

**City of Portsmouth
Portsmouth, New Hampshire
Finance Department
RFP # 06-16
Full Service Multifunction
Copy Machines Lease Contract
REQUEST FOR PROPOSALS**

INVITATION

The City of Portsmouth, New Hampshire is seeking proposals to replace our current copy machines with multifunctioning machines (hereinafter “multifunction copy machine(s)”) Sealed Proposals plainly marked “Full Service Multifunction Copy Machines Lease Contract” RFP # 06-16” on the outside of the mailing envelope, addressed to the City of Portsmouth Purchasing Department, 1 Junkins Avenue, Portsmouth, New Hampshire 03801 will be accepted until the September 30, 2015 @ 2:00 p.m.

Proposal specifications may be obtained from the City’s web site at <http://www.cityofportsmouth.com/finance/purchasing.htm> or by contacting the Purchasing Coordinator at the above address, or by calling the Purchasing Coordinator at 603-610-7227.

Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading. Addenda and updates will NOT be sent directly to firms. Vendors submitting a proposal should check the web site daily for addenda and updates after the release date. Any addenda will be posted by the date and time specified in the Schedule of Events. Vendors should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.

A mandatory pre-proposal meeting will be held at the City Hall Municipal Complex, 1 Junkins Avenue, Conference Room A, please see the Schedule of Events for date and time: Vendors who do not attend the pre-proposal meeting will not be allowed to submit proposals.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City and to negotiate the terms and conditions of any proposal leading to execution of a contract. Questions may be directed to the Purchasing Coordinator, in writing, at purchasing@cityofportsmouth.com. Questions will be accepted until the date and time specified in the Schedule of Events. Questions and the City’s answers will be made available to all vendors as an addenda to the RFP posted on the City’s website at <http://www.cityofportsmouth.com/finance/purchasing.htm>.

Note to Vendors: It is understood that any reference to multifunction copy machines, copiers, etc., include machines that are multifunctioning copy machines but may be branded as printers.

Optional on-site visits:

Vendors that attended the mandatory pre-proposal meeting may schedule a one-half day session to tour City facilities and review current machines, setups and configurations. These sessions are recommended for a full understanding of the City’s environment and must be scheduled in advance during the week period allotted in the Schedule of Events.

SCHEDULE OF EVENTS

Mandatory pre-proposal meeting, 2:00 p.m.....	August 17, 2015
Optional on-site visits by Vendors (must be scheduled)	August 24 th to
.....	September 4, 2015
Deadline for submitting questions, by 4:30PM	September 11, 2015
Response to all questions issued to vendors, by 4:30PM	September 18, 2015
All addenda posted, by 4:30PM.....	September 23, 2015
Deadline for submitting RFP, by 2:00 PM	September 30, 2015
Anticipated vendor selection	October 16, 2015

INTENT OF SOLICITATION AND OBJECTIVE

The objective of this solicitation is to replace the existing copiers, printers, scanners and fax machines, where appropriate, such that business operations and user efficiency are not adversely affected, with updated multifunctioning copy machines, which have the functionality, size and speed appropriate to accommodate the users’ needs. Keeping in mind the City’s goal of consolidating machines and services as a means of reducing the costs and environmental impact associated with the use of our current machines.

BACK GROUND INFORMATION

The City of Portsmouth currently has 20 copy machines, some are multifunctioning, a large number of standalone printers, some scanners and some standalone fax machines. The City would like to consolidate the use of our copy machines, standalone fax machines, most scanners and to some extent standalone printers, thus decreasing the number of standalone machines in use. In an effort to reduce the cost and environmental impact associated with using the standalone machines, the City wants to include these features as part of the energy efficient multifunction copiers. One requirement of the successful vendor will be to provide and implement a plan encouraging the end users to use the multifunction copiers and decrease their use of standalone machines. This should be accomplished using a method of education and training, which is agreed upon by the vendor and the City. This is highly reliant on convenient, strategic and carefully planned location of the multifunction copiers so that end user convenience and productivity is enhanced or at worst minimally impacted. As a result of the RFP Process, the City expects to enter into an equipment lease-purchase agreement and service agreement on a

“per copy” basis with a single vendor, but will consider an agreement with more than one vendor if it is in the best interest of the City.

In order to be selected as the successful vendor for the term of the agreement(s), the following must be adhered to:

- a) Attendance at the mandatory pre-proposal meeting
- b) The requirements of this RFP must be completed
- c) Vendor must be judged to have the most advantageous terms and conditions of this agreement.

ATTACHMENTS:

Appendix A:

- List of machines to be considered and evaluated for possible consolidation and/or replacement

Appendix B

- List of current copy machines, locations, model features and ownership status/lease end dates, annual usage, number of users

Appendix C

- Release of All Claims for Purpose of Reference Check

Appendix D

- Proposal Summary Sheet

EQUIPMENT DEMONSTRATION AND ACCEPTANCE TESTING

The top ranked vendor must be prepared to provide and install a sample copy machine for each of their proposed equipment for acceptance testing at no cost to the City for a period of 30 days. The City will pay per copy for copies made during the acceptance testing period at a cost equal to that provided in the proposal. Demonstrations shall be performed at the City’s facilities and shall include all functionality proposed, including but not limited connection to the City network. The copy machine(s) used in the demonstration(s) shall be the same as the manufacturer’s model identified in the Proposal documents: therefore, the demonstrated copy machine(s) shall create an expressed warranty that the copy machines provided by the successful vendor under the contract shall perform as demonstrated. If any copier fails to perform as demonstrated and prescribed, the Vendor will be required to replace the copy machine(s), with an equivalent or better new copier which performs as demonstrated and prescribed, at no additional cost to the City, for the duration of the contract period

The copy machine(s) must be compatible with the City’s network environment and all of the City’s applications, including, but not limited to:

- Microsoft Office products (versions 2013 through current)

- Sungard Pentamation Finance and Revenue applications
- MuniSmart municipal applications
- AutoDesk AutoCAD
- Vision Appraisal application
- RecPro Recreation Management
- IMC Police Software
- General Windows applications

Equipment Warranty:

The City requires the Successful Vendor warrant its products and/or services against faulty labor and/or material for the entire contract period through service and maintenance. In the event that the multifunctioning copier(s) fail to perform according to the Contract or Service Level Agreement within the first ninety (90) days of service, the City reserves the right to require the immediate removal and replacement of the machines with equivalent or superior machines.

Equipment Malfunction:

If at any time during the contract period, a multifunctioning copier malfunctions requiring a service call 3 or more times within any 30 day period the Successful Vendor will replace the device with an equivalent or superior model for the duration of the contract period, at no additional cost to the City.

REQUIREMENTS:

A. COMPANY and REFERENCES:

1. Describe your company's history of success in providing long-term multifunction copy machine services in a high volume environment (two page maximum).
2. List five (5) references, including contact name and phone number of municipalities or companies of similar size to the City of Portsmouth, in which you provide or have provided multifunction copy machine services for a period of at least three years.
3. Explain your company's service/repair response philosophy and how is this accomplished?
4. Provide your company's corporate and personnel qualifications that will ensure long term satisfaction.
5. Detail what equipment manufacturers you represent and why?
6. Detail any other reasons why the City of Portsmouth should consider your company for selection?

B. PROPOSAL SUMMARY SHEET: APPENDIX D

Section I: Proposed Multifunctioning Copiers

- a. Copy Machine Number
- b. Proposed Location
- c. Manufacturer
- d. Model
- e. Features

f. Any additional information

Section II: Provide Lease Option Plans (48 and 60) months Provide lease agreements with proposal for both options:

- a. \$1.00 buyout
- b. fair market buyout

Section III: Maintenance

The maintenance program shall include a fixed cost per copy to include; all service, repairs, parts, toner and any and all supplies (excluding paper and staples) to maintain the equipment.

- a. Provide a fixed “cost per copy” for B&W and Color Copies.
- b. Provide the maintenance contract with proposal which shall include::
 - 1) The percentage increase of “Cost-Per-Copy” per year, if the agreement is extended beyond the end of the lease and continued on a month-to-month basis.
 - 2) Service response or up-time guarantee.
 - 3) A single point of contact for all multifunctioning copiers related needs (service, supplies, training, equipment).

Section IV: Provide any other costs if applicable on Appendix D to include:

- a. One time
- b. Recurring
- c. Other

C. EDUCATION AND TRAINING:

Provide a Detailed Education and Training Plan to include:

- a. Introduction and training of each device to personnel.
- b. Interaction with the City’s technology services department regarding digital technology included to new copiers (if applicable).
- c. Method of training proposed to educate the end users; and encourage them to increase their use of the multifunction copy machines and decrease their use of standalone machines.

D. COPY MANAGEMENT PLAN:

Provide a Copy Management Plan to educate staff to utilize equipment efficiently including:

- a. A program of assisting the City in efficient copying processes once the copiers are in place over the length of the contract.
- b. A program of use and cost review with each location and the Finance Department.
- c. A plan of copier upgrades/replacements (if necessary) or additions during the term of the contract.
- d. Problem resolution.

E. PROPOSED MACHINES DETAILED PLAN:

Provide a plan which details by each department: see Appendix D:: to include:

- a. Each proposed copy machine

- b. Cost of each proposed multifunction copy machine.
- c. Features of each proposed multifunction copy machine.
- d. Manufacturer “cut-sheets” for all models proposed.
- e. Equipment Energy Star Rating – yes or no
- f. Equipment EPEAT - global Environmental Rating

F. LEASE OPTIONS:

Provide a Detailed Lease Option for the proposed machines:: see Appendix D

- a. Based on a 48 month and a 60 month equipment lease to purchase with a \$1.00 buyout and/or other time purchase options, lease-to-purchase terms and conditions. **Sample contract(s) to be submitted.**
- b. Options as to end of lease buyout/ownership, end of lease options, early payoff, and returning equipment early in the event of a buyout. **Sample contract(s) to be submitted.**
- c. Specific language for municipal “non-Appropriation of Funds” addendum.

G. TRANSITION PLAN:

Provide a detailed transition plan to include:

- a. Time schedule of delivery and installation of copiers.
- b. Time schedule for the removal and proper disposal of all current, City owned, copiers i.e. packing, decommissioning hazardous materials, certificates, pick-up and removal, recycling (if the City chooses to dispose of them). Include detailed information as to how the machines will be recycled or disposed of.
- c. Explain procedure of erasing the hard drives on removed copiers.
- d. Removal and safe return of machines listed on Appendix B that are not owned by the City, but are on a monthly lease to the appropriate vendor.
- e. A letter addressed to Judie Belanger, Finance Director, **must be submitted** guaranteeing as part of this contract, that the successful vendor will return copiers to the appropriate vendor, at no cost to the City of Portsmouth and dispose of any City owned copy machines that will be removed. Additionally, the letter must guarantee that if at any time during the contract agreement, the City replaces an existing copier with the successful vendor’s recommended copier, the successful vendor must remove and return the copier to the appropriate vendor at no cost to the City.
- f. Inclusion of any current copiers into copier program.

17 Provide Other Items including:

- a. Warranty Information.
- b. Account representative designation with background, certification and other pertinent information.
- c. References as aforementioned.
- d. Software or web-based access to the City’s service activity information.
- e. Detail any software included with your proposal. If so please describe.

RESPONSE REQUIREMENTS

Firms submitting proposals are asked not to use plastic covers, bindings and dividers. Where possible, proposals should be double-sided and brevity is encouraged.

1. Each vendor shall submit 5 hardcopies and one digital copy in PDF format.
2. Required responses must be fully completed as requested.
3. Any other materials may accompany response, but are not required.
4. Any limiting or vendor substitutions must be fully explained.
5. **Required responses must be received in the Finance/Purchasing Department, City of Portsmouth, 1 Junkins Avenue, Portsmouth, NH no later than the time and date specified in the Schedule of Events.**
6. The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City.

EVALUATION CRITERIA

Proposals will be evaluated according to the following:

1. Responsiveness to the RFP requirements.
2. Qualification of company, manufacturer and project team members.
3. Demonstrated success in Municipality settings.
4. Understanding the City's copier needs and expectations and a clear plan to meet them.
5. Cost of equipment and acceptable financing plan.
6. Cost of Service, etc., on a per-copy basis with no minimum allowance.
7. Other "intangibles" including a determination by the City as to which vendor and products, and over-all plan will best meet the needs of the City.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City. The City reserves the right to make such inquiries regarding the vendor's qualifications and reputation as it deems necessary to evaluate the vendor.

DISQUALIFICATION of VENDORS

Any or all of the following reasons may be deemed by the City of Portsmouth in its sole discretion as being sufficient for the disqualification of a vendor and/or the rejection of the proposal:

- More than one proposal for the same work from an individual, firm, or corporation under the same or different name;
- Evidence of collusion among vendors
- Failure to submit all required information requested in the request for proposal;
- Unsatisfactory performance on previous contracts; or
- Such disqualification would be in the best interests of the City.

MISCELLANEOUS INSTRUCTIONS AND INFORMATION

Proposals submitted will be maintained confidentially only until the City reaches a contract with a vendor or the City cancels/rejects all proposals. Thereafter, proposals are available for public inspection.

In the event that a vendor desires to submit information confidentially, the vendor must seek the City's prior agreement to such submission. The City discourages the submission of confidential information. With the exception of certain financial records and highly technical/trade secret materials, such agreement is generally not forthcoming.

Vendor's Qualifications Statement

Vendor Name: _____

Principal Place of Business: _____

Number of Years in Business under Present Name: _____

If in business less than 10 years under present name please disclose any prior business identity and date(s) of transition: _____

Where organized/state of incorporation: _____

Is the organization registered to do business in the state of New Hampshire and if so please identify your registered agent for service of process: _____

Location of all Manufacturing, Office and/or Business Facilities: _____

◆ **(attach additional sheets as necessary)**

Please describe the extent and nature of the work performed by vendor.

The solvency of vendor is a concern of the City. If requested, vendor must submit an audited financial statement from a nationally recognized accounting firm from the most recent fiscal year. The City is prepared to maintain the confidentiality of the financial statement to the extent permitted by law if requested by the vendor and the statement is clearly marked confidential. Financial statements designated confidential will be returned at the completion of the selection process. Failure to submit such a statement when requested may result in rejection of a proposal.

Please list on a separate page all litigation or arbitration commenced by or against your company within the last 7 years regarding copy machines (claims of defectiveness, breach of any warranty, breach of contract). Identify the parties, the date commenced, a brief description of the claim, and the Court or forum in which the claim was adjudicated and resolution/status. Provide proof of existing levels of product liability insurance.

Signed under the pains and penalty of perjury this _____ day of _____, 2012.

By: _____

Its: _____

_____ personally appeared before me and swore that he/she is a duly authorized representative of _____ and that the foregoing statements are true and correct to the best of his/her knowledge and belief.

Dated: _____

Notary Public/Justice of the Peace

My commission expires: _____

RFP#06-16		
APPENDIX A	DEVICES	
DEPARTMENT	LOCATION	DRIVER NAME
CITY HALL		
2nd Floor		
PARKING DEPARTMENT		
Parking		HP Color LaserJet CP4005 PCL 5
Violations	Parking Clerk's Office	HP Color LaserJet CP4005n
State Police	Parking Clerk's Office	HP LaserJet 1300
Parking - Minolta	main office	Konica Minolta BIZHUB 200
TAX DEPARTMENT		
Tax Office	Tax Clerk station	HP LaserJet 1300
Tax Office	Tax Clerk station	HP LaserJet 1300
Tax Office	Tax Clerk station	HP LaserJet 1200
Tax Office	Tax Clerk station	HP LaserJet 1200
Tax Office	Tax Clerk station	Lexmark T640
Tax Office	Tax Clerk station	Lexmark T640
Tax Office	Tax Clerk station	Lexmark T640
Tax Office	Tax Clerk station	Lexmark T640
Tax Office	Tax Clerk station	Lexmark T640
Tax Office	Tax Clerk station	IBM 4722
Tax Office	Tax Clerk station	IBM 4722
Tax Office	Tax Clerk station	IBM 4722
Tax Office	Tax Clerk station	IBM 4722
Tax Office	Deputy Tax Collector's Area	HP LaserJet 4200
Tax Office	Deputy Tax Collector's Area	HP DeskJet 6540
Tax Office- Minolta	Maine Office	Konica Minolta BIZHUB 200
ASSESSORS		
assess2		HP Universal Printing PCL 5 p4014dn laserjet
Assessor8000		HP LaserJet 8000 Series PCL 5
WELFARE		
Welfare	Copy machine	Sharp MX-3501N (rental)
3rd Floor		
MAILROOM	right-hand side of room	Konica DI7210
	left-hand side of room	Konica C350
FINANCE DEPARTMENT		
Office	Deputy Finance Director	HP Color LaserJet 3600n
Office	Finance Director	CP2025 HP color laserjet
Finance small laserjet	back of room near payroll	HP LaserJet 2200 Series PCL 5
Purchasing	Purchasing Coordinator	HP LaserJet 1022
Finance	Accountant	HP LaserJet 1022
Finance Check Printer	back of room near payroll	HP LaserJet P4515N
Finance 9050 8150	Finance Dept./Main Office	HP LaserJet 9050n
Finance 9050 8100	Finance Department/Main Office	HP LaserJet 9050n
Copy Mahcine	Finance Dept./Main Office	Ricoh MPC3501 - Rental
Genicom printer (computer Room)		ribbon
COMMUNITY DEVELOPMENT		
COMMUNITY DEVELOPMENT	Main Office	HP LaserJet 1022
HEALTH DEPARTMENT		
Health 2	Deputy Health Inspector	HP Color LaserJet 3600n
Health	Health Inspector	HP LaserJet P3015

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APPENDIX A	DEVICES	
DEPARTMENT	LOCATION	DRIVER NAME
PLANNING DEPARTMENT		
Planning	Supervisor's Office	HP Color LaserJet CP2025
Conference Room	Inspection Conference Room	Xerox 3040
Conference Room	Inspection Conference Room	Plotter
INSPECTION DEPARTMENT		
Building Inspector	Inspector's Office	HP Color LaserJet CP 1215
Assistant Bldg Inspector	Asst. Insp. Office	HP LaserJet 6L
Inspection	Inspection Clerk	HP LaserJet 1012
Plumbing Inspector	Inspector's Office	HP LaserJet 960c
Electrical Inspector	Inspector's Office	HP LaserJet 960c
Copy machine (shares with Planning)	Behind Inspection Clerk	Konica Minolta DI2010
4th Floor		
HUMAN RESOURCES		
HR Laserjet	HR Director's Office	HP LaserJet P1006
HR Color Laserjet	HR Coordinator	HP LaserJet CP 4025
HR Color Laserjet		HP Color LaserJet 3800
City Hall Receptionist	main floor reception desk	HP Laser Jet 6P
LEGAL DEPARTMENT		
Zoning Officer	Officer's office	hp deskjet 6940 (color)
Legal Outer office	Legal Secretaries Area	HP LaserJet 1022
Legal	Assistant City Attorney's	HP Laserjet 1100
Copy machine (shares with HR)	outer office	Konica Minolta- Bizhub 200
PUBLIC WORKS		
680 Pevery Hill Road		
PWhiwayKerns2200		HP LaserJet 2100 PCL6
PW Meter Reader Laser		HP LaserJet 2100 PCL6
pw dispatch		HP LaserJet 2420 PCL 5
pwwater		HP LaserJet 2420 PCL 5
Pw Admin Mid office		HP LaserJet 2420 PCL 5
PW Admin 4000		HP LaserJet 4000 Series PCL 5
PW LJ 5 JW Office		HP LaserJet 5
PW HP Plotter		HP Plotter 800 ps
CLR LJ 5550 PW Engineer		HP Color LaserJet 5550 PCL 5
copy machine	1st floor	Konika Minolta Bizhub 500
		Sharp MX-3110-N
LIBRARY		
175 Parrott Ave.		
Library Reference Laserjet		HP LaserJet 4000 series PCL5
Library Admin Printer		HP LaserJet 4250 PCI-5
Library Techservice LaserJet		HP LaserJet 2100 PCL6
Library Techservice LaserJet		HP LaserJet 2100 PCL6
Copy machine		Konica Minolta Bizhub 500
FIRE DEPARTMENT		
170 Court Street		
Fire Admin		HP Laserjet 2100 PCL6
new fire cpt.		HP deskjet
ltpnt		HP Color LaserJet 3600
Srvroom_Impact_oki		Okidata Pacemark 4410
Station II		
Lafayette Road		
Copy Machine		Konica Minolta - Bizhub 250
RECREATION DEPARTMENT		
Portsmouth Middle School		
155 Parrott Ave.		
CONNIE BEAN CENTER		
Copy machine		Konica Minolta - DI 650

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APPENDIX A	DEVICES	
DEPARTMENT	LOCATION	DRIVER NAME
Copy machine		Konica Minolta D2010F
INDOOR POOL		
Andrew Jarvis Drive		
Copy Machine		Konica Minolta- Bizhub 200
SPINNAKER POINT RECREATION		
30 Spinnaker Way		
Copy Machine		Konica Minolta - Bizhub 200
PEIRCE ISLAND WWTP		
200 Peirce Island Road		Konica Minolta- Bizhub 200
Copy Machine		
PEASE WWTP		
135 Corporate Drive		
Copy Machine		Konica Minolta - Bizhub 161F
MADBURY WTP PLANT		
60 Freschet Rd.		
Madbury, NH		
Copy Machine		Konica Minolta - Bizhub 161F
POLICE DEPARTMENT		
Business Office		Konica Minolta - Bizhub 600
Detectives		Konica Minolta - C364E (rental)

RFP#06-16 APPENDIX B - Existing Copy Machines

Location/ Model-Serial Numbers/Features/Annual Usage/Number of Users/Ownership Status

Location/Department	Model-Serial Numbers Features	Annual Usage	Number of Users	Lease End Dates
City Hall 1 Junkins Ave. 2nd Floor Welfare Dept.	Sharp MX-3501 - 35 ppm, color 2 drawers networked, faxes, finisher, staples	11,385	2	Rental monthly
Tax Office	Konica Minolta BIZHUB 200 - 20 ppm SN: 31127147 3 drawers networked, faxes finisher, (staples only), sorts, duplexes	15,871	4	Feb. 2013 month to month
Parking Department	Konica Minolta BIZHUB 200 - 20 ppm SN: 31120533 networked, faxes sorts, duplexes	25,906	3	April 2012 month to month
3rd Floor Planning (shares with Inspection)	Konica Minolta DI2010 - 20 ppm SN: 31706058 3 drawers sorts, duplexes.	16,377	9	Own
Mailroom	Konica Minolta DI7210 - 72 ppm SN: 31005246 3 drawers networked, scans finisher (staple & hole punch), sorts, duplexes	166,543	30	Sept. 2010 Month to Month

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Location/ Model-Serial Numbers/Features/Annual Usage/Number of Users/Ownership Status

Location/Department	Model-Serial Numbers Features	Annual Usage	Number of Users	Lease End Dates
Mailroom	Konica Minolta C350 - 35 ppm, Color SN: 65JE09857 3 drawers networked finisher (staples only), sorts, duplexes	Color: 852 B&W: 1320	30	June 2012 Month to Month
		This machine gets very little use		
Finance Department	Richo - MPC3501 - 35 ppm, Color SN: 12267136 4 drawers networked, scans, faxes finisher (staple & hole punch), sorts duplexes Personal Paperless Document Manager (PPDM).	Color: 29,823 B&W: 55.841	15	Rental monthly
4th Floor Legal Department	Konica Minolta BIZHUB 200 - 20 ppm SN: 30EE04960 3 drawers networked, scans, faxes finisher (staples only), sorts duplexes	56,692	8	June 2012
Police Department 3 Junkins Ave. Main Floor Business Office (near City Hall Parking Office)	Konica Minolta BIZHUB 600 - 60 ppm SN: 57BE14716 4 drawers (two 8.5" x 11 drawers) networked for scanning only finisher (staples & hole punch), sorts duplexes	59,296	9	Own

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Location/ Model-Serial Numbers/Features/Annual Usage/Number of Users/Ownership Status

Location/Department	Model-Serial Numbers Features	Annual Usage	Number of Users	Lease End Dates
Detectives	Konica Minolta C364E networked, finisher- staples, sorts, duplexes scanner	33,207	16	Rental
Recreation Department Portsmouth Middle School 155 Parrott Ave.	Konica Minolta DI 650 - 65 ppm SN: 31007277 3 drawers networked, finisher (staples only), sorts duplexes	40,570	10	Own
	Konica Minolta DI2010F- 20 ppm SN: 31722007 2 drawers finisher- staples, sorts			Own
Indoor Pool Andrew Jarvis Drive	Konica Minolta BIZHUB 200 - 20 ppm SN: 31120939	51,852	3	Own
Spinnaker Point 30 Spinnaker Way	Konica Minolta BIZHUB 200 - 20 ppm SN: 31127620	29,782	5	June 2013 Month to Month
Library 175 Parrott Ave. Secretaries Office 2nd Floor	Konica Minolta BIZHUB 500 - 50 ppm SN: 50GE07269 3 drawers finisher (staples & hole punch), sorts	60,958	50	Own

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Location/ Model-Serial Numbers/Features/Annual Usage/Number of Users/Ownership Status

Location/Department	Model-Serial Numbers Features duplexes	Annual Usage	Number of Users	Lease End Dates
Public Works 680 Peverly Hill Rd. 1st Floor	Konica Minolta BIZHUB 500 - 50 ppm SN: 50GE07266 3 drawers networked, scans finisher (staples only), sorts duplexes	63,059	20	Own Moved to 1st floor
2nd Floor	Sharp MX-3110 N networked color finisher (staples only), sorts duplexes, scans			Rental
Peirce Island Waste Water Plant 200 Peirce Island Road	Konica Minolta BIZHUB 200 - 20 ppm SN: 31135779 2 drawers, networked, faxes finisher (staples only), sort, duplex	5,460	4	June 2013 Month to Month
Wastewater Treatment Plant Pease International Tradeport 135 Corporate Drive Portsmouth, NH 03801	Konica Minolta BIZ161F -16 ppm SN: 50010279		2	Own
Madbury Water Treatment Plant 60 Freshet Road Madbury, NH	BIZHUB 161f SN: 50006001	2,132	4	Feb. 2013 Month to Month

Fire Department

RFP#06-16 APPENDIX B - Existing Copy Machines

Location/ Model-Serial Numbers/Features/Annual Usage/Number of Users/Ownership Status

Location/Department	Model-Serial Numbers Features	Annual Usage	Number of Users	Lease End Dates
Station II 3010 Lafayette Road	Konica Minolta BIZHUB250 - 25 ppm SN: 31116551 3 drawers finisher (staples only), sorts duplexes	5,118	10	Own

APPENDIX C:

RELEASE OF ALL CLAIMS FOR PURPOSE OF REFERENCE CHECK

TO: _____
Name of Reference ("Reference")

Name of Employer/Organization ("Entity")

Address

Address

On behalf of the undersigned Vendor, I hereby agree to release and hold harmless the above-named Reference and Entity from any and all claims and causes of action including without limitation actions for defamation, slander or interference with contractual relations for any statements made to the City during the course of the City's investigation of Vendor's qualifications.

Dated: _____ Contractor: _____

By: _____

Print Name: _____

Title: _____

