PROPOSAL DOCUMENTS

REQUEST FOR PROPOSAL
NO. RFP-2024-IT-001

MULTIFUNCTION COPIER/PRINTER LEASE
AND PRINTER MAINTENANCE SERVICES

ISSUE DATE MARCH 4, 2024

CITY OF BOERNE
447 N. MAIN STREET
BOERNE, TX 78006
REQUEST FOR PROPOSAL NO.  
RFP-2024-IT-001

City of Boerne is seeking a Contractor to provide multifunction copier lease and printer maintenance services for the City of Boerne.

Sealed Proposals will be received at City of Boerne, City Hall 447 N. Main Street, Boerne, TX 78006 until 2:00 p.m. (CT) on April 5, 2024. Any proposals received after the closing time will not be accepted for consideration and will be returned unopened.

All proposals must be clearly marked on the outside with the following: “RFP-2024-IT-001” MULTIFUNCTION COPIER/PRINTER LEASE AND PRINTER MAINTENANCE SERVICES.

Proposal documents may be obtained free of charge at the City of Boerne, 447 N. Main Street, Boerne, TX 78006, IT Department, itdept@boerne-tx.gov, or the City’s website at https://www.ci.boerne.tx.us/bids.aspx
CITY OF BOERNE
REQUEST FOR PROPOSAL NO. RFP-2024-IT-001
MULTIFUNCTION COPIER/PRINTER LEASE AND PRINTER MAINTENANCE SERVICES

PART 1 – GENERAL REQUIREMENTS

1.0 PURPOSE:

City of Boerne is seeking a Contractor to provide multifunction copier/printer lease and printer maintenance services for the City of Boerne.

2.0 PRE-PROPOSAL MEETING:

2.1 A pre-proposal meeting will not be hosted for this solicitation.

2.2 Questions may be emailed to the IT Director at mraute@boerne-tx.gov no later than ten (10) calendar days prior to the closing date for the Proposal.

2.3 Any changes that affect specifications or the scope of service, or that may require an extension to the proposal opening date, will be an amendment to the RFP. Addendum, if any, will be made available through the City’s website at https://www.ci.boerne.tx.us/bids.aspx

3.0 SUBMISSION OF PROPOSAL:

3.1 The qualifications must be received at the address specified below prior to the deadline. The city will not consider any response to this solicitation that is not received at the address specified by the deadline, regardless of whether it has been received in a timely manner at a different department of the City.

The City will receive proposals at the time and location described below.

April 5, 2024 – 2:00 p.m.
City of Boerne
INFORMATION TECHNOLOGY DEPARTMENT
447 N Main Street, Suite 180
Boerne, Texas, 78006

3.2 The City will not acknowledge or consider qualifications that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).

3.3 Properly submitted qualifications will not be returned to Proposers.

3.4 Proposal received after the deadline via mail or hand-delivered will not be considered and will be returned to the proposer, unopened.
PART II – SCOPE OF WORK

The City of Boerne seeks a Contractor to provide new commercial grade multifunction copiers and to provide site maintenance services, and supplies.

1.0 EQUIPMENT:

1.1 The Contractor shall provide factory brand new equipment, commercial grade with entirely new components, and in excellent working condition. No used, refurnished demo machines will be accepted.

1.2 All hard drives and memory of equipment shall be erased and removed as appropriately at the end of the contract. The Contractor will provide a written notice that the hard drive and memory has been erased and removed from each copier at no additional cost to the City. All copiers will be removed at Contractor’s expense.

2.0 DEPARTMENTS, CURRENT MODEL AND REQUESTED SPECS: (see requested specs in Part VI & APPENDIX A – MFA print/copy volume list in APPENDIX C)

2.1 Item No. 1: Police Dispatch- Police Dept
Address: 124 Old San Antonio Road – 1st Floor
Current Copier: Xerox B605
Requested Specs: Level 1

Item No. 2: Customer Care – City Hall
Address: 447 N Main St. – 1st Floor
Current Copier: Xerox B605
Requested Specs: Level 1

Item No. 3: Dev Services - City Hall
Address: 447 N Main St – 1st floor
Current Copier: Xerox B605
Requested Specs: Level 2

Item No. 4: Municipal Court - Court
Address: 124 Old San Antonio Rd – 1st floor
Current Copier: Xerox B605
Requested Specs: Level 2

Item No. 5: Animal Services
Address: 320 Esser Rd.
Current Copier: Xerox C605
Requested Specs: Level 2

Item No. 6: Municipal Court - Court
Address: 124 Old San Antonio Rd – 1st floor
Current Copier: Xerox C8035
Requested Specs: Level 2
Item No. 7: Fire Department Administration
Address: 726 N Main
Current Copier: Xerox C8035
Requested Specs: Level 2

Item No. 8: Library Youth Services (coin op)
Address: 451 N Main Street - 1st floor
Current Copier: Xerox C8035
Requested Specs: Level 3
*must work with JMEX vending for printing with Envisionware printing software (www.envisionware.com).

Item No. 9: Library Adult Services (coin op)
Address: 451 N Main Street - 2nd floor
Current Copier: Xerox C8035
Requested Specs: Level 3
*must work with JMEX vending for printing with Envisionware printing software (www.envisionware.com).

Item No. 10: Library - Circulation Desk (coin op)
Address: 451 N Main Street - 1st floor
Current Copier: Xerox C8035
Requested Specs: Level 3
*must work with JMEX vending for printing with Envisionware printing software (www.envisionware.com).

Item No. 11: Visit Boerne
Address: 282 N Main Street
Current Copier: Xerox C8035
Requested Specs: Level 3

Item No. 12: Parks Administration
Address: 1017 Adler
Current Copier: Xerox C8035
Requested Specs: Level 2

Item No. 13: Finance Dept – City Hall
Address: 447 N Main St. 3rd floor
Current Copier: Xerox C8035
Requested Specs: Level 3
Item No. 14: Library -Staff  
Address: 451 N Main Street -1st floor  
Current Copier: Xerox C8045  
Requested Specs: Level 3

Item No. 15: Admin/HR – City Hall  
Address: 447 N Main St. 3rd floor  
Current Copier: Xerox C8045  
Requested Specs: Level 4

Item No. 16: CMO – City Hall  
Address: 447 N Main St. 3rd floor  
Current Copier: Xerox C8045  
Requested Specs: Level 2

Item No. 17: Planning Dept – City Hall  
Address: 447 N Main St. 2nd floor  
Current Copier: Xerox C8045  
Requested Specs: Level 3

Item No. 18: Utilities Dept – City Hall  
Address: 447 N Main St. 2nd floor  
Current Copier: Xerox C8045  
Requested Specs: Level 4

Item No. 19: Code Enforcement/Permits – City Hall  
Address: 447 N Main St. 2nd floor  
Current Copier: Xerox C8045  
Requested Specs: Level 2

Item No. 20: Special Projects – City Hall  
Address: 447 N Main St. 1st floor  
Current Copier: Xerox C8045  
Requested Specs: Level 2

Item No. 21: Police Administration – Police Dept  
Address: 124 Old San Antonio Rd. 2nd floor  
Current Copier: Xerox C8045  
Requested Specs: Level 3
2.2 Additionally, the city would like to replace three (3) company owned wide format Printer\Scanners, (Appendix A) with a lease option. When creating your proposal please put this as an optional line item that can be added if the city so choses to add leasing the wide format printers to the contract. This will need to include maintenance, consumables, (except paper) and parts. (Current models of the wide format printers can be found on Appendix A).

Minimum Specs for wide format option:
- Print A1/D-size prints in as fast as 22 seconds
- LCD screen with touch panel
- Integrated 36” – 44” scanner
- 36”- 44” MFP solution - Color
- High-capacity cartridges availability
- Connectivity Network, USB, WiFi
- Multipage scanning to Network, USB, Email
- Up to 600 dpi scanning
- Print Resolution Max 1200 X 2400

2.3 Printer Maintenance - Provide comprehensive maintenance services for all City-owned printers, including: (Printer List and volume – Appendix B)

- Scheduled preventative maintenance.
- On-demand repair services.
- Toner and supplies replenishment.
- Shared print volume for B & W and Color
- Technical support.
- The Contractor shall be able to provide a program that installs on the City’s print server that monitors meter readings.

3.0 COST:

3.1 Cost shall include all equipment, documentation, insurance, local, state, and federal taxes, delivery, installation, training, maintenance, and removal of equipment at the end of the contract term. The City will not pay for the removal of any equipment to be replaced for the entire length of the contract. The removal shall be within ten (10) business days after written notice to remove the equipment.

3.2 An increase to the contract will not be permitted.

4.0 TERM:

The contract shall be three (3) years commencing from the notice to proceed date, and the City may request two (2) optional one-year renewals. Prior to expiration of each term, the contract will be renewed automatically under the same terms and conditions unless either party provides notice to the other party forty-five (45) days in advance of the renewal date stating that the party wishes to not renew.
5.0 SUPPLIES:

All supplies necessary to operate the copiers except for paper shall be included in the contract. Supplies are all toners, drums, fusers, staples, and waste bottles (if applicable) will be supplied, as needed.

6.0 PARTS:

6.1 All parts shall be included in the Contractor’s service coverage. All items are parts and not considered consumable supplies.

6.2 The Contractor must have on hand an adequate supply of repair parts, which enables the Contractor to fulfill service requirements as needed and be carried in stock.

7.0 NETWORKING:

All copiers must be networked, and all must have color scanning capabilities, and allow printing from any desktop computer from within the City’s network.

8.0 SERVICE REQUIREMENT:

8.1 Except on City holidays, the Contractor shall provide annually, at least one (1) preventative and remedial maintenance services during normal business hours from 8:00 a.m. to 5:00 p.m., Monday through Friday to keep the equipment in good working order. Preventative maintenance will be based on the specific needs of the copier as determined by the manufacturer.

8.2 The Contractor will respond to service calls within two (2) hours after notification during normal business hours from 8:00 a.m. to 5:00 p.m. Monday through Friday. If the Contractor is unable to monitor and electronically repair, the Contractor shall do an on-site service repair within twelve (12) hours during normal working hours. Failure to respond to service calls will be deemed a breach of contract and the City may consider not renewing the contract. All maintenance will be performed by fully trained and certified technicians. All services shall be at no additional cost to the City. Copiers shall remain in the installed locations of the City during repair/or maintenance.

8.3 Contractor agrees to replace any faulty machines at Contractor’s expense. Faulty means three (3) repetitive service calls for the same problem or for a machine not operable. The replacement copier must be identical or better than the faulty machine.

8.4 Both remedial and preventive maintenance/service for all units shall be provided based on the manufactures recommended schedule and the manufacturers specific preventative service requirements for the individual unit, including lubrication, necessary equipment adjustments and replacements of all unserviceable parts.
9.0 REPLACEMENT AND BACK-UP EQUIPMENT:

Back-up devices (loaners) are defined as device(s) that will be installed on a temporary basis while the malfunctioning device(s) is repaired or until a replacement device(s) is installed. Back-up equipment will be required after a device has been down for two (2) consecutive business days. Back-up equipment will be replaced within 30 days with the original device or a new replacement of equal capabilities and features to the original device.

10.0 RISK OF LOSS OR DAMAGE:

The City shall be relieved from risks of loss or damage to all equipment leased during the period of transportation, installation, or during the entire term of the equipment is in the possession of the City, except when loss or damage is due to fault or negligence of the City.

11.0 DELIVERY:

The Contractor shall deliver and install all equipment necessary to fulfill this contract. Partial deliveries will result in no lease payment being made until all equipment is installed and in working order.

12.0 WARRANTY INFORMATION:

The Contractor must submit warranty information and service contract information together with the proposal. Failure to provide such information may be cause for rejection of the proposal. Implied warranty of merchantability and implied warranty of fitness for a particular purpose shall apply to all purchases initiated by this document. The Contractor shall assume all liabilities incurred within the scope of consequential damages and incidental exposes as set faith in the Uniform Commercial Code, which result from either delivery or use of product, which does not meet specifications within this document. The warranty conditions as stated herein shall apply and shall not be nullified, voided or altered in any way by the inclusion of the proposed pre-printed forms with this document.

13.0 TRAINING:

The Contractor will provide training to key City staff on site and upon equipment installation, at no cost to the City.

14.0 RELOCATION:

A copier may be relocated (after initial installation) one (1) time during the period of the contract at no charge to the City. Thereafter, if the City requests to have the same copier to be relocated, the Contractor may bill the City at its current published rate. This does not include copiers replaced due to faulty machines or an upgrade.
PART III - EVALUATION FACTORS AND AWARD

1.0 All properly submitted proposals will be reviewed, evaluated, and ranked by the City.

2.0 The City will select the most highly qualified proposer(s) of the requested services based on the criteria below and then attempt to negotiate with proposer(s) a contract(s) at a fair and reasonable cost. The Award of a contract will be based on the best value for the City. The proposals will be evaluated using the following criteria and scoring with the maximum points for each criteria. Evaluation factors and associated point values are listed below:

<table>
<thead>
<tr>
<th>TAB</th>
<th>Evaluation Factor</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Contractor Qualifications and Experience</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>Proposed Equipment Quality and Performance</td>
<td>35</td>
</tr>
<tr>
<td>3</td>
<td>Contractor Approach and Schedule</td>
<td>15</td>
</tr>
<tr>
<td>4</td>
<td>Cost</td>
<td>25</td>
</tr>
<tr>
<td>5</td>
<td>Contractor Reference</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Total Points</td>
<td>100</td>
</tr>
</tbody>
</table>

3.1 Best Value Evaluation and Criteria:

The City evaluation committee will evaluate and score each proposal submitted. If the City and the selected Proposer are unable to negotiate a contract acceptable to the parties, the City will move to the next highest qualified Proposer based on the ranking and repeat the process until a contract is reached or the City elects to reject all Proposers. Should the City award this contract, it shall be made on the basis of demonstrated competence and qualification to perform the services for a fair and reasonable cost.

In addition to the criteria above, the City may evaluate based on the best value for the City, the following considerations:

- Reputation of Proposer and of Proposer’s services;
- Quality of the Proposer’s past services;
- The extent to which the services meet the City’s needs;
- Proposer’s past relationship with the City; and
- Any relevant criteria specifically listed in the solicitation.
4.0 **Award:**

4.1 The contract award, if issued, shall be made to the Contractor whose proposal, in the City’s sole discretion, furthers the City’s best interests. No award shall be made until all necessary investigations have been made to determine the eligibility and responsibility of the Contractor under consideration and the proposal’s validity. The contract award shall be made by the City Council.

4.2 The City reserves the right to award the contract to the Proposer offering the best value, and not necessarily to the Proposer offering the lowest cost. A Proposal may be evaluated and selected on the basis of reputation, experience, past performance, skill, financial capacity, product quality and features, delivery schedule, quality installation, compatibility with existing equipment, and product service warranty.

4.3 After the City’s contract award, the Contractor will provide the City with contract documents. After proper contract execution, the Contractor shall return the counter-signed contract within ten (10) calendar days with the required insurance, and all required documents to the City.
PART IV - PROPOSAL FORMAT

1.0 Proposal Format:

To achieve a uniform review process and to obtain a maximum degree of comparability, the City requires that proposals be submitted one (1) with a signed master (marked “Original”) and two (2) proposals (marked “Copy”) and one (1) electronic version of the proposal on a flash drive format. Responses shall not exceed one hundred (100) pages in length (excluding title page, index/table of contents, work sample attachments, and dividers. Information in excess of the pages allowed will not be evaluated. The Proposal shall be printed on letter-size (8-1/2” x 11”) paper and assembled bound. No loose document will be accepted. One page shall be interpreted as one side of a printed, 8 1/2” X 11” sheet of paper. Responses shall be following the sequential numbering as follows:

**TAB #1** Letter of Transmittal:

1.1. Legal name of the company as registered with the Secretary State of Texas.

1.2. Address of the office that will be providing services.

1.3. Date of the proposal.

1.4. Provide the name(s) of the person(s) authorized to make representations for your firm, their title(s), address, telephone number, and e-mail address.

1.5. A statement explaining why the Proposer believes itself to be best qualified to do the required services. Include a description of the key differentiators that make your company and offerings stand out from your competitors.

1.6. The letter of transmittal shall signed by a corporate officer or other individuals who have the authority to bind the firm. The name and title of the individuals(s) signing the proposal shall be clearly shown immediately below the signature.

**TAB #2** Contractor Qualifications and Experience: (20 Points)

2.1. Provide a brief narrative describing your company to include the following:
   a. History of company
   b. Services provided
   c. Service Area
   d. Years of Experience, and Number of Employees

**TAB #3** Proposed Equipment Quality and Performance: (25 Points)

3.1. Describe the proposed equipment with the following:
a. Copier overview  
b. System Functionality  
c. Technical Specification, and  
d. System Requirements  

3.2 Identify the hardware and software required to implement the system:  
c. Equipment (Hardware and Software)  
f. Implementation Services  
g. Support  
h. Maintenance  
i. Warranty, and  
j. Optional Items  

3.3 Illustrative, descriptive literature, specifications sheet per copier may be included.  

**TAB #4**  
**Contract Approach and Schedule:** (15 points)  

4.1 Describe your company’s technical support system, response and problem resolution procedures.  

4.2 Provide a work plan with a detailed timeline of installation.  

4.3 Provide the testing and project risk mitigation to help avoid system downtime.  

4.4 Provide information about your support service options. Include information about customer support services, trouble reporting, maintenances support phone number and support team.  

**TAB #5**  
**Cost:** (30 points)  

5.1 Complete the breakdown of the total cost for each copier Attachment A – Cost and Questionnaire. Cost shall include furnishing, delivery, installation, insurance, and all other items necessary to complete the equipment.  

5.2 To determine the best offer, the proposed monthly cost per copier shall be inclusive of the lease, maintenance, and the provided shared average monthly volume for black, white, and color copies.  

**TAB #6**  
**Reference:** (10 points)  

6.1 Complete Attachment B and list a minimum of three (3) references applicable to Municipal and or Government contracts that have utilized similar services in the past five (5) years.
PART V - ADDITIONAL INFORMATION

1.0 TYPE OF CONTRACT:
Any contract resulting from this solicitation should be in the form of the City’s Standard Contract language. A sample contract is attached as Attachment C. Proposers should read the sample contract as it contains additional requirements upon award.

2.0 NO REIMBURSEMENT FOR COST:
Respondent acknowledges and accepts that any costs incurred from the respondent’s participation in this Request for Proposal (RFP) shall be at the sole risk, and responsibility of the proposer.

3.0 NON-FUNDING CLAUSE:
If during the budget planning and adoption, the City Council fails to provide funding for this Contract for the following fiscal year of the City, the City may terminate this Contract after giving the Contractor thirty (30) calendar days’ written notice that this Contract is terminated due to the failure to fund it.

4.0 LIMITATION OF LIABILITY:
The City shall not be liable for any expenses Proposers incur in connection with providing a response to this solicitation or for any costs, fees, or lost or foregone profits of unsuccessful offers.

5.0 FINANCIAL QUALIFICATIONS OF CONTRACTOR:
If requested by the City, the Contractor shall be prepared to submit, within five (5) calendar days of the request, a notarized financial statement, financial data or other information and references sufficiently comprehensive to permit an appraisal of their current financial condition.

6.0 EXAMINATION OF SOLICITATION DOCUMENTS:
It is the responsibility of each Proposer, before submitting a proposal to:

6.1 Study and carefully examine the scope of services, technical specifications, any special provisions, and contract forms before submitting a proposal.

6.2 The submission of a proposal shall be considered conclusive evidence that the Proposer has made such examination and is satisfied as to the conditions to be encountered in performing the services and as to the requirements of the Contract.

6.3 Promptly notify the City of all conflicts, errors, ambiguities, or discrepancies which Proposer has discovered in the solicitation. The City shall not be responsible or liable for any errors
and/misrepresentations that result from the solicitation which are inadvertently incomplete ambiguous, consistent, or obviously erroneous.

7.0 INTERPRETATIONS AND ADDENDA:

7.1 All questions about the meaning or intent of the proposal documents are to be directed to the Information Technology Department. Interpretations or clarifications considered necessary by Information Technology, in response to such questions, will be issued by Addenda and will be posted on the City's website. (https://www.ci.boerne.tx.us/bids.aspx)

7.2 Questions received less than ten (10) calendar days prior to the due date may not be answered. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

8.0 EXAMINATION OF SPECIFICATIONS:

The Proposer is expected to carefully examine the scope of services, technical specifications, any special provisions, and contract forms before submitting a Proposal. The submission of a proposal shall be considered conclusive evidence that the Proposer has made such examination and is satisfied as to the conditions to be encountered in performing the Services and as to the requirements of the Contract.

9.0 FAMILIARITY WITH LAWS:

The Proposal are assumed to have made themselves familiar with all federal and state laws and all local by-laws, ordinances and regulations which, in any manner, affect those engaged or employed on the service or affect the materials or equipment used in the Service or affect the conduct of the service, and the Proposer, if awarded the Contract, shall be obligated to perform the services in conformity with said laws, bylaws, ordinances, and regulations notwithstanding its ignorance thereof. If the Proposer shall discover any provision in the specifications, which is in conflict with any such law, by-law, ordinance, or regulation, the vendor shall forthwith report it to the City in writing.

10.0 MODIFICATION AND WITHDRAWAL OF PROPOSALS:

Proposals may be modified or withdrawn by an appropriate document, duly executed (in the manner that a proposal must be executed) and delivered to the place where proposals are to be submitted at any time prior to the opening of proposals.

11.0 CONFIDENTIALITY AND PUBLIC INFORMATION:

All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) after award. The City will use all reasonable efforts to protect any proprietary and confidential information contained in your proposal. Under no circumstance will the City or its members be liable for any damages resulting from any disclosure. The City strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to the disclosure of any information.
12.0 RESERVATION OF RIGHTS:

12.1 The City reserves the right, without qualification and at its sole discretion, to accept or reject any or all proposals or to make the award to that Proposer, who, in the opinion of the City, will provide the best value to the City. The City reserves the right to reject any proposals, either in entirety or any portion thereof, for failure to meet any criteria set forth in this solicitation.

12.2 The City reserves the right to make an award to other than the lowest cost offered or to the offer representing the best combination of cost and non-cost attributes, in the City’s sole judgment, if the City determines that such an award results in the best value to the City and its members.

12.3 The City makes no guarantee that a contract award will result from this solicitation. The City reserves the right to revise or terminate this solicitation process at any time. The City may decline to enter into an arrangement with any or all Proposers.

12.4 The City reserves the right to revise the solicitation requirements. The City reserves the right to revise the requirements during the solicitation process and any such change may reduce or eliminate the scope of this solicitation.

12.5 During all stages of this solicitation process, the City reserves the right to request additional information from individual Proposers or to request all Proposers to submit supplemental materials in the fulfillment of the content requirements of this solicitation or to meet additional information needs. The City will review and may utilize any or all information submitted by a Proposer even if the submitted information has not been specifically requested as part of this solicitation.

12.6 Those who submit a proposal do so without recourse against the City or its members for either rejection of their proposal or for failure to execute an contract for any reason. All offers shall be valid and binding upon the Proposer through contract negotiations and contract execution.

13.0 EXCUSABLE FAILURE OR DELAY:

Neither the Contractor nor City shall be held responsible for the failure or delay in delivery or acceptance of Products where such failure or delay is attributable to any act of God or of the public enemy, war, compliance with laws, governmental acts or regulations, in any case, not in effect as of the date of this contract, fire, flood, quarantine, embargo, epidemic, unusually severe weather or other causes similar to the foregoing beyond the reasonable control of the party so affected. The party seeking to avail itself of any of the foregoing excuses must promptly notify the other party of the reasons for the failure or delay or acceptance and shall exert its best efforts to avoid further delay.

14.0 TIN REQUIRED:

Contractor shall provide the City with an Internal Revenue Form W-9, Request for Taxpayer Identification Number and Certification, that is completed in compliance with the Internal Revenue Code, its rule and regulations, and a statement of entity status in a form satisfactory to the City before any contract funds are payable.
15.0 **SALES AND USE TAXES:**

The City is exempt from all Local, State, and Federal taxes and fees. Also, all Texas State Sales and Use Taxes on materials and equipment to be incorporated in the Services. No Taxes shall not be included in the Contract Price.

16.0 **BRIBERY CLAUSE:**

Applicant certifies that no employees of theirs, of any affiliate, or of any Subcontractor has bribed or attempted to bribe an officer, employee of the City, or members of any City Committee.

17.0 **SIGNING OF CONTRACT:**

When the City gives notice of award to the successful Proposer. The Contractor shall return the contract, insurance, and all required documents to the City within ten (10) calendar days. If the Contractor fails to return an executed contract to the City within the required time, the City has the right to cancel the award and contract.
PART VI - MINIMUM SPECIFICATIONS

ITEM NO. 1 – ONE (1) EACH 40 PAGE PER MINUTE (PPM) MULTIFUNCTION COPIER

LOCATION: Police Department Dispatch

CURRENT USAGE:
Average Monthly Volume – Black & White: 4,000

HARDWARE:
a. Multifunction: Print, Copy, Scan, and Fax
b. Black & White
c. Continuous output speed 40 ppm B/W
d. Automatic duplex 2-sided copy/scan feature
e. Memory: Standard: 2 GB
f. HDD: Standard: 320 GBs
g. Folding bypass tray
h. Paper one(1) drawer:
   • One tray for 8.5” x 11”

SCANNER:
i. 1,200 x 1,200 dpi max print resolution
j. User scan/copy features which include reduce, enlarge, darkness control
k. OCR with blank page removal when on a two-sided scanning or equal

SOFTWARE:
l. Easy user friendly control panel
m. Easy access user directory/address book with configurable quick access directory
n. Configurable print/copy job presets

Current Space: Table top
ITEM NO. 2 – ONE (1) EACH 45 PAGE PER MINUTE (PPM)
MULTIFUNCTION COPIER

LOCATION: Customer Care – City Hall – 1st Floor

CURRENT USAGE:
Average Monthly Volume – Black & White: 5,800

HARDWARE:
a. Multifunction: Print, Copy, and Scan
b. Black & White
c. Continuous output speed **45 ppm**
d. Automatic duplex 2-sided copy/scan feature
e. Memory: Standard: 2 GB
f. HDD: Standard: 320 GBs
g. Folding bypass tray
h. Paper three (3) drawers
   • One tray for 8.5” x 11”
   • One tray universal paper for 8.5” x 11”, 8.5” x 14”
   • One large capacity tray for 8.5” x 11” paper
   • Cabinet for storage

SCANNER:
i. 1,200 x 1,200 dpi max print resolution
j. User scan/copy features which include reduce, enlarge, darkness control
k. OCR with blank page removal when on a two-sided scanning or equal

SOFTWARE:
l. Easy user friendly control panel
m. Easy access user directory/address book with configurable quick access directory
n. Configurable print/copy job presets’
ITEM NO. 3 – ONE (1) 45 PAGE PER MINUTE (PPM) 
COLOR LASER MULTIFUNCTION COPIER

LOCATION: DEV SERVICES CITY HALL 2nd Floor

CURRENT USAGE:
Average Monthly Volume – Black & White: 1,500
Average Monthly Volume – Color: 3,000

HARDWARE:
a. Multifunction: Print, Copy, Scan, and Fax
b. Black & White and Color
c. Continuous output speed 45 ppm
d. Automatic duplex 2-sided copy/scan feature
e. Memory: Standard: 2 GB
f. HDD: Standard: 320 GBs
g. Folding bypass tray
h. Paper three (3) drawers
  • One tray for 8.5” x 11”
  • One tray universal paper for 8.5” x 11”, 8.5” x 14”
  • One large capacity tray for 8.5” x 11” paper
  • Cabinet for storage

SCANNER:
i. 1,200 x 1,200 dpi max print resolution
j. User scan/copy features which include reduce, enlarge, darkness control.

SOFTWARE:
k. Easy user friendly menu interface
l. Easy access user directory/address book with configurable quick access directory
m. Configurable print/copy job presets
n. User scan/copy features which include reduce, enlarge, darkness control
ITEM NO. 4 – ONE (1) 45 PAGE PER MINUTE (PPM) COLOR LASER MULTIFUNCTION COPIER

LOCATION: MUNICIPAL COURT - COURT – 1st Floor

CURRENT USAGE:
Average Monthly Volume – Black & White: 1,000
Average Monthly Volume – Color: 2,000

HARDWARE:
a. Multifunction: Print, Copy, Scan, and Fax
b. Black & White and Color
c. Continuous output speed 45 ppm
d. Automatic duplex 2-sided copy/scan feature
e. Memory: Standard: 2 GB
f. HDD: Standard: 320 GBs
g. Folding bypass tray
h. Paper three (3) drawers
   • One tray for 8.5” x 11”
   • One tray universal paper for 8.5” x 11”, 8.5” x 14”
   • One large capacity tray for 8.5” x 11” paper
   • Cabinet for storage

SCANNER:
i. 1,200 x 1,200 dpi max print resolution
j. User scan/copy features which include reduce, enlarge, darkness control.

SOFTWARE:
k. Easy user friendly menu interface
l. Easy access user directory/address book with configurable quick access directory
m. Configurable print/copy job presets
n. User scan/copy features which include reduce, enlarge, darkness control
ITEM NO. 5 – ONE (1) 45 PAGE PER MINUTE (PPM) COLOR LASER MULTIFUNCTION COPIER

LOCATION: ANIMAL SERVICES

CURRENT USAGE:
Average Monthly Volume – Black & White: 1,000
Average Monthly Volume – Color: 2,500

HARDWARE:
a. Multifunction: Print, Copy, Scan, and Fax
b. Black & White and Color
c. Continuous output speed 45 ppm
d. Automatic duplex 2-sided copy/scan feature
e. Memory: Standard: 2 GBPM
f. HDD: Standard: 320 GBs
g. Folding bypass tray
h. Paper three (3) drawers
   b. One tray for 8.5” x 11”
   c. One tray universal paper for 8.5” x 11”, 8.5” x 14”
d. One large capacity tray for 8.5” x 11” paper
e. Cabinet for storage

SCANNER:
i. 1,200 x 1,200 dpi max print resolution
j. User scan/copy features which include reduce, enlarge, darkness control.

SOFTWARE:
k. Easy user friendly menu interface
l. Easy access user directory/address book with configurable quick access directory
m. Configurable print/copy job presets
n. User scan/copy features which include reduce, enlarge, darkness control
ITEM NO. 6 – ONE (1) 45 PAGE PER MINUTE (PPM) COLOR LASER MULTIFUNCTION COPIER

LOCATION: MUNICIPAL COURT - COURT – 1st Floor

CURRENT USAGE:
Average Monthly Volume – Black & White: 2,500
Average Monthly Volume – Color: 4,000

HARDWARE:
- Multifunction: Print, Copy, Scan, and Fax
- Black & White and Color
- Continuous output speed 45 ppm
- Automatic duplex 2-sided copy/scan feature
- Memory: Standard: 2 GB
- HDD: Standard: 320 GBs
- Folding bypass tray
- Paper three (2) drawers
  - One tray for 8.5” x 11”
  - One tray universal paper for 8.5” x 11”, 8.5” x 14”

SCANNER:
- 1,200 x 1,200 dpi max print resolution
- User scan/copy features which include reduce, enlarge, darkness control.

SOFTWARE:
- Easy user friendly menu interface
- Easy access user directory/address book with configurable quick access directory
- Configurable print/copy job presets
- User scan/copy features which include reduce, enlarge, darkness control

Current Space: Table top
ITEM NO. 7 – ONE (1) 45 PAGE PER MINUTE (PPM) COLOR LASER MULTIFUNCTION COPIER

LOCATION: FIRE DEPARTMENT

CURRENT USAGE:
Average Monthly Volume – Black & White: 2,000
Average Monthly Volume – Color: 5,000

HARDWARE:
a. Multifunction: Print, Copy, and Scan
b. Black & White and Color
c. Continuous output speed 45 ppm B/W
d. Automatic duplex 2-sided copy/scan feature
e. Memory: Standard: 2 GB
f. HDD: Standard: 320 GBs
g. Folding bypass tray
h. Paper three (3) drawers:
   • One paper tray for 8.5” x 11”
   • One tray universal paper for 8.5” x 11”, 8.5” x 14”, or 11” x 17”
   • One large capacity tray for 8.5” x 11” paper

SCANNER:
i. 1,200 x 1,200 dpi max print resolution
j. User scan/copy features which include reduce, enlarge, darkness control

SOFTWARE:
k. Easy user friendly menu interface
l. Easy access user directory/address book with configurable quick access directory
m. Configurable print/copy job presets
n. User scan/copy features which include reduce, enlarge, darkness control

FINISHER:
o. 400 Sheet – One exit output tray
p. Staple unit (50 sheets)
ITEM NO. 8 – ONE (1) 45 PAGE PER MINUTE (PPM) COLOR LASER MULTIFUNCTION COPIER

LOCATION: LIBRARY YOUTH SERVICES  1st Floor

CURRENT Model: XEROX C8035

CURRENT USAGE:
Average Monthly Volume – Black & White: 1,000
Average Monthly Volume – Color: 2,000

HARDWARE:
a. Multifunction: Print, Copy, Scan, and Fax
b. Black & White and Color
c. Continuous output speed 45 ppm B/W
d. Automatic duplex 2-sided copy/scan feature
e. Memory: Standard: 2 GB
f. HDD: Standard: 320 GBs
g. Folding bypass tray
h. Paper four (4) drawers
   • One tray designated paper for 8.5” x 11”
   • One paper tray for 8.5” x 14”
   • One paper tray for 11” x 17”
   • One large capacity tray for 8.5” x 11” paper

SCANNER:
i. 1,200 x 1,200 dpi max print resolution
j. User scan/copy features which include reduce, enlarge, darkness control
k. OCR with blank page removal when on a two-sided scanning or equal

SOFTWARE:
l. Easy user friendly menu interface
m. Easy access user directory/address book with configurable quick access directory
n. Configurable print/copy job presets
o. User scan/copy features which include reduce, enlarge, darkness control

FINISHER:
p. 500 Sheet Finisher
q. Collate and stack feature
r. Staple unit (50 sheets)
**ITEM NO. 9 – ONE (1) EACH 45 PAGE PER MINUTE (PPM) COLOR LASER MULTIFUNCTION COPIER**

**LOCATION:** LIBRARY ADULT SERVICES  2nd Floor

**CURRENT Model:** XEROX C8035

**CURRENT USAGE:**
- Average Monthly Volume – Black & White: 2,000
- Average Monthly Volume – Color: 3,000

**HARDWARE:**
- a. Multifunction: Print, Copy, Scan, and Fax
- b. Black & White and Color
- c. Continuous output speed **45 ppm** B/W
- d. Automatic duplex 2-sided copy/scan feature
- e. Memory: Standard: 2 GB
- f. HDD: Standard: 320 GBs
- g. Folding bypass tray
- h. Paper four (4) drawers
  - One tray designated paper for 8.5” x 11”
  - One paper tray for 8.5” x 14”
  - One paper tray for 11” x 17”
  - One large capacity tray for 8.5” x 11” paper

**SCANNER:**
- i. 1,200 x 1,200 dpi max print resolution
- j. User scan/copy features which include reduce, enlarge, darkness control
- k. **OCR with blank page removal when on a two-sided scanning or equal**

**SOFTWARE:**
- l. Easy user friendly menu interface
- m. Easy access user directory/address book with configurable quick access directory
- n. Configurable print/copy job presets
- o. User scan/copy features which include reduce, enlarge, darkness control

**FINISHER:**
- p. 500 Sheet Finisher
- q. Collate and stack feature
- r. Staple unit (50 sheets)
ITEM NO. 10 – ONE (1) EACH 45 PAGE PER MINUTE (PPM) COLOR LASER MULTIFUNCTION COPIER

LOCATION: LIBRARY CIRCULATION DESK 1st Floor

CURRENT Model: XEROX C8035

CURRENT USAGE:
Average Monthly Volume – Black & White: 1,500
Average Monthly Volume – Color: 2,000

HARDWARE:
a. Multifunction: Print, Copy, Scan, and Fax
b. Black & White and Color
c. Continuous output speed 45 ppm B/W
d. Automatic duplex 2-sided copy/scan feature
e. Memory: Standard: 2 GB
f. HDD: Standard: 320 GBs
g. Folding bypass tray
h. Paper four (4) drawers
  • One tray designated paper for 8.5” x 11”
  • One paper tray for 8.5” x 14”
  • One paper tray for 11” x 17”
  • One large capacity tray for 8.5” x 11” paper

SCANNER:
i. 1,200 x 1,200 dpi max print resolution
j. User scan/copy features which include reduce, enlarge, darkness control
k. OCR with blank page removal when on a two-sided scanning or equal

SOFTWARE:
l. Easy user friendly menu interface
m. Easy access user directory/address book with configurable quick access directory
n. Configurable print/copy job presets
o. User scan/copy features which include reduce, enlarge, darkness control

FINISHER:
p. 500 Sheet Finisher
q. Collate and stack feature
r. Staple unit (50 sheets)
ITEM NO. 11 – ONE (1) EACH 45 PAGE PER MINUTE (PPM) COLOR LASER MULTIFUNCTION COPIER

LOCATION: VISIT BOERNE

CURRENT Model: XEROX C8035

CURRENT USAGE:
Average Monthly Volume – Black & White: 1,500
Average Monthly Volume – Color: 3,000

HARDWARE:
a. Multifunction: Print, Copy, Scan, and Fax
b. Black & White and Color
c. Continuous output speed **45 ppm** B/W
d. Automatic duplex 2-sided copy/scan feature
e. Memory: Standard: 2 GB
f. HDD: Standard: 320 GBs
g. Folding bypass tray
h. Paper four (4) drawers
   • One tray designated paper for 8.5” x 11”
   • One paper tray for 8.5” x 14”
   • One paper tray for 11” x 17”
   • One large capacity tray for 8.5” x 11” paper

SCANER:
i. 1,200 x 1,200 dpi max print resolution
j. User scan/copy features which include reduce, enlarge, darkness control
k. **OCR with blank page removal when on a two-sided scanning or equal**

SOFTWARE:
l. Easy user friendly menu interface
m. Easy access user directory/address book with configurable quick access directory
n. Configurable print/copy job presets
o. User scan/copy features which include reduce, enlarge, darkness control

FINISHER:
p. 500 Sheet Finisher
q. Collate and stack feature
r. Staple unit (50 sheets)
ITEM NO. 12 – ONE (1) 45 PAGE PER MINUTE (PPM) COLOR LASER MULTIFUNCTION COPIER

LOCATION: PARKS ADMINISTRATION

CURRENT Model: XEROX C8035

CURRENT USAGE:
Average Monthly Volume – Black & White: 1,000
Average Monthly Volume – Color: 2,000

HARDWARE:
a. Multifunction: Print, Copy, and Scan
b. Black & White and Color
c. Continuous output speed 45 ppm B/W
d. Automatic duplex 2-sided copy/scan feature
e. Memory: Standard: 2 GB
f. HDD: Standard: 320 GBs
g. Folding bypass tray
h. Paper three (3) drawers:
  • One paper tray for 8.5” x 11”
  • One tray universal paper for 8.5” x 11”, 8.5” x 14”, or 11” x 17”
  • One large capacity tray for 8.5” x 11” paper

SCANNER:
i. 1,200 x 1,200 dpi max print resolution
j. User scan/copy features which include reduce, enlarge, darkness control

SOFTWARE:
k. Easy user friendly menu interface
l. Easy access user directory/address book with configurable quick access directory
m. Configurable print/copy job presets
n. User scan/copy features which include reduce, enlarge, darkness control

FINISHER:
o. 400 Sheet – One exit output tray
p. Staple unit (50 sheets)
ITEM NO. 13 – ONE (1) EACH 45 PAGE PER MINUTE (PPM) COLOR LASER MULTIFUNCTION COPIER

LOCATION: FINANCE DEPARTMENT CITY HALL 3rd Floor

CURRENT Model: XEROX C8035

CURRENT USAGE:
Average Monthly Volume – Black & White: 2,000
Average Monthly Volume – Color: 4,000

HARDWARE:
a. Multifunction: Print, Copy, Scan, and Fax
b. Black & White and Color
c. Continuous output speed 45 ppm B/W
d. Automatic duplex 2-sided copy/scan feature
e. Memory: Standard: 2 GB
f. HDD: Standard: 320 GBs
g. Folding bypass tray
h. Paper four (4) drawers
  • One tray designated paper for 8.5” x 11”
  • One paper tray for 8.5” x 14”
  • One paper tray for 11” x 17”
  • One large capacity tray for 8.5” x 11” paper

SCANNER:
i. 1,200 x 1,200 dpi max print resolution
j. User scan/copy features which include reduce, enlarge, darkness control
k. OCR with blank page removal when on a two-sided scanning or equal

SOFTWARE:
l. Easy user friendly menu interface
m. Easy access user directory/address book with configurable quick access directory
n. Configurable print/copy job presets
o. User scan/copy features which include reduce, enlarge, darkness control

FINISHER:
p. 500 Sheet Finisher
q. Collate and stack feature
r. Staple unit (50 sheets)
ITEM NO. 14 – ONE (1) EACH 45 PAGE PER MINUTE (PPM) COLOR LASER MULTIFUNCTION COPIER

LOCATION: LIBRARY STAFF 1st Floor

CURRENT Model: XEROX C8045

CURRENT USAGE:
Average Monthly Volume – Black & White: 2,000
Average Monthly Volume – Color: 3,500

HARDWARE:
a. Multifunction: Print, Copy, Scan, and Fax
b. Black & White and Color
c. Continuous output speed 45 ppm B/W
d. Automatic duplex 2-sided copy/scan feature
e. Memory: Standard: 2 GB
f. HDD: Standard: 320 GBs
g. Folding bypass tray
h. Paper four (4) drawers
  • One tray designated paper for 8.5” x 11”
  • One paper tray for 8.5” x 14”
  • One paper tray for 11” x 17”
  • One large capacity tray for 8.5” x 11” paper

SCANNER:
i. 1,200 x 1,200 dpi max print resolution
j. User scan/copy features which include reduce, enlarge, darkness control
k. OCR with blank page removal when on a two-sided scanning or equal

SOFTWARE:
l. Easy user friendly menu interface
m. Easy access user directory/address book with configurable quick access directory
n. Configurable print/copy job presets
o. User scan/copy features which include reduce, enlarge, darkness control

FINISHER:
p. 500 Sheet Finisher
q. Collate and stack feature
r. Staple unit (50 sheets)
ITEM NO. 15 – ONE (1) EACH 45 PAGE PER MINUTE (PPM) COLOR LASER MULTIFUNCTION COPIER

LOCATION: ADMINISTRATION/HR CITY HALL 3rd Floor

CURRENT Model: XEROX C8045

CURRENT USAGE:
Average Monthly Volume – Black & White: 3,000
Average Monthly Volume – Color: 5,000

HARDWARE:
a. Multifunction: Print, Copy, Scan, and Fax
b. Black & White and Color
c. Continuous output speed 45 ppm B/W
d. Automatic duplex 2-sided copy/scan feature
e. Memory: Standard: 2 GB
f. HDD: Standard: 320 GBs
g. Folding bypass tray
h. Paper four (4) drawers
   • One tray designated paper for 8.5” x 11”
   • One paper tray for 8.5” x 14”
   • One paper tray for 11” x 17”
   • One large capacity tray for 8.5” x 11” paper

SCANNER:
i. 1,200 x 1,200 dpi max print resolution
j. User scan/copy features which include reduce, enlarge, darkness control
k. OCR with blank page removal when on a two-sided scanning or equal

SOFTWARE:
l. Easy user friendly menu interface
m. Easy access user directory/address book with configurable quick access directory
n. Configurable print/copy job presets
o. User scan/copy features which include reduce, enlarge, darkness control

FINISHER:
p. 1,000 Sheet Finisher
q. Hole punch Finisher feature
r. Collate and stack feature
s. Staple unit (50 sheets)
ITEM NO. 16 – ONE (1) 45 PAGE PER MINUTE (PPM) COLOR LASER MULTIFUNCTION COPIER

LOCATION: C M O C I T Y H A L L 3’ d F l o o r

CURRENT Model: XEROX C8045

CURRENT USAGE:
Average Monthly Volume – Black & White: 1,000
Average Monthly Volume – Color: 2,500

HARDWARE:
a. Multifunction: Print, Copy, and Scan
b. Black & White and Color
c. Continuous output speed 45 ppm
d. Automatic duplex 2-sided copy/scan feature
e. Memory: Standard: 2 GB
f. HDD: Standard: 320 GBs
g. Folding bypass tray
h. Paper three (3) drawers
   b. One tray for 8.5” x 11”
   c. One tray universal paper for 8.5” x 11”, 8.5” x 14”
   d. One large capacity tray for 8.5” x 11” paper
e. Cabinet for storage

SCANNER:
i. 1,200 x 1,200 dpi max print resolution
j. User scan/copy features which include reduce, enlarge, darkness control.

SOFTWARE:
k. Easy user friendly menu interface
l. Easy access user directory/address book with configurable quick access directory
m. Configurable print/copy job presets
n. User scan/copy features which include reduce, enlarge, darkness control

FINISHER:
q. 400 Sheet – One exit output tray
r. Staple unit (50 sheets)
ITEM NO. 17 – ONE (1) EACH 45 PAGE PER MINUTE (PPM) COLOR LASER MULTIFUNCTION COPIER

LOCATION: PLANNING DEPT CITY HALL 2nd FLOOR

CURRENT Model: XEROX C8045

CURRENT USAGE:
Average Monthly Volume – Black & White: 1,500
Average Monthly Volume – Color: 2,500

HARDWARE:
  a. Multifunction: Print, Copy, Scan, and Fax
  b. Black & White and Color
  c. Continuous output speed 45 ppm B/W
  d. Automatic duplex 2-sided copy/scan feature
  e. Memory: Standard: 2 GB
  f. HDD: Standard: 320 GBs
  g. Folding bypass tray
  h. Paper four (3) drawers
  i. One tray designated paper for 8.5” x 11”
  j. One paper tray for 8.5” x 14”
  k. One paper tray for 11” x 17”

SCANNER:
  f. 1,200 x 1,200 dpi max print resolution
  g. User scan/copy features which include reduce, enlarge, darkness control
  h. OCR with blank page removal when on a two-sided scanning or equal

SOFTWARE:
  i. Easy user friendly menu interface
  j. Easy access user directory/address book with configurable quick access directory
  k. Configurable print/copy job presets
  l. User scan/copy features which include reduce, enlarge, darkness control

FINISHER:
  m. 500 Sheet Finisher
  n. Collate and stack feature
  o. Staple unit (50 sheets)
ITEM NO. 18 – ONE (1) EACH 45 PAGE PER MINUTE (PPM) 
COLOR LASER MULTIFUNCTION COPIER

LOCATION: UTILITIES 2nd Floor

CURRENT Model: XEROX C8045

CURRENT USAGE:
Average Monthly Volume – Black & White: 5,000
Average Monthly Volume – Color: 6,000

HARDWARE:
a. Multifunction: Print, Copy, Scan, and Fax  
b. Black & White and Color  
c. Continuous output speed 45 ppm B/W  
d. Automatic duplex 2-sided copy/scan feature  
e. Memory: Standard: 2 GB  
f. HDD: Standard: 320 GBs  
g. Folding bypass tray  
h. Paper four (4) drawers  
   • One tray designated paper for 8.5” x 11”  
   • One paper tray for 8.5” x 14”  
   • One paper tray for 11” x 17”  
   • One large capacity tray for 8.5” x 11” paper

SCANNER:
i. 1,200 x 1,200 dpi max print resolution  
j. User scan/copy features which include reduce, enlarge, darkness control  
k. OCR with blank page removal when on a two-sided scanning or equal

SOFTWARE:
l. Easy user friendly menu interface  
m. Easy access user directory/address book with configurable quick access directory  
n. Configurable print/copy job presets  
o. User scan/copy features which include reduce, enlarge, darkness control

FINISHER:
p. 1,000 Sheet Finisher  
q. Hole punch Finisher feature  
r. Collate and stack feature  
s. Staple unit (50 sheets)
ITEM NO. 19 – ONE (1) 45 PAGE PER MINUTE (PPM) COLOR LASER MULTIFUNCTION COPIER

LOCATION: CODE ENF/PERMITS 2nd FLOOR

CURRENT Model: XEROX C8045

CURRENT USAGE:
Average Monthly Volume – Black & White: 1,000
Average Monthly Volume – Color: 2,000

HARDWARE:
- Multifunction: Print, Copy, and Scan
- Black & White and Color
- Continuous output speed 45 ppm B/W
- Automatic duplex 2-sided copy/scan feature
- Memory: Standard: 2 GB
- HDD: Standard: 320 GBs
- Folding bypass tray
- Paper three (3) drawers:
  - One paper tray for 8.5” x 11”
  - One tray universal paper for 8.5” x 11”, 8.5” x 14”, or 11” x 17”
  - One large capacity tray for 8.5” x 11” paper

SCANNER:
- 1,200 x 1,200 dpi max print resolution
- User scan/copy features which include reduce, enlarge, darkness control

SOFTWARE:
- Easy user friendly menu interface
- Easy access user directory/address book with configurable quick access directory
- Configurable print/copy job presets
- User scan/copy features which include reduce, enlarge, darkness control

FINISHER:
- 400 Sheet – One exit output tray
- Collate and stack feature
- Staple unit (50 sheets)
ITEM NO. 20 – ONE (1) EACH 45 PAGE PER MINUTE (PPM) COLOR LASER MULTIFUNCTION COPIER

LOCATION: Special Projects CITY HALL 1st FLOOR

CURRENT Model: XEROX C8045

CURRENT USAGE:
Average Monthly Volume – Black & White: 1,500
Average Monthly Volume – Color: 2,500

HARDWARE:
   a. Multifunction: Print, Copy, Scan, and Fax
   b. Black & White and Color
   c. Continuous output speed 45 ppm B/W
   d. Automatic duplex 2-sided copy/scan feature
   e. Memory: Standard: 2 GB
   f. HDD: Standard: 320 GBs
   g. Folding bypass tray
   h. Paper four (3) drawers
   i. One tray designated paper for 8.5” x 11”
   j. One paper tray for 8.5” x 14”
   k. One paper tray for 11” x 17”

SCANNER:
   p. 1,200 x 1,200 dpi max print resolution
   q. User scan/copy features which include reduce, enlarge, darkness control
   r. OCR with blank page removal when on a two-sided scanning or equal

SOFTWARE:
   s. Easy user friendly menu interface
   t. Easy access user directory/address book with configurable quick access directory
   u. Configurable print/copy job presets
   v. User scan/copy features which include reduce, enlarge, darkness control

FINISHER:
   w. 500 Sheet Finisher
   x. Collate and stack feature
   y. Staple unit (50 sheets)
ITEM NO. 21 – ONE (1) EACH 45 PAGE PER MINUTE (PPM) COLOR LASER MULTIFUNCTION COPIER

LOCATION: POLICE ADMINISTRATION 2nd Floor

CURRENT Model: XEROX C8045

CURRENT USAGE:
Average Monthly Volume – Black & White: 2,500
Average Monthly Volume – Color: 3,500

HARDWARE:
a. Multifunction: Print, Copy, Scan, and Fax
b. Black & White and Color
c. Continuous output speed 45 ppm B/W
d. Automatic duplex 2-sided copy/scan feature
e. Memory: Standard: 2 GB
f. HDD: Standard: 320 GBs
g. Folding bypass tray
h. Paper four (4) drawers
   • One tray designated paper for 8.5” x 11”
   • One paper tray for 8.5” x 14”
   • One paper tray for 11” x 17”
   • One large capacity tray for 8.5” x 11” paper

SCANNER:
i. 1,200 x 1,200 dpi max print resolution
j. User scan/copy features which include reduce, enlarge, darkness control
k. OCR with blank page removal when on a two-sided scanning or equal

SOFTWARE:
l. Easy user friendly menu interface
m. Easy access user directory/address book with configurable quick access directory
n. Configurable print/copy job presets
o. User scan/copy features which include reduce, enlarge, darkness control

FINISHER:
p. 500 Sheet Finisher
q. Collate and stack feature
r. Staple unit (50 sheets)
OPTIONAL LINE ITEM NO. A & B

Two (2) COLOR WIDE FORMAT 36” PRINTER/SCANNER

LOCATION: CITY HALL 2nd Floor

CURRENT Model: HP DJ T2300 & HP DJ T2530

HARDWARE:
  a. Print A1/D-size prints in as fast as 22 seconds
  b. LCD screen with touch panel
  c. Integrated 36” – 44” scanner
  d. 36”- 44” MFP solution - Color
  e. High-capacity cartridges availability
  f. Connectivity Network, USB, WiFi
  g. Multipage scanning to Network, USB, Email
  h. Up to 600 dpi scanning
  i. Print Resolution Max 1200 x 2400

OPTIONAL LINE ITEM NO. C

One (1) COLOR WIDE FORMAT 36” PRINTER/SCANNER

LOCATION: CITY HALL 2nd Floor

CURRENT Model: HP DJ T1300

HARDWARE:
  a. Print A1/D-size prints in as fast as 22 seconds
  b. LCD screen with touch panel
  c. Integrated 36” – 44” scanner
  d. 36”- 44” MFP solution - Color
  e. High-capacity cartridges availability
  f. Connectivity Network, USB, WiFi
  g. Multipage scanning to Network, USB, Email
  h. Up to 600 dpi scanning
  i. Print Resolution Max 1200 x 2400
ATTACHMENT A

PRICE FORM & QUESTIONNAIRE

ITEM NO. _____

DEPARTMENT:

PROPOSAL:

MONTHLY COST OF COPIER LEASE, MAINTENANCE, AND AVERAGE VOLUME COPIES: $__________

Model Name & No. ____________________________________________________________

Multifunction with Fax Option? ______ Yes_______ No  PPM: ______________________ PPM

Auto Duplex 2-Sided Copy/Scan Feature? ____ Yes______ No  Paper Drawers?__________

Hole Punch, Collate and Stack Features____ Yes_______ No  Staple Unit________________Sheets

OCR blank removal scanning option? ___________ Yes____________________ No

Monthly Allowance Black & White Copy with lease per month: __________________________

Monthly Allowance Color Copy with lease per month: _________________________________

When are the overage copies billed? _______________________________________________

Are there any exceptions to the specifications listed above? ________ Yes__________ No

Of yes, please list the exceptions: _______________________________________________

ANNUAL COST:

Lease and Maintenance Service Cost: $___________________________Year One (1)

Lease and Maintenance Service Cost: $___________________________Year Two (2)

Lease and Maintenance Service Cost: $___________________________Year Three (3)

Lease and Maintenance Service Cost: $___________________________Year Four (4)

Lease and Maintenance Service Cost: $___________________________Year Five (5)
MONTHLY COST OF COPIER LEASE, MAINTENANCE, AND AVERAGE VOLUME COPIES: $_______________

**Lease Copiers**
Shared Monthly Allowance Black & White Copy with lease per month: __________________________

Shared Monthly Allowance Color Copy with lease per month: __________________________

Overage copies price per copy.   B & W ___________________ COLOR __________________

**Printers on Maintenance Contract**
Shared Monthly Allowance Black & White Copy with lease per month: __________________________

Shared Monthly Allowance Color Copy with lease per month: __________________________

Overage copies price per copy.   B & W ___________________ COLOR __________________

**Option - Lease Wide Format Printer/scanner**
Cost per month __________________________

**ANNUAL COST:**
Lease and Maintenance Service Cost: $__________________________Year One (1)
Lease and Maintenance Service Cost: $__________________________Year Two (2)
Lease and Maintenance Service Cost: $__________________________Year Three (3)
Lease and Maintenance Service Cost: $__________________________Year Four (4)
Lease and Maintenance Service Cost: $__________________________Year Five (5)

CITY OF BOERNE

ATTACHMENT B
COMPANY REFERENCES

List three (3) awards with whom you have performed similar services during the past five (5) years. The City may contact the Proposer’s references at any time during evaluation.

REFERENCE NO. 1:
Firm: ___________________________ Contract Amount: ______________

Contact Person Name: ________________ Title: ____________________

Email Address: ______________________ Telephone: ________________

Description of Services provided: ____________________________________

REFERENCE NO. 2:
Firm: ___________________________ Contract Amount: ______________

Contact Person Name: ________________ Title: ____________________

Email Address: ______________________ Telephone: ________________

Description of Services provided: ____________________________________

REFERENCE NO. 3:
Firm: ___________________________ Contract Amount: ______________

Contact Person Name: ________________ Title: ____________________

Email Address: ______________________ Telephone: ________________

Description of Services provided: ____________________________________
MULTIFUNCTION COPIER LEASE AND MAINTENANCE SERVICES
ATTACHMENT C
SAMPLE CONTRACT

This agreement, made and signed this ________________ day of ______________________, 2024 by and between the City of Boerne, Texas (“City”) and ______________________________ (“Contractor”). The City and the Contractor for the consideration stated herein agree as follows:

SECTION 1.0 SCOPE OF SERVICES:

1.1 The Contractor hereby agrees to provide the City of Boerne Multifunction Copier Lease and Printer Maintenance Services, in accordance with the terms and conditions, and requirements as specified in the Request for Proposal No. RFP-2024-IT-001, which are not attached hereto but is incorporated by reference into this Contract for all purposes.

1.2 The City will receive the following services: See attached – Proposed Cost - Attachment A

SECTION 2.0 GENERAL REQUIREMENTS:

2.1 Contractor shall furnish all labor, materials, equipment, supervision, supplies, and incidentals for performing the furnishing and delivery of the multifunction copier lease and maintenance in accordance with this Contract.

2.2 The Contractor shall ensure that it performs only those services for which it is adequately equipped and staffed and that its employees perform only services for which they are adequately trained and licensed, if required.

2.3 The Contractor agrees to employ only orderly and competent workers, skillful in performance of the type of work required under this contract. Contractor and their employees may not use or possess any firearms, alcoholic or other intoxicating beverages, illegal drugs or controlled substances while on the job or on City property, nor may such workers be intoxicated, or under the influence of alcohol or drugs, on the job. If the City notifies the Contractor that any worker is incompetent, disorderly or disobedient, has knowingly or repeatedly violated safety regulations, has possessed any firearms, or has possessed or was under the influence of alcohol or drugs on the job, the Contractor shall immediately remove such worker from performing work under this contract, and may not employ such worker again, under this Contract, without the City’s prior written consent.

2.4 The Contractor shall provide and pay for all materials, equipment, labor, transportation, fuel, and incidentals necessary for the furnishing, performance, and completion of the Contract.
2.5 The Contractor shall provide supervision to assure that all work will be done in accordance with this agreement. The Contractor will designate personnel to communicate with City staff regarding the performance of services as set forth in this agreement.

2.6 The Contractor shall, at all times, be vigilant against damage to existing equipment and facilities. The Contractor shall notify the City of such damage.

2.7 Contractor shall be responsible for loss or damage to property or bodily injury resulting from negligent acts of the Contractor or his work force.

2.8 Contractor shall be responsible for all required payroll taxes and related costs including, but not limited to, overtime, Social Security, employment insurance, and Worker’s Compensation insurance.

2.9 All work shall be done by Contractor’s employees who are covered by all applicable insurance coverage. No work shall be done, pursuant to this agreement, by the subcontractor without the written consent of the City.

2.10 Contractor shall possess all licenses and permits required to perform the work. All work is to be done in accordance with any applicable codes, ordinances and regulations.

2.11 All work shall be scheduled and completed in a manner that will ensure the minimum disturbance to City staff at each Work site.

2.12 The Contractor’s employees will observe all OSHA regulations, including the use of personal protective equipment. All equipment will be properly maintained and kept in a safe operating condition.

SECTION 3.0 CONTRACT TERMS:

3.1 The Contract will become effective on the date of the contract execution (“Effective Date” for a minimum of three (3) years, with two (2) optional one-year renewals. Renewal is predicated on sufficient budgetary allocation by the City Council for the renewal of the Contract. City Council shall be under no obligation to make such budgetary allocation.

3.2 Any Work outside the scope of the Contract must be in writing and authorized, in advance, by the City.

3.3 Any variations from this Contract must be in writing and agreed upon by both the City and the Contractor.

3.4 In the event that additional or removed services, the Contractor may give the City a revised price in writing. The City shall have forty-five (45) days to accept or reject the price revision.
3.5 Neither the City or Contractor shall be held responsible for the failure or delay in delivery or acceptance of Work where such failure or delay is attributable to any act of God or of the public enemy, war, compliance with laws, governmental acts or regulations, in any case, not in effect as of the date of this Contract, fire, flood, quarantine, embargo, epidemic, unusually severe weather or other causes similar to the foregoing beyond the reasonable control of the party so affected. The party seeking to avail itself of any of the foregoing excuses must promptly notify the other party of the reasons for the failure or delay or acceptance and shall exert its best efforts to avoid further delay.

SECTION 4.0 AUTHORITY OF CITY MANAGER:

4.1 All work shall be done under the supervision of the City Manager and/or the City’s authorized designee (IT Director) and to his/her satisfaction. The City Manager and/or authorized designee (IT Director) will decide all questions that may arise as to the quality and acceptability of materials furnished and work performed and as to the rate of progress of the Work; all questions that may arise as to the interpretation of the specifications; and all questions as to the acceptable fulfillment of the Contract by the Contractor.

4.2 The City Manager and/or authorized designee (IT Director) will have the authority to suspend the Work wholly or in part for such periods as he may deem necessary due to the failure of the Contractor to correct conditions unsafe for workers or the general public; for failure to carry out provisions of the Contract; for failure to carry out orders; for conditions considered unsuitable for the performance of the Work, including unfit weather; or for any other condition or reason deemed to be in the public interest. The Contractor shall not be entitled to any additional payments arising out of any such suspensions.

SECTION 5.0 PAYMENT TERMS:

5.1 City agrees to pay Contractor for the work performed under this Contract, and Contractor agrees to accept, as his full and only compensation thereof, a sum of $ (Per Award) to be paid on the following terms: Each payment will be based on the receipt of a monthly invoice from the Contractor which details of the previous month per copier with the following:

a. Invoice date and invoice number
b. Location address
c. Make, model, and serial number
d. Number of black and white copies
e. Number of color copiers
f. Current and previous reading
g. Date of meter reading

Invoices shall be mailed to the City of Boerne and emailed to: ap@boerne-tx.gov.
5.2 If the Contractor fails to perform any of its obligations under this Contract or any other agreement between the City and the Contractor, including its obligation to the City to pay any subcontractor or workmen or other person which arises out of or in connection with the performance of this contract or any other agreement with the City, then the City shall have the right, in its discretion, to withhold out of any payment (final or otherwise) such sums as the City Manager of the City or designee may deem ample to protect the City against delay or loss or to assure the payment of just claims of third persons, and to apply such sums in such manner as the City Manager may deem proper to secure such protection or satisfy such claims. The City shall have the right, in its discretion, to withhold out of any payment (final or otherwise) such sums as the City Manager of the City or designee may deem ample for charges related to comprehensive support or projects that were not performed at acceptable standards during initial set-up or implementation and “call-back” service was required.

5.3 This agreement may be terminated at any time by the City or the Contractor upon receipt of thirty (30) days’ prior written notice.

5.4 Any Work outside the scope of this Contract must be in writing and authorized, in advance, by the City.

5.5 Any variations to this Contract must be in writing and agreed upon by both the City and the Contractor.

5.6 In the event that a service is added/removed, Contractor may give the City a revised price and the additional/remaining portfolio in writing. The City shall have thirty (30) days to accept/reject the price revision.

SECTION 6.0 INSURANCE:

6.1 Insurance required by the Contract shall be obtained from an insurance company that is licensed by the State of Texas and authorized to issue insurance policies for the limits and coverages required by the Agreement.

6.2 Contractor must provide a certificate of insurance to the City prior to being awarded the Contract within ten (10) days of the notice of award.

6.3 Contractor shall provide a certificate of insurance evidencing coverage of $1,000,000 aggregate and $1,000,000 each occurrence for:

   a. Comprehensive General Liability
   b. Automobile Liability
   c. Worker’s Compensation

6.4 The City of Boerne shall be listed as **Additional Insured** on the insurance certificate. If the coverage period shown on the Contractor's current certificate of insurance ends during the duration of the Contract, the Contractor must, prior to the end of the coverage period, file a new certificate of insurance with the City showing that coverage
has been extended. The Contractor shall retain all required certificates of insurance for the duration of the Contract and shall provide them to the City as requested.

6.5 If the coverage period shown on the Contractor’s current certificate of insurance ends during the duration of the Contract, the Contractor must, prior to the end of the coverage period, file a new certificate of Insurance with the City showing that coverage has been extended. Contractor shall retain all required certificates of insurance for the duration of the Contract.

6.6 By signing this Contract or providing or causing to be provided a certificate of insurance, Contractor is representing to the City that all employees of the Contractor, who will provide services on the Contract, will be covered by worker’s compensation coverage for the duration of the Contract, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier. Providing false or misleading information may subject the Contractor to penalties.

6.7 Contractor must maintain any other employer insurance required to be in compliance with statutory requirements. Contractor will furnish to the City a certificate of insurance for the above and the insurance company will show that it agrees to give the City ten (10) days’ notice on any cancellation or material changes in the policies.

6.8 Contractor’s failure to comply with any of these provisions is a breach of the contract by the Contractor which entitles the City to declare the Agreement void if the Contractor does not remedy the breach within ten (10) days after receipt of notice of breach from the City.

SECTION 7.0 INDEMNITY:

7.1 To the extent permitted by applicable law, the Contractor and its agents, partners, employees, and Contractors (collectively "Indemnitors") shall and do agree to indemnify, enterprises, representatives of the City of Boerne, and their respective officers, directors, employees and agents (collectively "Indemnites") from and against all claims, damages, losses, liens, causes of action, suits, judgments and expenses, including attorney fees, of any nature, kind, or description (collectively "Liabilities") of any person or entity whomsoever arising out of, caused by, or resulting from the performance of services, or provision of goods, by Contractor pursuant to this Contract, or any part thereof, which are caused in whole or in part by any negligent act or omission of the Contractor, anyone directly or indirectly employed by it or anyone for whose acts it may be liable even if it is caused in part by the negligence or omission of any Indemnitee, so long as it is not caused by the sole negligence or willful misconduct of any Indemnitee. In the event more than one of the Indemnitors are connected with an accident or occurrence covered by this indemnification, then each of such Indemnitors shall be jointly and severally responsible to the Indemnites for indemnification and the ultimate responsibility among such Indemnitors for the loss and expense of any such indemnification shall be settled by separate proceedings and without jeopardy to any Indemnitee. The provisions of this article
shall not be construed to eliminate or reduce any other indemnification or right which the City or any of the Indemnitees has by law.

7.2 Contractor shall protect and indemnify the City from and against all claims, damages, judgments, and loss arising from infringement or alleged infringement of any United States patent, or copyright, arising by or out of any of the services performed or goods provided hereunder or the use by Contractor, or by the City at the direction of Contractor, of any article or material, provided that upon becoming aware of a suit or threat of suit for patent or copyright infringement, the City shall promptly notify Contractor and Contractor shall be given full opportunity to negotiate a settlement. Contractor does not warrant against infringement by reason of the City's design of articles or the use thereof in combination with other materials or in the operation of any process. In the event of litigation, the City agrees to cooperate reasonably with the Contractor and parties shall be entitled, in connection with any such litigation, to be represented by counsel at their own expense.

7.3 The indemnities contained herein shall survive the termination of any Contract or purchase order for any reason whatsoever.

SECTION 8.0 THE CITY'S RESPONSIBILITIES:

8.1 Aside from the City Manager, the City shall issue all communications to the Contractor through the Information Technology Director.

8.2 The City is not responsible for any failure of the Contractor to comply with laws and regulations applicable to furnishing or performing the Contract. The City is not responsible for the Contractor's failure to perform or furnish the Work in accordance with the Contract documents. Failure or omission of the City to discover, or object to or condemn any defective Work or material shall not release the Contractor from the obligation to properly and fully perform the Contract.

8.3 Information or services under the City's control shall be furnished by the City with reasonable promptness to avoid delay in the orderly progress of Work.

8.4 Should the City suffer injury or damage to person or property because of any error, omission or act of the Contractor or of any of the Contractor's employees or agents or others for whose acts the Contractor is liable, a claim will be made to the other party within thirty (30) days of receiving notice of the event giving rise to such injury or damage. The provisions of this paragraph shall not be construed as a substitute for or a waiver of the provisions of any applicable statute of limitations or statute of repose.

SECTION 9.0 MISCELLANEOUS

9.1 In the event of any suit at law or inequity involving the Contract, venue shall be in Kendall County, Texas and the laws of the state of Texas shall apply to the interpretation and enforcement of the Contract.
9.2 This Contract represents the entire and integrated agreement between the City and the Contractor and supersedes all prior negotiations, representations or agreements, either written or oral.

9.3 Except as otherwise provided herein, the rights and remedies available to the parties are not to be construed in any way as a limitation of any rights and remedies available to any or all of them which are otherwise imposed or available by laws or regulations, by special warranty or guarantees or by other provisions of the Contract Documents, and the provisions of this paragraph will be as effective as if repeated specifically in the Contract Documents in connection with each duty, obligation, right and remedy to which they apply.

9.4 If any word, phrase, clause, sentence or provision of the Contract, or the application of same to any person or set of circumstances is for any reason held to be unconstitutional, invalid or unenforceable, that finding shall only affect such word, phrase, clause, sentence or provision, and such finding shall not affect the remaining portions of this Contract; this being the intent of the parties in entering into the Contract; and all provisions of the Contract are declared to be severable for this purpose.

9.5 The Contract shall not be construed as creating an employer/employee relationship, a partnership, or a joint venture. The Contractor’s services shall be those of an independent Contractor. The Contractor agrees and understands that the Contract does not grant any rights or privileges established for employees of the City.
This agreement, together with the documents and exhibits above-mentioned, and all documents are fully a part of this contract as if attached to it or herein repeated.

THE CITY OF BOERNE:

__________________________________________  ________________
Ben Thatcher, City Manager                      Date

ATTEST:

__________________________________________
Lori Carroll, City Secretary

CONTRACTOR:

Signature: __________________________________________

Printed name: _________________________________________

Address: ___________________________________________

__________________________________________________

Phone Numbers:

Office:  ___________________________________________

Cell:    ___________________________________________

Fax:     ___________________________________________

Federal Taxpayer Identification Number:

Contractor will be required to complete a W-9 and provide a Certificate of Insurance to the City of Boerne in accordance with this Contract prior to starting work.
APPENDIX A

All devices need to meet or exceed the City’s list of expected specifications.

**Level 1** – Black and White
Duplex
Scan, print, fax and copy
Desktop Unit
40 ppm minimum

**Level 2** – Color
Duplex
Scan and Copy
2 Drawers (minimum)
45 ppm minimum
Paper Size up to 8 ½ x 14
Stand available as needed.

*Level 3* - Color
Duplex
Scan and Copy
Finisher (Staple)
30 ppm minimum
Paper Size up to 11 x 17

**Level 4** - Color
Duplex
Scan and Copy
Finisher (Staple\Hole Punch)
High-Capacity Tray
35 ppm minimum
Paper Size up to 11 x 17

*Level 3 machine when requested for Library must work with JMEX vending for printing with Envisionware printing software ([www.envisionware.com](http://www.envisionware.com)).*
## APPENDIX A (cont.)

<table>
<thead>
<tr>
<th>CURRENT DEVICE MODEL (leased)</th>
<th>DEPARTMENT</th>
<th>LOCATION</th>
<th>DEVICE LEVEL NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Xerox B605</td>
<td>POLICE DISPATCH</td>
<td>124 Old San Antonio Rd</td>
<td>Level 1</td>
</tr>
<tr>
<td>Xerox B605</td>
<td>Customer Care</td>
<td>447 N Main St.- 1&lt;sup&gt;st&lt;/sup&gt; floor</td>
<td>Level 1</td>
</tr>
<tr>
<td>Xerox B605</td>
<td>Dev Services</td>
<td>447 N Main St.- 2&lt;sup&gt;nd&lt;/sup&gt; floor</td>
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<tr>
<td>Xerox B605</td>
<td>Municipal Court</td>
<td>124 Old San Antonio Rd. – 1&lt;sup&gt;st&lt;/sup&gt; floor</td>
<td>Level 2</td>
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<tr>
<td>Xerox C605</td>
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<td>320 Esser Rd.</td>
<td>Level 2</td>
</tr>
<tr>
<td>Xerox C8035</td>
<td>Municipal Court</td>
<td>124 Old San Antonio Rd. – 1&lt;sup&gt;st&lt;/sup&gt; floor</td>
<td>Level 2</td>
</tr>
<tr>
<td>Xerox C8035</td>
<td>Fire Department</td>
<td>726 N Main St.</td>
<td>Level 2</td>
</tr>
<tr>
<td>Xerox C8035</td>
<td>*Library (Coin Op)</td>
<td>451 N Main St. – 1&lt;sup&gt;st&lt;/sup&gt; floor</td>
<td>Level 3</td>
</tr>
<tr>
<td>Xerox C8035</td>
<td>*Library (Coin Op)</td>
<td>451 N Main St. -1&lt;sup&gt;st&lt;/sup&gt; floor</td>
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</tr>
<tr>
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<td>*Library (Coin Op)</td>
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<tr>
<td>Xerox C8035</td>
<td>Visit Boerne</td>
<td>282 N Main St.</td>
<td>Level 3</td>
</tr>
<tr>
<td>Xerox C8035</td>
<td>Finance</td>
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<td>Level 3</td>
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<tr>
<td>Xerox C8035</td>
<td>Park Admin</td>
<td>1017 Alder</td>
<td>Level 2</td>
</tr>
<tr>
<td>Xerox C8045</td>
<td>Admin/HR</td>
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<td>Xerox C8045</td>
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<td>Library Staff</td>
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<tr>
<td>Xerox C8045</td>
<td>Police Admin</td>
<td>124 Old San Antonio – 2&lt;sup&gt;nd&lt;/sup&gt; floor</td>
<td>Level 3</td>
</tr>
</tbody>
</table>

### Current Wide Format Printer/Scanner

(Place as optional cost line item on your proposal)

<table>
<thead>
<tr>
<th>Current Device</th>
<th>Department</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP DesignJet T2530 – 36”</td>
<td>Code Enforcement</td>
<td>447 N Main St. -2&lt;sup&gt;nd&lt;/sup&gt; floor</td>
</tr>
<tr>
<td>HP DesignJet T2300 -36”</td>
<td>Planning</td>
<td>447 N Main St. -2&lt;sup&gt;nd&lt;/sup&gt; floor</td>
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<td>Utilities/Engineering</td>
<td>447 N Main St.- 2&lt;sup&gt;nd&lt;/sup&gt; floor</td>
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**Level 1** – Black and White
Duplex
Scan, print, fax and copy
Desktop Unit
40 ppm minimum

**Level 2** – Color
Duplex
Scan and Copy
2 Drawers (minimum)
45 ppm minimum
Paper Size up to 8 ½ x 14
Stand available as needed

*Level 3 - Color
Duplex
Scan and Copy
Finisher (Staple)
30 ppm minimum
Paper Size up to 11 x 17

**Level 4** – Color
Duplex
Scan and Copy
Finisher (Staple\Hole Punch)
High Capacity Tray
35 ppm minimum
Paper Size up to 11 x 17

*Level 3 machine when requested for Library must work with JMEX vending for printing with Envisionware printing software ([www.envisionware.com](http://www.envisionware.com)).
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## APPENDIX B

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<th>Manufact Model</th>
<th>Printer</th>
<th>Total Pages AMV</th>
<th>Mono Pages AMV</th>
<th>Color Pages AMV</th>
<th>Total Pages</th>
<th>Total Pages Mono</th>
<th>Total Pages Color</th>
<th>Location</th>
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