

County of Henry

P.O. BOX 7
COLLINSVILLE, VIRGINIA 24078-0007
<http://www.co.henry.va.us/>

TELEPHONE (276) 634-4670
FAX (276) 634-4535



MEMBER OF
VAGP
NIGP

PURCHASING DEPARTMENT

APRIL 29, 2014
REQUEST FOR PROPOSAL
RFP # 14-05193-A138
HENRY COUNTY PURCHASING DEPARTMENT

The County of Henry/Schools/PSA solicits firms to submit proposals for “Copier & Duplo Maintenance.” The original and **three (3)** submittals (**FOR A TOTAL OF FOUR (4) PROPOSALS**), marked “Copier & Duplo Maintenance” RFP #14-05193-A138 will be received in a sealed envelope not later than **3:00 p.m., Local Prevailing Time, May 19, 2014, in the:**

Purchasing Department, Room 210
Attn: Carole Jones, Chief Purchasing Agent
Henry County Administration Building
P.O. Box 7 (Postal Service)
3300 Kings Mountain Road (UPS or FedEx)
Collinsville, VA 24078-0007

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

On the contrary, all responsible firms, local, faith-based, minority-owned and female-owned are encouraged to submit a proposal.

The County/PSA reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals. Any proposal submitted **MUST** be signed by an individual authorized to bind the offeror.

RFP #14-05193-A138

Enclosed is a ***“Proposal Requirements and Non-Collusion Statement”*** that must be signed and returned with the proposal or proposal may be rejected.

If you desire not to quote on this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address. Otherwise, your name shall be removed from our bidders list after three (3) non-responses.

Contract Period

A notice of award will be signed and publicly posted once this RFP has been approved. The date on the notice of award will be when the RFP becomes effective (not date of service). Initial contract shall be for one (1) fiscal year starting July 1, 2014 and ending June 30, 2015. The County reserves the right to negotiate with awarded vendor for four (4) additional 1-year fiscal terms. Therefore, this contract could last until June 30, 2019. Under the VA Procurement Act, the County/PSA reserves the right to negotiate extending this contract for not more than one (1) additional year after original contract terms. **The above terms shall override any other written terms in this RFP and/or verbal comments made during negotiations, unless authorized by Chief Purchasing Agent.**

Piggy Back Clause

This contract shall be available for piggy backing for any other state and local agency or government agency.

ILLEGAL ALIENS

Vendor promises they will not hire illegal aliens. By signing this proposal document the vendor confirms this promise.

CONTACT FOR THIS RFP:

Please see page 12 for contact information and any questions pertaining to this RFP.

SPECIAL TERMS AND CONDITIONS

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the contractor. The Contractor agrees to post in conspicuous places, available to provisions of this nondiscrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor shall include in provisions of the foregoing paragraph A, B, and C in every subcontract or purchase order over \$5,000 so that the provisions will be binding upon each subcontractor or vendor.

PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia as amended. Futhermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM _____

ADDRESS _____

SIGNATURE _____

NAME (TYPE/PRINT) _____

TITLE _____

DATE _____

TELEPHONE() _____

FAX() _____

RFP# 14-05193-A138

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346

PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

_____ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

_____ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

AUTHORIZED VENDOR SIGNATURE

DATE

COMPANY NAME

PRINTED NAME AND TITLE

Subcontractor Information

Must fill form out completely even if no subcontractors are being used.

You must check appropriate box below and list any subcontractors that will be used for this RFP# **14-05193-A138** for **Copier & Duplo Maintenance**.

_____ I will be using subcontractors. (See list below)

_____ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

_____ I will not be using subcontractors.

1.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

2.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

3.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

4.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

5.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

6.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

Bidders Company Name _____

Bidders Authorized Signature _____ **Date:** _____

Bidders Telephone # _____ **Federal ID #** _____

*Note- Add a separate sheet if you need additional space for subcontractors

Overview:

The County realizes that there are different ways to still get a copy and a scan to our departments through printing programs or rentals. We currently own all of our copy and duplo machines listed within this RFP and would like to get pricing for general maintenance of these machines. However, since we are not aware of the different programs and we aren't sure which avenue we will go with, you are asked to submit any additional ideas that may be beneficial to the County, in addition fill out our bid sheet starting on Page 15. Attached you will find a detailed list of all copiers located within Henry County, VA.

Networking Machines:

Vendor shall ensure that all current machines are network ready/capable for the County to connect to its network at no additional charge.

Scanning:

Some of the equipment in Henry County has the ability to scan documents and this feature is currently being utilized. Vendor shall indicate on a separate sheet of paper, when turning this proposal in, what charge per scan (if any) the County will incur.

Equipment Additions:

New equipment may be added at any time during the contract period. Henry County will **NOT** be charged any additional costs. Henry County will decide on equipment that meet or exceed its' present models and accessories. It will be up to each department to determine the quantity, type, model and how configured, for their respected locations.

Vendor Compensation:

Henry County shall compensate the awarded vendor on a **PER COPY** basis, which shall represent the total compensation to the vendor. The vendor shall **NOT** inflate this **PER COPY** rate for the duration of this agreement; however, the vendor may decrease the rate at any time during the program term. Henry County will **NOT GUARANTEE** any daily, monthly, or annual volumes to the awarded vendor. For information purpose only, Henry County produces on an annual basis, an average of over 10 million black and white copies.

Payment Terms:

Net 30. Payments will be invoiced in arrears throughout the contract term. Detailed per machine billings from the vendor will be based on the **ACTUAL** copies made for the preceding billing period (month, quarter, etc). Meter readings will be provided to the vendor via fax or email or as specified by the vendor. Meter readings will be performed on the last business day of each billing period. In the event of a holiday closing that will lap over into the succeeding month, the meter reading will be performed on the last business day prior to the holiday closing.

Supplies:

All supplies (except paper and sorter staples) will be included in the program cost per copy.

Maintenance:

All maintenance parts, supplies and labor will be included in the program cost per copy.

Service Response:

The awarded vendor must average a four (4) to eight (8) hour service response time on all service calls. A qualified, factory trained service technician must respond to each service call. Upon arrival to any school/department for service calls, service representatives must notify personnel of his/her arrival. Henry County may terminate the contract for deficiencies in service by doing the following: (1) Making complaint, in writing to the service vendor; (2) Affording the vendor at least fifteen (15) days to correct any deficiency complained of, and (3) Informing vendor, in writing, that vendor has failed to correct or take reasonable steps to correct any deficiency complained of.

Cancellation:

If either party shall fail to meet or fulfill the terms and provisions of this agreement, the party claiming such failure may, at its option, give written notice of the breach claimed to the other party. If within (15) days from receipt of such notice, such failure has not been corrected or arrangements made for settlement, the claiming party may then terminate

this agreement fifteen (15) days after giving written notice of termination to the breaching party.

Required information to be submitted:

1. Vendor shall fill in each price that applies to their qualifications after visiting each location (optional) to determine your price per month or **per hour (on call only as needed)**.
2. Vendor shall provide references and documentation of service capabilities.
3. Vendor shall include what their quoted price will include for each item quoted upon. Example: includes toner, staples etc.... **(this will be a determining factor)**.
4. Vendor shall also indicate if there will be a cost for scanning documents on our current machines.

Additional Requirements:

Successful vendor(s) are expected to provide efficient, timely, and cost effective service. Response time to problems shall be based on a workday of 8:00 AM – 5:00 PM and a workweek of Monday – Friday.

- Vendor shall provide a toll free telephone number of the servicing office (not a call center).
- On a separate page, each proposer shall provide detailed information concerning the following area. This information will be used to help determine if the vendor is a responsible proposer.

1. Training and qualifications of personnel. Indicate formal training (schools, workshops, etc.) received by personnel on Toshiba machines. Vendor shall provide a letter of certification indicating that vendor has qualified service technicians.
2. Vendor shall keep a written record of service for each copier at the work location. Record shall be updated with each service call. Information shall include the reported problem, exact service action, including any parts replaced, date/time problem corrected, and identity of service technician.
Indicate your process for handling this.

Selection Criteria:

- Did Vendor fill in each price that applies to their qualifications after visiting each location (optional) to determine their price per month or **per hour (on call only as needed)?**
- Did Vendor provide at least three (3) references and documentation of service capabilities?
- Did Vendor include what their quoted price will include for each item quoted upon? Example: includes toner, staples etc...
- Did Vendor return the required amount of copies that are requested on the 1st page of this RFP?
- Did Vendor indicate price for scanning?
- Did Vendor provide a toll free telephone number of the servicing office (not a call center)?

- Did proposer provide detailed information concerning the following area?
 - Training and qualifications of personnel.
 - Did Vendor provide a letter of certification indicating that vendor has qualified service technicians?
 - Did Vendor provide methodology of how they keep a written record of service for each copier at the work location? Record shall be updated with each service call. Information shall include the reported problem, exact service action, including any parts replaced, date/time problem corrected, and identity of service technician. Indicate your process for handling this.

Award of Contract:

The County understands that some vendors may not be able to work on both duplo and copy machines. Therefore, the County reserves the right to award to multiple vendors if in our best interest. Furthermore, to be considered for this proposal the vendor must submit pricing for all copiers or all duplos or both.

Contacts:

Please see the contact person below that you should contact in reference to certain machines and information about this RFP.

- Machine #1-13 and General RFP questions- Contact David Moore, Henry County Purchasing Office, at dmoore@co.henry.va.us or 276-634-4670.
- Machine #14-56, contact Keith Scott, School Facility Maintenance, at kascott@henry.k12.va.us or 276-666-2404.

Below is a list of the physical addresses for each machine. Note “our #” on the proposal sheet references the list below.

Our #

- | | |
|---------|---|
| # 1-3 | <u>Purchasing</u> Henry County Administration, 3300 Kings Mountain Road, Collinsville, VA 24078. |
| # 4 | <u>911</u> Henry County Administration, 3300 Kings Mountain Road, Collinsville, VA 24078. |
| # 5-7 | <u>Clerk’s</u> (Clerk of Court office) Henry County Court House, 3160 Kings Mountain Road, Collinsville, VA 24078. |
| # 8-9 | <u>Jail</u> (Henry County Jail) 3250 Kings Mountain Road, Collinsville, VA 24078. |
| # 10-11 | <u>Sheriff’s</u> (Henry County Sheriff’s Office) 3250 Kings Mountain Road, Collinsville, VA 24078. |
| # 12 | <u>Magistrate</u> (Magistrate Office) Henry County Court House, 3160 Kings Mountain Road, Collinsville, VA 24078. |

- # 13 **PSA Shop** (Public Service Authority Shop) 2285
Fairystone Park Highway, Bassett, VA 24055.
- #14-16, 58-59 **Bassett High** (Bassett High School) 85 Riverside Drive,
Bassett, VA 24055.
- #17-18 **Campbell Ct.** (Campbell Court School) 220 Campbell
Court, Bassett, VA 24055
- #19, 57 **Axton Elem.** (Axton Elementary) 1500 Axton School
Road, Axton, VA 24054
- # 20-22 **Carver Elem.** (Carver Elementary) 220 Trott Circle,
Martinsville, VA 24112.
- # 23-29 **School Board** (Henry County Schools) 3300 Kings
Mountain Road, Collinsville, VA 24078.
- #30 **School Nutrition** 3300 Kings Mountain Road,
Collinsville, VA 24078.
- # 31, 60 **Collinsville Primary** (Collinsville Primary School) 15
Primary School Road, Collinsville, VA 24078.
- # 32-34, 61 **Drewry Mason** (Drewry Mason Elementary) 45 Drewry
Mason Drive, Ridgeway, VA 24148.
- # 35-37 **Sanville Elem.** (Sanville Elementary) 19 Sanville School
Road, Bassett, VA 24055.
- # 38 **Facility Maint.** (Facility Maintenance) 2285A
Fairystone Park Highway, Bassett, VA 24055.
- #39-43, 62 **FC Middle** (Fieldale Collinsville Middle School) 645
Miles Road, Collinsville, VA 24078.
- # 44-45, 63 **John Redd Smith** (John Redd Smith Elementary) 40
School Drive, Collinsville, VA 24078.

- # 46-47, 64-66 **Laurel Park** (Laurel Park Middle School) 280 Laurel Park Avenue, Martinsville, VA 24112.
- # 48-51 **Magna Vista** (Magna Vista High School) 701 Magna Vista School Road, Ridgeway, VA 24148.
- # 52 **Records Dept.** (Records Department) Located at Axton Elementary School, 1500 Axton School Road, Axton, VA 24054.
- # 53 **Regional Alter.** (Regional Alternative School) 340 Ridgedale Drive, Martinsville, VA 24112
- # 54, 68 **Rich Acres** (Rich Acres Elementary) 400 Rich Acres School Rd, Martinsville, VA 24112
- # 55 **Stanleytown Elem.** (Stanleytown Elementary) 74 Edgewood Drive, Stanleytown, VA 24168.
- # 56 **Bus Garage** (Bus Garage/Pupil Transportation) 119 Coffman Drive, Collinsville, VA 24078.
- #67 **Mt. Olivet Elem.** (Mt. Olivet Elementary) 255 Lancer Lane, Martinsville, VA 24112.

Copy Machines

OUR #	DEPT	BRAND	TYPE	MODEL	SERIAL #	Est. Copies per year	Current Meter Read	Price /month	OR	Price /copy	Extended \$/copy/year	Hourly Rate
ex:	Purchasing	Canon	Copy Mach.	2222	xyxyxyxy	150,000	755,000	\$85.00	OR	0.0065	\$975.00	\$60/hr
1	Purchasing	Toshiba	Copy Mach.	600T	CQG721802	132,000	1,012,400		OR			
2	Purchasing	Toshiba	Copy Mach.	850	CYL511946	120,000	1,074,217		OR			
3	Purchasing	Toshiba	Copy Mach.	856	CRJC13633	120,000	72,949		OR			
4	911	Toshiba	Copy Mach.	350	CPG54510	20,000	238,573		OR			
5	Clerk's Office	Toshiba	Copy Mach.	350	CPG544531	6,000	156,886		OR			
6	Clerk's Office	Toshiba	Copy Mach.	350	CPG544685	19,200	209,434		OR			
7	Clerk's Office	Toshiba	Copy Mach.	353	CGD971397	42,000	194,327		OR			
8	Jail	Toshiba	Copy Mach.	350	CPG544597	80,000	459,554		OR			
9	Jail	Toshiba	Copy Mach.	282	CUH619554	20,000	180,707		OR			
10	Sheriff's Office	Toshiba	Copy Mach.	850	CYL511940	102,000	737,596		OR			
11	Sheriff's Office	Toshiba	Copy Mach.	603	CQH827149	168,000	860,554		OR			
12	Magistrate Office	Toshiba	Copy Mach.	350	CPG544535	13,200	569,430		OR			
13	PSA Shop	Toshiba	Copy Mach.	600T	CQ1617753	18,000	463,642		OR			
14	Bassett High	Toshiba	Copy Mach.	555	CBJ912182	760,000	2,460,548		OR			
15	Bassett High	Toshiba	Copy Mach.	755	CDF910295	60,000	3,987,667		OR			
16	Bassett High	Toshiba	Copy Mach.	555	CBF910734	300,000	1,109,469		OR			
17	Campbell Ct.	Toshiba	Copy Mach.	850	CYL511949	440,000	3,891,822		OR			
18	Campbell Ct.	Toshiba	Copy Mach.	850	CYC612524	340,000	3,255,153		OR			
19	Axton Elem.	Toshiba	Copy Mach.	352	CGE736092	60,000	623,806		OR			
20	Carver Elem.	Toshiba	Copy Mach.	352	CGE735539	120,000	1,014,611		OR			
21	Carver Elem.	Toshiba	Copy Mach.	352	CGL627891	140,000	1,430,550		OR			
22	Carver Elem.	Toshiba	Copy Mach.	755	CDF113409	360,000	984,133		OR			
23	School Board	Toshiba	Copy Mach.	855	CEK013126	80,000	190,429		OR			
24	School Board	Toshiba	Copy Mach.	352	CGK627184	48,000	325,608		OR			
25	School Board	Toshiba	Copy Mach.	855	CEA113499	120,000	122,255		OR			
26	School Board	Toshiba	Copy Mach.	850	CYG613574	400,000	3,580,608		OR			
27	School Board	Toshiba	Copy Mach.	850	CYG613591	400,000	2,237,383		OR			
28	School Board	Toshiba	Copy Mach.	855	CEA113493	400,000	906,491		OR			
29	School Board	Toshiba	Copy Mach.	856	SRBC90412	40,000	55,313		OR			
30	School Nutri.	Toshiba	Copy Mach.	353	CGE854425	60,000	447,436		OR			
31	Collinsville Prim.	Toshiba	Copy Mach.	850	CYA714965	240,000	1,350,355		OR			
32	Drewry Mason	Toshiba	Copy Mach.	352	CGJ624842	55,000	162,382		OR			
33	Drewry Mason	Toshiba	Copy Mach.	655	CCL015174	200,000	375,217		OR			
34	Drewry Mason	Toshiba	Copy Mach.	656	CZC210933	300,000	294,040		OR			
35	Sanville Elem.	Toshiba	Copy Mach.	353	CGG857565	120,000	182,054		OR			
36	Sanville Elem.	Toshiba	Copy Mach.	655	CCL015195	360,000	1,039,538		OR			
37	Sanville Elem.	Toshiba	Copy Mach.	850	CYA714992	240,000	2,544,980		OR			
38	Facility Maint.	Toshiba	Copy Mach.	352	CGL628537	24,000	164,249		OR			

OUR #	DEPT	BRAND	TYPE	MODEL	SERIAL #	Est. Copies per year	Current Meter Read	Price /month	OR	Price /copy	Extended \$/copy/year	Hourly Rate
39	FC Middle	Toshiba	Copy Mach.	350	CPJ549036	40,000	107,281		OR			
40	FC Middle	Toshiba	Copy Mach.	455	CQF026325	280,000	552,773		OR			
41	FC Middle	Toshiba	Copy Mach.	456	C2B221867	520,000	919,801		OR			
42	FC Middle	Toshiba	Copy Mach.	456	C2A210297	480,000	802,843		OR			
43	FC Middle	Toshiba	Copy Mach.	456	C2B222004	480,000	731,077		OR			
44	John Redd Smith	Toshiba	Copy Mach.	850	CYB612435	300,000	3,165,838		OR			
45	John Redd Smith	Toshiba	Copy Mach.	352	CGL628536	300,000	599,582		OR			
46	Laurel Park Mid.	Toshiba	Copy Mach.	355	MPD040390	100,000	293,487		OR			
47	Laurel Park Mid.	Toshiba	Copy Mach.	352	MSB728893	80,000	968,343		OR			
48	Magna Vista High	Toshiba	Copy Mach.	850	CYE715741	200,000	930,104		OR			
49	Magna Vista High	Toshiba	Copy Mach.	350	CPF543200	20,000	220,327		OR			
50	Magna Vista High	Toshiba	Copy Mach.	755	CDE910088	500,000	2,314,857		OR			
51	Magna Vista High	Toshiba	Copy Mach.	555	CBG911051	260,000	934,470		OR			
52	Records Dept.	Toshiba	Copy Mach.	352	CGJ624823	12,000	70,095		OR			
53	Reg.Alt. School	Toshiba	Copy Mach.	352	CGJ624845	20,000	106,092		OR			
54	Rich Acres Elem.	Toshiba	Copy Mach.	850	cyb612439	100,000	1,120,570		OR			
55	Stanleytown Elem.	Toshiba	Copy Mach.	810	XC516515	300,000	2,554,039		OR			
56	Bus Garage	Toshiba	Copy Mach.	352	CGJ625244	120,000	482,441		OR			
						10,639,400						

Duplo Machines

Vendor is encouraged to contact Facility Maintenance to make an appointment to visit each school for the duplo machines listed below at 276-666-2404 if more information is needed.

OUR #	DEPT	BRAND	TYPE	MODEL	N/A	Est. Copies per year	N/A	Price /month	OR	Price /copy	Extended \$/copy/year	Hourly Rate
57	Axton Elem.		Duplo	31S		300,000						
58	Bassett High		Duplo	31S-16946		uncertain						
59	Bassett High		Duplo	31S-16947		uncertain						
60	Collinsville Prim.		Duplo	SD360		300,000						
61	Drewry Mason		Duplo	SD360		uncertain						
62	FC Middle		Duplo	22L		uncertain						
63	John Redd Smith		Duplo	SD36		100,000						
64	Laurel Park Mid.		Duplo	22L		uncertain						
65	Laurel Park Mid.		Duplo	SD36C		uncertain						
66	Laurel Park Mid.		Duplo	SD36C		uncertain						
67	Mt. Olivet Elem.		Duplo	SD360		uncertain						
68	Rich Acres Elem.		Duplo	31S		uncertain						

NOTE: PLEASE INDICATE IN THE SPACES PROVIDED BY EACH MACHINE YOUR FIXED PRICE PER MONTH OR YOUR FIXED PRICE PER COPY. ALSO EXTEND YOUR PRICE IF YOU HAVE A PRICE PER COPY OR INDICATE YOUR HOURLY RATE TO JUST SERVICE MACHINES WHEN WE CALL. SEE THE FIRST LINE FOR AN EXAMPLE.