

PUBLISH: April 8 and 15, 2011

BID REQUEST NO. 11-0031

REQUEST FOR PROPOSALS

The City of Sioux Falls, SD, requests proposals for Multifunctional Devices and Managed Print Services.

Proposals shall be received by Purchasing, Third Floor, City Hall, 224 W. Ninth St., P.O. Box 7402, Sioux Falls, SD 57117-7402, not later than 2 p.m., May 5, 2011. **Bids shall be publicly opened and read in City Hall, First Floor, at 2:15 p.m.**

Specifications and proposal forms that must be used are available from Purchasing at the above address or at www.siouxfalls.org/business. Cite Bid Request No. 11-0031.

The City of Sioux Falls reserves the right to reject any or all proposals, waive technicalities, and make award(s) as deemed to be in the best interest of Sioux Falls, SD.

There will be a preproposal meeting on April 15, 2011, at 10:30 a.m. at City Hall, First Floor.

REQUEST FOR PROPOSALS
FOR
MULTIFUNCTIONAL DEVICES AND
MANAGED PRINT SERVICES

THE CITY OF SIOUX FALLS

GUIDELINES AND REQUIREMENTS FOR SUBMITTAL

Request No. 11-0031

Prepared by: City of Sioux Falls
Purchasing Division
April 8, 2011

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SECTION 1 INTRODUCTION AND INSTRUCTIONS

1.01

Purpose of the RFP

This Request for Proposal (RFP) is issued by the City of Sioux Falls acting through its Information Technology and Purchasing Offices (hereinafter referred to as the "City"). The purpose of this RFP is to establish a contract with a qualified vendor to furnish Multifunctional Devices (MFD) and Managed Print Services (MPS).

1.02

Contact Person, Telephone, Fax Number, and Email

The Purchasing Manager is the point of contact for this RFP. All vendor communications regarding this RFP must be directed to the Purchasing Manager. Unauthorized contact regarding the RFP with other City employees may result in the vendor being disqualified.

Purchasing Manager, Scott Rust
Phone: 605-367-8836
Fax: 605-367-8016
Email: srust@siouxfalls.org

1.03

RFP Schedule of Events

This schedule of events represents the City's best estimate of the schedule that will be followed for this RFP. If a component of this schedule, such as the deadline for receipt of proposals is delayed, the rest of the schedule will be shifted by the same number of days.

The approximate RFP schedule is as follows:

- RFP issued: April 8, 2011.
- Letter of Interest is due: April 15, 2011.
- Preproposal meeting: April 15, 2011, 10:30 a.m., City Hall Commission Room.
- Proposals due: May 5, 2011.
- City issues Notice of Intent to Award a Contract approximately: May 27, 2011.
- City issues contract approximately: June 10, 2011.
- Contract start date: July 1, 2011.

1.04

Return Mailing Address and Deadline for Receipt of Proposals

Proposers must submit one (1) original (marked "Original") and five (5) copies of the proposal in a sealed envelope or package.

Cost proposals are to be submitted in a separate sealed envelope or package, clearly labeled "cost proposal."

Envelopes or packages containing proposals must be clearly addressed as described below to ensure proper delivery and to avoid being opened by the City before the deadline for receipt. Envelopes or packages must be addressed as follows:

City of Sioux Falls Purchasing Office
Attention: Scott Rust
Request for Proposal (RFP: Multifunctional Devices and Managed Print Services)
RFP No. 11-0031
224 West Ninth Street
P.O. Box 7402
Sioux Falls, SD 57117-7402

Proposals must be received by the City at the location specified no later than 2 p.m. Central standard time on May 5, 2011. Proposals will not be publicly read at the opening.

Proposals may not be delivered orally, by facsimile transmission, by other telecommunication, or electronic means.

Proposers assume the risk of the method of dispatch chosen. The City of Sioux Falls ("City") assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt by the City. A Proposer's failure to submit its proposal prior to the deadline will cause the proposal to be rejected. Late proposals or amendments will not be opened or accepted for evaluation.

1.05

Amendments to the RFP

If an amendment to this RFP is issued, it will be provided to all Proposers that submitted a Letter of Interest (see Section 1.07). Amendments will also be posted on the website under Requests for Proposal: www.siouxfalls.org.

1.06

Notice Provided

The Request for Proposal and any amendments to the RFP will be posted on the following website: www.siouxfalls.org.

1.07

Letter of Interest

Vendors interested in receiving any notices related to this RFP are required to contact the Purchasing Manager with the name of their firm, contact person, mailing address, telephone number, fax number, and email address. The sole purpose of the Letter of Interest is to provide the City with a contact person to receive any notices related to the RFP. Submission of a Letter of Interest is not a requirement for submitting a proposal to this RFP. The City must receive the Letter of Interest from the vendor by April 15, 2011.

SECTION 2 BACKGROUND INFORMATION

2.01

RFP Intent

It is the intent of this RFP to provide a lease proposal for Multifunctional Devices (MFD) and Managed Print Services for all of the City's printers. The primary objective is to consolidate printing functions to the MFD with laser printers being the secondary printing resource. Additionally, it is the goal of this RFP to acquire a program that:

1. Creates chargebacks for the printers and MFD clicks.
2. Creates a cost savings over the current programs.
3. Has the ability to report on several metrics including device usage by user and service.

2.02

Background Information

The City currently leases approximately 71 MFD. Of those 71 devices, 70 of them are black and white devices and 1 color device. The devices range in speed from 16 pages per minute to over 50 pages per minute. Most machines are configured with all standard options with approximately one-third of the devices utilizing an OEM add-on option (i.e., additional paper drawer, paper deck, stapler, etc.)

The City also maintains 25 color printers (including Deskjets) and 164 B&W laser printers, all network attached.

The City wishes to contract with one vendor to provide MFD and a Print Management Program to the City of Sioux Falls.

2.03

Current Expenditures

To date, the City has paid approximately \$267,000 for the lease of 71 MFD. The price includes all consumables, maintenance, and click charges.

The lease pricing for each individual device (not including options) is as follows:

Black and White Devices

10 each	16-PPM device	\$37.54/month, \$0.007/click
28 each	20-PPM device	\$46.00/month, \$0.0057/click
22 each	35-PPM device	\$112.18/month, \$0.0038/click
7 each	45-PPM device	\$128.60/month, \$0.0035/click
3 each	55-PPM device	\$230.83/month, \$0.0027/click

Color Devices

1 each	51-PPM device	\$441.06/month, \$0.01/click for B&W and \$0.052/click for color
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The total number of copies made since July 1, 2006, is 16,420,553.

Print Management

See Section 8 for a list of attached printers and models. Usage and consumable data is unavailable.

**SECTION 3
SCOPE OF WORK**

3.01

Introduction

The City is requesting Proposers to submit a proposal that meets the requirements listed below for the lease of new and unused MFD and Managed Print Services.

3.02

RFP Requirements

A. Minimum Dealer Qualifications

The following points are the minimum dealer requirements; any exceptions to these minimums must be addressed within the Proposer's response in writing in Section 5.01. A failure to address any exceptions will render your proposal incomplete. If there are no exceptions, state "no exceptions" in your response.

All Proposers must meet the following requirements:

1. Must be an authorized HP service provider (and/or be able to provide warranty service work for newly added HP printers) and software submitted in the RFP response for consideration by the City.
2. MPS software offered must be in production and available for sale at the time of proposal opening.

3. Must be a certified dealer and service provider for OEM Brand MFD being proposed. The MFD being proposed must be the dealer's first line highest quality device.
4. Proposer must have factory trained and certified service technicians and customer service representatives.
5. Proposer must be able to offer coin-operated MFD at the local and branch public libraries.
6. The City will not sign third-party leases.
7. MFD/printers shall be of new manufacture within six months of the placement by the original manufacturer of the equipment. The City reserves the right to consider remanufactured MFD and printers as replacements.

B. Pricing Requirements

The following points are the minimum pricing requirements for the MFD and printers; any exceptions to these minimums must be addressed within the Proposer's response in writing in Section 5.01. A failure to address any exceptions will render your proposal incomplete. If there are no exceptions, state "no exceptions" in your response.

The device pricing must include:

1. All parts and onsite maintenance provided by factory trained technicians.
2. Four-hour minimum service response time.
3. All consumable supplies (i.e., toner, fuser, drums, waste containers, maintenance kits, and staples) excluding paper.
4. All new copiers'/printers' shipping cost (delivery and removal at lease end).
5. All shipping and delivery of consumable supplies.
6. Entire lease length warranty of all devices.
7. Ability to add more devices or options to the devices to the fleet at anytime during the contract without penalty or extension to the length of the lease.
8. All copies/prints must be billed at the same rate regardless of page size and area coverage (no additional cost for 11 x 17). Duplexing will be charged two clicks.
9. No charge for scanning, emailing, or sending faxes.
10. No monthly volume allowances, MFD and MPS. (City will only pay for actual prints made.)
11. MFD pricing will include a lease price plus a cost per click to pay for maintenance and toner.
12. Printer pricing will be a lease price plus a cost per click to pay for maintenance and toner.

13. Training for City staff and advanced training for IT on the use of all devices shall be provided during installation and be included in the pricing.
14. MFD and printers shall have all preventative maintenance included in with pricing.
15. MPS walk-throughs shall be included as part of the MPS service and pricing.

C. IT Background/Requirements

The following information is the IT background and requirements. Proposer's devices (MFD and Printers) should connect and operate efficiently on the City's network; any exceptions to these minimums must be addressed within the Proposer's response in writing in Section 5.01. A failure to address any exceptions will render your proposal incomplete. If there are no exceptions, state "no exceptions" in your response.

Background

1. Windows-based network with Servers running mostly Windows 2008 R2 Server and Windows 2003 Server in a VMWare Server environment.
2. Hardware platform consists of IBM compatible computers that are Pentium class processors.
3. Desktop operating systems include:
 - Windows 7.
 - Windows Vista.
 - Windows XP.
 - Windows 2000.
 - MAC.

*Must support both 32-bit and 64-bit OS solutions.

Requirements

1. Application software consists primarily of Microsoft applications; however, there are several shrink-wrapped applications, in-house applications (i.e., AutoCAD, ESRI), and AS/400 based applications. All copiers must be compatible to these software applications.

45–65 PPM Color Devices Only:

Equipment must be compatible to these software applications in addition to the following:

Windows: Adobe Illustrator CS4/CS5, InDesign CS4/CS5, Photoshop CS4/CS5, Acrobat 9 Professional, Microsoft Office.

Macintosh: InDesign CS4/5, Photoshop CS4/5, Illustrator CS4/5.

2. Network connections must be able to adapt to Ethernet 10-100 Base T.
3. Must be compatible with Microsoft Standard IP port printing protocol. Must support IPv4 and IPv6 standards.
4. Printer drivers must be Windows 7 (32-bit and 64-bit) and Windows 2000/XP native, and units must allow DHCP configurations. Must also be compatible with Microsoft Windows simple TCP/IP printing.
5. The printer function must have the following options:
 - DHCP.
 - TCP/IP hostname.
 - Ability to modify the hostname.
 - Ability to disable all but TCP/IP protocols.
 - Web-based user interface.

D. MFD General Requirements

The following points are the minimum MFD requirements; any exceptions to these minimums must be addressed within the Proposer's response in writing in Section 5.01. A failure to address any exceptions will render your proposal incomplete. If there are no exceptions, state "no exceptions" in your response.

MFD General Requirements

1. MFD shall have the ability to support HID badge swipes at all desired locations for the purposes of identifying users.
2. MFD shall be able to print to a mailbox and able to store at least 100 users for each MFD supplied by vendor.
3. MFD shall have a secure print option that is tied to an Active Directory user account accessible via the HID badge swipe or by manually entering user ID and password.
4. MFD shall have the option to add envelope feeders supplied as a separate tray.
5. MFD shall have a web interface available for the management of all features.
6. MFD shall have the ability to perform color and BW scanning at a 600 DPI and 16-bit, but with the ability to scan in the range of 100 DPI to 600 DPI.
7. MFD must be able to scan to the City network shares and/or email addresses.
8. MFD must have the ability to transmit copy counts electronically to the awarded vendor.
9. MFD main menu screen, buttons, and background should have the ability to be customized to suit any environment.

10. MFD shall be equipped with hard drive data erase feature. This feature will include the ability to configure the MFD to perform a secure data wipe at the conclusion of each print job. The City of Sioux Falls IT Department will retain the hard drives from all MFD devices if the hard drive needs to be repaired or replaced and once the lease period is up. (Disk Retention Program is required.)
11. MFD should be equipped with USB ports for walk-up printing.
12. All MFD shall be able to copy, fax, print, and scan
13. Digital copiers shall use plain cut sheet bond paper in at least three sizes: 8 1/2" x 11" and 8 1/2" x 14" and 11" x 17".
14. MFD shall be able to scan 11" x 17" sheets of paper.
15. MFD shall be able to print both PCL and PostScript. MFD must be able to support Microsoft Windows print services and IBM iSeries print services. Should also emulate "blue bar" prints.
16. MFD shall operate satisfactorily using recycled paper: 100 percent recycled sheet with minimum 50 percent postconsumer fiber; suitable for high-speed copiers, laser printers, plain paper facsimile machines, and offset duplicators.
17. MFD shall not utilize any supplies which pose safety hazard(s) to personnel or facilities. Any supplies that require special handling and/or storage are considered to pose a hazard. Furnished digital copiers shall not contain any asbestos or polychlorinated biphenyls (PCBs).
18. MFD prints must be facedown exit for added security.
19. MFD shall be able to perform any standard advertised feature with the device.
20. MFD must perform satisfactorily at any ambient air temperature between 50 and 90 degrees Fahrenheit, and any relative humidity between 10 and 75 percent, in any combination.
21. One (1) copy of the operator's manual shall be furnished with each MFD supplied.
22. MFD must have the ability to print monthly reports listing print and copy usage of printer/copier by individual, group, or department.
23. MFD shall have the option to scan documents and the option to choose the type of file you want the document scanned into—PDF, TIFF, etc.

For 45–65 PPM Color MFD (in addition to Items 1–23)

24. Digital color MFD shall have capability of printing on paper weights from 16-lb bond to 110-lb index in at least four sizes: 5.5 x 8.5", 8.5 x 11", 8.5 x 14", and 11 x 17".
25. MFD shall have a print resolution of no less than 1200 x 1200 dpi. Anything less will be considered nonresponsive.
26. MFD furnished must have full bleed capabilities.

27. MFD shall be equipped with the following stapler mode options: corner (upper left and upper right), double (left, right, and top), and saddle stitch.
28. MFD shall include a three-hole puncher unit option and a folding unit option.
29. MFD furnished shall be equipped with a user-accessible lighten/darken contrast control (at machine).
30. MFD furnished shall be capable of copying "carbonless blue" (NCR-type copies) from all current stock colors used in NCR-type packets.
31. MFD furnished shall be capable of producing clear, easily legible copies on gummed labels.
32. MFD furnished shall have the capability to legibly copy pages of bound documents.
33. Platens shall be of the "flatbed" type and shall be stationary.
34. Quality of prints and excellent customer service are extremely important. Comparable or near comparable quality to professional CMYK printing needed.

E. Coin-Operated MFD Requirements

The following points are the minimum coin-operated MFD requirements; any exceptions to these minimums must be addressed within the Proposer's response in writing in Section 5.01. A failure to address any exceptions will render your proposal incomplete. If there are no exceptions, state "no exceptions" in your response.

1. MFD shall have customizable or simplified touch screens and use steps for inexperienced users.
2. MFD must be ADA accessible.
3. Standing height of the machine must permit ADA accessibility by person in wheelchair.
4. MFD main menu screen layout shall permitting ADA accessibility.
5. Integrated coin vending with multiple options for pricing, with change maker for paper money, and with vending card capability (permitting depositing of money onto vending card which customer may then use for future MFD in lieu of depositing money).
6. Coin vendor or vending machine must be a freestanding unit and equipped with a universal power supply.

F. Managed Print Services

The following points are the minimum Managed Print requirements; any exceptions to these minimums must be addressed within the Proposer's response in writing. Failure to address exceptions will result in your proposal being rejected. If there are no exceptions, state "no exceptions" in your response.

Managed Print Services program shall include the following:

1. The expectation is that a printer/MFD management software will control all features of the printing and MFD settings and reporting, to include rules-based printing.
2. ID badge swipe printing at all desired locations from MFD. (HID Brand ID badges.)
3. Mailbox storage options for at least 100 users for each MFD supplied by vendor.
4. A secure print option to all models of MFD supplied by vendor.
5. Envelope feeders supplied as a separate tray for each department that requires one.
6. Web interfaces available for management of all features. Each department should have a trained departmental lead to monitor and update these settings via the web interface.
7. Training must be provided to each City department by location as needed once the contract is signed and new devices are moved into each area.
8. Online\electronic training documentation must be provided by vendor on the various menu options for each type of MFD that is used by City departments. City IT staff will be responsible for posting this information on the City's Intranet site so it is available for review by City staff at any time.
9. All printer drivers must work with Win2k, WinXP, Windows 7, and AS400 (IBM iSeries) printing. Must support both 32-bit and 64-bit OS solutions.
10. Each department must have training on proper toner cartridge replacement procedures for all models of MFD provided.
11. All MFD must scan in color, capable of Kofax scanning and auto rotation of scanned images. Scanning must also be dual side capable and a minimum of a 100-sheet ADF on each scanner. MFD must have Fiery print controllers installed in them.
12. Vendor shall be responsible for the delivery and inventory levels of consumables. Consumeables will be delivered to a central location.
13. Twain Driver compatible.
14. Vendor shall be able to provide the City with reports on cost savings with MPS.

Print Management Program IT Items

1. The vendor must review with each department the printing needs for each area before equipment is ordered to help right-size MFD devices and current printers deployed. All internal laser printer needs must be reviewed with the vendor and City IT Department to see if needs are being met for each department. Consolidation of printer fleet is the goal of the Print Management Program. Whenever possible, we want to reduce the number of printers and completely eliminate Inkjets wherever possible.
2. All newly supplied printers for the program must be HP brand and must be fully supported by the following OS solutions: Win2k, WinXP, Windows 7, and AS400

printing. Must support both 32-bit and 64-bit OS solutions. Vendor will coordinate with City IT staff before implementing a new network print device. Final model selection to be determined by City staff.

3. Vendor must fully support all HP laser printers we currently have deployed and supply all consumables for the various models that will be used in the departments after printer consolidation is completed. All consumable supplies shipped directly to City end users at no additional charge (elimination of onsite supply storage).
4. Vendor must supply Print Management software capable of redirecting jobs to the proper network attached printers by job size and type. Color vs. black and white. All printers and MFD will be connected directly to City's network for monitoring and supply/service procurement.
5. The City IT Department will be responsible for all drivers and print servers all other supplies and any hardware-related problems will be handled by the vendor. Includes all consumables the printers require and all hardware service-related issues for the existing printer fleet and any additional laser printers required for the program by the department.
6. Support for all hardware-related issues must be available Monday–Friday, 8 a.m.–5 p.m., with a four-hour minimum service response time.
7. A list of City-owned printers is listed in Section 8.

G. General Billing Requirements

The following points are the minimum billing requirements; any exceptions to these minimums must be addressed within the Proposer's response in writing in Section 5.01. A failure to address any exceptions will render your proposal incomplete. If there are no exceptions, state "no exceptions" in your response.

The City seeks an efficient billing process. The City requires invoicing to each account, as requested, at no additional charge to the City. The billing format will be reviewed and approved by the contract administrator previous to the final contract agreement.

The Proposer will submit a **single** invoice every **quarter** to the City. The invoice shall supply the following data:

1. A complete listing of site location and machine serial number of each copier/printer.
2. Number of copies produced on each copier/printer.
3. Total cost incurred for each copier/printer.

Each invoice must include the following information:

1. Name of business concern (i.e., City department).
2. Address of business concern.

3. Telephone number of City department.
4. Federal Tax Identification Number.
5. Date of invoice.
6. Contract number.
7. Time period covered by invoice (beginning and ending dates).
8. Terms of payment (net 30 minimum acceptable), including any prompt payment discount.
9. Clearly designated "Remit to" address, including name and title of responsible official to whom payment is to be sent.
10. Billing processes and procedures as noted above may be changed upon 30 days' notice to the vendor by the City.
11. Test copies run by service person are not billable. Starting meter number and ending meter number should be noted on billing and service records.

The City will **not** pay for any under use or overuse of any device installed by the awarded provider.

H. Additional information

Providers are invited to provide any other information that they feel is relevant to this RFP process. For example, would the Proposer provide any additional services/features at no cost to the City or assist the City in evaluating its existing needs and future needs. Information should be provided in Section 5.01.

3.03

Product Support and Customer Service Requirements

A. Minimum Maintenance/Service Requirements

The following points are the minimum maintenance/service requirements; any exceptions to these minimums must be addressed within the Proposer's response and writing in Section 5.02. A failure to address any exceptions will render your proposal incomplete.

1. Proposer must perform full-service support for all copiers/printers listed in the RFP response during normal business hours (Monday–Friday, 8 a.m.–5 p.m.) within the pricing proposed.
2. Cost maintenance/service and toner must be included in the cost per click.
3. Proposer must provide full-time ongoing telephone support for those questions that require immediate response. This phone access must be available to the City at no additional charge for as long as the proposer is maintaining the equipment.

4. Proposer must perform all preventative maintenance services on all devices at the manufacturer's suggested intervals.
5. Proposer must use all Original Equipment Manufacturer (OEM) parts, OEM equivalent parts, or better within the performance of the services listed with this RFP. Used parts will not be accepted within the RFP except as an emergency repair to maintain uptime.
6. All service technicians must be certified to service the equipment proposed factory trained by the OEM and be permanently on staff with successful proposer (no brokers or subcontractors)
7. Proposer must maintain a four-hour service response.
8. If any device has three repeat service calls or if there is a delay in parts, the service department shall replace the troubled unit with a like unit until the device is repaired correctly.
9. Proposer must provide quarterly electronic (Excel) service reports to the City to include at a minimum:
 - Equipment ID No., Serial No., Make, Model, and meter reading.
 - Date and time of issue resolution.
 - End user error report.
 - Services performed and parts used.
 - Regular preventative maintenance services performed.
 - Copies between calls on all equipment.
 - Average service response time.
10. Consumable supplies shall be delivered within 24 hours (8 a.m. to 5 p.m., Monday through Friday) of order, regardless of location or weather.

B. Customer Service Requirements

The City seeks a high level of customer service. A customer service representative(s) will be assigned to the account and shall be familiar with all aspects of the City's requirements and conditions of the contract. The Contractor must promptly notify the City's contract administrator of any changes to the list of customer service representative(s).

SECTION 4 GENERAL CONTRACT INFORMATION

4.01

Contract Term, Extension, and Renewal Options

The City intends to enter into contract with an initial term of three years with options for up to two 1-year contract renewal or extensions.

4.02

Contract Type

This contract is a fixed price contract. The initial contract price will be based upon prices submitted by the Proposer, subject to contract negotiations with the City, and shall be firm for the five years of the contract.

The City must be notified in a timely manner of all price decreases.

The Contractor will meet with the contract administrator not less than once per quarter to conduct a contract and performance review of the Contractor. These meetings will be either in person in Sioux Falls or via conference call with not less than two in-person meetings per year. This review will include a review of the pricing, delivery performance, customer service, and improving operational efficiencies. If necessary, appropriate adjustments to the pricing may be negotiated for the new quarter if agreed upon by both parties.

Written requests for price changes in term contracts after the firm price period must be submitted in writing to the City. Any increase will be based on the Proposer/Contractor's actual cost increase only, as shown in written documentation. All requests for price increases must be in writing, must not constitute increases in profit, and must contain data establishing or supporting the increase in cost. At the option of the City: (1) the request may be granted; (2) the contract may be cancelled and solicitation may be readvertised; or (3) continue the contract without change.

The City will accept or reject all such written requests within thirty (30) days of the date of receipt of Proposer's request for price increase and receipt of proper written documentation, whichever is later.

If a price increase is approved, the City will issue an amendment to the contract specifying the date the increase will be effective. Contractor will be required to send notice to all users of the contract. All services and related accessories are to be billed at prices in effect at the time the service was rendered or order was placed.

When the City rejects a request for a price increase, the Contractor will be notified and the contract will continue without change.

4.03

Proposal as a Part of the Contract

Part or all of this RFP and the successful proposal may be incorporated into the contract.

4.04

Additional Terms and Conditions

The City reserves the right to add, delete, or modify terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposed evaluations.

4.05

Supplemental Terms and Conditions

Proposals, including supplemental terms and conditions, will be accepted, but supplemental conditions that conflict with those contained in this RFP, or that diminish the City's rights under any contract resulting from the RFP, will be considered null and void. The City is not responsible for identifying conflicting supplemental terms and conditions before issuing a contract award. After award of contract:

1. If conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail.
2. If the City's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

4.06

Contract Approval

This RFP does not, by itself, obligate the City. The City's obligation will commence when the Mayor signs the contract. Upon written notice to the Contractor, the City may set a different starting date for the contract. The City will not be responsible for any work done by the Contractor, even work done in good faith, if it occurs prior to the contract start date set by the City.

4.07

Taxes and Taxpayer Tax Identification

The Proposer must provide a valid Vendor Tax Identification Number as a provision of the contract.

The City is not responsible for and will not pay local, state, or federal taxes. The City sales tax exemption number is 1018-1374-ST, and certificates will be furnished upon request by the purchasing agency.

**SECTION 5
EVALUATION CRITERIA AND CONTRACTOR SELECTION**

**THE TOTAL NUMBER OF POINTS USED
TO SCORE THIS CONTRACT IS 100**

5.01

Evaluation Criteria and Contractor Selection

Thirty Percent (30%) of the total possible evaluation points will be assigned to this criterion.

Weight **30 Percent**. Maximum Point Value for this Section

100 Points x 30 Percent = 30 Points

Rating Scale (30-point Maximum)	
Point Value	Explanation
0	None. Not addressed or response of no value.
1–5	Fair. Limited applicability.
6–11	Good. Some applicability.
12–16	Very good. Substantial applicability.
17–20	Excellent. Total applicability.

Proposals will be evaluated against the questions set out below:

- Explain the implementation process and timelines of all new MFD and MPS Program and how it will affect the productivity of City staff. (5 points)
- Explain how you will proactively manage all copiers and printers proposed. (5 points)
- What scanning ranges are offered by MFD model on the model proposed? Do they support PDF/A standard for long-term archiving? (2 points)
- Is your MFD manufacturer in the process of releasing a new upgraded product line within the next six months? If so, what are the costs to upgrade to that product line by device, if any? (3 points)
- Does your organization offer a Total Satisfaction Guarantee for all printers covered under Print Management Program to include all printers currently owned by the City of Sioux Falls and covered by Print Management Program? (2 points)
- Is the information that your MPS software scans stored locally or offsite? If offsite, where is the information sent? (3 points)
- Please include a list of exceptions/additional information to the minimum requirements in Section 3.02, A–H. (10 points)

5.02

Product Support and Customer Service

Thirty Percent (30%) of the total possible evaluation points will be assigned to this criterion.

Weight **30 Percent**. Maximum Point Value for this Section

100 Points x 30 Percent = 30 Points

Rating Scale (30-point Maximum)	
Point Value	Explanation
0	None. Not addressed or response of no value.
1–6	Fair. Limited applicability.
7–15	Good. Some applicability.
16–25	Very good. Substantial applicability.
26–30	Excellent. Total applicability.

Proposals will be evaluated against the questions set out below:

- Explain how you will proactively manage all MFD and printers proposed. (5 points)
- How many certified technicians does your organization have in the city for MFD and MPS? (2 points)
- Describe the total process your organization follows for a service call. (5 points)
 - How are they routed?
 - Where are they coming from?
 - Is your call center in Sioux Falls?
- How are after-hours service calls taken? (5 points)
- What is the process a customer should follow for the escalation of a service issue? (3 points)
- List additional Managed Print features or programs that your firm will provide not listed in the RFP. (3 points)
- Please provide a refund policy on the exceptions form attached within this proposal. The policy must have a plan for reimbursement for poor copies and problems relating to a malfunction of the machine. (2 points)
- Please include a list of exceptions/additional information to the minimum requirements in Section 3.03, A–B. (5 points)

5.03

Experience, Qualifications, and Financial Strength

Ten Percent (10%) of the total possible points will be assigned to this criterion.

Weight **10 Percent**. Maximum Point Value for this Section

100 Points x 10 Percent = 10 Points

Rating Scale (10-point Maximum)	
Point Value	Explanation
0	None. Not addressed or response of no value.
1–2	Fair. Limited applicability.
3–5	Good. Some applicability.
6–8	Very good. Substantial applicability.
9–10	Excellent. Total applicability.

Proposals will be evaluated against the questions set out below:

- What is your company’s experience/qualifications with Print Management? (5 points)
- Is your firm a subsidiary, parent holding company, or affiliate of another firm? (1 point)
- Is your firm now, or has it been at any time in the last five years, the debtor in a bankruptcy case? (1 point)
- Is your company in the process of, or in negotiations toward, being sold? (1 point)
- Has a governmental entity terminated your firm’s contract prior to completion of the contract for nonperformance? If so, list government agency and contact information. (1 point)
- In the past five years, has a private entity or individual terminated your firm’s contract prior to completion of the contract for nonperformance? (1 point)

5.04

Contract Cost

Thirty Percent (30%) of the total possible evaluation points will be assigned to cost.

Weight **30 Percent**. Maximum Point Value for this Section

100 Points x 30 Percent = 30 Points

Converting Cost to Points

After applying any reciprocal preference, the lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined as follows:

Price of Lowest Cost Proposal

Price of Proposal Being Rated x Total Points for Cost Available = Awarded Points.

Any prompt payment discount terms proposed by the Proposer will not be considered in evaluating cost. The lowest cost proposal will receive the maximum number of points allocated to cost.

5.05

Oral Presentations

The highest ranked firm determined to be reasonably acceptable for award **may** be required to provide an on-site presentation of the proposed solution for the evaluation committee.

If presentations are needed, they will be held at City Hall, 224 West Ninth Street, Sioux Falls, SD. The City will schedule a date and time with the Proposer if necessary.

Proposer will be responsible for all costs associated with providing the demonstration.

5.06

Samples/Testing

The highest ranked firm will be required to provide one (1) color and one (1) black and white MFD along with one (1) black and white and one (1) color printer for testing. The City IT Department will determine the models and conduct the testing. There will be no cost to the City for the testing of these products. If the highest ranked firm is unable to pass the tests, the City reserves the right to select the next highest ranked firm for testing. The process will be repeated until a firm is found that can meet the requirements.

SECTION 6 PROPOSAL FORMAT AND CONTENT

6.01

Proposal Format and Content

The City discourages overly lengthy and costly proposals; however, in order for the City to evaluate proposals fairly and completely, Proposers must follow the format set out in this RFP and provide all information requested. The Proposer's proposal shall include a point-by-point response for each paragraph in this RFP.

6.02

Introduction

Proposals must include the complete name and address of Proposer's firm and the name, mailing address, and telephone number of the person the City should contact regarding the proposal.

Proposals must confirm that the Proposer will comply with all provisions in this RFP. The proposal must disclose any instances where the firm or any individuals working on the contract has a possible conflict of interest and, if so, the nature of that conflict.

Proposals must be signed by a company officer empowered to bind the company. The Proposer's failure to include these items in the proposals may cause the proposal to be determined to be nonresponsive and the proposal may be rejected.

6.03

Evaluation Criteria

Proposers must provide a comprehensive response to Section 3.02. Responses must be in the same sequence as they appear in Section 3.02. If necessary, a Proposer must provide supporting narrative and documentation when required in response to the requirements of this section.

6.04

Product Support and Customer Service

Proposers must provide a comprehensive response to the product support and customer service requirements specified in Section 3.03. Responses must be in the same sequence as they appear in Section 3.03. Proposers must provide supporting narrative and documentation when required in response to the product support requirements.

6.05

Experience and Qualifications

Proposers must provide a comprehensive response to the questions. Additionally, Proposers must provide information specific to the personnel assigned to accomplish the work called

for in this RFP. Proposers must provide a narrative description of the organization of the project team and personnel. Provide the following information about each person listed:

1. Title.
2. Résumé.
3. Description of the type of work the individual will perform.
4. The number of estimated hours for each individual named above.

Proposers must also provide three reference names and phone numbers for similar projects the Proposer's firm has completed. The City reserves the right to contact any references provided by the Proposer. Proposers are invited to provide letters of reference from previous clients.

6.06

Financial Requirements

1. The Proposer shall provide financial information in such a manner that a determination about the stability and financial strength of the organization can be reasonably formulated. This must include, but not be limited to, company size, organization, date of incorporation, ownership, number of employees, revenues for the last fiscal year, audited financial statements for the most recent year, and other information which is relevant to this RFP. The City reserves the right to contact the accounting firm if questions arise. This information will be sealed and kept confidential.
2. Disclose any and all judgments, pending or expected litigation, or other real potential financial reversals, which may materially affect the viability or stability of the Proposer's organization, or certify that no such condition is known to exist.
3. A confidentiality statement may be included if this portion is considered nonpublic information. The City may request reports on financial stability from independent financial rating services in order to further substantiate stability.

6.07

Cost Proposal

The Proposers should list pricing for MFD and printers available and available by device to the City as described in Section 8. If other models are available, Proposer may provide pricing, but it will not be part of the cost proposal evaluation. All costs associated with the contract must be stated in U.S. currency and represent the monthly reoccurring rates. Any commodities being imported must be identified, and the price must include any applicable customs, brokerage agency fees, and duties.

The Proposers must list any additional service charges not identified in this RFP.

6.08

Required Enclosures

Proposers are required to enclose brochures of each MFD and printer model being proposed to the City.

SECTION 7 STANDARD PROPOSAL INFORMATION

7.01

Authorized Signature

An individual authorized to bind the Proposer to the provisions of the RFP must sign all proposals.

7.02

City Not Responsible for Preparation Costs

The City will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

7.03

Conflict of Interest

Proposers must disclose any instances where the firm or any individuals working on the contract has a possible conflict of interest and, if so, the nature of that conflict (e.g., employed by the City of Sioux Falls). The City reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the Proposer's proposal. The City's determination regarding any questions of conflict of interest is final.

7.04

Proposer's Certification

By signature on the proposal, the Proposer certifies that it complies with:

1. The laws of the state of South Dakota.
2. All applicable local, state, and federal laws, codes, and regulations.
3. All terms, conditions, and requirements set forth in this RFP.
4. A condition that the proposal submitted was independently arrived at without collusion.
5. A condition that the offer will remain open and valid for the period indicated in this solicitation; and any condition that the firm and/or any individuals working on the contract do not have a possible conflict of interest (e.g., employed by the City of Sioux Falls).

If any Proposer fails to comply with the provisions stated in this paragraph, the City reserves the right to reject the proposal, terminate the contract, or consider the Contractor in default.

7.05

Offer Held Firm

Proposals must remain open and valid for at least 60 **days** from the deadline specified for submission of proposals. In the event award is not made within 60 **days**, the City will send a written request to all Proposers deemed susceptible for award asking Proposers to hold their price firm for a longer specified period of time.

7.06

Amendments to Proposals and Withdrawals of Proposals

Proposers may amend or withdraw proposals prior to the deadline set for receipt of proposals. No amendments will be accepted after the deadline unless they are in response to the City's request. After the deadline, Proposers may make a written request to withdraw proposals and provide evidence that a substantial mistake has been made. The procurement officer may permit withdrawal of the proposal upon verifying that a substantial mistake has been made, and the City may retain the Proposer's bid bond or other bid type of bid security, if one was required.

7.07

Alternate Proposals

Proposers may not submit alternate proposals for evaluation.

1. A written statement, signed by each proposed subcontractor, that clearly verifies that the subcontractor is committed to render the services required by the contract.
2. A copy of the Proposer/subcontractor contract verifying the Proposer as the sole responsibility for any and all services under this RFP and financially liable, without exception, to the City for all services contracted by the Proposer under this RFP.

The Proposer's failure to provide this information, within the time set, may cause the City to consider its proposal nonresponsive and reject it. The substitution of one subcontractor for another may be made only at the discretion and prior written approval of the City's Purchasing Manager or contract administrator designated by the City.

7.08

Evaluation of Proposals

All proposals will be reviewed to determine if they are responsive to the requirements of this solicitation. An evaluation committee will evaluate responsive proposals. The evaluation will be based solely on the evaluation factors set forth in this RFP. The evaluation will consider information obtained subsequent to any discussions with Proposers determined to be reasonable for award and any demonstrations, oral presentations, or site inspections, if required in this RFP.

7.09

Right of Rejection

The City reserves the right to reject any proposals in whole or in part. Proposals received from debarred or suspended vendors will be rejected. The Purchasing Division may reject any proposal that is not responsive to all of the material and substantial terms, conditions, and performance requirements of the RFP.

The Purchasing Division may waive minor informalities that:

- Do not affect responsiveness.
- Are merely a matter of form or format.
- Do not change the relative standing or otherwise prejudice other offers.
- Do not change the meaning or scope of the RFP.
- Are insignificant, negligible, or immaterial in nature.
- Do not reflect a material change in the work.
- Do not constitute a substantial reservation against a requirement or provision.

The City reserves the right to reject any proposal determined to be nonresponsive and to reject the proposal of any Proposer determined to be nonresponsive. The City also reserves the right to refrain from making an award if it determines it to be in its best interest.

7.10

Clarification of Offers

In order to determine if a proposal is reasonably susceptible for award, communications by the Purchasing Division or the proposal evaluation committee are permitted with any Proposer to clarify uncertainties or eliminate confusion concerning the contents of a proposal and determine responsiveness to the RFP requirements. Clarifications may not result in a material or substantive change to the proposal. The initial evaluation may be adjusted because of a clarification under this section.

7.11

Contract Negotiation

After final evaluation, the Purchasing Division may negotiate with the Proposers of the highest-ranked proposals. Negotiations, if held, will be within the scope of the request for proposals and limited to those items that would not have an effect on the ranking of proposals. If any Proposer fails to provide the necessary information for negotiations in a timely manner, or fails to negotiate in good faith, the City may terminate negotiations and negotiate with the Proposer of the next highest ranked proposal.

If contract negotiations are commenced, they will be held at City Hall, 224 West Ninth Street, Sioux Falls, SD—a date and time to be determined.

If contract negotiations are held, the Proposer will be responsible for all costs including its travel and per diem expenses.

7.12

Failure to Negotiate

If the selected Proposer:

- Fails to provide the information required to begin negotiations in a timely manner.
- Fails to negotiate in good faith.
- Indicates it cannot perform the contract within the budgeted funds available for the project.
- If the Proposer and the City, after a good-faith effort, cannot come to terms.

The City may terminate negotiations with the Proposer initially selected and commence negotiations with the next highest ranked Proposer.

7.13

Notice of Intent to Award—Proposer Notification of Selection

After the completion of contract negotiations, the Purchasing Division will issue a written Notice of Intent to Award and send copies to all Proposers. The Notice of Intent to Award will set out the names and addresses of all Proposers and identify the proposal(s) selected for award. The scores and placement of other Proposers will not be part of the Notice of Intent to Award.

Successful Proposers named in the Notice of Intent to Award are advised not to begin work, purchase materials, or enter into subcontracts relating to the project until both the successful Proposer and the City sign the contract.

Any bidder who is aggrieved in connection with the award of a contract may protest. The protesting bidder shall file a written statement with the Purchasing Division during normal business hours within seven calendar days of the date the Mayor signed the bid award document.

SECTION 8 ATTACHMENTS

8.01

Attachments

1. Evaluation summary.
2. MFD/printer/software requirements and option costs.
3. List of MFD by location and copies made.
4. List of all City printers by department.
5. Lease Agreement Digital Copiers/Printers.

**ATTACHMENT 1
EVALUATION SUMMARY**

Name of RFP:	Multifunctional Devices and Managed Print Services		
RFP Number:	RFP 11-0031		
Vendor Being Evaluated:			
Evaluators' Names:			
Date:			

Technical Evaluation (Maximum 100 Points)	Maximum Points by Category	Score
1. Evaluation Criteria and Contractor Selection.	30	
2. Product Support and Customer Service.	30	
3. Experience Qualifications and Financial Strength.	10	
Cost Evaluation (Maximum 30 Points) Price of Lowest Cost Proposal: Price of Proposal Being Rated x Total Points for Cost Available = Awarded Points Calculated points awarded for price		
4. Cost	30	
Total:		

MFD Cost Proposal by Model

Minimum Requirements:

Item 1 Copier Model: _____ Monthly Lease Cost \$ _____ Cost Per Copy \$ _____

Standard Features

Minimum 20 PPM
Digital
Network Compatible
512 MB Memory
Reverse Automatic Doc Feeder
Standard Electronic Sorting
Auto Duplex
Faxing
Color Scan to Email/Network
50-Sheet Bypass
Paper Capacity 500 Sheets
Copy Size 11" x 17"
Console Model

Additional Options/Features

Additional Paper Drawer	\$ _____
Additional Memory 1 MB	\$ _____
Hard Drive	\$ _____
Cabinet	\$ _____
Job Separator	\$ _____
Staple Finisher	\$ _____

Costs are added to monthly lease

List other optional features and cost

Item 2 Copier Model: _____ Monthly Lease Cost \$ _____ Cost Per Copy \$ _____

Standard Features

- Minimum 35 PPM
- Digital
- Network Compatible
- Reverse Automatic Doc Feeder
- 512 MB Memory
- Hard Drive—Standard
- Standard Electronic Sorting
- Auto Duplex
- Color Scan to Email/Network
- 50-Sheet Bypass
- Paper Feed: Dual Drawer
- Paper Capacity 500/500 sheets
- Copy Size 11" x 17"
- Cabinet Model

Additional Options/Features

- Additional Paper Drawer 500 \$ _____
- 2,000-Sheet Finisher \$ _____
- 2,500-Sheet Paper Deck \$ _____
- Punch Unit \$ _____
- Stapling \$ _____
- Saddle Finisher \$ _____
- Finisher \$ _____
- Stapler \$ _____
- Fax Board \$ _____

Costs are added to monthly lease

List other optional features and cost

Item 5 MFD Model _____ Monthly Lease Cost \$ _____ Cost Per Copy B/W: \$ _____
Color: \$ _____

Standard Features:

- Minimum 20 PPM
- Digital—Color
- Network Compatible
- Reverse Automatic Doc Feeder
- 1 GB Memory
- Hard Drive
- Standard Electronic Sorting
- Auto Duplex
- Color Scan to Email Network
- 50-Sheet Bypass
- Paper Feed: Dual Drawer
- Paper Capacity 250/250 Sheets
- Copy Size 11" x 17"
- Cabinet Model

Additional Options/Features

- Additional Paper Drawer \$ _____
 - Additional Memory \$ _____
 - Fax Board \$ _____
- Costs are added to monthly lease

List other optional features and cost

Item 6 MFD Model _____ Monthly Lease Cost \$ _____ Cost Per Copy B/W: \$ _____
Color: \$ _____

Standard Features:

- Minimum 35 PPM
- Digital—Color
- Network Compatible
- Reverse Automatic Doc Feeder
- 1 GB Memory
- Hard Drive
- Standard Electronic Sorting
- Auto Duplex
- Color Scan to Email Network
- 50-Sheet Bypass
- Paper Feed: Dual Drawer
- Paper Capacity 250/250 Sheets
- Copy Size 11" x 17"
- Cabinet Model

Additional Options/Features

- Additional Paper Drawer \$ _____
 - Additional Memory \$ _____
 - Fax Board \$ _____
 - Stapler \$ _____
- Costs are added to monthly lease

List other optional features and cost

Item 8 MFD Model _____ Monthly Lease Cost \$ _____ Cost Per Copy B/W: \$ _____
Color: \$ _____

Standard Features:

- Minimum 55 PPM
- Digital—Color
- Network Compatible
- Reverse Automatic Doc Feeder
- 1 GB Memory
- Hard Drive
- Standard Electronic Sorting
- Auto Duplex
- Color Scan to Email Network
- 50-Sheet Bypass
- Paper Feed: Dual Drawer
- Paper Capacity 500/500 Sheets
- Copy Size 11" x 17"
- Cabinet Model

Additional Options/Features

- Additional Paper Drawer \$ _____
- Additional Memory \$ _____
- Fax Board \$ _____
- Punch Unit \$ _____
- Folding Unit \$ _____
- Booklet Finisher \$ _____
- Paper Deck—3,500 Sheets \$ _____
- Fiery Controller or equal \$ _____

Costs are added to monthly lease

List other optional features and cost

Item 9 MFD Model _____ Monthly Lease Cost \$ _____ Cost Per Copy B/W: \$ _____
 Color: \$ _____

Standard Features:

- Minimum 65 PPM
- Digital—Color
- Network Compatible
- Reverse Automatic Doc Feeder
- 1 GB Memory
- Hard Drive
- Standard Electronic Sorting
- Auto Duplex
- Color Scan to Email Network
- 50-Sheet Bypass
- Stapler
- Paper Feed: Dual Drawer
- Paper Capacity 500/500 Sheets
- Copy Size 11" x 17"
- Cabinet Model

Additional Options/Features

- Additional Paper Drawer \$ _____
 - Additional Memory \$ _____
 - Fax Board \$ _____
 - Punch Unit \$ _____
 - Folding Unit \$ _____
 - Booklet Finisher \$ _____
 - Paper Deck—3,500 Sheets \$ _____
 - Fiery Controller or Equal \$ _____
- Costs are added to monthly lease

List other optional features and cost

Cost Proposal for Library Coin-Operated Copiers

Est. Copies per Year

1. Main Library No. 1	35 copies per minute (black and white)	45,000
2. Main Library No. 2	35 copies per minute (black and white)	120,000
3. Brandon Branch	20 copies per minute (black and white)	10,000
4. Caille Branch	20 copies per minute (black and white)	20,000
5. Ronning Branch	20 copies per minute (black and white)	20,000
6. Oak View Branch	20 copies per minute (black and white)	<u>10,000</u>
Estimated copies per year		225,000

Cost per copy charged to customers (must not exceed 10¢) \$ _____ per copy

City to receive a percent of gross revenue _____% (City to receive)

Printer Pricing—Black and White HP Laser Printers

Level 1—Low End—20 to 25 PPM

Lease Cost \$_____/month Cost Per Copy \$_____

Options

Envelope feeder \$_____

Additional paper tray \$_____

Level 2—Mid-Grade—30 PPM

Lease Cost \$_____/month Cost Per Copy \$_____

Options

Envelope feeder \$_____

Additional paper tray \$_____

Level 3—High End—35 PPM

Lease Cost \$_____/month Cost Per Copy \$_____

Options

Envelope feeder \$_____

Additional paper tray \$_____

Printer Pricing—Color HP Laser Printers

Level 1—Low End—20 PPM

Lease Cost \$_____/month Cost Per Copy \$_____

Options

Envelope feeder \$_____

Additional paper tray \$_____

Level 2—High End—25 to 30 PPM

Lease Cost \$_____/month Cost Per Copy \$_____

Options

Envelope feeder \$_____

Additional paper tray \$_____

Software Pricing:

Cost of Managed Print Software (base package) \$_____

Cost for Rules-based Printing Package \$_____

Cost per license (prefer Enterprise licensing) \$_____

(Attach additional information if necessary.)

DEC 31

DEPARTMENT	LOCATION	CONTACT	PHONE #	CONT#	MODEL	SERIAL #	START	Dec-10	TOTAL COPIES
RISK MANAGEMENT	132 N DAKOTA, 2ND FLOOR	RITA MEYER	367-8031	18671	IR2020I	SRB01261	42	103077	103035
MAYOR'S OFFICE	224 W 9TH ST, 1ST FLOOR	MARY HUBLLOU	367-8800	18672	IR2020I	SRB01266	49	25367	25318
MOSQUITO CONTROL	900 W. CHEROKEE	DENISE VANROEKEL	367-8125	18673	IR2020I	SRB01262	39	142708	142669
PW-REVOLVING FUND	224 W. 9TH ST, 1ST FLOOR	DARLA COTTRILL	367-8600	18676	IR4570	SKU22335	70	287768	287698
2ND FLR REVOLVING FUND	224 W. 9TH ST, 2ND FLOOR	CONNIE HINCKLEY	367-8747	18687	IR6570	SLP11969	52	1763286	1763234
ACCOUNTING	224 W. 9TH ST, 3RD FLOOR	MAUREEN RICHARDSON	367-8833	18688	IR4570	SKU22336	44	482563	482519
ENGINEERING	224 W. 9TH ST, GROUND FLOOR	JAN PRIEST	367-8644	18689	IR4570	SKU22319	40	195562	195522
ENGINEERING	224 W. 9TH ST, GROUND FLOOR	JAN PRIEST	367-8644	18689	IR6570	SLP11658	78	514079	514001
ARENA	1201 N. WEST AVE. N.	DEB ESCHÉ	367-7288	18690	IR3570	SKV56866	59	518735	518676
PLANNING/ BLD SERV	224 W. 9TH ST, 1ST FLOOR	LINDA HOECK	367-8672	18692	IR3570	SKV50148	53	239770	239717
PLANNING/ BLD SERV	224W. 9TH ST, GRND FLOOR	LINDA HOECK	367-8672	18693	IR3570	SKV50154	38	458274	458236
CITY ATTORNEY	224 W. 9TH ST, 2ND FLOOR	LUANN FOSTER	367-8879	18694	IR3570	SKV56842	39	174074	174035
HUMAN RESOURCES	224 W. 9TH ST, 2ND FLOOR	RANDI JOHNSTON	367-8740	18695	IR3570	SKV50180	18422	593236	574814
COMMUNITY DEVELOPMENT	235 W. 10TH ST, UPPER LEVEL	TAMARA JORGENSEN	3678180	18701	IR3570	SKV57901	35	298685	298650
CITY CLERKS OFFICE	235 W. 10TH ST, MAIN FLOOR	CLAUDIA BEHR	367-7052	18702	IR3570	SKV58855	39	346471	346432
PLANNING/TRANSIT	500 E. 6TH ST	TERRI LANG	367-7885	18703	IR3570	SKV58843	31	638494	638463
HEALTH DEPT. BILLING	521 N MAIN	PATTY VANAARTSEN	367-8760	18721	IR2020I	SRB01865	37	41396	41359
HEALTH DEPT. DENTAL	521 N MAIN	PATTY VANAARTSEN	367-8760	18722	IR2016I	SRH00577	83	73363	73280
HEALTH DEPT. NURSE	521 N MAIN	PATTY VANAARTSEN	367-8011	18723	IR2016I	SRH00578	31	93539	93508
HEALTH DEPT. ADMIN.	521 N MAIN	PATTY VANAARTSEN	367-8760	18724	IR3570	SKV58856	61	313850	313789
HEALTH DEPT. RECORDS	521 N MAIN	PATTY VANAARTSEN	367-8779	18725	IR3570	SKV58887	49	397061	397012
POLICE DEPT. ADMIN	320 W. 4TH ST.	KAY FABER/JILL BERG	367-7000	18731	IR2020I	SRB01309	41	52242	52201
POLICE DEPT. SQUAD ROOM	320 W. 4TH ST.	KAY FABER/JILL BERG	367-7000	18732	IR2020I	SRB01313	47	95226	95179
PUBLIC WORKS/LIGHT	2000 N. MINNESOTA AVE.	DONNA LARSEN	367-7150	18733	IR2020I	SRB01298	52	43053	43001
POLICE DEPT ID	320 W. 4TH ST.	KAY FABER/JILL BERG	367-7000	18734	IR2020I	SRB01324	49	80802	80753
POLICE DEPT. ID	320 W. 4TH ST.	KAY FABER/JILL BERG	367-7000	18735	IR2016I	SRH00735	34	26449	26415
WATER PUREIFICATION	2100 N. MINNESOTA AVE.	GAIL TRANTINA	367-7040	18736	IR2020I	SRB01332	83	79408	79325
PARKS HQ	100 E. 6TH ST.	DEE KORTHALS	367-8222	18737	IR4570	SKU22986	43	399977	399934
POLICE DEPT. TRAINING	320 W. 4TH ST.	KAY FABER/JILL BERG	367-7000	18738	IR3570	SKV58845	39	110912	110873
WATER RECLAMATION	4500 N. SYCAMORE	SHELLY TRIGG	367-8188	18739	IR3570	SKV58844	48	200422	200374
POLICE DEPT. NARC	320 W. 4TH ST.	KAY FABER/JILL BERG	367-7000	18740	IR3570	SKV58851	47	217746	217699
POLICE/COMMUNITY SERV	320 W. 4TH ST.	KAY FABER/JILL BERG	367-7000	18741	IR3570	SKV58842	39	214434	214395
POLICE DEPT. RECORDS	320 W. 4TH ST.	KAY FABER/JILL BERG	367-7000	18742	IR6570	SLP11991	49	581642	581593
PUBLIC WORKS/WATERSHOP	668 W. ALGONQUIN ST.	JAN KOCH	367-7020	18743	IR2020I	SRB01299	36	99000	98964
CAILLE LIBRARY	4100 CARNEGIE CIRCLE	CYNTHIA WINN	367-8144	18747	IR2016I	SRH00575	57	58813	58756
FIRE/ TRAINING	3401 N. WESTERN AVE.	PAT WARREN	367-7173	18748	IR3570	SKV58885	46	160950	160904
POLICE DEPT: DETECTIVE	320 W. 4TH ST.	KAY FABER/JILL BERG	367-7000	18750	IR2020I	SRB01328	31	97185	97154
PUBLIC WORKS/ FLEET	1000 E. CHAMBERS ST.	JAN HEADLEY	367-7420	18751	IR2020I	SRB01320	63	118143	118080
PUBLIC WORKS/HHW	1015 E. CHAMBERS ST.	TRACY MASKEWIT	367-4946	18752	IR2020I	SRB01317	44	44188	44144
PUBLIC WORKS/STREET	1000 E. CHAMBERS ST.	BARBARA TVERBERG	367-8600	18753	IR2020I	SRB00841	43	122892	122849
PUBLIC WORKS/TRAFFIC	1100 E. CHAMBERS ST.	GARY STYKE	367-8600	18754	IR2016I	SRH00590	40	39947	39907
OAKVIEW LIBRARY	3700 E. 3RD ST.	CYNTHIA WINN	367-8720	18755	IR2016I	SRH00693	44	16807	16763
MAIN LIBRARY/ADMIN	132 N DAKOTA AVE	CYNTHIA WINN	367-8720	18757	IR3570	SKV58853	26	135540	135514
P WORKS/ENVIRONMENTAL	1203 N. WESTERN AVE.	ROBERT KOPPEL	367-8276	18758	IR3570	SKV58854	57	162830	162773
RONNING LIBRARY	3100 E. 49TH ST.	LINDA RAMM	367-8150	18764	IR2016I	SRH00572	41	27108	27067
SANITARY/LANDFILL	224 W. 9TH ST.	PEARL GOEMAN	367-8600	18765	IR2020I	SRB01312	33	62462	62429

SANITARY/LANDFILL	224 W. 9TH ST.	PEARL GOEMAN	367-8600	18765	IR2016	SRH00567	256	57959	57703
PARKS/ MAINT. SHOP	2401 W. 49TH ST.	JEANIE HULTGREN	367-8222	18766	IR3570	SKV58852	40	222699	222659
FIRE/HQ	2820 S. MINNESOTA AVE.	KELLY SCHOTT	367-7173	18767	IR4570	SKU22946	78	367047	366969
GREAT PLAINS ZOO	805 S. KIWANIS	JAMIE S.	367-7003	18768	IR4570	SKU08541	1030	501676	500646
UTILITIES BILLINGS	1201 N. WESTERN AVE	PERRY ECKOFF	367-8131	19258	IR3035	SVC03507	50	80925	80875
HEALTH DEPT/ ADMIN	521 N MAIN	KATIE WICK	367-8793	19511	IR2020	SRB03511	150	113548	113398
MAIN LIBRARY/ADMIN	200 N DAKOTA	PEGGY	582-2390	19608	IR2020	CLP01195	101	37038	36937
MEDIA SERVICES	132 N. DAKOTA AVE.	KARLA PAULSON	367-8846	19635	IR5065	TVW00496	95581	2525896	2430315
WASHINGTON PAVILION	301 S. MAIN	JON LOOS	336-1167	18698	IR3570	SKV58836	82	479469	479387
WASHINGTON PAVILLION	301 S. MAIN	JON LOOS	336-1167	18697	IR3570	SKV58840	33	281997	281964
WASHINGTON PAVILLION	301 S. MAIN	JON LOOS	EXT 2312	18675	IR2020	SRB01848	42	189312	189270
MAIN LIBRARY/ SVC WORKRM	200 N. DAKOTA AVE	CYNTHIA WINN	367-8725	1444	IR2020	SRB03439	106546	126364	19818
WASHINGTON PAVILLION	301 S. MAIN	JON LOOS	367-6000	18674	IR2020	SRB01306	37	132397	132360
MAIN LIBRARY/REF DESK	200 N DAKOTA	CYNTHIA WINN	367-8720	18756	IR2016	SRH01299	9086	29352	20266
MAIN LIBRARY/YOUTH SVCS	200 N. DAKOTA AVE	CYNTHIA WINN	367-8725	1444	IR2020	SRB02560	102760	108208	5448
PARKS/MORNINGSIDE	2400 S. BAHNSON AVE.	SUSIE GARRY	371-4131	18790	IR2020	SRB01311	23	52358	52335
PARKS/OYATE	2421 W. 15TH ST.	SUSIE GARRY	367-6185	18791	IR2020	SRB01308	42	45490	45448
PARKS/KUEHN	2801 S. VALLEYVIEW RD.	SUSIE GARRY	362-2774	18792	IR2020	SRB01318	44	33517	33473
PARKS/MARICAR	400 N. VALLEYVIEW RD.	SUSIE GARRY	367-4593	18793	IR2020	SRB01316	56	32818	32762
KENNY ANDERSON PARK	3701 E. 3RD ST.	BARB	367-6103	18730	IR2020	SRB01325	34	46790	46756
ARENA	1201 N. WEST AVE. N.	SCOTT KAVANAUGH	367-4100	19395	IR3035	SVC05455	26	237132	237106
ARENA	1201 N. WEST AVE. N.	SCOTT KAVANAUGH	367-4100	19394	IR2020	SRB01110	150	81905	81755
SIOUXLAND BRANDON BRNCH	305 S SPLITROCK	JANE	582-2390	1083	IR2016	SRH00929	25889	40903	15014
SIOUXLAND LIBRARY CROOKS	RR1 BOX 300A	BETH	543-5296	20702	IR2270	SLH04323	436933	445809	8876
FIRE INSPECTION	224 W 9TH ST 3RD FLOOR	CARLA SCHULTZ	367-8086	1891	IR2020	SRB03493	54950	54950	0

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Deployed Printers

Device Name	Serial #	Last Active	Reported Reading Date	Total Pages	Mono Total	Color Total	Copier Mono	Copier Color	Print Mono	Print Color
HP LaserJet 5100 Series 0B98	CNGN141676	10/22/2010	10/21/2010	93354	93354	0	0	0	93354	0
HP LaserJet 4200 0B9A	USGNS17331	10/22/2010	10/21/2010	264364	264364	0	0	0	264364	0
Xerox Phaser 3450 0BB4	VDW808078.....	10/22/2010	10/21/2010	19113	19113	0	0	0	0	0
HP LaserJet 4200 0BC9	USGNS17337	10/22/2010	10/21/2010	89808	89808	0	0	0	89808	0
HP LaserJet P4015 0BD2	CNDY922539	10/22/2010	10/21/2010	119	119	0	0	0	119	0
HP LaserJet P3010 Series 0BD2	VNBCB406J3	10/18/2010	10/18/2010	2552	2552	0	0	0	2552	0
HP LaserJet P3010 Series 0B16	VNBCB406JS	10/22/2010	10/21/2010	5008	5008	0	0	0	5008	0
HP LaserJet 4000 Series 0B1C	USMB083567	10/22/2010	10/21/2010	255736	255736	0	0	0	255736	0
HP LaserJet 4200 0B50	USGNM16357	10/22/2010	10/21/2010	301419	301419	0	0	0	301419	0
HP LaserJet P4515 0B59	CNDY389254	10/22/2010	10/21/2010	8193	8193	0	0	0	8193	0
IBM Infoprint 1140 41NALN0 541.037 0C64	41NALN0	10/22/2010	10/21/2010	706390	706390	0	0	0	0	0
Phaser 4500N 0C73	PMT281693	10/22/2010	10/21/2010	27954	27954	0	0	0	0	0
HP LaserJet 4200 0C22	USGNN56093	10/22/2010	10/21/2010	256066	256066	0	0	0	256066	0
HP LaserJet 2300 Series 0C4D	JPBFG18326	10/22/2010	10/21/2010	135593	135593	0	0	0	135593	0
HP LaserJet 4200 0C5E	CNDX310312	10/22/2010	10/21/2010	278054	278054	0	0	0	278054	0
IBM Infoprint 1140 41NADW5 541.037 0C62	41NADW5	10/22/2010	10/21/2010	738297	738297	0	0	0	0	0
IBM Infoprint 1332 9927PP1 551.055--Part No.--0DD1	9927PP1	10/22/2010	10/21/2010	255521	255521	0	0	0	0	0
HP LaserJet 4100 Series 0DED	USBGB12915	10/22/2010	10/21/2010	63057	63057	0	0	0	63057	0
HP LaserJet 4050 Series 0F17	USCC006222	10/22/2010	10/21/2010	181283	181283	0	0	0	181283	0
HP LaserJet P4515 0F42	CNDY122152	10/22/2010	10/21/2010	36379	36379	0	0	0	36379	0
HP LaserJet 5000 Series 0F47	USB3064160	10/22/2010	10/21/2010	268659	268659	0	0	0	268659	0
HP LaserJet 4100 Series 1015	USLND15962	10/22/2010	10/21/2010	150799	150799	0	0	0	150799	0
HP LaserJet P2015 Series 1034	CNBJS31034	10/22/2010	10/22/2010	15464	15464	0	0	0	15464	0
HP LaserJet 2200 1051	CNDRB72514	10/22/2010	10/21/2010	38041	38041	0	0	0	38041	0
HP LaserJet 4050 Series 0279	USBB388820	10/22/2010	10/21/2010	221770	221770	0	0	0	221770	0
HP LaserJet 4200 0235	USGNN17305	10/22/2010	10/21/2010	260368	260368	0	0	0	260368	0
HP LaserJet P4515 023A	CNDYB00191	10/22/2010	10/21/2010	7920	7920	0	0	0	7920	0
HP LaserJet 2300 Series 1497	CNBF57071	10/22/2010	10/21/2010	41797	41797	0	0	0	41797	0
HP LaserJet 2100 Series 1499	USGR057900	10/21/2010	10/21/2010	145746	145746	0	0	0	145746	0
HP LaserJet 4100 Series 14B2	USBDH00212	10/22/2010	10/21/2010	105064	105064	0	0	0	105064	0
Xerox Phaser 3450 1421	VDW808093.....	10/22/2010	10/21/2010	56844	56844	0	0	0	0	0
Brother MFC-8460N 1422	L6J320264	10/22/2010	10/21/2010	44026	44026	0	22148	0	283	0
HP LaserJet P3010 Series 1C0D	VNBCB406JH	10/22/2010	10/21/2010	488	488	0	0	0	488	0
HP LaserJet 4000 Series 1C0D	USEK076299	10/7/2010	10/7/2010	332635	332635	0	0	0	332635	0
Phaser 4500N 2441	PMT281695	10/22/2010	10/21/2010	57101	57101	0	0	0	0	0
HP LaserJet 4000 Series 2453	USSC002410	10/22/2010	10/21/2010	149171	149171	0	0	0	149171	0
HP color LaserJet 5550 2456	JPSC779037	10/22/2010	10/21/2010	85107	30199	54908	0	0	30199	54908
HP LaserJet 4000 Series 2864	USEF199755	10/22/2010	10/21/2010	97784	97784	0	0	0	97784	0
HP LaserJet 1300n 2821	CNCB191861	10/22/2010	10/21/2010	24736	24736	0	0	0	24736	0
HP LaserJet M2727nf MFP 2825	CND98720QV	10/22/2010	10/22/2010	5370	5370	0	772	20	3955	0
HP LaserJet 1300n 282F	CNCB191877	10/22/2010	10/21/2010	22895	22895	0	0	0	22895	0
HP LaserJet 4050 Series 2833	USBB395480	10/22/2010	10/21/2010	28204	28204	0	0	0	28204	0
HP LaserJet 4050 Series 2840	USBC118648	10/22/2010	10/21/2010	189092	189092	0	0	0	189092	0
HP LaserJet 4200 284F	USDNL02675	10/22/2010	10/21/2010	76187	76187	0	0	0	76187	0
Phaser 4510N 3064	ART338224	10/22/2010	10/22/2010	60681	60681	0	0	0	0	0

Device Name	Serial #	Last Active	Reported Reading Date	Total Pages	Mono Total	Color Total	Copier Mono	Copier Color	Print Mono	Print Color
HP LaserJet 4200 3065	USDNN18363	10/22/2010	10/21/2010	117205	117205	0	0	0	117205	0
Phaser 4510N 306A	ART336034	10/22/2010	10/21/2010	36937	36937	0	0	0	0	0
HP LaserJet P4515 306C	CNDY253945	10/22/2010	10/21/2010	63283	63283	0	0	0	63283	0
HP LaserJet 4200 306D	USDNP24750	10/22/2010	10/21/2010	405456	405456	0	0	0	405456	0
HP LaserJet 4200 306E	USDNX15347	10/22/2010	10/21/2010	728292	728292	0	0	0	728292	0
HP LaserJet P3005 306F	CNR1N21113	10/22/2010	10/21/2010	16703	16703	0	0	0	16703	0
HP LaserJet 4000 Series 3073	XXXXXXXXXX	10/22/2010	10/21/2010	224629	224629	0	0	0	224629	0
HP LaserJet 2200 3074	CNBRB43455	10/22/2010	10/21/2010	22269	22269	0	0	0	22269	0
HP LaserJet 2300 Series 307C	CNBF38595	10/22/2010	10/21/2010	36173	36173	0	0	0	36173	0
HP LaserJet P2015 Series 307D	XXXXXXXXXX	10/22/2010	10/21/2010	35998	35998	0	0	0	35998	0
HP LaserJet P2055dn 0C69	CNB9N49892	10/22/2010	10/21/2010	2386	2386	0	0	0	2386	0
HP LaserJet P2015 Series 0D32	CNBUN61024	10/21/2010	10/21/2010	13722	13722	0	0	0	13722	0
HP LaserJet 2300 Series 0E69	CNBF75057	10/22/2010	10/22/2010	54121	54121	0	0	0	54121	0
HP LaserJet P2055dn 1069	CNB9016070	10/22/2010	10/21/2010	1847	1847	0	0	0	1847	0
HP LaserJet 4100 Series 120D	USBNJ46162	10/22/2010	10/21/2010	81500	81500	0	0	0	81500	0
HP LaserJet 2300 Series 1221	JPBFG18329	10/22/2010	10/22/2010	303498	303498	0	0	0	303498	0
HP LaserJet 2300 Series 1226	JPBFG19435	10/22/2010	10/21/2010	68417	68417	0	0	0	68417	0
HP LaserJet P4015 122B	JPDF244898	10/22/2010	10/21/2010	4385	4385	0	0	0	4385	0
HP LaserJet 4200 1320	CNBX121763	10/22/2010	10/21/2010	35188	35188	0	0	0	35188	0
HP LaserJet P4515 1325	CNDY309771	10/22/2010	10/21/2010	22592	22592	0	0	0	22592	0
HP LaserJet P2015 Series 0233	CNBJM25344	10/22/2010	10/21/2010	38498	38498	0	0	0	38498	0
HP LaserJet 4000 Series 1838	USMB083791	10/22/2010	10/21/2010	259245	259245	0	0	0	259245	0
HP LaserJet 2100 Series 185F	XXXXXXXXXX	10/22/2010	10/21/2010	106770	106770	0	0	0	106770	0
HP LaserJet 4100 Series 1B97	USBDB23677	10/22/2010	10/21/2010	213513	213513	0	0	0	213513	0
HP LaserJet 1320 Series 1E69	CNHC64318C	10/22/2010	10/21/2010	9977	9977	0	0	0	9977	0
HP LaserJet P2055dn 1F69	CNB1700926	10/22/2010	10/21/2010	430	430	0	0	0	430	0
HP LaserJet P2015 Series 231A	CNBUN16451	10/22/2010	10/21/2010	39365	39365	0	0	0	39365	0
HP LaserJet P2015 Series 2518	CNBJS05590	10/22/2010	10/22/2010	35835	35835	0	0	0	35835	0
HP LaserJet P2015 Series 391B	CNBJR71122	10/22/2010	10/22/2010	6725	6725	0	0	0	6725	0
HP LaserJet P2035n 02AF	CNB9X51626	10/22/2010	10/21/2010	572	572	0	0	0	572	0
HP LaserJet 4200 02FC	USDNP18142	10/22/2010	10/21/2010	111620	111620	0	0	0	111620	0
HP LaserJet 2200 022E	CNGRC63381	10/22/2010	10/21/2010	78176	78176	0	0	0	78176	0
Dell Laser Printer M5200 991X62D 551.019--Part No.--0231	991X62D	10/22/2010	10/21/2010	119663	119663	0	0	0	0	0
HP LaserJet P2035n 0246	CNB9T11428	10/22/2010	10/21/2010	54895	54895	0	0	0	54895	0
HP LaserJet P3010 Series 0247	VNBCB5M4XQ	10/22/2010	10/21/2010	9666	9666	0	0	0	9666	0
HP LaserJet P2015 Series 0248	CNB9L20027	10/22/2010	10/21/2010	64074	64074	0	0	0	64074	0
HP LaserJet 4100 Series 024D	USBNJ26827	10/22/2010	10/21/2010	101620	101620	0	0	0	101620	0
HP LaserJet 4250 0250	CNGXC69178	10/22/2010	10/21/2010	155203	155203	0	0	0	155203	0
HP LaserJet 4100 Series CC45	USJNG19041	10/22/2010	10/21/2010	5924	5924	0	0	0	5924	0
HP LaserJet 1200 D045	CNCV244342	10/22/2010	10/21/2010	8117	8117	0	0	0	8117	0
HP LaserJet P4515 D713	CNDY360488	10/22/2010	10/21/2010	5421	5421	0	0	0	5421	0
HP LaserJet P4515 D815	CNDY355812	10/22/2010	10/21/2010	57320	57320	0	0	0	57320	0
HP LaserJet P4515 D816	CNDY265664	10/22/2010	10/21/2010	90933	90933	0	0	0	90933	0
HP LaserJet P4515 D818	CNDY355768	10/22/2010	10/21/2010	33515	33515	0	0	0	33515	0
HP LaserJet P4515 D81B	CNDY194118	10/22/2010	10/21/2010	9861	9861	0	0	0	9861	0
HP LaserJet P4515 D915	CNDY361875	10/22/2010	10/21/2010	27148	27148	0	0	0	27148	0
HP LaserJet P4515 D937	CNDY367204	10/22/2010	10/21/2010	59358	59358	0	0	0	59358	0

Device Name	Serial #	Last Active	Reported Reading Date	Total Pages	Mono Total	Color Total	Copier Mono	Copier Color	Print Mono	Print Color
Phaser 4500DT 0B78	PMT267711	9/17/2010	9/17/2010	254775	254775	0	0	0	0	0
HP LaserJet 4050 Series 0BD2	USCF014885	9/22/2010	9/22/2010	92665	92665	0	0	0	92665	0
HP LaserJet 4200 0C5E	CNDX310312	8/18/2010	8/18/2010	271517	271517	0	0	0	271517	0
HP LaserJet 2100 Series 0F25	USGW104696	8/19/2010	8/17/2010	85881	85881	0	0	0	85881	0
HP LaserJet 2100 Series 2835	USGV076424	10/4/2010	8/11/2010	12030	12030	0	0	0	12030	0
HP LaserJet P3005 306F	CNR1N21113	9/9/2010	9/9/2010	15110	15110	0	0	0	15110	0
(HP) CMD:MLC,PCL,PML,DW-PCL,DESKJET,DYN 2823		10/22/2010	9/23/2010	1741	1741	0	45	0	1279	0
Canon iR3570 36.03 0C74	SKV50154	10/22/2010	10/21/2010	444646	444646	0	0	0	0	0
Canon iR3570 33.05 0C96	SKV50180	10/22/2010	10/21/2010	574168	574168	0	0	0	0	0
Canon iR4570 35.06 0C99	SKU22336	10/22/2010	10/21/2010	464687	464687	0	0	0	0	0
Canon iR6570 35.05 0D83	SLP11658	10/22/2010	10/21/2010	510104	510104	0	0	0	0	0
Canon iR4570 35.06 0D86	SKU22319	10/22/2010	10/21/2010	188490	188490	0	0	0	0	0
Canon iR4570 36.03 0D90	SKU22335	10/22/2010	10/21/2010	276713	276713	0	0	0	0	0
Canon iR3570 35.06 0DAD	SKV56842	10/22/2010	10/21/2010	168557	168557	0	0	0	0	0
Canon iR3570 33.05 0D25	SKV50148	10/22/2010	10/21/2010	234232	234232	0	0	0	0	0
Canon iR6570 40.03 0D34	SLP11969	10/22/2010	10/21/2010	1752542	1752542	0	0	0	0	0
Canon iR4570 35.06 103A	SKU22946	10/22/2010	10/21/2010	358004	358004	0	0	0	0	0
Canon iR3570 35.06 0233	SKV58854	10/22/2010	10/7/2010	156782	156782	0	0	0	0	0
Canon iR3035 10.04 0234	SVC03507	10/22/2010	10/18/2010	69520	69520	0	0	0	0	0
Canon iR3570 35.06 140D	SKV58843	10/21/2010	10/21/2010	614402	614402	0	0	0	0	0
Canon iR4570 35.06 1C12	SKU22986	10/22/2010	10/21/2010	388654	388654	0	0	0	0	0
Canon iR3570 35.06 3072	SKV58845	10/22/2010	9/27/2010	108439	108439	0	0	0	0	0
Canon iR3570 35.06 3076	SKV58851	10/22/2010	10/22/2010	208144	208144	0	0	0	0	0
Canon iR3570 35.06 3078	SKV58842	10/22/2010	10/21/2010	208851	208851	0	0	0	0	0
Canon iR6570 35.05 3079	SLP11991	10/22/2010	10/18/2010	564070	564070	0	0	0	0	0
Canon iR5065 30.05 1217	TVW00496	10/22/2010	10/21/2010	2416393	2416393	0	0	0	0	0
Canon iR3570 36.03 021E	SKV57901	10/22/2010	10/21/2010	289297	289297	0	0	0	0	0
Canon iR3570 38.04 021F	SKV58855	10/22/2010	10/22/2010	334039	334039	0	0	0	0	0
Canon iR3570 35.06 186C	SKV58853	10/22/2010	10/21/2010	128748	128748	0	0	0	0	0
Canon iR3570 35.06 3825	SKV58855	10/22/2010	10/21/2010	158629	158629	0	0	0	0	0
Canon iR3570 35.06 0237	SKV58856	10/22/2010	10/21/2010	303273	303273	0	0	0	0	0
Canon iR3570 35.06 0315	SKV58887	10/22/2010	10/22/2010	378499	378499	0	0	0	0	0
Canon iR2270 40.03 CE45	SLH04323	10/22/2010	10/21/2010	444771	444771	0	0	0	0	0
HP Color LaserJet CP3525 0B35	CNCC8BX0QC	10/22/2010	10/21/2010	28148	10598	17550	0	0	10598	17550
HP color LaserJet 5550 0B46	JPSCB2J0ZC	10/22/2010	10/21/2010	15462	1392	14070	0	0	1392	14070
HP Color LaserJet 2605dn 0C86	XXXXXX	10/22/2010	10/21/2010	49118	22635	26483	0	0	22635	26483
HP color LaserJet 5550 0CA7	JFPC63P099	10/22/2010	10/21/2010	231594	54877	176717	0	0	54877	176717
FS-C5030N 0C60	APE6807394	10/22/2010	10/21/2010	64013	24186	39827	0	0	0	0
HP Color LaserJet CP3525 0E61	CNCCB28022	10/22/2010	10/21/2010	31904	11416	20488	0	0	11416	20488
HP color LaserJet 5550 1018	JPBC48K01F	10/22/2010	10/21/2010	448235	211025	237210	0	0	211025	237210
HP color LaserJet 5550 1C1E	JPSC9160KT	10/21/2010	10/21/2010	67303	23956	43347	0	0	23956	43347
HP Color LaserJet CP3525 3067	CNCC9D70FH	10/22/2010	10/21/2010	13055	5000	8055	0	0	5000	8055
HP Color LaserJet CP2025n 3115	CNGSB11323	10/22/2010	10/21/2010	1641	376	1265	0	0	376	1265
HP Color LaserJet CP3525 3128	CNCC98D0FM	10/22/2010	10/21/2010	25774	9162	16612	0	0	9162	16612
KONICA MINOLTA magicolor 8650 1264	A02E01A000123	10/22/2010	10/21/2010	44066	9496	34570	0	0	9496	34569
Canon iR C5185-H1 2.0 121D	MEQ04997	10/22/2010	10/21/2010	699317	172102	527215	0	0	0	0
HP Color LaserJet CP3525 0211	CNCC9BF09S	10/22/2010	10/21/2010	12993	2674	10319	0	0	2674	10319

Device Name	Serial #	Last Active	Reported Reading Date	Total Pages	Mono Total	Color Total	Copier Mono	Copier Color	Print Mono	Print Color
Phaser 6120-6F45 0228	YGG209217	10/22/2010	10/21/2010	14199	3053	11146	0	0	3053	11146
Phaser 6120-47EE 1516	YGG229180	10/22/2010	10/21/2010	1562	120	1442	0	0	120	1442
Phaser 6120-B4A5 1719	YGG101857	10/22/2010	10/21/2010	15261	3278	11983	0	0	3278	11983
HP color LaserJet 4600 1868	JPGMD49837	10/22/2010	10/21/2010	91920	63930	27990	0	0	63930	27990
HP Color LaserJet CP1518ni 1B0F	CNB0205391	10/22/2010	10/21/2010	3493	2348	1145	0	0	2348	1145
Phaser 6300DN 3817	WHH160115	10/22/2010	10/21/2010	84241	44832	39409	0	0	0	0
HP Color LaserJet CP3525 0249	CNCC9DB12Z	10/22/2010	10/21/2010	27034	6272	20762	0	0	6272	20762
Brother MFC-9840CDW 102F	K8J339074	9/10/2010	9/10/2010	8354	5355	2999	860	18	4494	2981
HP Color Inkjet CP1700 1316	TH47R110KS0T	10/22/2010	9/25/2010	10994	10994	0	0	0	0	0

Lease Agreement Digital Copiers/Printers

The parties to this agreement are: _____ (Lessor) and the City of Sioux Falls, acting on behalf of _____, hereinafter referred to as the City. Lessor leases to City, and City leases from Lessor, the following item(s) upon the following terms and conditions:

1. **Term:** The term of this Lease Agreement shall commence on the date of delivery of the equipment to the City in workable condition, and shall be for a period of 36 months with a fiscal year-to-year option to extend, lease cost may not exceed the current lease cost but may decrease.
2. **Payment:** The City shall pay the Lessor a minimum sum of \$_____.____ per month. Said minimum monthly lease payment shall include full payment for the use of one MFD/Printer with optional equipment, _____, _____, _____ for the term outlined in Paragraph One. Per copy maintenance payment to include all parts, labor, and operating expenses, including normal operating supplies, except paper. Monthly maintenance cost \$0. _____ cents per copy, for the term outlined in Paragraph One and for renewable years thereafter.
3. **Operating Expenses:** The City shall pay for services required for proper operation of the equipment, as well as necessary supplies and maintenance, as provided in Paragraph Two of this agreement.
4. **Downtime and Loaners:** Lessor agrees and specifies that response time shall be two (2) working hours. If machine cannot be repaired within four (4) working hours from the time of the initial call to the vendor from the City, a loaner equal to or better than existing MFD/Printer must be supplied until return of the rented equipment in acceptable condition to the City.
5. **Insurance:** Shall be the responsibility of the Lessor.
6. **Title to Equipment:** The title covering the ownership of this equipment shall remain with the Lessor during the term of this agreement.
7. The model and serial number(s) of the leased equipment is:
Model: _____ Serial Number: _____
8. The equipment is assigned to and will be kept/maintained at:

Machine lease invoices shall be sent to:

Invoices for maintenance shall be sent to:

Agency Contact: _____ Phone: _____

9. The City reserves the right to terminate any lease agreement in accordance with either of the following:

A. In the event funds are not budgeted or appropriated for any fiscal year, this agreement shall impose no obligation on the City of Sioux Falls and shall become null and void except as to the purchases agreed upon for which funds have been appropriated or budgeted, and no right of action or damage shall accrue to the benefit of the bidder, its successors or assignees, for any further payments.

B. In the event a lessor fails to perform in accordance with the terms of the lease, and cannot furnish good and sufficient cause for his failure to perform, their lease shall be terminated and the City shall take the necessary action to recover any damage to the City from the defaulting lessor and his surety. Written notice shall be given to the lessor stating the cause for termination action. Circumstances such as strikes or fire, over which the lessor has no control, will not be considered sufficient cause for termination.

IN WITNESS WHEREOF, the parties have duly executed this rental agreement this _____ day of _____, 2011 (date of installation).

By: _____
Mike T. Huether
Mayor
City of Sioux Falls

Lessor:
Name of Company: _____
Signature: _____

ATTEST:

Type or Print Name: _____

City Clerk

Rental # _____