

Resolution

**CONTRACT DOCUMENTS**

**CITY OF LINCOLN, NEBRASKA,  
LANCASTER COUNTY,  
CITY OF LINCOLN-LANCASTER COUNTY  
PUBLIC BUILDING COMMISSION**

**ANNUAL SERVICE  
Cost-Per-Copy Services  
Bid No. 17-199**

**Midwest Office Automations  
4001 South 8<sup>th</sup> Street, Suite 101  
Lincoln, NE 68502  
(402) 420-3020  
Contact Person: Jeff Gulzow**

**CITY OF LINCOLN, LANCASTER COUNTY, NEBRASKA and  
CITY OF LINCOLN-LANCASTER COUNTY PUBLIC BUILDING COMMISSION  
CONTRACT TERMS**

THIS CONTRACT, made and entered into by and between **Midwest Office Automations, 4001 South 8<sup>th</sup> Street, Suite 101, Lincoln, NE 68502**, hereinafter called "Contractor", and the City of Lincoln, Nebraska, a municipal corporation, and the County of Lancaster, Nebraska, a political subdivision of the State of Nebraska, and the Lincoln-Lancaster County Public Building Commission hereinafter called the "Owners".

WHEREAS, the Owners have caused to be prepared, in accordance with law, Specifications, Plans, and other Contract Documents for the Work herein described, and has approved and adopted said documents and has caused to be published an advertisement for and in connection with said Work, to-wit:

**Cost-Per-Copy Services, Bid No. 17-199**

and,

WHEREAS, the Contractor, in response to such advertisement, has submitted to the Owners, in the manner and at the time specified, a sealed Proposal/Supplier Response in accordance with the terms of said advertisement; and,

WHEREAS, the Owners, in the manner prescribed by law has publicly opened, read aloud, examined, and canvassed the Proposals/Supplier Responses submitted in response to such advertisement, and as a result of such canvass has determined and declared the Contractor to be the lowest responsible bidder for the said Work for the sum or sums named in the Contractor's Proposal/Supplier Responses, a copy thereof being attached to and made a part of this Contract;

NOW, THEREFORE, in consideration of the sums to be paid to the Contractor and the mutual covenants herein contained, the Contractor and the Owners have agreed and hereby agree as follows:

1. The Contractor agrees to (a) furnish all tools, equipment, supplies, superintendence, transportation, and other accessories, services, and facilities; (b) furnish all materials, supplies, and equipment specified to be incorporated into and form a permanent part of the complete work; (c) provide and perform all necessary labor in a substantial and workmanlike manner and in accordance with the provisions of the Contract Documents; and (d) execute and complete all Work included in and covered by the Owners' award of this Contract to the Contractor, such award being based on the acceptance by the Owner of the Contractor's Proposal, or part thereof, as follows:

**Agreement to full proposal with revised Cost Proposal which outlines a minimum guarantee of 900,000 Black and White copies per month and 120,000 Color copies per month. Price based on copies made for both Black and White and Color, per Attachment B.**

2. The Owners agree to pay to the Contractor for the performance of the Work embraced in this Contract, the Contractor agrees to accept as full compensation therefore, the following sums and prices for all Work covered by and included in the Contract award and designated above, payment thereof to be made in the manner provided by the Owners:

**The Owners will pay for products/service, according to the Line Item pricing as listed in Contractors Proposal/Supplier Response and Attachment B, a copy thereof being attached to and made a part of this Contract. The Owners shall order on an as-needed basis for the duration of the contract. The cost of products or services for City Departments shall not exceed \$769,065.00 during the contract term without approval. The cost of products or services for Lancaster County shall not exceed \$569,274.00 during the contract term without approval by the Board of Commissioners. The cost of products or services for Public Building Commission agencies shall not exceed \$4,000.00 during the contract term without approval by the Board of the Public Building Commission.**

**In the event the total cost for products and services exceeds the above dollar amounts, then the Contractor shall have the right to suspend the delivery and performance of all**

**products and services hereunder unless and until the Contractor receives reasonable written assurance from the Owners that the Contractor will be paid for the cost of the products and services exceeding such amounts.**

3. Equal Employment Opportunity. In connection with the carrying out of this project, the contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, disability, age or marital status. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, ancestry, disability, age or marital status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other compensation; and selection for training, including apprenticeship.
4. E-Verify. In accordance with Neb. Rev. Stat. 4-108 through 4-114, the contractor agrees to register with and use a federal immigration verification system, to determine the work eligibility status of new employees performing services within the state of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324 a, otherwise known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee pursuant to the Immigration Reform and Control Act of 1986. The Contractor shall not discriminate against any employee or applicant for employment to be employed in the performance of this section pursuant to the requirements of state law and 8 U.S.C.A 1324b. The contractor shall require any subcontractor to comply with the provisions of this section.
5. Termination. This Contract may be terminated by the following:
  - 5.1) Termination for Convenience. By mutual agreement of all the parties of the Contract agreement, upon receipt and acceptance of not less than a ninety (90) calendar days written notice, the Contract may be terminated on an agreed upon date, prior to the end of the Contract period, without penalty to any of the parties to the Contract agreement.
    - 5.1.1) Upon any such termination, the Vendor agrees to waive any claims for damages, including loss of anticipated profits, on account thereof, and as the sole right and remedy of the Vendor, the Owner shall pay Vendor in accordance with this section.
    - 5.1.2) Upon such termination, the obligations of the Contract shall continue as to options of the work already performed and as to bona fide obligations the Vendor assumed prior to the date of termination.
  - 5.2) Termination for Cause. The Owners may terminate the Contract for cause if the Contractor:
    - 5.2.1) Refuses or fails to supply the proper labor, materials and equipment necessary to provide services and/or commodities.
    - 5.2.2) Disregards Federal, State or local laws, ordinances, regulations, resolutions or orders.
    - 5.2.3) Otherwise commits a substantial breach or default of any provision of the Contract Document. In the event of a substantial breach or default the Owners will provide the Contractor written notice of said breach or default and allow the Contractor ten (10) days from the date of the written notice to cure such breach or default. If said breach or default is not cured within ten (10) days from the date of notice, then the contract shall terminate.
6. Independent Contractor. It is the express intent of the parties that this contract shall not create an employer-employee relationship. Employees of the Contractor shall not be deemed to be employees of the Owners and employees of the Owners shall not be deemed to be employees of the Contractor. The Contractor and the Owners shall be responsible to their respective employees for all salary and benefits. Neither the Contractor's employees nor the Owners' employees shall be entitled to any salary, wages, or benefits from the other party, including but not limited to overtime, vacation, retirement benefits, workers' compensation, sick leave or injury leave. Contractor shall also be responsible for maintaining workers' compensation insurance, unemployment insurance for its employees, and for payment of all federal, state, local and any other payroll taxes with respect to its employees' compensation.

7. Owner Inclusion. It is understood and agreed by all parties that "Owner/s" shall include the City of Lincoln, Lancaster County, Nebraska and Lincoln-Lancaster County Public Building Commission. Whenever in the Contract documents, including the instructions to bidders, specifications, insurance requirements, bonds, and terms and conditions or any other documents which are a part of the Contract, a singular entity is referenced (i.e., "the City" or "the County" or "Building Commission") it shall mean the "Owners" encompassing the City of Lincoln, Lancaster County and Lincoln-Lancaster County Building Commission.
8. Audit Provision: Midwest Office Automations shall be subject to an audit and shall, upon request, make available to the Public Building Commission or a contract auditor hired by the Public Building Commission, copies of all financial and performance related records and materials related to this Agreement, as allowed by law.
9. Period of Performance. This Contract shall be effective upon execution for a four (4) year term, with the option of renewal for one (1) additional four (4) year term. Vendor to begin installation of new machines upon contract execution, projected to be on or before November 17, 2017, to ensure all units are fully operable by December 31, 2017. All copies made by each department between the date of execution and January 31, 2018 will be invoiced on January 31, 2018.
10. The Contract Documents comprise the Contract, and consist of the following:
  1. Contract Terms
  2. Accepted Proposal/Supplier Response
  3. Certificate of Insurance and Insurance Endorsements
  4. Addendum No. 1-3
  5. RFP Information and Instructions
  6. June 2017 Equipment and Usage Report
  7. Attachment B
  8. Attachment C - List of Machines and replacements
  9. Insurance Requirements
  10. Sales Tax Exemption Form 13  
(Note: This form cannot be used for the WATER Division of the City of Lincoln. The WATER Division is taxable per Reg. 066.14A or applicable laws.)
  11. Notice to Proposers

The herein above mentioned Contract Documents form this Contract and are a part of the Contract as if hereto attached. Said documents which are not attached to this document may be viewed at: [lincoln.ne.gov](http://lincoln.ne.gov) - Keyword: Bid - Awarded or Closed bids.

The Contractor and the Owners hereby agree that all the terms and conditions of this Contract shall be binding upon themselves, and their heirs, administrators, executors, legal and personal representatives, successors, and assigns.

IN WITNESS WHEREOF, the Contractor and the Owners do hereby execute this contract upon completion of signatures on:

Vendor Signature Page  
City of Lincoln Signature Page  
Lancaster County Signature Page  
City of Lincoln-Lancaster County Public Building Commission Signature Page




**ANNUAL SERVICE**  
**Cost-Per-Copy Services**  
**Bld No. 17-199**  
**City of Lincoln, Lancaster County and**  
**City of Lincoln-Lancaster County Public Building Commission**  
**Midwest Office Automations**

**EXECUTION BY CONTRACTOR**

**IF A CORPORATION:**

Attest:

  
 \_\_\_\_\_ Seal  
 Secretary

JKL of NEBRASKA INC.  
 Name of Corporation *dba midwest office automation*  
9305 H. Carter Omaha NE 68127  
 Address  
 By: J. J. Sobal  
 Duly Authorized Official  
Vice President / General Manager  
 Legal Title of Official

**IF OTHER TYPE OF ORGANIZATION:**

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Type of Organization

\_\_\_\_\_  
Address

By: \_\_\_\_\_  
Member

By: \_\_\_\_\_  
Member

**IF AN INDIVIDUAL:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

Lancaster County Signature Page

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**ANNUAL SERVICE  
 Cost-Per-Copy Services  
 Bid No. 17-199  
 City of Lincoln, Lancaster County and  
 City of Lincoln-Lancaster County Public Building Commission  
 Midwest Office Automations**

**EXECUTION BY LANCASTER COUNTY, NEBRASKA**

Contract Approved as to Form:

The Board of County Commissioners of  
Lancaster, Nebraska

\_\_\_\_\_  
Deputy Lancaster County Attorney

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\_\_\_\_\_

dated \_\_\_\_\_

RFP 17-199  
COST-PER-COPY SERVICES (Reissue)  
COST PROPOSAL  
MINIMUM QUANTITY OPTION – October 5, 2017

*Vendors must complete this form and attach additional documentation as required on company letterhead and email to Bob Walla at [rwalla@lincoln.ne.gov](mailto:rwalla@lincoln.ne.gov) by Thursday October 5, 2017 at 2:00pm.*

*Pricing which may give greater value to the Owners, such as volume incentives, may also be submitted with this document. Such information must be typed on company letterhead. See attached notice for instructions and restrictions on pricing options.*

*Pricing **MUST** provide a total cost of the program for the full length of the contract term listed in the RFP document (4 years). Failure to provide the total cost over the 4 year term shall result in the rejection of the pricing information.*

*All pricing submitted must still correspond with the services and products described in the Vendors RFP submittal received on July 18, 2017. Vendors will not be allowed to alter their proposal based on this request for pricing using Minimum Quantities.*

PRICE SUBMITTED SHALL BE BASED ON DIRECT BILLING TO EACH DEPARTMENT BY THE VENDOR.

**MINIMUM QUANTITY COST-PER-COPY OFFER:** Based on a minimum guarantee of 900,000 B/W copies per month and 120,000 Color copies per month.

Cost-per-copy Offer: \$.0186 /copy for digital - Black & White Avg. up to 900,000 per month  
Cost-per-copy Offer: \$.0809 /copy for digital - Color Avg. up to 120,000 per month

Cost-per-copy Offer: \$.01429/copy for digital - Black & White over 900,000 per month  
Cost-per-copy Offer: \$.0395/copy for digital - Color over 120,000 per month

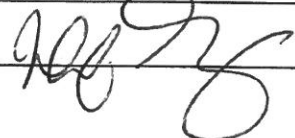
(B/W CPC - 900,000/month)\$.0186\_each x 4 (Contract Term) 43,200,000 = \$803,520.00

(Color CPC – 120,000/month)\$.0809\_each x 4 (Contract Term) 5,760,000 = \$465,984.00

TOTAL: \$1,269,504.00

Cost per Copy for BW Copies charged to patrons at the Libraries (Coin-Op): \$ .10

Vendor Name: Midwest Office Automations Date: 10/10/2017

Vendor Authorized Signature: 

RFP 17-199  
COST-PER-COPY SERVICES (Reissue)  
COST PROPOSAL  
MINIMUM QUANTITY OPTION – October 5, 2017

The City of Lincoln and Lancaster County Selection Committee for RFP 17-199 has determined that minimum quantities for Black/White copies and Color copies will be considered by the Vendors who have submitted an RFP response. Vendors who are interested in providing a revised cost which includes minimum copies per year may do so on the attached Cost Proposal – Minimum Quantity Option Sheet attached.

Vendors will not be allowed to change their RFP response, nor add any new conditions, in any way other than cost by submitting a new Cost Proposal sheet with minimum quantities.

The Owners will only accept revised proposals with minimums if the minimum quantity is based on a yearly total. A monthly minimum is not possible due to accounting issues. 30 days after the end of each contract year the Vendor shall submit a request for reimbursement to the City/County Contract Administrator and the Purchasing Agent in an amount equal to the number of copies which are short of the total listed in the contract at the rate per copy listed in the contract. No other fees or costs will be paid by the Owners due to minimum quantities not being met.

Vendor scores related to qualifications which were received as part of the original proposal will not change based on the submission of a new Cost Proposal sheet.

Scores for the cost associated with the revised cost on the Cost Proposal sheet will be added to the qualification scores to determine the highest scoring vendor of which the Owners will either initiate negotiations or conduct additional interviews. The Owners reserve the right to interview or not interview any or all of the respondents to determine the company that will enter into negotiations.

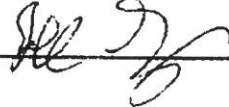
The revised date for installation of all equipment awarded under a new contract will be December 31, 2017. The Owners anticipate an executed contract by November 17, 2017 if Vendors agree to terms as requested.

Also, we want to make it clear that the Owners will not sign for or accept ownership of any equipment proposed at any time during the contract term, this includes at time of delivery, nor take any liability for the equipment, other than damage that may be caused by Owner employees or their approved users.

Vendor shall sign and date this document and return it, and the Cost Proposal – Minimum Quantities to the City/County Purchasing Agent via email to [rwalla@lincoln.ne.gov](mailto:rwalla@lincoln.ne.gov) by Wednesday October 11, 2017 at 4:30pm. Failure to complete the information as requested or submit prior to the time listed may result in the rejection of the revised proposal.

I hereby acknowledge and accept the terms listed in this document and the revised Cost Proposal:

Vendor Name: Midwest Office Automations Date: 10/10/17

Vendor Authorized Signature:  \_\_\_\_\_

# City of Lincoln/Lancaster County (Lincoln Purchasing) Supplier Response

Bid Information		Contact Information		Ship to Information
Bid Creator	Robert Walla Purchasing Agent	Address	Purchasing 440 S. 8th St. Lincoln, NE 68508	Address
Email	rwalla@lincoln.ne.gov	Contact	Robert Walla Purchasing Agent	Contact
Phone	1 (402) 441-8309			
Fax	1 (402) 441-6513			
Bid Number	17-199 Addendum 3	Department		Department
Title	Cost-Per-Copy Services - City of Lincoln/Lancaster County (Re-Issue)	Building	Suite 200	Building
Bid Type	RFP	Floor/Room		Floor/Room
Issue Date	6/30/2017 03:45 PM (CT)	Telephone	1 (402) 441-8309	Telephone
Close Date	7/18/2017 03:00:00 PM (CT)	Fax	1 (402) 441-6513	Fax
		Email	rwalla@lincoln.ne.gov	Email

## Supplier Information

Company	Midwest Office Automations of Nebraska (JKL Enterprises of Nebraska)
Address	7649 S 39TH ST  LINCOLN, NE 68516
Contact	Jeff Gulzow
Department	
Building	
Floor/Room	
Telephone	(402) 432-4566
Fax	(402) 420-0076
Email	
Submitted	7/17/2017 12:04:00 PM (CT)
Total	\$0.00

By submitting your response, you certify that you are authorized to represent and bind your company.

Signature Jeff Gulzow

Email jeffg@midwestne.com

## Supplier Notes

### Bid Notes

The Cost Proposal (Attachment B) and a revised Copier Usage Report has been attached to the RFP as part of Addendum 2. The RFP has been extended to close on 7/18 to allow time for these documents to be added.

Vendors must submit a written and Ebid response. For assistance in submitting a proposal, please call 402-441-8103.

## Bid Activities

## Bid Messages

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**Bid Attributes**

Please review the following and respond where necessary

#	Name	Note	Response
1	Agreement to Addendum No. 1	Respondent hereby certifies that the change set forth in this addendum has been incorporated in their proposal and is part of their bid. Reason: The Cost Proposal (Attachment B) and a revised Copier Usage Report will be attached to the RFP via Addendum on Wednesday 7/5. The RFP has been extended to close on 7/18 to allow time for these documents to be added.	Yes
2	Bid Documents	I acknowledge and accept that it is my responsibility as a Bidder to promptly notify the Purchasing Department Staff prior to the close of the bid of any ambiguity, inconsistency or error which I may discover upon examination of the bid documents including, but not limited to the Specifications.	Yes
3	Insurance Requirements and Endorsements	Vendor agrees to provide insurance coverage for each checked box on the Insurance Clause document in the Bid Attachments including the submission of the Certificate of ACORD and the applicable endorsements.  Insurance Certificate and required Endorsements are required at time of contract execution by the vendor.  The City of Lincoln, Lancaster County, and the City/County Public Building Commission shall be listed as additional insured.  Vendors are strongly encouraged to send the insurance requirements and endorsement information to their insurance agent prior to bid close in order to expedite the contract execution process.	Yes
4	Specifications	I acknowledge reading and understanding the specifications.	Yes
5	Purchase Order, Contract and Delivery Contact	The City/County Purchasing Department issues Purchase Orders and Contracts via email to a designated contact person of the awarded Vendor. This designee will be the primary contact with the department through the delivery of the product/services. Please list the name, email address and phone number of the person who will be the contact person for the contract to be awarded.	Jeff Gulzow jeffg@midwestne.com 402-432-4566
6	Sample Contract	I acknowledge reading and understanding the sample contract.	Yes
7	Contact	Name of person submitting this bid:	Jeff Gulzow
8	Electronic Signature	Please check here for your electronic signature.	Yes

9	U.S. Citizenship Attestation	<p>Is your company legally considered an Individual or Sole Proprietor: YES or NO</p> <p>As a Vendor who is legally considered an Individual or a Sole Proprietor I hereby understand and agree to comply with the requirements of the United States Citizenship Attestation Form, available at:  <a href="http://www.sos.ne.gov/business/notary/citizenforminfo.html">http://www.sos.ne.gov/business/notary/citizenforminfo.html</a></p> <p>All awarded Vendors who are legally considered an Individual or a Sole Proprietor must complete the form and submit it with contract documents at time of execution.</p> <p>If a Vendor indicates on such attestation form that he or she is a qualified alien, the Vendor agrees to provide the US Citizenship and Immigration Services documentation required to verify the Vendor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.</p> <p>Vendor further understands and agrees that lawful presence in the United States is required and the Vendor may be disqualified or the Contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. 4-108.</p>	No
10	Proposal Submission	<p>I have prepared and delivered/mailed to the City Purchasing Agent one original and five copies of my proposal as requested in the Specifications.</p>	Yes
11	Agreement to Addendum No. 2	<p>Respondent hereby certifies that the change set forth in this addendum has been incorporated in their proposal and is part of their bid. Reason: See Bid Attachments section for Addendum information.</p>	Yes
12	Agreement to Addendum No. 3	<p>Respondent hereby certifies that the change set forth in this addendum has been incorporated in their proposal and is part of their bid. Reason: See Bid Attachments section for Addendum information.</p>	Yes

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## Line Items

#	Qty	UOM	Description	Response
1	1	EA	This is to notify you that RFP 17-199 for Cost-Per-Copy Services (Re-Issue) is available. Please prepare your written response and return your proposals as instructed in the RFP according to the specifications. Respond to the Attribute section (above) of this electronic bid and submit before the closing date and time. Also, you are required to enter a 0 for your response in this line item. If you have any questions, call 402-441-8103.	\$0.00

Item Notes:

Supplier Notes:

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Response Total: \$0.00

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/15/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

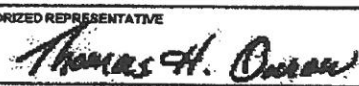
<b>PRODUCER</b> The Agency Inc. 1205 8th Street PO Box 231 Harlan, Iowa 51537	Phone: (712)755-5195 Fax: (712)755-5198	<b>CONTACT NAME:</b> Thomas Ouren <b>PHONE (A/C No. Ext.):</b> (712)755-5195 <b>FAX (A/C No.):</b> (712)755-5198 <b>E-MAIL ADDRESS:</b> tom@theagencyinsurance.com														
<b>INSURED</b> JKL of Nebraska, Inc. DBA Midwest Office Automation PO Box 190 Harlan, IA 51537	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Emcasco Insurance Company</td> <td>21407</td> </tr> <tr> <td>INSURER B: Employers Mutual Casualty Company</td> <td>21415</td> </tr> <tr> <td>INSURER C: BCS Insurance Company</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Emcasco Insurance Company	21407	INSURER B: Employers Mutual Casualty Company	21415	INSURER C: BCS Insurance Company		INSURER D:		INSURER E:		INSURER F:	
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INSURER E:																
INSURER F:																

**COVERAGES** **CERTIFICATE NUMBER: 903** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	4D48616	1/7/2017	1/7/2018	EACH OCCURRENCE \$ 1,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100.00 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000.00 GENERAL AGGREGATE \$ 2,000.00 PRODUCTS - COMP/OP AGG \$ 2,000.00
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY	Y	4E48616	1/7/2017	1/7/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000.00 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	N	4J48616	1/7/2017	1/7/2018	EACH OCCURRENCE \$ 5,000.00 AGGREGATE \$ 5,000.00
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Cyber and Privacy Liability	N	RPS-P-032221 1M	1/29/2017	1/29/2018	Per Claim \$ 1,000.00 Aggregate \$ 1,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
The City of Lincoln, Lancaster County, Lincoln-Lancaster County Public Building Commission are shown as Additional Insured, see CG7578 Sec. I.1 and includes Waiver of Transfer of Rights of Recovery Against Others to Us - see CG7578 Sec. R and P - Primary and Noncontributory Additional Insured Extension.  
30 Day Notice of Cancellation Provided By Us. See form IL7338

<b>CERTIFICATE HOLDER</b> Holder's Nature of Interest : Additional Insured  City of Lincoln, Lancaster County Lincoln-Lancaster County Public Building Commission 555 S. 10th Street Lincoln, NE 68508	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**GENERAL LIABILITY ELITE EXTENSION**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE FORM**

The COMMERCIAL GENERAL LIABILITY COVERAGE FORM is amended to include the following clarifications and extensions of coverage. The provisions of the Coverage Form apply unless modified by endorsement.

**A. EXPECTED OR INTENDED INJURY**

Section I – Coverage A, Exclusion a. is amended as follows:

- a. "Bodily Injury" or "property damage" expected or intended from the standpoint of an insured. This exclusion does not apply to "bodily injury" or "property damage" resulting from the use of reasonable force to protect persons or property.

**B. NON-OWNED WATERCRAFT**

Section I – Coverage A, Exclusion g.(2) is amended as follows:

- (2) A watercraft you do not own that is:
  - (a) Less than 60 feet long; and
  - (b) Not being used to carry person(s) or property for a charge;

**C. EXTENDED PROPERTY DAMAGE COVERAGE**

Section I – Coverage A, Exclusions j.(3) and (4) is amended to add the following:

Paragraphs (3) and (4) of this exclusion do not apply to tools or equipment loaned to you, provided they are not being used to perform operations at the time of loss.

SCHEDULE	
Limits Of Insurance	Deductible
\$5,000 Each Occurrence	\$250 Per Claim
\$10,000 Annual Aggregate	

- a. The each occurrence limit listed above is the most we will pay for all damages because of "property damage" to property in the care, custody and control of or property loaned to an insured as the result of any one "occurrence", regardless of the number of:

- (1) insureds;
- (2) claims made or "suits" brought;
- (3) persons or organizations making claims or bringing "suits".

The aggregate limit listed above is the most we will pay for all damages because of "property damage" to property in the care custody and control of or property loaned to an insured during the policy period.

Any payment we make for damages because of "property damage" to property in the care, custody and control of or property loaned to an insured will apply against the General Aggregate Limit shown in the declarations.

- b. Our obligation to pay damages on your behalf applies only to the amount of damages in excess of the deductible amount listed above. We may pay any part or all of the deductible amount to effect settlement of any claim or "suit" and upon notification by us, you will promptly reimburse us for that part of the deductible we paid.

- c. If two or more coverages apply under one "occurrence", only the highest per claim deductible applicable to these coverages will apply.

- d. Insurance provided by this provision is excess over any other insurance, whether primary, excess, contingent or any other basis. Since insurance provided by this endorsement is excess, we will have no duty to defend any claim or "suit" to which insurance provided by this endorsement applies if any other insurer has a duty to defend such a claim or "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against all those other insurers.

**D. PROPERTY DAMAGE – ELEVATORS**

Section I – Coverage A.2. Exclusions paragraphs j.(3), j.(4), j.(6) and k. do not apply to use of elevators. This insurance afforded by this provision is excess over any valid and collectible property insurance (including any deductible) available to the insured and Section IV – Commercial General Liability Conditions paragraph 4. Other Insurance is changed accordingly.

**E. FIRE, LIGHTNING OR EXPLOSION DAMAGE**

Except where it is used in the term "hostile fire", the word fire includes fire, lightning or explosion wherever it appears in the Coverage Form.

Under Section I - Coverage A, the last paragraph (after the exclusions) is replaced with the following:

Exclusions c. through n. do not apply to damage by fire, smoke or leakage from automatic fire protection systems to premises while rented to you or temporarily occupied by you with permission of the owner. A separate limit of insurance applies to this coverage as described in Section III - Limits of Insurance.

**F. MEDICAL PAYMENTS**

If Section I - Coverage C. Medical Payments Coverage is not otherwise excluded from this Coverage Form:

The requirement, in the Insuring Agreement of Coverage C., that expenses must be incurred and reported to us within one year of the accident date is changed to three years.

**G. SUPPLEMENTARY PAYMENTS**

Supplementary Payments - Coverages A and B paragraphs 1.b. and 1.d. are replaced by the following:

1.b. Up to \$5,000 for cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which the Bodily Injury Liability Coverage applies. We do not have to furnish these bonds.

1.d. All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit", including actual loss of earnings up to \$500 a day because of time off from work.

**H. SUBSIDIARIES AS INSUREDS**

Section II - Who Is An Insured is amended to add the following:

1.f. Any legally incorporated subsidiary in which you own more than 50% of the voting stock on the effective date of this policy. However, insured does not include any subsidiary that is an insured under any other general liability policy, or would have been an insured under such a policy but for termination of that policy or the exhaustion of that policy's limits of liability.

**I. BLANKET ADDITIONAL INSUREDS - AS REQUIRED BY CONTRACT**

1. Section II - Who Is An Insured is amended to include as an additional insured any person(s) or organization(s) subject to provisions in Paragraph 2. below, (hereinafter referred to as additional insured) when you and such person(s) or organization(s) have agreed in a written contract or written agreement that such person(s) or organization(s) be added as an additional insured on your policy provided that the written contract or agreement is:

- a. Currently in effect or becomes effective during the policy period; and
- b. Executed prior to an "occurrence" or offense to which this insurance would apply.

However, the insurance afforded to such additional insured:

- a. Only applies to the extent permitted by law; and
- b. Will not be broader than that which you are required by the contract or agreement to provide for such additional insured; and
- c. Applies only if the person or organization is not specifically named as an additional insured under any other provision of, or endorsement added to, Section II - Who Is An Insured of this policy.

2. As provided herein, the insurance coverage provided to such additional insureds is limited to:

- a. Any Controlling Interest, but only with respect to their liability arising out of their financial control of you; or premises they own, maintain, or control while you lease or occupy these premises.

This insurance does not apply to structural alterations, new construction and demolition operations performed by or for that person or organization.

- b. Any architect, engineer, or surveyor engaged by you but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- (1) In connection with your premises; or
- (2) In the performance of your ongoing operations.

With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of or the failure to render any professional services by or for you, including:

- (1) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
- (2) Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of or the failure to render any professional services by or for you.

- c. Any manager or lessor of a premises leased to you, but only with respect to liability arising out of the ownership, maintenance or use of that part of a premises leased to you, subject to the following additional exclusions:

This insurance does not apply to:

- (1) Any "occurrence" which takes place after you cease to be a tenant in that premises.
  - (2) Structural alterations, new construction or demolition operations performed by or on behalf of such additional insured.
- d. Any state or governmental agency or subdivision or political subdivision, subject to the following:
    - (1) This insurance applies only with respect to the following hazards for which any state or governmental agency or subdivision or political subdivision has issued a permit or authorization in connection with premises you own, rent or control and to which this insurance applies:
      - (a) The existence, maintenance, repair, construction, erection or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away openings, sidewalk vaults, street banners or decorations and similar exposures; or
      - (b) The construction, erection or removal of elevators; or
      - (c) The ownership, maintenance or use of any elevators covered by this insurance.
    - (2) This insurance applies only with respect to operations performed by you or on your behalf for which any state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

This insurance does not apply to:

- (a) "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
  - (b) "Bodily injury" or "property damage" included within the "products-completed operations hazard".
- e. Any vendor, but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business.

With respect to the insurance afforded to these vendors, the following additional exclusions apply:

- (1) The insurance afforded any vendor does not apply to:
  - (a) "Bodily injury" or "property damage" for which any vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that any vendor would have in the absence of the contract or agreement;
  - (b) Any express warranty unauthorized by you;
  - (c) Any physical or chemical change in the product made intentionally by any vendor;
  - (d) Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
  - (e) Any failure to make such inspections, adjustments, tests or servicing as any vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;
  - (f) Demonstration, installation, servicing or repair operations, except such operations performed at any vendor's premises in connection with the sale of the product;
  - (g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for any vendor; or

(h) "Bodily injury" or "property damage" arising out of the sole negligence of any vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

(i) The exceptions contained in Subparagraphs (d) or (f); or

(ii) Such inspections, adjustments, tests or servicing as any vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

(2) This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

f. Any Mortgagee, Assignee Or Receiver, but only with respect to their liability as mortgagee, assignee, or receiver and arising out of the ownership, maintenance, or use of the premises by you.

This insurance does not apply to structural alterations, new construction and demolition operations performed by or for that person or organization.

g. Any Owners Or Other Interests From Whom Land Has Been Leased, but only with respect to liability arising out of the ownership, maintenance or use of that part of the land leased to you.

With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

(1) This insurance does not apply to:

(a) Any "occurrence" which takes place after you cease to lease that land;

(b) Structural alterations, new construction or demolition operations performed by or on behalf of such additional insured.

h. Any person or organization from whom you lease equipment, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part by your maintenance, operation or use of equipment leased to you by such person(s) or organization(s).

A person's or organization's status as an additional insured under this endorsement ends when their contract or agreement with you for such leased equipment ends.

With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after the equipment lease expires.

i. Any Owners, Lessees, or Contractors for whom you are performing operations, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

(1) Your acts or omissions; or

(2) The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured.

A person's or organization's status as an additional insured under this endorsement ends when your operations for that additional insured are completed.

With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

(1) "Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:

(a) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or

(b) Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of or the failure to render any professional architectural, engineering or surveying services.

(2) "Bodily injury" or "property damage" occurring after:



(a) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or

(b) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

j. Any Grantor of Licenses to you, but only with respect to their liability as grantor of licenses to you.

Their status as additional insured under this endorsement ends when:

- 1. The license granted to you by such person(s) or organization(s) expires; or
- 2. Your license is terminated or revoked by such person(s) or organization(s) prior to expiration of the license as stipulated by the contract or agreement.

k. Any Grantor of Franchise, but only with respect to their liability as grantor of a franchise to you.

l. Any Co-owner of Insured Premises, but only with respect to their liability as co-owner of any insured premises.

m. Any Concessionaires Trading Under Your Name, but only with respect to their liability as a concessionaire trading under your name.

3. Any insurance provided to any additional insured does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the sole negligence or willful misconduct of the additional insured or its agents, "employees" or any other representative of the additional insured.

4. With respect to the insurance afforded to these additional insureds, the following is added to Section III - Limits of Insurance:

If coverage provided to any additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

- a. Required by the contract or agreement; or
- b. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

**J. COVERAGE FOR INJURY TO CO-EMPLOYEES AND/OR YOUR OTHER VOLUNTEER WORKERS**

Section II - Who is an Insured, paragraph 2.a. (1) is amended to add the following:

e. Paragraphs (a), (b), and (c) do not apply to your "employees" or "volunteer workers" with respect to "bodily injury" to a co-"employee" or other "volunteer worker".

Damages owed to an Injured co-"employee" or "volunteer worker" will be reduced by any amount paid or available to the injured co-"employee" or "volunteer worker" under any other valid and collectible insurance.

**K. HEALTH CARE SERVICE PROFESSIONALS AS INSUREDS - INCIDENTAL MALPRACTICE**

Section II - Who is an Insured, paragraph 2.a. (1) (d) is amended as follows:

This provision does not apply to Nurses, Emergency Medical Technicians, or Paramedics who provide professional health care services on your behalf.

However this exception does not apply if you are in the business or occupation of providing any such professional services.

**L. NEWLY FORMED OR ACQUIRED ORGANIZATIONS**

Section II - Who is An Insured, paragraph 3.a. is replaced by the following:

3.a. Coverage under this provision is afforded until the end of the policy period.

This provision does not apply if newly formed or acquired organizations coverage is excluded either by the provisions of the Coverage Form or by endorsements.

**M. DAMAGE TO PREMISES RENTED TO YOU**

Section III - Limits of Insurance, paragraph 6. is replaced by the following:

Subject to 5.a. above, the Damage To Premises Rented To You Limit, or \$500,000, whichever is higher, is the most we will pay under Coverage A for damages because of "property damage" to any one premises, while rented to you, or in the case of damage by fire, smoke or leakage from automatic protection systems, while rented to you or temporarily occupied by you with permission of the owner.

**N. MEDICAL PAYMENTS - INCREASED LIMITS**

Section III - Limits of Insurance, paragraph 7. is replaced by the following:

7. Subject to paragraph 5. above, the Medical Expense Limit is the most we will pay under Coverage C for all medical expenses because of "bodily injury" sustained by any one person, and will be the higher of:

- (a) \$10,000; or

- (b) The amount shown on the Declarations of this Coverage Part for Medical Expense Limit.

**O. DUTIES IN THE EVENT OF OCCURRENCE, OFFENSE, CLAIM OR SUIT**

Section IV – Commercial General Liability Conditions paragraph 2. is amended to add the following:

- e. The requirement in Condition 2.a. that you must see to it that we are notified as soon as practicable of an "occurrence" or an offense which may result in a claim, applies only when the "occurrence" or offense is known to:
  - (1) You, if you are an individual or a limited liability company;
  - (2) A partner, if you are a partnership;
  - (3) A member or manager, if you are a limited liability company;
  - (4) An "executive officer" or insurance manager, if you are a corporation; or
  - (5) A trustee, if you are a trust.
- f. The requirement in Condition 2.b. that you must see to it that we receive notice of a claim or "suit" as soon as practicable will not be considered breached unless the breach occurs after such claim or "suit" is known to:
  - (1) You, if you are an individual or a limited liability company;
  - (2) A partner, if you are a partnership;
  - (3) A member or manager, if you are a limited liability company;
  - (4) An "executive officer" or insurance manager, if you are a corporation; or
  - (5) A trustee, if you are a trust.

**P. PRIMARY AND NONCONTRIBUTORY – ADDITIONAL INSURED EXTENSION**

Section IV – Commercial General Liability Conditions paragraph 4. Other Insurance is amended to add the following:

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) The additional Insured is a Named Insured under such other insurance; and
- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured. However, if the additional insured has been added as an additional insured on other policies, whether primary, excess, contingent or on any other basis, this insurance is excess over any other insurance regardless of the written agreement between you and an additional insured.

**Q. UNINTENTIONAL FAILURE TO DISCLOSE EXPOSURES**

Section IV – Commercial General Liability Conditions paragraph 6. Representations is amended to add the following:

If you unintentionally fail to disclose any exposures existing at the inception date of your policy, we will not deny coverage under the Coverage Form solely because of such failure to disclose. However, this provision does not affect our right to collect additional premium or exercise our right of cancellation or non-renewal.

This provision does not apply to any known injury or damage which is excluded under any other provision of this policy.

**R. WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US**

Section IV – Commercial General Liability Condition paragraph 8. Transfer Of Rights Of Recovery Against Others To Us is amended to add the following:

We waive any right of recovery we may have against any person or organization against whom you have agreed to waive such right of recovery in a written contract or agreement because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products completed operations hazard".

**S. MENTAL ANGUISH**

Section V – Definition 3. is replaced by the following:

"Bodily injury" means bodily injury, sickness or disease sustained by a person, including mental anguish or death resulting from bodily injury, sickness or disease.

**T. LIBERALIZATION**

If we revise this endorsement to provide greater coverage without additional premium charge, we will automatically provide the additional coverage to all endorsement holders as of the day the revision is effective in your state.

COMMERCIAL INTERLINE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**NOTICE OF CANCELLATION PROVIDED BY US -  
DESIGNATED ENTITY**

**SCHEDULE**

<b>1. Name of Entity:</b>	City of Lincoln and Lancaster County and Lincoln-Lancaster County Public Building Commission
<b>2. Mailing Address:</b>	555 S. 10th Street Lincoln, NE. 68508
<b>3. Number of Days Notice:</b>	30
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

If we cancel this policy by notice to the first Named Insured, for any statutorily permitted reason other than nonpayment of premium, notice of such cancellation will be provided to the entity in the Schedule, at least the number of days in advance of the cancellation effective date, also as shown in the Schedule.

If notice is mailed, proof of mailing to the mailing address shown in the Schedule will be sufficient proof of notice.

Failure to provide such notice to the designated entity will not amend or extend the date the cancellation becomes effective, nor will it negate cancellation of the policy. Failure to send notice shall impose no liability of any kind upon us, our agents or our representatives.



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## COMMERCIAL AUTO ELITE EXTENSION

This endorsement modifies insurance provided under the following:

### BUSINESS AUTO COVERAGE FORM

The BUSINESS AUTO COVERAGE FORM is amended to include the following clarifications and extensions of coverage. With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

#### A. TEMPORARY SUBSTITUTE AUTO PHYSICAL DAMAGE

**Section I – Covered Autos Paragraph C. Certain Trailers, Mobile Equipment, and Temporary Substitute Autos** is amended by adding the following:

If **Physical Damage Coverage** is provided by this coverage form for an "auto" you own, the **Physical Damage Coverages** provided for that owned "auto" are extended to any "auto" you do not own while used with the permission of its owner as a temporary substitute for the covered "auto" you own that is out of service because of breakdown, repair, servicing, "loss" or destruction.

The coverage provided is the same as the coverage provided for the vehicle being replaced.

#### B. BLANKET ADDITIONAL INSURED

**Section II – Covered Autos Liability Coverage, A.1. Who is An Insured** is amended by adding the following:

Any person or organization who is a party to a written agreement or contract with you in which you agree to provide the type of insurance afforded under this Business Auto Coverage Form.

This provision applies to claims for "bodily injury" or "property damage" which occur after the execution of any written agreement or contract.

#### C. EMPLOYEES AS INSURED

The following is added to the **Section II – Covered Autos Liability Coverage, Paragraph A.1. Who is An Insured Provision**:

Any "employee" of yours is an "insured" while using a covered "auto" you don't own, hire or borrow in your business or your personal affairs.

#### D. EMPLOYEE HIRED AUTOS

##### 1. Changes In Covered Autos Liability Coverage

The following is added to the **Who is An Insured Provision**:

An "employee" of yours is an "insured" while operating an "auto" hired or rented under a contract or agreement in an "employee's" name, with your permission, while performing duties related to the conduct of your business.

##### 2. Changes In General Conditions

Paragraph **5.b.** of the **Other Insurance Condition** in the Business Auto Coverage Form is replaced by the following:

For **Hired Auto Physical Damage Coverage**, the following are deemed to be covered "autos" you own:

- a. Any covered "auto" you lease, hire, rent or borrow; and
- b. Any covered "auto" hired or rented by your "employee" under a contract in an "employee's" name, with your permission, while performing duties related to the conduct of your business.

However, any "auto" that is leased, hired, rented or borrowed with a driver is not a covered "auto".

#### E. NEWLY FORMED OR ACQUIRED ORGANIZATIONS

**Section II – Covered Autos Liability Coverage, A.1. Who is An Insured** is amended by adding the following:

Any organization which you acquire or form after the effective date of this policy in which you maintain ownership or majority interest. However:

- (1) Coverage under this provision is afforded only up to 180 days after you acquire or form the organization, or to the end of the policy period, whichever is earlier.
- (2) Any organization you acquire or form will not be considered an "insured" if:
  - (a) The organization is a partnership or a joint venture; or
  - (b) That organization is covered under other similar insurance.
- (3) Coverage under this provision does not apply to any claim for "bodily injury" or "property damage" resulting from an "accident" that occurred before you formed or acquired the organization.

**F. SUBSIDIARIES AS INSURED**

**Section II – Covered Autos Liability Coverage, A.1. Who Is An Insured** is amended by adding the following:

Any legally incorporated subsidiary in which you own more than 50% of the voting stock on the effective date of this policy. However, "insured" does not include any subsidiary that is an "insured" under any other automobile liability policy or was an "insured" under such a policy but for termination of that policy or the exhaustion of the policy's limits of liability.

**G. SUPPLEMENTARY PAYMENTS**

**Section II – Covered Autos Liability Coverage, A.2.a. Coverage Extensions, Supplementary Payments (2) and (4)** are replaced by the following:

- (2) Up to \$5,000 for cost of bail bonds (including bonds for related traffic law violations) required because of an "accident" we cover. We do not have to furnish these bonds.
- (4) All reasonable expenses incurred by the "insured" at our request, including actual loss of earnings up to \$500 a day because of time off from work.

**H. FELLOW EMPLOYEE COVERAGE**

In those jurisdictions where, by law, fellow employees are not entitled to the protection afforded to the employer by workers compensation exclusivity rule, or similar protection. The following provision is added:

Subparagraph 5. of Paragraph B. Exclusions in **Section II Covered Autos Liability Coverage** does not apply if the "bodily injury" results from the use of a covered "auto" you own or hire.

**I. TOWING**

**Section III – Physical Damage Coverage, A.2. Towing** is replaced with the following:

We will pay for towing and labor costs incurred, subject to the following:

- a. Up to \$100 each time a covered "auto" of the private passenger type is disabled; or
- b. Up to \$500 each time a covered "auto" other than the private passenger type is disabled.

However, the labor must be performed at the place of disablement.

**J. LOCKSMITH SERVICES**

**Section III – Physical Damage Coverage, A.4. Coverage Extensions** is amended by adding the following:

We will pay up to \$250 per occurrence for necessary locksmith services for keys locked inside a covered private passenger "auto". The deductible is waived for these services.

**K. TRANSPORTATION EXPENSES**

**Section III – Physical Damage Coverage, A.4. Coverage Extensions Subparagraph a. Transportation Expenses** is replaced by the following:

- (1) We will pay up to \$75 per day to a maximum of \$2,500 for temporary transportation expense incurred by you because of the total theft of a covered "auto" of the private passenger type. We will pay only for those covered "autos" for which you carry either Comprehensive or Specified Cause Of Loss Coverage. We will pay for temporary transportation expenses incurred during the period beginning 48 hours after the theft and ending, regardless of the policy's expirations, when the covered "auto" is returned to use or we pay for its "loss".
- (2) If the temporary transportation expenses you incur arise from your rental of an "auto" of the private passenger type, the most we will pay is the amount it costs to rent an "auto" of the private passenger type which is of the same like kind and quality as the stolen covered "auto".

**L. AUDIO, VISUAL, AND DATA ELECTRONIC EQUIPMENT COVERAGE ADDED LIMITS**

**Audio, Visual, And Data Electronic Equipment Coverage Added Limits of \$5,000 Per "Loss"** are in addition to the sublimit in Paragraph C.1.b. of the **Limits Of Insurance** provision under **Section III – Physical Damage Coverage**.

**M. HIRED AUTO PHYSICAL DAMAGE**

**Section III – Physical Damage Coverage, A.4. Coverage Extensions** is amended by adding the following:

If hired "autos" are covered "autos" for Liability Coverage, and if Comprehensive, Specified Causes of Loss, or Collision coverage is provided for any "auto" you own, then the Physical Damage coverages provided are extended to "autos" you hire, subject to the following limit and deductible:

- (1) The most we will pay for loss to any hired "auto" is the lesser of Actual Cash Value or Cost of Repair, minus the deductible.
- (2) The deductible will be equal to the largest deductible applicable to any owned "auto" for that coverage. No deductible applies to "loss" caused by fire or lightning.
- (3) Subject to the above limit and deductible provisions, we will provide coverage equal to the broadest coverage applicable to any covered "auto" you own.

We will pay up to \$1,000, in addition to the limit above, for loss of use of a hired auto to a leasing or rental concern for a monetary loss sustained, provided it results from an "accident" for which you are legally liable.

**N. AUTO LOAN OR LEASE COVERAGE**

**Section III – Physical Damage Coverage Paragraph A.4. Coverage Extensions** is amended by the addition of the following:

In the event of a total "loss" to a covered "auto" which is covered under this policy for Comprehensive, Specified Cause of Loss, or Collision coverage, we will pay any unpaid amount due, including up to a maximum of \$500 for early termination fees or penalties, on the lease or loan for a covered "auto", less:

1. The amount paid under the **Physical Damage Coverage Section** of the policy; and
2. Any:
  - a. Overdue lease/loan payments at the time of the "loss";
  - b. Financial penalties imposed under a lease for excessive use, abnormal wear and tear or high mileage;
  - c. Security deposits not returned by the lessor;
  - d. Costs for extended warranties, Credit Life Insurance, Health, Accident or Disability Insurance purchased with the loan or lease; and
  - e. Carry-over balances from previous loans or leases.

Coverage does not apply to any unpaid amount due on a loan for which the covered "auto" is not the sole collateral.

**O. PERSONAL PROPERTY OF OTHERS**

**Section III – Physical Damage Coverage, A.4. Coverage Extensions** is amended by adding the following:

We will pay up to \$500 for loss to personal property of others in or on your covered "auto."

This coverage applies only in the event of "loss" to your covered "auto" caused by fire, lightning, explosion, theft, mischief or vandalism, the covered "auto's" collision with another object, or the covered "auto's" overturn.

No deductibles apply to this coverage.

**P. PERSONAL EFFECTS COVERAGE**

**Section III – Physical Damage Coverage, A.4. Coverage Extensions** is amended by adding the following:

We will pay up to \$500 for "loss" to your personal effects not otherwise covered in the policy or, if you are an individual, the personal effects of a family member, that is in the covered auto at the time of the "loss".

For the purposes of this extension personal effects means tangible property that is worn or carried by an insured including portable audio, visual, or electronic devices. Personal effects does not include tools, jewelry, guns, money and securities, or musical instruments

**Q. EXTRA EXPENSE FOR STOLEN AUTO**

**Section III – Physical Damage Coverage, A.4. Coverage Extensions** is amended by adding the following:

We will pay up to \$1,000 for the expense incurred returning a stolen covered "auto" to you because of the total theft of such covered "auto". Coverage applies only to those covered "autos" for which you carry Comprehensive or Specified Causes Of Loss Coverage.

**R. RENTAL REIMBURSEMENT**

**Section III – Physical Damage Coverage, A.4. Coverage Extensions** is amended by adding the following:

1. This coverage applies only to a covered "auto" for which **Physical Damage Coverage** is provided on this policy.
2. We will pay for rental reimbursement expenses incurred by you for the rental of an "auto" because of "loss" to a covered "auto". Payment applies in addition to the otherwise applicable amount of each coverage you have on a covered "auto". No deductibles apply to this coverage.
3. We will pay only for those expenses incurred during the policy period beginning 24 hours after the "loss" and ending, regardless of the policy's expiration, with the lesser of the following number of days.
  - a. The number of days reasonably required to repair or replace the covered "auto". If "loss" is caused by theft, this number of days is added to the number of days it takes to locate the covered "auto" and return it to you; or
  - b. 30 days.
4. Our payment is limited to the lesser of the following amounts:
  - a. Necessary and actual expenses incurred; or
  - b. \$75 per day, subject to a \$2,250 limit.
5. This coverage does not apply while there are spare or reserve "autos" available to you for your operations.
6. If "loss" results from the total theft of a covered "auto" of the private passenger type, we will pay under this coverage only that amount of your rental reimbursement expenses which is not already provided for under the Physical Damage – Transportation Expense Coverage Extension included in this endorsement.
7. Coverage provided by this extension is excess over any other collectible insurance and/or endorsement to this policy.

**S. AIRBAG COVERAGE**

**Section III – Physical Damage Coverage, B.3.a. Exclusions** is amended by adding the following:

If you have purchased Comprehensive or Collision Coverage under this policy, the exclusion relating to mechanical breakdown does not apply to the accidental discharge of an airbag.

**T. NEW VEHICLE REPLACEMENT COST**

The following is added to Paragraph C. **Limit Of Insurance of Section III – Physical Damage Coverage**

In the event of a total "loss" to your new covered auto of the private passenger type or vehicle having a gross vehicle weight of 20,000 pounds or less, to which this coverage applies, we will pay at your option:

- a. The verifiable new vehicle purchase price you paid for your damaged vehicle, not including any insurance or warranties.
- b. The purchase price, as negotiated by us, of a new vehicle of the same make, model, and equipment, or most similar model available, not including any furnishings, parts, or equipment not installed by the manufacturer or their dealership.
- c. The market value of your damaged vehicle, not including any furnishings, parts, or equipment not installed by the manufacturer or their dealership.

We will not pay for initiation or set up costs associated with a loans or leases.

For the purposes of this coverage extension a new covered auto is defined as an "auto" of which you are the original owner that has not been previously titled which you purchased less than 180 days prior to the date of loss.

**U. LOSS TO TWO OR MORE COVERED AUTOS FROM ONE ACCIDENT**

**Section III – Physical Damage Coverage, D. Deductible** is amended by adding the following:

If a Comprehensive, Specified Causes of Loss or Collision Coverage "loss" from one "accident" involves two or more covered "autos", only the highest deductible applicable to those coverages will be applied to the "accident".

If the application of the highest deductible is less favorable or more restrictive to the insured than the separate deductibles as applied in the standard form, the standard deductibles will apply.

This provision only applies if you carry Comprehensive, Collision or Specified Causes of Loss Coverage for those vehicles, and does not extend coverage to any covered "autos" for which you do not carry such coverage.

**V. WAIVER OF DEDUCTIBLE – GLASS REPAIR OR REPLACEMENT**

**Section III – Physical Damage Coverage, D. Deductible** is amended by adding the following:

If a Comprehensive Coverage deductible is shown in the Declarations it does not apply to the cost of repairing or replacing damaged glass.

**W. DUTIES IN THE EVENT OF ACCIDENT, CLAIM, SUIT, OR LOSS**

**Section IV – Business Auto Conditions, A.2. Duties In The Event Of Accident, Claim, Suit Or Loss** is amended by adding the following:

Your obligation to notify us promptly of an "accident", claim, "suit" or "loss" is satisfied if you send us the required notice as soon as practicable after your Insurance Administrator or anyone else designated by you to be responsible for insurance matters is notified, or in any manner made aware, of an "accident", claim, "suit" or "loss".

**X. WAIVER OF TRANSFER OF RIGHTS OF RECOVERY**

Subparagraph 5. of Paragraph A. **Loss Conditions of Section IV Business Auto Conditions** is deleted in its entirety and replaced with the following.

**Transfer Of Rights Of Recovery Against Others To Us**

If any person or organization to or for whom we make payment under this Coverage Form has rights to recover damages from another, those rights are transferred to us. That person or organization must do everything necessary to secure our rights and must do nothing after "accident" or "loss" to impair them.

However, we waive any right of recovery we may have against any person, or organization with whom you have a written contract, agreement or permit executed prior to the "loss" that requires a waiver of recovery for payments made for damages arising out of your operations done under contract with such person or organization.

**Y. UNINTENTIONAL FAILURE TO DISCLOSE EXPOSURES**

**Section IV – Business Auto Conditions, B.2. Concealment, Misrepresentation, Or Fraud** is amended by adding the following:

If you unintentionally fail to disclose any exposures existing at the inception date of this policy, we will not deny coverage under this Coverage Form solely because of such failure to disclose. However, this provision does not affect our right to collect additional premium or exercise our right of cancellation or non-renewal.

**Z. MENTAL ANGUISH**

**Section V – Definitions, C.** is replaced by the following:

"Bodily injury" means bodily injury, sickness or disease sustained by a person, including mental anguish or death resulting from bodily injury, sickness or disease.

**AA. LIBERALIZATION**

If we revise this endorsement to provide greater coverage without additional premium charge, we will automatically provide the additional coverage to all endorsement holders as of the day the revision is effective in your state.





Policy # WC 026 160326 NE

**WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY INSURANCE POLICY**

WC 00 03 13

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT**

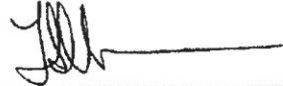
This endorsement changes the policy to which it is attached effective on the inception date of the policy unless a different date is indicated below.

(The following "attaching clause" need be completed only when this endorsement is issued subsequent to preparation of the policy.)

This endorsement, effective on 08/16/2017 at 12:01 A.M. standard time, forms a part of Policy No. WC 026160326 of the New Hampshire Ins Co

Issued to: ADP TotalSource FL XI, Inc. (PEO Company)  
10200 Sunset Drive  
Miami, FL 33173  
JKL of Nebraska Inc DBA Midwest Office Automation (Client of PEO Company)  
9305 H Ct  
Omaha, NE 68127

Premium (if any) \$ Included



Authorized Representative

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.\*

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

**Schedule**

**In favor of:**

CITY OF LINCOLN  
LANCASTER COUNTY  
LINCOLN-LANCASTER COUNTY PUBLIC BUILDING COMMISSION  
555 S 10TH STREET  
LINCOLN, NE 68508

Policy # WC 026 160326 NE

**POLICY HOLDER NOTICE**

**CERTIFICATE HOLDER CANCELLATION NOTICE SCHEDULE**

**Should this policy be cancelled before the expiration date hereof, the producer will endeavor to mail 30 days written notice to the certificate holder named herein, but failure to do so shall impose no obligation or liability of any kind upon the insurer, the producer, or the respective agents or representatives of each.**

**SCHEDULE:**

**CERTIFICATE HOLDERS AS IDENTIFIED ON THE MOST RECENT QUARTERLY SCHEDULE OF CERTIFICATE HOLDERS PROVIDED BY THE INSURED'S BROKER OF RECORD TO THE INSURER.**



Response to  
RFP 17-199

July 18, 2017

DIGITAL COPY

Prepared by Jeff Gulzow  
General Manager  
Midwest Office Automations  
402-432-4566





LINCOLN - OMAHA  
WESTERN IOWA

PHONE 402-420-3020

FAX 402-420-0076

WWW.MIDWESTNE.COM

July 18, 2017

Robert Walla  
Purchasing Agent  
City of Lincoln  
440 S. 8th Street, Suite 200  
Lincoln, NE 68508

RE: Midwest Office Automations response to RFP 17-199

Dear Mr. Walla,

On behalf of the entire Midwest Office family I would like to take this moment to thank you for the opportunity to present you with a Cost Per Copy proposal on document production equipment manufactured by Ricoh. Ricoh focuses solely on the manufacturing of digital document communication equipment and the aftermarket products and software required for these devices to work. Ricoh re-invests upwards of 6% of their annual revenue back into itself in the form of R&D. When partnering with Midwest and Ricoh you know that you are partnering with a dealership that is solely dedicated to business technology and services.

Enclosed in this packet you will find our response to your request for proposal. To the best of our understanding of the requirements it contains no deviations from your stated requests.

Midwest Office Automations was founded in 1979 by retired school superintendent Otto Rademacher in Sioux City, Iowa. In the mid 1980's Midwest became a full line independent dealer of Ricoh office products and solutions. Otto's son, Tom, took over the business in the 1990's when his father retired. Tom continued to grow the business and in 2005 sought to open locations in Omaha and Lincoln. In doing so he took on two managing partners, TJ Goltl in Omaha and Jeff Gulzow in Lincoln. Since that time Midwest has continued to grow and prosper, becoming one of the largest most successful independent Ricoh dealers in the entire Midwest region.

Today Midwest Office has further expanded to cover all of Eastern Nebraska and Western Iowa. We have offices in multiple cities throughout the region and have merged with other like minded firms such as COUNSEL Office and Document and Electric Innovations to offer a full range of hardware, software and network solutions. We employ in excess of 100 full time sales, service, administrative and support personnel. And we are not done, our range of services continues to grow every day and includes such relevant services as hardware sales and service, help desk support, on-site maintenance, on-site training and support, digital solutions and software, document imaging and storage, IT solutions, and telephone sales and service.

Partnering in business with Midwest Office can bring great success to your program by leveraging our industry knowledge, experience and connections and putting them to work for you.

We look forward to the opportunity to discuss this at greater length in the near future.

Best Regards,

Jeff Gulzow  
General Manager  
Midwest Office Automations  
402-432-4566

**TAB 1**



LINCOLN - OMAHA  
WESTERN IOWA

PHONE 402-420-3020 FAX 402-420-0076  
WWW.MIDWESTNE.COM

## Section 2

### Experience, Proposed Staff/Management Approach and Subcontractors

#### A. Summary of Firm's Experience

##### 1. Council Bluffs School District

Implemented in 2016 Council Bluffs School District has approximately 100 MFP's which are managed by Midwest Office Automations. The contract went into effect in 2016 and will remain in place through 2021. The contact person at the District is Chief Technology Officer, David Fringer. He can be reached by phone at 712-328-6446 or by email at [dfringer@cbcsd.org](mailto:dfringer@cbcsd.org)

##### 2. Nebraska Furniture Mart

After extensive testing and research Nebraska Furniture Mart in Omaha chose Midwest Office as their premier vendor for all printing and copying devices. Since 2010 we have placed approximately 90 MFP's into their facilities spread out over four States. All administration and maintenance programs are handled by a single team of Midwest staff who work in direct cooperation with a similar team at NFM. The contact person at NFM is Laurie Lukken. She can be reached at [laurie.lukken@nfm.com](mailto:laurie.lukken@nfm.com) or by phone at 402-392-3192

##### 3. Mercy Medical Center

Mercy Medical entered into agreement with the Iowa side of our business (dba Counsel Office) in 2015. They currently have about 280 Ricoh MFP's. The contact at Mercy Medical is Frank Arciniega. His phone number is 641-428-7026 and his email address is [arcinief@mercyhealth.com](mailto:arcinief@mercyhealth.com)

##### 4. At present there are more than 50 clients of all sizes currently engaged in CPC contracts with the Midwest Family of providers. Our ability to serve the needs of the City/County will not be impacted by these clients as the City/County will have its own dedicated team of specialists committed to it.

#### B. Summary of Bidder's proposed personnel/management approach

1. Our approach will utilize all aspects of our business model to ensure this program runs smoothly and efficiently. A single point of contact will be assigned to oversee the operation. That project manager (PM) will be responsible for organizing the components into a cohesive unit. Those components will consist of delivery and setup, education and support, IT support and Administration. The PM will work directly with representatives of the City/County and then communicate those directives to his team. The PM will transition into a support role once the program is in place and everything is functioning properly. He will remain the point of contact for the City/County throughout the term of the contract bringing to bear the resources of our company as needed.

##### 2. The following staff will fill the primary roles of this project

**Project Manager:** Co-owner and General Manager Jeff Gulzow has been in the industry in excess of 20 years. he has worked with every size and scope of organization. He has been responsible for integrating large scale cost per copy programs, managed print services and traditional copier programs into businesses and organizations of every stripe.

**Administration:** Debbie Holt has 10+ years of experience managing the administrative side of our business. She will be responsible for all billing and invoicing as well as service dispatch and supply ordering.



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Service: Dave Kreber is the Service Manager and has nearly 30 years of experience in working with Ricoh copiers and network solutions. He will be responsible for the general maintenance of the equipment as well and coordinating set up and installation.

IT: James Clark has five years of experience with Midwest Office as the IT support director and help desk specialist. James will work with the project manager and service manager to ensure that all IT connections are successful, smooth and without serious interruption.

#### C. Subcontractors

There is no intent at this time to include any subcontractors in our scope of work

**TAB 2**





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### Section 3 Technical Proposal

#### A. Understanding the project environment and requirements

##### 1. Project environment

- a. Midwest agrees to hold title to all equipment and accessories and will be responsible for any and all taxes
- b. The City/County will be relieved of any risk of loss or damage that occurs during the process of transportation, installation and during the time the equipment is in their possession with the exception of when that loss or damage is due to fault or negligence
  1. Midwest agrees to the terms in "Section 2 Subsection A : Project Environment" regarding the procedure in the event of negligence or willful damage to the equipment
- c. Midwest will ensure that all equipment and supplies will be delivered to the sites as agreed upon
- d. Midwest will pay all expenses related to set up and installation of the equipment including before, during and after installation has occurred.
- e. Midwest will be responsible for all materials shipped prior to and during installation until acceptance is given in writing by the City/County
- f. All risk of loss and expense associated with storing materials prior to the date of acceptance is the responsibility of Midwest.
- g. Midwest will be responsible for any damage to the premises of the City/County and will effect repairs should there be any damage during installation
- h. Midwest employees will maintain a clean and safe work environment at all times and will remove all waste materials

##### 2. Project requirements

- a. All equipment and accessory additions will have the same duration and conclusion date as the balance of the contract
- b. If/when new copier models are available the City/County will benefit from these advancements. They will be notified at least 90 days prior to any change. Recommendations for replacement devices will be made and those recommendations will meet or exceed the minimum standards.
- c. Any delays in deliveries in excess of three weeks will be submitted in writing to the purchasing agent
- d. Midwest understands and accepts the preventative maintenance schedule as set forth in "Section 3 : Project Requirements"
- e. If/when Midwest utilizes remote access in lieu of on-site inspections it will not result in an increase in service or cause any loss of service
- f. All service technicians for Midwest Office agree to submitting to a criminal background check to be paid for by the City/County and Midwest will grant any request regarding staffing continuity
- g. Midwest agrees to submit a monthly report to the Program Administrator detailing all service calls pertaining to devices in the contract which contains the information requested.
- h. Response time of an on-site technician is guaranteed not to exceed four hours from the time the call is placed

#### B. Proposed approach to providing a quality unit

1. Midwest Office is an exclusive provider of Ricoh digital products and services. Ricoh Manufacturing has been in business for over 80 years and has become one of the preeminent providers of business technology. More information regarding Ricoh can be found at <https://www.ricoh-usa.com/en/about-us/who-we-are>



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2. To that end, Midwest will guarantee any device placed under contract for the life of the contract. In the event that a device cannot be repaired Midwest will replace that device with a like or greater device at no additional cost to the City/County

C. Technical considerations and potential challenges

1. Print drivers: Ricoh has a full range of print drivers available at our disposal and ready for download on their support page. Midwest intends to utilize the Ricoh Universal Driver (PCL6 and PS) which allows a solid, reliable and consistent platform. However, in the event that the environment does not allow for that driver, a wide variety of others including device specific PCL6, PS, PCL 5 and/or proprietary drivers are available.
2. All devices placed under the contract will be equipped with two specific security functions.
  - a. Data Overwrite Security System (DOSS). DOSS is an automatic process that occurs after every job is performed that destroys the latent image on the hard drive by performing a three pass overwrite. DOSS conforms to National Security Agency recommended methods for classified information. It further enables for an end of term "Overwrite All" function which certifies that all data has been eliminated from the device
  - b. Encrypted hard drives. All hard drives in all devices will have encrypted hard drives which prevents data from being leaked in the event the physical hard drive is removed from the device
3. Manufacturers Certification: See attached

D. Detailed project work plan, management and implementation

1. Operator Training Program: The Project Manager will communicate with each department prior to installation and arrange with them key operator training at or near the time of installation as best suits the schedule of the end user. Key operator training will include specifics on how to operate all aspects of the device such as copying, printing, scanning, faxing, removing misfeeds, replacing toner, placing service calls and any other day to day functions of the device. This service is provided at no charge to the City/County and is available at any time during the course of the contract and as often as is necessary to ensure all users understand the devices.
2. Implementation plan (approximate):
  - Day 1: Contract entered into, signed and submitted  
Initial equipment order placed. Approximately 40 devices
  - Day 2: Project Manager will work with Program Administrator to determine an order of installation and proceed to contacting those departments in Phase One. Project Manager will begin to coordinate with end users for install dates and times as well key operator training schedules.
  - Day 4: The second equipment order will be placed. Approximately 40 devices
  - Day 4-6: The initial shipment of machines will arrive and be set up in the warehouse
  - Day 5-7: Initial devices will roll out for installation
  - Day 8: The third equipment order will be placed. Approximately 40 devices
  - Day 8-10: Second phase devices will roll out for installation
  - Day 12: The fourth equipment order will be placed. Approximately 40 devices
  - Day 11-13: Third phase devices will roll out for installation
  - Day 16: The fifth equipment order will be placed. Approximately 40 devices
  - Day 14-16: Fourth phase devices will roll out for installation
  - Day 20: The sixth equipment order will be placed. Approximately 40 devices
  - Day 18-20: Fifth phase devices will roll out for installation
  - Day 24: The seventh and final equipment order will be placed. Approximately 40 devices
  - Day 21-23: Sixth phase devices will roll out for installation
  - Day 24-26: Seventh and final phase of devices will roll out for installation
  - Day 27-31: Follow up and Inspections



3. Specific Information related to each machine category

Category	Brand	Model	Pages per minute	Listed features	Other features
Mono 1	Ricoh	MP 2555	25	A, E, F	Document feeder, duplex, DOSS, Encrypted HDD, User codes
Mono 2	Ricoh	MP 2555	25	A, B, C, E, F	Document feeder, duplex, DOSS, Encrypted HDD, User codes
Mono 3	Ricoh	MP 301 and MP 3555	30 and 35	A, B, C, E, F	Document feeder, duplex, DOSS, Encrypted HDD, User codes
Mono 4	Ricoh	MP 4055 and MP 402	40 and 45	A, B, C, E, F	Document feeder, duplex, DOSS, Encrypted HDD, User codes
Mono 5	Ricoh	MP 5055 and MP 6055	50 and 60	A, B, C, D, E, F	Document feeder, duplex, DOSS, Encrypted HDD, User codes
Mono 6	Ricoh	MP 7503	75	A, B, C, D, E, F	Document feeder, duplex, DOSS, Encrypted HDD, User codes
Mono 7	Ricoh	MP 7503 and MP 9003	75 and 90	A, B, C, D, E, F	Document feeder, duplex, DOSS, Encrypted HDD, User codes
Color 1	None requested				
Color 2	Ricoh	MP C2504	25	A, B, C, E, F	Document feeder, duplex, DOSS, Encrypted HDD, User codes
Color 3	Ricoh	MP C3504	35	A, B, C, E, F	Document feeder, duplex, DOSS, Encrypted HDD, User codes
Color 4	Ricoh	MP C4504	45	A, B, C, E, F	Document feeder, duplex, DOSS, Encrypted HDD, User codes
Color 5	Ricoh	MP C6004	60	A, B, C, D, E, F	Document feeder, duplex, DOSS, Encrypted HDD, User codes
Color 6	None requested				



# RICOH

## RICOH AMERICAS CORPORATION

5 Dedrick Place  
West Caldwell NJ 07006  
Phone: 973-882-2000  
Fax: 973-882-2219

City of Lincoln, Nebraska  
Lancaster County  
440 S. 8<sup>TH</sup> Street Suite 200  
Lincoln, NE 68508  
Attn: Bob Walla  
Purchasing Agent

### Certificate of Ricoh Americas Corporation

Ricoh Americas Corporation certifies solely to the **City of Lincoln, NE / Lancaster County** that, as of the date of this certificate, **MIDWEST OFFICE AUTOMATIONS** is an authorized dealer of Ricoh Americas Corporation and has access to the **Ricoh** equipment that has been bid. **MIDWEST OFFICE AUTOMATIONS** has access to repair parts and supplies designed for such equipment; and **MIDWEST OFFICE AUTOMATIONS** has access to **Ricoh** service training, service updates and product enhancements. Ricoh can guarantee the availability of parts and supply/service agreement for seven years from delivery date if **MIDWEST OFFICE AUTOMATIONS** ceases operation. Ricoh will use commercially reasonable efforts to secure a replacement source of service.

Ricoh Americas Corporation

By: \_\_\_\_\_



Scott Dabice

Title: National Director, Pricing Operations

Date: **May 23, 2017**

# Ricoh Aficio MP 301SPF

SYSTEM SPECIFICATIONS

# Aficio®

## General Specifications

<b>Configuration</b>	Desktop Multifunctional Product (MFP)
<b>Scanning Element</b>	Flatbed with CCD array image-sensing element
<b>Printing Process</b>	Laser beam scanning/marketing & electro-photographic printing
<b>System Memory</b>	1GB. (RAM) standard
<b>Output Speed (Copy/Print)</b>	Up to 31 ppm (Letter)
<b>First Copy Time</b>	6 seconds or less
<b>Recovery Time to Product Ready Mode</b>	Less than 23 seconds (from main power switch on) Less than 10 seconds (from sleep mode)
<b>Copy Resolution</b>	600 x 600 dpi (platen), 600 x 300 (ARDF)
<b>Grayscale</b>	256 levels
<b>Exposure Adjustment</b>	Manual and automatic
<b>Multiple Copies</b>	Up to 99
<b>Document Feeder (Standard)</b>	Automatic Reversing Document Feeder (ARDF)
<b>Original Capacity</b>	50 sheets (ARDF)
<b>Paper Sizes</b>	Standard Tray: 5.5" x 8.5" to 8.5" x 11" (A4/ LT/A5/HLT) Optional Trays: 8.5" x 11" to 8.5" x 14" (A4/LT/ LG/Folio) Bypass Tray: 5.5" x 8.5" to 8.5" x 14" (A6/A5/A4/LT/LG) Duplex Unit: 8.5" x 11" to 8.5" x 14" (A4/LT/LG)
<b>Paper Weights</b>	Standard/Optional Trays: 16 – 24 lb. Bond (60 – 90 g/m) Bypass Tray: 16 – 42 lb. Bond (60 – 157 g/m) Duplex Unit: 20 – 24 lb. Bond (60 – 90 g/m)
<b>Exposure Glass</b>	Up to 8.5" x 14"
<b>Input Capacity</b>	Standard: 250 sheets + 100-Sheet Bypass Tray Optional: 500 sheets x 1 or 2 Trays 250 sheets (internal tray)
<b>Output Capacity</b>	250 sheets (internal tray)
<b>Paper Types</b>	Plain, Recycled, Colored, Letterhead, Preprinted, Bond, Card Stock, Prepunched, Special, Thick*, OHP (Transparency)* Envelopes*, Label Stock*
<b>Auto Duplex</b>	Standard
<b>Zoom</b>	25% to 400% in 1% increments
<b>Preset Reduction and Enlargement Ratios</b>	65%, 78%, 93%, 129%, 155%
<b>Dimensions (WxDxH)</b>	19.0" x 17.7" x 18.1" (476 mm x 450 mm x 451 mm) – includes ARDF
<b>Weight</b>	57.3 lbs./ 26 kg.
<b>Power Requirements</b>	120V, 60Hz, 8A
<b>Power Consumption</b>	Less than 1,1 kW (max.) Sleep Mode, 2.8 W (MP 301SPF) MP 301SPF – 1.507 kWh/week***
<b>TEC</b>	Document Server**, Image Rotation, Auto Off Timer, Combine Copy, Electronic Sort, Energy Saver Timer, Photo Mode, Series Copy, Job Programs (25), User Codes (8 digits, 1,000 Personal Codes)

\*Bypass Tray only.

\*\*HDD option required.

\*\*\*Typical electric consumption by ENERGY STAR program

## Printer

<b>CPU</b>	RM7035C – 533 Mhz
<b>Memory Capacity</b>	Standard: 1 GB RAM
<b>Hard Disk Drive</b>	Optional: 128 GB HDD
<b>Page Description Languages</b>	Standard: PCL5e/6, Genuine Adobe® PostScript®3
<b>Maximum Print Resolution</b>	600 x 600 dpi
<b>Standard Interfaces</b>	Ethernet (RJ-45 network port : 10Base-T/100Base-TX), USB2.0 Type A and B
<b>Optional Interfaces</b>	IEEE1284, Wireless LAN (IEEE802.11a/b/g), Giga Ethernet (1000BASE-T), Bluetooth
<b>Network Protocols</b>	TCP/IP (IPv4, IPv6), IPX/SPX (available with Netware option)
<b>Fonts for PCL 5e/6</b>	45 Roman fonts
<b>Fonts for PS3</b>	136 Roman fonts
<b>Network Operating Systems</b>	Windows XP/Server 2003/Vista/Server 2008/7; Novell Netware 6.5; UNIX Filters for Sun Solaris 2.6/7/8/9/10; HP-UX 10.x/11.x/11v2/11v3; Red Hat Linux Enterprise V4, V5, V6; SCO OpenServer 5.0.6/5.0.7/6.0; IBM AIX Version 5.3, 6.1, 7.1; SAP R/3, 3.x or later, mySAP, ERP2004 or later; Mac OS X 10.2 or later, Citrix Metaframe XP/ Presentation Server 4, 5/XenApp 5.0, 6.0
<b>Utilities</b>	SmartDeviceMonitor for Admin and Client, Web SmartDeviceMonitor, Web Image Monitor
<b>Other Printer Features</b>	Media Direct Print (Print from USB/SD), Mobile Driver, Bonjour Support, Classification Code, Mail to Print*, PDF Direct Print, Sample/Hold/Stored/Locked Print*, Store and Print*, Windows Active Directory Support, DDNS Support, WSPrinter, PCL resident font adoption, Tray-Parameter Change from WebImageMonitor, XPS Support

\*HDD option required.

## Scanner

<b>Scanning Speed</b>	31 ipm @ 300 dpi B/W (LT) 21 ipm @ 300 dpi Full-Color (LT) 100 to 600 dpi
<b>Scanning Resolution</b>	Main: 8.5" (216 mm) Sub: 14.02" (356 mm)
<b>Scan Area</b>	B/W: MH (default), MR, MMR, JBIG2
<b>Compression Method</b>	Full-Color: JPEG
<b>Scan Mode</b>	B/W: Text, Text/Line Art, Text/Photo, Photo, Grayscale Full-Color: Text/Photo, Glossy Photo, Grayscale
<b>Standard Interfaces</b>	Ethernet 10BASE-T/100BASE-TX
<b>Optional Interfaces</b>	Wireless LAN (IEEE 802.11a/b/g), Gigabit Ethernet (1000BASE-T)
<b>File Formats</b>	Single/Multi Page TIFF, Single/Multi Page PDF, Single/Multi Page High Compression PDF and Single/Multi Page PDF/A; Single Page JPEG
<b>Scan Modes Supported</b>	Scan-to-USB/SD, Scan-to-Email (POP, SMTP, TCP/IP); Scan-to-Folder (SMB/FTP/NCP); Network TWAIN Scanning; WSDScanner for Vista

## Standard Features

PDF Encryption, Preview Before Transmission (TX Preview), Drop Out Color Send, Simultaneous Fax and Scan, Scan-to-Email/SMB/FTP/URL/NCP\*, LDAP Support, TWAIN Scanning

<sup>1</sup> HDD option required.

<sup>2</sup> Netware option required.

## Fax

<b>Type</b>	ITU-T (CCITT) G3
<b>Circuit</b>	PSTN, PBX
<b>Resolution</b>	200 x 100 dpi, 200 x 200 dpi
<b>Modem Speed</b>	33.6K – 2,400 bps with Auto Fallback
<b>Compression Method</b>	MH, MR, MMR, JBIG
<b>Scan Speed</b>	2.4 seconds (Letter)
<b>Transmission Speed</b>	Approx. 2 seconds/page (JBIG)
<b>Memory</b>	4 MB (approx. 320 pages)
<b>Memory Backup</b>	12 hours
<b>Quick/Speed Dials</b>	200 (2,000 with HDD Option)
<b>Group Dials</b>	10 groups (max. 100 numbers per group with HDD option)

## User Function Key

**Standard Features**  
3 keys  
Detection of Misplaced Documents, Double Check Destination Address, Direct SMTP, Simultaneous Fax and Scan, Fax Forward to Email/Folder, Internet Fax (T.37), IP Fax (T.38), LAN Fax, Paperless Fax\*, LDAP Support

<sup>1</sup> HDD option required.

## Paper Feed Unit PB1040 (Option)

<b>Paper Size</b>	8.5" x 11" SEF, 8.5" x 14" SEF (A4/LT/LG)
<b>Paper Weight</b>	16 – 24 lb. Bond (60 – 90 g/m <sup>2</sup> )
<b>Paper Capacity</b>	500 sheets x 1 or 2 Trays

## Additional Options

HDD Option Type 301 (includes HDD overwrite and encryption), Cabinet, Type FAC57, Cabinet, Type FAC58, IEEE1284 Interface Board Type A, IEEE802.11a/g Interface Unit Type J, Gigabit Ethernet Board Type A, Bluetooth Interface Unit Type D, VM Card Type U, File Format Converter Type E, Browser Unit Type G, SD Card for NetWare Printing Type I, Unicode Font Package for SAP (1/10/100 License Packs available), Handset Type C5502, Optional Counter Interface Unit Type A, Copy Data Security Unit Type F, ACK3400-U Key Board

## Security

Quota Setting/Account Limit; SMTP over SSL; Hard Disk Data Overwrite Security; Authentication (Windows/LDAP/Kerberos/Basic/ User Code/802.1.x Wired); Encryption (Address Book/Authentication Password/SSL Communication/S/MIME/IPsec/Locked Print Password/HDD); Network Protocol (Port) On/Off; IP Filtering; Copy Data Security Unit; RAM Based Security when HDD is not installed

<sup>1</sup> Only required with HDD option.

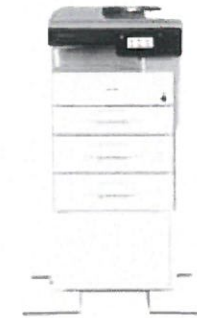
Some features may require additional options.



MP 301SPF and FAC 57 Cabinet



MP 301SPF with Optional PB1040 Paper Tray and FAC 58 Cabinet



MP 301SPF with Two Optional PB1040 Paper Trays and FAC 58 Cabinet

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R3348





# RICOH MP 402SPF

## SYSTEM SPECIFICATIONS



### Engine/Copier Specifications

MP 402SPF	Part # 417705
Configuration	Desktop Multifunctional Product (MFP)
Scanning Element	LED array
Printing Process	Electro-photographic printing
Output Speed (Copy/Print)	Up to 42 ppm (Letter)
First Print Time	3.9 seconds
Warm Up Time	21 seconds
Recovery from Sleep Mode	9.4 seconds
Copy Resolution	600 x 600 dpi (Platen), 600 x 300 (SPDF)
Grayscale	256 levels
Exposure Adjustment	Manual and automatic
Multiple Copies	Up to 99
Document Feeder (Standard)	Single Pass Document Feeder (SPDF)
Original Capacity	50 sheets (SPDF)
Paper Sizes	5.5" x 8.5" to 8.5" x 14" (A4/A5/A6/B5/B6/Legal/Letter/HLT/Executive/ Folio) Trays Custom Size: 3.94" x 5.82" to 8.5" x 14.0" (100 x 148 mm to 216 x 356 mm) Bypass Custom Size: 2.37" x 5" to 8.5" x 35.43" (60 x 127 mm to 216 x 900 mm)
Paper Weights	14 – 43 lb. Bond/90 lb. Index (52 – 162 g/m <sup>2</sup> ) Exposure Glass Up to 8.5" x 14" (216 x 356 mm)
Input Capacity	Standard: 500 sheets + 100-Sheet Bypass Tray Optional: 500 sheets x 1 or 2 Trays, 250 sheets x 1 or 2 Trays Maximum capacity: 1,600 sheets
Output Capacity	250 sheets face down (internal tray)
Paper Types	Plain, Recycled, Thick, Preprinted, Letterhead, OHP (Transparency)*, Envelopes* Standard
Auto Duplex	Standard
Zoom	25% to 400% in 1% increments
Presets	65%, 78%, 93%, 100%, 129%, 155%
Enlargement Ratios	
Dimensions (WxDxH)	18.7" x 19.0" x 20.1" (476 x 483 x 510 mm) – includes SPDF
Weight	57.3 lbs. (Less than 26 kg.)
Power Requirements	120V, 60Hz, 15A
Power Consumption (Operating)	566.5 W
Sleep Mode	0.8 W
TEC Value	1.8 kWh/week**
ENERGY STAR®	Certified
EPEAT®	Silver Rated
Standard Features	ID Card Copy, Eco-Friendly Indicator, Auto Tray Switch, Document Server with Password-Protected Folder Management, Image Rotation, Power On/Off Timer, Auto Start, Auto Off Timer, Combine Copy, Energy Saver Timer, Text/Photo Mode, Series Copy, Margin Adjust, Cover/Chapter/Slip Sheets, Job Programs (25), User Codes (8 digits, 1,000 Personal Codes), Unauthorized Copy Control, Simplified Display, Login/Logout Button, NRS Option, Import/Export of Preference Settings, Bates Stamp, Centralized Address Book Management

\*Bypass Tray only.

\*\*Typical Electricity Consumption by ENERGY STAR® program.

### Printer Specifications

CPU	Intel Atom Processor BayTrail-I -1.46 GHz
Memory Capacity	Standard: 2 GB
Hard Disk Drive	320 GB HDD
Page Description Languages	Standard: PCL5e/6, Genuine Adobe® PostScript®3™, XPS (option)
Maximum Print Resolution	1200 x 1200 dpi
Standard Interfaces	Ethernet (RJ-45 network port: 10BASE-T/100BASE-TX/1000BASE-T), USB 2.0, SD Card Slot, Bluetooth

### Optional Interfaces

IEEE 1284, Wireless LAN (IEEE 802.11 a/b/g/n)	
TC/PI/P (IPv4, IPv6)	
Network Protocols	45 Roman fonts and 13 International fonts
Fonts for PCL 5e/6	136 Roman fonts
Fonts for PS3	
Network Operating Systems	Windows Vista/7/8/8.1/10/Server 2008/Server 2008R2/Server 2012/Server 2012R2, UNIX Filters for Sun Solaris 9/10; HP-UX 11.x/11i/2/11i/3; Red Hat Linux Enterprise V4, V5, V6; SCO OpenServer 5.0.7/6.0; IBM AIX Version 5L, 5.3, 6.1, 7.1; SAP R/3.x or later, mySAP ERP2004 or later; Mac OS X 10.2 or later; Citrix Metaframe XP/Presentation Server 4/5/XenApp 5.0, 6.0
Utilities	Web Image Monitor, @Remote, Device Manager NX
Other Printer Features	Sample/Locked/Hold/Scheduled/Stored Print, Store and Print, Black Over Print, PDF Direct Print, Mail to Print, Classification Code, Bonjour Support, Windows Active Directory Support, DDNS Support, PCL Resident Font Adoption, Tray Parameter Change from Web Image Monitor, 1200 dpi Support, Universal Driver, XPS Support, W5 Printer, Wireless LAN Interface Option, Media Direct Print (Print from USB/SD), Banner Page Print, Auto Job Promotion, AirPrint®, Poster Print, WPS Support

### Controller Options

Extended USB Board Type M19	Part # 417566
IEEE 1284 Interface Board Type M19	Part # 417596
Wireless LAN Card Type M24 (IEEE802.11a/b/g/n)	Part # 407863
USB Device Server Option Type M19 (NIC 2 Port)	Part # 417567
XPS Direct Print Option Type M27	Part # 417709
DataOverwriteSecurity Unit Type M19	Part # 417499
File Format Converter Type M19	Part # 417508
NFC Card Reader Type M27	Part # 417727
OCR Unit Type M13	Part # 417428
Optional Counter Interface Unit Type M12	Part # 417111
Fax Connection Unit Type M27	Part # 417710

### Document Server Specifications

Max. Stored Documents	3,000
Max. Pages/Document	1,000
Max. Page Capacity	9,000
Max. Number of Folders	200

### Scanner Specifications

Scanning Speed	40 simplex/80 duplex ipm @ 200/300 dpi
Scanning Resolution	Full-Color or B&W (LT) 100 to 600 dpi
Scan Area	Main: 8.5" (216 mm) Sub (Document Feeder/Platen): 23.6"/14" (600/356 mm)
Compression Method	B&W: MH (default), MR, MMR, JBIG2
Scan Mode	Full-Color: JPEG B&W: Text, Text/Line Art, Text/Photo, Photo, Grayscale Full-Color: Text/Photo, Glossy Photo, Grayscale
Standard Interfaces	Ethernet 10BASE-T/100BASE-TX/1000BASE-T
Optional Interfaces	Wireless LAN (IEEE 802.11a/b/g/n)
File Formats	TIFF (Single-Page/Multi-Page), JPEG (Single-Page), PDF (Single-Page/Multi-Page), High Compression PDF (Single-Page/Multi-Page), PDF/A (Single-Page/Multi-Page), OCR* Scan to USB/SD/Folder/Email/SMB/FTP/URL/UNC, LDAP Support, Preview Before Transmission, PDF Encryption, Drop Out Color Send, Network TWAIN Scan, W5 Scanner, Scan to PDF/A and Digitally Signed PDF, Scan to Searchable PDF, Distributed Scan Management
Standard Features	

\*Optional OCR Unit Type M13 required.

### Fax Specifications

Type	G3
Circuit	PSTN, PBX
Resolution	200 x 100 dpi, 200 x 200 dpi
Modem Speed	33.6K – 2,400 bps with Auto Fallback
Compression Method	MH, MR, MMR, JBIG
Scan Speed	Up to 40 Simplex/80 Duplex SPM (LT)
Transmission Speed	Approx. 2 seconds/page (200 x 100, JBIG, memory transmission)
Memory	4 MB (approx. 320 pages)
Memory Backup	1 hour
Quick/Speed Dials	2,000
Group Dials	100 groups
User Function Key	3 keys
Standard Features	Detection of Misplaced Documents, Double Check Destination Address, Direct SMTP, Universal Send (Simultaneous Fax and Scan), Fax Forward to Email/Folder, Internet Fax (T.37), IP Fax (T.38), LAN Fax, Paperless Fax, LDAP Support, Document Server Stored Data Sending, Fax Line Assignment, Remote Fax, Fax Output Timer

### Hardware Options

Paper Feed Unit PB1060	
Paper Size	3.94" x 5.82" SEF to 8.5" x 14" SEF (A4/LT/HLT/LG)
Paper Weight	14 – 43 lb. Bond (52 – 162 g/m <sup>2</sup> )
Paper Capacity	250 sheets x 1 or 2 Trays
Paper Feed Unit PB1070	
Paper Size	3.94" x 5.82" SEF to 8.5" x 14" SEF (A4/LT/HLT/LG)
Paper Weight	14 – 43 lb. Bond (52 – 162 g/m <sup>2</sup> )
Paper Capacity	500 sheets x 1 or 2 Trays
Adjustable Height Cabinet Type G	Part # 161200
Supports all configurations	
Dimensions (WxDxH)	17.8" x 19.3" x (12.9" – 21.7") (453 x 491.5 x (327 – 551) mm)
Weight	41 lbs.
Tall Cabinet Type L	Part # 52511
Configure with main unit only or with one optional Paper Feed Unit.	
Dimensions (WxDxH)	14.6" x 15.4" x 20.5" (371 x 391 x 520 mm)
Weight:	30.8 lbs. (14 kg)
Medium Cabinet Type M	Part # 52501
Configure only with main unit plus any two optional Paper Feed Units.	
Dimensions (WxDxH):	14.6" x 15.4" x 14.6" (371 x 391 x 371 mm)
Weight	24.2 lbs. (11 kg)

### Security Features

HDD Data Overwrite Security, Authentication (Windows/LDAP/Kerberos/Basic/User Code/802.1x/Wired), Encryption (Address Book/Authentication Password/SSL Communication/S/MIME/IPsec/HDD/SMTP over SSL/TLS/SSH/Wireless LAN (WEP/WPA/11)), Network Protocol On/Off, IP Filtering, Copy Data Security Unit Option, Unauthorized Copy/Print Prevention, Quota Setting/Account Limit, SMTP over SSL, Compulsory Security Stamp, FIPS140-2 HDD Option

### Consumables and Yields

Print Cartridge MP 401	10,400 yield* Part # 841886
*6% coverage, 3 pages/job. Actual yields may vary based on types of images printed and other factors.	
Ships with starter toner bottle that yield approximately 10,400 pages. All other consumables ship at full yield.	

For maximum performance and yield, we recommend using genuine Ricoh parts and supplies.

Some features may require additional options.

Specifications are subject to change without notice.



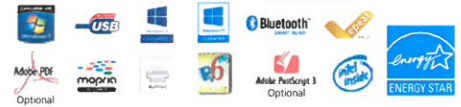
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# RICOH MP 2555/MP 3055/MP 3555

## SYSTEM SPECIFICATIONS

RICOH @Remote



### Scanner Specifications (Standard)

<b>Scan Speed</b> (B&W & Full Color)	ARDF at 200/300 dpi: 79 ipm (Letter) ARDF at 200/300 dpi: 80 ipm (A4) SPDF at 200/300 dpi: Simplex – 110 ipm/ Duplex – 180 ipm (A4)
<b>Scan Resolution</b>	Full Color & B&W: Up to 600 dpi TWIN: Up to 1200 dpi
<b>Scan Area/Platen Size</b>	Up to 11" x 17"
<b>Connection Type</b>	Standard: 10Base-T/100Base-TX/1000Base-T Ethernet Optional: IEEE 802.11a/b/g/n Wireless LAN TCP/IP, SMB, SMTP, POP, LDAP, FTP, IMAP4
<b>Protocol</b>	Single and Multi-Page TIFF/PDF, High Compression PDF, PDF/A and Single-Page JPEG
<b>File Formats</b>	Embedded Scan-to Email/Folder/SMB/FTP/ URL/PDF/A/Digitally Signed PDF, TWIN and Color Scanning, Auto Size Detection, Auto Density Selection, Image Rotation, SADF/Batch Mode, Mixed Size Mode, Reduce and Enlarge, Split Scan from Booklet Type Original, WS Scanner, LDAP Support, Preview Before Transmission, PDF Encryption, Drop Out Color Send, Distributed Scan Management
<b>Standard Features</b>	

### Fax Specifications (Optional)

<b>Fax Option Type M29</b>	
<b>Circuit</b>	PSTN, PBX
<b>Compatibility</b>	ITU-T (CCITT) G3
<b>Resolution</b>	200 x 200/100 dpi; 400 x 400 dpi (optional)
<b>Compression Method</b>	MH, MR, MMR, JBIG
<b>Scanning Speed (LEF)</b>	Up to 68 spm (Letter/A4)
<b>Modem Speed</b>	33.6 Kbps with auto fallback
<b>Transmission Speed</b>	G3: 3 seconds per page (MMR Compression) G3: 2 seconds per page (JBIG Compression) 4 MB standard/64 MB maximum (320 pages/4,800 pages)
<b>Max Auto Dials</b>	2,000
<b>Group Dials</b>	100 (max. 500 numbers per group)
<b>Standard Features</b>	One Hour Backup, LAN-Fax Capability, Internet Faxing (T.37), IP Faxing (T.38), Fax Forwarding to E-Mail/Folder, Paperless Fax (HDD), Detection of Misplaced Document, Double-check of Destination Address, Direct SMTP, LDAP Support, Universal Send (Simultaneous Fax and Scan), Fax Line Assignment, Fax Output Timer
<b>Optional Features</b>	Remote Fax, Simultaneous Operation of up to 3 lines

### Optional Hardware Accessories

#### Paper Handling & Cabinet Options

<b>One-Tray Paper Bank (PB3150/PB3250)**</b>	
<b>Tray Capacity</b>	550 sheets x 1 tray
<b>Paper Size</b>	5.5" x 8.5" to 11" x 17" (A5 – A3)
<b>Paper Weight</b>	16 – 80 lb. Bond/166 lb. Index (60 – 300 g/m <sup>2</sup> )
<b>Dimensions (WxDxH)</b>	23.1" x 27" x 4.7" (587 x 685 x 120 mm)
Requires installation of Caster Table Type M3	
<b>Two-Tray Paper Bank (PB3220)*</b>	
<b>Tray Capacity</b>	1,100 sheets (550 sheets x 2 trays)
<b>Paper Size</b>	5.5" x 8.5" to 11" x 17" (A5 – A3)
<b>Paper Weight</b>	16 – 80 lb. Bond/166 lb. Index (60 – 300 g/m <sup>2</sup> )
<b>Dimensions (WxDxH)</b>	23.1" x 27" x 9.7" (587 x 685 x 247 mm)
<b>Tandem Large Capacity Tray (PB3230/PB3260)*</b>	
<b>Tray Capacity</b>	2,000 sheets (1,000 sheets x 2)
<b>Paper Size</b>	8.5" x 11" (A4)
<b>Paper Weight</b>	14 – 80 lb. Bond/166 lb. Index (60 – 300 g/m <sup>2</sup> )
<b>Dimensions (WxDxH)</b>	23.1" x 27" x 9.7" (587 x 685 x 247 mm)

### Side Large Capacity Tray (RT3030)

<b>Tray Capacity</b>	1,500 sheets
<b>Paper Size</b>	8.5" x 11" (A4)
<b>Paper Weight</b>	16 – 80 lb. Bond/166 lb. Index (60 – 300 g/m <sup>2</sup> )
<b>Dimensions (WxDxH)</b>	13.4" x 21.4" x 11.4" (340 x 545 x 290 mm)

Requires installation of Two-Tray Paper Bank (PB3220) or Tandem LCT (PB3230/PB3260)

#### Cabinet Type F

<b>Dimensions (WxDxH)</b>	23.1" x 26.7" x 10" (586 x 679 x 256 mm)
<b>Weight</b>	Less than 29.3 lbs. (13.25 kg)

#### Output Trays & Finisher Options

##### Internal Shift-Sort Tray (SH3070)

<b>Tray Capacity</b>	250 sheets (8.5" x 11" or smaller) (A4 – A5) 125 sheets (8.5" x 14" or larger) (B4 – A3)
<b>Paper Size</b>	5.5" x 8.5" to 12" x 18" (A5 – A3)
<b>Paper Weight</b>	14 – 80 lb. Bond/166 lb. Index (52 – 300 g/m <sup>2</sup> )

Cannot be installed with any Finisher

##### 1 Bin Tray (BN3110)

<b>Paper Size</b>	5.5" x 8.5" to 11" x 17" (A5 – A3)
<b>Paper Weight</b>	14 – 80 lb. Bond/166 lb. Index (52 – 300 g/m <sup>2</sup> )
<b>Tray Capacity</b>	125 Sheets

##### 250-Sheet Stapleless Internal Finisher (SR3180)

<b>Paper Size</b>	5.5" x 8.5" to 11" x 17" (A6 – A3)
<b>Paper Weight</b>	14 – 80 lb. Bond/166 lb. Index (52 – 300 g/m <sup>2</sup> )
<b>Stack Capacity</b>	250 sheets (8.5" x 11" or smaller) (A4) 125 sheets (8.5" x 14" or larger) (B4 – A3)
<b>Staple Paper Size</b>	7.25" x 10.5" to 11" x 17" (A4 – A3)
<b>Staple Paper Weight</b>	17 – 21 lb. Bond (64 – 80 g/m <sup>2</sup> )
<b>Stapleless Capacity</b>	2 – 5 sheets/set
<b>Staple Positions</b>	Top, 1 Staple
<b>Dimensions (WxDxH)</b>	17.1" x 20.3" x 5.9" (435 x 515 x 150 mm)

##### 500-Sheet Internal Finisher (SR3130)\*

<b>Paper Size</b>	5.5" x 8.5" to 12" x 18" (A6 – A3)
<b>Paper Weight</b>	14 – 80 lb. Bond/166 lb. Index (52 – 300 g/m <sup>2</sup> )
<b>Stack Capacity</b>	500 sheets (8.5" x 11" or smaller) (A4) 250 sheets (8.5" x 14" or larger) (B4 – A3)
<b>Staple Paper Size</b>	8.5" x 11" to 11" x 17" (A4 – A3)
<b>Staple Paper Weight</b>	14 – 28 lb. Bond (52 – 105 g/m <sup>2</sup> )
<b>Staple Capacity</b>	50 sheets (8.5" x 11") (A4) 30 sheets (8.5" x 14" or larger, and/or Mixed Sizes) (B4 – A3)
<b>Staple Positions</b>	Top, Bottom, 2 Staples
<b>Dimensions (WxDxH)</b>	21.5" x 20.6" x 6.7" (546 x 523 x 170 mm)

##### 2-/3-Hole Punch Unit (PU3040NA)

(Optional; Installs inside SR3130 Internal Finisher)	
<b>Punch Paper Sizes</b>	7.25" to 10.5" to 11" x 17" (A4 – A3)
<b>Punch Paper Weight</b>	14 – 45 lb. Bond/93 lb. Index (52 – 169 g/m <sup>2</sup> )

##### 1,000-Sheet Hybrid Staple + Stapleless Finisher (SR3210)\*\*

<b>Paper Size</b>	Proof Tray: 5.5" x 8.5" to 12" x 18" (A6 – A3) Shift Tray: 5.5" x 8.5" to 12" x 18" (A6 – A3)
<b>Paper Weight</b>	Proof Tray: 14 – 45 lb. Bond/93 lb. Index (52 – 169 g/m <sup>2</sup> ) Shift Tray: 14 – 80 lb. Bond/166 lb. Index (52 – 300 g/m <sup>2</sup> )
<b>Stack Capacity</b>	Proof Tray: 250 sheets (8.5" x 11") (A4); 50 sheets (8.5" x 14" or larger) (A4 – B3) Shift Tray: 1,000 sheets (8.5" x 11") (A4); 500 sheets (8.5" x 14" or larger) (A4 – B3)
<b>Stapleless Capacity</b>	2 – 5 sheets/set
<b>Staple Capacity</b>	50 sheets (8.5" x 11") (A4) 30 sheets (8.5" x 14" or larger) (B4)
<b>Staple Paper Size</b>	8.5" x 11" to 11" x 17" (A4 – A3)
<b>Staple Paper Weight</b>	14 – 28 lb. Bond (52 – 105 g/m <sup>2</sup> )
<b>Staple Positions</b>	Top, Bottom 2 Staples
<b>Dimensions (WxDxH)</b>	25.4" x 24.4" x 37.8" (646 x 620 x 960 mm)

### 1,000-Sheet Booklet Finisher (SR3220)\*\*

<b>Paper Size</b>	Proof Tray: 5.5" x 8.5" to 12" x 18" (A6 – A3) Shift Tray: 5.5" x 8.5" to 12" x 18" (A6 – A3) Booklet Tray: 8.5" x 11" to 12" x 18" (A4 – A3)
<b>Paper Weight</b>	Proof Tray: 14 – 45 lb. Bond (52 – 169 g/m <sup>2</sup> ) Shift Tray: 14 – 80 lb. Bond/166 lb. Index (52 – 300 g/m <sup>2</sup> ) Booklet Tray: 14 – 28 lb. Bond (52 – 105 g/m <sup>2</sup> )
<b>Stack Capacity</b>	Proof Tray: 250 sheets (8.5" x 11" or smaller) (A4); 50 sheets (8.5" x 14" or larger) (B4 – A3) Shift Tray: 1,000 sheets (8.5" x 11" or smaller) (A4); 500 sheets (8.5" x 14" or larger) (B4 – A3) Booklet Tray: 20 Sets (2 – 5 sheets), 10 Sets (6 – 10 sheets) & 7 Sets (11 – 15 sheets)
<b>Staple Capacity</b>	Normal Staple: 50 sheets (8.5" x 11") (A4); 30 sheets (8.5" x 14" or larger) (B4 – A3) 15 sheets
<b>Saddle Stitch:</b>	Normal Staple: 8.5" x 11" to 12" x 18" (A4 – A3)
<b>Staple Paper Size</b>	Saddle Stitch: 8.5" x 11" to 12" x 18" (A4 – A3)
<b>Staple Paper Weight</b>	14 – 28 lb. Bond (52 – 105 g/m <sup>2</sup> )
<b>Staple Positions</b>	Top, Bottom, 2 Staples, Booklet
<b>Dimensions (WxDxH)</b>	22.2" x 24.4" x 37.8" (563 x 620 x 960 mm)
<b>2-/3-Hole Punch Unit (PU 3050NA)</b>	(Optional; Installs inside SR3130 or SR3220 Finisher)
<b>Punch Paper Sizes</b>	5.5" x 8.5" to 11" x 17" (A5 – A3)
<b>Punch Paper Weight</b>	14 – 68 lb. Bond/142 lb. Index (52 – 256 g/m <sup>2</sup> )

### Additional Accessory Options

Bridge Unit BU3070, NFC Card Reader Type M29, HotSpot MFP Option Type 5, ESP XG-PCS-15D Power Filter, Fax Connection Unit Type M29, G3 Interface Unit Type M29, Fax Memory Unit Type M19 64 MB, File Format Converter Type M19, IEEE 1284 Interface Board Type M19, IEEE 802.11a/b/g/n Interface Unit Type M19, Key Counter Bracket Type M3, OCR Unit Type M13, Optional Counter Interface Unit Type M12, PostScript3 Unit Type M29, Smart Card Reader Built-in Unit Type M29, SCR3310v2 USB Smart Card Reader, XPS Direct Print Option Type M29, Extended USB Board Type M19, External USB Keyboard (No Bracket), External Keyboard Bracket Type M19, Caster Table Type M3

\* Caster Table Type M3 must be installed

\*\* Requires installation with Bridge Unit BU3070.

† Cannot be installed together

‡ Requires installation of Two-Tray Paper Bank (PB3220) or Tandem Large Capacity Tray (PB3230/PB3260).

§ Availability is limited, the PB3230 will be replaced by the PB3260 at a later date.

¶ Availability is limited, the PB3150 will be replaced by the PB3250 at a later date.

Note: Some accessories require additional equipment or may be prerequisites for other options. Some images contained in this brochure do not show the stabilizers that ship with the optional paper feed units. Some options may not be available at the time of market release.

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R3827-C



# RICOH MP 4055/MP 5055/MP 6055

## SYSTEM SPECIFICATIONS

RICOH @Remote



### Fax Specifications (Option)

#### Fax Option Type M29

Circuit	PSTN, PBX
Compatibility	ITU-T (CCITT) G3
Resolution	200 x 200/100 dpi; 400 x 400 dpi (optional)
Compression Method	MH, MR, MMR, JBIG
Scanning Speed (LEF)	Up to 68 spm (Letter/A4)
Modem Speed	33.6 Kbps with auto fallback
Transmission Speed	G3: 3 seconds per page (MMR Compression) G3: 2 seconds per page (JBIG Compression)

#### SAF Memory

	4 MB standard/64 MB maximum (370 pages/4,800 pages)
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#### Max Auto Dials

	2,000
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#### Group Dials

	100 (max. 500 numbers per group)
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#### Standard Features

	One Hour Backup, LAN-Fax Capability, Internet Faxing (T.37), IP Faxing (T.38), Fax Forwarding to E-Mail/Folder, Paperless Fax (HDD), Detection of Misplaced Document, Double-check of Destination Address, Direct SMTP, LDAP Support, Universal Send (Simultaneous Fax and Scan), Fax Line Assignment, Fax Output Timer
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#### Optional Features

	Remote Fax, Simultaneous Operation of up to 3 lines (G3 x 3)
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### Security Features (Standard)

	DataOverwriteSecurity System (DOSS), Windows/LDAP/Basic/User Code/802.1.x Wired Authentication, Address Book/Authentication Password/SSL Communication/S/MIME/Sec Communication/HDD/SMTP over SSL/TLS/Wireless LAN Encryption, Network Protocol On/Off, IP Filtering, Unauthorized Copy/Print Prevention, Quota Setting/Account Limit, Compulsory Security Stamp, HDD Encryption
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### Optional Hardware Accessories

#### Paper Handling & Cabinet Options

##### One-Tray Paper Bank (PB3150/PB3250)\*\*

Tray Capacity	550 sheets x 1 tray
Paper Size	5.5" x 8.5" to 11" x 17" (A5 - A3)
Paper Weight	16 - 80 lb. Bond/166 lb. Index (60 - 300 g/m <sup>2</sup> )
Dimensions (WxDxH)	23.1" x 27" x 4.7" (587 x 685 x 120 mm)
	Requires installation of Caster Table Type M3

##### Two-Tray Paper Bank (PB3220)\*

Tray Capacity	1,100 sheets (550 sheets x 2 trays)
Paper Size	5.5" x 8.5" to 11" x 17" (A5 - A3)
Paper Weight	16 - 80 lb. Bond/166 lb. Index (60 - 300 g/m <sup>2</sup> )
Dimensions (WxDxH)	23.1" x 27" x 9.7" (587 x 685 x 247 mm)

##### Tandem Large Capacity Tray (PB3230/PB3260)\*

Tray Capacity	2,000 sheets (1,000 sheets x 2)
Paper Size	8.5" x 11" (A4)
Paper Weight	14 - 80 lb. Bond/166 lb. Index (60 - 300 g/m <sup>2</sup> )
Dimensions (WxDxH)	23.1" x 27" x 9.7" (587 x 685 x 247 mm)

##### Side Large Capacity Tray (RT3030)

Tray Capacity	1,500 sheets
Paper Size	8.5" x 11" (A4)
Paper Weight	16 - 80 lb. Bond/166 lb. Index (60 - 300 g/m <sup>2</sup> )
Dimensions (WxDxH)	13.4" x 21.4" x 11.4" (340 x 545 x 290 mm)
	Requires installation of Two-Tray Paper Bank (PB3220) or Tandem LCT (PB3230/PB3260)

##### Cabinet Type F

Dimensions (WxDxH)	23.1" x 26.7" x 10" (586 x 679 x 256 mm)
Weight	Less than 29.3 lbs. (13.25 kg)

##### Output Trays & Finisher Options

###### Internal Shift-Sort Tray (SH3070)\*

Tray Capacity	250 sheets (8.5" x 11" or smaller) (A4 - A5) 125 sheets (8.5" x 14" or larger) (B4 - A3)
Paper Size	5.5" x 8.5" to 12" x 18" (A5 - A3)
Paper Weight	14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m <sup>2</sup> )

Cannot be installed with any Finisher

###### 1 Bin Tray (BN3110)

Paper Size	5.5" x 8.5" to 11" x 17" (A5 - A3)
Paper Weight	14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m <sup>2</sup> )
Tray Capacity	125 Sheets

###### Internal Multi-Fold Unit (FD3000)

Folding Type	Z-Fold, Half-Fold, Outer Tri-Fold, Inner Tri-Fold
Paper Size	Z-Fold, Half-Fold: A3, B4, A4, DLT, LG, LT, 8k, 8.5" x 13.4" (Oficio)
Multi-fold Unit)	Outer or Inner Tri-Fold: A3, A4, DLT, LG, LT, 8.5" x 13.4" (Oficio)

Paper Size	Z-Fold: A3, B4, A4, DLT, LG, LT, 8k, 8.5" x 13.4" (Oficio)
(When connected to SR3210, SR3220 or SR3230/SR3260 finisher)	Half-Fold: A3, B4, A4, DLT, LG, LT, 8k, 8.5" x 13.4" (Oficio), 12" x 18", 12.6" x 17.7" (SRA3)

Dimensions (WxDxH)	Outer or Inner Tri-Fold: A3, A4, DLT, LG, LT, 8.5" x 13.4" (Oficio) 24.09" x 21.85" x 7.24" (612 x 555 x 184 mm)
Weight	33 lb. (15 kg)

###### 500-Sheet Internal Stapler Finisher (SR3130)\*\*

Paper Size	5.5" x 8.5" to 12" x 18" (A6 - A3)
Paper Weight	14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m <sup>2</sup> )
Stack Capacity	500 sheets (8.5" x 11" or smaller) (A4) 250 sheets (8.5" x 14" or larger) (B4 - A3)
Staple Paper Size	7.25" x 10.5" to 11" x 17" (A4 - A3)
Staple Paper Weight	14 - 28 lb. Bond (52 - 105 g/m <sup>2</sup> )
Staple Capacity	50 sheets (8.5" x 11") (A4) 30 sheets (8.5" x 14" or larger, and/or Mixed Sizes) (B4 - A3)

Staple Positions	Top, Bottom, 2 Staples
Dimensions (WxDxH)	21.5" x 20.6" x 6.7" (546 x 523 x 170 mm)

###### 2-/3-Hole Punch Unit (PU3040NA)

(Optional; Installs inside SR3130 Internal Finisher)	
Punch Paper Sizes	7.25" x 10.5" to 11" x 17" (A4 - A3)
Punch Paper Weight	14 - 45 lb. Bond/93 lb. Index (52 - 169 g/m <sup>2</sup> )

###### 1,000-Sheet Hybrid Staple + Stapleless Finisher (SR3210)\*\*

Paper Size	Proof Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3) Shift Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3)
Paper Weight	Proof Tray: 14 - 45 lb. Bond/93 lb. Index (52 - 169 g/m <sup>2</sup> ) Shift Tray: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m <sup>2</sup> )

Stack Capacity	Proof Tray: 250 sheets (8.5" x 11") (A4); 50 sheets (8.5" x 14" or larger) (A4 - B3) Shift Tray: 1,000 sheets (8.5" x 11") (A4); 500 sheets (8.5" x 14" or larger) (A4 - B3)
Stapleless Capacity	2 - 5 sheets/set
Staple Capacity	50 sheets (8.5" x 11") (A4) 30 sheets (8.5" x 14" or larger) (B4)

Staple Paper Size	8.5" x 11" to 11" x 17" (A4 - A3)
Staple Paper Weight	14 - 28 lb. Bond (52 - 105 g/m <sup>2</sup> )
Staple Positions	Top, Bottom 2 Staples
Dimensions (WxDxH)	22.2" x 24.4" x 37.8" (563 x 620 x 960 mm)

###### 1,000-Sheet Booklet Finisher (SR3220)\*\*

Paper Size	Proof Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3) Shift Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3) Booklet Tray: 8.5" x 11" to 12" x 18" (A4 - A3)
Paper Weight	Proof Tray: 14 - 45 lb. Bond (52 - 169 g/m <sup>2</sup> ) Shift Tray: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m <sup>2</sup> ) Booklet Tray: 14 - 28 lb. Bond (52 - 105 g/m <sup>2</sup> )

Stack Capacity	Proof Tray: 250 sheets (8.5" x 11" or smaller) (A4); 50 sheets (8.5" x 14" or larger) (B4 - A3) Shift Tray: 1,000 sheets (8.5" x 11" or smaller) (A4); 500 sheets (8.5" x 14" or larger) (B4 - A3) Booklet Tray: 20 Sets (2 - 5 sheets), 10 Sets (6 - 10 sheets) & 7 Sets (11 - 15 sheets)
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Staple Capacity	Normal Staple: 50 sheets (8.5" x 11") (A4); 30 sheets (8.5" x 14" or larger) (B4 - A3)*
Staple Paper Size	Saddle Stitch: 15 sheets Normal Staple: 8.5" x 11" to 12" x 18" (A4 - A3) Saddle Stitch: 8.5" x 11" to 12" x 18" (A4 - A3)

Staple Paper Weight	14 - 28 lb. Bond (52 - 105 g/m <sup>2</sup> )
Staple Positions	Top, Bottom, 2 Staples, Booklet
Dimensions (WxDxH)	22.2" x 24.4" x 37.8" (563 x 620 x 960 mm)

###### 2-/3-Hole Punch Unit (PU 3050NA)

(Optional; Installs inside SR3210 or SR3220 Finisher)	
Punch Paper Sizes	5.5" x 8.5" to 11" x 17" (A5 - A3)
Punch Paper Weight	14 - 68 lb. Bond/142 lb. Index (52 - 256 g/m <sup>2</sup> )

### 2,000-Sheet Booklet Finisher (SR3240)\*\*

Paper Size	Proof Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3) Shift Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3) Booklet Tray: 8.5" x 11" to 12" x 18" (A4 - A3)
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Paper Weight	Proof Tray: 14 - 58 lb. Bond/122 lb. Index (52 - 220 g/m <sup>2</sup> ) Shift Tray: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m <sup>2</sup> ) Booklet Tray: 17 - 28 lb. Bond (64 - 105 g/m <sup>2</sup> )
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Stack Capacity	Proof Tray: 250 sheets (8.5" x 11" or smaller) (A4); 50 sheets (8.5" x 14" or larger) (B4) Shift Tray: 2,000 sheets (8.5" x 11" or smaller) (A4); 1,000 sheets (8.5" x 14" or larger) (B4) Booklet Tray: 30 sets (2 - 5 sheets) or 15 sets (6 - 10 sheets) or 10 sets (11 - 15 sheets) or 6 sets (16 - 20 sheets)
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Staple Capacity	Normal Staple: 50 sheets (8.5" x 11" to 11" x 17" and Mixed Sizes) (A4 - A3) Saddle Stitch: 20 sheets
Staple Paper Size	Normal Staple: 8.5" x 11" to 11" x 17" (A4 - A3) Saddle Stitch: 8.5" x 11" to 12" x 18" (A4 - A3)

Staple Paper Weight	14 - 28 lb. Bond (52 - 105 g/m <sup>2</sup> )
Staple Positions	Top, Bottom, 2 Staples, Top Slant, Booklet
Dimensions (WxDxH)	25.9" x 24.1" x 37.8" (657 x 613 x 960 mm)

### 3,000-Sheet Stapler Finisher (SR3230)\*\*

Paper Size	Proof Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3) Shift Tray: 5.5" x 8.5" to 12" x 18" (A6 - A3)
Paper Weight	Proof Tray: 14 - 58 lb. Bond/122 lb. Index (52 - 220 g/m <sup>2</sup> ) Shift Tray: 14 - 80 lb. Bond/166 lb. Index (52 - 300 g/m <sup>2</sup> )

Stack Capacity	Proof Tray: 250 sheets (8.5" x 11" or smaller) (A4); 50 sheets (8.5" x 14" or larger) (B4) Shift Tray: 3,000 sheets (8.5" x 11") (A4); 1,500 sheets (8.5" x 14" or larger) (B4) 50 sheets (8.5" x 11" to 11" x 17" or Mixed Sizes) (A4 - A3)
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Staple Capacity	8.5" x 11" to 11" x 17" (A4 - A3) 14 - 28 lb. Bond (52 - 105 g/m <sup>2</sup> )
Staple Paper Size	Top, Bottom, 2 Staples, Top Slant
Staple Paper Weight	25.9" x 24.1" x 37.8" (657 x 613 x 960 mm)
Dimensions (WxDxH)	

### 2-/3-Hole Punch Unit (PU3060NA)

(Optional; Installs inside SR3230 or SR3240 Finishers)	
Punch Paper Sizes	5.5" x 8.5" to 11" x 17" (A5 - A3)
Punch Paper Weight	14 - 68 lb. Bond/142 lb. Index (52 - 256 g/m <sup>2</sup> )

### Additional Accessory Options

Bridge Unit BU3070, NFC Card Reader Type M29, HotSpot MFP Option Type S, ESP XG-PCS-15D Power Filter, Fax Connection Unit Type M29, G3 Interface Unit Type M29, Fax Memory Unit Type M19 64 MB, File Format Converter Type M19, IEEE 1284 Interface Board Type M19, IEEE 802.11a/b/g/n Interface Unit Type M19, Key Counter Bracket Type M3, OCR Unit Type M13, Optional Counter Interface Unit Type M12, PostScript3 Unit Type M29, Smart Card Reader Built-in Unit Type M29, SCR3310v2 USB Smart Card Reader, XPS Direct Print Option Type M29, Extended USB Board Type M19, External USB Keyboard (No Bracket), External Keyboard Bracket Type M3, Caster Table Type M3
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\* Caster Table Type M3 must be installed  
 \* Requires configuration with Bridge Unit BU3070.  
 \* Cannot be installed together.  
 \* Requires installation of Two-Tray Paper Bank (PB3220) or Tandem Large Capacity Tray (PB3230/PB3260).  
 \* Not available for MP 6055.  
 \* Availability is limited, the PB3150 will be replaced by the PB3250 at a later date.  
 \* Availability is limited, the PB3230 will be replaced by the PB3260 at a later date.

Note: Some accessories require additional equipment or may be prerequisites for other options. Some images contained in this brochure do not show the stabilizers that ship with the optional paper feed units. Some options may not be available at the time of market release.  
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# RICOH MP 6503/MP 7503/MP 9003

## SYSTEM SPECIFICATIONS



### General Specifications

<b>Memory (RAM)</b>	2 GB
<b>HDD</b>	320 GB
<b>First Copy Time</b>	MP 6503/MP 7503: 3.2 seconds MP 9003: 2.9 seconds
<b>Warm-Up Time from Main Switch</b>	MP 6503/MP 7503: 20 seconds MP 9003: 300 seconds
<b>Copy Speed</b>	65/75/90 copies/minute multiple sets (Letter LEF)
<b>Original Size</b>	Up to 11" x 17"
<b>Copy Size</b>	5.5" x 8.5" - 11" x 17"
<b>Copy Resolution</b>	True 600 x 600 dpi
<b>Zoom</b>	25% - 400% in 1% increments
<b>Paper Capacity</b>	Standard: Tray 1: 1,550 sheets x 2 (Tandem) = 3,100 (Letter) Trays 2 & 3: 550 sheets each (user adjustable) Bypass: 100 sheets Total Standard/Max: 4,300/8,300 sheets Trays 1 - 3: 52 - 256 g/m <sup>2</sup> (14 lb. Bond - 68 lb. Bond) Bypass Tray: 52 - 300 g/m <sup>2</sup> (14 lb. Bond - 111 lb. Cover) Duplex Unit: 64 - 256 g/m <sup>2</sup> (17 lb. Bond - 95 lb. Cover)
<b>Paper Weight</b>	
<b>Power Requirements</b>	MP 6503/MP 7503: 120-127V/60Hz/20A (Requires dedicated 20A outlet) MP 9003: 208-240V/60Hz/12A (Requires dedicated 20A outlet)
<b>Typical Electricity Consumption (TEC)</b>	MP 6503: 4.9 kWh MP 7503: 5.4 kWh MP 9003: 12.5 kWh
<b>Dimensions (WxDxH)</b>	27.2" x 31.6" x 45.7" (690 x 803 x 1161 mm)
<b>Weight</b>	441 lbs. (200 kg)
<b>Single Pass Document Feeder (SPDF) Standard</b>	
<b>Original Size</b>	5.5" x 8.5" - 11" x 17"
<b>Paper Weight</b>	Simplex: 11 lb. - 34 lb. Bond (40 - 128 g/m <sup>2</sup> ) Duplex: 14 lb. - 34 lb. Bond (52 - 128 g/m <sup>2</sup> )
<b>Capacity</b>	220 sheets (based on 21 lb. Bond - 81.4 g/m <sup>2</sup> )

### Options

#### LCT4040 Large-Capacity Tray (LCT)

<b>Paper Size</b>	8.5" x 11" /A4 (LEF)
<b>Paper Weight</b>	14 - 34 lb. Bond (52 - 128 g/m <sup>2</sup> )
<b>Paper Capacity</b>	4,000 sheets (20 lb. Bond - 75 g/m <sup>2</sup> )
<b>Dimensions (WxDxH)</b>	12.36" x 18.03" x 25.94" (314 x 458 x 659 mm)

#### 8.5" x 14" Paper Size Tray Type 9002

Enables legal-size (8.5" x 14") paper to be fed through LCT	
<b>Paper Size</b>	8.5" x 14" /B4, 8.5" x 11" /A4 SEF
<b>Paper Capacity</b>	2,500 sheets (20 lb. Bond - 75 g/m <sup>2</sup> )

#### CS4010 9-Bin Mailbox

Compatible with SR4120 and SR4130 Finishers	
<b>Number of Bins</b>	9
<b>Stack Capacity</b>	100 sheets/bin (20 lb. Bond - 75 g/m <sup>2</sup> )
<b>Paper Size</b>	5.5" x 8.5" - 11" x 17"

#### 11" x 17" Tray Type 9001

Enables 8.5" x 11" - 11" x 17" paper to be fed from Tray 1	
<b>Paper Size</b>	11" x 17" SEF, 8.5" x 14" SEF, 8.5" x 11"
<b>Paper Capacity</b>	1,000 sheets

#### Cover Interposer Tray Options

<b>Paper Size</b>	5.5" x 8.5" - 11" x 17"
<b>Paper Weight</b>	17 lb. Bond - 110 lb. Index (64 - 216 g/m <sup>2</sup> )
<b>Paper Capacity</b>	200 sheets (20 lb. Bond - 75 g/m <sup>2</sup> )
Tray Type CI4030 Compatible with SR4080 Finisher	
Tray Type CI4040 Compatible with SR4120 Finisher or SR4130 Booklet Finisher	

#### Punch Unit PU3060

Compatible with SR4120 Finisher and SR4130 Booklet Finisher	
<b>Hole Positions</b>	2 or 3 holes
<b>Paper Size</b>	5.5" x 8.5" - 11" x 17"
<b>Paper Weight</b>	14 lb. Bond - 142 lb. Index (52 - 256 g/m <sup>2</sup> )

#### FD4000 Multi-Folding Unit

Compatible with all finishers	
<b>Folding Type</b>	
<b>Single Sheet Mode</b>	Z-Fold, Half-Fold, Letter Fold-In, Letter Fold-Out, Double Parallel, Gate-Fold
<b>Multiple Sheets Mode</b>	Half-Fold, Letter Fold-In, Letter Fold-Out, Up to 3 sheets
<b>Paper Size</b>	
<b>Single Sheet Mode</b>	Z-Folding: 8.5" x 11" - 11" x 17" Half-Folding: 8.5" x 11" - 11" x 17" Letter Folding: 8.5" x 11" - 11" x 17"

Double Parallel/Gate-Folding: 8.5" x 11"  
Multiple Sheets Mode: Half-Folding:  
8.5" x 11" - 11" x 17"  
Letter Folding: 8.5" x 11"

#### SR4130 2,000-Sheet Saddle-Stitch Finisher with 65-Sheet Stapler

<b>Proof Tray</b>	
<b>Paper Size</b>	5.5" x 8.5" - 11" x 17" (A5 - A3) SEF
<b>Paper Weight</b>	14 lb. Bond - 121 lb. Index (52 - 220 g/m <sup>2</sup> )
<b>Stack Capacity</b>	250 sheets (8.5" x 11" or smaller) 50 sheets (8.5" x 14" or larger)

<b>Shift Tray</b>	
<b>Paper Size</b>	5.5" x 8.5" - 11" x 17" (A5 - A3) SEF
<b>Paper Weight</b>	14 lb. Bond - 111 lb. Cover (52 - 300 g/m <sup>2</sup> )
<b>Stack Capacity</b>	2,000 sheets (8.5" x 11" LEF) 1,000 sheets (8.5" x 11" SEF, 8.5" x 14" SEF, 11" x 17" SEF) 500 sheets (5.5" x 8.5" LEF) 100 sheets (5.5" x 8.5" SEF)

<b>Staple Capacity</b>	Same Paper Size: 65 sheets (8.5" x 11" - 11" x 17") Mixed Paper Size: 65 sheets (8.5" x 11", 11" x 17") Saddle-Stitch: 20 sheets (8.5" x 11" SEF, 8.5" x 14" SEF, 11" x 17" SEF) Staple Position: Top, Bottom, 2 Staples, Top Slant, Booklet
<b>Dimensions (WxDxH)</b>	25.9" x 28.7" x 38.6" (657 x 730 x 980 mm)

#### SR4080 3,000-Sheet Finisher with 100-Sheet Stapler

<b>Proof Tray</b>	
<b>Paper Size</b>	5.5" x 8.5" - 11" x 17" (A5 - A3) SEF
<b>Paper Weight</b>	14 lb. Bond - 110 lb. Cover (52 - 216 g/m <sup>2</sup> )
<b>Stack Capacity</b>	500 sheets (8.5" x 11" or smaller) 250 sheets (8.5" x 14" or larger)

<b>Shift Tray</b>	
<b>Paper Size</b>	5.5" x 8.5" - 11" x 17" (A5-A3) SEF
<b>Paper Weight</b>	14 lb. Bond - 80 lb. Cover (52 - 216 g/m <sup>2</sup> )
<b>Stack Capacity</b>	3,000 sheets (8.5" x 11" LEF) 1,500 sheets (8.5" x 11" SEF, 8.5" x 14" SEF, 11" x 17" SEF) 500 sheets (5.5" x 8.5" LEF) 100 sheets (5.5" x 8.5" SEF)

<b>Staple Capacity</b>	Same Paper Size: 100 sheets (8.5" x 11") 50 sheets (8.5" x 14", 11" x 17") Mixed Paper Size: 50 sheets (8.5" x 11" LEF, 11" x 17" SEF) Staple Positions Top, Top Slant, Bottom, 2 Staples
<b>Dimensions (WxDxH)</b>	31.5" x 28.7" x 38.6" (800 x 730 x 980 mm)

<b>Punch Unit Type 1075</b>	
<b>Hole Positions</b>	2 or 3 holes
<b>Paper Size</b>	5.5" x 8.5" - 11" x 17"
<b>Paper Weight</b>	14 lb. Bond - 90 lb. Index (52 - 162 g/m <sup>2</sup> )

<b>SR4120 3,000-Sheet Finisher with 65-Sheet Stapler</b>	
<b>Proof Tray</b>	
<b>Paper Size</b>	5.5" x 8.5" - 11" x 17" (A5 - A3) SEF
<b>Paper Weight</b>	14 lb. Bond - 121 lb. Index (52 - 220 g/m <sup>2</sup> )
<b>Stack Capacity</b>	250 sheets (8.5" x 11" or smaller) 50 sheets (8.5" x 14" or larger)

<b>Shift Tray</b>	
<b>Paper Size</b>	5.5" x 8.5" - 11" x 17" (A5 - A3) SEF
<b>Paper Weight</b>	14 lb. Bond - 111 lb. Cover (52 - 300 g/m <sup>2</sup> )
<b>Stack Capacity</b>	3,000 sheets (8.5" x 11" LEF) 1,500 sheets (8.5" x 11" SEF, 8.5" x 14" SEF, 11" x 17" SEF) 500 sheets (5.5" x 8.5" LEF) 100 sheets (5.5" x 8.5" SEF)

<b>Staple Capacity</b>	Same Paper Size: 65 sheets (8.5" x 11" - 11" x 17") Mixed Paper Size: 65 sheets (8.5" x 11", 11" x 17") Top, Bottom, 2 Staples, Top Slant
<b>Staple Positions</b>	Top, Bottom, 2 Staples, Top Slant
<b>Dimensions (WxDxH)</b>	25.9" x 28.7" x 38.6" (657 x 730 x 980 mm)

<b>Print Controller Specifications</b>	
<b>CPU</b>	Intel® Atom Process BayTrail-1.75 GHz
<b>Host Interface</b>	Standard: 10Base-T/100Base-TX/1000Base-T Ethernet, SD Card Slot (1 Slot/Support SDHC Memory Card), USB Host (Type A: 1Port/Support USB Flash Memory) Optional: IEEE 1284, Wireless LAN (IEEE 802.11 a/b/g/n), USB Device (Type B: 1 Port) TCP/IP (IPv4/IPv6)
<b>Network Protocol</b>	2 GB
<b>Memory Capacity</b>	Standard: PCL5e, PCL6, PDF Direct Print Optional: Adobe® PostScript®3™, IPDS, XPS
<b>PDL</b>	

<b>Print Resolution</b>	Up to 1200 x 1200 dpi
<b>Fonts</b>	Standard: PCL: 45 scalable, 6 bitmapped, 13 international Option: PS3: 136 Roman; IPDS: 108 Roman Windows Vista/7/8/8.1/10/Server 2003/2008 R2/2008/2008 R2/2012/2012 R2 Unix: Sun Solaris, HP-UX, SCO OpenServer, Red Hat Linux, IBM AIX Citrix Presentation Server 4.5/Citrix XenApp 5.0 Mac OS X v.10.7 or later; SAP R/3; IBM iSeries/AS/400-using OS/400 Host Print Transform
<b>Operating System</b>	

<b>Scanner Specifications</b>	
<b>Scan Speed</b>	Full-Color, B&W 200 dpi (LT): 120 ipm (Simplex)/220 ipm (Duplex) B&W 300 dpi (LT): 120 ipm (Simplex)/220 ipm (Duplex) Full-Color 300 dpi (LT): 120 ipm (Simplex)/210 ipm (Duplex)
<b>Optical Resolution</b>	100 dpi - 600 dpi (100 - 1200 dpi with TWAIN); Default: 200 dpi
<b>Output Format</b>	Single Page: TIFF, JPEG, PDF, High Compression PDF, Digital Signature PDF, PDF/A Multi Page: TIFF, PDF, High Compression PDF, Secure PDF, Digital Signature PDF, PDF/A Standard: 10Base-T/100Base-TX/1000Base-T Ethernet
<b>Interface Support</b>	Optional: IEEE 802.11a/b/g/n Wireless LAN Network TWAIN Driver
<b>Drivers</b>	Yes (up to 500 addresses per send)
<b>Scan-to-Email</b>	Yes (Version 3)
<b>LDAP Support</b>	
<b>Max Stored Destinations</b>	2,000
<b>Authentication</b>	SMTP/POP before SMTP
<b>Scan-to-Folder</b>	Yes (up to 50 folders per job)
<b>Protocol Support</b>	SMB, FTP
<b>Scan-to-Media</b>	USB/SD Card

<b>Facsimile Specifications (Optional)</b>	
<b>Type</b>	ITU-T (CCIT) G3, Additional G3 (Optional)
<b>Circuit</b>	PTSN, PBX
<b>Resolution</b>	200 x 100 dpi (Standard Mode); 200 x 200 dpi (Detail Mode); 400 x 400 dpi (Super Fine Mode; available with optional SAF memory)
<b>Modem Speed</b>	33.6 Kbps with auto fallback
<b>Compression Method</b>	MH, MR, MMR, JBIG
<b>G3 Transmission Speed</b>	Approximately 2 seconds/page (with JBIG); Approximately 3 seconds/page (with MMR)
<b>Auto Dialing</b>	2,000 Quick Dials, 100 Group Dials
<b>SAF Memory Capacity</b>	Standard: 4 MB (Approximately 320 pages); Maximum: 64 MB (approximately 4,800 pages) with memory option
<b>Additional Modes</b>	Internet Fax by e-mail (T.37), IP Fax (T.38), LAN Fax, Fax Forward to E-mail/Folder, LDAP support
<b>Options</b>	G3 Interface Unit Type M25 (provides one additional G3 line; up to two lines may be added for a maximum of three lines); Memory Unit Type M25 (64 MB for fax option), Fax Connection Unit Type M25

<b>Accessories</b>	
<b>Output Jogger Unit Type M25</b>	(for SR4120/SR4130), Output Jogger Unit Type 9002B (for SR4080), Tab Sheet Holder Type 9002, PostScript3 Unit Type M25, IPDS Unit Type M25, XPS Direct Print Option Type M25, Copy Tray Type 9002, IEEE802.11a/g/n Interface Unit Type M19, IEEE1284 Interface Board Type M19, Extended USB Board Type 19, DataOverwriteSecurity Unit Type M19, OCR Unit Type M13, Connector Interface Unit Type M12, Smart Card Reader Built-in Unit Type M19, NFC Card Reader Type M19, Card Reader Bracket Type 3352, Copy Connector Type M25, File Format Converter Type M19
Some options may not be available at the time of market release.	
Specifications are subject to change without notice.	
For maximum performance and yield, we recommend using genuine Ricoh parts and supplies.	



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# RICOH MP C2004/MP C2504

## SYSTEM SPECIFICATIONS

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### Security Features (Standard)

DataOverwriteSecurity System (DOSS), HDD Encryption, User Codes, SNMP v3 Support, Locked Print, User Authentication, 802.1x Wired Authentication, Quota Setting/Account Limit, Digitally Signed PDF, and more

### Hardware Accessories

#### Paper Handling Options

##### Two-Tray Paper Bank (PB3220)

Tray Capacity 1,100 sheets (550 sheets x 2 trays)  
 Paper Size 7.25" x 10.5" to 12" x 18" (A5 – A3)  
 Paper Weight 14 – 80 lb. Bond (52 – 300 g/m<sup>2</sup>)  
 Dimensions (WxDxH) 23.1" x 27" x 9.7" (587 x 685 x 247 mm)  
 Cannot be installed with PB3150, Caster Table Type M3 or Cabinet Type F.

##### One-Tray Paper Bank (PB3150)

Tray Capacity 550 sheets x 1 tray  
 Paper Size 7.25" x 10.5" to 12" x 18" (A5 – A3)  
 Paper Weight 14 – 80 lb. Bond (52 – 300 g/m<sup>2</sup>)  
 Dimensions (WxDxH) 23.1" x 27" x 4.7" (587 x 685 x 120 mm)  
 Must include Caster Table Type M3. Cannot be installed with PB3220 or Cabinet Type F.

### Output Trays & Finisher Options

#### Internal Shift-Sort Tray (SH3070)

Tray Capacity 250 sheets (8.5" x 11" or smaller) (A4 – A5)  
 125 sheets (8.5" x 14" or larger) (B4 – A3)  
 Paper Size 5.5" x 8.5" to 12" x 18" (A5 – A3)  
 Paper Weight 14 – 80 lb. Bond (52 – 300 g/m<sup>2</sup>)  
 Cannot be installed with SR3220 Booklet Finisher, Internal Finisher or Punch Unit.

#### One-Bin Tray (BN3110)

Paper Size 5.5" x 8.5" to 12.6" x 17.7" (A5 – A3)  
 Paper Weight 14 – 80 lb. Bond (52 – 300 g/m<sup>2</sup>)  
 Tray Capacity 125 Sheets  
 BN3110 can also be installed with the Internal Finishers SR3130, SR3180 or SH3070.

#### 250-Sheet Stapleless Stapler Internal Finisher (SR3180)

Paper Size 5.5" x 8.5" to 12" x 18" (A6 – A3)  
 Paper Weight 14 – 80 lb. Bond (52 – 300 g/m<sup>2</sup>)  
 Stack Capacity 250 sheets (8.5" x 11" or smaller) (A4)  
 125 sheets (8.5" x 14" or larger) (B4 – A3)  
 Staple Paper Size 8.5" x 11" to 11" x 17" (A4 – A3)  
 Staple Paper Weight 17 – 21 lb. Bond (64 – 80 g/m<sup>2</sup>)  
 Stapleless Capacity 2 – 5 sheets/set  
 Staple Positions Top, 1 Staple  
 Dimensions (WxDxH) 17.1" x 20.3" x 5.9" (435 x 515 x 150 mm)  
 SR3180 cannot be installed with the SR3220 Booklet Finisher, SR3130 Internal Finisher or the Internal Shift Tray SH3070.

#### 500-Sheet Internal Finisher (SR3130)

Paper Size 5.5" x 8.5" to 12" x 18" (A6 – A3)  
 Paper Weight 14 – 80 lb. Bond (52 – 300 g/m<sup>2</sup>)  
 Stack Capacity 500 sheets (8.5" x 11" or smaller) (A4)  
 250 sheets (8.5" x 14" or larger) (B4 – A3)  
 Staple Paper Size 7.25" x 10.5" to 11" x 17" (A4 – A3)  
 Staple Paper Weight 14 – 28 lb. Bond (52 – 105 g/m<sup>2</sup>)  
 Staple Capacity 50 sheets (8.5" x 11") (A4)  
 30 sheets (8.5" x 14" or larger, and/or Mixed Sizes) (B4 – A3)  
 Staple Positions Top, Bottom, 2 Staples  
 Dimensions (WxDxH) 21.5" x 20.6" x 6.7" (546 x 523 x 170 mm)

Cannot be installed with the SR3220 Booklet Finisher, SR3180 Internal Finisher or the Internal Shift Tray SH3070.

#### 2-/3-Hole Punch Unit (PU3040NA)

(Optional; Installs inside SR3130 Internal Finisher)  
 Punch Paper Sizes 7.25" x 10.5" to 11" x 17" (A4 – A3)  
 Punch Paper Weight 14 – 45 lb. Bond (52 – 169 g/m<sup>2</sup>)  
 The Internal Finisher SR3130 must be included to add this option.

#### 1,000-Sheet Booklet Finisher (SR3220)

Paper Size Proof Tray: 5.5" x 8.5" to 12" x 18" (A6 – A3)  
 Shift Tray: 5.5" x 8.5" to 12" x 18" (A6 – A3)  
 Booklet Tray: 8.5" x 11" to 12" x 18" (A4 – A3)  
 Paper Weight Proof Tray: 14 – 45 lb. Bond (52 – 169 g/m<sup>2</sup>)  
 Shift Tray: 14 – 80 lb. Bond (52 – 300 g/m<sup>2</sup>)  
 Booklet Tray: 14 – 28 lb. Bond (52 – 105 g/m<sup>2</sup>)  
 Stack Capacity Proof Tray: 250 sheets (8.5" x 11" or smaller) (A4); 50 sheets (8.5" x 14" or larger) (B4 – A3)  
 Shift Tray: 1,000 sheets (8.5" x 11" or smaller) (A4); 500 sheets (8.5" x 14" or larger) (B4 – A3)  
 Booklet Tray: 20 Sets (2 – 5 sheets), 10 Sets (6 – 10 sheets) & 7 Sets (11 – 15 sheets)  
 Staple Capacity Normal Staple: 50 sheets (8.5" x 11") (A4); 30 sheets (8.5" x 14" or larger) (B4 – A3)  
 Saddle Stitch 15 sheets

#### Staple Paper Size

Normal Staple: 8.5" x 11" to 12" x 18" (A4 – A3)

Saddle Stitch: 8.5" x 11" to 12" x 18" (A4 – A3)

#### Staple Paper Weight

14 – 28 lb. Bond (52 – 105 g/m<sup>2</sup>)

#### Staple Positions

Top, Bottom, 2 Staples, Booklet

#### Dimensions (WxDxH)

22.2" x 24.4" x 37.8" (563 x 620 x 960 mm)

Requires installation of Bridge Unit BU3070.

The PB3220 Two-Tray Paper Bank must be included to add this option. Cannot be installed with the PB3150.

#### 2-/3-Hole Punch Unit (PU3050NA)

(Optional; Installs inside SR3220 Finisher)

Punch Paper Sizes 5.5" x 8.5" to 11" x 17" (A5 – A3)

Punch Paper Weight 14 – 68 lb. Bond (52 – 256 g/m<sup>2</sup>)

The SR3220 1,000-Sheet Booklet Finisher must be included to add this option.

### Additional Accessories

Banner Paper Guide Tray Type M19, Caster Table Type M3, Bridge Unit BU3070, Cabinet Type F, Camera Direct Print Card Type M19, Card Reader Bracket Type 3352, Extended USB Board Type M19, External Keyboard Bracket Type M19, Fax Connection Unit Type M19, Fax Memory Unit Type M19 64MB, File Format Converter Type M19, G3 Interface Unit Type M19, IEEE 802.11a/g/n Interface Unit Type M19, IEEE 1284 Interface Board Type M19, Imageable Area Extension Unit Type M19, Key Counter Bracket Type M3, Memory Unit Type M19 4GB, NFC Card Reader Type M19, OCR Unit Type M13, Optional Counter Interface Unit Type M12, Postscript3 Unit Type M19, Power Filter ESP XG-PCS-15D, Smart Card Reader Built-in Unit Type M19, USB Device Server Option Type M19, XPS Direct Print Option Type M19, Fax Option Type M19

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B3705-C1



# RICOH MP C3004/MP C3504

## SYSTEM SPECIFICATIONS



### Security Features (Standard)

DataOverwriteSecurity System (DOSS), HDD Encryption, User Codes, SNMP v3 Support, Encryption, Locked Print, User Authentication, 802.1x Wired Authentication, Quota Setting/Account Limit, Digitally Signed PDF, and more

### Hardware Accessories

#### Paper Handling Options

##### Two-Tray Paper Bank (PB3160)<sup>1</sup>

Tray Capacity 1,100 sheets (550 sheets x 2 trays)  
 Paper Size 7.25" x 10.5" to 12" x 18" (A5 – A3)  
 Paper Weight 14 – 80 lb. Bond/166 lb. Index (52 – 300 g/m<sup>2</sup>)  
 Dimensions (WxDxH) 23.1" x 27" x 9.7" (587 x 685 x 247 mm)

##### One-Tray Paper Bank (PB3150)<sup>1</sup>

Tray Capacity 550 sheets x 1 tray  
 Paper Size 7.25" x 10.5" to 12" x 18" (A5 – A3)  
 Paper Weight 14 – 80 lb. Bond/166 lb. Index (52 – 300 g/m<sup>2</sup>)  
 Dimensions (WxDxH) 23.1" x 27" x 4.7" (587 x 685 x 120 mm)  
 Requires installation of Caster Table Type M3

##### Tandem Large Capacity Tray (PB3230)<sup>1</sup>

Tray Capacity 2,000 sheets (1,000 sheets x 2)  
 Paper Size 8.5" x 11" (A4)  
 Paper Weight 14 – 80 lb. Bond/166 lb. Index (52 – 300 g/m<sup>2</sup>)  
 Dimensions (WxDxH) 23.1" x 27" x 9.7" (587 x 685 x 247 mm)

##### Side Large Capacity Tray (RT3030)

Tray Capacity 1,500 sheets  
 Paper Size 8.5" x 11" (A4)  
 Paper Weight 14 – 80 lb. Bond/166 lb. Index (52 – 300 g/m<sup>2</sup>)  
 Dimensions (WxDxH) 13.4" x 21.4" x 11.4" (340 x 545 x 290 mm)  
 Requires installation of Two-Tray Paper Bank (PB3160) or Tandem LCT (PB3230)

### Output Trays & Finisher Options

#### Internal Shift-Sort Tray (SH3070)<sup>1</sup>

Tray Capacity 250 sheets (8.5" x 11" or smaller) (A4 – A5)  
 125 sheets (8.5" x 14" or larger) (B4 – A3)  
 Paper Size 5.5" x 8.5" to 12" x 18" (A5 – A3)  
 Paper Weight 14 – 80 lb. Bond/166 lb. Index (52 – 300 g/m<sup>2</sup>)

Cannot be installed with any Finisher

#### 1 Bin Tray (BN3110)

Paper Size 5.5" x 8.5" to 12.6" x 17.7" (A5 – A3)  
 Paper Weight 14 – 80 lb. Bond/166 lb. Index (52 – 300 g/m<sup>2</sup>)  
 Tray Capacity 125 Sheets

#### 250-Sheet Stapleless Internal Finisher (SR3180)

Paper Size 5.5" x 8.5" to 12" x 18" (A6 – A3)  
 Paper Weight 14 – 80 lb. Bond/166 lb. Index (52 – 300 g/m<sup>2</sup>)  
 Stack Capacity 250 sheets (8.5" x 11" or smaller) (A4)  
 125 sheets (8.5" x 14" or larger) (B4 – A3)  
 Staple Paper Size 8.5" x 11" to 11" x 17" (A4 – A3)  
 Staple Paper Weight 17 – 21 lb. Bond (64 – 80 g/m<sup>2</sup>)  
 Stapleless Capacity 2 – 5 sheets/set  
 Staple Positions Top, 1 Staple  
 Dimensions (WxDxH) 17.1" x 20.3" x 5.9" (435 x 515 x 150 mm)

#### 500-Sheet Internal Finisher (SR3130)<sup>1</sup>

Paper Size 5.5" x 8.5" to 12" x 18" (A6 – A3)  
 Paper Weight 14 – 80 lb. Bond/166 lb. Index (52 – 300 g/m<sup>2</sup>)  
 Stack Capacity 500 sheets (8.5" x 11" or smaller) (A4)  
 250 sheets (8.5" x 14" or larger) (B4 – A3)  
 Staple Paper Size 7.25" x 10.5" to 11" x 17" (A4 – A3)  
 Staple Paper Weight 14 – 28 lb. Bond (52 – 105 g/m<sup>2</sup>)  
 Staple Capacity 50 sheets (8.5" x 11") (A4)  
 30 sheets (8.5" x 14" or larger, and/or Mixed Sizes) (B4 – A3)

#### Staple Positions

Top, Bottom, 2 Staples

#### 2-/3-Hole Punch Unit (PU3040NA)

(Optional; Installs inside SR3130 Internal Finisher)  
 Punch Paper Sizes 7.25" x 10.5" to 11" x 17" (A4 – A3)  
 Punch Paper Weight 14 – 45 lb. Bond/93 lb. Index (52 – 169 g/m<sup>2</sup>)

#### 1,000-Sheet Hybrid Staple + Stapleless Finisher (SR3210)<sup>1</sup>\*\*

Paper Size Proof Tray: 5.5" x 8.5" to 12" x 18" (A6 – A3)  
 Shift Tray: 5.5" x 8.5" to 12" x 18" (A6 – A3)  
 Paper Weight Proof Tray: 14 – 45 lb. Bond/93 lb. Index (52 – 169 g/m<sup>2</sup>)  
 Shift Tray: 14 – 80 lb. Bond/166 lb. Index (52 – 300 g/m<sup>2</sup>)

#### Stack Capacity

Proof Tray: 250 sheets (8.5" x 11") (A4);  
 50 sheets (8.5" x 14" or larger) (B4)  
 Shift Tray: 1,000 sheets (8.5" x 11") (A4);  
 500 sheets (8.5" x 14" or larger) (B4)

#### Stapleless Capacity

2 – 5 sheets/set  
 Staple Capacity 50 sheets (8.5" x 11") (A4)  
 30 sheets (8.5" x 14" or larger) (B4)  
 Staple Paper Size 8.5" x 11" to 12" x 18" (A4 – A3)  
 Staple Paper Weight 14 – 28 lb. Bond (52 – 105 g/m<sup>2</sup>)  
 Staple Positions Top, Bottom 2 Staples  
 Dimensions (WxDxH) 22.2" x 24.4" x 37.8" (563 x 620 x 960 mm)

#### 2-/3-Hole Punch Unit (PU 3050NA)

(Optional; Installs inside SR3210 or SR3220 Finisher)  
 Punch Paper Sizes 5.5" x 8.5" to 11" x 17" (A5 – A3)  
 Punch Paper Weight 14 – 68 lb. Bond/142 lb. Index (52 – 256 g/m<sup>2</sup>)

#### 1,000-Sheet Booklet Finisher (SR3220)<sup>1</sup>\*\*

Paper Size Proof Tray: 5.5" x 8.5" to 12" x 18" (A6 – A3)  
 Shift Tray: 5.5" x 8.5" to 12" x 18" (A6 – A3)  
 Booklet Tray: 8.5" x 11" to 12" x 18" (A4 – A3)  
 Paper Weight Proof Tray: 14 – 45 lb. Bond (52 – 169 g/m<sup>2</sup>)  
 Shift Tray: 14 – 80 lb. Bond/166 lb. Index (52 – 300 g/m<sup>2</sup>)  
 Booklet Tray: 14 – 28 lb. Bond (52 – 105 g/m<sup>2</sup>)  
 Stack Capacity Proof Tray: 250 sheets (8.5" x 11" or smaller) (A4); 50 sheets (8.5" x 14" or larger) (B4 – A3)  
 Shift Tray: 1,000 sheets (8.5" x 11" or smaller) (A4); 500 sheets (8.5" x 14" or larger) (B4 – A3)  
 Booklet Tray: 20 Sets (2 – 5 sheets), 10 Sets (6 – 10 sheets) & 7 Sets (11 – 15 sheets)

#### Staple Capacity

Normal Staple: 50 sheets (8.5" x 11") (A4);  
 30 sheets (8.5" x 14" or larger) (B4 – A3)  
 15 sheets

#### Saddle Stitch

Staple Paper Size Normal Staple: 8.5" x 11" to 12" x 18" (A4 – A3)  
 Saddle Stitch: 8.5" x 11" to 12" x 18" (A4 – A3)

#### Staple Paper Weight

14 – 28 lb. Bond (52 – 105 g/m<sup>2</sup>)  
 Staple Positions Top, Bottom, 2 Staples, Booklet  
 Dimensions (WxDxH) 22.2" x 24.4" x 37.8" (563 x 620 x 960 mm)

### Color Controller E-23C

Controller Type Embedded Type  
 Fiery Platform F5150  
 CPU Intel Processor G850 2.9GHz  
 Host Interface 1000Base-T/100Base-TX/10Base-T  
 Memory 2 GB  
 Internal HDD 500 GB  
 Operating System Linux  
 Network Protocol TCP/IP (IPv4/IPv6), SMB, Bonjour  
 Printer Description Standard: PostScript 3 & PCL6/5c  
 Language  
 Max Scan Resolution Up to 1200 dpi (2 bit)  
 Max Scan Resolution Up to 600 dpi  
 Fonts P53: 138 fonts/PCL: 81 AGFA fonts  
 Utilities Standard: Command WorkStation<sup>®</sup> 5, Fiery<sup>®</sup> Scan, Printer Delete Utility, Fiery Web Tools, Fiery Bridge, Secure Erase and Fiery VUE

Optional: Fiery Impose, Fiery Compose, Fiery Auto Trap, EFI Spot-On<sup>™</sup>, Fiery Hot Folders, Fiery Color Profiler Suite v4.0, Fiery ES-2000 Spectrophotometer and EFI Productivity Pack  
 Color Management ICC Profile, Color Chart, CMYK Color Reference Pages, RGB Color Tests, Trapping Support and ColorWise<sup>®</sup> Pro Tools

### Color Management Tools

### Additional Accessories

Banner Paper Guide Tray Type M19, Caster Table Type M3, Bridge Unit BU3070, Cabinet Type F, Camera Direct Print Card Type M19, Card Reader Bracket Type 3352, Extended USB Board Type M19, External Keyboard Bracket Type M19, Fax Connection Unit Type M19, Fax Memory Unit Type M19 64MB, File Format Converter Type M19, G3 Interface Unit Type M19, HotSpot MFP Option Type S, IEEE 802.11a/g/n Interface Unit Type M19, IEEE 1284 Interface Board Type M19, Imageable Area Extension Unit Type M19, Key Counter Bracket Type M3, Memory Unit Type M19 4GB, NFC Card Reader Type M19, OCR Unit Type M13, Optional Counter Interface Unit Type M12, Postscript3 Unit Type M19, Power Filter ESP XG-PCS-15D, Smart Card Reader Built-in Unit Type M19, USB Device Server Option Type M19, XPS Direct Print Option Type M19

<sup>1</sup>Either the Cabinet Type F or one of the paper options must be installed.

<sup>2</sup>Requires configuration with Bridge Unit BU3070.

<sup>3</sup>Cannot be installed together.

<sup>4</sup>Requires installation of Two-Tray Paper Bank (PB3160) or Tandem Large Capacity Tray (PB3230).

Some options may not be available at the time of market release.

Specifications are subject to change without notice.

For maximum performance and yield, we recommend using genuine Ricoh parts and supplies.



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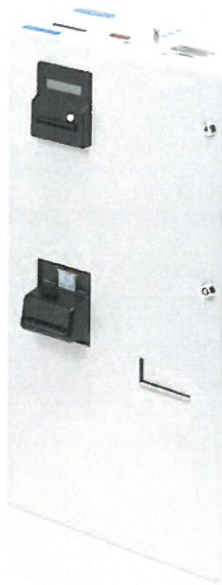




# 6500 Series- Cash Payment Solutions



Choose ultimate flexibility for any payment control application - digital or analog copiers, printers, and computers.



**Model 6557-70**  
(shown with optional base and internal card reader)

## MODEL 6557



- Provides self-service access control to your photocopier
- Accepts any combination of nickels, dimes, quarters, dollar coins and gives change
- Takes \$1, \$5, \$10, and \$20 bills
- Includes a bypass key for service/staff copies
- Shows instructions, credit balance, and reconciliation data on a scrolling display
- Adapts for most major currencies with optional international coin and bill acceptors

Dimensions: 17.25" x 31.5" x 10" | Shipping Weight: 60 lbs.

## MODEL 6552



- Provides self-service access control to your photocopier
- Accepts any combination of nickels, dimes, quarters, dollar coins and gives change
- Includes a bypass key for service/staff copies
- Shows instructions, credit balance, and reconciliation data on a scrolling display
- Adapts for most major currencies with optional international coin acceptors
- Upgrades easily to add bill or card acceptance

Dimensions: 17.25" x 31.5" x 10" | Shipping Weight: 60 lbs.

### OPTIONS

- High capacity coin changer
- Multiple mounting options
- Model 7800 internal card reader
- NetPad Touch compatible
- Extended warranty

### 6500 SERIES SUPPORT

Unmatched two-year warranty  
Toll-free technical support  
Warranty parts ship overnight,  
no charge

**TAB 3**





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#### **Section 4**

### **Ability to Meet the Project Schedule**

- A. The average on-site response time inside the city limits of Lincoln is about 90 minutes from the time a client places the call. The average on-site response time companywide including all rural territories is 2½ hours.
  
- B. Midwest Office is committed to adhering to the timeline set forth by the City/County in regards to implementation and rollout of this contract. We have experience in operations of this size and have never failed to meet a deadline for rollout. Our team of administrators, technicians, customer support reps and management each have well practiced roles to play and functions to carry out which will guarantee an on-time outcome.
  - 1. Outline of project schedule, activity and work effort: Midwest will utilize a phased implementation process for acquiring, setting up and installing the devices. For example, once the final contract is approved and turned in to Midwest we will begin to order equipment. With an equipment order of this projected scale (200+ devices) we will place an initial order with Ricoh for about 40 devices. Once those arrive another 40 will be ordered. During the period between arrivals the initial shipment will be set up and cued for delivery. Once the second shipment arrives the first shipment will be delivered and the third installment will be ordered and the process will repeat until all devices are installed. Experience has shown us that a phased rollout like this is infinitely smoother and has less challenges than an all at once style installation. We will also deploy a team of customer service representatives who will accompany the delivery teams and follow the preset schedule for key operator training.
  
- C. Based upon experience with implementations of this size, Midwest Office understands exactly what needs to be done and when it needs accomplished. We will pool resources from all of our locations in order to have the correct amount of staffing which ensures an on-time delivery



**LINCOLN OFFICE**  
4001 SOUTH 8<sup>TH</sup> SUITE 101  
LINCOLN, NE 68502  
PHONE 402-420-3020 FAX 402-420-0076  
[WWW.MOASOLUTIONS.COM](http://WWW.MOASOLUTIONS.COM)

The following section contains pricing and volume incentives originally sealed in a separate envelope





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### Volume Incentives

Midwest Office will offer a volume incentive based upon the average usage of the devices

Once the monthly volume (calculated annually) meets the count listed below the cost per copy will be reduced for all pages produced over and above that threshold.

Black pages	Minimum monthly threshold 900,000	Overage CPC .01429
Color pages	Minimum monthly threshold 120,000	Overage CPC .0395

The minimum will be calculated on an annual basis. For example:

900,000 monthly pages x 12 months = 10,800,000 annual pages

Once the Owners reach the 10,800,000 annual minimum the incentive rates will kick in for the remainder of the year.



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## Cost Proposal Alternate

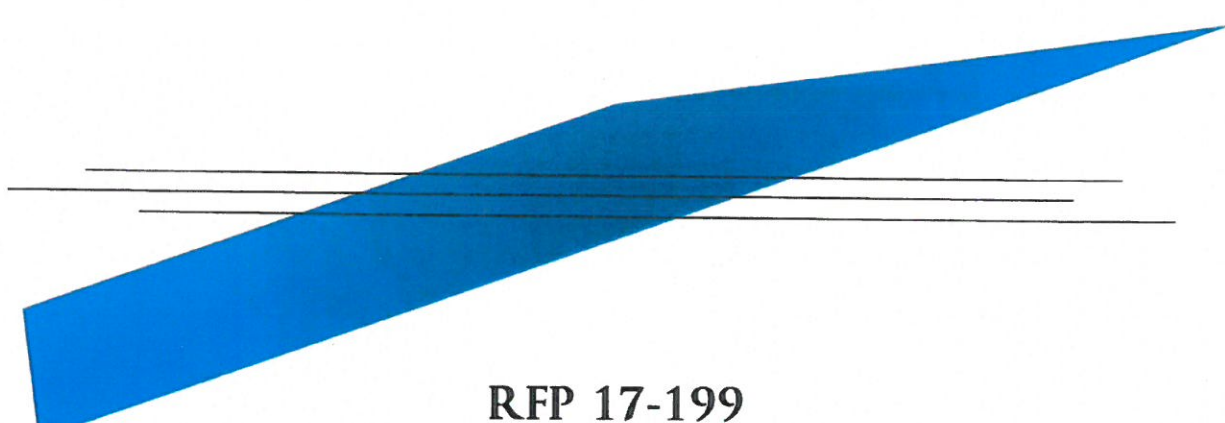
If Midwest Office is awarded the City/County contract for the initial four year term at the submitted pricing of .0186 for black pages and .0809 for color pages then Midwest will offer the City/County an additional year free of all base hardware costs.

The breakdown would be as follows:

Year One through Year Four:	.0186 for black and .0809 for color
Year Five (optional):	.01429 for black and .0395 for color



**CITY OF LINCOLN/LANCASTER COUNTY  
REQUEST FOR PROPOSALS  
COST PER COPY PROGRAM  
(REISSUE)**



**RFP 17-199  
Issue Date: June 30, 2017**

**Closing Date and Time:  
Friday July 14, 2017 at 12:00 p.m. (CT)**

**City/County Purchasing  
Bob Walla  
Purchasing Agent  
440 S. 8<sup>th</sup> Street, Suite 200  
Lincoln, NE 68508  
402-441-8309**

*Affirmative Action - The City of Lincoln-Lancaster County Purchasing Division provides equal opportunity for all bidders and encourages minority businesses and women's business enterprises to participate in our bidding process.*

## GLOSSARY OF TERMS

**Acceptance Test Procedure:** Benchmarks and other performance criteria, developed by the Owners or other sources of testing standards, for measuring the effectiveness of products or services and the means used for testing such performance.

**Addendum:** Something to be added or deleted to an existing document; a supplement to original published information.

**After Receipt of Order (ARO):** After Receipt of Order

**Agencies:** The City of Lincoln, Lancaster County and the City of Lincoln/Lancaster County Public Building Commission – hereinafter referred to as Owners

**Agent/Representative:** A person authorized to act on behalf of another.

**Amend:** To alter or change by adding, subtracting, or substituting.

**Amendment:** A written correction or alteration to a contract document.

**Appropriation:** Legislative authorization to expend public funds for a specific purpose. Money set apart for a specific use.

**Award:** All purchases, leases, or contracts which are based on competitive proposals will be awarded according to the provisions in the RFP. The Owners reserve the right to reject any or all proposals, wholly or in part, or to award to multiple bidders in whole or in part. The Owners reserves the right to waive any deviations or errors that are not material, do not invalidate the legitimacy of the proposal, and do not improve the bidder's competitive position. All awards will be made in a manner deemed in the best interest and best value to the Owners.

**Best and Final Offer (BAFO):** In a competitive process, the final offer submitted which contains the Vendor's most favorable terms for price.

**Proposal:** The offer submitted by a Vendor in a response to a written solicitation.

**Bid Bond:** An insurance agreement, accompanied by a monetary commitment, by which a third party (the surety) accepts liability and guarantees that the Vendor will not withdraw the bid.

**Business:** Any corporation, partnership, individual, sole proprietorship, joint-stock company, joint venture, or any other private legal entity.

**Business Day:** Any weekday, except Owner-recognized holidays.

**Calendar Day:** Every day shown on the calendar including Saturdays, Sundays, and holidays.

**Cancellation:** To call off or revoke a Purchase Order or Contract without expectation of conducting or performing it at a later time.

**Central Processing Unit (CPU):** Any computer or computer system that is used by the Owner to store, process, or retrieve data or perform other functions using Operating Systems and applications software.

**Cost-Per-Copy (CPC):** Cost mechanism for charging copy services based on a flat rate for each copy produced.

**Collusion:** An agreement or cooperation between two or more persons or entities to accomplish a fraudulent, deceitful, or unlawful purpose.

**Commodities:** Any equipment, material, supply or goods; anything movable or tangible that is provided or sold.

**Commodities Description:** Detailed descriptions of the items to be purchased; may include information necessary to obtain the desired quality, type, color, size, shape, or special characteristics necessary to perform the work intended to produce the desired results.

**Competition:** The effort or action of two or more commercial interests to obtain the same business from third parties.

**Confidential Information:** Unless otherwise defined below, "Confidential Information" shall also mean proprietary trade secrets, academic and scientific research work which is in progress and unpublished, and other information which if released would give advantage to business competitors and serve no public purpose (see Neb. Rev. Stat. §84-712.05(3)). In accordance with Nebraska Attorney General Opinions 92068 and 97033, proof that information is proprietary requires identification of specific, named competitor(s) who would be advantaged by release of the information and the specific advantage the competitor(s) would receive.

**Contract:** An agreement between two or more parties creating obligations that are enforceable or otherwise recognizable at law; the writing that sets forth such an agreement.

**Contract Administration:** The management of the contract which includes and is not limited to; contract signing, contract amendments and any necessary legal actions.

**Contract Award:** Occurs upon execution by the Vendor and all Owners by the proper authority.

**Contract Management:** The management of day to day activities at the agency which includes and is not limited to ensuring deliverables are received, specifications are met, handling meetings and making payments to the Contractor.

**Contract Period:** The duration of the contract.

**Contractor:** Any individual or entity having a contract to furnish commodities or services.

**Cooperative Purchasing:** The combining of requirements of two or more political entities to obtain advantages of volume purchases, reduction in administrative expenses or other public benefits.

**Copyright:** A property right in an original work of authorship fixed in any tangible medium of expression, giving the holder the exclusive right to reproduce, adapt and distribute the work.

**Cost:** See Price/Cost

**Customer Service:** The process of ensuring customer satisfaction by providing assistance and advice on those products or services provided by the Contractor.

**Default:** The omission or failure to perform a contractual duty.

**Department:** A division of the City of Lincoln, Lancaster County, or City/County Public Building Commission responsible for the procurement to contract administration of the Purchase Order or Contract to be executed.

**Deviation:** Any proposed change(s) or alteration(s) to either the terms and conditions or deliverables within the scope of the written solicitation or contract.

**Evaluation:** The process of examining an offer after opening to determine the Vendor's responsibility, responsiveness to requirements, and to ascertain other characteristics of the offer that relate to determination of the successful award.

**Evaluation Committee:** Committee(s) appointed by the requesting agency that advises and assists the procuring office in the evaluation of bids/proposals (offers made in response to written solicitations).

**Extension:** Continuance of a contract for a specified duration upon the agreement of the parties beyond the original Contract Period. Not to be confused with "Renewal Period".

**Free on Board (F.O.B.) Destination:** The delivery charges are included in the quoted price and prepaid by the vendor. Vendor is responsible for all claims associated with damages during delivery of product.

**Foreign Corporation:** A foreign corporation that was organized and chartered under the laws of another State, Government, or Country.

**Installation Date:** The date when the Contractor shall perform duties as outlined in the documents of the RFP, proposal and subsequent contract.

**Interested Party:** A person, acting in their personal capacity, or an entity entering into a contract or other agreement creating a legal interest therein.

**Late Proposal:** An offer received after the Opening Date and Time.

**Licensed Software Documentation:** The user manuals and any other materials in any form or medium customarily provided by the Contractor to the users of the Licensed Software which will provide the Owners with sufficient information to operate, diagnose, and maintain the Licensed Software properly, safely, and efficiently.

**Mandatory/Must:** Required, compulsory, or obligatory.

**May:** Discretionary, permitted; used to express possibility.

**Module (see System):** A collection of routines and data structures that perform a specific function of software.

**Must:** See Mandatory/ Must and Shall/Will/Must.

**National Institute for Governmental Purchasing (NIGP):** National Institute of Governmental Purchasing – Source used for assignment of universal commodity codes to goods and services.

**Notice to Proceed:** A written notice sent to the awarded Vendor stating that work may commence on a certain date, following the complete execution of the contract.

**Opening Date and Time:** Specified date and time for the public opening of received, labeled, and sealed formal proposals.

**Outsourcing:** The contracting out of a business process which an organization may have previously performed internally or has a new need for, to an independent organization from which the process is purchased back.

**Owners:** City of Lincoln, Lancaster County, City/County Public Building Commission

**Performance Bond:** An insurance agreement, accompanied by a monetary commitment, by which a third party (the surety) accepts liability and guarantees that the Contractor fulfills any and all obligations under the contract.

**Pre-Bid/Pre-Proposal Conference:** A meeting scheduled for the purpose of clarifying a written solicitation and related expectations.



**Price/Cost:** The cost for performing duties according to the terms of the proposal and subsequent contract as proposed by the Vendor at time of RFP submission. Price may be negotiated following a recommendation of the Selection Committee. Price is an evaluation factor and is not evaluated by the Selection Committee with the other qualification factors. Price is normally submitted in a separate envelope and is completed according to the Cost Proposal Sheet included in the RFP documents.

**Product:** Something that is distributed commercially for use or consumption and that is usually (1) tangible personal property, (2) the result of fabrication or processing, and (3) an item that has passed through a chain of commercial distribution before ultimate use or consumption.

**Program Error:** Code in Licensed Software which produces unintended results or actions, or which produces results or actions other than those described in the specifications. A program error includes, without limitation, any Critical Program Error.

**Program Set:** The group of programs and products, including the Licensed Software specified in the RFP, plus any additional programs and products licensed by the City/County/Public Building Commission under the contract for use by the City/County/Public Building Commission.

**Project:** The total scheme, program, or method worked out for the accomplishment of an objective, including all documentation, commodities, and services to be provided under the contract.

**Proposal:** See Bid/Proposal.

**Proposer:** Vendor submitting a proposal to an RFP issued by the City/County Purchasing Department

**Proprietary Information:** Proprietary information is defined as trade secrets, academic and scientific research work which is in progress and unpublished, and other information which if released would give advantage to business competitors and serve no public purpose (see Neb. Rev. Stat. § 84-712.05(3)). In accordance with Attorney General Opinions 92068 and 97033, proof that information is proprietary requires identification of specific named competitor(s) advantaged by release of the information and the demonstrated advantage the named competitor(s) would gain by the release of information.

**Public Proposal Opening:** The process of unsealing written proposals and closing the RFP in the Ebid system at the time specified in the written solicitation..

**Renewal Period:** Optional contract periods subsequent to the original Contract Period for a specified duration with previously agreed to terms and conditions by all parties involved. Not to be confused with Extension.

**Request for Proposal (RFP):** A written solicitation utilized for obtaining competitive offers using a qualification based platform.

**Responsible Proposer:** A Proposer who has the capability in all respects to perform fully and lawfully all requirements with integrity and reliability to assure good faith performance.

**Responsive Proposer:** A Proposer who has submitted a bid which conforms to all requirements of the solicitation document.

**Shall/Will/Must:** An order/command; mandatory.

**Should:** Expected; suggested, but not necessarily mandatory.

**Software License:** Legal instrument with or without printed material that governs the use or redistribution of licensed software.

**Sole Source – Commodity:** When an item is available from only one source due to the unique nature of the requirement, its supplier, or market conditions.

**Sole Source – Services:** A service of such a unique nature that the vendor selected is clearly and justifiably the only practical source to provide the service. Determination that the vendor selected is justifiably the sole source is based on either the uniqueness of the service or sole availability at the location required.

**Specifications:** The detailed statement, especially of the measurements, quality, materials, and functional characteristics, or other items to be provided under a contract.

**Termination:** Occurs when either party, pursuant to a power created by agreement or law, puts an end to the contract prior to the stated expiration date. All obligations which are still executory on both sides are discharged but any right based on prior breach or performance survives.

**Third Party:** Any person or entity, including but not limited to fiduciaries, shareholders, owners, officers, managers, employees, legally disinterested persons, and sub-contractors or agents, and their employees. It shall not include any entity or person who is an interested party to the contract or agreement.

**Trade Secret:** Information, including, but not limited to, a drawing, formula, pattern, compilation, program, device, method, technique, code, or process that (a) derives independent economic value, actual or potential, from not being known to, and not being ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and (b) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy (see Neb. Rev. Stat. §87-502(4)).

**Trademark:** A word, phrase, logo, or other graphic symbol used by a manufacturer or vendor to distinguish its product from those of others, registered with the U.S. Patent and Trademark Office.

**Upgrade:** Any change that improves or alters the basic function of a product or service.

**Vendor:** An individual or entity lawfully conducting business in the State of Nebraska, or licensed to do so, who seeks to provide goods or services under the terms of a written solicitation.

**Vendor Performance Report:** A report completed by the Users and submitted to the Contractor by City/County Purchasing when products or services delivered or performed fail to meet the terms of the Purchase Order, Contract, and/or specifications, as reported to City/County Purchasing by the agency. The City/County Purchasing office shall contact the Contractor regarding any such report. The vendor performance report will become a part of the permanent record for the Contractor. The City/County Purchasing office shall follow the Vendor Performance Policy in dealing with any and all negative reports.

**Will:** See Shall/Will/Must

**Work Day:** See Business Day.

**I. PROJECT INFORMATION AND ESSENTIAL QUALIFICATIONS:**

**A. PROJECT OVERVIEW:**

The purpose of this Request for Proposal (RFP) is to provide prospective Vendors, here and after referred to as "Proposer/s or Vendor/s", with information to enable them to prepare and submit a proposal (Offer) for providing a Cost-Per-Copy Program (CPC) to meet the needs of the City of Lincoln, Lancaster County and the Lincoln-Lancaster County Public Building Commission, here and after referred to as "Owner/s".

Solution must have common user interface for standardization and ease of use.

Solution must work seamlessly with the Owners existing network operating systems, desktop software and any planned document management solution.

The Owners intend to select a Vendor based on the evaluation criteria outlined herein which will accomplish the objectives of the projects while incorporating innovative and cost effective methods.

The successful Vendor/s will be responsible for remaining on established schedules for all services rendered so as to meet the proposed schedule for the project deliverable(s).

**B. PROJECT BACKGROUND:**

In January of 1997 the Owners established a cost-per-copy photocopy program to manage twenty-one (21) centrally managed copiers utilized by multiple end user departments/divisions and agencies.

Today there are 273 units in Owner departments and divisions within the City Limits of Lincoln and some outlying areas.

The current program is based on a flat cost-per-copy charge (black & white and color) for all equipment and services provided by the Contractor which is the preferred method of providing service for the new contract to be issued by the Owners under the terms of this RFP and subsequent contract.

Currently the Vendor submits a bill monthly as one invoice to the City/County Purchasing Division who then bills the individual user for the copies made on a set cost-per-copy basis for either BW or color.

Included in the cost-per-copy charge billed by Purchasing to the department, division and/or agency is the cost of the equipment, maintenance, and all supplies including staples, to administrate the program, with the exception of paper which is provided by Owner.

The Owners are willing to consider a direct bill to departments at a fixed CPC amount if that type of bill process will result in lowered cost to the Owners.

**C. AVAILABLE INFORMATION AND/OR IMPORTANT DOCUMENTS**

Important Documents and Available Information as shown in the Bid Attachment section of the Ebid or by copying/pasting the link below:

Attachment A – List of all copiers, location, and quantities

Current Contract with Konica Minolta:

<https://col.ionwave.net/PublicContractDetail.aspx?ctid=139&wid=1&t=ACTI>

**D. CONTRACT PERIOD**

The contract shall be for a period of four (4) years from date of execution (projected as August 21, 2017) with the option for one (1), four (4) year renewal if mutually agreeable between both parties.

Vendor will be required to begin installation of new machines on or before October 1, 2017 to ensure all units are fully operable by October 31, 2017.

**E. ESSENTIAL QUALIFICATIONS AND EXPERIENCE:**

The Owners are looking for a Vendor with at least five (5) years' experience providing, managing and servicing a large number of various types of copiers, printers, scanners and fax units at multiple locations throughout a geographic area using a Cost-per-Copy program .

The scopes of general and required services identified in this RFP are intended to serve as a general description of anticipated product requirements and project tasks.

It is the Owner's intent to select the best qualified firm at the lowest cost based on their statement of qualifications and project approach which best accomplishes the project objectives while incorporating innovative and cost effective methods which will bring best value to the Owners

The Owners will rely on the Vendor's competence and experience to work with all Owner departments and divisions in meeting all necessary installation tasks, providing ongoing quality services, and communicating successfully to provide the most effective and efficient units for each existing and new location.

At the time of award and throughout the contract period Vendor must be a Factory Authorized Representative with factory trained service technicians, fully qualified to service all of the installed machines with genuine factory parts, provide support and technical assistance both by phone and on-site for any location, including assistance in problem solving, maintenance, machine operation, etc.

Service staff shall have at least three (3) years of experience with the equipment being proposed and be certified by the manufacturer on all digital multi-functional equipment offered to the Owner's through this program. Proof of certification will be required upon award of contract to successful Proposer.

Where Vendors are offering multiple brands or represent more than one manufacturer, the Owners require a statement from each respective Manufacturer outlining the support that they will provide the Vendor.

Vendors must have access to manufactures' technical resources for problems that are beyond the ability of the Vendor's personnel. Such assistance shall be available at no cost and within a reasonable period of time as determined by the Owners.

Vendor shall designate an Administrator with at least five (5) years of experience working with a Cost-Per-Copy program with multiple locations and a minimum of 200 pieces of equipment.

- A. The Administrator will be empowered to make decisions to ensure that the contract implementation and the day-to-day operation is as specified and who will serve as the direct point of contact for the Owners.
- B. The Administrator shall act as a single point of contact for the Owners and shall be authorized to resolve all service, administrative, billing, training, customer service, and performance issues.
- C. The Owners reserve the right to request a change in the Administrator for the positions outlined if service is unsatisfactory.



## **II. PROCUREMENT PROCEDURE**

### **A.. AFFIRMATIVE ACTION**

The City of Lincoln-Lancaster County Purchasing Division provides equal opportunity for all Vendors and encourages minority businesses and women's business enterprises to participate in our RFP process.

### **B. PROPOSAL PROCEDURE**

All responses to electronic RFP's will be completed as outlined in this document and the specifications using a two-step process.

- 1) Proposers shall respond electronically to all attributes and addendums as required using the City/County Ebid system.
- 2) All written responses and information shall be mailed or delivered to the office of the Purchasing Division as outlined in the specifications unless other requirements are outlined in the Specifications

Proposer shall submit complete sets of the RFP documents and all supporting material as indicated in the specifications. Any interlineation, alteration or erasure on the Specification document shall be initialed by the Proposer. Proposer shall not change the proposal form nor make additional stipulations on the Specification document. Any amplified or qualifying information shall be on the Proposer's letterhead and firmly attached to the written response/offer document.

Proposed prices shall be submitted on the Cost Evaluation Sheet with backup documentation on company letterhead in a separate envelope marked "COST PROPOSAL". COST PROPOSAL envelope must be submitted at the same time as the written proposal if the specifications. Failure to complete the electronic and written portions of the RFP prior to the time and date established for receiving offers shall cause the proposal to be rejected.

Response by a Vendor who is something other than a corporation must include the name and address of each member. A response by a corporation must be signed in the name of such corporation by a duly authorized official thereof. Any person signing a response for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization.

### **C. PROPOSER'S PRESENTATION**

Each Proposer by signing and submitting an offer, represents that he/she has read and understands the proposal documents, and the offer has been made in accordance therewith.

Each offer represents the Proposer is familiar with the local conditions under which the work will take place and has correlated observations with the RFP requirements

### **D. INDEPENDENT PRICE DETERMINATION**

By signing and submitting this RFP, the Proposer certifies that the prices offered have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, with any other Proposer/Competitor; unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the Proposer prior to RFP opening directly or indirectly to any other competitor; no attempt has been made, or will be made, by the Proposer to induce any person or firm to submit, or not to submit, a response for the purpose of restricting competition.

**E. PROJECT TIMELINE:**

The tentative project schedule is listed directly below and is subject to change:

Request for Proposal Issued	June 30, 2017
Last day to submit questions	July 7, 2017
<b>Proposal submittal deadline</b>	July 14, 2017
Evaluation period	July 17-20, 2017
Short-list Notification (If Applicable)	July 20, 2017
Interviews (If Applicable)	Week of July 24, 2017
Final Selection	July 20 (no interview) July 28 (w/ interview)
Scope of services, negotiations and fee	Week of July 24 (no interview) Week of August 1 (w/ interview)
Projected Notice to Proceed – Contract Execution	August 21, 2017
Installation Period	October 1 – October 31, 2017
Installation and Operations Complete	November 1, 2017

Proposers must include a detailed schedule of work for their project with the written proposal response that shall include ability to meet installation requirements for all locations and ability to have service staff in place prior to September 1 date.

**F. PROPOSAL SUBMISSION INFORMATION AND INSTRUCTIONS:**

The RFP response shall conform to all instructions, conditions and requirements outlined in the RFP and related documents. Prospective Vendors shall carefully examine all documents, attachments and requirements associated with this RFP and be responsive to each requirement in the format prescribed. Proposals that do not conform may be deemed non-responsive.

Proposals **must** be submitted via a written response AND an electronic Ebid response to the city of Lincoln/Lancaster County Purchasing Office located at 440 S. 8<sup>th</sup> Street, Lincoln, NE 68508 no later than 12:00 Noon on Friday July 14, 2017 or if extended, then shall be no later than the closing date and time listed in Ebid. **No exceptions to this deadline will be given.**

Firm shall provide **one (1) original and five (5) hard copies** of the written proposal in an envelope clearly marked on the exterior "RFP 17-199, Cost-Per-Copy Services – Re-Issue" and **one (1) USB drive** containing their full proposal with the written proposal to:

Bob Walla  
City of Lincoln Purchasing  
440 S. 8<sup>th</sup> Street, Suite 200  
Lincoln, NE 68508

Vendor must be registered on the City/County's Ebid site in order to respond to the above RFP.

1. To register, go to the City of Lincoln website [www.lincoln.ne.gov](http://www.lincoln.ne.gov)
2. Type e-bid in the search box, click on the "Supplier Registration" and follow the instructions to complete the registration.

Vendor must also complete and submit the electronic portion (Attributes and Line Item section) of this proposal on the Ebid system. Electronic submittal must be submitted before the closing date and time of this RFP. Failure to submit a written and electronic response will result in the rejection of the proposal.

The cost of services proposed will be a high evaluation factor in this RFP. Cost is evaluated independently from all other submittals; therefore, provide all costs that can be incurred by the Owners for your products and services with the proposal in a **separate envelope marked "COST PROPOSAL"** according to the information on Attachment B which is attached to the Ebid system in the Bid Attachment section.

Vendors must complete and submit one (1) copy of the Cost Proposal attached (Attachment B) as it is written. A break out of pricing and any additional pricing information may be noted on a separate sheet written on company letterhead and included in the separate Cost Proposal envelope for clarification.

Any and all alternate pricing proposals must be submitted in the envelope marked Cost Proposal and be titled at the top Cost Proposal - Alternate and delivered or mailed to the Purchasing Office with the written proposal.

**ALTERNATE COST PROPOSALS MUST INCLUDE A TOTAL COST FOR ALL PRODUCTS AND SERVICES WHICH CAN BE USED IN THE FORMULA TO DETERMINE THE POINTS AWARDED.**

**FAILURE TO SUPPLY A TOTAL COST OR INFORMATION THAT CLEARLY OUTLINES THE TOTAL COST PER YEAR BASED ON THE NUMBER OF COPIES INDICATED IN THE RFP MAY RESULT IN REJECTION OF PROPOSAL.**

The Owners reserve the right to consider life-cycle cost factors as part of the total cost proposed by the Vendors in order to ensure that they receive the best service and pricing. Life-Cycle cost factors include, but are not limited to, Owner personnel time and overhead, data storage costs, inventory and disposition costs, etc.

**G. PROPRIETARY INFORMATION**

City of Lincoln and/or Lancaster County, NE Issued 2/21/2017 In furtherance of Neb. Rev. Stat. §84-712 et seq., all proposals or responses received may be subject to a public records request. Responses to public records requests may include the entire proposal or response. Vendors must request that proprietary information be excluded from the posting. The Vendor must identify the proprietary information, mark the proprietary information according to state law, and submit the proprietary information in a separate container or envelope marked conspicuously in black ink with the words "PROPRIETARY INFORMATION". The Vendor must submit a detailed written showing that the release of the proprietary information would give a business advantage to named business competitor(s) and explain how the named business competitor(s) will gain an actual business advantage by disclosure of information. The mere assertion that information is proprietary or that a speculative business advantage might be gained is not sufficient. (See Attorney General Opinion No. 92068, April 27, 1992) **THE VENDOR MAY NOT ASSERT THAT THE ENTIRE PROPOSAL IS PROPRIETARY. COST PROPOSALS WILL NOT BE CONSIDERED PROPRIETARY AND ARE A PUBLIC RECORD IN THE STATE OF NEBRASKA.**

The City and/or County will then determine, in its discretion, if the interests served by nondisclosure outweighs any public purpose served by disclosure. (See Neb. Rev. Stat. § 84-712.05(3)) The Vendor will be notified of the agency's decision. Absent a City and/or County determination that information is proprietary, the Owners will consider all information a public record subject to release regardless of any assertion that the information is proprietary. If the agency determines it is required to release proprietary information, the Vendor will be informed. It will be the Vendor's responsibility to defend the Vendor's asserted interest in nondisclosure. To facilitate such public postings, with the exception of proprietary information, the City of Lincoln and/or Lancaster County reserves a royalty free, nonexclusive, and irrevocable right to copy, reproduce, publish, post to a website, or otherwise use any contract, proposal, or response to this RFP for any purpose, and to authorize others to use the documents.

Any individual or entity awarded a contract, or who submits a proposal or response to this RFP, specifically waives any copyright or other protection the contract, proposal, or response to the RFP may have; and, acknowledges that they have the ability and authority to enter into such waiver. This reservation and waiver is a prerequisite for submitting a proposal or response to this RFP, and award of a contract. Failure to agree to the reservation and waiver will result in the



proposal or response to the RFP being found nonresponsive and rejected. Any entity awarded a contract or submitting a proposal or response to the RFP agrees not to sue, file a claim, or make a demand of any kind, and will indemnify and hold harmless the City and/or County and its employees, volunteers, agents, and its elected and appointed officials from and against any and all claims, liens, demands, damages, liability, actions, causes of action, losses, judgments, costs, and expenses of every nature, including investigation costs and expenses, settlement costs, and attorney fees and expenses, sustained or asserted against the City and/or County, arising out of, resulting from, or attributable to the releasing of the contract or the proposals and responses to the RFP, awards, and other documents in accordance with the state public records laws.

#### **H. SPECIFICATION CLARIFICATION**

Proposers shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of specification documents.

Proposers desiring clarification or interpretation of the specification documents shall make a written request which must reach the Purchasing office to the attention of the contact name listed below at least seven (7) calendar days prior to date and time for response receipt.

All inquiries regarding these specifications or other proposal documents shall be directed in written form via email to the email address and contact name listed below at the City/County Purchasing office:

Name: Bob Walla  
Department: City/County Purchasing  
Email: [rwalla@lincoln.ne.gov](mailto:rwalla@lincoln.ne.gov)

These inquiries and/or responses shall be distributed to prospective Vendors electronically as addenda via the Ebid system

All inquiries regarding the submission of the proposal through the Ebid system or providing written instructions of the submittals may be made via email or phone to the City/County Bid Line in the Purchasing Office:

Bid Line Phone Number: 402-441-8103

Interpretations, corrections and changes made to the specification documents will be made by electronic addenda in the Ebid system. Oral interpretations/changes to Specification Documents made in any other manner than written form, will not be binding on the Owners; Proposers shall not rely upon oral interpretations.

No direct contact regarding this RFP is allowed between Vendor and other Owner staff or Elected Officials throughout the proposal submittal process. Failure to comply with this directive may result in Firm's proposal being rejected.

#### **I. ADDENDA**

Addenda are instruments issued by the Purchasing Department prior to the date for receipt of offers which modify or interpret the specification document by addition, deletion, clarification or correction. Changes made to the specification documents will be made by electronic addenda to all bidders via e-mail notice.

No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of offers, except an addendum withdrawing the RFP, or addendum including postponement. Proposers shall verify addendum receipt electronically prior to bid closing or RFP may be rejected



**J. PRE-PROPOSAL MEETING**

There is no pre-proposal meeting for this RFP.

**K. PRICES**

Vendors must complete the Cost Proposal attached to the Ebid (Attachment B) as it is written. A break out of pricing and any additional pricing information may be noted on a separate sheet written on company letterhead and included in the Cost Proposal envelope for clarification. See section F. above regarding alternate and life-cycle pricing information.

**L. SECRETARY OF STATE/TAX COMMISSIONER REGISTRATION REQUIREMENTS**

Vendor shall respond to the Attribute in Ebid regarding Sole Proprietorship and complete all documentation as required by the State of Nebraska as instructed.

**M. ETHICS IN GOVERNMENT CONTRACTING**

The Owners reserve the right to reject proposals, overturn an award notification and/or terminate a contract if it is discovered that a Proposer commits or has committed ethical violations, such as but not limited to the following offenses:

1. Offering or giving, directly or indirectly, a bribe, fee, commission, compensation, gift, gratuity, or anything of value to any person or entity in an attempt to influence the procurement process;
2. Utilize the services of lobbyists, attorneys, political activists, or consultants to influence or subvert the procurement process.
3. Being considered for, presently being, or becoming debarred, suspended, ineligible, or excluded from contracting with any Local, State or Federal entity;
4. Submitting a proposal on behalf of another party or entity; and
5. Collusion with any person or entity to influence the procurement process, submit sham proposals, preclude bidding, fix pricing or costs, create an unfair competitive advantage, subvert the RFP or prejudice the Owners.

**N. DEVIATIONS FROM THE REQUEST FOR PROPOSAL**

Vendor must include any all deviations from the Specifications and/or the RFP documents on company letterhead and attach to the section as required in the Submittal portion of these Specifications. Failure to include deviations will be interpreted to infer that Vendor agrees to all terms as outlined in the Specifications and RFP documents with now exceptions.

The Owners reserve the right to accept or reject the deviations according to the best interests of the Owners.

Deviations that are not acceptable to the Owners and are not negotiable by the awarded Vendor may result in rejection of RFP as Non-Responsive.

**O. ANTI-LOYBBYING PROVISION**

During the period between the advertised date and the contract award, bidders, including their agents and representatives, shall not directly discuss or promote their proposal with any member of the Owner Elected Officials or Owner Staff except in the course of Owner-sponsored inquiries, briefings, interviews, or presentations sent or provided directly to the City/County Purchasing Department.

**P. SITE VISITATION**

Proposers shall inform themselves of the conditions under which work is to be performed, including: site of work, the structures or obstacles which may be encountered and all other relevant matters concerning work performance. The Proposer will not be allowed any extra compensation by or for any condition which he/she might fully have informed themselves of prior to submitting the offer.

**Q. EVALUATION AND AWARD**

The signed proposal shall be considered an offer on the part of the Proposer. Such offer shall be deemed accepted upon issuance by the Owners of Purchase Orders, Contract award notifications, or other Contract documents appropriate to the work.

No offer shall be withdrawn for a period of ninety (90) calendar days after the time/date established for receiving proposals, and each Proposer agrees in submitting an offer.

The RFP process is designed to be a competitive negotiation platform, where price is not required to be the sole determinative factor; also the Owners have the flexibility to negotiate with a select Vendor to arrive at a mutually agreeable relationship.

A committee will be assigned the task of reviewing the proposals received.

1. The committee may request documentation from Proposer(s) of any information provided in their proposal response, or require the Proposer to clarify or expand qualification statements.
2. The committee may also require a site visit and/or verbal interview with a Proposer or select group of Proposers to clarify and expand upon the proposal response.

The RFP will be awarded to the most responsible Proposer whose proposal will be most advantageous to the Owners, best value, and deemed to best serve Owners requirements.

The Owners reserve the right to accept or reject any or all offers, parts of offers; request rebids; waive irregularities and technicalities in offers; such as shall best serve the requirements and interests of the Owners.

**R. PROPOSAL REVIEW AND EVALUATION PROCESS:**

The Owners **may** short-list Vendors for personal interviews if it is deemed this would be a benefit in selecting a Vendor.

1. If interviews are to be conducted, the City/County Purchasing Office will contact those short-listed Vendors to schedule interviews.
2. Interviews will include a formal presentation and a question and answer session.
3. The Owners will contact the awarded Vendor by email after all the interviews have been completed and the Owners had sufficient time to discuss and rank the Vendors. In the event interviews are not conducted, Vendors will be contacted upon award recommendation by the Selection Committee.
4. The recommended Vendor shall receive information from the Owners and/or meet with City/County Purchasing and Owner representatives to develop an initial detailed work plan and scope of services in order to develop a final scope and fee schedule.
5. If the Owners are unable to arrive at a mutual agreement with the top ranked Vendor, the Owners retain the sole right to move on to negotiations with the second (then third, etc.) ranked Vendor.
6. Contract to be executed will be based on the Cost Proposal and final negotiated cost with an estimated "not to exceed total" for cost-per-copy equipment and services, and other expenditures agreed upon in negotiations.

**S. REFERENCE CHECKS**

The Owners reserve the right to conduct and consider reference and credit checks. The Owner reserves the right to use third parties to conduct reference and credit checks. By submitting a proposal in response to this RFP, the Proposer grants to the Owner the right to contact or arrange a visit in person with any or all of the Vendor's clients. Reference and credit checks may be grounds to reject a proposal, withdraw an Intent to Award, or rescind the award of a contract.

**T. ENTIRE AGREEMENT**

The resulting contract awarded shall constitute the complete and entire agreement between the Owners and the successful Vendor and supersedes any prior representations, understandings, communications, commitments, agreements or Proposals, oral or written that are not incorporated as a part of the Contract. See "Sample Contract" in the Attachment section of the Ebid system.

### III. PROJECT INFORMATION

Proposers are to review this section, prepare and submit a "Technical Proposal" outlining detailed responses to items listed below. This information corresponds with the Proposal submissions.

#### A. PROJECT ENVIRONMENT & REQUIREMENTS

1. **SCOPE OF WORK**

The Owners prefer a cost per copy program which will include the cost of equipment, maintenance and all operating supplies (i.e., all toner, developer, fuser oil, staples, connectivity equipment and software, etc. excluding paper).

The average number of Black/White copies made per month by the Owners for 2016 and 2017 is 1,035,419. The total number of B/W copies for the original term of the contract is 4,141,676, and will be used to determine a cost for scoring purposes on Attachment B.

The average number of Color copies made per month by the Owners for 2016 and 2017 is 125,212. The total number of Color copies for the original term of the contract is 460,848, and will be used to determine a cost for scoring purposes on Attachment B.

- A. The quantities specified in this request are estimates only, and are given for information and for the purpose of proposal evaluation. They do not indicate the actual number of copies which will be made, since such volume will depend upon requirements which may develop during the contract period.

The successful Vendor will be required to submit either a single monthly invoice to the City/County Purchasing Division including all machines listed individually on the program, the number of copies made, and the unit price billed, OR direct billing to each department/division .

- A. All invoices must be sorted by machine number and individual location.
- B. The Owners will require the Vendor to list a single point of contact for all billing related questions, problems and/or concerns.



All units placed in the program shall be new unless prior written approval by the City/County Purchasing Agent has been given. Any proposed used machines which are approved by the City/County Purchasing Agent must not be more than one year old and in current production by the manufacturer.

The successful Vendor shall have the capability of providing the Owners with network connection of copier/printer devices using the same digital copiers provided on the program.

The cost per copy price offered shall include all costs associated with the administration of the service, including, but not limited to: supply of copiers, repair and replacement parts, on-site repair services, delivery, installation, training, dedicated technicians(s), all supplies needed to operate the copiers including staples, excluding paper, ordering of supplies online and delivery of supplies within 24 hours of order placement, and removal of the equipment upon termination of the contract and/or authorized moves during the program.

The Owners desire supplies and repair parts to be warehoused and distributed from a local center (within 60 miles of Lincoln). Exception to this requirement can be made if Vendor guarantees service and parts within 24 hours of calls for service.

The Owners are requiring each Vendor to propose equipment that matches volume classification, paper capacity and functionality of the equipment already in place at each location shown in the Ebid attachments. The Owners may consider other equipment in the negotiation process in order to reduce overall costs but will not require departments to downsize their current units if they are not able to do so. The Owners shall make every effort to ensure that the placement of copiers, by volume classification, are directly related to the estimated average monthly volume of copies produced at a given copier location for any new copiers added to the fleet during the contract term.

- A. After a three month transition period; if there is over/under use for three consecutive months at any location, the Vendor, with the approval of the Purchasing Agent may recommend replacement with a different volume machine.
- B. The Owners shall be the sole judge of the final decision as to whether the volume classification of a given machine is appropriate for its site placement.
- C. If a replacement is accepted with a lower volume classification, the cost per copy may be reduced accordingly.

All new equipment shall match the functions of the current equipment in place according to the model number shown in the attachments. New machines ordered during the contract term shall be multi-functional with printing, copying, faxing and scanning capabilities if requested.

- A. This includes scanning from the unit to each desktop on the network.

2. **PROJECT ENVIRONMENT**

The Vendor shall hold title to all equipment and accessories provided under this contract and is responsible for any/all taxes (including personal property).

Even though the copiers and accessories will be installed on Owner's premises, the Owners shall be relieved from risk of loss or damage during the period of transportation, installation and during the entire time the equipment is in the possession of the Owner (except when loss or damage is due to fault or negligence by the Owner).

- A. If damage or loss occurs to the installed equipment caused by negligence or willful act by the Owners, reimbursement will be made as follows:

The Vendor shall submit an invoice and a written damage or loss evaluation/claim to the City/County Purchasing Department.

If the damaged equipment can be repaired, the contractor will invoice the Owners at the Vendors lowest current price rates for parts and labor.

If a machine needs to be replaced the City/County Purchasing Department will negotiate with the Vendor to arrive at the depreciated value of the replacement unit.

Vendor shall ensure that all equipment and/or supplies will be delivered to the sites in accordance to the dates furnished by the designated Program Administrator.

Vendor shall provide and pay for all material, labor, tools, transportation and handling, and other facilities necessary for the furnishing, delivery and, assembly plus inspection before, during and after installation of all items specified herein.

Vendor shall be responsible for all materials shipped prior to and during installation until acceptance is given in writing by the Owners.

All risk of loss or expense associated with storing materials prior to the date of acceptance by the Owners is the responsibility of the Vendor.

The Vendor is responsible for any damage to the premises of any Owner site as a result of the installation and shall repair and restore to the original condition any area so damaged within the time frame designated by the Owner.

Vendor shall at all times keep the premises and the areas in which the work is performed free from accumulation of waste materials or rubbish, tools, installation equipment, machinery and surplus materials during the work process and through completion thereof.

The Vendor shall remove all crates, wrappings and other waste material or trash from the building as work is completed and make every effort to recycle all materials.

3. **PROJECT REQUIREMENTS**

The successful Vendor shall be required to provide upgrades, downgrades and replacement of equipment as is necessary and/or the installation of additional equipment, which may be required during the terms of the contract.

- A. All equipment and accessory additions shall have the same duration with the same conclusion date as the balance of the contract including all extensions.
- B. During the term of a contract resulting from this RFP and any extensions the Vendor and the Owners recognize that existing photocopier models will be phased out and new models and/or technology will be manufactured and introduced.
- C. The Owners expect to receive the benefits from photocopiers that incorporate the advantages of the latest models/technology.  
Therefore, it will be the Contractor's responsibility to:
  - D. Inform the Owners at least ninety (90) calendar days in advance about products by segment, which will be phased out and a new product will be introduced.
  - E. Make recommendations to the Owners as to which new replacement models should be offered.
  - F. Any replacement model must meet and/or exceed the minimum equipment specifications as specified herein.

Delivery of additional or replacement equipment and/or accessories shall be made within three (3) weeks of order placement.

- A. Reasons for any delivery taking in excess of three (3) weeks must be submitted to the Purchasing Agent, in writing within the first week of the three week time frame.

The Owner desires ongoing preventative maintenance of all copier and related equipment placed in the program and will expect the following minimum standards:

0 - 5,000 c.p.mo. -At least one (1) preventative maintenance visit per month to each unit placed.

5,000 - 30,000 c.p.mo.- At least one (1) preventative maintenance visit per week.

30,000 - 70,000 c.p.mo. - At least two (2) preventative maintenance visits per week.

70,000 and up - At least three (3) preventative maintenance visits per week.

Vendors may remote access units in lieu of on-site inspections as long as this practice does not increase the amount of on-site service required or cause loss of service.

Service Techs must pass a criminal background check issued and paid for by the Owners prior to allowing any work be done in any Owner facility.

Due to the security factors, secured locations and other continuity issues related to this contract, the Owners reserve the right to request that the Contractor not rotate several technicians in and out of the Owners premises.

All service calls will be logged and reported to the designated Program Administrator on a monthly basis (including the time of call and response time offered by the technician). The maximum service response time for on-site maintenance is the maximum time before a certified technician appears on-site and is fully prepared to effect all of the necessary repairs.

**Response time for on-site service or Vendor supplied products shall not exceed four (4) hours from the time that the Department places the call to the repair office.**

4. **BUSINESS REQUIREMENTS**

The following monthly reports shall be provided by the Vendor on a date designated by the Owners:

- 1) Current months' usage by the Owner assigned PIN number by machine;
- 2) Consolidated (for all machines) PIN number usage per month; and
- 3) Cumulative usage by PIN number and/or departmental cost object number.

The Vendor will be required to furnish quarterly reports not later than thirty (30) days after the end of each quarter upon request. Examples of such reports, with information for each piece of equipment, are as follows:

- A. Make and model, agency, and location of installed equipment,
- B. Monthly meter readings and volume of copies produced by machine by PIN number,
- C. Total billing for all copier services provided by PIN number with subtotals and a grand total of all copies billed during this period.
- D. Average monthly usage by machine for the contract period to date.
- E. Number of service calls per month/per unit
- F. Average response time to service calls
- G. Average downtime per service call
- H. Details of major service problems and service reports must be provided upon request.

Vendor shall review the copier volume categories and make recommendations based on the over usage/under usage of the machines to the designated Owner program manager and the Purchasing Agent.

- A. The Owner reserves the right to accept, delay or reject the Vendors recommendation.

If any copier, or accessory, does not operate properly and/or experiences an unusual amount of down time, the contractor shall replace it, without cost to the Owners, with a new identical model or one with comparable features and capabilities within five (5) business days..

- A. If a copier requires in-shop repair, a loaner copier must be provided at no additional cost to the Owners within 8 hours.



## B. TECHNICAL CONSIDERATIONS

All devices must support PCL6 or a higher level of printer control language.

All device drivers must be available in 32 bit and 64 bit versions to support Windows 7 and Windows 10.

All devices must be compatible with the Microsoft Windows Server Print Server (Windows Server 2008 R2, Windows Server 2012 R2 and Windows Server 2016).

All scanning devices must be "Scan to SMB" compliant.

All devices must be configured according to "Owners" network connectivity standard such as DHCP, DNS, DDNS, SNMP, SMTP, etc.

All devices must provide remote configuration and administration with a centralized management console and monitoring application.

All devices upon removal are required to have any internal storage device cleaned, wiped, or destroyed per the "Owners" specifications.

All multi-functional units shall have the Energy Star rating with the capabilities of taking a nap after a period of time of non-use with a quick recovery for startup.

The Owners are requesting all digital equipment placed to be new at the time of initial installation. **Pricing in the cost proposal shall reflect all new equipment at time of contract execution.** Future installations shall be new or not be more than one (1) year old with twenty five percent (25%) or less of one (1) year's annual recommended maximum volume logged on the machine meter and be in current production, with placement at volumes consistent with the Owner's recommendations as stated herein. The Owners may consider slightly used equipment at time of contract negotiations for low usage locations if such a modification will result in significant savings and will not result in additional service visits and down time. All re-manufactured, refurbished, or used equipment must have all settings and data cleared and reset to factory defaults prior to installation.

All copier models proposed must have a commonly published introduction date to the American market **no earlier than October 1, 2016** and shall be in current production as of the start date of the contract.

It is imperative that all copiers produce clear, clean copies on a consistent basis and that the equipment be "user friendly" with an uncomplicated keyboard and the ability to have minor paper jams easily cleared by the everyday User.

The equipment proposed by the Vendor must meet or exceed each of the following specifications and requirements.

All copiers must:

- be plain paper
- have fixed platens
- be equipped to handle 5 1/2 x 8 1/2" through 11 x 17" capabilities
- have reduction and enlargement features
- have manual and selectable automatic exposure settings
- be manufactured of environmentally safe components
- be either console models or desk-top models equipped with cabinets
- have a total copy count meter which is visible to Owner
- allow common paper sizes to count and bill as a single copy
- have multiple programmable PIN account numbers,
- operate on standard voltage with no special or dedicated lines
- minimum print resolution of 600 x 600 dpi
- have faxing capabilities
- have scanning capabilities
- Connect and operate within the Owners network computer system.

All Models listed in the Attachment List must be capable of 11x17 with the exception of the Bizhub 161f (4 units), 25 (3 units), 25e (1 unit), and 42 (1 unit).

It is the Owners desire to offer the equipment listed as stand-alone copiers and/or as multi-functional machines to meet a variety of office needs, including at a minimum connection to Owners' computer network(s) as printing devices.

The Owners will require equipment to operate at the highest level of consistency at the most efficient cost. Vendors may provide toner or parts which are OEM and Non-OEM if they can guarantee that both options will result in a high level of performance and will have no effect on the warranty of the new equipment. Failure to provide quality toner or parts which results in downtime and/or other ongoing maintenance or print quality issues will be dealt with according to Vendor Performance policy which includes termination of contract.

**FEATURE KEY:**

- A Fax capabilities
- B Duplexing and electronic sorting
- C Stapling function (staples supplied by Contractor)
- D Accepts print jobs with heavy stock up to 110 lb. index
- E Connect to Owner's network as printer/copier with print server/controller manufactured by OEM
- F "Secure Print" capability where a passcode or security badge/card can be utilized to control and manage the output.

**C. PROJECT WORK PLAN, MANAGEMENT AND IMPLEMENTATION**

1. **IMPLEMENTATION**

Vendor shall implement a plan which will ensure that all new units are installed prior to the dates as listed in these Specifications with little to no interruption in the use of the units by each department.

The Vendor must provide an Operator Training Program for the key operators and an operations demonstration for the casual Users at each site of placement.

- A. All training shall be scheduled at mutually agreeable times for the initial installation and as needed thereafter.
- B. Key operators shall be trained in the removal of simple mis-feeds, the addition of supplies and toner, and the cleaning guidelines required of the specific machines.
- C. Each key operator must be instructed in the routine necessary to schedule service and be provided with a list of phone numbers to call and people to reach for both routine maintenance and in emergency situations.

#### IV. EVALUATION AND SUBMITTAL INFORMATION

##### A. SELECTION AND EVALUATION FACTORS:

Proposals that do not meet the requirements according to the Essential Qualifications and Experience or other vital areas as listed in these Specifications may be deemed non-responsive and may not be evaluated by the Selection Committee.

1. Proposals shall be evaluated by a Selection Committee and will be scored for each of the following areas to determine the selection of the Vendor ranked first, second, third, etc.:
  - a. Experience, Proposed Staff Management Approach and Subcontractors;
  - b. Technical Proposal;
  - c. Ability to Meet the Project Schedule;
  - d. Quality, Organization and Completeness of Proposal Response;
  - e. Cost Proposal; and
  - f. Oral Interviews (if necessary)
2. The selection criteria is listed directly above in a. through e. and shall be the basis for the initial ranking and in determining an award or which Vendors are eligible for an interview.
3. After interviews are conducted the scores from the "initial evaluation" and "oral interviews" shall be added together for a cumulative total and final ranking of the best qualified and lowest cost Vendor who will provide best value.
4. The negotiating committee shall meet with the successful Vendor ranked as most qualified and best value to the Owners.

##### B. PROPOSAL SUBMISSION AND FORMAT:

Vendor must submit the requested number of proposal response copies and contents shall be presented in a quality manner that is clear and concise.

**Proposal responses that do not contain each of the categories and items as listed below may be deemed to be non-responsive.**

Contents shall be placed in separate sections, properly organized in order by category as listed, with each individual section tabbed and labeled as indicated.

Proposals shall be limited to 25 double-sided, or 50 single-sided pages of content, not including tabs, cover/title page, of the description pages for the equipment being proposed. Minimum 10pt font size, 8.5x11 paper, Arial or Calibri Font, single or double spaced.

The following information being requested in each category will be used as the primary basis in the determination of the Vendor's ranking in the initial evaluation.

1. Include the following documents within the Proposal Response –  
**(No TAB - Place these documents between the Front Cover and TAB 1 of the Proposal).**
  - a. Letter of Interest;
  - b. A summary of the following information about your company:
    - i. Company name, address and telephone number;
    - ii. Years established and former names of your company;
    - iii. Types of services your company is particularly qualified to perform;
    - iv. Average number of staff employed.
  - c. Any and all deviations from the Specifications. Include reference to the Specification section and the corresponding deviation on company letterhead.



2. **Experience, Proposed Staff Management Approach and Subcontractors – (TAB 1 OF PROPOSAL RESPONSE)** – This section shall consist of the following information about each sub-category listed.

a. **SUMMARY OF FIRM'S EXPERIENCE**

The Proposer shall provide a summary matrix listing at least two (2), and no more than four (4), previous CPC projects which are currently under contract or were under contract in the last 5 years. Previous projects must be similar in size, scope, and complexity. Similar in size, scope and complexity means a minimum of 200 machines at over 75 offices throughout multiple locations in a geographic area the size of Lincoln, NE.

The Proposer shall address each of the following for each example:

- i. Provide narrative descriptions to highlight the similarities between the Proposer's experience and this RFP. These descriptions should include:
  - a) The time period when services were provided;
  - b) The Vendors responsibilities for that contract;
  - c) For reference purposes, a customer name (including the name of a contact person, a current telephone number, and e-mail address); and
  - d) the number of CPC machines, type of CPC machines, number of offices with machines, number of locations served, and total contract amount.
  - e) the number of current CPC contracts in the Lincoln/Omaha area and ability to serve the needs of the Owners based on the current workload.

b. **SUMMARY OF BIDDER'S PROPOSED PERSONNEL MANAGEMENT APPROACH**

- i. The Proposer shall present a detailed description of its proposed approach to personnel management for the project.
- ii. The Proposer shall identify the specific staff who will provide service under the terms of an awarded contract from this RFP. The names and titles of the team proposed for assignment to the Owners shall be identified in full, with a description of the team including:
  - a) Administrator with at least five (5) years of experience working with a Cost-Per-Copy program with multiple locations and a minimum of 200 pieces of equipment.
  - b) Service staff with at least three (3) years of experience with the equipment being proposed and be certified by the manufacturer on all digital multi-functional equipment offered to the Owner's through this program.
  - c) Interface and support functions, billing, and reporting relationships.

The primary work assigned to each person should also be identified including a summary of their experience with related work and their available capacity to perform this work.

c. **SUBCONTRACTORS**

Indicate if there are any outside companies that would provide services under the direction of the awarded Vendor for these products or services.

If the Proposer intends to subcontract any part of its performance hereunder, the Proposer shall provide:

- i. name, address, email, and telephone number of the Subcontractor(s);
- ii. list of specific tasks that will be performed by each Subcontractor(s)
- iii. percentage of performance hours intended for each Subcontract; and
- iv. total percentage of Subcontractor(s) performance hours.

Indications that a Subcontractor will be used to serve primary functions of the work to be performed will have an impact on scoring of proposals.

3. **Technical Proposal – (TAB 2 OF PROPOSAL RESPONSE)**

The technical proposal section submission shall include each of the items listed below – See information regarding these categories in Section III.

- a. Understanding of the project environment and requirements;
- b. Narrative describing proposed approach for providing quality copy/print equipment which meet or exceeds all of the Owner needs.
- c. Detailed approach to onsite service including but not limited to:
  - \* Dedicated number or email address where service calls are accepted by the Vendor.
  - \* Amount of time from receipt of call or email to when the tech will be onsite. (Prefer 4 hours)
  - \* Ability to have parts in stock and on the tech support vehicle to repair most, if not all units on first call.
- d. Technical considerations and any potential challenges;  
To include but not be limited to:
  - \* Provide a defined description and distribution of print drivers for all units being proposed.
  - \* Provide specific details on how your products will interface with the City/County network and ensure a safe and secure platform.
  - \* Proposer must include a certification from the manufacturer/s, executed by a corporate officer, stating that the Proposer is a Factory Authorized Representative for the manufacturer/s in the form of a letter on manufacturer' letterhead listing length of dealers affiliation with manufacturer/s and any qualifying terms of the relationship.

- e. Detailed project work plan, management and implementation to demonstrate assurance and competency in successful completion;

To include but not be limited to:

- \* Provide a specific breakdown of the Operator Training Program for Key Operators and Casual Users at each site.

- \* Proposers shall include with their response a detailed summary of their implementation plan if awarded this project which shall include the following:

- \* A thirty (30) day implementation plan indicating how the copiers will be sized, staged and placed into service.  
The Owners desire a program "roll-out" where the successful provider and the City/County Purchasing Division shall work together to provide a program over-view and equipment demonstration prior to program implementation (suggestions and details shall be provided with your offer).

- \* Vendor must provide specific information related to each piece of equipment being proposed which matches the volume and feature characteristics of the current equipment as listed in the Bid Attachment, as well as requirements listed in the.

**Specific Information to include:**

- Brand
- Model
- Number of copies per minute
- Size and number of trays
- Ability to meet all features as requested herein
- Other features
- Indication of using OEM or Non-OEM toner and/or parts.

(Vendors submitting a proposal with Non-OEM parts and toners MUST provide at least two (2) references with at least three (3) years of use of such items at that location.

**NOTE: The information regarding equipment and any brochures or documentation to indicate performance factors may be included in the response as an appendix at the back of the RFP. These pages do not count towards the total page count.**

- f. Deliverables and due dates.

**4. Ability to Meet the Project Schedule – (TAB 3 OF PROPOSAL RESPONSE)**

- a. Submit information that describes performance record for timeliness on current CPC contracts of similar size and scope.
- b. Describe willingness and capability to meet the time requirements expressed in the scope of services for original installation.
  - 1. Include an outline of proposed project schedule, activity and work effort.
- c. Describe the schedule for providing replacement units in the event one needs to be replaced due to damage or inoperability.

C. **COST PROPOSAL (COST FACTOR) – “Attachment B” (PLACE IN A SEPARATE SEALED ENVELOPE WITHIN THE RFP PACKAGE)**

The Proposer shall use the Owner's Cost Proposal template contained in this RFP. The Cost Proposal shall not be marked as Proprietary.

1. **PRICING SUMMARY**

This summary shall present the total fixed price to perform all of the requirements of the RFP. The bidder must include details in the Owner's Cost Proposal template supporting any and all costs. These details must include, at a minimum, detailed descriptions and/or specifications of the goods and services to be provided, quantities, and unit costs.

The Owners reserve the right to review all aspects of cost for reasonableness and to request clarification of any proposal where the cost component shows significant and unsupported deviation from industry standards or in areas where detailed pricing is required.

2. **PRICES**

Prices quoted shall be net, including transportation and delivery charges fully prepaid by the bidder, F.O.B. destination named in the RFP. No additional charges will be allowed for packing, packages, or partial delivery costs. When an arithmetic error has been made in the extended total, the unit price will govern.

**V. CONTRACTOR DUTIES**

**A. INSURANCE REQUIREMENTS:**

Prior to work commencing on this project, the successful Firm will be required to provide proof of insurance that is compliant with the City's Insurance Requirements as listed in the "Insurance Clause" found in the Attachment section of Ebid.

**B. PERFORMANCE BOND**

A performance bond in the amount of \$25,000.00 will be required with the contract documents from the awarded Vendor at time of contract execution. Such bond will be claimed by the Owners in the event the Vendor defaults on the contract obligations and the Owners must locate similar services.

**C. EQUAL OPPORTUNITY**

Each proposer agrees that it shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, disability, national origin, age, or marital status. In the employment of persons, proposer shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, color, religion, sex, disability, national origin, age, or marital status.

**D. E-VERIFY**

In accordance with Neb. Rev. Stat. 4-108 through 4-114, the contractor agrees to register with and use a federal immigration verification system, to determine the work eligibility status of new employees performing services within the state of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324 a, otherwise known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee pursuant to the Immigration Reform and Control Act of 1986. The Contractor shall not discriminate against any employee or applicant for employment to be employed in the performance of this section pursuant to the requirements of state law and 8 U.S.C.A 1324b. The contractor shall require any subcontractor to comply with the provisions of this section. For information on the E-Verify Program, go to [www.uscis.gov/everify](http://www.uscis.gov/everify). **E-VERIFY**.

**E. COOPERATION WITH OTHERS**

Vendor must cooperate with the City/County Information Services department in order to ensure timely and proper installation and connection to the Owners Network.

**F. PERMITS, REGULATIONS, LAWS**

Vendor must comply with all Local, State and Federal requirements regarding the installation and maintenance associated with the execution of this contract, and obtain and pay for any and all permits and licenses that may be required in the execution of the duties listed in the RFP and contract.



**G. DATA PRIVACY**

Proposer agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, copyrights, patents and patent rights.

The proposer agrees to hold the City harmless from any claims resulting from the proposer's unlawful disclosure or use of private or confidential information.

Proposer agrees to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and implementing regulations pertaining to confidentiality of health information.

If applicable to the work requested a sample "Business Associate Contract" will be included, which will be part of the contract and incorporated by this reference.

**H. SITE RULES AND REGULATIONS (IF APPLICABLE)**

The Contractor shall use its best efforts to ensure that its employees, agents, and Subcontractors comply with site rules and regulations while on Owner premises. If the Contractor must perform on-site work outside of the daily operational hours set forth by the Owners, it must make arrangements with the Owners to ensure access to the facility and the equipment has been arranged. No additional payment will be made by the Owners on the basis of lack of access, unless the Owner fails to provide access as agreed to in writing between the Owners and the Vendor.

**VI. TERMS AND CONDITIONS**

**A. CONFLICTING TERMS**

To the extent other terms and conditions attached hereto conflict with the terms and conditions stated herein, the resulting contract agreement shall control.

**B. TERMINATION/ASSIGNMENT**

The Owners may terminate the Contract if the Contractor:

1. Refuses or fails to supply enough properly skilled workers or proper equipment to satisfactorily provide/ complete the work as requested.
2. Disregards laws, ordinances, or regulations or orders of a public authority having jurisdiction over the Contract.
3. Otherwise commits a substantial breach of any provision of the Contract Document.

*By mutual agreement both parties of the contract agreement*, upon receipt and acceptance of not less than a ninety (90) calendar days written notice, the contract may be terminated on an agreed upon date, prior to the end of the contract period, without penalty to either party.

1. Upon any such termination, the Vendor agrees to waive any claims for damages, including loss of anticipated profits, on account thereof, and as the sole right and remedy of the Vendor, the City shall pay Vendor in accordance with this section.
2. Upon such termination, the obligations of the Contract shall continue as to options of the work already performed and as to bona fide obligations the Vendor assumed prior to the date of termination.

In the event of any proceedings by or against either party, voluntary or involuntary, in bankruptcy or insolvency, or for the appointment of a receiver or trustee for the benefit of creditors, of the property of the Vendor, the Owners, in part or in full, may cancel this contract or affirm the contract and hold the Vendor responsible for damages.

The contract established as a result of this RFP process shall not be transferred to/or assigned without prior written consent of the Owners.

**C. INDEMNIFICATION**

The Proposer shall indemnify and hold harmless the Owners, its members, its officers and employees from and against all claims, damages, losses, and expenses, including, but not limited to attorney's fees arising out of or resulting from the performance of the contract, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property other than goods, materials and equipment furnished under this contract, including the loss of use resulting therefrom; is caused in whole or in part by any one of them or anyone for whose acts made by any one of them or anyone for whose acts made by any of them may be liable, regardless of whether or not it is caused by a party indemnified hereunder.

In any and all claims against the Owners or any of its members, officers or employees by an employee of the Proposer, any Subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the Proposer or any Subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

**D. LAWS**

The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.

**E. LIVING WAGE**

The bidders agree to pay all employees employed in the performance of this contract, a base wage of not less than the City Living Wage per Section 2.81 of the Lincoln Municipal Code. This wage is subject to change every July.

**VII. PAYMENT**

**A. PROHIBITION AGAINST ADVANCE PAYMENT**

Owners will not pay for services or equipment in advance of receipt and approval of such product or service throughout the term of the contract unless specifically listed in the final contract document.

**B. TERMS OF PAYMENT**

Unless other specification provisions state otherwise, payment in full will be made by the Owner Departments within thirty (30) calendar days after all labor has been performed and all equipment or other merchandise has been delivered, all such labor and equipment and other materials have met all contract specifications, and an invoice with the unit price and total amount is submitted to the department.

**C. TAXES AND TAX EXEMPT CERTIFICATE**

The Owners are generally exempt from any taxes imposed by the State or Federal Government. A Tax Exemption Certificate will be provided as applicable.

The exception to this statement is the Water Division of the City of Lincoln. All service and supplies are taxable per Reg. 066.14A and no exemption certificate will be issued.

**D. INVOICES**

Vendor invoices for payment of services and products must be sent to the proper department each month with all applicable information included to ensure proper billing and final payment. Invoices shall include the Vendors Name, address, phone number and contact number for billing inquiries.

Invoices shall also include the name of department, contact name, address, phone number, number of copies produced per unit in the department, unit price per copy, and total cost per unit.

Failure to provide invoices in this manner may result in late payment to the Vendor with no repercussion to the Owners.

**E. INSPECTION AND APPROVAL**

All units will be inspected by the Owners and tested by the Vendor at the time of installation. Test runs will be made to ensure proper working order of all units replaced. In the event the inspection or trial fails, the Owners reserve the right to receive a new machine with the same characteristics and functions within 48 hours.

**F. SUBJECT TO FUNDING / FUNDINGOUT CLAUSE FOR LOSS OF APPROPRIATIONS**

In the event that funding is not available to continue with services as written, the Owners reserve the right to cancel the contract for convenience with no financial obligation to the Vendor, Subcontractors or others besides the amount due for services rendered prior to notice of cancellation.

**G. CITY AUDIT ADVISORY BOARD**

All parties of any Owner agreement shall be subject to audit pursuant to Chapter 4.66 of the Lincoln Municipal Code and shall make available to a contract auditor, as defined therein, copies of all financial and performance related records and materials germane to the contract/purchase order, as allowed by law.

RFP 17-199  
COST-PER-COPY SERVICES (Reissue)  
COST PROPOSAL

Vendors must complete this form and attach additional documentation as required on company letterhead and place in a sealed envelope separate from the written or Ebid proposal as instructed in the Specifications.

Alternate pricing which may give greater value to the Owners, such as volume incentives, or other options, shall also be placed in the pricing envelope if applicable.

**Alternate pricing MUST provide a total cost of the program for the full length of the contract term listed in the RFP document (4 years). Failure to provide the total cost over the 4 year term may result in the rejection of the RFP.**

Cost per Copy for BW Copies charged to patrons at the Libraries (Coin-Op): \$ \_\_\_\_\_

**OPTION 1 – PRICE SHALL BE BASED ON A SINGLE BILLING PROCESS WITH ALL TOTALS BEING SENT TO THE PURCHASING OFFICE AND DISTRIBUTED BY PURCHASING TO THE DEPARTMENTS.**

**BASE COPY OFFER:** Based on current quantities as provided in Attachment A.

Cost-per-copy Offer: \$ \_\_\_\_\_ /copy for digital - Black and White copy  
Cost-per-copy Offer: \$ \_\_\_\_\_ /copy for digital - Color copy

(B/W CPC)\$ \_\_\_\_\_ each x (Est. Qty – Contract Term) 51,936,000 = \$ \_\_\_\_\_

(Color CPC)\$ \_\_\_\_\_ each x (Est. Qty – Contract Term) 6,288,000 = \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

**OPTION 2 – PRICE SHALL BE BASED ON DIRECT BILLING TO EACH DEPARTMENT BY THE VENDOR.**

**IF SAME AS ABOVE AMOUNT - CHECK OR INITIAL HERE:** \_\_\_\_\_

**BASE COPY OFFER:** Based on current quantities as provided in Attachment A

Cost-per-copy Offer: \$ \_\_\_\_\_ /copy for digital - Black and White copy  
Cost-per-copy Offer: \$ \_\_\_\_\_ /copy for digital - Color copy

(B/W CPC)\$ \_\_\_\_\_ each x (Est. Qty – Contract Term) 51,936,000 = \$ \_\_\_\_\_

(Color CPC)\$ \_\_\_\_\_ each x (Est. Qty – Contract Term) 6,288,000 = \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_



**ADDENDUM #2**  
**Issue Date: 7/6/2017**  
**Bid No. 17-199**  
**FOR**  
**COST PER COPY (REISSUE)**

Addenda are instruments issued by the Purchasing Department prior to the date for receipt of offers which will modify or interpret the specification document by addition, deletion, clarification or correction. Please acknowledge receipt of this addendum in the space provided in the Attribute Section.

Be advised of the following changes to the Specification and bidding documents:

1. Attachment B (Cost Proposal) has been added to the RFP. Please follow the instructions regarding submittal of the document with the written response. Only 1 copy of Attachment B is required to be submitted with the RFP.
2. A document has been added to the RFP titled: *17-199 Current Equipment List – June 2017*. This is the most current list of all equipment at all locations with the exception of the equipment at the Libraries. This list will be used as the basis for the equipment which will be installed in each location.
3. The following language in Section III. Project Information - A. 1. Scope Of Work -- has been changed to read as follows based on an average quantity per month from the information in a yearly report and the June 2017 quantities:

The average number of Black/White copies made per month by the Owners is 1,082,000. The total number of B/W copies per year is 12,984,000. The total number of B/W copies for the original term of the contract is 51,936,000, and will be used to determine a cost for scoring purposes on Attachment B.

The average number of Color copies made per month is 131,000. The total number of Color copies for one year is 1,572,000. The total number of color copies for the original term of the contract is 6,288,000 and will be used to determine a cost for scoring purposes on Attachment B.

4. The following language in Section III. Project Information - A. 1. Scope Of Work, Section B.-- has been changed to read as follows:

The Owners desire supplies and repair parts to be warehoused and distributed from a local center (within 60 miles of Lincoln). Exception to this requirement can be made if Vendor guarantees service and repair parts within 4 hours of calls for service.

5. The following equipment is currently located at the City Libraries and must be replaced by a new unit with the same options at time of contract execution. Vendors shall provide the cost per copy which patrons will pay for each copy on Attachment B in the space provided. The Owners will not pay for any portion of the copy expenses on any of this equipment except for paper, and Vendor must provide full service to this equipment as is provided on all other equipment.

Bennett Martin - (3) Konica Minolta Bizhub 200 MFP / (3) Jamex Coin Ops that accept Coins and Bills  
Gere Branch - (2) Konica Minolta Bizhub 200 MFP / (2) Jamex Coin Ops that accept Coins and Bills  
South Branch - (1) Konica Minolta Bizhub 200 MFP / (1) Jamex Coin Op that accept Coins and Bills  
Walt Branch - (1) Konica Minolta Bizhub 200 MFP / (1) Jamex Coin Op that accept Coins and Bills  
Eiseley Branch - (1) Konica Minolta Bizhub 200 MFP / (1) Jamex Coin Op that accept Coins and Bills  
Anderson Branch - (1) Konica Minolta Bizhub 200 MFP / (1) Jamex Coin Op that accept Coins and Bills  
Bethany Branch - (1) Konica Minolta Bizhub 200 MFP / (1) Jamex Coin Op that accept Coins.  
Williams Branch - (1) Konica Minolta Bizhub 200 MFP / (1) Jamex Coin Op that accept Coins.

6. Remove all references to Attachment A from all documents in the RFP. The Copiers, Location and Quantities have been replaced with the June 2017 report.

All other terms, conditions and requirements of the request remain the same as originally indicated in the document or as modified on previous addenda.

Robert L. Walla  
Purchasing Agent

**ADDENDUM #3**  
**Issue Date: 7/6/2017**  
**Bid No. 17-199**  
**FOR**  
**COST PER COPY (REISSUE)**

Addenda are instruments issued by the Purchasing Department prior to the date for receipt of offers which will modify or interpret the specification document by addition, deletion, clarification or correction. Please acknowledge receipt of this addendum in the space provided in the Attribute Section.

Be advised of the following changes to the Specification and bidding documents:

1. Like for like is the request – correct?  
*Answer: Sorry, I don't understand the question.*
2. 11x17 required for all except the printers identified in the RFP – correct?  
*Answer: Correct*
3. Some of your current list of copiers are a bit "over kill" for the current volume – can we recommend device that doesn't have the same speed as currently available?  
*Answer: For purposes of RFP evaluation we request that all equipment remain the same speed and capacity as those listed.*
4. City of Lincoln is asking for coin op printing in the libraries with a CPC – If it is coin op is it the intent of the city for the vendor to collect and set the rate for the printing cost?  
*Answer: Yes. Attachment B has a space for the price the Vendor will charge per copy.*

All other terms, conditions and requirements of the request remain the same as originally indicated in the document or as modified on previous addenda.

Robert L. Walla  
Purchasing Agent



Attachment C

Replacement Model	Ship-to party	Address	Address 2	City	Qty	Color	Cabinet	Tray	Digit Contact and Phone	Digit Contact email	Requested Changes	Total PCP
RICOM MP 2555	ADULT PROBATION	605 S 10TH ST	1ST FLOOR Ste B100, reception	LINCOLN	12580	0		X	Sheryl Lewis 402-441-8855	sheryl.lewis@nebbraska.gov		0.0186000
RICOM MP 2555	ADULT PROBATION	605 S 10TH ST	1ST FLOOR Ste B100, outside of B118	LINCOLN	6332	0		X	Sheryl Lewis 402-441-8855	sheryl.lewis@nebbraska.gov		0.0186000
RICOM MP 2555	ADULT PROBATION	605 S 10TH ST	1ST FLOOR Ste B100, across from A103	LINCOLN	5538	0		X	Sheryl Lewis 402-441-8855	sheryl.lewis@nebbraska.gov		0.0186000
RICOM MP 2555	ADULT PROBATION	605 S 10TH ST	3RD FLOOR, Access from A312	LINCOLN	7790	0		X	Sheryl Lewis 402-441-8855	sheryl.lewis@nebbraska.gov		0.0186000
RICOM MP 2555	AGING	1005 O ST	3RD FLOOR, Copy Room	LINCOLN	12901	0		X	Jennifer Hartman 402-441-6136	jhartman@lincoln.ne.gov		0.0186000
RICOM MP 2555	AGING	1005 O ST	NORTH END 3RD FLOOR	LINCOLN	5168	0		X	Jennifer Hartman 402-441-6136	jhartman@lincoln.ne.gov		0.0186000
RICOM MP 2555	AGING	1005 O ST	1ST FLOOR - RECEPTION	LINCOLN	2091	0		X	Jennifer Hartman 402-441-6136	jhartman@lincoln.ne.gov		0.0186000
RICOM MP 2555	AGING	1005 O ST	PF5 R/O 3RD FLOOR	LINCOLN	3522	0		X	Jennifer Hartman 402-441-6136	jhartman@lincoln.ne.gov		0.0186000
RICOM MP 2555	AGING	1005 O ST	WALKER OFFICE	LINCOLN	5083	0		X	Jennifer Hartman 402-441-6136	jhartman@lincoln.ne.gov		0.0186000
RICOM MP 2555	AGING	1005 O ST	MITFORD SENIOR CENTER	MILFORD	578	0	X		Jennifer Hartman 402-441-6136	jhartman@lincoln.ne.gov		0.0186000
RICOM MP 2555	AGING	109 W 3RD ST	SALINE AGING SERVICES	MILFORD	6136	0		X	Jennifer Hartman 402-441-6136	jhartman@lincoln.ne.gov		0.0186000
RICOM MP 2555	AGING	2125 N NEBRASKA AVE	Only Unit at this address	DAVID CITY	1940	0		X	Jennifer Hartman 402-441-6136	jhartman@lincoln.ne.gov		0.0186000
RICOM MP 2555	AGING	592 D St, Street	Only Unit at this address	DAVID CITY	1533	0		X	Jennifer Hartman 402-441-6136	jhartman@lincoln.ne.gov		0.0186000
RICOM MP 2555	AGING	901 W REARD ST	TRANSPORTATION 2ND FL	LINCOLN	4866	0	X		Jennifer Hartman 402-441-6136	jhartman@lincoln.ne.gov	Add Booklet Finisher Add OCR	0.0277799
RICOM MP 2555	AGING	1005 O ST	3RD FLOOR	LINCOLN	3815	2308		X	Jennifer Hartman 402-441-6136	jhartman@lincoln.ne.gov		0.0186000
RICOM MP 2555	AGING	1005 O ST	3RD FLR	LINCOLN	9041	9986		X	Jennifer Hartman 402-441-6136	jhartman@lincoln.ne.gov		0.0186000
RICOM MP 2555	AGING	233 S 10TH ST	OFFICE	LINCOLN	3969	2638		X	Jennifer Hartman 402-441-6136	jhartman@lincoln.ne.gov		0.0191259
RICOM MP 2555	AGING	1005 O ST	FL ACCOUNTING	LINCOLN	6000	484		X	Jennifer Hartman 402-441-6136	jhartman@lincoln.ne.gov	Add OCR	0.0191259
RICOM MP 2555	AGING	1005 O ST	LL	LINCOLN	3855	6632		X	Jennifer Hartman 402-441-6136	jhartman@lincoln.ne.gov	Add Booklet Finisher	0.0191259
RICOM MP 2555	AGING	1005 E HWY 33	STE 6	DAVID CITY	700	0	X		Jennifer Hartman 402-441-6136	jhartman@lincoln.ne.gov		0.0186000
RICOM MP 2555	AGING	400 HAWKYE ST	STE 204	DAVID CITY	505	0	X		Jennifer Hartman 402-441-6136	jhartman@lincoln.ne.gov		0.0186000
RICOM MP 2555	AGING - LINCOLN INFORMATION FOR THE ELDERLY	370 N 3TH ST	Only Unit at this address	LINCOLN	440	0	X		Jennifer Hartman 402-441-6136	jhartman@lincoln.ne.gov		0.0186000
RICOM MP 2555	AGING - NE SENIOR CENTER	6310 PLATTE AVE	Only Unit at this address	LINCOLN	551	0	X		Jennifer Hartman 402-441-6136	jhartman@lincoln.ne.gov		0.0186000
RICOM MP 2555	BUILDING AND SAFETY	555 S 10TH ST RM203	RM 203	LINCOLN	7678	0		X	Justin Meyer Act 402-441-6455 Rita Cox, Maint 402-441-6454 Rita	jmyer@lincoln.ne.gov rcox@lincoln.ne.gov		0.0186000
RICOM MP 2555	BUILDING AND SAFETY	555 S 10TH ST	RM A203	LINCOLN	2522	1299		X	Justin Meyer Act 402-441-6455 Rita Cox, Maint 402-441-6454 Rita	jmyer@lincoln.ne.gov rcox@lincoln.ne.gov		0.0186000
RICOM MP 2555	CITY ATTORNEY	3RD FLR	3RD FLR - South Side, east of Receipt	LINCOLN	259	0	X		Terrri Storer 402-441-7269	trstorer@lincoln.ne.gov		0.0186000
RICOM MP 2555	CITY ATTORNEY	555 S 10TH ST	3RD FL - Prosecution Area, south of Receipt	LINCOLN	3703	0		X	Terrri Storer 402-441-7269	trstorer@lincoln.ne.gov		0.0186000
RICOM MP 2555	CITY ATTORNEY	555 S 10TH ST	LAW DEPT 3RD FL - Civil Workroom	LINCOLN	9000	1035		X	Terrri Storer 402-441-7269	trstorer@lincoln.ne.gov	Add Finish Option H	0.0187123
RICOM MP 2555	CITY COMMUNITY CLERK	555 S 10TH ST	STE 110	LINCOLN	2778	0		X	Janice Fohrer 402-441-7411	john@lincoln.ne.gov		0.0186000
RICOM MP 2555	CITY COMMUNICATIONS	5435 NW 1ST ST	LOWER LEVEL - 911 Center	LINCOLN	5611	0		X	Michelle Schaefer 402-441-7216	psl402@lincoln.ne.gov		0.0186000
RICOM MP 2555	CLERK OF DISTRICT COURT	373 S 10TH ST	3RD FL - 808TH	LINCOLN	2708	0		X	Simon Rezac 402-441-7411 Jared Simon Rezac 402-441-7411 Jared	simon@lincoln.ne.gov jared@lincoln.ne.gov	Cancel Printer	0.0283516
RICOM MP 2555	CLERK OF DISTRICT COURT	373 S 10TH ST	3RD FL - Dts Ct Rm off NW Hall	LINCOLN	4349	0		X	Simon Rezac 402-441-7411 Jared Simon Rezac 402-441-7411 Jared	simon@lincoln.ne.gov jared@lincoln.ne.gov		0.0186000
RICOM MP 2555	CLERK OF DISTRICT COURT	373 S 10TH ST	3RD FL - Clerks Office, Back Entrance	LINCOLN	5534	0		X	Simon Rezac 402-441-7411 Jared Simon Rezac 402-441-7411 Jared	simon@lincoln.ne.gov jared@lincoln.ne.gov		0.0186000
RICOM MP 2555	CLERK OF DISTRICT COURT	373 S 10TH ST	3RD FL - Clerks Office, File Room	LINCOLN	6369	0		X	Simon Rezac 402-441-7411 Jared Simon Rezac 402-441-7411 Jared	simon@lincoln.ne.gov jared@lincoln.ne.gov		0.0186000
RICOM MP 2555	CLERK OF DISTRICT COURT	373 S 10TH ST	3RD FL - Clerks Office Front Counter	LINCOLN	19914	0		X	Simon Rezac 402-441-7411 Jared Simon Rezac 402-441-7411 Jared	simon@lincoln.ne.gov jared@lincoln.ne.gov		0.0186000
RICOM MP 2555	CLERK OF DISTRICT COURT	373 S 10TH ST	3RD FL - Dts Ct Rm off SW Hall	LINCOLN	261	0	X		Simon Rezac 402-441-7411 Jared Simon Rezac 402-441-7411 Jared	simon@lincoln.ne.gov jared@lincoln.ne.gov		0.0186000
RICOM MP 2555	CLERK OF DISTRICT COURT	373 S 10TH ST	3RD FL - Clerks Office by Window	LINCOLN	3138	170		X	Simon Rezac 402-441-7411 Jared Simon Rezac 402-441-7411 Jared	simon@lincoln.ne.gov jared@lincoln.ne.gov	Upgrade to C350AEX	0.0232322
RICOM MP 2555	COMM HEALTH ENDOWMENT	250 N 23ST ST	STE 2	LINCOLN	4415	1175		X	5081 608 - 402-430-5536	lpsc@bellincoln.org		0.0186000
RICOM MP 2555	COMMUNITY HUMAN RIGHTS	555 S 10TH ST	RM A304 - STE 204	LINCOLN	8702	0		X	Terrri Storer 402-441-7269	trstorer@lincoln.ne.gov	Add Booklet Finisher Add Internal Punch	0.0234287
RICOM MP 2555	COMMUNITY CORRECTIONS	605 S 10TH ST	RM 2501 of file hall of Justice	LINCOLN	2000	0	X		Brenda Reining 402-441-3600 Brenda Reining 402-441-3600	brreining@lincoln.ne.gov brreining@lincoln.ne.gov		0.0186000
RICOM MP 2555	COMMUNITY CORRECTIONS	605 S 10TH ST	Suite B131	LINCOLN	8733	0		X	Brenda Reining 402-441-3600 Brenda Reining 402-441-3600	brreining@lincoln.ne.gov brreining@lincoln.ne.gov		0.0186000
RICOM MP 2555	COMMUNITY CORRECTIONS	605 S 10TH ST	BASEMENT	LINCOLN	3351	0		X	Brenda Reining 402-441-3600 Brenda Reining 402-441-3600	brreining@lincoln.ne.gov brreining@lincoln.ne.gov		0.0186000
RICOM MP 2555	COMMUNITY CORRECTIONS	605 S 10TH ST	Suite B131	LINCOLN	9467	1021		X	Brenda Reining 402-441-3600 Jareth Kaup 402-441-6307 Debra Haeffner	brreining@lincoln.ne.gov jkaup@lincoln.ne.gov dhaeffner@lincoln.ne.gov		0.0186000
RICOM MP 2555	COMMUNITY MENTAL HEALTH	825 J ST	Staff Area - this is a locked unit, west end of building	LINCOLN	9285	0		X	Jareth Kaup 402-441-6307 Debra Haeffner	jkaup@lincoln.ne.gov dhaeffner@lincoln.ne.gov		0.0186000
RICOM MP 2555	COMMUNITY MENTAL HEALTH	825 J ST	HUB - east end of building	LINCOLN	5696	296		X	Jareth Kaup 402-441-6307 Debra Haeffner	jkaup@lincoln.ne.gov dhaeffner@lincoln.ne.gov		0.0186000
RICOM MP 2555	COUNTY ASSESSOR	555 S 10TH ST	Personal Property Area	LINCOLN	2491	0		X	Connie Ahlschwede 402-441-8776 Connie Ahlschwede 402-441-8776	connie@lincoln.ne.gov connie@lincoln.ne.gov	Add Finish Option A	0.0186000
RICOM MP 2555	COUNTY ASSESSOR - REGISTER OF DEEDS	555 S 10TH ST	Appraisal Area	LINCOLN	114	0		X	Connie Ahlschwede 402-441-8776 Connie Ahlschwede 402-441-8776	connie@lincoln.ne.gov connie@lincoln.ne.gov	Upgrade to C350AEX	0.0477508
RICOM MP 2555	COUNTY ATTORNEY	605 S 10TH ST	3RD FLOOR - Staff Area	LINCOLN	1320	0		X	Eileen Legrande 402-441-7334	elegrande@lincoln.ne.gov	Add OCR	0.0271552
RICOM MP 2555	COUNTY ATTORNEY	605 S 10TH ST	2ND FLOOR - Workroom	LINCOLN	5640	0		X	Eileen Legrande 402-441-7334	elegrande@lincoln.ne.gov	Add One Bin Tray	0.0273378
RICOM MP 2555	COUNTY ATTORNEY	575 S 10TH ST	4TH FLR - Front Desk	LINCOLN	166	0		X	Eileen Legrande 402-441-7334	elegrande@lincoln.ne.gov	Add OCR	0.0186000
RICOM MP 2555	COUNTY ATTORNEY	605 S 10TH ST	2ND FLOOR - Front Desk	LINCOLN	3755	0		X	Eileen Legrande 402-441-7334	elegrande@lincoln.ne.gov	Add OCR	0.0195982
RICOM MP 2555	COUNTY ATTORNEY	575 S 10TH ST	4TH FL - East Copy Room	LINCOLN	1009	0		X	Eileen Legrande 402-441-7334	elegrande@lincoln.ne.gov	Add 2,000 Sheet Tray	0.0219796
RICOM MP 2555	COUNTY ATTORNEY	575 S 10TH ST	Daba Entry Hall	LINCOLN	8934	0		X	Eileen Legrande 402-441-7334	elegrande@lincoln.ne.gov	Add OCR	0.0190112
RICOM MP 2555	COUNTY ATTORNEY	575 S 10TH ST	4TH FLOOR - Copier Cube - Karla	LINCOLN	5400	0		X	Eileen Legrande 402-441-7334	elegrande@lincoln.ne.gov	Add OCR	0.0192315
RICOM MP 2555	COUNTY ATTORNEY	575 S 10TH ST	4TH FLOOR - Center Office - Johne	LINCOLN	7921	0		X	Eileen Legrande 402-441-7334	elegrande@lincoln.ne.gov	Add Annual Punch Unit	0.0272242
RICOM MP 2555	COUNTY ATTORNEY	575 S 10TH ST	4TH FLR - Law Clerk Office	LINCOLN	2337	0		X	Eileen Legrande 402-441-7334	elegrande@lincoln.ne.gov	Add OCR	0.0200692
RICOM MP 2555	COUNTY ATTORNEY	575 S 10TH ST	West End of Office - Kim	LINCOLN	8142	0		X	Eileen Legrande 402-441-7334	elegrande@lincoln.ne.gov	Add OCR	0.0190189
RICOM MP 2555	COUNTY ATTORNEY	575 S 10TH ST	4TH FLOOR - East Copy Room	LINCOLN	11658	0		X	Eileen Legrande 402-441-7334	elegrande@lincoln.ne.gov	Add another 1,500 LIT in addition to 2,000 Add Secure Print Add One Bin Tray for Faxes Add Optional Punch Unit	0.0227612
RICOM MP 2555	COUNTY ATTORNEY	575 S 10TH ST	4TH FLOOR - West Copy Room	LINCOLN	13047	2899		X	Eileen Legrande 402-441-7334	elegrande@lincoln.ne.gov	Add Secure Print Add One Bin Tray for Faxes Add Optional Punch Unit Add Finisher Option B	0.0200864
RICOM MP 2555	COUNTY CLERK	555 S 10TH ST	RM 108	LINCOLN	18801	0		X	Carri Forbes 402-441-8723	conah@lincoln.ne.gov	Add Finisher Option C	0.0211804



RICOH MP C2504EX	COUNTY CLERK	555 S 10TH ST	Room 108	LINCOLN	4520	7734	X	Carl Forbes 402-441-8723	cosah@lincoln.ne.gov	Add OCR	0.0193528
RICOH MP 2555	COUNTY COMMISSIONER	555 S 10TH ST	SUITE 110	LINCOLN	2141	859	X	Murieta M. Gemlich 402-441-7449	murieta@lincoln.ne.gov		0.0186000
RICOH MP C2504EX	COUNTY COMMISSIONER	555 S 10TH ST	RM 101 - Rhonda	LINCOLN	601	0	X	Murieta M. Gemlich 402-441-7449	murieta@lincoln.ne.gov	Downgrade to MP 3015PF	0.0121751
RICOH MP 2555	COUNTY COMMISSIONER	555 S 10TH ST	RECOURSES/TRAINING	LINCOLN	8053	0		Angie Kotzal 402-441-1909	akotzal@lincoln.ne.gov		0.0123734
RICOH MP 2555	COUNTY COMMISSIONER	3801 W O ST	Ground floor over station	LINCOLN	6004	0	X	Angie Kotzal 402-441-1909	akotzal@lincoln.ne.gov		0.0186000
RICOH MP 2555	COUNTY COMMISSIONER	3801 W O ST	Release Lobby	LINCOLN	4059	0	X	Angie Kotzal 402-441-1909	akotzal@lincoln.ne.gov	Downgrade to MP 3015PF	0.0186000
RICOH MP 2555	COUNTY COMMISSIONER	3801 WEST O ST	Work Release Control Center	LINCOLN	3945	0	X	Angie Kotzal 402-441-1909	akotzal@lincoln.ne.gov		0.0186000
RICOH MP 2555	COUNTY COMMISSIONER	3801 WEST O ST	TRANSPORT	LINCOLN	8822	0	X	Angie Kotzal 402-441-1909	akotzal@lincoln.ne.gov		0.0186000
RICOH MP 2555	COUNTY COMMISSIONER	3801 WEST O ST	BOOKING - EAST	LINCOLN	3164	0	X	Angie Kotzal 402-441-1909	akotzal@lincoln.ne.gov		0.0186000
RICOH MP 2555	COUNTY COMMISSIONER	3801 WEST O ST	RECORDS	LINCOLN	11107	0	X	Angie Kotzal 402-441-1909	akotzal@lincoln.ne.gov		0.0186000
RICOH MP 2555	COUNTY COMMISSIONER	3801 WEST O ST	CLASSIFICATIONS	LINCOLN	6745	0	X	Angie Kotzal 402-441-1909	akotzal@lincoln.ne.gov		0.0186000
RICOH MP 2555	COUNTY COMMISSIONER	3801 WEST O ST	PROPERTY	LINCOLN	3215	0	X	Angie Kotzal 402-441-1909	akotzal@lincoln.ne.gov		0.0186000
RICOH MP 2555	COUNTY COMMISSIONER	605 S 10TH PRG 13B	BOOKING CENTER/downtown court staging	LINCOLN	727	0	X	Angie Kotzal 402-441-1909	akotzal@lincoln.ne.gov		0.0186000
RICOH MP 2555	COUNTY COMMISSIONER	3801 W O ST	BOOKING AREA - West	LINCOLN	6849	0	X	Angie Kotzal 402-441-1909	akotzal@lincoln.ne.gov		0.0186000
RICOH MP 2555	COUNTY COMMISSIONER	3801 W O ST	PROGRAMS	LINCOLN	15756	0	X	Angie Kotzal 402-441-1909	akotzal@lincoln.ne.gov		0.0186000
RICOH MP C2504EX	COUNTY COMMISSIONER	3801 W O ST	ADMIN 2ND FLOOR	LINCOLN	9326	0	X	Angie Kotzal 402-441-1909	akotzal@lincoln.ne.gov		0.0186000
RICOH MP 2555	COUNTY COMMISSIONER	3801 W O ST	ADMIN 2ND FLOOR	LINCOLN	9326	0	X	Angie Kotzal 402-441-1909	akotzal@lincoln.ne.gov		0.0186000
RICOH MP 2555	COUNTY COMMISSIONER	3801 W O ST	2ND FLOOR RECEPTION AREA	LINCOLN	2147	0	X	Angie Kotzal 402-441-1909	akotzal@lincoln.ne.gov		0.0186000
RICOH MP 2555	COUNTY COMMISSIONER	525 S 10TH ST	2ND FLOOR PROBATE/CIVIL - Kerl Pritchard's Office	LINCOLN	13009	0	X	Chebea Beaver 402-441-7335	Chebea.Beaver@lincoln.ne.gov	Add Bin Tray For Faxes	0.0213481
RICOH MP 2555	COUNTY COMMISSIONER	525 S 10TH ST	2ND FLOOR - Probate Deeds	LINCOLN	5346	0	X	Chebea Beaver 402-441-7335	Chebea.Beaver@lincoln.ne.gov	Add Bin Tray For Faxes	0.0190516
RICOH MP 2555	COUNTY COMMISSIONER	525 S 10TH ST	2ND FLOOR - Civil Counter	LINCOLN	5346	0	X	Chebea Beaver 402-441-7335	Chebea.Beaver@lincoln.ne.gov	Add Bin Tray For Faxes	0.0186000
RICOH MP 2555	COUNTY COMMISSIONER	525 S 10TH ST	2ND FLOOR - Copy Counter	LINCOLN	9128	0	X	Chebea Beaver 402-441-7335	Chebea.Beaver@lincoln.ne.gov	Add Bin Tray For Faxes	0.0192164
RICOH MP 6055	COUNTY COURT	525 S 10TH ST	2ND FLOOR - CIVIL Counter	LINCOLN	2591	0	X	Chebea Beaver 402-441-7335	Chebea.Beaver@lincoln.ne.gov	Add Bin Tray For Faxes	0.0208772
RICOH MP 4055	COUNTY COURT	525 S 10TH ST	2ND FLOOR - Judge Sign Desk	LINCOLN	13077	0	X	Chebea Beaver 402-441-7335	Chebea.Beaver@lincoln.ne.gov	Add Bin Tray For Faxes	0.0186000
RICOH MP 4055	COUNTY COURT	525 S 10TH ST	2ND FLOOR - Civil Records Clerks	LINCOLN	8647	0	X	Chebea Beaver 402-441-7335	Chebea.Beaver@lincoln.ne.gov	Add Bin Tray For Faxes	0.0186000
RICOH MP C2504EX	COUNTY COURT	525 S 10TH ST	2ND FLOOR - Enforce, Mid Office Counter	LINCOLN	8134	373	X	Chebea Beaver 402-441-7335	Chebea.Beaver@lincoln.ne.gov		0.0186000
RICOH MP C2504EX	COUNTY ENGINEER SHOP	444 CHERRYCREEK RD	BLDG B	LINCOLN	2172	0	X	Barb Lischon 402-441-7917	barb@lincoln.ne.gov	Upgrade to C2504ex	0.0404741
RICOH MP 2555	COUNTY ENGINEERING	444 CHERRYCREEK RD	STE C	LINCOLN	4430	0	X	Christina Kling 402-441-7683	ckling@lincoln.ne.gov	Add OCR	0.0193568
RICOH MP C2504EX	COUNTY ENGINEERING	444 CHERRYCREEK RD	STE C	LINCOLN	3248	3687	X	Angela Zocholl 402-441-8335	azocholl@lincoln.ne.gov	Add OCR	0.0196500
RICOH MP 6055	COUNTY EXTENSION	444 CHERRYCREEK RD	STE A	LINCOLN	45856	0	X	Christina Kling 402-441-7683	ckling@lincoln.ne.gov	Add finish option D Add finish option J Add free 60 day trial of CCE Add 2 x 5501 traps Add finish option D Add 60 day free trial of CCE	0.0195522
RICOH MP C2504EX	COUNTY EXTENSION	444 CHERRYCREEK RD	STE A	LINCOLN	5717	17542	X	Jenny DeBlair 402-441-6751	jdebair7@unl.edu		0.0203178
RICOH MP 3555	COUNTY GENERAL ASSISTANCE	3140 N ST	2ND FLOOR	LINCOLN	2159	0	X	Jenny DeBlair 402-441-6751	jdebair7@unl.edu		0.0186000
RICOH MP C2504EX	COUNTY HUMAN SERVICES	555 S 10TH ST	555 S 10TH ST 107	LINCOLN	2159	0	X	Tracy Collier 402-441-3069	tracycollier@lincoln.ne.gov		0.0186000
RICOH MP 4055	COUNTY PUBLIC DEFENDER	633 S 9TH ST	2nd floor in back	LINCOLN	2425	2050	X	Shyla Hyle 402-441-4934	shyla@lincoln.ne.gov	Add OCR	0.0195957
RICOH MP 4055	COUNTY PUBLIC DEFENDER	633 S 9TH ST	2nd floor in front	LINCOLN	6326	0	X	Jessica Skeak 402-441-7817	jmskeak@lincoln.ne.gov		0.0186000
RICOH MP C2504EX	COUNTY PUBLIC DEFENDER	633 S 9TH ST	SUITE 100	LINCOLN	11557	0	X	Monica Ross 402-441-7631	mross@lincoln.ne.gov		0.0186000
RICOH MP 4055	COUNTY TREASURER	555 S 10TH ST	RM 102	LINCOLN	4111	0	X	Monica Ross 402-441-7631	mross@lincoln.ne.gov		0.0186000
RICOH MP 2555	DMV - DRIVERS LICENSE	500 W O ST	MAIN OFFICE	LINCOLN	1374	0	X	Brent Belicki 402-441-8830	belicki@lincoln.ne.gov		0.0186000
RICOH MP 3555	DMV - MOTOR VEHICLE	625 N 46TH ST	Lancaster County Treasurer - Motor Assessments and Regs	LINCOLN	4030	0	X	Brent Belicki 402-441-8830	belicki@lincoln.ne.gov		0.0186000
RICOH MP 3555	DMV - MOTOR VEHICLE	625 N 46TH ST	Lancaster County Treasurer - Motor Assessments and Regs	LINCOLN	1681	0	X	Brent Belicki 402-441-8830	belicki@lincoln.ne.gov		0.0186000
RICOH MP 2555	EMERGENCY MANAGEMENT	651 N 46TH ST	651 N 46TH ST	LINCOLN	2727	0	X	Back High-Morace 402-441-7058	backhigh@lincoln.ne.gov		0.0186000
RICOH MP 2555	EMERGENCY MANAGEMENT	555 S 10TH ST	BACKSTAGE	LINCOLN	1563	0	X	Patri Tallamante 402-441-7741	ptallamante@lincoln.ne.gov		0.0186000
RICOH MP 2555	FINANCE (Address to Finance Dept.)	555 S 10TH ST	FINANCE 1ST FL	LINCOLN	4187	0	X	Janice Follmer 402-441-7411	folmer@lincoln.ne.gov		0.0186000
RICOH MP C2504EX	FINANCE (Address to Finance Dept.)	555 S 10TH ST	FINANCE 1ST FL	LINCOLN	N/A	N/A	X	Janice Follmer 402-441-7412	folmer@lincoln.ne.gov		0.0186000
RICOH MP 2555	FINANCE (Address to Finance Dept.)	1801 Q ST	1ST FLOOR	LINCOLN	5109	1773	X	Janice Follmer 402-441-7411	folmer@lincoln.ne.gov		0.0186000
RICOH MP 2555	FIRE DEPT	1801 Q ST	2ND FLOOR	LINCOLN	624	0	X	Ngoc Dao 402-441-8371	ndaos@lincoln.ne.gov		0.0186000
RICOH MP C2504EX	FIRE DEPT	901 W BOND ST	1ST FIRE/ENTRANCE B STE 200	LINCOLN	4050	0	X	Ngoc Dao 402-441-8371	ndaos@lincoln.ne.gov	Upgrade to MP C3504EX Add External Finisher	0.0210699
RICOH MP 2555	FIRE DEPT	901 W BOND ST	1ST FLOOR	LINCOLN	399	0	X	Ngoc Dao 402-441-8371	ndaos@lincoln.ne.gov		0.0186000
RICOH MP 2555	FIRE DEPT	901 W BOND ST	MISC DIVISION STE 200	LINCOLN	1252	0	X	Ngoc Dao 402-441-8371	ndaos@lincoln.ne.gov		0.0186000
RICOH MP 2555	FIRE DEPT	1801 Q ST	2ND FL ADMIN	LINCOLN	1915	0	X	Ngoc Dao 402-441-8371	ndaos@lincoln.ne.gov		0.0186000
RICOH MP 3555	FIRE DEPT	901 W BOND ST	MEZZANINE LEVEL	LINCOLN	7444	36	X	Ngoc Dao 402-441-8371	ndaos@lincoln.ne.gov		0.0186000
RICOH MP C2504EX	FIRE DEPT	901 W BOND ST	MEZZANINE LEVEL	LINCOLN	3508	413	X	Ngoc Dao 402-441-8371	ndaos@lincoln.ne.gov		0.0186000
RICOH MP C2504EX	FIRE DEPT	1440 ADAMS ST	STATION #10	LINCOLN	523	0	X	Ngoc Dao 402-441-8371	ndaos@lincoln.ne.gov		0.0186000
RICOH MP 2555	FIRE DEPT	2201 S 84TH ST	Only Unit at this address	LINCOLN	282	219	X	Ngoc Dao 402-441-8371	ndaos@lincoln.ne.gov		0.0186000
RICOH MP 2555	FIRE DEPT 12	1700 S CODDINGTON	Only Unit at this address	LINCOLN	445	0	X	Ngoc Dao 402-441-8371	ndaos@lincoln.ne.gov		0.0186000
RICOH MP 2555	FIRE DEPT 14	5435 HWY 151 ST	Only Unit at this address	LINCOLN	510	0	X	Ngoc Dao 402-441-8371	ndaos@lincoln.ne.gov		0.0186000
RICOH MP 2555	FIRE DEPT 3	121 S 2ND ST	STATION 3	LINCOLN	928	0	X	Ngoc Dao 402-441-8371	ndaos@lincoln.ne.gov		0.0186000
RICOH MP 2555	FIRE DEPT 4	5600 S 27TH ST	Only Unit at this address	LINCOLN	915	0	X	Ngoc Dao 402-441-8371	ndaos@lincoln.ne.gov		0.0186000
RICOH MP 2555	FIRE DEPT 5	3640 TOWNLINE	STATION 5	LINCOLN	1054	0	X	Ngoc Dao 402-441-8371	ndaos@lincoln.ne.gov		0.0186000
RICOH MP 2555	FIRE DEPT 6	5951 S 88TH ST	STATION 6	LINCOLN	1122	0	X	Ngoc Dao 402-441-8371	ndaos@lincoln.ne.gov		0.0186000
RICOH MP 2555	FIRE DEPT 7	1385 S COTNER BLVD	STATION 7	LINCOLN	901	0	X	Ngoc Dao 402-441-8371	ndaos@lincoln.ne.gov		0.0186000
RICOH MP 2555	FIRE DEPT 8	901 N CENTER	STATION 8	LINCOLN	725	0	X	Ngoc Dao 402-441-8371	ndaos@lincoln.ne.gov		0.0186000
RICOH MP 3035PP	FIRE DEPT 9	300 SOUTH ST	RECRUIT TRAINING	LINCOLN	372	219	X	Ngoc Dao 402-441-8371	ndaos@lincoln.ne.gov		0.0186000
RICOH MP 2555	FIRE DEPT 9	2662 CORNHUSKER HWY	WHC OFFICE	LINCOLN	118	0	X	Ngoc Dao 402-441-8371	ndaos@lincoln.ne.gov		0.0186000
RICOH MP 2555	HEALTH DEPT	3140 N ST	SCHOOL/TORRACCO	LINCOLN	3771	0	X	Jim Ring 402-441-8010	jring@lincoln.ne.gov		0.0186000
RICOH MP 2555	HEALTH DEPT	3140 N ST	RECEPTION	LINCOLN	3256	0	X	Jim Ring 402-441-8010	jring@lincoln.ne.gov		0.0186000





PROJECT ID	PROJECT NAME	LOCATION	DESCRIPTION	STATUS	START DATE	END DATE	CONTACT	PHONE	EMAIL	STATUS	DATE
RICOH MP C3504EX	PUBLIC WORKS - COLLECTION SHOP	2400 THERESA ST	COLLECTIONS	IN CON	413	165	X		thorson@lincoln.ne.gov	Add OCR	0.0168667
RICOH MP C3504EX	PUBLIC WORKS - DSE	545 S 10TH ST	545 S 10TH ST	IN CON	466	466	X		clunker@lincoln.ne.gov	Add OCR	0.0193134
RICOH MP 3555	PUBLIC WORKS - ENGINEERING SVCS	949 W BOND ST	STE 200 in Design/Cont area	IN CON	595	0	X		acornellu@lincoln.ne.gov	Add OCR	0.0219073
RICOH MP 3555	PUBLIC WORKS - ENGINEERING SVCS	949 W BOND ST	STE 200 in Design/Cont area	IN CON	2700	0	X		acornellu@lincoln.ne.gov	Add OCR	0.0190137
RICOH MP 3555	PUBLIC WORKS - ENGINEERING SVCS	949 W BOND ST	STE 200 in Design/Cont area	IN CON	3723	0	X		acornellu@lincoln.ne.gov	Add OCR	0.0190137
RICOH MP C3504EX	PUBLIC WORKS - ENGINEERING SVCS	949 W BOND ST	Sign/Signal Shop	IN CON	1135	851	X		acornellu@lincoln.ne.gov	Add OCR	0.0216045
RICOH MP C3504EX	PUBLIC WORKS - ENGINEERING SVCS	949 W BOND ST	STE 200 in Mail room near front desk	IN CON	4667	5222	X		acornellu@lincoln.ne.gov	Add OCR	0.0219307
RICOH MP 2555	PUBLIC WORKS - FLEET SERVICES	901 W BOND ST	FLEET SERVICES	IN CON	983	0	X		Weger@lincoln.ne.gov	Add OCR	0.0220690
RICOH MP C3504EX	PUBLIC WORKS - FLEET SERVICES	901 W BOND ST	FLEET SERVICES 2ND FLOOR	IN CON	1871	535	X		Weger@lincoln.ne.gov	Add OCR	0.0220690
RICOH MP 2555	PUBLIC WORKS - NE WASTE WATER	7000 N 70TH ST	ADMIN BLDG	IN CON	694	0	X		Weger@lincoln.ne.gov	Add OCR	0.0220690
RICOH MP 2555	PUBLIC WORKS - NE WASTE WATER	5104 N 48TH ST	GATE HOUSE BLDG	IN CON	1285	0	X		Weger@lincoln.ne.gov	Add OCR	0.0220690
RICOH MP 2555	PUBLIC WORKS - SOLID WASTE OPERATIONS	6000 BLUFF RD	BLUFFS RD GARHOUSE	IN CON	1431	0	X		Weger@lincoln.ne.gov	Add OCR	0.0220690
RICOH MP 2555	PUBLIC WORKS - SOLID WASTE OPERATIONS	6000 BLUFF RD	ADMIN BLDG	IN CON	39	863	X		Weger@lincoln.ne.gov	Add OCR	0.0220690
RICOH MP 2555	PUBLIC WORKS - SOLID WASTE OPERATIONS	6000 BLUFF RD	Water Valve Upstairs	IN CON	5707	0	X		Weger@lincoln.ne.gov	Add OCR	0.0220690
RICOH MP C3504EX	PUBLIC WORKS - STAR TRAM	7101 ST	Dispatch Office	IN CON	1313	0	X		thorson@lincoln.ne.gov	Add OCR	0.0193136
RICOH MP C3504EX	PUBLIC WORKS - STAR TRAM	7101 ST	Office next to Laura Maybin	IN CON	3243	1670	X		thorson@lincoln.ne.gov	Add OCR	0.0193136
RICOH MP 2555	PUBLIC WORKS - STREET MAINTENANCE	3180 SOUTH ST	STREET MAINT SHOP	IN CON	1160	0	X		thorson@lincoln.ne.gov	Add OCR	0.0218197
RICOH MP 3555	PUBLIC WORKS - STREET MAINTENANCE	3200 BALDWIN AVE	COMMONS AREA	IN CON	1046	0	X		thorson@lincoln.ne.gov	Add OCR	0.0218197
RICOH MP 3555	PUBLIC WORKS - STREET OPERATIONS	901 W BOND	SHOP - DOOR 31 OR 37	IN CON	1177	0	X		thorson@lincoln.ne.gov	Add OCR	0.0218197
RICOH MP 3555	PUBLIC WORKS - STREET OPERATIONS	949 W BOND	STE 200	IN CON	4219	1537	X		thorson@lincoln.ne.gov	Add OCR	0.0218197
RICOH MP 3555	PUBLIC WORKS - WASTE WATER	2400 THERESA ST	MAINT SHOP 2ND FLOOR	IN CON	260	0	X		thorson@lincoln.ne.gov	Add OCR	0.0218197
RICOH MP C3504EX	PUBLIC WORKS - WASTE WATER	2400 THERESA ST	BIKE A-25 Copy Room	IN CON	4414	1448	X		thorson@lincoln.ne.gov	Add OCR	0.0218197
RICOH MP C3504EX	PUBLIC WORKS - WASTE WATER	2400 THERESA ST	BIKE A-25 inside office area	IN CON	3306	0	X		thorson@lincoln.ne.gov	Add OCR	0.0218197
RICOH MP 3555	PUBLIC WORKS - WATER BILLING	555 S 10TH ST	BIOS A16	IN CON	328	393	X		thorson@lincoln.ne.gov	Add OCR	0.0218197
RICOH MP 3555	PUBLIC WORKS - WATER BILLING / CUSTOMER SERVICE	555 S 10TH ST	North Side Second floor	IN CON	2631	0	X		thorson@lincoln.ne.gov	Add OCR	0.0193948
RICOH MP 3555	PUBLIC WORKS - WATER DEPT	555 S 10TH ST	RM 203 2ND FLOOR - Water Billing	IN CON	1845	0	X		thorson@lincoln.ne.gov	Add OCR	0.0204843
RICOH MP 2555	PUBLIC WORKS - WATER WORKS	201 N 27TH ST	FRONT OFFICE	IN CON	1638	0	X		thorson@lincoln.ne.gov	Add OCR	0.0206819
RICOH MP 3555	PUBLIC WORKS - WATER WORKS	201 N 27TH ST	Connie's Office	IN CON	2866	0	X		thorson@lincoln.ne.gov	Add OCR	0.0197900
RICOH MP C3504EX	PUBLIC WORKS - WATER WORKS	201 N 27TH ST	USA'S OFFICE	IN CON	4933	777	X		thorson@lincoln.ne.gov	Add OCR	0.0193944
RICOH MP C3504EX	PUBLIC WORKS - WATER WORKS	201 N 27TH ST	Locator's area	IN CON	2012	753	X		thorson@lincoln.ne.gov	Add OCR	0.0202949
RICOH MP C3504EX	PURCHASING	440 S 8TH ST	STE 700	IN CON	1736	1570	X		thorson@lincoln.ne.gov	Add OCR	0.0186000
RICOH MP 2555	RADIO SHOP REPAIR	901 W BOND ST	STE 110	IN CON	110	0	X		thorson@lincoln.ne.gov	Add OCR	0.0186000
RICOH MP 2555	RECORDS & COMM. (Cth)	380 FL	STE 110 up by front counter	IN CON	3258	0	X		thorson@lincoln.ne.gov	Add OCR	0.0186000
RICOH MP C3504EX	RISK MANAGEMENT (County)	440 S 8TH ST	SUITE 300	IN CON	1719	0	X		thorson@lincoln.ne.gov	Add OCR	0.0186000
RICOH MP 2555	SHERIFF OFFICE	575 S 10TH ST LEVEL	1ST FL	IN CON	992	0	X		thorson@lincoln.ne.gov	Add OCR	0.0239000
RICOH MP 3555	SHERIFF OFFICE	575 S 10TH ST		IN CON	3455	0	X		thorson@lincoln.ne.gov	Add OCR	0.0171239
RICOH MP 3555	SHERIFF OFFICE	575 S 10TH ST		IN CON	3267	0	X		thorson@lincoln.ne.gov	Add OCR	0.0232670
RICOH MP 3555	SHERIFF OFFICE	575 S 10TH ST	LOWER LEVEL	IN CON	3754	0	X		thorson@lincoln.ne.gov	Add OCR	0.0276810
RICOH MP 2555	SHERIFF OFFICE	575 S 10TH ST	SPECIAL SERVICES	IN CON	1937	0	X		thorson@lincoln.ne.gov	Add OCR	0.0118663
RICOH MP 2555	URBAN DEVELOPMENT	555 S 10TH ST	2ND FLR FRONT RM 205 - Fax	IN CON	3607	0	X		thorson@lincoln.ne.gov	Add OCR	0.0186000
RICOH MP C3504EX	URBAN DEVELOPMENT	555 S 10TH ST	2ND FLR RM 205 - Front Color	IN CON	5982	0	X		thorson@lincoln.ne.gov	Add OCR	0.0263501
RICOH MP C3504EX	URBAN DEVELOPMENT - PARK & GO	850 Q ST	2ND FLOOR STE 205 - Back Color	IN CON	1662	3044	X		thorson@lincoln.ne.gov	Add OCR	0.0185158
RICOH MP 2555	URBAN DEVELOPMENT - PARK & GO	850 Q ST	Front Office	IN CON	8330	0	X		thorson@lincoln.ne.gov	Add OCR	0.0186000
RICOH MP C3504EX	VETERAN SERVICE CENTER	605 S 10TH ST	Back Office	IN CON	9118	1701	X		thorson@lincoln.ne.gov	Add OCR	0.0189741
RICOH MP 2555	YOUTH SERVICES CENTER	1200 BACLIF ST	RM 373	IN CON	1427	0	X		thorson@lincoln.ne.gov	Add OCR	0.0186000
RICOH MP 2555	YOUTH SERVICES CENTER	1200 BACLIF ST	ASSESSMENT	IN CON	2481	0	X		thorson@lincoln.ne.gov	Add OCR	0.0186000
RICOH MP 2555	YOUTH SERVICES CENTER	1200 BACLIF ST	NURSING	IN CON	1434	0	X		thorson@lincoln.ne.gov	Add OCR	0.0186000
RICOH MP 2555	YOUTH SERVICES CENTER	1200 BACLIF ST	INTAKE	IN CON	4357	0	X		thorson@lincoln.ne.gov	Add OCR	0.0186000
RICOH MP 7903	YOUTH SERVICES CENTER	1200 BACLIF ST	ADMINISTRATION	IN CON	18628	0	X		thorson@lincoln.ne.gov	Add OCR	0.0186000

**INSURANCE CLAUSE FOR ALL CITY OF LINCOLN, LANCASTER COUNTY  
AND PUBLIC BUILDING COMMISSION CONTRACTS**

Vendors must provide coverage & documents related to the items with a check mark in Sections 1 – 1.9.

This includes endorsements and waivers as required below.

All Vendors must comply with Sections 2-7.

\*Indicates Endorsement Form is required.

**Insurance; Coverage Information**

The contractor shall, prior to beginning work, provide proof of insurance coverage in a form satisfactory to the City/County/PBC, which shall not withhold approval unreasonably. The coverages and minimum levels required by this contract are set forth below and shall be in effect for all times that work is being done pursuant to this Contract. No work on the Project or pursuant to this Contract shall begin until all insurance obligations herein are met to the satisfaction of the City/County/PBC, which shall not unreasonably withhold approval. Self-insurance shall not be permitted unless consent is given by the City/County/PBC prior to execution of the Agreement and may require submission of financial information for analysis. Deductible levels shall be provided in writing from the Contractor's insurer and will be no more than \$25,000.00 per occurrence. Said insurance shall be written on an **OCCURRENCE** basis, and shall be **PRIMARY, with any insurance coverage maintained by the City/County/PBC being secondary or excess.**

**Certificates**

The Contractor shall provide certificates of insurance and endorsements evidencing compliance with these requirements. The Contractor shall provide a Certificate of Insurance demonstrating the coverage required herein and the necessary endorsements and waivers described herein and below before being permitted to begin the work or project. All certificates, endorsements and endorsement forms (where required) must be acceptable to the City Attorney or County Attorney as appropriate. Certificates shall include an endorsement to provide for at least thirty (30) days' firm written notice in the event of cancellation. During the term of the Agreement and during the period of any required continuing coverages, the Contractor shall provide, prior to expiration of the policies, certificates and endorsement forms evidencing renewal insurance coverages. The parties agree that the failure of City/County/PBC to object to the form of a certificate and/or additional insured endorsement or endorsement forms provided shall not constitute a waiver of this requirement.



1. **Commercial General Liability**

The Contractor shall provide proof of Commercial General Liability Insurance with a minimum limit of not less than \$1,000,000.00 each occurrence and \$2,000,000.00 aggregate. These minimum limits can be met by primary and umbrella liability policies. Coverage shall include: Premises-Operations, Products/ Completed Operations, Contractual, Broad Form Property Damage, and Personal Injury. Such coverage shall be endorsed for the general aggregate to be on a **PER PROJECT** basis, and the contractor shall provide an additional insured endorsement acceptable to the City/County/PBC. The required insurance must include coverage for all projects and operations of Contractor or similar language that meets the approval of the City/County/PBC, which approval shall not be unreasonably withheld.

1.1 **Additional Insured\***

An Additional Insured Endorsement Form showing the City/County/PBC as Additional Insured for Commercial General Liability, Auto Liability and such other coverage as may be required by the City/County/PBC.

1.2 **Automobile Liability\***

The Contractor shall provide proof of Automobile Liability coverage, which shall include: Owned, Hired and Non-Owned. Bodily Injury and Property Damage Combined Single Limit shall be at least \$1,000,000 Per Accident.

1.3 **Garage Keepers / Garage Liability\***

The Contractor shall provide garage insurance, if required. Coverage shall include Garage Liability and Garage Keepers on a Direct Primary Basis, including Auto Physical Damage, with limits of not less than \$1,000,000 each accident Bodily Injury and Property Damage combined liability and Actual Cash Value auto physical damage. Coverage symbol(s) 30 and 21 shall be provided, where applicable.

1.4 **Workers' Compensation; Employers' Liability\***

The Contractor shall provide proof of workers' compensation insurance of not less than minimum statutory requirements under the laws of the State of Nebraska and any other applicable State. Employers' Liability coverage with limits of not less than \$500,000.00 each accident or injury shall be included. The Contractor shall provide the City/County/PBC with an endorsement for waiver of subrogation. The contractor shall also be responsible for ensuring that all subcontractors have workers' compensation insurance for their employees before and during the time any work is done pursuant to this Contract.

**1.5 Builder's Risk Insurance\***

The Contractor shall purchase and maintain property insurance for all sites upon which construction is occurring as provided by Contract and all storage sites where equipment, materials, and supplies of any kind purchased pursuant to the Contract are being held or stored unless the Contractor receives notice that the City/County/PBC has obtained a builder's risk policy for itself. Except to the extent recoverable by Contractor from another subcontractor, deductibles shall be the responsibility of the Contractor. In the event the Contractor procures the builder's risk policy herein, the Contractor shall provide an endorsement to the City/County/PBC, in a form approved by the City/County/PBC demonstrating additional insured coverage for the City/County/PBC. Approval of such endorsement shall not be unreasonably withheld by the City/County/PBC.

*\*Coverage required whenever work under contract involves construction or repair of a building structure or bridge.*

**1.5.1 Waiver of Builder's Risk Insurance Carrier's Subrogation Rights**

The Contractor and its Subcontractor(s) waive all rights of action and subrogation that the insurance company providing the builder's risk policy may have against each of them and/or the City/County/PBC, Architect, and the officers, agents and employees of any of them, for all claims, damages, injuries and losses, to the extent covered by such property insurance. Such waiver of subrogation shall be effective for such persons even though such persons would otherwise have a duty of indemnification or contribution, contractual or otherwise, and even though such persons did not pay the insurance premium directly or indirectly, and whether or not such persons had an insurable interest in any property damaged.

**1.6 Pollution Liability\***

Contractors shall provide proof of pollution liability insurance arising out of all operations of the Contractors and subcontractors, due to discharge, dispersal, release, or escape of contaminants or pollutants into or upon land, the atmosphere or any watercourse or body of water with bodily injury and property damage limits of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate for:

- 1) Bodily injury, sickness, disease, mental anguish or shock sustained by any person, including death;
- 2) Property damage including physical injury to or destruction of tangible property including the resulting loss of use thereof, clean-up costs, and the loss of use of tangible property that has not been physically injured or destroyed;
- 3) Defense including loss adjustment costs, charges and expenses incurred in the investigation, adjustment or defense of claims for such compensatory damages;
- 4) Definition of pollution conditions shall include asbestos, lead, and mold so that these risks are covered if caused by contractor/successful candidate's work or operations.
- 5) Coverage is required on an occurrence form.

*\*Coverage required whenever work under contract involves pollution risk to the environment.*



**1.7 Errors and Omissions; Professional Liability**

Errors and Omissions or Professional Liability insurance, as may be required, covering damages arising out of negligent acts, errors, or omissions committed by Contractor in the performance of this Agreement, with a liability limit of not less than \$1,000,000 each claim. Contractor shall maintain this policy for a minimum of two (2) years after completion of the work or shall arrange for a two year extended discovery (tail) provision if the policy is not renewed. The intent of this policy is to provide coverage for claims arising out of the performance of professional Services under this contract and caused by any error, omission, breach or negligent act, including infringement of intellectual property (except patent and trade secret) of the Contractor.

*\*Required whenever service provider is required to be certified, licensed or registered by a regulatory entity and/or where the provider's judgment in planning and design could result in economic loss to City/County/PBC.*

**1.8 Railroad Contractual Liability Insurance\***

If work is to be performed within 50 feet of any railroad property and affecting any railroad bridge or trestle, tracks, road beds, tunnel, underpass or railroad crossing, the Contractor must provide an endorsement (ISO® form CG24170193 or newer) that removes or deletes any exception for such work in the Contractor's commercial general liability policy. Any endorsement not described herein shall be subject to the approval of the City/County/PBC Attorney.

**1.8.1 Railroad Protective Liability**

If work is to be performed within 50 feet of any railroad property and affecting any railroad bridge or trestle, tracks, road beds, tunnel, underpass or crossing or otherwise required by the Special Provisions or applicable requirements of an affected railroad, the Contractor shall provide Railroad Protective Liability Insurance naming the affected railroad/s as insured with minimum limits for bodily injury and property damage of \$2,000,000 per occurrence, \$6,000,000 aggregate, or such other limits as required in the Special Provisions or by the affected railroad. The original of the policy shall be furnished to the railroad and a certified copy of the same furnished to the City/County/PBC Purchasing Department prior to any related construction or entry upon railroad premises by the Contractor or for work related to the Contract.

**1.9 Cyber Insurance\***

The Contractor shall maintain network risk and cyber liability coverage (including coverage for unauthorized access, failure of security, breach of privacy perils, as well as notification costs and regulatory defense) in an amount of not less than \$1,000,000.00. Such insurance shall be maintained in force at all times during the term of the agreement and for a period of two years thereafter for services completed during the term of the agreement.

**2. Risk of Loss**

Except to the extent covered by the builder's risk insurance, the Contractor shall have the sole responsibility for the proper storage and protection of, and assumes all risk of loss of, any Subcontractor's Work and tools, materials, equipment, supplies, facilities, offices and other property at or off the Project site. The Contractor shall be solely responsible for ensuring each subcontractor shall take every reasonable precaution in the protection of all structures, streets, sidewalks, materials and work of other subcontractors. Contractor shall protect its Work from damage by the elements or by other trades working in the area.

**3. Umbrella or Excess Liability**

The Contractor may use an Umbrella, Excess Liability, or similar coverage to supplement the primary insurance stated above in order to meet or exceed the minimum coverage levels required by this Contract.

**4. Minimum Scope of Insurance**

All Liability Insurance policies shall be written on an "Occurrence" basis only. All insurance coverage are to be placed with insurers authorized to do business in the State of Nebraska and must be placed with an insurer that has an A.M. Best's Rating of no less than A:VII unless specific approval has been granted otherwise.

**5. Indemnification**

To the fullest extent permitted by law the Contractor shall indemnify, defend, and hold harmless the Owner, its elected officials, officers, employees, agents, consultants, and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorney fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible or intangible property, including the Work itself, but only to the extent caused by the negligent, wrongful, or intentional acts or omissions of the Contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by the negligence of a party indemnified hereunder. In the event the claim, damage, loss or expense is caused in part by the negligence of a party indemnified hereunder, the indemnification by the Contractor shall be prorated based on the extent of the liability of the party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce obligations of indemnity which would otherwise exist as to a party or person described in this Section. Nothing herein shall be construed to be a waiver of sovereign immunity by the Owner.

**6. Reservation of Rights**

The City/County/PBC reserves the right to require a higher limit of insurance or additional coverages when the City/County/PBC determines that a higher limit or additional coverage is required to protect the City/County/PBC or the interests of the public. Such changes in limits or coverages shall be eligible for a change order or amendment to the Contract.

**7. Sovereign Immunity**

Nothing contained in this clause or other clauses of this Agreement/Contract shall be construed to waive the Sovereign Immunity of the City/County/PBC.

**Advertise 2 times  
Friday, June 30, 2017  
Friday, July 7, 2017**

**City of Lincoln/Lancaster County  
Purchasing Division  
NOTICE TO PROPOSERS**

The City of Lincoln, Nebraska intends to contract for and invites you to submit a sealed proposal for professional services related to the projects listed below:

**Cost-Per-Copy Program (REISSUE)  
RFP No. 17-199**

Sealed proposals will be received by the City of Lincoln, Nebraska on or before **12:00 Noon, Friday, July 14, 2017** in the offices of the City of Lincoln Purchasing Agent, 440 So. 8<sup>th</sup> Street, Suite 200, Lincoln, NE 68508.

Proposers must be registered on the City/County's E-Bid site in order to respond to the above RFP. To Register go to: [lincoln.ne.gov](http://lincoln.ne.gov) (type: e-bid - in search box, then click "Supplier Registration").

*Questions concerning this bid process may be directed to City/County Purchasing at (402) 441-8103 or [purchasing@lincoln.ne.gov](mailto:purchasing@lincoln.ne.gov)*