



Administered by  
**UNIVERSITY OF MAINE SYSTEM**  
Office of Strategic Procurement

**REQUEST FOR PROPOSALS**

**PHOTOCOPIER EQUIPMENT, SUPPLIES, AND SERVICE**  
**University of Maine System**

**RFP # 14-10**

ISSUE DATE:  
JANUARY 15, 2010

OPTIONAL PRE-PROPOSAL MEETING:  
FRIDAY, JANUARY 29, 2010 at 1:00 p.m.

PROPOSALS MUST BE RECEIVED BY:  
FEBRUARY 23, 2010

DELIVER PROPOSALS TO:

University of Maine System  
Office of Strategic Procurement  
Attn: Anne-Marie Nadeau, C.P.M.  
16 Central Street  
Bangor, ME 04401

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## SECTION ONE

### 1.0 GENERAL INFORMATION:

- 1.1 Purpose: The University of Maine System is seeking proposals for the provision of a multi-year contract for a cost-per-copy photocopier equipment rental program. This Request for Proposals (RFP) states the instructions for submitting proposals, the procedure and criteria by which a vendor may be selected and the contractual terms by which the University intends to govern the relationship between it and a selected vendor. Any contract(s) resulting from this RFP shall be extended to the Maine Community College System and Maine Maritime Academy.
- 1.2 Definition of Parties: The University of Maine System will hereinafter be referred to as the "University." Where the RFP refers to a specific location, those locations will be referred to as follows:

University of Maine - UM  
University of Maine at Augusta - UMA  
University of Maine at Farmington – UMF  
University of Maine at Fort Kent - UMFK  
University of Maine at Machias – UMM  
University of Maine at Presque Isle - UMPI  
University of Maine Systemwide Services - UMSWS  
University of Southern Maine – USM

Maine Community College System, all locations, will be referred to as MCCS.  
Northern Maine Community College will be referred to as NMCC (Aroostook County)  
Maine Maritime Academy will be referred to as MMA.

Satellite Offices (offices that do not reside on the campus they are affiliated with) will be referred to as Remote Locations.

Respondents to the RFP shall be referred to as "Bidders." The Bidder to whom the Contract is awarded shall be referred to as the "Contractor."

- 1.3 Scope: The intent of the University is to enter into a 5-year contract for the provision of photocopying equipment, training, service, and supplies (including staples) based on a straight cost-per-copy fee. The University **prefers to award this Contract to one bidder** however it realizes that it may not be in the University's best interest to do so and may award a separate contract for locations in Aroostook County (UMPI, UMFK, Remote Locations in the Aroostook County area, and NMCC). Bidders may provide one or more proposals as follows:

**Proposal 1:** A Systemwide proposal that includes all Locations.

**Proposal 2:** A proposal that excludes UMFK, UMPI, Remote Locations in the Aroostook County area, and NMCC.

**Proposal 3:** A proposal to include only UMFK, UMPI, Remote Locations in the Aroostook County area, and NMCC.

**NOTE: If you are bidding option 1 you must also bid option 2.**

The University intends to replace all existing rental equipment at the beginning of the Contract period. Additional equipment may be added or removed, as required throughout the term of the Contract. Additional equipment may be requested to replace workgroup/desktop/lab printers, copier equipment currently owned, leased equipment whose

term has not yet expired or for any reason as required by the University. Equipment installed in years 1 and 2 of the Contract will be with new, current production equipment only. No used, reconditioned, or remanufactured equipment is acceptable. Additional equipment requested in years 3 - 5 of the Contract can be used, reconditioned, or remanufactured, subject to prior approval by the University, however must, at a minimum, meet the same specifications as equipment specified under the Contract and shall have a reasonably low meter volume.

The University is specifying contracts with annual pooled minimums by campus. Minimums per copier will not be accepted.

All equipment will be multifunctional (MFP) and network-ready to include copy/print/fax/scan. Where multiple copiers reside in one department fax may not be required on each copier. Monochrome (B/W) and color equipment must be offered. B/W equipment shall be offered on a cost-per-copy basis; color equipment may be offered on a cost-per-copy basis or a fee plus click basis. The University shall decide which color program is desired.

- 1.4 Alternate Proposals: Bidders may submit more than one proposal. The bidder's primary proposal must follow the proposal format outlined herein and comply with all instructions. The alternative proposals may be an abbreviated form providing complete information only for sections which differ **in any way** from those contained in the original proposal. If alternative proposals are submitted, reasons for the alternatives and their comparative benefits shall be explained. Each proposal submitted will be evaluated on its own merit.
- 1.5 Evaluation Criteria: Proposals will be evaluated on many criteria deemed to be in the University's best interests, including, but not limited to:
  - a. Cost, including payment terms and discounts, over the Contract period.
  - b. Ability to meet specifications and responsiveness to terms and conditions. If bidders do not agree to any term stated in Sections 2 and 3, it should be noted with alternative language proposed.
  - c. Desirability of equipment offered, including but not limited to features in excess of the minimum specification, networking capability, ease of use, reporting and billing capability, and EPP commitment.
  - d. Longevity of business and financial stability of bidder.
  - e. Ability to perform as evidenced by previous experience with the University or references from customers with similar programs.
  - f. Level of commitment to the service requirements of this Contract, including ratio of technicians to equipment.
  - g. Availability of equipment, parts, and supplies as evidenced by inventory location and levels, delivery guarantees.
  - h. Commitment to implementation schedule.
  - i. Flexibility to add, remove or change equipment during the term of the Contract.
  - j. Terms of financing mechanism, if applicable.

**NOTE:** Information and testing data from Buyers Laboratory Inc. will be used in evaluating the products being offered. If information on any product is not available through Buyers Laboratory, bidders shall provide similar testing data, if available. Testing data should be from independent third party sources. Bidders must be prepared to submit testing data in a timely fashion if requested.

- 1.6 Communication with the University: It is the responsibility of the bidder to inquire about any requirement of this RFP that is not understood. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP. Addenda will also be posted on our web site, [www.maine.edu/strategic/upcoming\\_bids.php](http://www.maine.edu/strategic/upcoming_bids.php). The University will not be bound by oral responses to inquiries or written responses other than addenda.

Inquiries must be made to: Anne-Marie Nadeau, C.P.M.  
Office of Strategic Procurement  
University of Maine System  
16 Central Street  
Bangor, Maine 04401  
(207) 973-3308

- 1.7 Award of Proposal: Presentations may be requested of one or more bidders deemed by the University to be the best suited among those submitting proposals on the basis of the selection criteria. After presentations have been conducted, the University may select the bidder which, in its opinion, has made the proposal that is the most responsive and most responsible and may award the Contract to that bidder. The University reserves the right to waive minor irregularities. Scholarships, donations, or gifts to the University, will not be considered in the evaluation of proposals. The University reserves the right to reject any or all proposals, in whole or in part, and is not necessarily bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the University. The University may cancel this Request for Proposals or reject any or all proposals in whole or in part. Should the University determine in its sole discretion that only one bidder is fully qualified, or that one bidder is clearly more qualified than any other under consideration, a contract may be awarded to that bidder without further action.
- 1.8 Award Protest: Bidders may appeal the award decision by submitting a written protest to the University of Maine System's Director of Strategic Procurement within five (5) business days of the date of the award notice, with a copy of the protest to the successful bidder. The protest must contain a statement of the basis for the challenge.
- 1.9 Confidentiality: The information contained in proposals submitted for the University's consideration will be held in confidence until all evaluations are concluded and an award has been made. At that time, the winning proposal will be available for public inspection. Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. The University will honor requests for confidentiality for information of a proprietary nature to the extent allowed by law. Clearly mark any information considered confidential.
- 1.10 Costs of Preparation: Bidder assumes all costs of preparation of the proposal and any presentations necessary to the proposal process.
- 1.11 Debarment: Submission of a signed proposal in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the University will be notified of any change in this status.

- 1.12 Proposal Understanding: By submitting a proposal, the bidder agrees and assures that the specifications are adequate, and the bidder accepts the terms and conditions herein. **Any exceptions should be noted in your response.**
- 1.13 Proposal Validity: Unless specified otherwise, all proposals shall be valid for ninety (90) days from the due date of the proposal.
- 1.14 Specification Protest Process and Remedies: If a bidder feels that the specifications are written in a way that limits competition, a specification protest may be sent to the Office of Strategic Procurement. Specification Protests will be responded to within five (5) business days of receipt. Determination of protest validity is at the sole discretion of the University. The due date of the proposal may be changed if necessary to allow consideration of the protest and issuance of any necessary addenda. Specification protests shall be presented to the University in writing as soon as identified, but no less than five (5) business days prior to the bid opening date and time. No protest against the award due to the specifications shall be considered after this deadline. Protests shall include the reason for the protest and any proposed changes to the specifications. Protests should be delivered to the Office of Strategic Procurement in sealed envelopes, clearly marked as follows:

SPECIFICATION PROTEST, RFP # 14-10

- 1.15 Proposal Submission: A **SIGNED** original, plus one (1) hardcopy, and one (1) electronic copy of the proposal must be submitted to the Office of Strategic Procurement, University of Maine System, 16 Central Street, Bangor, Maine 04401, in a sealed envelope by **Tuesday, February 23, 2010**, to be date stamped by the Office of Strategic Procurement in order to be considered. The electronic copy shall be in a format that can be shared and used by the evaluation committee. Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Bidders may wish to call (207) 973-3298 to determine if University operations have been suspended. Proposals received after the due date will be returned unopened. There will be no public opening of proposals (see Confidentiality clause). In the event of suspended University operations, proposals will be due the next business day. Vendors are strongly encouraged to submit proposals in advance of the due date to avoid the possibility of missing the due date because of unforeseen circumstances. Vendors assume the risk of the methods of dispatch chosen. The University assumes no responsibility for delays caused by any package or mail delivery service. Postmarking by the due date WILL NOT substitute for receipt of proposal. Additional time will not be granted to any single vendor, however additional time may be granted to all vendors when the University determines that circumstances require it. **FAXED OR E-MAIL PROPOSALS WILL NOT BE ACCEPTED.** The envelope must be **clearly** identified on the outside as follows:

Name of Bidder  
Address of Bidder  
Due Date  
RFP #14-10

Where possible, all materials submitted should be fully recyclable. Submissions shall be on standard 8.5 x 11, letter-sized paper and be clipped together without binding.

- 1.16 Pre-Proposal Conference: A conference will be held on **Friday, January 29, 2010 at 1:00 p.m.**, local time at 16 Central Street, Bangor ME 04401. The purpose of this conference is to answer questions and provide further clarification as may be required. Please hold all questions until this meeting. Attendance by all prospective bidders is **optional**. Firms planning to attend this pre-proposal conference should contact Anne-Marie Nadeau, C.P.M. at 207-973-3308 no later than 4:00 p.m. local time on Thursday, January 28, 2010, with the

names and titles of the individuals who will attend.

## SECTION TWO

### 2.0 GENERAL TERMS AND CONDITIONS:

- 2.1 **Contract Documents:** A separate contract will be written referencing the RFP, the signed proposal submitted by the Contractor, and all agreed upon modifications thereof, requiring signatures of the University and the Contractor, all of which shall be referred to collectively as the Contract Documents. If the University will be required to sign any additional contracts please provide a sample of that contract with your proposal.
- 2.2 **Contract Modification and Amendment:** The parties may adjust the specific terms of this Contract where circumstances beyond the control of either party require modification or amendment. Any modification or amendment proposed by the Contractor must be in writing to the Office of Strategic Procurement. Any agreed upon modification or amendment must be in writing and signed by both parties.
- 2.3 **Contract Term:** The Contract term shall be for a period of five (5) years commencing upon installation of new equipment, on or about July 1, 2010. The Contract may be extended for one (1) additional year if mutually agreeable to both parties. All equipment rentals will expire at the end of the Contract term, June 30, 2015 or June 30, 2016 if extended, regardless of when equipment was placed, and in coordination with a new contract implementation.
- 2.4 **Contract Data:** The Contractor is required to provide the University with detailed data concerning the Contract at the completion of each Contract year or at the request of the University at other times. The University reserves the right to audit the Contractor's records to verify the data. This data may include, but is not limited to, copier model#, copier ID#, location, copy volume (monthly, quarterly, and/or annually), downtime and response/repair time, and a complete service call record for each machine.
- 2.5 **Contract Validity:** In the event one or more clauses of the Contract are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of the Contract.
- 2.6 **Non-Waiver of Defaults:** Any failure of the University to enforce or require the strict keeping and performance of any of the terms and conditions of this Contract shall not constitute a waiver of such terms, conditions, or rights.
- 2.7 **Cancellation/Termination:** If the Contractor defaults in its agreement to provide personnel or equipment to the University's satisfaction, or in any other way fails to provide service in accordance with the Contract terms, the University shall promptly notify the Contractor of such default and if adequate correction is not made within 30 days the University may take whatever action it deems necessary to provide alternate services and may, at its option, immediately cancel this Contract with written notice. Cancellation does not release the Contractor from its obligation to provide goods or services per the terms of the Contract during the notification period.
- 2.8 **Clarification of Responsibilities:** If the Contractor needs clarification of or deviation from the terms of the Contract, it is the Contractor's responsibility to obtain written clarification or approval from the Office of Strategic Procurement.

- 2.9 Litigation: This Contract and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Maine without reference to its conflicts of laws principles. The Contractor agrees that any litigation, action or proceeding arising out of this Contract, shall be instituted in a state court located in the State of Maine.
- 2.10 Assignment: Neither party of the Contract shall assign the Contract without the prior written consent of the other, nor shall the Contractor assign any money due or to become due without the prior written consent of the University.
- 2.11 Availability of Funds: It is understood and agreed between the parties herein that the University shall be bound only to the extent of the funds available or which may become available for the purpose of this agreement.
- 2.12 Equal Opportunity: In the execution of the Contract, the Contractor and all subcontractors agree, consistent with University policy, not to discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status or gender expression, national origin or citizenship status, age, disability or veteran's status and to provide reasonable accommodations to qualified individuals with disabilities upon request. The University encourages the employment of individuals with disabilities.
- 2.13 Independent Contractor: Whether the Contractor is a corporation, partnership, other legal entity, or an individual, the Contractor is an independent contractor. If the Contractor is an individual, the Contractor's duties will be performed with the understanding that the Contractor is a self-employed person, has special expertise as to the services which the Contractor is to perform and is customarily engaged in the independent performance of the same or similar services for others. The manner in which the services are performed shall be controlled by the Contractor; however, the nature of the services and the results to be achieved shall be specified by the University. The Contractor is not to be deemed an employee or agent of the University and has no authority to make any binding commitments or obligations on behalf of the University except as expressly provided herein. The University has prepared specific guidelines to be used for contractual agreements with individuals (not corporations or partnerships) who are not considered employees of the University.
- 2.14 Sexual Harassment: The University is committed to providing a positive environment for all students and staff. Sexual harassment, whether intentional or not, undermines the quality of this educational and working climate. The University thus has a legal and ethical responsibility to ensure that all students and employees can learn and work in an environment free of sexual harassment. Consistent with the state and federal law, this right to freedom from sexual harassment was defined as University policy by the Board of Trustees.

Failure to comply with this policy could result in termination of this Contract without advanced notice.

Further information regarding this policy is available from:

University of Maine System  
Sally Dobres  
Director of Equity and Diversity  
(207) 973-3372

- 2.15 Indemnification: The Contractor agrees to be responsible for, and to protect, save harmless, and indemnify the University and its employees from and against all loss, damage, cost and expense (including attorney's fees) suffered or sustained by the University or for which the



University may be held or become liable by reason of injury (including death) to persons or property or other causes whatsoever, in connection with the operations of the Contractor or any subcontractor under this agreement.

2.16 Contractor's Liability Insurance: During the term of this agreement, the Contractor shall maintain the following insurance:

<u>Insurance Type</u>	<u>Coverage Limit</u>
1. Commercial General Liability (Written on an Occurrence-based form)	\$1,000,000 per occurrence or more (Bodily Injury and Property Damage)
2. Automobile Liability (Including Hired & Non-Owned)	\$1,000,000 per occurrence or more (Bodily Injury and Property Damage)
3. Workers Compensation	Required for all personnel (In Compliance with Applicable State Law)

The University of Maine System shall be named as Additional Insured on the Commercial General Liability insurance.

Certificates of Insurance for all of the above insurance shall be filed with:

Office of Strategic Procurement  
University of Maine System  
16 Central Street  
Bangor, Maine 04401

Certificates shall be filed prior to the date of performance under this Agreement. Said certificates, in addition to proof of coverage, shall contain the standard statement pertaining to written notification in the event of cancellation, with a thirty (30) day notification period.

As additional insured and certificate holder, the University should be included as follows:

University of Maine System  
16 Central Street  
Bangor, Maine 04401

2.17 Smoking Policy: The University must comply with the "Workplace Smoking Act of 1985" and M.R.S.A. title 22, § 1541 et seq "Smoking Prohibited in Public Places." In compliance with this law, the University has prohibited smoking in all University buildings except in designated smoking areas. This rule must also apply to all contractors and workers in existing University buildings. The Contractor shall be responsible for the implementation and enforcement of this requirement within existing buildings.

2.18 Maine Community College System (MCCS) and Maine Maritime Academy (MMA) Access to Contract: Contractor shall extend the same pricing and terms and conditions of this Contract to the MCCS and MMA. However, MCCS and MMA are under no obligation to utilize this Contract. Where MCCS or MMA elect to place equipment in accordance with this Contract Contractor shall issue separate accounts and invoices as may be required by those institutions. Coordination of equipment requirements, networking, and invoicing shall be separate from the University and the University shall, in no way, be responsible for collection of payment or the provision of insurance for equipment placed at those institutions. See attachment C for a list of MCCS equipment likely placed under this Contract in year 1.

## SECTION THREE

### 3.0 PERFORMANCE TERMS AND CONDITIONS:

3.1 Contract Administration: The University's authorized representatives in all matters pertaining to the administration of this Contract shall be as follows:

UMA – Lauren Dubois (207) 621-3522  
UMF – Laurie Gardner (207) 778-7272  
UMFK – Leslie Kelly (207) 834-7522  
UM – Mike Noblet (207) 581-2666  
UMM – Joan Getchell (207) 255-1220  
UMPI – Charles Bonin (207) 768-9550  
UMS – Anne-Marie Nadeau (207) 973-3308  
USM - Gregg Allen (207) 780-5097

In addition, each of the locations listed above may appoint one IT administrator for all IT issues for that location.

3.2 Contractor Administrative Representation: The Contractor will assign an individual company representative for each campus, in addition to technician(s), accounting staff, and information technology staff, to act as the contact for all matters related to this account.

3.3 Employees: The Contractor shall employ only competent and satisfactory personnel and shall provide a sufficient number of employees to perform the required services efficiently and in a manner satisfactory to the University. If the Contract Administrator or designee, notifies the Contractor in writing that any person employed on this Contract is incompetent, disorderly, or otherwise unsatisfactory, such person shall not again be employed in the execution of this Contract without the written consent of the Contract Administrator.

3.4 The cost-per-copy rate shall include delivery, installation, service, and supplies (except paper and transparencies) and all other costs required to perform per the terms of the Contract.

3.5 Equipment provided on this Contract shall be multifunctional (MFP), meet or exceed the current version of the applicable Energy Star standard (July 1, 2009), and network ready. Copy/Print/Scan/Fax options shall be installed on all copiers. Where multiple copiers reside in one department fax will not be required on every one. ADA accessible options shall be provided at no additional cost when requested. Equipment shall be new and in current production. Copier models or accessories introduced by the manufacturer after the Contract execution that are intended to replace previous models or accessories which are part of the Contract are subject to the same Contract pricing and terms and conditions.

3.6 New Equipment (Model) Demo's: Copier models introduced after the Contract execution shall meet all Contract requirements. In order to prevent disruption of network printing and fax services and taking into account the scope and costs of changing IT infrastructure to accommodate different copier models, options and network controllers, Contractor will;

- Communicate with campus-designated IT department contacts at least 2 business days before replacing/modifying/upgrading, etc., deployed copiers or changing their network, network printing-related or fax configurations, except when responding to campus-generated emergency service requests, in which case communication with campus IT may occur when the Contractor's technician is dispatched. Contractor will endeavor to minimize changes that require reconfiguration of campus IT infrastructure by making replacements using identical models, versions, options, etc., whenever possible.

- In the event of a non-emergency replacement (as defined by the campus Contract Administrator) of a copier with a different model or network controller firmware, from that which is currently deployed, campus IT departments will have, at their discretion, and at no additional cost, the right to receive and test for 10 business days a unit of the same model and options configuration for compatibility testing. When a campus exercises the 10 day compatibility testing option, the Contractor will delay replacing the copier until campus IT approval is received.
- 3.7 Machine Performance: All equipment furnished under this Contract shall operate satisfactorily and produce acceptable copy quality at the desired level required by the University. The Contractor must maintain service reports on all equipment and must provide the University with copies of reports whenever requested. If any copier produces poor quality copies or consistently requires service, other than preventive maintenance, and it is determined that it is not end user error, the copier will be replaced with an equivalent copier at the University's request at no charge.
- 3.8 Installation: The Contractor will be responsible for providing all hardware and software necessary to fully connect copiers and for installation of all hardware and software that goes into the copiers, including an appropriate length CAT6 network cable to attach to the University network. Contractor will connect its equipment to the University network in coordination with University IT. The addition of software to the University's network or computers will be done by the University with the Contractor supplying full documentation and technical support for Contractor provided software. In some cases a department may not have the staff to install necessary software/drivers. In these cases the Contractor will be required to do the installation and may charge the University an agreed upon price, if any.
- 3.9 Service: Maintenance and repair service for all equipment installed under this Contract must be available 8:00 am – 4:30 pm, Monday through Friday, except Holidays. In order to support business-critical functions some departments must remain open during certain holidays and must have access to service during those times. If additional costs will be assessed for service during holidays please provide specific information regarding procedure and cost, if any.

Each campus shall designate how and with whom service is to be coordinated. Within 30 minutes of a service call to the Contractor, if a service technician is not able to respond in person, he/she is required to call the appropriate person to inform them that he/she has been notified and when he/she will respond to the call. Service completion time shall typically not be more than 4 working hours from the time the service call is placed; i.e. equipment is repaired and service call is closed. A loaner of similar make and model with similar features shall be provided, upon request, at no expense to the University, for copiers which cannot be repaired and are not in good working condition 8 hours after the service call. When a loaner is requested it shall be provided within 8 working hours.

The Contractor is responsible for furnishing all parts and supplies at no additional cost to the University.

Service in Remote Locations must be available in the same manner as described above.

The University prefers the Contractor provide a central location/mechanism for the University to check the status of service requests; a web based system is preferred.

A Service Level Agreement will be negotiated between the University and the Contractor to include agreed upon measurable metrics used to assess Contractor performance, with penalties for non-compliance. Please include with your proposal a sample or proposed Service Level Agreement for review.

Copies produced during service calls will not be billed to the University. Copiers must be in Service Mode while being serviced so copies are not metered. If service mode is not available, the service technicians must record beginning and ending copy counts when performing service. Invoice must reflect an adjustment, by individual machine, for service copies and reflected on the invoice.

**Preventive Maintenance (UM Fogler Library):** Public access copiers, located in Fogler Library (UM) shall require preventive service inspections every Monday morning beginning at 8:00 a.m. A service technician will be required to thoroughly inspect all equipment to ensure satisfactory operation and copy quality. The technician shall also inspect coin boxes to ensure proper operation and that no tampering has occurred. All information regarding any type of tampering shall be reported to Susan Clement immediately at 581-1662.

- 3.10 Replacement parts shall be available for all copiers placed under this Contract. If replacement parts are discontinued or unavailable prior to the end of the Contract period, the Contractor shall provide a comparable model copier for replacement at no additional cost to the University.
- 3.11 Installation, Removal, and Relocation of Equipment: The Contractor shall provide delivery, installation, relocation, and removal of equipment at no charge to the University. All installations, relocations, and removals must be coordinated with the Campus Contract Administrator (section 3.1) and with Campus IT staff. UMS-specific data, e.g, copier hard drives, network configuration data, address books, etc., must be securely wiped from all equipment when relocated within or removed from UMS facilities by the Contractor. When equipment is being relocated within the same department wiping data may not be required.

The Contractor agrees to coordinate the removal of equipment at the termination or expiration of the Contract within the University's time frame and in cooperation with the new Contractor. During implementation of a new contract Contractor agrees to make available equipment and service as per the pricing, terms and conditions of this Contract until implementation is complete and all equipment under this Contract has been removed.

**Electrical Requirements:** The Contractor is responsible for identifying which copiers require more than the standard 110 volt 15 amp outlet and is further required to complete an on-site visual inspection to verify that the correct outlet is in place prior to delivery of the copier. Adequate notification must be made to the University prior to delivery of the copier in order to allow sufficient time for the University to make necessary changes, when needed.

- 3.12 Upgrades/Downgrades/Accessories: In departments where smaller segment copiers will be located, it may not be desirable to have all available features (sorters, stands, etc.) as specified in sections 4.1. If a department chooses not to include all the available options the cost-per-copy will not change and if the department later chooses to add those options they will be added at no cost to the University.

Upgrading or downgrading (moving from one segment to another) may be requested in order to meet the changing needs of the University. No additional cost to the University or changes in guaranteed minimums will result from this action. The University will not make unreasonable requests of Contractor with regard to upgrades and downgrades. In some cases and with prior approval by the University, used, reconditioned, or remanufactured equipment may be used for upgrades and downgrades in years 1 and 2 of the Contract. Equipment must, at a minimum, meet the same specification as equipment specified under the Contract and shall have a reasonably low meter volume.

- 3.13 Short Term Rentals: The University has the need for short term rental equipment. Rentals may be anywhere from 1 day to 3 or more months. The Contractor shall supply Segment 1 (desktop) and Segment 2 (small console) copiers when requested to meet this need. The University will issue a separate purchase order to the Contractor for short term rentals and shall be invoiced separately. Used, reconditioned, or remanufactured equipment may be used for short term rentals.
- 3.14 Addition and Removal of Equipment from Contract: The University reserves the right to request additional equipment placements throughout the term of the Contract. The University also reserves the right to remove equipment, as needed, throughout the term of the Contract. Agreed upon minimums will not change as a result of adding or removing equipment throughout the Contract period.
- 3.15 Addition and Removal of Copier Segments: In order to meet the changing needs of the University, copier equipment which differs from that in the Contract may be requested (additional segments). Copier segments may be added or deleted from the Contract upon mutual written agreement of the parties. In the event this is necessary, black/white equipment will be added at the same cost-per-copy as specified in the Contract; color equipment will be added at the same cost-per-copy or an agreed upon monthly rental fee plus click cost, whichever is consistent with that specified in the Contract.

The University reserves the right to purchase photocopier equipment, supplies, and service through alternative sources if a requirement cannot be provided under this Contract.

- 3.16 Placing Equipment: The Contractor shall work with the Campus Contract Administrator to evaluate department needs before placing additional equipment.
- 3.17 Training: The Contractor shall provide materials and personnel for the training of end-users at all installations. Follow up training shall be done on an "as needed" basis at no charge.
- 3.18 Supplies: The Contractor shall be responsible for supplying all commodities needed to fulfill this Contract except for copy paper and transparencies. All parts and supplies, including toner and staples for equipment installed under this Contract should be delivered to the using department within 2 business days of an order.

Toner: All models shall use dry toner. Original equipment manufacturers (OEM) brands will be the only acceptable toner. Orders shall be placed by the using department on an "as needed" basis or when low toner warning message is received by Contractor via the network. Technicians shall keep an emergency supply of toner available in case a copier is down due to low toner. Limited space may be available at the University for storing emergency toner.

- 3.19 Collection of Empty Toner Bottles: The Contractor shall have a program for the collection of used toner bottles and shall collect them for recycling or disposal. The Contractor shall coordinate with each campus how collection of empty toner bottles will be handled.
- 3.20 Recycled Paper: All equipment installed under this Contract must be capable of using copy paper with 30% post consumer recycled content without problems. It is desirable that equipment be capable of using 100% post consumer recycled content paper.
- 3.21 Toll Free Number: The Contractor shall have a toll free number available for the ordering of service and supplies.
- 3.22 Copy Counts and Invoices: The Contractor will be required to obtain copy counts on a monthly or quarterly basis as the campus desires. It is preferred that copy counts are electronically obtained via the network by the Contractor or by University staff and submitted

to the Contractor. Copiers that are not networked or are on "private" networks will require the University to obtain meter readings and provide to the Contractor. The Contractor shall work with each campus to determine its preference for invoicing. Some campuses may elect an electronic summary invoice where others may elect direct billing to departments for each copier. Invoices will be submitted, in arrears, for the actual number of copies produced. Invoices shall contain, at a minimum, the following information: department name, copier identification number, model, beginning copy count, ending copy count, number of service copies made if applicable, number of copies produced, and amount being charged. Where summary invoices are provided total number of copies for all copiers and total amount being charged will be required.

Where summary invoices are provided the University prefers that invoices include User ID's or University accounting data that can be uploaded directly into University financial software. A separate invoice may be submitted annually for the difference between the agreed upon minimum and the actual number of copies made, if applicable.

- 3.23 Pricing: Quoted price will not increase throughout the Contract period.
- 3.24 Payments: Payments will be upon submittal of an electronic invoice to the University by the Contractor on a net 30 basis unless discount terms are offered. In the event there is a discrepancy between the anticipated invoice amount and the actual invoice, payment terms shall be effective starting on the date the discrepancy is resolved. A separate invoice shall be submitted for each campus or for each department as the campus may require.
- The University is using several, preferred methods of payment: PCard (Visa); Bank of America's ePayables and PayMode electronic payment systems. Please indicate your ability to accept payment via any or all of these methods.
- 3.25 Allowance for copy minimum: An allowance must be provided, in year one, for the time required to have all machines installed for each campus. At the time all equipment is installed the copy minimum for the first year will be prorated accordingly (e.g. if it takes two months for all equipment to be installed, the University will be responsible for meeting 10/12 of the annual pooled minimum requirement).
- 3.26 Disposal of Existing Equipment: Contractor shall be required to dispose of University owned copiers at no cost to the University throughout the Contract period, when requested.
- 3.27 Manuals: A manufacturer's User Manual for all installed components must be provided with each copier.
- 3.28 Program Handbook: Contractor shall work with each campus to design a program handbook to be supplied with each copier. The handbook will serve as a quick reference to users and will include the following information: a general overview of the copier program, names and phone numbers for Contract representatives for supplies, services, and networking and any other information that may be helpful. The Contractor is responsible for all costs associated with printing and distributing the handbook. As an alternative a website may be substituted, provided the website address is easily identified on the Copier.
- 3.29 Annual Customer Surveys and Business Meetings: The Contractor shall coordinate with each Campus Contract Administrator a method and schedule for conducting periodic customer satisfaction surveys and business meetings.
- 3.30 The Contractor shall be responsible for all taxes on equipment.
- 3.31 The Contractor shall take back all unused supplies at the end of the Contract period.

## SECTION FOUR

### 4.0 SPECIFICATIONS:

- 4.1 Equipment is divided into eight (8) segments. If you cannot offer the speed indicated you may substitute a higher speed of not more than 5 CPM or a lower speed of not more than 2 CPM. If you can offer the speed indicated but you choose to offer a higher speed you should explain your reasons for doing so. If you must offer equipment outside of these guidelines please explain why.

Segment 1: Desktop/Convenience 20 CPM

Segment 2: 35 CPM Console

Segment 3: 45 CPM Console

Segment 4: 65 CPM Console

Segment 5: 80+ CPM Console

Segment 6: (Color): 25 CPM Console

Segment 7 (Color): 40 CPM Console

Segment 8 (Color): 50 CPM Console

Each segment will include the following **minimum** options, in addition to standard features. Equipment with enhanced capabilities may be more desirable; (higher resolution, higher paper capacity, faster warm up speed, faster duplex speed, duplex single pass feeder, higher paper weight capability, toner yield, memory, print/fax/skan enhanced capabilities, etc.)

**Segment 1: Desktop must include:**

500 sheet paper capacity, (not including By-Pass)

Multi Sheet Automatic Document Feeder

Multiple Sheet Bypass Tray

Auto Duplex

Reduction /Enlargement

ID Codes/Copy Control

Stand (if requested)

**Segment 2 (35 CPM) & Segment 3 (45 CPM), and higher must include:**

3000 Sheet Paper Capacity (not including By-Pass)

50 Sheet By Pass Tray (envelope capable desired)

35 Page Automatic Document Feeder

11 x 17 Original and Output capability

Auto Duplex

100 ID Codes/Copy Control

Confidential Mailboxes

Multi Tray Finisher with Multi Position Stapler

Optional: 3-hole punch may be required on some units (minimal)

Optional: Envelope kit may be required on some units (minimal)

NOTE: Public Access Copiers shall have Large Capacity Paper trays (maximum capacity), and Book Friendly Platens.

**Segment 4 (65 CPM) and higher must include all features in Segments 2 & 3, plus:**

4000 Sheet Paper Capacity (not including By-Pass)

50 Page Automatic Document Feeder

**Segment 5 (80+ CPM) must include all features in Segments 2, 3, & 4, plus:**  
6000 Sheet Paper Capacity (not including By-Pass)

**Segment 6 (25 CPM Color), Segment 7 (40 CPM Color), and Segment 8 (50 CPM Color) must include all features in Segments 2 & 3, plus:**

Full Color Capability.

Separate Black/White & Color Meters (when originals are mixed B/W & Color, copier must distinguish and charge separately B/W & Color clicks)

- 4.2 Cost per Copy Fee Segments 1 - 5: A straight cost-per-copy fee for segments 1 -5 must be proposed. Cost-per-copy fees may not vary between segments or between campuses. No equipment rental fees will be accepted. Cost per copy fee will include, at a minimum, all options for segments 1-5 as specified in section 4.1.

Cost per Copy Fee Segments 6-8: Bidders may offer a straight cost-per-copy fee or an equipment rental plus click fee for color segments 6 - 8. The rental fee may vary between segments however the click fee must be the same. Fees will include, at a minimum, all options for segments 6 – 8 as specified in section 4.1. The University shall decide which fee structure (straight cost-per-copy or rental plus click) is most desired for color segments.

- 4.3 Digital Equipment: Equipment provided on this Contract shall be multifunctional (MFP), network ready. All equipment proposed must meet or exceed the current version of the applicable Energy Star standard (July 1, 2009). Copy/Print/Scan/Fax options shall be installed on all copiers. Where multiple copiers reside in one department fax will not be required on every one. Equipment shall be new and in current production. Copier models or accessories introduced by the manufacturer after the Contract execution that are intended to replace previous models or accessories which are part of the Contract are subject to the same Contract pricing and terms and conditions.

- 4.4 Pooled Minimums B/W: The University is asking for proposals based on B/W pooled minimums by campus. (See attachment A for a breakdown of minimums by campus). B/W pooled minimums include b/w clicks made on color equipment.

Pooled Minimums Color Clicks: If the University awards a straight cost-per-copy color program pooled color minimums by campus will be acceptable. If the University awards a rental fee plus click color program color minimums will not be accepted. (See attachment A for a breakdown of minimums by campus).

- 4.5 Equipment Placement: Equipment placed under this Contract will fall into one of three categories:
- General: Equipment installed on campus, in departments, for use by University employees. This will be the majority of equipment placements. (See attachment A for a list of General copiers by Campus)
  - Public Access: Equipment installed in public areas for use by Students or the Public. For example, libraries and computer labs. Large capacity paper trays (maximum capacity) will be required. Contractor shall work with each campus to determine requirements for public access equipment. Campuses may or may not require all options as specified in section 4.1 and may or may not require networking on Public Access equipment. Campuses may or may not require locking mechanisms to prevent tampering of equipment (paper drawers, access to inside of copier, etc.) Equipment must be compatible with coin boxes and card systems. (Card systems



and coin box requirements are specified in section 4.6). (See attachment A for a list of Public Access copiers by Campus)

- Remote: Equipment for one campus that is installed on another campus or in a remote location. Remote Locations are located throughout the State of Maine. (See attachment A for a list of Remote copiers by Campus and attachment B for a list of Remote towns/cities). Remote Locations will require both “General” and “Public Access” equipment.

#### 4.6 Public Access Equipment Coin Box and Card System Requirements:

##### 4.6.1 Card Compatibility:

**UM: Maine Card Compatibility:** Compatibility with Blackboard CR1120, CR1122, and CR3000 copy readers. To function on various types of copiers an appropriate interface cable is available from Blackboard depending upon the type and manufacturer. The University will supply the cable; however the Contractor shall install it. The copier must have a +24V pulse, +5V pulse, ground pulse, or a relay contact pulse signal to indicate that a copy has been made. Blackboard Installation guides attached for your information.

**USM/UMA/UMM: “Pay For Print” Program:** Compatibility with CBord CIR copy reader. To function on various types of copiers an appropriate interface cable is available from CBord depending upon the copier type and manufacturer. The University will supply the reader and cable; however the copier Contractor shall install it. The copier must support a relay that is capable of switching up to 30 volts DC at 2 amps or 125 Volts AC at 1 amp. The copier must support a range anywhere from 32V to 5V. The Pulse (count) input goes through a bi-directional Opto-isolator that will accept AC or DC signals without concern for polarity and can range anywhere from 32V to 5V.

**UMPI:** Contractor shall provide a “Card System”. Currently cards are supplied by the vendor and sold at the library circulation desk. Empty cards are returned to the circulation desk where they are recharged and resold. Profits are shared between UMPI and the vendor.

**UMF:** Compatibility with Copy Guard – Easy Card 2000 system. University shall supply the Copy Guard system; however the Contractor shall install it on the copiers. The University may consider alternative systems as may be proposed.

- 4.6.2. Coin Boxes: Coin boxes shall be supplied, installed, and serviced by the Contractor; however the University will manage them. Coin boxes must accept nickels, dimes, and quarters. In some locations coin boxes should also accept dollar bills and make change. No Canadian currency.

UMA: 2  
UMF: 3  
UMFK: 1  
UMM: N/A at this time  
UM: 8  
UMPI: N/A at this time  
USM: 3

- 4.7 Network and Information Technology Features: Attached is a list of features the University is interested in evaluating on proposed equipment. Bidders must complete the third column of

the attached list, being sure to respond to each section. For any sections left blank it will be assumed that feature cannot be provided on the equipment being proposed and will be reflected in the overall evaluation of the proposal. (Section 4.7 Attached)

## SECTION FIVE

### 5.0 PROPOSAL CONTENT:

Bidders shall ensure that all information required herein is submitted with the proposal. All information provided should be verifiable by documentation requested by the University. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the proposal or rescission of an award. Bidders are encouraged to provide any additional information describing operational abilities. **Responses to each requirement below should be in order and clearly marked with the section number to which they respond.**

#### 5.1 Business Profile:

5.1.1 Brief history and description of company.

5.1.2 Manufacturer's Certification of equipment proposed. Include verification of your company's intention to continue representing manufacturer.

5.1.3 Inventory levels and average number of days to shipment after receipt of order for supplies and equipment, including upgrades/downgrades, new placements, and removals.

5.1.4 Financials: Bidders are not required to submit the following financial information with proposals; however the University **may** ask bidders to supply the following information prior to an award:

Public Companies:

- annual reports for the last three years
- history and description of the company
- recent reports from securities analysts
- published reports about the company

Private Companies:

- audited financial statements or tax forms from three years
- history and description of the company
- published reports about the company, if any

Credit rating/report, letter from bank, suppliers.

5.2 Financing Mechanism: Who will the University actually contract with; a leasing company, manufacturer, or the dealer? Who will quarterly payments be made to? If the University will be required to sign an agreement with you or your leasing company please provide a copy of that document with your proposal for our review.

5.3 Payment Terms and Method: Indicate your ability to accept credit card and electronic payments. (Section 3.24)

5.4 Equipment being proposed: Bidders shall include technical specifications describing

standard and optional features for each model being proposed. **Bidders must clearly indicate which options are included with the equipment offered in their proposal**, e.g., which document feeder, paper capacity, memory, etc.

For UMPI: Describe the “pay-for-print” card system that would be provided and what costs, if any are associated with it.

For UMF: If an alternative card system is desirable for compatibility reason with the equipment being proposed please describe the system that would be provided and what costs, if any are associated with it.

- 5.5 Commitment to Implementation Schedule. (Installation period to begin approximately July 1, 2010.) Provide a timeline for the implementation schedule and explain how you plan to accomplish this timeline.
- 5.6 Additional Options/Accessories: If a department requires an option or accessory that is not included in the cost-per-copy will the University be charged and if so how will that charge be determined? For example, 3-hole punch or envelope feeder. Please provide a list of options and the costs for each, if applicable.
- 5.7 Installing Drivers on University Networks: In some cases the end user/department may not have necessary staff to install print drivers or other software on networks or workstations. In these cases the Contractor will be required to perform necessary labor to finalize the connection. Will the University be charged in this case? If the University will be charged, how will that charge be determined?
- 5.8 Emissions: We have experienced problems in the past with regard to emissions associated with a new copier “break-in” period. Has the industry addressed the emissions problem and if so how?
- 5.9 Short Term Rentals: How will the University be billed for short term rental equipment?
- 5.10 ADA: How would you respond to a request for a copier to be used by someone with a disability? Please describe what options are available for ADA requirements.
- 5.11 Service and Maintenance:
  - 5.11.1 Maintenance, Repair, and Replacement: The Contractor must provide adequate maintenance on all machines under this Contract. Bidders should prove their ability to provide adequate maintenance by:
    - a. Describing the service and maintenance operations that would be responsible for handling this account, including location of operations, number of certified service technicians, number of systems engineers, the ratio of technicians and systems engineers to machines serviced, and a brief description of how back up personnel are used during high service periods and sick/vacation coverage.
    - b. Indicating what other customers you currently service in and around each location (Augusta, Bangor, Farmington, Fort Kent, Gorham, Machias, Orono, Portland, Presque Isle).
    - c. Providing information, including brief resumes, for the service technicians and the systems engineers who would be assigned responsibility for this account. Would you hire additional service technicians and systems engineers if you were awarded this Contract? If so, how many additional employees would you need to hire?

- d. Describing the routine and preventive maintenance and service programs, including parts routinely inspected or replaced, and the frequency of such maintenance. Describe possible methods for electronic monitoring and notification, to University IT staff and/or to Contractor, of equipment alerts, failures, or required maintenance. Explain what the University would need to provide in order for electronic monitoring to be implemented.
- e. Describing the availability of equipment, parts, and supplies locally stocked and your capability to provide replacement parts not locally stocked.
- f. Describing how you would handle service for copiers in Remote Locations.
- g. Describing what is or could be provided for the University to be able to check the status of a service request.

Please explain how service requests outside of normal business hours (section 3.9) will be handled. Explain the procedure for placing the service call, and anticipated response time, as well as costs, if any.

- 5.11.2 Service Level Agreement: A Service Level Agreement will be negotiated between the University and the Contractor to assess Contract performance, with penalties for non-performance. Describe the service level agreements you currently provide to customers with similar programs or what you propose a Service Level Agreement might look like.
- 5.12 Supplies, Billing, and Contract Performance: Bidders shall provide information, including names and titles of company representatives who would be responsible for handling this account in the areas of supplies, billing, and Contract performance monitoring. Bidders should evidence their ability to provide adequate performance by:
  - a. Describing the procedure for ordering of supplies, including emergency orders that require immediate delivery.
  - b. Describe possible methods for retrieving meter readings electronically and providing invoice data in electronic format. Explain what the University would need to provide in order for electronic invoice data to include University accounting information.
  - c. Describing what steps will be taken to ensure monitoring and satisfactory Contract performance.
  - d. Describe proposed methods for tracking and credit of service copies.
  - e. Describe how short term rental requests would be handled.
  - f. Describe proposed methods for collection of used toner bottles.
- 5.13 Recycled Material Content: The University wishes to buy as many products as possible with a recycled/recovered material content. Please provide all pertinent and verifiable information with regard to the amount of post-consumer recycled content in the products you are bidding, including if they meet or exceed EPA procurement guidelines. **This does not refer to remanufactured equipment. We want to know what your company is doing to increase the use of recycled materials in its manufacturing processes.**

- 5.14 Energy Star Compliance: The University prefers to buy products that are Energy Star Compliant whenever possible. Please provide all pertinent and verifiable information with regard to Energy Star Compliance (July 1, 2009). The bidder is responsible to clearly and specifically indicate the product being offered and to provide adequate information to enable the University to determine if the product offered meets the requirements of this solicitation. Verification from the manufacturer of Energy Star Compliance must be provided.
- 5.15 EPP Commitment: The University has made a commitment to purchase Environmentally Preferred Products (EPP) to the extent possible and to buy from vendors who are being good stewards of the environment as well. To that end we ask that you provide us with information that will help us to do that in the future. Please submit with your proposal the ways in which your company is working to be better stewards of the environment. If that information is on your website, please provide us with the web address. Include:
- a. Products that display one or more positive environmental attributes (recycled content, energy or water efficiency, low toxicity or biodegradability).
  - b. Products that generate less waste by containing less packaging or by being more durable, reusable or remanufactured.
  - c. Products that meet certain environmental criteria during production (chlorine free, wood from a managed sustainable forest.)
  - d. If you will reclaim or take back items (batteries, electronics, carpeting, oil products, tires and toner cartridges).
  - e. Any credentials or awards you have received for being good stewards of the environment.
- 5.16 Alternate Proposals: if you are offering an alternate proposal (section 1.4) explain the reason for the alternate and its comparative benefits.
- 5.17 Network and Information Technology Features: Complete and submit Attachment D.
- 5.18 References: A list of three references is required to be submitted with your proposal. These references should be agencies your firm has done business with in the past year **on projects with a similar scope to this one**. Provide company names with contact person and telephone number.

## SECTION SIX

### 6.0 PROPOSAL PRICING

Bidders representing more than one manufacturer may include proposals for each brand.  
Please copy this page as necessary

**BRAND:** Indicate the Manufacturer/Brand you are proposing: \_\_\_\_\_

6.1 Models Proposed: Include 2 pieces of literature for each model with your proposal. **Highlight the options which are included with your proposal.**

	Model #	Speed
Segment 1: Desktop/Convenience 20 CPM: _____	_____	_____
Segment 2: 35 copies per minute: _____	_____	_____
Segment 3: 45 copies per minute: _____	_____	_____
Segment 4: 65 copies per minute: _____	_____	_____
Segment 5: 80+copies per minute: _____	_____	_____
Segment 6: Color 25 copies per minute: _____	_____	_____
Segment 7: Color 40 copies per minute: _____	_____	_____
Segment 8: Color 50 copies per minute: _____	_____	_____

6.2 **Bidders completing Proposal 1 Option must also complete Proposal 2 Option. Bidders wishing only to complete Proposal 3 Option may do so.**

**Proposal 1: Indicate the cost per copy if awarded the entire contract.**

**Segments 1 – 5:** Black/White Copiers: \_\_\_\_\_ Cost-per-Copy

**Segments 6 – 8:**

Cost-per-copy, Color Copiers: \_\_\_\_\_ Cost-per-Copy

**OR**

Monthly Rental Fee plus Click:

Segment 6: Rental Fee: \_\_\_\_\_

Segment 7: Rental Fee: \_\_\_\_\_

Segment 8: Rental Fee: \_\_\_\_\_

Segments 6 - 8: Color Click Charge: \_\_\_\_\_ Cost-per-Copy

Segments 6 - 8: B/W Click Charge: \_\_\_\_\_ Cost-per-Copy

**Proposal 2: Indicate the cost per copy excluding UMFK, UMPI, NMCC and Remote Locations in the Aroostook County area.**

**Segments 1 – 5:** Black/White Copiers: \_\_\_\_\_ Cost-per-Copy

**Segments 6 – 8:**

Cost-per-copy, Color Copiers: \_\_\_\_\_ Cost-per-Copy

**OR**

Monthly Rental Fee plus Click:

Segment 6: Rental Fee: \_\_\_\_\_

Segment 7: Rental Fee: \_\_\_\_\_

Segment 8: Rental Fee: \_\_\_\_\_

Segments 6 - 8: Color Click Charge: \_\_\_\_\_ Cost-per-Copy

Segments 6 - 8: B/W Click Charge: \_\_\_\_\_ Cost-per-Copy

**Proposal 3: Indicate the cost per copy including only UMFK, UMPI, NMCC and Remote Locations in the Aroostook County area.**

**Segments 1 – 5:** Black/White Copiers: \_\_\_\_\_ Cost-per-Copy

**Segments 6 – 8:**

Cost-per-copy, Color Copiers: \_\_\_\_\_ Cost-per-Copy

**OR**

Monthly Rental Fee plus Click:

Segment 6: Rental Fee: \_\_\_\_\_

Segment 7: Rental Fee: \_\_\_\_\_

Segment 8: Rental Fee: \_\_\_\_\_

Segments 6 - 8: Color Click Charge: \_\_\_\_\_ Cost-per-Copy

Segments 6 - 8: B/W Click Charge: \_\_\_\_\_ Cost-per-Copy

**REMINDER (Section 1.15): Submit one (1) signed original plus one (1) hardcopy of your proposal. Additionally, include one (1) electronic copy of your proposal in a format that can be shared by the evaluation committee.**

## SIGNATURE PAGE

COMPANY NAME: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Cell Phone)

\_\_\_\_\_  
(E-mail Address)

\_\_\_\_\_  
(Date)