

Attachment B – Minimum Specifications for Copiers
Statewide Copier Contract **T# 91729**

MINIMUM SPECIFICATIONS FOR COPIERS

All copiers must be digital and comply with the following minimum specifications, without special modifications.

1. The following manufacturing status as per Buyers Laboratories, LLC, will be acceptable.

Purchase: New, Newly Manufactured, Factory-Produced new models.

Rental: New, Newly Manufactured, Factory-Produced new models.
Remanufactured models will be acceptable for Segments 9 and 10 only.

Models designated as "discontinued" and dealer "in-place purchase only" shall not be considered for purchase or rental.

Models, which are considered to be in "Preliminary" status, shall not be considered for purchase or rental.

All products must be of current manufacture and of current vintage.

The copier must meet or exceed both, the multi-copy speed, and the machine max.

All copiers must be "Energy Star" qualified.

All copiers, rental and purchase, must be connectivity ready. No wireless connectivity is allowed. See Item 17 below for Minimum Connectivity Requirements.

All copiers must have image overwrite installed on copier. Cost of Image Overwrite must be included in the cost of the copier base model.

Contractors may be required to submit to the Office of State Procurement proof of testing submission to BLI. Failure by the Contractor to submit the equipment to BLI for testing within thirty (30) days of the Office of State Procurement's request will be grounds to remove that equipment from the contract immediately.

Should test results indicate a non-compliance of specifications, the copier will be removed from the contract.

The copier must not be rated by BLI as "Not Recommended", "Recommended With Reservations" or "Recommended as Per General Appraisal Notations", unless the only reasons for those negative ratings arises from accessories which are not a part of the model and configuration. If a copier receives those ratings from BLI during the contract period, that copier shall be removed from the contract immediately.

2. All copiers must be equipped with or supplied with original equipment manufacturer

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(OEM) recommended surge protectors, appropriate adapters and must be properly grounded.

3. Copiers must be equipped with non-resettable copy meter.
4. Copier must be programmed to give separate copy counts for both monochrome and color copies.
5. Copiers must be in compliance with all prevailing, statutory safety codes of the Federal, State and Local Governments. Any changes required for the equipment to meet safety compliance, will be furnished and installed by the contractor who furnished the purchased or rented copier at no additional cost to the agency.
6. Copiers must employ the plain paper electrostatic process and have the ability to effectively utilize 20 LB xerographic bond paper and a range of other bond paper of various weights and finishes. No copiers can be for purchase or rental, which require special or coated paper.

Copiers must be capable of accepting paper consisting of a minimum of 20% recycled material.

7. Console display must signal the operator of the need of paper, toner, developer/dispersant or of the occurrence of paper jams or mis-feeds. Controls must also include exposure adjustments.
8. Color copiers must be set up to default to monochrome copies.
9. Color copiers must have the capability to program usage rights for both monochrome and color.
10. Contractor is responsible for the pickup and recycling of empty containers for all consumables provided by the Contractor.
11. Equipment prices shall include at least one copy of all instructive materials, including subsequent updates and corrections: a digital manual is acceptable.
12. Both the number of paper feeds and the total paper capacity, as identified in the item description, must be simultaneously available on-line and must be exclusive of any by-pass feeder.
13. Memory Requirements – It is the manufacturer's responsibility to ensure adequate memory to accommodate all functionalities specified (i.e., to include, but not be limited to, duplexing, sorting, published CPM, etc.).
14. Any copier for either purchase or rental must be available through 06/30/21. This does not prohibit substitutions. A substitution may take place only if the original equipment has been discontinued. Proof of discontinued status must be provided prior to substitution. All substitutions shall meet or exceed the specifications of the model submitted in the original document. The State reserves the right to determine if the substitution is

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acceptable. The substituted item(s) shall be at the same price, terms and conditions as the original items. Substitutions must receive prior written approval from the Office of State Procurement.

15. New item additions for accessories will be considered at the time of the request for the substitution of a discontinued copier base unit. New accessory additions will be allowed only when the Office of State Procurement has determined the new additions will be of substantial benefit to the State and will justify the time, effort and cost required to make such additions.

16. The state reserves the right to limit the number of accessories to be placed on the contract.

17. **MINIMUM CONNECTIVITY REQUIREMENTS:**

Network Interface: Standard Ethernet 100/1000 Base

Internal Print Controller: Must be able to produce copies at the minimum CPM listed for each segment or faster

PDL/PCL: PCL 5E/6 and Postscript 3 or equal**

Print Capabilities Print Capabilities

Image Overwrite

Authentication for scanning option

Optional Connectivity: Scan/Email/Fax capabilities

No wireless connectivity is allowed.

Vendors are to insure that agencies have obtained input from their OTS ARM prior to placing orders for copiers with connectivity.

18. Vendor must adhere to all Office of Technology Services (OTS) Policies and Standards as well as any Agency specific policies and standards to which they are contracted. A copy of the State of Louisiana "Information Security Policy" is available at the following link:
<http://www.doa.la.gov/OTS/InformationSecurity/InformationSecurityPolicy-LA-v.1.0.pdf>.
Other OTS Policies and Standards are located in the Office of Technology Services Libraries at the following link:
<http://www.doa.la.gov/Pages/ots/Libraries.aspx>