

**MULTI-FUNCTION DEVICE/DIGITAL COPIER, MANAGED PRINT SERVICES AND
MAINTENANCE SERVICES AGREEMENT**

THIS MULTI-FUNCTION DEVICE/DIGITAL COPIER, MANAGED PRINT SERVICES AND MAINTENANCE SERVICES AGREEMENT (the “Agreement”) is made and entered into as of _____ (the “Effective Date”) by and between the William S. Hart Union High School District, a public school district of the State of California (the “District” or “Owner”), and Jones-Walbaum Corporation dba American Business Machines, a California Corporation (“Consultant” or “Company”). The District and the Consultant are collectively referred to in this Agreement individually as “Party” and collectively as the “Parties.” This Agreement is made with reference to the following facts:

WHEREAS, the Agreement consists of the following documents:

1. This Multi-Function Device/Digital Copier, Managed Print Services and Maintenance Services Agreement and the following appendices which are hereby incorporated by reference as if fully set forth herein;

- a. Appendix “A” – Scope of Services;
- b. Appendix “B” – Consultant Implementation Plan;
- c. Appendix “C” – Consultant UniFLOW Implementation Plan;
- d. Appendix “D” – Consultant Implementation Schedule for William S. Hart Union High School District;
- e. Appendix “E” – Fee Schedule;
- f. Appendix “F” – Consultant Noncollusion Declaration;
- g. Appendix “G” – Consultant Certification of Safety Program In-Place;
- h. Appendix “H” – Consultant Iran Contracting Act Certification;
- i. Appendix “I” – Consultant Certification of Compliance with Immigration Laws;
- j. Appendix “J” – Consultant Certification of Drug-Free and Tobacco-Free Workplace
- k. Appendix “K” – Consultant Small Business Status Certification;
- l. Appendix “L” – Consultant Guarantee to District

- m. Appendix “M” — Canon Financial Services, Inc. Municipal Finance Agreement No.: 958678 (“Lease Agreement”).
- n. Appendix “N” – Performance Bond

WHEREAS, the District and Consultant previously entered into a Multi-Function Device/Digital Copier, Managed Print Services And Maintenance Services Agreement that contemplated the lease of certain equipment from Canon Financial Services, Inc. (“Canon”) and the provision of certain services by Consultant related to the leased equipment; and

WHEREAS, Canon submitted a bid regarding the lease of its equipment with PEPPM, a technology cooperative purchasing program based in Pennsylvania that serves school districts and other public agencies across the United States; and

WHEREAS, PEPPM competitively bids technology contracts that can then be used by other public entities, including school districts; and

WHEREAS, PEPPM is a program and service of the Central Susquehanna Intermediate Unit, which is a political subdivision of Pennsylvania created as an educational services agency; and

WHEREAS, Section 20118 of the California Public Contract Code authorizes public school districts to purchase and/or lease equipment and other items directly from a vendor, and to make payments directly to such vendor, under the same terms that are available to any other public corporation or agency; and

WHEREAS, the process under Section 20118 of the California Public Contract Code, commonly referred to as “piggybacking,” does not require separate competitive bids by the third-party public agency (e.g. the District) because the products were already part of a competitively bid process between the vendor (e.g. Canon) and an initial public entity (e.g. PEPPM); and

WHEREAS, Canon received a PEPPM Awarded Vendor Agreement for copiers and multi-function printers (“PEPPM Award”); and

WHEREAS, on or about _____ the District “piggybacked” Canon’s PEPPM Award for a new Lease Agreement with the District; and

WHEREAS, Canon requires that a public entity work with an authorized reseller/dealer to maintain and repair the leased Equipment; and

WHEREAS, Consultant is a Canon-authorized dealer providing technicians that are required to comply with strict, specialized training requirements from Canon; and

WHEREAS, Consultant’s status with Canon is “Elite Status” certification, allowing them to maintain and repair the Canon equipment from Canon, and Consultant is located in the Santa Clarita Valley, further lowering costs for maintenance and repair; and

WHEREAS, Consultant possesses the necessary expert knowledge, experience, resources,

qualifications and ability to perform the services not available through District personnel, and Consultant is specially experienced and competent to provide to the District certain specialized services and/or advice required under this Agreement; and

WHEREAS, on or about _____ the District, Canon, and Consultant mutually agreed terminate the previous agreement with the intention of entering into a new agreement at a lower cost to the District; and

WHEREAS, the Parties now desire to enter into this Agreement so that Consultant will provide specialized services regarding the equipment the District is leasing from Canon.

NOW, THEREFORE, in consideration of the mutual covenants set forth below, the Parties hereby agree as follows:

ARTICLE 1 SERVICES TO BE PERFORMED BY CONSULTANT

Section 1.1 Performance of Services.

Consultant agrees to provide the equipment and services described in Appendix “A” to this Agreement (the “Services”) and shall provide other consulting services as may be requested by the District from time to time.

Section 1.2 Method of Performance And General Supervision.

Consultant will determine the methods, details, and means of performing the Services required by this Agreement. Subject to the foregoing, the District retains the right to inspect, to stop work, to prescribe alterations and generally to monitor Consultant’s work to ensure its conformity with the terms of this Agreement.

Section 1.3 Employment of Assistants.

Consultant may, at Consultant’s own expense, employ such assistants as Consultant deems necessary to perform the Services required of Consultant by this Agreement. District may not control, direct, or supervise Consultant’s assistants or Consultants in the performance of those Services.

Consultant shall provide, at Consultants own expense, a Copy Center Lead, Operators and Customer Care Representative who shall have at least two (2) years’ experience with production equipment and RSA Q-Direct Output Manager, or equivalent, in a K-12 print shop similar in size as the Districts. Consultant provided personnel operating the Digital Color Press shall have two (2) years Graphic Artist/Marketing experience.

Section 1.4 Consultant’s Certifications, Representations and Warranties.

Consultant makes the following certifications, representations and warranties for the benefit of the District. Consultant acknowledges and agrees that the District, in deciding to engage Consultant pursuant to this Agreement, is relying upon the truth and validity of the following

certifications, representation and warranties and their effectiveness throughout the term of this Agreement and the course of Consultant's engagement hereunder.

(a) Consultant is qualified in all respects to provide to the District all of the Services contemplated by this Agreement and, to the extent required by any applicable law, Consultant has all such licenses and/or governmental approvals as would be required to carry out and perform for the benefit of the District, such Services as are called for hereunder.

(b) Consultant, in providing the Services and in otherwise carrying out its obligations to the District under this Agreement, shall, at all times, comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, including workers' compensation and equal protection and non-discrimination laws.

(c) Consultant will perform its Services hereunder in a professional manner, using the degree of care and skill ordinarily exercised by, and consistent with, the current professional practices and standards of a professional practicing in California. The Consultant will furnish, at its expense, those Services that are set forth in this Agreement and represents that these Services as set forth herein are within the technical and professional areas of expertise of the Consultant or any sub-consultant the Consultant has engaged or will engage to perform the service(s).

ARTICLE 2 TERM AND TERMINATION

Section 2.1 Term.

(a) Consultant must deliver, install and implement all equipment, software and supplies called for under this Agreement on or before _____ ("Implementation Deadline"). The term of this Agreement shall begin on _____ and shall continue thereafter for a period of sixty (60) months (the "Services Term"), unless the Agreement is earlier terminated by either Party in accordance with Section 2.2, below.

(b) The implementation of the equipment, software and supplies shall be performed in accordance with the Consultant Implementation Plan, attached as Appendix B; the Consultant UniFLOW Implementation attached as Appendix "C"; and the Consultant Implementation Schedule for William S. Hart Union High School District attached as Appendix "D"

Delivery shall be within normal working hours of the District, Monday through Friday, excluding holidays. Consultant will provide all supplies necessary so that equipment may be set up for immediate use. Consultant shall coordinate installation of the new copiers with the existing provider(s) to insure that sites do not experience any downtime. Failure by Consultant to meet the Implementation Deadline shall subject Consultant to the assessment of liquidated damages in the amount of \$5,000 per calendar day until all equipment and supplies identified in Appendix "A" are delivered, installed and fully implemented.

Access to each site will be coordinated through the District's representative at least two (2) work-days in advance. Site access schedule and work plan must be submitted and approved by District prior to the Consultant arriving onsite.

Consultant must make delivery and install all subsequently ordered equipment or supplies within twenty-four (24) hours, unless negotiated otherwise with District, of receipt of order. Delivery shall be within normal working hours of the District, Monday through Friday, excluding holidays. Consultant shall provide all supplies necessary so that equipment may be set up for immediate use. There shall not be a minimum quantity requirement in order for the District to place orders for needed items.

Delivery charges, fuel surcharges, cost of transportation, handling and/or inspection on deliveries, or offers for delivery, or any additional cost associated with delivery will not be acceptable or paid.

Section 2.2 Termination.

(a) This Agreement may be terminated by either Party upon fourteen (14) days written notice to the other Party in the event of a substantial failure of performance by such other Party, including insolvency of Consultant or if the District should decide to abandon or indefinitely postpone the Project. The non-terminating Party shall have the opportunity to cure any alleged substantial failure of performance, or to make arrangements satisfactory to the terminating Party regarding such a proposed cure, within the foregoing 14 day period of time.

(b) In the event of a termination based upon abandonment or postponement by District, the District shall pay the Consultant for all Services performed and all expenses incurred under this Agreement supported by documentary evidence, including payroll records, and expense reports up until the date of the abandonment or postponement, plus any sums due the Consultant for Board-approved extra Services. In ascertaining the Services actually rendered hereunder up to the date of termination of this Agreement, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents, whether delivered to the District or in the possession of the Consultant. In the event termination is for a substantial failure of performance, all damages and costs associated with the termination, including increased consultant and replacement consultant costs, shall be deducted from payments to the Consultant.

(c) In the event a termination for cause by District is determined to have been made wrongfully, or without cause, then the termination shall be treated as a termination for convenience in accordance with Section 2.2 (d) below, and Consultant shall have no greater rights than it would have had if a termination for convenience had been effected in the first instance. No other loss, cost, damage, expense or liability may be claimed, requested or recovered by Consultant.

(d) The District may, upon Thirty (30) days written notice to the Consultant, with or without cause or reason, terminate this Agreement. Upon such termination, District shall compensate Consultant for products and services satisfactorily rendered to the date of termination. Written notice by the District shall be sufficient to stop further performance of delivery of products and services. Notice shall be deemed given when received by Consultant. This termination provision shall apply to this entire Agreement, including, but not limited to, the equipment Lease Agreement and all products and Services provided for in the Agreement.

(e) In the event of a dispute between the Parties as to performance of the work or the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the Parties shall attempt in good faith to resolve the dispute. Pending resolution of this dispute, Consultant agrees to continue the work diligently to completion. If the dispute is not resolved, Consultant agrees it will neither rescind the Agreement nor stop the progress of the work, but Consultant's sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute, after the Project has been completed, and not before. The Parties may agree in writing to submit any dispute between the Parties to arbitration. The District agrees to pay the Consultant the undisputed amounts due under this Agreement.

(f) The Parties understand and agree that this Termination Article shall govern all termination rights and procedures between the Parties. Any termination provision that is attached to this Agreement as an Appendix shall be void and unenforceable between the Parties.

(g) In the event the Lease Agreement is terminated, with or without cause or reason, this Agreement shall automatically terminate upon written notice to Consultant. Upon such termination, District shall compensate Consultant for products and services satisfactorily rendered to the date of termination.

ARTICLE 3 COMPENSATION

Section 3.1 Terms of Payment.

The District shall pay to Consultant, in exchange for satisfactory delivery and performance of the Services called for in this Agreement, the fees specified herein.

(a) **Monthly Base Fee**

District agrees to pay to consultant the following monthly base fees, as more fully specified in Appendix "E" to this Agreement:

- (i) Fleet Monthly Base Fee: 56,145.00;
- (ii) Managed Print Service Monthly Base Fee: \$8650.00; and

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The Fleet Monthly Base Fee, the Managed Print Service Monthly Base Fee and the High Quality Reprographic Services Monthly Base Fee shall hereinafter collectively be referred to as the "Total Monthly Base Fee". The Total Monthly Base Fee includes a twenty six thousand eight hundred fifteen dollar (\$26,815) monthly Lease Payment amount, defined below in Paragraph (d), to be paid by Consultant to Canon Financial Services Inc., on behalf of the District, for the lease-purchase of the equipment identified in the Lease Agreement (Appendix "M")

(b) **Per Copy Charges**

The District agrees to pay to consultant any applicable per copy charges specified in Appendix "E" to this Agreement ("Per Copy Charges"). The Per Copy Charges and the Total Monthly Base Fee shall hereinafter collectively be referred to as the "Services Payment."

(c) Company shall issue one monthly invoice to the District for the Services Payment. Invoices shall be submitted immediately in a form acceptable to District under the same firm name as shown on the purchase order. At a minimum the invoice should include a summary of charges, including the Total Monthly Base fee and any applicable Per Copy Charges broken-out by District location. Consultant shall list separately any applicable taxes payable by District and shall certify on the invoices that the Federal Excise tax is not included in the prices listed thereon. District shall make the Services Payment furnished under the purchase order within a reasonable and proper time after acceptance thereof and approval of the invoices by the authorized District representative.

(d) Any and all lease payments required under the Lease Agreement with Canon (as identified in Appendix "M") shall be included and separately identified in Consultant's monthly invoice to the District ("Lease Payment"). Pursuant to the issuance by Consultant of a valid, timely and undisputed monthly invoice, the District shall issue one (1) payment check to Consultant for the Services Payment, which will include the required Lease Payment. Consultant shall, in turn, timely remit the required Lease Payment to Canon on District's behalf.

In the event that the District makes a Lease Payment to Consultant and Consultant fails to timely remit the Lease Payment to Canon, such failure shall constitute a breach of this Agreement by Consultant. Consultant agrees and acknowledges that if Consultant fails to remit any Lease Payments to Canon, that Canon's sole and exclusive remedy shall be a claim directed against Consultant for failure to remit such payment.

The Consultant shall defend, indemnify and hold-harmless District, the Governing Board and each member thereof, and the District's other officers, employees, Contractors and agents (collectively, not including the District, the "District Agents"), and each of them, from and against any and all claims, actions, damages, losses, costs, expenses and other liabilities arising from, pertaining to, or directly or indirectly relating to failure by Consultant to remit any required Lease Payments to Canon.

Section 3.2 No Payroll Or Employment Taxes.

No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to Consultant. The payroll or employment taxes that are the subject of this Section include, but are not limited to, FICA, FUTA, federal personal income tax, state personal income tax, state disability insurance tax, and state unemployment insurance tax.

Section 3.3 Accounting Records Of The Consultant.

Records of the Consultant's direct personnel and authorized reimbursable expenses and records of accounts between the District and Consultant shall be kept on generally recognized accounting principles, and shall be available for inspection by the District at mutually convenient times.

ARTICLE 4 OTHER OBLIGATIONS OF CONSULTANT

Section 4.1 Nonexclusive Services.

Consultant may represent, perform Services for, and/or be employed by such additional companies, persons, or clients as Consultant, in Consultant's sole discretion, chooses.

Section 4.2 Workers Compensation And Unemployment Insurance And Licenses.

Consultant shall be responsible for providing, at Consultant's own expense, disability, unemployment and other insurance, workers' compensation, training, permits and licenses for Consultant and for Consultant's employees, agents and independent Consultants, as may be required by law.

In accordance with the provisions of California Labor Code Section 3700, Consultant shall secure the payment of compensation to his /her employees. Consultant shall sign and file with District the following certificate before performing the work under this Agreement: "I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance according to the provisions of the code, and I will comply with such provisions before starting the work of this Agreement." The form of such certificate is included in and made part of this Agreement.

Section 4.3 Materials And Equipment.

Consultant shall supply all materials and equipment required to perform the Services under this Agreement, except as may be otherwise specified in Appendix A. All equipment shall be new in the box, OEM parts, ISO-14001 certified without defect and shall comply with all current safety orders of OSHA, CALOSHA and/or NISHA and OSH-POD.

Section 4.4 Licenses, Permits, Fees And Assessments.

Consultant shall obtain at Consultant's sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the Services required by this Agreement. Consultant shall have the sole obligation to pay for any fees, assessments, and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for Consultant's performance of the Services required by this Agreement.

Section 4.5 Fingerprinting.

For any work performed by Consultant at District facilities, Consultant's employees are required to submit fingerprints to the Department of Justice where an employee may come into contact with students at any District site pursuant to Education Code section 45125.1. The Department of Justice will ascertain whether the employee has a pending criminal proceeding for a violent or serious felony, or has been convicted of a violent or serious felony as those terms are defined in Penal Code sections 667.5(c) and 1192.7(c), respectively. Consultant shall not permit an employee to come into contact with students until the Department of Justice has ascertained that the employee has not been convicted of a felony as defined in Education Code section 45125.1.

Consultant shall provide District with a list of names of employees who may come into contact with students and must certify in writing to the District that none of its employees who may come into contact with students have been convicted of a felony as defined in Education Code section 45125.1. District may request the removal of an employee from a District site at any time. Failure to comply with any of the provisions of this Section may result in termination of this Agreement.

Section 4.6 Confidentiality.

Consultant acknowledges that, during the term of this Agreement, Consultant may have access to privileged and confidential materials and information in the custody of clients of the District, including, but not limited to, Student Information, defined below. Consultant covenants and agrees to keep such information confidential and not to disclose such information directly or indirectly during, or subsequent to, the term of this Agreement. Consultant further acknowledges that, during the term of this Agreement, Consultant may obtain and have access to certain proprietary or confidential information, knowledge, technology, data, methods, files, records, and client lists relating to the District's business (collectively, the "Confidential Information"), which the District and Consultant agree are proprietary or confidential in nature.

Consultant acknowledges that:

- (a) The Confidential Information will be developed and acquired by the District at great expense, is of great significance and value to the District, and constitutes trade secrets;
- (b) The Confidential Information will be made known to the Consultant in full reliance on this Agreement;
- (c) The Confidential Information is material and critically important to the effective and successful conduct of the District's business operations and activities; and
- (d) Any use of the Confidential Information by Consultant other than for the District's benefit in connection with the business relationship between Consultant and the District established by this Agreement will constitute a wrongful usurpation of the Confidential Information by Consultant. The Consultant hereby agrees to forever hold the Confidential Information in strict confidence and secret; provided, however, that Consultant may disclose any or all of the Confidential Information to any corporation, partnership, trust, firm or other business entity not affiliated with the District if prior written consent of the District is obtained by Consultant.

Section 4.7 Protection Of Student Education Records And Information.

(a) Student Information. Student data, records and information ("Student Information") includes paper and electronic student education record information supplied by District, as well as any data provided by District students and parents to the Consultant, which is protected by federal and state law, including but not limited to, 20 U.S.C. section 1232(g) and Education Code sections 49060, *et seq.* Consultant acknowledges that the Agreement requires the

Consultant access to Student Information to perform this Agreement. Consultant receives this Student Information in its capacity as a “school official” for purposes of performing its obligations under this Agreement. Both District and Consultant certify that they will abide by state and federal laws concerning confidential Student Information.

(b) Prohibition on Unauthorized Use or Disclosure of Student Information. Consultant agrees to hold Student Information in strict confidence. Consultant shall not use or disclose Student Information received from or on behalf of District, except as permitted or required by the Agreement, or as required by law. Consultant agrees that it will protect the Student Information it receives from or on behalf of District according to commercially acceptable standards and no less rigorously than it protects its own confidential information.

(c) Return or Destruction of Student Information. Upon termination, cancellation, expiration or other conclusion of the Agreement, Consultant shall return all Student Information to District, or if return is not feasible as determined by District in written notice to Consultant, destroy any and all Student Information.

(d) District Remedies. If District reasonably determines in good faith that Consultant has materially breached any of its obligations under this Article, District, in its sole discretion, shall have the right to provide Consultant with a fifteen (15) day period to cure the breach, or terminate the Agreement immediately if cure is not possible. District shall provide written notice to Consultant describing the violation and the action it intends to take.

(e) Maintenance of the Security of Student Information. Consultant shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all maintained or transmitted Student Information received from or on behalf of District or its students. These measures will be extended by contract to all subcontractors used by Consultant.

(f) Reporting of Unauthorized Disclosures or Misuse of Student Information. Consultant, within one day of discovery, shall report to District any use or disclosure of Student Information not authorized by the Agreement or in writing by District. Consultant’s report shall identify: (i) the nature of the unauthorized use or disclosure; (ii) the Student Information used or disclosed; (iii) who made the unauthorized use or received the unauthorized disclosure; (iv) what Consultant has done or shall do to mitigate any effect of the unauthorized use or disclosure; and (v) what corrective action Consultant has taken or shall take to prevent future similar unauthorized use or disclosure. Consultant shall provide such other information, including a written report, requested by District.

Section 4.8 Insurance.

Consultant shall purchase and maintain policies of insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to District which will protect Consultant and District from claims which may arise out of or result from Consultant’s actions or inactions relating to the Agreement, whether such actions or inactions be by themselves or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

(a) Workers' compensation insurance as required by State Law and employer's liability insurance with coverage in an amount not less than \$1,000,000.

(b) A policy of commercial general liability insurance, written on an "occurrence" basis, providing coverage with not less than \$1,000,000 per occurrence for bodily injury, personal injury and property damage and must include a separate endorsement naming the District, the Governing Board of District and each member thereof, and the District's other officers, agents, employees and volunteers (collectively, not including District, the "District's agents"), individually and collectively, as additional insureds.

(c) A policy of business vehicle liability insurance, written on a "per accident" basis with a combined single limit of not less than \$1,000,000 per accident for bodily injury and property damage. The Vehicle Liability policy shall include coverage for owned, hired and non-owned automobiles, including:

Each policy of insurance required in 4.8(b) above shall name District and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of Consultant hereunder, such policy is primary and any insurance carried by District is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to District prior to cancellation. The Consultant hereby waives, on behalf of its insurers, any and all rights to subrogation that any such insurer may acquire by virtue of the payment of any loss. Each policy of the General Liability Insurance shall be endorsed with a waiver of the insurer's rights of subrogation against the District. Consultant shall notify District as soon as is reasonably possible in the event of material change in, or failure to renew, each policy listed above.

Prior to commencing work, Consultant shall deliver to District certificates of insurance as evidence of compliance with the requirements herein. In the event Consultant fails to secure or maintain any policy of insurance required hereby, District may, at its sole discretion, secure such policy of insurance in the name of and for the account of Consultant, and in such event Consultant shall reimburse District upon demand for the cost thereof.

Consultant shall maintain the insurance policies required pursuant to this Agreement in effect at least until the date is one year following final payment to Consultant pursuant to this Agreement.

The insurance policies required pursuant to this Agreement shall be issued by one or more insurers licensed to do business in the state and having an A.M. Best company rating of not less than "A-" and a financial size category of "IX".

Section 4.9 Indemnification.

The Consultant shall defend (with or without formal demand thereof), indemnify and hold harmless District, the Governing Board and each member thereof, and the District's other officers, employees, Contractors and agents (collectively, not including the District, the "District Agents"), and each of them, from and against any and all claims, actions, damages, losses, costs, reasonable attorney's fees, expenses and other liabilities (including, but not limited to, damage to property and injury, including death, of any person) arising from, pertaining to, or directly or indirectly

relating to the Services performed by Consultant, or anyone working under or for Consultant, and/or in connection with the performance of this Contract. Any defense of District and/or District Agents shall be by qualified and appropriately experienced legal counsel reasonably acceptable to District, but selected and retained by the Consultant at its sole cost. Consultant's obligations pursuant to this Section shall survive the expiration or termination of this Contract. This indemnification shall extend to claims occurring after this Agreement is terminated as well as while it is in force.

Notwithstanding anything to the contrary, the Consultant shall not be responsible or liable to defend, indemnify, or hold-harmless the District or District Agents to the extent that a claim, demand, action, other proceeding, lien, judgment, damage, loss, cost, expense, or other liability is the result of the active negligence or willful misconduct of the District or District Agents, in which event the District and the Consultant shall be responsible and liable on a comparative basis.

Notwithstanding anything to the contrary, but except as set forth no person, entity, or party, including but not limited to the District or the Consultant, shall be allowed to recover attorney's fees that are incurred to enforce or defend this Agreement.

Section 4.10 Return of District Property.

On the termination of this Agreement or whenever requested by the District, Consultant shall immediately deliver to the District all property in Consultant's possession or under Consultant's control belonging to the District in good condition, ordinary wear and tear and damage by any cause beyond the reasonable control of Consultant excepted.

Section 4.11 Changes Related To Program Need.

During the term of this Agreement, District may add additional copiers and printers, reduce the number of copiers and printers, or upgrade/downgrade copiers to a different performance band in response to changes to program needs. These changes will be made at costs negotiated with the District. In the event the District elects to add additional copiers and printers, reduce the number of copiers and printers, or upgrade/downgrade copiers to a different performance band, Consultant shall work with the District and Canon to make any required changes to the lease schedule. These changes will not be effective until the Lease Agreement is updated accordingly.

Section 4.12 Penalty For Non-Performance.

If MFD equipment provided by Consultant is inoperable for more than three (3) business days, District shall deduct from the Consultant's invoice a penalty of one hundred (\$100.00) dollars per day, per piece of inoperable MFD equipment. It is understood that these penalties will be assessed in the interest of assuring that District has working equipment at all times. Consultant may install loaner equipment of equal or better specifications than the inoperable equipment to avoid penalties.

Section 4.13 Exclusions.

Repairs for damage or loss caused by any other than normal and reasonable use shall not be covered by this Agreement. Accidental damage will not be deemed as unreasonable use and

will be covered by the Consultant's maintenance services. Written estimates for work required for the aforementioned reasons will be submitted in advance by Consultant to District's authorized designee prior to any work being performed. Authorization for said repairs shall be a separate Purchase Order issued by District's Purchasing Department.

Section 4.14 Training.

Consultant shall provide initial and on-going training on each piece of installed equipment required at no charge to District. All initial training shall occur at the time new equipment is delivered so that all users know the basic function of making a copy. Additional training, up to 2 hours in length to non-technical and technical users, shall be delivered at each specific equipment location (school/department/office). The actual timeframe for training is highly dependent on the proper installation of the equipment, but Consultant should endeavor to provide this training within 1 week of successful installation and/or connection to the District's network. District may extend training delivery based on individual school/department/site requirements. Consultant shall do everything in its control to ensure that the training is scheduled with the end users Agency personnel within an acceptable timeframe.

Section 4.15 Inspection.

All supplies and products delivered to District shall be in good condition at the time of delivery and are subject to inspection and rejection by District. District may return at the Consultant's expense any supplies or equipment that fail to perform properly. Such supplies and/or equipment shall be considered as rejected and promptly replaced by Consultant. No payment shall be required until replacement is complete.

Any merchandise damaged in shipment may be refused by District and may be returned at the Consultant's expense. Consultant shall trace any merchandise lost in shipment. Consultant has no more than thirty (30) days to remedy defective or damaged equipment.

Section 4.16 Warranty.

- (a) **Services Warranty.** Consultant warrants to the District that the Services will be performed in a professional and workmanlike manner by Consultant personnel with appropriate training, experience and skills in accordance with the attached Scope of Services. If the Services do not comply with the Scope of Services, Customer will notify Consultant in writing, detailing its concerns and, within 10 days following Consultant's receipt of such notice, Consultant and Customer will meet, clarify the Customer's concern(s) and begin to develop a corrective action plan. Customer's remedies under this warranty for Consultant's non-compliance with this warranty, shall include, but not be limited to, Consultant modifying the Services to comply with the Scope of Services or other requirements or Consultant re-doing non-compliant work at no additional charge within 60 days of finalizing the corrective action plan or another time period agreed to in writing by the parties.
- (b) **Equipment Warranty.** Consultant hereby warrants to the District that any equipment supplied by Consultant pursuant to this Agreement shall be free from defects in material and workmanship for the entire term of this Agreement. If any

equipment supplied by Consultant is found to be defective at any time during the term of this Agreement, Consultant shall, at the District's sole discretion, do one of the following: (1) immediately repair the equipment at no charge for parts or labor; (2) immediately replace the equipment with comparable equipment; or (3) immediately refund the amount paid for the equipment, less a reasonable allowance for usage, upon its return.

- (c) **Lemon Clause.** During the term of this Agreement, Consultant must repair and/or replace any "Lemon" equipment supplied by Consultant without cost to the District, with the understanding that all replacements shall meet or exceed the original specifications and shall carry the same guarantee as the original item(s). Consultant shall make any such repairs and/or replacements immediately upon receiving notification from the District.

"Lemon" is determined by District preference to replace, usually indicated by two major failures of the same nature within one month, or continued break-downs that have not been repaired to District's satisfaction of proper operation. District may require replacement of the device, at its sole discretion, as to the Lemon units, and Consultant shall replace the unit within ten (10) business days, without question.

Section 4.17 Consultant's Guarantee To District.

Consultant shall submit, in writing, on proposed devices for total and complete customer satisfaction guarantee.

Guarantee shall state that if District is not completely satisfied with any of the proposed and installed equipment from Consultant, Consultant will at District's request, replace it without surcharge with an identical model, or as agreed upon by the parties, with a device with comparable features, or better, and capabilities. This guarantee will be effective following the initial equipment delivery and will remain effective during the entire term of the Lease Agreement for all equipment under the Lease Agreement that was continuously maintained by Consultant or Consultant's authorized representatives.

Section 4.18 Consultant Identification.

All Consultant personnel working under this Agreement shall be identified by a distinctive nameplate, emblem, patch or badge displayed on the outer garment in a visible location and approved by District.

All Consultant vehicles shall have the name of the Consultant prominently displayed and all must be currently licensed throughout the term of this Agreement. All Consultant vehicles shall be used with extreme caution while on District property. In the event that Consultant shall require vehicle access on District property when school is not in session, Consultant shall be required to lock any gate or door to which Consultant has access. Consultant shall at all times furnish and maintain a sufficient number of vehicles to perform the Services required under this Agreement. Consultant vehicles must be kept in good repair.

All Consultant personnel shall be qualified and properly trained to perform the Services required under this Agreement as well as completing the criminal background check.

Section 4.19 Performance Bond.

Within seven days following the Effective Date, the Consultant must provide to the District a bond to ensure faithful (including, without limitation, timely) performance by the Consultant of its obligations pursuant to the Agreement (“Performance Bond”). The Performance Bond must be in substantially the form attached hereto as Appendix “N”; provided, however, that the District will approve revisions to a Performance Bond to the extent required to ensure compliance with applicable laws. The Performance Bond must name the District as the entity to which the Consultant and the surety are bound. The Performance Bond shall not have a stated expiration date, and the Performance Bond shall remain in effect at all times that the Consultant has any obligation pursuant to the Agreement.

The Performance Bond initially must have a penal sum equal to the total value of this Agreement over its five-year term. If the total value is increased upon mutual agreement of the Parties in writing, then, within seven days after such increase, the Consultant must increase the amount of the Performance Bond to equal the total increased agreement price. In addition, the Consultant shall review and renew or amend the Performance Bond within seven days after receiving notice from the District that the Performance Bond has become insufficient.

The Performance Bond must be issued by a surety that is authorized and admitted to transact business in the State of California in accordance with Code of Civil Procedure Section 995.120. The Performance Bond must be signed by the duly-authorized representatives of both the Consultant and the surety, and the signatures must be notarized. In addition, the Consultant must attach to the Performance Bond either of the following documents as required by Code of Civil Procedure Section 995.311: (i) a printout from the website of the California Department of Insurance confirming that the surety is an admitted surety insurer; or (ii) a certificate from the Clerk of Los Angeles County (“County”) that the surety is an admitted surety insurer. Should any surety lose its status as a State-admitted surety, the Consultant shall immediately provide written notice thereof to the District, and the District shall make no further payments to the Consultant pursuant to the Agreement until such time as the surety regains its status or the Consultant obtains and the District qualifies and approves a substitute surety.

No change in, or extension of, the Services or the Agreement or other action permitted pursuant to the Agreement shall be deemed or construed to, in any manner or respect, release the Consultant or any surety that has issued the Performance Bond from their respective obligations pursuant to the Performance Bond, and each such surety shall be deemed to have waived notice of such changes, extensions, and other actions.

ARTICLE 5 GENERAL PROVISIONS

Section 5.1 Disputes Resolution.

In the event of any disputes or disagreement between the District and Consultant with respect to the interpretation of any provision of this Agreement, or to the performance of the Parties

under this Agreement, each Party shall appoint a designated representative to meet in good faith, to resolve the dispute or to negotiate an adjustment to any provision of this Agreement. Such negotiations shall be conducted in a timely manner to avoid undue delay in resolving the dispute. No formal proceeding for judicial resolution of any dispute or disagreement shall be commenced until a Party concludes in good faith and provides written notice to the other Party that an amicable resolution of the matter at issue through continued negotiation does not appear likely.

Section 5.2 Default.

A Party will be considered in default of its obligations under this Agreement if such Party should fail to observe, to comply with, or to perform any term, condition, or covenant contained in this Agreement and such failure continues for ten (10) days after the non-defaulting Party gives the defaulting Party written notice thereof. In the event of default, the non-defaulting Party, upon written notice to the defaulting Party, may terminate this Agreement as of the date specified in the notice, and may seek such other and further relief as may be provided by law.

Section 5.3 Amendments.

This Agreement may not be altered or modified, except by a writing signed by the Parties.

Section 5.4 Status Of Consultant.

The Consultant shall be deemed at all times to be an independent contractor and shall be wholly responsible for the manner in which the Consultant performs the Services required of the Consultant by the terms of this Agreement. The Consultant shall be liable for the acts and omissions of it, its employees and its agents. Nothing contained herein shall be construed as creating the employment or agency relationship between the District and the Consultant. Terms in this Agreement referring to direction from the District shall be construed as providing for direction as to the policy and the result of the Consultant's work only and not as to the means by which such result is obtained.

Neither Consultant nor its employees, agents or independent Consultants shall become an employee, joint venturer, partner, agent or principal of the District while this Agreement is in effect. Consultant's employees, agents and independent Consultants shall not be entitled to the rights or benefits afforded to the District's employees, including disability or unemployment insurance, workers' compensation, medical insurance, sick leave or any other employment benefit.

Section 5.5 Governing Law.

This Agreement shall be governed by and construed according to the laws of the State of California that would apply if all Parties were residents of California and the Agreement was made and performed in California. Venue shall be in Los Angeles County, California.

Section 5.6 Notices.

All notices and demands between the Parties hereto shall be in writing and shall be served either personally or by registered or certified mail. Such notices or demands shall be deemed given when personally delivered or seventy-two (72) hours after the deposit thereof in the United States

mail, postage prepaid, addressed to the Party to whom such notice or demand is to be given or made. Such notices and demands may also be sent by telex, telegraph, telecopier or other similar electronic transmission device providing for a permanent record of the notice or demand, and, if so served, such notice or demand shall be deemed given and made at the time the device confirms to the sender delivery thereof to the addressee.

All notices and demands shall be given as follows:

To the District:

Attn: Ralph Peschek
Chief Business Officer
21380 Centre Pointe Parkway
Santa Clarita, CA 91350

To the Consultant:

Attn:

Each Party may designate in writing such other place or places that notices and demands may be given.

Section 5.7 Assignment.

This Agreement shall not be assigned by either Party without the prior written consent of the other Party. The foregoing shall also apply before any assignment for the benefit of creditors is authorized.

Section 5.8 Order Of Precedence.

In the event of any conflict or inconsistency in the interpretation of this Agreement (including Attachments or Appendices), such conflict or inconsistency shall be resolved by giving precedence to the body of this Agreement, then to the Appendices in the order they are listed in the Recitals.

Section 5.9 Agreement Interpretation.

This Agreement is the result of arm's length negotiations between the Parties, and shall be construed as drafted by all Parties such that any ambiguities shall not be construed against either Party.

Section 5.10 Counterparts.

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and will become effective and binding upon the Parties as of the Effective Date at such time as all signatories hereto have signed a counterpart of this Agreement.

Section 5.11 Entire Agreement.

This Agreement contains the entire agreement between the Parties with respect to the subject matter of this Agreement and it supersedes all other prior and contemporary agreements, understanding, and commitments between the Parties with respect to the subject matter of the Agreement.

Section 5.12 Severability.

If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

Section 5.13 Effect Of Recitals.

The Recitals and Appendices herein are deemed true and correct, are hereby incorporated into this Agreement as though fully set forth herein, and the Parties acknowledge and agree that they are bound by the same.

Section 5.14 Force Majeure.

Notwithstanding any other terms and conditions hereof, in the event that a Party is materially unable to perform any of its obligations hereunder because of severe weather, natural disasters, riots, wars, acts of terrorism, governmental action or other events of force majeure beyond the Party's control, then such Party shall, upon written notice to the other Party hereof, be relieved from its performance of such obligations to the extent, and for the duration, that such performance is prevented by such events; provided that such Party shall at all times use its best efforts to resume such performance.

Notwithstanding the foregoing, the Parties acknowledge that the COVID-19 pandemic is on-going. Consultant agrees that it will comply with all federal, state, and local laws, ordinances, rules, orders, regulations, and health guidelines regarding COVID-19 (collectively "COVID-19 Laws"). Consultant shall be solely responsible for developing and implementing any and all safety measures specified, implied, or otherwise reasonably necessary to comply with any COVID-19 Laws applicable to the Consultant Services including, but not limited to: (1) establishing and enforcing social distancing protocols, (2) requiring and enforcing mask wearing requirements, (3) providing adequate hygiene and sanitary supplies such as hand sanitizer and cleaner for Consultant's employees or anyone working on Consultant's behalf, and (4) taking temperatures prior to allowing Consultant staff or other employees or agents to enter District facilities. Consultant shall be solely responsible for determining the specific safety measures that are required or recommended with respect to Consultant's property, equipment, or vehicles.

Consultant shall be solely responsible for developing and implementing a cleaning procedure for its applicable equipment. Contractor shall use such cleaning products as are approved by the Centers for Disease Control and Prevention as being effective to eliminate the COVID-19 virus on its equipment that will be used on or in District facilities/property. This cleaning process must be implemented before any such performance of Services.

Notwithstanding anything to the contrary, the Parties agree that the District shall have the sole right to pause or postpone any Services from Consultant if such a pause/postponement is directly or indirectly related to the COVID-19 health crisis. In the event the District determines the need to pause/postpone this Agreement, the District shall provide Consultant with written notice explaining the reason(s) for such a pause/postponement. Consultant shall be entitled to compensation for services performed up to, but not including, the date a pause/postponement begins. Consultant expressly acknowledges that Consultant shall not be entitled to any compensation whatsoever during the pause/postponement. The Parties acknowledge that the foregoing pause/postponement provisions shall not constitute an anticipatory breach/repudiation or an actual breach of this Agreement. No pause/postponement shall last longer than 90 calendar days from the date of the written notice from the District. If a pause/postponement lasts longer than 90 calendar days, either Party may terminate this Agreement under Section 2.2(a) of this Agreement.

Section 5.15 Subcontracting.

There shall be no subcontracting or joint venture of any Services, marketing, or other activities by Consultant unless specifically approved in advance in writing by District's authorized designee, Consultant shall act as the single principle for all products and Services in this Agreement.

Section 5.16 Non-Collusion.

Prior to, or concurrent with, the Effective Date of this Agreement, Consultant agrees to sign the Non-collusion Declaration attached hereto as Appendix F.

IN WITNESS WHEREOF, the Parties hereto have entered into this Agreement as of the Effective Date of this Agreement.

DISTRICT:

**WILLIAM S. HART UNION HIGH SCHOOL
DISTRICT**

By: _____
Name and Title: _____

CONSULTANT:

AMERICAN BUSINESS MACHINES, INC.

By: _____
Name and Title: _____

APPENDIX “A”

SCOPE OF SERVICES

Section 1. General Services

Consultant agrees to provide the following Services:

- a. Manage all aspects of Consultant’s Facilities associate Human resources, including associate sourcing and selection, training, schedules, coverage, development and performance evaluation.
- b. Deliver and install copiers in locations designated by District fully stocked and operational (Paper is supplied by District, but Consultant shall stock the units with all other necessary supplies for immediate operation).
- c. Comply with District requirements to relocate school site Multi-Function Device (“MFD”) equipment without additional charges to District. This requirement is to help preserve useful life by equalizing the number of impressions made on like devices. It does not apply to Managed Print Services (“MPS”) devices or production center devices.
- d. Provide change of equipment and relocation of copy machines without charge for the delivery, installation, and supplies for additional copiers or relocation of existing machines, including removal.
- e. Provide all newly installed copy machines with a full amount of supplies.
- f. Provide a minimum of one (1) hour training at each copier location as the new equipment that is delivered. Provide additional one (1) to two (2) hour training within two weeks of the new equipment being installed. Consultant shall supply or develop a training video for each type of MFD provided to District. Training and training videos are not required for printers or Copy Center equipment.
- g. Provide evidence that Consultant is an authorized dealer and must maintain a qualified staff of technicians that are manufacturer certified, and have a local repair facility within fifty (50) mile radius of District with an inventory of parts at that facility for the copiers installed.
- h. Achieve performance target of 95% up-time, on a monthly basis. Fleet equipment Up-time will be calculated for a 12 hour day (between 6AM to 6PM) and Production equipment at the Copy Center Up-Time will be calculated for a 24 hour day.
- i. Provide guaranteed 24 hour on-site delivery to school premises for jobs between 50 – 1500 impressions received by 4:00PM.

- j. Consultant associate shall configure and manage production printers and copiers and shall configure job processing, settings, manage job queue, process fields and print jobs per the User's specifications.
- k. Provide the manufacturer's newest, most recent series or "generation" Equipment. Acceptable copiers shall be all "New Equipment" or "Newly Manufactured Equipment."
- l. In the event that, during the Agreement term, the model supplied becomes unavailable from the manufacturer due to a model change, the Consultant shall furnish a model equal to or better than the original model proposed.
- m. Consultant will service the existing printer asset base and replace printers when required from Consultant branded units or Hewlett Packard units.
- n. Consultant will manage the printer asset base so that consumables arrive at the respective school premises before the consumable reaches 20% depletion. Consumable must be mailed to the correct school premises with a label indicating the unit serial number, and the room number where the unit is housed or the consumable may be delivered to the school premises by Consultant's Facilities personnel.
- o. Consultant will provide a phone number and an email address so District may order printer asset base consumables. Consultant will provide a phone number and email address for each process District of the proposed solution.
- p. Include full maintenance service, preventative maintenance service for all machines and will include parts, including but not limited to drums, belts, process rollers, brushes and all labor.
- q. No charge to District for copies metered during service calls.
- r. Consultant shall service the District's existing asset base and replace printers when required from Consultant branded units or Hewlett Packard units. Consultant will communicate printer replacements with District's Director of Technology. Printers will not be replaced prior to District's consent. District will allow Consultant to replace whatever printers they cannot support, or replace printers to attain new technology with lower costs. The proposed printers shall provide requirements that are equal to or better than the specifications outlined in this document. All desktop printers, provided by Consultant, during the term of the agreement will be owned by District at no additional cost, at the end of the agreement term. Consultant will not only supply and service the printers, but shall also provide a uniform-print driver, and queue management. The District's Technology Services Department will provide and house the servers, including all updates and replacement if necessary. The Consultant shall have access to the servers to deploy necessary software upgrades and updates. Consultant shall request access to the servers by providing the District's Technology Services Department with 24-hour advance

notice. Consultant will be afforded the opportunity to make recommendations for data-driven additions or deletions during the term of the agreement.

- s. District schools and offices average monthly print volume on the desktop b/w printer fleet of five hundred forty-four thousand (544,000) and the desktop color printer fleet of twenty-two thousand (22,000) and the desktop color cube printer fleet of four thousand six hundred (4600). Consultant shall drive uniform device behavior across the MPS environment and provide firmware updates to comply with District's security standards. Consultant shall provide monthly reporting that shows compliance and identifies gaps that can be fixed.
- t. Consultant shall provide print-governance software to manage employee printing and control the device output between all devices. The diversion shall be offered as a suggestion for each user to accept or deny. System shall be able to report each user's acceptance tolerance. Automatic diversion may be implemented during the term of the Agreement.

u. Copy Center

- i. Consultant shall be solely responsible to hire, recruit, manage, train and motivate Copy Center personnel and set the hours of operation to manage the volume and expectations as outlined in the Agreement. The Copy Center shall have Facilities outsourced personnel to support the document/imaging output, as well as maintain the MFD and printer fleet at District's sites. Users shall submit their copy jobs for next day delivery via scanning directly to the Copy Center, via hardcopy pick-up by Consultant associate and via electronic submission via web interface from user's PC. Each user is guaranteed next-day delivery if their submission is between 50 -1500 impressions. Consultant personnel shall manage the copy job requests, received at the Copy Center by 4 PM., in order to return them to the user mailboxes at each site the following morning by first bell. The High School first bell is 6:55AM and the Junior High School first bell is 7:55AM. Consultant's delivery of jobs will not be limited to the times set forth above. From time to time, Consultant agrees that it may be required to deliver lost, re-run, or emergency jobs at any point of the day during District's normal business hours. Consultant agrees that it may be required, from time to time, to deliver supplies for equipment to properly function. Such deliveries shall be made at any point of the day during District's normal business hours. All jobs shall be individually banded or shrink wrapped for security. Consultant shall be responsible for providing the vehicle to accommodate the daily deliveries. Consultant shall be responsible for first response break/fix for all equipment throughout all of District's facilities. The District currently supplies contains the following pieces of equipment at the Copy Center: pallet jack, shelving, dollies, landline sets, desks, tables and chairs. District shall also provide, maintain and make available to Consultant, one (1) Windows workstation in the Copy Center. Consultant will provide an email account for Copy Center use.

- ii. The District shall be responsible for maintenance of the Copy Center; however, Consultant shall be responsible for immediately notifying District of any unusual conditions affecting the Copy Center, including, but not limited to, vandalism, fire, water damage, etc. Consultant shall notify the District's Buyer at (661) 259-0033 x380 during business hours to report any such occurrence.
- iii. Under no circumstances may Consultant perform any tenant improvements to the Copy Center without the prior written consent of the District. For purposes of this Agreement, tenant improvements shall refer to any changes to the interior or exterior of the Copy Center to accommodate the needs of Consultant, including, but not limited to, floor and wall coverings, wall partitions, electrical outlets, etc.
- v. Consultant shall successfully identify and address workflow problems, and provide adequate back-up or work-around solutions in the event that an MFD device is temporarily disabled due to maintenance issues. Consultant shall provide maintenance during District operating hours. No Overtime charges will be allowed unless authorized by District prior to the service being rendered.
- w. Consultant shall partner with the District to define, identify and implement value added resources and engineering to improve the document output environment.
- x. Any and all equipment supplied pursuant to this Agreement shall be new in the box, OEM parts, ISO-14001 certified without defect and shall comply with all current safety orders of OSHA, CALOSHA and/or NISHA and OSH-POD. No re-manufactured equipment will be allowed.
- y. Consultant shall attend an in-person meeting with District to discuss installation, progress, service/equipment, issues, usage, changes to copier placements, new orders, billing, recommendations for right-sizing/replacing units, etc. Meeting will occur at least:
 - a). Weekly; from award of the contract until two-weeks after installations are complete; and
 - b). Monthly; thereafter for the duration of the contract at days/times set with District.

Section 2. Fleet Equipment

- a. Consultant shall provide the following equipment (hereinafter collectively referred to as the “Fleet Equipment”) at the designated locations:

	LOCATION	MO AVG	CURRENT MODEL	REPLACEMENT MODEL
1	Arroyo Seco JHS - 1104 Office/Lounge	22,150	iR-ADV 6555	iR-ADV DX 6755i
2	Arroyo Seco JHS - 128 Staff Workroom	30,078	iR-ADV 6555	iR-ADV DX 6755i
3	Arroyo Seco JHS - 128 Staff Workroom	22,473	iR-ADV 6555	iR-ADV DX 6755i
4	Arroyo Seco JHS - Health Office	381	iR-ADV 400	iR-ADV DX527iF
5	Arroyo Seco JHS - 124 Administration	1,554	iR-ADV 400	iR-ADV DX527iF
6	La Mesa JHS - Main Workroom	35,023	iR-ADV 6565	iR-ADV DX 6765i
7	La Mesa JHS - Main Workroom	46,551	iR-ADV 6565	iR-ADV DX 6765i
8	La Mesa JHS - Attendance	3,508	iR-ADV 400	iR-ADV DX527iF
9	Placerita JHS - Attendance	1,740	iR-ADV 400	iR-ADV DX527iF
10	Placerita JHS - Faculty Workroom	29,387	iR-ADV 6565	iR-ADV DX 6765i
11	Placerita JHS - Library	19,633	iR-ADV 6555	iR-ADV DX 6755i
12	Placerita JHS - Classroom 44	13,137	iR-ADV 6555	iR-ADV DX 6755i
13	Rancho Pico JHS - (moved from LM)	1,427	iR-ADV 400	iR-ADV DX527iF
14	Rancho Pico JHS - Admin Front Office	1,050	iR-ADV 400	iR-ADV DX527iF
15	Rancho Pico JHS - Teacher's Workroom	23,153	iR-ADV 6555	iR-ADV DX 6755i
16	Rancho Pico JHS - 411	1,257	iR-ADV 400	iR-ADV DX527iF
17	Rancho Pico JHS - 414	24,914	iR-ADV 6555	iR-ADV DX 6755i
18	Rio Norte JHS - Administration Workroom	15,773	iR-ADV 6555	iR-ADV DX 6755i
19	Rio Norte JHS - C15	23,942	iR-ADV 6555	iR-ADV DX 6755i
20	Rio Norte JHS - Administration Office	1,313	iR-ADV 400	iR-ADV DX527iF
21	Sierra Vista JHS - Library Workroom	8,020	iR-ADV 6555	iR-ADV DX 6755i
22	Sierra Vista JHS - AP Offices	4,262	iR-ADV 4235	iR-ADV DX 4735i
23	Sierra Vista JHS - Counselor's Reception	5,422	iR-ADV 4235	iR-ADV DX 4735i

	LOCATION	MO AVG	CURRENT MODEL	REPLACEMENT MODEL
24	Sierra Vista JHS - Teacher Lounge	48,828	iR-ADV 6565	iR-ADV DX 6765i
25	Sierra Vista JHS - Teacher Lounge	48,828	iR-ADV 6565	iR-ADV DX 6765i
26	Bowman HS - Copy Room	19,063	iR-ADV 6565	iR-ADV DX 6755i
27	Bowman HS - Quiet Room	10,298	iR-ADV 6555	iR-ADV DX 6755i
28	Bowman HS - Admin Office	1,550	iR-ADV 400	iR-ADV DX527iF
29	Canyon HS - V1	11,941	iR-ADV 6555	iR-ADV DX 6755i
30	Canyon HS - L16	11,925	iR-ADV 6555	iR-ADV DX 6755i
31	Canyon HS - E6	41,785	iR-ADV 6575	iR-ADV DX 6775i
32	Canyon HS - H(SRC)	512	iR-ADV 400	iR-ADV DX527iF
33	Canyon HS - E6	28,807	iR-ADV 6565	iR-ADV DX 6765i
34	Canyon HS - E6	39,301	iR-ADV 6565	iR-ADV DX 6765i
35	Canyon HS - L28	1,497	iR-ADV 400	iR-ADV DX527iF
36	Canyon HS - G128	1,321	iR-ADV 400	iR-ADV DX527iF
37	Castaic HS - Room 119	3,389	iR-ADV 6565 III	Keep
38	Castaic HS - Library	156	iR-ADV 4535 III	Keep
39	Castaic HS - Room 131	2,065	iR-ADV 4535 III	Keep
40	Castaic HS - Front Office	486	iR-ADV 525	Keep
41	Golden Valley HS - 400 Workroom	26,273	iR-ADV 6555	iR-ADV DX 6755i
42	Golden Valley HS - 201	20,483	iR-ADV 6555	iR-ADV DX 6755i
43	Golden Valley HS - 500 Lounge	20,087	iR-ADV 6555	iR-ADV DX 6755i
44	Golden Valley HS - Registrar	1,643	iR-ADV 400	iR-ADV DX527iF
45	Golden Valley HS - 100 (front)	2,437	iR-ADV 400	iR-ADV DX527iF
46	Golden Valley HS - 100 Mailroom	18,991	iR-ADV 6565	iR-ADV DX 6755i
47	Golden Valley HS - Attendance	2,209	iR-ADV 400	iR-ADV DX527iF
48	Hart HS - Attendance	973	iR-ADV 400	iR-ADV DX527iF
49	Hart HS - Principal	3,427	iR-ADV 4235	iR-ADV DX 4735i
50	Hart HS - Counselor's Office	3,537	iR-ADV 4235	iR-ADV DX 4735i
51	Hart HS - S5/S6	10,457	iR-ADV 6555	iR-ADV DX 6755i
52	Hart HS - F-Core 3	25,969	iR-ADV 6565	iR-ADV DX 6765i
53	Hart HS - Teacher Workroom	27,565	iR-ADV 6565	iR-ADV DX 6765i
54	Hart HS - Teacher Workroom	39,429	iR-ADV 6565	iR-ADV DX 6765i
55	Saugus HS - Q-Core 1705	47,779	iR-ADV 6575	iR-ADV DX 6775i

	LOCATION	MO AVG	CURRENT MODEL	REPLACEMENT MODEL
56	Saugus HS - Teacher Workroom	36,750	iR-ADV 6565	iR-ADV DX 6765i
57	Saugus HS - J-1022	25,206	iR-ADV 6565	iR-ADV DX 6765i
58	Saugus HS - AP Offices	1,917	iR-ADV 400	iR-ADV DX527iF
59	Saugus HS - Teacher Workroom	35,639	iR-ADV 6575	iR-ADV DX 6775i
60	Saugus HS - Registrar 2531	3,094	iR-ADV 4235	iR-ADV DX 4735i
61	Saugus HS - Counseling	2,261	iR-ADV 4235	iR-ADV DX 4735i
62	Saugus HS - Nurse	429	iR-ADV 400	iR-ADV DX527iF
63	Valencia HS - Counseling	7,538	iR-ADV 6555	iR-ADV DX 6755i
64	Valencia HS - Staff Lounge (Rm 905)	16,207	iR-ADV 6555	iR-ADV DX 6755i
65	Valencia HS - AP Offices	5,557	iR-ADV 6555	iR-ADV DX 6755i
66	Valencia HS - Copy Room	26,884	iR-ADV 6565	iR-ADV DX 6765i
67	Valencia HS - Mailroom Hallway	29,861	iR-ADV 6565	iR-ADV DX 6765i
68	Valencia HS - Copy Room	33,336	iR-ADV 6565	iR-ADV DX 6765i
69	Valencia HS - Registrar	2,667	iR-ADV 400	iR-ADV DX527iF
70	Valencia HS - Front Office	577	iR-ADV 400	iR-ADV DX527iF
71	West Ranch HS - Admin Office	463	iR-ADV 400	iR-ADV DX527iF
72	West Ranch HS - 200 Planning Office	16,272	iR-ADV 6565	iR-ADV DX 6755i
73	West Ranch HS - 300 Workroom	49,530	iR-ADV 6555	iR-ADV DX 6765i
74	West Ranch HS - 400 Planning Office	34,567	iR-ADV 6565	iR-ADV DX 6765i
75	West Ranch HS - Admin Workroom	25,393	iR-ADV 6565	iR-ADV DX 6765i
76	West Ranch HS - 500 Hallway	47,469	iR-ADV 6565	iR-ADV DX 6765i
77	West Ranch HS - Registrar	1,045	iR-ADV 400	iR-ADV DX527iF
78	District Copy Center	224,277	VarioPrint 110	VarioPrint 140
79	District Copy Center	787,538	VarioPrint 6160	Keep
80	District Copy Center	838,612	VarioPrint 6160	Keep
81	District Copy Center	1,320,417	VarioPrint 6320	Keep
82	AC Copy Room (downstairs)	16,565	iR-ADV 6555	iR-ADV DX 6755i
83	AC Copy Room	15,961	iR-ADV 6555	iR-ADV DX 6755i
84	AC East Copy Room	14,447	iR-ADV 6555	iR-ADV DX 6755i
85	Transportation	4,905	iR-ADV 6555	iR-ADV DX 6755i
86	AC Copy Room	69,720	iR-ADV 6555	iR-ADV DX 6775i
87	Warehouse	926	iR-ADV 400	iR-ADV DX527iF

	LOCATION	MO AVG	CURRENT MODEL	REPLACEMENT MODEL
88	Transportation	8,753	iR-ADV 4235	iR-ADV DX 4735i
89	PAR Center	3,428	iR-ADV 4235	iR-ADV DX 4735i
90	Purchasing	2,026	iR-ADV 400	iR-ADV DX527iF
91	AC Front Desk	416	iR-ADV 400	iR-ADV DX527iF
92	Maintenance	751	iR-ADV 4235	iR-ADV DX527iF
93	AC Hallway	561	iR-ADV 400	iR-ADV DX527iF
94	Hart @ Home	4,921	iR-ADV 4235	iR-ADV DX 4735i
95	Adaptive PE	411	iR-ADV 400	iR-ADV DX527iF
96	AC East Copy Room	11,688	iR-ADV C5560	iP C165
97	Sequoia Charter	8,110	iR-ADV 6555	iR-ADV DX 6755i
98	Academy of the Canyons	24,582	iR-ADV 6565	iR-ADV DX 6765i
99	Academy of the Canyons	1,304	iR-ADV 400	iR-ADV DX527iF
100	Learning Post	1,082	iR-ADV 4235	iR-ADV DX 4735i
101	Golden Oak Adult School	14,609	iR-ADV 6555	iR-ADV DX 6755i
102	Golden Oak AS - TLC Pais Lab	1,988	iR-ADV 4235	iR-ADV DX 4735i

MODEL	TOTALS
iR-ADV DX527iF	29
iR-ADV DX 4735i	11
iR-ADV DX 6755i	29
iR-ADV DX 6765i	20
iR-ADV DX 6775i	4
iP C165	1
VarioPrint 140	1
VarioPrint 6160	2
VarioPrint 6320	1
iR-ADV 6565 III	1
iR-ADV 4535 III	2
iR-ADV 525	1

b. As to all Fleet Equipment, Consultant represents and warrants the following:

General Requirements – MFD Fleet Equipment	Y/N or QY	Comments
1. Company is licensed to do business in the State of California and is a legal entity capable of entering into Agreements within the State of California.	Y	
2. Company is in good standing with the California Franchise Tax Board.	Y	
3. Company, if other than the equipment manufacturer, is an authorized distributor, dealer or service representative and is authorized to sell and maintain the manufacturer's products included in this Agreement. Evidence that the Company is an authorized dealer and technicians are manufacturer certified is provided with response.	Y	
4. Equipment offered shall be new in the box, OEM Parts, ISO-14001 certified	Y	
5. Equipment offered shall be w/o defect and shall comply with all current safety order of OSHA, CAL-OSHA and/or NISHA and OSH-POD	Y	
6. All prices quoted include, but are not limited to, all service calls, labor, parts, drums and consumable supplies (excluding paper and staples) and all delivery fees, packaging, handling, shipping charges, set-up and training	Y	
7. Company will make delivery and install all implementation equipment or supplies, as a result of this solicitation, within thirty (30) calendar days of Award of Agreement or as agreed to by Owner.	Y	
8. Company shall provide initial and on-going training on each piece of installed equipment required, at no charge to Owner.	Y	
9. Company complies with the State of California environmental requirements. For the State of California environmental guidelines, please go to this website: http://www.dgs.ca.gov/buyinggreen/Home.aspx	Y	
10. Company shall provide SDS sheets for any toners and/or developers which they propose as part of their Proposal, to Owner upon installation, and will provide the SDS at each MFD location.	Y	
11. When required, samples, demonstrations and testing will be furnished free of charge to the Owner. Upon expiration of sample, demonstration and/or test period, the item(s) will be returned to Company at Company's expense.	Y	

12. Company agrees to replace equipment as described in the Service Agreement Section 4.16(c), Lemon Clause.	Y	
13. Cost of copies run during installation, test, maintenance, and any or all other service(s) provided by Company will be offered as a credit to Owner, monthly. The paper and staples used will be provided by Owner at no cost to Company during the service.	Y	
14. Company agrees to meet Performance targets including document production out-put, job accuracy, turn around rates, supply replenishment and equipment “up time” at or above 95% acceptance levels as defined in Instructions/Information to Proposers, Section 10 Company Performance Expectations.	Y	
15. Company agrees to reconcile Owner’s AMPV overage charges across all MFD equipment bi-annually.	Y	
16. Owner is afforded the option to move or transfer contract equipment from one agency location to another agency location as deemed necessary with no charge to lease or maintenance plans.	Y	
17. There is no charge to Owner for all scanned images.	Y	

- c. The Fleet Equipment shall meet or exceed the following specifications, unless otherwise noted:

BAND 1: 35PPM

Feature Requirement	Desired Specification	As Specified (Y/N or QY)	Comments
Minimum Print Speed	35 PPM simplex or greater	Y	42 PPM
Minimum Duty Cycle	100K	Y	120K
Duplex document handler Capacity	75 sheets or greater	Y	100 Sheets
Duplex document handler Speed	35 PPM simplex or greater	N	33 IPM
Maximum paper capacity	1200 sheets or greater	Y	
Paper sides output	Duplex	Y	
Minimum Memory	512 MB RAM	Y	
Minimum paper capacity	1200 sheets or greater	QY	
Minimum paper sources	3 paper sources that are user adjustable (with no tools) from 5.5” x 8.5” to 8.5” x 14”. Ideally trays shall automatically recognize paper size	QY	
Paper tray weight range	16LB – 60Lb bond or greater	Y	17LB-28LB

Paper tray paper types	Bond, tabs, labels, transparencies, envelopes, recycled, 3-hole, plain	Y	
Required bypass tray specification	100 sheets minimum	Y	
Bypass tray weight range	16LB – 60Lb bond	N	16LB-34LB
Document feeder scanning technology	Scan once, print many	Y	
FCOT	< 5 seconds	Y	
Warm-up time	< 60 seconds	Y	20 Seconds
Envelope capability	Provide optional capability through paper trays. Indicate the cost of this option.	QY	
Consumable strategy	Replaceable modules for high wear components	Y	
Function independence	If one module becomes inoperative, other functions continue to run (i.e., if fax breaks, can still copy/print)	Y	
Jam Clearance	Unit provides step-by-step instructions with pictures	Y	
Copy modes	1/1, 1/2, 2/2, 2/1	Y	
Number of copies	Up to 9999 on the panel	N	999
Quality settings	Text, Photo & mixed mode	Y	
R/E	Range of 25-400% with at least 3 presets	Y	
Job Build	Copier feature that enables multiple scans to be appended to each other in memory to produce a final document; Parameters such as duplexing, R/E and quality settings should be alterable between each scan	N	
Multiple-up on a single sheet	Required	Y	
Auto Center	Automatically center document on page	Y	
Shift	Move image on document	Y	

Auto size sense	Automatically sense the size of the document and output onto correct paper	Y	
Mixed size mode	Automatically sense the size of mixed size documents in the document handler and output onto size for size paper or automatically reduce/enlarge to a common paper size	Y	
Scan ahead	10 job minimum scan ahead capability (next job can be scanned into the system and queued up while other jobs being output)	Y	
User Tracking	Built-in tracking capability for tracking copies by user and disabling account based on a maximum volume.	Y	
Fax Requirements	Desired Specification	As Specified (Y/N or QY)	Comments
V.34, 33.6K modem	Required	Y	
Fax resolution	From 200x100 (standard) up to 600x 600	Y	
Able to fax 2-sided originals	Required	Y	
Fax Mailboxes	Required – shall be able to fax to a private, password protected mail box	Y	
Speed dial	At least 200 numbers	Y	
Group dial	At least 100 groups with 100 recipients each	Y	
Leverage MFP features for faxing	Shall be able to print incoming faxes 2-sided	Y	
Server fax	Alternate option to connect to a VOIP fax server vs. embedded fax modem	Y	
Internet fax	Alternate option for Internet fax	Y	
Print Requirements	Desired Specification	As Specified (Y/N or QY)	Comments

Network printing capability	PCL 5e and/or 6, PS 3 standard	Y	
Graphical print drivers from the desktop	Windows XP, 7, 8, 10 & 2003,2008, & 2012 Mac OS, Unix	Y	
Print driver certification	Microsoft print drivers shall be WHQL certified by Microsoft	Y	
Web printing (only applicable to Multi-Function Devices)	Shall provide a method to print via a web browser which does not require a custom print driver to be installed	Y	
Print resolution	True 1200 dpi	Y	
Memory for print controller	512 MB RAM for print controller	Y	
Processor on print controller	1.0 MHz or greater	Y	
Hard drive on print controller	120 GB or greater	Y	
Secure/confidential printing	Shall be able to change password through the print driver on a job by job basis. No system admin requirements for maintaining mail boxes/passwords	Y	
Time specific printing	Shall enable the user to specify the desired time when they would like a print job to print. Shall enable the user to interrupt a copy or print job to produce a rush copy job. All the features of the machine must be accessible during job interrupt.	Y	
Toner saver mode	Print with lower density black to save on toner cost	Y	
Watermark capability	Provide watermark or overlay capability as part of print driver	Y	
Bi-directional print driver	Print drivers shall be bi-directional reporting job	Y	

	and machine status information back to user		
Job Queue	Job queue for pending printing or completed jobs shall be visible	Y	
Network printing capability	PCL 5e and/or 6, PS 3 standard	Y	
Graphical print drivers from the desktop	Windows XP, 7, 8, 10, 2003, 2008, & 2012, MacOS, Unix	Y	
Scan Requirements	Desired Specification	As Specified (Y/N or QY)	Comments
Scan to individual or multiple E-mail via SMTP messaging	Shall provide network user authentication for tracking purposes and security purposes. Shall provide a method to access the global address list via LDAP protocol and Active Directory.	Y	
Scan to individual or multiple e-mail	Shall be capable to download private address book unique to local machine, shall be LDAP/Exchange compatible.	Y	
Scan across the network	Optional capability for integration with network applications; Shall support FTP and SMB protocols. Shall email confirmation of successful transmission, including tracking number to the authenticated user.	Y	
Scan to desktop capability	Optional capability to push documents directly to individual desktops	Y	
Other Scan protocols	HTTP, FTB, SMB,	Y	
Scan Resolution	200-600 dpi	Y	

Scan formats	TIFF and PDF; If color, JPG also. Identify required additional software or hardware in comments	Y	
Security Features	Desired Specification	As Specified (Y/N or QY)	Comments
IP restricted access	Provides a method such as IP Filtering for limiting access to the device	Y	
Disk overwrite	Provide software to overwrite all print/copy/scan/fax jobs written to the hard drive	Y	
Vendor independent industry certification	Shall provide a vendor independent certification such as NIAP, National Information Assurance Partnership.	Y	
User authentication	Users shall be authenticated against Active Directory (or equivalent) prior to initiating any function at the machine that will access the network	Y	
Remote Administration	Desired Specification	As Specified (Y/N or QY)	Comments
Base capability	Machine shall be able to be configured remotely for all machine and protocol settings using web technology preferably via an embedded web server	Y	
Clone feature	Shall have a feature that enables copying of device settings (protocol and scanning set-ups) that can be exported to other machines	Y	

Notification feature	Shall have a feature that enables notification of unique individuals to be notified of machine errors (i.e., jam error e-mail to key operator, network error e-mail to IT)	Y	
Meter read submission	Shall have a feature that enables machine to submit meter reading to vendor over the Internet	Y	
Supplies reorder	Shall have a feature that enables the machine to automatically re-order supplies from the vendor based on projected expiration without any user intervention	Y	
Job queue	Shall have a feature that enables remote viewing and manipulation of the job queue	Y	
Scan set-up	Shall have a feature that enables remote configuration of various scanning methods	Y	
Billing meters	Shall provide a method to remote view all meters for copy, print, fax and scan on the machine	Y	
Patching	Shall provide a method to remotely and automatically patch the machine from behind the customer's firewall	Y	
Device Management	Desired Specification	As Specified (Y/N or QY)	Comments
Fleet Management software for Administration and IT support	Vendor independent SNMP management tool that provides administrative functions including: device identification, device status, administrative	Y	

	reporting, device organization using SNMP community names, remote troubleshooting and installation. Geared towards managing output device fleet.		
Plug-ins for third party SNMP management tools	Plug-ins available for 3rd party management tools	Y	
Fleet Management Reports	Fleet management software shall enable extensive reporting including asset list, asset status/error reports, meter reads, etc. Reporting information shall be based on MIB information provided by the device.	Y	

BAND 2: 55 - 60 PPM

Feature Requirement	Desired Specification	As Specified (Y/N or QY)	Comments/ Exceptions
Minimum Print Speed	55 PPM simplex or greater	Y	
Minimum Monthly Duty Cycle	200K	Y	220K
Duplex document handler capacity	75 sheets or greater	Y	300 SHEETS
Duplex document handler speed	55 PPM simplex or greater	Y	
Maximum paper size	11" x 17"	Y	13 x 19
Paper sides output	Duplex	Y	
Minimum Memory	512 MB RAM	Y	
Minimum paper capacity	4000 sheets or greater	Y	
Minimum paper sources	3 paper sources that are user adjustable (with no tools) from 5.5" x 8.5" to 11" x 17". Trays shall automatically recognize paper size	Y	
Paper tray weight range	16LB – 60Lb bond or greater	Y	14lb – 80lb cover
Paper tray paper types	Bond, tabs, labels, recycled, transparencies, 3-hole, plain	Y	
Required bypass tray specification	100 sheets minimum	Y	
Bypass tray weight range	16LB – 60Lb bond	Y	14lb-140lb index
Document feeder scanning technology	Scan once, print many	Y	
Finisher stapling	50-100 sheet minimum	Y	

	multi-position stapling		
Convenience stapler	Machine installed stapling unit	Y	
FCOT	< 5 seconds	Y	3.3 SECONDS
Warm-up time	< 99 seconds	Y	30 SECONDS
Consumable strategy	Replaceable modules for high wear components	Y	
Function independence	If one module becomes inoperative, other functions continue to run (i.e., if fax breaks, can still copy/print)	Y	
Jam Clearance	Unit provides step-by-step instructions with pictures	Y	
Copy modes	1/1, 1/2, 2/2, 2/1	Y	
Number of copies	Up to 9999 on the panel	N	999
Quality settings	Text, Photo & mixed mode	Y	
R/E	Range of 25-400% with at least 3 presets	Y	
Job Build	Copier feature that enables multiple scans to be appended to each other in memory to produce a final document; Parameters such as duplexing, R/E and quality settings shall be alterable between each scan	Y	
Multiple-up on a single sheet	Required	Y	
Auto Center	Automatically center document on page	Y	
Shift	Move image on document	Y	
Auto size sense	Automatically sense the size of the document and output onto correct paper	Y	
Mixed size mode	Automatically sense the size of mixed size documents in the document handler and output onto size for size paper or automatically reduce/enlarge to a common paper size	Y	
Scan ahead	10 job minimum scan ahead capability (next job can be scanned into the system and queued up while other jobs being output)	Y	
User Tracking	Built-in tracking capability for tracking copies by user and disabling account based on a maximum volume.	Y	

Print Requirements	Desired Specification	As Specified (Y/N or QY)	Comments/ Exceptions
Network printing capability	PCL 5e and/or 6, PS 3 standard	Y	
Graphical print drivers from the desktop	Windows XP, 7, 8, 10, 2003, 2008, & 2012, MacOS, Unix	Y	
Print driver certification	Microsoft print drivers shall be WHQL certified by Microsoft	Y	
central Print queue	Allows any job submitted can be retrieved from any device anywhere within Owner's facilities	Y	
Available finishing options	Ability for end users to set finishing options for these (follow-you-printing) at the device. This feature is for Owner staff only.	Y	
Solution authenticates using Proximity Cards	Should authenticate to the MFD during a temporary network failure?	Y	
Web printing (only applicable to Multi-Function Devices)	Shall provide a method to print via a web browser which does not require a custom print driver to be installed	Y	
Print resolution	True 1200 dpi	Y	
Memory for print controller	512 MB RAM for print controller	Y	
Processor on print controller	1.0 MHz or greater	Y	
Hard drive on print controller	120 GB or greater	Y	
Secure/confidential printing	Required; Shall be able to change password through the print driver on a job by job basis. No system administration requirements for maintaining mail boxes/passwords	Y	
Time specific printing	Shall enable the user to specify the desired time when they would like a print job to print. Shall enable the user to interrupt a copy or print job to produce a rush copy job. All the features of the machine shall be accessible during job interrupt	Y	
Toner saver mode	Print with lower density black to save on toner cost	Y	

Watermark capability	Provide watermark or overlay capability as part of print driver	Y	
Bi-directional print driver	Print drivers shall be bi-directional reporting job and machine status information back to user	Y	
Job Queue	Job queue for printing shall be visible	Y	
Supported print protocols	Direct TCP/IPv4/IPv6, queue-based printing, Port 9100, AppleTalk/EtherTalk	Y	
Mobile print driver	Single, common print driver that can be used across multiple machines by specifying IP address	Y	
Scan Requirements	Desired Specification	As Specified (Y/N or QY)	Comments/ Exceptions
Scan to E-mail via SMTP messaging	Required scanning feature; Shall provide network user authentication for tracking purposes and security purposes. Shall provide a method to access the global address list via LDAP protocol and Active Directory.	Y	
Scan to e-mail	Shall be capable to download private address book unique to local machine, must be LDAP/Exchange compatible.	Y	
Scan across the network	Optional capability for integration with network applications; Shall support FTP and SMB protocols. Shall email confirmation of successful transmission, including tracking number to the authenticated user.	Y	
Scan to desktop capability	Optional capability to push documents directly to individual desktops	Y	
Other Scan protocols	HTTP, FTP, SMB,	Y	
Scan Resolution	200-600 dpi	Y	
Scan formats	TIFF and PDF; If color, JPG also. Identify required additional software or hardware in comments	Y	
Security Features	Desired Specification	As Specified (Y/N or QY)	Comments/ Exceptions

IP restricted access	Provides a method such as IP Filtering for limiting access to the device	Y	
Disk overwrite	Provide software to overwrite all print/copy/scan/fax jobs written to the hard drive	Y	
Vendor independent industry certification	Shall provide a vendor independent certification such as NIAP, National Information Assurance Partnership.	Y	
User authentication	Users shall be authenticated against Active Directory (or equivalent) prior to initiating any function at the machine that shall access the network	Y	
Remote Administration	Desired Specification	As Specified (Y/N or QY)	Comments/ Exceptions
Base capability	Machine shall be able to be configured remotely for all machine and protocol settings using web technology preferably via an embedded web server	Y	
Clone feature	Shall have a feature that enables copying of device settings (protocol and scanning set-ups) that can be exported to other machines	Y	
Notification feature	Shall have a feature that enables notification of unique individuals to be notified of machine errors (i.e., jam error e-mail to key operator, network error e-mail to IT)	Y	
Meter read submission	Shall have a feature that enables machine to submit meter reading to vendor over the Internet	Y	
Supplies reorder	Shall have a feature that enables the machine to automatically re-order supplies from the vendor based on projected expiration without any user intervention	Y	
Job queue	Shall have a feature that enables remote viewing and manipulation of the job queue	Y	
Scan set-up	Shall have a feature that enables remote configuration of various scanning methods	Y	

Billing meters	Shall provide a method to remote view all meters for copy, print, fax and scan on the machine	Y	
Patching	Shall provide a method to remotely and automatically patch the machine from behind the customer's firewall	Y	
Device Management	Desired Specification	As Specified (Y/N or QY)	Comments/ Exceptions
Fleet Management software for Administration and IT support	Vendor independent SNMP management tool that provides administrative functions including: device identification, device status, administrative reporting, device organization using SNMP community names, remote troubleshooting and installation. Geared towards managing output device fleet.	Y	
Plug-ins for third party SNMP management tools	Plug-ins available for 3rd party management tools	Y	
Fleet Management Reports	Fleet management software shall enable extensive reporting including asset list, asset status/error reports, meter reads, etc. Reporting information shall be based on MIB information provided by the device.	Y	

BAND 3: 65 - 70 PPM

Feature Requirement	Desired Specification	As Specified (Y/N or QY)	Comments/ Exceptions
Minimum Print Speed	65 PPM simplex or greater	Y	
Minimum Monthly Duty Cycle	250K	Y	
Duplex document handler capacity	75 sheets or greater	Y	300 SHEETS
Duplex document handler speed	65 PPM simplex or greater	Y	Up to 240(d/s)/120 (s/s)
Maximum paper size	11" x 17"	Y	13 X 19
Paper sides output	Duplex	Y	
Minimum Memory	512 MB RAM	Y	
Minimum paper capacity	8000 sheets or greater	N	7,700 max
Minimum paper sources	3 paper sources that are user adjustable (with no tools)	Y	

	from 5.5" x 8.5" to 11" x 17". Ideally trays shall automatically recognize paper size		
Paper tray weight range	16LB – 60Lb bond or greater	Y	14 lb. Bond to 80 lb. Cover
Paper tray paper types	Bond, tabs, labels, recycled, transparencies, 3-hole, plain	Y	
Required bypass tray specification	100 sheets minimum	Y	
Bypass tray weight range	16LB – 60Lb bond or greater	Y	14 lb. Bond to 140 lb. Index
Document feeder scanning technology	Scan once, print many	Y	
Finisher stapling	50-100 sheet minimum multi-position stapling	Y	
Convenience stapler	Machine installed stapling unit	Y	
FCOT	< 5 seconds	Y	As fast as 3.3 seconds
Warm-up time	< 99 seconds	Y	30 Seconds
Consumable strategy	Replaceable modules for high wear components	Y	
Function independence	If one module becomes inoperative, other functions continue to run (i.e., if fax breaks, can still copy/print)	Y	
Jam Clearance	Unit provides step-by-step instructions with pictures	Y	
Copy modes	1/1, 1/2, 2/2, 2/1	Y	
Number of copies	Up to 9999 on the panel	N	999
Quality settings	Text, Photo & mixed mode	Y	
R/E	Range of 25-400% with at least 3 presets	Y	
Job Build	Copier feature that enables multiple scans to be appended to each other in memory to produce a final document; Parameters such as duplexing, R/E and quality settings shall be alterable between each scan	Y	
Multiple-up on a single sheet	Required	Y	
Auto Center	Automatically center document on page	Y	
Shift	Move image on document	Y	
Auto size sense	Automatically sense the size of the document and output onto correct paper	Y	

Mixed size mode	Automatically sense the size of mixed size documents in the document handler and output onto size for size paper or automatically reduce/enlarge to a common paper size	Y	
Scan ahead	10 job minimum scan ahead capability (next job can be scanned into the system and queued up while other jobs being output)	Y	
User Tracking	Built-in tracking capability for tracking copies by user and disabling account based on a maximum volume.	Y	
Print Requirements	Desired Specification	As Specified (Y/N or QY)	Comments/ Exceptions
Network printing capability	PCL 5e and/or 6, PS 3 standard	Y	
Graphical print drivers from the desktop	Windows XP, 7, 8, 10, 2003, 2008, & 2012 Mac OS, Unix	Y	
Print driver certification	Microsoft print drivers shall be WHQL certified by Microsoft	Y	
Web printing (only applicable to Multi-Function Devices)	Shall provide a method to print via a web browser which does not require a custom print driver to be installed	Y	
Print resolution	True 1200 dpi	Y	
Memory for print controller	512 MB RAM for print controller	Y	
Processor on print controller	1.0 MHz or greater	Y	
Hard drive on print controller	120 GB or greater	Y	
Secure/confidential printing	Required; Shall be able to change password through the print driver on a job by job basis. No system administration requirements for maintaining mail boxes/passwords	Y	
Time specific printing	Shall enable the user to specify the desired time when they would like a print job to print. Shall enable the user to interrupt a copy or print job to produce a rush copy job. All the features of the machine	Y	

	must be accessible during job interrupt		
Toner saver mode	Print with lower density black to save on toner cost	Y	
Watermark capability	Provide watermark or overlay capability as part of print driver	Y	
Bi-directional print driver	Print drivers shall be bi-directional reporting job and machine status information back to user	Y	
Job Queue	Job queue for printing must be visible	Y	
Supported print protocols	Direct TCP/IPv4/IPv6, queue-based printing, Port 9100, AppleTalk/EtherTalk	Y	
Mobile print driver	Single, common print driver that can be used across multiple machines by specifying IP address	Y	
Scan Requirements	Desired Specification	As Specified (Y/N or QY)	Comments/ Exceptions
Scan to E-mail via SMTP messaging	Required scanning feature; Shall provide network user authentication for tracking purposes and security purposes. Shall provide a method to access the global address list via LDAP protocol and Active Directory.	Y	
Scan to e-mail	Desire capability to download private address book unique to local machine, shall be LDAP/Exchange compatible.	Y	
Scan across the network	Optional capability for integration with network applications; Shall support FTP and SMB protocols. Shall email confirmation of successful transmission, including tracking number to the authenticated user.	Y	
Scan to desktop capability	Optional capability to push documents directly to individual desktops	Y	
Other Scan protocols	HTTP, FTP, SMB,	Y	
Scan Resolution	200-600 dpi	Y	

Scan formats	TIFF and PDF; If color, JPG also. Identify required additional software or hardware in comments	Y	
Security Features	Desired Specification	As Specified (Y/N or QY)	Comments/ Exceptions
IP restricted access	Provides a method such as IP Filtering for limiting access to the device	Y	
Disk overwrite	Provide software to overwrite all print/copy/scan/fax jobs written to the hard drive	Y	
Vendor independent industry certification	Shall provide a vendor independent certification such as NIAP, National Information Assurance Partnership.	Y	
User authentication	Users shall be authenticated against Active Directory (or equivalent) prior to initiating any function at the machine that shall access the network	Y	
Remote Administration	Desired Specification	As Specified (Y/N or QY)	Comments/ Exceptions
Base capability	Machine shall be able to be configured remotely for all machine and protocol settings using web technology preferably via an embedded web server.	Y	
Clone feature	Shall have a feature that enables copying of device settings (protocol and scanning set-ups) that can be exported to other machines	Y	
Notification feature	Shall have a feature that enables notification of unique individuals to be notified of machine errors (i.e., jam error e-mail to key operator, network error e-mail to IT)	Y	
Meter read submission	Shall have a feature that enables machine to submit meter reading to vendor over the Internet	Y	
Supplies reorder	Shall have a feature that enables the machine to automatically re-order supplies from the vendor based on projected expiration without any user intervention	Y	

Remote Administration	Desired Specification	As Specified (Y/N or QY)	Comments/ Exceptions
Job queue	Shall have a feature that enables remote viewing and manipulation of the job queue	Y	
Scan set-up	Shall have a feature that enables remote configuration of various scanning methods	Y	
Billing meters	Shall provide a method to remote view all meters for copy, print, fax and scan on the machine	Y	
Patching	Shall provide a method to remotely and automatically patch the machine from behind the customer's firewall.	Y	
Device Management	Desired Specification	As Specified (Y/N or QY)	Comments/ Exceptions
Fleet Management software for Administration and IT support	Vendor independent SNMP management tool that provides administrative functions including: device identification, device status, administrative reporting, device organization using SNMP community names, remote troubleshooting and installation. Geared towards managing output device fleet.	Y	
Plug-ins for third party SNMP management tools	Plug-ins available for 3rd party management tools	Y	
Fleet Management Reports	Fleet management software shall enable extensive reporting including asset list, asset status/error reports, meter reads, etc. Reporting information shall be based on MIB information provided by the device.	Y	

BAND 4: 75 PPM AND OVER

Feature Requirement	Desired Specification	As Specified (Y/N or QY)	Comments/ Exceptions
Minimum Print Speed	75 PPM simplex or greater	Y	
Minimum Monthly Duty Cycle	250K	Y	
Duplex document handler	75 sheets or greater	Y	300 SHEETS

capacity			
Duplex document handler speed	75 PPM simplex or greater	Y	Up to 240 (d/s) / 120 (s/s)
Maximum paper size	11" x 17"		13 x 19
Paper sides output	Duplex	Y	
Minimum Memory	512 MB RAM	Y	
Minimum paper capacity	200 sheets or greater	Y	
Maximum paper capacity	8000 sheets or greater	N	7,700 Max
Minimum paper sources	3 paper sources that are user adjustable (with no tools) from 5.5" x 8.5" to 11" x 17". Ideally trays shall automatically recognize paper size	Y	
Paper tray weight range	16LB – 60Lb bond or greater	Y	14 lb. Bond to 8 lb. Cover
Paper tray paper types	Bond, tabs, labels, transparencies, recycled, 3-hole, plain	Y	
Required bypass tray specification	100 sheets minimum	Y	
Bypass tray weight range	16LB – 60LB bond	Y	14 lb. Bond to 140 lb. Index
Document feeder scanning technology	Scan once, print many	Y	
Finisher stapling	50-100 sheet minimum multi-position stapling	Y	
Convenience stapler	Machine installed stapling unit	Y	
FCOT	< 5 seconds	Y	3.1 Seconds
Warm-up time	< 99 seconds	Y	30 Seconds
Consumable strategy	Replaceable modules for high wear components	Y	
Function independence	If one module becomes inoperative, other functions continue to run (i.e., if fax breaks, can still copy/print)	Y	
Jam Clearance	Unit provides step-by-step instructions with pictures	Y	
Feature Requirement	Desired Specification	As Specified (Y/N or QY)	Comments/ Exceptions
Copy modes	1/1, 1/2, 2/2, 2/1	Y	
Number of copies	Up to 9999 on the panel	Y	
Quality settings	Text, Photo & mixed mode	Y	
R/E	Range of 25-400% with at least 3 presets	Y	
Job Build	Copier feature that enables multiple scans to be appended to each other in memory to produce a final document;	Y	

	Parameters such as duplexing, R/E and quality settings shall be alterable between each scan		
Multiple-up on a single sheet	Required	Y	
Auto Center	Automatically center document on page	Y	
Shift	Move image on document	Y	
Auto size sense	Automatically sense the size of the document and output onto correct paper	Y	
Mixed size mode	Automatically sense the size of mixed size documents in the document handler and output onto size for size paper or automatically reduce/enlarge to a common paper size	Y	
Scan ahead	10 job minimum scan ahead capability (next job can be scanned into the system and queued up while other jobs being output)	Y	
User Tracking	Built-in tracking capability for tracking copies by user and disabling account based on a maximum volume.	Y	
Print Requirements	Desired Specification	As Specified (Y/N or QY)	Comments/ Exceptions
Network printing capability	PCL 5e and/or 6, PS 3 standard	Y	
Graphical print drivers from the desktop	Windows XP, 7, 8, 10, 2003, 2008, & 2012, Mac OS, Unix	Y	
Print driver certification	Microsoft print drivers shall be WHQL certified by Microsoft	Y	
Web printing (only applicable to Multi-Function Devices)	Shall provide a method to print via a web browser which does not require a custom print driver to be installed	Y	
Print resolution	True 1200 dpi	Y	
Memory for print controller	512 MB RAM for print controller	Y	
Processor on print controller	1.0 MHz or greater	Y	
Hard drive on print controller	120 GB or greater	Y	
Secure/confidential printing	Required; Shall be able to change password through the print driver on a job by job basis. No system	Y	

	administration requirements for maintaining mail boxes/passwords		
Time specific printing	Shall enable the user to specify the desired time when they would like a print job to print. Shall enable the user to interrupt a copy or print job to produce a rush copy job. All the features of the machine must be accessible during job interrupt	Y	
Toner saver mode	Print with lower density black to save on toner cost	Y	
Watermark capability	Provide watermark or overlay capability as part of print driver	Y	
Bi-directional print driver	Print drivers shall be bi-directional reporting job and machine status information back to user	Y	
Job Queue	Job queue for printing must be visible	Y	
Supported print protocols	Direct TCP/IPv4/IPv6, queue-based printing, Port 9100, AppleTalk/EtherTalk	Y	
Mobile print driver	Single, common print driver that can be used across multiple machines by specifying IP address	Y	
Scan Requirements	Desired Specification	As Specified (Y/N or QY)	Comments/ Exceptions
Scan to E-mail via SMTP messaging	Required scanning feature; shall provide network user authentication for tracking purposes and security purposes. Shall provide a method to access the global address list via LDAP protocol and Active Directory.	Y	
Scan to e-mail	Desire capability to download private address book unique to local machine, must be LDAP/Exchange compatible.	Y	
Scan across the network	Optional capability for integration with network applications; Shall support FTP and SMB protocols. Shall email confirmation of	Y	

	successful transmission, including tracking number to the authenticated user.		
Scan to desktop capability	Optional capability to push documents directly to individual desktops	Y	
Other Scan protocols	HTTP, FTP, SMB,	Y	
Scan Resolution	200-600 dpi	Y	
Scan formats	TIFF and PDF; If color, JPG also. Identify required additional software or hardware in comments	Y	
Security Features	Desired Specification	As Specified (Y/N or QY)	Comments/ Exceptions
IP restricted access	Provides a method such as IP Filtering for limiting access to the device	Y	
Disk overwrite	Provide software to overwrite all print/copy/scan/fax jobs written to the hard drive	Y	
Vendor independent industry certification	Shall provide a vendor independent certification such as NIAP, National Information Assurance Partnership.	Y	
User authentication	Users shall be authenticated against Active Directory (or equivalent) prior to initiating any function at the machine that will access the network	Y	
Remote Administration	Desired Specification	As Specified (Y/N or QY)	Comments/ Exceptions
Base capability	Machine shall be able to be configured remotely for all machine and protocol settings using web technology preferably via an embedded web server	Y	
Clone feature	Shall have a feature that enables copying of device settings (protocol and scanning set-ups) that can be exported to other machines	Y	
Notification feature	Shall have a feature that enables notification of unique individuals to be notified of machine errors (i.e., jam error e-mail to key operator, network error e-mail to IT)	Y	
Meter read submission	Shall have a feature that enables machine to submit	Y	

	meter reading to vendor over the Internet		
Supplies reorder	Shall have a feature that enables the machine to automatically re-order supplies from the vendor based on projected expiration without any user intervention	Y	
Job queue	Shall have a feature that enables remote viewing and manipulation of the job queue	Y	
Scan set-up	Shall have a feature that enables remote configuration of various scanning methods	Y	
Billing meters	Shall provide a method to remote view all meters for copy, print, fax and scan on the machine	Y	
Patching	Shall provide a method to remotely and automatically patch the machine from behind the customer's firewall	Y	
Device Management	Desired Specification	As Specified (Y/N or QY)	Comments/ Exceptions
Fleet Management software for Administration and IT support	Vendor independent SNMP management tool that provides administrative functions including: device identification, device status, administrative reporting, device organization using SNMP community names, remote troubleshooting and installation. Geared towards managing output device fleet.	Y	
Plug-ins for third party SNMP management tools	Plug-ins available for 3rd party management tools	Y	
Fleet Management Reports	Fleet management software shall enable extensive reporting including asset list, asset status/error reports, meter reads, etc. Reporting information should be based on MIB information provided by the device.	Y	

BAND 5: B/W and Color 60 + PPM

Feature Requirement	Desired Specification	As Specified (Y/N or QY)	Comments/ Exceptions
Minimum Print Speed	60 PPM simplex or greater	Y	
Minimum Monthly Duty Cycle	175K	Y	210K
Duplex document handler capacity	75 sheets or greater	Y	150 Sheets
Duplex document handler speed	60 PPM simplex or greater	Y	Up to 120 (d/s) / 75 (s/s)
Maximum paper size	11" x 17"	Y	
Paper sides output	Duplex	Y	
Minimum Memory	1 GB RAM	Y	2 GB
Minimum paper capacity	3000 sheets or greater	QY	5,000 Max
Minimum paper sources	3 paper sources that are user adjustable (with no tools) from 5.5" x 8.5" to 11" x 17". Ideally trays shall automatically recognize paper size	Y	
Paper tray weight range	16LB – 32Lb bond	Y	14 lb. Bond to 80 lb. Cover
Paper tray paper types	Bond, tabs, labels, recycled, transparencies, 3-hole, plain	Y	
Required bypass tray specification	100 sheets minimum	Y	
Bypass tray weight range	16LB – 110Lb index	Y	14 lb. Bon to 140 lb. Index
Document feeder scanning technology	Scan once, print many	Y	
Finisher stapling	50 sheet minimum multi-position stapling	Y	
Hole punching	Optional capability to 2 or 3-hole punch output sheets	Y	
Convenience stapler	Machine installed stapling unit	Y	
FCOT	< 8 seconds	Y	3.9 Seconds
Warm-up time	< 150 seconds	Y	31 Seconds
Envelope capability	Provide optional capability through paper trays	QY	
Consumable strategy	Replaceable modules for high wear components	Y	
Feature Requirement	Desired Specification	As Specified (Y/N or QY)	Comments/ Exceptions
Function independence	If one module becomes inoperative, other functions continue to run (i.e., if fax breaks, can still copy/print)	Y	

Jam Clearance	Unit provides step-by-step instructions with pictures	Y	
Copy modes	1/1, 1/2, 2/2, 2/1	Y	
Number of copies	Up to 9999 on the panel	N	999
Quality settings	Text, Photo & mixed mode	Y	
R/E	Range of 25-400% with at least 3 presets	Y	
Job Build	Copier feature that enables multiple scans to be appended to each other in memory to produce a final document; Parameters such as duplexing, R/E and quality settings should be alterable between each scan	Y	
Multiple-up on a single sheet	Required	Y	
Auto Center	Automatically center document on page	Y	
Shift	Move image on document	Y	
Auto size sense	Automatically sense the size of the document and output onto correct paper	Y	
Mixed size mode	Automatically sense the size of mixed size documents in the document handler and output onto size for size paper or automatically reduce/enlarge to a common paper size	Y	
Scan ahead	10 job minimum scan ahead capability (next job can be scanned into the system and queued up while other jobs being output)	Y	
User Tracking	Built-in tracking capability for tracking copies by user and disabling account based on a maximum volume.	Y	
Print Requirements	Desired Specification	As Specified (Y/N or QY)	Comments/ Exceptions
Network printing capability	PCL 5e and/or 6, PS 3 standard	Y	
Graphical print drivers from the desktop	Windows XP, 7, 8, 10, 2003, 2008, & 2012, Mac OS, Unix (Sun, Linux)	Y	
Print driver certification	Microsoft print drivers should be WHQL certified by Microsoft	Y	

Web printing (only applicable to Multi-Function Devices)	Shall provide a method to print via a web browser which does not require a custom print driver to be installed	Y	
Print resolution	True 1200 dpi	Y	
Memory for print controller	1 GB RAM for print controller	Y	
Processor on print controller	1.0 MHz or greater	Y	
Hard drive on print controller	120 GB or greater	Y	
Secure/confidential printing	Required; Shall be able to change password through the print driver on a job by job basis. No system administration requirements for maintaining mail boxes/passwords	Y	
Time specific printing	Shall enable the user to specify the desired time when they would like a print job to print. Shall enable the user to interrupt a copy or print job to produce a rush copy job. All the features of the machine shall be accessible during job interrupt	Y	
Toner saver mode	Print with lower density black to save on toner cost	Y	
Watermark capability	Provide watermark or overlay capability as part of print driver	Y	
Bi-directional print driver	Print drivers shall be bi-directional reporting job and machine status information back to user	Y	
Job Queue	Job queue for printing shall be visible	Y	
Supported print protocols	Direct TCP/IPv4/IPv6, queue-based printing, Port 9100, AppleTalk/Ethertalk	Y	
Mobile print driver	Single, common print driver that can be used across multiple machines by specifying IP address	Y	
Scan Requirements	Desired Specification	As Specified (Y/N or QY)	Comments/ Exceptions
Scan to E-mail via SMTP messaging	Required scanning feature; Shall provide network user authentication for tracking purposes and security	Y	

	purposes. Shall provide a method to access the global address list via LDAP protocol and Active Directory.		
Scan to e-mail	Desire capability to download private address book unique to local machine, shall be LDAP/Exchange compatible.	Y	
Scan across the network	Optional capability for integration with network applications; Shall support FTP and SMB protocols. Shall email confirmation of successful transmission, including tracking number to the authenticated user.	Y	
Scan to desktop capability	Optional capability to push documents directly to individual desktops	Y	
Other Scan protocols	HTTP, FTB, SMB,	Y	
Scan Resolution	200-600 dpi	Y	
Scan formats	TIFF and PDF; If color, JPG also. Identify required additional software or hardware in comments	Y	
Security Features	Desired Specification	As Specified (Y/N or QY)	Comments/ Exceptions
IP restricted access	Provides a method such as IP Filtering for limiting access to the device	Y	
Disk overwrite	Provide software to overwrite all print/copy/scan/fax jobs written to the hard drive	Y	
Vendor independent industry certification	Shall provide a vendor independent certification such as NIAP, National Information Assurance Partnership.	Y	
User authentication	Users shall be authenticated against Active Directory (or equivalent) prior to initiating any function at the machine that will access the network	Y	
Remote Administration	Desired Specification	As Specified (Y/N or QY)	Comments/ Exceptions
Base capability	Machine shall configure remotely for all machine and protocol settings using web technology preferably via an embedded web server	Y	

Clone feature	Shall have a feature that enables copying of device settings (protocol and scanning set-ups) that can be exported to other machines	Y	
Notification feature	Shall have a feature that enables notification of unique individuals to be notified of machine errors (i.e., jam error e-mail to key operator, network error e-mail to IT)	Y	
Meter read submission	Shall have a feature that enables machine to submit meter reading to vendor over the Internet	Y	
Supplies reorder	Shall have a feature that enables the machine to automatically re-order supplies from the vendor based on projected expiration without any user intervention	Y	
Remote Administration	Desired Specification	As Specified (Y/N or QY)	Comments/ Exceptions
Job queue	Shall have a feature that enables remote viewing and manipulation of the job queue	Y	
Scan set-up	Shall have a feature that enables remote configuration of various scanning methods	Y	
Billing meters	Shall provide a method to remote view all meters for copy, print, fax and scan on the machine	Y	
Patching	Shall provide a method to remotely and automatically patch the machine from behind the customer's firewall	Y	
Device Management	Desired Specification	As Specified (Y/N or QY)	Comments/ Exceptions
Fleet Management software for Administration and IT support	Vendor independent SNMP management tool that provides administrative functions including: device identification, device status, administrative reporting, device organization using SNMP community names, remote troubleshooting and installation. Geared towards managing output device fleet.	Y	

Plug-ins for third party SNMP management tools	Plug-ins available for 3rd party management tools	Y	
Fleet Management Reports	Fleet management software shall enable extensive reporting including asset list, asset status/error reports, meter reads, etc. Reporting information shall be based on MIB information provided by the device.	Y	

Section 3. District Copy Center

- a. Consultant shall supply and install four (4) B/W production level devices in the District's Copy Center ("Copy Center Equipment") capable of producing both simplex and duplex output. The Copy Center Equipment shall have a dedicated scanner with the ability to forward scanned documents to Units that don't have scanners. The Copy Center Equipment shall meet or exceed the following specifications:

Unit #1 – B/W printing system must include the following capabilities:

1. 300ppm Production Print Engine
2. Paper trays having dual feed modules with a minimum of 4,000 sheets
3. Roll feed system with a minimum of 50,000 sheets per roll
4. 3,000 sheet production level finisher with ability to unload while device is running
5. 100 sheet capacity stapling finisher with a minimum of 2 positions
6. Insertion of color documents into final output sets.
7. PCL & Adobe Postscript 3
8. 3-hole punch, in-line, option

Unit #2/Unit #3 - B/W printing system must include the following capabilities:

1. 150ppm Production Print Engine
2. Paper trays having dual feed modules with a minimum of 10,000 sheets
3. 3,000 sheet production-level collating with ability to unload while device is running
4. 100 sheet capacity stapling finisher with a minimum of 2 positions
5. Insertion of color documents into final output sets
6. PCL & Adobe Postscript 3
7. 3-hole punch, in-line, option

Unit #4 - B/W copying/printing system must include the following capabilities:

1. High Quality integrated Scanner with scan speed requirement of at least 100 ppm simplex and 200 ppm duplex. Scanner must have a minimum of 200 sheet capacity.
2. 1600 sets per hour, 35-page booklet maker finisher with ability to unload while device is running
3. Paper trays having dual feed modules with a minimum of 10,000 sheets
4. 3-Hole punching, as well as interchangeable dies for offline comb and coil binding
5. 100 sheet capacity stapling finisher with a minimum of 2 positions.

6. PCL & Adobe Postscript 3
7. Post Insertion Unit for Color Documents
8. The booklet maker shall be capable of producing a minimum of 2500 Booklet sets per hour, up to 25 sheets(fold, stitch and trim), 2 bin sheet feeder (front, cover, body) front and side air separation and double feed detection, 3 side trim for full bleed output.

b. Print Job Delivery Schedule:

i. Consultant shall adhere to the following print job delivery schedule:

- 1) Any print jobs between 50 – 1500 impressions (Tier 1) received by the server by 4PM are required to be delivered to the user mailbox the next business day before first bell.
- 2) Any print jobs between 1501 – 2000 impressions (Tier 2) received by the server by 4PM are required to be delivered to the user mailbox by second business day before first bell.
- 3) Any print jobs between 2001– 3000 impressions (Tier 3) received by the server by 4PM are required to be delivered to the user mailbox the third business day before first bell.
- 4) Any print jobs between 3001– 4000 impressions (Tier 4) received by the server by 4PM are required to be delivered to the user mailbox the fourth business day before first bell.
- 5) Any print jobs between 4000+ impressions (Tier 5) shall be subject to negotiated delivery time with the Copy Center personnel.

c. As to all Copy Center Equipment, Consultant represents and warrants the following:

General Requirements MFD	As Specified (Y/N or QY)	Comments
1. Company is licensed to do business in the State of California and is a legal entity capable of entering into Agreements within the State of California.	Y	
2. Company is in good standing with the California Franchise Tax Board.	Y	
3. Company, if other than the equipment manufacturer, is an authorized distributor, dealer or service representative and is authorized to sell and maintain the manufacturer's products included in this Agreement. Evidence that the proposer is an authorized dealer and technicians are manufacturer certified is provided with response.	Y	

4. Equipment offered shall be new in the box, OEM Parts, ISO-14001 certified	Y	
5. Equipment offered shall be w/o defect and shall comply with all current safety order of OSHA, CAL-OSHA and/or NISHA and OSH-POD	Y	
6. All prices quoted include, but are not limited to, all service calls, labor, parts, drums and consumable supplies (excluding paper and staples) and all delivery fees, packaging, handling, shipping charges, set-up and training	Y	
7. Company will make delivery and install all implementation equipment or supplies, as a result of this solicitation, within thirty (30) calendar days of Award of Agreement or as agreed to by Owner.	Y	
8. Company complies with the State of California environmental requirements. For the State of California environmental guidelines, please go to this website: http://www.dgs.ca.gov/buyinggreen/Home.aspx	Y	
9. Company will provide SDS sheets for any toners and/or developers which they propose as part of their Proposal, to Owner upon installation, and will provide the SDS at each MFD location.	Y	
10. When required, samples, demonstrations and testing will be furnished free of charge to the Owner. Upon expiration of sample, demonstration and/or test period, the item(s) will be returned to Company at Company's expense.	Y	
11. Company agrees to replace equipment as described in the Service Agreement, Section 4.16(c) Lemon Clause.	Y	
12. Cost of copies run during installation, test, maintenance, and any or all other service(s) provided by Company will be offered as a credit to Owner, monthly. The paper and staples used will be provided by Owner at no cost to Company during the service.	Y	
13. Company agrees to meet Performance targets including document production out-put, job accuracy, turn around rates, supply replenishment and equipment "up time" at or above 95% acceptance levels, as defined in Instructions/Information to Proposers, Section 10 Company Performance Expectations.	Y	
14. Company agrees to reconcile Owner's AMPV overage charges across all MFD equipment bi-annually.	Y	
15. There is no charge to Owner for all scanned images.	Y	

d. The Copy Center Equipment shall meet or exceed the following specifications:

Production Equipment (COPY CENTER)	As Specified (Y/N or QY)	Comments
1. Company is the same Original Equipment Manufacturer (OEM) for all production printing systems being Proposed and has attached the required Manufacturer or Authorized Dealer Certification to this Proposal.	Y	
2. Equipment is sold and serviced by the OEM or authorized factory trained agent.	Y	
3. All B/W printing systems proposed have print engine that maintain speed with all input and output accessories, including roll fed devices and shall maintain the simplex letter speeds as detailed above.	Y	
4. High Quality integrated Scanner with scan speed of at least 100ppm simplex and 200 ppm duplex is Proposed.	Y	
5. Integrated Scanner holds a minimum of 200 sheets	Y	300 SHEETS
6. Must have image permanency and will not be subject to image flaking or maring on paper weight up to 220gsm.	Y	
7. Must have a sheet enhancement module providing sheet flatness for post process handling such as folding, stacking, booklet making and banding or shrink wrapping.	Y	
8. Must have Internal Cleaning Technology that automatically removes stray toner and particles for cleaner prints.	Y	
9. Must have parallel RIP for faster document processing.	Y	
10. Systems have the ability to continuously print while loading and unloading paper without the printer cycling down.	Y	
11. Vacuum Fed paper trays: feed-heads in paper drawers must have separate air jets that separates paper, enabling best-in-class status for paper feeding.	Y	
12. System hardware and software is modular and field upgradeable. Solution must support the following: <ul style="list-style-type: none"> • Capable of printing tab stock, including Mylar coated tabs • Printer must have continuous run capability from any and all paper supplies, and have capability to refill while running. Paper drawers must have indicators for paper level, in use status and paper size. • In-line finishing (stapling) required, with 100-sheet (20#bond) capacity and ability to staple in a minimum of two positions. 	Y	

<ul style="list-style-type: none"> • Printer must be capable of sub-set stapling • Printer engine must have a process control system that monitors and adjusts the quality of output during production • Printer engine must be able to print files in a non-proprietary PDL. Must have job level modification – edge erase, image alignment and finishing, and job interrupt/hold/restart capability • Printer must have capability of providing job ID, user, job name, chargeback number, job arrival time, job completed time, print completion status, pages printed, page mode, PDL, format, paper size and paper weight. 		
13. Print resolution is a minimum of 600 x 600 dpi for ease of reading on student facing documents, black toner. Printer must have automatic jam recovery, trayless duplexing and a minimum output resolution of 600 dpi, 8 bit, 256 grayscale.	Y	
14. System hardware and software is modular and field upgradable.	Y	
15. System controller supports remote Graphic User Interface (GUI).	Y	
16. System controller GUI is the same on all B/W production printers	Y	
17. System controller supports Job Forwarding to any controller in the production solution	Y	
18. System controller supports Reprint Management – rasterized jobs and job tickets are saved for reprint requests.	Y	
19. System controller supports Reprint Management – rasterized jobs and job tickets are saved for reprint requests.	Y	
20. Sun Solaris, or equivalent, OS for security	Y	
21. Company maintains responsibility for all third party manufactures software and hardware if there are problems or questions.	Y	
22. System provides late stage editing for web, scan, and hardcopy submitted documents.	Y	
23. Customer is not billed for system prints required for service related repairs or diagnostics, credits captured by technician at time of activity and credited to Owner monthly.	Y	
24. Company provides a total satisfaction guarantee for all production systems with replacement deemed necessary by the Owner.	Y	

25. Accessories for production printer must be provided with Company Proposal. All items should be the same term as lease requested.	Y	
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e. Scan-to-Copy Center (Document Capture at Multi-Functional Devices)

- i. Consultant shall provide equipment, software and any related services, that will enable end users to walk up to a multi-functional device, authenticate themselves, set job options, scan the document to the Copy Center, and receive an email confirmation, including tracking number. The scanned job and associated ticket information will go directly to the centralized print center for production. (“Scan-to-Copy Center System”)
- ii. The confirmation email shall contain a tracking number, the date/time stamp of the job, the number of pages, the quantity ordered, and the options selected.
- iii. The Scan-to-Copy Center System shall support end-user login. The user must have a mechanism for logging onto the MFD, using a Proximity Card, and/or a six-digit account number.
- iv. The Scan-to-Copy Center System shall support validation of the Proximity Card and/or user-entered account number via a lookup against an external data table. This lookup shall also be able to return other data about the user, including name, email, delivery location, etc.
- v. The Scan-to-Copy Center System shall allow the user to set their job options, including (but not limited to) the following:
 - 1) Quantity
 - 2) Paper type/size/orientation/color
 - 3) Plex
 - 4) Finishing options
 - 5) Due Date (default is one day, but should allow users to future date their request)
- vi. The Scan-to-Copy Center System shall save a copy of the scan in a private archive of the electronic web-submission software seamlessly and without customization for electronic reordering.
- vii. The Scan-to-Copy Center System shall interface with electronic web-submission and paper-based scanning software and intelligent print management software seamlessly and without customization.

- viii. The Scan-to-Copy Center System shall meet or exceed the following specifications, unless otherwise noted:

Web and MFD Scan Requirement	As Specified (Y/N or QY)	Comments
1. RSA QDirect.Scan, or operationally equivalent system, with full “quick-copy” job ticketing at MFD and resides as an integrated element on the user interface	Y	
2. No additional third party external system required on MFD to facilitate scan to the Copy Center. The District’s intent is not to have third party Hardware connected to the MFD to facilitate scanning to the Copy Center. It is acceptable to utilize QDirect Scan or Operationally Equivalent software to facilitate the scanning to the Copy Center.	Y	
3. RSA QDirect.Scan, or operationally equivalent system, with full job ticketing. Job ticket is embedded on MFP user interface for scanning to Copy Center with no re-ticketing.	Y	
4. RSA QDirect.Scan, or operationally equivalent system, with full job ticketing and provides acknowledgement to end user with full job ticketing information of what was requested and 4 thumbnail images on backside of acknowledgement of the job submitted.	QY	Solution provides a job ticketing acknowledgement via email to the end user upon submittal of job to the print room
5. Update to the ticketing on the MFD's QDirect.Scan, or operationally equivalent system, with full job ticketing can be broadcast from the server seamlessly and quickly.	Y	
6. Company shall provide a method to print via a web browser which does not require a custom print driver to be installed.	Y	
7. RSA WebCRD Pro License, or operationally equivalent system, with full job ticketing has the following SurePDF License, Central PFD Software, QDirect.EDU readers, QDirect writers, Accounting module (Equitrac) Thumbnail on Confirmation, or equivalent.	QY	The system does not generate thumbnails on the back of the page. But can send an email confirmation of submission
7.0 Web-Based Print Job Submission		
7.1 General		
7.1.1 All components of the Web Submission system shall be compatible with the following Web browsers:	Y	
	Y	

7.1.1.1 Microsoft Internet Explorer version 7.0 and up	Y	
7.1.1.2 Apple Safari version 3.0 and up	Y	
7.1.1.3 Mozilla Firefox 3.6 and up	Y	
7.1.1.4 Chrome Browser version 32.0 and up	Y	
7.1.2 The system shall offer branding capabilities that enable matching colors/logos/look-and-feel.		
The system shall offer a configurable Ordering Home page which lets end users access frequently used workflows with a single click.		
7.2 PDF Creation and Proofing	Y	
7.2.1 The system shall allow end users to submit jobs to the print center remotely using a Web-based interface.		
7.2.2 The system shall allow end users to convert their documents using a client-side PDF conversion process. This will result in consistent, print-ready PDFs arriving in the Copy Center.	Y	
7.2.3 The system shall allow the end users to view, approve, or reject an on-screen proof of their print-ready PDF prior to submitting it to the Copy Center.	Y	
7.2.4 The system shall allow users to view and resubmit past orders.	Y	
7.2.5 The system shall allow users to preview their document onscreen <u>including all finishing options</u> (e.g. covers, tabs, binding, stocks, etc.).	Y	
7.3 Authentication and Account Number Validation		
7.3.1 The system shall be able to support integration with LDAP and/or Active Directory for authentication of users.	Y	
7.3.2 The system shall be able to retrieve current user profile information (e.g. phone number, email, shipping address, etc.) from our LDAP/AD environment	Y	
7.3.3 The system shall allow the administrator to determine which users (or user groups) can see which areas of functionality. For example, end users can see the progress of their job.	Y	

7.3.4 The system shall allow the administrator to determine which users (or user groups) can see which areas of the document catalog.	Y	
7.3.5 The system shall be able to validate users' account numbers (see requirement in Job Ticket Creation below).	Y	
7.3.6 The system shall be able to send the user's account numbers directly to the printer controller, where the account number should show up on the controller screen as the job number.	Y	
7.3.7 The system shall allow administrators to update user permissions and access to documents for multiple users (groups of users) with one update.	Y	
7.3.8 The system shall support update for users and their access rights via user interface and batch imports.	Y	
7.4 Job Ticket Creation		
7.4.1 After approving the on-screen proof, the system shall allow the user to set the options for their print job (create the print ticket). The interface for this process shall be entirely Web-based, and shall be optimized for the quickest possible interaction. All ticketing shall take place on a single screen.	Y	
7.4.2 The system shall allow for Intelligent Document setup which examines documents uploaded and automatically selects appropriate paper stocks and exception page ticketing for users. This should work for Wide Format documents as well.	N	
7.4.3 The job ticketing options available to the user shall include (but not be limited to) the following:	Y	
7.4.3.1 Enter their account (billing) code, and/or select it from a drop-down of valid accounting codes for that user.	Y	
7.4.3.2 Set a unique name for the job.	Y	
7.4.3.3 View the proof of the uploaded file.	Y	
7.4.3.4 View a preview of the uploaded or selected file with finishing options.	Y	

7.4.3.5	Set the quantity	Y	
7.4.3.6	Set the due date	Y	
7.4.3.7	Specify one or more delivery addresses. Users shall have the ability to store addresses in an online address book, and choose from their address book to populate this field. Users shall have the ability to split the order between one or more shipping addresses.	N	
7.4.3.8	Set the output (color or B/W)	Y	
7.4.3.9	Set the plex (single-sided, double-sided)	Y	
7.4.3.10	Set the desired paper stock	Y	
7.4.3.11	Set any special instructions in a free-form text field.	Y	
7.4.3.12	Set the finishing options, which shall be fully customize-able and able to support, at minimum, the following:	Y	
7.4.3.13	<u>Binding</u>		
	- Stapling		
	- Three-hole punching		
	- Taping		
	- Perfect binding		
	- Comb binding		
7.4.3.14	<u>Folding</u>	Y	
	- Accordion		
	- Brochure		
	- Double-Panel		
	- Gate		
	- Letter		
	- Single	Y	
7.4.3.15	Covers		
7.4.3.16	Cutting	Y	
7.4.3.17	Padding	Y	
7.4.3.18	Slip Sheeting	Y	
7.4.3.19	Punching	Y	

7.4.3.20Trimming	Y	
7.4.3.21Tab Insertion	Y	
7.4.3.22Page insertion	Y	
7.4.3.23Exception pages	Y	
7.4.4 The system shall offer pre-configured job ticketing presets.	Y	
7.4.5 The system shall support automatic color page detection. The digital cost estimate shall be based upon the number of color pages and black/white pages in the user's original.	Y	
7.5 Accounting		
Accurate pricing and order cost tracking is critical to the success of this project.	Y	
7.5.1 The system shall allow the user to view a cost estimate for their job prior to submitting the job. This estimate shall be based on entries in one or more fully configurable pricing tables.	Y	
7.5.2 The system shall support pricing jobs by any number of factors, including (but not limited to) job type, impression count, paper stock, plex, binding, folding, and finishing.	Y	
7.5.3 The system shall support pricing for any item with multiple factors; that is, a price for binding might include setup, per copy, and per sheet price factors.	Y	
7.5.4 The system shall support pricing configuration to reflect the requested turn-around-time (surcharge for rush jobs, discount for longer lead times).	Y	
7.5.5 The system shall provide ability to configure multiple price cards (interactively or by importing a CSV).	Y	
7.5.6 The system shall support easily changing price cards to implement sale pricing or other special pricing needs.	Y	
	Y	

<p>7.5.7 The system shall support an order minimum (minimum cost applied to all jobs)</p> <p>7.5.8 The system shall support adding sales tax to an order.</p> <p>7.5.9 The system shall enable Copy Center staff to change or update all pricing on an individual line-item basis in Production.</p> <p>7.5.10 The system shall be able to export detailed and configurable accounting reports in CSV format.</p>	<p>Y</p> <p>Y</p> <p>Y</p>	
<p>7.6 Approvals and Notifications</p> <p>7.6.1 The system shall be able to support notifications at various steps throughout the workflow. At a minimum, the system shall be able to notify the end user via email when their job has been received by the print shop, and when it has been completed. Notifications at other milestones are done.</p>	<p>Y</p>	
<p>7.7 Variable Data Support</p> <p>7.7.1 Adobe forms support</p> <p>7.7.1.1 System shall enable customers to upload and configure standard Adobe PDF forms such as business cards, customized post cards, form letters, etc.</p> <p>7.7.1.2 Customers shall be able to select a form to order, and then fill in their own personalized data interactively or by uploading a CSV file. An accurate PDF proof shall be composed immediately for customer approval before placing an order.</p> <p>7.7.1.3 System shall support defining business rules and data validation techniques to ensure consistent output.</p>	<p>Y</p> <p>QY</p> <p>Y</p> <p>Y</p>	<p>The system will allow users to upload pre-filled forms. We do offer a Variable data module to handle more robust needs.</p>
<p>7.8 Print Production Management</p> <p>7.8.1 Printed Job Tickets</p>	<p>Y</p>	

7.8.1.1	When a print job is picked up by production, the system shall allow for the generation of a configurable job ticket/traveler.	Y	
7.8.1.2	The printable job ticket used by production staff shall include (at minimum) the following data:	Y	
	<ul style="list-style-type: none"> - Job name - Job number - Quantity - Customer name and email - Paper type/size/orientation/color - Plex - Special Notes - Delivery information 		
7.8.2	The system shall allow for an Order packing list to be printed from Production.	Y	
7.8.3	The system shall allow for an Inventory Pick Ticket to be printed from Production	N	
7.8.4	Rules-based printing	Y	The system will let the operator know that stocks are being requested. But does not print this list.
7.8.4.1	The system shall be capable of making intelligent processing decisions in an automated fashion. For example, if the job meets specific configurable business rules (e.g. less than 200 impressions of simplex B/W), it should automatically be released to an appropriate printer without the need for operator intervention.	QY	The software automatically programs the chosen printer to correctly print the job, but the operator must submit the job.
7.8.5	Job Status and Job Management	Y	
7.8.5.1	The system shall allow the end-user to use a Web-based interface to determine the status of their Web-submitted print job(s).	Y	
7.8.5.2	The system shall allow the print production staff to determine at a glance the status of every job as it moves through the production workflow.	Y	
7.8.5.3	The system shall support quantity-based job splitting.	N	Job splits are based on printer utilization not quantity

7.8.5.4	The system shall allow the print production operator to make changes to the ticketing for the job.	Y	The system will configure the selected device for printing a job.
7.8.5.5	The system shall allow the print production operator to add or remove cost from the job. Adjustments shall be possible as either a fixed rate (e.g. add 2 dollars) or as a percentage of the calculated cost (e.g. add 5%).	Y	
7.8.5.6	The system shall allow the print production operator to decline a job entirely. In this event, the system shall notify the order placer that their order was rejected, and if available display the reason why.	Y	
7.8.5.7	The system shall enable Copy Center staff to manage workload and jobs with a Production Dashboard.	Y	
7.8.5.8	The system shall enable Copy Center staff to print directly to any production printer with automated ticketing.	Y	
7.8.5.9	The system shall support printing to production class printer in a multiple print vendor environment.	Y	
7.8.5.10	The system shall support automatically directing jobs to the correct printer with no operator intervention.	N	
7.8.5.11	The system shall support remote printing (to geographically disparate production printers) for load-balancing.	Y	
7.8.5.12	The system shall enable Copy Center staff to produce page insertions (including tab stock) and page exceptions directly on production printers that support these operations.	Y	
7.8.5.13	The system shall integrate with 3rd party solutions for advanced pre-press make ready work, such as MicroPress, SmartBoard, FreeFlow Process Manager, and FreeFlow Makeready.	Y	

7.8.5.14	The system shall enable Copy Center staff to download files for printing using a File Print workflow, and easily upload new proofs and/or processed files.	Y	This could be accomplished through a customization request.
7.8.5.15	The system shall offer JDF support for industry-standard integration.	Y	
7.8.5.16	The system shall offer configurable job tickets, shipping labels, and banner pages.	Y	
7.8.5.17	The system shall support order splitting—fulfill part now and part later (a new order is automatically created for the new quantity).	Y	
7.8.5.18	The system shall enable Copy Center staff to update order costs in Production.	Y	
7.8.5.19	The system shall offer a barcode-scanning workflow to change job statuses and simplify production operations.	N	
7.8.6	The system shall enable Copy Center staff to configure a separate site for each print center in our organization.	Y	
7.8.6.1	Each site shall support different pricing models, business rules, or shipping options; and show a different look and feel (colors, page logos, etc.) for different groups of customers.	Y	
7.8.6.2	Orders shall be automatically routed to the customer's default site for output, but capable of being directed to a different site.	Y	
7.9 Paper-Based Job Submission			
7.9.1	The system shall support a workflow where the end user submits their job using a traditional paper-based form. Jobs of this type still must be able to be entered into the system.	Y	
7.10 Email-Based Job Submission			
7.10.1	The system shall support a workflow where the end user submits their job via email. Jobs	Y	

of this type still must be able to be entered into the system.		
7.11 Digital Media-Based Job Submission 7.11.1 The system shall support a workflow where the end user submits their job via a USB device, CD, or DVD. Jobs of this type still must be able to be entered into the system.	Y	
7.12 Import and Export Capabilities 7.12.1 The system shall enable easy configuration of data by the means of an import process of a structured-data file.	Y	
7.13 Printer Neutrality 7.13.1 The Web Submission toolset shall enable printing of submitted jobs to an unlimited range of production print devices. The print production operators shall not have to re-ticket the jobs at the devices. The solution must be vendor-neutral, capable of sending ticketed jobs to any production class printer. The Web Submission toolset shall be accessible from both internal (intranet) and external (internet) networks.	Y	
8. RSA WebCRD & QDirect.Scan, or operationally equivalent system, with full job ticketing and is resident on site - not hosted offsite.	Y	
9. RSA WebCRD Pro, or operationally equivalent system, with full job ticketing and has reporting capabilities.	Y	
10. RSA WebCRD, or operationally equivalent system, with full job ticketing and is customizable to Owner printing requirements.	Y	
11. RSA WebCRD, or operationally equivalent system, with full job ticketing has intelligent finishing, meaning finishing commands are carried all the way thru to the production device.	Y	
12. RSA WebCRD & QDirect.Scan, or operationally equivalent system, with full job ticketing includes enough seat licensing for up to 100 MFD and 2500 users.	Y	
13. Includes Premium Production Tower Server	Y	

14. Includes disaster recovery server with following minimal resources: PowerEdge T110, Intel Xeon X3430 2.4GHZ, Windows Server 2008SP2 w/5CALs, 2GB Memory, 160GB HD, Mouse, Keyboard, 17" Monitor, Internal DVD Drive, On-Board Single Gigabit Network Adapter, NBD hardware and Software Support from hardware manufacturer for the term of the contract.	Y	
15. Company manages third party software partner firms for questions or problems with the software and hardware during term of agreement.	Y	
16. Proposal price includes full service maintenance on all third party software and hardware for the term of the agreement.	Y	
17. Proposal price includes any annual fees on third party software and hardware (i.e. license & maintenance fees) for term of agreement.	Y	
18. Proposal price includes patches and software upgrades on all solution software and hardware for term of agreement (no more than 1 version behind).	Y	
19. Patches and software upgrades on third party software and hardware automatically provided at the time they are available (no more than 1 version behind), at no charge to Owner.	Y	
20. Includes training for all Owner staff on RSA QDirect.Scan, WebCRD or operationally equivalent software.	Y	UniFLOW
21. Name the third Party Software used for Scanning & WEB submission to the print shop in the comment field.	Y	UniFLOW
22. Name the third party Software used for complete accountability for controlling costs in the comment field.	Y	
23. Scope of Copy Center services includes: <ul style="list-style-type: none"> • Job intake (hardcopy and electronic) • Job Assessment • Production Staging • Production tracking • Activity Reporting and tracking • Standard job turn-around • Minimum employee productivity standards • Quality Control Procedures • Delivery and pick-up processes 	Y	
24. All scanning equipment is able to scan to user's home directory and/or directly to their E-mail account via a pre-programmed one-touch scan destination, as well as scan to .TIFF, .JPG and .PDF	Y	

25. Users are able to scan and add data in at least four (4) unique index fields to each document during the scan process using the MFD touch panel. Each index field shall have the ability for the Owner to create drop-down pick lists to facilitate user indexing accuracy and minimize data entry. Scanning and indexing is fully completed at the MFD touch panel without the need for users to utilize a PC or any other device directly connected to the MFD.	Y	
26.0 Centralized Print Management of WEB and SCAN submission jobs:		
26.1 The system shall run on a secure, reliable, production-class server platform	Y	
26.2 The system server shall operate in either Forked LPD mode or Serial LPD mode.	Y	
26.3 The system shall support the centralized management of all print volume across the enterprise.	Y	
26.4 The system shall be able support, but not be limited to, the following print inputs:	Y	
26.4.1 Mainframe		
26.4.2 Network		
26.4.3 AS400		
26.4.4 Copy/Scanners		
26.4.5 Fax server		
26.4.6 File server		
26.4.7 Hot folder		
26.4.8 FTP		
26.4.9 Email		
26.5 The system shall support, but not be limited to, the following print outputs:	Y	
26.5.1 B/W Printers		
26.5.2 Color Printers		
26.5.3 PDF Archive		
26.5.4 Network Archive		
26.5.5 FTP		
26.5.6 CD Burner		
26.5.7 Email		
26.5.8 ImageSetter		
26.6 The system shall support, but not be limited to, the following PDLs:	Y	
26.6.1 PostScript		
26.6.2 PCL		
26.6.3 PDF		
26.6.4 TIFF		

Interpreters of LCDS, XES/UDK, IPDS can be added if needed.

26.17 The client shall run either on the same Linux workstation as the system server or on a different Linux workstation.	N	Windows
26.18 The system should be able to operate on other operating systems that use JRE 1.6—such as Mac OS X and beyond.	N	Windows
26.19 The system shall support user login and rights management.	Y	
26.20 During user login, the system shall enable automatic checking/updating of client, server, and online help versions.	Y	
26.21 The system shall support auditing of user actions.	Y	
26.22 The system shall support meta-data about print jobs to add efficiency in managing (manually and/or automatically) enterprise print volume.	Y	
26.23 The system shall support a mechanism for segregating jobs and other system resources, and determining which users have rights to view/manage particular resources.	Y	
26.24 The system shall support a mechanism for administrator control of user rights to perform particular system operations.	Y	
26.25 The system shall support fully customizable views and filters of enterprise print volume.	Y	
26.26 The system shall support easy job viewing.	Y	
26.27 The system shall provide a mechanism for automated, "lights-out" printing for jobs which meet configurable business rules.	Y	
26.28 The system shall have a fully integrated scripting interface, which allows for the creation of pre-processors and postprocessors to manipulate jobs and enable sophisticated workflows.	Y	
26.29 The client's jobs origins and job destinations shall support various file modifications, including prepend/postpend, search/replace/delete; and other operations.	Y	

26.30	To support Internet Protocol Version 6 (IPV6), hostname/IP fields shall accommodate 253 characters.	Y	
26.31	The system shall allow the sending of files to a remote printer via the Internet Printing Protocol (IPP).	Y	
User Interface			
	A client configuration window shall be available to all users	Y	
26.32	Users shall be able to customize, name, save, and reuse layouts of the main client windows.	Y	
26.33	Users shall be able to easily reset the default layouts of the main client windows.	Y	
26.34	Users shall be able to set up and customize color-coding schemes for key status information displayed in the listings in main client windows. For example: in the main job listing, jobs with a status of READY would appear with a green background, while jobs with a status of HELD would appear with a yellow background.	Y	
26.35	Users shall be able to easily view the status of the client/server connection.	Y	
26.36	Integrated electronic help shall be available to users via the main client windows.	Y	
Job Handling, Monitoring, and Transmission			
26.37	Users shall be able to easily view and modify job properties in the main job listing window and job properties dialog box. These properties include, but are not limited to, the following:	Y	
		Y	
26.37.1	Status		
26.37.2	Expiration time		
26.37.3	Destination		
26.37.4	Partition		
26.37.5	Class		
26.37.6	Category		
26.37.7	Type		
26.37.8	Priority		

26.37.9	Host		
26.37.10	File path		
26.37.11	Copies		
26.37.12	Pages		
26.37.13	Impressions		
26.37.14	Partition		
26.37.15	Printing Status		
26.38	The system shall allow users to manually delete jobs or store jobs for defined time periods.	Y	
26.39	The system shall allow users to reprint jobs.	Y	
26.40	The system shall allow users to monitor the printing status of jobs on specified printers.	Y	
26.41	The system shall allow viewers to easily view and modify transmission protocols, and other origin and destination properties.	Y	
26.42	The system shall be able to route jobs from one server to another.	Y	
26.43	Users shall be able to set up alert messages to be displayed on all user clients to advise of specific status changes in origins and/or destinations.	Y	
26.44	Users shall be able to set up email alert messages to be sent to all users to advise of specific status changes in origins and/or destinations.	Y	
26.45	Users shall be able to configure the system to report SNMP printer status and also if needed—have the SNMP printer status automatically update the destination status.	Y	
26.46	The system will allow a standard list of criteria to be defined, to be used by the system to match jobs and destinations.	Y	
26.47	All users shall be able to select from the defined criteria list to specify the jobs that can be processed by a certain destination.		
Administrator Capabilities		Y	
26.48	Administrators shall have exclusive access to an administration window, allowing them to view and fully control all administrative entities, for		

<p>example: users, logins, and authorization modes, users' rights, and integrated electronic help for administration.</p> <p>26.49 Administrators shall be able to import or export all administrative entities.</p> <p>26.50 Administrators shall be able to use templates to conveniently apply the same set of rights to a group of users.</p> <p>26.51 Administrators shall be able to define a scheme of job statuses to reflect their specific workflow and map these statuses to standard system statuses.</p> <p>26.52 The main administrator shall be able to assign administrator rights to specific users.</p> <p>26.53 Administrators shall have exclusive access to logs of user actions.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	
Security	As Specified (Y/N or QY)	Comment
<p>27.0 Recommended devices are Common Criteria Certified against all points of vulnerability. The following components of the MFD are Common Criteria Certified for IT Security Evaluation (ISO/IEC 15408);</p> <ul style="list-style-type: none"> • Encryption with secure protocols- Recommended devices support state of the art data encryption like SSL and IP Security for all data moving in and out of the device, as well as for data stored within the device. • Authentication Use of device functions (e.g., scan, e-mail and fax) can be restricted by user and by function as designated by the System Administrator. • Internal Audit log • Firewall • Image Overwrite - Recommended devices have either immediate or on-demand hard disk image overwrite utilizing a three pass algorithm as originally specified by the U.S. Department of Defense. • Embedded Fax - Recommended devices have complete separation of the fax telephone line and the network connection to prevent unauthorized access to network environment. • Secure Print Jobs are sent and safely stored at the device until the user enters a unique PIN that they create. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	

<ul style="list-style-type: none"> set expiration times for stored jobs, such as, after 24 hours automatically delete any stored jobs. 	Y	
28.0 Solution shall digitally shred stored images after deletion such as from copy's, fax, print, etc.	Y	
29.0 IP Address Restriction - Recommended devices have IPFiltering, IPSec, Secure Socket Layer/Transport Layer Security (SSL/TLS), Digital Certificate, 802.1x Device Authentication.	Y	
30.0 Company shall provide a downloadable patch to solve any security vulnerability.	Y	
31.0 MFD devices that use hard disk drives to temporarily store images, have an "image overwrite" feature that destroys the copied image immediately." That function is built in, (or installable via a security kit).	Y	
32.0 MFD devices that use hard disk have disk encryption feature which encrypts all stored customer image data with the state-of-the art AES	Y	
33.0 Company has a disk removal program so that prior to a device being returned a technician they will remove the disks and leave them with Owner.	Y	
Detail Reporting	As Specified (Y/N or QY)	Comment
34.0 Equitrac Software, or equivalent, with same functioning capabilities that will interface with the RSA software, or equivalent. Able to integrate with all devices no external device needed.	Y	
35.0 Equitrac Software, or equivalent, with same functioning capabilities licensing for up to 100 devices and up to 2500 users.	Y	
36.0 Monthly Report shall have a cover page, a letter summarizing the content of the report including, any increases or decreases over the same month in the previous year, table of contents, an Executive Summary listing volume total, allowances, credits and all charges for each month of the year to date, as well as any applicable service and waste credits.	Y	

37.0 All Monthly Reports show each month, YTD school calendar July1-June 30 (except Service Call report) All Reports will have Model#/ Serial number / Name of location including service call report	Y	
38.0 Reports include volume history, Average volume by unit and total volume on unit. Includes a graph of total volume for High School, total volume for Junior High School and total volume Owner Offices, Month over Month.	Y	
39.0 Monthly Report indicates first call to on Site Care Personal.	Y	
40.0 Monthly Report shall indicate every service call with date, contact, fault code-problem/solution, arrive time, depart time, total down time indicated by minutes and percentage by unit.	Y	
41.0 Monthly Report shall include Service History Summary by unit showing three rolling months: monthly vol., service calls, hours down, percent of uptime and YTD average monthly volume, average service calls, average on site customer care calls, average hours down and average percent of down time by unit.	Y	
42.0 Monthly Report shall include Site Charge Back for office unit volume and for what is sent to the print shop, one page summary.	Y	
43.0 Accounting Software shall associate user code to a 16 digit GL Account number (provided by Owner). Monthly Report to include what the charge back to each site, by GL Account number, of total usage (school site + print shop usage=total usage)	Y	
44.0 All Reports above (except one page charge back summary report) shall be separated in three categories (1)Owner Offices Devices by device, (2) Middle Schools Devices by device Schools and (3)High Schools Devices by device	Y	
On Site Personnel, Tools & Transportation	As Specified (Y/N or QY)	Comment
45.0 Company provided Copy Center Lead shall have at least two years experience with production equipment and RSA Q-Direct Output Manager, or equivalent, in a K-12 print shop similar in size as Owner. Lead shall	Y	

manage all OEM software and hardware as well as all third party software and hardware, return calls and emails, and resolve any issues in regard to the Copy Center.		
46.0 Company provided Copy Center Operator shall have at least two years experience in a K-12 print shop similar in size as Owner and shall serve as a back up to Copy Center lead.	Y	
47.0 Company provided Customer Care (break-fix) representative shall have minimum of two years experience in a K-12 environment similar in size as Owner.	Y	
48.0 Company provided Customer Care (break-fix) employee shall provide monthly preventive maintenance on all equipment, manage and hand deliver consumables to avoid stock outs to each device.	Y	
49.0 During the preventative maintenance inspection, the following work shall be performed: <ul style="list-style-type: none"> • Check fuser • Check quality sensor • Check toner • Check paper path • Check copy count • Check staples • Check error messages 	Y	.
50.0 Tools and equipment used in the accomplishment of needed service shall be supplied by Company and shall comply with equipment manufacturer's specifications.	Y	
51.0 The service technician shall have the training and experience to perform prompt, efficient and accurate service on each type and model of equipment for which the Company is responsible.	Y	
52.0 Service calls are unlimited and shall be performed during normal business hours of Owner.	Y	
53.0 Service Calls received during the PM shift (defined as after 2PM) service shall be executed the following business morning, with repair completed within four (4) hours.	Y	

54.0 Company provided dedicated Customer Care employee shall be the first point of contact by email notification via a Company provided cellular device for all service issues. He shall respond to the call within 1 hour, engage a service technician (if required) and provide user with an ETA of service technician and he shall follow up with customer that issue was resolved in a timely and satisfactory manner.	Y	
55.0 Company provided Customer Care employee shall deliver all jobs from the Copy Center by first bell to each user mailbox at each Owner site, and pick up hard copy jobs from each site and deliver to Copy Center for processing.	Y	
56.0 Company shall provide employees, with a minimum of two years experience in a K-12 environment similar in size to Owner, in case of any absences due illness, vacation, disability or any other reason.	Y	
57.0 Company provided transportation for Customer Care employee shall be a full size Van and all expenses related to services are included.	Y	
58.0 No overtime shall be charged to Owner for peak volume sent to and managed by Copy Center. Peak volume does not negate the expected turnaround time expected.	Y	
59.0 Copy Center shall be managed 100% by Company provided staff.	Y	
60.0 All jobs scanned or submitted via the Web by 4pm shall be delivered to user mailbox by first bell the next day based on individual school start times.	Y	
61.0 Proposal price includes On-site Analysis support as needed. Analysis shall have direct access to Third party analysis and be able to resolve any issue preventing office & production work within four hours.	Y	
62.0 Copy Center personnel shall check each job for copy quality assurance.	Y	

Service Technician	As Specified (Y/N or QY)	Comment
1. Any PC's required with Equitrac Accounting, RSA Q-Direct.Scan or WebCRD, or equivalent, are provided and maintain by Company and shall provide the necessary or required software and OS. All PC's provided by Company will be kept up to date with security and productivity updates and in compliance with Owner policies.	Y	
2. List all finishing equipment provided as part of Company's proposal.	Y	
3. Total response time from first call to Customer Care employee to a satisfactory diagnosis, a commitment to return functionalities or repaired device is no more than 4 hours.	Y	
4. Company Account Manager shall escalate repair issues within service organization and shall communicate with Owner representative for serious break-down matters and resolutions.	Y	
5. All replacement parts shall meet the original equipment manufacturer's specifications. No used parts shall be installed. Only OEM parts will be allowed.	Y	
6. Company may provide loaner equipment, of equivalent or better specification, for un-repairable equipment within 24 hours to avoid penalties. Loaner equipment will be provided at no charge to Owner.	Y	
Financing and Invoicing	As Specified (Y/N or QY)	Comment
7. Company shall issue one monthly invoice for any equipment leased by Owner ('Lease Payment') and for any services performed by Company ('Services Payment') under the purchase order. The Financing Company shall be affiliated with the equipment manufacturer and Company shall be a party to the proposed Lease Agreement.	Y	
8. Company shall provide one consolidated monthly invoice for MFD and MPS services and provide a detailed analysis of each service type.	Y	
9. Although not a requirement to submit a Proposal, the Owner would like to know if the devices and services contained in Company's proposal are eligible via a Piggy back Agreement	Y	
10. All pricing is fixed for the term of the Agreement, unless Owner makes additions or deletions to support program needs.	Y	
11. Company shall pick up Multi-Function Device equipment at end of lease with no charge or lease return fees.	Y	

12. No late fees will apply.	Y	
13. No supply shipping or delivery fees apply.	Y	

f. As to any Scan-to-Copy Center System equipment, Company represents and warrants the following:

WSH Managed Print Systems	As Specified (Y/N or QY)	Explain
1. Company is the same Original Equipment Manufacturer (OEM) for all managed print systems being Proposed, unless proposing Hewlett Packard.	Y	
2. Equipment is sold and serviced by the OEM or authorized factory trained agent.	Y	
3. Company Proposal includes a dedicated on-site service technician (resource to Owner). Technician shall respond to service requests in within two (2) hours of receiving request.	Y	
4. Company Proposal includes customer training and network support for printers for the term of the contract.	Y	
5. Company provides Total Satisfaction Guarantee, per Section 13, on all new and existing devices for 5 years (to include all copiers, printers and fax machines serviced under this Agreement including retained HP and Xerox devices)	Y	
6. Company provides warehousing and distribution of supplies required at no additional costs to Owner.	Y	
7. Ability to obtain on-demand automatic meter reads for all networked printing devices, including printers.	Y	
8. Company shall provide Local storage for all printing devices removed from Owner during initial installation, for a minimum duration of six months at no additional costs to the Owner.	Y	
9. Company shall properly dispose of all printers removed from Owner's premises and shall endeavor to recycle the units, as appropriate.	Y	
10. Company is an Authorized HP dealer, (minimum 3 year experience) with HP certified technicians to provide all routine maintenance and repair on current/maintained HP products	Y	

11. Monday thru Friday (7-5), Help Desk for printer support accessible via toll free number and E-mail/web address.	Y	
12. Replace up to 5% of printer fleet, per year, at Company's expense, with printers of equivalent specifications with either Company branded or HP branded units. (replacement units will be owned by the Owner upon installation).	Y	
13. All new printers shall be delivered and installed by the Company.	Y	
14. Delivery includes loading of print drivers on all PC's, as needed.	Y	
15. All consumable printer supplies, as prompted by software notification reports or as requested by Owner, shall be shipped directly to the end user- not the Owner warehouse- and labeled as such, at no additional charge.	Y	
16. Company shall provide Consulting services to enable value added resources at no additional fee.	Y	
17. Company shall provide network software that enables automated technical notification for Company to provide service of all break/fix and supply delivery occurrence with supply fulfillment to the device level.	Y	
18. Company shall not assess any minimum print volumes to Owner.	Y	
19. All printer equipment shall be owned by Owner at the end of the lease period, at no additional charge.	Y	
20. Late fees will not be assessed to Owner	Y	
21. Company shall provide Print-governance software that prompts users to redirect their job to a MFD.	Y	
22. No supply shipping fees	Y	

Section 4. WM S Hart DCC Print Shop Referral Program

Consultant offers the opportunity for the District to earn rewards in the form of credits on their open invoicing from Consultant by referring external customers and internal District end-users, to utilize Consultant's print shop services.

The District's participation in this referral program ("*WM S Hart DCC Print Shop Referral Program*" or "*Program*") shall earn credits to use in conjunction with the current ABM maintenance service agreement. Consultant may terminate the Program for any reason by giving the District ninety(90) days notice. Consultant shall administer the WM S. Hart DCC Print Shop Referral Program which may, outsource certain elements of administration to third parties as needed to fulfill the business service needs.

Eligibility

The District may refer external business/companies, external business relationships to the Program; those who are referred are ("*Referred Customer(s)*"). The District will be eligible to receive "Credits" for every qualified referral or Referred Customer(s).

Included for participation in the Program as a Referred Customer(s) are any internal District end-users, district staff, clubs and/or other referred external potential customer contacts/business that are looking to utilize printing service via the WM S Hart DCC Print Shop.

Consultant shall determine if the District's, referral or Referred Customer(s) is valid based on criteria that includes, but is not limited to, all completed essential parameters on the Referral form, and/or current/existing business affiliation with Consultant.

Qualified Referred Customer(s)

Referred Customer(s) are deemed qualified when;

1. Completed Referral Form has been received and vetted by Consultant prior to Referred Customer requesting printing services from Consultant.
 - a. Consultant will manage all Referral Form(s) received on behalf of the District.
 - b. Referral Forms will stay valid from 6 months of submission date as outlined on the Referral Form. If Referred Customer requests services after the 6-month original Referral Form submission date, Referral Customer must complete a new Referral Form.
2. When a Referral Form(s)/Referred Customer translates into an active validated customer that receives print services from Consultant, and services have been completely rendered and all said payment/monies have been received by the Consultant.
3. The District must also respect the spirit of the Program and not engage in unfair or otherwise problematic practices, which include creating non-vetted referral forms or referral sources.

Conditions for Receiving Credits

Credit will be awarded for Qualified Referrals who meet the following conditions:

1. The Referred Customer must complete the Referral Form in full detail provided by the District. Any incomplete forms will not be valid.
2. Referral Form must be for services requested within 6 months from original date of referral form.
3. The Referred Customer must not be a current active customer of the Consultant, in which they have not utilized printing services from Consultant in the last 12 months.
4. The Referred Customer must have made payment in full for all printing services rendered prior to any credit being applied for the District.

Use of Credits

Credits may only be used for qualified customers to obtain invoice credits on current open invoices billed to the District from Consultant on services rendered for service/maintenance. They may not be traded for other products or services provided by Consultant and have no monetary value, and may not be redeemed for cash, or traded. Credits are not transferable.

District credits for approved qualified Referral Customers will be outlined on their monthly invoice from Consultant. For credits to be utilized all applicable conditions for receiving credits must be met as outlined in this section.

Value of Credits for Qualified Referral Customers

All credits are subject to verification and will generally be awarded within 30 days of verification. Consultant may withhold a Credit if it reasonably believes additional verification is required. Consultant may also withhold or invalidate any potential credit if it deems fraudulent, suspect, or in violation of these Terms.

Per each qualified referral customer printing services provided; a 20% credit of the individual gross sale amount will be credited to the District toward their monthly open invoices for service maintenance provided by Consultant.

Consultant will ensure that all line items for credits for referral customers is outlined in detail on monthly invoices provided to the District for all services rendered by Consultant that are due and payable by the District. Consultant will also provide details on the credit(s) amounts for the Referral Customer gross invoice amount, in which the 20% referral dollar amount is calculated. Consultant will provide all copies of external referral form(s) that are submitted in which apply to the credits being applied to the District's monthly open invoices. Consultant will not provide ancillary ledger or copies of invoices to any Referral Customer(s) invoicing referred by the District.

Liability Release

Except where prohibited, the District, agree that by participating in the Program,; (1) to be bound by these Terms the decisions of Consultant and/or their designees, and privacy policies; (2) to release and hold harmless Consultant, affiliates and subsidiaries, together with their respective employees, directors, officers and agents including, without limitation, their respective advertising and promotion entities and any person or entity associated with the production, operation or

administration of the Program, from any and all claims, demands, damages, losses, liabilities, costs or expenses caused by, arising out of, in connection with, or related to their participation in the Program.

As a condition of entering the Program, and unless prohibited by law, the District agrees that under no circumstances will the District be entitled to any awards for any losses or damages, and the District hereby waive all rights to claim punitive, incidental, consequential and any other damages, and waives any and all rights to have damages multiplied or otherwise increased. Additional rights may be available to you.

WSH Internal Marketing Additional Services

Consultant will provide a delegate from the ABM Print Shop to ensure that each location within the District is provided detailed information on the printing services available via the Program. This will include the assigned Consultant delegate to connect by either phone, email, virtually and/or in person with contacts at each location for the District once a quarter on the availability of printing services via the Program. Consultant will provide posters and signage and will be changed out on a quarterly basis to provide details and contact information for all printing services available to the District.

APPENDIX “B”
CONSULTANT IMPLEMENTATION PLAN
(Attached)

**American Business Machines Implementation Plan for:
William S. Hart Union High School District**

American Business Machines (ABM) has a dedicated Project Management/Implementation Team that is engaged for large equipment installations/transitions, such as the one being proposed for William S. Hart High Union School District. ABM's Project Manager and Install team has collectively over 25 years managing large enterprise level, complex implementations requiring specialized expertise and experience. The assigned project management team has managed large multi scale implementations consisting of Production and Walk-up Copier systems installs across multi sites, managed print services fulfillment, full network integration, site moves, software upgrades Uniflow Install/Training and document imaging technologies.

ABM relies on our vast experience of Project Management and our best practices are in place to minimize business risks and ensure that multi-faceted account installs such as the District are completed on time, within budget, and to all of our clients' specifications.

The ABM Project Management/Implementation Team consists of a Project Manager, an Implementation Specialist, the District's Major Account Executive, Canon USA's Authorized on-site Service Technicians, System Engineers as well as any additional support personnel and resources deemed necessary. All ABM resources will be managed by the Project Manager and will be made available as they are needed for this project.

Project Manager

The Project Manager will be engaged to act as the District's primary point of contact for implementation planning and coordination. The Project Manager is responsible for managing the day-to-day operational aspects of the engagement, including:

- Creating and managing a customized detail implementation project plan and schedule that will follow the customer's parameters;
- Create an equipment implementation matrix to ensure that all devices are tracked and properly implemented based on a defined schedule that identifies tasks, dates, and a timeline to accomplish each task;
- Identifying, managing, and mitigating project risks;
- Identifying and securing required resources, and assigning individual responsibilities;
- Creating a Communication Plan and proactively disseminating information to ABM management team and adapt if any corrective action is needed.
- Identifying, tracking, and managing project issues;
- Updating and managing the Action Items;

- Coordinating and leading regularly scheduled project status meetings with ABM implementation team and the District's implementation team as well, which include follow-up emails detailing status of install;
- Preparing engagement reviews and quality assurance checks;
- Ensuring accuracy and completeness of project documents including, but not limited to ABM Delivery & Acceptance forms and Canon Financial Lease Agreements;

Implementation Specialist

ABM's Implementation specialist(s) will ensure that the District has the appropriate hardware and required software to use the system after installation. The specialist will demonstrate the customized system including MFP's and integrated Software to the District and give District access to it once everything has been installed. After the District attends training, implementation specialists provide initial support to answer specific questions regarding the setup and configuration and gradually transition the District to the help desk or ABM service department for ongoing routine support.

WSH's Major Account Executive

The Major Account Executive will be responsible for the overall management of the District account, and the first line of defense for any questions or concerns. All service related calls will be handled through the ABM service department.

Canon U.S.A.'s Authorized on-Site Service Technicians

Canon USA's Authorized On-Site Service Technician's will handle any and all service related calls regarding equipment and software installed and implemented.

ABM's Project Management Methodology

ABM Project Management methodology encompasses four phases:

- Initiate
- Site Survey / EIM (Equipment Information Management Document)
- Execute & Control
- Close-Out

Initiate

During this phase, led by General Manager Ryan Jones, ABM will conduct an internal meeting to review the projected scope and to familiarize all ABM team members with the account history and details and a scope of the timeline set forth.

A Project Meeting will be scheduled between the ABM Implementation Team (led by Will Cronk and Omar Nesheiwat) and the District's core team to establish goals, objectives, risks, and a tentative timeline for the project that works for both parties if the timeline should differ from installation initial phase.

Once the joint project team is solidified, the project will move into the next phase

Site Survey / EIM

During this phase, ABM will conduct site surveys, which will be conducted at the respective site(s) to obtain all the necessary data for a smooth implementation process. It is an opportunity for the ABM Implementation team to work in conjunction with the District team to ensure all critical project elements have been accounted for and addressed.

During the site survey, ABM personnel will:

- Identify key managers and site contacts;
 - Identify/verify location of equipment for installation;
 - Verify list of equipment to be removed;
 - Create equipment removal schedule (if applicable);
 - Collect appropriate fax numbers/IP addresses;
 - Identify priority installs (and relay them back to District and ABM's key personnel);
 - Verify power and data connectivity are available (if any issues arise immediate attention is required);
 - Identify room numbers/departments;
 - Identify specific installation challenges, risks, and/or special circumstances (including space requirements, or limitations, stairs, etc.);
 - Identify equipment staging area, if required;
 - Identify location for on-site parts and/or consumables storage (if necessary).
-
- Upon the District's acceptance of ABM's proposed equipment configuration on our internal EIM document
 - Equipment is ordered by General Manager Ryan Jones directly to ensure high level of accuracy and consistency in making sure all equipment and all accessories are ordered and confirm no items or accessories are on back order status.
 - As Equipment arrives to ABM's local warehouse (in Santa Clarita), it is then pre-configured to the specifications of the Agreement, including ABM Customer Service Number, District locations, and all necessary network information for plug and play operation at the site and ensure very little downtime.
 - Customer reference guides, and instructional guides will accompany the equipment.

A Project Schedule or EIM (Equipment Implementation Management) will be developed and maintained by the ABM Project Manager (Will Cronk) to ensure that all projected tasks are tracked and updated and will follow the schedule set forth by the District and ABM. This plan will detail the key project tasks and their related schedule, what resource is assigned to each task, and any task dependencies if any exist.

Once all due diligence and planning is completed and the project documents have been finalized, the project will then move into the Execute & Control phase.

Execute & Control

During this phase, the ABM Project Manager, working closely with all assigned ABM personnel, will manage the implementation/transition in accordance with the Project Schedule or EIM. The Project

Manager will closely monitor project metrics, machine installation and, if necessary, will determine and implement corrective actions to better suit the District's needs.

Throughout this phase of the project, information/updates will be regularly disseminated according to the Project Schedule or EIM will be updated accordingly. In addition, any Action Items/Issues Tracking Log will be maintained by the Project Manager throughout the duration of the project execution phase, to ensure that all action items are tracked and resolved in a consistent and timely manner. Once all of the equipment is installed, configured, and properly tested, and the end-users are trained, the project will transition to the Close-Out phase.

Close-Out

During this final stage of the project, a Post Implementation Meeting will be conducted. This meeting will consist of the core team members from ABM and the District, and the purpose is to discuss how the project went to date and upon successful feedback that any and all issues have been addressed or are being corrected contract is considered completed. Training will continue for the life of the contract on a one to one basis or group setting, as requested by District personnel and site users.

uniFLOW

uniFLOW provides the only single platform solution for all the District's print and device management, designed to bring the full value of all multi-functional devices to the organizations. uniFLOW is a powerful and versatile solution that delivers a variety of print management functionality for the District.

The uniFLOW system consists of a primary server that can be configured with a variety of modules to address specific customer needs.

Some business applications of uniFLOW consist of:

- Cost Recovery / Output Management: Detailed reports regarding user and departmental printing habits and if needed, printing budget enforcement.
- MFP Device Level Authentication: Employee usage of MFP resources will be tracked to employee number utilizing the WSH HID cards or by using Pin Codes
- Secure Printing functionality to allow all users to send their sensitive documents to network printers and have the job printed only when they are physically standing in front of the device.
- Step by Step instructions in addition to sample images on MFD secure release and/or sending any jobs to the District's Copy Center or via Web Submission included seeing just how easy the end user experience is.

**APPENDIX “C”
CONSULTANT UNIFLOW IMPLEMENTATION PLAN
(Attached)**

APPENDIX “D”
CONSULTANT IMPLEMENTATION SCHEDULE FOR WILLIAM S. HART UNION
HIGH SCHOOL DISTRICT
(Attached)

Pre-Installation Initial Phase/Task	Owner	Proposed Target Date	Actual Target Date
Contract Award	WSHUHSD	10/21	
Pre-Implementation Meeting	ABM	10/22-10/23	
Site Survey	ABM	9/28 - 10/21	
Order agreement presented	ABM	10/21-10/22	
Agreement Signed	WSHUHSD	10/22-10/23	
Order Equipment	ABM	10/23	
Uniflow Software Installed	ABM	Completed	
Creation of LDAP connection with uniFLOW (New Units)	ABM & WSHUHSD	10/26-10/30	
Equipment Received	ABM	11/2-11/6	
Printers Staged and built onsite (at ABM / BOXED for delivery; sticker on site at Hart	ABM	11/2-11/6	
Begin set-up of MFP/devices and test application	ABM	11/2-11/6	
Installation of Uniflow Applets on devices	ABM	11/2-11/6	
Proximity Card Readers Installed & Tested	ABM	11/2-11/6	
Uniflow Software Tested	ABM & WSHUHSD	11/9-11/20	
Validation of all software and migration	ABM & WSHUHSD	11/9-11/20	
Compatibility confirmation	ABM & WSHUHSD	11/9-11/20	

Installation Initial Phase			
TASK	<u>Fleet Size</u>	Initial Start Date	Through Date(s)
Sequoia High / Castaic High School - Delivery & Installation	1 Copiers - 4 Printers	11/5	N/A
Rio Norte Junior High School - Delivery & Installation	3 Copiers - 36 Printers	11/5	N/A
Valencia High School - Delivery & Installation	8 Copiers - 109 Printers	11/6	11/9
Rancho Pico Junior High School - Delivery & Installation	5 Copiers - 40 Printers	11/11	N/A
West Ranch High School - Delivery & Installation	7 Copiers - 80 Printers	11/12	11/13
AOC (Academy of the Canyons) - Delivery & Installation	2 Copiers - 15 Printers	11/13	N/A
Golden Oak Adult School - Delivery & Installation	2 Copiers - 10 Printers	11/16	N/A
Placerita Junior High School - Delivery & Installation	4 Copiers - 66 Printers	11/16	11/17
Hart High School - Delivery & Installation	7 Copiers - 106 Printers	11/17	11/18
Saugus High School - Delivery & Installation	8 Copiers - 84 Printers	11/19	11/20
Arroyo Seco Junior High School - Delivery & Installation	5 Copiers - 37 Printers	11/23	N/A
Canyon High School - Delivery & Installation	8 Copiers - 95 Printers	11/24	11/25
Sierra Vista Junior High School - Delivery & Installation	4 Copiers - 78 Printers	11/30	N/A
Golden Valley High School - Delivery & Installation	7 Copiers - 70 Printers	12/1	12/2

La Mesa Junior High School - Delivery & Installation	5 Copiers - 66 Printers	12/3	N/A
Bowman High School - Delivery & Installation	3 Copiers - 25 Printers	12/4	N/A
Learning Post - Delivery & Installation	1 Copiers - 3 Printers	12/4	N/A
Transportation / Maintenance-Delivery & Installation	0 Copiers - 4 Printers	12/4	N/A
Annex Office - Delivery & Installation	2 Copiers - 0 Printers	12/5	N/A
Administrative Offices - Delivery & Installation	7 Copiers - 37 Printers	12/5	12/6

TASK	Owner	Proposed Target Date	Actual Target Date
Administrative Offices - Training	ABM	11/23	
Junior High Schools - Training	ABM	11/24	
High Schools - Training	ABM	11/25	

Post-Installation Initial Phase			
TASK	Owner(s)	Proposed Target Date(s)	Actual Target Date(s)
Administrative Offices - Follow Up Training	Omar / Will C	12/7	
Junior High Schools - Follow Up Training	Omar / Will C	12/8	
High Schools - Follow Up Training	Omar / Will C	12/9	
Post-Implementation Meeting	Omar / Will C	12/14	

APPENDIX “E”

FEE SCHEDULE

Section 1. FEES

Pursuant to Article III of this Agreement, in consideration for all Services to be performed by Consultant, the District agrees to pay Consultant the fees set forth in the below chart. Said fees shall be inclusive of all equipment, apparatus, personnel, transportation, labor and materials (except paper), including all applicable sales taxes, permits and licenses necessary to complete the Services in strict conformity with this Agreement and the Specifications as set forth in this Agreement. There shall be no minimum volume requirements for managed print services.

Price for MFD and MPS equipment		
For monthly Multi-Function Devices and related Company Managed Services and Maintenance Services, Software and Hardware for Owner MFD Fleet and the B/W Production equipment in the Copy Center. Monthly Base fee to include 1,400,000 guaranteed copies on the Fleet; 20,000 Color copies on the Fleet; and 2,100,000 guaranteed copies in the Copy Center. (“Fleet Monthly Base Fee”)		\$56145/Month
Per Print Cost, per B/W print, on Fleet Devices. This cost will be applied to all copies above the 1,400,000 impression monthly allowance and reconciled bi-annually.		\$0.0039/Per Copy Charge, as applicable
Per Print Cost, per B/W print, on Copy Center Devices. This cost will be applied to all copies above the 2,100,000 impression monthly allowance and reconciled bi-annually.		\$0.0029/Per Copy Charge, as applicable
Per Print Cost, Per color print on Fleet Device. This cost will be applied to all color copies above the 20,000 impression monthly allowance and reconciled bi-annually.		\$0.04/Per Copy Charge, as applicable
Managed Print Services		
For Managed Print Services related Company Managed Services and Maintenance/replacement Services, Software and Hardware. Monthly Base Fee to include 450,000 B/W prints and 45,000 Color prints per month. (“Managed Print Services Monthly Base Fee”)		\$8650/Month
Per Print Cost on B/W MPS device over the allowance.		\$0.011/Per Copy Charge, as applicable
Per Print Cost on Color MPS device over the allowance.		\$0.0700/Per Copy Charge, as applicable

Owner may consider re-locating the Copy Center due to program needs during the term of the contract and would like Company to provide an estimate for moving proposed Copy Center equipment, inclusive of all BW/Color devices, hardware/ computers and finishing equipment from the current location to a future location within the city limits. This number is considered a good-faith estimate and will be negotiated with Owner when/if the re-location is necessary. This estimate will have no effect on Company's proposal.	\$4,000
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APPENDIX “F”
CONSULTANT NONCOLLUSION DECLARATION
(Attached)

APPENDIX “G”

**CONSULTANT CERTIFICATION OF SAFETY PROGRAM IN-PLACE
(Attached)**

APPENDIX “H”

**CONSULTANT IRAN CONTRACTING ACT CERTIFICATION
(Attached)**

APPENDIX “I”

**CONSULTANT CERTIFICATION OF COMPLIANCE WITH IMMIGRATION LAWS
(Attached)**

APPENDIX “J”

**CONSULTANT CERTIFICATION OF DRUG-FREE AND TOBACCO-FREE
WORKPLACE
(Attached)**

APPENDIX “K”

**CONSULTANT SMALL BUSINESS STATUS CERTIFICATION
(Attached)**

APPENDIX “L”

CONSULTANT GUARANTEE TO DISTRICT
(Attached)

APPENDIX “M”

**CANON FINANCIAL SERVICES, INC. (“CANON”) MUNICIPAL FINANCE
AGREEMENT NO.: 958678**

(Attached)

APPENDIX “N”
PERFORMANCE BOND
(Attached)