

Request For Proposal  
Districtwide  
36 Month Copier Lease



Gainesville City Schools

Issued June 01, 2017

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## Gainesville City Schools

### Request for Proposal (RFP) 3-Year Copier Lease\Managed Print Services

Invitation for proposal, subject to the conditions made a part hereof, will be received at Gainesville City Schools, attention: Director of Technology, until 12:00 PM on June 26<sup>th</sup>, 2017.

**General:** All proposals are subject to the provisions of the general contract terms. Terms and conditions included as a part of published price lists, catalogs and/or other documents as a part of the proposal responses, are waived and will have no effect either on the proposal or any contract, which may be awarded as a result of this invitation. The attachment of any other terms and conditions by the awarded vendor may be grounds for the rejection of that proposal.

Gainesville City Schools reserves the right to reject any or all proposals.

**Facsimile (faxed) Proposals:** Proposals and/or addenda submitted via facsimile (fax) machine in response to this invitation for proposals will **NOT** be acceptable.

**Description of RFP Process:** Gainesville City Schools intends to undertake the selection process for potential vendors according to the following schedule:

#### Proposed Timeline for Copier RFP's

Publication of Request for Proposal (RFP)	June 01, 2017
RFP questions due from vendors	June 09, 2017
RFP response to vendor questions	June 16, 2017
RFP Due to Gainesville City Schools	June 26, 2017
Anticipated Award Date	July 3, 2017
Installation completion date	July 21, 2017

#### General Proposal Information

If you have any questions please email to Tony Vega at [tony.vega@gcssk12.net](mailto:tony.vega@gcssk12.net)

## Overview

Gainesville City Schools is located in Northeast Georgia. Gainesville City School System was one of the first four charter systems in Georgia and earned its charter status in June 2008. In 2013, the district received a ten year charter - which extends to June 2023. As a charter system, our Board of Education utilizes flexibility in local school governance to provide innovative learning environments for approximately 8,000 students. We have six elementary schools, one middle school, one high school, a maintenance & bus shop, and a district administration office.

## Scope

Gainesville City Schools requests equipment that meets or exceeds our present models and accessories. Gainesville City Schools is, as many school systems in the state, growing and expanding and needs a partner able to meet our needs in that process. Gainesville City Schools would like to have the flexibility of adding equipment at any time during the duration of contract at the original agreed cost per unit at contract signing. If there is not a charge for additional equipment during contract period the previous would not be applicable.

Gainesville City Schools seeks bids for the lease of multi-function copiers to be used throughout the district. The selected vendor will provide 63 copiers throughout the Gainesville City Schools, per the specifications in attachment C. The vendor will furnish, deliver, install, properly train, and maintain all equipment to the end user's satisfaction.

This program will include **ALL** operating supplies and the delivery of supplies, (excluding paper and sorter staples) and **ALL** service requirements as necessary to meet the current and future volume demands generated by Gainesville City Schools.

Gainesville City Schools will compensate the awarded vendor on a **PER COPY** basis, or a base charge per unit and a Cost Per Page charge, which will represent the total compensation to the vendor. The vendor will **NOT** inflate this **AGREED** rate for the duration of this agreement; however, the vendor may decrease the rate at any time during the program term. Gainesville City Schools will **NOT GUARANTEE** any daily, monthly, or annual volumes to the awarded vendor. Vendors may bid with pricing that will not be a pure cost per copy price, but must be able to substantiate and communicate a bottom-line cost per copy charge. **ALL** costs are to be outlined in vendor proposal and will be expressed in a clear and precise manner.

While not a requirement in this RFP, additional consideration will be given to any bids that offer the following at no additional cost:

- District wide follow me printing solution
- RF card swipe for authentication
- Centralized fax solution

Gainesville City Schools will decide on equipment that meet or exceed its present models and accessories

## Delivery Requirements

Bidders must be prepared to complete installation of all machines no later than July 21st.

## **Payment Terms**

Net 30. Payments will be invoiced in arrears throughout the contract term. Detailed per machine billings from the vendor will be based on the **ACTUAL** copies made for the preceding billing period (month, quarter, etc). Meter readings will be provided to the vendor via fax or email or as specified by the vendor. Meter readings will be performed on the last business day of each billing period. In the event of a holiday closing that will lap over into the succeeding month, the meter reading will be performed on the last business day prior to the holiday closing.

Gainesville City Schools will **NOT** be charged for any property tax, usage tax or document handling fees.

## **Evaluation Criteria**

Gainesville City Schools reserves the right to seek clarification of any or all bidders in order to assist in the evaluation process. To assist Gainesville City Schools, the award evaluation criteria is based on, but not limited to, the following:

- Proposed product meeting the district's present needs as well as future needs.
- Hardware and peripheral product quality and content including, but not limited to, durability, performance, integration, serviceability, warranty, maintenance, meets or exceeds industry standards, and fulfillment of criteria specified in this RFP.
- Due to technical nature of the equipment, bidder has addressed all applicable future system use, future expansion possibilities, and possible upgrading.
- Bidder's total proposed price.
- Quality of previous work done for Gainesville City Schools.
- Bidder agrees to provide an on-site proof of concept at no cost if requested.

## **Contract Negotiation**

Gainesville City Schools reserves the right to negotiate with any company/supplier submitting a response to alter, clarify, or further enhance the company's proposals and/or any contract arising out of the acceptance of the response. In the evaluation of the proposal, the pricing submitted will be considered the best and final pricing.

## **Recourse For Unsatisfactory Work Or Materials**

Payment shall be contingent upon the school system's inspection of and satisfaction with completed work. Any defective equipment, work or materials, non-conformance to bid specifications, damaged materials, or unsatisfactory installation shall be corrected to the school system's satisfaction by the successful bidder at no additional charge.

## **Termination**

Failure to comply with the terms and conditions as herein stated shall be cause for cancellation of the contract. The school system will give written notice of unsatisfactory performance and the bidder will be allowed thirty (30) days to take corrective action and accomplish satisfactory control. If at the end of the thirty days, the School system deems the bidder's performance still unsatisfactory, the contract shall be canceled. The exercise of its right of cancellations shall not limit the school system's right to seek any other remedies allowed by law. The successful bidder will agree that the resulting contract is made subject to available budgetary appropriations and

shall not create any obligation on behalf of the school system in excess of such appropriations. In the event that no funds or insufficient funds are appropriated and budgeted, the contract shall terminate without penalty or expense to the school system thirty (30) days after written notification of termination from the school system.

### **Administrative Requirements**

Vendor will provide one contact point accountable to Gainesville City Schools for the complete contract period. It is imperative that the contact have easy access to all information concerning the contract and all other client information that is applicable to the contract during normal business hours (8:00 am to 4:30 pm).

### **Billing Procedures**

Billing procedures shall provide at least the following:

1. One master invoice summarizing all billing for the total program population.
2. Detailed backup for master invoice that identifies, by machine number & location containing the following:
  - a. All models and accessories.
  - b. Beginning and ending meter readings. Total copies made. Total charges by location to include the taxed totals.
3. Billing period will be set to end June 30<sup>th</sup>, Gainesville City Schools' year end.

### **Submittal Requirements**

#### **Company Experience and/or References**

Gainesville City Schools reserves the right to fully investigate the qualifications of any bidder(s) based on references supplied and publicly available information.

Bidder(s) are encouraged to supply evidence of experience on projects of similar nature and/or magnitude listing: customer name, address, contact names, and telephone/fax numbers. Confidential Material

Any material that is to be considered as confidential in nature must be clearly marked as such and will be treated as confidential by Gainesville City Schools to the extent allowable.

#### **Supplemental/Supporting Materials**

Please include descriptive literature/brochures, if available, in the proposal. All user/owner/technical reference manuals should be included with and submitted upon delivery of equipment.

#### **Procurement Of Products That Are Energy Star Qualified**

Gainesville City Schools shall select, where life cycle and cost-effective, ENERGY STAR and other energy efficient products, when acquiring energy-using products.

## **Security**

The bidder represents and warrants to the school system that neither it nor any of its principals, shareholders, members, partners or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The bidder further represents and warrants to the school system that the bidder and its principals, shareholders, members, partners, or affiliates, as applicable, are not directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as Specially Designated National and Blocked Person. The bidder hereby agrees to defend, indemnify and hold harmless the school system and all school system elected or appointed officials, officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from or related to any breach of the foregoing representation and warranties.

## **Compliance With Laws**

The bidder hereto covenants and agrees to comply with all applicable federal, state, and local laws, codes, ordinances, rules and regulations. Failure to comply with the terms of this provision shall constitute a breach of contract and permit the school system to terminate this RFQ.

## **Submission Of Sealed Bids**

All bids are to be submitted on the attached Bid Sheet. Additional information may be submitted in the package, but the attached Bid Sheet must be filled out and submitted as well.

All bids must be marked "Request For Proposal, Districtwide 3-Year Copier Lease". All bids must be delivered by noon on June 26, 2017 to Gainesville City Schools Central Office, 508 Oak Street, Gainesville, Georgia 30501 and marked to the attention of Keith Palmer, Director of Technology.

## **Rejection Of Bids, Waiver Of Irregularities**

Gainesville City Schools reserves the right to reject any or all bids, to waive irregularities, and to accept that bid which is considered to be in the best interest of the school system. Any such decision shall be considered final.

## **E-Verify**

All contractors must submit Attachment B verifying compliance with O.C.G.A. § 13-10-91.

## **Specifications And Technical Requirements**

### **Scope of Work**

It is the expectation of Gainesville City Schools that all multi-function machines will be connected to the respective networks and that all employees will utilize them. Any software or hardware necessary for all employees to utilize all aspects of the equipment must be included in the proposal. The price given in the proposal should be "walk-away" pricing and must include all training, setup, labor, networking, parts, supplies (excepting paper and staples), and installation. Gainesville City Schools must approve in writing all new equipment installations requiring any changes to monthly charges during the life of the contract.



Gainesville City Schools will provide standard 120 volt electrical service with 20 amp outlet and network wiring for print devices and multi function machines installed at the beginning of the contract.

The awarded vendor shall be responsible for replacing the present equipment with minimal disruption to operations. Total cost of delivery and installation of equipment must be included in the price submitted.

The vendor shall provide training on the use and daily upkeep of the equipment to personnel at each location and network training for the Technology Staff as required by Gainesville City Schools.

At the end of the lease, the vendor will be responsible for reclaiming all machines at no cost to Gainesville City Schools. The lease will automatically renew at the end of the lease on a month-to-month basis (not annually) unless cancelled in writing by either party.

### **Vendor Requirements**

All proposed copiers must include an easily accessible meter or other device to measure impressions. The equipment console display must signal the user of the need for paper, toner, developer, or of the occurrence of paper jams and/or misfeeds. The user must have the ability to cancel the job. Controls should also include exposure adjustments for print quality. All copiers must have the capability of printing up to 11x17 size copies.

It will be the vendor's responsibility to ensure that the equipment proposed for each location is capable of fitting into the space provided, and the voltage supply and electrical plug are adequate for the proposed machines. Gainesville City Schools will supply 120 volt power and network connectivity at all desired copier locations. Walk-throughs are encouraged and are available upon request. The vendor will be responsible for furnishing equipment adaptable to electrical outlets. Extensions or additional cords will not be added to the standard commercial length of the machine cord.

### **Maintenance**

- The awarded vendor must average a two to four (2 to 4) hour callback time on service calls. A 24-hour response time for technicians on all service calls will be required. A qualified, factory-trained service technician must respond to each service call. Frequent neglect or deviation from this response time will result in the termination of the program by Gainesville City Schools. Upon arrival to any building for service calls, service representatives must notify personnel of his/her arrival.
- During the contract period, should the repair record of any copier reflect a downtime of 10% or more of the normal working days in 2 consecutive months, the equipment shall be replaced. The replaced copier will not be placed back into service with Gainesville City Schools. Loaner equipment must be provided if the original equipment cannot be repaired and restored to normal operating service within 48 hours.
- Gainesville City Schools will not be responsible for damage as a result of equipment malfunctions.
- All parts supplied by the vendor will be original equipment manufacturer (OEM) for the term of the contract; no generic parts will be allowed. The vendor will be responsible for keeping an adequate stock of supplies and repair parts to prevent unreasonable delays in productivity.

- Should Gainesville City Schools require that a copier be relocated, the vendor will assist in the relocation of the machine within three (3) working days at no additional cost.

### **Supplies**

The vendor will provide included supplies to Gainesville City Schools during normal business hours. No shipping and handling charges may be assessed for supplies or toner and supplies must be shipped within 24 hours of order.

### **Functionality**

Requirements of multi-function machines are detailed below and in Attachment C.

### **Copying**

Machines must be capable of copying documents at speeds listed in Attachment C. Additional required features of all machines include the ability to sort, stack, staple, hole punch, and duplex.

### **Scanning**

Scanning capability is required on all devices placed in the school system. Vendor must provide a secure scanning solution with the ability to scan in the following editable file formats: PDF and JPEG. The scanning feature will be included in the total cost.

All Multi-Function Machines will have the ability to connect to scan to e-mail using any of the file formats listed above. Scanning functions should be configurable from the network and all devices should include a software package that allows for device management. The ability to scan in color is required for all color copiers. The vendor must include any software or hardware needed to complete the proposed scanning services in the total cost of the proposal.

### **Network Printing**

Each Multi-Function Machine must be able to print documents at a minimum of 600 dpi and must be capable of invoicing network printing to specific users using unique codes. Proposals must note if a stand-alone print server is required or if the device will function like other printers on the network. Any required hardware such as a print server or required software must be included in the proposed cost.

### **Faxing**

Copiers specified as such in Attachment C require the capability to send and receive faxes. Any software or hardware needed for this function must be included in the total cost of the proposal.

### **Training**

Training for the “key operator” and other departmental personnel will be provided within 24 hours after installation. On-going training is to be provided as needed at **NO** additional cost to the Gainesville City Schools.

## Ownership of Equipment

The awarded vendor will maintain complete ownership of the equipment for the duration of the program. Upon completion of the program, the vendor will have no more than two

(2) business weeks to remove all of the equipment. There will be **NO** costs to the Gainesville City Schools for any removal charges and/or freight expense. If vendor fails to comply, Gainesville City Schools will forward the equipment to the vendor on a "collect" basis by common or contract carrier. Gainesville City Schools will exercise reasonable and appropriate insurance guarding against fire, theft, vandalism, and other acts that a reasonable owner would normally maintain.

## Terms

The proposed pricing must reflect a 3-year agreement beginning July 2017 and ending June 2020. All machines installed must be new digital machines with the latest technology. A new machine is defined as newly assembled for first-time use with new components. No refurbished equipment will be accepted and bids including such equipment will be immediately rejected. The quoted price must remain fixed for the life of the agreement. Pricing for black and white copies must be per copy based on a minimum yearly volume of 6 million copies and must be billed monthly at that rate. Overages must be billed annually. Gainesville City Schools will not be charged any property tax, usage tax, or document handling fees.

## **Additional Services Requested**

### **Managed Print Services on System Owned Laser Printers**

In addition to the copiers specified above and in attachment C, Gainesville City Schools also seeks a qualified vendor to implement and maintain a managed print services program covering all of the system owned laser printer devices in the District consisting of the following components:

- Consumable supplies
- Fix/Repair and maintenance services
- End-user support
- Management of the print devices

The manufacturers, models and previous print history of these devices is listed on attachment D.

### **Consumable Supplies**

The successful vendor will be responsible for “just-in-time” inventory management of all consumable supplies including end-user replacement components for all output devices defined within this RFP.

- This covers all printers included within this RFP, as well as any printers replaced by selected vendor as part of the agreement.
- Vendor is responsible for delivery of supplies to point of need.
- Paper will be supplied by the district.
- Staples will be supplied by the district.

### **Supply expectations**

- Black and white toner may not be off brand and must be OEM, unless otherwise agreed upon in writing by the district.
- Color toner must be OEM, unless otherwise agreed upon in writing by the district.
- Unlimited toner.
- Consumable supplies must meet original equipment manufacturers specifications.
- Consumable supplies must not exceed 0.5% failure rate.
- Vendor assumes all responsibility for hardware performance due to consumable supplies.
- Covers all multifunction devices and network printers included in RFP.
- Vendor retains ownership of all consumables inventory.
- Down time due to lack of consumable supplies will not be acceptable.
- Vendor is responsible for delivery of supplies to point of need.
- The District does not desire to have excess inventory on-hand at any location or device replacement.
- The District is interested in proactive device monitoring and “just in time” delivery of necessary consumable supplies

### **Fix/Repair and Maintenance**

The successful vendor shall be responsible for all toner, fix/repair, maintenance and /or replacement of all output devices included in contract resulting from this RFP.

- Covers all local and network printers included within this RFP.
- Hardware must meet specifications and minimum uptime requirements.

- Preventative Maintenance Schedules planned and completed according to manufacturer's' recommended service schedules
- Exclusive utilization of OEM parts and supplies, unless otherwise agreed upon in writing by the district.
- Minimum service response expectations
- Vendor shall respond to a request for maintenance within one (1) hour
- Maintenance and repair calls must be performed within four (4) hours of request for service.
- The maximum allowable downtime for any one piece of equipment is forty-eight (48) hours.
- Vendor assumes all responsibility for hardware performance due to service parts and components.
- Vendor will assume responsibility for disposal of and recycling of all service parts.
- Vendor will supply the district Business Office with a call completion notification in electronic format.
- A "loaner" machine must be placed in the building for any equipment that can't be repaired and restored to normal operating service within 48 hours.
- Excluded from the requirements are delays resulting from acts of nature, accidents, or extreme weather condition.
- It is the intention that necessary repairs must be made on the equipment.

### **End User Support**

The successful vendor shall provide end-user help desk support for all District users on all printers covered by a contract resulting from this RFP. Specifically:

- Provide a single point of contact for District technology staff.
- Unlimited phone support on all initial service calls during normal business hours, 8:00 A.M. to 5:00 P.M. EST, Monday through Friday with the exception of statutory holidays.
- Unlimited network support during normal business hours, 8:00 A.M. to 5:00 P.M. MST, Monday through Friday with the exception of statutory holidays.
- Unlimited customer training. (if necessary)

### **Management and Process Controls**

The successful vendor shall be responsible for management of the District printer fleet as described within this RFP including measurement and reporting of results.

- Electronic monitoring of all output devices that are part of a resulting contract.
- Maintaining service records to report individual device performance.
- Electronic monthly usage reports per device communicated to the Business Office.
- Monthly electronically generated status reports communicating equipment issues to the Business Office.
- Ability to measure and manage output at a job, user or facility level.
- Ability to allocate cost by job, user or facility level.
- Ability to manage user access and workflows.
- Manage fleet optimization.
- Additional features available that have been proven to reduce paper and print waste.

Attachment D contains the list of network & direct attached printers

# Attachment A

## Gainesville City Schools Copier Bid

**THIS PAGE MUST BE INCLUDED AS THE FIRST PAGE OF THE PROPOSAL.** Other documentation of bid requirements should follow.

Company Name: \_\_\_\_\_

Copier Manufacturer: \_\_\_\_\_

Price per Copy Color = \_\_\_\_\_

Price per Copy B&W = \_\_\_\_\_

Price for Managed Print Services = \_\_\_\_\_

**Inquiries and requests regarding this RFP should be directed to:**

Tony Vega, Technology, Gainesville City Schools, 508 Oak Street, Gainesville, GA 30501

(770) 536-4441 Extension 5421

[tony.vega@gcssk12.net](mailto:tony.vega@gcssk12.net)

**Sealed proposals and bids must be clearly marked and delivered no later than 12:00 PM on June 26, 2017 to:**

Gainesville City Schools ATTN: Keith Palmer, Copier Bid, 508 Oak Street, Gainesville, GA 30501

Please note that all proposals must be received at the designated location by the stated deadline. Late proposals will be returned unopened and shall be considered void and unacceptable. After the deadline, proposals will be evaluated for this RFP. Not all proposal information is considered public, and only the final contract and costs of award will be available to the public. No proposal information will be shared until after the award.

**GAINESVILLE CITY SCHOOLS RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS AND PROPOSALS AND TO AWARD IN PART OR IN TOTAL WHICHEVER IS DEEMED TO BE IN THE BEST INTEREST OF THE SCHOOL DISTRICT.**

## Attachment B

### Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Gainesville City Schools has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

---

Federal Work Authorization User Identification Number

---

Date of Authorization

---

Name of Contractor

---

Name of Project

---

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.  
Executed on \_\_\_\_\_, \_\_\_, 2017 in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

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Signature of Authorized Officer or Agent

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Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.

---

NOTARY PUBLIC

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

## Attachment C

### Gainesville City Schools

School	Location	Speed\PPM	Paper Capacity	Output Option 1	Output Option 2	Output Option 3	Color	Fax
Centennial Elementary School	Front Office Workroom	65-75	3,000 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Centennial Elementary School	New Addition (1st Floor)	45-55	1,500 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Centennial Elementary School	New Addition (2nd Floor)	45-55	1,500 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Centennial Elementary School	School End Office	45-55	1,500 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Centennial Elementary School	School End Office	45-55	1,500 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Centennial Elementary School	Front Office Admin	30-35	500	N/A	Stapler	N/A	Yes	Yes
Enota Elementary School	Admin Office	65-75	3,000 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Enota Elementary School	Modular #1	45-55	1,500 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Enota Elementary School	Modular #2	45-55	1,500 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Enota Elementary School	Pod	45-55	1,500 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Enota Elementary School	Pod	45-55	1,500 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Fair Street Elementary School	Main Office Workroom	65-75	3,000 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	Yes
Fair Street Elementary School	1st Floor Workroom	45-55	1,500 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Fair Street Elementary School	2nd Floor Workroom	45-55	1,500 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Fair Street Elementary School	Additional Workroom	45-55	1,500 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Fair Street Elementary School	Media Center	30-35	500	N/A	Stapler	N/A	Yes	No
Gainesville Elementary School	Front Office Workroom	65-75	3,000 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Gainesville Elementary School	Front Office Workroom	65-75	3,000 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	Yes
Gainesville Elementary School	School End Office	45-55	1,500 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Gainesville Elementary School	School End Office	45-55	1,500 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Gainesville High School	Main Office	65-75	3,000 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	Yes
Gainesville High School	Main Office	65-75	3,000 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	Yes
Gainesville High School	Guidance Office	30-35	500	N/A	Stapler	N/A	Yes	Yes
Gainesville High School	Media Center	20-30	500	N/A	Stapler	N/A	Yes	No
Gainesville High School	Vocational Workroom	45-55	1,500 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Gainesville High School	2nd Floor Office	65-75	3,000 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Gainesville High School	3rd Floor Office	65-75	3,000 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Gainesville High School	9th Grade Center Main Office	45-55	1,500 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No



## Attachment C

### Gainesville City Schools

School	Location	Speed\PPM	Paper Capacity	Output Option 1	Output Option 2	Output Option 3	Color	Fax
Gainesville High School	9th Grade Center Workroom	65-75	3,000 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Gainesville High School	9th Grade Center Workroom	65-75	3,000 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Gainesville High School	500 Modular Workroom	45-55	1,500 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Gainesville High School	900 Modular Workroom	45-55	1,500 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Gainesville High School	GLA	30-35	500	N/A	Stapler	N/A	No	No
Gainesville High School	PAC	30-35	500	N/A	Stapler	N/A	No	No
Gainesville High School	New Gym	30-35	500	N/A	Stapler	N/A	No	No
Gainesville High School	Coach's Annex	20-30	500	N/A	Stapler	N/A	Yes	No
Gainesville High School	Bookkeeper	20-30	500	N/A	Stapler	N/A	No	No
Gainesville Middle School	200 Admin	30-35	500	N/A	Stapler	N/A	No	No
Gainesville Middle School	300 Admin	30-35	500	N/A	Stapler	N/A	Yes	No
Gainesville Middle School	400 Admin	30-35	500	N/A	Stapler	N/A	Yes	No
Gainesville Middle School	500 Admin	30-35	500	N/A	Stapler	N/A	No	No
Gainesville Middle School	Room 214	30-35	500	N/A	Stapler	N/A	No	No
Gainesville Middle School	Room 314	30-35	500	N/A	Stapler	N/A	No	No
Gainesville Middle School	Front Office Admin	45-55	1,500 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Gainesville Middle School	Student Services	30-35	500	N/A	Stapler	N/A	No	Yes
Gainesville Middle School	Upstairs Workroom	65-75	3,000 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Gainesville Middle School	Upstairs Workroom	65-75	3,000 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Gainesville Middle School	Downstairs Workroom	65-75	3,000 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Gainesville Middle School	Downstairs Workroom	65-75	3,000 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Gainesville Middle School	Media Center	20-30	500	N/A	Stapler	N/A	Yes	No
Maintenance & Operations	Front Office Admin	45-55	1,500 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Maintenance & Operations	Transportation Admin	30-35	500	N/A	Stapler	N/A	No	Yes
Mundy Mill Elementary School	Front Office Workroom	65-75	3,000 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	Yes
Mundy Mill Elementary School	1st Floor Workroom	45-55	1,500 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Mundy Mill Elementary School	2nd Floor Workroom #1	45-55	1,500 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
Mundy Mill Elementary School	2nd Floor Workroom #2	45-55	1,500 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No

## Attachment C

### Gainesville City Schools

School	Location	Speed\PPM	Paper Capacity	Output Option 1	Output Option 2	Output Option 3	Color	Fax
New Holland Elementary School	Modular	30-35	500	N/A	Stapler	N/A	No	No
New Holland Elementary School	Front Office Workroom	65-75	3,000 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
New Holland Elementary School	School End Office	45-55	1,500 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
New Holland Elementary School	School End Office	45-55	1,500 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	No
School Board Office	Board Office Mail Room	65-75	3,000 +	1,500+ Sheet Finisher	Stapler	Hole Punch	Yes	Yes
School Board Office	Board Office Workroom	45-55	1,500 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	Yes
School Board Office	International Center	45-55	1,500 +	1,500+ Sheet Finisher	Stapler	Hole Punch	No	Yes

Total copiers

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## Attachment D

### Gainesville City Schools

			Total Engine Count			Copies			Prints		
Model	Serial Number	Report Source	Total	Color	Black/White	Total	Color	Black/White	Total	Color	Black/White
Dell 2130cn Color Laser	932252492	56,107	25,248	30,859	0	0	0	0	0	0	0
Dell 2130cn Color Laser	932256567	13,193	5,619	7,574	0	0	0	0	0	0	0
Dell 2130cn Color Laser	932257273	17,545	7,172	10,373	0	0	0	0	0	0	0
Dell 2130cn Color Laser	932258074	20,835	8,380	12,455	0	0	0	0	0	0	0
Dell 2130cn Color Laser	932258104	19,777	9,660	10,117	0	0	0	0	0	0	0
Dell 2130cn Color Laser	932258128	13,901	7,419	6,482	0	0	0	0	0	0	0
Dell 2130cn Color Laser	932258249	14,751	7,272	7,479	0	0	0	0	0	0	0
Dell 2130cn Color Laser	932260900	70,573	34,446	36,127	0	0	0	0	0	0	0
Dell 2130cn Color Laser	932265227	20,085	12,408	7,677	0	0	0	0	0	0	0
Dell 2135cn MFP	932189898	24,539	4,151	20,388	0	0	0	0	0	0	0
Dell 2150cn Color Printer	VZD004100	6,971	5,461	1,510	0	0	0	0	0	0	0
Dell 2150cn Color Printer	VZD013088	35,618	27,146	8,472	0	0	0	0	0	0	0
Dell 2150cn Color Printer	VZD014487	15,777	6,778	8,999	0	0	0	0	0	0	0
Dell 2330dn Laser Printer	7216ZZ3	175,427	0	175,427	0	0	0	0	0	0	0
Dell 2330dn Laser Printer	7218YGV	26,528	0	26,528	0	0	0	0	0	0	0
Dell 2330dn Laser Printer	7218YCT	54,015	0	54,015	0	0	0	0	0	0	0
Dell 2330dn Laser Printer	7218YGP	63,002	0	63,002	0	0	0	0	0	0	0
Dell 2330dn Laser Printer	7218YGG	48,748	0	48,748	0	0	0	0	0	0	0
Dell 2330dn Laser Printer	7218Y2M	75,310	0	75,310	0	0	0	0	0	0	0
Dell 2330dn Laser Printer	7218XV7	34,356	0	34,356	0	0	0	0	0	0	0
Dell 2330dn Laser Printer	7218Y6F	32,648	0	32,648	0	0	0	0	0	0	0
Dell 2330dn Laser Printer	72166LM	52,171	0	52,171	0	0	0	0	0	0	0
Dell 2330dn Laser Printer	7217XB9	60,921	0	60,921	0	0	0	0	0	0	0
Dell 2330dn Laser Printer	7217YLW	70,977	0	70,977	0	0	0	0	0	0	0
Dell 2330dn Laser Printer	7217YL2	56,577	0	56,577	0	0	0	0	0	0	0
Dell 2330dn Laser Printer	7217WVB	58,230	0	58,230	0	0	0	0	0	0	0
Dell 2350dn Laser Printer	721YK73	14,864	0	14,864	0	0	0	0	0	0	0
Dell 2350dn Laser Printer	721YKG3	22,036	0	22,036	0	0	0	0	0	0	0
Dell 2350dn Laser Printer	721YKG7	75,173	0	75,173	0	0	0	0	0	0	0
Dell 2350dn Laser Printer	721YK74	49,821	0	49,821	0	0	0	0	0	0	0
Dell 2350dn Laser Printer	7221XG6	4,748	0	4,748	0	0	0	0	0	0	0
Dell 2350dn Laser Printer	721W1X3	19,544	0	19,544	0	0	0	0	0	0	0

## Attachment D

### Gainesville City Schools

			Total Engine Count			Copies			Prints		
Model	Serial Number	Report Source	Total	Color	Black/White	Total	Color	Black/White	Total	Color	Black/White
Dell 2350dn Laser Printer	721W1X9	15,909	0	15,909	0	0	0	0	0	0	0
Dell 2350dn Laser Printer	721NDZ0	38,225	0	38,225	0	0	0	0	0	0	0
HP Color LaserJet CP1518ni	CND0205246	16,840	11,575	5,265	0	0	0	0	0	0	0
HP Color LaserJet CP4005	JPRLC27864	86,814	52,762	34,052	0	0	0	0	0	0	0
hp LaserJet 1320 series	CNDC52K2LB	99,832	0	99,832	0	0	0	0	0	0	0
HP LaserJet 400 color M451dw	CNDF523625	12,162	7,554	4,608	0	0	0	0	0	0	0
HP LaserJet 400 MFP M425dn	CNF8H1B615	8,301	0	8,301	0	0	0	0	0	0	0
HP LaserJet CM1415fnw	CNH8CDDQ1D	19,157	10,599	8,558	0	0	0	0	0	0	0
HP LaserJet CM1415fnw	CNJ6D66QDQ	8,684	1,527	7,157	0	0	0	0	0	0	0
HP LaserJet P3010 Series	VND3F67993	16,630	0	16,630	0	0	0	0	0	0	0
HP LaserJet P4015	CNDYC56408	141,501	0	141,501	0	0	0	0	0	0	0
Samsung C1810 Series	0767BJFH800098D	1,273	841	432	0	0	0	1,265	0	1,265	0
Samsung C2670 Series	07ACBJEH60000PX	7,994	3,173	4,821	185	0	185	7,809	0	7,809	0
Samsung C460 Series	ZEW1B8KFCC01SKZ	6,560	1,031	5,529	698	0	698	5,859	0	5,859	0
Samsung CLP-680 Series	Z77MBJECB000QPN	52,591	28,430	24,161	0	0	0	52,551	0	52,551	0
Samsung CLP-680 Series	Z95SB8AF100015N	2,706	1,421	1,285	0	0	0	2,683	0	2,683	0
Samsung CLP-680 Series	Z77MBJEF90002DB	18,427	11,176	7,251	0	0	0	18,415	0	18,415	0
Samsung CLP-775 Series	ZCYZBJZCC0000DT	26,294	5,475	20,819	0	0	0	26,290	0	26,290	0
Samsung CLP-775 Series	ZCYZBJFH300038Z	1,813	1,190	623	0	0	0	1,811	0	1,811	0
Samsung CLP-775 Series	ZCYZBJZD50002WN	39,441	31,833	7,608	0	0	0	39,417	0	39,417	0
Samsung CLP-775 Series	ZCYZBJZD800004H	23,198	14,822	8,376	0	0	0	23,176	0	23,176	0
Samsung CLP-775 Series	ZCYZBJZD80000WN	25,184	10,290	14,894	0	0	0	25,156	0	25,156	0
Samsung CLP-775 Series	ZCYZBJZF500052P	66,102	13,812	52,290	0	0	0	66,067	0	66,067	0
Samsung CLP-775 Series	ZCYZBJFFB00008A	7,869	2,563	5,306	0	0	0	7,848	0	7,848	0
Samsung CLP-775 Series	ZCYZBJFG400011F	3,261	2,328	933	0	0	0	3,258	0	3,258	0
Samsung CLP-775 Series	ZCYZBJFG400022L	3,128	1,843	1,285	0	0	0	3,123	0	3,123	0
Samsung CLP-775 Series	ZCYZBJFH300034Y	1,562	395	1,167	0	0	0	1,550	0	1,550	0
Samsung CLP-775 Series	ZCYZBJZF500053Y	25,168	12,036	13,132	0	0	0	25,142	0	25,142	0
Samsung CLX-3300 Series	Z99WB8KD6B0014Y	18,629	5,893	12,736	956	0	956	17,647	0	17,647	0
Samsung M2070 Series	0704B8KF9B02JBR	4,405	0	4,405	185	0	185	4,207	0	4,207	0
Samsung M332x 382x 402x Series	ZDDQBJAF1000AGN	9,617	0	9,617	0	0	0	9,534	0	9,534	0
Samsung M332x 382x 402x Series	ZDDQBJBF1000CKM	27,726	0	27,726	0	0	0	27,651	0	27,651	0

## Attachment D

### Gainesville City Schools

			Total Engine Count			Copies			Prints		
Model	Serial Number	Report Source	Total	Color	Black/White	Total	Color	Black/White	Total	Color	Black/White
Samsung M332x 382x 402x Series	PGZ9B8AF100031L	40,727	0	40,727	0	0	0	40,632	0	40,632	0
Samsung M332x 382x 402x Series	ZDDQBJBF1000EGF	38,956	0	38,956	0	0	0	38,699	0	38,699	0
Samsung M332x 382x 402x Series	ZDDQBJBF10000LY	12,738	0	12,738	0	0	0	12,661	0	12,661	0
Samsung M332x 382x 402x Series	PGZ9B8AF100013D	5,372	0	5,372	0	0	0	5,364	0	5,364	0
Samsung M332x 382x 402x Series	ZD8GBJCH7000EVW	4,582	0	4,582	0	0	0	4,574	0	4,574	0
Samsung M332x 382x 402x Series	PGZ9B8AHB00049P	2,280	0	2,280	0	0	0	2,278	0	2,278	0
Samsung M337x 387x 407x Series	ZDDSBJEF90003LL	24,958	0	24,958	10,941	0	10,941	11,606	0	11,606	2,397
Samsung ML-331x Series	Z64AB8GCCE007EW	23,403	0	23,403	0	0	0	23,401	0	23,401	0
Samsung ML-331x Series	Z64AB8GD1E00F3E	16,271	0	16,271	0	0	0	16,266	0	16,266	0
Samsung ML-331x Series	Z64AB8GD1F00E0M	1,503	0	1,503	0	0	0	1,496	0	1,496	0
Samsung ML-371x Series	Z67KB8GCCF000DF	15,240	0	15,240	0	0	0	15,234	0	15,234	0
Samsung ML-371x Series	Z64GB8GCBE00ELT	50,176	0	50,176	0	0	0	50,169	0	50,169	0
Samsung ML-371x Series	Z67KB8GCCF000LY	51,936	0	51,936	0	0	0	51,926	0	51,926	0
Samsung ML-371x Series	Z64GB8GCBE00HEN	32,665	0	32,665	0	0	0	32,649	0	32,649	0
Samsung ML-371x Series	Z64GB8GCBE00J2L	28,144	0	28,144	0	0	0	28,138	0	28,138	0
Samsung ML-371x Series	Z64GB8GCBE00ENJ	70,335	0	70,335	0	0	0	70,296	0	70,296	0
Samsung ML-371x Series	Z64GB8GCBE00ERW	62,008	0	62,008	0	0	0	61,986	0	61,986	0
Samsung ML-371x Series	Z64GB8GCBE00HKP	11,167	0	11,167	0	0	0	11,165	0	11,165	0
Samsung ML-371x Series	Z64GB8GCBE00FVW	118,133	0	118,133	0	0	0	118,107	0	118,107	0
Samsung ML-371x Series	Z64GB8GCBE00FKE	57,186	0	57,186	0	0	0	57,178	0	57,178	0
Samsung ML-371x Series	Z64GB8GD1F006HV	34,415	0	34,415	0	0	0	34,365	0	34,365	0
Samsung ML-451x 501x Series	Z696BJFD60000RN	15,879	0	15,879	0	0	0	15,873	0	15,873	0
Samsung ML-451x 501x Series	Z696BJIC700007W	20,845	0	20,845	0	0	0	20,838	0	20,838	0
Samsung ML-451x 501x Series	Z696BJIC70000TV	7,236	0	7,236	0	0	0	7,226	0	7,226	0
Samsung ML-451x 501x Series	Z696BJFD100006V	17,723	0	17,723	0	0	0	17,719	0	17,719	0
Samsung ML-451x 501x Series	Z696BJZD800005B	9,214	0	9,214	0	0	0	9,204	0	9,204	0
Samsung ML-451x 501x Series	Z696BAIBC00059P	30,934	0	30,934	0	0	0	30,925	0	30,925	0
Samsung ML-451x 501x Series	Z696BJIC600020A	43,826	0	43,826	0	0	0	43,822	0	43,822	0
Samsung ML-451x 501x Series	Z696BJIC700005J	37,617	0	37,617	0	0	0	37,576	0	37,576	0
Samsung ML-451x 501x Series	Z696BJFD100009R	13,037	0	13,037	0	0	0	13,029	0	13,029	0
Samsung ML-451x 501x Series	Z696BJFD10000FK	95,744	0	95,744	0	0	0	95,702	0	95,702	0
Samsung ML-451x 501x Series	Z696BJFD100007N	188,130	0	188,130	0	0	0	188,102	0	188,102	0

