

DISTRICT BOARD OF TRUSTEES
PENSACOLA JUNIOR COLLEGE
1000 COLLEGE BOULEVARD
PENSACOLA, FLORIDA 32504-8998

RFP 22 - 2009/2010

June 15, 2010

**REQUEST FOR PROPOSALS FOR DIGITAL MULTIFUNCTIONAL DEVICES FOR
PENSACOLA JUNIOR COLLEGE**

The District Board of Trustees of Pensacola Junior College, Florida hereby extends an invitation for proposals on Digital Multifunctional Devices for Pensacola Junior College

The Proposal opening deadline is **Tuesday, July 27, 2010 at 10:00 a.m. CST**. All Proposals must be mailed or delivered to the attention of the Director of Purchasing and Auxiliary Services at the address listed below:

Ms. Angie C. Jones
Pensacola Junior College
Barfield Administration Building
Building 7, Room 737
1000 College Boulevard
Pensacola, Florida 32504-8998

The enclosed **Statement of No Proposal** (Attachment A) should be completed and mailed by Proposers declining to submit a Proposal for Digital Multifunctional Devices.

1.0 GENERAL CONDITIONS

- 1.1. **SEALED PROPOSALS:** One (1) original, marked "Original" and four (4) copies, marked "Copy" must be mailed or delivered to the attention of Director of Purchasing and Auxiliary Services and be received in the Purchasing and Auxiliary Services Office, Pensacola Junior College, Barfield Administration Building 7 Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998 or be delivered to the RFP opening site, no later than **Tuesday, July 27, 2010 at 10:00 a.m. CST** and will be clearly marked **Sealed RFP 22 - 2009/2010 – Digital Multifunctional Devices with referenced date and time of RFP**.
- 1.2. **INSTRUCTIONS TO PROPOSERS:** To insure consideration of your proposal, please follow these instructions. Proposals not in compliance with conditions specified herein are subject to rejection.
- 1.3. **FAX OR EMAILS NOT ACCEPTED:** Due to the requirement of sealed RFP responses, facsimile or email Proposals will not be acceptable as valid responses.
- 1.4. **DETERMINING FACTORS:** Services, costs, specifications and capability to provide these services and equipment will be determining factors in the awarding of the Proposal.
- 1.5. **QUESTIONS REGARDING RFP:** PJC has made every effort to provide prospective vendors with the information needed to appropriately respond to this RFP. PJC realizes that some clarification, interpretation, or additional information may be required.

Questions regarding any portion of this RFP shall be directed, in writing, to:

Pensacola Junior College
Angie C. Jones, Director, Purchasing and Auxiliary Services
1000 College Blvd

Bldg 7, Room 737
Pensacola, FL 32504

Questions may also be submitted by e-mail (aciones@pic.edu) or faxed to the attention of the Purchasing Director at (850) 484-1839.

All such written requests must be received no later than **3:00 p.m., CST, Monday, June 28, 2010**. Responses to all requests for more information will be included in any addenda and will be made available to all Proposers on **Tuesday, July 6, 2010**. Any requests for information received after the June 28 deadline will not receive a response. Responses will not be made orally.

Any additional information pertaining to this RFP or to the services being sought hereunder obtained in a manner other than as described in the preceding paragraph should be regarded as unofficial. PJC will not be bound in any way by information so obtained, or by a Bidder's reliance thereon.

- 1.6. **COST DISCUSSIONS:** The Proposer must not discuss cost information, except for clarification requested by the College Purchasing Director, prior to the posting of proposal results, with any employee, board member or authorized representative of the College. Violation of this restriction will result in **REJECTION** of the said bid.
- 1.7. **ADDENDA:** All addenda issued during the time of proposing shall become part of the Proposing Documents, and receipt thereof must be acknowledged in writing with the proposal (see Tab #8). The College accepts no responsibility for inaccurate proposals due to missed information contained in any addendum. Each Bidder should ensure that they have received all addenda and amendments to the RFP before submitting their proposals. Please access the college web site at <http://www.pic.edu/visitors/vendors/currssolicit.aspx> for any addenda.
- 1.8. **LATE PROPOSALS:** Proposals will be publicly opened, read aloud and recorded, on the date and time indicated, at the location specified in the bid request. It is the Proposer's responsibility to make certain that his/her bid is in the hands of the Purchasing Director prior to the opening time at the specified location. Pensacola Junior College accepts no responsibility for late or misdirected mail deliveries. Late Proposals will not be considered.
- 1.9. **EXECUTION OF PROPOSAL:** Proposals must contain a manual signature of authorized representative in the space provided. Proposals must be typed or printed in ink. Use of erasable ink is not permitted. All corrections made by RFP proposers to his/her Proposal price or terms must be initialed.
- 1.10. **PROPOSAL OPENING:** Shall be public, on the date, location and the time specified on the RFP. It is the proposer's responsibility to assure that his/her Proposal is delivered at the proper time and place of the Proposal opening. Proposals which for any reason are not delivered as specified will not be considered. Offers by telegram, telephone or fax are not acceptable. Vendors may withdraw their proposals any time prior to the RFP closing date and time. Vendors may request in writing to withdraw their proposals after the closing date and time prior to selections and notice of award. The College shall have sole authority to grant or deny such a request. If approval is granted, the College may withhold issuing future RFPs to such vendors. A Proposal may not be altered after opening of the Proposals.

1.11. **INTERPRETATIONS/DISPUTES:** Any questions concerning conditions and specifications shall be directed in writing to the Director of Purchasing with receipt prior to the Proposal opening. Inquiries must reference the date of Proposal opening and RFP number. No interpretation shall be considered binding unless provided in writing by Pensacola Junior College in response to requests in full compliance with this provision. Any person who is adversely affected by the College's decision or intended decision concerning a procurement solicitation or contract award and who wants to protest such decision or intended decision shall file a protest in compliance with Chapter 120. Failure to file a protest within the time prescribed in Section 120.57(3) (b), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

Proposers shall thoroughly examine and be familiar with the Proposal specifications. The failure or omission of any responder to receive or examine these documents shall in no way relieve any responder of obligations with respect to this Proposal or the subsequent contract.

1.12. **CONFLICT OF INTEREST:** The award there under is subject to the provision of Chapter 112, Florida Statutes. Proposers must disclose with their Proposal the name of any officer, director, or agent who is also an employee of Pensacola Junior College. Further, all proposers must disclose the name of any Pensacola Junior College employee who owns directly or indirectly, an interest of five percent (5%) or more in the proposer's firm or any of its branches.

1.13. **CLARIFICATION:** The College reserves the right to request clarification of information submitted and to request additional information of one more Proposers, if needed.

1.14. **CONSIDERATION OF PROPOSALS:** As its best interest may require and at its sole discretion, Pensacola Junior College reserves the right to make award(s) by the individual service, group of services, all or none, or any combination thereof; to reject any and all Proposals or waive any minor irregularity, technicality or element deemed immaterial by the college, at its sole discretion, in the Proposals received. The College reserves the right but is not obligated, to negotiate with the prevailing responder in order to improve a term or condition so that it is more beneficial to the College. All such waivers or negotiations, and the justifications therefore, will be reduced to writing. Proposers are cautioned to make no assumptions unless their Proposal has been evaluated as being responsive to all Proposal requirements, submission requirements, general conditions and special conditions of this Request for Proposal. The College shall not be responsible for any cost or expense incurred by the Proposer in preparing or submitting a proposal or any cost prior to the execution of the contract agreement.

1.15. **QUALIFYING PROPOSERS:** Pensacola Junior College reserves the right to require a Proposer to submit such evidence of qualifications as it may deem necessary and may consider any evidence available concerning the financial and other qualifications of the Proposer.

1.16. **PROPOSAL AWARD:** Award is expected to be made to the Proposer who best meets the requirements of Pensacola Junior College considering responsibility, responsiveness and price. A written contract and/or purchase order detailing agreed terms will be rendered between the College and the successful proposer. Terms of the contract will include any and all items as specified in the proposal, plus mutually agreed terms and conditions.

1.17. **GOVERNMENTAL RESTRICTION:** In the event any court ruling, administrative rule, or governmental restrictions are interpreted or imposed so as to necessitate alteration of the material quality of the services offered in this Proposal to its completion, it shall be the specific regulation which required an alteration. The College reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no further expense to the College.

1.18. **DEFAULT:** Failure to perform according to this RFP and/or resulting contract shall be cause for your firm to be found in default in which event any and all re-procurement costs may be charged against your firm. Any violations of these stipulations may also result in the Vendor's name being

removed from Pensacola Junior College vendor mailing list.

- 1.19. **LEGAL REQUIREMENTS:** Applicable provisions of all Federal, State, county and local laws and of all ordinances, rules, written opinions and regulations thereof shall govern development, submittal and evaluations of all Proposals received in response hereto and shall govern any and all claims and disputes which may arise between those submitting a Proposal response hereto and the College. Lack of knowledge by any Proposer shall not constitute a cognizable defense against the legal effect thereof. Proposers have certain rights under Chapter 120, Florida Statutes. Failure to follow proper procedures for a timely protest shall constitute a waiver of all further proceedings under Florida Statute 120.57 (3) (b).
- 1.20. **ADVERTISING:** By submitting a Proposal, responder agrees not to use the results as a part of any commercial advertising.
- 1.21. **PUBLIC RECORDS:** Any material submitted in response to this Request for Proposals will become a public document pursuant to Section 119.07, Florida Statutes. This includes materials which the responder might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07(3), Florida Statutes.
- 1.22. **REASONABLE ACCOMMODATIONS:** Any person(s) requiring reasonable accommodations, in accordance with the provision of the American with Disabilities Act, for attendance at the scheduled pre-proposal conference or Proposal opening, will contact the Office of the Director of Purchasing at least seventy-two (72) hours in advance of the scheduled pre-proposal conference or Proposal submission deadline.
- 1.23. **PROTESTING A DECISION:** In accordance with Section 287.042(2) (c), Florida Statutes, any person who files an action protesting a decision or intended decision pertaining to contracts administered or purchases by the College pursuant to Section 120.57(3) (b), Florida Statutes, shall post at the time of filing the formal written protest, a bond payable to the College in an amount equal to 1 percent of the total volume of the contract. The bond shall be conditioned upon the payment of all costs which may be adjudged against him or her in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, the College may accept a cashier's check, official bank check or money order in the amount of the bond. If, after completion of the administrative hearing process and any appellate court proceedings, the college prevails, it shall recover all costs and charges which shall be included in the final order or judgment, excluding attorney's fees. Upon payment of such costs and charges by the person protesting the award, the bond, cashier's check, official bank check, or money order shall be returned to him or her. If the person protesting the award prevails, he or she shall recover from the college all costs and charges which shall be included in the final order of judgment, excluding attorney's fees. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour time periods provided by this paragraph.

A. Protest to the Solicitation. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation.

B. Protest to a Solicitation Amendment. Any notice of intent to protest or formal written protest to any amendment issued by the College must be filed within the time limits set forth in Section 120.57(3) (b), Florida Statutes The formal written protest shall be filed within 10 days after the date the notice of protest is filed.

C. Protest of a Decision to Award or Notice of Intent to Recommend an Award. Any person who is adversely affected by the College's decision or intended decision shall file a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. Any notice of protest or formal written protest to the award or intended award which is filed before the bid tabulation posting is null and void. To be considered, a notice of intent to protest and a formal written protest must be filed within the time limits set forth in Section 120.57(3) (b), Florida Statutes.

- 1.24 **PIGGYBACK LANGUAGE:** With the consent and agreement of the successful bidder(s) purchases may be made under this RFP by other community colleges, state universities, District school boards and by other educational institutions or governmental entities within the state of Florida. Such purchases shall be governed by the same terms and conditions stated in the proposal solicitation as provided in State Board of Education Rule 6A-14.0734 (2) (c).
- 1.25 **PUBLIC ENTITY CRIME:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit Proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in FS 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. **(See Attachment C)**
- 1.26 **TAXES:** Sales to Pensacola Junior College are exempt from state sales tax. State sales tax certificate of exemption will be issued upon request.

FLORIDA SALES TAX EXEMPTION NO: 85-8012557294C-2

- 1.27 **INSURANCE:** The successful bidder shall provide original ACORD insurance policies within three to five days of proposal award and shall file an original ACORD Certificate of Insurance evidencing the renewal of such policies at least thirty (30) days prior to the date that each applicable insurance policy is scheduled to expire. The limits are as follows:
- (a) Valid workmen's compensation insurance as required by Chapter 440, Florida Statutes;
 - (b) General public liability insurance against bodily injury, personal injury, and property damages, in limits of not less than \$200,000.00 per claimant, and \$300,000.00 per incident or occurrence. The District Board of Trustees, Pensacola Junior College, Florida shall be named as an additional insured on the contractor's policy.
 - (c) Automotive liability insurance against bodily injury and property damage, in at least the amounts of \$200,000.00 per claimant, and \$300,000.00 per occurrence.
 - (d) Certificates evidencing that all of the previously listed insurance is in force shall be forwarded to the Purchasing and Auxiliary services office prior to any work beginning. The Certificate of General Public Liability Insurance shall list The District Board of Trustees, Pensacola Junior College, Florida, as additional insured.

NOTE: Any and all special conditions and specifications attached hereto which vary from these general conditions shall have precedence and shall control.

2.0 RFP AWARD SCHEDULE:

06/15/10	Issuance of RFP
06/22/10	Mandatory Pre-proposal at 10:30 A.M. CST
06/28/10	Technical Questions/Inquiries Due
07/06/10	Addenda mailed, if necessary
07/27/10	Proposals due NLT 10:00 A.M. CST
07/28-8/6/10	Committee evaluations
08/09/10	Public Evaluation at 9:00 A.M. CST
08/19 and/or 20/10	Presentations by Shortlist vendors
Week of 08/23/10	Posting of Award
On or about 09/30/10	Implementation

Please note that PJC reserves the right to modify this schedule as necessary to meet the needs of the college. Respondents will be notified in writing, via an RFP addendum, of any changes to this schedule.

2.1 INSTRUCTIONS TO PROPOSERS

- 2.11 Proposer must propose to execute all phases of the proposal in a single bid. The proposal must be signed by an officer of your firm with the authority to commit the firm.
- 2.12 Any person(s) requiring reasonable accommodations, in accordance with the provisions of the American with Disabilities Act for attendance at the scheduled RFP opening shall contact the Purchasing and Auxiliary Services office, at least seventy-two (72) hours in advance of the scheduled pre-proposal meeting or proposal opening deadline.
- 2.13 All prices shall be **FOB Pensacola Junior College**, 1000 College Boulevard, Pensacola, FL 32504-8998.
- 2.14 A **mandatory Pre-proposal conference** will be held for vendors who intend to respond to this RFP. The purpose of the conference is to provide for questions and answers regarding terms, conditions, or specifications of the RFP. Answers to any questions that might arise will be in the form of Addenda to the Request for Proposal, prior to the proposal opening. All such revisions must be acknowledged by signature and returned with the proposal. Failure to attend this meeting will result in rejection of your proposal. The conference will be held on **Tuesday, June 22, 2010 at 10:00 a.m., CST**, in Bldg 7, Room 736, Boardroom.
- The Purchasing Director may choose to call for additional Pre-proposal conference(s) if, in the sole judgment of the Purchasing Director, there is a need for such conference (s) in order to promote competition.
- 2.15 Verbal Communication shall not be effective unless formally confirmed in writing by the Purchasing Director in charge of managing the RFP's process. In no case shall verbal communication override written communication. Informal communication shall cease on the date of issuance of this RFP and formal communications shall commence until contract is awarded.
- 2.16 The College will not respond to any questions/requests for clarifications that require addenda, if received by the College after **Monday, June 28, 2010**.
- 2.17 Vendors are responsible for the information contained in such addenda, whether or not they acknowledge receipt. The College is under no obligation to communicate such addenda to vendors who notify the College that they will not be responding to this RFP. The College shall reject vendor's responses to addenda if such responses are received after the RFP closing date and time.

3.0 SCOPE OF PROJECT

The purpose of this Request for Proposal (RFP) is to solicit competitive proposals from qualified proposers to implement and maintain a managed output solution that will include providing a range of Digital Multifunctional Devices (copiers/printers) that will seamlessly integrate into our existing infrastructure, and providing the service offerings expected to manage the total output solution.

Successful responder will provide equipment, software interfaces and all technology needed to provide an enhanced output solution which is secure, efficient and stable. The terms and conditions of the resulting agreement will require that the successful responder supply the college with an output device solution that includes devices, support, timely maintenance with regular scheduled preventative visits, and all operating supplies (exclusive of paper) on a cost per copy basis.

The college anticipates entering into a multiple year agreement with the successful responder capable of supplying the specified service on a lease/per copy basis. The initial effective term of this agreement will be three (3) years with annual renewal options for a period not to exceed two (2) additional one year periods. Renewals shall be contingent upon satisfactory performance evaluations by the College and subject to the availability of funds.

3.1 Overview

The college would like to reduce the cost of the entire print fleet by consolidating devices as much as possible. This would allow us to manage energy consumption, resource consumption and costs related to the time and effort of our existing staff.

The general intent of this RFP is to accomplish the following without reducing current services

- Replace aging equipment
 - Current Multifunction Devices no longer meet our needs and will be removed by the previously contracted vendor. Also, many of our existing fleet of laser printers are old and not as energy efficient as we would prefer and therefore will need to be replaced with newer, more energy efficient, feature rich models.
- Consolidate current printing environment to reduce costs of energy and resources
 - It is the wish of the college to consolidate our printing devices where it is practical and prudent, remove as many locally connected (USB) devices as possible, and implement a solution that allows us to track the use and printing needs of the college community for continuous improvement.
- Manage costs associated with student printing and community patron/non-student printing with pay for print solution
 - The successful responder shall provide seamless integration with existing software/hardware solution for cost control and accounting. The college utilizes Equitrac and requires that the devices supplied have the ability to connect to the Equitrac system.
- Provide excellent service levels and communication with college community as it relates to printing and other output solutions
 - The college is searching for an efficient and effective mechanism by which all calls, responses, progress, and resolutions will be communicated real-time and can be monitored at any time by college support personnel.
- Keep accurate and up-to-date records of status, problems, resolution and other issues without dependence on college help desk personnel
 - In addition to real-time, online communication about ongoing service and issues, the college requires a reporting system to notify both the vendor technical staff and the college helpdesk staff of potential escalations, as well as historical trends to assist in proper placement of equipment

3.2 Background

We recognize that there is a marked reduction in the cost of printing devices, measured with the higher cost of ink and toner to maintain these devices that is causing our printing costs to rise in unexpected areas. Additionally, with the continued growth of internet based storage of information and web provided data, student printing has grown our resource consumption exponentially. In these trying economic times, it is necessary for the college to reduce as much as possible while continuing to provide needed services to the community. We hope to accomplish this by providing awareness and accountability of print waste, providing additional features and options for storage output (fax through the network, scan and save on USB), and more efficient devices for printed output.

The college historically has consumed upwards of 8,000,000 pages annually, but hopes to reduce the number to 6,000,000 pages (or less) printed annually as part of this solution. There is no specific data detailing black and white vs. color printing volumes.

- PJC operates three campuses and one center with the expectation of future growth.
- Each campus includes a library with community access.
- The downtown Center will have special community access needs
- Each campus has student computing labs that provide printing devices to the students.
- Each campus has sporadically placed “study rooms” with small printing requirements and classrooms in which homework or other documents can be printed.
- The college employs a Wide Area Network utilizing Metro Ethernet at speeds of 100Mbps between campuses
- There is a Local Area Network ranging from 10Mb to 1000Mb between buildings and to the desktop.
- The college also provides wireless network access on all campuses and centers with an open network for student access and a separate, secured network for faculty and staff use.
- All computers and devices will utilize the TCP/IP network protocol only and be addressable using static addresses assigned by the ITS department staff.
- All computers on all campuses will be a member of a single Microsoft Windows Active Directory Domain (students and staff belong to same domain).
- There are a minimal number of Macintosh computers used by both students and faculty.
- The college currently operates approximately 3000 computers, 300 networked print devices and another 100-200 inkjet desktop devices.
- It is imperative that we have as little downtime of equipment as possible and contingency plans in place for the possibility of failure.
- There are approximately 30,000 “unduplicated headcount”/9,000 FTE students and approximately 900 full and part time faculty and staff

Because of the timing of this RFP, we will not have opportunity to provide a full assessment of the college campuses. We expect to work directly with the awarded vendor to finalize the consolidation, placement of devices and number of devices in the final contract. For purposes of this proposal, in order to provide a fair price comparison, please use the following assumptions:

High Volume B/W Device – Qty 5, 10,000 pages per device per month

Mid Volume B/W Device – Qty 100, 5,000 pages per device per month

Mid Volume color Device – Qty 25, 300 pages per device per month

Desktop B/W Device – Qty 25 – 300 pages per device per month

Desktop Color Device – Qty 100 – 300 pages per device per month

That provides an average annual page count of 7,140,000. The college believes this is a conservative estimate of the current printing environment, and hopes to reduce the total page count in the future.

4.0 GENERAL REQUIREMENTS

We expect to employ more than 100 print/multifunction devices of various types and sizes. We do hope to consolidate our print fleet as much as possible, but recognize that there are areas of the college where the additional print devices are beneficial to the efficiency of the department. Additionally, the consolidation will depend on newness of existing devices.

New Equipment - All transactions resulting from this agreement will be for new equipment only. Machines showing 100+ copies on the counter will be considered used or demo and will not be accepted. Rebuilt, reconditioned, shopworn, or prototype equipment is not acceptable.

Data security - A provision must be made for the security of data on the hard disk drives of proposed devices. The college prefers an automatic overwrite of data at scheduled intervals to provide the necessary assurances that scanned data is not readable or recoverable.

Online Support - The College requires an online (web) support portal which will provide anytime access to make a service call and view service call progress.

Real time Status - Proposed solution must also include a means of real time reporting of device status, meter reading, etc. Proposer will be responsible for reporting that is acceptable for billing purposes, however, the college must be able to verify such reporting as needed.

Equitrac integration - The College will be using Equitrac software for the pay for print and accounting system. Excepting desktop devices, all equipment proposed must include embedded device licensing for the Equitrac solution. We will accept foreign interface/cable connection with page counter device for desktop multifunction devices. All necessary equipment/licenses must be included in the pricing provided. We will confirm eligibility with Equitrac prior to evaluating devices.

4.1 Multi-Function Device Minimum Requirements

At least five classifications of multi-function devices are required. Although others may be included as the vendor prefers, only those meeting the minimum specifications will be considered in the scoring process.

High Volume B/W – at least 75 ppm, monthly volume no less than 300,000 pages

Mid Volume B/W – at least 50 ppm, monthly volume no less than 100,000 pages

Mid Volume Color – at least 40 color ppm

- Must be capable of walk up copying, scanning, network printing from the desktop and faxing
- Must have at least two input drawers that will hold 8 ½ x 11 or 8 ½ x 14 paper with total input capacity no less than 1000 pages and accommodate 11 x 17 paper stock (via bypass tray is sufficient)
- Must have automatic document feeder.
- Must provide finishing services to include collate, staple, sort, duplex, enlarge and reduce.
- Must be capable of interfacing with Active Directory and/or Lightweight Directory Access Protocol (LDAP) for purposes of scan to email/desktop.
- Must provide http access for remote administration by college staff.
- Must be Energy Star-qualified or equivalent, and must include an automatic “sleep mode” capability and automatic shutdown capability
- Must include embedded device license for direct integration with Equitrac Express
- Must include mag stripe reader for use of Student/Employee ID cards
- Must provide print drivers for all Macintosh operating systems version 10.1 and above and all Windows 32bit and 64bit operating systems XP and above

Desktop B/W – at least 20 ppm, monthly volume no less than 10,000 pages

Desktop Color – at least 20 ppm, monthly volume no less than 10,000 pages

- Must be capable of walk up copying, scanning, network printing from the desktop and faxing
- Must have optional pricing included for multiple input drawers (for legal, letter) with capacity of no less than 250 sheets per drawer
- Must have automatic document feeder
- Must have duplex, enlarge and reduce
- Must be capable of direct interface with Active Directory/LDAP for scan to email/desktop
- integration with Equitrac Express - prefer embedded device license for direct
- mag stripe reader for use of Student/Employee ID cards

4.2 Additional Vendor Requirements

- Power conditioning/surge protection devices as required and be responsible for any errors/malfunctions resulting from lack thereof
- Guaranteed security of data held on the hard disk drives of devices
- Complete delivery, setup and training on all equipment and moves as needed throughout the contract duration. Deliveries will be made to the installation sites to minimize risk of damage and avoid double handling. Proposer will be responsible for all delivery and pick up of leased equipment at the start and end of lease period.
- Installation to include regular full size complement of consumable supplies, except paper. All supplies (except paper) to be delivered, as needed, to designated location(s)
- Provision of loaned equipment if device is to be out of service for more than 2 business days, and replacement with new device if acceptable service level is not maintained, as determined by the college.
- 4 hour response time, 48 hour final resolution time
- Monthly analysis reporting
- Quarterly status meetings and reports to determine problem areas, need for volume adjustments, etc
- Copies made by the vendor’s service technicians performing machine maintenance shall be deducted from the totals charged to the College.
- All Transactions will be with successful responder. **Third party leases are not acceptable.**

5.0 EVALUATION PROCESS AND CRITERIA

Proposals will be evaluated based on the following criteria. This is intended to be a flexible RFP process. Among other things, this means that any provision of this RFP stating or suggesting a mandatory requirement is intended only to imply that the associated item is the minimum requirement. It is not an expressed or implied term of this RFP that the college is required to disqualify, reject or otherwise penalize any proposal that exceeds these minimum requirements. Pensacola Junior College may, in its sole and absolute discretion, accept, evaluate, and award based on any received proposal that meets or exceeds these requirements.

Under this RFP, the College shall hold that vendors' responses to this RFP shall remain in effect for a period of ninety (90) days following the closing date, in order to allow time for evaluation, approval, and award of contract. Any vendor who does not agree to this condition shall specifically communicate in its proposal such disagreement to the College, along with any proposed alternative. The College may accept or reject such proposed alternatives without further notification or explanation.

In order to reduce the amount of time required for evaluation of proposals, where made available, please use the forms as they are included in the RFP. Where requested, attach additional documents labeled with the question number being answered in the upper right corner of each attached page. You must keep your responses limited as requested in RFP language for each question. The entire written proposal should be 25 pages or less.

The Evaluation Team will review the responses and assign a score to each category for each Respondent. The scoring by each member of the evaluation team will be aggregated to establish an overall ranking of every Respondent by the Team. Selection of a supplier will not be made solely on the basis of the lowest price.

The Purchasing Department representative will facilitate and record the rank order assigned by each evaluator and then an overall Committee ranking will be established for each Respondent. Total scores will be used to break a tie in ranking.

All Respondents are hereby advised that the College may determine that oral interviews, additional written information, internal staff analysis and presentations, outside consultants, and/or any other information may be requested at any time during the evaluation process in order to assist with the selection of the Best Value Respondent(s). The Evaluation Committee may determine as a result of additional information that the impact of this information is significant and shall be accorded as such and may be incorporated into the scoring and/or ranking as a revision of the same and at the discretion of the Committee. A shortlist of at least three respondents may be selected to participate in interviews/presentations with the Evaluation Team.

A public evaluation meeting, in accordance with FS 286.011(1), is scheduled to be held on **Monday, August 9, 2010 at 10:00 A.M.** in the Barfield Administration Building No. 7, Room 736, 1000 College Boulevard, Pensacola, Florida 32504-8998. Solicitation tabulations and award recommendations will be posted in the Purchasing and Auxiliary Services Office and on the Pensacola Junior College website <http://www.pjc.edu/visitors/vendors/currtabs.aspx>.

5.1 Business Strength – 10 points

5.1.1. Business Data and References

- Legal Company Name _____

- Contact name(s) and title(s) of the individual(s) responsible for the company’s proposal and negotiations of this RFP. _____

- Please attach organization chart beginning with your account management team through CEO of your company.

- Locations of offices:
Sales Personnel _____
Management Personnel _____
Technical Personnel _____

- Year business started in Northwest Florida _____

- Link to view Financial Statements _____
Note: PJC reserves the right to further question information viewed on websites.

- Client Reference – at least 3 contacts required
*****Preference will be given to those vendors who have proven experience with Higher Ed in Florida in a multi-campus environment utilizing over 60 devices.*

Client Name _____ **POC Name** _____

Phone # _____ **Email Address** _____

Years _____ **# Devices** _____ **Sole Provider?** _____

Client Name _____ **POC Name** _____

Phone # _____ **Email Address** _____

Years _____ **# Devices** _____ **Sole Provider?** _____

Client Name _____ **POC Name** _____

Phone # _____ **Email Address** _____

Years _____ **# Devices** _____ **Sole Provider?** _____

5.1.2. Manufacturer’s Certification

- Attach proof of certification as an authorized dealer and service provider for the manufacturer’s products being proposed. If the Proposer is the manufacturer of the equipment, then Proposer must clearly identify what authorized dealer they will be partnering with and what the responsibilities are of each in regards to an awarded contract.

5.1.3 Attach a specimen invoice

5.2 Project Strength – 40 points

5.2.1 Project Management

- 5.2.1.1 Please describe how you will configure and manage proposed devices on PJC's campuses so that overall consumption of electricity, paper and other necessary supplies is reduced. *Limit response to no more than 1/2 page or 250 words. (10 pts)*
- 5.2.1.2 Please describe how you will assist PJC in reducing its “environmental footprint” associated with this contract, e.g., through reuse and recycling of devices and materials
Limit response to no more than 1/2 page or 250 words (10 pts)
- 5.2.1.3 Provide an example of device training documents (no more than 3 pages please) (5 pts)
- 5.2.1.4 The scenarios presented below describe conditions where consolidation may be advisable. Your project methodology for each scenario should describe your (1) analysis and needs assessment; (2) suggested consolidation solution; (3) suggested device(s) and placement; and (4) transition plan. Please limit your response to one page per scenario. (15 pts – 5 per scenario possible)

Scenario 1:

Academic Building with classrooms and faculty offices. (See Exhibit 2)

This building includes faculty offices and classrooms.

Rooms 402 through 429, 446 - 459 are offices each with a local installed inkjet printer.

Room 440 – 445 is classrooms with no printing needs.

Room 412A is currently the “copy room” for the entire building with 2 mid-volume copiers.

Room 410A and room 447A are administrative assistants for the two departments occupying this building. Each has a laser printer shared with the department head next door, a fax machine and a flatbed scanner.

Room 422A is a work room with 2 computers and 2 printers available for adjunct use.

Scenario 2:

Administrative office suite. See office layout in Exhibit 3 (See Exhibit 3).

This suite provides office space for a Director, administrative assistant and 3 additional employees. The Director has a small networked laser printer on her desk. The administrative assistant has a laser printer shared by 2 of the 3 additional users, and inkjet for her use, a fax machine and flatbed scanner. The third employee has a small laser printer on her desk. This office distributes packets often and so prints more heavily than other more common areas.

Scenario 3:

Administrative area with sensitive data. (See Exhibit 4)

This area provides student assistance with personal and confidential data. There is a front window with 3 clerks – each has a computer and inkjet printer. The remaining users work in a cubicle environment. Each cubicle has a networked laser printer used by only that individual – in order to better serve students and protect their sensitive data. The office administrative assistant has a laser printer, fax machine and flat bed scanner.

There are currently two mid-volume copiers in the office cubicle space.

5.3 Service and Maintenance Strength – 25 points

5.3.1 Technical Support

5.3.1.1 Tool that provides real-time service call progress (5 pts) _____

5.3.1.2 Tool that provides real-time print device monitoring (5 pts) _____

5.3.1.3 Tool for making service report and how tech is informed and dispatched (5 pts)

5.3.1.4 What hours will support be available to our staff? (5 pts) _____

5.3.1.5 How will you provide periodic status reports electronically? (5 pts) _____

5.4 Equipment Requirements – 25 points (see Equipment and Pricing page)

5.5 Pricing – 25 points (see Equipment and Pricing page)

6.0 Final Vendor Presentations – Short Listed proposers only – 50 points

The purpose of the presentation is to provide additional information about the proposed solutions and to prove that your firm can support PJC in the manner introduced in the proposal. You will have only 45 minutes (30 minutes for presentation and 15 minutes for questions and answers) to present the following topics and should use this time to effectively demonstrate the tools and support options required.

- 6.1 Brief explanation of consolidation and device management plan (10 pts)
- 6.2 Explanation of Configuration and Mgmt plan for energy conservation (10 pts)
- 6.3 Live - Login and demonstrate online support portal and device mgmt tools (10 pts)
- 6.4 Demonstrate display console ease of use – can be screen shots – equipment not required (10 pts)
- 6.5 Example of status reports for devices and service calls, and volume analysis reports (10 pts)

Proposals shall include all of the information solicited in this RFP, and up to 5 pages of additional information that the Proposer deems pertinent to the understanding and evaluating of the specific criteria requested in the proposal. **Proposals MUST be organized and tabbed in the given order.** Failure to supply all of the information requested or failure to organize in the requested tabbed order may result in the proposal being excluded from consideration. All information and required submittals requested **must be** in hardcopy and included in your written response.

Proposals shall be organized and sections tabbed in the following order:

Tab #1: A one to two page executive summary of the offeror's proposal

Tab #2 **Business Strength**

Provide detailed information for sections 5.1.1 through 5.1.3

Tab #3 **Project Strength:**

Provide detailed information for sections 5.2.1 through 5.2.1.4

Tab #4 **Service and Maintenance Strength:**

Provide detailed information for sections 5.3.1 through 5.3.1.5

Tab #5 **Equipment and Pricing:**

Proposal Reply Sheet should be submitted here. Per section 5.4 and 5.5, See Attachment F

Tab #6 **Drug-Free Workplace, Public Entity Crimes, Non-collusion Affidavit and Signed Proposal Sheet:**

All Proposers shall properly complete, notarize and submit Attachments B, C, D, and E here

Tab #7 **Addenda Acknowledgement:**

Please submit all addenda (if any) related to this bid here.

Tab #8 **Other Information:**

Provide additional information that will provide insight to the evaluators about the qualifications, fitness and abilities of the Bidder. This information should be succinct and in keeping with the maximum limit requested.

Purchasing and Auxiliary Department

RFP 22 – 2009.10, Digital Multifunctional Devices

STATEMENT OF NO PROPOSAL

Director of Purchasing and Auxiliary Services
Pensacola Junior College
1000 College Boulevard
Pensacola, Florida 32504-8998

The undersigned declines to propose on PJC RFP 15 – 2009.10 for the following reason(s):

_____ Schedule would not permit us to perform

_____ Unable to meet specifications*

_____ Other*

*Please explain:

We understand that if the Statement of No Proposal letter is not executed and returned, our name may be deleted from the list of qualified proposers for Pensacola Junior College.

Company Name: _____

Signature: _____

Telephone: _____

CERTIFICATION OF DRUG-FREE WORKPLACE PROGRAM

IDENTICAL TIE RFP's - Whenever two or more Proposals which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a Proposal received from a business that certified that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie Proposals will be followed if none of the tied vendors have a drug-free workplace program, or if all of the tied vendors have drug-free workplace programs. In order to have a drug-free workplace program a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under PROPOSAL a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under PROPOSAL, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature of Representative: _____

Typed or printed name of representative: _____

Responding Proposer name: _____

**PUBLIC ENTITY CRIMES
PENSACOLA JUNIOR COLLEGE
RFP 22 - 2009/2010
DIGITAL MULTIFUNCTIONAL DEVICES**

Any person submitting a bid or qualification in response to this invitation must execute the enclosed for PUR 7068, SWORN STATEMENT UNDER PARAGRAPH 287.133(3) (A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES, including proper check(s), in the space(s) provided, and enclose it with the bid or qualification. However, if you have provided the completed form to the submittal address listed in this Invitation and it was received on or after January 1, 1995, another completed form is not required for the remaining calendar year. THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to:

(Print name of the public entity)

By

(Print name of entity submitting sworn statement)

Whose business address is?

and (if applicable) it's Federal Employer Identification No. (FEIN) is:

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime: or

2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which Proposals or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(Indicate which statement applies.)**

____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of the officers, directors, executive, partners, shareholders, employees, members, or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list **(attach a copy of the final order)**.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Sworn to and subscribed before me this ____ day of _____ 2010

Personally known

OR Produced identification _____ Notary Public - State of _____

My commission expires _____ (Type of identification)

(Printed, typed and/or stamped commissioned name of Notary Public)

A person or affiliate who has been placed on the convicted firm list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit Proposals on leases of real property to a public entity, may not be awarded or perform work as a firm, sub-firm, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of thirty six months from the date of being placed on the convicted firm list.

NON-COLLUSION AFFIDAVIT

State of _____

County of _____

_____, being first duly sworn, deposes and says that:

He/she is _____ of _____, Proposer that has submitted the attached Proposal;

He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

Neither the said Proposer nor any of its officers, partners, owners, agent representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person, to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit or cost element of the Proposal price or the Proposal price of any other Proposers, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Board of Trustees of Pensacola Junior College.

The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signed

Title

Subscribed and sworn to before me this _____ day of _____, 2010.

Title

My Commission Expires: _____

PROPOSAL SUBMITTED BY:

FEDERAL TAX NUMBER: _____

COMPANY: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

TYPED OR PRINTED NAME OF REPRESENTATIVE: _____

SIGNATURE OF REPRESENTATIVE: _____

EMAIL: _____

DATE: _____

Equipment and Pricing Page

	High Volume B/W Model	Mid Volume B/W Model	Mid Volume Color Model
Model#	_____	_____	_____
PPM & Manuf Rated Vol	_____/_____ <i>✓ all that apply</i>	_____/_____ <i>✓ all that apply</i>	_____/_____ <i>✓ all that apply</i>
	Exceptions	Exceptions	Exceptions
Walkup Copying	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Network Printing	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Scanning	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Faxing	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Finishing services	C S S D E R <i>✓ all that apply</i> <small>(collate, staple, sort, duplex, enlarge and reduce for each column)</small>	C S S D E R <i>✓ all that apply</i> <small>(collate, staple, sort, duplex, enlarge and reduce for each column)</small>	C S S D E R <i>✓ all that apply</i> <small>(collate, staple, sort, duplex, enlarge and reduce for each column)</small>
2 input drawers -1000 pg	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
8 ½ x 11 and 8 ½ x 14	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
11x17 printing	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Embedded Equitrac	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Mag stripe reader	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Direct interface with AD	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Energy Star specifications	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
power save & auto shut down	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
http access	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
print drivers for MAC & WIN	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Data security kit (overwrite)	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Monthly Charge			
Based on 36 mo lease	_____	_____	_____
Per page cost	_____	_____	_____
	x 10000 pages	x 5000 pages	x 300 pages
Estimated Monthly Cost per unit	_____	_____	_____
Renewal Year 4 (pp cost)	_____	_____	_____
Renewal Year 5 (pp cost)	_____	_____	_____

Equipment and Pricing Page

	Desktop B/W MFD		Desktop Color MFD	
Model #	_____		_____	
PPM & Manuf Rated Vol	_____/_____		_____/_____	
✓ all that apply	Exceptions		Exceptions	
Walkup Copying	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
Network Printing	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
Scanning	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
Faxing	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
Finishing services	C S S D E R		C S S D E R	
	✓ over those available		✓ over those available	
	<i>(collate, staple, sort, duplex, enlarge and reduce for each column)</i>			
2 input drawers -1000 pg	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
8 ½ x 11 and 8 ½ x 14	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
11x17 printing	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
Embedded Equitrac	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
Mag stripe reader	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
Direct interface with AD	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
Energy Star specifications	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
power save & auto shut down	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
http access	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
print drivers for MAC & WIN	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
Data security kit (overwrite)	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
Monthly Charge	_____		_____	
Based on 36 mo lease	_____		_____	
Per page cost	_____		_____	
	x 300 pages		x 300 pages	
Estimated Monthly Cost per unit	_____		_____	
Renewal Year 4 (pp cost)	_____		_____	
Renewal Year 5 (pp cost)	_____		_____	

Formula for additional units during contract period to be coterminous with the initial term of the contract.

Price for Additional Equitrac Page Counter Terminals _____

Price for Additional Equitrac Pay Station Deposit Centers (bills only) _____

Device list with Pages printed during the period
 Aug 24, 2009 – Sep 25, 2009

Device Model	IP Address	Total Pages
HP LaserJet 4050	<Unknown>	827
HP Color LaserJet 4500	<Unknown>	2,792
HP LaserJet 4100	<Unknown>	1,040
HP LaserJet 4050	172.16.8.177	933
HP LaserJet 8150	172.16.13.187	9,599
HP LaserJet 4100	172.16.18.149	2,886
HP LaserJet 4050	172.16.18.150	955
Dell Laser Printer 5210n	172.16.18.150	49,615
Lexmark T632	172.16.18.150	955
HP LaserJet 5000	172.16.18.155	1,254
Dell Laser Printer 1720dn	172.16.18.160	2,079
Dell Laser Printer 1720dn	172.16.18.161	699
Lexmark T630	172.16.18.162	830
Dell Laser Printer 5210n	172.16.18.163	955
Lexmark T632	172.16.18.164	21,088
Dell Laser Printer 5210n	172.16.18.164	21,088
HP LaserJet 4000	172.16.30.17	66
HP LaserJet 4000	172.16.30.18	1,531
HP LaserJet 4100	172.16.30.19	1,771
HP LaserJet 4100	172.16.30.21	678
HP LaserJet 4100	172.16.30.22	15
HP LaserJet 4050	172.16.30.25	0
HP LaserJet 4100	172.16.34.2	679
HP LaserJet 4100	172.16.34.3	2,788
HP LaserJet 4050	172.16.34.4	550
HP LaserJet 4050	172.16.34.5	1,116
HP LaserJet 4000	172.16.34.6	1,074
HP Color LaserJet 4600	172.16.34.7	192
Dell Laser Printer 5310n	172.16.34.9	2,446
HP LaserJet 4100	172.16.34.10	5,391
HP LaserJet 4100	172.16.34.11	2,560
HP LaserJet 4100	172.16.34.12	492
HP LaserJet 4100	172.16.34.13	1,478
Dell Laser Printer W5300	172.16.34.17	451
Dell Laser Printer W5300	172.16.34.19	1,198
HP LaserJet 4000	172.16.34.20	406
Dell Laser Printer W5300	172.16.34.21	6,239
Dell Laser Printer W5300	172.16.34.24	8,672
HP LaserJet 4100	172.16.34.26	3,032
HP LaserJet 4100	172.16.34.27	241

HP LaserJet 4100	172.16.34.28	4,528
HP LaserJet 4050	172.16.34.30	2,042
HP LaserJet 4050	172.16.34.31	1,311
Dell Laser Printer W5300	172.16.34.32	1,150
HP LaserJet 4100	172.16.34.35	1,022
Dell Laser Printer 5210n	172.16.34.37	3,240
HP LaserJet 4100	172.16.34.38	1,243
HP LaserJet 4100	172.16.34.39	2,193
HP LaserJet 4100	172.16.34.40	8,075
HP LaserJet 4100	172.16.34.41	4,099
Dell Laser Printer 5210n	172.16.34.42	2,021
HP LaserJet 4050	172.16.34.43	7,262
HP LaserJet 5000	172.16.34.45	879
HP LaserJet 4000	172.16.34.48	618
HP LaserJet 4100	172.16.34.49	1,515
HP LaserJet 4050	172.16.34.50	1,011
Dell Laser Printer W5300	172.16.34.51	1,156
HP LaserJet 4050	172.16.34.53	4,240
Lexmark T630	172.16.34.54	1,254
HP LaserJet 4000	172.16.34.55	986
Lexmark C524	172.16.34.56	1,541
Dell 2330dn Laser Printer	172.16.34.56	1,541
HP LaserJet 4000	172.16.34.57	612
HP LaserJet 4050	172.16.34.64	518
HP LaserJet 5M	172.16.34.65	960
HP LaserJet 4100	172.16.34.71	4,447
HP LaserJet 4100	172.16.34.72	1,182
HP Color LaserJet 4500	172.16.34.73	2,168
Lexmark T630	172.16.34.74	1,930
HP Color LaserJet 4600	172.16.34.75	345
HP LaserJet 4100	172.16.34.76	2,174
HP Color LaserJet 4650	172.16.34.79	1,165
HP LaserJet 4050	172.16.34.81	139
HP LaserJet 4100	172.16.34.82	2,201
HP LaserJet 4100	172.16.34.83	909
HP LaserJet 5M	172.16.34.88	247
HP LaserJet 5M	172.16.34.90	1,830
Dell Laser Printer 1720dn	172.16.34.90	1,830
HP LaserJet 4000	172.16.34.93	849
Dell 2330dn Laser Printer	172.16.34.94	198
HP LaserJet 4050	172.16.34.96	661
Dell Laser Printer W5300	172.16.34.98	900
HP LaserJet 4050	172.16.34.99	1,476
HP LaserJet 4000	172.16.34.101	2,268
Dell Laser Printer W5300	172.16.34.102	2,378

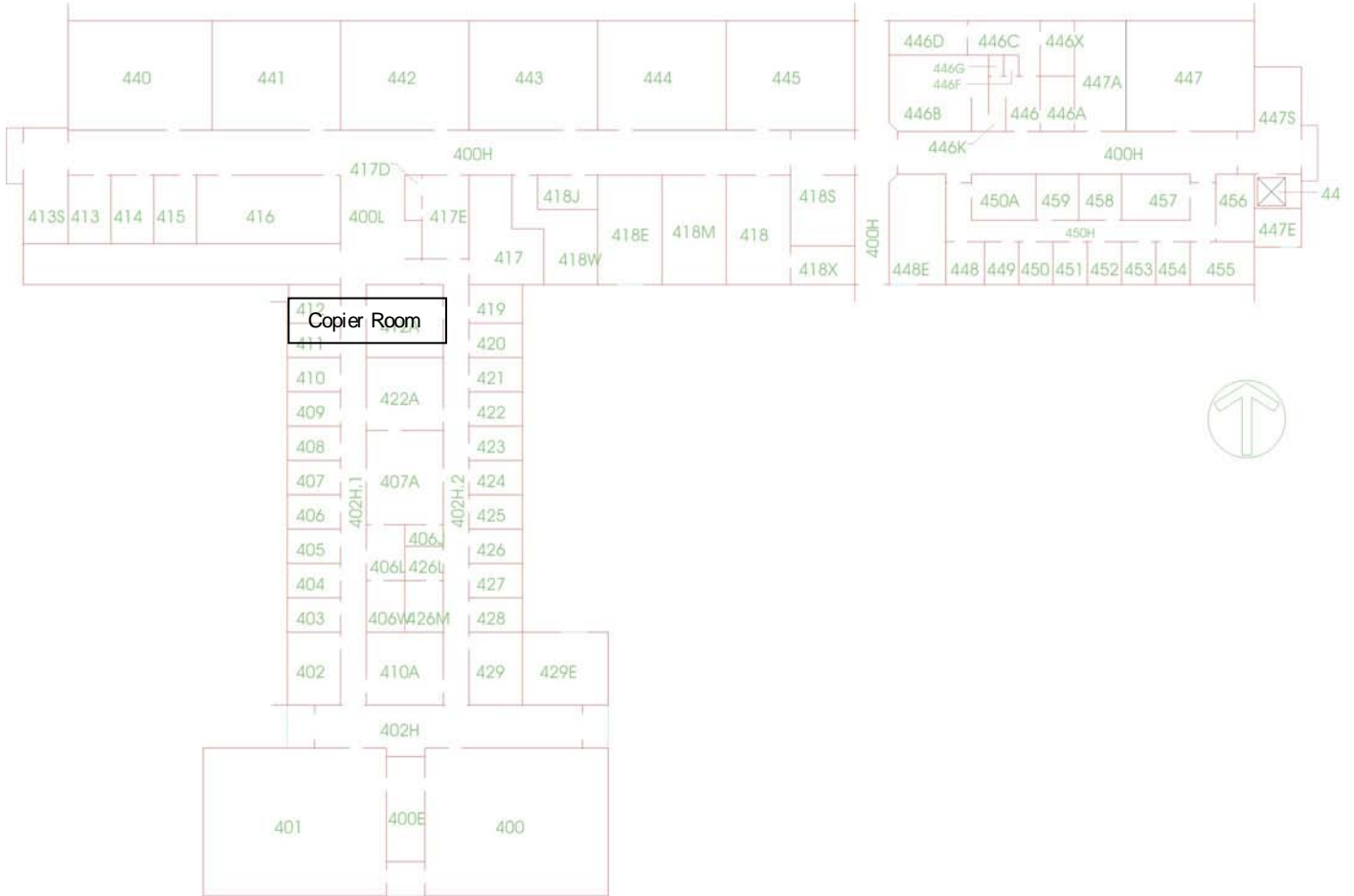
HP LaserJet 5M	172.16.34.103	394
HP LaserJet 4050	172.16.34.104	2,421
HP LaserJet 4000	172.16.34.105	1,131
HP LaserJet 4000	172.16.34.106	1,351
HP LaserJet 4050	172.16.34.107	348
HP LaserJet 4100	172.16.34.108	1,784
HP LaserJet 4100	172.16.34.110	2,641
Dell Laser Printer 1720dn	172.16.34.111	2,673
HP LaserJet 4100	172.16.34.113	2,190
Dell Laser Printer 1710n	172.16.34.114	1,388
HP LaserJet 4100	172.16.34.115	2,736
DeskJet 6940 series	172.16.34.117	163
HP LaserJet 4050	172.16.34.118	1,510
HP LaserJet 5M	172.16.34.119	220
Dell Laser Printer 5210n	172.16.34.124	7,248
HP LaserJet 4100	172.16.34.126	181
HP LaserJet 4000	172.16.34.128	1,123
HP LaserJet 4000	172.16.34.130	423
HP LaserJet 4100	172.16.34.132	129
HP LaserJet 4050	172.16.34.134	3,175
HP LaserJet 5M	172.16.34.136	617
Lexmark T630	172.16.34.139	1,389
HP LaserJet 2200	172.16.34.140	282
Dell Laser Printer W5300	172.16.34.141	3,329
Dell Laser Printer M5200	172.16.34.143	88
HP LaserJet 2100	172.16.34.144	406
HP Color LaserJet 2840	172.16.34.145	275
Dell Laser Printer 5100cn	172.16.34.149	941
HP Business Inkjet 2600	172.16.34.150	420
Dell Laser Printer W5300	172.16.34.154	543
HP LaserJet 4050	172.16.34.156	7,293
HP LaserJet 4050	172.16.34.157	1,006
HP Color LaserJet 3700	172.16.34.158	4,609
Lexmark T430	172.16.34.160	712
HP LaserJet 4100	172.16.34.162	1,336
HP LaserJet 5M	172.16.34.163	808
Dell Laser Printer 1720dn	172.16.34.166	1,947
HP Officejet Pro L7700 Series	172.16.34.167	36
Dell Laser Printer 5310n	172.16.34.168	1,030
HP LaserJet 4000	172.16.34.169	671
Lexmark T632	172.16.34.171	397
HP LaserJet 5M	172.16.34.174	258
Dell Laser Printer 5310n	172.16.34.176	1,810
HP LaserJet 4050	172.16.34.180	2,718
HP LaserJet 4050	172.16.34.181	2,366

Dell Color Laser 3110cn	172.16.34.182	889
HP LaserJet 4000	172.16.34.183	1,792
HP LaserJet 4050	172.16.34.185	2,065
Dell Color Laser 3110cn	172.16.34.186	714
Dell Laser Printer 1720dn	172.16.34.187	282
Dell Laser Printer 1720dn	172.16.34.188	773
Dell Laser Printer 1720dn	172.16.34.190	290
Dell Laser Printer 1720dn	172.16.34.191	834
Dell Color Laser 5110cn	172.16.34.192	506
Dell Laser Printer M5200	172.16.34.193	1,820
Dell Laser Printer 1720dn	172.16.34.194	90
Dell Laser Printer 5210n	172.16.34.195	1,320
HP LaserJet 4000	172.16.34.197	2,046
Dell Laser Printer W5300	172.16.34.199	1,053
Dell Laser Printer 1710n	172.16.34.201	2,815
Dell Laser Printer 1710n	172.16.34.202	681
Dell Laser Printer 5310n	172.16.34.203	1,272
Dell Laser Printer 1710n	172.16.34.204	112
TOSHIBA e-STUDIO350	172.16.35.7	206
TOSHIBA e-STUDIO350	172.16.35.9	35,042
TOSHIBA e-STUDIO350	172.16.35.11	0
TOSHIBA e-STUDIO350	172.16.35.13	15,869
TOSHIBA e-STUDIO350	172.16.35.15	8,321
TOSHIBA e-STUDIO350	172.16.35.19	8,036
TOSHIBA e-STUDIO350	172.16.35.21	11,338
TOSHIBA e-STUDIO350	172.16.35.25	32,408
TOSHIBA e-STUDIO350	172.16.35.27	2,980
TOSHIBA e-STUDIO350	172.16.35.29	3,000
TOSHIBA e-STUDIO350	172.16.35.33	15,431
TOSHIBA e-STUDIO350	172.16.35.39	8,959
TOSHIBA e-STUDIO350	172.16.35.41	8,902
TOSHIBA e-STUDIO350	172.16.35.43	2,450
TOSHIBA e-STUDIO350	172.16.35.45	16,220
TOSHIBA e-STUDIO350	172.16.35.47	39,125
TOSHIBA e-STUDIO350	172.16.35.51	8,369
TOSHIBA e-STUDIO350	172.16.35.53	16,972
TOSHIBA e-STUDIO350	172.16.35.57	97
TOSHIBA e-STUDIO350	172.16.35.59	15,618
TOSHIBA e-STUDIO350	172.16.35.61	1,477
TOSHIBA e-STUDIO350	172.16.35.65	8,243
TOSHIBA e-STUDIO350	172.16.35.67	12,858
TOSHIBA e-STUDIO350	172.16.35.69	1,861
TOSHIBA e-STUDIO350	172.16.35.75	18,793
TOSHIBA e-STUDIO350	172.16.35.77	32,768
TOSHIBA e-STUDIO350	172.16.35.79	8,881

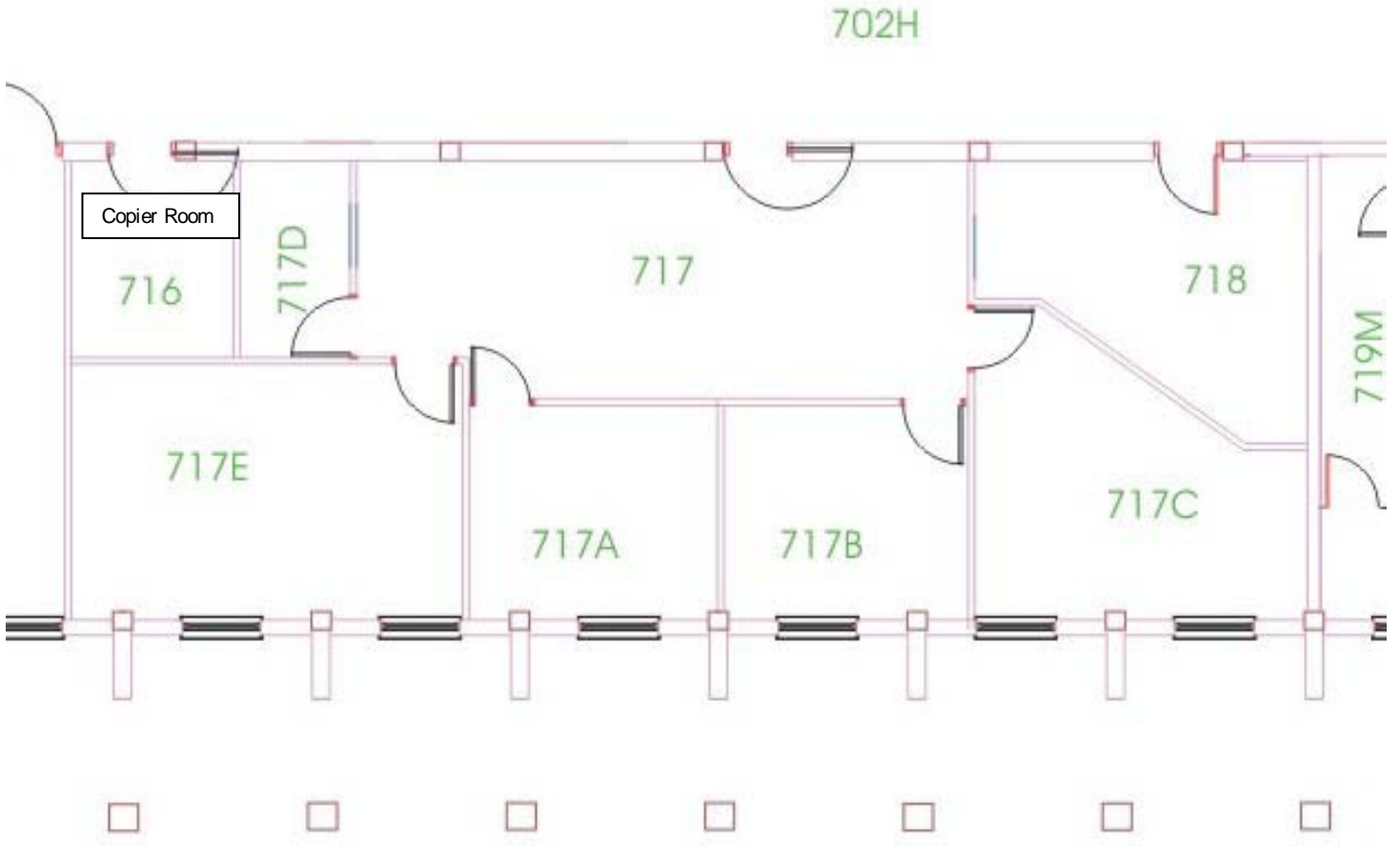
TOSHIBA e-STUDIO350	172.16.35.83	2,068
TOSHIBA e-STUDIO350	172.16.35.85	4,475
TOSHIBA e-STUDIO350	172.16.35.89	414
TOSHIBA e-STUDIO350	172.16.35.91	4,987
TOSHIBA e-STUDIO350	172.16.35.97	2,436
TOSHIBA e-STUDIO350	172.16.35.99	2,749
Dell Laser Printer W5300	172.16.64.71	1,016
HP LaserJet 4000	172.16.72.103	284
HP LaserJet 5M	172.16.72.106	1,129
HP LaserJet 4050	172.16.72.113	782
HP LaserJet 4050	172.16.72.114	1,562
HP LaserJet 4050	172.16.72.116	18,465
HP LaserJet 4100	172.16.72.120	787
HP LaserJet 4050	172.16.72.123	4,394
HP LaserJet 4050	172.16.72.124	5,965
Dell Laser Printer W5300	172.16.72.126	4,203
HP Color LaserJet 4550	172.16.72.127	645
HP Color LaserJet 3700	172.16.72.129	926
TOSHIBA e-STUDIO350	172.16.72.130	10,029
TOSHIBA e-STUDIO350	172.16.72.144	4,095
HP LaserJet 5M	172.16.112.25	748
HP LaserJet 4050	172.16.112.100	978
HP LaserJet 4000	172.16.112.101	413
HP LaserJet 4000	172.16.112.102	202
Dell Laser Printer M5200	172.16.112.103	3,583
DELL 1815dn	172.16.112.104	1,977
HP LaserJet 4100	172.16.112.105	1,351
HP LaserJet 4050	172.16.112.106	548
Lexmark T630	172.16.112.107	2,403
HP LaserJet 4100	172.16.112.108	1,708
HP LaserJet 4200	172.16.112.109	841
HP LaserJet 5M	172.16.112.110	1,500
HP LaserJet 4050	172.16.112.113	2,248
HP LaserJet 4100	172.16.112.114	847
Dell Laser Printer 5310n	172.16.112.115	3,118
HP LaserJet 4050	172.16.112.116	282
HP LaserJet 4100	172.16.112.117	1,376
HP LaserJet 4000	172.16.112.118	1,306
Dell Laser Printer 3000cn	172.16.112.119	1,081
HP LaserJet 4100	172.16.112.120	1,054
Dell Laser Printer 1720dn	172.16.112.122	9,414
Dell 2330dn Laser Printer	172.16.112.125	472
HP LaserJet 5M	172.16.112.126	760
HP LaserJet 5M	172.16.112.128	34
HP LaserJet 4000	172.16.112.131	571

HP LaserJet 4050	172.16.112.134	110
HP LaserJet 4100	172.16.112.135	7,826
HP LaserJet 4100	172.16.112.140	1,394
Dell Laser Printer W5300	172.16.112.141	5,185
HP LaserJet 4100	172.16.112.143	1,490
HP LaserJet 5M	172.16.112.149	1,319
HP Color LaserJet 2840	172.16.112.151	1,857
Dell Laser Printer 1720dn	172.16.112.186	239
Dell Laser Printer 3000cn	172.16.112.188	236
Dell Laser Printer 5310n	172.16.112.189	780
TOSHIBA e-STUDIO350	172.16.112.202	3,672
TOSHIBA e-STUDIO350	172.16.112.206	13,901
TOSHIBA e-STUDIO350	172.16.112.208	6,489
TOSHIBA e-STUDIO350	172.16.112.212	36,380
TOSHIBA e-STUDIO350	172.16.112.218	3,381
TOSHIBA e-STUDIO350	172.16.112.222	3,020
TOSHIBA e-STUDIO350	172.16.112.224	5,818
TOSHIBA e-STUDIO350	172.16.112.250	49,091
HP LaserJet 4050	172.16.132.56	14
		<u>919,497</u>

Scenario 1 – Academic Building



Scenario 2 – Administrative offices



Administration Office with Sensitive Data

