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**Request for Proposal No. 041.20.B5**

**For**

**Enterprise-Wide Managed Print  
Services Program**

**SOLICITATION SCHEDULE**

<b>Description</b>	<b>Date</b>
Release of RFP	March 4, 2020
Pre-Bid Conference (optional)	March 11, 2020 2 P.M.
Last day for Offerors to submit questions	March 18, 2020
Last day for HCPSS to respond to questions	March 23, 2020
PROPOSALS DUE	4:00 P.M.; March 31, 2020

Howard County Public School System (hereinafter also "HCPSS" or "HCPSS") invites Offerors to submit sealed proposals for the furnishing, delivery and maintenance of an **Enterprise-Wide Managed Print Services Program**. Three-hundred and thirty-one (331) Convenience Copier/MFDs are guaranteed to be installed at the inception of the impending Contract. In aggregate, the HCPSS fleet of Convenience Copier/MFDs and Network Printers as defined in this RFP is estimated to produce a combined **550,000,000 (five-hundred and fifty million) total combined monochrome and color impressions** during the five-year initial Contract period. The installation of Production Devices referenced in this RFP is optional at the sole discretion of HCPSS.

Howard County, Maryland is a suburban community of over 320,000 situated midway along the Baltimore-Washington corridor. It is a county of contrasts - a blend of old and new, urban and rural, historical and progressive. The county's borders encompass Ellicott City, one of the country's oldest towns, and Columbia, a planned community conceived and designed 50 years ago by The Rouse Company. A great community deserves great schools, and HCPSS is a recognized source of local pride. HCPSS is a school system of 77 schools, elementary, middle, high, and special schools, and 8 administration locations. The school system consistently ranks among Maryland's top school districts based on student performance on the Maryland School Assessments. Howard County students score above the national averages on standardized tests and over 85% of graduates continue their education beyond high school. Respondents to this solicitation are encouraged to review additional information about the school system at <http://www.hcpss.org/about-us/facts/>.

Respondents to this solicitation are encouraged to review the data contained in HCPSS's website for a better understanding of HCPSS, its organization and management, and the services it provides. The website is <http://www.hcpss.org>.

## SECTION 1

### SOLICITATION INSTRUCTIONS

1. Issuing Office. The Issuing Office shall be the sole point of contact within HCPSS for purposes of the preparation and submittal of proposals in response to this solicitation.

Ted Ludicke  
Purchasing Office  
Howard County Public School System  
10910 Clarksville Pike  
Ellicott City, MD 21042  
Phone: (410) 313-5644  
Fax: (410) 313-6789  
Email: [ted\\_ludicke@hcpss.org](mailto:ted_ludicke@hcpss.org)  
<http://www.hcpss.org/about-us/purchasing/>

2. Questions and Inquiries. All questions and inquiries regarding this procurement shall be submitted in writing via email to [ted\\_ludicke@hcpss.org](mailto:ted_ludicke@hcpss.org). Inquiries will receive a written reply via addendum. All such questions and inquiries shall be received by the date and time as listed on the Cover and the Solicitation Schedule of this RFP.
3. Pre-Proposal Conference. A Pre-Proposal Phone Conference will be held on March 11, 2020 at 2 p.m. in conjunction with this RFP. Phone Conference call-in details will be provided upon email request to [ted\\_ludicke@hcpss.org](mailto:ted_ludicke@hcpss.org).
4. Bid Submittal Process.
  - 4.1. Proposals are to be provided to the Issuing Office in accordance with the Solicitation Schedule.
  - 4.2. Proposals are to be submitted in PDF format on a USB Flash Drive with the RFP name and number identified clearly on the sealed packet or envelope to the Howard County Department of Education, Purchasing Office, 10910 Route 108, Ellicott City, Maryland 21042, no later than the time and date specified on the bid cover sheet.
  - 4.3. Pricing Schedules A through G must be submitted in MS Excel format. The Excel version is available upon request.
  - 4.4. LATE BIDS CANNOT BE ACCEPTED.
5. Acceptance of Terms and Conditions. By submitting a Proposal, an Offeror shall be deemed to have accepted the terms, conditions, and requirements set forth in this RFP. The RFP, including all addenda, shall be incorporated into the Contract by reference.
6. Contractual Agreement and Term. Any Contract arising from this RFP action shall commence on the date the Contract is executed on behalf of HCPSS, or such other date as HCPSS and the Awarded Contractor ("Contractor") shall agree.
7. Withdrawal of Bids. Offers may be withdrawn by written, facsimile, or electronic notice if given prior to the RFP opening time and date. Verbal requests via phone are not acceptable. No offer shall be withdrawn after the scheduled closing time for opening bids.
8. Rejection or Acceptance of Proposals. HCPSS reserves the right to: (i) accept or reject any and all proposals, in whole or in part; (ii) to waive minor irregularities; and (iii) to negotiate in any manner necessary to best serve the interests of HCPSS. Further, HCPSS reserves the right to make a whole award, multiple awards, a partial award, or no award at all. Offerors judged by the Purchasing Office not to be responsible or Offerors whose Proposals are classified as not reasonably susceptible to being selected for award shall be so notified. HCPSS

reserves the right to increase or decrease the quantities of any materials, equipment, supplies or services.

9. Right to Amend, Modify or Withdraw. HCPSS reserves the right, in their sole discretion, to amend, or modify any provisions of this solicitation, or to withdraw this solicitation at any time prior to the award of a Contract. The decision of HCPSS shall be administratively final in this regard.
10. Modifications of Technical Proposal. Offerors may not modify, supplement, cure, or change proposals in any way after the due date and time unless specifically requested by HCPSS.
11. RFP Response Materials. All written materials submitted in response to this RFP become the property of HCPSS and may be appended to any formal documentation that would further define or expand the contractual relationship between HCPSS and the Contractor(s).
12. Duration of Offers. Proposals shall remain irrevocable for 120 days following the closing date of the Proposal due date. This period may be extended by mutual agreement between the Offeror and HCPSS.
13. Incurred Expenses. HCPSS is not responsible for any expenses that Offerors may incur in preparing and submitting Proposals or in making oral presentations of their Proposals, if required.
14. Confidentiality. Offerors should give specific attention to the identification of those portions of the Proposal that the Offeror deems to be confidential, proprietary information, or trade secrets and provide any justification why such materials, upon request, should not be disclosed by HCPSS under the Freedom of Information Act (FOIA). Offerors are advised that, upon request for this information from a third party, the Purchasing Office is required to make an independent determination as to whether the information may or may not be disclosed to the requesting party. That decision will take into consideration the Offeror's position regarding its Proposal. A blanket statement by an Offeror that its entire Proposal is confidential or proprietary will not be considered.
15. Multiple Proposals. Offerors may submit an additional proposal for a cloud-based print solution such as Microsoft's Universal Print.
16. Alternate Proposals. Offerors may submit an alternate for this RFP.
  - 16.1. HCPSS permits Offerors to provide creative alternate proposals. Offerors shall fully describe and explain any creative alternative proposals that the Offeror believes are in HCPSS's best interest to consider. Examples of creative alternate proposals may include, but not be limited to:
    - 16.1.1. Changing the proposed equipment mix; and
    - 16.1.2. Implementing guaranteed annual monochrome fleet volumes
  - 16.2. Alternate Proposals will not be accepted by HCPSS unless the Offeror has submitted a Primary Proposal for that Product Category. The purpose of allowing Offerors to submit at least one Alternate Proposal is to actively seek Offeror input as to what it considers to be the most cost effective and efficient methodology for accomplishing HCPSS's goals. Alternate Proposals must indicate all pertinent details of the recommended plan, especially any items that conflict with the RFP's Section 4 Scope of Work. When submitting Alternate Proposals, Offerors are required to complete another Pricing Schedule clearly marked "Alternate Proposal."
17. Forms. This solicitation is designed for the Offeror to fill in responses where indicated. This entire solicitation document, along with any attachments indicated with the responses filled in, is to be submitted as the main part of the Offeror's proposal. The Offeror may adjust forms and insert space as needed for responses; however, the Offeror shall not alter any language provided by HCPSS in this solicitation; any such alterations will not be honored, and the Offeror will be bound by the language in the solicitation as published. Any changes to the solicitation language shall be explicitly requested.
18. Signing of Forms. A Proposal, if submitted by an individual, shall be signed by the individual. If submitted by a partnership, a Proposal shall be signed by such member(s) of the partnership with authority to bind the partnership. If submitted by a corporation, a Proposal shall be signed by an officer, and attested by the corporate secretary or an assistant corporate secretary; if not signed by an officer, there shall be attached a

copy of a board resolution or that portion of the by-laws, duly certified by the corporate secretary, showing the authority of the person so signing on behalf of the corporation.

19. Addenda Acknowledgment. Offerors shall acknowledge in writing the receipt of any and all addenda, amendments, and/or changes issued. Such acknowledgement shall be included in the Technical Proposal. It is the Offeror's sole responsibility to monitor the Purchasing web site prior to submitting their RFP for any addenda, amendments, and/or changes issued.
20. Signature. The enclosed form titled "SIGNATURE SHEET" shall be completed and submitted with Offeror's proposal. The Signature Sheet shall be signed by the person or persons legally authorized to sign contracts on behalf of the offering company.
21. Resolution of Disputes. Bid rejection for non-responsiveness and/or non-responsibility shall be made based on criteria established in the solicitation documents.
  - 21.1. Protests shall be filed in writing to the Purchasing Office prior to the Board of Education award of the contract award. Protests shall include the basis for the protest or appeal, complete in all respects, with relief sought, and whether the protester wishes to have a hearing with respect to the protest or appeal.
  - 21.2. Protests shall be addressed to Howard County Department of Education, 10910 Route 108, Ellicott City, MD 21042, Attn: Doug Pindell, Purchasing Officer, labeled "Protest". The written protest shall include as a minimum the following:
    - 21.2.1. Name and address of the protester
    - 21.2.2. Appropriate identification of the bid
    - 21.2.3. Supporting exhibits, evidence, and/or documents to substantiate any claims.
    - 21.2.4. Suggested remedy(ies)

## SECTION 2

### TERMS AND CONDITIONS

1. Contractor's/Offeror's Responsibility. Offerors are advised to read the requirements very carefully to ensure that each requirement is understood. If in doubt, develop and submit applicable questions in writing to the contact at the Issuing Office. An Offeror's misinterpretation of requirements shall not relieve the Offeror of the responsibility to address accurately the requirements of the RFP or to perform the Contract, if awarded. HCPSS will enter into a contractual agreement with the selected Contractor(s) only. The selected Contractor(s) shall be solely responsible for all services as required by this RFP. Subcontractors, if any, will be the responsibility of the Contractor(s) and the role of subcontractors shall be clearly identified in the proposal. The use of a subcontractor(s) does not relieve the Contractor(s) of liability under a Contract.
2. Contractor Responsibilities and Use of Subcontractors.
  - 2.1. HCPSS shall enter into contractual agreement with the selected Contractor only. The use of subcontractors does not relieve the Contractor of liability. The Contractor shall be fully responsible for acts and omissions of its subcontractors and of persons directly or indirectly employed by them. HCPSS is not responsible for the fulfillment of the Contractor's obligations to subcontractors.
  - 2.2. Subcontractors, if any, shall be identified in the Technical Offer with a complete description of their role relative to the project. The Contractor may not contract with any such proposed person or entity to whom HCPSS has a reasonable objection. Notification of such objection will be made by HCPSS prior to contract execution.
3. Contract Assignment. Neither party may assign this Contract without the prior written consent of the other party.
4. Non-Discrimination in Employment. The Contractor agrees: (a) not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, or physical or mental disability unrelated in nature and extent so as reasonably to preclude the performance of such employment; (b) to include a provision similar to that contained in subsection (a), above, in any subcontract except a subcontract for standard commercial supplies or raw materials; and (c) to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause.
5. Behavior of Contractor Employees/Subcontractors. HCPSS is committed to providing a work and study environment that is free from discrimination and harassment on the basis of race, color, religious creed, ancestry, national origin, age, sex, marital status, handicap, pregnancy, or status as a disabled veteran or veteran of the Vietnam era. Behavior contrary to this philosophy, which has the purpose or effect of creating an intimidating, hostile, or offensive environment, will not be tolerated by HCPSS, and it is the Contractor's responsibility to ensure that such behavior by its employees, agents, and subcontractors does not occur. The policy extends to maintaining an environment free from sexual harassment. Therefore, sexual advances or sexual remarks, requests for sexual favors, and other verbal or physical conduct of a sexual nature shall not be condoned or permitted by the Contractor. This prohibition extends to such harassment within the employment context as well as harassment of students, staff, and visitors to HCPSS. It should be assumed that all sexual behavior by the Contractor's employees, agents, and subcontractors on any campus or facility of HCPSS, whether owned, operated, maintained or leased by HCPSS, is improper and unwelcome. Contractor will also ensure that all technicians who work with HCPSS users exhibit a high degree of professionalism in their dealings with those users. The Contractor's employees and subcontractors shall be subject to and comply with all applicable HCPSS rules, regulations and policies which shall include those regulations relating to safety, security and campus parking. If deemed necessary, HCPSS reserves the right to demand the removal of any of the Contractor's employees/subcontractors from duty on its premises as a result of their violation of the standards set forth herein.
6. Tobacco Free and Alcohol/Drug Free Environment. HCPSS maintains a tobacco, alcohol/drug free environment. The sale or use of tobacco, alcohol or drugs, in any form, or related product, is prohibited in school buildings and grounds at all times. Persons found violating this policy will be requested to remove the

product and themselves from school premises.

7. Criminal History Background Checks. All employees, agents, or representatives of the awarded contractor who will be performing work on any phase of the contract arising out of this RFP will be subject to a criminal history background check at the Contractor's expense. Such persons, if requested by the school system, shall provide fingerprints and other required information to facilitate such a check, as well as the necessary fees to obtain such a check from the federal or state government. At the completion of a background check, the school system may, at its sole discretion, decide that a particular employee, agent, or representative of the contractor be barred from school system property.
8. Child Sex Offender Notification.
  - 8.1. Sex Offender Requirement: Maryland law requires certain sex offenders to register with the local law enforcement agency; See Maryland Annotated Code, Criminal Procedure Article, §11- 704. One of the purposes of this law, is to inform school systems when a Registered Sex Offender is residing or working in the area. When the sex offender registers, the local police are required to notify the Superintendent of Schools, and the Superintendent, in turn, is required to send a notice to school principals.
  - 8.2. As a contractor working for HCPSS we require that you do not employ Registered Sex Offenders to work on projects for our school system if they, as a result, are required to perform delivery, installation, repair, construction or any other kind of services on HCPSS property. Further, Maryland Law that became effective June 22, 2006, requires that any person who enters a contract with a county board of education or a non-public school "may not knowingly employ an individual to work at a school" if the individual is a registered sex offender; See §11- 722 Criminal Procedure Article. An employer who violates this requirement is guilty of a misdemeanor and if convicted may be subject to up to five years imprisonment and/or a \$5,000 fine.
  - 8.3. Each contractor shall screen their workforce to ensure that a Registered Sex Offender does not perform work at a county public school and also ensure that a subcontractor and independent contractor conducts screening of its personnel who may work at a school. The term "workforce" is intended to refer to all of the contractor's direct employees and subcontractors and/or independent contractors it uses to perform the work. Violations of this provision may cause HCPSS to take action against the contractor up to and including termination of the contract.
  - 8.4. Effective July 1, 2015, amendments to § 6-113 of the Education Article of the Maryland Code further require that a contractor or subcontractor for a local school system may not knowingly assign an employee to work on school property with direct, unsupervised, and uncontrolled access to children, if the employee has been convicted of, or pled guilty or nolo contendere to, a crime involving a sexual offense, child sexual abuse and crimes of violence.
  - 8.5. The Contractor shall submit to HCPSS a listing of any employees assigned to perform under this agreement and certify that the necessary criminal history records checks have been conducted and that each employee complies with the requirements.
9. Occupied Buildings. Work under this contract and any resulting contract or sub- contract will take place while school facilities are occupied by staff and often also by students and visitors. Every precaution shall be exercised to protect people from injury and to minimize disruption of activity. As well, contract employees shall conduct themselves in a professional manner while on HCPSS's premises. Any employee found to disregard the nature of the school system's surroundings shall be removed from the premises and may be prohibited from further servicing HCPSS contract.
10. Identification and Sign-in Procedures. All contractor personnel, working in or around buildings designated under this contract, shall have a valid driver's license or photo ID and a company issued ID with company name/logo matching driver's license or photo ID in their possession at all times. Contractors may be required to provide identification and sign-in and sign-out at the front office at each site on a daily basis during the course of each project or they may receive a HCPSS badge allowing them to access the job site without signing in and out.

11. Ethics Regulations.

11.1. The Board of Education of Howard County has adopted an Ethics Regulation policy. Required by the Annotated Code of Maryland, these Ethics Regulations cover members of the Board of Education, the Superintendent, and all employees; and it specifies limits of participation of these individuals with entities doing business with HCPSS. For a copy of the regulations, contact the Purchasing Office, Howard County Department of Education (410) 313-6644.

11.2. Any resulting Contract is cancelable in the event of a violation of HCPSS Ethics Regulation policy or the Maryland Public Ethics Law by a Contractor or any HCPSS employee in connection with this procurement.

12. Taxes. HCPSS is exempt from Federal Excise Taxes, Maryland Sales and Use Taxes. Exemption Certificates shall be provided upon request. In the instance a Contractor is required to furnish and install material in the construction or improvement of real property in performance of a Contract, the Contractor shall pay the Maryland Sales Tax and the exemption will not apply.

13. Multi-Agency Participation.

13.1. Under §5-112, Paragraph (3) of the Education Article of the Annotated Code of Maryland HCPSS may with Board of Education approval participate in contracts for goods or commodities that are awarded by other public agencies or by intergovernmental purchasing organizations if the lead agency for the contract follows the public bidding procedures. HCPSS therefore reserves the right to extend the terms and conditions of this solicitation to any and all other agencies within the State of Maryland as well as any other federal, state, municipal, county, or local governmental agency under the jurisdiction of the United States and its territories. This shall include but not limited to private schools, parochial schools, non-public schools such as charter schools, special districts, intermediate units, non-profit agencies providing services on behalf of government, and/or state, community and/or private colleges/universities that require these goods, commodities and/or services. A copy of the contract pricing and the requirements incorporated in this contract will be supplied to requesting agencies.

13.2. Each participating jurisdiction or agency shall enter into its own contract with the Awarded Contractor(s) and this contract shall be binding only upon the principals signing such an agreement. Invoices shall be submitted in duplicate "directly" to the ordering jurisdiction for each unit purchased. Disputes over the execution of any contract shall be the responsibility of the participating jurisdiction or agency that entered into that contract. Disputes shall be resolved solely between the participating agency and the Awarded Contractor(s).

## SECTION 3

### SPECIAL TERMS AND CONDITIONS

1. Agreement. Offeror shall provide to HCPSS professional services in accordance with the terms and conditions of this solicitation.
  - 1.1. The resulting Contract consists of multiple documents as follows in order of precedence:
    - 1.1.1. The Contract Form
    - 1.1.2. The Request for Proposal and all amendments to the solicitation
    - 1.1.3. Offeror's Technical Proposal and Price Proposal as accepted by HCPSS
    - 1.1.4. Offeror's Best and Final Offer (if requested)
  - 1.2. All terms and conditions of HCPSS's solicitation, and any amendments thereto, are part of this Agreement unless expressly contradicted by a term or condition of this Agreement. Proposals or suggestions of the Offeror for changes in the solicitation or the terms and conditions of the contract are not binding upon HCPSS and are not a part of this Agreement unless set forth in an amendment of the solicitation or in this Agreement and agreed to in writing by HCPSS.
2. Contract Period. The initial Contract term shall be for five (5) years from the date of contract execution. HCPSS may solely authorize five (5) additional one-year term (a maximum of ten one-year terms) pending successful performance and availability of funds.
3. Price Adjustments
  - 3.1. Annual price adjustments will be considered after the initial contract period. HCPSS will consider adjustments based on the following conditions:
    - 3.1.1. Labor rates based upon federal minimum wage increases and decreases in the Consumer Price Index (CPI-U), Washington-Baltimore Region, as published by the Bureau of Labor Standards (increases above a 10% cap will not be considered). Adjustments will be calculated by comparing the current index with the previous index available when contract was established so as to determine the change in index points. The point change will then be divided by the price index to obtain the percentage of change. The percentage of change will then be multiplied by .75 to obtain the adjustment to be applied to the current prices.
    - 3.1.2. In order to receive consideration for a price increase, the contractor shall submit to HCPSS a statement of any change in price to be applied.
  - 3.2. Price increase requests will not be considered if not accompanied with the proper information.
  - 3.3. Product changes may be considered. Pricing for the changes shall be at the same mark up as originally bid. The Awarded Contractor shall offer current pricing or be able to demonstrate the percentage markup. HCPSS shall be the sole determinant in accepting product or pricing changes.
4. HCPSS Project Coordinator. HCPSS will designate a staff member to act as coordinator ("Program Coordinator") between HCPSS and the Contractor. Throughout the period of the Contract, copies of all correspondence, work products, specifications, estimates and other materials prepared by the Contractor should be directed to the Program Coordinator and also to any other HCPSS personnel designated by the Program Coordinator. Direct contact or communication by the Contractor with other HCPSS offices or any other entity concerning the Contract shall be made only with the prior knowledge and concurrence of the Program Coordinator.
5. Professional Services. The Contractor shall utilize personnel named and/or otherwise identified in its submittal responding to HCPSS's solicitation unless (a) a change is requested by the Contractor and approved in writing by the Program Coordinator; or (b) a change is requested in writing by the Program Coordinator for good cause, in which case the Contractor shall make an appropriate substitution, subject to HCPSS's approval, and notify HCPSS in writing. Major changes in the Contractor's organization or personnel (other than the Contractor's Team) shall be reported to HCPSS in writing as they occur.
6. Billing and Payment
  - 6.1. The contractor shall submit invoices to the attention of the selected Program Coordinator, Howard County

Department of Education, 10910 Rt. 108, Ellicott City, MD21042.

6.1.1. Invoices shall contain the following information:

- 6.1.1.1. Contract Number
- 6.1.1.2. Purchase Order Number
- 6.1.1.3. Customer Name and Address
- 6.1.1.4. Description of service invoiced
- 6.1.1.5. Total due
- 6.1.1.6. Itemized Monthly and Annual Recurring Charges with Billing Period

6.2. All fees are exclusive of applicable federal, state, local, and foreign sales, use, excise, utility, gross receipts, value added and other taxes, tax-like charges and tax-related surcharges. HCPSS is generally exempt from such taxes, and Contractor agrees not to charge HCPSS for such taxes in accordance with applicable law. HCPSS will provide exemption certificates upon request.

6.3. HCPSS provides payments on a net 30-day basis for HCPSS approved invoices.

7. Acceptance Procedure. HCPSS will make every effort to pay the Contractor within thirty (30) days of acceptance of all deliverables associated with each invoice. Notwithstanding any other provision of this RFP, all invoices must be accompanied with documentation that details the number of hours expended and nature of work performed by Contractor's personnel and/or subcontractor staff in the performance of work under the Contract.

8. Confidential Information.

8.1. Contractor acknowledges and understands that HCPSS is required to protect certain Confidential Information from disclosure under applicable law, including but not limited to, the Family Educational Rights and Privacy Act ("FERPA"), the Gramm Leach Bliley Act ("GLBA"), or the Maryland Public Information Act ("PIA"), including regulations promulgated there under, as the laws and regulations may be amended from time to time (collectively the "Privacy Laws"). See attached CLIENT Data Sharing Agreement.

8.2. The Confidential Information that is protected under FERPA was provided to the Contractor as it is handling an institution service or function that would ordinarily be performed by HCPSS's employees. The Contractor agrees that it shall be obligated to protect the Confidential Information in its possession or control in accordance with the Privacy Laws to the same extent as HCPSS would be obligated if the Confidential Information was in the possession or control of HCPSS. The Contractor further agrees that it is subject to the requirements governing the use and re-disclosure of personally identifiable information from education records as provided in FERPA.

8.3. Contractor's obligations with respect to Confidential Information shall survive the expiration or the termination of this Contract.

8.4. Contractor acknowledges that Contractor's failure to comply fully with the restrictions placed upon use, disclosure and access to Confidential Information may cause HCPSS grievous irreparable harm and injury. Therefore, any failure to comply with the requirements of this Section shall be a material breach of this Contract.

8.5. Contractor agrees and acknowledges that it is not the custodian of any Confidential Information that may be in Contractor's possession or control. Contractor shall forward any request for disclosure of Confidential Information to:

Public Information Office  
The Howard County Public School System  
10910 Clarksville Pike  
Ellicott City, MD 21042

9. Relationship of the Parties. It is understood and agreed that Contractor is an independent contractor of HCPSS, and not an employee. Except as set forth in this Contract, HCPSS will not withhold income taxes,

social security or any other sums from the payments made Contractor hereunder. All employees or contractors of Contractor shall in no way be considered employees of HCPSS, but rather they shall be employees or contractors of Contractor, and Contractor shall bear full responsibility for compensating those persons and for the performance of the Services by way of them.

10. Insurance. Contractor shall maintain in full force and effect adequate insurance coverage to protect against the risks associated with the performance of Services under this Contract, as further set forth in HCPSS Insurance Requirements, or as set forth in Contractor's proposal should the coverage and limits therein exceed the required minimum levels. Contractor shall provide to the Purchasing Office a certificate of insurance including evidence of the required limits at the execution hereof, and annually thereafter.
11. Indemnification. The Contractor shall be responsible for any loss, personal injury, expense, death and/or any other damage which may occur by reason of Contractor's acts, negligence, willfulness or failure to perform any of its obligations under this agreement. Furthermore, any acts on the part of any agent, director, partner, servant or employee of the Contractor are deemed to be the Contractor's acts. Contractor agrees to indemnify and hold harmless HCPSS and its Board of Trustees, Employees, Agents and Students from any claim, damage, liability, expense, and/or loss, including defense costs and attorney fees, arising directly or indirectly out of the Contractor's performance under this agreement. The indemnification obligation of the successful Contractor shall include but shall not be limited to injuries to individuals and property of individuals who are not parties to the contract. In addition, the indemnification obligation of the successful Contractor shall cover the acts or omissions of any subcontractors hired by the successful Contractor. Furthermore, the indemnification obligation of the successful Contractor shall survive termination of the contract for any reason. Neither party shall be liable to the other for indirect, consequential, incidental, punitive, exemplary, nor special damages, or losses, including without limitation lost profits and opportunity costs.
12. Termination for Default. If the Contractor fails to fulfill its obligation under this Contract properly and on time, or otherwise violates any provision of the Contract, HCPSS may terminate the Contract by written notice to the Contractor. The notice shall specify the acts or omissions relied upon as cause for termination. HCPSS will provide Contractor a reasonable opportunity, not to exceed 10 business days, to cure the act or omission, provided such opportunity to cure does not extend the deadline for any deliverables and does not cause HCPSS further damage. All finished or unfinished work provided by the Contractor, to which HCPSS is entitled pursuant to this Contract shall become HCPSS's property. HCPSS shall pay the Contractor fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination and HCPSS can affirmatively collect damages.
13. Termination for Convenience. The performance of work under this Contract may be terminated by HCPSS in accordance with this clause in whole, or from time to time in part, whenever HCPSS shall determine that such termination is in the best interest of HCPSS. HCPSS will pay all reasonable costs associated with this Contract that the Contractor has incurred up to the date of termination and all reasonable costs associated with termination of the Contract. However, the Contractor shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination.
14. Delays and Extension of Time. The Contractor agrees to prosecute the work continuously and diligently and no charges or claims for damages shall be made by it for any delays or hindrances from any cause whatsoever during the progress of any portion of the work specified in this Contract. Time extensions will be granted only for excusable delays that arise from unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including but not restricted to, acts of God, acts of public enemy, acts of the State in either its sovereign or contractual capacity, acts of another Contractor in the performance of a contract with the State or HCPSS, changes in law or regulation, action by government or other competent authority, fires, earthquakes, floods, epidemics, quarantine restrictions, strikes, freight embargoes, malicious or criminal acts of third parties, or delays of subcontractors or suppliers arising from unforeseeable causes beyond the control and without the fault or negligence of either the Contractor or the subcontractors or suppliers.
15. Suspension of Work. The Purchasing Office unilaterally may order the Contractor in writing to suspend, delay, or interrupt all or any part of its performance for such period of time as the Purchasing Office may determine

to be appropriate for the convenience of HCPSS.

16. Contract Integration and Modification. This Contract and the documents incorporated herein form the entire agreement of the parties with respect to the subject matter of this procurement, and supersede all prior negotiations, agreements and understandings with respect thereto. This Contract may be amended with the written consent of both parties. Amendments may not significantly change the scope of the Contract.
17. No Third-Party Beneficiaries. This Agreement is only for the benefit of the undersigned parties and their permitted successors and assigns. No one shall be deemed to be a third-party beneficiary of this Agreement.
18. Notices. Notices under this Contract will be written and will be considered effective upon personal delivery to the person addressed.
19. Retention of Records. Contractor shall retain and maintain all records and documents relating to this Contract for three years after final payment and will make them available for inspection and audit by authorized representatives of HCPSS, including the Purchasing Office or designee, at all reasonable times.
20. Contingent Fee Prohibition. The Contractor warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Contractor, to solicit or secure this Contract, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of this Contract.
21. Compliance with Laws. The Contractor hereby represents and warrants that:
  - 21.1. It is qualified to do business in the State of Maryland and that it will take such action as, from time to time hereafter, may be necessary to remain so qualified;
  - 21.2. It shall comply with all federal, State, and local laws, regulations, and ordinances applicable to its activities and obligations under this Contract; and
  - 21.3. It shall obtain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under this Contract.
22. Multi-Year Contracts Contingent Upon Appropriations. If HCPSS fails to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this Contract succeeding the first fiscal period, this Contract shall be canceled automatically as of the beginning of the fiscal year for which funds were not appropriated or otherwise made available; provided, however, that this will not affect either HCPSS's rights or the Contractor's rights under any termination clause in this Contract. The effect of termination of the Contract hereunder will be to discharge both the Contractor and HCPSS from future performance of the Contract, but not from their rights and obligations existing at the time of termination. The Contractor shall be reimbursed for the reasonable value of any nonrecurring costs incurred but not amortized in the price of the Contract. HCPSS shall notify the Contractor as soon as it has knowledge that funds may not be available for the continuation of this Contract for each succeeding fiscal period beyond the first.
23. Network/Data Security. HCPSS is required to assess risks, ensure data integrity, and determine the level of accessibility that shall be maintained when applicable.
  - 23.1. Specific activities include, but are not limited to:
    - 23.1.1. Identification of security, privacy, legal, and other organizational requirements for recovery of institutional resources such as data, software, hardware, configurations, and licenses at the termination of the contract.
    - 23.1.2. Assessment of the contractor's security and privacy controls including HCPSS's security and privacy requirements in the agreement.
    - 23.1.3. Periodic reassessment of contractor services provisioned to ensure all contract obligations are being met and to manage and mitigate risk.
  - 23.2. The Contractor is the owner or authorized user of the Contractor's software and all of its components, and Contractor software and all of its components, to the best of Contractor's knowledge, do not violate any patent, trademark, trade secret, copyright or any other right of ownership of any third

party.

23.3. Contractor shall:

23.3.1. Establish and maintain industry standard technical and organizational measures to help to protect against accidental damage to, or destruction, loss, or alteration of the materials;

23.3.2. Establish and maintain industry standard technical and organizational measures to help to protect against unauthorized access to the Services and materials; and

23.3.3. Establish and maintain network and internet security procedures, protocols, security gateways and firewalls with respect to the Services. Contractor software and its components are equipped and/or designed with systems intended to prevent industry known system attacks (e.g., hacker and virus attacks) and unauthorized access to confidential information.

23.3.4. Follow strong identity management characteristics and practices, requiring users to adhere to organizational usage, construction, and change requirements.

23.3.5. Configure and maintain network to be suitably hardened against security threats and ensure adequate performance.

23.4. HCPSS, at its sole option, may request the Contractor to provide Service Organization Control (SOC) 2, Type 2 reports or equivalent, for all services and facilities from which the services are provided. It is the Contractor's responsibility that such Reports are provided under the terms and conditions of this Contract without HCPSS being required to agree to additional terms and conditions that may be applied by a third party. If a Report states that a facility has failed to materially satisfy one or more control objectives, Contractor will, as HCPSS's sole remedy, use commercially reasonable efforts to cause the facility to materially satisfy all control objectives. If, despite Contractor's efforts, the facility cannot materially satisfy all relevant control objectives, Contractor will mitigate the issue in a commercially reasonable manner which may include the migration to an alternate facility which materially satisfies all control objectives. Failure to do so may be considered a material breach of this Agreement in the sole and reasonable discretion of HCPSS.

23.5. HCPSS or an appointed audit firm, has the right to audit Contractor and its sub-Contractors or affiliates that provide a service for the processing, transport or storage of HCPSS data. Audits will be at HCPSS's sole expense which includes operational charges by Contractor, except where the audit reveals material noncompliance with contract specifications, in which case the cost, inclusive of operational charges by Contractor, will be borne by the Contractor. In lieu of HCPSS or its appointed audit firm performing their own audit, if Contractor has an external audit firm that performs a review, HCPSS has the right to review the controls tested as well as the results and has the right to request additional controls to be added to the certified report for testing the controls that have an impact on its data.

24. Work Hours. Work performed on HCPSS premises shall be performed during HCPSS normal working hours. See HCPSS School Calendar at <http://www.hcpss.org/calendar>. For scheduled holidays and school closings see HCPSS System Calendar at <https://www.hcpss.org/schools/opening-and-closing-times>.

## SECTION 4

### SCOPE OF WORK

1. Intent. The intent of RFP 041.20.B5, HCPSS Enterprise-Wide Managed Print Services Program is to solicit proposals from qualified Contractors for managing all aspects of HCPSS's copy/print environment. Specific support requirements are included in this RFP for three separate Product Categories, Convenience Copier/MFD, Production Devices and Network Printers, as specified herein. Depending on the nature and quality of proposals received, HCPSS may choose to award a contract to any given Contractor for any one or all Product Categories, although it is the preference of HCPSS that a single contract covering all Product Categories be awarded.

The primary objectives of the RFP 041.20.B5, HCPSS Enterprise-Wide Managed Print Services Program are:

- 1.1. To reduce HCPSS's hardware, service and supply related expenses related to each of the Product Categories included in the RFP as applicable;
- 1.2. To provide the latest technological solutions to the benefit of HCPSS and its students;
- 1.3. To initiate a synchronized technology refreshment schedule by replacing all existing Convenience Copier/MFDs, Digital Duplicators and several Production Devices during Phase Two of this project so that all schools and administrative departments can benefit from the latest document imaging technological advancements;
- 1.4. To standardize and right-size the brands, models and functionality of all Convenience Copier/MFDs within each elementary, middle and high school; and
- 1.5. To maintain or exceed current overall service levels being provided to HCPSS's internal customers.

HCPSS guarantees that a minimum of three-hundred and thirty-one (331) Convenience Copier/MFDs will be installed at the inception of this Contract.

HCPSS is requesting proposals in response to one or all three Product Categories described herein. Proposals are to include pricing covering all equipment (Convenience Copier/MFD and Production Devices only), associated labor including but not limited to five (5) full-time factory-trained technicians, software, all supplies (except paper), preventative maintenance and service being proposed to meet the requirements of this RFP package for all Product Categories. HCPSS would prefer utilizing cloud-based printer server service to reduce the Technology Infrastructure footprint in the schools and offices.

#### 2. Convenience Copier/MFD Copier and Production Device Fleet Descriptions

##### **OVERVIEW**

HCPSS currently owns all Copier/Multifunctional Devices (hereinafter "Copier/MFDs") and Digital Duplicators. In the Print Shop, most devices are being leased although several are owned. Meridian is servicing all Convenience Copier/MFDs and Digital Duplicators.

As the former \$1 Buyout leases have been bought out by HCPSS, no Convenience Copier/MFD lease buyouts will be necessary in order to transition the fleet to a single Offeror at the inception of the new Contract period.

All Convenience Copier/MFDs are connected to the HCPSS network.

##### **CONVENIENCE COPIER/MFDS AND DIGITAL DUPLICATORS**

There are currently 104 Konica Minolta Segment 3/4/5 Copier/MFDs, 152 Toshiba Segment 3/4 Copier/MFDs and 75 Ricoh/Riso Digital Duplicators. Nine different models are currently in use. 14 out of 35 higher-volume Konica Minolta units were replaced with color-equipped refurbished units in 2018 (color capabilities were not enabled on these devices). All replaced Konica Minolta units had meter counts of over four million impressions while the replacement units had meter counts of about 400,000 impressions at the time of replacement. The ages of the Copier/MFDs range from two years (in the case of certain refurbished Konica Minolta devices) to over seven years (in the case of the Toshiba mid-volume devices). See

Attachment H for a listing of current Copier/MFDs and Digital Duplicators with current meter counts.

Under this RFP initiative, the various brands and models of Convenience Copier/MFDs in use Enterprise-wide will be standardized across each Segment and each school type. All Digital Duplicators will be replaced with Segment 5 Monochrome Copier/MFDs. Following is a listing of current numbers of devices and their respective replacements under this RFP:

**NUMBERS OF CONVENIENCE COPIER/MFDS & DIGITAL DUPLICATORS**  
**CURRENT VS. RFP REQUIREMENT**

	<b>Monochrome Segment 2/3 Copier/MFDs</b>	<b>Color Segment 2/3 Copier/MFDs</b>	<b>Monochrome Segment 4/5 Copier/MFDs</b>	<b>Digital Duplicators</b>	<b>TOTAL UNITS</b>
<b>Current State</b>	126	0	130	75	331
<b>RFP Requirement</b>	28	81	222	0	331

HCPSS's current average annual monochrome copy/print volumes for the combined Convenience Copier/MFD and Digital Duplicator fleets are as follows:

**HCPSS MONOCHROME VOLUMES PRODUCED**  
**(FISCAL 2018-2019 SCHOOL YEAR)**

Copier/MFDs	<b>85,830,539</b>
Digital Duplicators	<b>17,224,156</b>

HCPSS expects color volumes to approximate 500,000 impressions annually in conjunction with the 81 new color-enabled Copier/MFDs being deployed under this initiative (schools currently do not have access to color-enabled Copier/MFDs).

Only a small number of the existing Segment 3 Toshiba Copier/MFDs contain analog fax boards, while the vast majority of locations maintain separate fax machines. Under this initiative all Segment 3 Copier/MFDs will be equipped with analog fax boards and all standalone fax machines will be removed during the Copier/MFD installation process.

Current service/supply rates for monochrome impressions are \$0.0048 for Konica Minolta units, \$0.0079 for Toshiba devices and \$0.0045 for the Ricoh Digital Duplicators. On average over the past five school years, HCPSS has incurred a combined Copier/MFD and Digital Duplicator-related annual expense of \$914,935 (inclusive of all expenses related to hardware, service and supplies; excludes Print Shop- and Network Printer-related expenses) for a net all-inclusive blended cost-per-impression rate of \$0.0089 (0.89 cents per impression for Copier/MFDs and Digital Duplicators).

**PRODUCTION DEVICES (Optional Category)**

The Duplicating Services Department (hereinafter "the Print Shop") maintains twelve full-time HCPSS employees. The Shop employs a variety of Canon Segment 5/6 digital production sheet-fed devices, Roland/Canon wide-format color printers, Ryobi/Hamada offset printing presses, offset plate writers, and ancillary finishing equipment.

The Print Shop's digital production device fleet consists of nine (9) Canon-branded print engines including eight (8) monochrome devices and one (1) color unit. The current Production Devices include a mix of Canon models including: ImagePress C800, VarioPrint 135, VarioPrint 140 and VarioPrint 6270. A PrismaDirect controller assists in creating and submitting jobs to the production devices. The leases on the Canon production equipment have different termination dates.

Under this RFP initiative, any installations of Production Devices during the five-year Contract term will be

optional at the sole discretion of HCPSS.

## NETWORK AND LOCAL PRINTERS

HCGI Hartford, Inc. is currently providing service and supplies for HCPSS's owned printer fleet which consists of approximately 2,600 total Network Printers, 1,376 of which are actively reporting to FM Audit. Refer to Attachment G for a listing of the current Network Printers actively reporting to FM Audit.

There are two primary printer brands in use (Kyocera and HP) along with several other brands including Lexmark, Canon, Brother, Dell, Xerox, Epson and Ricoh. FM Audit reported from as few as four to over 70 Network Printers at each school facility. While no Elementary or Middle School has more than 12 active Network Printers reporting volumes, each High School has a minimum of 40 according to FM Audit.

The Network Printers reporting to FM Audit are producing an annual average of 5,407,008 monochrome prints and 1,036,032 color prints.

### 3. Statement of Work Overview

The Awarded Contractor shall provide equipment, support services and necessary labor, as applicable, in accordance with each of the requirements listed and described in the following sub-Sections of this Statement of Work.

## CONVENIENCE MONOCHROME & COLOR COPIER/MFD SPECIFICATIONS

### 4. Segment 3 Convenience Monochrome and Color Copier/MFDs:

Technology:	Digital Electrostatic
Standard Functionality:	
Monochrome copying, monochrome printing & color scanning:	Standard (on 28 of 109 units)
Color copying, color printing and color scanning:	Standard (on 81 of 109 units)
Rated speed:	35 monochrome impressions per minute minimum; 35 color copies per minute minimum
Maximum copy/print size:	Ledger (11" x 17") or greater
FCT (First-Copy Time):	8.5 Seconds or Less
Analog Fax Board:	Standard (all Segment 3 devices)
Badge/ID Reader:	Standard
Follow-Me Print Application:	Standard
RADF:	Standard
Duplexing:	Standard (all units and drivers must default to duplex mode for both copying and printing)
Single-position Stapling Finisher:	Standard
Sheet capacity of finisher:	300 sheets minimum
Separate finisher trays/locations for prints & copies:	Standard
Scan-to-email (with LDAP authentication):	Standard
Scan-to-network (shared network drive):	Standard
Secure (password-protected) Printing:	Standard
Console:	Standard
Number of paper drawers (excluding bypass):	Four minimum
Total sheet capacity of drawers (excluding bypass):	2,000 sheets minimum (preference is for internal console paper storage in lieu of external high capacity paper trays)
Stack-feed bypass:	Standard—50 sheets minimum
Auto tray-switching:	Standard
Estimated per-unit monthly monochrome volume:	3,000 (three thousand) monochrome impressions

Estimated per-unit monthly color volume:  
Guaranteed number of Segment 3  
Convenience Monochrome and Color  
Copier/MFDs:

per month  
500 (five hundred) color impressions per month

One-hundred and nine (109) total units; Twenty-eight (28) of the 109 units shall be Monochrome Convenience Segment 3 Copier/MFDs equipped with monochrome copying, monochrome printing & color scanning; and Eighty-one (81) of the 109 units shall be Color-enabled Segment 3 Convenience Copier/MFDs equipped with color copying, color printing and color scanning.

5. Segment 5 Convenience Monochrome Copier/MFDs:

Technology:  
Standard Functionality:  
Monochrome copying, monochrome printing &  
color scanning:  
Rated speed:  
Maximum copy/print size:  
FCT (First-Copy Time):  
Badge/ID Reader:  
Follow-Me Print Application:  
RADF:  
Duplexing:  
  
Multi-position Stapling Finisher:  
Sheet capacity of finisher:  
Separate finisher trays/locations for prints & copies:  
Scan-to-email (with LDAP authentication):  
Scan-to-network (shared network drive):  
Three-Hole Punching:  
Secure (password-protected) Printing:  
Number of paper drawers (excluding bypass):  
Total sheet capacity of drawers (excluding bypass):

Digital Electrostatic  
  
Standard (all units)  
75 monochrome impressions per minute minimum  
Ledger (11" x 17") or greater  
6 Seconds or Less  
Standard  
Standard  
Standard  
Standard (all units and drivers must default to  
duplex mode for both copying and printing)  
Standard  
2,000 sheets minimum  
Standard  
Standard  
Standard  
Standard  
Standard  
Four minimum  
5,000 sheets minimum (preference is for internal  
console paper storage in lieu of external high  
capacity paper trays)  
Standard—50 sheets minimum  
Standard  
37,500 (thirty-seven thousand five hundred)  
monochrome impressions per month  
  
Two-hundred and twenty-two (222) units; All units  
shall be equipped with monochrome copying,  
monochrome printing and color scanning

Stack-feed bypass:  
Auto tray-switching:  
Estimated per-unit monthly monochrome volume:  
  
Guaranteed number of Segment 5  
Convenience Monochrome Copier/MFDs:

**PRODUCTION COLOR & MONOCHROME DEVICE SPECIFICATIONS (Optional Device Category)**

6. Segment 6 Production Monochrome Devices:

Technology:  
Standard Functionality:  
Monochrome copying, printing & scanning:  
Rated speed:

Digital Electrostatic  
  
Standard  
140 monochrome impressions per minute

Maximum copy/print size:	minimum 12" x 18" or greater
FCT (First-Copy Time):	3.5 Seconds or Less
RADF:	Standard (100 originals or greater)
Duplexing:	Standard (all units and drivers must default to duplex mode for both copying and printing)
Multi-position Stapling Finisher:	Standard (100 sheet per-set or greater)
Sheet capacity of finisher:	2,000 sheets minimum
Separate finisher trays/locations for prints & copies:	Standard
Scan-to-email (with LDAP authentication):	Standard
Scan-to-network (shared network drive):	Standard
Secure (password-protected) Printing:	Standard
Two/Three-Hole Punching:	Standard
Post-Process Sheet Inserters (Interposers):	Standard, each accommodating up to 12" x 18" stock
Saddle-Stitch Finishing:	Standard
Booklet Finishing:	Standard
Number of paper drawers:	Six minimum
Total sheet capacity of drawers:	8,000 sheets minimum
Paper weight maximum (all drawers):	Up to 300 g/m2
Stack-feed bypass:	Standard—50 sheets minimum
Auto tray-switching:	Standard
Estimated per-Production Device monthly monochrome volume:	300,000 (three-hundred thousand) monochrome impressions per month
Guaranteed number of Segment 6 Production Devices:	None

7. Segment 6 Production Color Devices:

Technology:	Digital Electrostatic
Standard Functionality:	
Color copying, color printing and color scanning:	Standard
Rated speed:	80 color copies per minute minimum
Maximum copy/print size:	12" x 18" or greater
FCT (First-Copy Time):	6 Seconds or Less
RADF:	Standard (100 originals or greater)
EFI Controller with Command Workstation and Graphic Arts Package:	Standard (embedded or external—specify in the proposal)
Duplexing:	Standard (unit and drivers must default to duplex mode for both copying and printing)
Multi-position Stapling Finisher:	Standard
Sheet capacity of finisher:	2,000 sheets minimum
Separate finisher trays/locations for prints & copies:	Standard
Three-Hole Punching:	Standard
Folding (list all included folding options [i.e., C-fold, Z-fold and/or E-fold] in proposal):	Standard
Saddle-Stitch Finishing:	Standard
Scan-to-email (with LDAP authentication):	Standard
Scan-to-network (shared network drive):	Standard
Secure (password-protected) Printing:	Standard
Number of paper drawers:	Five minimum
Total sheet capacity of drawers:	3,000 sheets minimum
Paper weight maximum (all drawers):	Up to 110 lb. cover stock
Stack-feed bypass:	Standard—50 sheets minimum, able to

Auto tray-switching:	accommodate 12" x 18" stock Standard
Estimated per-Production Color Device monthly color volume:	50,000 (fifty thousand) color impressions per month
Guaranteed number of Segment 6 Production Color Devices:	None

8. Installation of Convenience Copier/MFD and Production Devices; Common expiration dates

The guaranteed numbers of Convenience Copier/MFD and Production Devices in each Segment to be placed at the inception of this Contract are set forth in Sections 4.4 through 4.7 above.

HCPSS realizes that, during the mandatory site assessment stage of resulting Contract(s), the actual number of Convenience Copier/MFDs recommended to be installed may slightly vary from the guaranteed unit numbers represented in this RFP. Accordingly, the actual number of Convenience Copier/MFDs to be installed at the inception of this Contract may need to be adjusted by a maximum of ten percent (10%) in any final Managed Print Services contract.

In addition to the guaranteed numbers of Convenience Copier/MFD installations set forth in Sections 4.4 and 4.5, an additional number of Convenience Copier/MFD units in Segments 3 and 5 may be required by HCPSS during the term of this Contract. The number of units guaranteed for installation in Sections 4.4 through 4.7 represents HCPSS's anticipated minimum equipment specification requirements.

Regardless of when installed, each Convenience Copier/MFD and Production Device placed under this Contract shall have the same termination date, namely May 31, 2025.

9. No Guaranteed Volumes Applicable

There shall be no minimum annual monochrome or color volume guarantee or allotment per device in any Product Category. Charges related to the production of monochrome and color copies/prints on the installed units in each Product Category, and any future devices added by HCPSS, shall be billed in arrears on a quarterly basis on actual production multiplied by the respective monochrome and color contracted per-impression cost for each Product Category.

10. All Pricing Firm

All pricing set forth on Pricing Schedules A through G will remain firm throughout the term of this Contract.

11. Quarterly Centralized Billing in Arrears

A single quarterly billing statement shall cover all Product Categories described in this RFP and shall consist of: (1) A summary of applicable quarterly charges by Product Category Enterprise-wide; (2) A detailed volume and resulting charge by departmental billing code and by device installed in each department; and (3) An electronic comma delimited file (.csv) containing all of the information contained in items (1) and (2) above of this Section.

The Contractor's quarterly billing statement, which shall be submitted within ten (10) days of the close of each quarterly billing period, will reflect a charge equal to the quarterly Convenience Copier/MFD lease cost set forth on Pricing Schedule C and the quarterly Production Device lease cost set forth on Pricing Schedule F; a charge equal to the actual monochrome volume produced on each of the Convenience Copier/MFDs, Production Devices and Network Printers multiplied by the applicable contracted per-impression service & supply cost-per-impression for each Product Category; and a charge equal to all color impressions produced for the previous quarter times the contracted color impression service charge applicable to each color-enabled Convenience Copier/MFD, Production Device and Network Printer. The quarterly invoice shall be accompanied by an electronic comma delimited file (.csv) containing all of the

proceeding information in this paragraph.

On each quarterly consolidated invoice, a separate line item reflecting the per-Convenience Copier/MFD one-time flat-rate charges, as applicable, will appear for each Convenience Copier/MFD functionally upgraded during the previous quarter as provided for in Section 4.19 below and per the upgrade pricing set forth in Pricing Schedule B. Separate line items will also show any Convenience Copier/MFDs added to the fleet with their associated per-device Quarterly Base Equipment Charge as set forth on Pricing Schedule D.

12. Responsibility for collecting meter readings; Electronic data capture and chargeback software solution; Quarterly Equipment Performance and Meter Reports

The Offeror shall be responsible for collecting meter readings from all installed equipment to fulfill Offeror invoicing and quarterly reporting requirements.

An electronic data capture and chargeback software solution must be provided to HCPSS to meet the requirements of this Section. The electronic data capture and chargeback software solution shall provide an automated quarterly report to enable HCPSS to chargeback the appropriate department for all Convenience and Production Device equipment, software and service costs based on the usage of each HCPSS cost center. This electronic data capture and chargeback software must, however, be approved by HCPSS's Technology department prior to implementation under this Contract.

Meter readings shall include the total copy and print volume for each device in each Product Category, as well as the copy and print volume for each individual user or department ID code programmed into the device in each Product Category. Manual readings by the Contractor's technical personnel must be performed on non-connected devices. Estimated meter readings are not permissible under this Contract.

In addition, the Contractor shall provide HCPSS with a Quarterly Equipment Performance and Meter Report. This Quarterly Report will be provided in an electronic file to enable HCPSS to upload the data to its accounting system. The formatting of the Quarterly Equipment Performance and Meter Report will be accomplished according to the needs of HCPSS; however, the Quarterly Equipment Performance and Meter Report shall indicate at minimum the following information during the period *for each unit in each Product Category*:

Convenience Copier/MFD, Production Device and Network Printer Contractor identification number (if applicable), room number/location, site and/or department name and ID code number, applicable cost center (provided by HCPSS), total number of copies for the device and for each individual ID user/department code, number of prints for the device and for each individual ID user/department code, number of emergency service calls, number of preventive maintenance calls performed, actual response time for each required service call, total uptime hours and the Convenience Copier/MFD, Production Device and Network Printer's resulting uptime percentage for the quarter (see Section 4.26 below for the definition of uptime that will be used under this Contract).

The Quarterly Equipment Performance and Meter Report will be sent to [JSmith@ProBuyersLLC.com](mailto:JSmith@ProBuyersLLC.com) and any other designee that HCPSS may name during the term of this Contract, by the tenth day of each succeeding quarter following the close of each quarterly period during the term of the resulting Contract.

13. Networking infrastructure; Network security; Driver updates

All Convenience Copier/MFD and Production Devices shall be fully network compatible with HCPSS's networking environment when installed and shall be compatible with Active Directory's printing management function and iPrint. Currently, all printing is accomplished through a Windows print server and there is no direct IP printing.

Client Operating Systems which must be supported for printing on all installed Convenience Copier/MFD and Production Devices include: Windows 10 and newer; Chrome OS; Mac OS 10.5 and newer; and Apple IOS support. Drivers must be available for each of these desktop operating systems.

Network interface cards must communicate over 10/100/1000 Base-Tx Ethernet lines running TCP/IP

protocols. IP addresses shall be obtained via Dynamic Host Configuration Protocol (DHCP) and Device Names must be fully configurable via a secure password protected web-based interface. If the devices support SNMP management, the ability to change the community strings must be present. The page Description Language installed on every Convenience Copier/MFD and Production Device must be PCL6 and Postscript Level 3.

Network security features shall be included and maintained on all Convenience Copier/MFD and Production Devices provided by the Contractor throughout the term of this Contract. HCPSS's Technology department reserves the right to conduct a thorough evaluation of all included network security elements prior to contract implementation and at any time during the term of this Contract.

The Contractor shall ensure that all Convenience Copier/MFD and Production Device network print drivers and device management utilities installed under this Contract are fully compatible with HCPSS's current network operating systems, as described above and shall perform updates on an ongoing basis throughout the term of this Contract as HCPSS's network environment evolves, at no cost to HCPSS. Furthermore, all Convenience Copier/MFD and Production Device drivers shall be fully compatible with HCPSS's Microsoft Active Directory environment.

The Contractor shall be responsible for the following activities related to any software, firmware or drivers installed during the term of this Contract:

- 1.1. Setup and test all versions, modules and instances
- 1.2. Configure all policies and reports
- 1.3. Migrate from any existing programs as necessary
- 1.4. Troubleshoot and fix as needed

#### 14. Scan driver/software utility functionality descriptions

The pricing set forth in Pricing Schedule B includes Convenience Copier/MFD scan services to be provided by the Contractor under this Section of the RFP. The Contractor shall provide all Convenience Copier/MFD and Production Devices with the following required scanning functions: Scan-to-email, scan-to-folder and scan-to-desktop. Contractor shall also provide LDAP and active directory authentication functionality to enable each of the Convenience Copier/MFD and Production Devices to scan and send documents to any email address in any HCPSS employee's address book. HCPSS currently uses Exchange Online as part of Microsoft Office 365.

The scan services listed in this Section shall be in addition to any other scan services described in other Sections of this Contract.

#### 15. Help desk support; print and scan drivers/controllers; responsibility for installation and troubleshooting

All pricing set forth in Pricing Schedules A through G, covering Convenience Copier/MFDs, Production Devices and Network Printers, includes the cost for the Contractor to provide, among other items, off-site help desk support to respond to calls from either designated key operators at each Convenience Copier/MFD, Production Device and Network Printer location or HCPSS help desk personnel during normal working hours, as well as all necessary print/scan drivers and controllers, and all network administration utilities and updates.

All service tickets entered into the Contractor's service dispatch system, all completed service tickets, and any open (unresolved) service tickets at the completion of any business day, must be emailed in real time to the HCPSS help desk for informational purposes.

As new print/scan drivers are released by the manufacturer(s) of the installed equipment, the Contractor is required to proactively provide said drivers to HCPSS's Technology department via email or secure download.

Although the Contractor is responsible for installing and troubleshooting all Equipment on HCPSS's network environment under this Contract, HCPSS's Technology department will assist and supervise the Contractor in installing the Equipment, device drivers and utilities on the network. Contractor resources to

accomplish this network installation, if required, must be provided to HCPSS's Technology department as an integral part of this Contract.

16. Billing prior to June 1, 2020

The billing for all units in the Convenience Copier/MFD, Production Device and Network Printer Categories installed during the equipment installation period (if prior to June 1, 2020) shall be based on the applicable contracted cost-per-impression charges listed on Pricing Schedules B, E and G, multiplied by each Convenience Copier/MFD, Production Device and Network Printer's actual usage during the installation period. Charges incurred during the installation period shall be listed on the first quarterly billing ending August 31, 2020.

17. New equipment

Only Convenience Copier/MFD and Production Devices being marketed by the Contractor as of the inception date of a resulting Contract with a build status of either "New" or "Newly Manufactured" models **and used for the first time by HCPSS** may be installed at the inception of, and during the first two (2) years of, this Contract. Convenience Copier/MFD and Production Devices with a build status of either "Rebuilt," "Used," "Reconditioned," "Remanufactured" or "Discontinued" shall **not** be installed during the first two (2) years of this Contract.

During years three, four and five of this sixty (60) month Contract, however, if additional equipment is required by HCPSS under this Contract, Contractor may install either "New," "Newly Manufactured," "Rebuilt," "Used," "Reconditioned," "Remanufactured" or "Discontinued" models by mutual agreement with HCPSS. Regardless of when equipment is installed under this Contract, all units must conform to the specifications set forth in Section 4.4 through Section 4.7. At no time shall Contractor install analog equipment under this Contract. Contractor must communicate its intentions to HCPSS regarding this Section prior to installation of any equipment. HCPSS reserves the right to inspect and approve all service histories on non-new or non-newly manufactured units proposed to be installed by the Contractor. This Section is applicable to all Convenience Copier/MFD and Production Devices installed under this Contract, including those units installed initially and any additional units added by HCPSS during the Contract term.

18. Addition of Convenience Copier/MFDs

Additional Segment 3 and 5 Convenience Copier/MFDs not anticipated under Sections 4.4 and 4.5 will be offered by the Offeror at the contracted Quarterly Base Equipment Charge per applicable segment as listed in Pricing Schedule D plus the associated service and supply per-impression and per-impression labor charges set forth on Pricing Schedule B times the actual aggregate monochrome and color volumes produced by the installed Copier/MFD fleet. Adding units will increase HCPSS's Quarterly Base Equipment Charges according to the pricing set forth in Pricing Schedule D.

The Awarded Contractor and HCPSS may agree to limit the number of Convenience Copier/MFDs that can be added annually outside of the guaranteed placements set forth in Sections 4.4 and 4.5.

Adding units will not in any way renew or extend the term of this Contract.

19. Functionality upgrades of units; One-time flat-rate upgrade charges

At its sole discretion, HCPSS may require certain functional upgrades on various installed equipment from time to time during the course of this Contract. Functionality upgrades may consist of, but not be limited to: Hole-Punching for Segment 3 Convenience Copier/MFDs; Analog fax boards for Segment 3 and 5 Convenience Copier/MFDs and Saddle-Stitching for Segment 3 and 5 Convenience Copier/MFDs. The one-time flat-rate charge for such upgrades shall be firm for the first ninety (90) days of this Contract.

After the first ninety (90) days following installation of each Convenience Copier/MFD under this Contract, such functional upgrades, or other available equipment upgrades, shall be installed by Contractor at the percentage discount from the manufacturer's suggested retail price (MSRP) as indicated on Pricing

Schedule B.

As per Section 4.11 above, each Convenience Copier/MFD functional upgrade installed during any previous quarter will be billed as a separate one-time line item charge. Functionally upgrading units will not in any way renew or extend the term of this Contract.

20. Load-balancing halfway during term of Contract

HCPSS may, in order to balance volume production and preserve the longevity of the Convenience Copier/MFDs, require the Contractor to switch Convenience Copier/MFDs in certain circumstances including, but not limited to, instances where volumes vary dramatically on units within a given Segment, or where certain Convenience Copier/MFDs are producing well below or above their expected volumes. Such load-balancing shall be performed annually on the anniversary date of this Contract which shall be set at June 1<sup>st</sup> of each year during the Contract term at no charge to HCPSS. Offerors shall not be required to install new equipment during any required load balancing.

21. Substituting models of equipment that become discontinued

Should a Convenience Copier/MFD model originally installed under this Contract become discontinued by the manufacturer during the term of this Contract, the Contractor may, *with the written approval of HCPSS*, substitute a like Convenience Copier/MFD when it is required by HCPSS to add units or replace units.

Such Convenience Copier/MFD (s) to be substituted must be of equal or greater capability as the Convenience Copier/MFD to be replaced **and** must be offered at the same per-impression cost (as listed in Pricing Schedule B) as the original Convenience Copier/MFD. Contractor must communicate its intentions to HCPSS regarding this Section prior to installation of any substituted equipment.

22. Five (5) full-time on-site factory-trained technicians required; additional technician availability

The Contractor shall supply a minimum of five (5) full-time on-site factory-trained technicians to provide service coverage for HCPSS facilities in addition to as many factory-trained technicians that are necessary to respond to service calls from authorized HCPSS employees at each Convenience Copier/MFD, Production Device and Network Printer location according to the uptime and response time provisions of this Contract. These technicians shall remain employees of the Contractor and shall under no circumstances be construed as employees of HCPSS.

Specific duties of the on-site technicians shall include, but not be limited to, the following:

- 1.5. Break/fix repairing of all Convenience Copier/MFD, Production Device and Network Printers;
- 1.6. At the option of HCPSS, opening service tickets routed from HCPSS's Help Desk and closing all such tickets after service resolution is completed;
- 1.7. Performing preventive maintenance (PM) service on all installed devices according to the PM schedule specified by the manufacturer;
- 1.8. Performing Copier/MFD moves as requested by HCPSS. Moves include both intra-building and inter-building. There shall be no limitation on the number of moves requested at any time during this Contract. The Contractor must provide all transportation and labor related to all equipment moves;
- 1.9. Routinely interfacing with HCPSS's Technology and Purchasing Departments regarding all technical issues encountered;
- 1.10. Mandatory proactive weekly visits to each of HCPSS's various schools/departments on a rotating basis (during these proactive visits, if an excessive number of calls are reported, additional Contractor technician[s] shall be dispatched to respond to emergency break/fix service calls). HCPSS retains the right to modify this schedule on an as-needed basis;
- 1.11. Toner delivery to each Device location. A minimum of one (1) spare toner cartridge must be left at each Device location throughout the term of this Contract;
- 1.12. Recycling of spent toner cartridges; and
- 1.13. Ongoing training of key operator personnel.

The technicians responsible for working on equipment at HCPSS must be factory trained on all models

installed in the Convenience Copier/MFD, Production Device and Network Printer Category. Proof of training certification equivalency must be made available to HCPSS upon request. If HCPSS deems any of the dedicated on-site technicians are performing below expected standards, HCPSS shall request a change in personnel. Any such change in personnel must meet all required qualifications as previously stated.

23. Full-service Support; all service calls to be placed via toll-free number or email; service credits

The Contractor shall provide full-service support (as described in this Statement of Work) for all Convenience Copier/MFD, Production Device and Network Printers installed at HCPSS's various buildings. Service technicians and support personnel must be available to HCPSS's buildings between the normal working hours of 7:30 a.m. and 4:30 p.m., Monday through Friday, except normal holidays. To ensure access for support purposes, the Offeror understands that different buildings within HCPSS may have unique operating hours.

Service calls from HCPSS offices will all be routed directly through the Contractor's dispatch center via a toll-free service hotline staffed by live operators (no recordings except after hours) or via email. The Contractor technicians are not, under any circumstances, to give out cell phone or pager numbers to HCPSS personnel, as all service calls are to be logged and tracked via the Contractor's service dispatch system for reporting purposes.

While servicing the Convenience Copier/MFD, Production Device and Network Printers, Contractor technicians shall authenticate themselves utilizing a special service code provided by HCPSS. All copies and prints produced during each service call shall be itemized and credited to HCPSS on the subsequent quarterly service invoice.

24. Preventive maintenance

It shall be the responsibility of the Contractor to perform preventive maintenance (PM) service for each Convenience Copier/MFD, Production Device and Network Printer installed under this Contract according to the PM schedule specified by the equipment manufacturer. At a minimum, the Contractor will ensure that all Segment 3 and 5 units shall have PM work performed in July and December of each calendar year during the term of this Contract.

PM Service must be scheduled beforehand with the designated HCPSS key operator at each facility so as to minimize disruption.

**Unless otherwise approved by HCPSS in writing, HCPSS employees shall not be responsible for installing or replacing any equipment components with the exception of toner cartridges/bottles and staple cartridges.**

25. Network support and operator and user training

Complete network support, user and operator training shall be provided by a dedicated training specialist for all units in the Convenience Copier/MFD, Production Device and Network Printer Product Categories installed by the Contractor(s).

Initial training must be provided on functioning equipment in each site within 48 hours of delivery and set up. Ongoing training shall be provided, as deemed necessary by HCPSS, by the Contractor at no additional cost to HCPSS. Initial training sessions for delivered equipment shall consist of:

25.1. A detailed explanation of the features of the system installed;

25.2. Hands-on training of the Convenience Copier/MFD and Production Device's features, applications

and benefits;

25.3. Question and answer period; and,

25.4. Providing summary user guides (“Quick Tip sheets”), user manuals and other appropriate materials.

## 26. Quarterly uptime performance, definition of uptime

**Each individual device in each Product Category installed and/or serviced under this Contract shall attain at least a 98% quarterly uptime performance.** At HCPSS’s discretion, any individual Convenience Copier/MFD, Production Device and/or Network Printer in any Category not meeting the 98% uptime requirement for *two (2) consecutive quarters* shall be replaced with a Convenience Copier/MFD, Production Device and Network Printer of the same, equivalent substitute, or upgraded model.

“Uptime” shall be defined as the number of hours, rounded to the nearest one-quarter hour that a given Convenience Copier/MFD, Production Device and Network Printer is available to be used by an operator. Any number of hours, rounded to the nearest one-quarter hour that a Convenience Copier/MFD, Production Device or Network Printer is not available to be used by an operator shall be counted as “downtime” hours, subject to the following provisions:

***Downtime hours shall be tracked and listed on the quarterly report required under Section 4.12 above by the Contractor and counted under the following circumstances: Due to a failed part, until such time as the replacement part is installed and working properly; Due to a specific capability (i.e., duplexing, document feeding, or scanning, if so equipped) listed in this Contract that is not functioning to HCPSS’s satisfaction; and Due to copy/print quality that is unreadable or unacceptable for HCPSS’s purposes.***

***Downtime hours shall be tracked and listed on the quarterly report required under Section 4.12 above by the Contractor but not counted under the following circumstances: Due to the response time allowance required by Section 4.27 below per service call or email; Due to the number of hours associated with performing preventive maintenance; and Due to obvious and unanticipated customer negligence or abuse.***

Contractor shall calculate quarterly uptime per Convenience Copier/MFD, Production Device and Network Printer as follows: the total number of uptime hours per calendar quarter (calculated by multiplying 66 nine-hour working days per calendar quarter less all countable downtime hours for the quarter) divided by 594 average working hours per calendar quarter.

A \$25 per-hour downtime credit shall be applied to HCPSS’s account for each hour or partial hour any individual Convenience Copier/MFD, Production Device and Network Printer is not operational below the 98% requirement. Downtime credits shall appear automatically on the next quarterly invoice sent to HCPSS. Any Copier/MFDs that do not meet the 98% uptime during any two consecutive quarters must be reported in the Quarterly Review meetings in writing on an “Exception Report”.

## 27. Service response time for equipment

Service response time shall be within four (4) hours for Convenience Copier/MFDs under this Contract, and within two (2) hours for Production Devices.

For the purposes of this Contract, “service response time” shall be defined as the number of working hours it takes the Contractor technician to begin actual work on the given machine from the time that the service call or email is placed by an authorized representative of HCPSS. For example, a service call or email placed at 4 p.m. on a Wednesday afternoon would need to be physically responded to by 11 a.m. on Thursday morning for a Convenience Copier/MFD, or by 9 a.m. on Thursday morning for a Production Device. *The Contractor technician shall not give out cell phone or pager numbers to key operators, or otherwise bypass the dispatch and reporting system put in place by Contractor under the resulting Contract.*

## 28. Loaner equipment

In the event that repairs cannot be completed within eight (8) working hours (one business day) from the

time that the first service call is placed on a Convenience Copier/MFD, equivalent loaner equipment shall be provided by the Contractor immediately and proactively (without official request by HCPSS) at no additional cost or penalty to HCPSS.

29. Equipment compatibility with recycled paper

During the term of this Contract, HCPSS may be utilizing recycled paper using up to 100% post-consumer waste content. The Offeror affirms that the use of this recycled paper by HCPSS will not cause the equipment to perform under the uptime performance provisions as set forth in Section 4.26 above.

30. Exclusive utilization of OEM parts, supplies and consumables

At all times throughout the term of this Contract, the Contractor shall exclusively utilize the manufacturer's officially approved OEM parts, supplies and consumables in the Convenience Copier/MFD, Production Device and Network Printers installed. Upon written approval of HCPSS's Information Technology Department, non-OEM parts and supplies may be utilized exclusively on the Network Printer fleet.

31. Stocking of supplies and high-mortality parts at HCPSS buildings; Supplies to be delivered by Contractor personnel; Waste toner recycling

The Contractor shall at all times under this contract provide each copier location with sufficient supplies (including, but not limited to, such items as toner and staples) to last a minimum of thirty (30) days. All supplies shall be either hand-delivered by the Contractor's personnel or shipped via pre-paid overnight freight service.

At the Contractor's sole discretion, high-mortality consumable parts (including, but not limited to, fuser rollers, feed rollers, corona wires and drums) and other parts as required by the Contractor may be stored on-site at one or more HCPSS buildings in a location mutually agreed to by the parties. Contractor agrees to keep all supplies and parts stocked in a neat and orderly fashion, to not store hazardous materials at any HCPSS location, and to obey all local fire codes and all other safety regulations. HCPSS is not responsible for any lost, stolen or damaged items.

At all times under this Contract, the Contractor shall be responsible for collecting used toner bottles/cartridges from each Convenience Copier/MFD, Production Device and Network Printer location on a bi-weekly basis.

32. Data encryption and overwrite protections to be included; Hard drive removal at expiration of Contract term

The Contractor ensures that all Convenience Copier/MFD and Production Devices come standard with job encryption to encrypt all jobs being written to the hard drive or non-volatile memory areas. This encryption must be accomplished securely via hardware/software using algorithms of published specification and recognized as secure by the U.S. government Department of Defense specification.

In addition, after a job is processed and no longer required on the device, the job should be deleted and securely overwritten by random patterns meeting a government recognized standard for this type of activity. The hard drive and non-volatile memory user data areas must have an on-demand overwrite protection capability. This feature should allow for complete secure user data removal from the Convenience Copier/MFD, Production Device and Network Printer on regularly scheduled intervals no longer than every 24 hours. The removal of this data should be accomplished with algorithms from a recognized government specification for this type of activity and should involve multiple data overwrites with random patterns. This activity should be available as user requirements demand. In addition, this procedure shall apply to all Convenience Copier/MFD, Production Device and Network Printers installed that have a hard drive and/or the capability of storing data locally and further shall apply during the repair, moving and prior to Device de-installation upon the expiration of this Contract. If re-installing a Device's memory, it shall be overwritten at no additional cost to HCPSS.

Upon the de-installation or temporary removal of each Copier/MFD, the Contractor shall remove the

device's hard drive and provide it to HCPSS's authorized personnel.

Records shall be kept and provided to HCPSS as requested demonstrating and attesting to these procedures being followed. HCPSS shall have the right to obtain these records at any time within ten (10) days after written notice.

33. Timetable and responsibility for de-installation of Convenience Copier/MFD and Production Devices

At the completion of this five-year Contract term and/or any renewal period, the Contractor shall be responsible for de-installing each Convenience Copier/MFD and Production Device installed at the inception of and during this Contract's term. HCPSS shall not incur any de-installation, hard drive removal, freight or insurance fees related to the removal of any Convenience Copier/MFD and/or Production Device. All Convenience Copier/MFDs and Production Devices must be de-installed by the Contractor within thirty (30) days following the expiration of this Contract's initial or renewal term.

34. Follow-me printing and behavior modification software

The Contractor shall be required to provide a follow-me secure printing and behavior modification software package that shall include, but not be limited to, the following capabilities: Single sign-on user authentication, secure printing, follow-me printing, pop-up desktop notifications based on pre-defined print page-count thresholds, and notifications of potential cost savings should specified types of jobs be re-directed to Printing Services. Under this requirement, all Copier/MFDs shall be equipped with ID badge multi-technology card readers and embedded follow-me printing software applications to allow HCPSS personnel to be authenticated by the follow-me secure printing software. Sufficient instances of the follow-me printing and behavior modification software shall be installed on HCPSS servers in a virtual server environment.

35. Assessment prior to installation

The Contractor must perform an assessment of each site prior to installing Convenience Copier/MFD and Production Devices under this Contract for the purpose of ensuring that: (a) The volume and workflow needs of the facility are appropriate to the capacities of the devices anticipated for installation, also factoring in the volumes produced by the existing Network Printers; (b) There is adequate electrical service; and (c) That the floor space will accommodate the Convenience Copier/MFD and Production Device to be installed. If electrical service and/or network drop changes are required they shall be the responsibility of HCPSS.

## SECTION 5

### TECHNICAL PROPOSAL EVALUATION CRITERIA AND FORMAT

#### 1. Summary

- 1.1. Clear, concise, yet detailed responses to the technical criteria below are to be provided. Offerors shall insert a page break for each section of the Proposal to separate responses to each of the technical criteria.
- 1.2. The information shall be furnished in the Proposal **in the order provided**. Failure to include any of the items may disqualify your firm's response. It is the Offeror's responsibility to tailor its response to demonstrate its qualifications to perform the scope of work specifically for HCPSS.
- 1.3. Offeror's Technical Proposal shall be submitted separate from the PRICE PROPOSAL and clearly identified in its proposal as TECHNICAL PROPOSAL-"*company name*".

2. Evaluation Criteria. Evaluation Criteria provide for a consistent method of identifying the best overall cost-effective Solution that meets the requirements identified in this RFP. The criteria categories listed below shall be used to determine how satisfactorily Offerors have addressed the requirements identified in this RFP. Evaluation of each category shall include, but not be limited to, the line items listed. The highest scoring proposals will be selected for the shortlist (see paragraph 6.2). HCPSS's recommendation for award by the Howard County Board of Education will be based on Offeror's criteria scores.

HCPSS will only evaluate Proposals meeting the guidelines of this RFP. The criteria that will be used in evaluation and scoring of this RFP will include Offeror Proposal responses to the following:

- 2.1. **Technical Requirements** (Respond to all sections of Section 5.1)
  - 2.2. **Support & Service Specifications** (Respond to all sections of Section 5.2)
  - 2.3. **Corporate Experience** (Respond to all sections of Section 5.3)
  - 2.4. **Assessment/Implementation Plan** (Respond to all sections of Section 5.4)
  - 2.5. **References** (Respond to all sections of Section 5.5)
  - 2.6. **Other Value-Added Services** (Respond to all sections of Section 5.6)
  - 2.7. **Pricing** (Respond to all sections of Section 7 including Pricing Schedules A through G)
3. Submittal Requirements. Beginning with the Transmittal Letter, proposals shall be submitted as structured below. The Offeror agrees and shall comply with all provisions and specifications as stated in this RFP. Failure to respond to these submittal requirements may result in the proposal being considered non-responsive.
  4. Transmittal Letter. A transmittal letter prepared on the Offeror's business stationery shall accompany the Technical Proposal. The letter should be an executive summary that clearly and concisely addresses all of the requirements of this RFP. The letter shall be signed by an individual who is authorized to bind the firm to all statements, including services and financial commitments. Include the Offeror's official business address and state in which it is incorporated or organized. An appropriate contact name, title, phone number, and email address should also be provided for HCPSS's use during the procurement process.

#### 5. Structure Of Technical Proposal

To assist the technical evaluators, responses to each of the six (6) Section 5 sub-sections (5.1 through 5.6) below must be provided on a section-by-section basis. Provide your company's responses next to the appropriate Section number, as opposed to including the RFP language then the response. Do not provide section-by-section responses to Section II above. All Offeror pricing responses must follow the instructions set forth below.

Specifically, in their proposals for managing HCPSS's Convenience Copier/MFD, Production Device and Network Printers, Offerors must address all the appropriate requests for information contained within each of the Section 5 sub-Sections (5.1.1 through 5.1.25) that follow:

## 5.1. Technical Requirements - General

- 5.1.1. Indicate any and all product deviations to the specifications set forth in Section 4.4 through Section 4.7. If no deviations to the Convenience Copier/MFD and Production Device specifications of Section 4.4 through Section 4.7 are noted in this Section, it shall be presumed that no product deviations exist. *It should be noted that no one single product deviation, in and of itself, is likely to automatically preclude a proposal from further consideration.* As an example, if a Offeror were to offer a 32 page-per-minute device in Segment 3, or were to offer a Segment 5 monochrome device with only a 4,500-sheet capacity, or did not offer a Segment 3 color-enabled device with optional saddle-stitching capabilities, any of those deviations would be taken into consideration by HCPSS and judged accordingly in the context of the entire proposal versus the competitive proposals submitted by other Offerors. *However, all such Convenience Copier/MFD and Production Device specification deviations, no matter how minor, must be noted and explained in this Section.*
- 5.1.2. Include data sheets including specifications on all models meeting Section 4.4 through Section 4.7 requirements that are being proposed on Pricing Schedules B and E. White papers for all software products being proposed should also be included in response to this Section. Any deviations to these specifications shall be noted in Section 5.1.1 above in the proposal.
- 5.1.3. Indicate affirmatively (by answering simply “yes” or “no” where applicable) whether the program-specific technical terms of the Statement of Work are acceptable without qualification under a Contract resulting from this RFP. Note: Specific deviations to the terms of the Statement of Work are to be listed in Section 5.2.1 of the proposal, but in this Section, we are asking for a “yes” or “no” answer. If the answer is “no” here, all Section numbers proposed to be deviated from must be listed and substitute language provided for in Section 5.2.1 of the Offeror’s proposal.
- 5.1.4. Certify that all Convenience Copier/MFD and Production Devices being proposed are fully compatible with HCPSS’s existing network printing environment as required under Section 4.13. In addition, all embedded network security elements included on all Convenience Copier/MFD and Production Devices shall be listed and described.
- 5.1.5. Indicate the brand and version level of the copy/print tracking software proposed in response to the requirements of this RFP. Include all server requirements and available administrative tools. Also provide a comprehensive description of the capabilities and limitations of the ID code and meter reading solution, including, but not limited to:
- 5.1.5.1. Ability to authenticate for print and walk-up jobs
  - 5.1.5.2. HCPSS’s ability to review and monitor print/copy volume data to reconcile billing
  - 5.1.5.3. HCPSS ability to access network to generate Contractor billing
  - 5.1.5.4. Ability to program software to generate a detailed monthly billing report
  - 5.1.5.5. HCPSS’s IT department’s role to set up the Multi-Technology ID card functionality on each device
  - 5.1.5.6. Ability of departmental administrators to view current data on volumes produced by each user.
- 5.1.6. As specified in Section 4.32 above, all job data sent from or to the proposed Convenience Copier/MFD and Production Devices must be encrypted. Identify specifically the technologies utilized to enforce encryption at all times. For instance, the Offeror shall describe which supported network protocols can be of the encrypted variety. Do the proposed devices support encrypted IPP / LDAP? What SSL versions are included? HCPSS prefers more encrypted protocol flavors with accompanying supported client drivers that are described in this Section.
- 5.1.7. Indicate whether internal or external paper drawers are being proposed to meet the paper capacity requirements of Sections 4.4 through 4.7.
- 5.1.8. Describe specific environmental sustainability programs to be implemented under this Contract. A generic environmental policy brochure without customization for HCPSS is not a sufficient response. Examples of specific programs HCPSS is interested in including, but are not limited to: toner recycling programs, defaulting all units and drivers to duplex mode, inclusion of recycled (or

recyclable) materials into all new units and biodegradable toners and materials. While general corporate initiatives of the manufacturing company should be provided as well, HCPSS is keenly interested in any program that the Offeror can provide on a custom basis that will assist HCPSS in reducing its greenhouse gas emissions.

- 5.1.9. Provide the NEMA plug configuration type of each Convenience Copier/MFD and Production Device proposed.
- 5.1.10. Each proposed color-capable Convenience Copier/MFD and Production Device must be set from the factory to default to monochrome functionality as the priority document imaging mode for both walk-up copying, scanning and print-driver users.
- 5.1.11. Indicate whether monochrome-only print drivers can be made available for users of the Color-capable Convenience Copier/MFD and Production Devices being proposed.
- 5.1.12. Indicate whether the proposed Convenience Copier/MFDs can be configured to securely hold all print jobs at the device until released upon employee authenticating with their Multi-Technology ID card. Also indicate whether user identification codes can be set up globally for all devices and/or on individual devices from a remote location.
- 5.1.13. Indicate whether color scanning capability is included on any of the monochrome models being proposed.
- 5.1.14. Indicate whether printing/scanning to/from a USB thumb/flash drive is included on any of the models being proposed.
- 5.1.15. Indicate whether two-sided one-pass scanning (i.e., "simultaneous" or "perfect" scanning) capability is included on any of the models being proposed.
- 5.1.16. Indicate whether your proposed scanning solution for models listed in Pricing Schedule B includes OCR (Optical Character Recognition) software. If OCR software is included, indicate whether it is embedded in the device or a separate desktop application.
- 5.1.17. Indicate whether each proposed device allows scanned documents to be encrypted for security purposes (if so, describe your encryption process).
- 5.1.18. Indicate whether a user, based on an individual's Active Directory authentication, can scan to a unique home directory (N: drive) from each Convenience Copier/MFD and Production Device being proposed.
- 5.1.19. Indicate whether email notifications will be sent automatically to the designated HCPSS key operator and any Offeror's service personnel when each of the proposed units are out of paper, out of toner or otherwise require key operator attention.
- 5.1.20. Provide a brief description of how prints and copies will be separated on the finisher, exit trays, or both, of each Convenience Copier/MFD and Production Device being proposed.
- 5.1.21. Provide the item numbers and brand names for mailing labels and transparencies that are compatible with each Convenience Copier/MFD being proposed. Contractor shall certify that the transparency film and mailing labels listed in this Section will run reliably on all Convenience Copier/MFDs being proposed. If the proposed Convenience Copier/MFDs are able to run the transparency film and mailing labels from all paper sources (drawers plus bypass), or if the paper sources are restricted when running this stock, the Offeror shall so state.
- 5.1.22. List and describe the specific network security elements (e.g., encryption type, secure printing, hard drive cleaning every set number of hours) that your company is including in its proposed Pricing

Schedules.

- 5.1.23. Is a scalable iPad printing solution included in your company's pricing to HCPSS? If so, describe the solution being offered.
- 5.1.24. HCPSS Printing Services requires a suitable front-end software to control monochrome and color printing on both color-enabled Production Devices. Provide the brand and version level of the front-end software your company is including in its Production Device solution.
- 5.1.25. Indicate the brand and version level of the proposed follow-me secure printing software solution referenced in your company's response. Also include a comprehensive explanation of the solution's technical specifications, features, follow-me print server requirements, included professional services and administrative tools and Copier/MFD-installed hardware/software including the follow-me print application and ID Badge readers with interface cables. In addition, answer the following questions regarding the optional follow-me printing software solution being proposed:
- 5.1.25.1. If an HCPSS staff member has access via a VPN connection, can print jobs be sent to the follow-me print server queue?
  - 5.1.25.2. If a color print job is submitted to the queue, can an HCPSS staff member print the job on a monochrome-only device?
  - 5.1.25.3. For students or staff who do not have AD credentials, how would they be able to print jobs?
  - 5.1.25.4. Can monthly print count limits be imposed in some departments as needed? If so, can limits be imposed for some staff but not others?

## 5.2. Technical Requirements - Support And Service Specifications

- 5.2.1. State whether the Convenience Copier/MFD and Production related contractual terms and conditions of Section II of this RFP are satisfactory with its funding entity, or if not, how the Offeror will comply with the requirements of this Contract. Specific contractual specification deviations contained in the Offeror's Primary Proposal for each Product Category, if any, must be clearly listed in this Section of the Offeror's proposal. If no deviations to this RFP's requirements are specifically noted, it shall be presumed that no deviations exist. It should be noted that no one single contractual deviation, in and of itself, is likely to automatically preclude a proposal from further consideration. As examples, if Offeror were to offer 98% fleet-wide average Convenience Copier/MFD, Production Device and Network Printer uptime, or did not offer an ability to add units coterminously, or required a cap on the number of Convenience Copier/MFDs that HCPSS could add during each year the Contract is in effect, those deviations would not eliminate the proposal from consideration, but would be taken into consideration by HCPSS and judged accordingly in the context of the entire proposal versus the proposals submitted by other Offerors. However, all such Contract deviations, no matter how minor, must be noted and explained.

***NOTE: HCPSS has, in good faith, provided very specific Convenience Copier/MFD, Production Device and Network Printer specifications and service support requirements in Section II, a blanket statement to the effect that the Offeror "reserves the right to negotiate all terms and conditions of any final Contract," without naming specific Section II paragraph numbers and providing proposed substitute language, will constitute an unacceptable response to this Section by HCPSS. Generic "reservation of rights" will negatively affect Offeror's scoring.***

- 5.2.2. Provide any terms and conditions that your company may require as a part of a final contractual agreement including any third-party lease agreements.
- 5.2.3. List the preventive maintenance (PM) schedule (in terms of copy/print count intervals, time period intervals, or both), including both mini-PM and full-PM schedules if applicable, for all Convenience Copier/MFD and Production Devices being proposed. Also indicate the approximate number of hours required to perform mini-PMs and full PMs.
- 5.2.4. State affirmatively (by simply answering "yes" or "no") whether the PM schedules published by Buyers Laboratory Inc. (BLI) will be followed. If the PM schedule, methodology, or both to which your

company prescribes are different from that which the manufacturer recommends (for example, if your technicians perform regular cleaning on every service call and do not follow the manufacturer's set PM schedules), indicate "no" and explain. Describe how HCPSS will be informed of PM work that has been performed on the various units installed.

- 5.2.5. Indicate whether one-page summary training sheets showing basic user steps for copying, scanning and printing, or on-line user training videos, or both, will be made available for each Convenience Copier/MFD and Production Device being proposed.
- 5.2.6. Indicate the City and State of its nearest (to Ellicott City, MD) parts and supplies warehouse that would support HCPSS's Convenience Copier/MFD, Production Device and Network Printer fleet.
- 5.2.7. For each Convenience Copier/MFD and Production Device being proposed, Offeror shall clearly list which components or parts will be considered user replaceable. Further, the approximate aggregate time involvement to replace these components or parts per Convenience Copier/MFD and Production Device per month shall be listed for each Convenience Copier/MFD and Production Device being proposed.
- 5.2.8. Provide examples and exhibits of the cost-per-impression billing and proactive service reporting that will be made available to HCPSS for each Product Category.
- 5.2.9. Confirm that your company will be able to provide billing data files (to the device and user levels) to the exact same column length and language specifications for electronic file uploading into HCPSS financial system.
- 5.2.10. Provide documentation (in the form of a notarized Joint Venture agreement) of any intent to use another company(ies) or private individual(s) as a subcontractor(s) for any part or the whole of the services offered in response to this RFP. HCPSS reserves the right to approve or reject any subcontracting agent or to reject proposals based on the use of subcontracted work.
- 5.2.11. Provide any relevant input for HCPSS to consider based on your experience with other current school district or other similar customers. Topics for inclusion may include, but not be limited to, obstacles to a successful program, recommendations for any necessary personnel transition, similarities and differences in the program structure based on your analysis of the requirements of this RFP, and any other relevant items.

### 5.3. Technical Requirements - Corporate Experience

- 5.3.1. Provide a brief corporate history and overview, inclusive of: (a) The company's headquarters address; (b) The company's office address nearest to Ellicott City, Maryland; (c) The number of factory-certified technicians located in or within a 50-mile radius of Ellicott City; (d) The per-equipment category machine in field (MIF) population of Convenience Copier/MFD, Production Device and Network Printers in or within a 50-mile radius of Ellicott City; and (e) The total number of customers with over 100 units supported by the firm in (or within a 100-mile radius of) Ellicott City.
- 5.3.2. Provide a manufacturer support letter stating that in the unlikely event your servicing company is unable to provide service, the manufacturer shall arrange for or provide all necessary parts and service support at the same prices quoted in the Offeror's proposal. The manufacturer shall also guarantee in its letter that all products installed under this Contract shall be fully compatible with future versions of the most popular network operating systems.
- 5.3.3. Indicate whether your company is factory-authorized to provide service, or whether a specific named authorized subcontractor will be used to provide service for product(s) within each Product Category.
- 5.3.4. Describe the specific role and responsibility of each key team member in providing the requested services to include both prime and sub-contractor(s). As key personnel are often considered in the evaluation of a proposal, Contactor must identify its key personnel. If key personnel cannot be named

at the time of proposal submittal, the Contractor must specify the reason and present a plan to include key personnel.

- 5.3.5. Clearly indicate funding source, or indicate that it is using an internal funding source. If using an internal funding source, Offeror shall indicate whether this is a private label leasing arrangement with a leasing company or an internal source of funds. If a private label leasing arrangement is proposed, the leasing company supporting that arrangement must be stated.
- 5.3.6. Provide a list of any lawsuits brought against the company or owners of the company, and the details about those lawsuits. If any owner of the firm has been convicted of a crime or if any felony charges are pending, provide detailed information about those convictions or charges.
- 5.3.7. Provide the date of your company's founding in (or within a 100-mile radius of) Ellicott City and the number of years providing the specific equipment brand(s) and related services being proposed to HCPSS under this RFP.
- 5.3.8. Provide your company's legal trade status (privately held corporation, etc.).

#### 5.4. Technical Requirements - Assessment/Implementation Plan

- 5.4.1. For each Equipment Category (Convenience Copier/MFD, Production Device and Network Printers), the Offeror shall provide a detailed work plan with anticipated dates for step-by-step completion in accordance with the requirements and Convenience Copier/MFD and Production Device specifications contained in this RFP. The Convenience Copier/MFD and Production Device deliveries and installations shall commence on or about July 1, 2020 and must be completed no later than July 31, 2020. It is **mandatory** for the winning firm to perform detailed assessments of each HCPSS site prior to any installations. Documented proof of each assessment conducted consisting of weekly reports of each site assessed, names of HCPSS staff visited, preliminary recommendations and names of Offeror representatives visiting each location shall be required. HCPSS retains the right to independently accept, reject or modify any assessment/installation/support plan provided by the Offeror.
- 5.4.2. Specific information required includes:
  - 5.4.2.1. The proposed number of your Firm's staff that will be assigned per team to conduct assessments;
  - 5.4.2.2. The number of teams performing site assessments;
  - 5.4.2.3. Whether your staff will be responsible for developing equipment placement criteria and guidelines for approval by HCPSS management;
  - 5.4.2.4. Whether your staff will be responsible for making recommendations for HCPSS management approval related to the possible reduction in the overall number of Copier/MFD placements based on lack of volume, lack of connectivity, print speeds and other factors; and
  - 5.4.2.5. Proposed dates for each anticipated project phase.
- 5.4.3. The installation plan shall also include necessary space and electrical requirements (NEMA plug types). The Offeror shall also include a plan for scheduling ongoing "Technology Showcases" at certain later-to-be-named HCPSS sites to display and promote the latest technology being implemented. The anticipated number of additional Offeror personnel required for Convenience Copier/MFD and Production Device installation and training at the beginning of any Contract resulting from this RFP process shall also be listed. The Offeror shall indicate whether the initial key-operator training will be performed by dedicated company trainers or by sales representatives. Coordinating the scheduling of installation, service and training personnel shall at all times be the sole responsibility of Offeror.
- 5.4.4. Describe in detail how your company will provide installation, training and troubleshooting support to HCPSS's desktop services and end-user support teams during Phase One for the follow-me print solution. The description shall include, but not be limited to: A discussion of the steps to be taken in the event of installation/operation problems of all software/server solutions; and which local (Ellicott

City, MD area) personnel will work together with HCPSS's Technology department support personnel.

5.4.5. Describe special training or certifications of your local (within a 100-mile radius of Ellicott City, MD) IT support staff and their experience in rolling out follow-me printing and school district solutions.

5.4.6. Provide the name and resume of the Account Executive who will be the primary contact for HCPSS.

5.4.7. Include a general plan for providing back-up factory-trained service personnel during vacations and sicknesses.

#### 5.5. Technical Requirements - References

5.5.1. Provide five (5) education market references, preferably other school districts in Maryland. Include only references within the current calendar year and previous two (2) calendar years. If submitting a proposal to HCPSS for Production Devices, the presence or absence of references with similar production equipment will be critical. HCPSS may contact these references during the evaluation process. Information provided for each job shall include:

5.5.1.1. Contract/Project name

5.5.1.2. School District/Government Agency name

5.5.1.3. Dates of Contract

5.5.1.4. Owner's contract/project manager or other representative

5.5.1.5. Contact person, direct-line phone number and email address

5.5.1.6. Dollar value of Contract with your company

5.5.1.7. Number of Convenience Copier/MFDs that are covered under your company's contract with this client

5.5.1.8. Number of Production Devices that are covered under your company's contract with this client

5.5.1.9. Number of Network Printers that are covered under your company's contract with this client

5.5.1.10. Percentage of Convenience Copier/MFDs, Production Devices and Network Printers compared to the total respective equipment fleets at this reference location

5.5.2. Provide a list of clients your company has lost in the past five years and why you lost them. Include school district clients in Maryland if possible.

#### 5.6. Technical Requirements - Other Value-Added Services And Alternate Proposals

5.6.1. As part of the evaluation of the proposals submitted for Segment 3 and 5 Convenience Copier/MFDs and Production Devices, the HCPSS proposal evaluation committee will visit the showrooms or present customers of certain Offeror finalists, at the complete discretion of, and at no cost to, HCPSS.

Selected Offerors will be a part of this phase of the evaluation process. If selected, Offerors shall have one complete system (including samples of all hardware and software solutions being proposed) of each type proposed in response to the specifications of this RFP setup in a suitable showroom or customer location on a date to be designated by HCPSS.

Offerors are requested to indicate whether they will comply with HCPSS's requirement to make the recommended solutions available for evaluation before Contract award. Showroom/customer visitations for Segment 3 and 5 Convenience Copier/MFDs and Production Devices are expected to take place in April of 2020.

The Offeror's proposed solution will be scored during the showroom/customer site visits on a number of factors, including, but not limited to: Producing copy jobs; overall image quality; multi-tasking capability with handling simultaneous job streams; network security evaluations; ability to track print/copy volumes by user code; and suitability/compatibility with HCPSS's network environment. Offerors will also be scored in part based on the professionalism and knowledge of their networking

support staff.

Offerors are to specify that, should Offeror be selected to present the proposed units in a showroom/customer location for evaluation purposes, the equipment will meet or exceed all specifications contained in this RFP in all respects, unless otherwise agreed to in writing by HCPSS.

5.6.2.HCPSS permits Offerors to provide creative alternate proposals. Offerors shall fully describe and explain any creative alternative proposals that the Offeror believes are in HCPSS's best interest to consider. Examples of creative alternate proposals may include, but not be limited to:

- Changing the proposed equipment mix; and
- Implementing guaranteed annual monochrome fleet volumes

Alternate Proposals will not be accepted by HCPSS unless the Offeror has submitted a Primary Proposal for that Product Category. The purpose of allowing Offerors to submit at least one Alternate Proposal is to actively seek Offeror input as to what it considers to be the most cost effective and efficient methodology for accomplishing HCPSS's goals. Alternate Proposals must indicate all pertinent details of the recommended plan, especially any items that conflict with the RFP's Section 4 Scope of Work. When submitting Alternate Proposals, Offerors are required to complete another Pricing Schedule clearly marked "Alternate Proposal."

5.7. Fully describe and explain any standard or optional value-added services that the Offeror can provide that are not part of the RFP's requirements. Please do not restate items that have previously been listed in your proposal.

## 6. Required Documents

- 6.1. Attachment A - RFP Signature Sheet. Complete and sign the RFP Signature Sheet
- 6.2. Attachment B - Insurance Requirements. Acknowledge compliance with HCPSS Insurance Requirements.
- 6.3. Attachment D - Receipt of Addenda Form. If any addenda to the RFP documents are issued prior to the due date and time for Proposals, the Acknowledge Receipt of Addenda Form shall be completed, signed.
- 6.4. Attachment E - Bid/Proposal Affidavit. Complete and sign the Bid/Proposal Affidavit
- 6.5. Attachment F - Agreement for Professional Services. HCPSS Contract for this procurement will contain the provisions in all Terms and Conditions, Attachments, Addenda, presentation and discussion materials as well as any additional terms required by HCPSS. By submitting a Proposal, the Offeror acknowledges that they have reviewed the Agreement for Professional Services and will execute a contract with these terms and conditions after award by the Board of Education. For accounting purposes only HCPSS will issue a purchase order to the awarded firm.
- 6.6. Attachment G - Listing of Network Printers
- 6.7. Attachment H - Listing of Copier/MFDs and Digital Duplicators
- 6.8. Attachment I - Contractor Performance/Evaluation. Acknowledge compliance with HCPSS Contractor Performance/Evaluation Scorecard

## SECTION 6

### EVALUATION PROCESS

1. Evaluation.
  - 1.1. Following evaluation of the Proposals the Evaluation Committee will make an initial overall ranking of the Proposals and recommend to the Purchasing Office the award of the contract(s) to the Offeror whose Proposal(s) is (are) determined to be the most advantageous to HCPSS. Minor irregularities contained in Proposals, which are immaterial or inconsequential in nature, may be waived wherever it is determined to be in HCPSS's best interest and when permitted by law.
  - 1.2. Following the Purchasing Office's qualifying review and approval, the decision for progressing in the procurement process will be made based ranking the strengths, weaknesses, advantages, and deficiencies of each Proposal. The decision to award a Contract will be made at the discretion of the Purchasing Office.
2. Shortlisting. A shortlist may be developed based on the Evaluation results. All Offerors will be notified of the results as they pertain to their respective Proposal.
3. Oral Presentations/Discussion Sessions.
  - 3.1. Purpose: Based on the Evaluation Committee's initial Evaluation, HCPSS may invite, without cost to itself, the shortlisted Offerors to an oral presentation/discussion session ("Discussion Session"). The purposes of the Discussion Session are as follows:
    - 3.1.1. To provide the Offeror the opportunity to demonstrate its experience.
    - 3.1.2. To discuss/clarify any and all aspects of the Technical Proposal, in particular approach/methodologies, implementation process, cost model options, schedule, staffing of the contract, and ongoing support of the Project and other applicable professional services;
    - 3.1.3. To allow HCPSS to meet the Offeror's key personnel and for these personnel to convey directly their experience and expertise; and,
    - 3.1.4. To provide an opportunity to clarify the scope of services for the intended contract and discuss any items addressed in the Technical Proposal that may require additional clarification.
  - 3.2. Format: The Discussion Session will be informal, as HCPSS is not interested in a sales presentation by executives and business development staff; rather, HCPSS is requesting an interactive discussion with each of the shortlisted Offerors and the experienced personnel submitted in their proposals. It is important that those key personnel who are proposed to be assigned to HCPSS fully participate in the presentation and discussion. These individuals may be asked to demonstrate their technical skills so HCPSS can evaluate their knowledge and expertise for the specific position they will fill. Ample time will be available for HCPSS and the Offeror to ask questions and discuss issues and concerns related to the Project, the scope of the services, and the Offeror's capabilities and qualifications. We anticipate that the Discussion Session will be approximately 90 to 120 minutes in length. Information presented or discussed in the Discussion Session may supersede information provided in the initial offer. Following the Discussion Session, additional follow-up and/or clarification documentation may be requested of each Offeror.
  - 3.3. Date: The times and dates for the Discussion Session(s) will be set upon completion of the Initial Evaluation. Offerors are advised to set these dates aside in their entirety on the calendars of key personnel identified in their offer.
  - 3.4. Location: The discussion may be onsite at HCPSS, via telephone, or via web conferencing.

## SECTION 7

### PRICE PROPOSAL

1. Separate Submittals. Offeror's PRICE PROPOSAL shall be submitted as a separate PDF document from the TECHNICAL PROPOSAL and clearly identified as PRICE PROPOSAL-"*company name*".
2. All-Inclusive. Prices offered shall be inclusive of all overhead, profit, travel, accommodations, administrative fees, and direct and indirect costs and shall represent onsite staff work within Howard County, MD. HCPSS will not recognize or accept any separate or additional charges or fees to perform the services identified in this RFP.
3. Non-Recurring/Recurring Costs. Offeror shall identify all initial non-recurring costs and all subsequent monthly and/or annual recurring costs extended for a total of (5) five years.
4. Best and Final Offers. Following the evaluation and/or Discussion Session, Best and Final Offers maybe requested of selected Offerors.
5. Negotiations. HCPSS may select for award one (1) or more Offeror(s) to negotiate the terms and conditions of the Contract. HCPSS reserves the right to make an award with or without negotiation.
6. Basis for Award. Technical merit will have a greater weight than cost in the final ranking. Award may be made to the Offeror with a higher technical ranking even if its Price Proposal is not the lowest. The Purchasing Office retains the discretion to examine all factors to determine the award of the contract. The goal is to contract with the Offeror(s) that best meets the needs of HCPSS as set forth in the RFP.
7. Required Proposal Pricing Structure

Offerors shall submit a Firm Fixed Price (FFP) Price Proposal to perform all services as specified in the Statement of Work (Section II). The Offeror shall complete Pricing Schedules A through G in their entirety and include all Pricing Schedules with the Offeror's submittals. Offerors can provide proposals to HCPSS in response to either one or all Product Categories required by the Statement of Work, but it is the strong preference of HCPSS to award a single Contract under this RFP initiative to cover all Product Categories. Cost/Price proposals shall be evaluated on individual cost elements and total cost/price as represented on Pricing Schedules A through G. Incomplete price proposals may result in HCPSS deeming the proposals non-responsive.

The Price Proposal shall provide itemized cost information for each Product Category required by the Statement of Work. Offerors shall provide the best competitive prices on initial submission. Pricing shall include ALL costs necessary to provide the required services.

All Price Proposals must be clearly labeled "Section 7--Price Proposal." The Price Proposal shall be submitted in a separate PDF document named Price Proposal-*company name*. The Price Proposal shall contain answers to the following elements as required in conjunction with fully completed Pricing Schedules A through G:

- 7.1. Offerors are required to complete all items contained in Pricing Schedules A through G, as applicable, and include same in the completed proposal packages under this Section. Please note that all pricing elements on Pricing Schedule A are calculated automatically based on the various proposed Offeror costs entered on Pricing Schedules B through G. Also note that installations of Production Devices as described herein shall be optional at the sole discretion of HCPSS.
- 7.2. Certify that all pricing listed on Pricing Schedules A through G shall be firm for the entirety of the term of this Contract.
- 7.3. Affirm that no additional costs, other than those identified on Pricing Schedules A through G, or elsewhere clearly identified in its proposal, will be incurred by HCPSS to meet the various specification

and other technical requirements of this RFP.

- 7.4. Affirm the Product Categories (Convenience Copier/MFD, Production Device and Network Printer) for which Primary and/or Alternate Proposals are being submitted.
- 7.5. Affirm the name(s) of any companies that will be utilized as subcontracting entities under the proposal(s) as submitted. If any subcontracting entities are being proposed, please explain the type of work each entity will be performing.
- 7.6. On Pricing Schedules B and E, the Offeror shall list the brand, model number and all accessories proposed to meet or exceed the Convenience Copier/MFD and Production Device product specifications contained in Sections 4.4 through 4.7 of this RFP.
- 7.7. On Pricing Schedule B, the Offeror shall provide a total 60-month Contract cost for providing service, parts, labor and supplies (except paper) for Convenience Copier/MFDs.
- 7.8. Indicate on Pricing Schedules B and E for each respective Product Category the service and supply per-impression cost to be charged HCPSS for all color impressions produced on the proposed color-enabled Convenience Copier/MFD and optional Production Devices as applicable. Note: Monochrome (black) impressions produced on color-enabled Convenience Copier/MFDs or Production Devices shall be chargeable at the same monochrome service & supply rates indicated on Pricing Schedules B and E.
- 7.9. On Pricing Schedules B and E for each respective Product Category, Offeror shall indicate the applicable reduction in costs associated with HCPSS retaining all Convenience Copier/MFD and Production Devices installed under this Contract in place as of May 31, 2025 and renewing the Contract under identical terms and conditions on a monthly, quarterly or annual basis for up to two (2) additional years once the initial sixty (60) month term expires.
- 7.10. The type of leasing/rental program being proposed (choose from Internal Funding, FMV, \$1 Buyout, 10% Buyout, Rental and/or other) shall also be identified on Pricing Schedules B and E. The name of any third-party leasing partner, if applicable, shall also be clearly stated.
- 7.11. On Pricing Schedule B, for the Segment 3 Convenience Copier/MFDs being proposed, Offeror shall identify the one-time flat-rate purchase price associated with adding three-hole punch finishing functionality on a per-Convenience Copier/MFD basis for those Segment 3 Convenience Copier/MFD locations requiring this feature. The one-time flat-rate purchase prices quoted shall be firm for the first ninety (90) days after Convenience Copier/MFD installation during the term of this Contract.
- 7.12. On Pricing Schedule B, for the Segment 5 Convenience Copier/MFDs being proposed, Offeror shall identify the one-time flat-rate purchase price associated with adding analog fax boards on a per-Convenience Copier/MFD basis for those Segment 5 Convenience Copier/MFD locations requiring this feature. The one-time flat-rate purchase prices quoted shall be firm for the first ninety (90) days after Convenience Copier/MFD installation during the term of this Contract.
- 7.13. On Pricing Schedule B, for the Segment 3 Convenience Copier/MFDs being proposed, Offeror shall identify the one-time flat-rate purchase price associated with adding saddle-stitch finishing functionality on a per-Convenience Copier/MFD basis for those device locations requiring this feature. The one-time flat-rate purchase prices quoted shall be firm during the first ninety (90) days after Convenience Copier/MFD installation during the term of this Contract.
- 7.14. On Pricing Schedule B, for the Segment 3 and 5 Convenience Copier/MFDs being proposed, Offeror shall identify the one-time flat-rate purchase price associated with adding optical character recognition (OCR) scanning functionality on a per-Convenience Copier/MFD basis for those device locations requiring this feature. The one-time flat-rate purchase prices quoted shall be firm during the first ninety (90) days after Convenience Copier/MFD installation during the term of this Contract.
- 7.15. On Pricing Schedule B, for hole punching, analog fax boards, saddle-stitch finishing or optical character recognition (OCR) scanning options added after 90 days following equipment installation, and/or for any

other miscellaneous equipment options (such as additional paper trays, envelope feeders, console cabinets or alternate finishers) that are added at any time during the term of this Contract, please provide a discount percentage off of the then-in-effect manufacturer's suggested retail price (MSRP) for each type of upgrade.

- 7.16. On Pricing Schedules B and E for each respective Product Category, Offeror shall identify the maximum number of staple cartridges that are included during the term of this Contract, or whether an unlimited number of staples will be made available. If the Offeror is not providing unlimited staples under Pricing Schedules B and E, the Offeror shall indicate in this Section the percentage discount off of then-in-effect staple cartridge cost that would be extended to HCPSS if the staple allotment indicated is exceeded during the term of this Contract.
- 7.17. List the per-device charge, if any, for moving Segment 3 and 5 Convenience Copier/MFDs within the same facility, and the charge, if any, for moving such Convenience Copier/MFDs from one HCPSS facility to another. This charge shall not apply during the initial installation of devices, annual registration periods, or the load-balancing of Convenience Copier/MFDs halfway through the term of any Contract resulting from this RFP process.
- 7.18. List the hourly rate, if any, for providing technical service before 8 a.m., after 5 p.m. each business day and during weekend hours.
- 7.19. Indicate affirmatively (by answering simply "yes" or "no") whether all Convenience Copier/MFD and Production Device installation and de-installation charges, including those covering return freight and shipping charges for returning Convenience Copier/MFD and Production Devices at the end of this Contract, as well as those related to removing the device hard drives, are included in your Pricing Schedule A through F proposed pricing.
- 7.20. Indicate affirmatively (by answering simply "yes" or "no") whether HCPSS can install additional unplanned Convenience Copier/MFDs and/or Production Devices coterminously outside of the baseline numbers of Convenience Copier/MFDs set forth in Sections 4.4 and 4.5 as per the terms of Section 4.17 and Section 4.18. If the answer to this Section is a provisional "yes" (subject to a cap on the number of devices per year and/or subject to accepting refurbished-only devices). If "no," please provide your firm's proposed alternate plan for adding unplanned units as a contractual deviation under Section 5.B.1 above.
- 7.21. On Pricing Schedule C, prospective Offerors shall enter: Quarterly lease costs for the copy/print billing software, follow-me secure printing and behavior modification software solution, professional services and other miscellaneous pricing elements (if any). For each of the software solutions being proposed, please ensure that all hardware, software, licensing, installation and professional services support costs related to installing and maintaining this software on up to 50,000 workstations for the five-year term of this Contract are included in the quarterly pricing submitted on Pricing Schedule C. Any additional quarterly pricing discounts not included elsewhere, if applicable, should also be entered on Pricing Schedule C.
- 7.22. On Pricing Schedule D, prospective Offerors shall enter the lease cost basis amount (purchase price), lease rate factors, brand name/model numbers, and build status of the Convenience Copier/MFDs and Production Devices to be installed at inception or during the Contract term.
- 7.23. On Pricing Schedule F for the optional Production Device category, prospective Offerors shall enter the proposed quarterly lease costs for web job submission software, professional services and other miscellaneous pricing elements and discounts as applicable. Please list all software manufacturer item/product/package codes and itemize your company's pricing in this Section, then enter the aggregate quarterly lease costs.
- 7.24. On Pricing Schedule G, prospective Offerors shall enter the proposed Network Printer service/supply costs per impression for HCPSS's fleet as set forth in Attachment G and as modified during the Contract.
- 7.25. Provide purchase pricing for replacement Network Printers suitable for replacing those models listed on

Attachment G as required during the Contract term. Offerors are asked to provide brand, model numbers and accessories, along with outright purchase pricing for a range of Network Printers of various speeds and capabilities. HCPSS retains the right to continue purchasing Network Printers from its current suppliers.

- 7.26. Provide a trade-in purchase price for the existing fleet of Copier/MFDs and Digital Duplicators owned by HCPSS. The trade-in price is to include cleaning or removal of hard drives and all transportation costs. All Copier/MFDs are equipped with document feeders and all Konica Minolta devices have finishers. Refer to Attachment H for a current listing of devices in use with current meter readings.

Attachments and Forms (Check List)

		Offeror Recognizes/ Acknowledges Acceptance
Attachment A	Signature Sheet <i>(signature required)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Attachment B	Insurance Requirements	Yes <input type="checkbox"/> No <input type="checkbox"/>
Attachment C	Client Data Sharing Agreement <i>(signature required)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Attachment D	Acknowledgement of Receipt of Addenda <i>(signature required)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Attachment E	Bid/Proposal Affidavit <i>(signature required)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Attachment F	Agreement for Professional Services	Yes <input type="checkbox"/> No <input type="checkbox"/>
Attachment G	Contractor Performance Scorecard	Yes <input type="checkbox"/> No <input type="checkbox"/>
Attachment H	Listing of Network Printers	Yes <input type="checkbox"/> No <input type="checkbox"/>
Attachment I	Listing of Copier/MFDs and Digital Duplicators	Yes <input type="checkbox"/> No <input type="checkbox"/>
Attachment J	Pricing Schedules A through G <i>(Excel version is available upon request)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

❖ Submit this completed Check List with Technical Proposal

ATTACHMENT A

SIGNATURE SHEET

A. Offeror's Certification

I/we hereby propose to furnish and deliver supplies and or services, in accordance with specifications and stipulations contained herein, and at the prices quoted. I/we certify that this bid is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same supplies, materials, or Lumber and is in all respects fair and without collusion or fraud.

I/we certify that this bid is made without having contacted any employee within HCPSS unless such contacts were previously authorized by the Purchasing Officer.

I/we certify that this bid is genuine and not collusive or sham; that said offeror has not colluded, conspired, connived and agreed, directly or indirectly, with any offeror or person to put in a sham bid or to refrain from bidding and is not in any manner, directly or indirectly, sought by agreement of collusion or communication or conference, with any person to fix the bid prices of the affidavit or any other offeror, or to fix any overhead, profit or cost element of said bid price, or that of any offeror, or to secure any advantage against the Board of Education of Howard County or any other person interested in the proposed contract; and that all statements in said proposal or bid are true.

I affirm that this firm will not knowingly employ an individual to work at a school if the individual is a Registered Sexual Offender, pursuant to section 11-722 (C) of the Criminal Procedure Article of the Annotate Code of Maryland. A firm or person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 5 years or a fine not exceeding \$5,000 or both.

I hereby certify that I am authorized to sign for the offeror.

B. Vendor/Contractor Disqualification -Bribery

A person convicted for bribery, attempted bribery, or conspiracy to bribe shall be disqualified from entering into a contract with any county or other subdivision of the state. Every business entity upon submitting a bid or otherwise applying for a contract shall submit an affidavit stating whether it, its officers, directors, or partners, or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government.

Submitted by:

\_\_\_\_\_  
(company name)

\_\_\_\_\_  
(street address)

\_\_\_\_\_  
(city, state and zip)

\_\_\_\_\_  
(company telephone number)

\_\_\_\_\_  
(name of person authorized to sign bid)

\_\_\_\_\_  
(title of authorized representative)

\_\_\_\_\_  
(signature of authorized representative) (Date)

\_\_\_\_\_  
(e-mail of authorized representative) (telephone number of representative)

ATTACHMENT B

**INSURANCE REQUIREMENTS**

**1 - General Insurance Requirements:**

1.1 - The Contractor shall not commence Work until he has obtained at his own expense all of the insurance as required hereunder and such insurance has been approved by the Board of Education of Howard County Maryland; nor shall the Contractor allow any Subcontractor to commence Work on his subcontract until all similar insurance required of the Subcontractor has been so obtained and approved by the Contractor. Approval of insurance required of the Contractor will be granted only after submission to the Board of Education of Howard County Maryland of original, signed certificates of insurance or, alternately, at the Board of Education of Howard County Maryland's request, certified copies of the required insurance policies.

1.2 - The Contractor shall require all Subcontractors to maintain during the term of this agreement, commercial general liability insurance, business automobile liability insurance, and Workers' Compensation and employers' liability insurance, in the same manner as specified for the Contractor. The Contractor shall furnish Subcontractors' certificates of insurance to the Board of Education of Howard County Maryland immediately upon request.

1.3 - All insurance required hereunder shall include the following provision: "It is agreed that this policy is not subject to cancellation, non-renewal, material change, or reduction in coverage until sixty (60) days prior written notice has been given to the Board of Education of Howard County Maryland."

The phrases "endeavor to" and "... but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" are to be eliminated from the cancellation provision of standard ACORD certificates of insurance.

1.4 - No acceptance and/or approval of any insurance by the Board of Education of Howard County Maryland shall be construed as relieving or excusing the Contractor, or the Surety, or his bonds, from any liability or obligation imposed upon either or both of them by the provisions of the Contract Documents.

1.5 - The Board of Education of Howard County Maryland and its elected or appointed officials, agents and employees are to be named as an additional insured under all coverages except Workers compensation and business automobile liability, and the certificate of insurance, or the certified policy, if requested, must so state this. Coverage afforded under this paragraph shall be primary as respects the Board of Education of Howard County Maryland, its agents and employees.

1.6 - The Contractor shall be responsible for the Work performed under the Contract Documents and every part thereof, and for all materials, tools, equipment, appliances, and property of any and all description used in connection with the Work. The Contractor assumes all risk for direct and indirect damage or injury to the property or persons used or employed on or in connection with the Work contracted for, and of all damage or injury to any person or property wherever located, resulting from the action, omission, commission or operation under the contract, or in connection in any way whatsoever with the contracted Work, until final acceptance of the Work by the Board of Education of Howard County Maryland.

1.7 - Insurance coverage required in these specifications shall be in force throughout the contract term. Should the Contractor fail to provide acceptable evidence of current insurance within seven days of written notice at any time during the contract term, the Board of Education of Howard County Maryland shall have the absolute right to terminate the contract without any further obligation to the Contractor, and the Contractor shall be liable to the Board of Education of Howard County Maryland for the entire additional cost of procuring performance and the cost of performing the incomplete portion of the contract at time of termination.

1.8 - Contractual and other liability insurance provided under this contract shall not contain a supervision, inspection or engineering services exclusion that would preclude the Board of Education of Howard County Maryland from supervising or inspecting the project as to the end result. The Contractor shall assume all on-the-job responsibilities as to the control of persons directly employed by it and of the Subcontractors and any persons employed by the Subcontractor.

1.9 - Nothing contained in the specifications shall be construed as creating any contractual relationship between any Subcontractor and the Board of Education of Howard County Maryland. The Contractor shall be fully responsible to the Board of Education of Howard County Maryland for the acts and omissions of the Subcontractors and of persons employed by them as it is for acts and omissions of persons directly employed by it.

1.10 - Precaution shall be exercised by the Contractor at all times for the protection of persons, (including employees) and property. All existing structures, utilities, roads, services, trees and shrubbery shall be protected against damage or interruption of service at all times by the Contractor and its Subcontractors during the term of the contract, and the Contractor shall be held responsible for any damage to property occurring by reason of its operation on the property.

1.11 - If the Contractor does not meet the insurance requirements of the specifications, alternate insurance coverage, satisfactory to the Board of Education of Howard County Maryland, may be considered. Written requests for consideration of alternate coverages must be received by the Board of Education of Howard County Maryland at least ten Working days prior to the date set for receipt of bids or proposals. If the Board of Education of Howard County Maryland denies the request for alternate coverages, the specified coverages will be required to be submitted.

1.12 - All required insurance coverages must be acquired from insurers allowed to do business in the State of Maryland and acceptable to the Board of Education of Howard County Maryland. The insurers must also have a policyholders' rating of "A-" or better, and a financial size of "Class VII" or better in the latest edition of Best's Insurance Reports, unless the Board of Education of Howard County Maryland grants specific approval for an exception.

1.13 - The Board of Education of Howard County Maryland will consider any deductible amounts as part of its review of the financial stability the Contractor. Any deductibles shall be disclosed by the Contractor, and deductible amounts are the responsibility of the Contractor.

## **2 - Contractor's Liability Insurance - "Occurrence" Basis:**

2.1 - The Contractor shall purchase the following insurance coverages:

2.1.1 - Commercial general liability with a minimum limit of \$2,000,000 per occurrence, \$2,000,000 annual aggregate including all of the following:

- i. General aggregate limit is to apply per project;
- ii. Premises/operations;
- iii. Actions of independent Contractors;
- iv. Products/completed operations to be maintained for two years after completion of the Work;
- v. Contractual liability including protection for the Contractor from claims arising out of liability assumed under this contract;
- vi. Personal injury liability including coverage for offenses related to employment;
- vii. Explosion, collapse, or underground (XCU) hazards (confirmation of underground hazard coverage must be confirmed by either certificate of insurance or in writing by Contractor's agent, broker or insurer);

2.1.2 - Business automobile liability including coverage for any owned, hired, or non-owned motor vehicles and automobile contractual liability with a limit of \$2,000,000 per accident; uninsured motorist coverage at minimum statutory limits.

2.1.3 - Workers compensation with statutory benefits as required by Maryland law or the U. S. Longshoremen's and Harbor Workers' Compensation Act, or other laws as required by labor union agreements, including standard other states coverage; employers' liability coverage with limits of \$100,000 per accident, \$100,000 per employee for disease, and a \$500,000 disease policy limit.

2.1.4 - Total limit requirements of 2.1.1, 2.1.2 and 2.1.3 may be met by a combination of primary and umbrella excess liability coverage.

2.1.5 - Aircraft liability including coverage for any owned, hired or non-owned aircraft utilized in the project (e.g. installation of HVAC unit on school roof) with a minimum limit of \$5,000,000 per occurrence applicable to aircraft while in flight or in motion. A higher limit may be required by the Board of Education of Howard County Maryland upon exposure review.

## **3 - Commercial General or Other Required Liability Insurance - "Claims Made" Basis**



**CLIENT DATA SHARING AGREEMENT:**

**APPLICABLE TO HOWARD COUNTY PUBLIC SCHOOL SYSTEM USERS/MEMBERS**

This is an agreement between \_\_\_\_\_ (“VENDOR”, or "Company") and the Howard County Public School System ("HCPSS," “System,” or "CLIENT") for term beginning on \_\_\_\_\_ and ending on \_\_\_\_\_.  
name of company date date

HCPSS, as a Government entity, is required when entering into agreements with other parties to follow all applicable laws and regulations, including those related to data privacy and security; accessibility; and records retention. Accordingly, the VENDOR’s Terms of Service (TOS) are hereby modified by this Amendment as they pertain to HCPSS's use of the Company’s Site and/or Services.

A. **Purpose of the Agreement:** Under this agreement, the VENDOR will be providing the following services:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. **Definition of “CLIENT DATA”:** Under this agreement, CLIENT DATA is defined as: (1) all Personally Identifiable Information (PII) contained in a student’s “education record” as defined by the Family Educational Rights and Privacy Act (FERPA) (34 CFR Part 99); and (2) other non-public information that include, but are not limited to: personally identifiable personnel data, personally identifiable student data, personally identifiable metadata, and personally identifiable user content.

C. **Data Collection and Use:** VENDOR will collect and use CLIENT DATA only for the purpose of fulfilling its duties and providing services under this Agreement as defined in Section A, and for improving services under this Agreement.

D. **Education Records:** If VENDOR will have access to “education records” as defined under the Family Educational Rights and Privacy Act (FERPA) (34 CFR Part 99), the VENDOR acknowledges that for the purpose of this Agreement it will be designated as a ‘school official’ with ‘legitimate educational interests’ and will use the data only for the purpose of fulfilling its duties under this Agreement.

E. **Data De-Identification:** VENDOR may use de-identified Data for product development or other internal purposes only. De-identified Data will have all direct and indirect personal identifiers removed. This includes, but is not limited to: name, ID numbers, date of birth, demographic information, location information, and school ID. Furthermore, VENDOR agrees not to attempt to re-identify de-identified Data.

F. **Data Mining, Marketing and Advertising:** Except as indicated in Section E above, VENDOR is prohibited from mining CLIENT DATA for any purposes other than those agreed to by the parties. **Data mining or scanning of user content for the purpose of advertising or marketing to students or their parents is prohibited. Any and all forms of advertisement, directed towards children, parents, guardians, or District Employees will be strictly prohibited unless allowed with express written consent of the**

**District.**

- G. **Modification of Terms of Service:** VENDOR will not change how CLIENT DATA are collected, used, or shared under the terms of this Agreement in any way without advance notice to the CLIENT. This Agreement is the entire agreement between the CLIENT (including all District end users) and the VENDOR. All other agreements or understandings, whether electronic, click-through, verbal or in writing, with District Employees or other End Users shall be null and void.
- H. **Data Sharing:** VENDOR will not share CLIENT DATA with or disclose it to any third party, except to affiliated subcontractors, agents, or third-party service providers of the VENDOR as required to fulfill the purpose of this agreement, without prior specific and informed written consent of the CLIENT, except as required by law.
- I. **Data Storage:** CLIENT DATA will not be stored outside of the United States without prior, specific and informed written consent from the CLIENT.
- J. **Data Deletion:** Upon termination or completion of the Services hereunder and at the request of the CLIENT, VENDOR will delete the CLIENT DATA, provided that VENDOR may maintain archival copies for audit purposes and dispute resolution purposes. If VENDOR maintains archival copies of CLIENT DATA, VENDOR shall remain under the contractual obligations of this agreement regarding the maintenance and use of CLIENT DATA. This Section shall survive the termination of this Agreement.
- K. **Terms, Data Transfer, Survival and Destruction:** The CLIENT may immediately terminate the Agreement if the CLIENT determines the VENDOR has breached this Agreement. The Agreement will automatically terminate at the expiration date. However, the VENDOR's obligations shall survive termination of this Agreement until ALL CLIENT Data has been returned and/or securely removed or destroyed. VENDOR will ensure that all Data in its possession and in the possession of any subcontractors, or agents to which the VENDOR may have transferred Data, are destroyed.
- L. **Rights and License:** All goods, products, materials, documents, reports, writings, video images, photographs, papers and intellectual property of any nature including software or computer images prepared by the VENDOR (or subcontractors) for the CLIENT or from CLIENT-provided material will not be disclosed to any other person or entity and remains the property of the CLIENT. All student-produced work remains the property of the CLIENT or that eligible student. The VENDOR has a limited, nonexclusive license to the data described herein solely for the purpose of performing its obligations as outlined in the Agreement. This Agreement does not give VENDOR any rights, implied or otherwise, to CLIENT Data, content, or intellectual property, except as expressly stated in the Agreement, including any right to sell or trade CLIENT Data. VENDOR will not use CLIENT's NAME or CLIENT DATA in any publications, without prior and specific writing authorization from the CLIENT. No part of this clause will prevent the VENDOR from sharing its open educational resources developed for public distribution on its platform.
- M. **Access:** Except as otherwise expressly prohibited by law, the VENDOR will immediately notify the CLIENT of any subpoenas, warrants, or other legal orders, demands or requests, including Audits, and governmental requests and demands, received by the VENDOR seeking CLIENT Data. If the CLIENT receives a similar request, the VENDOR will promptly provide the CLIENT with a copy of official request and the records or information required by the CLIENT to respond.
- N. **Security Controls and Risk Management:** VENDOR will store and process CLIENT Data in accordance with

industry best practices. This includes appropriate administrative, physical, and technical safeguards to: 1) ensure the security and confidentiality of CLIENT DATA; 2) protect against any anticipated threats or hazards to the security or integrity of CLIENT DATA; 3) protect against unauthorized access to or use of CLIENT DATA that could result in substantial harm or inconvenience to any customer or to any client employee and/or student; and 4) dispose of CLIENT DATA Information in a secure manner.

1. To comply with the safeguard obligations generally described above, VENDOR has (a) designated an employee to coordinate its information security program, (b) identified reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of CLIENT DATA that could result in the unauthorized disclosure, misuse, alteration, destruction, or other compromise of such data, and assessed the sufficiency of any safeguards in place to control these risks, and (c) designed and implemented information safeguards to control the risks identified through the risk assessment, and regularly tests or otherwise monitors the effectiveness of safeguards' key controls, systems and procedures.
  2. VENDOR will conduct periodic risk assessments and remediate any identified security vulnerabilities in a timely manner. VENDOR will also have a written incident response plan, to include prompt notification of HCPSS in the event of a security or privacy incident, as well as best practices for responding to a breach of PII.
- O. **Data Breaches:** VENDOR shall notify CLIENT in writing as soon as commercially practicable, however no later than forty-eight (48) hours, after VENDOR has either actual or constructive knowledge of a breach which affects the confidentiality, integrity, and/or availability of CLIENT's DATA (an "Incident") unless it is determined by law enforcement that such notification would impede or delay their investigation. VENDOR shall have actual or constructive knowledge of an Incident if VENDOR actually knows there has been an Incident or if VENDOR has reasonable basis in facts or circumstances, whether acts or omissions, for its belief that an Incident has occurred. The notification required by this section shall be made as soon as commercially practicable after the law enforcement agency determines that notification will not impede or compromise the investigation. VENDOR shall cooperate with law enforcement in accordance with applicable law provided however, that such cooperation shall not result in or cause an undue delay to remediation of the Incident. VENDOR shall promptly take appropriate action to mitigate such risk or potential problem at VENDOR's expense. In the event of an Incident, VENDOR shall, at its sole cost and expense, restore the Confidential Information, to as close its original state as practical, including, without limitation any and all Data, and institute appropriate measures to prevent any recurrence of the problem as soon as is commercially practicable.
- P. **Employee and Subcontractor Qualifications:** VENDOR shall ensure that its employees and all subcontractors who have potential access to CLIENT DATA possess all needed qualifications to comply with the terms of this Agreement. Further, all employees and subcontractors are subject to the same FERPA compliance in relation to the 'school official' designation, and shall be trained that the re-disclosure of PII and/or Confidential Information will violate federal and state laws and may result in criminal and/or civil penalties.
- Q. **Governing Law:** This agreement shall be governed by and construed in accordance with the laws of Maryland, excluding its choice of law rules. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the appropriate Maryland Court. VENDOR will comply with Maryland Education Code ANN. § 4-131, "Operators of School Internet Web sites, Online Services, Online Applications, and Mobile Applications." VENDOR agrees to be bound as an "operator" under the law regardless of the VENDOR's exemptions that may exist in Maryland Education Code ANN. §

4-131(a)(3).

- R. **Compliance:** In addition to complying with FERPA and the Maryland Education Code cited above, the VENDOR shall ensure that its products and services comply with the Federal Protection of Pupil Rights Act (34 CFR Part 98), the Federal Children's Internet Protection Act (47 CFR 54.520), and the Federal Children's Online Privacy and Protection Act (16 CFR Part 312).
- S. **Indemnification:** VENDOR agrees to indemnify and hold harmless the Board of Education of Howard County for any damages or costs, including reasonable attorney's fees, which arise out of any negligence or misconduct by VENDOR, its agents and employees concerning its obligations under the terms of this Data Sharing Agreement.
- T. **Limitation of Liability:** VENDOR shall be liable for any and all damages, costs and attorneys' fees which CLIENT may incur as a result of any claims, suits and judgments against CLIENT which arise out of any breach of this Agreement of the VENDOR, its employees, servants, representatives or agents under the term of this Agreement.
- U. **Monitoring:** VENDOR agrees to allow CLIENT the ability to audit VENDOR's use of CLIENT DATA to ensure compliance with the terms of the Agreements.

***Signatures are on the next page.***

CLIENT:

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name Title

\_\_\_\_\_  
Date

Howard County Public School System  
10910 Clarksville Pike  
Ellicott City, MD 21042

VENDOR:

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Code



BID/PROPOSAL AFFIDAVIT

Special Instructions: An authorized representative of the bidder shall complete the following affidavit in accordance with these bid documents and insert an answer to paragraphs 1 and 3.

Statutory Affidavit and Non-Collusion Certification

I, \_\_\_\_\_, being duly sworn, depose and state:

1. I am the \_\_\_\_\_ (officer) and duly authorized representative of the organization named \_\_\_\_\_ whose address is \_\_\_\_\_ and that I possess the authority to make this affidavit and certification on behalf of myself and the firm for which I am acting.

2. Except as described in Paragraph 3 below, neither I, nor to the best of my knowledge, the above firm, nor any of its officers, directors, or partners, or any of its employees who are directly involved in obtaining or performing contracts with any public bodies has:

(a.) Been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any state of the federal government;

(b.) Been convicted under the laws of the state, another state, or the United States of: a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;

(c.) Been convicted of a criminal violation of an antitrust statute of the State of Maryland, another state, or the United States;

(d.) Been convicted of a violation of the Racketeer Influenced and Corrupt Organization Act, or the Mail Fraud Act, for acts in connection with the submission of bids or proposals for a public or private contract;

(e.) Been convicted of any felony offenses connected with obtaining, holding, or maintaining a minority business enterprise certification, as prohibited by Section 14-308 of the State Finance and Procurement Article;

(f.) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction under any of the laws or statutes described in Paragraph (a) through (e) above; or

(g.) Been found civilly liable under an antitrust statute of this State, another state, or the United States for acts or omissions in connection with the submission of bids or proposals for a public or private contract.

3. The only conviction, plea, or admission by any officer, director, partner, or employee of this firm to involvement in any of the conduct described in Paragraph 2 above is as follows:

If none, write "None" below. If involvement, list the date, count, or charge, official or administrative body, the individuals, their position with the firm, and the sentence or disposition of the charge.

\_\_\_\_\_

(you may attach an explanation as necessary)

4. I affirm that this firm will not knowingly enter into a contract with a public body under which a person or business debarred or suspended under Maryland State Finance and Procurement Title 16, subtitle 3, Annotated Code of Maryland, as amended, will provide, directly or indirectly, supplies, services, architectural services, construction-related services, leases of real property, or construction.

5. I affirm that this proposal or bid to the Board of Education of Howard County Maryland is genuine and not collusive or a sham; that said bidder has not colluded, conspired, connived and agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding and is not in any manner, directly or indirectly, sought by agreement of collusion or communication or conference, with any person to fix the bid prices of the affidavit or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that if any bidder, or to secure an advantage against the Board of Education of Howard County Maryland or any other person interested in the proposed contract; and that all statements in the proposal or bid are true. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Board of Education of Howard County Maryland may terminate any contract awarded and take any other appropriate action.

6. I affirm that this firm will not knowingly employ an individual to work at a school if the individual is a Registered Sexual Offender, pursuant to section 11-722 (C) of the Criminal Procedure Article of the Annotate Code of Maryland. A firm or person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 5 years or a fine not exceeding \$5,000 or both.

**The statements contained in this affidavit shall be incorporated into the awarded contract as material provisions and shall be effective throughout the life of the contract. The firm has a continuing obligation through the life of the contract to submit a revised affidavit should the firm discover information, or events occur, which render the contents of this affidavit erroneous or incomplete or which would result in the firm providing a different response. The firm's failure to submit a revised affidavit within three (3) working days of either its awareness of any error, change of circumstances, incompleteness, etc., or request by the owner shall constitute breach of contract. Upon submission of a revised affidavit, the owner has the right to take such actions as may be necessary, in the judgement of the owner, to maintain and enforce the provisions of the affidavit, including termination of the contract.**

**I DO SOLEMNLY DECLARE AND AFFIRM** under the penalties of perjury that the contents of these affidavits (Statutory and Non-Collusion) are true and correct, that I am executing this Affidavit in compliance with Section 16-311 of the State Finance and Procurement Article, Annotated Code of Maryland, and the Non-Collusion Certification in compliance with requirements of the Board of Education of Howard County Maryland, and that I am executing and submitting this Form of Proposal on behalf of and as authorized by the bidder named below.

\_\_\_\_\_  
(Signature of Bidder) (Date)

\_\_\_\_\_  
(Title)

SUBSCRIBED AND SWORN to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

NOTARY PUBLIC

Name \_\_\_\_\_ Seal: \_\_\_\_\_

My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
(Legal Name of Company)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City) (State) (Zip)

\_\_\_\_\_  
(Telephone) (Fax)

\_\_\_\_\_  
(E-mail address)

Contractor's License Number # \_\_\_\_\_

We are/I am licensed to do business in the State of Maryland as a:  
( ) Corporation ( ) Partnership ( ) Individual ( ) Other

3.1 - If commercial general or other liability insurance purchased by the Contractor has been issued on a "claims made" basis, the Contractor must comply with the following additional conditions:

- i. Agree to provide certificates of insurance evidencing the above coverages for a period of two years after final payment for the contract. Such certificates shall evidence a retroactive date, no later than the beginning of the Contractors' or Subcontractors' Work under this contract, or
- ii. Purchase an extended (minimum two years) reporting period endorsement for the policy or policies in force during the term of this contract and evidence the purchase of this extended reporting period endorsement by means of a certificate of insurance or a copy of the endorsement itself.

## **BUILDERS RISK INSURANCE**

### **4 - Builders Risk Insurance**

4.1 - The owner shall purchase and maintain builders risk insurance with a limit equal to the initial contract amount and any amendments to the contract which affect the project cost on a replacement cost basis. Insurance shall be maintained until final payment under the contract has been made or until no person or entity other than the Board of Education of Howard County Maryland has an insurable interest in the covered property, whichever is earlier. The builders risk insurance shall include the Board of Education of Howard County Maryland, Contractor, Subcontractors and Sub-subcontractors as named insureds.

4.2 - Insurance shall be on an all-risks policy form including the perils of fire, extended coverage, theft, vandalism, malicious mischief, collapse, and earthquake. Coverage is to apply for demolition occasioned by enforcement of any applicable legal requirements, and architect's fees. Coverage for the peril of flood shall not be required unless otherwise provided in the Contract Documents.

4.3 - The Contractor shall be responsible for payment for any deductibles applicable to the coverages. The deductible amount applicable to this contract is \$10,000.00.

4.4 - Unless otherwise provided in the Contract Documents, the builders risk insurance shall cover materials to be incorporated into the project which are stored off the site.

4.5 - The owner shall purchase and maintain boiler and machinery insurance. The boiler and machinery insurance shall cover objects during installation and until final acceptance by the Board of Education of Howard County Maryland.

4.6 - The Board of Education of Howard County Maryland and Contractor waive all rights against each other and any of their Subcontractors, Sub-subcontractors, elected or appointed officials, agents, employees, and consultants for damages caused by perils covered by this builders risk insurance or to the property insurance applicable to the project. The policies shall provide such waivers of subrogation by endorsement or otherwise.

4.7 - Any loss under builders risk insurance shall be payable to the Board of Education of Howard County Maryland as fiduciary for the insureds, as their interests may appear, subject to any mortgagee clause. The Contractor shall pay Subcontractors their just shares of insurance proceeds received by the Contractor, and by appropriate agreements, written where legally required for validity, shall require Subcontractors to make payments to their Sub-subcontractors in similar manner

4.8 - The Board of Education of Howard County Maryland as fiduciary, shall have the right to adjust and settle a loss with insurers.

4.9 - The insurance company providing the builders risk coverage shall grant permission for the Board of Education of Howard County Maryland to partially occupy or use the premises under construction prior to final acceptance.



**AGREEMENT FOR PROFESSIONAL SERVICES**

AGREEMENT # \_\_\_\_\_

THIS AGREEMENT is entered into this \_\_\_th day of \_\_\_\_\_ 2019, by and between the Board of Education of Howard County (hereinafter referred to as the "Board") and \_\_\_\_\_ (hereinafter referred to as the "Contractor").

**RECITALS**

WHEREAS, the Contractor submitted a proposal to RFP #\_\_\_\_, \_\_\_\_\_ issued by the Board and has been selected to perform \_\_\_\_\_ services in accordance with the terms and conditions expressed in the RFP;

WHEREAS, the Board desires the Contractor to perform certain work and services, on the terms and conditions herein set forth and the Contractor is ready, willing, and able to perform such work and services; and

WHEREAS, this Agreement shall be administered by the Project Manager or such other persons designated by The Board of Education; and

NOW, THEREFORE, in consideration of the premises contained herein and the promises each to the other made, the parties hereby agree as follows:

**ARTICLE I - CATEGORY OF WORK AND SERVICES**

The work and services to be performed by the Contractor shall be in accordance with the following documents:

RFP #\_\_\_\_, \_\_\_\_\_  
Proposal Response per dated \_\_\_\_\_.

**ARTICLE II - TERMS AND CONDITIONS**

Contractor agrees to perform the work and services required under this Agreement in accordance with RFP # \_\_\_\_\_ whose general terms, conditions and specifications and General Provisions for Professional Services are incorporated herein by reference.

**ARTICLE III - TERM OF AGREEMENT**

The term of agreement shall begin on the date indicated above and continue for a period of \_\_\_\_\_ year(s), terminating \_\_\_\_\_. *The agreement may be extended \_\_\_\_\_ additional one-year periods at the sole option of the Board of Education.*

**ARTICLE IV - PAYMENTS AND SCHEDULE OF PAYMENTS**

The Contractor shall receive full compensation for all work and services performed according to conditions outlined in the solicitation.

**ARTICLE V - INSURANCE**

The Contractor agrees to and has complied with the insurance requirements set forth in the RFP.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above-written.

WITNESS:

BOARD OF EDUCATION OF HOWARD  
COUNTY

By: \_\_\_\_\_(SEAL)  
Mavis Ellis, Chair  
Board of Education of Howard County

APPROVED:

By: \_\_\_\_\_(SEAL)  
Michael J. Martirano, Ed. D., Superintendent  
Howard County Public School System

WITNESS:

By: \_\_\_\_\_  
Signature  
\_\_\_\_\_  
Typed Title  
\_\_\_\_\_  
Company Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State Zip  
\_\_\_\_\_  
Telephone Fax

## CONTRACTOR PERFORMANCE/EVALUATION SCORECARD

Upon completion of a project or at any time during the project, the awarded contractor shall receive a performance evaluation scorecard rating the contractor's performance on the project. The evaluation scorecard will become part of the contractor's permanent file. A sample Contractor Performance/Evaluation Scorecard is included with the bid documents.

The evaluation scorecard shall include the following performance indicators; Quality of Work, Responsiveness, Professionalism, Resources, Schedule Management, Quality Control, Deficiency Resolution, Submittal Management, Training, Appearance, Security, Safety, Utility Conservation, Disruptions, Quality of Materials, Emergency Response, Hazardous Materials, Innovation, Teamwork, Cost Management, Billing, Compliance.

A contractor shall have up to 3 weeks after notification to appeal, challenge or otherwise dispute the scorecard results. After the 3-week period, the scorecard shall be considered final and accepted by the contractor.

A contractor receiving a 70% or less overall evaluation scorecard rating for a project may be disqualified for bidding on any future projects with the HCPSS for a period of three (3) years and/or for the remaining contract term including renewal options.

**Name of Contractor:** \_\_\_\_\_

**Name of Project:** \_\_\_\_\_ **Contract/Bid Number:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_ **Department:** \_\_\_\_\_

Please take a moment to tell us about this contractor's performance. We will summarize all the information we obtain about each contractor and provide it to them. Supporting documentation shall be required to support any scores noted on the performance evaluation scorecard.

**HOW SATISFIED.** Please tell us **how satisfied** you are with the **performance** of the contractor named above. Circle a 10 if you are highly satisfied with their performance on a measure. Circle a 1 if you are highly dissatisfied with their performance on a measure. Circle a number in between to show different degrees of satisfaction. Circle **N/A** for any performance indicators that do not apply to the project. There are no right or wrong answers; just tell us how you feel.

**A contractor receiving a 70% or less overall evaluation scorecard rating for a project may be disqualified for bidding on any future projects with the HCPSS for a period of three (3) years and/or for the remaining contract term including renewal options. The contractor shall be notified of their performance status after each project.**

Satisfaction with the contractor's performance:	<b>Highly Dissatisfied</b>	<b>Highly Satisfied</b>
1. <b>Quality of Work.</b> The contractor's ability to do the job right the first time.	1 2 3 4 5 6 7 8 9 10	N/A
2. <b>Responsiveness.</b> The contractor's ability to adapt to changes and meet unusual needs.	1 2 3 4 5 6 7 8 9 10	N/A
3. <b>Professionalism.</b> The courtesy and standards of conduct maintained by the contractor and his or her employees.	1 2 3 4 5 6 7 8 9 10	N/A
4. <b>Resources.</b> The contractor's ability to provide his or her employees with the tools, parts, and supplies needed to do the job.	1 2 3 4 5 6 7 8 9 10	N/A
5. <b>Schedule Management.</b> The contractor's ability to show up when scheduled and complete the work on time.	1 2 3 4 5 6 7 8 9 10	N/A
6. <b>Quality Control.</b> The contractor's ability to identify problems and deficiencies before you do.	1 2 3 4 5 6 7 8 9 10	N/A

## CONTRACTOR PERFORMANCE/EVALUATION SCORECARD

7. <b>Deficiency Resolution.</b> The contractor's ability to rapidly correct deficiencies in his or her work.	1 2 3 4 5 6 7 8 9 10 N/A
8. <b>Submittal Management.</b> The contractor's ability to provide submittals In a timely and efficient manner.	1 2 3 4 5 6 7 8 9 10 N/A
9. <b>Training.</b> The contractor's ability to provide employees well-trained in all aspects of their jobs.	1 2 3 4 5 6 7 8 9 10 N/A
10. <b>Appearance.</b> The contractor's ability to keep uniforms, tools, and vehicles clean so as to portray a positive image.	1 2 3 4 5 6 7 8 9 10 N/A
11. <b>Security.</b> The contractor's ability to safeguard your facilities and assets.	1 2 3 4 5 6 7 8 9 10 N/A
12. <b>Safety.</b> The contractor's ability to keep the workplace safe and comply with OSHA requirements.	1 2 3 4 5 6 7 8 9 10 N/A
13. <b>Utility Conservation.</b> The contractor's ability to use only the water, gas, electricity, and air conditioning needed to do the job.	1 2 3 4 5 6 7 8 9 10 N/A
14. <b>Disruptions.</b> The contractor's ability to keep interruptions to the operations of your firm or agency to a minimum.	1 2 3 4 5 6 7 8 9 10 N/A
16. <b>Quality of Materials.</b> The contractor's ability to use high quality parts and supplies.	1 2 3 4 5 6 7 8 9 10 N/A
17. <b>Emergency Response.</b> The contractor's ability to rapidly restore normal operations after an emergency, power outage, or severe weather.	1 2 3 4 5 6 7 8 9 10 N/A
18. <b>Hazardous Materials.</b> The contractor's ability to properly handle hazardous materials.	1 2 3 4 5 6 7 8 9 10 N/A
19. <b>Innovation.</b> The contractor's ability to use new materials and adopt new methods to increase effectiveness.	1 2 3 4 5 6 7 8 9 10 N/A
20. <b>Teamwork.</b> The contractor's ability to be a team player in order to assist in accomplishing the objectives of your firm or agency.	1 2 3 4 5 6 7 8 9 10 N/A
21. <b>Cost Management.</b> The reasonableness of the contractor's costs, especially for contract changes.	1 2 3 4 5 6 7 8 9 10 N/A
22. <b>Billing.</b> The contractor's ability to present correct and properly documented invoices.	1 2 3 4 5 6 7 8 9 10 N/A
23. <b>Compliance.</b> The contractor complied with all rules, requests, regulations And requirements. This includes compliance with instructions Regarding interactions with students, staff and others.	1 2 3 4 5 6 7 8 9 10 N/A



**ATTACHMENT H**

**LISTING OF NETWORK PRINTERS REPORTING TO FM AUDIT**

<b>Manufacturer</b>	<b>Model</b>	<b>Device Serial Number</b>	<b>Mono Pages Last Meter</b>	<b>Color Pages Last Meter</b>
BROTHER	HL-2270DW series	U62674D4N216743	12,342	-
BROTHER	HL-5370DW series	H0J722107	21,124	-
BROTHER	HL-L2360D series	U63883K5N304837	13,306	-
BROTHER	HL-L2380DW series	U63886G6N721199	3,209	-
BROTHER	HL-L8350CDW series	U63777D4J129650	3,876	8,456
BROTHER	MFC-7440N	E9N192440	57,869	-
BROTHER	MFC-L5900DW series	U64203E9N185211	4,388	-
CANON	D1300 Series	HQS24784	44,981	-
CANON	MF8200C Series	PWL72338	3,214	6,482
DELL	2135cn MFP	0932185146	2,890	9,838
DELL	Laser Printer 5100cn		27,310	-
DELL	Laser Printer 5100cn		159,741	-
DELL	MFP E515dw	V0HFC0D5590034	10,673	-
EPSON	WF-2540 Series	QKEY403222	295	1,064
EPSON	WF-7210 Series	X46C007328	4	60
HP	4500 G510g-m	CN06FF50HQ05CQ	7,315	-
HP	5740 series	TH5BC4Y0SW05ZF	2,329	-
HP	6940 series	MY75M9R42Z04Q9	13,411	-
HP	6940 series	MY78EBS2R604Q9	25,879	-
HP	Business Inkjet 2800	TH82C5Z002	7,986	-
HP	color LaserJet 2550 series	CNGFH01859	2,013	19,260
HP	color LaserJet 2550 series	CNGHH33013	5,727	13,201
HP	color LaserJet 2550 series	CNGGG22372	6,836	36,615
HP	Color LaserJet 2600n	CNHC7362YS	-	24,304

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
HP	Color LaserJet 2600n	CNGC6531PW	622	8,469
HP	Color LaserJet 2600n	CNHC73X106	1,569	2,466
HP	Color LaserJet 2600n	CNGC681054	6,838	19,537
HP	Color LaserJet 2600n	CNGC66C16T	11,730	24,895
HP	Color LaserJet 3600	CNGBD07895	11,923	105,914
HP	Color LaserJet 3800	CNYBD37472	8,473	10,319
HP	Color LaserJet 3800	CNWBF07819	10,914	15,918
HP	Color LaserJet 3800	CNYBF24256	12,446	29,157
HP	Color LaserJet 3800	CNYBB06122	16,063	56,341
HP	Color LaserJet 3800	CNYBB17571	17,490	15,572
HP	Color LaserJet 3800	CNYBF23711	36,751	82,288
HP	color LaserJet 4600		6,061	11,237
HP	color LaserJet 4600	JPCKF23812	34,204	107,812
HP	color LaserJet 4650	JPDAD02744	29,483	79,389
HP	Color LaserJet 4700	JP8LB68852	11,574	36,353
HP	Color LaserJet 4700	JP4LD01685	14,251	52,040
HP	Color LaserJet 4700	JP8RB84317	14,966	71,714
HP	Color LaserJet 4700	JP8RB74049	17,355	49,965
HP	Color LaserJet 4700	JP4LB17372	23,772	60,432
HP	Color LaserJet 4700	JPTLB46066	29,864	50,117
HP	Color LaserJet 4700	JP8LB45695	33,504	109,460
HP	Color LaserJet 4700	JPGLB10328	47,558	105,133
HP	Color LaserJet 4700	JPTLB44070	49,180	127,924
HP	Color LaserJet 4700	JPRLC18436	50,746	168,532
HP	Color LaserJet 4700	JPTLB60544	52,312	131,979
HP	Color LaserJet 4700	JP2LB72077	63,727	125,060

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
HP	Color LaserJet 4700	JPTLD01840	69,548	145,198
HP	Color LaserJet 4700	JP4LC09683	105,757	170,940
HP	Color LaserJet CM1312nfi MFP	CNF8B3RJ1X	1,554	6,142
HP	Color LaserJet CM1312nfi MFP	CND8986KW8	2,101	1,617
HP	Color LaserJet CM1312nfi MFP	CNF8B5KR7G	4,284	13,931
HP	Color LaserJet CM1312nfi MFP	CNF8B5KR79	9,295	18,253
HP	Color LaserJet CM1312nfi MFP	CNF8B82RYS	12,038	1,701
HP	Color LaserJet CM1312nfi MFP	CNF8B6JJQ4	15,735	24,819
HP	Color LaserJet CP2025dn	CNGS366289	295	9,591
HP	Color LaserJet CP2025dn	CNGS456788	318	8,187
HP	Color LaserJet CP2025dn	CNGS430089	813	9,852
HP	Color LaserJet CP2025dn	CNGS320648	873	15,608
HP	Color LaserJet CP2025dn	CNGS406225	983	31,432
HP	Color LaserJet CP2025dn	CNGS366763	1,064	17,213
HP	Color LaserJet CP2025dn	CNGS341037	1,111	8,404
HP	Color LaserJet CP2025dn	CNGS488972	1,405	5,846
HP	Color LaserJet CP2025dn	CNGS428616	1,431	22,940
HP	Color LaserJet CP2025dn	CNGS382404	1,572	18,165
HP	Color LaserJet CP2025dn	CNGS207046	1,979	10,574
HP	Color LaserJet CP2025dn	CNGS463753	2,130	4,427
HP	Color LaserJet CP2025dn	CNGS463758	2,354	6,059
HP	Color LaserJet CP2025dn	CNGS496504	3,253	21,109
HP	Color LaserJet CP2025dn	CNGS429783	4,491	85,747
HP	Color LaserJet CP2025dn	CNGS494626	4,959	33,330
HP	Color LaserJet CP2025dn	CNGS381472	9,323	16,858
HP	Color LaserJet CP2025dn	CNGS364109	13,302	30,424

<b>Manufacturer</b>	<b>Model</b>	<b>Device Serial Number</b>	<b>Mono Pages Last Meter</b>	<b>Color Pages Last Meter</b>
HP	Color LaserJet CP2025dn	CND1R52403	15,056	29,311
HP	Color LaserJet CP3505	CNBC82G06H	5,366	19,821
HP	Color LaserJet CP3505	CNBC75Z0BB	8,382	30,956
HP	Color LaserJet CP3505	CNBC75R06Y	14,291	56,775
HP	Color LaserJet CP3505	CNBC88V00C	17,926	37,218
HP	Color LaserJet CP3505	CNBC75R0LV	23,678	35,242
HP	Color LaserJet CP3505	CNBC77J26S	29,806	82,584
HP	Color LaserJet CP3505	CNBC7820Y4	65,753	118,929
HP	Color LaserJet CP3505	VNB3M77123	66,466	58,559
HP	Color LaserJet CP3525	CNCC8C90TQ	12,076	15,832
HP	Color LaserJet CP3525	CNCC88T027	21,602	73,528
HP	Color LaserJet CP3525	CNCC8C9078	32,235	71,534
HP	Color LaserJet CP3525	CNCCC8V078	61,296	121,958
HP	Color LaserJet CP4020 Series	JPDCH620JT	1,226	4,792
HP	Color LaserJet CP4020 Series	JPDCG831B6	17,530	64,632
HP	Color LaserJet CP4520 Series	JPBCC7P11B	383	3,694
HP	Color LaserJet CP4520 Series	JPBCB9R03B	3,707	10,510
HP	Color LaserJet CP4520 Series	JPDCF2G08S	7,824	45,567
HP	Color LaserJet CP4520 Series	JPDCF191Z4	8,315	41,457
HP	Color LaserJet CP4520 Series	JPBCC7P15F	15,313	35,807
HP	Color LaserJet CP4520 Series	JPBCCCS04J	15,952	20,382
HP	Color LaserJet CP4520 Series	JP1C984036	24,817	60,665
HP	Color LaserJet CP4520 Series	JPBCCCK06B	24,817	88,006
HP	Color LaserJet CP4520 Series	JPBCC7P0Z6	27,757	79,441
HP	Color LaserJet CP4520 Series	JPCCD6B02T	37,499	92,123
HP	Color LaserJet CP4520 Series	JPBCBB30MN	51,589	128,863

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
HP	Color LaserJet CP4520 Series	JPBCB2J0G6	67,567	256,122
HP	Color LaserJet CP4520 Series	JPBCB3Z0BS	70,999	123,183
HP	Color LaserJet CP5225dn		4,076	8,501
HP	Color LaserJet M452dn	VNB3B63159	30	421
HP	Color LaserJet M452dn	VNB3B94111	46	377
HP	Color LaserJet M452dn	VNB3M88477	59	1,680
HP	Color LaserJet M452dn	VNB3B63168	66	236
HP	Color LaserJet M452dn	JPDDQ00444	66	336
HP	Color LaserJet M452dn	VNB3B95923	94	1,456
HP	Color LaserJet M452dn	LQA6940654	147	1,595
HP	Color LaserJet M452dn	VNB3B95818	187	1,397
HP	Color LaserJet M452dn	VNB3M98929	206	1,102
HP	Color LaserJet M452dn	VNB3M88488	227	279
HP	Color LaserJet M452dn	VNB3B88099	243	1,098
HP	Color LaserJet M452dn	VNB3B60118	253	1,750
HP	Color LaserJet M452dn	VNB3K02440	332	732
HP	Color LaserJet M452dn	VNB3M69760	349	705
HP	Color LaserJet M452dn	VNB3B98737	365	1,005
HP	Color LaserJet M452dn	VNB3M69817	425	2,133
HP	Color LaserJet M452dn	VNB3M69797	429	1,202
HP	Color LaserJet M452dn	VNB3M99522	476	1,339
HP	Color LaserJet M452dn	Q652X47831	493	2,776
HP	Color LaserJet M452dn	VNB3M57814	624	1,579
HP	Color LaserJet M452dn	VNB3B53961	656	4,007
HP	Color LaserJet M452dn	VNB3M72890	677	1,627
HP	Color LaserJet M452dn	VNB3M69809	756	1,806

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
HP	Color LaserJet M452dn	VNB3B53955	934	2,405
HP	Color LaserJet M452dn	VNB3M69811	951	7,636
HP	Color LaserJet M452dn	VNB3M57820	1,028	6,943
HP	Color LaserJet M452dn	VNB3M57818	1,430	5,414
HP	Color LaserJet M452dn	VNB3B45723	1,507	4,723
HP	Color LaserJet M452dn	VNB3B60152	1,618	6,210
HP	Color LaserJet M452dn	VNB3B63165	2,094	3,365
HP	Color LaserJet M452dn	VNB3B80512	2,151	12,242
HP	Color LaserJet M452dn	VNB3K11238	2,750	12,247
HP	Color LaserJet M452dn	JPBCBDW022	2,898	8,501
HP	Color LaserJet M452dn	VNB3K00731	3,255	2,847
HP	Color LaserJet M452dn	VNB3M69710	5,537	18,505
HP	Color LaserJet M452dw	VNB3Z02713	836	1,422
HP	Color LaserJet M452dw	VND3D00628	951	4,259
HP	Color LaserJet M553	JPCCL1G0Y6	314	919
HP	Color LaserJet M553	JPBCK122RZ	1,127	6,014
HP	Color LaserJet M651	JPCCG5N217	426	4,605
HP	Color LaserJet M651	JPC CJ4S09C	1,628	19,645
HP	Color LaserJet M651	JPC CJ6G24G	1,921	9,770
HP	Color LaserJet M651	JPC CHD91BL	2,698	4,707
HP	Color LaserJet M651	CNBC7581G9	2,772	7,219
HP	Color LaserJet M651	JPC CG6V01B	3,102	9,584
HP	Color LaserJet M651	JPC CH8508N	3,723	19,736
HP	Color LaserJet M651	JPC CG7P1HS	4,332	11,246
HP	Color LaserJet M651	JPC CH2T0N9	4,774	25,368
HP	Color LaserJet M651	JPBCG4W0X3	8,147	8,022

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
HP	Color LaserJet M651	JPCCH2T0ND	8,776	25,956
HP	Color LaserJet M651	JPCCG5N21K	11,338	30,710
HP	Color LaserJet M651	JPCCHD91CZ	11,520	53,089
HP	Color LaserJet M651	JPCCH850LY	12,899	27,445
HP	Color LaserJet M651	JPCCJ9X27L	12,945	44,037
HP	Color LaserJet M651	JPBCG4J05R	15,750	39,047
HP	Color LaserJet M651	JPCCH450RX	21,139	69,411
HP	Color LaserJet M651	JPCCG8W19Y	21,496	60,356
HP	Color LaserJet M651	JPCCG8D0YQ	35,583	66,823
HP	Color LaserJet M651	JPCCH9J17P	44,003	143,940
HP	Color LaserJet M651	JPBCG560V7	63,427	44,209
HP	Color LaserJet M651	JPCCJ5Y1CZ	77,489	70,916
HP	Color LaserJet M651	JPBCG560JG	102,151	93,427
HP	Color LaserJet M652	JPBCKBL0Y3	7,740	79,399
HP	Color LaserJet M653	JPBCKCR0CT	936	13,697
HP	Color LaserJet MFP M277dw	VNB8H5CN21	816	1,104
HP	Color LaserJet MFP M277dw	VNBKK6FHSC	1,100	1,244
HP	Color LaserJet MFP M277dw	VNB8H7L70Z	1,597	13,152
HP	Color LaserJet MFP M277dw	VNB8H5D8XL	2,366	6,907
HP	Color LaserJet MFP M277dw	VNB8HB8KH4	2,687	5,752
HP	Color LaserJet MFP M277dw	VNB8K4VB0L	3,498	2,059
HP	Color LaserJet MFP M277dw	VNB8HCK587	4,360	3,540
HP	Color LaserJet MFP M277dw	VNB8JCDBJY	4,386	9,008
HP	Color LaserJet MFP M277dw	VNB8H6B9RM	7,182	11,422
HP	Color LaserJet MFP M277dw	VNB8H6HNPM	11,188	10,739
HP	Color LaserJet MFP M277dw	VNBKK5S06P	11,476	450

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
HP	Color LaserJet MFP M477fnw	VNBKL6M6D5	103	353
HP	Color LaserJet Pro M252dw	VNB3F54464	1,428	1,541
HP	Color LaserJet Pro M252dw	VNB3B89600	1,845	5,201
HP	Color LaserJet Pro M252dw	VNB3B32120	2,353	4,900
HP	Color LaserJet Pro M252dw	VNB3B28780	4,814	6,770
HP	Color LaserJet Pro M453-4	VNB3S01655	-	2,256
HP	ColorLaserJet MFP M278-M281	VNBNM4822Y	11	97
HP	ColorLaserJet MFP M278-M281	VNBNM2V3LL	13	200
HP	ColorLaserJet MFP M278-M281	VNBNLD96XB	16	105
HP	ColorLaserJet MFP M278-M281	VNBNLCJ044	27	79
HP	ColorLaserJet MFP M278-M281	VNBNM5MB7C	40	110
HP	ColorLaserJet MFP M278-M281	VNBNLCJ099	92	874
HP	ColorLaserJet MFP M278-M281	VNBNL8M71Y	132	872
HP	ColorLaserJet MFP M278-M281	VNBNM4827D	167	192
HP	ColorLaserJet MFP M278-M281	VNBNL6CCY7	212	849
HP	ColorLaserJet MFP M278-M281	VNBNL7C13Q	216	1,867
HP	ColorLaserJet MFP M278-M281	VNBNL2093D	219	1,037
HP	ColorLaserJet MFP M278-M281	VNBNM1B82P	422	1,138
HP	ColorLaserJet MFP M278-M281	VNBNL2091V	535	1,424
HP	ColorLaserJet MFP M278-M281	VNBNL6CDM0	599	891
HP	ColorLaserJet MFP M278-M281	VNBNM4810Z	922	129
HP	ColorLaserJet MFP M278-M281	VNBNL6CDLQ	1,093	4,597
HP	ColorLaserJet MFP M278-M281	VNBKNC430M	3,059	9,609
HP	Designjet T1300	CN21K7H03F	-	-
HP	Designjet T1300 PostScript	CN48QKH01T	-	-
HP	LaserJet 1200	CNDX040530	46,316	-
HP	LaserJet 1300n	CNCB126508	23,394	-

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
HP	LaserJet 1300n	CNCB126489	47,185	-
HP	LaserJet 1300n	CNCB109964	115,789	-
HP	LaserJet 1300n	CNCB164069	135,109	-
HP	LaserJet 1320 series	CNHC5800NR	4,938	-
HP	LaserJet 1320 series		12,180	-
HP	LaserJet 1320 series		13,990	-
HP	LaserJet 1320 series		15,045	-
HP	LaserJet 1320 series	CNFC53B4GF	15,866	-
HP	LaserJet 1320 series	CNFC53B4GJ	16,587	-
HP	LaserJet 1320 series	CNFC55J1D5	17,537	-
HP	LaserJet 1320 series	CNRC6943GV	17,739	-
HP	LaserJet 1320 series	CNBC4C311C	18,051	-
HP	LaserJet 1320 series	CNFC53B4FT	22,637	-
HP	LaserJet 1320 series	CNHC63J1K8	23,326	-
HP	LaserJet 1320 series	CNFC55J1DC	24,666	-
HP	LaserJet 1320 series	CNHC65X1ND	24,889	-
HP	LaserJet 1320 series	CNFC53B4G6	25,706	-
HP	LaserJet 1320 series	CNRC6BF3DJ	28,004	-
HP	LaserJet 1320 series	CNHC6570DJ	30,537	-
HP	LaserJet 1320 series	CNBC48J08Z	30,918	-
HP	LaserJet 1320 series	CNFC55J1D4	34,139	-
HP	LaserJet 1320 series	CNHC6570G2	35,020	-
HP	LaserJet 1320 series	CNRC6943H2	36,532	-
HP	LaserJet 1320 series	CNRC6BF3HV	37,448	-
HP	LaserJet 1320 series	CNFC55J1DN	38,549	-
HP	LaserJet 1320 series	CNHC58K0NV	38,578	-

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
HP	LaserJet 1320 series	CNFC55T27J	40,682	-
HP	LaserJet 1320 series	CNHC65X0YN	40,773	-
HP	LaserJet 1320 series	CNHC63J1JW	44,120	-
HP	LaserJet 1320 series		45,790	-
HP	LaserJet 1320 series	CNFC55J1D0	50,363	-
HP	LaserJet 1320 series	JPCCH8508Y	50,898	-
HP	LaserJet 1320 series	CNHC65X0YR	59,300	-
HP	LaserJet 1320 series	CNHC5DC0J6	90,053	-
HP	LaserJet 1320 series	CNFC55T28W	96,728	-
HP	LaserJet 1320 series	CNFC53B4GH	97,116	-
HP	LaserJet 1320 series	CNFC55J1D1	131,127	-
HP	LaserJet 200 colorMFP M276nw	CNF8GDSP65	541	1,346
HP	LaserJet 200 colorMFP M276nw	CNF8G7L07C	576	403
HP	LaserJet 200 colorMFP M276nw	CNF8G2B8J3	1,025	3,287
HP	LaserJet 200 colorMFP M276nw	CND8F7XD4S	1,154	5,367
HP	LaserJet 200 colorMFP M276nw	CNF8GBB379	1,690	12,326
HP	LaserJet 200 colorMFP M276nw	CND8F3C4LK	1,733	1,397
HP	LaserJet 200 colorMFP M276nw	CND8F3C2TW	2,037	4,060
HP	LaserJet 200 colorMFP M276nw	CND8FDC7XS	2,403	9,022
HP	LaserJet 200 colorMFP M276nw	CNF8GBB37Y	2,412	3,382
HP	LaserJet 200 colorMFP M276nw	CNF8GDSNZR	4,485	2,750
HP	LaserJet 200 colorMFP M276nw	CND8F3C317	5,599	7,012
HP	LaserJet 200 colorMFP M276nw	CNF8H1W8VH	6,141	2,137
HP	LaserJet 200 colorMFP M276nw	Q652943475	6,157	4,158
HP	LaserJet 200 colorMFP M276nw	CNF8GBB372	6,159	7,635
HP	LaserJet 200 colorMFP M276nw	CNF8G2B8TC	6,209	5,532

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
HP	LaserJet 200 colorMFP M276nw	CND8F3C2L4	7,853	14,624
HP	LaserJet 200 colorMFP M276nw	CND8F3C2LJ	8,493	11,788
HP	LaserJet 200 colorMFP M276nw	CNF8G2926X	8,792	5,142
HP	LaserJet 200 colorMFP M276nw	CND8F7ZF22	11,411	9,075
HP	LaserJet 200 colorMFP M276nw	CND8F3C7FC	13,497	36,523
HP	LaserJet 200 colorMFP M276nw	CNF8G64CT0	13,801	6,158
HP	LaserJet 2200	JPGGR32022	49,947	-
HP	LaserJet 2200		86,549	-
HP	LaserJet 2300 series	CNBDC65560	30,022	-
HP	LaserJet 2300 series	CNBDB53722	42,880	-
HP	LaserJet 2300 series		47,110	-
HP	LaserJet 2300 series	CNBCB32367	52,580	-
HP	LaserJet 2300 series	CNBDC62647	69,694	-
HP	LaserJet 2420	CNGKC14259	24,127	-
HP	LaserJet 2420	CNGKC16418	56,569	-
HP	LaserJet 2420	CNGKC14260	74,048	-
HP	LaserJet 2420	CNGKC16405	98,832	-
HP	LaserJet 2420	CNGJD09717	116,612	-
HP	LaserJet 2430	CNGJF44815	20,876	-
HP	LaserJet 2430	CNGKK71414	52,967	-
HP	LaserJet 2430	CNGKL24175	69,369	-
HP	LaserJet 2430	CNGJD53160	77,022	-
HP	LaserJet 2430	CNGJF49899	80,889	-
HP	LaserJet 2430	CNGJF32804	83,976	-
HP	LaserJet 2430	CNGKJ41207	143,165	-
HP	LaserJet 2430	CNDJB36998	240,931	-

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
HP	LaserJet 3055	CNBK430925	107,235	-
HP	LaserJet 400 color M451dn	CNDF261687	459	4,656
HP	LaserJet 400 color M451dn	CNBH504641	1,929	3,523
HP	LaserJet 400 color M451dn	CNBH505295	2,930	5,148
HP	LaserJet 400 color M451dn	CNBH402184	3,554	11,712
HP	LaserJet 400 color M451dn	CNBH101302	6,317	19,717
HP	LaserJet 400 color M451dn	CNDF261724	6,757	11,969
HP	LaserJet 400 color M451dn	CNBH110843	7,342	20,935
HP	LaserJet 400 color M451dn	CNDF301828	7,387	28,910
HP	LaserJet 400 color M451dn	CNBH404703	9,028	15,055
HP	LaserJet 400 color M451dn	CNBH211182	10,300	19,908
HP	LaserJet 400 color M451dn	CNBH407476	14,954	46,726
HP	LaserJet 400 color M451nw	CNDG300345	4,025	8,422
HP	LaserJet 400 color M451nw	CNDG222211	12,998	40,476
HP	LaserJet 400 color M451nw	CNDG313358	13,033	28,976
HP	LaserJet 400 M401dn	VNB4M10789	9,939	-
HP	LaserJet 400 M401dn	JPBDY16714	11,866	-
HP	LaserJet 400 M401dn	VNB3N04569	25,145	-
HP	LaserJet 400 M401dn	VNB3N11705	25,619	-
HP	LaserJet 400 M401dn	VNB3N04575	29,365	-
HP	LaserJet 400 M401dne	PHGFB87928	553	-
HP	LaserJet 400 M401dne	PHGFB87932	2,409	-
HP	LaserJet 400 M401dne	PHGFD73457	2,949	-
HP	LaserJet 400 M401dne	PHGFB87933	3,326	-
HP	LaserJet 400 M401dne	PHGFD73453	4,122	-
HP	LaserJet 400 M401dne	PHGFD73456	4,608	-

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
HP	LaserJet 400 M401dne	PHGFB87925	5,614	-
HP	LaserJet 400 M401dne	PHGFC80234	5,910	-
HP	LaserJet 400 M401dne	PHGFC80247	8,005	-
HP	LaserJet 400 M401dne	PHGFD73455	9,069	-
HP	LaserJet 400 M401dne	PHGFB87929	13,038	-
HP	LaserJet 400 M401dne	PHGFC80243	16,216	-
HP	LaserJet 400 M401dne	VNG3H04096	18,601	-
HP	LaserJet 400 M401dne	CNRXL99819	20,005	-
HP	LaserJet 400 M401dne	PHGFB87930	39,321	-
HP	LaserJet 400 M401dne	PHGFB73905	48,945	-
HP	LaserJet 400 M401n	PHGDD51098	21,020	-
HP	LaserJet 4000 Series	USQL003408	87,369	-
HP	LaserJet 4050 Series	USQL034804	64,212	-
HP	LaserJet 4050 Series	USBB230727	73,803	-
HP	LaserJet 4050 Series	USQC047411	83,527	-
HP	LaserJet 4050 Series	USBB238184	95,510	-
HP	LaserJet 4050 Series	USQB021963	117,844	-
HP	LaserJet 4050 Series	USQJ012459	140,650	-
HP	LaserJet 4050 Series	USQL021067	147,611	-
HP	LaserJet 4050 Series	USQL061770	189,115	-
HP	LaserJet 4100 Series	CNFC53B4GT	1,416	-
HP	LaserJet 4100 Series	USLNJ33398	42,097	-
HP	LaserJet 4100 Series	USLNK24415	75,069	-
HP	LaserJet 4100 Series	JPLGD21355	132,690	-
HP	LaserJet 4100 Series	USJNF02651	133,931	-
HP	LaserJet 4100 Series	USGNH03290	160,794	-

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
HP	LaserJet 4100 Series	USLNH24728	267,590	-
HP	LaserJet 4200	USGNP48860	57,524	-
HP	LaserJet 4200	CNDCH5D0K1	124,394	-
HP	LaserJet 4200	CNBX418499	125,178	-
HP	LaserJet 4200	USGNN26967	128,502	-
HP	LaserJet 4200	USDNM04337	162,302	-
HP	LaserJet 4200	USDNN00847	169,582	-
HP	LaserJet 4200	USDNP00832	170,220	-
HP	LaserJet 4200	CNBX422099	180,903	-
HP	LaserJet 4200	USGNP49930	196,671	-
HP	LaserJet 4200	CNBX115736	214,057	-
HP	LaserJet 4200	USGNX26837	254,349	-
HP	LaserJet 4200	USGNS42466	300,434	-
HP	LaserJet 4200	USDNM04366	305,265	-
HP	LaserJet 4250	JPRGL36565	20,666	-
HP	LaserJet 4250	CNRXR41656	21,460	-
HP	LaserJet 4250	CNRXR82988	39,625	-
HP	LaserJet 4250	JPRGL29063	40,992	-
HP	LaserJet 4250	CNRXG73083	44,426	-
HP	LaserJet 4250	CNRXS10060	47,191	-
HP	LaserJet 4250	CNGXB57766	59,647	-
HP	LaserJet 4250	CNRXR83145	60,076	-
HP	LaserJet 4250	CNGXF84068	63,082	-
HP	LaserJet 4250	CNRXG93685	65,344	-
HP	LaserJet 4250	CNRXK67614	69,609	-
HP	LaserJet 4250	CNRXK67619	72,594	-

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
HP	LaserJet 4250	CNGXF53465	76,449	-
HP	LaserJet 4250	CNRXL99819	86,796	-
HP	LaserJet 4250	CNRXK67604	87,306	-
HP	LaserJet 4250	CNRXS70390	90,164	-
HP	LaserJet 4250	USDXS06330	95,946	-
HP	LaserJet 4250	CNRXJ90257	101,332	-
HP	LaserJet 4250	CNGXD00574	108,101	-
HP	LaserJet 4250	CNGXH08446	108,674	-
HP	LaserJet 4250	CNRXL99808	116,053	-
HP	LaserJet 4250	CNRXS31888	120,150	-
HP	LaserJet 4250	CNBXB34649	123,111	-
HP	LaserJet 4250	CNRXK89438	125,793	-
HP	LaserJet 4250	CNRXR22731	134,982	-
HP	LaserJet 4250	USDXN00540	135,835	-
HP	LaserJet 4250	CNRXG86122	152,881	-
HP	LaserJet 4250	CNGXJ19984	155,595	-
HP	LaserJet 4250	CNGXB82850	222,040	-
HP	LaserJet 4250	CNRXH73369	232,462	-
HP	LaserJet 4250	CNGXC01789	244,694	-
HP	LaserJet 4250	CNGXC23442	255,309	-
HP	LaserJet 4250	CNGXJ28629	293,563	-
HP	LaserJet 4250	CNBXF11802	434,203	-
HP	LaserJet 4250	CNRXL99795	678,369	-
HP	LaserJet 4350	CNBXH01559	230,174	-
HP	LaserJet 500 color M551	CNBCD3V0DV	5,276	14,404
HP	LaserJet 500 color M551	CNCCDDN0SM	12,633	32,996

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
HP	LaserJet 500 color M551	CNBCD6C04M	19,851	59,434
HP	LaserJet 5200	CNGXC22690	12,403	-
HP	LaserJet 5200	CNGXB22063	100,218	-
HP	LaserJet 600 M601	CNCCFBL05N	12,491	-
HP	LaserJet 600 M603	CNCCF1W0N4	302,361	-
HP	LaserJet 600 M603	CNCCF2T1HW	479,699	-
HP	LaserJet 700 M712	CNDCGCK1PP	4,137	-
HP	LaserJet 700 M712	CNDCJ8205H	6,548	-
HP	LaserJet 700 M712	CNDCG711MR	8,762	-
HP	LaserJet 700 M712	CNDCH6J0P4	10,696	-
HP	LaserJet 700 M712	Q652944719	12,772	-
HP	LaserJet 700 M712	CNDCGCN10N	14,258	-
HP	LaserJet 700 M712	CNBCF350GW	15,907	-
HP	LaserJet 700 M712	CNDCGBJ29Z	18,056	-
HP	LaserJet 700 M712	CNDCH8Z02D	18,091	-
HP	LaserJet 700 M712	CNCCG2C021	20,550	-
HP	LaserJet 700 M712	CNDCH331JC	20,577	-
HP	LaserJet 700 M712	CNDCH6B0PX	21,721	-
HP	LaserJet 700 M712	CNDCGBR067	24,732	-
HP	LaserJet 700 M712	CNDCH6J0Q3	26,946	-
HP	LaserJet 700 M712	CNDCGCN10F	28,775	-
HP	LaserJet 700 M712	CNCCG5C0ZM	28,919	-
HP	LaserJet 700 M712	CNDCG900WZ	30,015	-
HP	LaserJet 700 M712	CNDCGB50XZ	30,261	-
HP	LaserJet 700 M712	CNDCH7H10P	31,260	-
HP	LaserJet 700 M712	CNDCGD30C8	33,268	-

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
HP	LaserJet 700 M712	CNBCF5503L	33,899	-
HP	LaserJet 700 M712	CNDCG6H0L5	35,126	-
HP	LaserJet 700 M712	CNDCH4D05S	41,043	-
HP	LaserJet 700 M712	CNDCG8M0B0	50,128	-
HP	LaserJet 700 M712	CNCCG4H1MQ	50,613	-
HP	LaserJet 700 M712	CNCCG4H1MV	52,467	-
HP	LaserJet 700 M712	CNBCF5V0BT	54,579	-
HP	LaserJet 700 M712	CNDCGBJ29Q	55,401	-
HP	LaserJet 700 M712	CNDCGBJ2BH	73,483	-
HP	LaserJet 700 M712	CNBCF5V0BQ	80,913	-
HP	LaserJet 700 M712	CNDCHBJ145	86,925	-
HP	LaserJet 700 M712	CNDCG711GG	87,385	-
HP	LaserJet 700 M712	CNECL2L0LS	88,167	-
HP	LaserJet 700 M712	CNDCH331QZ	128,937	-
HP	LaserJet 700 M712	CNDCH140P3	131,684	-
HP	LaserJet 700 M712	CNDCG8T14C	152,959	-
HP	LaserJet 700 M712	Q652943484	163,659	-
HP	LaserJet 700 M712	CNDCHBJ174	299,144	-
HP	LaserJet 9050	JPRL78809C	938,117	-
HP	LaserJet CM1415fnw	VNK3B17265	267	763
HP	LaserJet CM1415fnw	CNJ6D5NQYW	746	8,990
HP	LaserJet CM1415fnw	CNH8C8VR1C	1,185	25,883
HP	LaserJet CM1415fnw	CNH8C73Q0Y	2,279	4,651
HP	LaserJet CM1415fnw	CNJ6D3HQ47	3,323	3,124
HP	LaserJet CM1415fnw	CNH8C74QBV	4,530	21,806
HP	LaserJet CM1415fnw	CNH8D26QT2	5,058	8,756

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
HP	LaserJet CM1415fnw	CNH8C9JRDZ	5,542	13,870
HP	LaserJet CM1415fnw	CNH8C45R2Z	7,679	17,162
HP	LaserJet CP1525nw	CNBF172527	87	4,709
HP	LaserJet M1536dnf MFP	CNC9C8TCHM	921	-
HP	LaserJet M1536dnf MFP	CNF8F7K5C5	11,904	-
HP	LaserJet M1536dnf MFP	CND9D8BF5Q	15,672	-
HP	LaserJet M1536dnf MFP	CND9D92BVW	27,125	-
HP	LaserJet M1536dnf MFP	CND9D7FB2J	36,035	-
HP	LaserJet M203-M206	VND3B84565	333	-
HP	LaserJet M203-M206	VND3B91566	390	-
HP	LaserJet M203-M206	VND3B08182	1,157	-
HP	LaserJet M203-M206	VND3B06626	2,880	-
HP	LaserJet M203-M206	VNB3B45377	13,337	-
HP	LaserJet M402dn	PHBQC31869	187	-
HP	LaserJet M402dn	PHBQC31860	3,352	-
HP	LaserJet M402dn	PHBQC31871	8,829	-
HP	LaserJet M402dn	PHBQC31867	9,150	-
HP	LaserJet M402dn	PHBQD65019	13,998	-
HP	LaserJet M402n	PHBHG30764	11	-
HP	LaserJet M402n	PHBHM01213	56	-
HP	LaserJet M402n	PHBHD91986	168	-
HP	LaserJet M402n	PHBHC89547	184	-
HP	LaserJet M402n	PHBHL71354	348	-
HP	LaserJet M402n	PHBHM60278	430	-
HP	LaserJet M402n	PHBHL71363	439	-
HP	LaserJet M402n	PHBHM65001	473	-

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
HP	LaserJet M402n	PHBH701399	537	-
HP	LaserJet M402n	PHBHM10869	641	-
HP	LaserJet M402n	PHBHM01919	849	-
HP	LaserJet M402n	PHBHM60277	929	-
HP	LaserJet M402n	PHBHJ62851	998	-
HP	LaserJet M402n	PHBHK85070	1,008	-
HP	LaserJet M402n	PHBHK55720	1,050	-
HP	LaserJet M402n	PHBHM60266	1,086	-
HP	LaserJet M402n	PHBHL03291	1,111	-
HP	LaserJet M402n	PHBHJ96805	1,272	-
HP	LaserJet M402n	PHBHK88169	1,375	-
HP	LaserJet M402n	PHBHB95737	1,449	-
HP	LaserJet M402n	PHBHD96339	1,566	-
HP	LaserJet M402n	PHBHM31956	1,571	-
HP	LaserJet M402n	E9N192440	1,601	-
HP	LaserJet M402n	PHBHB95739	1,728	-
HP	LaserJet M402n	PHBHJ26145	1,947	-
HP	LaserJet M402n	PHBHF91793	1,971	-
HP	LaserJet M402n	PHBHB95734	2,075	-
HP	LaserJet M402n	PHBHK04801	2,139	-
HP	LaserJet M402n	PHBHM60274	2,158	-
HP	LaserJet M402n	PHBHJ34871	2,522	-
HP	LaserJet M402n	PHBHB95740	2,572	-
HP	LaserJet M402n	PHBHB95743	2,753	-
HP	LaserJet M402n	PHBHJ96828	2,961	-
HP	LaserJet M402n	PHBHL03296	4,042	-

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
HP	LaserJet M402n	PHBHM47606	4,113	-
HP	LaserJet M402n	PHBHL11909	4,311	-
HP	LaserJet M402n	PHBHL19704	4,819	-
HP	LaserJet M402n	PHBHJ65207	4,845	-
HP	LaserJet M402n	PHBHJ32011	4,892	-
HP	LaserJet M402n	PHBHM31973	5,260	-
HP	LaserJet M402n	PHBHJ11501	5,287	-
HP	LaserJet M402n	PHBHK44356	5,419	2
HP	LaserJet M402n	PHBHL81313	5,732	-
HP	LaserJet M402n	PHBHD91989	5,989	-
HP	LaserJet M402n	PHBHB95738	6,180	-
HP	LaserJet M402n	PHBHL19470	6,247	-
HP	LaserJet M402n	Q652944647	6,561	-
HP	LaserJet M402n	PHBHD92081	6,570	-
HP	LaserJet M402n	PHBHL50635	7,004	-
HP	LaserJet M402n	PHBHJ96825	7,922	-
HP	LaserJet M402n	PHBHL11908	8,160	-
HP	LaserJet M402n	PHBHK25548	8,322	-
HP	LaserJet M402n	PHBHB95733	8,994	-
HP	LaserJet M402n	PHBHJ26140	9,911	-
HP	LaserJet M402n	PHBHL03293	10,792	-
HP	LaserJet M402n	PHBHH49440	11,216	1
HP	LaserJet M402n	PHBHD91975	13,022	-
HP	LaserJet M402n	PHBHK04802	13,155	-
HP	LaserJet M402n	PHBHL03294	15,337	-
HP	LaserJet M402n	PHBHF74833	19,649	-

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
HP	LaserJet M402n	PHBHK55915	20,451	-
HP	LaserJet M402n	PHBHJ00665	20,747	-
HP	LaserJet M402n	USGNM33218	67,923	-
HP	LaserJet M4555 MFP	CNCCC764V5	33,182	-
HP	LaserJet M5035 MFP	CNBXB15355	288,973	-
HP	LaserJet M506	BRBSJ5L4S4	19,325	-
HP	LaserJet M605	CNBCHD60GS	70,573	-
HP	LaserJet MFP M227-M231	VNG3L10653	284	-
HP	LaserJet MFP M227-M231	VND3C36751	655	-
HP	LaserJet MFP M227-M231	VND3C17838	733	-
HP	LaserJet MFP M227-M231	VND3C27033	804	-
HP	LaserJet MFP M227-M231	VNG3G22904	912	-
HP	LaserJet MFP M227-M231	PHBH701399	1,733	-
HP	LaserJet MFP M227-M231	VNK3B18254	1,833	-
HP	LaserJet MFP M227-M231	VNK3B17260	1,898	-
HP	LaserJet MFP M227-M231	VNG3G15533	2,070	-
HP	LaserJet MFP M227-M231	VND3C00755	6,135	-
HP	LaserJet MFP M227-M231	LW35804648	6,338	-
HP	LaserJet MFP M227-M231	VNB3C62548	6,374	-
HP	LaserJet MFP M227-M231	VNB3C19172	6,392	-
HP	LaserJet MFP M227-M231	VNB3M08412	7,108	-
HP	LaserJet MFP M227-M231	VND3C04480	7,140	-
HP	LaserJet MFP M227-M231	VNB3C17702	7,318	-
HP	LaserJet MFP M227-M231	VNB3C62371	9,156	-
HP	LaserJet MFP M227-M231	VNB3M11536	9,727	-
HP	LaserJet MFP M227-M231	VNB3M12209	20,349	-

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
HP	LaserJet MFP M632	MXBCKCY096	4,535	-
HP	LaserJet P2015 Series	CNB JL59740	2,407	-
HP	LaserJet P2015 Series	CNB JN44145	9,241	-
HP	LaserJet P2015 Series	CNB JS71604	12,251	-
HP	LaserJet P2015 Series	CNB JP30141	16,326	-
HP	LaserJet P2015 Series	CNB J621173	16,423	-
HP	LaserJet P2015 Series	CNB JS38367	17,712	-
HP	LaserJet P2015 Series	CNB 9L05146	18,482	-
HP	LaserJet P2015 Series	CNB JS03076	24,389	-
HP	LaserJet P2015 Series	CNB JS04690	40,046	-
HP	LaserJet P2015 Series	CNB JN65739	41,232	-
HP	LaserJet P2015 Series	CNB JL22117	127,392	-
HP	LaserJet P2035n	CNB 9D02739	10,443	-
HP	LaserJet P2035n	CNB 9R25271	25,604	-
HP	LaserJet P2035n	CNB 9T54785	34,547	-
HP	LaserJet P2035n	CNB 9R43122	39,536	-
HP	LaserJet P2055dn	CNB 9356066	4,749	-
HP	LaserJet P2055dn	CNB J642784	5,825	-
HP	LaserJet P2055dn	CNB J621181	6,491	-
HP	LaserJet P2055dn	CNB 9985140	6,627	-
HP	LaserJet P2055dn	CNCCC764V5	9,083	-
HP	LaserJet P2055dn	CNB J621192	9,637	-
HP	LaserJet P2055dn	CNB JP30273	11,523	-
HP	LaserJet P2055dn	CNB 9348814	11,581	-
HP	LaserJet P2055dn	VNB3S12097	11,841	-
HP	LaserJet P2055dn	CNB J556530	12,009	-

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
HP	LaserJet P2055dn	CNBJ621183	12,450	-
HP	LaserJet P2055dn	CNB1726240	12,553	-
HP	LaserJet P2055dn	CNBJ621191	12,554	-
HP	LaserJet P2055dn	CNBJ524892	12,785	-
HP	LaserJet P2055dn	CNBJ621190	13,347	-
HP	LaserJet P2055dn	CNBJ621174	14,324	-
HP	LaserJet P2055dn	VNB3R24189	14,627	-
HP	LaserJet P2055dn	CNB9037356	14,845	-
HP	LaserJet P2055dn	CNBJ621178	15,371	-
HP	LaserJet P2055dn	CNBJ509437	16,691	-
HP	LaserJet P2055dn	CNB9N93559	16,901	-
HP	LaserJet P2055dn	CNBJ524882	16,910	-
HP	LaserJet P2055dn	CNB1726232	16,958	-
HP	LaserJet P2055dn	CNB9906385	22,777	-
HP	LaserJet P2055dn	JPBF952666	23,642	-
HP	LaserJet P2055dn	CNBJ567647	24,775	-
HP	LaserJet P2055dn	CNB1726248	25,531	-
HP	LaserJet P2055dn	CNB9071989	25,583	-
HP	LaserJet P2055dn	CNB1726247	27,470	-
HP	LaserJet P2055dn	CNB9972835	29,810	-
HP	LaserJet P2055dn	CNB9N93668	32,369	-
HP	LaserJet P2055dn	CNB1726257	32,952	-
HP	LaserJet P2055dn	CNB9N93667	33,472	-
HP	LaserJet P2055dn	CNB9048825	34,090	-
HP	LaserJet P2055dn	CNB1726226	38,392	-
HP	LaserJet P2055dn	CNB9N93665	40,515	-

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
HP	LaserJet P2055dn	CNB9707752	41,449	-
HP	LaserJet P2055dn	VNB3R60511	42,260	-
HP	LaserJet P2055dn	CNB1726251	53,330	-
HP	LaserJet P2055dn	VNB3R21970	58,114	-
HP	LaserJet P2055dn	CNB9N93661	59,597	-
HP	LaserJet P2055dn	CNBJ535359	59,644	-
HP	LaserJet P2055dn	CNB1726227	64,807	-
HP	LaserJet P2055dn	CNB1726233	84,862	-
HP	LaserJet P2055dn	CNB9057912	87,731	-
HP	LaserJet P2055dn	CNB1700828	119,950	-
HP	LaserJet P3005	0000000000	4,934	-
HP	LaserJet P3005	CNR1P07796	5,149	-
HP	LaserJet P3005	JPRFC22927	9,328	-
HP	LaserJet P3005	CNR1P14747	13,707	-
HP	LaserJet P3005	CND1P06446	16,975	-
HP	LaserJet P3005	CNR1N11908	18,542	-
HP	LaserJet P3005	CND1S52787	19,149	-
HP	LaserJet P3005		19,414	-
HP	LaserJet P3005	CND1N06395	20,146	-
HP	LaserJet P3005	CNJ1N21496	22,689	-
HP	LaserJet P3005	CND1N06787	22,883	-
HP	LaserJet P3005	CND1R49493	23,225	-
HP	LaserJet P3005	CNR1P14740	23,393	-
HP	LaserJet P3005	CNJ1S89430	31,403	-
HP	LaserJet P3005	CND1S57565	37,067	-
HP	LaserJet P3005	CND1R50070	38,209	-

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
HP	LaserJet P3005	CNG2R06768	47,327	-
HP	LaserJet P3005	CND1S45994	52,905	-
HP	LaserJet P3005	CNJ2R11792	54,436	-
HP	LaserJet P3005	CNG1X09018	62,019	-
HP	LaserJet P3005	CNJ1R93238	65,150	-
HP	LaserJet P3005	CNG1X03216	65,628	-
HP	LaserJet P3005	CNR1P19898	74,074	-
HP	LaserJet P3005	CNG1N03445	76,981	-
HP	LaserJet P3005	CNR1N04105	83,190	-
HP	LaserJet P3005	CNT1N07349	88,169	-
HP	LaserJet P3005	CND1S46150	90,083	-
HP	LaserJet P3005	CND1R50136	92,076	-
HP	LaserJet P3005	CNG1X18535	106,307	-
HP	LaserJet P3005	JPJGJ02140	111,553	-
HP	LaserJet P3005	CND1S41043	116,752	-
HP	LaserJet P3005	CND1S52467	119,838	-
HP	LaserJet P3005	JPRFC25851	145,817	-
HP	LaserJet P3005	CND1S45526	146,443	-
HP	LaserJet P3005	CND1S57567	159,270	-
HP	LaserJet P3005	CND1R52403	180,914	-
HP	LaserJet P3005	CNG1X18657	188,667	-
HP	LaserJet P3005	CNR1N14081	193,982	-
HP	LaserJet P3010 Series	VNBCC7H08H	10,190	-
HP	LaserJet P3010 Series	VNBCB241Z6	11,866	-
HP	LaserJet P3010 Series	VNB3R03259	12,141	-
HP	LaserJet P3010 Series	VNB3R03256	14,860	-

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
HP	LaserJet P3010 Series	VNBCB9N5HG	15,675	-
HP	LaserJet P3010 Series	VNBCB9N5K9	17,825	-
HP	LaserJet P3010 Series	JPBCBDW024	20,985	-
HP	LaserJet P3010 Series	VNB3R03243	24,108	-
HP	LaserJet P3010 Series	VNBCB241Z7	24,606	-
HP	LaserJet P3010 Series	VNBCC7C3SX	25,767	-
HP	LaserJet P3010 Series	VNBCB6W36M	25,907	-
HP	LaserJet P3010 Series	VNBCC70525	26,826	-
HP	LaserJet P3010 Series	JPBCC124K2	27,241	-
HP	LaserJet P3010 Series	VNBCC7H08K	30,328	-
HP	LaserJet P3010 Series	VNBCC7C5ZV	31,202	-
HP	LaserJet P3010 Series	VNB3Y30194	33,694	-
HP	LaserJet P3010 Series	Q652943487	37,722	-
HP	LaserJet P3010 Series	VNBC99J0W0	44,724	-
HP	LaserJet P3010 Series	VNBCB3L2ZV	49,924	-
HP	LaserJet P3010 Series	VNBCC7C3SJ	50,469	-
HP	LaserJet P3010 Series	JPBCB6009V	52,911	-
HP	LaserJet P3010 Series	VNB3R70889	52,955	-
HP	LaserJet P3010 Series	VNBCC7C3T9	53,386	-
HP	LaserJet P3010 Series	JPBCB600B0	54,198	-
HP	LaserJet P3010 Series	VNBCC1L13Q	57,073	-
HP	LaserJet P3010 Series	VNBCB9N5ZV	57,933	-
HP	LaserJet P3010 Series	VNB3R28157	58,146	-
HP	LaserJet P3010 Series	VNBCBD01YG	58,607	-
HP	LaserJet P3010 Series	VNBCB9N5YB	59,248	-
HP	LaserJet P3010 Series	VNB3Y32837	59,416	-

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
HP	LaserJet P3010 Series	JPBCC121JW	60,874	-
HP	LaserJet P3010 Series	VNBCB4H0X5	61,952	-
HP	LaserJet P3010 Series	VNBCB9N5JT	63,070	-
HP	LaserJet P3010 Series		66,681	-
HP	LaserJet P3010 Series	VNBCB9N5R9	70,300	-
HP	LaserJet P3010 Series	VNB3Y08700	75,219	-
HP	LaserJet P3010 Series	VNB3Y37965	75,239	-
HP	LaserJet P3010 Series	VNBCB9N5JM	75,931	-
HP	LaserJet P3010 Series	JPBCB9M336	77,265	-
HP	LaserJet P3010 Series	VNBCB241ZD	78,142	-
HP	LaserJet P3010 Series	VNBCC7C3ST	79,482	-
HP	LaserJet P3010 Series	VNBCC7C61H	79,551	-
HP	LaserJet P3010 Series	Q652944509	85,507	-
HP	LaserJet P3010 Series	VNBCC7C3RJ	88,315	-
HP	LaserJet P3010 Series	VNB3R34591	89,352	-
HP	LaserJet P3010 Series	VNBCB13BHF	89,870	-
HP	LaserJet P3010 Series	VNBCC3H0T0	92,056	-
HP	LaserJet P3010 Series	VNBCBDV30J	94,412	-
HP	LaserJet P3010 Series	VNBCC7C3T0	108,916	-
HP	LaserJet P3010 Series	VNBCC1L0Y3	113,159	-
HP	LaserJet P3010 Series	VNBCC7C5ZN	123,958	-
HP	LaserJet P3010 Series	VNBCCC31VF	123,972	-
HP	LaserJet P3010 Series	VNBCB9N5JV	127,462	-
HP	LaserJet P3010 Series	VNBCC3H0KJ	128,765	-
HP	LaserJet P3010 Series	VNBCC7068M	133,447	-
HP	LaserJet P3010 Series	VNBCC5M0VQ	134,899	-

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
HP	LaserJet P3010 Series	VNBCB9N5JR	165,186	-
HP	LaserJet P3010 Series	VNBCBDV30Z	165,908	-
HP	LaserJet P3010 Series	VNBCBDV30G	182,228	-
HP	LaserJet P3010 Series	JPBCC5L0QR	184,218	-
HP	LaserJet P3010 Series	VNBCC3H0K4	192,292	-
HP	LaserJet P3010 Series	VNBCB9N5XZ	202,585	-
HP	LaserJet P3010 Series	JPBCB600B6	256,161	-
HP	LaserJet P3010 Series	VNB3R21751	271,510	-
HP	LaserJet P3010 Series	VNBCC4L0G7	353,741	-
HP	LaserJet P3010 Series	VNB3R09407	439,045	-
HP	LaserJet P4014	JPDF037410	158,345	-
HP	LaserJet P4015	CNDY223399	52,012	-
HP	LaserJet Pro M201dw	VNB3F46395	7,681	-
HP	LaserJet Pro M404-M405	PHBC106840	256	-
HP	LaserJet Pro M404-M405	PHBC404533	531	-
HP	LaserJet Pro MFP M225dw	CNB8J7G0LN	9,495	-
HP	LaserJet Professional M1212nf MFP	CNJ8F4YB62	3,566	-
HP	Officejet Pro 8610	CN57TF30MK	2,466	4,919
HP	Officejet Pro 8610	CN46JC31MR	5,033	6,203
HP	Officejet Pro 8620	CN61RFW3VT	844	5,156
HP	OfficeJet Pro 8720	CN73HA6066	1,741	2,200
HP	Officejet Pro L7600	MY74L4407F	12,093	-
HP	Officejet Pro L7600	MY8638405D	19,117	-
HP	Officejet Pro X451dn Printer	CN4A9IJ01V	5,736	7,857
HP	Officejet Pro X451dn Printer	CN4A9IJ00V	5,929	18,801
HP	Officejet Pro X451dn Printer	CN4A9IJ02P	6,805	7,825

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
HP	Officejet Pro X451dn Printer	CN34UCK09N	17,090	20,499
HP	Pro 8500 A909a	CN05J5Q02H	2,714	1,344
KYOCERA	ECOSYS M2535dn	LVZ3Z01582	1,914	-
KYOCERA	ECOSYS M2535dn	LVZ3Z02963	3,601	-
KYOCERA	ECOSYS M2535dn	LVZ5X26772	10,721	-
KYOCERA	ECOSYS M2535dn		11,161	-
KYOCERA	ECOSYS M2535dn	LVZ4104515	13,628	-
KYOCERA	ECOSYS M2535dn	LVZ3Z02962	18,827	-
KYOCERA	ECOSYS P2135dn	LVK6849654	2,439	-
KYOCERA	ECOSYS P2135dn	LVK5X36980	2,879	-
KYOCERA	ECOSYS P2135dn	LVK5327411	4,311	-
KYOCERA	ECOSYS P2135dn	LVK5Z39843	4,395	-
KYOCERA	ECOSYS P2135dn	LVK4307829	6,129	-
KYOCERA	ECOSYS P2135dn	LVK5X37290	6,152	-
KYOCERA	ECOSYS P2135dn	LVK4307828	6,561	-
KYOCERA	ECOSYS P2135dn	LVK4X19745	7,242	-
KYOCERA	ECOSYS P2135dn	LVK4Y20811	8,084	-
KYOCERA	ECOSYS P2135dn	LVK5835479	9,582	-
KYOCERA	ECOSYS P2135dn	LVK4X18830	9,813	-
KYOCERA	ECOSYS P2135dn	LVK4307835	9,851	-
KYOCERA	ECOSYS P2135dn	LVK5125314	9,969	-
KYOCERA	ECOSYS P2135dn	LVK5X36668	11,153	-
KYOCERA	ECOSYS P2135dn	LVK5834887	11,325	-
KYOCERA	ECOSYS P2135dn	LVK5833008	12,410	-
KYOCERA	ECOSYS P2135dn	LVK4Y21283	12,967	-
KYOCERA	ECOSYS P2135dn	LVK5834135	13,005	-

<b>Manufacturer</b>	<b>Model</b>	<b>Device Serial Number</b>	<b>Mono Pages Last Meter</b>	<b>Color Pages Last Meter</b>
KYOCERA	ECOSYS P2135dn	LVK5Z39833	13,186	-
KYOCERA	ECOSYS P2135dn	LVK5835466	13,352	-
KYOCERA	ECOSYS P2135dn	LVK5327399	14,079	-
KYOCERA	ECOSYS P2135dn	LVK4Y20916	14,975	-
KYOCERA	ECOSYS P2135dn	LVK5X36327	17,337	-
KYOCERA	ECOSYS P2135dn	LVK5X37286	18,154	-
KYOCERA	ECOSYS P2135dn	LVK4407996	18,746	-
KYOCERA	ECOSYS P2135dn	LVK4Y20927	21,510	-
KYOCERA	ECOSYS P2135dn	LVK4916778	23,607	-
KYOCERA	ECOSYS P2135dn	A8KN011009234	28,999	-
KYOCERA	ECOSYS P2135dn	LVK4X19712	38,921	-
KYOCERA	ECOSYS P2135dn	LVK5Z39838	56,684	-
KYOCERA	ECOSYS P6021cdn	LW35804534	381	3,172
KYOCERA	ECOSYS P6021cdn	LW34Z03323	450	9,129
KYOCERA	ECOSYS P6021cdn	LW36506931	1,038	1,396
KYOCERA	ECOSYS P6021cdn	LW34Y03110	1,086	9,489
KYOCERA	ECOSYS P6021cdn	LW35X05623	1,200	953
KYOCERA	ECOSYS P6021cdn	LW36506930	1,223	1,894
KYOCERA	ECOSYS P6021cdn	LW36506948	1,449	4,176
KYOCERA	ECOSYS P6021cdn	LW36506932	1,460	3,680
KYOCERA	ECOSYS P6021cdn	LW35804567	2,067	12,970
KYOCERA	ECOSYS P6021cdn	LW34Z03507	2,080	12,056
KYOCERA	ECOSYS P6021cdn	LW34401050	2,327	7,387
KYOCERA	ECOSYS P6021cdn	LW34300849	2,330	2,867
KYOCERA	ECOSYS P6021cdn	LW34Y03121	2,488	13,682
KYOCERA	ECOSYS P6021cdn	LW35204334	2,635	13,846

<b>Manufacturer</b>	<b>Model</b>	<b>Device Serial Number</b>	<b>Mono Pages Last Meter</b>	<b>Color Pages Last Meter</b>
KYOCERA	ECOSYS P6021cdn	LW34802760	2,839	5,732
KYOCERA	ECOSYS P6021cdn	LW34Z03354	2,954	7,069
KYOCERA	ECOSYS P6021cdn	LW36506944	3,022	1,481
KYOCERA	ECOSYS P6021cdn	LW34502008	3,691	12,205
KYOCERA	ECOSYS P6021cdn	LW34502022	3,853	14,679
KYOCERA	ECOSYS P6021cdn	LW35204413	4,130	10,385
KYOCERA	ECOSYS P6021cdn	LW33Y00132	4,275	-
KYOCERA	ECOSYS P6021cdn	LW34502000	4,352	12,914
KYOCERA	ECOSYS P6021cdn	LW35905385	4,561	15,479
KYOCERA	ECOSYS P6021cdn	LW34401122	4,635	13,407
KYOCERA	ECOSYS P6021cdn	LW34501698	4,786	12,532
KYOCERA	ECOSYS P6021cdn	LW34300877	5,033	37,199
KYOCERA	ECOSYS P6021cdn	LW34Z03508	7,378	6,340
KYOCERA	ECOSYS P6021cdn	LW35804827	8,484	23,620
KYOCERA	ECOSYS P6021cdn	LW34501681	8,829	17,396
KYOCERA	ECOSYS P6021cdn	LW34100559	9,455	-
KYOCERA	ECOSYS P6021cdn	VNBCB9N5K1	9,953	1,599
KYOCERA	ECOSYS P6021cdn	LW34300836	10,106	48,747
KYOCERA	ECOSYS P6021cdn	LW35204344	11,410	8,022
KYOCERA	ECOSYS P6021cdn	LW35804530	14,969	39,489
KYOCERA	ECOSYS P6021cdn	LW34501674	15,015	25,202
KYOCERA	ECOSYS P6021cdn	LW34Z03292	19,528	6,788
KYOCERA	ECOSYS P6021cdn	LW34100547	21,123	-
KYOCERA	ECOSYS P6021cdn	LW34300844	23,327	52,372
KYOCERA	ECOSYS P6021cdn	LW33Z00317	30,623	-
KYOCERA	ECOSYS P6021cdn	LW33Y00129	41,132	-

<b>Manufacturer</b>	<b>Model</b>	<b>Device Serial Number</b>	<b>Mono Pages Last Meter</b>	<b>Color Pages Last Meter</b>
KYOCERA	FS-1135MFP	NR42719593	5,649	-
KYOCERA	FS-1135MFP	NR42617515	9,170	-
KYOCERA	FS-1135MFP	NR42617265	10,346	-
KYOCERA	FS-1135MFP	NR42312282	18,003	-
KYOCERA	FS-1135MFP	NR42514217	18,818	-
KYOCERA	FS-1135MFP	NR42617267	19,914	-
KYOCERA	FS-1135MFP	NR42719582	20,992	-
KYOCERA	FS-1135MFP	NR42617270	21,738	-
KYOCERA	FS-1135MFP	CNHC65X1ND	21,892	-
KYOCERA	FS-1135MFP	NR42616923	22,240	-
KYOCERA	FS-1135MFP	NR42515585	22,464	-
KYOCERA	FS-1135MFP	NR42515643	22,926	-
KYOCERA	FS-1135MFP	NR42515648	23,335	-
KYOCERA	FS-1135MFP	NR42719583	24,466	-
KYOCERA	FS-1135MFP	NR42312284	24,637	-
KYOCERA	FS-1135MFP	NR42617473	24,751	-
KYOCERA	FS-1135MFP	NR42515586	24,884	-
KYOCERA	FS-1135MFP	NR42617230	25,091	-
KYOCERA	FS-1135MFP	NR42719198	25,127	-
KYOCERA	FS-1135MFP	NR42719201	25,534	-
KYOCERA	FS-1135MFP	NR42719199	25,804	-
KYOCERA	FS-1135MFP	NR42617510	26,616	-
KYOCERA	FS-1135MFP	NR42312285	27,099	-
KYOCERA	FS-1135MFP	NR42617227	27,106	-
KYOCERA	FS-1135MFP	NR42616918	28,076	-
KYOCERA	FS-1135MFP	NR42515642	28,346	-

<b>Manufacturer</b>	<b>Model</b>	<b>Device Serial Number</b>	<b>Mono Pages Last Meter</b>	<b>Color Pages Last Meter</b>
KYOCERA	FS-1135MFP	NR42719563	28,602	-
KYOCERA	FS-1135MFP	NR42312279	28,959	-
KYOCERA	FS-1135MFP	NR42719194	29,065	-
KYOCERA	FS-1135MFP	NR42617516	29,170	-
KYOCERA	FS-1135MFP	NR42312286	29,294	-
KYOCERA	FS-1135MFP	NR42515588	29,384	-
KYOCERA	FS-1135MFP	NR42515577	29,592	-
KYOCERA	FS-1135MFP	NR42514218	30,150	-
KYOCERA	FS-1135MFP	NR42515184	30,329	-
KYOCERA	FS-1135MFP	NR42617475	30,841	-
KYOCERA	FS-1135MFP	NR42515188	31,098	-
KYOCERA	FS-1135MFP	NR42514220	31,444	-
KYOCERA	FS-1135MFP	NR42617512	31,649	-
KYOCERA	FS-1135MFP	NR42617513	31,786	-
KYOCERA	FS-1135MFP	NR42719585	32,789	-
KYOCERA	FS-1135MFP	NR42312281	32,992	-
KYOCERA	FS-1135MFP	NR42617471	33,152	-
KYOCERA	FS-1135MFP	NR42617226	33,444	-
KYOCERA	FS-1135MFP	NR42515186	33,784	-
KYOCERA	FS-1135MFP	NR42616911	34,484	-
KYOCERA	FS-1135MFP	NR42617264	34,647	-
KYOCERA	FS-1135MFP	NR42617231	34,789	-
KYOCERA	FS-1135MFP	NR42515645	35,360	-
KYOCERA	FS-1135MFP	NR42616919	35,883	-
KYOCERA	FS-1135MFP	NR42616856	35,918	-
KYOCERA	FS-1135MFP	NR42617268	36,618	-

<b>Manufacturer</b>	<b>Model</b>	<b>Device Serial Number</b>	<b>Mono Pages Last Meter</b>	<b>Color Pages Last Meter</b>
KYOCERA	FS-1135MFP	NR42617472	38,369	-
KYOCERA	FS-1135MFP	NR42514216	38,953	-
KYOCERA	FS-1135MFP	NR42616857	41,036	-
KYOCERA	FS-1135MFP	NR42617470	42,728	-
KYOCERA	FS-1135MFP	NR42616898	42,992	-
KYOCERA	FS-1135MFP	NR42617272	43,128	-
KYOCERA	FS-1135MFP	NR42514224	43,175	-
KYOCERA	FS-1135MFP	NR42616878	43,697	-
KYOCERA	FS-1135MFP	NR42616853	49,644	-
KYOCERA	FS-1135MFP	NR42616854	49,775	-
KYOCERA	FS-1135MFP	NR42616913	50,163	-
KYOCERA	FS-1135MFP	NR42515649	51,599	-
KYOCERA	FS-1135MFP	NR42514219	52,259	-
KYOCERA	FS-1135MFP	NR42515584	54,350	-
KYOCERA	FS-1135MFP	NR43429964	55,454	-
KYOCERA	FS-1135MFP	NR42515191	70,116	-
KYOCERA	FS-1135MFP	NR42719591	81,249	-
KYOCERA	FS-1370DN	Q652X45828	1,430	-
KYOCERA	FS-1370DN	Q652943312	1,446	-
KYOCERA	FS-1370DN	Q652X45765	2,139	-
KYOCERA	FS-1370DN	Q652X45767	2,597	-
KYOCERA	FS-1370DN	Q652X47980	2,718	-
KYOCERA	FS-1370DN	Q653154579	2,782	-
KYOCERA	FS-1370DN	Q652943299	3,062	-
KYOCERA	FS-1370DN	Q652944680	3,157	-
KYOCERA	FS-1370DN	Q652X47993	3,557	-

<b>Manufacturer</b>	<b>Model</b>	<b>Device Serial Number</b>	<b>Mono Pages Last Meter</b>	<b>Color Pages Last Meter</b>
KYOCERA	FS-1370DN	Q652X45771	3,865	-
KYOCERA	FS-1370DN	Q653868434	3,867	-
KYOCERA	FS-1370DN	Q652X45776	3,885	-
KYOCERA	FS-1370DN	Q652943240	4,027	-
KYOCERA	FS-1370DN	Q652943792	4,071	-
KYOCERA	FS-1370DN	Q652X45861	4,303	-
KYOCERA	FS-1370DN	Q652Y51787	4,416	-
KYOCERA	FS-1370DN	Q652943302	4,567	-
KYOCERA	FS-1370DN	Q653868457	4,888	-
KYOCERA	FS-1370DN	Q652944999	4,947	-
KYOCERA	FS-1370DN	Q652X45641	5,099	-
KYOCERA	FS-1370DN	Q652842217	5,180	-
KYOCERA	FS-1370DN	Q652945435	5,190	-
KYOCERA	FS-1370DN	Q652X47385	5,229	-
KYOCERA	FS-1370DN	Q652944996	5,348	-
KYOCERA	FS-1370DN	Q652841865	5,379	-
KYOCERA	FS-1370DN	Q652X45650	5,432	-
KYOCERA	FS-1370DN	Q652942862	5,521	-
KYOCERA	FS-1370DN	Q652944647	5,796	-
KYOCERA	FS-1370DN	Q652842168	5,805	-
KYOCERA	FS-1370DN	Q652842151	6,104	-
KYOCERA	FS-1370DN	Q652943526	6,209	-
KYOCERA	FS-1370DN	Q652943525	6,428	-
KYOCERA	FS-1370DN	Q652X47975	6,497	-
KYOCERA	FS-1370DN	Q652944947	6,606	-
KYOCERA	FS-1370DN	Q652X45769	6,673	-

<b>Manufacturer</b>	<b>Model</b>	<b>Device Serial Number</b>	<b>Mono Pages Last Meter</b>	<b>Color Pages Last Meter</b>
KYOCERA	FS-1370DN	Q652944675	6,747	-
KYOCERA	FS-1370DN	Q652X47399	6,802	-
KYOCERA	FS-1370DN	Q652944991	6,807	-
KYOCERA	FS-1370DN	Q652842223	6,970	-
KYOCERA	FS-1370DN	Q652943291	7,040	-
KYOCERA	FS-1370DN	Q652942843	7,062	-
KYOCERA	FS-1370DN	Q652945424	7,062	-
KYOCERA	FS-1370DN	Q652842207	7,107	-
KYOCERA	FS-1370DN	Q652X47258	7,305	-
KYOCERA	FS-1370DN	Q652943233	7,365	-
KYOCERA	FS-1370DN	Q652943301	7,488	-
KYOCERA	FS-1370DN	Q652942866	7,527	-
KYOCERA	FS-1370DN	Q652944938	7,679	-
KYOCERA	FS-1370DN	Q652944692	7,721	-
KYOCERA	FS-1370DN	Q652942858	7,764	-
KYOCERA	FS-1370DN	Q652942852	8,023	-
KYOCERA	FS-1370DN	Q652943209	8,390	-
KYOCERA	FS-1370DN	Q652X46381	8,402	-
KYOCERA	FS-1370DN	Q652943329	8,431	-
KYOCERA	FS-1370DN	USJNF02651	8,447	-
KYOCERA	FS-1370DN	Q652X45759	8,538	-
KYOCERA	FS-1370DN	Q652943309	8,544	-
KYOCERA	FS-1370DN	Q652943321	8,549	-
KYOCERA	FS-1370DN	Q652X47421	8,719	-
KYOCERA	FS-1370DN	Q652X47408	8,853	-
KYOCERA	FS-1370DN	Q652X45838	8,895	-

<b>Manufacturer</b>	<b>Model</b>	<b>Device Serial Number</b>	<b>Mono Pages Last Meter</b>	<b>Color Pages Last Meter</b>
KYOCERA	FS-1370DN	Q652X45937	8,985	-
KYOCERA	FS-1370DN	Q652943298	9,011	-
KYOCERA	FS-1370DN	Q652943477	9,138	-
KYOCERA	FS-1370DN	Q652942853	9,348	-
KYOCERA	FS-1370DN	Q652X45930	9,353	-
KYOCERA	FS-1370DN	Q652X47990	9,429	-
KYOCERA	FS-1370DN	Q652943788	9,447	-
KYOCERA	FS-1370DN	Q652X45646	9,495	-
KYOCERA	FS-1370DN	Q652842247	9,504	-
KYOCERA	FS-1370DN	Q652842162	9,545	-
KYOCERA	FS-1370DN	Q652945385	9,591	-
KYOCERA	FS-1370DN	Q652X45639	9,644	-
KYOCERA	FS-1370DN	Q652943305	9,687	-
KYOCERA	FS-1370DN	Q652X45652	9,762	-
KYOCERA	FS-1370DN	Q652842172	9,861	-
KYOCERA	FS-1370DN	Q652X45928	10,223	-
KYOCERA	FS-1370DN	Q652X47322	10,280	-
KYOCERA	FS-1370DN	Q652X45768	10,561	-
KYOCERA	FS-1370DN	Q652841860	10,594	-
KYOCERA	FS-1370DN	Q652945006	10,607	-
KYOCERA	FS-1370DN	Q652943794	10,623	-
KYOCERA	FS-1370DN	Q652X45925	10,652	-
KYOCERA	FS-1370DN	Q652X45827	10,679	-
KYOCERA	FS-1370DN	Q652X47985	10,702	-
KYOCERA	FS-1370DN	Q652944800	10,716	-
KYOCERA	FS-1370DN	Q652841861	10,773	-

<b>Manufacturer</b>	<b>Model</b>	<b>Device Serial Number</b>	<b>Mono Pages Last Meter</b>	<b>Color Pages Last Meter</b>
KYOCERA	FS-1370DN	Q652X47988	10,792	-
KYOCERA	FS-1370DN	Q652944654	10,801	-
KYOCERA	FS-1370DN	Q652X45692	10,809	-
KYOCERA	FS-1370DN	Q652X45834	10,917	-
KYOCERA	FS-1370DN	Q652942847	10,921	-
KYOCERA	FS-1370DN	Q652943330	10,970	-
KYOCERA	FS-1370DN	Q652X46020	11,021	-
KYOCERA	FS-1370DN	Q652943304	11,129	-
KYOCERA	FS-1370DN	Q652944946	11,233	-
KYOCERA	FS-1370DN	Q652X45760	11,252	-
KYOCERA	FS-1370DN	Q652945389	11,343	-
KYOCERA	FS-1370DN	Q652841856	11,373	-
KYOCERA	FS-1370DN	Q652X45648	11,393	-
KYOCERA	FS-1370DN	Q652842213	11,434	-
KYOCERA	FS-1370DN	Q652X47840	11,490	-
KYOCERA	FS-1370DN	Q652945402	11,527	-
KYOCERA	FS-1370DN	Q652X47272	11,594	-
KYOCERA	FS-1370DN	Q652943246	11,617	-
KYOCERA	FS-1370DN	Q652945387	11,675	-
KYOCERA	FS-1370DN	Q652842251	11,680	-
KYOCERA	FS-1370DN	Q652944940	11,726	-
KYOCERA	FS-1370DN	Q652X47257	11,781	-
KYOCERA	FS-1370DN	Q652943232	11,820	-
KYOCERA	FS-1370DN	Q652X45836	11,821	-
KYOCERA	FS-1370DN	Q652X47397	11,824	-
KYOCERA	FS-1370DN	Q652945404	11,835	-

<b>Manufacturer</b>	<b>Model</b>	<b>Device Serial Number</b>	<b>Mono Pages Last Meter</b>	<b>Color Pages Last Meter</b>
KYOCERA	FS-1370DN	A5YN011000231	11,873	-
KYOCERA	FS-1370DN	Q652943322	11,878	-
KYOCERA	FS-1370DN	Q652842235	11,925	-
KYOCERA	FS-1370DN	Q652944874	11,926	-
KYOCERA	FS-1370DN	Q652842210	11,974	-
KYOCERA	FS-1370DN	Q653561634	11,986	-
KYOCERA	FS-1370DN	Q652X45931	12,051	-
KYOCERA	FS-1370DN	Q652842231	12,066	-
KYOCERA	FS-1370DN	Q652842208	12,106	-
KYOCERA	FS-1370DN	Q652842201	12,190	-
KYOCERA	FS-1370DN	Q652944941	12,319	-
KYOCERA	FS-1370DN	Q652842237	12,329	-
KYOCERA	FS-1370DN	Q652944802	12,590	-
KYOCERA	FS-1370DN	Q652842138	12,600	-
KYOCERA	FS-1370DN	Q652943803	12,680	-
KYOCERA	FS-1370DN	Q652X47339	12,774	-
KYOCERA	FS-1370DN	Q652X47384	12,776	-
KYOCERA	FS-1370DN	Q652943480	12,868	-
KYOCERA	FS-1370DN	Q652X45840	12,924	-
KYOCERA	FS-1370DN	Q652945434	12,996	-
KYOCERA	FS-1370DN	Q652X45758	13,045	-
KYOCERA	FS-1370DN	USL NJ33398	13,130	-
KYOCERA	FS-1370DN	Q652X45761	13,228	-
KYOCERA	FS-1370DN	Q652842209	13,260	-
KYOCERA	FS-1370DN	Q652944994	13,387	-
KYOCERA	FS-1370DN	Q652842171	13,405	-

<b>Manufacturer</b>	<b>Model</b>	<b>Device Serial Number</b>	<b>Mono Pages Last Meter</b>	<b>Color Pages Last Meter</b>
KYOCERA	FS-1370DN	Q652X47433	13,518	-
KYOCERA	FS-1370DN	Q652943517	13,667	-
KYOCERA	FS-1370DN	Q652942857	13,674	-
KYOCERA	FS-1370DN	Q653766687	13,747	-
KYOCERA	FS-1370DN	Q652842245	13,881	-
KYOCERA	FS-1370DN	Q652X46777	13,923	-
KYOCERA	FS-1370DN	Q652943293	13,995	-
KYOCERA	FS-1370DN	CNRXS31888	14,152	-
KYOCERA	FS-1370DN	Q652X45927	14,185	-
KYOCERA	FS-1370DN	CNCB109964	14,280	-
KYOCERA	FS-1370DN	Q652944698	14,302	-
KYOCERA	FS-1370DN	Q652X48002	14,375	-
KYOCERA	FS-1370DN	Q652945003	14,415	-
KYOCERA	FS-1370DN	Q652X47732	14,503	-
KYOCERA	FS-1370DN	Q652842153	14,612	-
KYOCERA	FS-1370DN	Q652842233	14,640	-
KYOCERA	FS-1370DN	Q652842225	14,675	-
KYOCERA	FS-1370DN	Q652842203	14,762	-
KYOCERA	FS-1370DN	Q652943078	14,822	-
KYOCERA	FS-1370DN	Q652842219	14,826	-
KYOCERA	FS-1370DN	Q652X45826	14,961	-
KYOCERA	FS-1370DN	NUF3106139	14,976	-
KYOCERA	FS-1370DN	Q652841863	14,998	-
KYOCERA	FS-1370DN	Q652X47745	15,001	-
KYOCERA	FS-1370DN	Q652X47841	15,007	-
KYOCERA	FS-1370DN	Q652943800	15,034	-

<b>Manufacturer</b>	<b>Model</b>	<b>Device Serial Number</b>	<b>Mono Pages Last Meter</b>	<b>Color Pages Last Meter</b>
KYOCERA	FS-1370DN	Q652943796	15,172	-
KYOCERA	FS-1370DN	Q652X47410	15,210	-
KYOCERA	FS-1370DN	Q652945362	15,226	-
KYOCERA	FS-1370DN	Q652943239	15,261	-
KYOCERA	FS-1370DN	Q652943323	15,290	-
KYOCERA	FS-1370DN	Q652944927	15,290	-
KYOCERA	FS-1370DN	CND8F4J8F5	15,338	-
KYOCERA	FS-1370DN	Q652943320	15,354	-
KYOCERA	FS-1370DN	Q652841859	15,357	-
KYOCERA	FS-1370DN	Q652842230	15,524	-
KYOCERA	FS-1370DN	Q652842200	15,560	-
KYOCERA	FS-1370DN	Q652842134	15,590	-
KYOCERA	FS-1370DN	Q652X47995	15,615	-
KYOCERA	FS-1370DN	Q652X45839	15,671	-
KYOCERA	FS-1370DN	Q652X45643	15,691	-
KYOCERA	FS-1370DN	Q652943482	15,736	-
KYOCERA	FS-1370DN	Q652943488	15,739	-
KYOCERA	FS-1370DN	Q652944989	15,805	-
KYOCERA	FS-1370DN	Q652X47245	15,878	-
KYOCERA	FS-1370DN	Q652945440	16,023	-
KYOCERA	FS-1370DN	Q652943203	16,066	-
KYOCERA	FS-1370DN	Q652943492	16,125	-
KYOCERA	FS-1370DN	Q652944684	16,177	-
KYOCERA	FS-1370DN	Q652X47329	16,306	-
KYOCERA	FS-1370DN	Q652944685	16,319	-
KYOCERA	FS-1370DN	Q652X47425	16,467	-

<b>Manufacturer</b>	<b>Model</b>	<b>Device Serial Number</b>	<b>Mono Pages Last Meter</b>	<b>Color Pages Last Meter</b>
KYOCERA	FS-1370DN	Q652944686	16,556	-
KYOCERA	FS-1370DN	Q653154722	16,604	-
KYOCERA	FS-1370DN	Q652842167	16,625	-
KYOCERA	FS-1370DN	Q652842252	16,707	-
KYOCERA	FS-1370DN	Q652944674	16,757	-
KYOCERA	FS-1370DN	Q652943247	16,804	-
KYOCERA	FS-1370DN	Q652945356	17,110	-
KYOCERA	FS-1370DN	Q652944693	17,215	-
KYOCERA	FS-1370DN	Q652842161	17,220	-
KYOCERA	FS-1370DN	Q652945390	17,226	-
KYOCERA	FS-1370DN	Q652842253	17,501	-
KYOCERA	FS-1370DN	Q652X47733	17,549	-
KYOCERA	FS-1370DN	Q652X45766	17,644	-
KYOCERA	FS-1370DN	Q652944651	17,674	-
KYOCERA	FS-1370DN	Q652943243	17,715	-
KYOCERA	FS-1370DN	Q652X47996	17,743	-
KYOCERA	FS-1370DN	Q652943531	17,922	-
KYOCERA	FS-1370DN	Q652842165	18,009	-
KYOCERA	FS-1370DN	Q652945378	18,129	-
KYOCERA	FS-1370DN	Q652842164	18,151	-
KYOCERA	FS-1370DN	Q652X46019	18,327	-
KYOCERA	FS-1370DN	Q653766463	18,354	-
KYOCERA	FS-1370DN	Q652945392	18,370	-
KYOCERA	FS-1370DN	Q652842236	18,639	-
KYOCERA	FS-1370DN	Q652944642	18,708	-
KYOCERA	FS-1370DN	Q652X47246	18,775	-

<b>Manufacturer</b>	<b>Model</b>	<b>Device Serial Number</b>	<b>Mono Pages Last Meter</b>	<b>Color Pages Last Meter</b>
KYOCERA	FS-1370DN	Q652X47260	18,838	-
KYOCERA	FS-1370DN	Q652841857	18,984	-
KYOCERA	FS-1370DN	Q652X45932	19,021	-
KYOCERA	FS-1370DN	Q652944945	19,105	-
KYOCERA	FS-1370DN	C2I256086	19,142	-
KYOCERA	FS-1370DN	Q652X46024	19,188	-
KYOCERA	FS-1370DN	Q652X46334	19,215	-
KYOCERA	FS-1370DN	Q652842144	19,309	-
KYOCERA	FS-1370DN	Q652945383	19,351	-
KYOCERA	FS-1370DN	VNB3R34591	19,397	-
KYOCERA	FS-1370DN	Q652842243	19,566	-
KYOCERA	FS-1370DN	Q652945004	19,573	-
KYOCERA	FS-1370DN	Q652842145	19,655	-
KYOCERA	FS-1370DN	Q652945391	19,723	-
KYOCERA	FS-1370DN	Q652944689	19,799	-
KYOCERA	FS-1370DN	Q652943518	19,951	-
KYOCERA	FS-1370DN	Q652944766	20,061	-
KYOCERA	FS-1370DN	Q652X47298	20,078	-
KYOCERA	FS-1370DN	Q652943486	20,124	-
KYOCERA	FS-1370DN	Q652945373	20,147	-
KYOCERA	FS-1370DN	Q652X47330	20,244	-
KYOCERA	FS-1370DN	Q652X45837	20,345	-
KYOCERA	FS-1370DN	Q652841854	20,389	-
KYOCERA	FS-1370DN	Q652944857	20,458	-
KYOCERA	FS-1370DN	Q652944681	20,487	-
KYOCERA	FS-1370DN	Q652X46033	20,524	-

<b>Manufacturer</b>	<b>Model</b>	<b>Device Serial Number</b>	<b>Mono Pages Last Meter</b>	<b>Color Pages Last Meter</b>
KYOCERA	FS-1370DN	Q652944988	20,565	-
KYOCERA	FS-1370DN	Q652842215	20,642	-
KYOCERA	FS-1370DN	Q652841851	20,684	-
KYOCERA	FS-1370DN	Q652943231	20,857	-
KYOCERA	FS-1370DN	Q652944694	20,895	-
KYOCERA	FS-1370DN	Q652943242	20,906	-
KYOCERA	FS-1370DN	Q652945369	20,975	-
KYOCERA	FS-1370DN	Q652X47973	21,106	-
KYOCERA	FS-1370DN	Q652841866	21,219	-
KYOCERA	FS-1370DN	Q652842239	21,276	-
KYOCERA	FS-1370DN	Q652943087	21,282	-
KYOCERA	FS-1370DN	Q652942864	21,299	-
KYOCERA	FS-1370DN	Q652X45938	21,436	-
KYOCERA	FS-1370DN	Q652942848	21,547	-
KYOCERA	FS-1370DN	Q652841864	21,741	-
KYOCERA	FS-1370DN	Q652945386	21,787	-
KYOCERA	FS-1370DN	Q652943244	21,901	-
KYOCERA	FS-1370DN	Q653766936	21,971	-
KYOCERA	FS-1370DN	Q652943793	21,975	-
KYOCERA	FS-1370DN	Q652X47405	21,988	-
KYOCERA	FS-1370DN	CNF8G64CT0	22,016	-
KYOCERA	FS-1370DN	Q652945395	22,144	-
KYOCERA	FS-1370DN	Q652842222	22,160	-
KYOCERA	FS-1370DN	Q652944990	22,197	-
KYOCERA	FS-1370DN	Q652943483	22,260	-
KYOCERA	FS-1370DN	XVH1530809	22,455	-

<b>Manufacturer</b>	<b>Model</b>	<b>Device Serial Number</b>	<b>Mono Pages Last Meter</b>	<b>Color Pages Last Meter</b>
KYOCERA	FS-1370DN	Q652944937	22,461	-
KYOCERA	FS-1370DN	Q652944682	22,506	-
KYOCERA	FS-1370DN	Q652X45823	22,530	-
KYOCERA	FS-1370DN	Q652943253	22,867	-
KYOCERA	FS-1370DN	Q652X47838	22,926	-
KYOCERA	FS-1370DN	Q652842159	23,037	-
KYOCERA	FS-1370DN	Q652842198	23,135	-
KYOCERA	FS-1370DN	Q652841638	23,709	-
KYOCERA	FS-1370DN		23,841	-
KYOCERA	FS-1370DN	Q652944643	24,024	-
KYOCERA	FS-1370DN	Q652945388	24,051	-
KYOCERA	FS-1370DN	PHBHC89538	24,345	-
KYOCERA	FS-1370DN	Q652943319	24,382	-
KYOCERA	FS-1370DN	Q652944995	24,463	-
KYOCERA	FS-1370DN	Q652X45645	24,474	-
KYOCERA	FS-1370DN		25,424	-
KYOCERA	FS-1370DN	A5YN017002329	25,427	-
KYOCERA	FS-1370DN	Q652X47398	25,606	-
KYOCERA	FS-1370DN	Q652842212	25,703	-
KYOCERA	FS-1370DN	Q652943515	26,019	-
KYOCERA	FS-1370DN	Q652944679	26,695	-
KYOCERA	FS-1370DN	Q652X45605	26,803	-
KYOCERA	FS-1370DN	Q652943237	26,807	-
KYOCERA	FS-1370DN	Q652X45642	26,873	-
KYOCERA	FS-1370DN	Q652842097	27,068	-
KYOCERA	FS-1370DN	Q653766540	27,139	-

<b>Manufacturer</b>	<b>Model</b>	<b>Device Serial Number</b>	<b>Mono Pages Last Meter</b>	<b>Color Pages Last Meter</b>
KYOCERA	FS-1370DN	Q652944677	27,188	-
KYOCERA	FS-1370DN	Q652945384	27,279	-
KYOCERA	FS-1370DN	Q652842205	27,329	-
KYOCERA	FS-1370DN	Q652943797	27,469	-
KYOCERA	FS-1370DN	Q652944799	27,551	-
KYOCERA	FS-1370DN	Q652945393	27,694	-
KYOCERA	FS-1370DN	Q652945399	27,724	-
KYOCERA	FS-1370DN	Q652944993	28,028	-
KYOCERA	FS-1370DN	Q652X45939	28,062	-
KYOCERA	FS-1370DN	Q652945440	28,571	-
KYOCERA	FS-1370DN	Q652X47728	28,700	-
KYOCERA	FS-1370DN	Q652944943	28,738	-
KYOCERA	FS-1370DN	Q652945001	29,204	-
KYOCERA	FS-1370DN	Q652X47742	29,378	-
KYOCERA	FS-1370DN	Q652945431	29,567	-
KYOCERA	FS-1370DN	Q652X47735	29,993	-
KYOCERA	FS-1370DN	Q652X45819	30,044	-
KYOCERA	FS-1370DN	Q652842169	30,250	-
KYOCERA	FS-1370DN	Q652X46603	30,385	-
KYOCERA	FS-1370DN	Q652X47250	30,482	-
KYOCERA	FS-1370DN	Q652842214	31,120	-
KYOCERA	FS-1370DN	Q652944741	31,190	-
KYOCERA	FS-1370DN	Q652X47822	31,264	-
KYOCERA	FS-1370DN	Q652944638	31,623	-
KYOCERA	FS-1370DN	Q652945005	31,776	-
KYOCERA	FS-1370DN	Q652945416	32,147	-

<b>Manufacturer</b>	<b>Model</b>	<b>Device Serial Number</b>	<b>Mono Pages Last Meter</b>	<b>Color Pages Last Meter</b>
KYOCERA	FS-1370DN	Q652X47247	32,171	-
KYOCERA	FS-1370DN	Q652943098	32,214	-
KYOCERA	FS-1370DN	Q652X45773	32,309	-
KYOCERA	FS-1370DN	NUF3106398	32,327	-
KYOCERA	FS-1370DN	Q652944688	32,540	-
KYOCERA	FS-1370DN	Q652X45647	32,855	-
KYOCERA	FS-1370DN	A5YN017002548	33,221	-
KYOCERA	FS-1370DN	Q652X45636	33,574	-
KYOCERA	FS-1370DN	Q652X45831	33,585	-
KYOCERA	FS-1370DN	Q652842226	33,742	-
KYOCERA	FS-1370DN	Q652X47434	33,864	-
KYOCERA	FS-1370DN	Q652X46587	34,061	-
KYOCERA	FS-1370DN	Q652X47396	34,081	-
KYOCERA	FS-1370DN	Q652841852	34,433	-
KYOCERA	FS-1370DN	Q652944944	34,660	-
KYOCERA	FS-1370DN	Q652X46794	34,742	-
KYOCERA	FS-1370DN	Q652842166	35,135	-
KYOCERA	FS-1370DN	Q652943238	35,167	-
KYOCERA	FS-1370DN	Q652X47797	35,186	-
KYOCERA	FS-1370DN	Q652944649	35,511	-
KYOCERA	FS-1370DN	Q652842147	35,761	-
KYOCERA	FS-1370DN	Q652X45921	36,544	-
KYOCERA	FS-1370DN	Q652842125	36,774	-
KYOCERA	FS-1370DN	Q652944856	36,988	-
KYOCERA	FS-1370DN	Q652944644	37,481	-
KYOCERA	FS-1370DN	Q652841855	38,052	-

<b>Manufacturer</b>	<b>Model</b>	<b>Device Serial Number</b>	<b>Mono Pages Last Meter</b>	<b>Color Pages Last Meter</b>
KYOCERA	FS-1370DN	Q652841774	38,150	-
KYOCERA	FS-1370DN	Q652X45935	38,277	-
KYOCERA	FS-1370DN	Q652943241	38,488	-
KYOCERA	FS-1370DN	Q652842227	38,550	-
KYOCERA	FS-1370DN	Q652Z53574	39,363	-
KYOCERA	FS-1370DN	Q652942846	39,691	-
KYOCERA	FS-1370DN	Q652945375	39,975	-
KYOCERA	FS-1370DN	Q652942845	40,348	-
KYOCERA	FS-1370DN	Q652842160	40,574	-
KYOCERA	FS-1370DN	Q652943068	40,768	-
KYOCERA	FS-1370DN	Q652X45640	40,971	-
KYOCERA	FS-1370DN	Q652943798	41,327	-
KYOCERA	FS-1370DN	Q652X47409	41,393	-
KYOCERA	FS-1370DN	Q652943317	42,199	-
KYOCERA	FS-1370DN	Q652X45638	42,720	-
KYOCERA	FS-1370DN	Q652943530	42,979	-
KYOCERA	FS-1370DN	Q652X45653	43,581	-
KYOCERA	FS-1370DN	Q652X47390	43,858	-
KYOCERA	FS-1370DN	VNBCC7C5ZN	44,114	-
KYOCERA	FS-1370DN	Q652X45821	44,584	-
KYOCERA	FS-1370DN	Q652842229	44,892	-
KYOCERA	FS-1370DN	Q652842157	45,123	-
KYOCERA	FS-1370DN	Q652944926	45,225	-
KYOCERA	FS-1370DN	Q652945417	45,686	-
KYOCERA	FS-1370DN	Q652945000	45,894	-
KYOCERA	FS-1370DN	Q652841853	45,937	-

<b>Manufacturer</b>	<b>Model</b>	<b>Device Serial Number</b>	<b>Mono Pages Last Meter</b>	<b>Color Pages Last Meter</b>
KYOCERA	FS-1370DN	Q653156605	45,955	-
KYOCERA	FS-1370DN	CNDCGD30C8	46,916	-
KYOCERA	FS-1370DN	Q652944810	47,225	-
KYOCERA	FS-1370DN	Q652842221	47,386	-
KYOCERA	FS-1370DN	Q652945382	47,424	-
KYOCERA	FS-1370DN	Q652X45933	48,526	-
KYOCERA	FS-1370DN	Q652842249	48,655	-
KYOCERA	FS-1370DN	Q652X45832	48,960	-
KYOCERA	FS-1370DN	Q652944804	49,269	-
KYOCERA	FS-1370DN	Q652942851	49,435	-
KYOCERA	FS-1370DN	Q652X46793	49,691	-
KYOCERA	FS-1370DN	Q652X46803	51,605	-
KYOCERA	FS-1370DN	Q652945428	53,316	-
KYOCERA	FS-1370DN	PHBHJ00657	53,544	-
KYOCERA	FS-1370DN	Q652X46621	53,583	-
KYOCERA	FS-1370DN	Q652943485	54,456	-
KYOCERA	FS-1370DN	CNDCG8K1B2	55,236	-
KYOCERA	FS-1370DN	Q652943790	56,791	-
KYOCERA	FS-1370DN	Q653X73027	57,397	-
KYOCERA	FS-1370DN	Q652842216	58,287	-
KYOCERA	FS-1370DN	Q652X47337	59,029	-
KYOCERA	FS-1370DN	CNB9N93668	60,380	-
KYOCERA	FS-1370DN	Q652841868	64,077	-
KYOCERA	FS-1370DN	Q652943524	64,513	-
KYOCERA	FS-1370DN	Q652842218	65,070	-
KYOCERA	FS-1370DN	Q652842197	69,225	-

<b>Manufacturer</b>	<b>Model</b>	<b>Device Serial Number</b>	<b>Mono Pages Last Meter</b>	<b>Color Pages Last Meter</b>
KYOCERA	FS-1370DN	Q652X45835	76,801	-
KYOCERA	FS-1370DN	Q652X46791	91,673	-
KYOCERA	FS-1370DN	Q652944939	113,829	-
KYOCERA	FS-2020D	XVH1530807	10,736	-
KYOCERA	FS-2020D	XVH1530865	14,942	-
KYOCERA	FS-2020D	XVH1530863	15,150	-
KYOCERA	FS-2020D	XVH1530868	15,930	-
KYOCERA	FS-2020D	XVH1530798	37,968	-
KYOCERA	FS-2020D	XVH1530796	43,452	-
KYOCERA	FS-2020D	XVH1530873	44,087	-
KYOCERA	FS-2020D	XVH1Z45098	58,260	-
KYOCERA	FS-2020D	XVH1530803	64,421	-
KYOCERA	FS-2020D	XVH1Z45102	68,053	-
KYOCERA	FS-2020D	XVH1530871	73,422	-
KYOCERA	FS-2020D	XVH1530860	73,482	-
KYOCERA	FS-2020D	Q652944803	80,476	-
KYOCERA	FS-2020D	XVH1Z45105	81,217	-
KYOCERA	FS-2020D	XVH1530808	93,116	-
KYOCERA	FS-2020D	XVH1530870	119,363	-
KYOCERA	FS-2020D	XVH1530878	120,322	-
KYOCERA	FS-2020D	XVH1Z44996	126,921	-
KYOCERA	FS-2020D	CNRXL99795	138,346	-
KYOCERA	FS-2020D	XVH1530811	141,375	-
KYOCERA	FS-2020D	XVH1530872	152,858	-
KYOCERA	FS-2020D	XVH1530862	158,225	-
KYOCERA	FS-2020D	XVH1530869	167,344	-

<b>Manufacturer</b>	<b>Model</b>	<b>Device Serial Number</b>	<b>Mono Pages Last Meter</b>	<b>Color Pages Last Meter</b>
KYOCERA	FS-2100DN	LQA5931181	2,392	-
KYOCERA	FS-2100DN	LQA5318350	3,030	-
KYOCERA	FS-2100DN	LQA4814605	3,902	-
KYOCERA	FS-2100DN	NUF3106153	4,632	-
KYOCERA	FS-2100DN	Q652944798	5,886	-
KYOCERA	FS-2100DN	VNBCBD01JY	6,265	-
KYOCERA	FS-2100DN	LQA6739125	7,312	-
KYOCERA	FS-2100DN	LQA5932644	7,483	-
KYOCERA	FS-2100DN	LQA4611449	8,366	-
KYOCERA	FS-2100DN	NUF3409066	8,600	-
KYOCERA	FS-2100DN	LQA5624576	8,998	-
KYOCERA	FS-2100DN	LQA5932030	9,229	-
KYOCERA	FS-2100DN	LQA5829027	9,325	-
KYOCERA	FS-2100DN	LQA5930421	10,648	-
KYOCERA	FS-2100DN	LQA4104137	11,429	-
KYOCERA	FS-2100DN	LQA5931202	11,529	-
KYOCERA	FS-2100DN	NUF3106148	13,268	-
KYOCERA	FS-2100DN	LQA5217981	13,891	-
KYOCERA	FS-2100DN	NUF3106140	16,326	-
KYOCERA	FS-2100DN	LQA6637288	17,050	-
KYOCERA	FS-2100DN	LQA5932919	17,733	-
KYOCERA	FS-2100DN	LQA4103665	19,159	-
KYOCERA	FS-2100DN	LQA5931190	19,235	-
KYOCERA	FS-2100DN	LQA5624517	21,098	-
KYOCERA	FS-2100DN	LQA5217991	21,625	-
KYOCERA	FS-2100DN	LQA5829784	22,604	-

<b>Manufacturer</b>	<b>Model</b>	<b>Device Serial Number</b>	<b>Mono Pages Last Meter</b>	<b>Color Pages Last Meter</b>
KYOCERA	FS-2100DN	NUF3106143	23,428	-
KYOCERA	FS-2100DN	LQA5624573	26,599	-
KYOCERA	FS-2100DN	LQA4507537	32,966	-
KYOCERA	FS-2100DN	NUF3106393	41,104	-
KYOCERA	FS-2100DN	LQA5828516	42,898	-
KYOCERA	FS-2100DN	LQA4508724	46,430	-
KYOCERA	FS-2100DN	LQA5931197	47,603	-
KYOCERA	FS-2100DN	LQA4609687	49,776	-
KYOCERA	FS-2100DN	NUF3106479	53,465	-
KYOCERA	FS-2100DN	LQA3900443	70,456	-
KYOCERA	FS-2100DN	LQA6738466	74,640	-
KYOCERA	FS-2100DN	LQA5625008	77,770	-
KYOCERA	FS-2100DN	LQA5828523	94,143	-
KYOCERA	FS-2100DN	VNB3B72675	97,091	-
KYOCERA	FS-2100DN	NUF3611005	109,204	-
KYOCERA	FS-2100DN	NUF3409782	118,690	-
KYOCERA	FS-2100DN	NUF3914719	122,531	-
KYOCERA	FS-2100DN	NUF2Z05084	124,754	-
KYOCERA	FS-2100DN	LQA6939920	152,622	-
KYOCERA	FS-2100DN	LQA5625310	182,217	-
KYOCERA	FS-2100DN	NUF3106139	209,384	-
KYOCERA	FS-2100DN	NUF3207320	218,432	-
KYOCERA	FS-2100DN	LQA3900497	239,521	-
KYOCERA	FS-C5150DN	Q512304465	35	707
KYOCERA	FS-C5150DN	Q511803411	1,271	2,368
KYOCERA	FS-C5150DN	Q513407268	1,561	11,635

<b>Manufacturer</b>	<b>Model</b>	<b>Device Serial Number</b>	<b>Mono Pages Last Meter</b>	<b>Color Pages Last Meter</b>
KYOCERA	FS-C5150DN	Q513507473	1,704	9,441
KYOCERA	FS-C5150DN	Q513507580	2,087	7,057
KYOCERA	FS-C5150DN	Q512X06097	2,108	19,048
KYOCERA	FS-C5150DN	Q512X05959	3,102	21,424
KYOCERA	FS-C5150DN	Q511803406	3,104	10,909
KYOCERA	FS-C5150DN	Q511803409	3,450	14,965
KYOCERA	FS-C5150DN	Q513507382	3,604	10,630
KYOCERA	FS-C5150DN	Q513607944	3,696	9,980
KYOCERA	FS-C5150DN	Q512X05969	3,953	13,591
KYOCERA	FS-C5150DN	Q513708367	4,719	16,041
KYOCERA	FS-C5150DN	Q512705402	5,056	15,282
KYOCERA	FS-C5150DN	Q513908793	8,685	35,777
KYOCERA	FS-C5150DN	Q513607642	13,221	14,500
KYOCERA	FS-C5150DN	Q513908772	29,032	7,290
LEXMARK	E120n	995CFGX	2,944	-
LEXMARK	MX410de	70155PLM0YNFW	5,388	-
LEXMARK	MX410de	70155PLM0Y5YD	14,773	-
LEXMARK	MX410de	70155PLM0YNGX	24,879	-
LEXMARK	X734de	9436B22	15,167	28,712
RICOH	Aficio SP C420DN	S3808501453	4,993	3,408
RICOH	Aficio SP C420DN	S3808501573	9,140	7,907
RICOH	Aficio SP C430DN	S9329300375	5,471	10,366
RICOH	Aficio SP C430DN	S9309002335	21,584	36,460
XEROX	Phaser 7760DN	AUA337967	38,913	129,394
XEROX	WorkCentre 6015NI	BD1030942	1,962	944

**ATTACHMENT I**  
**HOWARD COUNTY PUBLIC SCHOOL SYSTEM**  
**LISTING OF CONVENIENCE COPIER/MFDS AND DIGITAL DUPLICATORS**

<b>Manufacturer</b>	<b>Model</b>	<b>Device Serial Number</b>	<b>Mono Pages Last Meter</b>	<b>Color Pages Last Meter</b>
KONICA-MINOLTA	227	A7AK017001507		
KONICA-MINOLTA	654			
KONICA-MINOLTA	654	A5YNO17002518		
KONICA-MINOLTA	654	A5YNO17002581		
KONICA-MINOLTA	308e	AA6W011003007		
KONICA-MINOLTA	BIZHUB 308E	AA6W011002878	105,785	-
KONICA-MINOLTA	BIZHUB 654	A5YN011002408	1,102,261	-
KONICA-MINOLTA	BIZHUB 654	A5YN011000237	1,250,844	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017006296	639,396	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017003862	662,857	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017003844	678,844	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002389	708,780	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017003004	821,928	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017000825	827,970	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017005054	877,172	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017006276	973,743	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017005339	1,002,817	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002497	1,085,267	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017006106	1,141,786	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002321	1,183,631	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017004029	1,192,246	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002239	1,251,209	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017006120	1,256,499	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002323	1,548,317	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002358	1,740,808	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017001784	1,834,161	-

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
KONICA-MINOLTA	BIZHUB 654E	A5YN017002615	2,145,433	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002560	2,572,042	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002571	2,601,914	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002590	2,635,901	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002354	2,644,359	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002526	2,647,433	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017009541	2,684,753	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002355	2,956,180	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017001700	2,999,435	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002553	3,008,119	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002541	3,044,510	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002532	3,045,943	#REF!
KONICA-MINOLTA	BIZHUB 654E	A5YN017002591	3,142,374	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017001937	3,226,504	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002576	3,236,182	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002531	3,321,472	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002585	3,736,357	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002646	3,777,310	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002546	3,848,378	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002695	3,862,393	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002583	3,890,924	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002551	3,908,696	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002253	3,946,447	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002226	3,946,469	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002582	3,953,652	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002635	3,970,516	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002599	4,010,676	-

<b>Manufacturer</b>	<b>Model</b>	<b>Device Serial Number</b>	<b>Mono Pages Last Meter</b>	<b>Color Pages Last Meter</b>
KONICA-MINOLTA	BIZHUB 654E	A5YN017005981	4,053,097	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002573	4,133,919	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002685	4,212,776	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017001959	4,241,890	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002588	4,359,863	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002549	4,438,245	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002617	4,463,777	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002345	4,473,337	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002547	4,475,194	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002558	4,535,940	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002596	4,579,554	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002690	4,680,658	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002327	4,704,269	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002250	4,727,694	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002557	4,733,272	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002586	4,762,687	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017001878	4,793,811	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002688	4,924,962	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017001846	4,927,965	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002648	5,084,857	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002565	5,109,520	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002669	5,132,009	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002589	5,133,874	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002216	5,436,609	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017001863	5,473,705	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002534	6,673,050	-
KONICA-MINOLTA	BIZHUB 654E	A5YN017002561	6,790,135	-

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
KONICA-MINOLTA	BIZHUB 658E	AA6R011001472	1,011,622	-
KONICA-MINOLTA	BIZHUB 754	A55V011001404	746,456	-
KONICA-MINOLTA	BIZHUB 754	A55V011000922	1,011,619	-
KONICA-MINOLTA	BIZHUB 754E	A55V017004051	819,985	-
KONICA-MINOLTA	BIZHUB 754E	A55V017005276	1,470,730	-
KONICA-MINOLTA	BIZHUB 754E	A55V017000670	1,560,096	-
KONICA-MINOLTA	BIZHUB C258	A7R0011011009	7,707	14,034
KONICA-MINOLTA	BIZHUB C654	A2X1011005929	267,424	153,016
KONICA-MINOLTA	BIZHUB C654	A2X1011006053	595,805	209,024
KONICA-MINOLTA	BIZHUB C654	A2X1011006125	605,944	316,860
KONICA-MINOLTA	BIZHUB C654	A2X1011001425	900,988	369,178
KONICA-MINOLTA	BIZHUB C654E	A2X1018000508	141,282	98,552
KONICA-MINOLTA	BIZHUB C654E	A2X1018000513	184,366	93,987
KONICA-MINOLTA	BIZHUB C654E	A2X1018000510	206,987	188,362
KONICA-MINOLTA	BIZHUB C654E	A2X1018000533	235,881	183,701
KONICA-MINOLTA	BIZHUB C654E	A2X1018000511	330,295	124,252
KONICA-MINOLTA	BIZHUB C654E	A2X1018000509	691,271	266,365
KONICA-MINOLTA	BIZHUB C754E	A2X0017008351	83,192	1,258
KONICA-MINOLTA	BIZHUB C754E	A2X0017008291	226,381	294,737
KONICA-MINOLTA	BIZHUB C754E	A2X0017005253	230,057	169,813
KONICA-MINOLTA	C368	A7PU011013698		
KONICA-MINOLTA	C654	A2X1017018098		
KONICA-MINOLTA		AA6W011000375		
RICOH	DD3334			
RICOH	DX 3343			
RICOH	DX3334			
RICOH	DX3334			
RICOH	DX3340			
RICOH	DX3340			



Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
RICOH	DX3343			
RISO	5130			
TOSHIBA	e- STUDIO206L	C2K210626		
TOSHIBA	e-STUDIO206L	C2I259300	11,974	-
TOSHIBA	e-STUDIO206L	C2I259377	26,008	-
TOSHIBA	e-STUDIO206L	C2I259356	26,664	-
TOSHIBA	e-STUDIO206L	C2I259297	29,325	-
TOSHIBA	e-STUDIO206L	C2I259384	39,289	-
TOSHIBA	e-STUDIO206L	C2I259390	40,208	-
TOSHIBA	e-STUDIO206L	C2I259314	49,286	-
TOSHIBA	e-STUDIO206L	C2I259286	54,236	-
TOSHIBA	e-STUDIO206L	C2I259365	57,555	-
TOSHIBA	e-STUDIO206L	C2I259308	62,628	-
TOSHIBA	e-STUDIO206L	C2I259322	68,400	-
TOSHIBA	e-STUDIO206L	C2I259380	80,021	-
TOSHIBA	e-STUDIO206L	C2I259359	88,808	-
TOSHIBA	e-STUDIO206L	C2I259307	93,830	-
TOSHIBA	e-STUDIO206L	C2I259324	95,057	-
TOSHIBA	e-STUDIO206L	C2I259387	98,370	-
TOSHIBA	e-STUDIO206L	C2I259316	99,181	-

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
TOSHIBA	e-STUDIO206L	C2I259385	103,963	-
TOSHIBA	e-STUDIO206L	C2I259313	104,597	-
TOSHIBA	e-STUDIO206L	C2I259371	109,829	-
TOSHIBA	e-STUDIO206L	C2I259360	137,778	-
TOSHIBA	e-STUDIO206L	C2I259366	140,380	-
TOSHIBA	e-STUDIO206L	C2I259394	150,843	-
TOSHIBA	e-STUDIO206L	C2I259370	185,998	-
TOSHIBA	e-STUDIO206L	C21260540		
TOSHIBA	e-STUDIO206L	C21259381		
TOSHIBA	e-STUDIO256	C2H256082	142,586	-
TOSHIBA	e-STUDIO256	C2I256194	151,548	-
TOSHIBA	e-STUDIO256	C2L215784	162,407	-
TOSHIBA	e-STUDIO256	C2I256139	171,358	-
TOSHIBA	e-STUDIO256	C2H256081	192,094	-
TOSHIBA	e-STUDIO256	C2H256070	192,983	-
TOSHIBA	e-STUDIO256	C2H256071	202,941	-
TOSHIBA	e-STUDIO256	C2I256135	206,733	-
TOSHIBA	e-STUDIO256	C2H256078	208,374	-
TOSHIBA	e-STUDIO256	C2I256188	217,220	-
TOSHIBA	e-STUDIO256	C2I256143	221,207	-
TOSHIBA	e-STUDIO256	C2H256079	221,629	-
TOSHIBA	e-STUDIO256	C2I256101	224,338	-
TOSHIBA	e-STUDIO256	C2I256128	229,579	-
TOSHIBA	e-STUDIO256	C2H256068	241,633	-
TOSHIBA	e-STUDIO256	C2I256144	241,819	-
TOSHIBA	e-STUDIO256	C2I256083	241,890	-
TOSHIBA	e-STUDIO256	C2I256102	242,134	-
TOSHIBA	e-STUDIO256	C2I256142	242,569	-

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
TOSHIBA	e-STUDIO256	C2I256199	257,165	-
TOSHIBA	e-STUDIO256	C2I256201	259,028	-
TOSHIBA	e-STUDIO256	C2H255436	260,067	-
TOSHIBA	e-STUDIO256	C2I256085	267,541	-
TOSHIBA	e-STUDIO256	C2I256137	276,209	-
TOSHIBA	e-STUDIO256	C2I256159	277,590	-
TOSHIBA	e-STUDIO256	C2I256152	280,017	#REF!
TOSHIBA	e-STUDIO256	C2I256088	286,029	-
TOSHIBA	e-STUDIO256	C2H256073	287,718	-
TOSHIBA	e-STUDIO256	C2H256066	293,963	-
TOSHIBA	e-STUDIO256	C2H256075	298,446	-
TOSHIBA	e-STUDIO256	C2I256157	298,936	-
TOSHIBA	e-STUDIO256	C2H256080	302,307	-
TOSHIBA	e-STUDIO256	C2H255435	310,869	-
TOSHIBA	e-STUDIO256	C2I256087	312,568	-
TOSHIBA	e-STUDIO256	C2I256147	315,989	-
TOSHIBA	e-STUDIO256	C2I256140	319,279	-
TOSHIBA	e-STUDIO256	C2I256189	320,798	-
TOSHIBA	e-STUDIO256	C2H255497	327,238	-
TOSHIBA	e-STUDIO256	C2I256153	330,591	-
TOSHIBA	e-STUDIO256	C2I256196	334,220	-
TOSHIBA	e-STUDIO256	C2I256150	338,529	-
TOSHIBA	e-STUDIO256	C2H256076	339,773	-
TOSHIBA	e-STUDIO256	VNB3B71222	341,489	-
TOSHIBA	e-STUDIO256	C2H256077	370,504	-
TOSHIBA	e-STUDIO256	C2I256158	377,732	-
TOSHIBA	e-STUDIO256	C2I256154	382,189	-

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
TOSHIBA	e-STUDIO256	C2I256146	394,022	-
TOSHIBA	e-STUDIO256	C2I256096	404,345	-
TOSHIBA	e-STUDIO256	C2I256148	405,568	-
TOSHIBA	e-STUDIO256	C2I256200	406,679	-
TOSHIBA	e-STUDIO256	C2H256072	413,547	-
TOSHIBA	e-STUDIO256	C2I256192	414,780	-
TOSHIBA	e-STUDIO256	C2I256160	437,204	-
TOSHIBA	e-STUDIO256	C2I256197	462,015	-
TOSHIBA	e-STUDIO256	C2I256141	465,026	-
TOSHIBA	e-STUDIO256	C2I256136	477,687	-
TOSHIBA	e-STUDIO256	C2I256127	599,115	-
TOSHIBA	e-STUDIO256	C2I256198	668,486	-
TOSHIBA	e-STUDIO256	C2I256202		
TOSHIBA	e-STUDIO256	C2I256150		
TOSHIBA	e-STUDIO356	C2H255325	115,501	-
TOSHIBA	e-STUDIO356	C2H251297	143,448	-
TOSHIBA	e-STUDIO356	C2H255818	150,918	-
TOSHIBA	e-STUDIO356	C2H251272	170,608	-
TOSHIBA	e-STUDIO356	C2H255789	174,625	-
TOSHIBA	e-STUDIO356	C2H251275	189,211	-
TOSHIBA	e-STUDIO356	C2H251202	198,743	-
TOSHIBA	e-STUDIO356	C2H255782	207,617	-
TOSHIBA	e-STUDIO356	C2H251204	216,287	-
TOSHIBA	e-STUDIO356	C2H255784	217,642	-
TOSHIBA	e-STUDIO356	C2H251207	231,393	-
TOSHIBA	e-STUDIO356	C2H251270	240,341	-
TOSHIBA	e-STUDIO356	C2H251205	245,897	-
TOSHIBA	e-STUDIO356	C2H251209	246,664	-

Manufacturer	Model	Device Serial Number	Mono Pages Last Meter	Color Pages Last Meter
TOSHIBA	e-STUDIO356	C2H255896	251,839	-
TOSHIBA	e-STUDIO356	C2H255811	259,816	-
TOSHIBA	e-STUDIO356	C2H251187	262,140	-
TOSHIBA	e-STUDIO356	C2H251184	262,359	-
TOSHIBA	e-STUDIO356	C2H251184	262,359	-
TOSHIBA	e-STUDIO356	C2H255320	307,892	-
TOSHIBA	e-STUDIO356	C2H255932	327,816	-
TOSHIBA	e-STUDIO356	C2H255794	343,341	-
TOSHIBA	e-STUDIO356	C2H251182	389,373	-
TOSHIBA	e-STUDIO356	C2J264740	428,563	-
TOSHIBA	e-STUDIO356	C2H255814	431,819	-
TOSHIBA	e-STUDIO356	C2H251185	440,034	-
TOSHIBA	e-STUDIO356	C2H251235	508,169	-
TOSHIBA	e-STUDIO356	C2J264731	581,309	-
TOSHIBA	e-STUDIO356	C2H255328	827,525	-
TOSHIBA	e-STUDIO356	C2H255897		
TOSHIBA	e-STUDIO356	C2H255333		
TOSHIBA	e-STUDIO456	C2K211350	117,154	-
TOSHIBA	e-STUDIO456	C2H255197	117,524	-
TOSHIBA	e-STUDIO456	C2H255165	164,320	-
TOSHIBA	e-STUDIO456	C2H255141	168,819	-
TOSHIBA	e-STUDIO456	C2H255232	201,123	-
TOSHIBA	e-STUDIO456	C2H255235	211,000	-
TOSHIBA	e-STUDIO456	C2H255128	218,210	-
TOSHIBA	e-STUDIO456	C2H255160	227,312	-
TOSHIBA	e-STUDIO456	C2H255221	228,657	-
TOSHIBA	e-STUDIO456	C2K211160	257,701	-
TOSHIBA	e-STUDIO456	C2H255233	261,593	-

<b>Manufacturer</b>	<b>Model</b>	<b>Device Serial Number</b>	<b>Mono Pages Last Meter</b>	<b>Color Pages Last Meter</b>
TOSHIBA	e-STUDIO456	C2H255185	293,551	-
TOSHIBA	e-STUDIO456	C2H255166	302,603	-
TOSHIBA	e-STUDIO456	C2H255147	315,471	-
TOSHIBA	e-STUDIO456	C2H255139	316,332	-
TOSHIBA	e-STUDIO456	C2H255140	316,562	-
TOSHIBA	e-STUDIO456	C2H255134	318,852	-
TOSHIBA	e-STUDIO456	C2H255195	349,952	-
TOSHIBA	e-STUDIO456	CNRXL99808	353,663	-
TOSHIBA	e-STUDIO456	C2H255214	359,472	-
TOSHIBA	e-STUDIO456	C2H255150	368,916	-
TOSHIBA	e-STUDIO456	C2H255217	378,543	-
TOSHIBA	e-STUDIO456	C2H255179	416,700	-
TOSHIBA	e-STUDIO456	C2H255224	425,820	-
TOSHIBA	e-STUDIO456	C2H255186	444,061	-
TOSHIBA	e-STUDIO456	C2H255212	474,811	-
TOSHIBA	e-STUDIO456	C2H255188	507,952	-
TOSHIBA	e-STUDIO456	C2H255226	545,220	-
TOSHIBA	e-STUDIO456	C2H255210	549,524	-
TOSHIBA	e-STUDIO456	C2H255237	837,077	-
TOSHIBA	e-STUDIO456	VND3B08182	1,042,911	-
TOSHIBA	e-STUDIO456	C2H255159		
TOSHIBA	e-STUDIO456	C2H255211		
TOSHIBA	e-STUDIO457	CEJD41528	85,526	-

## ATTACHMENT J

PRICING SCHEDULE A  
SUMMARY PRICING FORM

Proposing Vendor Company Name:

60-MONTH ENTERPRISE MANAGED PRINT PROGRAM COSTS  
HOWARD COUNTY PUBLIC SCHOOL SYSTEM (HCPSS)

Convenience Copier/MFD Lease Costs, Server/Software Solution, Licensing, Miscellaneous Elements and Professional Services Cost	\$	-
Estimated 60-Month Convenience Copier/MFD Monochrome Volume		519,130,000
60-Month Convenience Copier/MFD Monochrome Service & Supply Cost including Five (5) Full-Time Factory-Trained Technicians	\$	-
Net Effective All-inclusive Convenience Copier/MFD Monochrome Cost-Per-Page/Impression (shown for comparative purposes only)	\$	-
Projected 60-Month Convenience Copier/MFD Color Volume		2,430,000
60-Month Convenience Copier/MFD Color Service & Supply Costs	\$	-
60-Month Grand Total of All Convenience Copier/MFD Hardware Lease, Software, Licensing, Miscellaneous Elements, Professional Services, Labor, Service and Supply Costs (Excluding Paper)	\$	-
Projected 60-Month Network Printer Monochrome Volume		27,035,040
60-Month Monochrome Network Printer Service & Supply Costs	\$	-
Projected 60-Month Network Printer Color Volume		5,180,160
60-Month Color Network Printer Service & Supply Costs	\$	-
Net Effective Blended Monochrome/Color Network Printer Service/Supply-Cost-Per-Page/Impression (shown for comparative purposes only)	\$	-
60-Month Sub-Total of Network Printer Service and Supply Costs (Excluding Paper)	\$	-
60-Month Grand Total of All Convenience Copier/MFD Hardware Lease, Software, Licensing, Miscellaneous Elements, Professional Services, Labor, Service and Supply Costs for Convenience Copier/MFDs (Excluding Paper) and Network Printer Service and Supply Costs (Excluding Paper)	\$	-

**PRICING SCHEDULE B  
CONVENIENCE COPIER/MULTIFUNCTIONAL DEVICE (MFD) MODEL LISTING AND PRICING  
OVERVIEW FORM**

**Vendor Company Name:**

**Please Mark One Of The Items Below With an X:**

This is a Primary Proposal

This is an Alternate Proposal

Our Firm is Not Bidding on this Equipment Category

Please list below the Quantity, Brand, and Model numbers of the proposed Segment 3 and 5 Convenience Copier/MFDs (please also list all accessories [e.g., finisher, RADF, paper feeding cabinet] necessary for each model to comply with the equipment specification requirements of Sections 4.4 and 4.5 of the RFP):

	<b>Quantity</b>	<b>Brand</b>	<b>Model</b>	<b>Accessories</b>
Segment 3 Monochrome Convenience Copier/MFDs:	28			
Segment 3 Color Convenience Copier/MFDs:	81			
Segment 5 Monochrome Convenience Copier/MFDs:	222			

Mobile Printing Solution:

Brand / Version / License Type:

Data Collection and Chargeback Software Solution:

Brand / Version / License Type:

**Note: The above model listing may be modified periodically by the parties during this Contract to reflect mutually agreeable substituted models.**

**PRICING FACTORS TO INCLUDE IN PRICING SCHEDULE A THROUGH D PRICING:**

The following pricing factors must be included in Pricing Schedule A through D pricing: All necessary Segment 3 and 5 Convenience Copier/MFD hardware specified in RFP Sections 4.4 and 4.5 installed at contract inception according to Pricing Schedule C, firmware, software, copy/print billing software, mobile device printing compatibility, document feeders, finishers, paper drawers, large capacity paper trays, print controllers, scanning servers (if applicable), analog fax boards (Segment 3 devices), hole punching (Segment 5 devices), all required licensing, all required software, all professional services, LDAP and native Active Directory authentication, finisher/feeder kits, scan/print licenses, PCL and Postscript page description languages, ramp-up training, print drivers, network administration utilities, copy/print data collection and chargeback software, boards, cards, peripherals, insurance, lease administration fees, return freight charges, grounding, power surge protection devices (line conditioners), 24-hour data overwrite protection, sufficient numbers of factory-trained technicians to ensure the required uptime/response time provisions, emergency service, preventive maintenance service, networking printing and scanning support, parts, consumable parts, supplies, black toner, staples, fuser oil (if applicable), photoconductors, black developer, labor, firmware upgrades, software upgrades, drive time, trip charges, hourly rates, freight, delivery, set-up, installation, order entry fees, de-installation at Contract completion, hard-drive removal at de-installation, property taxes, and ongoing training. All pricing must remain firm throughout the term of any Contract resulting from this RFP process.

**All Pricing Schedule A through D pricing must be based on compliance with all Section 4 Scope of Work requirements, and an estimated combined five-year Contract volume of 519,120,000 (five-hundred and nineteen million one hundred and twenty thousand) monochrome impressions and 2,430,000 (two million four hundred and thirty thousand) color impressions to be produced on a combined estimated minimum total of three-hundred and thirty-one (331) Segment 3 and 5 Convenience Copier/MFDs as specified in Sections 4.4 and 4.5 to be installed at the inception of the Contract as per the schedule set forth in Pricing Schedule C beginning June 1, 2020 and expiring on May 31, 2025.**

Does your firm's Pricing Schedule A through D proposed costs include all pricing factors described above?

Yes

No

***If no, please list pricing factors not included above. Also, please list any equipment deviations and any contract deviations in Section 5.5.A.1 and 5.5.B.1, respectively, of your company's proposal.***

### HARDWARE, SERVICE AND SUPPLIES COSTS

PLEASE COMPLETE ITEM (b) BELOW USING WHOLE DOLLAR NUMBERS:

(a)

Total 60-month Contract cost for providing Segment 3 and 5 equipment configured as required in Sections 4.4 and 4.5, financing, accessories, software, licensing, data collection software, professional services, other miscellaneous items and applicable discounts. Note: This item is automatically calculated by adding all Pricing Schedule C elements together.

(b)

Total 60-month Contract cost for providing service, parts and supplies (except paper) for an estimated 519,120,000 total monochrome impressions produced during the Contract term. This amount includes the cost of five (5) full-time factory-trained technicians to be assigned solely to the HCPSS account.

(c)

GRAND TOTAL Contract cost for providing all Segment 3 and 5 Convenience Copier/MFDs as specified in Sections 4.4 and 4.5, financing, accessories, software, licensing, professional services, five (5) full-time factory-trained technicians, monochrome service, supplies (except paper), miscellaneous items and discounts for an estimated 519,120,000 total monochrome impressions produced during the Contract term. Note: This item is automatically calculated to equal the sum total of the three previous line items.

---

PLEASE VERIFY THE FOLLOWING PER-IMPRESSION COST ELEMENTS (THESE ELEMENTS ARE AUTOMATICALLY CALCULATED TO THE FOURTH DECIMAL POINT BASED UPON THE CORRESPONDING COSTS REFLECTED IN ITEMS [a], [b] and [c] ABOVE):

- (d) \$0.0000  
 Per-impression Contract cost for providing Segment 3 and 5 equipment configured as required in Sections 4.4 and 4.5, financing, accessories, software, licensing, data collection software, professional services, other miscellaneous items and applicable discounts (based on an estimated 519,120,000 total monochrome impressions produced during the Contract term). Note: This item is automatically calculated by dividing item (a) above by 519,120,000 total monochrome impressions produced during the Contract term.
- (e) \$0.0000  
 Per-impression monochrome cost for providing service, parts and supplies (except paper) for an estimated 519,120,000 total monochrome impressions produced during the Contract term. This amount includes the cost of five (5) full-time factory-trained technicians to be assigned solely to the HCPSS account. *Note: This item is automatically calculated by dividing item (b) above by 519,120,000 total monochrome impressions produced during the Contract term.*
- (f) \$0.0000  
 GRAND TOTAL per-impression cost for providing all Segment 3 and 5 Convenience Copier/MFDs as specified in Sections 4.4 and 4.5, financing, accessories, software, licensing, data collection software, professional services, five (5) full-time factory-trained technicians, monochrome service, supplies (except paper), other miscellaneous items and discounts for an estimated 519,120,000 total monochrome impressions produced during the Contract term. Note: This item is automatically calculated to equal the sum of the three previous line items.

**COLOR SERVICE & SUPPLY COST-PER-IMPRESSION**

THE PER-IMPRESSION COLOR COPY/PRINT SERVICE & SUPPLY CHARGE APPLICABLE TO ALL COLOR-ENABLED COPIER/MFDS IS AS FOLLOWS:

- (g) \$0.0000 (long-hand here)  
 Per color impression including service, color toners, drums, and developers as applicable for an estimated 2,430,000 total color impressions to be produced during the Contract term.
- Notes: (1) This item covers service, color toners, drums and developers only as applicable. The cost of the equipment should be included in your company's response to item (a) of Pricing Schedule B above. (2) The above-listed service & supply pricing for color copies/prints shall be applicable to future color-enabled products in any Convenience Copier/MFD Segment made available to EPS under this Contract. Monochrome copies/prints produced on color-enabled Convenience Copier/MFDs shall be charged at the same rate as monochrome-only Convenience Copier/MFDs as set forth in item (e) of Pricing Schedule B above.**

**RENEWAL CHARGES (UPON EXPIRATION OF THE 60-MONTH INITIAL TERM)**

ALL-INCLUSIVE (INCLUDING ESTIMATED LEASE BUYOUT COSTS AT END-OF-LEASE, LABOR, SERVICE AND SUPPLIES)  
BLENDED RENEWAL COST-PER-IMPRESSION CHARGE APPLICABLE TO SEGMENT 3 and 5 CONVENIENCE COPIER/MFDs:

(h) [redacted] (long-hand here)

Per monochrome impression during any renewal period.

(i) [redacted] (long-hand here)

Per color impression during any renewal period.

### TYPE OF LEASE/RENTAL PROGRAM BEING PROPOSED

THE TYPE OF LEASE/RENTAL PROGRAM PROPOSED IS AS FOLLOWS:

(j) [redacted]  
(complete by filling in "In-House [Internal Funding], 'FMV,' '10% Buyout', '\$1 Buyout', 'Rental' or 'Other'")

(k) [redacted]  
Please list the third party leasing partner(if applicable)

### HOLE-PUNCH UPGRADE PRICING

THE ONE-TIME PER-UNIT FLAT-RATE CHARGES APPLICABLE TO ADDING HOLE-PUNCH FINISHING TO  
SEGMENT 3 CONVENIENCE COPIER/MFDs WITHIN 90 DAYS OF DEVICE INSTALLATION ARE AS FOLLOWS:

(l) [redacted] PER UNIT - SEGMENT 3 Monochrome Units

(m) [redacted] PER UNIT - SEGMENT 3 Color Units

### SADDLE-STITCH UPGRADE PRICING

THE ONE-TIME PER-UNIT FLAT-RATE CHARGES APPLICABLE TO ADDING SADDLE-STITCH FINISHING TO  
SEGMENT 3 AND 4 CONVENIENCE COPIER/MFDs WITHIN 90 DAYS OF DEVICE INSTALLATION ARE AS  
FOLLOWS:

(n) [redacted] PER UNIT - SEGMENT 3 Monochrome Units

(o) [redacted] PER UNIT - SEGMENT 3 Color Units

### ANALOG FAX BOARD UPGRADE PRICING

THE ONE-TIME PER-UNIT FLAT-RATE CHARGES APPLICABLE TO ADDING ANALOG FAX BOARDS TO SEGMENT 5 CONVENIENCE COPIER/MFDs WITHIN 90 DAYS OF DEVICE INSTALLATION ARE AS FOLLOWS:

- (p) [REDACTED] PER UNIT - SEGMENT 5 Monochrome Units

### **OPTICAL CHARACTER RECOGNITION (OCR) SCANNING**

THE ONE-TIME PER-UNIT FLAT-RATE CHARGES APPLICABLE TO ADDING OPTICAL CHARACTER RECOGNITION (OCR) SCANNING APPLICATIONS TO SEGMENT 3 AND 5 CONVENIENCE COPIER/MFDs WITHIN 90 DAYS OF DEVICE INSTALLATION ARE AS FOLLOWS:

- (q) [REDACTED] PER UNIT - SEGMENT 3 Monochrome Units
- (r) [REDACTED] PER UNIT - SEGMENT 3 Color Units
- (s) [REDACTED] PER UNIT - SEGMENT 5 Monochrome Units

### **MISCELLANEOUS FUNCTIONALITY UPGRADES**

THE PERCENTAGE DISCOUNT FOR ADDING HOLE PUNCHING, SADDLE STITCH FINISHING, ANALOG FAX BOARDS OR OPTICAL CHARACTER RECOGNITION (OCR) SCANNING AFTER 90 DAYS FOLLOWING EQUIPMENT INSTALLATION AND/OR FOR ADDING OTHER MISCELLANEOUS EQUIPMENT OPTIONS (SUCH AS PAPER TRAYS, CONSOLE CABINETS AND FINISHERS) AT ANY TIME DURING THE CONTRACT TERM IS AS FOLLOWS:

- (t) [REDACTED] discount from the then-in-effect manufacturer's suggested retail price (MSRP) at the time of upgrade.

### **ALLOTMENT OF STAPLES TO BE INCLUDED**

THE TOTAL NUMBER OF STAPLES INCLUDED IN YOUR FIRM'S PRICING SCHEDULE B'S SERVICE/SUPPLY PRICING IS AS FOLLOWS:

- (u) [REDACTED] Staples over the term of the contract are included in Pricing Schedule B's service and supply pricing based on the estimated volumes for Convenience Copier/MFDs as set forth in Sections 4.4 and 4.5.

### **MOVING CONVENIENCE COPIER/MFDs**

PROVIDE THE COSTS, IF ANY, TO MOVE A SEGMENT 3 AND 5 CONVENIENCE COPIER/MFD AS APPLICABLE BELOW. THESE CHARGES SHALL NOT APPLY DURING THE INITIAL INSTALLATION OF DEVICES OR THE LOAD-BALANCING OF CONVENIENCE COPIER/MFDs HALFWAY THROUGH THE TERM OF ANY RESULTING CONTRACT. MOVING CONVENIENCE COPIER/MFDs WILL NOT RESET THE CONTRACT TERMINATION DATE AND ALL CONVENIENCE COPIER/MFDs WILL STILL HAVE A COMMON TERMINATION DATE.

(v)  Cost, if any, for a Convenience Copier/MFD move in the same building.

(w)  Cost, if any, for a Convenience Copier/MFD move from one building to another.

**PRICING SCHEDULE C  
CONVENIENCE COPIER/MFD AND SOFTWARE LEASE COSTS**

Year	Quarter Convenience Copier/MFD Will Be Installed	Convenience Copier/MFD Segment	Quarterly Lease Cost Per Unit (from Pricing Schedule D)	Total Count of Convenience Copier/MFDs to be Installed	Total Extended Cost	Number of Quarters Remaining in Contract Term Upon Installation
2020	6/Inception	3 Monochrome	\$0.00	28	\$0.00	20
2020	6/Inception	3 Color	\$0.00	81	\$0.00	20
2020	6/Inception	5 Monochrome	\$0.00	222	\$0.00	20
<b>Cumulative Unit Count &amp; Total Hardware Costs for Convenience Copier/MFDs:</b>				<b>331</b>	<b>\$0.00</b>	
<b>Total Hardware Costs, Server/Software Solutions Costs, Professional Services Fees, Miscellaneous Pricing Elements and any Applicable Discounts:</b>					<b>\$0.00</b>	

**DATA COLLECTION AND CHARGEBACK SOFTWARE SOLUTION QUARTERLY COST**

THE PROPOSED FLEET DATA COLLECTION AND CHARGEBACK SOFTWARE SOLUTION QUARTERLY COST IS AS FOLLOWS:

**\$0.00** Data collection and chargeback software solution quarterly cost (please use whole dollar amount)

**FOLLOW-ME PRINTING SOFTWARE SOLUTION QUARTERLY COST**

THE PROPOSED FOLLOW-ME PRINTING SOFTWARE SOLUTION QUARTERLY COST IS AS FOLLOWS:

**\$0.00** Follow-me printing software solution quarterly cost (please use whole dollar amount)

**PROFESSIONAL SERVICES AND OTHER MISCELLANEOUS ELEMENTS**

THE PROPOSED QUARTERLY COST OF ANY PROFESSIONAL SERVICES AND OTHER MISCELLANEOUS PRICING ELEMENTS:

\$0.00

Base quarterly cost of professional services and other miscellaneous pricing elements  
(please use whole dollar amount)

Please provide a brief description of any professional services and other miscellaneous elements proposed:

### ADDITIONAL QUARTERLY PRICING DISCOUNTS

ADDITIONAL QUARTERLY PRICING DISCOUNTS (IF APPLICABLE) ARE AS FOLLOWS:

\$0.00

Quarterly discounts (please use whole dollar amounts)

**PRICING SCHEDULE D**

**QUARTERLY LEASE PRICING SCHEDULE FOR ADDING CONVENIENCE COPIER/MFDs AND PRODUCTION DEVICES AT INCEPTION AND DURING CONTRACT TERM**

		Segment 3 Monochrome Convenience Copier/MFDs	Segment 3 Color Convenience Copier/MFDs	Segment 5 Monochrome Convenience Copier/MFDs	Segment 6 Monochrome Production Devices (Optional)	Segment 6 Color Production Devices (Optional)
<b>Years 1-2 New or Newly Manufactured Equipment</b>		<b>Model Number</b>	<b>Model Number</b>	<b>Model Number</b>	<b>Model Number</b>	<b>Model Number</b>
<b>Lease Cost Basis Amount (Purchase Price):</b>						
<b>Quarter/Year</b>	<b>Quarterly Lease Rate Factor</b>					
June-Aug/20 (Inception)		\$ -	\$ -	\$ -	\$ -	\$ -
Sept-Nov/20		\$ -	\$ -	\$ -	\$ -	\$ -
Dec/20-Feb/21		\$ -	\$ -	\$ -	\$ -	\$ -
March-May/21		\$ -	\$ -	\$ -	\$ -	\$ -
June-Aug/21		\$ -	\$ -	\$ -	\$ -	\$ -
Sept-Nov/21		\$ -	\$ -	\$ -	\$ -	\$ -
Dec/21-Feb/22		\$ -	\$ -	\$ -	\$ -	\$ -
March-May/22		\$ -	\$ -	\$ -	\$ -	\$ -
		<b>Segment 3 Monochrome Convenience Copier/MFDs</b>	<b>Segment 3 Color Convenience Copier/MFDs</b>	<b>Segment 5 Monochrome Convenience Copier/MFDs</b>	<b>Segment 6 Monochrome Production Device</b>	<b>Segment 6 Color Production Device</b>
<b>Years 3-5 New, Newly Manufactured, Used, Reconditioned or Remanufactured Equipment</b> <i>(Please indicate build status type being proposed next to model number)</i>		<b>Model Number and Build Status</b>	<b>Model Number and Build Status</b>	<b>Model Number and Build Status</b>	<b>Model Number and Build Status</b>	<b>Model Number and Build Status</b>
<b>Lease Cost Basis Amount (Purchase Price):</b>		\$ -	\$ -	\$ -	\$ -	\$ -
<b>Quarter/Year</b>	<b>Quarterly Lease Rate Factor</b>					
June-Aug/22		\$ -	\$ -	\$ -	\$ -	\$ -
Sept-Nov/22		\$ -	\$ -	\$ -	\$ -	\$ -
Dec/22-Feb/23		\$ -	\$ -	\$ -	\$ -	\$ -
March-May/23		\$ -	\$ -	\$ -	\$ -	\$ -
June-Aug/23		\$ -	\$ -	\$ -	\$ -	\$ -
Sept-Nov/23		\$ -	\$ -	\$ -	\$ -	\$ -
Dec/23-Feb/24		\$ -	\$ -	\$ -	\$ -	\$ -

March-May/24		\$ -	\$ -	\$ -	\$ -	\$ -
June-Aug/24		\$ -	\$ -	\$ -	\$ -	\$ -
Sept-Nov/24		\$ -	\$ -	\$ -	\$ -	\$ -
Dec/24-Feb/25		\$ -	\$ -	\$ -	\$ -	\$ -
March-May/25		\$ -	\$ -	\$ -	\$ -	\$ -

Notes: 1. This schedule shall be used to determine the applicable per-unit quarterly lease pricing for units installed at contract inception and when adding unplanned equipment during the Contract term.

2. The above quarterly proposed lease costs applicable to the designated quarterly period apply to each unit added for the remainder of the Contract period.

3. No costs, other than service and supply charges, shall be applicable to units added during the initial 60-month Contract term, except those listed here.

4. Per Section 4.18 of the RFP, Convenience or Production equipment added in years 3 and 5 may be installed as used, remanufactured or reconditioned units provided the same or updated equivalent model is installed.

5. The quarterly lease costs proposed by the vendor shall include all equipment and accessories required to meet or exceed the product specifications contained in Sections 4.4 through 4.7.

**PRICING SCHEDULE E  
 PRODUCTION DEVICE MODEL LISTING AND PRICING OVERVIEW FORM (OPTIONAL ELEMENT)**

**Vendor Company Name:**

Please list below the Quantity, Brand, and Model numbers of the proposed Segment 6 Production Devices (please also list all accessories [e.g., finisher, scanner, paper feeding module] necessary for each model to comply with the equipment specification requirements of Sections 4.6 and 4.7 of the RFP):

	<b>Quantity</b>	<b>Brand</b>	<b>Model</b>	<b>Accessories</b>
Segment 6 Monochrome Light Production Devices:	Unknown			
Segment 6 Color Light Production Devices:	Unknown			

RSA WebCRD, EFI Digital Storefront or Similar Web Job Submission Server Solution:

Brand / Version / License Type:

**Note: The above model listing may be modified periodically by the parties during this Contract to reflect mutually agreeable substituted models.**

**PRICING FACTORS TO INCLUDE IN PRICING SCHEDULE D THROUGH F PRICING:**

The following pricing factors must be included in Pricing Schedule D through F pricing: All necessary Segment 6 Production Device hardware specified in RFP Sections 4.6 and 4.7 installed at contract inception according to Pricing Schedule F, firmware, software, RSA WebCRD/EFI Digital Storefront (or similar) hosted web job submission server solution, scanners, finishers, paper drawers, large capacity paper trays, print controllers, scanning servers (if applicable), EFI Command Workstation with Graphics Art Package (Segment 6 Production Color Devices only), front-end color/monochrome Production Device control software, saddle stitch finishing, post-process sheet insertion, hole punching, all required licensing, all required software, all professional services, finisher/feeder kits, scan/print licenses, PCL and Postscript page description languages, unlimited initial training, print drivers, network administration utilities, boards, cards, peripherals, insurance, lease administration fees, return freight charges, grounding, power surge protection devices (line conditioners), 24-hour data overwrite protection, sufficient numbers of factory-trained technicians to ensure the required uptime/response time provisions, emergency service, preventive maintenance service, networking printing and scanning support, parts, consumable parts, supplies, black toner, staples, fuser oil (if applicable), photoconductors, black developer, labor, firmware upgrades, software upgrades, drive time, trip charges, hourly rates, freight, delivery, set-up, installation, order entry fees, de-installation at Contract completion, hard-drive cleaning/removal at de-installation, property taxes, and unlimited ongoing training. All pricing must remain firm throughout the term of any Contract resulting from this RFP process.

Does your firm's Pricing Schedule E through F proposed costs include all pricing factors described above?

Yes

No

***If no, please list pricing factors not included above. Also, please list any equipment deviations and any contract deviations in Section 5.5.A.1 and 5.5.B.1, respectively, of your company's proposal.***

**PRODUCTION DEVICE SERVICE & SUPPLY COSTS-PER-IMPRESSION**

PLEASE COMPLETE ITEMS (a) AND (b) BELOW TO THE FOURTH DECIMAL:

(a)	\$0.0000	(long-hand here)
	Per impression including service, parts and supplies (except paper) for each <u>monochrome</u> impression produced during the Contract term on Production Devices.	
(b)	\$0.0000	(long-hand here)

Per impression including service, color toners, drums, and developers as applicable for each color impression to be produced during the five-year Contract term on the color-enabled Production Devices.

**Notes: (1) The above-listed service & supply pricing for color copies/prints shall be applicable to future color-enabled Production Devices made available to HCPSS under this Contract. Monochrome copies/prints produced on color-enabled Production Devices shall be charged at the same rate as monochrome-only Production devices as set forth in item (a) of Pricing Schedule E above.**

**RENEWAL CHARGES (UPON EXPIRATION OF THE 60-MONTH INITIAL TERM)**

**ALL-INCLUSIVE** BLENDED RENEWAL COST-PER-IMPRESSION CHARGE APPLICABLE TO SEGMENT 6 PRODUCTION DEVICES:

(c) [redacted] (long-hand here)

Per monochrome impression during any renewal period.

(d) [redacted] (long-hand here)

Per color impression during any renewal period.

**TYPE OF LEASE/RENTAL PROGRAM BEING PROPOSED**

THE TYPE OF LEASE/RENTAL PROGRAM PROPOSED IS AS FOLLOWS:

(e) [redacted]  
(complete by filling in "In-House [Internal Funding], 'FMV,' '10% Buyout', '\$1 Buyout', 'Rental' or 'Other'")

(f) [redacted]  
Please list the third party leasing partner(if applicable)

**MISCELLANEOUS FUNCTIONALITY UPGRADES**

THE PERCENTAGE DISCOUNT FOR ADDING PRODUCTION DEVICE ACCESSORIES AFTER 90 DAYS FOLLOWING EQUIPMENT INSTALLATION AND/OR FOR ADDING OTHER MISCELLANEOUS EQUIPMENT OPTIONS (SUCH AS PAPER DRAWERS AND FINISHERS) AT ANY TIME DURING THE CONTRACT TERM IS AS FOLLOWS:

(g) [redacted] discount from the then-in-effect manufacturer's suggested retail price (MSRP) at the time of upgrade.

**ALLOTMENT OF STAPLES TO BE INCLUDED**

THE TOTAL NUMBER OF STAPLES INCLUDED IN YOUR FIRM'S PRICING SCHEDULE E SERVICE/SUPPLY PRICING IS AS FOLLOWS:

(h)  Staples over the term of the contract are included in Pricing Schedule E's service and supply pricing based on the volumes for Production Devices as set forth in the RFP.

**PRICING SCHEDULE F  
PRODUCTION SOFTWARE LEASE COSTS (OPTIONAL ELEMENT)**

**RSA WEBCRD, EFI DIGITAL STOREFRONT, PRISMADIRECT OR SIMILAR WEB JOB  
SUBMISSION SERVER SOLUTION QUARTERLY COST**

THE PROPOSED RSA WEBCRD, EFI DIGITAL STOREFRONT, PRISMADIRECT OR SIMILAR WEB JOB SUBMISSION SERVER SOLUTION QUARTERLY COST (INCLUDING MAINTENANCE FEES) IS AS FOLLOWS:

**\$0.00**

RSA WebCRD, EFI Digital Storefront, PrismaDirect or similar web job submission server solution quarterly cost including maintenance costs (please use whole dollar amount)

**PROFESSIONAL SERVICES AND OTHER MISCELLANEOUS ELEMENTS**

THE PROPOSED QUARTERLY COST OF ANY PROFESSIONAL SERVICES AND OTHER MISCELLANEOUS PRICING ELEMENTS INCLUDING ANY PRODUCTION FRONT-END SOFTWARE BEING PROPOSED:

**\$0.00**

Base quarterly cost of professional services and other miscellaneous pricing elements (please use whole dollar amount)

Please provide a brief description of any professional services and other miscellaneous elements proposed including any front-end software:

**ADDITIONAL MONTHLY PRICING DISCOUNTS**

ADDITIONAL MONTHLY PRICING DISCOUNTS (IF APPLICABLE) ARE AS FOLLOWS:

**\$0.00**

Monthly discounts (please use whole dollar amounts)

**PRICING SCHEDULE G**  
**NETWORK PRINTER SERVICE & SUPPORT COSTS**

**MONOCHROME SERVICE AND SUPPLY COST-PER-IMPRESSION CHARGE FOR NETWORK PRINTERS**

NETWORK PRINTER MONOCHROME COST-PER-IMPRESSION SERVICE & SUPPLY PRICING - APPLICABLE TO HCPSS'S EXISTING FLEET OF NETWORK PRINTERS:

The blended monochrome cost-per-impression (CPI) service cost to support the existing HCPSS Networked Printer fleet shall include, but not be limited to, the following items: All emergency service, preventive maintenance kits, proactive replacement of non-functional Monochrome and Color Networked Printers on an overnight basis, networking printing support, parts, black toner cartridges/bottles, PM kits, drum kits (if applicable), labor, firmware upgrades, software upgrades, drive time, trip charges, hourly labor rates within HCPSS's standard weekday business hours, and ongoing training. The monochrome cost-per-impression Networked Printer service pricing must remain firm throughout the term of any Contract resulting from this RFP process.

**HCPSS's blended monochrome cost-per-impression service and supply price (example: \$0.008 or eight-tenths of a cent) for supporting HCPSS's existing networked printer fleet (excluding hardware):**

\$ -	(long-hand here)
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Per monochrome impression including all pricing elements listed above for an estimated 27,035,040 monochrome impressions to be produced on an estimated 1,376 Network Printers during the Contract term.

**Note: Monochrome copies/prints produced on color-enabled network printers shall be charged at the monochrome service and supply cost-per-impression rate.**

**COLOR SERVICE AND SUPPLY COST PER IMPRESSION CHARGE FOR NETWORK PRINTERS**

NETWORK PRINTER COLOR SERVICE AND SUPPLY COST PER-IMPRESSION RATE APPLICABLE TO THE FLEET OF COLOR NETWORK PRINTER MODELS:

\$ -	(long-hand here)
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Per color impression including service, color toner cartridges, color drum kits, and color PM kits as applicable for an estimated 5,180,160 color impressions to be produced on all of HCPSS's color-enabled Network Printers during the Contract term.

**Note: Monochrome copies/prints produced on color-enabled network printers shall be charged at the monochrome service and supply cost-per-impression rate listed above.**

**RENEWAL CHARGES (UPON EXPIRATION OF THE 60-MONTH INITIAL TERM)**

BLENDED RENEWAL SERVICE/SUPPLY COST-PER-IMPRESSION CHARGE APPLICABLE TO NETWORK PRINTERS:

\$0.0000

(long-hand here)

Per monochrome impression during any renewal period including all service and supplies (except paper).

\$0.0000

(long-hand here)

Per color impression during any renewal period including all service, color toner cartridges, drum kits and PM kits as applicable.