TRITON COLLEGE
DISTRICT #504
SUBJECT: REQUEST FOR BID

SCHEDULE 2.4 April 11, 2024

The Board of Trustees invites you to submit a proposal on the item(s) listed below. All prices are to be F.O.B. Triton College. We reserve the right to accept or reject any or all parts of this bid.

Sean O'Brien Sullivan

Vice President - Business Services

QUANTITY ARTICLE, DESCRIPTION

Canon Copier Purchase & Maintenance

SEE ATTACHED SPECIFICATIONS

<u>BID OPENING</u>: 1:30 P.M., LOCAL TIME, Thursday, May 2, 2024 IN ROOM A 300 (Learning Resource Center).

QUESTIONS, PLEASE CONTACT THE PURCHASING DEPARTMENT, 708-456-0300 EXT. 3475, OR 3542.

Return proposal in the enclosed business reply envelope. This proposal is to be received by TRITON COLLEGE - BUSINESS OFFICE, ROOM A 306 (Learning Resource Building), located at 2000 Fifth Avenue, River Grove, IL, 60171 on May 2, 2024 before 1:30 PM., local time. Facsimile copies are not permissible. We agree to furnish the above described goods at the price(s) above, and further, that this quotation will remain firm for sixty (60) days.

FIRM:	SIGNATURE:
	(IN INK) OFFICER OF COMPANY
ADDRESS:	CONTACT:
	REPRESENTATIVE
CITY & STATE:	TELEPHONE:

Triton College

Request for Proposal

Triton College - Canon Copier Purchase & Maintenance April 11, 2024

I. GENERAL INFORMATION

1. INTRODUCTION:

Triton College is soliciting proposals from digital copier manufacturers and/or manufacturers' authorized dealers for the replacement and maintenance of Canon copiers located throughout the campus. The College will be purchasing 53 new copiers with accessories, and 4 production machines/copiers. The College will also enter into a maintenance agreement for the new copiers purchased as well as the two copies that the college will retain from our current fleet.

All copiers and accessories purchased shall be new, not used, refurbished, or demo equipment. Triton College operates on the Uniflow platform. License information is provided in the cost summary. Detailed information including the list of machines, recent meter readings, and average usage during the last 12 months are provided in Attachment D. Historical usage data is provided to inform vendors about the current usage and should not be misconstrued as a guarantee of volume for the new contract.

The digital copier maintenance contract should be based on cost-per-copy pricing. The selected vendor will be responsible for copier maintenance, repairs, parts, and all consumables (excluding paper). The vendor will supply toner, with Triton staff responsible for refilling toner reservoirs. Maintenance services will encompass both preventative and remedial measures.

2. RFP WRITTEN QUESTIONS:

All questions regarding this RFP must be submitted in writing to Danielle Stephens, Purchasing Manager daniellestephens@triton.edu.The preferred method to submit questions is via e-mail with the questions attached in a Microsoft Word document. Written questions may be submitted until April 17, 2024. The College will not respond to questions posed in any other manner or format (i.e. via telephone).

Substantive questions and their answers will be outlined in an addendum that will be posted on our website www.triton.edu/rfp .

Vendors may only contact Danielle Stephens regarding this RFP.

AWARD

The contract will be awarded to the vendor whose offer provides the greatest value to the college, considering serviceability, previous experience, and price, or any other factor deemed advantageous by the Purchasing department. While price is a consideration, the decision will not be based solely on financial offers. Triton College seeks the most cost-effective solution to meet its requirements. The College retains the right to reject any proposal and will make an award based on the evaluation factors outlined herein. Triton College will communicate any amendments to the RFP in writing and post them on the website (www.triton.edu/rfp).

4. CONTRACT EXECUTION

An agreement to be executed by all duly authorized representatives, this Request for Proposal, and the successful Vendor's proposal will constitute the awarded contract.

5. COMPLIANCE WITH STANDARD TERMS AND CONDITIONS

Vendor agrees to be bound by the college's standard terms and conditions for Contracts. **Attachment A** details those terms.

6. SCHEDULE OF EVENTS:

	<u>Event</u>	<u>Date</u>
1.	RFP Issued	April 11, 2024
3.	Deadline for RFP Written Questions	April 17, 2024, by 5:00 pm
4.	Responses to any questions posted	April 24, 2024, by 5:00 pm
4.	RFP Due Date	May 2, 2024, by 1:30 pm
5	July Delivery, Set-up, Network, and Training.	

7. RFP DUE DATE, TIME AND LOCATION:

One (1) hard copy marked as original and one (1) electronic copy on a flash drive or disk of the vendor's proposal are due Thursday May 2, 2024 by 1:30 p.m., and must be received at the following location:

Triton College
Purchasing Department – Learning Resource Center A306
2000 Fifth Avenue
River Grove, Illinois 60171

Late RFP's will not be considered. RFP's will not be accepted via fax. RFP must be sealed and labeled on the outside of the package to indicate that it is in response to **Canon Copier Purchase & Maintenance** Failure to provide pricing in the formats specified may be grounds for finding your RFP non-responsive.

It is the vendors responsibility to have the proposal in the Business Office by the deadline. Hand Delivered, Messengered or Express Shipping Agent is suggested. Timely delivery in the Business Office (A-306) is the sole responsibility of the vendor. Facsimile copies are not permissible. We agree to furnish the above-described goods at the price(s) above, and further, that this quotation will remain firm for sixty (90) days.

Vendors may submit their RFP any time before the above-stated deadline. The formal RFP opening will be held in the Boardroom beginning at 1:30 p.m. All Vendors are invited to attend, but attendance is not mandatory.

II. CONTRACT TERMS

1. CONTRACT TERM:

Canon Copier Purchase & Maintenance

The maintenance contract term is for four (5) years. With up to two (2) one (1) year renewals if terms are mutually agreeable.

2. COST:

Preferred Cost Structure - Pricing should be based on a cost per copy with no minimum number of copies.

It is expected that the cost per copy on the production machines and the color copiers will be different than the non-production machines (fleet copiers).

Complete the copier summary. Include the total cost for the purchase of copiers, software, set-up, disposal of old machines, and the cost for maintenance. Include any other costs and overall grand total.

3. FREIGHT TERMS OF SALE F.O.B. DESTINATION, FREIGHT PREPAID:

Vendor shall ship all products (supplies) F.O.B. destination to all designated building locations. If the vendor charges any shipping charges that should be expressly stated and accurately estimated.

4. USE OF GENUINE CANON PARTS AND SUPPLIES:

The vendor shall use approved genuine Canon parts and supplies for all maintenance.

5. CANCELLATION OF CONTRACT:

The college reserves the right to provide a thirty (30) day cancellation if the College deems that the service does not meet the needs of the College,

6. METER READS

It is expected that the vendor will be able to use the networking platform to access meter reads. Manual reads can be provided by Triton College for machines that are not networked.

III. VENDOR REQUIREMENTS

1. AUTHORIZED DEALER:

Triton College is requesting proposals from Canon digital copier manufacturers and/or manufacturers' authorized dealers for service and maintenance.

2. REFERENCES:

Submit five (5) references for current or previous colleges or other larger governmental (not federal) entities that have or are currently receiving similar services to those proposed by the vendors for this procurement. Each reference must include the name of the contact person, address, telephone number, and description of products and services provided.

3. SERVICE CAPACITY

Provide information on your company's ability to service Triton's account. Include information such as the number of facilities in the Chicago land area, number of service technicians trained on Canon devices, number of employees, number of years in business servicing Canon copiers, and other factors the vendor feels are essential in showing their ability to service Triton's copiers.

4. COMPLETE THE STANDARD COST PER COPY SUMMARY.

Provide narrative and details on any other costs.

IV. GENERAL SPECIFICATION INFORMATION

1. DIGITAL COPIER MACHINES:

All models must be the Make, model, and configuration stated. Copiers must be brand-new units; used, refurbished, rebuilt, reconditioned, or newly remanufactured machines are not acceptable. All equipment and equipment options and add-ons must be (Original Equipment Manufacture (OEM).

2. START-UP SUPPLIES:

All digital copier machines must be delivered with a full supply of supplies (EXCLUDING PAPER), which are included in the cost-per-copy of the machine. Each digital copier is to include all necessary regular, full-size consumable supplies, and all integral parts (such as drum), that make the machine fully functional at installation, without additional costs to the college. The college will not pay additional charges for "start-up kit" supplies or for initial full-size consumable supplies.

NETWORKING:

All digital copiers must be capable of being part on Triton College's network. The users must have the ability to view the entire queue (copy, print, fax, and scan) while standing at the digital copier. The users should have the ability to cancel, hold, promote, or release a print job while standing at the digital copier. The users should be able to monitor all jobs in the queue and determine their status from their desktop.

The digital copier should allow users to monitor print job status and print queue via the Internet using a web browser.

V. MAINTENANCE AND SUPPLIES REQUIREMENTS

1. INCLUDED MAINTENANCE AND SUPPLIES:

- Vendor shall provide all routine preventative maintenance and emergency services necessary to keep the equipment in good working order.
- All maintenance must be performed by factory-certified personnel. Equipment must be maintained to the manufacturer's specifications.
- Maintenance is to include labor, toner, developer, Canon parts, photo-receptor (drum) or master units, and all consumables except paper. Note any exceptions in your response.
- Vendor is required to do periodic or preventive maintenance as specified by the manufacturer's guidelines. The vendor is also required to perform an un-scheduled basic service and cleaning on all copiers if a copier has not received a service call within the last six months.
- All copier supplies provided must be Canon-approved supplies.

Note: Triton College currently has a part-time copier technician on campus to fill toner and to help fix routine paper jams. Triton's helpdesk also responds to routine paper jams to reduce downtime and the number of service calls.

2. SERVICE RESPONSE TIME:

- The vendor is to adhere to a four-hour maximum response time on operable and inoperable copier service calls. Vendors should maintain a 98% up-time or better for the copier fleet.
- The servicing vendor or technician will be required to call the customer within one-half hour upon receipt of the service call giving the customer an estimated arrival time for service.

3. CUSTOMERS REQUEST FOR SERVICE HISTORIES:

When requested, a complete and comprehensive service history printout is to be provided by the vendor at no charge to the college within five working days. This service history report must include an outline of all service calls, response times, failures, copies between service calls, and monthly copy volume.

4. NON-CONTRACT SERVICE AND SERVICE TRAINING:

Please provide costs for the following:

- After-hour service charge
- > Hourly labor rates beyond covered contract costs

5. HELP DESK SUPPORT:

Please provide the cost for any help desk support if any, and what type of service is included.

VI. PROPOSAL CONTENT, FORMAT AND ORGANIZATION

Vendors must organize their proposal into the following sections:

SECTION 1:

REQUEST FOR PROPOSAL FORM COVER PAGE

All requested information completed. Use Attachment B.

SECTION 2:

LETTER OF TRANSMITTAL

The letter of transmittal should include an introduction of the vendor's company, the name, address, telephone number, and email address of the person to be contacted along

with others who are authorized to represent the company in dealing with this RFP.

SECTION 3:

Cost Summary (Copier Purchase, Maintenance, Software, & all other)

This section must contain the following:

Cost Summary. Use Attachment C.

SECTION 4:

MISCELLANEOUS

This section must include the following:

5 References

Service Capacity Information

SECTION 5:

Copy of your standard service contact. Provide a Word editable format in your electronic

copy of your proposal.

Attachment A

set statistic to

Standard Contract Terms and Conditions

- 1. CONTRACT JURISDICTION, CHOICE OF LAW, AND VENUE: This agreement shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of laws provision. All disputes arising out of this Agreement, wherever derived, shall be resolved in the Circuit Court of Cook County, Illinois.
- 2. LAWS AND REGULATIONS: Any supplies, services, and equipment proposed and furnished will comply fully with all applicable Federal and State laws and regulations.
- 3. INDEPENDENT CONTRACTOR: The vendor shall be deemed an independent contractor and shall not act as, or be Triton's agent or employee. The vendor will provide for and pay the compensation of vendor personnel and be responsible for payment of all taxes that an employer is required to pay relating to the employment of employees, including worker's compensation. Triton College will not be liable to the vendor, or any vendor personnel, for the vendor's failure to meet the vendor's compensation or tax obligations. The vendor will indemnify, defend, and hold Triton College harmless from and against all such obligations and will comply with all associated government regulations, including the filing of all necessary reports and returns.
- 4. HOLD HARMLESS: Vendor agrees to hold harmless and indemnify Triton College, its officers, agents, trustees and employees against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against Triton College, its officers, agents, trustees or employees including reasonable attorney's fees and expenses arising out of the acts or omissions of vendor, its officers, agents or employees under this Agreement.
- **5. EQUAL OPPORTUNITY CLAUSE:** The vendor does not discriminate based on race, color, religion, creed, sex, national origin, ancestry, age, marital status, physical or mental handicap, or an unfavorable discharge from military service, or any other basis prohibited by law in the hiring, employment, promotion or training of personnel. The vendor certifies that it is an equal-opportunity employer.
- **6. SEVERABILITY:** The failure by either party to insist upon strict performance of any of the terms and conditions in the Agreement, or to exercise any rights or remedies shall not be construed as a waiver of its rights to assert any of the same or to rely on any such terms or conditions at any time thereafter. The unenforceability in whole or in part of any term or condition of this Agreement shall not affect the enforceability of any other parts of this Agreement.
- **7. CANCELLATION:** Unless otherwise stated in the special terms and conditions, any contract entered into as a result of this proposal may be canceled without cause by the college upon 60 days' notice, in writing, before the effective date of the cancellation. Cancellation may be in whole or in part. Cancellation of the contract due to VENDOR default may be immediate.
- **8. TAXES:** Proposal prices will be exclusive of state sales, use, and federal excise taxes. The college will provide a tax-exempt letter to the selected vendor.
- **9. FIRM PRICES:** Unless otherwise stated in the special terms and conditions, for the purpose of award, offers made per this solicitation must be good and firm for a period of ninety (90) days from the date of proposal opening.

- **10. PROPOSAL PREPARATION COSTS:** The College is not liable for any costs incurred by the offer or in proposal preparation.
- **11. ASSIGNMENT/SUBCONTRACT:** VENDOR will not assign, sell, transfer, subcontract or sublet rights, or delegate responsibilities under this contract, in whole or in part, without the prior written approval of the college.
- **12. FORCE MAJEURE:** Neither party shall be liable to the other for its failure to perform any of its obligations hereunder or under any purchase order or acknowledgment thereof during any period in which such performance is delayed by circumstances beyond its reasonable control.
- 13. Vendor shall perform its obligations under this Agreement as a vendor and shall not be considered an employee of Triton C
- **14.** Vendor represents that it possesses all professional or business licenses required by law if any, and all qualifications necessary to fully perform its obligations hereunder in accordance with accepted industry standards and agrees to perform in accordance with accepted industry standards.
- **15.** Vendor, pursuant to 720 ILCS 5/33E-11 as amended, hereby certifies that neither it nor any of its partners, officers or owners has been convicted in the past five years of the offense of bid rigging under 720 ILCS 5/33E-3 as amended; that neither it nor any of its partners, officers or owners has ever been convicted of the offense of bid rotating under Section 720 ILCS 5/33E-4 as amended; and that neither it nor any of its partners, officers or owners have ever been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois.
- **16.** Vendor certifies that it maintains a written sexual harassment policy in conformance with 775 ILCS 5/2-105.
- **17.** If the vendor has more than 25 employees, the vendor certifies that it provides a drug-free workplace in compliance with the Drug-Free Workplace Act, 30 ILCS 580/1 et.seq.
- **18.** All outside vendors must to provide a Certificate of Insurance naming Triton College, District No. 504, its affiliates, officers, directors, trustees, volunteers, employees, and students as additional insured with minimum limit of \$2,000,000 per occurrence for bodily injury and property damage, and \$5,000,000 in the aggregate. The insurance coverage must show additional insured status to Triton College on a primary and non-contributory basis.

Attachment B REQUEST FOR PROPOSAL FORM COVER PAGE

The undersigned acknowledges receipt of:

Request for Proposal: Triton College - Canon Copier Purchase & Maintenance ADDRESS: 2000 Fifth Avenue, River Grove, IL 60171 Company Name Address City/Zip **Phone Number Email address ADDENDA** The undersigned hereby acknowledges receipt of the following. Addenda and has included the provisions of same in this response. (List by number and date appearing on each addendum) Addendum No. Dated The Vendor Acknowledges: 1. That he/she understands the specifications 2. That he/she has the equipment, technical ability, personnel, and facilities to accommodate the RFP per the specifications 3. That the specifications are, in his/her opinion, appropriate and adequate for said project. 4. That he/she will conform to and abide by the decision of the college as to the selection of the Vendor. Legal Name of person, corporation, partnership or joint venture If a Corporation, affix the Corporate Seal Dated ______ 20____. Signature and Title

If a Corporation

NAME	ADDRESS
×	President
	Secretary
*	Treasurer
Corporation, State of	
	If a Partnership
NAME OF PARTNERS	ADDRESS
<u> </u>	
	If a Joint Venture
NAME OF MEMBERS	ADDRESS
Envelopes containing RFP and ot follows:	ther required documents must be sealed, marked, and addressed a
Mark in the lower left-hand corner	•• •
REQUEST FOR PROPOSAL – T	riton College - Canon Copier Purchase & Maintenance

ADDRESS

TRITON COLLEGE ROOM A 306/PURCHASING DEPARTMENT BUSINESS OFFICE 2000 FIFTH AVENUE RIVER GROVE, IL 60171

Lead Cost Summary

	Cost
Total Cost of Fleet Copies (53 Units)	
IMAGEPRESS V700 (marketing set up)	
IMAGEPRESS V700 (staff services set up)	
VPDP 140 SERIES QUARTZ SET (two units)	
Estimated Maintenance Cost 5 Years	
Software Cost (Five Years)	
Training :	
Other costs not included above	
Grand Total	

5 Year Software Summary				
	Cost	Estimated Yearly Cost per year	Estimated Yearly Cost Times 5 Years per year	Total cost 5 years
Software & Training				
Uniflow Software maintenance and support				
Business Edition Office				
Modal Secure Printing				
Modal Secure Statistic				
File Format Conversion License				
Other Cost				
Total Cost				
Note - The college is not interested in cloud hosting option				
Note - Fiery Software to be included with copier cost FIERY COLOR PROFILER SUITE FIERY COLOR PROFILER SUITE ANNUAL MAINTENANCE - 5 Years FIERY COLOR PROFILER SUITE IMPLEMENTATION SERVICES BY LOCAL PRODUCTION ANALYST				e

Training Cost	
Cost	
2 DAY OF ON-SITE TRAINING & 2 DAYS OF ON-SITE IMPLEMENTATION BY CLIENT EDUCATION SPECIALIST	
2 DAYS OF PRODUCTION ANALYST ON-SITE SUPPORT BY G7 EXPERT (Training, re-configuration of workflow)	
Other	П
Total	

Cost summary continued - 5 Year Maintenance Summary

	Production	Estimated copies per year Cost per copy	Cost per copy	Estimated Yearly Cost per year	Estimated Yearly Cost Times 5 Years per year	Total cost 5 years
Fleet	B&W	925,000.00			X.5	
VarioPrint DP 115 Quartz (2 units) Production						
	B&W	00:000'089			XS	
IMAGEPRESS V700 (2 units) Marketing and Staff Services						
	B&W	20,000.00			X 5	
	Color	200,000.00			X5	

53 new copiers and two copiers kept in Service (TCC37336 and TCC36345)

Maintenance total

Cost fixed for the duration of the maintenance contract; no escalations on contracts

No cost for scanning

no tonner Shipping or handling fee

The state of the s

no Fuel surcharge fee

no connectivity fee

any and all costs need to be included, in price, any exception need to be clearly stated in the response.

A "click" or "copy" is defined as one click for a letter, legal AND 11 x 17 copies/prints., one-sided or double-sided is one click regardless of size. No fees or "clicks" for scans

Attachement C (Cost Summary) Cost Summary - (DP115)

VarioPrint DP 115 Quartz with accessories:

PRISMAsync controller w/color scan to file/e-mail

o Doc Box, Color Scan to File/E-mail, Multiple Queue & Streaming

Main Unit

2 trays with up to 1,500 sheets each (based on 20lb Bond)

2 trays with up to 500 sheets each (based on 20lb Bond)

e-PIM:

2 trays with up to 600 sheets each (based on 20lb Bond)

2 trays with up to 1,700 sheets each (based on 20lb Bond)

2/3 Hole Punch Unit

Booklet Finisher-AG1

- o Corner/Double staple up to 100 sheets (based on 20lb Bond)
- o Saddle Stitch up to 100 pages (based on 20lb Bond)
- o V-Folding up to 5 unstapled sheets (based on 20lb Bond)

Document Insertion Unit-R1

2 Trays with up to 200 sheets each (based on 20lb Bond)

Multi Function Professional Puncher-C1

19 Hole Punch punch die

208V/20A Power Filter



Note: purchasing two units both configured with same options

		Times 2	
	Cost Each Unit	Units	Total
VarioPrint DP 115 Quartz with accessories as stated above.			
Delivery / Shipping			
Installation			
Removal of existing machines			
Clear memory of existing machine			
Other charges			
Takal asak			

Total cost

Attachement C (Cost Summary) Cost Summary - continued (V700 Marketing)

imagePRESS V700 with accessories: (P105 Set Up - Marketing) imagePRESS V700 with accessories: Color Image Reader Color scan-file/e-mail N500 External Fiery Controller X-Rite i1 Basic Pro 3 spectrophotometer with Spot On License 3 trays with up to 550 sheets each (based on 20lb Bond) POD Deck Lite 1 tray with up to 3,500 sheets (based on 20lb Bond) Stack Bypass Tray 1 tray up to 250 sheets (based on 20lb Bond) Booklet Finisher-AG1 Corner/Double staple up to 100 pages (20lb Bond) Saddle Stitch up to 100 pages (20lb Bond) o V-Folding up to 5 unstapled sheets (based on 20lb Bond) 2/3 Hole Punch Unit Fiery Color Profiler Suite w/5 years of maintenance 208V/20A Power Filter Cost imagePRESS V700 with accessories as stated above Delivery / Shipping Installation Removal of existing machines Clear memory of existing machine

Other charges

Total Cost

Cost Summary - continued (V700 Staff Services)

imagePRESS V700 with accessories: (P106 Set Up Staff Services)

imagePRESS V700 with accessories.

Color Image Reader

Color scan-file/e-mail

N500 External Fiery Controller

Fiery Impose & Compose make ready software

X-Rite i1 Basic Pro 3 spectrophotometer with Spot On License

Main Unit:

3 trays with up to 550 sheets each (based on 20lb Bond)

Multi-Drawer Paper Deck

2 trays with up to 1,500 sheets each (based on 20lb Bond)

1 tray with up to 2,000 sheets (based on 20lb Bond)

Booklet Finisher-AG1

Corner/Double staple up to 100 pages (based on 20lb Bond)

Saddle Stitch up to 100 pages (based on 20lb Bond)

o V-Folding up to 5 unstapled sheets (based on 20lb Bond)

Booklet Trimmer (Face trim for booklets)

2/3 Hole Punch Unit

Paper Folding Unit

Double parallel fold, C fold, Z fold, Accordion fold

208V/20A Power Filter



	Cost
imagePRESS V700 with accessories as stated above	
Delivery / Shipping	
Installation	
Removal of existing machines	
Clear memory of existing machine	
Other charges	
Total Cost	

Number of Units Coafiguration Number of Units Coafiguration Number of Units Total Coafiguration Configuration Desiro Units Coafiguration Desiro Units Desiro Units Coafiguration Desiro Units Desir		Cost Summary - continued (fleet copier purchase summary)			
Configuration					
Configuration	Fleet				
Desk Top Unit- No Cabinet (4) 550 Sheet Paper Cassettes, Staple Finisher (4) 550 Sheet Paper Cassettes, Staple Finisher Fax Board (2) 550 Sheet Paper Cassettes, Cabinet, Staple Finisher (3) 550 Sheet Paper Cassettes, Cabinet, Staple Finisher (2) 550 Sheet Paper Cassettes, Cabinet, Staple Finisher, 2/3 Hole Punch (2) 550 Sheet Paper Cassettes, Staple Finisher, Eax Board (4) 550 Sheet Paper Cassettes, Staple Finisher, Eax Board (4) 550 Sheet Paper Cassettes, Staple Finisher, 2/3 Hole Punch (2) 550 Sheet Paper Cassettes, Staple Finisher, 2/3 Hole Punch (4) 550 Sheet Paper Cassettes, Staple Finisher, 2/3 Hole Punch (5) 550 Sheet Paper Cassettes, Staple Finisher, 2/3 Hole Punch (6) 550 Sheet Paper Cassettes, Staple Finisher, 2/3 Hole Punch (7) 550 Sheet Paper Cassettes, Staple Finisher, 2/3 Hole Punch (8) 550 Sheet Paper Cassettes, Staple Finisher, 2/3 Hole Punch (9) 550 Sheet Paper Cassettes, Staple Finisher, 2/3 Hole Punch (1) 550 Sheet Paper Cassettes, Staple Finisher, 2/3 Hole Punch (1) 550 Sheet Paper Cassettes, Staple Finisher, 2/3 Hole Punch (1) 550 Sheet Paper Cassettes, Staple Finisher, 2/3 Hole Punch (2) 550 Sheet Paper Cassettes, Staple Finisher, 2/3 Hole Punch (3) 550 Sheet Paper Cassettes, Staple Finisher, 2/3 Hole Punch (4) 550 Sheet Paper Cassettes, Staple Finisher, 2/3 Hole Punch (5) 550 Sheet Paper Cassettes, Staple Finisher, 2/3 Hole Punch	Model	Configuration	Number of Units		Total Cost
(4) 550 Sheet Paper Cassettes, Staple Finisher (d) 550 Sheet Paper Cassettes, Staple Finisher, Fax Board (d) 550 Sheet Paper Cassettes, Cabinet, Staple Finisher (d) 550 Sheet Paper Cassettes, Cabinet, Staple Finisher (d) 550 Sheet Paper Cassettes, Cabinet, Staple Finisher, 2/3 Hole Punch (d) 550 Sheet Paper Cassettes, Cabinet, Staple Finisher, 2/3 Hole Punch (d) 550 Sheet Paper Cassettes, Staple Finisher, Fax Board (d) 550 Sheet Paper Cassettes, Staple Finisher, Fax Board (d) 550 Sheet Paper Cassettes, Staple Finisher, 2/3 Hole Punch (2) 550 Sheet Paper Cassettes, Staple Finisher, 2/3 Hole Punch (2) 550 Sheet Paper Cassettes, Staple Finisher, 2/3 Hole Punch (a) 550 Sheet Paper Cassettes, Staple Finisher, 2/3 Hole Finisher, 2/3 Hole Finisher, 2/3 Hole Finisher, 2/3 Hole Finish	3 Imageclass X MF1440	Desk Top Unit- No Cabinet	3		
(4) 550 Sheet Paper Cassettes, Staple Finisher, Fax Board (2) 550 Sheet Paper Cassettes, Cabinet, Staple Finisher (4) 550 Sheet Paper Cassettes, Cabinet, Staple Finisher (2) 550 Sheet Paper Cassettes, Cabinet, Staple Finisher, 2/3 Hole Punch (2) 550 Sheet Paper Cassettes, Cabinet, Staple Finisher, 2/3 Hole Punch (4) 550 Sheet Paper Cassettes, Staple Finisher, Fax Board (4) 550 Sheet Paper Cassettes, Staple Finisher, 2/3 Hole Punch (2) 550 Sheet Paper Cassettes, (2) 1,500 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch (2) 550 Sheet Paper Cassettes, (3) 1,500 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch (2) 550 Sheet Paper Cassettes, (3) 1,500 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch	6 Imagerunner Advance DX 529iF	(4) 550 Sheet Paper Cassettes, Staple Finisher	6		
(2) 550 Sheet Paper Cassettes, Cabinet, Staple Finisher (4) 550 Sheet Paper Cassettes, Cabinet, Staple Finisher, 2/3 Hole Punch (2) 550 Sheet Paper Cassettes, Cabinet, Staple Finisher, 2/3 Hole Punch (2) 550 Sheet Paper Cassettes, Staple Finisher, Fax Board (4) 550 Sheet Paper Cassettes, Staple Finisher, Fax Board (4) 550 Sheet Paper Cassettes, Staple Finisher, 2/3 Hole Punch (2) 550 Sheet Paper Cassettes, Staple Finisher, 2/3 Hole Punch (3) 550 Sheet Paper Cassettes, (2) 1,500 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch (4) 550 Sheet Paper Cassettes, (2) 1,500 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch (5) 550 Sheet Paper Cassettes, (6) 1,500 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch	4 Imagerunner Advance DX 529iF	(4) 550 Sheet Paper Cassettes, Staple Finisher, Fax Board	4		
(4) 550 Sheet Paper Cassettes, Staple Finisher (2) 550 Sheet Paper Cassettes, Cabinet, Staple Finisher, 2/3 Hole Punch (2) 550 Sheet Paper Cassettes, Cabinet, Staple Finisher, 2/3 Hole Punch (4) 550 Sheet Paper Cassettes, Staple Finisher, Fax Board (4) 550 Sheet Paper Cassettes, Staple Finisher, 2/3 Hole Punch (2) 550 Sheet Paper Cassettes, Staple Finisher, 2/3 Hole Punch Staple Finisher, 2/3 Hole Punch (2) 550 Sheet Paper Cassettes, (2) 1,500 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch (2) 550 Sheet Paper Cassettes, (3) 1,500 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch (4) 550 Sheet Paper Cassettes, (5) 1,500 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch (5) 550 Sheet Paper Cassettes, (6) 1,500 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch (7) 550 Sheet Paper Cassettes, (7) 1,500 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch (7) 550 Sheet Paper Cassettes, (7) 1,500 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch (7) 550 Sheet Paper Cassettes, (7) 1,500 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch (7) 550 Sheet Paper Cassettes, (7) 1,500 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch (7) 550 Sheet Paper Cassettes, (7) 1,500 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch (7) 550 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch (7) 550 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch (7) 550 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch (7) 550 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch (7) 550 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch (7) 550 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch (7) 550 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch (7) 550 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch (7) 550 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch (7) 550 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch (7) 550 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch (7) 550 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch (7) 550 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch	8 Imagerunner Advance DX 49251	(2) 550 Sheet Paper Cassettes, Cabinet, Staple Finisher	8		
(2) 550 Sheet Paper Cassettes, Cabinet, Staple Finisher, 2/3 Hole Punch (2) 550 Sheet Paper Cassettes, Cabinet, Staple Finisher, 2/3 Hole Punch (4) 550 Sheet Paper Cassettes, Staple Finisher, Fax Board (4) 550 Sheet Paper Cassettes, Staple Finisher, 2/3 Hole Punch (2) 550 Sheet Paper Cassettes, (2) 1,500 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch DE	4 Imagerunner Advance DX 49251	(4) 550 Sheet Paper Cassettes, Staple Finisher	4		
Punch (2) 550 Sheet Paper Cassettes, Cabinet, Staple Finisher, 2/3 Hole Punch (4) 550 Sheet Paper Cassettes, Staple Finisher, Fax Board (4) 550 Sheet Paper Cassettes, Staple Finisher, 2/3 Hole Punch (2) 550 Sheet Paper Cassettes, (2) 1,500 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch DE		(2) 550 Sheet Paper Cassettes, Cabinet, Staple Finisher, 2/3 Hole			
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Attachment D, Historical usage data 3/25/2024 3/25/2023	storical usage '25/2023	data								
Meter Read M	Meter Read CI	Clicks	Medel	Serial #	DEPARTMENT	Location	TCC Purc	Purchase	Replace With	Cartifyure with
31,101,00	27,156.00	3,945,00	1025F-PCt	DRL95927	17	A113	32947 6/25/2015	_2	mageclass X MF1440	Desk Top Unit- No Cabinet
58,048,00	52,495.00	5,553,00	1025/F-PCL	DRL95966	Testing Center	A126 3.	32949 6/25/2015		mageclass X MF1440	Desk Top Unit- No Cabinet
137,057,00	132,873,00	4,184,00	102SiF-PCL	DRL95964	Firancial Aid	8161 (8216W)	32965 6/25/2015	_	mageclass X MF1440	Desk Top Unit- No Cabinet
41,718,00	38,968,00	2,750,00	IRADV400IF-2CFU-CAB	QLA15986	Withing lab	A314 3	2960 6/26/2015	-	unner Advance DX 5291F	4 550 Sheet Paper Cassettes, Staple Finisher
73,935.00	71,831.00	2,104,00	IRADVADDIF-2CFU-CAB	DLA14R3R	Hospitality - Store Room	8219 (8215) 3.	32967 6/25/2015	~	magerunner Advance DX 529iF	(4) 550 Sheet Paper Cassettes, Staple Finisher
47,026,00	42,309 00	4,717,00	IRADV400IF-2CFU-CAB	DLA16354	Hespitality -Office	8226	82968 6/25/2015	-,5	nages unner Advance DX 52905	4) 550 Sheet Paper Cassettes, Staple Finisher
64,633,00	61,873.00	2,760,00	IRADV400IF-2CFU-CAB	QLA14914	Nurses Office	G109 (8112)	32979 6/25/2015	-	magerunner Advance DX 5291F	[4] 550 Sheet Pager Cassettes, Staple Finisher, Fax Board
88,539,00	80,283,00	8,256,00	IRADV400IF-2CFU-CAB	OLA15839	RSVP - Kitchen	R221	12998 6/26/2015	-	unner Advance DX 529iF	(4) 550 Sheet Paper Cassettes, Staple Finisher
177,861,00	158,794.00	15,067,00	IRADV4001F-2CFU-CAB-STPLFIN	QLA15761	Cashier	8130i (A202)	32964 6/25/2015	Ē	nagerunner Advance DX 5291F	(4) 550 Sheet Paper Cassettes, Staple Finisher, Fax Board
144,535,00	142,045,00	2,450,00	IRADV400IF-2CFU-CAB-STPLFIN	O1A14840	Health Careers Dean's Area	H121 3:	32983 6/26/2015		nagerunner Advance DX 529iF	(4) 550 Sheet Paper Cassettes, Staple Finisher, Fax Board
76,492,00	72,562,00	3,830,00	IRADVA001F-2CFU-CAB-STPLFIN	OLA16456	Cernan Center	1116	32985 6/27/2015		nagerunner Advance DX 5297	(4) 550 Sheet Paper Cassettes, Staple Finisher, Fax Board
64,567.00	57,807.00	6,750,00	IRADVA001F-2CFU-CAB-STPLFIN	QLA15993	Chil Center	N201	329RR 6/26/2015		tailetunner Advance DX 529/F	(4) 550 Sheet Paper Cassettes, Staple Finisher
59,140,00	54,994,00	4,146,00	IRADV400IF-2CFU-CAB-STPLFIN	OLA16775	Police Department	N210 3	32989 6/26/2015		magerunner Advance DX 529iF	(4) 550 Sheet Paper Cassettes, Staple Finisher
152,059,00	148,142,00	3,917,00	IRADV4225-DADF-CAB-INFIN23-PS	RKF02092	Child Care	G120 (A317, A100)	32961 6/25/2015	-	magerunner Advance DX 4925!	(2) 550 Sheet Paper Cassettes, Cabinet, Stanle Finischer
242,264.00	235,867.00	6,397,00	RADV4225-DADF-CAB-INFIN-PS	RKF02063	Academic Success - behind help desk	A106	32946 6/25/2015	1	makerunner Advance DX 49251	(2) 550 Sheet Paner Cassettes Cabinet Staple Finisher
7.614.00	620.00		IRADV4225-DADF-CAB-PS	RKF03213	Scanning/Avehives	A327			mageritoner Advance DX 49751	(2) SER Shart Daner Cascatter Cabinet Stanle Finisher
134 553 00	00 100 021	00 121 0	IRADV4225-PLT-CAB-INFIN-PS	27.00		A125		1		ישו שישה שורכיו מאבר המאביריים
00.200,144	000000000000000000000000000000000000000	00 727 00		CCCCCCCCC		T			Jul I	(2) SSUSNBEL Paper Lassertas, Labiner, Scaple Finisher
20,021	1, 10, 11 a a a			VALUE TY			32922 8/25/2015	+	unner Advance UX 49251	2) SDU Sheet Paper Cassettes, Cabinet, Stable Finisher
332,818.00	329,613,00	3,205,00	WALV4223-701-040-73	RKF03254		T	32943 6/25/2015		magerunner Advance DX 4925)	(2) 550 Sheet Paper Cassettes Cabinet, Staple Finisher
15,314 00	14,762,00	552,00	IRADV4225-PLT-CAB-PS	RKF03253	R-Hallway	R-Hall (C102)	32970 6/25/2015		magerunner Advance DX 49251	(2) 550 Sheet Paper Cassettes, Cabinet, Staple Finisher
100,954.00	87,336.00	13,618 00	IRADV4225-DADF-CAB-INFIN23-P5	RKF02108	Arts and Science Office	E103G	32974 6/27/2015		magerunner Advance DX 49351	(4) 550 Sheet Paper Cassettes, Staple Finisher
306,225.00	290,143,00	16,082,00	IRADV4225-DADF-CAB-INFIN-PS	RKF02110	English Department	E102E 3	32973 6/27/2015	f	magerunner Advance DX 49351	(4) 550 Sheet Paper Cassettes, Staple Finisher
152,655.00	149,021.00	3,634 00	RADV4235-DADF-CFU-INFIN23-PS	RKJ07354	Admissions - Print Room	B120i 3	32963 6/25/2015		magerunner Advance DX 4925)	(4) 550 Sheet Paper Cassettes, Staple Finisher
158,974.00	156,848,00	2,126,00	IRADV423S-PLT-CAB-INFIN-PS	RK705394	Library - Classroom (Loaned to Financial Aid)	B161G (A215)	32956 6/25/2015	-8	Tagerunner Advance DX 49251	(2) 550 Sheet Pager Cassettes, Catinet. Statile Finisher
218,309.00	196,716.00	21,593,00	IRADV423S-DADF-CFU-INFIN23-PS	RKJ07352	President's Office	A301 3	32957 6/25/2015	-	magerunner Advance DX 49351	(2) SSO Sheet Paper Cassettes, Cabinet, Staple Finisher, 2/3 Hole Punch
188,061,00	176,560,00	11,501.00	IRADV4235-DADF-CFU-INFIN23-PS	RKJ05396	Print Room - Faculty & Staff	M102	32987 6/26/2015	/2015 Imagerun	unnser Aduance DX 49351	(4) 550 Sheet Paper Cassettes, Staple Finisher
339,606.00	327,082.00	12,524,00	IRADV4235-DADF-CFU-INFIN-PS	RKJ05426	Continuing Education	A201 3	32953 6/25/2015	/2015 Imagerunn	unner Advance DX 49351	(4) 550 Sheet Paper Cassettes, Stable Finisher, Fax Board
550,179.00	516,605.00	73,574,00	IRADV4235-DADF-CFU-INFIN-PS	RKJ07345	Career Services	A204	2954 6/25/2015	(2015 Imagerur	Jac.	(4) SSO Sheer Pager Cascettes, Stanle Finisher
475,155.00	445 280.00	29,875,00	IRADV4235-DADF-CFU-INFIN-PS	RKJ07473	Math Famility	E216 3	2975 6/27/2015	-	ac	(4) 550 Sheet Pager Cascettes, Stable Enisther
289,920,00	260,454,00		IRADV4235-DADF-CFU-INFIN-PS	RKJ07489	Beh. Science - Faculty	G218 (0115)	32980 16/77/2015	-	unner Advance DX 49351	(4) 550 Sheet Paner Caccettes, Stanle Finisher
81,796.00	64,343.00	17,453,00	IRADV4235-PLT-CAB-PS	RKJ04856		A104 (A100)	32942 6/25/2015	-	Jec	(4) SSO Sheet Paper Cassettes. Staple Finisher
401,923.00	388,083.00	13,840,00	RADV4235-PLT-CAB-PS	RKIDS029	Capy station	A200		-	naperunner Advance DX 49351	(4) SSO Sheet Paper Cassettes, Stable Enisher
225,501.00	210,477.00	15,024,00	IRADV4235-DADF-CFU-INFINZ3-PS	RKJ07488	Human Resources	P105	37992 6/26/2015	-	Magerianer Advance DX 49351	(4) 550 Sheer Paner Cassettes. Stanle Finisher, 2/3 Hole Punch
214,035.00	210,535.00	3,500,00	RADV4245-CFU-INFIN23-P5	RKM06469	Financial Aid (Out of Service)	M (B161G, B216E) 3	32966 6/25/2015	-	nagerunner Advance DX 49251	(4) 550 Sheet Paper Cassettes. Stable Finisher.
196,162,00	154,802.00	1,360,00	IRADV4245-CFU-INFIN-PS	RKM06489	Fin Ard, ESL	E317 3	3297616/27/2015	-2	magerunner Advance DX 49251	(4) SEO Share Paper Cissenes, State Figures.
274,574.00	238,448.00	36,126,00	IRADV4245-CAB-INFIN23-PS	RKM06479	Academic Success	A105 (A308A)	32945 6/25/2015		nagerunner Advance DX 49351	(4) 550 Sheel Paper Cassettes. Staple Finisher.
362,088,00	334,679,00	27,409,00	IRADV4245-CFU-INFIN-PS	RKM06499	Adult Education	A205	32955 6/25/2015	- 2	national advance DX 49353	(4) 550 Sheet Paner Cassettas. Stanle Finisher. Fay Board
47H,232.00	416,224,00	62,008,00	RADV4245-CFU-INFIN-PS	RKM06476	Schence - Faculty	0116		1	nagerijoner Advance DX 49351	
324.277.00	304.410.00	19.867.00	IRADV4245-CFU-INFIN-PS	RKM06474	Fine Arts	J218 3	210C/2C/S 280CE	-	Advance DY 49351	ry app more events and analysis of proper more of the contract
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231,534,00	229,216,00	2,318,00	IRADV6255-STPLFIN-EXT23-PS	NMO19749	D-Halliwaly	D-Hall (A203)	37977 6/25/2015	-	September Advance DX 4935	14) SG(Sheet Paner Cacettee Stanle Flucher
566,042,00	547,932.00	18,110.00	IRADV6255-STPLFIN-EXT23-PS	NMU2039	NMU20390 Faculty	H202 (H243)	32984 6/29/2015	-	Ad	(4) SER Sheet Paper Caccetter Stanle Eniche.
629,440.00	597,729,00	31,711,00	IRADV6255-STPLFIN-EXT23-PS	NMU1972	NMU19725 Physical Education - Faculty Use	R202	32997 6/26/2015	-	nagerunner Advance DX 49351	(4) 550 Sheet Pager Cassettes, Stable Finisher,
974.980.00	889.554.00	85.426.00	IRADV6255-STPLFIN-CXT23-PS	FT6181MN	Business Office:	A306 3	1205B B/25/	-	money Advance Dv 68553	2) 1 SOO Sheet Daner Drawer
826,147.00	758,096,00	68,051,00	IRADV6255-5TPLFIN-EXT23-P5	NAME IN THE	NMILITATION Business - Faculty	П	32578 B/26/2015	2015 Imagen	numer Advance DX 58551	(2) 550 Sheet Apper Cassettes, (2) 1,500 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch (2) 550 Sheet Paper Cistastes, (2) 1,500 Sheet Paper Crawers, Staple Finisher, 2/3 Hole Punch

12) SSO Shart Paper Cassettes, 1213 S00 Sheet Paper Drawers, Stable Bristher, 2/3 Hole Punch	(2) 550 Sheet Paper Cassettes, (2) 1,500 Sheet Paper Drawers, Staple Finisher, 2/3 Hole Punch	(2) 550 Sheet Paper Cassettes. (2) 1,500 Sheet Paper Drawers. Stable Finisher, 2/3 Hole Punch	(3) 550 Sheet Paper Clessettes, (2) 1,500 Sheet Paper Drawers, Stone Finisher, 3/3 Hole Punch	13 550 Sheet Baner Cascertee, 1314 500 Sheet Baner Brauers, Strole Envised 213 Hole Buner	See Spec Sheet	See Spec Sheet	See Spec Sheet		Spec Spec	
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