



REQUEST FOR PROPOSAL
**MULTI-FUNCTION COPIER DEVICES
AND SERVICE SOLUTIONS**

SOLICITATION #18-020-LG



RFP Issue Date: January 17, 2018

Pre-Proposal Conference: February 7, 2018 at 10:00 a.m. local time
JTK Administration Building
421 North County Farm Road, Room 3-500B
Wheaton, IL 60187

Dial-In Number: 832-856-4663
Participant Code: 89608221

Proposal Deadline: March 6, 2018, 2018 at 1:30 p.m. local time
DuPage County Procurement Services Division
421 North County Farm Road, Room 3-400
Wheaton, IL 60187-3978

Procurement Services Contact: Buyer: Larry Gammel
Phone: (630) 407-6163
Email: larry.gammel@dupageco.org

RFP Overview

The County of DuPage is requesting proposals for the purpose of providing multi-function copier equipment and service solutions. The award will be in the form of a Master Agreement. The County of DuPage and other governmental bodies nationwide will place orders referencing the Master Agreement. Following approval by the County, the selected vendor will be required to enter into a contract with National Intergovernmental Purchasing Alliance Company (National IPA). The term of the Master Agreement will be for an initial five (5) year period.

Pre-Proposal Conference

The purpose of this conference is to allow potential offerors an opportunity to obtain clarification relative to any facet of this RFP.

Written questions regarding the substance of the RFP or scope of services must be submitted via e-mail in an attached Word document to the buyer listed above, no later than the Pre-Proposal Question Deadline indicated in Section 1.

SEALED PROPOSALS MUST BE RECEIVED AND TIME STAMPED NO LATER THAN THE PUBLIC ACCEPTANCE DATE AND TIME (LOCAL TIME) SPECIFIED ABOVE. PROPOSALS WILL BE ACCEPTED AND THE NAMES OF OFFERORS WILL BE READ ALOUD AT THAT TIME IN THE PROCUREMENT SERVICES DIVISION. Late proposals will not be accepted – NO EXCEPTIONS.

All proposals are subject to staff analysis. The County of DuPage reserves the right to accept or reject any and all proposals received and waive any and all technicalities.

FACSIMILE AND/OR E-MAIL TRANSMITTED PROPOSALS WILL NOT BE ACCEPTED

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SECTION 1 - PROJECT INFORMATION

The County of DuPage (IL) is seeking proposals from qualified firms to provide multi-function copier equipment and service solutions that can print, fax, copy and scan paper documents, be networked and integrated with the Counties IT server system and/or connect directly with computers, laptops, smart phones and tablets. These services shall be rendered in accordance with the terms, conditions, and Scope of Work contained in this RFP.

The County of DuPage, IL is acting as a Principal Procurement Agency, on behalf of itself and the National Intergovernmental Purchasing Alliance Company (National IPA), to create a nationwide contract that will be available and marketed by National IPA and the selected supplier to Participating Public Agencies nationwide.

EVENT:	LOCATION:	DATE:	TIME:
RFP Issue Date	DuPage County Procurement Services	January 17, 2018	N/A
Pre-Proposal Conference Notification	Email to buyer as to who will attend onsite meeting or/ call into the meeting	February 6, 2018	1:30 P.M.
Pre-Proposal Conference	DuPage County Complex J. T. K. Administration Building 421 North County Farm Road, Room 3-500B Wheaton, IL 60187	February 7, 2018	10:00 A.M.
Conference Call-In	Dial-In Number: 832-856-4663 Participant Code: 89608221	February 7, 2018	10:00 A.M
Deadline for Written Questions	DuPage County Procurement Services Email questions in a Word document to buyer	February 9, 2018	1:30 P.M.
Response to Exceptions and Written Questions	DuPage County Procurement Services	February 14, 2018	4:00 P.M.
Proposals Deadline	Procurement Services, Room 3-400	March 6, 2018	1:30 P.M. CST
Evaluation of Proposals	Proposal Evaluation Phase 1 & 2 Committee	02/18 to 03/18	N/A
Parent Committee Approval	DuPage County Finance Committee	03/18 to 04/18	N/A
County Board Approval	County Board Room	05/2018	N/A
Contract Start Date	Nationwide	10/1/2018	TBD

√	Submittal Checklist
	Original Proposal marked Original in a 3-ring binder
	Seven (7) hardcopies marked Copy and in a 3-ring binder
	Two (2) flash drives with Proposal
	Addenda Number Acknowledged if applicable
	References
	Certification/Proposal signature affidavit page
	Attachments A through F and including National IPA (Exhibits A through F)
	FEIN and Dunn & Bradstreet Report and /or Financial Disclosure
	Addendum Acknowledgment
	Warranty Information
	W-9 Form (Standard IRS Form- 2014 version)
	Required Vendor Ethics Disclosure Statement
	Offeror's Subcontractor List
	CORP/LCC Certificate of Good Standing (https://www.ilsos.gov/corporatellc/)

Awarded Contractor Requirements	
Proposal Form	Must be included with response.
Certificate of Insurance	Due within 15 days of notice of award
Sheriff Investigation Form	Upon request
HIPPA Form (Attachment A)	Due within 15 days of notice of award

SECTION 2 - INSTRUCTIONS TO OFFERORS

- 1) **ON-LINE NOTIFICATION OF SPECIFICATIONS:** This document is available over the Internet at www.DemandStar.com, as well as from the contact listed in this document. Adobe Acrobat® Reader is required to view electronic documents on-line. If you do not have Adobe Acrobat® Reader, you may download it for free from Adobe at www.adobe.com/products/acrobat/readstep.html.

Businesses without Internet access may contact the Procurement Services Division of the County at (630) 407-6190 for these documents.

Companies interested in doing business with the County are able to register and maintain their registration via the Internet at www.DemandStar.com. Registration is not required but if you choose to register you will receive automatic initial notification from DemandStar of relevant opportunities with the County of DuPage.

The County is not responsible for errors and omissions occurring in the transmission or downloading of any specifications from this website. In the event of any discrepancy between information on this website and the hard copy specifications, the terms of the hard copy specification will control.
- 2) **ON-LINE PROVIDER DISCLAIMER:** DemandStar.com has no affiliation with the County of DuPage other than as a service that facilitates communication between the County and its vendors. DemandStar.com is an independent entity and is not an agent or representative of the County. Communications to DemandStar.com do not constitute communications to the County.
- 3) **COMMUNICATIONS:** In an effort to create a more competitive and unbiased procurement process, the County desires to establish a single point of contact throughout the procurement process. From the issue date of this proposal, until a successful offeror is selected, all requests for clarification or additional information regarding this RFP, or contacts with the County personnel concerning this RFP or the evaluation process must be solely to the contact person listed on the cover page of this RFP.

A violation of this provision is cause for the County to reject the offeror's proposal. If it is later discovered that a violation has occurred, the County may reject any proposal or terminate any contract awarded pursuant to this RFP. No contact regarding this document with other County employees is permitted.
- 4) **PRE-PROPOSAL INFORMATION AND QUESTIONS:** Each proposal that is timely received will be evaluated on its merit and completeness of all requested information. In preparing proposals, offerors are advised to rely only upon the contents of this RFP and accompanying documents and any written clarifications or addenda issued by the County. If an offeror finds a discrepancy, error, or omission in the proposal package, or requires any written addendum thereto, the offeror is requested to notify the Purchasing Contact noted on the cover of this RFP, so that written clarification may be sent to all prospective offerors. The County is not responsible for oral representations. All questions must be submitted in writing to the Procurement Services Contact only before the Pre-Proposal Question Deadline indicated on the front of this document. All answers will be issued in the form of a written addendum.
- 5) **RFP MODIFICATIONS:** The County, in its discretion, may make clarifications, modifications, or amendments to the RFP at any time prior to the Proposal Deadline. It is the offeror's responsibility to periodically check the County's website until the posted Proposal Deadline to obtain any issued addenda.
- 6) **PRE-PROPOSAL MEETING:** The date, time and location of the meeting are indicated on the cover page of this RFP. **The County strongly encourages offerors to attend this conference. Attendance via conference call is available.** The call-in number and passcode are indicated on the cover page of this RFP.

- 7) **PROPOSAL SUBMISSION:** To be considered, the proposal must be prepared in the manner and detail specified in this proposal.
- A. Proposals must be submitted before the date and time indicated as the Proposal Deadline. It is each offeror's responsibility to ensure that the Procurement Services Division receives its proposal prior to the Proposal Deadline. This responsibility rests entirely with the offeror, regardless of delays resulting from postal handling or for any other reasons. Proposals will be accepted at any time during the normal course of business only, said hours being 8:00 a.m. to 4:00 p.m. local time, Monday through Friday, except for legal holidays to:
- DuPage County Procurement Services Division
421 North County Farm Road, Room 3-400,
Wheaton, IL 60187
Attention: Larry Gammel
- B. Proposals received after the above Proposal Deadline will not be accepted and will be returned to the offeror unopened. The Procurement Services Division's timestamp shall be the official time.
- C. The opening of a proposal does not constitute the County's acceptance of the offeror as a responsive and responsible offeror.
- D. Offerors must sign, in ink, the proposal form where indicated. **Unsigned proposals will not be considered.** An authorized official must sign the proposal. Each signature represents binding commitment upon the offeror to provide the goods and/or services offered to the County if the offeror is determined to be the most responsive and responsible offeror.
- E. Proposals must be enclosed in a sealed envelope, box, or package, and clearly marked on the outside with the attached label secured to the lower left-hand corner.
- F. Submission of a proposal establishes a conclusive presumption that the offeror is thoroughly familiar with the RFP and specifications and terms of the Form of Contract, and the County's Procurement Ordinance and that the offeror understands and agrees to abide by each and all of the stipulations and requirements contained therein.
- G. All prices and notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and the person(s) signing the proposal must initial corrections in ink.
- H. Proposals sent by email, facsimile, or other electronic means will not be considered.
- I. All costs incurred in the preparation and presentations of the proposal, as well as any resulting contract, are the offeror's sole responsibility; no such costs will be reimbursed to any offeror. All documentation submitted with the proposal will become the property of the County.
- J. Proposals are subject to public disclosure after the Proposal Deadline for opening in accordance with state law under the Freedom of Information Act (FOIA).
- 8) **PROPOSAL GUARANTEE:** Not Applicable.
- 9) **CONTRACT AWARD:** The County reserves the right to withdraw the RFP, to award to one offeror, to any combination of offerors, by item, group of items, or total proposal. The County may waive informalities if it is in the County's interest. The offeror to whom the award is made will be notified at the earliest possible date. Tentative acceptance of the proposal, intent to recommend award of a contract and actual award of the contract will be provided by written notice sent to the offeror at the address designated in the proposal. If, for any reason, a contract is not executed with the selected offeror within 14 days after notice of recommended award, then the County may recommend the next most responsive and responsible offeror. Award of this proposal is contingent upon the availability of funds for this project, within the sole discretion of the County. Acceptance of the offeror's proposal does not constitute a binding contract. There is no contract until the County's policies have been fulfilled. The County is not liable for performance costs until the successful offeror has been given a fully executed contract. Failure to accept the terms and conditions of the County's Standard Contract may deem the offeror non-responsive.
- 10) **PROPOSAL MODIFICATIONS:** Clarifications, modifications, or amendments to any proposal that have been submitted, but prior to the Proposal Deadline date, may be made only within the discretion and written approval of the Chief Procurement Official.
- 11) **WITHDRAWAL:** Proposals may only be withdrawn by written notice prior to the Proposal Deadline set for the opening of proposal. No proposal may be withdrawn after the Proposal Deadline for submission.

- 12) **REJECTION:** The County reserves the right to reject any or all proposals, or to accept or reject any proposal in part, and to waive any minor informality or irregularity in proposals received, if it is determined by the Chief Procurement Official or designee that the best interest of the County will be served by doing so. The County may reject any proposal from any person, firm or corporation in arrears or in default to the County on any contract, debt, or other obligation, or if the offeror is debarred by the County from consideration for a contract award, or if offeror has committed a violation of the County's Ethics or Procurement Ordinance which resulted in a termination of a contract or other material sanction within the two (2) years immediately preceding the date of issuance of this document.
- 13) **PROCUREMENT POLICY:** Procurement for the County will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the County. The Chief Procurement Official has the vested authority to execute all County contracts, subject to Committee and County Board approval where required.
- 14) **NON-DISCRIMINATION:** DuPage County will not contract with any person or firm that discriminates against employees or applicants for employment because of any factor not related to job performance. The offeror must comply with all federal, state and local laws and policies that prohibit discrimination in employment contracts. The offeror must include in its subcontracts provisions that prohibit subcontractor from discriminating in their employment practices.
- 15) **NO PROPOSAL RESPONSE:** Businesses who receive this RFP but who do not submit a proposal should return a notice stating the reason(s) for not responding.
- 16) **CONTRACT NEGOTIATION:** All proposals must be firm for at least 120 days from the due date of the proposal. If, for any reason, a contract is not executed with the selected offeror within 14 days after notice of recommended award, then the County may recommend the next most responsive and responsible offeror. There is no contract until the County's policies have been fulfilled.
- 17) **DISQUALIFICATION OF OFFERORS:** Any one or more of the following causes may be considered sufficient for the disqualification of a offeror and the rejection of the Proposal:
- A. Evidence of collusion among offerors.
 - B. Lack of competency as revealed by either financial, experience, or equipment statements.
 - C. Lack of responsibility as shown by past work.
 - D. Uncompleted work under other contracts which, in the judgment of the County, might hinder or prevent the prompt completion of additional work if awarded.
- 18) **DISCUSSIONS:** Discussions may be conducted with responsible offerors, in order to clarify and assure full understanding of, and conformance to, the solicitation requirements. Discussions may be conducted with offerors who submit Proposals determined to be reasonably susceptible of being selected for award, but Responses may be accepted without such discussions.
- Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussions and revisions of Proposals. Such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. The offeror shall reduce any substantial oral clarification of Proposals to writing.
- 19) **SUBCONTRACTORS:** In an effort to promote supplier diversity, DuPage County encourages offerors to identify and include qualified disadvantaged businesses as subcontractor when proposing to provide products and services to the County.
- The Contract will not be assignable to any other business entity without the County's approval. Offerors are encouraged to consider a joint venture.
- 20) **OFFEROR RESPONSIBILITIES:** The offeror must be capable, either as a firm or a team, of providing all services as described under SECTION 6 – SCOPE OF WORK AND SPECIFICATIONS and to maintain those capabilities until notification of the fact that their proposal was unsuccessful. Exclusion of any service for this proposal may serve as cause for rejection. The selected offeror must remain capable of providing all services as described under SECTION 6 – SCOPE OF WORK AND SPECIFICATIONS and must maintain those capabilities until the agreement is successfully finished. The successful offeror will be responsible for all Services in this proposal whether they are provided or performed by the successful offeror or subcontractor(s). Further, the County will consider the successful offeror to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the

cost of any contract. The successful offeror must identify all subcontractors and the services they provide. The successful offeror is responsible for all payments and liabilities of all Subcontractor(s).

The County reserves the right to approve or reject, in writing, any proposed subcontractor. If the County rejects any proposed subcontractor in writing, the successful offeror shall be responsible to assume the proposed subcontractor's responsibilities. The successful offeror may propose another subcontractor if it does not jeopardize the effectiveness or efficiency of the contract. Nothing contained in the proposal or in the contract shall create or be construed as creating any contractual relationship between any subcontractor and the County.

- 21) **DISCLOSURE OF CONTENTS:** All information provided in the proposal shall be held in confidence and shall not be revealed or discussed with competitors, until after award of the contract except as provided by law or court decision. All material submitted with the proposal becomes the property of the County and may be returned only at the County's option.

Offerors must make no other distribution of their proposals other than authorized by this RFP. An offeror who shares cost information contained in its proposal with other County personnel or competing offeror personnel shall be subject to disqualification.

Offerors shall not be provided any information about other proposals or prices or where the offeror stands in relation to others at any time during the evaluation process. Any request for such information by an offeror, its subcontractor or an affiliated party may be viewed as a compromise to the evaluation process and the requesting offeror may be eliminated from further consideration.

- 22) **COMPETITION INTENDED:** It is the County's intent that this Request for Proposals (RFP) permits competition. It is the offeror's responsibility to advise the Buyer in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the Buyer not later than seven (7) days prior to the due date.

SECTION 3 - GENERAL CONDITIONS

- 1) **ADDENDUM AND SUPPLEMENT TO REQUEST FOR PROPOSALS:** If it becomes necessary or advisable to revise any part of this RFP or if additional data is necessary to enable the exact interpretation of provisions of this RFP, revisions will be provided in the form of an Addendum. If revisions are made after any mandatory Pre-Proposal conference, the revisions will be provided only to those Vendors who will have attended the Pre-Proposal conference.

Addendum information is available over the Internet at www.DemandStar.com. Adobe Acrobat® Reader may be required to view this document. We strongly suggest that you check for any addenda a minimum forty-eight hours (48) in advance of the Proposal Deadline.

- 2) **ALTERNATE PROPOSALS:** Offerors may submit more than one proposal. All proposals must comply with the requirements of the RFP except that alternate proposals may incorporate, by reference, repetitive information that is provided in the complete proposal.
- 3) **CHANGES:** The County of DuPage reserves the right to make any desired change in the specifications after the same shall have been put under contract; but the change so made, with the price to be added or deducted from the contract price, therefore, shall be agreed upon in advance between County of DuPage and the Vendor.

The Procurement Services Division shall issue to the Vendor a written change order to the original contract; such change orders shall be binding upon both parties thereto and shall in no way invalidate or make void the terms of the original contract not modified by such change.

- 4) **COMMENCEMENT OF WORK:** The successful offeror must not commence any billable work prior to the County's execution of the contract or until any required documents have been submitted. Work done prior to these circumstances shall be at the Vendor's risk.
- 5) **COMMUNICATIONS:** In an effort to create a more competitive and unbiased procurement process, the County desires to establish a single point of contact throughout the procurement process. From the issue date of this solicitation, until a contract has been awarded, all requests for clarification or additional information regarding this solicitation, or contact with the County personnel concerning this solicitation or the evaluation process must be solely to the contact person listed on the cover page of this solicitation.

No contact regarding this document with other County employees or officers is permitted unless expressly authorized by the Buyer issuing the solicitation. A violation of this provision is cause for the County to reject the offeror's proposal. If it is later discovered that a violation has occurred, the County may reject any proposal or terminate any contract awarded pursuant to this solicitation.

- 6) **CONFIDENTIAL INFORMATION AND COUNTY PROPERTY:** It is agreed that any and all specifications, drawings, or data furnished by County of DuPage shall (1) remain the County of DuPage's sole and exclusive property; (2) be considered and treated by Vendor as County of DuPage confidential information, and not be copied, reproduced or duplicated in any manner or disclosed to any person or party, except as is necessary in the performance of this contract and (3) be returned upon request.
- 7) **VENDOR PERFORMANCE:** The Instructions, General Conditions, Special Conditions, Specifications and Scope of Work, and attached exhibits, together with the approved purchase order shall be incorporated in and become terms of the Contract. All items shall be supplied in strict accordance with the specifications. The Vendor's performance under the terms of the Contract shall be to the satisfaction of the County. Failure to comply with any statutory requirements shall be deemed a performance breach.
- 8) **DRUG FREE WORKPLACE:** The Vendor (whether an individual or company) agrees to provide a drug free workplace as provided for in 30 ILCS 580/1 et seq.
- 9) **ENDORSEMENTS:** Vendor shall not use the name, seal or images of County of DuPage in any form of endorsement to any third-party without the County's written permission.
- 10) **EXCEPTIONS:** Exceptions to the Request for Proposal language will be considered up to the Deadline for Exceptions to Request for Proposal Language date indicated in Section 1 - Project Information.

Exceptions must be fully described, on the offeror's letterhead, signed, and reference the RFP number. In the absence of such statement, the proposal shall be considered as if submitted in strict compliance with all terms, conditions, and specifications; the offeror shall be held liable. No exceptions will be accepted with the proposal. If the offeror wishes to propose terms and conditions or alternative paperwork he must do so as an exception.

- 11) **F.O.B. Destination:** All goods are to be shipped prepaid, F.O.B. Destination, delivered and installed. The total price quoted by the offeror must be the total cost delivered to the location(s) stated. Offeror must not qualify his offer by stating a F.O.B. location other than such stated location(s). Shipments sent C.O.D. without County of DuPage's written consent will not be accepted and will at Vendor's risk and expense, be returned to Vendor. Unauthorized shipments are subject to rejection and return at Vendor's expense.
- 12) **FORCE MAJEURE:** The County of DuPage shall not hold Vendor liable for an extraordinary interruption of events, or damage of County property, by a natural cause that cannot be reasonably foreseen or prevented; i.e., droughts, floods, severe weather phenomena, et cetera.
- 13) **HOLDING OF PROPOSALS:** Offeror may withdraw the proposal at any time prior to the time specified as the closing time for the receipt of proposals. However, no offeror shall withdraw or cancel the proposal for a period of one hundred eighty (180) calendar days after said closing time for the receipt of proposals.
- 14) **INDEMNITY:** The Vendor shall, at all times, to the extent permitted by law, fully indemnify, hold harmless, and defend the County and its officers, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this contract by the Vendor and its employees, or because of any act or omission, neglect or misconduct of the Vendor, its employees and agents or its subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise, and any claims that may be made by the employees themselves or by the Illinois Department of Labor for the Vendor's violation of the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.).

Such indemnity shall not be limited by reason of the enumeration of any insurance coverage or bond herein provided.

Nothing contained herein shall be construed as prohibiting the County, its officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions, or suits brought against them. The Vendor shall likewise be liable for the cost, fees and expenses incurred in the County's or the Vendor's defense of any such claims, actions, or suits.

The Vendor shall be responsible for any damages incurred as a result of its errors, omissions or negligent acts and for any losses or costs to repair or remedy construction as a result of its errors, omissions or negligent acts.

The County does not waive its defenses or immunities under the Local Government and Governmental Employees Tort Immunity Act, 745 ILCS 10/1 et seq. by reason of indemnification or insurance.

- 15) **LAW GOVERNING:** The RFP and resulting contract shall be governed by the laws of Illinois. Offeror agrees to comply with all applicable State and Federal laws.
- 16) **LIENS, CLAIMS, AND ENCUMBRANCES:** Vendor warrants and represents that all the goods and materials ordered herein are free and clear of all liens, claims, or encumbrances of any kind.
- 17) **LOBBYIST REGISTRATION:** Offeror shall comply with the provisions of Chapter 2, Article IX, Section 2-600, Lobbyist Registration of the Code of DuPage County, Illinois.
- 18) **MSDS:** When applicable, Vendor shall furnish Material Safety Data Sheets for their products, in compliance with the Illinois Toxic Substance Disclosure to Employee Act and the "Right-to-Know" law, 820 ILCS 220/0.01 and 820 ILCS 225/0.1. Material Safety Data Sheets, upon award of Contract, shall be submitted to the County Procurement Services Division. Vendor may provide internet link to Safety Data Sheets.

- 19) **MISCELLANEOUS REQUIREMENTS:** The County will not be responsible for any expenses incurred by the Vendor in preparing and submitting a proposal. All proposals shall provide a straightforward, concise delineation of your capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.
- 20) **NON-DISCRIMINATING:** The Vendor, its employees and subcontractors, agree not to commit unlawful discrimination and agree to comply with applicable provisions of the Illinois Human Rights Act, the U.S. Civil Rights Act and Section 504 of the Federal Rehabilitation Act, and rules applicable to each.
- 21) **PATENTS:** Vendor undertakes and agrees to defend at Vendor's own expense, all suits, actions, or proceedings in which the County of DuPage, its Officers, agents or employees are made defendants for actual or alleged infringement of any U.S. or foreign letters patent resulting from the use or sale of the items purchased hereunder. Vendor shall inform the County of DuPage whenever infringement will result from Vendor's adherence to specifications supplied by the County of DuPage or by an authorized County representative. Vendor further agrees to pay and discharge any and all judgments or decrees, which may be rendered in any such suit, action or proceedings against the County of DuPage, its Officers, agents or employees therein.
- 22) **PAYMENT:** Original invoices must be presented for payment in accordance with instructions contained on the Purchase Order including reference to Purchase Order number and submitted to the correct address for processing. The County shall pay all invoices pursuant to 50 ILCS 505, "Local Government Prompt Payment Act". Invoices containing charges for work subject to the Illinois Prevailing Wage Act (820 ILCS 130/) are required to be accompanied by the applicable Certified Transcript of Payroll form(s) for acceptance. Payment will not be made on invoices submitted later than six-months (180 days) after delivery of goods and **any statute of limitations to the contrary is hereby waived.**
- 23) **PROTEST:** No protest shall be based on a matter or issue which could have been raised as an exception prior to proposal opening.
- Any protest concerning the award of a contract shall be decided by the Chief Procurement Officer. Protests shall be made in writing to the Procurement Services Division and shall be filed within three (3) business days of final approval and acceptance of the proposal by the County Board. A protest is considered filed when received by the Procurement Services Division. The written protest shall include the name and address of the protestor, the RFP number, a statement of the specific reasons for the protest and supporting exhibits. The Chief Procurement Officer will respond to the written protest within seven (7) days. The Chief Procurement Officer's decision relative to the protest shall be final.
- Upon receipt of a protest the County may, but is not required to, delay its order under the awarded contract.
- 24) **RESERVATION OF RIGHTS:** The Offeror's failure to meet the mandatory requirements of the RFP may result in the disqualification of the proposal from further consideration.
- The County further reserves the right to reject all proposals and obtain goods or services through intergovernmental or cooperative agreements, or to issue a new and revised solicitation.
- Submission of a proposal confers no rights on the offeror to a selection or to a subsequent contract. All decisions on compliance, evaluation, terms and conditions shall be made solely at the County's discretion and shall be made in the best interest of the County.
- 25) **TAX:** The County of DuPage does not pay Federal Excise Tax or Illinois Sales Tax. The tax exemption number is E9997-4551-07. A copy of the exemption letter is available upon written request.
- 26) **TERMINATION, CANCELLATION AND DAMAGES:**
- If the County terminates this Contract because of the Vendor's breach or default, the County shall have the right to purchase items or services elsewhere and to charge the Vendor with any additional cost incurred, including but not limited to the cost of cover, incidental and consequential damages and the cost of re-soliciting. The County may offset these additional costs against any sums otherwise due to the Vendor under this solicitation or any unrelated contract.

If the County of DuPage fails to appropriate funds to enable continued payment of multi-year Contracts the County may cancel, without termination charges provided Vendor received at least thirty (30) days prior written notice of termination.

- 27) **TRANSFER OF OWNERSHIP OR ASSIGNMENT:** The terms and conditions of this contract shall be binding upon and shall ensure to the benefit of the parties hereto and their respective successors and assigns. Prior to any sales or assignment, the County of DuPage must be notified and approve same in writing.
- 28) **VENUE:** By submitting a response, offeror agrees that venue for all disputes arising out of the solicitation process, including but not limited to judicial review of any protest decision, will be exclusively in the circuit court for the Eighteenth Judicial Circuit in DuPage County, Illinois and that Illinois law will control.
- 29) **WARRANTY:** Complete warranty information detailing period and coverage must be submitted. Vendor shall fully warrant at a minimum all items furnished from this solicitation against defects in materials and workmanship for a minimum period of ninety (90) days from date the equipment is accepted by the Customer. Acceptance is defined as when the product is installed, in good working order, made operational in accordance with standard specifications, and on-site training is completed. A signed and dated certificate of acceptance may be provided to the vendor by the customer. The 90day warranty shall be on-site, parts and labor, next business day support and included in the product purchase price. The warranty shall cover material, labor, and transportation charges, if any. Warranty for software includes any upgrades thereto during the warranty period. Warranties of less than ninety (90) days will not be accepted or considered and may render a Respondent non-responsive. All products must operate in accordance with the manufacturer's standard specifications and documentation. Should any defects in workmanship or materials, appear during the warranty period, the Vendor shall repair or replace such items immediately upon receipt of notice from the Customer at no additional expense.

SECTION 4 - SPECIAL CONDITIONS

- 1) The County reserves the right to award more than one contract regarding this solicitation.
- 2) **DELIVERY AND INSTALLATION REQUIREMENTS:** Unit prices shall include delivery to the ordering Customer, F.O.B. destination, freight prepaid, delivery, uncrating, assembly, installation, making ready for use, removal of debris and instruction of Customer personnel. No other fees or charges will be paid by the Customer. The County desires that the successful Vendor will install the copiers within twenty (20) calendar working days or upon request after award of contract and the required training shall take place during the same period of time. Vendor shall notify the Customer at least forty-eight (48) hours in advance of delivery so that necessary arrangements can be made. Vendor shall be responsible for any damages to building or individuals as a result of delivery and installation. If equipment ordered cannot be delivered within the 30 days, the customer must be given an order status updated, either verbally or via email, on a weekly basis.
- 3) **END-OF-LEASE:** Upon the end of the lease, vendor shall de-install, remove equipment, erase all hard drives and memory, shred hard drives and provide Certificates of Destruction.
- 4) **REPLACEMENT COPIER:** Upon replacement of copier, due to repeated and extended downtime, or the need to upgrade or downgrade equipment, vendor shall erase all hard drives and memory, shred hard drives and provide Certificate of Destruction.
- 5) **DEMONSTRATION FOR END USER:** Pre-demonstration of units will be required to determine suitability for County needs. Upon request, short-listed interview Offeror(s) will participate in product(s) demonstration by committee members to evaluate equipment.
- 6) **DEMONSTRATION FOR County of DuPage Information Technology Department (IT):** Pre-test of units will be required by the IT department to check the *driver's* adaptability and integration with the current IT environment. This test to copiers may have a maximum period of twelve (12) weeks. Offeror shall provide IT resources to IT during this test period, at no cost to the County.
- 7) **EXTENDED WARRANTY OPTIONS:** Include additional information, if available, in offeror's proposal.
- 8) **ENVIRONMENTALLY PREFERABLE PROCUREMENT POLICY:** Please provide your company's environmental policy and/or green initiative.
- 9) **HIPAA CONFIDENTIALITY AGREEMENT:** The DuPage Convalescent Center has a legal and ethical responsibility under the Health Insurance Portability and Accountability Act ("HIPAA") to safeguard the privacy of all patients and to protect the confidentiality of their Protected Health Information. In the course of working at the DuPage County Convalescent Center, the successful offeror and/or its employees may come into possession of Protected Health Information or other confidential patient information, even though patient services are not part of the successful offeror's assigned duties. Therefore, the successful offeror shall be required, before start of work to sign the Counties *Confidentiality Agreement (Attachment A "HIPAA Confidentially Agreement")* for Vendors who are not Business Associates, provided by the Convalescent Center.
- 10) **INSPECTIONS:** The County reserves the right to visit and inspect the premises and operation of any offeror. The Vendor shall be responsible for all goods rejected by County of DuPage and returned to Vendor. The Vendor will initiate damage claims against carrier and/or manufacturers in the event of County of DuPage's non-acceptance. The Vendor shall replace or adjust the cost of all rejected items.
- 11) **LITERATURE:** Vendor must supply with their proposal latest printed specifications and advertising literature on the equipment they propose to furnish.
- 12) **MANUALS:** At the time of the delivery, the Vendor or Reseller shall be required to furnish the Customer at least one (1) instruction manual and one (1) "Quick Start" manual for each copier ordered. Bulletins, revisions, and corrections shall be provided for each system purchased or leased, as they are issued by the manufacturer. Each instruction and maintenance manual shall contain definitions of terms, definition of equipment, equipment capabilities, technical descriptions of equipment operations, description of malfunction identifications, troubleshooting procedures and detailed schematic and use instructions.

- 13) **PRE-AWARD:** Offeror may be required to attend a pre-award meeting for clarifications, demonstrations, and presentations.
- 14) **NON-EXCLUSIVITY:** Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the vendor.
- 15) **PERMITS, FEES, AND NOTICES:** The awarded vendor shall secure and pay for any building permits and governmental fees, licenses, and inspection necessary for the proper execution and completion of the work which are legally required, file all notices, comply with all laws, rules, regulations and lawful orders bearing on the performance of the work.
- 16) **PROPERTY FURNISHED TO VENDOR BY COUNTY OF DUPAGE:** All property furnished to the vendor by the County of DuPage or specifically paid for by the County of DuPage, for use in the performance of this contract, shall be and remain the property of the County of DuPage, shall be subject to removal upon the County of DuPage's instruction, shall be used only in filling orders from the County of DuPage, shall be held at the Vendor's risk, shall be kept insured by the Vendor at the Vendor's expense while in its custody or control in an amount equal to the replacement cost thereof, with loss payable to the County of DuPage, and upon recall by County of DuPage shall be packaged at Vendor's expense for shipment to County of DuPage in accordance with County of DuPage's instructions. Copies of policies or certificates of such insurance will be furnished to County of DuPage on demand.

It is agreed that any and all specifications, drawings, or data furnished by County of DuPage shall (1) remain the County of DuPage's sole and exclusive property; (2) be considered and treated by Vendor as County of DuPage confidential information, and not be copied, reproduced or duplicated in any manner or disclosed to any person or party, except as is necessary in the performance of this order/contract/and (3) be returned upon request.

- 17) **QUANTITIES:** The County of DuPage reserves the right to increase or decrease the quantities shown herein at any time during the life of the contract to correspond to the actual needs of the County of DuPage.
- 18) **RELATED PURCHASES:** The contract is intended to provide the full range of products, accessories, supplies and services available from the vendor. Available products include, but are not limited to wide format devices, high production equipment, and equipment that enables faxing, printing and scanning. Services include, but are not limited to consulting, analysis, planning, inventory control, legal, managed print solutions, data capturing solutions that microfilm and/or scan, filing or healthcare document services, managed print services, outsourcing, integration, network, and software solutions.
- 19) **RENEWAL & EXTENSION:** In no event shall the term plus renewals exceed five (5) years.
- 20) **SURVIVAL CLAUSE:**
The parties agree any job orders, project agreements or maintenance agreements executed against this Contract Master Agreement during the effective term may survive beyond the expiration of the Contract Master Agreement as established and agreement to in writing by both parties.
- 21) **THIRD PARTY AGREEMENT:** The offeror shall disclose any third-party agreements including software license, rental or financial agreements it may intend to use. The County reserves the right to accept or reject such third-party assignments. Vendor must not assign, delegate or otherwise transfer all or any part of its rights or obligations under this agreement without the express written consent of the Purchasing Officer.
- 22) **WORKING WITHIN SECURED AREAS:** A portion of the work may be performed within secured areas.
- 23) **SECURITY:** Successful offeror shall, one (1) week prior to starting work, supply the completed Criminal History and Background information forms (sample attached) for all their employees and subcontractor employees who may be working at the jobsite, to Larry Gammel (630) 407-6163, for advance security reasons.

Successful offeror will be required to perform all work in keeping with County security procedures while on the facilities' grounds and shall be responsible for all personnel (including subcontractors) employed by their firm to ensure that facilities' dress codes and overall policies are followed.

- 24) **NOTICE WARNING:** Any person who takes into, or out of, or attempts to take into, or out of a correctional facility or the grounds belonging to or adjacent to a correctional facility, any item not specifically authorized by the correctional facility, shall be prosecuted under the provisions thereof. All persons, including employee and visitors, entering upon these confines are subject to routine searches of their persons, vehicles, property, or packages.
- 25) **CONTRABAND:** Contraband means any dangerous drug, narcotic drug, intoxicating liquor of any kind, deadly weapon, dangerous instrument, explosive or any other article whose use of or possession would endanger the safety, security, or preservation of order in a correctional facility or any person therein. (Any article includes any substance that could cause abnormal behavior, i.e., marijuana, nonprescription medication, etc.)

A person, not otherwise authorized by law, commits promoting contraband:

By knowingly taking contraband into a correctional facility or the grounds of such a facility; or
By knowingly conveying contraband to any persons confined in a correctional facility; or
By knowingly making, obtaining, or possessing contraband while being confined in a correctional facility.

The Vendor will provide the County with a complete list of all persons duly authorized to work on this project. Only those persons will be allowed to work within secured areas. All Vendor's personnel authorized to work within secured areas may be subject to fingerprinting and a criminal security check performed by the County. The County may issue temporary identification cards, which will be kept by County's security personnel and issued and collected on a daily basis.

Law prohibits the import of contraband such as drugs, liquor, firearms, ammunition, and other similar items into any areas of work. County's security personnel may conduct searches of Vendor's personnel, equipment, tools, and supplies at any time. Use of cameras and recording devices by Vendor's personnel is restricted. Such use must be approved on a case-by-case basis.

The County may require the Vendor to remove any worker who has been convicted of a felony, who is a family member of an inmate, or who violates any provision of this Article.

Work being performed within certain areas may require an escort provided by the County. These areas shall not be entered without County escort. Work within these areas may be restricted to spaces that can be observed by the County escort.

All tools and equipment taken into a secured area shall be listed in a manifest with copies provided to County's security personnel. All tools and equipment shall be accounted for at the close of each day. All changes to the inventory shall be addressed by changing the manifest Vendor is responsible for proper storage of tools and equipment when in a secured area. Report all broken tools and equipment to the County's security personnel

A designated area outside of the secured area will be arranged for parking of personal vehicles. Delivery trucks will be admitted to receiving areas only by the request of the Vendor, and may be under the supervision of County's security personnel. Immediately load or unload trucks and remove from secured areas.

Workers shall not talk to, signal, whistle, or in any way attract the attention of any inmate, and shall restrict their movements to the project area. Nothing shall be taken from or given to an inmate. Inmates are not to help workmen in any way. Workers shall promptly notify their supervisor or County's security personnel of all unusual happenings pertaining to the inmates.

Within secured areas, the County will designate washing and toilet facilities for Vendor's use.

SECTION 5 - INSURANCE REQUIREMENTS

Upon notice of acceptance of proposal, the successful offeror shall, within thirty (30) calendar days of said notice, furnish to the Purchasing Agent a Certificate of Insurance and provide policy endorsements evidencing specific coverage of the types of insurance in the amounts specified below. Such coverage shall be placed with a responsible company acceptable to the County licensed to do business in the State of Illinois, and with a minimum insurance rating of A: VII as found in the current edition of A M Best's Key Rating Guide. Each policy shall bear an endorsement precluding the cancellation or reduction of said policies without providing the County of DuPage thirty (30) days prior notice thereof in writing. All required insurance shall be maintained by the vendor in full force and effect during the life of the contract, and until such time as all work has been approved and accepted by the County. The Vendor is responsible for all insurance deductibles and self-insured detentions.

At all times during the term of the contract, the vendor and its independent vendors shall maintain, at their sole expense, insurance coverage for the vendor, its employees, officers and independent vendors, as follows:

TYPE OF INSURANCE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
1. Workers Compensation	Statutory
2. Employers Liability	
A. Each Accident	\$1,000,000.00
B. Each Employee-disease	\$1,000,000.00
C. Policy Aggregate-disease	\$1,000,000.00
3. *Commercial General Liability	
A. Per Occurrence	\$2,000,000.00
B. General Aggregate	
1. General Aggregate- Per project	\$2,000,000.00
2. General Aggregate - Products/ Completed Operations	\$2,000,000.00
4. Personal and Advertising Injury	\$1,000,000.00
Each Occurrence	\$1,000,000.00
5. Fire and Legal Liability (any one fire)	\$100,000.00
6. Medical Expense (any one person)	\$5,000.00
7. Umbrella Excess Liability (over primary)	\$1,000,000.00
Retention for Self-Insured Hazards (each occurrence)	\$1,000,000.00
8. *Business Auto Liability	1,000,000.00
* In addition to a Certificate of Insurance the following Endorsements are needed: An "Additional Insured" Endorsement, " Waiver of Subrogation" and "Insurance is Primary and Non-Contributory to additional insured "	
Garage Liability (combines standard GL & Auto Liability) Garage Keepers Liability (is for damage to our vehicle)	
Any policy or coverage written as "claims made" then coverage must be maintained for 4 years after project completion.	

- A) It is the responsibility of vendor to provide a copy of this REQUEST FOR PROPOSALS to their insurance carrier.
- B) It may also be required that the vendor's insurer and coverage be approved by County prior to execution of the contract.
- C) No work shall be started until receipt of Certificate of Insurance.

The County of DuPage shall be named as additionally insured on all certificates of insurance. Insurance certificates shall also reference project name and RFP NUMBER. Certificates should be emailed (and hard copy mailed) to:

DuPage County Procurement Services Division
Larry Gammel, Buyer Procurement Services
421 North County Farm Road
Wheaton, IL 60187-3978

larry.gammel@dupageco.org

The insurance carrier of the insured is required to notify the County of DuPage of termination of any or all of these coverages, prior to the completion of any contract, at least 30 days prior to expiration.

CHANGES IN INSURANCE COVERAGE: The vendor shall notify the County of changes in insurance coverage in writing within 30 days.

INSURANCE RATING: All of the above-specified types of insurance shall be obtained from companies that have at least an A-VII rating in Best's Guide or the equivalent.

SURVIVAL OF INDEMNIFICATION: The indemnification described above shall not be limited by reason of the enumeration of any insurance coverage herein provided, and indemnification shall survive the termination of the Contract.

NOTICE OF LAWSUIT: Within 60 days of service of process, the County shall notify the Vendor of any lawsuit involving the indemnification provided for above. Failure to provide such notice shall not relieve the Vendor of its obligation to provide indemnification. However, the County shall be responsible for any additional costs of defense incurred due to their failure to provide such notice within 60 days.

CHOICE OF LEGAL COUNSEL: The Vendor shall provide coverage as provided in the contract and retains the right to choose legal counsel subject to the approval of the County and appointment by the State's Attorney.

RIGHTS RETAINED: Notwithstanding the foregoing, nothing contained herein shall be deemed to constitute a waiver of any defenses or immunities otherwise available to the County.

SECTION 6 - SCOPE OF WORK AND SPECIFICATIONS

Introduction

Through this Request for Proposals (RFP), County of DuPage (County) hereby invites businesses who meet the qualifications and specifications set forth herein to submit proposals to provide Copier Equipment, and Service Solutions to the County and National IPA Participating Public Agencies. The County prefers to do business with a direct manufacturer(s), which is also a publicly traded company but may consider working with private companies.

The County of DuPage, IL, as the Principal Procurement Agency, as defined in EXHIBIT A-5, has partnered with the National Intergovernmental Purchasing Alliance Company ("National IPA") to make the resultant contract (also known as the "Master Agreement" in materials distributed by National IPA) from this solicitation available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies"), through National IPA's cooperative purchasing program. The County of DuPage is acting as the contracting agency for any other Public Agency that elects to utilize the resulting Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with National IPA as a Participating Public Agency in National IPA's cooperative purchasing program. EXHIBIT A-5 contains additional information on National IPA and the cooperative purchasing agreement.

National IPA is a subsidiary of OMNIA Partners which provides shared services and supply chain optimization to government, education, and the private sector. As a channel partner with Vizient (formally, Novation), National IPA leverages over \$100 billion in annual supply spend to command the best prices on products and services. With corporate, pricing and sales commitments from the Supplier, National IPA provides marketing and administrative support for the Supplier that directly promotes the Supplier's products and services to Participating Public Agencies through multiple channels, each designed to promote specific products and services to Public Agencies on a national basis. Public Agencies benefit from pricing based on aggregate spend and the convenience of a contract that has already been advertised and competed. The Supplier benefits from a contract that allows Participating Public Agencies to directly purchase goods and services without the Supplier's need to respond to additional competitive solicitations. As such, the Supplier must be able to accommodate a nationwide demand for services and to fulfill obligations as a nationwide Supplier and respond to the National IPA documents (EXHIBIT 5).

The County of DuPage spend \$525,892.33 in Fiscal year 2017 for multifunction copier products and related services. While no minimum volume is guaranteed to the Supplier, the estimated annual volume of multifunction copier products and related services purchased under the Master Agreement through National IPA is approximately \$60M. This projection is based on the current annual volumes among the County of DuPage, other Participating Public Agencies that are anticipated to utilize the resulting Master Agreement to be made available to them through National IPA, and volume growth into other Public Agencies through a coordinated marketing approach between the Supplier and National IPA.

Background

DuPage County is the second largest county in Illinois with 932,126 residents. The County is comprised of 9 townships, portions of 39 municipalities and 336 square miles. DuPage is a major employment center for northeastern Illinois, home to over 544,363 jobs and 19 colleges, 7 hospitals, 2 national laboratories (Argonne National Laboratory and Fermi National Accelerator), 300 miles of bikeways and 23,000 acres of forest preserve property. Over 20% of the county is open space.

Currently the DuPage County Government Campus has 224 copiers of which 220 are networked. There are 4-coin operated copiers, these copiers are not networked. Of the 224 copiers, 190 are B/W and 34 are color/black and white copiers. This number is current, but it is not a guaranteed number of replacements for future needs. The current County copier leases expire January 1, 2018 with the ability to renew for 1 additional 12-month period, however, the County of DuPage copier lease agreements have been extended to September 30, 2018. The current DuPage copier fleet uses two staple sku's. In the past 12 months, smaller copiers used a total of 420,000 staples, larger copiers used a total of 285,000 staples.

DuPage County currently has established a successful copier allowance program. The County will consider other copier pricing structures if shown to be of greater value, more effective and efficient. Offerors are encouraged to

provide a Copier fleet review, suggesting cost saving alternatives and pricing plans (allowance per month or charges paid per copies made each month, or hybrid cost plans) as part of their response.

The County has approximately spent \$572,585.08 in Fiscal 2015, \$524,408.86 in Fiscal 2016 and \$526,892.33 in Fiscal 2017 for multifunction copier products and related services with Toshiba Business Solutions.

In a twelve-month period, the County's total click number was approximately 18,203,146 where 93.1% (16,994,973 clicks) were B&W copies and 6.9% (1,258,173 clicks) were color prints.

Current multi-function device locations

Department	Address	Number of MFD	B/W	Color
Workforce Development	2525 Cabot Drive, Lisle	4	4	0
ETSB	421 N. County Farm Road	1	1	0
Sheriff's Office	501,505 and 200 N. County Farm Road	39	35	4
Circuit Court	505 N. County Farm Road	12	9	3
States Attorney	503 and 505 N. County Farm Road	26	25	1
States Attorney Children's Advocacy	422 N. County Farm Road	2	2	0
Administration Building:	421 N. County Farm Road			
Security	421 N. County Farm Road	1	1	0
Vet Assistance Commission	421 N. County Farm Road	1	1	0
Treasurer	421 N. County Farm Road	2	2	0
Storm Water	421 N. County Farm Road	2	1	1
Supervisor of Assessments	421 N. County Farm Road	2	1	1
Regional Office of Education	421 N. County Farm Road	2	2	0
Recorders	421 N. County Farm Road	4	4	0
Building and Zoning	421 N. County Farm Road	3	2	1
Auditor	421 N. County Farm Road	2	1	1
Information Technology	421 N. County Farm Road	5	4	1
Human Resources	421 N. County Farm Road	3	2	1
GIS	421 N. County Farm Road	1	0	1
Finance	421 N. County Farm Road	6	5	1
Facility Management	421 N. County Farm Road	3	2	1
Election Commission	421 N. County Farm Road	1	0	1
Division of Transportation (DOT)	421 N. County Farm Road	5	4	1
Credit Union	421 N. County Farm Road	1	1	0
County Clerk	421 N. County Farm Road	4	4	0
County Board	421 N. County Farm Road	2	0	2
Community Services	421, 422 and 501 N. County Farm Road	14	12	2
Public Works	11S175 MADISON ST. BURR RIDGE	1	1	0
Public Works	7900 S ROUTE 53 WOODRIDGE	2	1	1
Public Works	17 W 440 N FRONTAGE ROAD DARIEN	1	0	1
Community Development	421 N. County Farm Road	2	1	1
Probation	503 & 505 N. County Farm Rd	13	11	2
Public Defender	503 N. County Farm Road	3	2	1
Animal Care and Control	120 N. County Farm Road	2	1	1
Convalescent Center	400 N. County Farm Road	29	27	2
Coroner's Office	414 N. County Farm Road	2	1	1
Office of Emergency Management (OHSEM)	418 N. County Farm Road	1	0	1
18 th Judicial Court	505 N. County Farm Road	15	13	2
Total copiers leased		219	185	34
Election Commission Copiers owned, requiring service:	421 N. County Farm Road	5	5	0

Qty 4: model 25S0040 and Qty 1 model LEXXM1145				
Total copiers owned		5	5	0
Total copiers in RFP		224	190	34

Fleet Details

- Attachment B “DuPage County Copier Listing”
- Attachment C “Configuration Details”

There are 4 copiers that are attached to a coin tower via a wired harness and are publicly used. The copiers are leased and part of the above-mentioned fleet (locations: 2 are in Law Library, 1 is in lunch area and 1 is in 503 Bldg.)

Objectives

This RFP is intended to achieve the following objectives:

- Provide a comprehensive publicly solicited and awarded Master Agreement offering a full range of multifunction devise equipment, supplies, software, and service solutions with a variety of pricing structures (i.e., cost per copy, copy allowance per copier per month with rebate options for unused copy allowance, leasing, purchasing, etc.) nationally to Participating Public Agencies;
- The County is requesting that all leasing and service costs, including replenishment costs, being netted out to a cost per copy (B&W, color) for the County page count in aggregate.
- Provide a complete solution that includes all hardware, software, implementation services, customer support, maintenance, documentation, reporting abilities, training, de-installation, final hard drive erase, hard drive destruction and removal of equipment at the end of the lease period or end of life within 10 days or agreed upon by agency and contractor;
- Establish a channel partnership to offer this Master Agreement as the supplier's primary offer to Participating Public Agencies nationally;
- Achieve cost savings for suppliers and Participating Public Agencies through a single Master Agreement, eliminating the need for duplication of process;
- Aggregate volume of agencies nationally to achieve best value and increase market share for awarded supplier(s).
- The County expects the awarded supplier to provide similar pricing to contracts they may have for similar products and services with similar terms and conditions. In the RFP response, describe the company's pricing commitment to the County of DuPage and the national program. Describe how the proposed pricing compares to current contracts you have with other governmental cooperatives

Minimum Qualifications

Offerors will be deemed non-responsible and rejected without any further evaluation if they do not meet the following mandatory qualifications:

- Have a national presence in the industry with the ability to provide product and services in all 50 states.
- If the responding company is not a direct manufacturer, its proposal must detail how the non-direct manufacturer will provide all of the same capabilities, services, pricing and benefits of a direct manufacturer for the products and services offered in accordance with the requirements of the RFP.
- Have a distribution model capable of delivering equipment, supplies, software (minimum Windows 7 environment or higher) and services nationwide.

- Be able to meet the minimum requirement of the cooperative purchasing program detailed herein.
- Be able to provide a full range of new product equipment, supplies, software and services to meet the demands of the County and all Public Agencies that opt to participate in the cooperative purchasing program through National IPA.

Scope of Work

The successful offeror shall be required to:

- (a) furnish all tools, equipment, supplies, supervision, transportation, and other accessories (including surge suppressors), services, and facilities necessary to complete the work;
- (b) furnish all materials, supplies, and equipment specified and required to be incorporated in and form a permanent part of the completed work;
- (c) provide and perform all necessary labor;
- (d) provide all equipment operation training as specified, and
- (e) perform and complete the work in accordance with good technical practice, with due diligence, and in accordance with the requirements, stipulations, provisions, and conditions of this RFP and the resultant agreement in the most timely, effective, efficient, and economical method possible while maintaining a high level of customer service and satisfaction.

Purpose

The County intends to replace the current copier equipment with new copier equipment. It is the County's intent to standardize its copier equipment fleet with one manufacturer including all equipment obtained by one offeror. The County reserves the right to award to multiple suppliers under the national program.

The above-mentioned quantities are estimates *only* for the County of DuPage. The County's current copier inventory with the categories and specifications are outlined in Attachment B "DuPage County Copier Listing". Final quantities and exact placements will be determined after an offeror is awarded.

The County may request pricing from the awarded Contractor that would include equipment and service for all networked print devices, such as laser printers, at the time of the original contract or annually through the term of the contract. Annually, the County may review with the awarded Contractor opportunities to optimize equipment and possibly move or swap equipment to load balance equipment usage.

Equipment

All equipment proposed, purchased, or leased, must be new and currently in production. New equipment has not been leased or used as a test/trial unit. New equipment is defined as newly assembled equipment that is factory produced and has been assembled for the first time which contains new components that have been fully inspected, tested and fully meets product performance and reliability specifications. Equipment must be newly serialized, and the County must be the first user of the product and must have new equipment set of warranties.

The offeror may provide remanufactured or reconditioned equipment only at the request of the County. If the product is purchased it must be eligible for a minimum ninety-day warranty. If the copier is leased and then it is discovered it is not needed, the copier can be returned within 30 days without charge for pickup or initial installation.

It is understood that DuPage County will benefit from any equipment revisions, software updates, new drivers, additions, technical improvements, or necessary modifications in the units offered during the term of this contract at no additional cost.

Respondent shall warrant that all equipment, materials, and workmanship furnished, whether by Vendor or its authorized dealers, complies with product specifications, drawings, and other descriptions, supplied, or adopted, and will fit into existing space and suitable for the intended purpose.

Each multi-functional copier shall have the manufacturer's serial number permanently and legibly stamped or affixed on a major component in a readily accessible location. In addition, each multi-functional copier shall be permanently

and legibly marked in a conspicuous location with the manufacturer's name or trademark and model number of copier. Should it be requested, vendor shall coordinate with IT labeling of copiers with DuPage reference numbers.

As part of your response, include printer pricing and services. Currently, the County does not have a need for stand-alone network printers, however, there may be a need in the future.

Minimum Specifications:

- Majority of copiers be of similar design and accept interchangeable sub-components (i.e. Finishers, Stackers Paper Supply Modules, etc.)
- Remote management portal
- Scan to network and email
- Ability on apply Bates stamps to copier (view Attachment B) for current models with Bates stamps
- Offer a variety of pages per minute speeds
- Provide front-end scanning solutions
- Provide fax capabilities including:
 - fax to distribution lists
 - email fax confirmation to user
 - fax to computer
 - forward received fax to email
- Fixed platens
- Ability to use recycled paper.
- Copiers shall be equipped to handle 8-1/2 X 5-1/2" through 8-1/2 X 14". Detail models that can provide throughput with 11 X 17" (monochrome) and 12 X 18 (color) capabilities
- Reduction and enlargement features allowing for reduction and enlargement of original documents
- All copiers shall have manual and selectable automatic exposure settings, zoom, and reduce options with a minimum of 64% reduction and a minimum of 200% enlargement
- Automated document feeder
- Bypass tray for purpose of printing on specialized stock
- Image shift capabilities
- Optional PIN code for secure access for users.
- Copiers must be from the same manufacturer and operate in a manner similar to each another.
- Console models or desktop models to be equipped with cabinets
- Copiers shall have a total copy count meter, which is clearly visible to DuPage County personnel.
- Common paper sizes (5 1/2 x 8 1/2, 8 1/2 x 11, 8 1/2 x 14 and 11 x 17) shall count and bill as a single copy.

Special needs

Please identify your firm's ability to provide one multi-function production level laser printer similar or equivalent to Canon iR105 (now discontinued), 105 pages/minute; 8.5x11 that can address the following specification:

- Printer/scanner/copier
- Black & White
- Maximum finished size is A3 (11x17)
- Print speed (similar to iR105, 105 pages/minute; 8.5x11)
- Quick warm-up time
- Paper feed (2,100 sheets)
- Paper output (500 sheets)
- Paper weight (20# & 24# Text, 90# & 110# Index, 80# Cover, Laser Labels, and Carbonless)
- OS support; Windows, Adobe
- Languages (for legacy system output)
 - PCL 5e or even better PCL5c neither PCL XL, nor PCL 6 Enhanced are acceptable
 - PJJ (printer job language)
 - Postscript 3
 -

NOTE: These requirements will cover our use of Host Integration Server, JES Queue for Printers, and Network Print Facility and Intra/Internet - web status and configure would be useful.

Equipment categories/proposed equipment

The County has established categories to cover its requirements. An Excel work-book with County of DuPage requirements as well as national program requirements is contained in Attachment D Price Worksheet. The categories shown relate to the equipment currently being provided. These categories have been established in a manner that allows overlap between the categories and thereby, provides some flexibility to the County in the final determination of copier selection.

Offerors will review the Attachment B and C for the current copier options.

Discontinued Equipment

It will be the responsibility of the Vendor to notify the County when a copier is discontinued by the manufacturer and becomes unavailable. The Chief Procurement Officer must approve the replacement model being offered by the Vendor. Such approval is contingent upon compliance with the following conditions:

- The replacement request must be in writing to the Chief Procurement Officer.
- The replacement copier is of equal or greater technology and offers the same or more features than the discontinued model
- The replacement copier has the same cost-per-copy price as the discontinued model.

Consolidation of Models

The Offeror may elect to consolidate copier models at any level for its own convenience or volume discounts, etc. For example; if a copier geared to Segment 2 requires different supplies than a Segment 3 copier the offeror may choose to provide one model for both categories provided the copier meets all of the requirements of the higher category model.

Published Specifications

Proposer must submit their published specifications for the proposed equipment and must also identify where specifications can be found (Buyers Laboratory Inc. (BLI) web site or supplier website). Items that are unable to be verified may disqualify the Respondent's submission for the unverifiable segment.

Replacement Equipment

The Vendor shall provide replacement copiers at no additional cost to the County if any copier must be removed from its installation location for repairs. The Vendor shall permanently replace any copy copier, which is mutually deemed ineffective or faulty.

Parts, Staples, Toner, Distribution, and Supplies

Maintenance and service shall consist of all parts (including drums, rollers, circuit boards, etc.) necessary to service and repair copiers. Vendor to provide all supplies necessary to operate the copiers (including but not limited to toner, developer, fuser oil, staples, etc.) with the exception of paper. Supplies proposed as part of the maintenance plan must be Original Equipment Manufacturer (OEM) supplies.

Supply expectations:

- Toner, staples, parts, and supplies must be OEM, no off brand accepted
- Offeror retains ownership of consumables inventory
- Downtime due to lack of consumables is not acceptable
- County does not desire to have excess inventory at any location
- Proactive device monitoring and "just in time" delivery of consumable supplies
- Vendor responsible for disposal and recycling of all service parts

- Email alerts to selected end-users when toner supply is low
- Vendor provided supplies shall be delivered in sufficient quantities to operate all equipment for a minimum of thirty (30) days. The Vendor shall stock parts on County premises to assure 98% equipment "up-time". The County may assess cash penalties against the Vendor for failure to meet promised "up-time" commitments.
- At a minimum, vendor shall provide a toll-free number where toners and related supplies can be ordered. When the product is shipped, the packing slip will list the name of the person placing the supply order. If possible, the serial number of the copier for which the supply is for will also be listed.
- The County shall provide a secure location for supply storage on County premises.

Copier Relocation

During the course of this contract, it may be necessary for various reasons to relocate installed copiers. After initial installation, any copier may be relocated two (2) times per contract period at no additional charge. Copier relocation will be done by the Vendor unless the Vendor determines the relocation would not require trained personnel.

Copier Right Sizing

The County may request pricing from the awarded Contractor that would include equipment and service for all networked print devices, such as laser printers, at the time of the original contract or annually through the term of the contract. Annually, the County may review with the awarded Contractor opportunities to optimize equipment and possibly move or swap equipment to load balance equipment usage. The copier needs of the County may change over the 4-year lease period. The County would like to have flexibility to return up to 5% of the fleet during the lease period without incurring return charges or lease buyouts.

Support

The successful offeror will be required to name a Support Manager. The Support Manager will be the person who will be empowered to be the general contact and make decisions to ensure that the contract implementation and day-to-day operation is as stated herein. This person will serve as the point of contact for the vendor and conduct the following activities:

- A. Meet with the County point of contact on a quarterly basis to review reports and copier placements.
- B. Keep the point of contact abreast of current events in the industry.
- C. Accept and follow through with all Change Orders and related paperwork.
- D. Review and coordinate the resolution of invoice disputes

Uptime and Penalty

In a work stoppage situation wither the unit must be prepared within two working days of a penalty of 1/30 of the monthly lease base will be assessed for each day it is inoperable or a loaner not provided.

Networking Support

Offeror's shall provide software support staff that shall coordinate with authorized user personnel in charge of the computer network to ensure proper integration of products within the customer's office environment as well as answer questions and concerns of the equipment installed.

Respondents are to provide a telephone number for IT related service support for a minimum of 90 days after installation. Network installation support and after installation network support is part of this contract.

Equipment shall comply with all County network security requirements and shall provide network security kits as an available option or standard component.

Driver Support

Offerors shall outline in their response the types of drivers that will support the copiers, the number of different drivers recommended for use in the DuPage copier fleet, the anticipated frequency of driver updates, how drivers will be added and/or deleted and overall driver support provided to DuPage IT.

Dedicated On-Site Service Technician

The successful Offeror shall provide the County a dedicated, on site, full-time (Monday through Friday, 8:00 a.m. to 4:30 p.m.) service technician or technicians as may be required at peak activity periods, trained, and qualified by the equipment manufacturer on the equipment installed.

The County shall provide the service technician internet and County e-mail access, in addition to adequate work and storage space. Response times for copiers located on the County complex are expected to be within two business hours of request. If it appears that response cannot be met within two business hours, additional technicians should be sent to the County. Due to security factors, secured locations and other factors the County reserves the right to request that the vendor not "rotate" several service technicians in and out of the County should the onsite technician become unavailable. If the dedicated technician is not busy with County service requests, the awarded Vendor may schedule additional calls for the technician in the immediate area of the County complex. Once a County service request is made, the technician must then respond within the previously defined timeframe. If the County service request is made after hours, the service technician would need to respond to the County at 8:00 A.M. the next morning.

At County's discretion, the service technician may be requested to take manual meter reads.

Security

Overwrite/Encryption: All proposed equipment containing a hard drive must have as available options, HDD Overwrite and/or HDD Encryption capabilities. Data overwrite standards must meet US Department of Defense (DoD) standards for data overwrite.

Controls shall identify the ability to comply with all applicable policies, to ensure the protection of data, such as but not limited to:

1. Ability to password protect the device with a complex password
2. Connection filtering with access restrictions
3. Ability to have separate connections for fax and network communication
4. Confidential print jobs, including incoming fax holding with authentication
5. Security logs
6. Hard disk encryption
7. Electronic shredding and or hard disk sanitation - manual, automatic or scheduled
8. Encrypt remote administration traffic
9. Ability to apply port access controls
10. Ability to disable USB ports

Optional:

1. Ability to scan badges for printing and tracking

Multi- Function Devices that processes or stores data shall have the ability to comply with internal policies such as those related to computer operating systems, configuration management and patch management. For example, if a device has an underlying MS Windows™ based operating system, the device must comply with Windows™ policies

Installation and Implementation

The County desires that the successful Vendor will install the copiers within twenty (20) calendar working days or upon request after award of contract with required training in place during the same period of time. The implementation plan (included in the evaluation criteria) needs to include a detailed methodology on coordinating installation of new equipment while removing the existing equipment with minimal disruption to business continuity.

End-User and Key Operator training

The Offeror will provide, at their expense, all training required for the operation of any equipment at any site at any time. All locations have a large number of users; the Offeror may use a "Key Operator" concept and specifically train one or more individuals in depth. If a "Key Operator" or other trained personnel should leave a location, the replacement must also be trained in a timely manner.

Additional onsite training will be available without charge when requested by the County.

Reporting Requirements

The Offeror shall maintain an inventory record that identifies all equipment delivered, removed, and replaced under this contract. The inventory record will be provided to the County on a yearly basis or as requested. The report shall include: (1) make and model, location, serial number and all options of the installed equipment, (2) record of performed maintenance and repair, (3) monthly volume of copies produced, by copier, (4) total billing for all copier services provided during this period, and (5) average monthly usage by copier for the contract period.

Vendor shall indicate online reporting capabilities assessable under this agreement.

Invoicing

Invoicing will occur on a monthly basis. Invoices will be made available online and be downloadable.

Invoices will contain all or a mix of the following:

- County Identification number
- Purchase Order Number
- Department Reference
- Invoice number
- Invoice date
- Serial #
- Model #
- Invoice Due date
- Lease Time Period (beginning and ending dates) covered by invoice
- Copier location (address, building number, floor number and room number)
- Beginning meter number and ending meter number, total copies made during billing period
- Monthly copy allowance
- Copy overages
- Lease costs
- Remittance address
- Vendor contact information for resolving invoicing issues

Vendor will generate individual department invoices and consolidated statements and will collaborate with the County on a unified electronic billing format Copiers appearing on department invoices will be determined by the DuPage Finance department. Invoices will be made available for downloading or can be pushed to end users via email.

Vendors will be able to receive payment via ACH (Automated Clearing House), Procurement Card (P-Card) and checks.

Vendor will structure invoice allowing it to be downloaded to Info Lawson EFP, allowing invoice amounts to be charge to various departments.

SECTION 7 - EVALUATION CRITERIA

Evaluation:

All proposals received will be evaluated by an Evaluation Committee comprising of County representatives.

The evaluation will be based upon the information provided in the proposal, additional information requested by DuPage for clarification, information obtained from references and independent sources and oral presentations if requested.

Proposals will be evaluated equally and fairly; no preference will be given to any offeror based solely on previous experience with the County or to an incumbent thereof. The County reserves the right to make additional inquiries and may request the submission of additional information.

Proposals will be scored based on the evaluation criteria listed below. The top-ranking proposal(s) will move to the second stage evaluation.

The County of DuPage reserves the right to request Best and Final offers.

Shortlisting:

The County may shortlist the offerors based upon responses to the above items. If necessary, the County will conduct interviews/demonstrations. The County will notify each offeror on the shortlist, if such presentation is required. These presentations will provide an opportunity for the offerors to respond to questions posed by the evaluation committee and to clarify their proposal response. The County will not reimburse presentation costs of any offeror.

First Stage Evaluation Criteria:

Responses shall follow the order listed below. This will help the evaluator as they complete and contrast response.

Experience, Expertise, References –30%

- Vendor background and environmental policy
- Company size
- Demonstration and references of 3 successful projects similar in size and scope
- Previous public procurement experience

Pricing Structure (Offeror may submit pricing options or programs) – 20%

- Lease pricing structure
 - Alternative Lease Programs
 - Municipal Lease
 - Non-Appropriation Lease
- Purchase pricing structure
 - Alternative Programs (not limited to):
 - Copier Pool Program
 - Copier Click Program
 - Credit Programs
- Flexibility in right sizing fleet and copy program
- Using Attachment D– Price Worksheet Identify the proposed products available under the contract and national program.

Resources, Approach, and Methodology –50%

- IT resource availability (Security, Training and Online reporting capabilities viewable and downloadable by key operators)
- Billing flexibility
- Dedicated in-house and customer service support line
- Methodology and approach to copier usage analysis and recommendation
- Implementation Plan and Timetable
- Equipment Capability

First Stage Evaluation: 100 points

- Scores will be used to determine Offerors within a competitive range. The competitive range will be made of Offerors whose individual scores, when viewed together, form a group of the highest ranked Offerors above a natural break in the scores. Offeror above the natural break in points will proceed to the Second Stage Evaluation.
- The County of DuPage reserves the right to ask follow-up questions of Offerors during first stage evaluations. The questions will be for the purpose of clarification of information already contained in submittals and not be an opportunity to submit additional documentation or change existing documentation.
- The County of DuPage reserves the right to award after the first stage evaluation to the highest ranked Offeror without moving on to the second stage evaluation. The County of DuPage will require the intended awardee to provide equipment and/or demonstration of copier equipment prior to a written notice of intent to award.
- National Program. Provide a response to the national program Attachment E (Exhibits A & B)
- The successful offeror will be required to sign Attachment E, Exhibit B, National IPA Administration Agreement. Offerors should have any reviews required to sign the document prior to submitting a response. Offeror's response must include any proposed exceptions to the National IPA Administration Agreement.
- Describe the current distribution model capable of delivering products nationwide, including the number, size and location of your company's distribution facilities, warehouses, and retail network, where applicable. Describe your coverage of the United States.

Second Stage Evaluation Criteria:

The County may proceed to a 2nd stage evaluation based off the factors listed below.

- **IT Interface & End-user Interface**
- **Online Reporting Abilities**
- **Presentation, interview, and key personnel**
- **Best and Final offering**

Second Stage Evaluation

- The County may invite short-listed offerors to an interview conducted by the evaluation committee. This interview process shall include asking for clarification.

The County may ask the short-listed offeror to provide *at no charge to the County of DuPage*, a copier for evaluation. The copier will reflect the needs of the County. The evaluation process may take up to 12 weeks to complete. The copier will be sent to a predetermined location within the County of DuPage government campus for evaluation by the Information Technology (IT) Department and designee end-users.

IT Evaluation factors to include:

- Security: hard drives encryption
- Frequency of data erasure
- Process to scan to file, scan to email, scan to network shares
- Software/hardware to stamp page numbers, remote meter reading, automatic toner ordering, self-diagnose, etc. on copies and services
- OCR capabilities
- Methodology to centrally manage copiers
- Management and ease of setting up and updating address books on copiers
- Ease to setup fax to distribution lists
- Ease to setup faxes sent to email when received
- Ease to setup of sending faxes sent to recipient within DuPage network and outside of network.

- Other factors relevant during review time

End-user Evaluation factors to include:

- Paper handling and sizes: ability to change size within trays
- Intuitive controls and allowing users to understand how to execute functions
- Clarity of displays and controls
- Difficulty in switching from one function to another
- Ease at replacing toner cartridges
- Ease at removing paper jams

SECTION 8- ATTACHMENT LISTING

- A - HIPPA Confidentially Agreement
- B – DuPage County Copier Listing
- C - Configuration Details
- D- Price Worksheet
- E - National IPA Attachment (Exhibits A- F)

COUNTY OF DU PAGE, ILLINOIS
CONVALESCENT CENTER
400 North County Farm Road
Wheaton, IL 60187-3978
(630) 665-6400

**Confidentiality Agreement for Vendors
who are not Business Associates**

The DuPage Convalescent Center (DPCC) has a legal and ethical responsibility under the Health Insurance Portability and Accountability Act ("HIPAA") to safeguard the privacy of all patients and to protect the confidentiality of their Protected Health Information ("PHI"). In the course of working for DPCC, ("Vendor") and/or its employees may come into possession of PHI or other confidential patient information, even though patient services are not part of the Vendor's assigned duties.

Vendor understands that such PHI must be maintained in the strictest confidence. As a condition of Vendor's work arrangement, Vendor agrees that it will not disclose any PHI or other confidential patient information whatsoever or permit any person to examine such information.

In addition to agreeing to non-disclosure of any patient information, Vendor will inform the Administrator or Designee of any occurrence when any confidential patient information is available to Vendor. Vendor will give the information to DPCC and provide information concerning the incident. The specific information that Vendor provides about such an occurrence will include a description of where the incident occurred, when the incident occurred, who found the information, if any DPCC workforce personnel were involved with the incident, and any subsequent action taken.

Vendor understands that a violation of this agreement may result in corrective action, including but not limited to, termination of the work arrangement between Vendor and the DPCC.

Signature of Authorized **Vendor** Representative

Date

Name & Title of Authorized **Vendor** Representative

Signature of Authorized **DPCC** Representative

Date

Name & Title of Authorized **DPCC** Representative

Copier Master
Locations

TOSHIBA Serial Number	Type/Model	Configuration	LOCATION / DESCRIPTION	NET Printer Identifier	DuPage Printer Name	BLDG	FLOOR/ ROOM	COLOR OR B&W	FEB-JAN TOTAL COPIES (12 MOS)	AVG. MONTHLY COPIES	Monthly Allowance	February Usage	March Usage	April Usage	May Usage	June Usage	July Usage	August Usage	September Usage	October Usage	November Usage	December Usage	January Usage
SC2JC63502	ESTUDIO456	e456/MJ1032/KD1026	WIA RM 302 Hallway Jim			Lisle	3	Black	85,027	7,086	8,000	9,667	9,621	6,435	5,470	7,658	4,351	9,905	7,794	6,323	7,285	6,754	3,764
SC2KC67092	ESTUDIO456	e456/GD1250NXF/MJ1101/MJ6103/KD1026	WIA RM 302 FILE ROOM			Lisle	3	Black	122,686	10,224	8,000	8,427	12,594	12,276	9,328	10,982	7,438	10,800	11,300	10,420	11,674	9,135	8,312
SC2KC67223	ESTUDIO356	e356/GD1250NXF/KD1026	workforce dev RM 302 RESOURCE			Lisle	3	Black	18,210	1,518	7,000	1,710	1,372	1,311	1,575	937	1,204	1,157	2,067	1,830	1,974	1,436	1,637
SCEID32572	ESTUDIO457	e457/GD1250NXF/MJ1032/MJ6007/KD1026	Lisle Youth			Lisle	3	Black	32,950	2,746	8,000	4,333	3,263	2,683	2,921	4,186	1,112	3,369	1,367	2,625	2,953	1,373	2,765
SS2IC91699	TOSHIBA e-STUDIO 306	e306/GD1250NXF/MJ1032	Veterans Asst. Comm. -CAFETERIA - 2ND FLR	172.23.12.44	VAC1	421	2	Black	49,168	4,097	5,000	5,054	4,154	4,796	3,107	6,832	3,714	4,336	4,149	3,319	2,710	3,082	3,915
SC2KC67122	ESTUDIO356	e356/GD1250NXF/MJ1032/KD1025/MY1033	Treasurer 421 bldg/ 1-200	172.23.39.15	tr-copier1	421	1-200	Black	30,662	2,555	7,000	1,229	2,893	1,802	1,674	3,448	1,996	2,430	3,708	2,266	1,869	1,759	5,588
SCYHC48090	ESTUDIO2007	Desktop	Treasurer 421 bldg/ 1-200	172.23.039.055	tr-front1	421	1-200	Black	5,484	457	1,500	943	946	311	411	541	298	321	464	327	253	444	225
SCGJC18990	ESTUDIO556	e556/GD1250NXF/MJ1027/MJ6003	Supervisor of Assessments, 421, 1-100	172.23.26.16	soa-front1	421	1-100	Black	142,307	11,859	18,000	7,907	16,566	12,547	9,587	7,054	8,345	12,468	13,417	13,602	21,199	9,664	9,951
SCBJC23618	ESTUDIO5540CT	e5540CT/MJ1103/MP2501	Supervisor of Assessments, 421, 1-100	172.23.26.10	soa-main1	421	1-100	Black	97,564	8,130	18,000	9,483	13,071	8,874	7,741	6,922	6,598	7,340	8,069	7,820	9,343	8,092	4,211
SCBJC23618	ESTUDIO5540CT	e5540CT/MJ1103/MP2501	Supervisor of Assessments, 421, 1-100	172.23.26.10	soa-main1	421	1-100	Color	17,910	1,493	2,000	1,669	2,245	1,347	740	1,092	889	1,020	1,248	1,188	2,455	3,038	979
SC2KC67104	TOSHIBA 456	e456/GD1250NXF/MJ1032/KD1026	STORMWATER	172.23.3.34	SW-FRONT	421	2	Black	42,169	3,514	10,000	3,018	3,884	3,257	3,101	3,682	2,670	4,563	3,897	4,076	4,765	2,556	2,700
SC7KC35148	TOSHIBA 4555C	e4555C/GD1320NX/MJ1036N	STORMWATER	172.23.3.36	SW-FRONT-COLOR	421	2	Black	46,621	3,885	10,000	5,501	2,846	4,086	5,614	6,487	2,396	3,342	3,356	4,396	2,825	2,996	2,776
SC7KC35148	TOSHIBA 4555C	e4555C/GD1320NX/MJ1036N	STORMWATER	172.23.3.36	SW-FRONT-COLOR	421	2	Color	76,285	6,357	5,000	5,249	3,804	6,497	6,109	11,350	7,936	8,210	5,949	5,863	5,559	5,912	3,847
SCYAD83845	ESTUDIO2007	Desktop	IMAGING - BASEMENT	172.30.5.64		505	BASEMENT	Black	17,408	1,451	1,500	1,239	1,142	1,550	2,187	2,032	1,413	1,140	1,822	1,325	1,635	1,009	914
SC2KC67062	ESTUDIO456	e456/GD1250NXF/MJ1032/KD1025/MY1033	Courtroom 4012 Annex 2nd flr	172.31.5.25		503	2, 4012	Black	91,519	7,627	8,000	8,586	9,726	10,545	7,870	7,274	5,412	4,850	6,775	4,496	7,977	9,358	8,650
SC2KC67071	ESTUDIO456	e456/GD1250NXF/MJ1032/KD1025/MY1033	COURTROOM 4000	172.31.3.33		503	2, 4000	Black	102,888	8,574	10,000	9,793	9,408	8,394	4,854	8,984	8,860	8,323	9,219	6,848	13,294	7,992	6,919
SC2KC67073	ESTUDIO456	e456/GD1250NXF/MJ1032/KD1025/MY1033	Courtroom 4010 Annex 2nd flr	172.31.5.17		503	2, 4010	Black	71,327	5,944	10,000	7,962	7,128	4,633	4,471	5,455	4,132	4,411	8,145	5,126	7,870	8,054	3,940
SC2KC67074	ESTUDIO456	e456/GD1250NXF/MJ1101/KD1025/MY1033/Bates Stamping	FINACIAL CRIMES 2ND FLOOR	172.31.5.118		503	2	Black	66,956	5,580	8,000	5,143	5,281	5,471	5,670	5,745	5,453	5,127	7,092	5,999	6,290	5,061	4,624
SC2KC67094	ESTUDIO456	e456/GD1250NXF/MJ1032/KD1025/MY1033	2ND floor Courtroom 4014	172.31.5.103		503	2, 4014	Black	50,889	4,241	8,000	3,034	3,595	4,199	3,037	4,038	4,218	6,335	4,072	2,666	3,387	7,746	4,562
SC2KC67095	ESTUDIO456	e456/GD1250NXF/MJ1032/KD1025/MY1033	Courtroom 4006 Annex. 2nd flr	172.31.5.31		503	2, 4006	Black	92,729	7,727	8,000	9,234	9,346	8,108	5,124	6,983	6,587	7,106	7,736	5,675	7,895	9,611	9,324
SC2KC67097	ESTUDIO456	e456/GD1250NXF/MJ1032/KD1025/MY1033	Courtroom 4004, annex 2nd floor	172.31.5.28		503	2, 4004	Black	117,951	9,829	8,000	10,814	12,238	7,640	7,664	10,799	7,692	11,654	9,608	8,776	11,250	10,846	8,970
SC2KC67101	ESTUDIO456	e456/GD1250NXF/MJ1101/MJ6103/KD1025/MY1033	Administration-Robin, next to SUPPLY ROOM, 2ND FLOOR	172.31.3.40		503	2	Black	87,606	7,301	8,000	7,984	7,916	9,208	4,680	11,657	4,768	6,311	6,984	4,580	8,821	9,001	5,696
SC7KC31415	ESTUDIO2555C	e2555C/GD1320NX/MJ1036N/KD1032N/MY1039	ROBERT BERLINS OFFICE 2nd Flr	172.31.3.30		503	2	Black	10,820	902	3,000	920	1,225	1,264	470	1,607	556	394	890	669	1,285	548	992
SC7KC31415	ESTUDIO2555C	e2555C/GD1320NX/MJ1036N/KD1032N/MY1039	ROBERT BERLINS OFFICE 2nd Flr	172.31.3.30		503	2	Color	22,224	1,852	1,000	1,510	2,060	1,852	1,301	2,003	1,278	1,777	1,939	1,936	3,238	1,720	1,610
SCGJC18915	ESTUDIO556	e556/GD1250NXF/MJ1027/MJ6003/MP4004/Bates Stamping	NARCOTICS/ SVU 2ND FLR	172.31.5.37		503	2	Black	167,550	13,963	18,000	10,740	12,611	12,339	17,640	16,077	9,097	15,344	18,711	12,564	17,030	13,756	11,641
SCGJC18922	ESTUDIO556	e556/MJ1027	MISDEMEANOR1 2ND FLOOR	172.31.2.74		503	2	Black	216,047	18,004	18,000	17,047	23,995	19,706	15,093	19,531	15,028	16,559	18,741	15,639	19,405	18,361	16,942
SCGJC18952	ESTUDIO556	e556/GD1250NXF/MJ1027/MP4004/Bates Stamping	2ND FLR JUVENILE SVU	172.31.5.16		503	2	Black	209,535	17,461	18,000	15,633	21,789	15,829	12,334	16,196	15,329	17,025	16,021	13,242	30,771	18,995	16,371
SCGJC18956	ESTUDIO556	e556/GD1250NXF/MJ1027/MJ6003/MP4004/Bates Stamping	APPEALS AREA 2ND FLOOR	172.31.5.61		503	2	Black	128,521	10,710	18,000	10,976	14,542	10,940	7,894	11,393	7,995	11,413	9,687	7,251	21,026	9,120	6,284
SCGKC19044	ESTUDIO556	e556/GD1250NXF/MJ1027/MJ6003	MISDEMEANOR2 2ND FLR	172.31.2.25		503	2	Black	171,298	14,275	18,000	15,888	16,545	14,261	13,050	15,110	16,643	13,994	12,414	11,808	16,669	12,529	12,387
SCGKC19046	ESTUDIO556	e556	RECORDS 2ND FLR, 204, Victor	172.31.2.99		503	2	Black	200,084	16,674	18,000	15,896	17,720	15,018	13,903	19,316	16,928	17,315	18,391	14,715	18,206	17,765	14,911
SCGKC19053	ESTUDIO556	e556/MJ1027/MJ6003/MP4004/Bates Stamping	FELONY CENTRAL LRG COPIER, 2ND FLR	172.31.5.11		503	2	Black	101,000	8,417	18,000	4,012	6,449	6,109	4,992	13,197	3,689	3,836	9,799	17,641	29,063	1,073	1,140
SCGKC19055	ESTUDIO556	e556/GD1250NXF/MJ1027	INVESTIGATIONS 2ND FLR, 228	172.31.5.9		503	2, 228	Black	118,888	9,907	18,000	9,813	9,585	8,850	8,136	14,288	9,805	9,210	9,820	13,519	8,298	9,747	7,817
SCGKC19058	ESTUDIO556	e556/GD1250NXF/MJ1027/MP4004	CHILD SUPPORT 2ND FLR	172.31.2.67		503	2	Black	99,989	8,332	18,000	8,512	9,826	8,814	7,899	11,325	6,174	7,872	7,950	6,640	8,857	9,009	7,111
SCGKC19061	ESTUDIO556	e556/GD1250NXF/MJ1027/MJ6003/MP4004/Bates Stamping	CIVIL STORAGE ROOM, Big Copier- 2ND FLR, K-30	172.31.3.43		503	2	Black	243,355	20,280	18,000	16,548	16,407	20,318									

Copier Master
Locations

TOSHIBA Serial Number	Type/Model	Configuration	LOCATION / DESCRIPTION	NET Printer Identifier	DuPage Printer Name	BLDG	FLOOR/ ROOM	COLOR OR B&W	FEB-JAN TOTAL COPIES (12 MOS)	AVG. MONTHLY COPIES	Monthly Allowance	February Usage	March Usage	April Usage	May Usage	June Usage	July Usage	August Usage	September Usage	October Usage	November Usage	December Usage	January Usage
SC2JC63386	ESTUDIO456	e456/MJ1032	WARRANTS	172.23.8.153		501	1	Black	56,686	4,724	10,000	5,626	3,276	2,086	3,469	8,202	4,493	5,756	8,344	3,737	4,461	3,089	4,147
SC2JC63985	ESTUDIO256	e256/MJ1032	CORRECTIONS ADMINISTRATION (FO	172.23.8.160		501	1	Black	18,900	1,575	3,000	1,028	1,615	910	1,413	1,706	4,270	1,193	1,575	1,029	2,268	417	1,476
SC2JC63986	ESTUDIO256	e256	PATROL ACCREDITATION	172.23.30.174		501	1	Black	14,241	1,187	3,000	1,891	864	752	1,813	434	2,380	233	659	524	2,783	930	978
SC2JC64009	ESTUDIO256	e256/MJ1032/KD1025/MY1033	CRIME LAB OFFICES	172.23.30.114		501	1	Black	11,016	918	3,000	2,904	754	628	674	1,066	726	649	568	404	1,245	792	606
SC2JC64013	ESTUDIO256	e256/MJ1032	NARCOTICS	172.23.8.134		501	2	Black	5,536	461	3,000	269	246	1,219	216	987	281	513	338	660	425	237	145
SC2JC64047	ESTUDIO256	e256	CRIME LAB HALLWAY	172.23.30.128		501	2	Black	14,797	1,233	3,000	1,595	1,650	1,332	1,507	1,091	451	1,304	1,463	1,286	1,306	930	882
SC2JC64078	ESTUDIO256	e256	JAIL LAW LIBRARY	42,514	none found	501	2	Black	5,543	3,543	3,000	3,860	1,520	1,780	998	1,054	8,632	2,139	7,978	2,086	8,241	2,649	1,577
SC2KC67077	ESTUDIO456	e456/MJ1032	RADIO ROOM	172.23.30.245		501	1	Black	78,929	6,577	10,000	5,887	6,632	5,893	5,763	8,445	6,637	7,069	5,923	4,862	7,435	7,908	6,475
SC2KC67088	ESTUDIO456	e456/MJ1032	DETECTIVES	172.23.30.56		501	1	Black	42,172	3,514	8,000	3,572	3,729	4,692	2,020	3,614	2,618	3,809	3,803	2,479	3,621	4,228	3,987
SC2KC67093	ESTUDIO456	e456/GD1250NXF	Sherif entranceSQUAD ROOM	172.23.30.85		501	1	Black	82,635	6,886	10,000	11,397	6,785	6,954	5,408	4,040	3,081	5,522	8,657	7,357	8,494	9,207	5,733
SC2KC67113	ESTUDIO456	e456	DR#2 Jail Medical Records	172.23.8.186		501	2	Black	63,011	5,251	10,000	5,795	4,786	6,899	3,442	4,515	5,542	5,772	4,014	3,530	4,979	9,541	4,196
SC2KC67125	ESTUDIO356	e356	WARRANTS/ RECEIVING	172.23.8.42		501	2	Black	211,329	17,611	7,000	12,185	18,236	19,382	14,691	18,895	18,167	18,595	15,023	17,774	20,971	21,537	15,873
SC2KC67132	ESTUDIO356	e356	CIVIL DIVISION OUTSIDE BREAKROOM	172.23.8.175		501	1	Black	81,692	6,808	7,000	8,224	8,512	6,736	6,290	9,302	6,886	7,761	6,442	5,404	5,686	5,169	5,280
SC7JC59811	ESTUDIO2050C	e2050C (includes cabinet)	DETECTIVES	172.23.90.96		501	1	Black	2,440	203	1,000	253	188	126	104	456	64	94	93	125	211	410	316
SC7JC59811	ESTUDIO2050C	e2050C (includes cabinet)	DETECTIVES	172.23.90.96		501	1	Color	17,977	1,498	1,000	529	1,021	1,580	522	907	699	2,268	3,368	2,157	2,507	935	1,484
SC7JC59825	ESTUDIO2050C	e2050C (includes cabinet)	JAIL VISITION /Kretovics Office	172.23.29.148		501	1	Black	6,853	571	1,000	412	1,369	424	1,128	805	260	477	604	301	281	206	586
SC7JC59825	ESTUDIO2050C	e2050C (includes cabinet)	JAIL VISITION /Kretovics Office	172.23.29.148		501	1	Color	3,428	286	600	187	519	266	731	705	42	222	121	68	222	42	303
SC7KC31403	ESTUDIO2555C	e2555C/GD1320NX	FORENSICSherff1st FLR	172.23.30.37		501	1	Black	26,947	2,246	3,000	1,674	2,333	2,925	1,266	2,329	1,623	2,332	1,497	1,617	2,404	2,604	4,343
SC7KC31403	ESTUDIO2555C	e2555C/GD1320NX	FORENSICSherff1st FLR	172.23.30.37		501	1	Color	18,163	1,514	1,500	1,489	1,322	1,108	887	1,403	1,353	2,861	1,002	1,644	2,039	1,690	1,365
SC7KC31453	ESTUDIO2555C	e2555C/GD1320NX	SHERIFF'S office DOOR	172.23.30.146		501	2	Black	29,791	2,483	3,000	6,909	2,541	3,037	1,205	909	3,140	3,951	1,499	760	1,566	2,162	2,112
SC7KC31453	ESTUDIO2555C	e2555C/GD1320NX	SHERIFF'S office DOOR	172.23.30.146		501	2	Color	7,101	592	2,500	584	755	1,523	785	304	1,282	466	451	192	272	206	281
SCGJC18811	ESTUDIO556	e556/MJ1027	COURT SECURITY SERGEANTS OFF	172.30.13.38		505	2-248	Black	141,493	11,791	18,000	9,834	15,215	11,504	11,033	13,912	9,269	12,958	11,427	9,258	10,911	14,239	11,933
SCGJC18960	ESTUDIO556	e556	MASTER CONTROL, 1st Floor, B-Side of the Jail	172.23.8.245		501	1	Black	144,114	12,010	18,000	10,685	12,462	12,576	11,000	13,587	10,733	11,310	10,685	11,008	13,225	13,085	13,758
SCGJC18961	ESTUDIO556	e556	JUST Office 2nd floor, B-side of the Jail	172.23.8.167		501	2	Black	101,515	8,460	18,000	12,662	10,130	12,739	5,664	7,248	7,517	7,545	8,107	8,683	6,982	7,670	6,568
SCGJC19001	ESTUDIO556	e556/MJ1027	Jail Entrance - Civil Division room on right	172.23.8.174		501		Black	72,982	6,082	18,000	11,765	3,995	2,016	3,577	234	8,704	21,789	1,614	10,484	1,657	3,114	4,033
SCKKC13425	ESTUDIO756	e756	Sheriff RECEIVING & DISCHAGE	172.23.8.242		501	1	Black	753,081	62,757	45,000	54,308	15,584	52,096	40,412	62,637	54,918	89,399	88,280	76,957	83,730	65,726	69,034
SCRJC13760	ESTUDIO856	e856	Sheriff RECEIVING & DISCHARGE	172.23.8.206		501	1	Black	507,329	42,277	70,000	47,130	77,228	28,068	40,951	60,740	41,963	30,485	27,371	24,499	40,487	46,060	42,347
SCYAD83846	ESTUDIO2007	Desktop	MARSHALL OFFICE	172.23.8.248		503	2	Black	2,080	173	1,500	92	179	242	165	146	88	109	246	161	71	313	268
SCYAD83847	ESTUDIO2007	Desktop	DOOR19 PATROL-DEBRA GAMBLE	172.23.30.195		501		Black	10,164	847	1,500	741	909	955	1,065	883	703	770	869	937	781	860	691
SCYAD83848	ESTUDIO2007	Desktop	2nd floor, room 2001, moving to court room FAMILY CTR COURT-FOYER	172.30.8.11		505	2, 2011	Black	5,029	419	1,500	374	472	445	375	430	315	335	423	572	519	356	413
SCYAD83850	ESTUDIO2007	Desktop	QUARTER MASTER	172.23.8.191		501	1	Black	4,279	357	1,500	442	397	291	299	389	498	511	390	391	180	258	233
SCYAD83851	ESTUDIO2007	Desktop	SHERIFF--ADMIN, outside the office of John Zaruba	172.23.30.137		501	1	Black	280	23	1,500	133	9	70	21	2	1	2	20	1	3	-	18
SCYFC29663	ESTUDIO2007	Desktop	B-side Medical/ B-side of Jail, 2nd floor	172.23.30.208		501	2	Black	39,404	3,284	1,500	3,019	3,678	2,642	1,758	4,200	4,167	3,087	3,970	2,567	3,398	3,001	3,917
SCYHC48060	ESTUDIO2007	Desktop	CRIME LAB Latent Prints - 2nd flr.	172.23.30.127		501	2	Black	47	4	1,500	1	4	2	15	2	1	13	5	1	1	1	1
SCYHC48065	ESTUDIO2007	Desktop	SWAP DEPARTMENT	?????		200	1	Black	1,800	150	1,500	1	1	1	154	144	303	205	173	119	290	162	247
SCYHC48073	ESTUDIO2007	Desktop	Facilities Management	172.30.10.20		505	BASEMENT	Black	2,535	211	1,500	440	358	124	96	399	148	161	261	179	222	127	20
SCYHC48106	ESTUDIO2007	Desktop	FACILITIES MANAGEMENT	172.23.8.193		501	BASEMENT	Black	8,985	749	1,500	691	951	978	524	1,195	727	594	586	777	584	783	595
SS2IC91666	ESTUDIO306G	e306	RECEIVING & DISCHARGE	172.23.8.243		501	1	Black	157,698	13,142	5,000	10,735	31,376	31,052	17,072	23,470	8,934	6,933	6,167	6,260	5,837	4,971	4,891
SS2IC91689	ESTUDIO306G	e306	Civil Division outside Conference Room	172.23.8.50		501	1	Black	54,109	4,509	5,000	4,283	5,226	4,933	4,024	6,259	4,685	4,667	4,669	3,455	3,826	4,191	3,891
SS2IC91695	ESTUDIO306G	e306	KITCHEN--2ND FLOOR	172. 23.30.254		501	2	Black	52,345	4,362	5,000	5,819	5,000	3,638	6,047	3,246	4,819	3,692	6,247	3,349	3,791	3,877	2,820
SS2IC91705	ESTUDIO306G	e306/MJ1032/KD1025/MY1033	RECORDS DIVISION	172.23.30.71		501	1	Black	28,411	2,368	5,000	2,177	2,830	2,635	2,157	2,353	2,318	2,355	2,913	1,888	2,095	2,153	2,537
SS2IC91708	ESTUDIO306G	e306	DOOR#10 OUTSIDE	??		200	1	Black	66,747	5,562	5,000	3,905	5,617	5,359	4,988	8,507	5,037	6,481	6,093	5,990	5,762	5,144	3,864
SCYGC34382	TOSHIBA e-STUDIO 2007	Desktop	SECURITY OFFICE, 421 BLDG, 1-700A	172.023.034.021	sec421	421	1-700A	Black	6,302	525	1,500	500	771	640	513	493	686	586	572	368	400	467	306
SC2JC63980	TOSHIBA 256	e256/GD1250NXF/MJ1032/KD1025/MY1033	REGIONAL OFFICE OF EDUCATION	192.168.2.23	ROE-FRONT	421	2	Black	21,404	1,784	3,000	2,358	2,395	1,527	1,642	1,382	963	1,845	1,983	2,718	1,790	1,623	1,178
SC2JC64080	TOSHIBA 256	e256/GD1250NXF/MJ1032/KD1025/MY1033	REGIONAL OFFICE OF EDUCATION	192.168.2.43	ROE-BACK	421	2	Black	19,544	1,629	3,000	722	1,650	2,160	1,635	1,181	899	2,025	2,454	2,068	1,977	1,547	1,226
SC2JC64040	ESTUDIO256	e256/GD1250NXF/MJ1032/KD1026	Recorder of Deeds, 421, 1st flr, L-1400, North window	172.23.15.95	rd-fc1	421	1-400	Black	17,867	1,489	5,000	1,216	1,645	1,299	1,306	2,031	1,381	1,561	2,050	1,272	1,755	1,269	1,082
SC2JC64014	TOSHIBA e-STUDIO256	e256/GD1250NXF/MJ1032/KD1026	Recorder of Deeds, 421, 1st flr, L-1400,Center	172.23.15.98	rd-fc2	421	1-400	Black	33,012	2,751	5,000	2,478	3,001	2,314	1,870	3,156	1,997	3,151	2,881	2,801	2,958	3,572	2,833
SC2JC64051	TOSHIBA e-STUDIO256	e256/GD1250NXF/MJ1032/KD1026	Recorder of Deeds, 421, 1st flr, L-1400	172.23.15.97	rd-vault	421	1-400	Black	27,976	2,331	3,000	1,607	2,852	2,573	2,040	3,474	2,765	2,352	1,668	1,315	3,571	2,299	1,460
SCYHC48089	ESTUDIO2007	Desktop	Recorder of Deeds, 421, Basement	172.023.011.030	rod-IT2	421	Lower Level	Black	1,340	112	1,500	78	159	164	155	111	80	83	112	100	132	94	72
SC2KC67068	ESTUDIO456	e456/MJ1032/KD1026	PUBLIC DEFENDER RECEPTION	172.31.6.36		503	1	Black	79,543	6,629	8,000	8,049	8,863	6,611	5,052	5,666	4,870	5,167	6,236	5,610	11,196	6,882	5,341
SC7KC35278	ESTUDIO4555C	e4555C/GD1320NX/MJ1036N/KD1031	PUBLIC DEFENDER ADMINISTRATION	172.31.6.21		503	1	Black	58,004	4,834	8,000	5,778	9,112	4,494	3,640	6,094	3,592	4,578	4,906	3,651	4		

Copier Master
Locations

TOSHIBA Serial Number	Type/Model	Configuration	LOCATION / DESCRIPTION	NET Printer Identifier	DuPage Printer Name	BLDG	FLOOR/ ROOM	COLOR OR B&W	FEB-JAN TOTAL COPIES MOS	(12	AVG. MONTHLY COPIES	Monthly Allowance	February Usage	March Usage	April Usage	May Usage	June Usage	July Usage	August Usage	September Usage	October Usage	November Usage	December Usage	January Usage
SCGJC18953	ESTUDIO556	e556/GD1250NXF/MJ1027/MJ6003/MP4004	PUBLIC DEFENDER SOUTH EAST	172.31.6.31		503	1	Black	159,545		13,295	18,000	12,438	13,538	10,295	14,620	19,870	9,733	9,930	14,071	15,233	20,026	10,695	9,096
SC2FC46075	ESTUDIO256	e256/GD1250NXF	3rd floor, Room 337 DETENTION SCREENING TRANSPORT	172.30.13.20		505	3, 337	Black	20,071		1,673	3,000	1,774	2,605	1,984	994	1,499	1,231	1,627	2,391	1,496	1,403	1,622	1,445
SC2JC66062	ESTUDIO356	e356/MJ1032	1st floor, north window JUVENILE INVESTIGATION	172.31.7.25		503	1	Black	80,228		6,686	7,000	5,795	7,029	6,861	5,161	7,647	6,165	5,581	7,326	5,819	6,924	7,412	8,508
SC2JC66117	ESTUDIO356	e356/GD1250NXF/MJ1032/KD1026	Adult Investigation 1ST FLR SOUTH PROBATION	172.31.7.11		503	1	Black	130,795		10,900	7,000	10,233	12,867	11,332	9,224	12,789	8,094	11,354	11,570	9,575	11,604	12,118	10,035
SC2KC67134	ESTUDIO356	e356/GD1250NXF/MJ1032/KD1026	Probation 1st floor, south ADULT BULLPEN	172.31.8.115		503	1	Black	142,319		11,860	7,000	13,866	13,902	11,816	11,251	14,159	11,127	12,055	12,223	10,589	10,918	10,893	9,520
SC7KC31434	ESTUDIO2555C	e2555C/MJ1036N/KD1031	Probation 3rd floor, south-east, Bookkeeping	172.30.7.25		505	3	Black	37,212		3,101	3,000	1,665	1,880	2,349	1,837	3,290	3,201	2,244	2,191	5,703	4,582	6,410	1,860
SC7KC31434	ESTUDIO2555C	e2555C/MJ1036N/KD1031	Probation 3rd floor, south-east, Bookkeeping	172.30.7.25		505	3	Color	15,159		1,263	1,000	1,499	1,633	2,083	578	1,682	1,754	578	1,107	1,022	1,317	857	1,049
SCGJC18945	ESTUDIO556	e556/GD1250NXF/MJ1027	Probation JUVENILE AREA Bull Pen RM 129	172.31.8.125		503	1, 129	Black	127,462		10,622	18,000	10,866	11,848	12,350	11,475	13,452	10,947	10,927	9,832	7,817	9,815	10,040	8,093
SCGJC18951	ESTUDIO556	e556/MJ1027/MJ6003	Probation RECEPTION AREA RM 132	172.31.7.96		503	1, 132	Black	248,946		20,746	18,000	19,254	22,316	16,317	16,710	25,257	19,503	23,615	23,400	11,343	22,412	25,753	23,066
SCGKC19065	ESTUDIO556	e556	Probation PRETRIAL AREA-1st Flr West Wall	172.31.8.111		503	1	Black	192,755		16,063	18,000	13,968	15,409	16,334	15,276	19,448	14,143	16,579	18,397	13,459	17,127	16,393	16,222
SCKJC13311	ESTUDIO756	e756/MJ1027/MJ6003/MP4004	Probation 1st flr-MAILROOM, Outside conference room	172.31.8.98		503	1	Black	225,691		18,808	45,000	17,314	33,846	16,006	19,266	22,517	15,238	15,896	23,051	17,491	14,802	15,560	14,704
SCYAD83842	ESTUDIO2007	Desktop	Probation 3rd floor, office 3258, Bookkeeping - Irene Licko	172.30.7.50		505	3, 3258	Black	1,056		88	1,500	64	158	83	77	71	51	132	97	94	96	79	54
SCZJC16979	ESTUDIO656	e656/GD1250NXF/MJ1027/MJ6003	Probation 1st floor, south, DUI Evaluation Unit	172.31.7.27		503	1	Black	281,981		23,498	26,000	26,017	28,980	24,911	21,913	25,405	19,753	24,513	21,215	21,228	23,967	25,581	18,498
SS2IC91675	ESTUDIO306G	e306/GD1250NXF/KD1026	Probation 1st floor, by pillar, north wall Drug Court	172.31.8.95		503	1	Black	19,846		1,654	5,000	1,586	1,927	2,328	1,448	2,847	1,048	1,133	1,432	1,150	1,532	1,218	2,197
SCBKC23835	ESTUDIO5540C	e5540CT/GD1270NXF/MJ1103	1st floor, 115 file room, next to Brian's office	172.31.7.40		503	1, 115	Black	202,806		16,901	18,000	16,614	17,486	22,282	16,478	17,789	12,724	13,424	16,067	13,119	19,564	17,158	20,101
SCBKC23835	ESTUDIO5540C	e5540CT/GD1270NXF/MJ1103	1st floor, 115 file room, next to Brian's office	172.31.7.40		503	1, 115	Color	41,424		3,452	1,000	242	599	3,062	3,921	5,231	3,870	1,934	2,425	1,221	3,002	4,991	10,926
SC7KC35150	TOSHIBA e-STUDIO 4555c	e4555C/GD1320NX/MJ1036N/MJ6007	OHSEM LOBBY 1ST Floor	172.23.20.14		418	1	Black	40,005		3,334	10,000	3,157	7,452	3,817	5,067	4,902	2,751	2,368	1,061	1,977	1,763	3,604	2,086
SC7KC35150	TOSHIBA e-STUDIO 4555c	e4555C/GD1320NX/MJ1036N/MJ6007	OHSEM LOBBY 1ST Floor	172.23.20.14		418	1	Color	236,716		19,726	3,000	58,542	20,392	27,384	20,369	34,363	13,694	13,383	7,865	12,338	8,815	10,773	8,798
SC7KC30756	TOSHIBA e-STUDIO2555C	e2555C	IT-Administrator office2	172.23.9.41	it-admin2 (color)	421	L-300B	Black	12,081		1,007	3,000	1,085	787	878	990	1,147	735	840	1,091	630	1,347	1,975	576
SC7KC30756	TOSHIBA e-STUDIO2555C	e2555C	IT-Administrator office2	172.23.9.41	it-admin2 (color)	421	L-300B	Color	5,468		456	1,000	430	279	542	619	372	431	362	488	400	501	683	361
SCZJC16983	TOSHIBA e-STUDIO 656	e656/MJ1027/MP4004	IT-Printer Room	172.23.101.8	it-forms1	421	L-400B	Black	177,423		14,785	26,000	53,732	11,133	10,500	8,316	12,239	12,119	9,693	15,879	10,212	8,567	14,137	10,896
SCZKC17128	TOSHIBA e-STUDIO 656	e656	IT-OPS	172.23.16.4	it-ops	421	L-400B	Black	37,158		3,097	26,000	2,983	2,416	3,777	2,592	2,544	3,425	3,488	4,448	2,304	1,880	2,007	5,294
SCYGC34401	TOSHIBA e-STUDIO 2007	Desktop	IT-STAFF	172.023.009.032	it-staff	421	L-300B	Black	11,983		999	1,500	1,231	1,136	1,360	481	1,541	640	886	913	1,056	1,296	890	553
SC2KC67110	TOSHIBA 456	e456/KD1026	IT-Lab	172.23.16.16	it-nsg lab	421	L-400B	Black	1,354		113	10,000	68	101	124	59	66	75	174	140	75	135	132	205
SCAHD14626	ESTUDIO 557	e557/MJ1027/MP4004	Human Resources 421 bldg 3-300 BACK	172.23.24.38	hr-back	421	3-300	Black	50,894		4,241	18,000	7,290	5,358	11,015	2,945	3,714	2,595	2,210	2,109	3,049	3,231	4,270	3,108
SCYHC48148	ESTUDIO 2007	Desktop	Human Resources 421 bldg 3-300 FRONT	172.023.024.029	hr-front1	421	3-300	Black	5,128		427	1,500	425	479	449	325	485	340	464	421	402	482	468	388
SCBKC23771	ESTUDIO 5540C	e5540CT/MJ1103/MJ6102	Human Resources 421 bldg 3-300 MIDDLE	172.23.24.22	hr-middle	421	3-300	Black	202,079		16,840	18,000	23,335	21,963	17,318	16,822	17,353	13,437	15,022	16,927	13,336	16,187	17,692	12,687
SCBKC23771	ESTUDIO 5540C	e5540CT/MJ1103/MJ6102	Human Resources 421 bldg 3-300 MIDDLE	172.23.24.22	hr-middle	421	3-300	Color	74,834		6,236	5,000	3,595	6,841	5,504	6,239	8,389	4,229	2,856	6,131	5,438	9,232	7,961	8,419
SC7KC30774	ESTUDIO2555C	e2555C	GIS 421 bldg, I-100A	172.23.4.15	gis-print	421	L-100	Black	1,298		108	3,000	120	136	68	158	120	83	81	78	84	104	171	95
SC7KC30774	ESTUDIO2555C	e2555C	GIS 421 bldg, I-100A	172.23.4.15	gis-print	421	L-100	Color	2,176		181	1,000	197	185	141	113	191	114	247	132	186	237	166	267
SC2KC67115	TOSHIBA e-STUDIO 456	e456	PROCUREMENT RM 3-400 FRONT	172.23.2.50	pur-front1	421	3-400	Black	29,944		2,495	10,000	3,636	2,783	3,095	2,534	2,318	1,334	2,716	2,547	1,939	2,863	2,089	2,090
SCGKC19052	TOSHIBA e-STUDIO 556	e556	FINANCE RM 3-400-MIDDLE	172.23.2.15	fin-fiscal	421	3-400	Black	181,432		15,119	18,000	16,626	16,748	16,988	12,589	16,489	13,219	17,995	15,149	12,493	17,514	14,207	11,415
SC7JC30099	TOSHIBA e-STUDIO 3555C	e3555C	FINANCE RM 3-400-Color Back	172.23.2.14	fn-color1	421	3-400	Black	56,822		4,735	7,000	4,792	5,159	6,123	3,460	5,297	5,827	5,889	4,413	3,553	4,612	3,986	3,711
SC7JC30099	TOSHIBA e-STUDIO 3555C	e3555C	FINANCE RM 3-400-Color Back	172.23.2.14	fn-color1	421	3-400	Color	25,667		2,139	3,500	1,453	2,324	2,255	1,030	1,935	1,280	1,837	6,910	1,788	1,858	1,624	1,373
SC2JC64050	TOSHIBA e-STUDIO 256	e256	FN-Mailroom Basement	172.23.1.45	FN-Mailroom	421	L-Basement	Black	17,584		1,465	3,000	1,331	1,390	1,493	1,027	1,515	1,094	1,356	1,815	1,571	2,016	1,716	1,260
SC2KC67234	ESTUDIO206L	e206L (includes cabinet), coin box	COIN OP FINANCE 3RD FLR ESCLTR	192.168.0.50		505	3	Black	3,013		251	1,000	1,429	86	84	82	120	157	161	200	194	163	203	134
SC2KC67264	TOSHIBA 206L	e206L (includes cabinet), coin box	CAFETERIA LOBBY COIN-OP 2ND FLR	192.168.050		421	2	Black	538		45	1,000	1	23	46	34	46	22	162	26	32	105	36	5
SCYHC48157	TOSHIBA e-STUDIO2007Series PCL6	Desktop	POWER PLANT RM 1-700		fm-powerplant	410	1-700	Black	4,579		382	1,500	432	390	314	371	547	590	443	449	374	198	154	317
SC7KC30870	TOSHIBA e-STUDIO 3055C	e3055C/GD1320NX/MJ1107/KD1031	FM-Color	172.23.1.50	fm-color	421	2-700	Black	61,015		5,085	5,000	4,904	6,617	5,057	3,784	5,267	4,373	5,360	4,976	5,084	5,580	5,568	4,445
SC7KC30870	TOSHIBA e-STUDIO 3055C	e3055C/GD1320NX/MJ1107/KD1031	FM-Color	172.23.1.50	fm-color	421	2-700	Color	16,648		1,387	2,000	873	1,512	948	678	1,136	1,223	1,062	836	1,088	770	968	5,554
SC2JC64010	TOSHIBA e-STUDIO 256	e256	Architecture Room-Basement	172.23.32.14	fm-lower1	421	L-Basement	Black	25,032		2,086	3,000	2,910	2,351	2,612	1,682	2,266	1,941	1,892	2,036	1,651	1,513	1,787	2,391
SC2KC67172	TOSHIBA e-STUDIO 356	e356/GD1250NXF/MJ1032/MJ6007/KD1025/MY1033	ETSB LOBBY 1ST Floor	192.168.100.30		418	1	Black	50,555		4,213	7,000	3,437	5,450	4,124	2,615	4,100	4,128	4,243	4,793	5,032	4,820	2,788	5,025

Toshiba Copier Master
Locations

TOSHIBA Serial Number	Type/Model	Configuration	LOCATION / DESCRIPTION	NET Printer Identifier	DuPage Printer Name	BLDG	FLOOR/ ROOM	COLOR OR B&W	FEB-JAN TOTAL COPIES (12 MOS)	AVG. MONTHLY COPIES	Monthly Allowance	February Usage	March Usage	April Usage	May Usage	June Usage	July Usage	August Usage	September Usage	October Usage	November Usage	December Usage	January Usage
SC7JD17106	TOSHIBA e-STUDIO 4555C	e4555C/GD1320NX/MJ1036N/KD1032N/MY1039	Election commission-backroom	172.23.12.222	elec-back room	421	1	Black	7,979	665	8,000	1,589	312	151	62	489	731	1,097	1,519	375	1,252	186	216
SC7JD17106	TOSHIBA e-STUDIO 4555C	e4555C/GD1320NX/MJ1036N/KD1032N/MY1039	Election commission-backroom	172.23.12.222	elec-back room	421	1	Color	52,230	4,353	3,000	12,292	7,365	1,254	1,538	995	734	2,060	3,173	7,063	13,498	1,447	811
S451445HH21F8Y	35S0040	LexMark Desktop	Front Public Desk IL06005			421	1	Black	14,005	1,167	1,000	1,289	1,666	1,099	1,513	442	940	732	1,416	1,374	1,656	971	907
S451445HH21F8H	35S0040	LexMark Desktop	KATHY'S CUBE IL06004			421	1	Black	14,958	1,247	1,000	2,654	2,763	451	257	382	362	962	658	4,667	1,125	304	373
S451445HH21F98	35S0040	LexMark Desktop	JOE'S OFFICE IL06007			421	1	Black	24,409	2,034	1,000	3,823	2,473	1,538	839	760	363	1,126	1,899	5,357	5,131	506	594
S701544HH0HWDC	LEXXM1145	LexMark Desktop	KAREN'S CUBE IL06011			421	1	Black	7,084	590	1,000	1,595	1,060	529	480	681	496	875	232	282	531	64	259
S451445HH21F9N	35S0040	LexMark Desktop	DONNA'S OFFICE IL06006			421	1	Black	1,659	138	1,000	92	149	117	57	110	28	245	81	76	252	91	361
SC2JC63977	TOSHIBA e-STUDIO256	e256/GD1250NXF/MJ1032/KD1026	DOT-140 OFFICE	172.23.18.30	hwysnc	140	1	Black	43,441	3,620	3,000	4,544	4,145	3,005	3,425	3,165	3,662	2,287	2,998	2,012	6,480	4,377	3,341
SC2JC64053	TOSHIBA e-STUDIO256	e256/GD1250NXF	DOT-180 OFFICE	172.23.37.17	hwysnc	180	1	Black	20,492	1,708	3,000	1,871	1,607	1,702	1,342	2,190	1,527	1,817	1,348	1,302	1,676	2,481	1,629
SC2KC67112	TOSHIBA e-STUDIO 456	e456/MJ1032/MJ6007/KD1026	DOT-BACK	172.23.1.180	dot-back	421	2-300	Black	49,661	4,138	10,000	3,651	7,156	4,654	4,035	6,918	4,552	2,693	3,576	2,205	4,722	3,172	2,327
SCSGE20607	TOSHIBA e-STUDIO 5560C	e5560CT/GD1270NXF/MJ1103	DOT-Color	172.23.1.22	dot-color	421	2-300	Black	60,333	5,028	18,000	3,981	6,860	7,826	4,789	5,211	3,477	5,524	6,658	3,868	3,985	5,062	3,092
SCSGE20607	TOSHIBA e-STUDIO 5560C	e5560CT/GD1270NXF/MJ1103	DOT-Color	172.23.1.22	dot-color	421	2-300	Color	50,542	4,212	5,000	3,372	4,798	3,214	2,961	3,972	4,530	3,747	8,341	4,963	4,278	3,464	2,902
SS21C91709	TOSHIBA e-STUDIO 306	e306/MJ1032/KD1025/MY1033	DOT-FRONT	172.23.1.24	dot-front	421	2-300	Black	55,339	4,612	5,000	4,959	6,061	4,607	3,988	5,816	4,364	5,524	4,616	4,120	4,049	3,925	3,310
SS21C91679	TOSHIBA e-STUDIO 306	e306/GD1250NXF/MJ1032/KD1025/MY1033	Credit Union 1-700B / 421 BLDG	172.23.13.07	cu	421	1-700B	Black	20,869	1,739	5,000	1,448	4,063	1,281	1,978	1,609	1,716	1,519	904	1,735	2,019	1,122	1,475
SC2JC64011	TOSHIBA e-STUDIO256	e256/GD1250NXF/GD1260F/MJ1032/KD1025/MY1033	County Clerk 421-1-Behind Heidi	172.23.40.18	dc-behind Heidi	421	1- back	Black	17,064	1,422	3,000	1,362	1,742	1,306	1,655	2,196	1,163	1,470	1,585	926	1,532	1,184	943
SC2KC67075	TOSHIBA e-STUDIO456	e456/KD1026	County Clerk 421-1-Back Wall Outside Paul's Office	172.23.40.15	dc-back1	421	1-back	Black	59,843	4,987	10,000	2,999	8,954	7,731	6,299	4,602	3,101	3,331	4,809	2,773	8,738	2,624	3,882
SCGKC19056	TOSHIBA e-STUDIO556	e556/MJ1027/MP4004	County Clerk 421-1-Front Wall	172.23.40.60	dc-front-copier1	421	1-front	Black	167,421	13,952	18,000	15,728	14,605	10,359	13,709	18,250	14,738	15,080	14,498	9,031	14,845	15,050	11,528
SCYHC48071	TOSHIBA e-STUDIO2007	Desktop	County Clerk Basement-Vault		dc-basement	421	L-300	Black	633	53	1,500	1	1	1	75	71	96	152	59	133	32	1	11
SC7JC59808	TOSHIBA e-STUDIO 2050C	e2050C/GD1320NX/MJ1036N/KD1031 (includes cabinet)	421/2nd floor/2500	172.23.32.32	cb-2500	421	2-500	Black	10,406	867	1,000	854	931	1,280	1,288	1,729	620	834	632	497	597	528	616
SC7JC59808	TOSHIBA e-STUDIO 2050C	e2050C/GD1320NX/MJ1036N/KD1031 (includes cabinet)	421/2nd floor/2500	172.23.32.32	cb-2500	421	2-500	Color	25,944	2,162	1,000	5,462	873	621	1,976	4,588	1,307	3,485	1,648	1,531	2,574	832	1,047
SC7KC30758	TOSHIBA e-STUDIO 2555C	e2555C/GD1320NX/MJ1036N/KD1031	421/3rd floor/3700	172.19.5.203	cb-back	421	3-700	Black	52,560	4,380	3,000	3,745	6,621	6,440	3,522	4,674	4,079	4,405	2,991	3,003	5,297	4,651	3,132
SC7KC30758	TOSHIBA e-STUDIO 2555C	e2555C/GD1320NX/MJ1036N/KD1031	421/3rd floor/3700	172.19.5.203	cb-back	421	3-700	Color	29,074	2,423	1,000	2,983	1,888	3,620	1,510	2,572	1,450	2,330	1,762	1,359	3,494	3,565	2,541
SC7JC59816	TOSHIBA e-STUDIO2050C	e2050C/MJ1036N (includes cabinet)	Coroner - 414Bldg, 2nd Floor, Conference Room	172.23.23.11	crcolor	414	2-	Black	13,704	1,142	1,000	1,234	1,861	1,030	1,161	1,519	971	1,089	1,012	798	806	1,065	1,158
SC7JC59816	TOSHIBA e-STUDIO2050C	e2050C/MJ1036N (includes cabinet)	Coroner - 414Bldg, 2nd Floor, Conference Room	172.23.23.11	crcolor	414	2-	Color	4,140	345	500	147	85	363	358	819	317	617	512	159	299	353	111
SS21C91685	TOSHIBA e-STUDIO306	e306/GD1250NXF	Coroner - 414Bldg, 2nd Floor, Reception Area	172.23.23.33	cr-rec	414	2-	Black	41,601	3,467	5,000	3,580	3,124	2,785	3,040	3,813	3,568	4,349	2,888	2,995	3,994	3,929	3,536
SC2JC63382	TOSHIBA e-STUDIO 456	e456/GD1250NXF/MJ1032/KD1026	North Bldg, 3rd Floor, 3 North Nurses Station	172.24.8.17	cnv-3north	400	3	Black	84,816	7,068	8,000	7,956	9,557	7,567	4,061	7,003	6,265	8,328	7,317	5,863	6,002	6,787	8,110
SC2JC63388	TOSHIBA e-STUDIO 456	e456/KD1026	East Bldg, 1st Floor, Room #1401 East Breakroom	172.24.5.36	cnv-1401	400	1-1401	Black	47,419	3,952	10,000	6,578	5,648	6,992	5,015	3,767	5,405	3,103	2,202	2,254	2,107	1,821	2,527
SC2JC63512	TOSHIBA e-STUDIO 456	e456/GD1250NXF/MJ1032	East Bldg, 1st Floor, Nurses Station East Nurses Station	172.24.5.35	cnv-1east	400	1	Black	175,500	14,625	8,000	13,049	16,614	14,732	10,672	17,951	12,206	16,611	13,942	12,302	18,195	14,788	14,438
SC2JC63953	TOSHIBA e-STUDIO 256	e256/GD1250NXF (includes cabinet)	South Bldg, 3rd Floor, Room #3301 Medical Records	172.24.9.8	cnv-medrec	400	3-3301	Black	55,526	4,627	3,000	4,199	8,225	2,625	4,266	6,284	7,287	3,052	1,180	5,678	9,348	1,998	1,384
SC2JC64005	TOSHIBA e-STUDIO 256	e256/MJ1032 (includes cabinet)	South Bldg, 3rd Floor, Room #3323 MDS Office	172.24.9.9	cnv-3s-mds	400	3-3323	Black	42,106	3,509	3,000	5,489	4,122	3,968	4,302	4,043	6,572	3,011	1,754	2,321	2,280	2,228	2,016
SC2JC64007	TOSHIBA e-STUDIO 256	e256/GD1250NXF/MJ1032	South Bldg, Grd Floor, Room #G306 Volunteer Office	172.24.2.48	cnv-grdsouth	400	1-306	Black	30,363	2,530	3,000	1,820	2,660	4,385	2,397	2,633	1,612	3,235	2,325	1,404	3,532	1,675	2,685
SC2JC64066	TOSHIBA e-STUDIO 256	e256/GD1250NXF (includes cabinet)	Center Bldg, 2nd Floor, Room #2214 Nursing Supervisor Office	172.24.6.9	cnv-ns	400	2-2214	Black	74,442	6,204	3,000	5,079	6,500	4,731	4,261	7,998	5,461	7,892	8,134	5,264	7,406	6,473	5,243
SC2JC64082	TOSHIBA e-STUDIO 256	e256/GD1250NXF/MJ1032 (includes cabinet)	North Bldg, Grd Floor, Room #G16 Housekeeping Office	172.24.1.20	cnv-hkp	400	1-16	Black	34,402	2,867	3,000	2,877	2,868	3,176	2,691	3,377	3,282	3,140	2,536	2,315	3,244	2,582	2,314
SC2KC67079	TOSHIBA e-STUDIO 456	e456/GD1250NXF/MJ1032/KD1026/MJ6007	South Bldg, Grd Floor, Room #G337 Admissions Office	172.24.2.8	cnv-admit	400	1-337	Black	70,948	5,912	10,000	6,969	6,059	6,867	6,688	7,787	5,544	6,088	5,373	4,073	5,373	5,206	4,921
SC7JC30096	TOSHIBA e-STUDIO 3555C	e3555C/MJ1036N/MJ6007/KD1031	South Bldg, Grd Floor, Room #G300 Reception Color Copier	172.24.2.47	cnv-reception	400	1-300	Black	19,001	1,583	7,000	1,646	1,158	2,852	864	2,471	935	1,800	1,914	1,293	1,075	1,340	1,653
SC7JC30096	TOSHIBA e-STUDIO 3555C	e3555C/MJ1036N/MJ6007/KD1031	South Bldg, Grd Floor, Room #G300 Reception Color Copier	172.24.2.47	cnv-reception	400	1-300	Color	142,870	11,906	7,000	11,999	21,039	10,595	12,940	11,501	9,099	11,499	9,420	10,948	15,230	8,995	9,605
SC7KC30854	TOSHIBA e-STUDIO 3055C	e3055C/GD1320NX/MJ1036N/KD1032N/MY1039	South Bldg, 3rd Floor, Room #3304-A 3 South Color Copier	172.24.9.33	cnv-3s-color	400	3-3304	Black	27,808	2,317	5,000	6,229	1,698	2,472	1,961	1,871	2,811	2,371	1,609	1,090	2,493	1,002	2,201
SC7KC30854	TOSHIBA e-STUDIO 3055C	e3055C/GD1320NX/MJ1036N/KD1032N/MY1039	South Bldg, 3rd Floor, Room #3304-A 3 South Color Copier	172.24.9.33	cnv-3s-color	400	3-3304	Color	69,536	5,795	1,000	5,579	4,193	6,886	4,938	7,688	4,880	7,894	6,003	3,068	5,798	7,463	5,146
SCGKC19051	TOSHIBA e-STUDIO 556	e556/GD1250NXF/MJ1027	Center Bldg, 1st Floor, Dining Services Offices	172.24.5.38	cnv-diet	400	1	Black	178,380	14,865	18,000	12,934	13,839	13,310	12,659	17,758	13,053	16,840	15,354	13,678	16,839	16,692	15,424
SCYGC34389	TOSHIBA e-STUDIO 2007	Desktop	North Bldg, Grd Floor, Room #G17 Central Supply Office	172.24.1.9	cnv-centralsupply	400	1-17	Black	4,811	401	1,500	362	447	304	314	394	312	459	280	397	374	891	277

Toshiba Copier Master
Locations

TOSHIBA Serial Number	Type/Model	Configuration	LOCATION / DESCRIPTION	NET Printer Identifier	DuPage Printer Name	BLDG	FLOOR/ ROOM	COLOR OR B&W	FEB-JAN TOTAL COPIES MOS	AVG. MONTHLY COPIES	Monthly Allowance	February Usage	March Usage	April Usage	May Usage	June Usage	July Usage	August Usage	September Usage	October Usage	November Usage	December Usage	January Usage
SCYGC34390	TOSHIBA e-STUDIO 2007	Desktop	East Bldg, 1st Floor, Room #1426 East Social Services Office	172.24.5.5	cnv-1eastss	400	1-1426	Black	13,588	1,132	1,500	1,061	1,118	965	866	1,408	833	1,041	1,481	1,052	1,675	1,163	925
SCYHC48018	TOSHIBA e-STUDIO 2007	Desktop	Center Bldg, 1st Floor, Room #1216 Recreation Office	172.24.4.5	cnv-recoffice	400	1-1216	Black	20,332	1,694	1,500	1,709	2,380	1,904	1,029	2,007	1,419	1,589	2,214	998	1,663	1,877	1,543
SCYHC48109	TOSHIBA e-STUDIO 2007	Desktop	South Bldg, Grd Floor, Room #G309 Administration Office	172.24.2.50	cnv-administrati on	400	1-309	Black	8,259	688	1,500	1	1	1	2	1	1	1	1,037	1,487	1,808	1,229	2,690
SCYHC48152	TOSHIBA e-STUDIO 2007	Desktop	South Bldg, 2nd Floor, 2 South Nurses Station	172.24.7.18	cnv-2south	400	2	Black	10,955	913	1,500	1	1	2	1	1	1	1	1,640	2,323	1,850	2,869	2,265
SCZKC17129	TOSHIBA e-STUDIO 656	e656/MJ1027/MJ6103/MP4004	South Bldg, Grd Floor, Room #G341	172.24.2.49	cnv-g303	400	1-341	Black	189,575	15,798	26,000	14,835	18,559	18,489	11,765	17,622	12,419	10,829	15,184	12,517	14,570	24,805	17,981
SS2IC91674	TOSHIBA e-STUDIO 306	e306/GD1250NXF	Center Bldg, 1st Floor, Room #1201 Occupational Therapy	172.24.4.8	cnv-ot	400	1-1201	Black	34,010	2,834	5,000	3,719	3,547	2,989	2,566	3,906	2,723	3,140	2,630	2,134	2,898	2,138	1,620
SS2IC91676	TOSHIBA e-STUDIO 306	e306/GD1250NXF/KD1026	South Bldg, Grd Floor, Room #G320 Pharmacy	172.24.2.9	cnv-rx	400	1-320	Black	43,265	3,605	5,000	3,553	3,862	3,576	3,075	4,480	3,205	3,351	3,594	3,056	4,405	3,576	3,532
SS2IC91677	TOSHIBA e-STUDIO 306	e306/MJ1032	South Bldg, 3rd Floor, Room #3317 Finance Office	172.24.9.6	cnv-finance	400	3-3317	Black	25,016	2,085	5,000	2,163	3,012	1,572	1,242	1,928	1,433	2,455	2,006	1,693	2,272	2,942	2,298
SS2IC91682	TOSHIBA e-STUDIO 306	e306/GD1250NXF	Center Bldg, 1st Floor, Room #1212 Physical Therapy	172.24.4.30	cnv-pt	400	1-1212	Black	63,746	5,312	5,000	4,906	6,004	4,986	4,344	6,288	4,699	5,653	6,314	4,673	6,004	5,211	4,664
SS2IC91683	TOSHIBA e-STUDIO 306	e306/GD1250NXF/MJ1032	Center Bldg, 3rd Floor, 3 Center Nurses Station	172.24.8.8	cnv-3center	400	3	Black	24,034	2,003	5,000	2,282	2,487	1,413	1,256	3,004	1,541	2,047	2,153	2,369	2,035	1,439	2,008
SS2IC91688	TOSHIBA e-STUDIO 306	e306/GD1250NXF	North Bldg, 4th Floor, 4 North Nurses Station	172.24.10.8	cnv-4north	400	4	Black	87,463	7,289	5,000	8,705	7,429	7,042	7,450	7,881	7,177	7,075	5,986	5,859	7,248	7,802	7,809
SS2IC91696	TOSHIBA e-STUDIO 306	e306/GD1250NXF	East Bldg, 2nd Floor, 2 East Nurses Station	172.24.7.17	cnv-2east	400	2-2	Black	88,060	7,338	5,000	8,469	9,469	6,483	6,023	7,373	6,270	6,420	9,539	5,705	8,048	7,881	6,380
SS2IC91698	TOSHIBA e-STUDIO 306	e306/GD1250NXF	North Bldg, 1st Floor, 1 North Nurses Station	172.24.8.8	cnv-1north	400	1-1	Black	66,074	5,506	5,000	5,879	5,488	4,726	3,525	6,972	5,019	5,846	5,664	6,097	6,500	5,596	4,762
SS2IC91702	TOSHIBA e-STUDIO306	e306/GD1250NXF/MJ1032	South Bldg, 3rd Floor, Room #3320 Nursing Administration	172.24.9.44	cnv-nurseadm	400	3-3320	Black	58,173	4,848	5,000	4,661	5,000	4,524	3,282	7,964	5,019	5,586	5,695	4,595	4,665	3,899	3,283
SS2IC91704	TOSHIBA e-STUDIO 306	e306/GD1250NXF	North Bldg, 2nd Fl, 2 North Nurses Station	172.24.6.8	cnv-2north	400	2	Black	76,290	6,358	5,000	6,953	7,684	5,483	5,062	7,563	5,316	5,084	6,372	6,070	7,113	6,724	6,866
SCYFC29646	TOSHIBA e-STUDIO 2007	Desktop	Center Bldg, 1st Floor, Maint. Office Facilities Management	172.24.4.5	cnv-fm-400(1)	400	1	Black	6,203	517	1,500	332	392	657	614	749	390	581	828	417	238	632	373
SC2JC64044	ESTUDIO 256	e256/GD1250NXF/KD1025/MY1033	422 Bldg in back staff area	172.26.1.233	fc-copier1	422	1	Black	16,037	1,336	3,000	1,253	1,599	1,436	1,073	1,719	955	1,293	1,806	920	1,193	1,162	1,628
SC2JC66105	ESTUDIO356	e356/GD1250NXF/MJ1032/KD1025/ MY1033	Psych Svcs - BACK	172.30.12.56		505	1	Black	46,198	3,850	7,000	4,274	4,695	3,488	2,776	4,014	2,850	5,089	5,288	2,530	2,860	3,998	4,336
SC2KC67066	ESTUDIO456	e456/GD1250NXF/MJ1032/KD1026	BLD 422 FAMILY CENTER Front Reception Area	172.26.1.249	fc-staff1	422	1	Black	51,391	4,283	8,000	4,341	4,825	6,473	2,873	4,261	3,553	3,619	5,514	3,527	3,161	5,191	4,053
SC2KC67070	TOSHIBA 456	GD1250NXF/MJ1032/KD1026/	BACK-Community Development Room 2-800	172.23.41.29	cd-copier	421	2-800	Black	31,473	2,623	7,000	3,879	4,603	4,930	2,933	1,980	902	1,313	2,486	2,256	2,093	1,471	2,627
SC2KC67106	TOSHIBA e-STUDIO 456	e456/MJ1032/KD1026	COMM SERVICE LEFT EAST 3-200	172.23.36.84	hs-east	421	3-200	Black	199,707	16,642	10,000	17,083	19,723	19,419	15,238	20,818	16,625	16,464	15,715	13,699	15,756	14,684	14,483
SC2KC67178	TOSHIBA e-STUDIO 356	e356	COMM SERVICE LEFT - RIGHT SIDE 3-200	172.23.36.4	hs-right1	421	3-200	Black	157,517	13,126	7,000	13,118	18,195	13,197	10,865	13,208	12,235	12,533	13,858	9,911	14,587	14,770	11,040
SC7JC30101	TOSHIBA e-STUDIO 3555C	e3555C/GD1320NX/MJ1107/MJ6104 /KD1031	FRONT-Community Development Room 2-800	172.23.41.27	cdc	421	2-800	Black	98,029	8,169	7,000	8,389	7,624	10,551	8,670	11,681	8,121	8,083	8,028	6,859	7,147	6,169	6,707
SC7JC30101	TOSHIBA e-STUDIO 3555C	e3555C/GD1320NX/MJ1107/MJ6104 /KD1031	FRONT-Community Development Room 2-800	172.23.41.27	cdc	421	2-800	Color	47,683	3,974	3,000	5,575	4,015	3,944	3,006	6,288	3,999	4,133	3,481	2,850	3,725	3,000	3,667
SC7KC30776	TOSHIBA e-STUDIO 2555C	e2555C/GD1320NX/MJ1036N	COMM SERVICE LEFT MIDDLE 3-200	172.23.36.16	hs-middle	421	3-200	Black	61,513	5,126	3,000	4,823	5,788	4,834	4,957	6,055	3,648	4,795	5,070	5,740	6,055	5,246	4,502
SC7KC30776	TOSHIBA e-STUDIO 2555C	e2555C/GD1320NX/MJ1036N	COMM SERVICE LEFT MIDDLE 3-200	172.23.36.16	hs-middle	421	3-200	Color	15,396	1,283	2,000	907	2,048	1,284	1,492	1,835	780	1,512	1,278	1,043	1,338	817	1,062
SC7KC34660	TOSHIBA e-STUDIO 3055C	e3055C/GD1320NX/MJ1036N/MJ60 07/KD1031	COMM SERVICES BACK#2 RIGHT 3-200	172.23.5.74	??	421	3-200	Black	183,118	15,260	5,000	-	-	-	-	-	-	-	-	-	-	183,026	92
SC7KC34660	TOSHIBA e-STUDIO 3055C	e3055C/GD1320NX/MJ1036N/MJ60 07/KD1031	COMM SERVICES BACK#2 RIGHT 3-200	172.23.5.74	??	421	3-200	Color	322	27	2,000	-	-	-	-	-	-	-	-	-	-	206	116
SCEGD26544	ESTUDIO357	e357/GD1250NXF/KD1026	Elder Abuse-Community Services	172.23.36.134		505	3	Black	58,563	4,880	7,000	5,314	4,847	5,215	4,842	4,644	5,561	3,770	4,339	4,895	5,784	4,940	4,412
SCGKC19045	ESTUDIO556	e556/GD1250NXF/MJ1027/MP4004	PSYCH SVCS RECEPTION	172.30.12.57		505	1	Black	203,871	16,989	18,000	18,915	21,614	17,017	15,911	17,516	14,672	14,913	16,884	15,946	16,029	20,167	14,287
SCGKC19062	TOSHIBA e-STUDIO 556	e556/MJ1027/MJ6003/MP4004	COMM SERVICES FRONT RIGHT 3-200	172.23.5.51	cd-front	421	3-200	Black	76,054	6,338	18,000	4,413	9,484	5,334	4,728	4,202	2,776	4,655	6,366	8,585	11,168	8,212	6,131
SCKKC13414	TOSHIBA 756	e756/MJ1027/MJ6003/MP4004	COMM SERVICES FRONT RIGHT 3-200	172.23.5.28	hs-west1	421	3-200	Black	134,777	11,231	45,000	8,288	21,062	13,055	13,215	14,666	9,026	12,129	9,701	7,272	10,710	7,411	8,242
SCKKC13416	TOSHIBA 756	e756/MJ1027/MJ6003/MP4004	COMM SERVICE LEFT NORTH 3-200	172.23.36.37	hs-north1	421	3-200	Black	203,763	16,980	45,000	16,234	26,497	18,535	12,596	17,758	14,010	14,918	19,311	21,775	12,766	16,432	12,931
SCZKC17124	TOSHIBA e-STUDIO656	e656/MJ1027/MJ6103/MP4004	COMM SERVICE LEFT BACK 3-200	172.23.36.44	hs-back1	421	3-200	Black	233,555	19,463	26,000	22,372	18,494	17,717	22,700	27,994	28,163	23,190	18,125	16,247	13,957	12,566	12,030
SS2IC91703	TOSHIBA e-STUDIO 306	e306/GD1250NXF/MJ1032	COMM SERVICE RIGHT BACK #1 3-200	172.23.5.17	hs-csa	421	3-200	Black	52,670	4,389	5,000	1,752	3,945	1,701	2,256	8,109	1,129	982	4,767	6,325	10,179	6,493	5,032
JAL210249	ESTUDIO905	LCT / Finisher	Circuit Court Clerk Operations 1st Floor w/Fiery	172.30.15.22		505	171	Black	453,261	37,772	100,000	41,853	40,665	31,716	44,328	37,413	41,851	34,192	38,944	34,412	38,814	34,274	34,799
JFH010012	ESTUDIO1105	LCT / Finisher	County Clerk Operations Lower Level w/Fiery Rm 20	172.30.5.244		505	1 / 20	Black	722,084	60,174	125,000	30,746	71,744	51,157	79,840	62,384	70,351	62,826	70,374	61,493	58,772	48,427	53,970
SC2FC46027	ESTUDIO256	e256/MJ1032/KD1025/MY1033	CIRCUIT COURT CLERK-RECORDS VAULT BASEMENT RM 36	172.30.5.204		505	b-36	Black	23,664	1,972	3,000	1,575	2,215	1,741	1,528	2,122	1,925	2,322	2,680	1,774	2,261	1,953	1,568
JFF110055	ESTUDIO1105		County Clerk Operations Lower Level w/Fiery Rm 20	spare copier		505	20		3	0	0	-	-	-	-	-	-	-	-	-	-	-	3
SC2GC51585	ESTUDIO256	e256/GD1250NXF	CIRCUIT COURT/CRIMINAL TRAFFIC	172.30.15.23		505	154	Black	42,443	3,537	3,000	5,217	3,434	3,316	3,158	2,991	2,641	5,232	3,771	3,389	3,183	2,960	3,151

Toshiba Copier Master
Locations

TOSHIBA Serial Number	Type/Model	Configuration	LOCATION / DESCRIPTION	NET Printer Identifier	DuPage Printer Name	BLDG	FLOOR/ ROOM	COLOR OR B&W	FEB-JAN TOTAL COPIES (12 MOS)	AVG. MONTHLY COPIES	Monthly Allowance	February Usage	March Usage	April Usage	May Usage	June Usage	July Usage	August Usage	September Usage	October Usage	November Usage	December Usage	January Usage
SC2JC61621	ESTUDIO256	e256/GD1250NXF/MJ1032/KD1025/ MY1033	NORTHWEST NEW PROGRAMMERS	172.30.11.6		505	154	Black	58,951	4,913	3,000	5,995	6,892	5,999	4,014	6,656	5,348	7,169	3,360	4,148	3,302	3,709	2,359
SC2KC67061	ESTUDIO456	e456/GD1250NXF/MJ1032/KD1025/ MY1033	SOUTH CIVIL CIRCUIT Court	172.30.14.213		505	189	Black	45,723	3,810	8,000	3,887	3,774	4,131	4,225	5,189	3,044	3,616	3,897	2,392	4,208	4,774	2,586
SC7DD56902	ESTUDIO3055C	e3055C/GD1320NX/MJ1036N/MJ6007/KD1031	CIRCUIT COURT Administration	172.30.10.250		505	142	Black	17,174	1,431	5,000	944	1,642	1,113	647	1,494	1,014	1,407	1,590	1,271	2,049	2,531	1,472
SC7DD56902	ESTUDIO3055C	e3055C/GD1320NX/MJ1036N/MJ6007/KD1031	CIRCUIT COURT Administration	172.30.10.250		505	142	Color	11,050	921	2,000	1,015	1,092	754	1,195	900	673	785	1,127	701	562	1,153	1,093
SCAHD13911	ESTUDIO857	e857/MJ1027/MJ6003/MP4004	Circuit Court Viewing Room	172.30.143.211		505	189	Black	108,408	9,034	70,000	8,495	7,039	7,417	6,806	7,743	8,807	10,860	7,727	8,243	10,132	13,603	11,536
SCSGD12929	ESTUDIO6570C	e65700CT/MJ1103/MJ6102	Circuit Court Criminal	172.30.15.21		505	154	Black	137,771	11,481	45,000	11,535	12,116	10,884	9,772	18,563	8,075	8,917	9,766	8,110	11,513	14,702	13,818
SCSGD12929	ESTUDIO6570C	e65700CT/MJ1103/MJ6102	Circuit Court Criminal	172.30.15.21		505	154	Color	4,993	416	5,000	225	545	736	311	212	227	733	300	114	318	660	612
SCSGD12935	ESTUDIO6570C	e6570CT/MJ1103/MJ6102	CIVIL CIRCUIT CRT - 1ST FLR	172.30.14.212		505	189	Black	186,859	15,572	45,000	14,755	17,320	15,805	12,916	17,237	16,668	16,500	16,849	16,015	18,341	11,744	12,709
SCSGD12935	ESTUDIO6570C	e6570CT/MJ1103/MJ6102	CIVIL CIRCUIT CRT - 1ST FLR	172.30.14.212		505	189	Color	9,072	756	5,000	754	1,536	1,113	174	948	740	835	383	307	573	1,500	209
SS2GC91573	ESTUDIO306G	e306/GD1250NXF/MJ1032/KD1025/ MY1033	ACCOUNTING-CIRCUIT COURT CLERK	172.30.14.210		505	182	Black	62,788	5,232	5,000	4,220	5,317	5,108	4,603	5,939	5,214	5,968	5,913	4,622	5,406	5,428	5,050
SS2IC91707	ESTUDIO306G	e306/GD1250NXF/MJ1032	Circuit Court Clerk-DATA PROCESSING 1st floor	172.30.15.20		505	154	Black	38,187	3,182	5,000	3,375	2,942	2,439	3,147	3,553	3,932	3,325	2,877	2,403	4,691	3,026	2,477
SC2JC63380	TOSHIBA e-STUDIO 456	e456/MJ1032/KD1025/MY1033	421 bldg - 2nd - #2-200	172.23.6.44	edp-front1	421	2- 200	Black	137,403	11,450	10,000	7,722	14,434	12,518	10,797	15,804	11,604	12,363	13,208	12,898	12,886	7,643	5,526
SC2JC63988	TOSHIBA e-STUDIO 256	e256/GD1250NXF/MJ1032 (includes cabinet)	421 bldg - 2nd - #2-200	172.23.6.236	edp-kiosk	421	2- 200	Black	18,921	1,577	3,000	929	1,695	1,929	1,711	1,682	1,408	1,776	1,719	1,877	1,362	1,590	1,243
SSBG390256	TOSHIBA e-STUDIO 5540C	e5540C/MP2501	EDP 421 BLDG RM 2-200 EDP 2 FLOOR	172.23.6.237	edp-rear-color	421	2- 200	Black	72,007	6,001	18,000	4,337	6,180	5,807	7,835	6,994	5,355	6,076	5,527	6,963	8,024	5,114	3,795
SSBG390256	TOSHIBA e-STUDIO 5540C	e5540C/MP2501	EDP 421 BLDG RM 2-200 EDP 2 FLOOR	172.23.6.237	edp-rear-color	421	2- 200	Color	56,313	4,693	5,000	3,965	3,828	5,494	5,513	5,237	4,170	3,854	4,380	4,466	8,071	4,416	2,919
SC7KC30777	TOSHIBA e-STUDIO 2555C	e2555C/GD1320NX/MJ1036N	Auditor 3-400 COLOR	172.23.2.16	au-color copier1	421	3-400	Black	18,792	1,566	3,000	1,448	2,055	1,696	1,611	1,918	606	953	1,743	1,685	1,845	1,820	1,412
SC7KC30777	TOSHIBA e-STUDIO 2555C	e2555C/GD1320NX/MJ1036N	Auditor 3-400 COLOR	172.23.2.16	au-color copier1	421	3-400	Color	11,180	932	2,000	1,713	1,638	1,169	629	557	526	861	1,088	422	1,266	852	459
SCYGC34399	TOSHIBA e-STUDIO2007	Desktop	Auditor 3-400 small	172.023.002.076	au-smallcopier	421	3-400	Black	1,531	128	1,500	209	101	167	78	91	100	97	118	81	82	323	84
SC7KC31445	TOSHIBA e-STUDIO 2555C	e2555C/MJ1036N	Animal Control Back	172.23.17.30	ac-color back	120	1	Black	38,325	3,194	3,000	3,638	2,985	2,604	2,486	4,844	2,372	2,146	4,481	2,154	3,203	3,809	3,603
SC7KC31445	TOSHIBA e-STUDIO 2555C	e2555C/MJ1036N	Animal Control Back	172.23.17.30	ac-color back	120	1	Color	48,407	4,034	1,500	2,656	2,176	1,898	2,251	7,229	2,975	3,389	7,067	4,132	2,774	7,423	4,437
SC2KC67099	TOSHIBA e-STUDIO 456	e456/GD1250NXF/MJ1032/KD1026	Animal Control FRONT	172.23.17.40	ac-front	120	1	Black	74,636	6,220	8,000	4,147	7,998	4,550	3,999	6,567	4,607	6,710	7,939	6,088	6,813	8,406	6,812
SC2FC46036	ESTUDIO256	e256/GD1250NXF/KD1025/MY1033	2nd Flr-Law Library (personnel use)	172.30.4.32		505	2	Black	11,741	978	3,000	616	393	1,155	901	1,523	1,174	1,110	930	749	872	1,076	1,242
SC2GC51659	ESTUDIO256	e256/GD1250NXF/MJ1032	4th floor south, GRAND JURY -4016	172.30.6.10		505	4, 4016	Black	15,832	1,319	3,000	1,638	2,069	1,245	965	1,959	953	1,367	1,251	884	1,183	1,499	819
SC2JC61594	ESTUDIO256	e256/MJ1032	4th floor, east, HALLWAY BEHIND 4007	172.30.2.5		505	4, 4007	Black	15,120	1,260	3,000	1,558	872	2,155	634	1,292	1,027	885	2,855	785	1,278	883	896
SC2JC61595	ESTUDIO256	e256	3RD FLOOR, NORTHWEST HALLWAY BEHIND 3002, FINANCE	169.254.7.163		505	3, 3002	Black	17,220	1,435	3,000	2,000	979	1,687	1,277	1,270	1,167	1,568	1,778	1,296	1,268	985	1,945
SC2JC61675	ESTUDIO206L	e206L/KD1025/MY1033/GQ1180 coin box	2nd flr-Law Library (Client use)	169.254.8.139		505	2	Black	13,129	1,094	1,000	1,756	945	830	1,303	1,206	1,402	1,120	1,135	884	805	835	908
SC2JC61683	ESTUDIO206L	e206L/KD1025/MY1033/GQ1180 coin box	2nd flr-Law Library (Client use)	192.168.0.50		505	2	Black	37,293	3,108	1,000	3,435	3,394	2,647	3,670	2,419	3,343	2,869	3,342	2,735	3,308	2,437	3,694
SC2KC67064	ESTUDIO456	e456/GD1250NXF/MJ1032/KD1026	3rd floor, east by 3005, Domestic Division Reception (back)	172.30.17.8		505	3, 3005	Black	57,825	4,819	8,000	7,191	5,681	4,472	4,091	6,394	5,338	4,773	4,926	3,440	3,568	3,119	4,832
SC2KC67098	ESTUDIO456	e456/GD1250NXF/MJ1032/MJ6007/ KD1026	Law Division 2nd floor south, near 229	172.30.8.22		505	2, 229	Black	86,641	7,220	8,000	7,702	9,499	8,612	5,062	8,409	4,852	6,906	7,885	7,236	6,643	7,525	6,310
SC2KC67135	ESTUDIO356	e356/GD1250NXF/MJ1032/MJ6007/ KD1025/MY1033	2nd floor, outside 2011, Chancery	172.30.16.7		505	2, 2011	Black	41,535	3,461	7,000	3,356	3,580	3,138	4,161	3,982	3,006	2,619	3,738	3,953	3,626	3,006	3,370
SC7KC33926	ESTUDIO4555C	e4555C/GD1320NX/MJ1036N/KD1032N/MY1039	1st floor, south-east, Jury Commission Reception	172.30.12.46		505	1	Black	37,233	3,103	8,000	2,479	3,634	3,749	3,174	2,639	2,498	2,328	2,987	2,831	2,978	4,816	3,120
SC7KC33926	ESTUDIO4555C	e4555C/GD1320NX/MJ1036N/KD1032N/MY1039	1st floor, south-east, Jury Commission Reception	172.30.12.46		505	1	Color	11,775	981	1,500	696	1,095	849	869	1,100	1,152	858	1,218	889	1,040	1,127	882
SCYHC48081	ESTUDIO2007	Desktop	3rd floor, by room 331, Court Security	172.30.13.29		505	3, 331	Black	8,224	685	1,500	368	689	469	581	444	525	346	484	300	1,862	1,560	596
SS2IC91664	ESTUDIO306G	e306/GD1250NXF/KD1026	3rd floor, east, by 3013, Domestic Division Reception (front)	172.30.17.50		505	3, 3013	Black	78,714	6,560	5,000	6,340	6,804	5,261	5,305	6,864	6,159	7,977	8,409	6,525	7,745	6,314	5,011
SS2IC91690	ESTUDIO306G	e306/GD1250NXF/MJ1032/MJ6007/ KD1025/MY1033	4th floor, west, across from 451, Felony Division Reception	172.30.3.10		505	4, 451	Black	35,027	2,919	5,000	2,782	3,147	2,969	2,320	2,731	2,933	3,016	3,473	2,719	3,035	2,527	3,375
SSBG390253	ESTUDIO5540C	e5540C/GD1270NXF/MJ1103/MJ6102/MP2501	Chief Judge's Office 2nd floor, by 205/206	172.30.4.110		505	2, 205-06	Black	69,180	5,765	18,000	4,323	5,580	3,699	3,747	12,753	4,802	12,511	4,141	4,912	4,695	3,782	4,235
SSBG390253	ESTUDIO5540C	e5540C/GD1270NXF/MJ1103/MJ6102/MP2501	Chief Judge's Office 2nd floor, by 205/206	172.30.4.110		505	2, 205-06	Color	21,667	1,806	1,500	1,900	3,316	1,719	1,492	2,07							

Copier Master
Locations

TOSHIBA Serial Number	Type/Model	Configuration	LOCATION / DESCRIPTION	NET Printer Identifier	DuPage Printer Name	BLDG	FLOOR/ ROOM	COLOR OR B&W	FEB-JAN TOTAL COPIES (12 MOS)	AVG. MONTHLY COPIES	Monthly Allowance	Feburary Usage	March Usage	April Usage	May Usage	June Usage	July Usage	August Usage	September Usage	October Usage	November Usage	December Usage	January Usage
SC7KC31422	ESTUDIO2555C	e2555C/GD1320NX/MJ1036N/KD1032N/MY1039	17 W 440 N FRONTAGE ROAD DARIEN			DARIEN		Color	12,394	1,033	1,000	980	1,680	1,241	735	1,493	583	813	834	519	1,057	1,887	572
SC7KC32202	ESTUDIO3055C	e3055C/GD1320NX/MJ1036N/MJ6007/KD1031	7900 S ROUTE 53 WOODRIDGE			WOOD RIDGE		Black	62,723	5,227	5,000	6,353	7,535	5,636	4,554	5,501	4,040	6,717	5,564	4,564	4,327	3,805	4,127
SC7KC32202	ESTUDIO3055C	e3055C/GD1320NX/MJ1036N/MJ6007/KD1031	7900 S ROUTE 53 WOODRIDGE			WOOD RIDGE		Color	23,334	1,945	3,000	1,849	1,610	2,304	1,784	2,848	1,800	2,219	2,336	1,901	1,738	1,635	1,310

Attachment C Current Fleet Configuration Details

Model	Description
e-STUDIO2007	20 PPM Digital Copier
e-STUDIO2306	23 PPM Digital Copier
e-STUDIO2507	25 PPM Digital Copier
KA2507	Platen Cover
MR3027	RADF
MD0106	Auto Duplex Unit
MY1043	Paper Feed Unit
KD1039	Paper Feed Pedestal (e-STUDIO2007/2507 only)
MY1044	Drawer Module (e-STUDIO2007/2507 only)
PWRFLTR-XGPCS15D	Next Gen PCS Power Filter, 120V-15 AMPS
PD-2	Power Doctor
PM-15	Power Manager 15Amp
STAND2507	Stand
CONNECTIVITY OPTIONS	
GN1080	Wireless LAN module (e-STUDIO2007/2507 only)
MF2505U	Damp Heater (for Drum)
GQ1131	Harness kit for coin controller
FAX OPTIONS	
GD1330	FAX Kit (e-STUDIO2007/2507 only)

Model	Description
e-STUDIO207L	20 PPM Digital Copier
e-STUDIO256/257	25 PPM Digital Copier
e-STUDIO306/307	30 PPM Digital Copier
e-STUDIO356/357	35 PPM Digital Copier
e-STUDIO456/457	45 PPM Digital Copier
e-STUDIO506/507	50 PPM Digital Copier
MR3028	100-Sheet RADF
KA1640PC	Platen Cover
MJ1032N	Finisher - Inner (eS207L/257/307/357/457 Only)
MJ1107	Console Finisher w/ Stapling (eS357/457/507 Only)
MJ1033	Finisher - Saddle Stitch (eS207L/257/307/357/457 Only)
MJ1108N	Finisher - Saddle Stitch (eS357/457/507 Only)
KN2520N	Bridge Kit (Required with all finishers except MJ1032N)
MJ5004	Job Separator (eS207L/257/307 Only)
MJ5006	Job Separator (eS357/457/507 Only)
MJ5005	Offset Catch Tray (eS207L/257/307 Only)
MJ6007	Hole Punch for MJ1032
MJ6008	Hole Punch for MJ1033
MJ6104	Hole Punch (for MJ1107 & MJ1108N)
KD1025	550 Sheet Paper Feed Pedestal
MY1033	550-Sheet Drawer
KD1026	2000 Sheet Large Capacity Feeder
KK4550	Work Tray
KK2550	Accessible Arm
GQ1180	Harness Kit for Coin Controller
PWRFLTR-XGPCS15D	Next Gen PCS Power Filter, 120V-15 AMPS
PD-2	Power Doctor
PM-15	Power Manager 15Amp
STAND355/455	Stand
CONNECTIVITY OPTIONS	
GN1060	Wireless 80211G (Requires GN3010)
GN3010	Wireless Antenna
GB1280V8	Re-Rite Software
11B528-00	BarCodeJet Level IV (Incl. 36 Months Maintenance)
GB1410	e-Bridge Job Separator Utility
GB1420	e-Bridge Job build (Requires PS3 Driver)
GB1540	OPC Connector - Google Docs
GP1080	IPSEC Enabler
GS1010	Meta Scan Enabler for e-CONNECT
GB1450	OP Connector for Microsoft Exchange
GB1440	OP Connector for Microsoft SharePoint
ART11236	SmartCard Reader, HID iClass
ART11230	SmartCard Reader, HID Prox
ART12161	SmartCard Reader, Inditag
ART11248	SmartCard Reader, LEGIC
ART12443	SmartCard Reader, Multi ISO/Mifare
ART11242	SmartCard Reader, Multi125
6BC02231846	Universal (Formed) Bracket For Elatec Card Readers
FAX OPTIONS	
GD1350	Fax Board
GD1260F	2nd Line Fax for GD1350

Model	Description
e-STUDIO556/557	55 PPM Digital Copier
e-STUDIO656/657	65 PPM Digital Copier
e-STUDIO756/757	75 PPM Digital Copier
e-STUDIO856/857	85 PPM Digital Copier
MP4004	Large Capacity Feeder
MJ1027	50 Sheet Finisher
MJ1028	50 Sheet Saddle-Stitch Finisher
MJ1029	100 Sheet Saddle-Stitch Finisher
KA8560	Exit Tray
MJ6003	HolePunch (Requires MJ1027, MJ1028 or MJ1029)
MJ7001	Post Inserter (Requires MJ1027, MJ1028 or MJ1029)
KN1017	Rail For Finisher
GQ1240	Coin Controller Harness Kit
PWRFLTR-XGPCS20D	Next Gen PCS Power Filter, 120V-20 AMPS
PD-2	Power Doctor
PM-20	Power Manager 20Amp
CONNECTIVITY OPTIONS	
GN1060	Wireless 802.11g (Requires GN3010)
GN3010	Wireless Antenna
GB1280V8	Re-Rite Software
11B528-00	BarCodeJet Level IV (Incl. 36 Months Maintenance)
GB1410	e-Bridge Job Separator Utility
GB1420	e-Bridge Job build (Requires PS3 Driver)
GB1540	OPC Connector - Google Docs
GP1080	IPSEC Enabler
GS1010	Meta Scan Enabler for e-CONNECT
GB1450	OP Connector for Microsoft Exchange
GB1440	OP Connector for Microsoft SharePoint
ART11236	SmartCard Reader, HID iClass
ART11230	SmartCard Reader, HID Prox
ART12161	SmartCard Reader, Inditag
ART11248	SmartCard Reader, LEGIC
ART12443	SmartCard Reader, Multi ISO/Mifare
ART11242	SmartCard Reader, Multi125
6BC02231846	Universal (Formed) Bracket For Elatec Card Readers
FAX OPTIONS	
GD1350	Fax Board
GD1260F	2nd Line Fax for GD1350

Model	Description
e-STUDIO905	90 PPM Digital Copier
e-STUDIO1105	110 PPM Digital Copier
e-STUDIO1355	135 PPM Digital Copier
404195	A3/11"x17" Tray Unit TK5010
404220	LCIT RT5030
404223	LCIT RT5040
412974	BY5000 Multi Pypass Tray
404087	Cover Interposer Tray CI5010
45070166	EFI Impose for GA1211/GA1310/E7100
414007	File Format Converter Type E
404226	Decurl Unit DU5000
412981	Finisher SR5000
412983	Punch Unit PU5000 NA
404174	Booklet Finisher SR5020
404177	Punch Unit PU5020 NA
404180	Trimmer Unit TR5020
404183	Multi-Folding Unit FD5000
404215	High Capacity Stacker SK5010
404218	Roll-Away Cart Type 5010
414002	Data Overwrite Security Unit Type H
414021	HDD Encryption Unit Type A
413985	Copy Data Security Unit Type F
404334	External HDD Security Kit Type 1357
412415	Copy Connector Type3260
PWRFLTR-E524ZNT	ESP Power Filter; 208-20 AMPS
PD-2	Power Doctor
PM-20-208	Power Manager 20Amp-208/240Volt
CONNECTIVITY OPTIONS	
404378	Printer/Scanner Unit - GM-2240
414204	Gigabit Ethernet Type B
404200	PostScript3 Unit Type 1357
404263	EFI Printer Controller EB1357

Model	Description
DIGITAL - COLOR	

Model	Description
e-STUDIO2555C	25 PPM Color Copier
e-STUDIO3055C	30 PPM Color Copier
e-STUDIO3555C	35 PPM Color Copier
e-STUDIO4555C	45 PPM Color Copier
e-STUDIO5055C	50 PPM Color Copier
MR3025	RADF
KA1640PC	Platen Cover
MJ1036N	Inner Finisher (eS2555C/3055C/3555C Only)
MJ1107	Console Finisher
MJ1108	Saddlestitch Finisher
KN2550	Bridge Kit (Required with MJ1107 and MJ1108)
MJ6007	Hole Punch for MJ1036N
MJ6104	Hole Punch (For MJ1107 and MJ1108)
MJ5006	Job Separator
KK4550	Work Tray
KK2550	Accessible Arm
KD1032N	Paper Feed Pedestal
MY1039	Paper Drawer (550-Sheet for KD1032N)
KD1031	Large Capacity Feeder
PWRFLTR-XGPCS15D	NEXT GEN PCS POWER FILTER; 120V-15 AMPS
PD-2	Power Doctor
PM-15	Power Manager 15Amp
STAND2550	Stand
CONNECTIVITY OPTIONS	
GN1060	Wireless 80211G
GN3010	Wireless Antenna
GQ1260	Harness Kit for Coin Controller
GS1007	Unicode Font Enabler
GS1010	Metascan Enabler
GB1440	OP Connector for Microsoft SharePoint
GB1450	OP Connector for Microsoft Exchange
GB1540	OPC Connector - Google Docs
GP1080	IPSEC Enabler
GB1280V8	Re-Rite Software
ART11236	SmartCard Reader, HID iClass
ART11230	SmartCard Reader, HID Prox
ART12161	SmartCard Reader, Inditag
ART11248	SmartCard Reader, LEGIC
ART12443	SmartCard Reader, Multi ISO/Mifare
ART11242	SmartCard Reader, Multi125
6BC02231846	Universal (Formed) Bracket For Elatec Card Readers
FAX OPTIONS	
GD1320NX	Fax Board
GD1260F	2ND Line Fax

Model	Description
e-STUDIO5560C	55 PPM Color Copier 4-Drawer Version
e-STUDIO5560CT	55 PPM Color Copier Tandem LCF Version
e-STUDIO6560C	65 PPM Color Copier 4-Drawer Version
e-STUDIO6560CT	65 PPM Color Copier Tandem LCF Version
e-STUDIO6570C	65/75 (Color/BW) PPM Color Copier 4-Drawer Version
e-STUDIO6570CT	65/75 (Color/BW) PPM Color Copier Tandem LCF Version
KA6550	Side Exit Tray
MP2501	2500 Sheet Large Capacity Feeder
MJ1103	50 Sheet Stapling Finisher
MJ1104	Saddle Stitch Finisher
MJ6102	Hole Punch Unit for MJ1103 & MJ1104
KN1103	Finisher Rail
PWRFLTR-XGPCS15D	NEXT GEN PCS POWER FILTER; 120V-15 AMPS
PD-2	Power Doctor
PM-15	Power Manager 15Amp
CONNECTIVITY OPTIONS	
GA1310EX	EFI Fiery Controller for e-STUDIO6530c Series
GC1230	512MB Module Memory Module
3000003475	EFI Color Profiler Suite V3.0 with ES-1000
45109642	ES-2000, Spectrophotometer UV cut
45062251	EFI Secure Erase Dongle for GA1211/GA1310
45081528	EFI Spot-on for GA1211/GA1310
45062253	EFI Auto Trap Dongle for GA1211/GA1310
45062252	Hot Folders for GA1211/GA1310
45086307	EFI Sequence Impose for GA1211EX/GA1310EX
45051480	EFI Desktop Pro
GN1060	Wireless 80211G
GN2010	Bluetooth MOD (Requires GN3010)
GN3010	Wireless Antenna
GB1280V8	Re-Rite Software
GS1010	Metascan Enabler
GB1410	e-Bridge Job Separator Utility
GB1420	e-Bridge Job build (Requires PS3 Driver)
GB1440	OP Connector for Microsoft SharePoint
GB1450	OP Connector for Microsoft Exchange
GB1540	OPC Connector - Google Docs
GP1080	IPSEC Enabler
GQ1200	Coin Controller Wiring Harness
ART11236	SmartCard Reader, HID iClass
ART11230	SmartCard Reader, HID Prox
ART12161	SmartCard Reader, Inditag
ART11248	SmartCard Reader, LEGIC
ART12443	SmartCard Reader, Multi ISO/Mifare
ART11242	SmartCard Reader, Multi125
6BC02231846	Universal (Formed) Bracket For Elatec Card Readers
FAX OPTIONS	
GD1270NXF	Fax Board (110 Volts)
GD1260F	2ND Line Fax

- INSTRUCTIONS:
1. Review Specifications for each device type
 2. Enter up to 2 models that meet or exceed the specifications that you propose for each device type in the GREEN cells below.
 3. In instances where a proposed model is deficient to any of the listed requirements, you must enter the deficiency of your proposed device in the cell directly below the proposed device.

SPECIFICATION	DEVICE TYPE	Monochrome									
		DEPARTMENTAL SIZE COPIERS									PRODUCTION
		Segment 1	Segment 2	Segment 3	Segment 4	Segment 5	Segment 6	Segment 7	Segment 8	Segment 9	
		BW, 11-20 PPM	BW, 21-30 PPM	BW, 31-40 PPM	BW, 41-69PPM	BW, 70-90PPM	BW, 91-109PPM	BW 110-124 PPM	BW 125-134 PPM	BW 135+PPM	
Required Functionality	Print	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
	Scan	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
	Fax	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	
Overview	Technology	Digital	Digital	Digital	Digital	Digital	Digital	Digital	Digital	Digital	
	Energy Efficiency	EPEAT Silver Minimum	EPEAT Silver Minimum	EPEAT Silver Minimum	EPEAT Silver Minimum	EPEAT Silver Minimum	EPEAT Silver Minimum	EPEAT Silver Minimum	EPEAT Silver Minimum	EPEAT Silver Minimum	
	B&W	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
	Color	No	No	No	No	No	No	No	No	No	
	Copier	Must be MFD	Must be MFD	Must be MFD	Must be MFD	Must be MFD	Must be MFD	Must be MFD	Must be MFD	Must be MFD	
	Printer	Must be MFD	Must be MFD	Must be MFD	Must be MFD	Must be MFD	Must be MFD	Must be MFD	Must be MFD	Must be MFD	
	Print Technology	Laser	Laser	Laser	Laser	Laser	Laser	Laser	Laser	Laser	
	Scan Level (Authenticate, Native Integration)	Not Required	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	
	Networked (LAN)	Required	Required	Required	Required	Required	Required	Required	Required	Required	
	Refill Type	Cartridge	Cartridge	Cartridge	Cartridge	Cartridge	Cartridge	Cartridge	Cartridge	Cartridge	
	Maximum Media Input	8.5x14	11x17	11x17	11x17	11x17	11x17	13x19	13x19	13x19	
	Maximum Media Output	8.5x14	11x17	11x17	11x17	11x17	11x17	13x19	13x19	13x19	
	Minimum Monthly Volume Capacity (Duty Cycle)	50,000	100,000	120,000	165,000	250,000	250,000	1,000,000	2,000,000	2,000,000	
	Scan Resolution	1200x600dpi	1200x600dpi	1200x600dpi	1200x600dpi	1200x600dpi	1200x600dpi	600x600dpi	600x600dpi	600x600dpi	
Performance	Color Bleeds	No	No	No	No	No	No	No	No	No	
	Auto Duplex	Required	Required	Required	Required	Required	Required	Required	Required	Required	
	Auto Duplex Speed	50% of ppm (+/-)	50% of ppm (+/-)	50% of ppm (+/-)	50% of ppm (+/-)	50% of ppm (+/-)	50% of ppm (+/-)	50% of ppm (+/-)	50% of ppm (+/-)	50% of ppm (+/-)	
Features / Options	Image Server Memory	256 MB	512MB RAM 10G HD	512MB RAM 10G HD	1GB RAM 40G HD	1GB RAM 40G HD	1GB RAM 40G HD	1GB RAM 60G HD	1GB RAM 60G HD	1GB RAM 60G HD	
	Standard Paper Capacity	250/500 sheets	1000 sheets	1500 sheets	2000 sheets	4000 sheets	4000 sheets	5000 sheets	5000 sheets	5000 sheets	
	Paper Trays	Standard 1+ Bypass	Standard 2+ Bypass	Standard 4+ Bypass	Standard 4+ Bypass	Standard 4+ Bypass	Standard 4+ Bypass	Standard 4+ Bypass	Standard 4+ Bypass	Standard 4+ Bypass	
	Binder - General	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
	Binder - Perfect Binding + Saddle-Stitch	No	No	No	No	No	No	Optional	Optional	Optional	
	Collation Type	Optional	Optional	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
	Edit Documents in Print Queue	No	No	No	No	No	No	Yes	Yes	Yes	
	PMS Color Matching	No	No	No	No	No	No	No	No	No	
	Cover Insertion	No	No	No	No	No	Optional	Yes	Yes	Yes	
	Finisher	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
	Hole Puncher	No	No	No	No	Yes	Yes	Yes	Yes	Yes	
	Stacker	Optional	Optional	Optional	Optional	Optional	Optional	Yes	Yes	Yes	
	Stapler	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
	Recycled paper	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
	Trimming	No	No	No	No	No	No	Yes	Yes	Yes	
	Speed Range										
	Model										
	Variation										
	Click Rate										
	Speed Range										
	Model										
	Variation										
	Click Rate										
	Speed Range										
	Model										
	Variation										

SPECIFICATION	DEVICE TYPE	Color					
		DEPARTMENTAL SIZE COPIERS					PRODUCTION
		Segment 1	Segment 2	Segment 3	Segment 4	Segment 5	
		Color, 11-20 PPM	Color, 21-30 PPM	Color, 31-40 PPM	Color, 41-69 PPM	Color, = 69-90 PPM	
Required Functionality	Print	Yes	Yes	Yes	Yes	Yes	
	Scan	Yes	Yes	Yes	Yes	Yes	
	Fax	Optional	Optional	Optional	Optional	Optional	
Overview	Technology	Digital	Digital	Digital	Digital	Digital	
	Energy Efficiency	EPEAT Silver Minimum	EPEAT Silver Minimum	EPEAT Silver Minimum	EPEAT Silver Minimum	EPEAT Silver Minimum	
	B&W	Yes	Yes	Yes	Yes	Yes	
	Color	No	No	No	No	No	
	Copier	Must be MFD	Must be MFD	Must be MFD	Must be MFD	Must be MFD	
	Printer	Must be MFD	Must be MFD	Must be MFD	Must be MFD	Must be MFD	
	Print Technology	Laser	Laser	Laser	Laser	Laser	Color Laser Electrophotographic
	Scan Level (Authenticate, Native Integration)	Optional	Optional	Optional	Optional	Optional	Available as an option
	Networked (LAN)	Required	Required	Required	Required	Required	Required
	Refill Type	Cartridge	Cartridge	Cartridge	Cartridge	Cartridge	Cartridge
	Maximum Media Input	8 1/2 x 14	12x18	12x18	12x18	12x18	13x19
	Maximum Media Output	8 1/2 x 14	12x18	12x18	12x18	12x18	13x19
	Minimum Monthly Volume Capacity (Duty Cycle)	100,000	100,000	165,000	250,000	300,000	500,000
	Scan Resolution	600x600dpi	600x600dpi	600x600dpi	600x600dpi	600x600dpi	600x600dpi
Performance	Color Bleeds	No	No	No	No	Yes	Yes
	Auto Duplex	Required	Required	Required	Required	Required	Required
	Auto Duplex Speed	50% of ppm (+/-)	50% of ppm (+/-)	50% of ppm (+/-)	50% of ppm (+/-)	50% of ppm (+/-)	50% of ppm (+/-)
Features / Options	Image Server Memory	1G RAM 10G HD	1G RAM 10G HD	1GB RAM 20G HD	1GB RAM 100G HD	1GB RAM 100G HD	1GB RAM 60G HD
	Standard Paper Capacity	1000 sheets	1000 sheets	1500 sheets	4000 sheets	4000 sheets	4000 sheets
	Paper Trays	Standard 2+ Bypass	Standard 2+ Bypass	Standard 4+ Bypass	Standard 4+ Bypass	Standard 4+ Bypass	Standard 4+ Bypass
	Binder - General	Yes	Yes	Yes	Yes	Yes	Yes
	Binder - Perfect Binding + Saddle-Stitch	No	No	No	No	Optional	Optional
	Collation Type	Yes	Yes	Yes	Yes	Yes	Yes
	Edit Documents in Print Queue	No	No	No	No	Yes	Yes
	PMS Color Matching	No	No	No	No	Yes	Yes
	Cover Insertion	No	No	No	No	Yes	Yes
	Finisher	Yes	Yes	Yes	Yes	Yes	Yes
	Hole Puncher	No	No	No	No	Yes	Yes
	Stacker	Optional	Optional	Optional	Optional	Optional	Yes
	Stapler	Yes	Yes	Yes	Yes	Yes	Yes
	Recycled paper	Yes	Yes	Yes	Yes	Yes	Yes
	Trimming	No	No	No	No	Yes	Yes
	Speed Range						
	Model						
	Variation						
	Click Rate						
	Speed Range						
	Model						
	Variation						
	Click Rate						
	Speed Range						
	Model						
	Variation						

ANNUAL PRICE FOR MANAGED PRINT SERVICES (includes all specifications of #18-020-LG)			
Copies Type	Canvassing Quantity	Unit Click Rate Price	Extended Click Rate Price
Black & White	16,944,973	\$	\$
Color	1,258,173	\$	\$
Blended Grand Total	18,203,146	\$	\$
	Blended Grand Total Price in words		



**Requirements for National Cooperative Contract
To be Administered by
National Intergovernmental Purchasing Alliance Company**

The following documents are used in evaluating and administering national cooperative contracts and are included for Supplier's review and response.

National IPA Exhibit A – NATIONAL IPA RESPONSE FOR NATIONAL COOPERATIVE CONTRACT

National IPA Exhibit B – NATIONAL IPA ADMINISTRATION AGREEMENT, EXAMPLE

National IPA Exhibit C – NATIONAL IPA MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT, EXAMPLE

National IPA Exhibit D – NATIONAL IPA PRINCIPAL PROCUREMENT AGENCY CERTIFICATE, EXAMPLE

National IPA Exhibit E – NATIONAL IPA CONTRACT SALES REPORTING TEMPLATE

National IPA Exhibit F – NATIONAL IPA ADVERTISING COMPLIANCE REQUIREMENT

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS
EXHIBIT A- RESPONSE FOR NATIONAL COOPERATIVE CONTRACT**

1.0 Scope of National Cooperative Contract

1.1 Requirement

The County of DuPage, IL (hereinafter defined and referred to as “Principal Procurement Agency”), on behalf of itself and the National Intergovernmental Purchasing Alliance Company (“National IPA”), is requesting proposals for multi-function copier devices and service solutions. The intent of this Request for Proposal is that any contract between Principal Procurement Agency and Supplier resulting from this Request for Proposal (hereinafter defined and referred to as the “Master Agreement”) be made available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit (“Public Agencies”), through National IPA’s cooperative purchasing program. The Principal Procurement Agency has executed a Principal Procurement Agency Certificate with National IPA (an example of which is included as Exhibit D) and has agreed to pursue the Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with National IPA as a Participating Public Agency in National IPA’s cooperative purchasing program. Registration with National IPA as a Participating Public Agency is accomplished by Public Agencies entering into a Master Intergovernmental Cooperative Purchasing Agreement, an example of which is attached as Exhibit C. The terms and pricing established in the resulting Master Agreement between the Supplier and the Principal Procurement Agency will be the same as that available to Participating Public Agencies through National IPA.

All transactions, purchase orders, invoices, payments etc., will occur directly between the Supplier and each Participating Public Agency individually, and neither National IPA, any Principal Procurement Agency nor any Participating Public Agency, including their respective agents, directors, employees or representatives, shall be liable to Supplier for any acts, liabilities, damages, etc., incurred by any other Participating Public Agency.

This Exhibit A defines the expectations for qualifying Suppliers based on National IPA’s requirements to market the resulting Master Agreement nationally to Public Agencies. Each section in this Exhibit A refers to the capabilities, requirements, obligations, and prohibitions of competing Suppliers on a national level in order to serve Participating Public Agencies through National IPA.

These requirements are incorporated into and are considered an integral part of this RFP. National IPA reserves the right to determine whether or not to make the Master Agreement awarded by the Principal Procurement Agency available to Participating Public Agencies.

1.2 Marketing, Sales and Administrative Support

During the term of the Master Agreement National IPA intends to provide marketing, sales and administrative support for Supplier pursuant to this section 1.2 that directly promotes the Supplier’s products and services to Participating Public Agencies

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through multiple channels, each designed to promote specific products and services to Public Agencies on a national basis.

The National IPA marketing team will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through:

- A. Marketing collateral (print, electronic, email, presentations)
- B. Website development and support
- C. Trade shows/conferences/meetings
- D. Advertising
- E. Social Media
- F. Sales Team Support

The National IPA sales teams will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through:

- A. Individual sales calls
- B. Joint sales calls
- C. Communications/customer service
- D. Training sessions for Public Agency teams
- E. Training sessions for Supplier teams

The National IPA contracting teams will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies prospective Public Agencies through:

- A. Serving as the subject matter expert for questions regarding joint powers authority and state statutes and regulations for cooperative purchasing
- B. Training sessions for Public Agency teams
- C. Training sessions for Supplier teams
- D. Regular business reviews to monitor program success
- E. General contract administration

Suppliers are required to pay an administrative fee of 3% of the greater of the Contract Sales under the Master Agreement and Guaranteed Contract Sales under this Request for Proposal. Supplier will be required to execute the National IPA Administration Agreement (refer to Exhibit B).

Capitalized terms not otherwise defined herein shall have the meanings given to them in the Master Agreement or in the National Intergovernmental Purchasing Alliance Company Administration Agreement between Supplier and National IPA (the "National IPA Administration Agreement")

1.3 Estimated Volume

The dollar volume purchased under the Master Agreement is estimated to be approximately \$60M annually. While no minimum volume is guaranteed to Supplier, the estimated annual volume is projected based on the current annual volumes among the Principal Procurement Agency, other Participating Public Agencies that are anticipated to utilize the resulting Master Agreement to be made available to them

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through National IPA, and volume growth into other Public Agencies through a coordinated marketing approach between Supplier and National IPA.

1.4 Award Basis

The basis of any contract award resulting from this RFP made by Principal Procurement Agency will be the basis of award on a national level through National IPA. If multiple suppliers are awarded by Principal Procurement Agency under the Master Agreement, those same suppliers will be required to extend the Master Agreement to Participating Public Agencies through National IPA. Utilization of the Master Agreement by Participating Public Agencies will be at the discretion of the individual Participating Public Agency. Certain terms of the Master Agreement specifically applicable to the Principal Procurement Agency are subject to modification for each Participating Public Agency as Supplier, such Participating Public Agency and National IPA shall agree. Participating Agencies may request to enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in the Master Agreement (i.e. invoice requirements, order requirements, specialized delivery, diversity requirements such as minority and woman owned businesses, historically underutilized business, governing law, etc.). Any supplemental agreement developed as a result of the Master Agreement is exclusively between the Participating Agency and the Supplier (Contract Sales are reported to National IPA).

1.5 Objectives of Cooperative Program

This RFP is intended to achieve the following objectives regarding availability through National IPA's cooperative program:

- A. Provide a comprehensive competitively solicited and awarded national agreement offering the Products covered by this solicitation to Participating Public Agencies;
- B. Establish the Master Agreement as the Supplier's primary go to market strategy to Public Agencies nationwide;
- C. Achieve cost savings for Supplier and Public Agencies through a single solicitation process that will reduce the Supplier's need to respond to multiple solicitations and Public Agencies need to conduct their own solicitation process;
- D. Combine the aggregate purchasing volumes of Participating Public Agencies to achieve cost effective pricing.

2.0 REPRESENTATIONS AND COVENANTS

As a condition to Supplier entering into the Master Agreement, which would be available to all Public Agencies, Supplier must make certain representations, warranties and covenants to both the Principal Procurement Agency and National IPA designed to ensure the success of the Master Agreement for all Participating Public Agencies as well as the Supplier.

2.1 Corporate Commitment

Supplier commits that (1) the Master Agreement has received all necessary corporate authorizations and support of the Supplier's executive management, (2) the Master Agreement is Supplier's primary "go to market" strategy for Public Agencies, (3) the Master Agreement will be promoted to all Public Agencies, including any existing customers, and Supplier will transition existing customers, upon their request, to the Master Agreement, and (4) that the Supplier has read and agrees to the terms and

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conditions of the Administration Agreement with National IPA and will execute such agreement concurrent with and as a condition of its execution of the Master Agreement with the Principal Procurement Agency. Supplier will identify an executive corporate sponsor and a separate national account manager within the RFP response that will be responsible for the overall management of the Master Agreement.

2.2 Pricing Commitment

Supplier commits the not-to-exceed pricing provided under the Master Agreement pricing is its lowest available (net to buyer) to Public Agencies nationwide and further commits that if a Participating Public Agency is eligible for lower pricing through a national, state, regional or local or cooperative contract, that the Supplier will match such lower pricing to that Participating Public Agency under the Master Agreement.

2.3 Sales Commitment

Supplier commits to aggressively market the Master Agreement as its go to market strategy in this defined sector and that its sales force will be trained, engaged and committed to offering the Master Agreement to Public Agencies through National IPA nationwide. Supplier commits that all Master Agreement sales will be accurately and timely reported to National IPA in accordance with the National IPA Administration Agreement. Supplier also commits that its sales force will be compensated, including sales incentives, for sales to Public Agencies under the Master Agreement in a consistent or better manner compared to sales to Public Agencies if the Supplier were not awarded the Master Agreement.

3.0 SUPPLIER QUALIFICATIONS

Supplier must supply the following information in order for the Principal Procurement Agency to determine Supplier's qualifications to extend the resulting Master Agreement to Participating Public Agencies through National IPA.

3.1 Company

- A. Brief history and description of your company.
- B. Total number and location of sales persons employed by your company.
- C. Number and location of support centers (if applicable).
- D. Annual sales for the three previous fiscal years.
- E. Submit your FEIN and Dunn & Bradstreet report.

3.2 Distribution, Logistics

- A. Describe how your company proposes to distribute the products/service nationwide.
- B. Identify all other companies that will be involved in processing, handling or shipping the products/service to the end user.
- C. Provide the number, size and location of your company's distribution facilities, warehouses and retail network as applicable.
- D. State any return and restocking policy and fees, if applicable, associated with returns.
- E. Describe the full line of products and services offered by your company.

3.3 Marketing and Sales

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- A. Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to immediately implement the Master Agreement as your company's primary go to market strategy for Public Agencies to your teams nationwide, to include, but not limited to:
- i. Executive leadership endorsement and sponsorship of the award as the public sector go-to-market strategy within first 10 days
 - ii. Training and education of your national sales force with participation from the executive leadership of your company, along with the National IPA team within first 90 days
- B. Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to market the Master Agreement to current Participating Public Agencies, existing Public Agency customers of Supplier, as well as to prospective Public Agencies nationwide immediately upon award, to include, but not limited to:
- i. Creation and distribution of a co-branded press release to trade publications
 - ii. Announcement, contract details and contact information published on the Supplier company website within first 90 days
 - iii. Design, publication and distribution of co-branded marketing materials within first 90 days
 - iv. Commitment to attendance and participation with National IPA at national (i.e. NIGP Annual Forum, NPI Conference, etc.), regional (i.e. Regional NIGP Chapter Meetings, etc.) and supplier-specific trade shows, conferences and meetings throughout the term of the Master Agreement
 - v. Commitment to attend, exhibit and participate at the NIGP Annual Forum in an area reserved by National IPA for partner suppliers. Booth space will be purchased and staffed by your company. In addition, you commit to provide reasonable assistance to the overall promotion and marketing efforts for the NIGP Annual Forum, as directed by National IPA.
 - vi. Design and publication of national and regional advertising in trade publications throughout the term of the Master Agreement
 - vii. Ongoing marketing and promotion of the Master Agreement throughout its term (case studies, collateral pieces, presentations, promotions, etc.)
 - viii. Dedicated National IPA internet web-based homepage on Supplier website with:
 - National IPA standard logo;
 - Copy of original Request for Proposal;
 - Copy of contract and amendments between Principal Procurement Agency and Supplier;
 - Summary of Products and pricing;
 - Marketing Materials
 - Electronic link to National IPA's website including the online registration page;
 - A dedicated toll free number and email address for National IPA
- C. Describe how your company will transition any existing Public Agency customers' accounts to the Master Agreement available nationally through National IPA. Include a list of current cooperative contracts (regional and national) your company holds and describe how the Master Agreement will be positioned among the other cooperative agreements.

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- D. Acknowledge that your company agrees to provide its company/corporate logo(s) to National IPA and agrees to provide permission for reproduction of such logo in marketing communications and promotions. Acknowledge that use of National IPA logo will require permission for reproduction, as well.
- E. Supplier is responsible for proactive direct sales of Supplier's goods and services to Public Agencies nationwide and the timely follow up to leads established by National IPA. All sales materials are to use the National IPA logo. At a minimum, the Supplier's sales initiatives should communicate:
 - i. Master Agreement was competitively solicited and publicly awarded by a Principal Procurement Agency
 - ii. Best government pricing
 - iii. No cost to participate
 - iv. Non-exclusive contract
- F. Supplier is responsible for the training of its national sales force on the Master Agreement. At a minimum, sales training should include:
 - i. Key features of Master Agreement
 - ii. Working knowledge of the solicitation process
 - iii. Awareness of the range of Public Agencies that can utilize the Master Agreement through National IPA
 - iv. Knowledge of benefits of the use of cooperative contracts
- G. Provide contact information for the person(s), who will be responsible for:
 - i. Marketing
 - ii. Sales
 - iii. Sales Support
 - iv. Financial Reporting
 - v. Contracts
- H. Describe in detail how your company's national sales force is structured, including contact information for the highest-level executive in charge of the sales team.
- I. Explain in detail how the sales teams will work with the National IPA team to implement, grow and service the national program.
- J. Explain in detail how your organization will manage the overall national program throughout the term of the Master Agreement, including ongoing coordination of marketing and sales efforts, timely new Participating Public Agency account set-up, etc.
- K. State the amount of your company's Public Agency sales for the previous fiscal year. Provide a list of your top 10 Public Agency customers, the total purchases for each for the previous fiscal year along with a key contact for each.
- L. Describe your company's information systems capabilities and limitations regarding order management through receipt of payment, including description of multiple platforms that may be used for any of these functions.
- M. Provide the Contract Sales (as defined in Section 10 of the National Intergovernmental Purchasing Alliance Company Administration Agreement) that your company will guarantee each year under the Master Agreement for the initial three years of the Master Agreement ("Guaranteed Contract Sales").

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\$_____.00 in year one
\$_____.00 in year two
\$_____.00 in year three

To the extent Supplier guarantees minimum Contract Sales, the administration fee shall be calculated based on the greater of the actual Contract Sales and the Guaranteed Contract Sales.

- N. Even though it is anticipated that many Public Agencies will be able to utilize the Master Agreement without further formal solicitation, there may be circumstances where Public Agencies will issue their own solicitations. The following options are available when responding to a solicitation for Products covered under the Master Agreement.
- i. Respond with Master Agreement pricing (Contract Sales reported to National IPA).
 - ii. If competitive conditions require pricing lower than the standard Master Agreement not-to-exceed pricing, Supplier may respond with lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales are reported as Contract Sales to National IPA under the Master Agreement.
 - iii. Respond with pricing higher than Master Agreement only in the unlikely event that the Public Agency refuses to utilize Master Agreement (Contract Sales are not reported to National IPA).
 - iv. If alternative or multiple proposals are permitted, respond with pricing higher than Master Agreement, and include Master Agreement as the alternate or additional proposal.

Detail your strategies under these options when responding to a solicitation.

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EXHIBIT B- NATIONAL IPA ADMINISTRATION AGREEMENT, EXAMPLE

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY
ADMINISTRATION AGREEMENT**

THIS ADMINISTRATION AGREEMENT (this “Agreement”) is made this ____ day of _____ 20____, between National Intergovernmental Purchasing Alliance Company (“National IPA”), and _____ (“Supplier”).

RECITALS

WHEREAS, the _____ (the “Principal Procurement Agency”) has entered into a Master Agreement dated _____, Agreement No _____, by and between the Principal Procurement Agency and Supplier, (as may be amended from time to time in accordance with the terms thereof, the “Master Agreement”), as attached hereto as Exhibit A and incorporated herein by reference as though fully set forth herein, for the purchase of _____ (the “Product”);

WHEREAS, said Master Agreement provides that any or all public agencies, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit (collectively, “Public Agencies”), that register (either via registration on the National IPA website or execution of a Master Intergovernmental Cooperative Purchasing Agreement, attached hereto as Exhibit B) (each, hereinafter referred to as a “Participating Public Agency”) may purchase Product at prices stated in the Master Agreement;

WHEREAS, Participating Public Agencies may access the Master Agreement which is offered through National IPA to Public Agencies;

WHEREAS, National IPA serves as the contract administrator of the Master Agreement on behalf of Principal Procurement Agency;

WHEREAS, Principal Procurement Agency desires National IPA to proceed with administration of the Master Agreement; and

WHEREAS, National IPA and Supplier desire to enter into this Agreement to make available the Master Agreement to Participating Public Agencies and to set forth certain terms and conditions governing the relationship between National IPA and Supplier.

NOW, THEREFORE, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, National IPA and Supplier hereby agree as follows:

DEFINITIONS

1. Capitalized terms used in this Agreement and not otherwise defined herein shall have the meanings given to them in the Master Agreement.

TERMS AND CONDITIONS

2. The Master Agreement and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement. Supplier acknowledges and agrees that the covenants and agreements of Supplier set forth in the solicitation and Supplier's response thereto resulting in the Master Agreement are incorporated herein and are an integral part hereof.

3. National IPA shall be afforded all of the rights, privileges and indemnifications afforded to Principal Procurement Agency by or from Supplier under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to National IPA, its agents, employees, directors, and representatives under this Agreement including, but not limited to, Supplier's obligation to obtain appropriate insurance.

4. National IPA shall perform all of its duties, responsibilities and obligations as contract administrator of the Master Agreement on behalf of Principal Procurement Agency as set forth herein, and Supplier hereby acknowledges and agrees that all duties, responsibilities and obligations will be undertaken by National IPA solely in its capacity as the contract administrator under the Master Agreement.

5. With respect to any purchases by Principal Procurement Agency or any Participating Public Agency pursuant to the Master Agreement, National IPA shall not be: (i) construed as a dealer, re-marketer, representative, partner or agent of any type of the Supplier, Principal Procurement Agency or any Participating Public Agency; (ii) obligated, liable or responsible for any order for Product made by Principal Procurement Agency or any Participating Public Agency or any employee thereof under the Master Agreement or for any payment required to be made with respect to such order for Product; and (iii) obligated, liable or responsible for any failure by Principal Procurement Agency or any Participating Public Agency to comply with procedures or requirements of applicable law or the Master Agreement or to obtain the due authorization and approval necessary to purchase under the Master Agreement. National IPA makes no representation or guaranty with respect to any minimum purchases by Principal Procurement Agency or any Participating Public Agency or any employee thereof under this Agreement or the Master Agreement.

6. National IPA shall not be responsible for Supplier's performance under the Master Agreement, and Supplier shall hold National IPA harmless from any liability that may arise from the acts or omissions of Supplier in connection with the Master Agreement.

7. **WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, NATIONAL IPA EXPRESSLY DISCLAIMS ALL EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES REGARDING NATIONAL IPA'S PERFORMANCE AS A CONTRACT ADMINISTRATOR OF THE MASTER AGREEMENT. NATIONAL IPA SHALL NOT BE LIABLE IN ANY WAY FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, OR RELIANCE DAMAGES, EVEN IF NATIONAL IPA IS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**

TERM OF AGREEMENT; TERMINATION

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8. This Agreement shall be in effect so long as the Master Agreement remains in effect, provided, however, that the provisions of Sections 3 – 8 and 14 – 23, hereof and the indemnifications afforded by the Supplier to National IPA in the Master Agreement, to the extent such provisions survive any expiration or termination of the Master Agreement, shall survive the expiration or termination of this Agreement.

9. Supplier's failure to maintain its covenants and commitments contained in this Agreement or any action of the Supplier which gives rise to a right by Principal Procurement Agency to terminate the Master Agreement shall constitute a material breach of this Agreement and if not cured within thirty (30) days of written notice to Supplier shall be deemed a cause for termination of this Agreement at National IPA's sole discretion. Notwithstanding anything contained herein to the contrary, this Agreement shall terminate on the date of the termination or expiration of the Master Agreement.

NATIONAL PROMOTION

10. National IPA and Supplier shall publicize and promote the availability of the Master Agreement's products and services to Public Agencies and such agencies' employees. Supplier shall require each Public Agency to register its participation in the National IPA program by either registering on the National IPA website, www.nationalipa.org, or executing a Master Intergovernmental Cooperative Purchasing Agreement prior to processing the Participating Public Agency's first sales order. Upon request, Supplier shall make available to interested Public Agencies a copy of the Master Agreement and such price lists or quotes as may be necessary for such Public Agencies to evaluate potential purchases.

11. Supplier shall provide such marketing and administrative support as set forth in the solicitation resulting in the Master Agreement, including assisting in development of marketing materials as reasonably requested by Principal Procurement Agency and National IPA. Supplier shall be responsible for obtaining permission or license of use and payment of any license fees for all content and images Supplier provides to National IPA or posts on the National IPA website. Supplier shall indemnify, defend and hold harmless National IPA for use of all such content and images including copyright infringement claims. Supplier and National IPA each hereby grant to the other party a limited, revocable, non-transferable, non-sublicensable right to use such party's logo (each, the "Logo") solely for use in marketing the Master Agreement. Each party shall provide the other party with the standard terms of use of such party's Logo, and such party shall comply with such terms in all material respects. Both parties shall obtain approval from the other party prior to use of such party's Logo. Notwithstanding the foregoing, the parties understand and agree that except as provided herein neither party shall have any right, title or interest in the other party's Logo. Upon termination of this Agreement, each party shall immediately cease use of the other party's Logo.

ADMINISTRATIVE FEE, REPORTING & PAYMENT

12. An "Administrative Fee" shall be defined and due to National IPA from Supplier in the amount of __ percent (__%) ("Administrative Fee Percentage") multiplied by the total purchase amount paid to Supplier, less refunds, credits on returns, rebates and discounts, for the sale of products and/or services to Principal Procurement Agency and Participating Public Agencies pursuant to the Master Agreement (as amended from time to time and including any renewal thereof) ("Contract

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Sales”). From time to time the parties may mutually agree in writing to a lower Administrative Fee Percentage for a specifically identified Participating Public Agency’s Contract Sales.

13. Supplier shall provide National IPA with an electronic accounting report monthly, in the format prescribed by National IPA, summarizing all Contract Sales for each calendar month. The Contract Sales reporting format is provided as Exhibit C (“Contract Sales Report”), attached hereto and incorporated herein by reference. Contract Sales Reports for each calendar month shall be provided by Supplier to National IPA by the 10th day of the following month. Failure to provide a Contract Sales Report within the time and manner specified herein shall constitute a material breach of this Agreement and if not cured within thirty (30) days of written notice to Supplier shall be deemed a cause for termination of the Master Agreement, at Principal Procurement Agency’s sole discretion, and/or this Agreement, at National IPA’s sole discretion.

14. Administrative Fee payments are to be paid by Supplier to National IPA at the frequency and on the due date stated in Section 13, above, for Supplier’s submission of corresponding Contract Sales Reports. Administrative Fee payments are to be made via Automated Clearing House (ACH) to the National IPA designated financial institution identified in Exhibit D. Failure to provide a payment of the Administrative Fee within the time and manner specified herein shall constitute a material breach of this Agreement and if not cured within thirty (30) days of written notice to Supplier shall be deemed a cause for termination of the Master Agreement, at Principal Procurement Agency’s sole discretion, and/or this Agreement, at National IPA’s sole discretion. All Administrative Fees not paid when due shall bear interest at a rate equal to the lesser of one and one-half percent (1 1/2%) per month or the maximum rate permitted by law until paid in full.

15. Supplier shall maintain an accounting of all purchases made by Participating Public Agencies under the Master Agreement. National IPA, or its designee, in National IPA’s sole discretion, reserves the right to compare Participating Public Agency records with Contract Sales Reports submitted by Supplier for a period of four (4) years from the date National IPA receives such report. In addition, National IPA may engage a third party to conduct an independent audit of Supplier’s monthly reports. In the event of such an audit, Supplier shall provide all materials reasonably requested relating to such audit by National IPA at the location designated by National IPA. In the event an underreporting of Contract Sales and a resulting underpayment of Administrative Fees is revealed, National IPA will notify the Supplier in writing. Supplier will have thirty (30) days from the date of such notice to resolve the discrepancy to National IPA’s reasonable satisfaction, including payment of any Administrative Fees due and owing, together with interest thereon in accordance with Section 13, and reimbursement of National IPA’s costs and expenses related to such audit.

GENERAL PROVISIONS

16. This Agreement, the Master Agreement and the exhibits referenced herein supersede any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereto and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained or incorporated herein shall be valid or binding. In the event of any conflict between the provisions of this Agreement and the Master Agreement, as between National IPA and Supplier, the provisions of this Agreement shall prevail.

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17. If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement or to recover any Administrative Fee and accrued interest, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which it may be entitled.

18. This Agreement and National IPA's rights and obligations hereunder may be assigned at National IPA's sole discretion to an affiliate of National IPA, any purchaser of any or all or substantially all of the assets of National IPA, or the successor entity as a result of a merger, reorganization, consolidation, conversion or change of control, whether by operation of law or otherwise. Supplier may not assign its obligations hereunder without the prior written consent of National IPA.

19. All written communications given hereunder shall be delivered by first-class mail, postage prepaid, or overnight delivery on receipt to the addresses as set forth below.

A. National Intergovernmental Purchasing Alliance Company

National IPA
Attn: President
2555 Meridian Blvd
Suite 300
Franklin, TN 37067

B. Supplier

20. If any provision of this Agreement shall be deemed to be, or shall in fact be, illegal, inoperative or unenforceable, the same shall not affect any other provision or provisions herein contained or render the same invalid, inoperative or unenforceable to any extent whatever, and this Agreement will be construed by limiting or invalidating such provision to the minimum extent necessary to make such provision valid, legal and enforceable.

21. This Agreement may not be amended, changed, modified, or altered without the prior written consent of the parties hereto, and no provision of this Agreement may be discharged or waived, except by a writing signed by the parties. A waiver of any particular provision will not be deemed a waiver of any other provision, nor will a waiver given on one occasion be deemed to apply to any other occasion.

22. This Agreement shall inure to the benefit of and shall be binding upon National IPA, the Supplier and any respective successor and assign thereto; subject, however, to the limitations contained herein.

23. This Agreement will be construed under and governed by the laws of the State of Delaware, excluding its conflicts of law provisions and any action arising out of or related to this Agreement shall be commenced solely and exclusively in the state or federal courts in Williamson County Tennessee.

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24. This Agreement may be executed in counterparts, each of which is an original but all of which, together, shall constitute but one and the same instrument. The exchange of copies of this Agreement and of signature pages by facsimile, or by .pdf or similar electronic transmission, will constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of the original Agreement for all purposes. Signatures of the parties transmitted by facsimile, or by .pdf or similar electronic transmission, will be deemed to be their original signatures for any purpose whatsoever.

Authorized Signature, Supplier

NATIONAL INTERGOVERNMENTAL
PURCHASING ALLIANCE COMPANY

Signature

Signature

Name

Ward H. Brown

Name

Title

Chief Operating Officer

Title

Date

Date

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS
EXHIBIT C – NATIONAL IPA MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING
AGREEMENT, EXAMPLE**

MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT

This Master Intergovernmental Cooperative Purchasing Agreement (this “**Agreement**”) is entered into by and between those certain government agencies that execute a Principal Procurement Agency Certificate (“**Principal Procurement Agencies**”) with National Intergovernmental Purchasing Alliance Company (“**National IPA**”) to be appended and made a part hereof and such other public agencies (“**Participating Public Agencies**”) who register to participate in the cooperative purchasing programs administered by National IPA and its affiliates and subsidiaries (collectively, the “**National IPA Parties**”) by either registering on a National IPA Party website (such as www.nationalipa.org), or by executing a copy of this Agreement.

RECITALS

WHEREAS, after a competitive solicitation and selection process by Principal Procurement Agencies, a number of suppliers have entered into “**Master Agreements**” (herein so called) to provide a variety of goods, products and services (“**Products**”) to the applicable Principal Procurement Agency and the Participating Public Agencies;

WHEREAS, Master Agreements are made available by Principal Procurement Agencies through the National IPA Parties and provide that Participating Public Agencies may purchase Products on the same terms, conditions and pricing as the Principal Procurement Agency, subject to any applicable federal and/or local purchasing ordinances and the laws of the State of purchase; and

WHEREAS, in addition to Master Agreements, the National IPA Parties may from time to time offer Participating Public Agencies the opportunity to acquire Products through other group purchasing agreements.

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, and of the mutual benefits to result, the parties hereby agree as follows:

1. Each party will facilitate the cooperative procurement of Products.
2. The Participating Public Agencies shall procure Products in accordance with and subject to the relevant federal, state and local statutes, ordinances, rules and regulations that govern Participating Public Agency’s procurement practices. The Participating Public Agencies hereby acknowledge and agree that it is the intent of the parties that all provisions of this Agreement and that Principal Procurement Agencies’ participation in the program described herein comply with all applicable laws, including but not limited to the requirements of 42 C.F.R. § 1001.952(h), as may be amended from time to time. The Participating Public Agencies further acknowledge and agree that they are solely responsible for their compliance with all applicable “safe harbor” regulations, including but not limited to any and all obligations to fully and accurately report discounts and incentives.
3. The Participating Public Agency represents and warrants that the Participating Public Agency is not a hospital and is not purchasing Products on behalf of a hospital.

NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS
EXHIBIT C- NATIONAL IPA MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING
AGREEMENT, EXAMPLE

4. The cooperative use of Master Agreements shall be in accordance with the terms and conditions of the Master Agreements, except as modification of those terms and conditions is otherwise required by applicable federal, state or local law.
5. The Principal Procurement Agencies will make available, upon reasonable request, Master Agreement information which may assist in improving the procurement of Products by the Participating Public Agencies.
6. The Participating Public Agency agrees the National IPA Parties may provide access to group purchasing organization (“**GPO**”) agreements directly or indirectly by enrolling the Participating Public Agency in another GPO’s purchasing program, including but not limited to Vizient Source, LLC, Provista, Inc. and other National IPA affiliates and subsidiaries; provided the purchase of Products through a National IPA Party or any other GPO shall be at the Participating Public Agency’s sole discretion.
7. The Participating Public Agencies (each a “**Procuring Party**”) that procure Products through any Master Agreement or GPO Product supply agreement (each a “**GPO Contract**”) will make timely payments to the distributor, manufacturer or other vendor (collectively, “**Supplier**”) for Products received in accordance with the terms and conditions of the Master Agreement or GPO Contract, as applicable. Payment for Products and inspections and acceptance of Products ordered by the Procuring Party shall be the exclusive obligation of such Procuring Party. Disputes between Procuring Party and any Supplier shall be resolved in accordance with the law and venue rules of the State of purchase unless otherwise agreed to by the Procuring Party and Supplier.
8. The Procuring Party shall not use this Agreement as a method for obtaining additional concessions or reduced prices for similar products or services.
9. The Procuring Party shall be responsible for the ordering of Products under this Agreement. A non-procuring party shall not be liable in any fashion for any violation by a Procuring Party, and, to the extent permitted by applicable law, the Procuring Party shall hold non-procuring party harmless from any liability that may arise from the acts or omissions of the Procuring Party.
10. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, THE NATIONAL IPA PARTIES EXPRESSLY DISCLAIM ALL EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES REGARDING ANY PRODUCT, MASTER AGREEMENT AND GPO CONTRACT. THE NATIONAL IPA PARTIES SHALL NOT BE LIABLE IN ANY WAY FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, OR RELIANCE DAMAGES, EVEN IF THE NATIONAL IPA PARTIES ARE ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. FURTHER, THE PROCURING PARTY ACKNOWLEDGES AND AGREES THAT THE NATIONAL IPA PARTIES SHALL HAVE NO LIABILITY FOR ANY ACT OR OMISSION BY A SUPPLIER OR OTHER PARTY UNDER A MASTER

**NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS
EXHIBIT C- NATIONAL IPA MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING
AGREEMENT, EXAMPLE**

AGREEMENT OR GPO CONTRACT.

11. This Agreement shall remain in effect until termination by a party giving thirty (30) days' written notice to the other party. The provisions of Paragraphs 6 - 10 hereof shall survive any such termination.
12. This Agreement shall take effect upon (i) execution of the Principal Procurement Agency Certificate, or (ii) the registration on a National IPA Party website or the execution of this Agreement by a Participating Public Agency, as applicable.

PRINCIPAL PROCUREMENT AGENCY CERTIFICATE

In its capacity as a Principal Procurement Agency (as defined below) for National Intergovernmental Purchasing Alliance Company (“National IPA”), [NAME OF PPA] agrees to pursue Master Agreements for Products as specified in the attached Exhibits to this Principal Procurement Agency Certificate.

I hereby acknowledge, in my capacity as _____ of and on behalf of [NAME OF PPA] (“Principal Procurement Agency”), that I have read and hereby agree to the general terms and conditions set forth in the attached Master Intergovernmental Cooperative Purchasing Agreement regulating the use of the Master Agreements and purchase of Products that from time to time are made available by Principal Procurement Agencies to Participating Public Agencies nationwide through National IPA.

I understand that the purchase of one or more Products under the provisions of the Master Intergovernmental Cooperative Purchasing Agreement is at the sole and complete discretion of the Participating Public Agency.

Authorized Signature, [PRINCIPAL PROCUREMENT AGENCY]

Signature

Name

Title

Date

[illegible]

NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY EXHIBITS

EXHIBIT F- NATIONAL IPA ADVERTISING COMPLIANCE REQUIREMENT

Pursuant to certain state notice provisions, including but not limited to Oregon Revised Statutes Chapter 279A.220, the following public agencies and political subdivisions of the referenced public agencies are eligible to register with National IPA and access the Master Agreement contract award made pursuant to this solicitation, and are hereby given notice of the foregoing request for proposals for purposes of complying with the procedural requirements of said statutes:

Nationwide:

State of Alabama*	State of Hawaii	State of Massachusetts	State of New Mexico	State of South Dakota
State of Alaska	State of Idaho	State of Michigan	State of New York	State of Tennessee
State of Arizona	State of Illinois	State of Minnesota	State of North Carolina	State of Texas
State of Arkansas	State of Indiana	State of Mississippi	State of North Dakota	State of Utah
State of California	State of Iowa	State of Missouri	State of Ohio	State of Vermont
State of Colorado	State of Kansas	State of Montana	State of Oklahoma*	State of Virginia
State of Connecticut	State of Kentucky	State of Nebraska	State of Oregon	State of Washington
State of Delaware	State of Louisiana	State of Nevada	State of Pennsylvania	State of West Virginia
State of Florida	State of Maine	State of New Hampshire	State of Rhode Island	State of Wisconsin
State of Georgia	State of Maryland	State of New Jersey	State of South Carolina	State of Wyoming
District of Columbia				

Lists of political subdivisions and local governments in the above referenced states / districts may be found at http://www.usa.gov/Agencies/State_and_Territories.shtml and <https://www.usa.gov/local-governments>.

*Some public agencies and political subdivisions of these states may be restricted by state statutes that limit competition among cooperative purchasing organizations by only allowing use of purchasing cooperatives sponsored by certain National Associations.

Certain Public Agencies and Political Subdivisions:

CITIES, TOWNS, VILLAGES AND BOROUGHES **INCLUDING BUT NOT LIMITED TO:**

BAKER CITY GOLF COURSE, OR
CITY OF ADAIR VILLAGE, OR
CITY OF ASHLAND, OR
CITY OF AUMSVILLE, OR
CITY OF AURORA, OR
CITY OF BAKER, OR
CITY OF BATON ROUGE, LA
CITY OF BEAVERTON, OR
CITY OF BEND, OR
CITY OF BOARDMAN, OR
CITY OF BONANAZA, OR
CITY OF BOSSIER CITY, LA
CITY OF BROOKINGS, OR
CITY OF BURNS, OR
CITY OF CANBY, OR
CITY OF CANYONVILLE, OR
CITY OF CLATSKANIE, OR
CITY OF COBURG, OR
CITY OF CONDON, OR
CITY OF COQUILLE, OR
CITY OF CORVALLI, OR
CITY OF CORVALLIS PARKS AND RECREATION
DEPARTMENT, OR
CITY OF COTTAGE GROVE, OR
CITY OF DONALD, OR
CITY OF EUGENE, OR
CITY OF FOREST GROVE, OR
CITY OF GOLD HILL, OR
CITY OF GRANTS PASS, OR
CITY OF GRESHAM, OR
CITY OF HILLSBORO, OR

CITY OF INDEPENDENCE, OR
CITY AND COUNTY OF HONOLULU, HI
CITY OF KENNER, LA
CITY OF LA GRANDE, OR
CITY OF LAFAYETTE, LA
CITY OF LAKE CHARLES, OR
CITY OF LEBANON, OR
CITY OF MCMINNVILLE, OR
CITY OF MEDFORD, OR
CITY OF METAIRIE, LA
CITY OF MILL CITY, OR
CITY OF MILWAUKIE, OR
CITY OF MONROE, LA
CITY OF MOSIER, OR
CITY OF NEW ORLEANS, LA
CITY OF NORTH PLAINS, OR
CITY OF OREGON CITY, OR
CITY OF PILOT ROCK, OR
CITY OF PORTLAND, OR
CITY OF POWERS, OR
CITY OF PRINEVILLE, OR
CITY OF REDMOND, OR
CITY OF REEDSPORT, OR
CITY OF RIDDLE, OR
CITY OF ROGUE RIVER, OR
CITY OF ROSEBURG, OR
CITY OF SALEM, OR
CITY OF SANDY, OR
CITY OF SCAPPOOSE, OR
CITY OF SHADY COVE, OR
CITY OF SHERWOOD, OR
CITY OF SHREVEPORT, LA
CITY OF SILVERTON, OR

CITY OF SPRINGFIELD, OR
CITY OF ST. HELENS, OR
CITY OF ST. PAUL, OR
CITY OF SULPHUR, LA
CITY OF TIGARD, OR
CITY OF TROUTDALE, OR
CITY OF TUALATIN, OR
CITY OF WALKER, LA
CITY OF WARRENTON, OR
CITY OF WEST LINN, OR
CITY OF WILSONVILLE, OR
CITY OF WINSTON, OR
CITY OF WOODBURN, OR
LEAGUE OF OREGON CITIES
THE CITY OF HAPPY VALLEY OREGON
ALPINE, UT
ALTA, UT
ALTAMONT, UT
ALTON, UT
AMALGA, UT
AMERICAN FORK CITY, UT
ANNABELLA, UT
ANTIMONY, UT
APPLE VALLEY, UT
AURORA, UT
BALLARD, UT
BEAR RIVER CITY, UT
BEAVER, UT
BICKNELL, UT
BIG WATER, UT
BLANDING, UT
BLUFFDALE, UT
BOULDER, UT
CITY OF BOUNTIFUL, UT
BRIAN HEAD, UT
BRIGHAM CITY CORPORATION, UT
BRYCE CANYON CITY, UT
CANNONVILLE, UT
CASTLE DALE, UT
CASTLE VALLEY, UT
CITY OF CEDAR CITY, UT
CEDAR FORT, UT
CITY OF CEDAR HILLS, UT
CENTERFIELD, UT
CENTERVILLE CITY CORPORATION, UT
CENTRAL VALLEY, UT
CHARLESTON, UT
CIRCLEVILLE, UT
CLARKSTON, UT
CLAWSON, UT
CLEARFIELD, UT
CLEVELAND, UT
CLINTON CITY CORPORATION, UT
COALVILLE, UT
CORINNE, UT
CORNISH, UT
COTTONWOOD HEIGHTS, UT
DANIEL, UT
DELTA, UT
DEWEYVILLE, UT
DRAPER CITY, UT
DUCHESNE, UT
EAGLE MOUNTAIN, UT
EAST CARBON, UT
ELK RIDGE, UT

ELMO, UT
ELSINORE, UT
ELWOOD, UT
EMERY, UT
ENOCH, UT
ENTERPRISE, UT
EPHRAIM, UT
ESCALANTE, UT
EUREKA, UT
FAIRFIELD, UT
FAIRVIEW, UT
FARMINGTON, UT
FARR WEST, UT
FAYETTE, UT
FERRON, UT
FIELDING, UT
FILLMORE, UT
FOUNTAIN GREEN, UT
FRANCIS, UT
FRUIT HEIGHTS, UT
GARDEN CITY, UT
GARLAND, UT
GENOLA, UT
GLENDALE, UT
GLENWOOD, UT
GOSHEN, UT
GRANTSVILLE, UT
GREEN RIVER, UT
GUNNISON, UT
HANKSVILLE, UT
HARRISVILLE, UT
HATCH, UT
HEBER CITY CORPORATION, UT
HELPER, UT
HENEFER, UT
HENRIEVILLE, UT
HERRIMAN, UT
HIDEOUT, UT
HIGHLAND, UT
HILDALE, UT
HINCKLEY, UT
HOLDEN, UT
HOLLADAY, UT
HONEYVILLE, UT
HOOPER, UT
HOWELL, UT
HUNTINGTON, UT
HUNTSVILLE, UT
CITY OF HURRICANE, UT
HYDE PARK, UT
HYRUM, UT
INDEPENDENCE, UT
IVINS, UT
JOSEPH, UT
JUNCTION, UT
KAMAS, UT
KANAB, UT
KANARRAVILLE, UT
KANOSH, UT
KAYSVILLE, UT
KINGSTON, UT
KOOSHAREM, UT
LAKETOWN, UT
LA VERKIN, UT
LAYTON, UT

LEAMINGTON, UT
LEEDS, UT
LEHI CITY CORPORATION, UT
LEVAN, UT
LEWISTON, UT
LINDON, UT
LOA, UT
LOGAN CITY, UT
LYMAN, UT
LYNN DYLAN, UT
MANILA, UT
MANTI, UT
MANTUA, UT
MAPLETON, UT
MARRIOTT-SLATERVILLE, UT
MARYSVILLE, UT
MAYFIELD, UT
MEADOW, UT
MENDON, UT
MIDVALE CITY INC., UT
MIDWAY, UT
MILFORD, UT
MILLVILLE, UT
MINERSVILLE, UT
MOAB, UT
MONA, UT
MONROE, UT
CITY OF MONTICELLO, UT
MORGAN, UT
MORONI, UT
MOUNT PLEASANT, UT
MURRAY CITY CORPORATION, UT
MYTON, UT
NAPLES, UT
NEPHI, UT
NEW HARMONY, UT
NEWTON, UT
NIBLEY, UT
NORTH LOGAN, UT
NORTH OGDEN, UT
NORTH SALT LAKE CITY, UT
OAK CITY, UT
OAKLEY, UT
OGDEN CITY CORPORATION, UT
OPHIR, UT
ORANGEVILLE, UT
ORDERVILLE, UT
OREM, UT
PANGUITCH, UT
PARADISE, UT
PARAGONAH, UT
PARK CITY, UT
PAROWAN, UT
PAYSON, UT
PERRY, UT
PLAIN CITY, UT
PLEASANT GROVE CITY, UT
PLEASANT VIEW, UT
PLYMOUTH, UT
PORTAGE, UT
PRICE, UT
PROVIDENCE, UT
PROVO, UT
RANDOLPH, UT
REDMOND, UT

RICHFIELD, UT
RICHMOND, UT
RIVERDALE, UT
RIVER HEIGHTS, UT
RIVERTON CITY, UT
ROCKVILLE, UT
ROCKY RIDGE, UT
ROOSEVELT CITY CORPORATION, UT
ROY, UT
RUSH VALLEY, UT
CITY OF ST. GEORGE, UT
SALEM, UT
SALINA, UT
SALT LAKE CITY CORPORATION, UT
SANDY, UT
SANTA CLARA, UT
SANTAQUIN, UT
SARATOGA SPRINGS, UT
SCIPIO, UT
SCOFIELD, UT
SIGURD, UT
SMITHFIELD, UT
SNOWVILLE, UT
CITY OF SOUTH JORDAN, UT
SOUTH OGDEN, UT
CITY OF SOUTH SALT LAKE, UT
SOUTH WEBER, UT
SPANISH FORK, UT
SPRING CITY, UT
SPRINGDALE, UT
SPRINGVILLE, UT
STERLING, UT
STOCKTON, UT
SUNNYSIDE, UT
SUNSET CITY CORP, UT
SYRACUSE, UT
TABIONA, UT
CITY OF TAYLORSVILLE, UT
TOOELE CITY CORPORATION, UT
TOQUERVILLE, UT
TORREY, UT
TREMONTON CITY, UT
TRENTON, UT
TROPIC, UT
UINTAH, UT
VERNAL CITY, UT
VERNON, UT
VINEYARD, UT
VIRGIN, UT
WALES, UT
WALLSBURG, UT
WASHINGTON CITY, UT
WASHINGTON TERRACE, UT
WELLINGTON, UT
WELLSVILLE, UT
WENDOVER, UT
WEST BOUNTIFUL, UT
WEST HAVEN, UT
WEST JORDAN, UT
WEST POINT, UT
WEST VALLEY CITY, UT
WILLARD, UT
WOODLAND HILLS, UT
WOODRUFF, UT
WOODS CROSS, UT

COUNTIES AND PARISHES INCLUDING BUT NOT LIMITED TO:

ASCENSION PARISH, LA
ASCENSION PARISH, LA, CLEAR OF COURT
CADDO PARISH, LA
CALCASIEU PARISH, LA
CALCASIEU PARISH SHERIFF'S OFFICE, LA
CITY AND COUNTY OF HONOLULU, HI
CLACKAMAS COUNTY, OR
CLACKAMAS COUNTY DEPT OF TRANSPORTATION,
OR
CLATSOP COUNTY, OR
COLUMBIA COUNTY, OR
COOS COUNTY, OR
COOS COUNTY HIGHWAY DEPARTMENT, OR
COUNTY OF HAWAII, OR
CROOK COUNTY, OR
CROOK COUNTY ROAD DEPARTMENT, OR
CURRY COUNTY, OR
DESCHUTES COUNTY, OR
DOUGLAS COUNTY, OR
EAST BATON ROUGE PARISH, LA
GILLIAM COUNTY, OR
GRANT COUNTY, OR
HARNEY COUNTY, OR
HARNEY COUNTY SHERIFFS OFFICE, OR
HAWAII COUNTY, HI
HOOD RIVER COUNTY, OR
JACKSON COUNTY, OR
JEFFERSON COUNTY, OR
JEFFERSON PARISH, LA
JOSEPHINE COUNTY GOVERNMENT, OR
LAFAYETTE CONSOLIDATED GOVERNMENT, LA
LAFAYETTE PARISH, LA
LAFAYETTE PARISH CONVENTION & VISITORS
COMMISSION
LAFOURCHE PARISH, LA
KAUAI COUNTY, HI
KLAMATH COUNTY, OR
LAKE COUNTY, OR
LANE COUNTY, OR
LINCOLN COUNTY, OR
LINN COUNTY, OR
LIVINGSTON PARISH, LA
MALHEUR COUNTY, OR
MAUI COUNTY, HI
MARION COUNTY, SALEM, OR
MORROW COUNTY, OR
MULTNOMAH COUNTY, OR
MULTNOMAH COUNTY BUSINESS AND
COMMUNITY SERVICES, OR
MULTNOMAH COUNTY SHERIFFS OFFICE, OR
MULTNOMAH LAW LIBRARY, OR
ORLEANS PARISH, LA
PLAQUEMINES PARISH, LA
POLK COUNTY, OR
RAPIDES PARISH, LA
SAINT CHARLES PARISH, LA
SAINT CHARLES PARISH PUBLIC SCHOOLS, LA
SAINT LANDRY PARISH, LA
SAINT TAMMANY PARISH, LA
SHERMAN COUNTY, OR
TERREBONNE PARISH, LA
TILLAMOOK COUNTY, OR

TILLAMOOK COUNTY SHERIFF'S OFFICE, OR
TILLAMOOK COUNTY GENERAL HOSPITAL, OR
UMATILLA COUNTY, OR
UNION COUNTY, OR
WALLOWA COUNTY, OR
WASCO COUNTY, OR
WASHINGTON COUNTY, OR
WEST BATON ROUGE PARISH, LA
WHEELER COUNTY, OR
YAMHILL COUNTY, OR
COUNTY OF BOX ELDER, UT
COUNTY OF CACHE, UT
COUNTY OF RICH, UT
COUNTY OF WEBER, UT
COUNTY OF MORGAN, UT
COUNTY OF DAVIS, UT
COUNTY OF SUMMIT, UT
COUNTY OF DAGGETT, UT
COUNTY OF SALT LAKE, UT
COUNTY OF TOOELE, UT
COUNTY OF UTAH, UT
COUNTY OF WASATCH, UT
COUNTY OF DUCHESNE, UT
COUNTY OF Uintah, UT
COUNTY OF CARBON, UT
COUNTY OF SANPETE, UT
COUNTY OF JUAB, UT
COUNTY OF MILLARD, UT
COUNTY OF SEVIER, UT
COUNTY OF EMERY, UT
COUNTY OF GRAND, UT
COUNTY OF BEVER, UT
COUNTY OF PIUTE, UT
COUNTY OF WAYNE, UT
COUNTY OF SAN JUAN, UT
COUNTY OF GARFIELD, UT
COUNTY OF KANE, UT
COUNTY OF IRON, UT
COUNTY OF WASHINGTON, UT

**OTHER AGENCIES INCLUDING ASSOCIATIONS,
BOARDS, DISTRICTS, COMMISSIONS, COUNCILS,
PUBLIC CORPORATIONS, PUBLIC DEVELOPMENT
AUTHORITIES, RESERVATIONS AND UTILITIES
INCLUDING BUT NOT LIMITED TO:**

BANKS FIRE DISTRICT, OR
BATON ROUGE WATER COMPANY
BEND METRO PARK AND RECREATION DISTRICT
BIENVILLE PARISH FIRE PROTECTION DISTRICT 6,
LA
BOARDMAN PARK AND RECREATION DISTRICT
CENTRAL CITY ECONOMIC OPPORTUNITY CORP, LA
CENTRAL OREGON INTERGOVERNMENTAL
COUNCIL
CITY OF BOGALUSA SCHOOL BOARD, LA
CLACKAMAS RIVER WATER
CLATSKANIE PEOPLE'S UTILITY DISTRICT
CLEAN WATER SERVICES
CONFEDERATED TRIBES OF THE UMATILLA INDIAN
RESERVATION
COOS FOREST PROTECTIVE ASSOCIATION
CHEHALEM PARK AND RECREATION DISTRICT
DAVID CROCKETT STEAM FIRE COMPANY #1, LA
EUGENE WATER AND ELECTRIC BOARD
HONOLULU INTERNATIONAL AIRPORT

HOODLAND FIRE DISTRICT #74
 HOUSING AUTHORITY OF PORTLAND
 ILLINOIS VALLEY FIRE DISTRICT
 LAFAYETTE AIRPORT COMMISSION, LA
 LAFOURCHE PARISH HEALTH UNIT – DHH-OPH
 REGION 3
 LOUISIANA PUBLIC SERVICE COMMISSION, LA
 LOUISIANA WATER WORKS
 MEDFORD WATER COMMISSION
 MELHEUR COUNTY JAIL, OR
 METRO REGIONAL GOVERNMENT
 METRO REGIONAL PARKS
 METROPOLITAN EXPOSITION RECREATION
 COMMISSION
 METROPOLITAN SERVICE DISTRICT (METRO)
 MULTNOMAH EDUCATION SERVICE DISTRICT
 NEW ORLEANS REDEVELOPMENT AUTHORITY, LA
 NORTHEAST OREGON HOUSING AUTHORITY, OR
 PORT OF BRANDON, OR
 PORT OF MORGAN CITY, LA
 PORTLAND DEVELOPMENT COMMISSION, OR
 PORTLAND FIRE AND RESCUE
 PORTLAND HOUSING CENTER, OR
 OREGON COAST COMMUNITY ACTION
 OREGON HOUSING AND COMMUNITY SERVICES
 OREGON LEGISLATIVE ADMINISTRATION
 ROGUE VALLEY SEWER, OR
 SAINT LANDRY PARISH TOURIST COMMISSION
 SAINT MARY PARISH REC DISTRICT 2
 SAINT MARY PARISH REC DISTRICT 3
 SAINT TAMMANY FIRE DISTRICT 4, LA
 SALEM MASS TRANSIT DISTRICT
 SEWERAGE AND WATER BOARD OF NEW ORLEANS,
 LA
 SOUTH LAFOURCHE LEVEE DISTRICT, LA
 TRI-COUNTY METROPOLITAN TRANSPORTATION
 DISTRICT OF OREGON
 TUALATIN HILLS PARK & RECREATION DISTRICT
 TUALATIN VALLEY FIRE & RESCUE
 TUALATIN VALLEY WATER DISTRICT
 WILLAMALANE PARK AND RECREATION DISTRICT
 WILLAMETTE HUMANE SOCIETY

K-12 INCLUDING BUT NOT LIMITED TO:

ACADIA PARISH SCHOOL BOARD
 BEAVERTON SCHOOL DISTRICT
 BEND-LA PINE SCHOOL DISTRICT
 BOGALUSA HIGH SCHOOL, LA
 BOSSIER PARISH SCHOOL BOARD
 BROOKING HARBOR SCHOOL DISTRICT
 CADDO PARISH SCHOOL DISTRICT
 CALCASIEU PARISH SCHOOL DISTRICT
 CANBY SCHOOL DISTRICT
 CANYONVILLE CHRISTIAN ACADEMY
 CASCADE SCHOOL DISTRICT
 CASCADES ACADEMY OF CENTRAL OREGON
 CENTENNIAL SCHOOL DISTRICT
 CENTRAL CATHOLIC HIGH SCHOOL
 CENTRAL POINT SCHOOL DISTRICT NO.6
 CENTRAL SCHOOL DISTRICT 13J
 COOS BAY SCHOOL DISTRICT NO.9
 CORVALLIS SCHOOL DISTRICT 509J
 COUNTY OF YAMHILL SCHOOL DISTRICT 29
 CULVER SCHOOL DISTRICT

DALLAS SCHOOL DISTRICT NO.2
 DAVID DOUGLAS SCHOOL DISTRICT
 DAYTON SCHOOL DISTRICT NO.8
 DE LA SALLE N CATHOLIC HS
 DESCHUTES COUNTY SCHOOL DISTRICT NO.6
 DOUGLAS EDUCATIONAL DISTRICT SERVICE
 DUFUR SCHOOL DISTRICT NO.29
 EAST BATON ROUGE PARISH SCHOOL DISTRICT
 ESTACADA SCHOOL DISTRICT NO.10B
 FOREST GROVE SCHOOL DISTRICT
 GEORGE MIDDLE SCHOOL
 GLADSTONE SCHOOL DISTRICT
 GRANTS PASS SCHOOL DISTRICT 7
 GREATER ALBANY PUBLIC SCHOOL DISTRICT
 GRESHAM BARLOW JOINT SCHOOL DISTRICT
 HEAD START OF LANE COUNTY
 HIGH DESERT EDUCATION SERVICE DISTRICT
 HILLSBORO SCHOOL DISTRICT
 HOOD RIVER COUNTY SCHOOL DISTRICT
 JACKSON CO SCHOOL DIST NO.9
 JEFFERSON COUNTY SCHOOL DISTRICT 509-J
 JEFFERSON PARISH SCHOOL DISTRICT
 JEFFERSON SCHOOL DISTRICT
 JUNCTION CITY SCHOOLS, OR
 KLAMATH COUNTY SCHOOL DISTRICT
 KLAMATH FALLS CITY SCHOOLS
 LAFAYETTE PARISH SCHOOL DISTRICT
 LAKE OSWEGO SCHOOL DISTRICT 7J
 LANE COUNTY SCHOOL DISTRICT 4J
 LINCOLN COUNTY SCHOOL DISTRICT
 LINN CO. SCHOOL DIST. 95C
 LIVINGSTON PARISH SCHOOL DISTRICT
 LOST RIVER JR/SR HIGH SCHOOL
 LOWELL SCHOOL DISTRICT NO.71
 MARION COUNTY SCHOOL DISTRICT
 MARION COUNTY SCHOOL DISTRICT 103
 MARIST HIGH SCHOOL, OR
 MCMINNVILLE SCHOOL DISTRICT NOAO
 MEDFORD SCHOOL DISTRICT 549C
 MITCH CHARTER SCHOOL
 MONROE SCHOOL DISTRICT NO.1J
 MORROW COUNTY SCHOOL DIST, OR
 MULTNOMAH EDUCATION SERVICE DISTRICT
 MULTISENSORY LEARNING ACADEMY
 MYRTLE PINT SCHOOL DISTRICT 41
 NEAH-KAH-NIE DISTRICT NO.56
 NEWBERG PUBLIC SCHOOLS
 NESTUCCA VALLEY SCHOOL DISTRICT NO.101
 NOBEL LEARNING COMMUNITIES
 NORTH BEND SCHOOL DISTRICT 13
 NORTH CLACKAMAS SCHOOL DISTRICT
 NORTH DOUGLAS SCHOOL DISTRICT
 NORTH WASCO CITY SCHOOL DISTRICT 21
 NORTHWEST REGIONAL EDUCATION SERVICE
 DISTRICT
 ONTARIO MIDDLE SCHOOL
 OREGON TRAIL SCHOOL DISTRICT NOA6
 ORLEANS PARISH SCHOOL DISTRICT
 PHOENIX-TALENT SCHOOL DISTRICT NOA
 PLEASANT HILL SCHOOL DISTRICT
 PORTLAND JEWISH ACADEMY
 PORTLAND PUBLIC SCHOOLS
 RAPIDES PARISH SCHOOL DISTRICT
 REDMOND SCHOOL DISTRICT
 REYNOLDS SCHOOL DISTRICT

ROGUE RIVER SCHOOL DISTRICT
 ROSEBURG PUBLIC SCHOOLS
 SCAPPOOSE SCHOOL DISTRICT 1J
 SAINT TAMMANY PARISH SCHOOL BOARD, LA
 SEASIDE SCHOOL DISTRICT 10
 SHERWOOD SCHOOL DISTRICT 88J
 SILVER FALLS SCHOOL DISTRICT 4J
 SOUTH LANE SCHOOL DISTRICT 45J3
 SOUTHERN OREGON EDUCATION SERVICE
 DISTRICT
 SPRINGFIELD PUBLIC SCHOOLS
 SUTHERLIN SCHOOL DISTRICT
 SWEET HOME SCHOOL DISTRICT NO.55
 TERREBONNE PARISH SCHOOL DISTRICT
 THE CATLIN GABEL SCHOOL
 TIGARD-TUALATIN SCHOOL DISTRICT
 UMATILLA MORROW ESD
 WEST LINN WILSONVILLE SCHOOL DISTRICT
 WILLAMETTE EDUCATION SERVICE DISTRICT
 WOODBURN SCHOOL DISTRICT
 YONCALLA SCHOOL DISTRICT
 ACADEMY FOR MATH ENGINEERING & SCIENCE
 (AMES), UT
 ALIANZA ACADEMY, UT
 ALPINE DISTRICT, UT
 AMERICAN LEADERSHIP ACADEMY, UT
 AMERICAN PREPARATORY ACADEMY, UT
 BAER CANYON HIGH SCHOOL FOR SPORTS &
 MEDICAL SCIENCES, UT
 BEAR RIVER CHARTER SCHOOL, UT
 BEAVER SCHOOL DISTRICT, UT
 BEEHIVE SCIENCE & TECHNOLOGY ACADEMY
 (BSTA), UT
 BOX ELDER SCHOOL DISTRICT, UT
 CBA CENTER, UT
 CACHE SCHOOL DISTRICT, UT
 CANYON RIM ACADEMY, UT
 CANYONS DISTRICT, UT
 CARBON SCHOOL DISTRICT, UT
 CHANNING HALL, UT
 CHARTER SCHOOL LEWIS ACADEMY, UT
 CITY ACADEMY, UT
 DAGGETT SCHOOL DISTRICT, UT
 DAVINCI ACADEMY, UT
 DAVIS DISTRICT, UT
 DUAL IMMERSION ACADEMY, UT
 DUCHESNE SCHOOL DISTRICT, UT
 EARLY LIGHT ACADEMY AT DAYBREAK, UT
 EAST HOLLYWOOD HIGH, UT
 EDITH BOWEN LABORATORY SCHOOL, UT
 EMERSON ALCOTT ACADEMY, UT
 EMERY SCHOOL DISTRICT, UT
 ENTHEOS ACADEMY, UT
 EXCELSIOR ACADEMY, UT
 FAST FORWARD HIGH, UT
 FREEDOM ACADEMY, UT
 GARFIELD SCHOOL DISTRICT, UT
 GATEWAY PREPARATORY ACADEMY, UT
 GEORGE WASHINGTON ACADEMY, UT
 GOOD FOUNDATION ACADEMY, UT
 GRAND SCHOOL DISTRICT, UT
 GRANITE DISTRICT, UT
 GUADALUPE SCHOOL, UT
 HAWTHORN ACADEMY, UT
 INTECH COLLEGIATE HIGH SCHOOL, UT

IRON SCHOOL DISTRICT, UT
 ITINERIS EARLY COLLEGE HIGH, UT
 JOHN HANCOCK CHARTER SCHOOL, UT
 JORDAN DISTRICT, UT
 JUAB SCHOOL DISTRICT, UT
 KANE SCHOOL DISTRICT, UT
 KARL G MAESER PREPARATORY ACADEMY, UT
 LAKEVIEW ACADEMY, UT
 LEGACY PREPARATORY ACADEMY, UT
 LIBERTY ACADEMY, UT
 LINCOLN ACADEMY, UT
 LOGAN SCHOOL DISTRICT, UT
 MARIA MONTESSORI ACADEMY, UT
 MERIT COLLEGE PREPARATORY ACADEMY, UT
 MILLARD SCHOOL DISTRICT, UT
 MOAB CHARTER SCHOOL, UT
 MONTICELLO ACADEMY, UT
 MORGAN SCHOOL DISTRICT, UT
 MOUNTAINVILLE ACADEMY, UT
 MURRAY SCHOOL DISTRICT, UT
 NAVIGATOR POINTE ACADEMY, UT
 NEBO SCHOOL DISTRICT, UT
 NO UT ACAD FOR MATH ENGINEERING & SCIENCE
 (NUAMES), UT
 NOAH WEBSTER ACADEMY, UT
 NORTH DAVIS PREPARATORY ACADEMY, UT
 NORTH SANPETE SCHOOL DISTRICT, UT
 NORTH STAR ACADEMY, UT
 NORTH SUMMIT SCHOOL DISTRICT, UT
 ODYSSEY CHARTER SCHOOL, UT
 OGDEN PREPARATORY ACADEMY, UT
 OGDEN SCHOOL DISTRICT, UT
 OPEN CLASSROOM, UT
 OPEN HIGH SCHOOL OF UTAH, UT
 OQUIRRH MOUNTAIN CHARTER SCHOOL, UT
 PARADIGM HIGH SCHOOL, UT
 PARK CITY SCHOOL DISTRICT, UT
 PINNACLE CANYON ACADEMY, UT
 PIUTE SCHOOL DISTRICT, UT
 PROVIDENCE HALL, UT
 PROVO SCHOOL DISTRICT, UT
 QUAIL RUN PRIMARY SCHOOL, UT
 QUEST ACADEMY, UT
 RANCHES ACADEMY, UT
 REAGAN ACADEMY, UT
 RENAISSANCE ACADEMY, UT
 RICH SCHOOL DISTRICT, UT
 ROCKWELL CHARTER HIGH SCHOOL, UT
 SALT LAKE ARTS ACADEMY, UT
 SALT LAKE CENTER FOR SCIENCE EDUCATION, UT
 SALT LAKE SCHOOL DISTRICT, UT
 SALT LAKE SCHOOL FOR THE PERFORMING ARTS,
 UT
 SAN JUAN SCHOOL DISTRICT, UT
 SEVIER SCHOOL DISTRICT, UT
 SOLDIER HOLLOW CHARTER SCHOOL, UT
 SOUTH SANPETE SCHOOL DISTRICT, UT
 SOUTH SUMMIT SCHOOL DISTRICT, UT
 SPECTRUM ACADEMY, UT
 SUCCESS ACADEMY, UT
 SUCCESS SCHOOL, UT
 SUMMIT ACADEMY, UT
 SUMMIT ACADEMY HIGH SCHOOL, UT
 SYRACUSE ARTS ACADEMY, UT
 THOMAS EDISON - NORTH, UT

TIMPANOGOS ACADEMY , UT
 TINTIC SCHOOL DISTRICT , UT
 TOOEELE SCHOOL DISTRICT , UT
 TUACAHN HIGH SCHOOL FOR THE PERFORMING
 ARTS , UT
 UINTAH RIVER HIGH , UT
 UINTAH SCHOOL DISTRICT , UT
 UTAH CONNECTIONS ACADEMY , UT
 UTAH COUNTY ACADEMY OF SCIENCE , UT
 UTAH ELECTRONIC HIGH SCHOOL , UT
 UTAH SCHOOLS FOR DEAF & BLIND , UT
 UTAH STATE OFFICE OF EDUCATION , UT
 UTAH VIRTUAL ACADEMY , UT
 VENTURE ACADEMY , UT
 VISTA AT ENTRADA SCHOOL OF PERFORMING
 ARTS AND TECHNOLOGY , UT
 WALDEN SCHOOL OF LIBERAL ARTS , UT
 WASATCH PEAK ACADEMY , UT
 WASATCH SCHOOL DISTRICT , UT
 WASHINGTON SCHOOL DISTRICT , UT
 WAYNE SCHOOL DISTRICT , UT
 WEBER SCHOOL DISTRICT , UT
 WEILENMANN SCHOOL OF DISCOVERY , UT

HIGHER EDUCATION

ARGOSY UNIVERSITY
 BATON ROUGE COMMUNITY COLLEGE, LA
 BIRTHINGWAY COLLEGE OF MIDWIFERY
 BLUE MOUNTAIN COMMUNITY COLLEGE
 BRIGHAM YOUNG UNIVERSITY - HAWAII
 CENTRAL OREGON COMMUNITY COLLEGE
 CENTENARY COLLEGE OF LOUISIANA
 CHEMEKETA COMMUNITY COLLEGE
 CLACKAMAS COMMUNITY COLLEGE
 COLLEGE OF THE MARSHALL ISLANDS
 COLUMBIA GORGE COMMUNITY COLLEGE
 CONCORDIA UNIVERSITY
 GEORGE FOX UNIVERSITY
 KLAMATH COMMUNITY COLLEGE DISTRICT
 LANE COMMUNITY COLLEGE
 LEWIS AND CLARK COLLEGE
 LINFIELD COLLEGE
 LINN-BENTON COMMUNITY COLLEGE
 LOUISIANA COLLEGE, LA
 LOUISIANA STATE UNIVERSITY
 LOUISIANA STATE UNIVERSITY HEALTH SERVICES
 MARYLHURST UNIVERSITY
 MT. HOOD COMMUNITY COLLEGE
 MULTNOMAH BIBLE COLLEGE
 NATIONAL COLLEGE OF NATURAL MEDICINE
 NORTHWEST CHRISTIAN COLLEGE
 OREGON HEALTH AND SCIENCE UNIVERSITY
 OREGON INSTITUTE OF TECHNOLOGY
 OREGON STATE UNIVERSITY
 OREGON UNIVERSITY SYSTEM
 PACIFIC UNIVERSITY
 PIONEER PACIFIC COLLEGE
 PORTLAND COMMUNITY COLLEGE
 PORTLAND STATE UNIVERSITY
 REED COLLEGE
 RESEARCH CORPORATION OF THE UNIVERSITY OF
 HAWAII
 ROGUE COMMUNITY COLLEGE
 SOUTHEASTERN LOUISIANA UNIVERSITY

SOUTHERN OREGON UNIVERSITY (OREGON
 UNIVERSITY SYSTEM)
 SOUTHWESTERN OREGON COMMUNITY COLLEGE
 TULANE UNIVERSITY
 TILLAMOOK BAY COMMUNITY COLLEGE
 UMPQUA COMMUNITY COLLEGE
 UNIVERSITY OF HAWAII BOARD OF REGENTS
 UNIVERSITY OF HAWAII-HONOLULU COMMUNITY
 COLLEGE
 UNIVERSITY OF OREGON-GRADUATE SCHOOL
 UNIVERSITY OF PORTLAND
 UNIVERSITY OF NEW ORLEANS
 WESTERN OREGON UNIVERSITY
 WESTERN STATES CHIROPRACTIC COLLEGE
 WILLAMETTE UNIVERSITY
 XAVIER UNIVERSITY
 UTAH SYSTEM OF HIGHER EDUCATION, UT
 UNIVERSITY OF UTAH, UT
 UTAH STATE UNIVERSITY, UT
 WEBER STATE UNIVERSITY, UT
 SOUTHERN UTAH UNIVERSITY, UT
 SNOW COLLEGE, UT
 DIXIE STATE COLLEGE, UT
 COLLEGE OF EASTERN UTAH, UT
 UTAH VALLEY UNIVERSITY, UT
 SALT LAKE COMMUNITY COLLEGE, UT
 UTAH COLLEGE OF APPLIED TECHNOLOGY, UT

STATE AGENCIES

ADMIN. SERVICES OFFICE
 BOARD OF MEDICAL EXAMINERS
 HAWAII CHILD SUPPORT ENFORCEMENT AGENCY
 HAWAII DEPARTMENT OF TRANSPORTATION
 HAWAII HEALTH SYSTEMS CORPORATION
 OFFICE OF MEDICAL ASSISTANCE PROGRAMS
 OFFICE OF THE STATE TREASURER
 OREGON BOARD OF ARCHITECTS
 OREGON CHILD DEVELOPMENT COALITION
 OREGON DEPARTMENT OF EDUCATION
 OREGON DEPARTMENT OF FORESTRY
 OREGON DEPT OF TRANSPORTATION
 OREGON DEPT. OF EDUCATION
 OREGON LOTTERY
 OREGON OFFICE OF ENERGY
 OREGON STATE BOARD OF NURSING
 OREGON STATE DEPT OF CORRECTIONS
 OREGON STATE POLICE
 OREGON TOURISM COMMISSION
 OREGON TRAVEL INFORMATION COUNCIL
 SANTIAM CANYON COMMUNICATION CENTER
 SEIU LOCAL 503, OPEU
 SOH- JUDICIARY CONTRACTS AND PURCH
 STATE DEPARTMENT OF DEFENSE, STATE OF
 HAWAII
 STATE OF HAWAII
 STATE OF HAWAII, DEPT. OF EDUCATION
 STATE OF LOUISIANA
 STATE OF LOUISIANA DEPT. OF EDUCATION
 STATE OF LOUISIANA, 26TH JUDICIAL DISTRICT
 ATTORNEY
 STATE OF UTAH

Background Investigation

JOHN E. ZARUBA
SHERIFF

501 N. County Farm Road
Wheaton, Illinois 60187
(630) 407-2000
FAX (630) 407-2013
www.co.dupage.il.us/sheriff



Civil Division	(630) 407-2060
Corrections	(630) 407-2255
Crime Laboratory	(630) 407-2100
Detective Division	(630) 407-2323
Radio Room	(630) 407-2400
Records Division	(630) 407-2270
Warrants Division	(630) 407-2290

OFFICE OF THE SHERIFF COUNTY OF DUPAGE

APPROVAL FOR BACKGROUND INVESTIGATION, CRIMINAL HISTORY AND DRIVERS LICENSE CHECK

As an employee for a company under contract with DuPage County, I realize that a background investigation, criminal history, and driver's license check will be done before I can work in the DuPage County Jail. I hereby authorize the DuPage County Sheriff's Office to search any law enforcement database to conduct it.

List ALL names you have ever used:

Name: _____
(PRINT) LAST, FIRST MIDDLE

Name: _____
(PRINT) LAST, FIRST MIDDLE

Name: _____
(PRINT) LAST, FIRST MIDDLE

Address: _____ Apt.: _____

City: _____ State: _____ Zip: _____

Date of Birth: ____/____/____ Soc. Sec. # ____ - ____ - ____

Drivers License Number: _____

Sex: _____ Race: _____

Vendor: _____

Signature: _____

Date: _____

Witness: _____

Required Vendor Ethics Disclosure Statement



Required Vendor Ethics Disclosure Statement

Company Name:			
Company Contact:		Contact Phone:	
Bid/Contract/ PO:			

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

- Every vendor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess **\$25,000**, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such vendor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The vendor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "vendor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

I have made the following campaign contributions within the current and previous calendar year:

If no contributions have been made enter "NONE" below:

Recipient	Donor	Description (e.g., cash, type of item, in-kind service, etc.)	Amount/Value	Date Made

Attach additional sheets if necessary. Sign each added sheet and number each page ___ (#) of ___ (total pages).

- All vendors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid and shall update such disclosure with any changes that may occur.

Lobbyists, Agents and Representatives And All Individuals Who Are Or Will Be Having Contact With County Officers Or Employees In Relation To The Contract Or Bid	Telephone	Email

A vendor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments.

The full text of the county's ethics and procurement policies and ordinances are available at <http://www.dupageco.org/CountyBoard/Policies/>

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature

Printed Name

Title

Date

Page 1 of

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

W9

Please submit completed W-9 form with your proposal

Form W-9 (Rev. November 2017) Department of the Treasury Internal Revenue Service		Request for Taxpayer Identification Number and Certification ► Go to www.irs.gov/FormW9 for instructions and the latest information.		Give Form to the requester. Do not send to the IRS.
Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.			
	2 Business name/disregarded entity name, if different from above			
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ► _____		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)	
	6 City, state, and ZIP code			
	7 List account number(s) here (optional)			
	Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.			
Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.				
Sign Here Signature of U.S. person ► _____ Date ► _____				
General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 . Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following: • Form 1099-INT (interest earned or paid) • Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. <i>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.</i>				

Cat. No. 10231X

Form **W-9** (Rev. 11-2017)

REFERENCES

The offeror must list at least three (3) references, listing firm name, address, telephone number and contact person to whom they have provided similar equipment and services for a period of not less than 3 years. Additional references may be required. If offeror is a new business, provide references that will enable the County to determine if offeror is responsible.

COMPANY NAME:	
ADDRESS:	
EMAIL ADDRESS	
CONTACT PERSON:	
TELEPHONE NUMBER:	
PROJECT PROFILE & VALUE:	

COMPANY NAME:	
ADDRESS:	
EMAIL ADDRESS	
CONTACT PERSON:	
TELEPHONE NUMBER:	
PROJECT PROFILE & VALUE:	

COMPANY NAME:	
ADDRESS:	
EMAIL ADDRESS	
CONTACT PERSON:	
TELEPHONE NUMBER:	
PROJECT PROFILE & VALUE:	

COMPANY NAME:	
ADDRESS:	
EMAIL ADDRESS	
CONTACT PERSON:	
TELEPHONE NUMBER:	
PROJECT PROFILE & VALUE:	

OFFEROR'S SUBCONTRACTORS

The County will consider wholly owned subsidiaries or independent dealers as a subcontractor.

FULL NAME OF OFFEROR:	
CONTACT PERSON:	

SUBCONTRACTORSUBCONTRACTORS:

A. Will you employ subcontractors? _____
(YES) (NO)

B. If "YES", identify with each firm's name, address, telephone number and work to be subcontracted:

COMPANY NAME:	
ADDRESS:	
CONTACT PERSON:	
TELEPHONE NUMBER:	
WORK TO BE PROVIDED:	

COMPANY NAME:	
ADDRESS:	
CONTACT PERSON:	
TELEPHONE NUMBER:	
WORK TO BE PROVIDED:	
COMPANY NAME:	
ADDRESS:	

CONTACT PERSON:	
TELEPHONE NUMBER:	
WORK TO BE PROVIDED:	

COMPANY NAME:	
ADDRESS:	
CONTACT PERSON:	
TELEPHONE NUMBER:	
WORK TO BE PROVIDED:	

The Vendor will not change or use subcontractor not identified in this proposal without prior written approval from the County of DuPage.

A request for a change in subcontractor shall be made in writing and will include a description of any savings that may be realized in the execution of this contract, and must be passed on to the County of DuPage.

**FAILURE TO PROVIDE SUBCONTRACTORSUBCONTRACTORS MAY BE JUST CAUSE
FOR REJECTION OF OFFEROR'S PROPOSAL.**

PROPOSAL FORM

RFP # 18-020-18-LG

Failure to complete this form shall result in your proposal being deemed non-responsive and rejected without further evaluation.

TO: DUPAGE COUNTY:

The Undersigned hereby offers and agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposal.

ADDENDA:

The undersigned has read, understands and is fully cognizant of the Information to offerors, Offer and Form of Contract, all Exhibits thereto, together with any written addendum issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addendum(s): _____, _____, _____, _____ (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

OBLIGATION:

The undersigned, by submission of this Offer, hereby agrees to be obligated, if selected as the Vendor, to provide the stated goods and/or services to the County, for the term as stated herein, and to enter into a Contract with the County, in accordance with the Conditions, Scope and Terms, as well as the Form of Contract, together with any written addendum as specified above.

COMPLIANCE:

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Proposal Form, the offeror represents that: 1) the offeror is in compliance with any applicable ethics or anti-kickback provisions of the County's Procurement Ordinance, and 2) if awarded a contract to operate the Concession or provide the Services required in the RFP, the offeror will comply with the ethics and anti-kickback provisions of the Procurement Ordinance.

NONCOLLUSION:

The undersigned, by submission of this Proposal Form, hereby declares that this proposal is made without collusion with any other business making any other Proposal, or which otherwise would make a Proposal.

PERFORMANCE GUARANTEE:

The undersigned further agrees that if awarded the Agreement, it will submit to the County any required performance guarantee (i.e. irrevocable letter of credit or cash deposit).

SUBMITTAL REQUIREMENTS:

The undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Criteria and Submittal Requirements section of this RFP.

No proposal shall be accepted which has not been manually signed in ink in the appropriate space below:

I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

For clarification of this offer, contact:

_____	Name: _____
Company Name	
_____	Title: _____
Address	
_____	Phone: _____
City State Zip	
_____	Fax: _____
Signature of Person Authorized to Sign	
_____	Email: _____
Printed Name	

Title	

Federal Tax ID	

Acknowledged before me by _____ (name) as _____ (title)
of _____ (company) this ____ (day) of _____, 201__.

Notary Signature: _____

My Commission Expires: _____

Affix Seal

RFP LABEL

Late proposals cannot be accepted!

SEALED PROPOSAL

Vendor Name:

RFP #: 18-020-18-LG

OPENING DATE: 3/6/2018

OPENING TIME: 1:30 P.M.

DESCRIPTION: Multi-Function Copier Devices and Services
Solution

DATED MATERIAL-DELIVER IMMEDIATELY

Please cut out and affix this RFP label (above) to the outermost envelope of your proposal to help ensure proper delivery.