



REQUEST FOR PROPOSALS

No. R10-062CD

CITYWIDE PRINTER-COPIER CONSOLIDATION EFFORT

FOR

THE CITY OF COLORADO SPRINGS

PRE-PROPOSAL CONFERENCE

A Pre-Proposal Conference is scheduled. (See Schedule I, 1.2 for specific date and time)

PROPOSALS ARE DUE NO LATER THAN 3:00 PM

August 20, 2010

Contact

Curt DeCapite

City Procurement Services Division
Colorado Springs, CO 80903-2599
(719) 385-5274
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SECTION I

1.0 PROPOSAL INFORMATION

Section I provides general information to potential Offerors on subjects such as where to submit proposals, number of copies, amendments, proprietary information designation, and other similar administrative elements. Proposal will be posted on the City Contracting web-site, www.springsgov.com/contracting, on July 9, 2010.

GENERAL INFORMATION

City Contracting no longer maintains a bidders' list. All projects subject to formal competition are posted on our website or in the lobby of our office at 30 S. Nevada Ave. Ste 201, Colorado Springs CO. 80903.

The City has a free e-mail service through which you may be automatically notified when a project has been posted. To request this service, please go to www.springsgov.com at the top of the page click on the "Subscribe to our site for email city news, events and updates" and follow the instructions to register for this service.

To view current projects on the City Contracting webpage, go to www.springsgov.com, go to City Agencies and then click on Procurement Services, click the blue link to the left of the page "Current RFP's and Bid Invitations", then click "Continue" at the bottom of the page. This will bring you to the "projects page" which lists City projects. Each listing has two links on the page which you can access.

The first link called "Project Description" gives all pertinent data regarding the project #, project name, due date, etc.

The second link "Download RFP/IFB" will allow you to view, download and print the project documents.

If there are accompanying plans with this project, the fee (if any) will also be listed. Local vendors need to come in to our office to pick up the plans. Other interested parties can order the plans online and arrange payment and/or shipping of the project documents via check, Visa/MasterCard and your Fed-Ex number.

1.1 SUBMISSION OF PROPOSAL

- a. **Sealed offers** are to be submitted to:

Curt DeCapite
Procurement Services Manager
30 S. Nevada Avenue, Suite 201
Colorado Springs, CO 80903

*****NO LATE OFFERS WILL BE ACCEPTED*****

- b. **Date/Time**: Proposals shall be received on or before **3:00 pm, August 20, 2010.**

- c. **Identification of Proposal**:

Proposals shall be submitted in a sealed envelope(s) or container(s) with the solicitation number, date for submission of offer and the Offeror's name clearly marked on the outside of the envelope(s) or container(s).

RFP No. R10-062CD

Due Date: August 20, 2010 - 3:00 P.M.

Company: _____

- d. Any offer that is submitted without being properly marked may be opened for identification prior to the deadline for receipt of proposal and then resealed.

1.2 PRE-PROPOSAL CONFERENCE

A pre-proposal conference is scheduled **for 9:00 a.m. July 27, 2010**, at the City Administration Building, 30 South Nevada, **Suite 201 Conference Room**, Colorado Springs, CO. 80903.

This pre-bid conference is not mandatory; however, all interested firms are urged to attend in order to voice their comments, concerns and/or questions.

1.3 NUMBER OF COPIES

Offerors shall submit one unbound original set and **eight (8)** copies of the proposal documents. This will greatly facilitate the evaluation process. The proposal shall remain the property of the City of Colorado Springs. The unbound original copy shall be clearly marked '**ORIGINAL**'.

1.4 SPECIAL TERMS AND CONDITIONS

The following special terms and conditions shall govern the preparation and submission of proposals and any contract that may ensue. Please note the following definitions of terms as used herein:

- The term "Request for Proposal (RFP)" means a solicitation of a formal sealed proposal following submission of which changes in proposals and/or prices are allowed, and the offer deemed by The City of Colorado to be most advantageous in terms of criteria as designated in the Request for proposal is accepted.
- The term "Offeror" means the person, firm, or corporation which submits a formal sealed proposal and which may or may not be successful in being awarded the contract.
- The term "Contractor" means the Offeror who is awarded the contract to provide the products or services specified.
- The term "Statutory" means requirements of Colorado law.

1.5 PROPOSAL INFORMATION

- a. All questions regarding proposal preparation, the selection process, specifications, and interpretations of the terms and conditions of the RFP shall be submitted in writing no later than **seven (7) calendar** days prior to the deadline for submission of offers.
- b. Following the award of a contract, responses to this solicitation may be subject to release as public information unless the response or specific parts of the response can be shown to be exempt from public information. Offerors are advised to consult with their legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade secrets or any other proprietary information. The City of Colorado Springs assumes no obligation or responsibility for asserting legal arguments on behalf of potential Offerors.

1.6 RFP OBJECTIVE

The objective of this RFP is to provide sufficient information to enable qualified Offerors to submit written proposals to the City of Colorado Springs. The RFP is not a contractual offer or commitment to purchase products or services.

All information must be legible. Any and all corrections and or erasures must be initialed. Each proposal shall be accompanied by a transmittal letter signed in ink by an authorized representative of the Offeror. The contents of the proposal submitted by the successful Offeror may become part of any contract awarded as a result of this solicitation.

1.7 CONFIDENTIAL OR PROPRIETARY INFORMATION

If an Offeror believes that parts of an offer are confidential, then the Offeror must so specify. The Offeror must stamp in bold letters the term CONFIDENTIAL on that part of the offer which the Offeror believes to be confidential. The Offeror must submit in writing specific detailed reasons, including any relevant legal

authority, stating why the Offeror believes the material to be confidential. Vague and general claims as to confidentiality will not be accepted. The City of Colorado Springs will be the sole judge as to whether a claim is general and/or vague in nature. All offers and parts of offers, which are not marked as confidential, will be automatically considered public information after the contract is awarded. The successful offer may be considered public information even though parts are marked confidential.

1.8 AMENDMENTS

Amendments to this RFP may be issued at any time prior to the time set for receipt of proposals. The Offerors are required to acknowledge receipt of any Amendments (addenda) issued to this RFP by returning a signed copy of each amendment issued. Signed copies must be received on or before the time set for receipt of offers (see 1.1 above).

The City of Colorado Springs will post all addenda on the City's web-site www.springsgov.com/contracting. It is the Offeror's responsibility to check the web-site for posted addenda or contact the Contracting Specialist listed to confirm the number of Amendments which have been issued.

1.9 WITHDRAWAL OR MODIFICATION OF OFFERS

Any Offeror may modify or withdraw an offer in writing at any time prior to the deadline for submission of an offer (see 1.1 above).

1.10 ACCEPTANCE

- a. Any offer received shall be considered an offer, which may be accepted by the City of Colorado Springs based on initial submission without discussions or negotiations.
- b. By submitting an offer in response to this solicitation, the Offeror agrees that any offer it submits may be accepted by the City of Colorado at any time within 60 calendar days from the date of submission deadline (see 1.1 above). The acceptance period of 60 calendar days from the date of submission will automatically be extended for an additional 60 calendar days unless the proposal expressly states in it that the acceptance period is limited to the initial 60 calendar day period.
- c. The City of Colorado Springs reserves the right to reject any or all offers and to waive informalities and minor irregularities in offers received, and/or to accept any portion of the offer if deemed in the best interest of the City of Colorado Springs. Failure of the Offeror to provide in its offer any information requested in the RFP may result in rejection for non-responsiveness.

1.11 PROPOSAL PREPARATION COST

The cost of proposal preparation is not a reimbursable cost. Proposal preparation costs shall be at the Offeror's expense and are the Offeror's total responsibility.

1.12 AWARD

The City of Colorado Springs intends to make an award using the evaluation criteria listed in the RFP to determine the best value including price and other factors in the proposal submitted (see Section IV for evaluation elements).

1.13 CONTRACT ADMINISTRATION

The City of Colorado Springs, Information Technology shall be responsible for the administration of the contract and for compliance with the interpretation of scope, scheduled services and cost compliance.

1.14 SCHEDULE OF EVENTS

The upcoming schedule of events is tentatively scheduled as follows:

Advertise (Post on City Web-site)	July 2010
Issue Request for Proposal	July 2010
Pre-Proposal Conference	July 27, 2010 – 9:00 A.M.
Proposal Due Date	August 20, 2010 – 3:00 P.M.
Short List Selection, if applicable	September 2010

Short List Interviews (if applicable)
Award of Contract (Letter of Intent)
Notice to Proceed

September 2010
September 2010
September/October 2010

1.15 INQUIRIES

Questions about the RFP shall be in writing and directed to Curt Decapite at the following address. A written response to any inquiry may be provided in the form of an Amendment to the solicitation. See 1.8 Amendments.

Curt DeCapite
Procurement Services Division
30 S. Nevada Ave. Suite 201
Colorado Springs, CO 80903
Telephone (719) 385-5274
Fax: (719) 475-8477
E-mail cdecapite@springsgov.com

The preferred method of submitting questions is by e-mail to the Contracting Specialist.

1.16 PERFORMANCE PERIOD

The performance period for this contract will be for one (1) year with four (4) one year options for renewal.

1.17 DEBRIEFING

Offerors not selected or placed on a short list may request a debriefing on the selection process as well as discussion of the strengths and weaknesses of their firm's proposal upon receipt of notification that their firm was not selected or short listed. Firms that were on the short list but not selected may request a debriefing after they have been notified that another firm was selected.

A debriefing may be scheduled by contacting the Contracting Specialist listed above in 1.15. The Contracting Specialist must receive a written request for debriefing no later than ten (10) calendar days after notification that your firm was not selected.

1.18 DULY AUTHORIZED SIGNATURE

The proposal must contain the signature of a duly authorized officer or agent of the Offeror's company empowered with the right to bind the Offeror. The Offeror must also provide evidence of the authority of the officer or agent to bind the Offeror.

1.19 SUBSTANTIVE PROPOSALS

The contractor shall certify (a) that contractor's proposal is genuine and is not made in the interest of, or on behalf of, an undisclosed person, firm, or corporation; (b) that contractor has not directly or indirectly induced or solicited any other contractors to put in a false or sham bid; (c) that contractor has not solicited or induced any other person, firm, or corporation to refrain or abstain from proposing a bid; and (d) that contractor has not sought by collusion to obtain for themselves any advantage over any other contractors or over the City of Colorado Springs; and (e) contractor shall not violate or cause any person to violate, the Colorado Code of Ethics (C.R.S. 24-18-101 et. seq.).

1.20 OFFEROR'S QUALIFICATIONS

Each Offeror may additionally be required to show that they have satisfactorily provided products and performed similar work with companies, organizations or municipalities in the past and that no claims of any kind are pending against such work. No proposal will be accepted from an Offeror who is engaged on any work, which would impair their ability to perform or finance this work. All such work shall be revealed in the Proposal.

No proposal will be accepted from, nor will a contract be awarded to, any Offeror who is in arrears to the City of Colorado Springs, Colorado, upon any debt or contract, or who is in default, as surety or otherwise, upon any obligation to the City or is deemed to be irresponsible or unreliable by the City of Colorado Springs.

1.21 NON-COLORADO CORPORATIONS

Unless waived by the City of Colorado Springs, before or at the time that the contract is awarded to a corporation outside the State of Colorado, such corporation shall obtain authorization to do business in the State of Colorado, designate a place of business herein, and appoint an agent for service of process.

Such corporation must furnish the City of Colorado Springs with a certificate from the Secretary of the State of Colorado to the effect that a certificate of authority to do business in the State of Colorado has been issued by that office and is still valid. There shall also be procured from the Colorado Secretary of State a certified copy of the designation of place of business and appointment of agent for service of process, or a letter from the Colorado Secretary of State that such designation of place of business and agent for service of process has been made.

1.22 ENVIRONMENTAL SUSTAINABILITY PRINCIPLES

After the contract is awarded to the successful bidder, the City will request you provide your company's ability to help the City implement its Environmental Sustainability Principles in regard to this item. This will be for our records only and not a factor in contract compliance. Examples would be: recycled and recyclable materials, avoiding toxic materials, resource conservation practices, pollution prevention and your company's green practices, etc.

1.23 PIGGY BACK PROVISIONS

Other governmental agencies may be extended the opportunity to utilize the resultant award at the proposal fee structure with the agreement of the successful offeror. Requests for participation will be coordinated by the applicable governmental agency, and that agency will be responsible for issuing their contractual document(s).

SECTION II

2.0 SCOPE OF WORK

A. INTRODUCTION

The City is seeking written “best value” proposals from qualified experienced suppliers for a consolidated Managed Print Environment relative to MFP’s, copiers, printers, faxes, wide format that will increase customer satisfaction along with introducing new technology and increased savings to the organization. The City intends to enter into an agreement with one vendor for use by all City departments/divisions.

Office equipment studies conducted for the City are included as Appendices to this RFP.

We know by moving to an updated and consolidated printing/copier/fax/scan systems with greater functionality, the City will be able to reduce related energy consumption, paper use and equipment maintenance/toner costs. The change would also mean the organization would also be able to better track efforts to reduce paper use and that fewer employees would be exposed to copier, fax and printer contaminants.

B. BACKGROUND

Printer/fleet inventory studies were performed and results are described in Appendix “A” of this RFP. The studies discovered that City staff print, copy and receive faxes approximately 1.7 million times per year. The City’s current fleet consists of 16 different manufacturers and approximately 250 models.

Highlights:

- Average age of printers is 8 years old
- 75% of the printers are not networked
- 3% of the City’s printers are idle
- 3.3 employees per machine.

SECTION III

3.0 PROPOSAL CONTENT**3.1 PROPOSAL FORMAT**

Your written proposal should include the information in the format outlined below and be limited to no more than fifty (50) pages. We recommend that you include concise, but complete, information about your firm emphasizing why you believe your firm to be uniquely qualified to provide the required services. "Short listed" firms, if applicable, may be required to make a formal in-person presentation to the selection committee. **A page shall be defined as 8-1/2" x 11", single sided with a minimum font of 10.** Required schedules may be provided on 8.5" x 11" or 11" x 17" and attached to your proposal as an exhibit and will not be counted against the page limit.

3.2 ORGANIZATIONAL BACKGROUND AND OVERVIEW

Provide a brief history and overview of your company and its organizational structure, with special emphasis on how this project will fit within that structure. The strategic vision of your organization and how they align with the City. Partnering with other firms or entities is acceptable in order to meet the requirements and/or demands of a contract of this nature.

3.3 STATEMENT OF QUALIFICATIONS

Submit a general description on a company-wide basis of your firm's background, and qualifications to provide the services and requirements indicated in Schedule II, Scope of Work. Provide evidence of your firm's capabilities to handle a contract of this nature.

3.4 PROJECT APPROACH

In this section, please address each of the items listed below. The Project Approach is critical to the success of this project.

- **Phase-out - how do you plan on the phase-out of current fleet inventory?**
 - **Maintenance- describe the support to be provided to the current fleet. It consists of 16 different manufacturers and approximately 250 models. What approach do you propose in the support of the remaining units.**
- **Describe your approach on the "rollout" of the consolidation project.**
 - **What is your methodology to handle this City wide effort?**
 - **What do you suggest for the City to accelerate our client's acceptance?**
 - **What is your proposed structure for implementation?**
 - **What resources will you supply to implement and support once in place?**
- **What measures will you put in place to monitor actual cost reductions (performance reports)?**
- **Describe how you intend on addressing the print server environment. Your firm's approach regarding maintenance, support, installs etc.**
- **Describe plans on possible resource management/resource allocation throughout the City.**

3.4.1 IT Vendor Support Roles

- **The City has a mixture of local print drivers and centralized print queues. How will you manage this environment?**
- **What roles will the City's IT department perform in this managed print environment?**
- **How will your support services integrate into the internal Help Desk processes for supporting the end users?**
- **What involvement will you have in creating/modifying print policies?**
 - **How will you ensure end users are following these policies?**

- How can you help with modifying the City's print culture and end user print behaviors to meet a centralized print environment?
- Describe the transition to a managed print environment.
 - Describe the process for moving from 16 different manufactures and 250 different models to a standard and centralized deployment strategy.
 - Describe your methodology to identify underutilized and inefficient devices and how they will be redeployed, reallocated and phased out.
 - How will you ensure the end user's needs are met while reducing the hardware fleet and combining features into MFD's? i.e. envelopes, labels etc.
 - How do you determine the number of printers required in an office area, how many should be standalone vs. MFD, etc?
 - How will you support the existing fleet during the transition to a standard and centralized deployment?
- Describe the procedures that you will implement to ensure the City is on track to meet the planned objectives of an optimized print, copy, fax and scanning environment.
- How will you reduce consumables costs for the City (i.e. paper, toner, ink, etc)?
- How will the managed print environment integrate with the City's Office Services department?
(Refer to Appendix 1 for Office Services requirements)
 - Address service, i.e. response times?
 - Length of agreements for these specific units
 - Describe how training will be conducted
 - Installation requirements
 - What is your proposed marketing strategy for Office Services in order to encourage their use as a large capacity print service.
- Define your Service Level Agreement (SLA's) for a managed print solution.
- What environmental benefits can the City obtain through a consolidated and managed print solution?
- Describe your process for managing devices. What proactive monitoring will you perform?

Metrics/Reports – The following metrics and reports will be provided on a quarterly basis.

- Power usage – total annual kWh
- Paper usage
- Total pages printed monthly, B&W vs. Color
- Total e-mail scanned pages per month per device
- Total copies per month per device (B&W vs. Color)
- Total faxes per month per device
- Average device utilization per month per device compared to target utilization
- Hardware inventory
 - IP address, Manufacture, Model, Serial Number, age of device,
 - Percent directly connected vs. networked
- Number of tickets for repair, average time to resolve,

Security

- Describe the asset disposal process.
 - How will you ensure the data stored on local device is wiped prior to disposal?
- What security measures will you implement to account for MFD and standalone printer, fax, copy and scanner security vulnerabilities and legislation compliance?

- o HIPPA compliance
- o Device and Network Security
 - Software OS security, embedded web server protection, fax line protection
 - Authentication and ldap integration with audit capabilities
- o Output and Input security
 - Data protection (at rest and in flight)
- Describe a secure print environment and how you will ensure data protection.

3.5 PRICING

Respondents shall provide a complete cost proposal. Please delineate at a minimum the following in your response:

- Describe potential agreement cost structures. i.e. cost per page, monthly rates per unit per month etc.
- Anticipated potential cost savings to the City (percentage over a 3, 4, and 5 year period)
- If proposing a managed print service model, include cost such as; break/fix, consumables etc.
- Third party (if required) support costs
- If providing cost per print, define what is included in this cost per copy/print.
- Maintenance fee structure
- Delivery, installation, training and upgrades included? What & how are these costs/fees defined?
- Trade-in allowance. If provided, how is it structured?

Additionally, you may wish to propose an alternate approach that you feel would be attractive to the City.

3.6 REFERENCES

Provide a list of clients and references, specifically including any clients whom you believe may be similar in nature to this RFP. Also include a list of current clients and current projects the firm is presently working on.

3.7 SUBMITTALS

Submit eight (8) copies and one (1)-**unbound original** of all information requested herein, including all Attachments.

3.8 AWARD

Proposals submitted which do not meet the requirements of this Request may be considered non-responsive and will not receive further consideration. Follow-up calls for missing or incomplete information will not be made.

All responsive proposals received for this project will be reviewed and ranked on a basis which would best serve the interests of the City of Colorado Springs based on the evaluation criteria defined in Section IV. The firm which is selected will be that which best serves the interests of the City of Colorado Springs and will be given the first right to negotiate an agreement acceptable to the City. In the event that an agreement satisfactory to the City cannot be reached, the City may enter into contract negotiations with one or more of the remaining qualified firms.

3.9 EXCEPTIONS

Please note that all Offerors must complete and return with their proposal, Exhibit 2, Exceptions Form. All potential Offerors are hereby advised that exceptions taken may be considered during the evaluation phase which may effect the final scoring of proposals. Offerors stipulating that the City must use their contract or agreement may be determined non-responsive and their Proposal determined unacceptable.

3.10 INSURANCE REQUIREMENTS

Please note that all Offerors must complete and return with their proposal, Exhibit 4, Insurance Requirements.

3.11 TECHNICAL CAPABILITIES

Describe in detail what technology you would put in place to implement. How would your firm meet the City's requirements. Address your security process (risk management) of documents that are on stored on returned devices.

3.12 VALUE ADDED OPPORTUNITIES

Describe what potential efforts your firm may provide towards sponsorships and City events...(i.e. advertising on the City's website, financial support towards City/community fundraising etc.). What would be the City's advantage in doing so.

Any additional information or ideas you wish to provide in an effort to be innovative will be evaluated.

3.13 SUSTAINABILITY

In the evaluation process, the City will consider your company's ability to help the City implement its Environmental Sustainability Principles in regard to this item/service. For example: recycled and recyclable materials, avoiding toxic materials, resource conservation practices, pollution prevention and your company's green practices, etc.

- **What tools and processes will drive the City's (and your firms) sustainability initiatives. How do you measure and current and future power consumption, solid waste etc.?**

SECTION IV

4.0 EVALUATION CRITERIA

The following criteria listed in order of importance will be used in the evaluation of proposals.

4.0.1 QUALIFICATIONS

See Section III - **Item 3.3 Statement of Qualifications**

See section III – **Item 3.2 Organization Background & Overview**

4.0.2 APPROACH

See Section III - **Item 3.4**

4.0.3 TECHNICAL CAPABILITIES

See section III – **Item 3.11 Technical Capabilities**

4.0.4 PRICING

See Section III - **Item 3.6 Pricing**

4.0.5 REFERENCES

See Section III - **Item 3.7 References**

4.0.6 SUSTAINABILITY

See section III – **Item 3.13 Sustainability**

4.07 VALUE ADDED

See Section III – **Item 3.12, Value Added Opportunities**

4.1 SELECTION COMMITTEE

A selection committee will screen all proposals. Proposals will be ranked according to evaluation criteria, as outlined in the Request for Proposal. Through this process, the City will determine which proposals are acceptable or unacceptable. The City will notify, in writing, the participating firms whose proposals are deemed to be unacceptable. Those firms offering proposals deemed to be acceptable by the City will be evaluated by the selection committee. The selection committee may determine it necessary to require oral presentations or interviews with the "short listed" proposers considered to be in the competitive range.

If oral presentations or interviews are conducted, they will also be scored. The selection committee may request revisions to the proposal from each of the proposers at the conclusion of the interviews. However, if it is deemed necessary to seek revisions to the proposals at the conclusion of the interviews, then all interviewed applicants will be requested to submit revisions; and the revisions will be scored accordingly.

- Quality of presentation
- Responses to provided questions/clarifications
- Ability to respond to general questions
- Requested revisions (if applicable)

4.2 AWARD OF CONTRACT

The City reserves the right to award this contract not necessarily to the proposer with the most advantageous price, but to the firm that demonstrates the best ability to fulfill the requirements of this Request for Proposal. The City will select the most qualified firm that was proven to understand the needs and scope of the study. A contract prepared by the City will then be negotiated with the successful firm. In the event a contract cannot be negotiated with the top ranked firm, the City may enter into negotiations with the second highest ranked firm or the City may decide to call for new proposals.

CITY OF COLORADO SPRINGS

Immediately after the notice of award, the contractor will begin planning in conjunction with the City of Colorado Springs staff (to be designated by the City) to insure fulfillment of all its obligations. The contractor may be expected to attend regular meetings as required by the City to assist in the preparation for startup.

SECTION V

5.0 TERMS AND CONDITIONS

1. Acceptance-Agreement Seller's commencement of work on the goods subject to this purchase order or shipment of such goods, whichever occurs first, shall be deemed an effective mode of acceptance of this purchase order. Any acceptance of this purchase order is limited to acceptance of the express terms contained on the face and back hereof. Any proposal for additional or different terms or any attempt by Seller to vary in any degree any of the terms of this offer in Seller's acceptance is hereby objected to and rejected, but such proposals shall not operate as a rejection of this offer unless such variances are in the terms of the description, quantity, price or delivery schedule of the goods, but shall be deemed a material alteration thereof, and this offer shall be deemed accepted by Seller without said additional or different terms. If this purchase order shall be deemed an acceptance of a prior offer by Seller, such acceptance is limited to the express terms contained on the face and on the back hereof. Additional or different terms or any attempt by Seller to vary in any degree any of the terms of this purchase order shall be deemed material and are objected to and rejected, but this purchase order shall not operate as a rejection of the Seller's offer unless it contains variances in the terms of the description, quantity, price or delivery schedule of the goods.

2. Termination for Convenience of The City City reserves the right to terminate this order or any part hereof for its sole convenience. In the event of such termination, Seller shall immediately stop all work hereunder, and shall immediately cause any of its suppliers or subcontractors to cease such work. Seller shall be paid a reasonable termination charge consisting of a percentage of the order price reflecting the percentage of the work performed prior to the notice of termination the City may terminate the agreement at any time if it is found that reasons beyond the control of either the City or Contractor make it impossible or against the City's interest to complete the agreement. Seller shall not be paid for any work done after receipt of the notice of termination, nor for any costs incurred by Seller's suppliers or subcontractors which Seller could reasonably have avoided.

3. Termination for Cause (Default) The City may also terminate this order or any part hereof for cause in the event of any default by the vendor, or if the vendor fails to comply with any of the terms and conditions of this offer. Late deliveries, deliveries of products which are defective or which do not conform to this order, and failure to provide the City, upon request, of reasonable assurances of future performance shall all be causes allowing the City to terminate this order for cause. In the event of termination for cause, the City shall not be liable to Seller, for any amount, and Seller shall be liable to the City for any and all damages, sustained by reason of the default which gave rise to the termination.

4. Warranty Seller expressly warrants that all goods or services furnished under this agreement shall conform to all specifications and appropriate standards, will be new, and will be free from defects in material or workmanship. Seller warrants that all such goods or services will conform to any statements made on the containers or labels or advertisements for such goods, or services, and that any goods will be adequately contained, packaged, marked and labeled. Seller warrants that all goods or services furnished hereunder will be merchantable, and will be safe and appropriate for the purpose for which goods or services of that kind are normally used. If Seller knows or has reason to know the particular purpose for which the City intends to use the goods or services, Seller warrants that such goods or services will be fit for such particular purpose. Seller warrants that goods or services furnished will conform in all respects to samples. Inspection, test, acceptance or use of the goods or services furnished hereunder shall not affect the Seller's obligation under this warranty and such warranties shall survive inspection, test, acceptance and use. Seller's warranty shall run to the City, its successors, assigns and customers, and users of products sold by the City. Seller agrees to replace or correct defects of any goods or services not conforming to the foregoing warranty promptly without expense to the City, when notified of such nonconformity by the City, provided the City elects to provide Seller with the opportunity to do so. In the event of failure of Seller to correct defects in or replace nonconforming goods or services promptly, the City, after reasonable notice to Seller, may make such corrections or replace such goods and services and charge Seller for the cost incurred by the City in doing so.

5. Force Majeure In the event of either party being rendered unable wholly, or in part, by force majeure to carry out its obligations under this Agreement, then on such party's giving notice and full particulars of such force majeure in writing to the other party as soon as possible after the occurrence of the cause relied on, the obligation of the party giving such notice, so far as it is affected by force majeure, shall be suspended during the continuance of any inability so caused, but for no longer period, and such cause shall, as far as possible, be

remedied with all reasonable dispatch. The term "force majeure" as employed herein shall mean acts of the public enemies, wars, blockages, insurrections, landslides, earthquakes, fires, and floods.

6. Patents Seller agrees upon receipt of notification to promptly assume full responsibility for defense of any suit or proceeding which may be brought against the City or its agents, customers, or other vendors, for alleged patent infringement, as well as for any alleged unfair competition resulting from similarity in design, trademark or appearance of goods, or services furnished hereunder, and Seller further agrees to indemnify the City, its agents and customer against any and all expenses, losses, royalties, profits and damages including court costs and attorney's fees resulting from any such suit or proceeding, including any settlement. The City may be represented by and actively participate through its own counsel in any such suit or proceeding if it so desires, and the costs of such representation shall be paid by Seller.

7. Insurance In the event that Seller's objections hereunder require or contemplate performance of services by Seller's employees, or persons under contract to Seller, to be done on the City's property, or property of the City's customers, the Seller agrees that all such work shall be done as an independent contractor and that the persons doing such work shall not be considered employees of the City. Seller shall maintain all necessary insurance coverages, including public liability and Workmen's Compensation insurance. Seller shall indemnify and save harmless and defend the City from any and all claims or liabilities arising out of the work covered by this paragraph.

8. Indemnification Seller shall defend, indemnify and hold harmless the City against all damages, claims or liabilities and expenses (including attorney's fees) arising out of or resulting in any way from any defect in the goods or services purchased hereunder, or from any act or omission of Seller, its agents, employees or subcontractors. This indemnification shall be in addition to the warranty obligations of Seller.

9. Changes The funds appropriated for this contract are equal to or exceed the awarded contract amount.

a. The Contractor and the City agree and acknowledge as a part of this contract, that no change order or other form or order or directive may be issued by the City which requires additional compensable work to be performed, which work causes the aggregate amount payable under the contract to exceed the amount appropriated for this contract as listed above, unless the contractor has been given a written assurance by the City that lawful appropriations to cover the costs of the additional work have been made or unless such work is covered under a remedy-granting provision in this contract.

b. The contractor and the City further agree and acknowledge as a part of this contract that no change order or other form or order or directive which requires additional compensable work to be performed under this contract shall be issued by the City unless funds are available to pay such additional costs, and, regardless of any remedy-granting provision included within this contract, the contractor shall not be entitled to any additional compensation for any additional compensable work performed under this contract, and expressly waives any rights to additional compensation, whether by law or equity, unless prior to commencing the additional work, the contractor was given a written change order describing the additional compensable work to be performed, and setting forth the amount of compensation to be paid, which change order was signed by the authorized City representative. It is the contractor's sole responsibility to know, determine, and ascertain the authority of the City representative signing any change order under this contract.

c. The City shall have the right at any time to make changes in drawings, designs, specifications, materials, packaging, time and place of delivery and method of transportation. If any such changes cause an increase or decrease in the cost, or the time required for the performance, an equitable adjustment shall be made and this agreement shall be modified in writing accordingly. Seller agrees to accept any such changes subject to this paragraph.

10. Inspection/Testing Payment for the goods delivered hereunder shall not constitute acceptance thereof. The City shall have the right to inspect such goods and to reject any or all of said goods which are in the City's judgment defective or nonconforming. Goods rejected and goods supplied in excess of quantities called for herein may be returned to Seller at its expense and, in addition to the City's other rights, the City may charge Seller all expenses of unpacking, examining, repacking and reshipping such goods. In the event the City receives goods whose defects or nonconformity is not apparent on examination. The City reserves the right to require replacement, as well as payment of damages. Nothing contained in this purchase order shall relieve in any way the Seller from the obligation of testing, inspection and quality control.

11. Entire Agreement This purchase order, and any documents referred to on the face hereof, constitute the entire agreement between the parties.

12. Assignments and Subcontracting No part of this order may be assigned or subcontracted by the Seller without prior written approval of the City.

13. Setoff All claims for money due or to become due from the City shall be subject to deduction or setoff by the City by reason of any counterclaim arising out of this or any other transaction with Seller.

14. Shipment If in order to comply with the City's required delivery date it becomes necessary for seller to ship by a more expensive way than specified in this purchase order, any increased transportation costs resulting there from shall be paid for by Seller unless the necessity for such rerouting or expedited handling has been caused by the City.

15. Waiver The City's failure to insist on performance of any of the terms or conditions herein or to exercise any right or privilege or the City's waiver of any breach hereunder shall not thereafter waive any other terms, conditions, or privileges, whether of the same or similar type.

16. Delivery Time is of the essence of this contract, and if delivery of items or rendering of services is not completed by the time promised, the City reserves the right without liability in addition to its other rights and remedies to terminate this contract by notice effective when received by Seller as to items not yet shipped or services not yet rendered and to purchase substitute items or services elsewhere and charge Seller with any loss incurred.

17. Limitation on The City's Liability - Statute of Limitations In no event shall the City be liable for anticipated profits or for incidental or consequential damages. The City's liability on any claim of any kind for any loss or damage arising out of or in connection with or resulting from this agreement or from the performance or breach thereof shall in no case exceed the price allocable to the goods or services or unit thereof which gives rise to the claim. The City shall not be liable for penalties of any description. Any action resulting from any breach on the part of the City as to the goods or services delivered hereunder must be commenced within one year after the cause of action has accrued.

18. Contract Interpretation No amendment or modification of this agreement shall be valid unless expressed in writing and executed by the parties hereto in the same manner as the execution of this contract. The laws of the State of Colorado shall govern this agreement. This is a completely integrated agreement and contains the entire agreement of the parties, and any prior written or oral agreements which are different from the terms, conditions and provisions of this agreement shall be of no effect and shall not be binding upon either party. Any judicial action under the terms of this agreement shall be exclusively in the District Court for El Paso County, Colorado.

19. Intellectual Property Rights The Parties hereby agree, and acknowledge, that all products, items, writings, designs, models, examples, or other work product of the Seller produced pursuant to this CONTRACT are works made for hire, and that the City owns, has, and possesses any and all ownership rights and interests to any work products of the Seller made under this CONTRACT, including any and copyrights, trademark, or patent rights, and that compensation to the Seller for agreement and acknowledgement of this INTELLECTUAL PROPERTY RIGHT section of this CONTRACT is included in any compensation or price whatsoever paid to the Seller under this CONTRACT. It is the intent of the parties that the City shall have full ownership and control of the CONTRACT'S work products produced pursuant to this CONTRACT, and the Seller specifically waives and assigns to the City all rights which Seller may have under the 1990 Visual Artists Rights Act, federal, and state law, as now written or later amended or provided. In the event any products, items writing, designs, models, examples, or other work product produced pursuant to this CONTRACT is deemed by a court of competent jurisdiction not to be a work for hire under federal copyright laws, this INTELLECTUAL PROPERTY RIGHTS provision shall act as an irrevocable assignment to the City by the Seller of any and all copyrights, trademark rights, or patent rights in the Seller's products, items writings, designs, models, examples, or other work product produced pursuant to this CONTRACT, including all rights in perpetuity. Under this irrevocable assignment, the Seller hereby assigns to the City the sole and exclusive right, title, and interest in and to the Seller's products, items writings, designs, models, examples, or other work product produced pursuant to this CONTRACT, without further consideration, and agrees to assist the City in registering and from time to time enforcing all copyrights and other rights and protections relating to the Seller's products, items writings, designs, models, examples, or other work product in any and all countries. It is the Seller's specific intent to assign all right, title, and interest whatsoever in any and all copyright rights in the Seller's products, items writings, designs, models, examples, or other work product produced pursuant to this CONTRACT, in any media and for any purpose, including all rights of renewal and extension, to the City. To that end, the Seller agrees to execute and deliver all necessary documents requested by the City in connection therewith and appoints the City as Seller's agent and attorney-in-fact to act for and in Seller's behalf and stead to execute, register, and file any such applications, and to do all other lawfully permitted acts to further the registration, prosecution, issuance, renewals, and extensions of copyrights or other protections with the same legal force and effect as if executed by the Seller; further, the parties expressly agree that the provisions of this INTELLECTUAL PROPERTY RIGHTS section shall be binding

upon the parties and their heirs, legal representatives, successors, and assigns. Further, Seller SHALL INDEMNIFY AND HOLD The City harmless from any and all claims or actions brought against the City with regard to INTELLECTUAL PROPERTY RIGHTS which may result from any work product produced under this CONTRACT.

20. Appropriation Of Funds In accord with the City Charter, performance of the City's obligations under this Agreement are expressly subject to appropriation of funds by the City Council. Further, in the event that funds are not appropriated in whole or in part sufficient for performance of the City's obligations under this contract, or appropriated funds may not be expended due to City Charter spending limitations, then the City may terminate this Agreement without compensation to the Contractor.

21. Compliances In the conduct of the services/work of the supplies equipment or materials contemplated hereunder, the Contractor shall comply with all applicable state, federal and local law, rules and regulations, technical standards or specifications issued by the City. Contractor must qualify for and obtain any required licenses prior to commencement of work.

22. Independent Contractor Contractor understands and agrees that the Contractor and Contractor's employees, agents, servants or other personnel are not City employees. Contractor shall be solely responsible for payment of salaries, wages, payroll taxes, unemployment benefits or any other form of compensation or benefit to Contractor or any of Contractor's employees, agents, servants or other personnel performing the services or work supplying equipment or materials specified herein, whether it be of a direct or indirect nature. Further in that regard it is expressly understood and agreed that for such purposes neither Contractor nor Contractor's employees, agents, servants or other personnel shall be entitled to any City payroll, insurance, unemployment, worker's compensation, retirement or any other benefits whatsoever.

23. Compliance With Immigration And Control Act Contractor certifies that Contractor has complied with the United States immigration and Control Act of 1986. All persons employed by Contractor for performance of this agreement have completed and signed Form-I-9 verifying their identities and authorization for employment.

24. Delivery And Taxes The City may cancel this agreement or any portion thereof if delivery is not made when and as specified ' time being the essence of this contract. Contractor shall pay the City for any loss or damage sustained by the City because of failure to perform in accordance with this agreement. The Contractor shall pay all sales and use taxes required to be paid to the State of Colorado on the work covered by this agreement. The Contractor shall execute and deliver and shall cause his subcontractors to execute and deliver to the City, certificates as required, to permit the City to make application for refunds of said sales and use taxes as applicable. The City is a municipal corporation and therefore, not subject to state and local sales tax, use tax, or federal excise taxes.

25. Law This agreement is subject to and shall be interpreted under the law of the State of Colorado, and the Charter, City code, Ordinances, Rules and Regulations of the City of Colorado Springs, Colorado, a Colorado Home Rule City. Court jurisdiction and venue shall exclusively be in the Colorado District Court for El Paso County, Colorado.

26. Gratuities: City Code 1.3.100 entitled Code of Ethics as amended by ordinance 07-59: The right of the Contractor to proceed may be terminated by written notice if, after notice and hearing, the City or authorized representative determines that the Contractor, its agent, or another representative:

a. Offered or gave a gratuity (e.g. an entertainment or gift) to an employee of the City, and, Intended by the gratuity, to obtain a contract or favorable treatment under a contract.

b. The facts supporting this determination may be reviewed by the City's Independent Ethics as appointed by City Council in accordance with city ordinance 07-59. If this contract is terminated under this clause, the City is entitled to – to pursue the same remedies as in a breach of contract; and In addition to any other damages provided by law, as determined by the City Independent Ethics Commission. Further, a contractors that has been terminated as result to this provision shall be subject to debarment under the City's Procurement regulations.

c. The rights and remedies of the City provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

SECTION VI

6.0 APPENDICES/EXHIBITS

Exhibit 1	Proposal Check Sheet
Exhibit 2	Exceptions
Exhibit 3	Minimum Insurance Requirements

EXHIBIT 1 PROPOSAL CHECK SHEET

PLACE A CHECK BY EACH ITEM SUBMITTED.

1. ____ The ability to provide a certificate of insurance evidencing the required coverage types and limits specified in exhibit 4. (It will be necessary that this certificate reflect the City of Colorado Springs as an Additional Insured.)

Indicate your ability to comply with the following requirements:

The City shall be added as an Additional Insured to all liability policies:

Yes____ No____

Your property and liability insurance company is licensed to do business in Colorado:

Yes____ No____

Indicate the name of your property and liability insurance company here:

Name: _____

Your property and liability insurance company has an AM best rating of not less than B+ and/or VII:

Yes____ No____

2. N/A One (1) copy of the current financial statements (if required). Enclose financial information in a separate envelope; do not bind with the other proposal copies. If review of the information is to be restricted to the City's financial officer, it must be marked accordingly.

3. Provide a responses to the following:

- Are any lawsuits; federal, state or local, tax liens; or any potential claims or liabilities pending against you, the firm, or the officers of the firm at this time?

Yes____ No____

- Are any lawsuits; federal, state or local, tax liens; or any potential claims or liabilities pending against any of your proposed sub-contractors or the officers of those firms at this time?

Yes____ No____

If yes, provide details on a separate piece of paper and attach to your proposal.

4.____ The completed Exhibits included in the RFP.

____ Exhibit 1 Proposal Check Sheet

____ Exhibit 2 Exceptions

____ Exhibit 3 Insurance Requirements

EXHIBIT 2 EXCEPTIONS

EXCEPTIONS:

Print the words "no exceptions"(here)_____ if there are no exceptions taken to any of the terms, conditions, or specifications of these proposal documents or contract.

If there are exceptions taken to any of the terms, conditions, or specifications of the proposal document or contract, they must be clearly stated on a separate sheet of paper attached to this sheet and returned with your proposal.

Note: All potential Offerors are hereby advised that exceptions taken may be considered during the evaluation phase which may effect the final scoring of proposals. Offerors stipulating that the City must use their contract or agreement may be determined non-responsive and their Proposal determined unacceptable.

Company Name: _____

Address: _____
(City, State and Zip Code)

Federal Tax ID#: _____

PHONE: _____

FAX: _____

E-MAIL ADDRESS: _____

Authorized Signature: _____ Date: _____

Printed Name/Title: _____

Return this form with your Proposal.

EXHIBIT 3 MINIMUM INSURANCE REQUIREMENTS

The following listed minimum insurance requirements shall be carried by all contractors and consultants unless otherwise specified in the City's solicitation package, Special Provisions or Standard Specifications.

1. X Workers' Compensation and Employers Liability as required by statute. Employers Liability coverage is to be carried for a minimum limit of \$100,000.

2. X Automobile Liability for limits not less than \$1,000,000 combined single limit for bodily injury and property damage for each occurrence. Coverage shall include owned, non-owned and hired automobiles.

3. X Commercial General Liability for limits not less than \$1,000,000 combined single limit for bodily injury and property damage for each occurrence and not less than \$2,000,000 aggregate. Coverage shall include premises and operations liability, blanket contractual, broad form property damage, products and completed operations and personal injury endorsements.

4. Builders Risk or Installation Floater Insurance will be provided by the Owner (excluding earthquake or flood). This insurance shall insure and protect from all insurable risks of physical loss or damage. Contractors and subcontractors will be covered, excluding their own machinery, tools and equipment. The deductible under The Builders Risk or Installation Floater shall be sustained and borne by the Contractor. Losses will be adjusted with and made payable to the Owner and others as their interests may appear.

5. Professional Liability Insurance providing coverage for acts, errors or omissions committed or alleged to have been committed by architects and engineers arising out of the conduct of their professional practice. The coverage shall carry a project limit of \$500,000. The coverage shall have an extended reporting period of 2 years following the date of substantial completion of the project for reporting of claims.

6. Pollution Legal Liability Insurance for limits not less than \$1,000,000 per occurrence (or claims made) and not less than \$1,000,000 aggregate for bodily Injury, Personal Injury and property Damage. This coverage must include any losses arising from transit exposures and also include all costs associated with clean-up, containment, and disposal of any hazardous liquids or materials.

7. Except for workers compensation, employer's liability insurance, and Professional Liability Insurance the City of Colorado Springs and the Pikes Peak Rural Transportation Authority must be named as an additional insured. Certificates of Insurance must be submitted before commencing the work and provide 30 days notice prior to any cancellation except for 10 day notice with respect to non-payment of premium.

8. Medical Malpractice Liability Insurance for limits not less than \$1,000,000 per occurrence.

9. X All coverage furnished by contractor is primary, and that any insurance held by the City of Colorado Springs Colorado Springs is excess and non-contributory.

The undersigned certifies and agrees to carry and maintain the insurance requirements indicated above throughout the contract Period of Performance

(Name of Company)

(Signature)

(Date)

OFFICE SERVICES REQUIREMENTS

APPENDIX 1

Office Services provides functional support to all City and Colorado Springs Utilities departments and employees for reprographics, mail processing, and records storage and retrieval. Our interest lies within the reprographics section. Office Services provides reprographic and printing services including design and layout that range from simple business cards to Council agendas, manuals, and full-color brochures. Office Services has a wide range of bindery finishing equipment. Office Services was responsible for over 7.9 million impressions.

Office Services is interested in a possible software program that would re-direct all citywide projects over a specified amount of impressions to Office Services. This will allow us to lower the costs per impression for departments. Office Services will deliver the project to the customer through the interoffice mail delivery system (or other vendor suggested options) ,or by personal delivery.

Additionally, The City is beginning the Scanning and Document Imaging Program. The large digital machines would be used for scanning hard copy images for many City departments. The scanners would need to be capable of handling high volume requests. The machines would need to be compatible with software programs (example: Kofax/Hummingbird) for scanning.

Office Services needs should cover both large digital production machines and an office copier, or as the vendor wished to suggest to meet the needs as described below. Needs are as stated below in Requests 1 and 2.

Request 1: Office copier

- Scanning and email functions
- Faxing functions
- 1 and 2 sided copying
- Color and black and white
- Stapling option
- Page sizes: 8.5" x 11", 8.5" x 14" and 11" x 17"
- Weights of paper range from 20# bond to 110# index

Request 2: Large Digital Copiers

The agreement would most likely be for one 1) black & white high speed digital copier and one medium speed digital color copier.

Black and White Copier needs

Scanner/Computer Specifications:

- Each machine must have at a minimum a scanner (single pass double sided scanning preferred). Scanner capable of scanning from the feeder or across the glass. Speed should be 65 pages per minute or higher. A minimum 600 DPI resolution.
- Editing capabilities should include:

- Reducing and enlarging
- Adding “screened” backgrounds or text annotations
- Electronic page numbering anywhere on an individual page or group of pages.
- Bit editing, electronic de-skew and registration, background suppression and detection
- Text and line art enhancements on screen
- Cut and paste functions (cropping, masking, importing and exporting of most industry standard file formats and exporting of PDF files)
- Layout of multi-up forms (2 up, 4 up etc.)
- Document assembly on non-uniform paper stocks (tabs, covers, etc.)
- Capability to apply line screens and watermarks to scanned material
- Adobe 9.0 compatible
- Ability to interface with variable data software available on the market
- Digital light table preferred
- The feeder must have built in anti-static feed trays. Automatic or operator controlled. Machine must have capabilities to adjust this control for different stocks.
- Auto-document feeder with single and duplex feeding
- Scanner and computer needs:
 - o Minimum 1 gb RAM (comp memory) minimum, 2gb + preferred
 - o Dual HDD's of 100 gb minimum each
 - 1 for operating system and related software
 - 1 for data used by Office Services(250gb = preferred)
 - o Pentium 4 (or equivalent processor) with a rated speed of 2.8 ghz or higher
 - o Dual processors are nice but not required
 - o 21" monitor with building-in USB interface
 - o Graphics card should have a minimum of 256 mb RAM
- Crystal Reports: It is imperative that the software is capable of handling crystal reports. Currently we are utilizing PeopleSoft, however Oracle has bought the company and we will be blending in with that software in 2-3 years. Copier must be compatible including any changes to Oracle.
- Mail Merge software: Include suggested software and cost that is compatible with your equipment to provide basic mail merge capabilities such as multiple up cards to merge with Excel file containing name and address information. We request an unlimited supply, however 500,000 hits is the minimum acceptable. Software must be compatible to communicate with color copier as well.
- Workstations should have Microsoft Office Office Pro 2007; Outlook, Publisher, Word, Excel and Access.
- Software Upgrades: Successful vendor must regularly provide information on upgrades that are available either for purchase or no cost. We will request a formal letter indicating what the upgrade is for, and what we will need to purchase to make the upgrade compatible.

Machine Specifications

- The black & white copier should produce black & white at the minimum rate of 100-135 pages per minute.
- Maximum image area 12" x 18"
- Paper drawers should accommodate paper ranging from 8"x11" to 12"x 18" sheet size. Three main paper drawers are a minimum with the large/main paper drawer capable of holding 2500 sheets of 8.5 x 11 paper, 20# bond.
- Accommodate text weight paper from 16# (60gm) NCR, 20# writing up to 110# (166gm) text
- Accommodate card weight paper up to 110# double-thick cover stock (309 gm)
- Accommodate both uncoated and coated stocks

- Accommodate Mylar covered tabs with the ability to print on the face of the tab, as well as the tab. A preference is for the ability to print two-sided tabs. The acceptance quality of the tab should be 98% or higher. The ability to program 3-8 bank tabs is important.
- Machine should have a minimum 600 DPI resolution
- Line and halftones should be high quality. Samples should indicate quality.
- Straight paper path preferred
- Stacker should have the capability to offset the sheets programmable by the operator.
- The operator should have the ability to program stapled subsets, and program loose sheets. Portrait (1 and 2 position) and landscape stapling
- Machine should saddle-stitch with an additional unit that can be added to the main machine
- Conversion or capability of handling RDO's which include the "job ticket" (jtx) and "tif" files, created in 'Digipath Version 1.2.0.21'. Estimate 500 RDO files as being critical for conversion. If your machine cannot convert and open RDO's, then you MUST include a method that we can utilize to open and use these documents. If it is by a separate program, you must include that itemized cost in your monthly cost structure. If you are the selected vendor, we will require PROOF that this software will work.
- PDF Workflow: It is imperative that the two systems (between Black & White and Color machines) are compatible. The platform should be Windows based.
- Adobe Acrobat must be 9.0 or higher.
- Hardware Upgrades: Successful vendor must regularly provide information on upgrades that are available either for purchase or at no cost.
- Web Interface using Internet Explorer Version 9.0
- Printer: Ability to connect to our existing network. Capability to send to 'Release/Hold/Save' que's. Post production paper drawers for adding pre-printed paper stocks.
- Workstation and machine must be able to communicate, or send projects back and forth with color copier.
- Estimated footprint of machine should be no larger than 7.5' high x 19' long x 4' wide.
- Power requirements to match needs of equipment.
- **Estimated monthly usage is 700,000 impressions per month with a machine capability rated at 1 million impressions per month. We also need an option for 1.5 million impressions per month with a machine capability rated at 1.8 impressions per month.**

Color Copier Specifications:

Scanner/Computer Specifications:

- Editing capabilities must include:
 - Reducing and enlarging
 - Adding "screened" backgrounds or text
 - Electronic page numbering
- Bit editing, electronic de-skew and registration, background suppression and detection
- Text and line art enhancements on screen
- Cut and paste functions (cropping, masking, importing and exporting of files)
- Numbering (font size, location moving capabilities)
- Layout of multi-up forms (2 up, 4 up etc.). If machine doesn't have the software to do this, provide the name of software that is compatible with your machine.
- The operator should have the ability to program stapled subsets, and program loose sheets. Portrait (1 and 2 position) and landscape stapling
- Digital light table preferred
- Rip device should be PC based, minimum 1.0 GB of RAM memory, 100 GB free space. Dual HDD's preferred.
- Auto-document feeder

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- Software Upgrades: Successful vendor must regularly provide information on upgrades that are available either for purchase or no cost.
- Scanner and computer specifications:
 - o Minimum 1 gb RAM (comp memory) minimum, 2gb + preferred
 - o Dual HDD's of 100 gb minimum each
- 1 for operating system and related software
- 1 for data used by Office Services(250gb = preferred)
 - o Pentium 4 (or equivalent processor) with a rated speed of 2.8 ghz or higher
 - o Dual processors are desirable
 - o 21" monitor with building-in USB interface
 - o Graphics card should have a minimum of 256 mb RAM
- Web Interface using Internet Explorer Version 9.0
- Workstations should have Microsoft Office Office Pro 2007; Outlook, Publisher, Word, Excel and Access.

Machine Specifications

- The Color copier should produce color copies at the rate of a minimum of 35-45 pages per minute and black & white at minimum rate of 65-75 pages per minute.
- Maximum image area 12" x 18"
- Paper drawers should accommodate paper ranging from 8"x11" to 12"x18" sheet size. Three paper drawers are a minimum with the large/main paper drawer capable of holding 1000 sheets or more of 8.5 x 11 paper, 20# bond.
- Accommodate text weight paper from 16# (60gm) NCR, 20# writing up to 110# (166gm) text
- Accommodate card weight paper up to 110# double-thick cover stock (309 gm)
- Accommodate both uncoated and coated stocks
- Machine should saddle-stitch with an additional unit that can be added to the main machine
- Document assembly on non-uniform paper stocks (tabs, covers, etc.)
- Capability to apply line screens and watermarks to scanned material
- Adobe 9.0 compatible
- Ability to interface with variable data software
- Machine should have a minimum 600 DPI resolution
- Line and halftones should be high quality.
- Straight paper path preferred
- Adobe Acrobat must be 9.0 or higher
- Hardware Upgrades: Successful vendor must regularly provide information on upgrades that are available either for purchase or at no cost.
- Printer: Ability to connect to our existing network. Capability to send to 'Release/Hold/Save' que's. Post production paper drawers for adding pre-printed paper stocks.
- Workstation and machine must be able to communicate, or send projects back and forth with color copier.
- Estimated footprint of machine should be no larger than 7.5' high x 13 ' long x 4' wide.
- Power requirements to match needs of equipment.
- Estimated monthly usage is 30,000 impressions per month, however machine should be capable of 50,000 impressions per month.

Training, installation and references for both Black & White and Color machine:

- The time to install the equipment must be made quickly and efficiently. We are anticipating a 3 day installation window. The City Administration Building does not have a loading dock. All machines must

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be able to be dismantled for delivery and assembled in Office Services. Office Services is located in the basement level of the City Administration Building. A freight elevator is available for lowering equipment to basement from ground floor.

- Equipment must be available for a July 15, 2010 installation date.
- Training must be provided. We prefer training to be held in Office Services using our equipment and our projects, especially for advanced training. We can coordinate training in Denver, however no further training destination will be allowed. We are anticipating 3-5 business days of additional training.
- Please list three references. These references should be using the same equipment that you are bidding. We may or may not choose to utilize this option.

AUDIT REPORTS
APPENDIX 2