regard to age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation.

3. The Seller shall cause any subcontractor engaged to perform any services required by this Contract to include this Equal Opportunity clause in all solicitations, advertisements and employment practices it shall perform.

3.7 IFB Questions

Our objective is to insure that we provide you with all of the information you need in order for you to provide the most complete response to this IFB as possible. As such, we welcome any and all questions which you might have. Questions or requests for clarification must be emailed to: craig.smith@pendleton.kyschools.us. These questions and the answers to the questions will be distributed to all parties participating in the IFB process. Phone discussions will not be permitted so as to provide the same information for all vendors.

### 3.7.1 Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 11, 2021</td>
<td>IFB is made available through email and/or website.</td>
</tr>
<tr>
<td>October 11, 2021</td>
<td>Vendors may begin submitting questions through email (see 3.7 above)</td>
</tr>
<tr>
<td>October 21, 2021</td>
<td>Question and Answer process ends.</td>
</tr>
<tr>
<td>October 22, 2021 4:30 PM EDT (Hardcopy) OR October 25, 2021 8:00 AM EDT (Email/Electronic)</td>
<td>Completed Response to IFB Due Packets should be delivered to District’s Central Office (2525 US Hwy 27N Falmouth, KY 41040) Packet should include one primary contact and his/her email address, and all information MUST be entered on district’s spreadsheet (All electronic copies must be sent to <a href="mailto:craig.smith@pendleton.kyschools.us">craig.smith@pendleton.kyschools.us</a>)</td>
</tr>
</tbody>
</table>
| 8:00 am EDT October 25, 2021 | Packets/ Email will be opened at District’s Central Office No decisions will be made at this time and no questions will be
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week of October 25, 2021</td>
<td>Committee will meet and possibly meet with top 2-3 vendors to ask questions, clarify information, etc. After discussion, a vendor will be chosen and bid will be awarded.</td>
</tr>
<tr>
<td>October 28, 2021</td>
<td>Vendor will be notified of contract</td>
</tr>
<tr>
<td>November 15, 2021</td>
<td>Board Meeting for acceptance of new contract</td>
</tr>
<tr>
<td>December 31, 2021</td>
<td>Vendor will coordinate return of ALL current equipment with DME by December 31, 2021</td>
</tr>
<tr>
<td>January 3, 2022</td>
<td>All units installed with networked copying/printing functionality in every location</td>
</tr>
</tbody>
</table>

### 4 SCOPE OF THE IFB

#### 4.1 Pricing Structure/ Billing

Decision of the winning proposal will be based upon: quality of machine, price, service reputation, references, response time for service, and features available.

All pricing information should reflect a five (5) year and four (4) year leasing project based on the lowest possible rate available. Evergreen Clauses will not be acceptable in any contract developed by the winning bidder and Pendleton County Board of Education.

Cost per copy will be fixed for term of lease agreement, without any price increase. That includes no price increases for base charges or click charges.

All equipment is to be listed on one invoice, detailing the usage by location, equipment name and total overage throughout the district. A sample of an invoice is requested in the proposal showing the detailed billing for the district. *(Appendix 4)*

#### 4.1.1 Proposal Spreadsheet

All pricing and proposal information must be entered on the spreadsheet listed in the Appendix. The only information that will be considered during the bid opening is the information included on the district’s spreadsheet. Bids that do not include information on the district’s spreadsheet will be rejected.

#### 4.2 Hardware and Maintenance

Prices must be stated in units of quantity as specified and extended in total column for each item and/or lot in Appendix 1. All proposal prices must include transportation, delivery, installation, network connectivity, and training of the equipment to the specified Pendleton County Schools locations.

The cost to the school/district will be determined by multiplying the number of copies made by the quoted cost per copy plus base charges. The district shall not be charged for copies made via a service technician while performing maintenance or diagnosing problems on a machine. Those copies are to be noted by the technician signed-off on by the Principal or District personnel and deducted from that facility’s and the District’s billing.

All impressions (copies/prints) should be quoted on one cost per copy throughout entire school district, regardless of size or workload of equipment. The pricing must be a base charge plus cost-per-copy,
regardless of model, which includes the equipment, parts and labor, supplies (excluding paper), delivery, installation, surge protection, training, network integration.

<table>
<thead>
<tr>
<th>School</th>
<th>Address</th>
<th>Phone #</th>
<th>Contact</th>
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</thead>
<tbody>
<tr>
<td>Northern Elementary</td>
<td>925 Hwy 177E Butler, KY 41006</td>
<td>859-472-7341</td>
<td>Mallory Mullins</td>
</tr>
<tr>
<td>Southern Elementary</td>
<td>320 Fairgrounds Road Falmouth, KY 41040</td>
<td>859-654-6981</td>
<td>Tammy Deglow</td>
</tr>
<tr>
<td>Sharp Middle School</td>
<td>35 Wright Rd Butler, KY 41006</td>
<td>859-472-7000</td>
<td>Nancy Crotty</td>
</tr>
<tr>
<td>Pendleton High School</td>
<td>2359 Hwy 27N Falmouth, KY 41040</td>
<td>859-654-3355</td>
<td>Sheila Wright</td>
</tr>
<tr>
<td>Board of Education</td>
<td>2525 Hwy 27N Falmouth, KY 41040</td>
<td>859-654-6911</td>
<td>Fay Mann</td>
</tr>
<tr>
<td>District Support Services</td>
<td>6762 Hwy 27N Butler, KY 41006</td>
<td>859-654-4981</td>
<td>Donna Boden</td>
</tr>
</tbody>
</table>

4.2.1 Delivery/Removal of Equipment

All items provided pursuant to the copier contract may be delivered to the buildings directly, per the chart below. Vendor would need to contact the building principal or secretary to coordinate delivery times. Vendors must be willing coordinate removal and return of our current equipment to vendor. There is to be no down time between current copiers and new copiers if possible.

All equipment is to be delivered at the direction of and under the supervision of the Pendleton County Schools. The successful vendor must notify the building principal prior to equipment delivery. Any attempted deliveries without a previously scheduled appointment will be refused and any additional delivery charge will be the responsibility of the vendor. If you cannot reach the contact at any time, please contact T. Craig Smith at craig.smith@pendleton.kyschools.us or 859-654-6911.

All delivery and installation charges shall be part of the original bid. The successful vendor will be responsible for the unloading, assembling of equipment, setting in place in each building and the removal of waste and debris to the complete satisfaction of the Pendleton County Schools. In addition, initializing network services needs to be coordinated with district-level personnel. The winning vendor must have all units installed with networked copying/printing functionality by January 3, 2022. Awarded vendor will contact current supplier whose contract will end December 31, 2021 and will coordinate returning of all equipment. The winning vendor agrees that at the end of this bidding process, they will cooperate with any other vendor in future transitions in the same manner.

Upon termination or non-renewal of any lease agreement or contract, vendor will remove their machines from the property controlled by the Pendleton County Board of Education within 14 business days. There shall be no return or shipping fees assessed or paid by the Pendleton County Board of Education. At the end of the contract, all equipment must be picked up by vendor at no cost to the Pendleton County Board of Education. All this will be coordinated with the new vendor on both ends of the lease. Vendor will agree that at the end of this proposal process that all memory, hard drives, etc. will be erased prior to their physical removal from each building where they are located.

A detailed implementation plan must be provided-including date of delivery, training schedule, network connectivity schedule, and 30 day follow up expectation meeting. (Appendix 4)

4.2.2 Protection from Damage

The successful bidder shall be responsible for the necessary protection in shipping, handling, and delivery, and required guaranteeing that all items shall be in first class condition in every respect upon installation. Delivery of this equipment must be free of any defect or damages for acceptance under this contract.
General Conditions require all contractors working for the Pendleton County School District to carry liability and workmen’s compensation insurance and to furnish proof of such coverage.

The minimum coverage acceptable is:

a. Statutory Workmen’s Compensation Insurance.
b. Public Liability not less than $1,000,000 single limit per occurrence.
c. Property Damage Liability, including Contractual Liability, with limits of not less than $1,000,000 single limit per occurrence.

Automobile Liability Insurance, including all Owner, non-Owner or hired vehicles, with limits of not less than $500,000.00 single limit per occurrence.

4.2.3 Service and reporting

Pendleton County Schools will require the awarded vendor to supply the board office with detailed service reports associated with each device throughout the district every 90 days. The reports must show date of call, response time, completion time of call, and a brief description of the problem. Please provide sample of such report with response to quote.

Training will be provided to each school staff on proper use of equipment at no additional cost throughout term of agreement. Training will be provided to the School District by awarded vendor through a dedicated and responsible trainer.

Pendleton County Schools requires a 4-hour on-site response time to all locations in the district.

The vendor will be responsible for providing an assigned factory trained service technician, along with an assigned back up service technician. Vendor shall provide assurance when a qualified technician will arrive on-site with adequate tools, parts and equipment to perform most anticipated repairs.

All equipment must maintain a 98% quarterly uptime performance. Awarded vendor will be responsible for providing documentation to the district reflecting this requirement is being maintained. Up-time is defined as the percentage of time the machine is on-site, operating according to specifications and fully available for use by the customer during the hours of 7:30 a.m. to 4:30 p.m. Monday through Friday. It does not include time that the machine is not operational because of a key operator’s failure to clear simple misfeeds or to load normal supplies such as toner or paper. A qualified technician must arrive on-site with adequate tools, parts and equipment to perform most anticipated repairs within four (4) business hours of time of call. Loaners must be made available should equipment be down for more than 12 business hours. If equipment is continually having service problems, vendor must exchange equipment, at its expense for a like-type device. Vendor must guarantee absolute customer satisfaction or replace the machine upon customer’s written request. Vendor is to include a copy of their written customer satisfaction guarantee.

Vendor should provide software which will allow for centralized print and copy management. The management must include the ability to have a virtual queuing option to allow users to print from any copier within their building or from within the district requiring only one installed copier on their device. The copier should be compatible with the use of Papercut. This software must be able to allow district and school level personnel to Manage Print and copy limits, track usage, and restrict users functions and locations.

Software will also capture monthly meter readings on each multifunction device unit in such a way that no end-user intervention is required. In addition, software must have the ability to print reports to show volume, by machine, distinguishing between print and copy, on a daily, monthly, annual basis (fleet management report). Vendor will work with school system and using these reports will help identify
over/under utilized assets. A sample of vendor’s fleet management report must be included with bid response. (Appendix 4)

Vendor must offer remote web support to the desktop to provide end-user assistance with printing problems and to allow remote troubleshooting of machine or print problems via the internet.

The Software drivers for the user’s device shall be compatible without alteration with Windows 10 Professional, Enterprise, and Education 1809 or newer.

4.3 Property Taxes (PPT) and fees

Property taxes are to be absorbed by vendor in the lease.

The school district will not be responsible for property tax, late fees, filing fees, or any up-front payments. The school board is tax exempt and as such will not pay any sales, use or property tax.

4.4 Copy Allocation

Copy allocation should be a district-wide allocation. Overages should be calculated semi-annually (June 30th and Dec 31st). The district will pay for a copy allocation of 450,000 per month, which is equal to 5,400,000 per year, to be shared district-wide. Should overages occur, the district will reconcile twice a year.

No minimum number of impressions per month (copy/prints)-costs based on an impression basis will be included in the lease buyout price but a total of 450,000/month impressions will be included in the bid.

4.4.1 Color Copy Allocation

The district is willing to pay for a copy allocation for the color copier at central office of 2,500 per month. Should overages occur, the district is willing to reconcile semi-annually on June 30th and December 31st.

4.5 Equipment to be included

The quantities listed herein are not guaranteed; however, the staff anticipates purchasing the minimum quantities listed. The Board of Education reserves the right to order additional quantities as needed, and at the proposal prices, for the duration of the contract period.

Any equipment added after the initial lease agreement will be added into the same billing as the rest of the aggregate. All added copiers will also be charged the same per click price as the rest of the aggregate.

All multifunction equipment must meet Energy Star compliance standards.

The main copier in each facility must be 100% new and not used, remanufactured, or newly remanufactured in each location. The additional or “over-flow” copiers located in the schools are not required to be new. Vendor may choose to place new equipment or reconditioned equipment as part of this Bid. The Board of Education reserves the right to evaluate proposals based upon best value for the schools. If reconditioned equipment is proposed, the vendor must document the reconditioning process and be willing to provide a sample machine by which all other installed units will be evaluated against.

22 copiers by the following minimum specifications (Appendix 1 lists all current features by copier)

**Universal features**

- Document feeder
- Network printing, storing
- Universal send capabilities
Users must be able to enter code for tracking copies, and copying/printing should suspend when maximum copy limit is reached.
No custom drivers for regular printing, print storing, secure printing, and using codes for tracking.
Duplex
Reduce
Enlarge
Able to copy to legal size paper
Able to copy to card stock or heavier grade paper

Current Copier Fleet (Appendix 2)

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Model</th>
<th>Location</th>
<th>Building</th>
<th>Average Copies per Month</th>
<th>Average Copies per Month (Pre-Covid)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOSHIBA</td>
<td>e-STUDIO477S</td>
<td>Technology</td>
<td>BOE</td>
<td>244</td>
<td>197</td>
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<td>TOSHIBA</td>
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<td>Finance</td>
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<td>27779</td>
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<td>3670</td>
</tr>
</tbody>
</table>

5 AUDWARDING OF CONTRACTS

Contracts may be awarded to the best overall evaluated bidder meeting all specifications and conditions, and subject to all other provisions of this request for proposal. The Board of Education has the right to reject any and all proposals if it is deemed in its best interest. Bids will be evaluated based on the following criteria:

Price (Per Click and Lease Price will both be evaluated) (Appendix 1) 80%
Perceived Overall Quality of Service (Maximum 3-page write-up)  
(Employees (w/training, background), Appointment Availability, etc. and answers to  
Appendix 3 about service)

Reporting features, functionality, Billing, and Prior relationship with the district  
(Samples) (Appendix 4)  

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Perceived Overall Quality</td>
<td>5%</td>
</tr>
<tr>
<td>of Service (Maximum 3-page write-up)</td>
<td></td>
</tr>
<tr>
<td>(Employees (w/training, background), Appointment Availability, etc. and answers to Appendix 3 about service)</td>
<td></td>
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<tr>
<td>Reporting features, functionality, Billing, and Prior relationship with the district (Samples) (Appendix 4)</td>
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</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

Calculations will be configured by the Chief Information Officer and committee for each qualified bidder. Bidders are requested not to contact the Board of Education for a tabulation of the proposals until after November 15th. At this time, a copy of the formal tabulation can be received by emailing craig.smith@pendleton.kyschools.us.
6 APPENDIX

Appendix 1- Copier Specifications Worksheet
Appendix 2- List of current equipment with averages and notes
Appendix 3- List of questions concerning service and technical support
Appendix 4- Request for sample copies of reports, bills and references