



**BOARD OF SUPERVISORS AGENDA ITEM REPORT**  
**CONTRACTS / AWARDS / GRANTS**

Requested Board Meeting Date: 12/15/15

or Procurement Director Award

---

**Contractor/Vendor Name (DBA):** see below

**Project Title/Description:**

Multi-functional Devices and Maintenance

**Purpose:**

Award of Contract:

Master Agreement No. MA-PO-16-181, Multi-functional Devices and Maintenance to Toshiba Business Solutions dba Toshiba America Business Solutions, Inc. (Headquarters: Tempe, AZ). Contract term is for the period 12/15/15 to 06/01/18 in the not-to-exceed amount of \$3,027,868.81.

Administering Department: Information Technology

**Procurement Method:**

Pursuant to Pima County Procurement Code 11.24.010 Cooperative Procurement Authorized Solicitation No. 201416 was conducted to satisfy RQM 16-150. Required research was performed to affirm that the Arizona State Contract Terms and Conditions used for the Pima County contract were established using a competitive procurement process similar to that prescribed by Pima County Procurement Code.

Attached Documents: Master Agreement, Memorandum issued to the Procurement Director dated 12/1/15

**Program Goals/Predicted Outcomes:**

To provide Pima County Departments with the option to purchase or lease multi-functional devices and to provide for the services required to maintain the devices in accordance with manufacturer standards.

**Public Benefit:**

Contractor will provide additional services to include professional management of Pima County's Print Device Fleet and reporting activities that will result in cost savings and county-wide standardization as indicated in the attached Memorandum issued to the Procurement Director dated 12/1/15.

**Metrics Available to Measure Performance:**

ITD will maintain reports to ensure timely delivery, installation and maintenance of multi-functional devices.

**Retroactive:**

No.

**Original Information**

Document Type: MA Department Code: PO Contract Number (i.e., 15-123): 16-181

Effective Date: 12/15/15 Termination Date: 06/01/18 Prior Contract Number (Synergen/CMS): \_\_\_\_\_

Expense Amount: \$ 3,027,868.81  Revenue Amount: \$ \_\_\_\_\_

Funding Source(s): Countywide Various Funding Sources

Cost to Pima County General Fund: Not-to-exceed \$3,027,868.81

Contract is fully or partially funded with Federal Funds?  Yes  No  Not Applicable to Grant Awards

Were insurance or indemnity clauses modified?  Yes  No  Not Applicable to Grant Awards

Vendor is using a Social Security Number?  Yes  No  Not Applicable to Grant Awards

If Yes, attach the required form per Administrative Procedure 22-73.

**Amendment Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_

Amendment No.: \_\_\_\_\_ AMS Version No.: \_\_\_\_\_

Effective Date: \_\_\_\_\_ New Termination Date: \_\_\_\_\_

Expense  Revenue  Increase  Decrease Amount This Amendment: \$ \_\_\_\_\_

Funding Source(s): \_\_\_\_\_

Cost to Pima County General Fund: \_\_\_\_\_

Contact: Jennifer Moore, Commodity Contracts Officer 12/14/15 Division Manager 12/4/15

Department: Procurement Mary Jo King 12/4/15 Telephone: 520.724.8164

Department Director Signature/Date: \_\_\_\_\_

Deputy County Administrator Signature/Date: Jon Burk 12-7-15

County Administrator Signature/Date: C. Burk 12/8/15  
*(Required for Board Agenda/Addendum Items)*



Date: December 1, 2015

To: Mary Jo Furphy  
Procurement Director

From: Jesse Rodriguez  
Chief Information Officer

Re: Cooperative Agreement with Toshiba Business Solutions

In 2010, Pima County entered into an agreement with Toshiba Business Solutions for the leasing and purchasing of Multi-function Devices (MFDs). Over the past 5 years, the County has established 140 leases with Toshiba under Master Agreement (MA) B508471. Since the contract has expired, Pima County ITD is recommending a Cooperative Agreement with Toshiba using the State of Arizona contract as the basis. The State contract provides established pricing, terms and conditions which meet the needs of Pima County.

Additionally, the agreement will contain a Scope of Services detailing the desired rightsizing, device monitoring and reporting activities to be performed by Toshiba. Rightsizing services are defined as all services, tasks and responsibilities associated with the evaluation and professional management of Pima County's Print Device Fleet including but not limited to MFD's, printers and copiers. Toshiba will perform an inventory of these devices through onsite evaluation, usage by devices on the network, and actual needs of the users. Recommendations for removal, relocation and/or replacement may be made as part of the rightsizing outcome. The following devices shall be inventoried as part of the rightsizing evaluation:

- **Currently leased MFD** - ITD is anticipating that 110 devices will come to end of the lease during this agreement and they will be either replaced with new equipment or rightsized out of service.
- **County-owned MFD** - ITD is anticipating that approximately 100 of these devices may come to end of life or cost-effectiveness during this contract.
- **County-owned Network Printer (NWP)** - ITD is anticipating that approximately 10% of this fleet (40 devices) may be replaced with MFD during this contract as this equipment comes to end of life or cost-effectiveness.

After 2 years of this agreement, Toshiba will supply a report which includes the Pima County inventory of MFD and network printer devices. This inventory will provide the necessary information to make recommendations for County-wide standardization and cost savings. As ITD initiates the process for a new contract in 2018 for Print Management Services, this report will be used to evaluate the services and options available.

Through the State contract, Toshiba has provided a promotion which allows for additional reduced pricing on purchased and leased MFD if 200 or more devices are contracted. Toshiba has also lowered the rate of Color cost per copy from \$0.041 to \$0.03. Cost savings based for replacing the 110 Toshiba devices whose leases will expire during the contract is shown below.

	Per Month	Over 60 month lease
Promotion Savings	\$ 3,275.18	\$ 196,510.80
Color Copy Savings	\$ 2,838.04	\$ 170,282.40
<b>Estimated total savings over 60 month lease</b>		<b>\$ 366,793.20</b>

The benefits and savings with this agreement with Toshiba are significant. It is the recommendation of ITD that this agreement be approved and submitted to the BOS for approval at the December 15, 2015 meeting.

KJ/mk

Pima County Toshiba Agreement Savings Breakdown

DEVICE	CURRENT LEASE \$ PER DEVICE PER MONTH	NEW CONTRACT LEASE \$ PER DEVICE PER MONTH	SAVINGS PER DEVICE	# DEVICES EXPIRING DURING CONTRACT	TOTAL SAVINGS PER DEVICE PER MONTH	TOTAL SAVINGS OVER 60 MONTH LEASE TERM	COLOR AVERAGE MONTHLY USAGE (AMU) (# PAGES)	CURRENT COLOR COST AT \$ 0.041 PER COPY	NEW CONTRACT COLOR COST AT \$ 0.03 PER COPY	TOTAL SAVINGS PER MONTH	TOTAL SAVINGS OVER 60 MONTH LEASE TERM
SMALL BLACK & WHITE	\$ 93.18	\$ 71.67	\$ 21.51	1	\$ 21.51	\$ 1,290.80					
MED BLACK & WHITE	\$ 93.82	\$ 80.22	\$ 13.60	15	\$ 204.00	\$ 12,240.00					
LARGE BLACK & WHITE	\$ 148.15	\$ 118.11	\$ 30.04	8	\$ 240.35	\$ 14,420.80					
XL BLACK & WHITE	\$ 202.73	\$ 153.63	\$ 49.10	4	\$ 196.39	\$ 11,783.20					
SMALL COLOR	\$ 114.76	\$ 94.78	\$ 19.98	5	\$ 99.88	\$ 5,993.00	4,114	\$ 168.67	\$ 123.42	\$ 45.25	\$ 2,715.24
MED COLOR	\$ 136.46	\$ 108.14	\$ 28.32	67	\$ 1,897.44	\$ 113,846.40	226,369	\$ 9,281.11	\$ 6,791.06	\$ 2,490.05	\$ 149,403.30
LARGE COLOR	\$ 217.82	\$ 161.00	\$ 56.82	9	\$ 511.35	\$ 30,681.00	23,389	\$ 958.95	\$ 701.67	\$ 257.28	\$ 15,436.74
XL COLOR	\$ 274.34	\$ 170.08	\$ 104.26	1	\$ 104.26	\$ 6,255.60	4,132	\$ 169.41	\$ 123.96	\$ 45.45	\$ 2,727.12
<b>TOTAL</b>				<b>110</b>	<b>\$ 3,275.18</b>	<b>\$ 196,510.80</b>	<b>258,004</b>	<b>\$ 10,578.15</b>	<b>\$ 7,740.11</b>	<b>\$ 2,838.04</b>	<b>\$ 170,282.40</b>

TOTAL SAVINGS OVER 60 MONTH LEASE \$ 366,793.20



# MASTER AGREEMENT

## PIMA COUNTY, ARIZONA

**THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES CONTRACT EXECUTION**

Master Agreement No: 16000000000000000181

MA Version: 1

Page: 1

Description: Multifunctional Devices and Maintenance

<b>I S S U E R</b>	<p>Pima County Procurement Department 130 W. Congress St. 3rd Fl Tucson AZ 85701</p> <p>Issued By: JENNIFER MOORE Phone: 5207248164 Email: jennifer.moore@pima.gov</p>
--	--

<b>T E R M S</b>	<p>Initiation Date: 12-15-2015 Expiration Date: 06-01-2018</p> <p>NTE Amount: \$3,027,868.81 Used Amount: \$0.00</p>
----------------------------------	--

<b>V E N D O R</b>	<p>Toshiba America Business Solutions Inc 3845 N Business Center Dr., Ste 107 Tucson AZ 85705</p>	<p>Contact: Al Trenholme Phone: 520-294-2121 Email: al.trenholme@tbs.toshiba.com Terms: % Days:</p>
--	---	---

Shipping Method:	Vendor Method
Delivery Type:	STANDARD GROUND
FOB:	FOB Dest, Freight Prepaid
<b>Modification Reason</b>	
This Master Agreement is issued pursuant to an award made by the Pima County Board of Supervisors. The contract term is for the period 12/15/15 and terminating 06/01/18. Total expenditures shall not exceed \$3,027,868.81.	

This Master Agreement incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this agreement. All Transactions and conduct are required to conform to these documents.

Number of Attachments: 1

Attachment Names: MA\_16\_181\_BOSAIR\_AWARD\_121515.pdf



# MASTER AGREEMENT DETAILS

Master Agreement No: 1600000000000000181

MA Version: 1

Page: 2

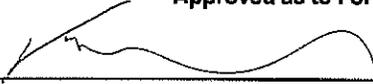
Line	Description					
4	Color Maintenance CPC includes staples					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.03			
5	B&W Maintenance CPC includes staples					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.0044			
6	Model 1 B&W Lease					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$52.11			
7	Model 2 B&W Lease					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$60.6			
8	Model 3 B&W Lease					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$81.03			
9	Model 4 B&W Lease					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$116.55			
10	Model 5 B&W Color Lease					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$73.91			
11	Model 6 B&W Color Lease					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$88.99			
12	Model 7 B&W Color Lease					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$128.56			
13	Model 8 B&W Color Lease					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$137.64			
14	Fax					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$5.74			
15	Capacity Tray 2000+ Sheets					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$5			
16	2/3 Hole Punch					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$4.76			
17	Staple Finisher 50 Sheets					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$9.39			
18	Proximity Card					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$4.38			
19	Moves within City Limits					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$200			
20	Moves outside City Limits					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$300			
21	Enterprise Monitoring Software - No Charge					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0			



IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date and year set forth above.

**COUNTY:**

Acceptance by the County will be by issue of Master Agreement, effective on the document's date of issue without further action by either party.

Pima County Attorney Contract Approval "As to Form":	
<b>Approved as to Form</b>	
	12/3/15
Tobin Rosen, Deputy County Attorney	Date

**CONTRACTOR:**

Toshiba Business Solutions, a Division of Toshiba America Business Solutions, Inc.


Signature
Michael Torcaso, Vice President, CFO & CIO
Name and Title (Please Print)
12/2/15
Date

## EXHIBIT A: PIMA COUNTY SCOPE OF SERVICES

### DEFINITIONS

- **Cost Per Print (CPP) (aka Cost Per Copy):** Ink/toner (averaged 5%) coverage for a single side of paper including 8.5 x 11; 8.5 x 14
- **Equipment Downtime** - Is defined as the period of time a piece of equipment is waiting for service to be completed. This time starts with the original service call into the Contractor and ends once all repairs, part installations, equipment modifications, configuration changes, or any prescribed work is completed and the Equipment functions according to OEM published specifications.
- **Lease:** Capital Lease - is a purchasing method that must meet the following criteria:
  1. The lease term is greater than 75% of the property's estimated economic life;
  2. The present value of the lease payments exceeds 90% of the fair market value;
  3. Such leases shall be subject to monthly payment reductions by the Contractor at renewal, based on the depreciated value. The depreciated value shall be disclosed to the Customer at the time of the renewal and the renewal rate is subject to the same terms and conditions under this Contract.
- **CONTRACTOR's Staff:** Dedicated Account Representative, Print Services Consultant, Service Technicians, Technical Support Technicians.
- **First Time Fix** - The measurement of a successful service and technical support call is defined by the Contractor's ability to remedy the underlying issue on the first service call.
- **Maintenance Service** - The scheduled or requested service call to perform quality service checks regarding the performance of the machine, or to diagnose and repair. Equipment that has been reported as non-functional.
- **Replacement Parts** - Contractor replacement Equipment mechanical parts that are attached to or integrated into the Equipment that allows or assists the Equipment to function or operate.
- **Enterprise Monitoring Software:** such as FM Audit™
- **Multi-Function Device (MFD):** devices understood to be digital technology via single platform, network based units capable of performing copying, printing, faxing, and scanning functions.
- **Network Printer (NWP):** a stand-alone printer connected directly into a computing network, available to multiple users.
- **Pages Per Minute (PPM):** Single-sided, black and white, letter and or legal-size pages printed per minute.
- **Pima County Information Technology Department (PCITD)**
- **Pima County Information Technology Program:** please refer to Board of Supervisors Policy D27.1 found at [http://webcms.pima.gov/UserFiles/Servers/Server\\_6/File/Government/Clerk%20of%20the%20Board/Policies/D27-1.pdf](http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Clerk%20of%20the%20Board/Policies/D27-1.pdf)
- **Proximity Cards:** low frequency 125 kHz credentials that feature an embedded metallic antenna coil that stores cardholder data. Data stored on a proximity card, key fob or tag can be detected by a reader when the proximity card is passed within range
- **Service Call** - An on-site technician visit due to machine error or breakdown requiring the onsite services of an authorized service technician to remedy the error.
- **Service Response Time** - The time required to solve a service call beginning from the time the call is logged with the Contractor until either a Service Technician arrives on site or the issue is resolved through the Contractor's telephone support.
- **Supplies** - Consumables that are used for the operation of the Equipment and or ensures the operation of the Equipment according to Manufacturer specifications. Supplies do not include paper.

## INTENT

The Contractor shall be an Authorized Dealer and shall provide base equipment, hardware accessories and software required to enable and enhance the equipment capabilities (Equipment) as termed to be either a multi-function device and or copier.

Equipment may be purchased or leased, as detailed throughout this document. The Contractor shall also provide Equipment maintenance services including but not limited to Preventative, Routine, and Emergency.

### Product Specifications:

#### Commercial Product Standard:

The Equipment offered shall be in accordance with the requirements of these specifications. A standard commercial product is a product that has been sold or is being currently offered for sale, on the commercial market through advertisements, manufacturer catalogs or brochures, and represents the latest production model. This Contract shall provide for the classifications of Equipment defined in **Appendix 1: MFD Specifications and Models**.

The County intends to reduce the total cost of ownership and on-going expenses associated with document printing and finishing from MFDs and NWP's.

The County and CONTRACTOR will perform an inventory of all printing devices and review annual print volume and maintenance/support costs. After two (2) years of monitoring and six (6) months prior to contract end date, CONTRACTOR will provide a final report and a rightsizing recommendation for all of the Counties locations.

The County has reviewed the current networked printing devices through a report from FM Audit as well as the current leased devices and has determined that approximately 250 print devices will be replaced during the term of this contract.

Items provided shall satisfy all specifications and requirements set forth by the County's Offer Agreement. Equipment brand names, models and numbers, when given are intended to identify a level of quality, equivalent performance and dimensional specifications. Should a model of equipment originally installed under the Agreement becomes discontinued by the manufacturer during the term of this Contract, CONTRACTOR may, with the written approval of PCITD, substitute a like model when it is required by County to add units or replace units or upon recommendation of CONTRACTOR under rightsizing efforts. Such model(s) to be substituted must be of equal or greater capability as the model to be replaced and must be offered at the same or lower cost as the original model. CONTRACTOR must communicate its intentions in writing to PCITD designated representative regarding this equipment change prior to installation of any substituted equipment.

## SUPPORT PLAN

CONTRACTOR must maintain a complete list of all Multifunctional Devices covered (installed and maintained/serviced) under this agreement by make, model number, serial number, location, and department. The list shall include the equipment configuration and be documented in **Appendix 2: MFD Replacement Schedule**. **Appendix 3. List of Current Leased MFDs by Expiration Date** is provided as a guideline to ensure machines are replaced and or removed in a timely manner.

CONTRACTOR is required to provide all labor, materials, supervision and equipment necessary to install each MFD at every location. CONTRACTOR will work with PCITD and departments and to ensure that all pre-requisites are met (i.e. network connectivity, power and space). The County Facilities Management will perform electrical or mechanical work external to the equipment and/or system.

## CONTRACTOR STAFF

**Dedicated Account Representative** shall be assigned by CONTRACTOR to the County. The account representative must have the experience to resolve all billing and technical concerns. The assigned account representative shall not be reassigned without prior notification to the PCITD. Account representative information must be provided upon contract.

**Print Services Consultant** shall be responsible for ensuring all rightsizing requirements are met and have industry experience with:

- Printing and general document handling analysis for larger organizations
- Unique needs of government document handling and processing
- Process improvement and workflow analysis
- Cost reduction analysis, including understanding
  - Return on Investment (ROI)

o Total Cost of Ownership (TCO)

- Security and confidentiality needs

Consultant(s) contact information must be provided upon contract.

**Technical Support and Service Technicians:** CONTRACTOR is expected to respond to technical support calls from the County with service technicians who:

- Are authorized and certified by the manufacturer to conduct service and repair activities on all devices covered in this agreement
- Have all necessary parts or ability to obtain necessary parts within one business day to return a device to normal operation
- Identify and correct IT related issues

**PRINT DEVICE INVENTORY AND RIGHTSIZING**

Rightsizing services shall be defined as all services, tasks and responsibilities associated with the evaluation and professional management of Pima County's Print Device Fleet. Rightsizing includes but is not limited to:

- a) Inventory using **Appendix 4: Machine Audit Form**
- b) reallocation to include moves the disposal or surplus of a MFD, Printer, Scanner device, reporting, planning, and mapping activities.

Rightsizing will be completed within first two (2) years of contract term.

**INVENTORY** shall be conducted in the following geographical area of County facilities based on zip codes. The status of departments and locations may change during the course of this contract. In such case, notification will be provided to CONTRACTOR by PCITD regarding the change.

- Downtown Tucson Complex,
- Mission Road Complex
- Abrams Building and Ajo area
- Outlying Facilities
- Facilities outside of City of Tucson Limits: Ajo, Amado, Arivaca, Catalina, Green Valley, Marana, Mt. Lemon, Sahuarita, Sells, Three Points, Vail, and Picture Rocks.

See **Appendix 5: List of County Facilities by Zip Code.**

The following devices shall be inventoried as part of the rightsizing evaluation:

- **Currently leased MFD** - All leased devices shall be included in the inventory and rightsizing activity. The County is anticipating that 110 devices will come to end of the lease during this agreement and they will be either replaced with new equipment or rightsized out of service. Refer to **Appendix B: List of Leased MFDs by Expiration Date.**
- **County-owned MFD** - County-owned MFD's shall be included in the inventory and rightsizing activity. The County is anticipating that approximately 100 of these devices may come to end of life or cost-effectiveness during this contract. Recommendations for removal, relocation and/or replacement may be made as part of the rightsizing outcome.
- **County-owned Network Printer (NWP)** County-owned network printers shall be included in the inventory and rightsizing activity. The County is anticipating that approximately 10% of this fleet (40 devices) may be replaced with MFD during this contract as this equipment comes to end of life or cost-effectiveness. Recommendations for removal, relocation and/or replacement may be made as part of the rightsizing outcome.

**ASSESSMENT PLAN**

CONTRACTOR will work in coordination with PCITD to schedule and perform the following rightsizing activities throughout Pima County.

1. Assess current state
  - 1.1. Inventory the entire fleet of County print devices that include Multi-Function Devices (MFD), copiers, desktop and network printers (NWP), facsimile machines, and scanners
  - 1.2. Analyze historical usage on current device using data collection tools, such as FM Audit, and any available meter billing information. As needed, install software solutions.
  - 1.3. Determine accurate print volumes for every device that prints, copies or faxes
  - 1.4. Visit the location and discuss with users the needs of the department.
  - 1.5. Identify print services demand based upon what printing/copying/scanning/faxing activities are needed

- 1.6. Identify confidential printing demand and how best to conveniently meet the demand which may change from year to year
  - 1.7. Identify any inefficient devices currently in use, such as desktop printers and fax machines and determine if page volume should be migrated to a more efficient device.
  - 1.8. Discuss workflow needs and any anticipated future page volume changes, seasonal or cyclical increases/decreases in volume, or other factors impacting usage
  - 1.9. Identify cost centers for billing purposes and which cost centers will utilize what print devices
2. Provide Rightsizing Plan that sets initial benchmarks by which to compare Total Cost of Ownership annually
    - 2.1. Provide written report to rightsizing affected parties together with PCITD. Report shall include:
      - 2.1.1. Updated site maps, as applicable, indicating recommended location and type of printers and MFD's
      - 2.1.2. Any prerequisites for device placement prior to recommending moving a device (e.g., features, power, network ports and user proximity)
      - 2.1.3. Number of customers converted from personal printer to confidential printing on demand.
      - 2.1.4. Appropriate MFD and NWP within the scope of this agreement to meet demands
      - 2.1.5. All unique secure document handling needs and provide low cost, convenient solutions
      - 2.1.6. Benchmarks and metrics to measure success of implementation.
    - 2.2. Make recommendations for redistribution of print devices those devices could potentially be reallocated and moved to another department or retired by means of disposal or surplus.
    - 2.3. Provide estimated printing and document management cost savings as a result of implementation of the plan as proposed to use as a benchmark of comparison throughout the life of this contract
    - 2.4. Provide alternatives and appropriate additional costs for situations when affected parties may disagree with proposed rightsizing of the print fleet in situations when for example a customer may want a faster print device than demand warrants
    - 2.5. Develop and work with PCITD on implementation plan and presentation of plans to affected parties

#### RIGHTSIZING EVALUATION CRITERIA

1. Page Volumes - historical (meter) and FM Audit data collection agent

MFD type	Size	Pages per minute (PPM)	Monthly Average BW Usage
Black and White (BW)	Small	21-30	up to 7,999 pages
Black and White	Medium	31-45	8,000 – 14,999 pages
Black and White	Large	46-69	15,000 – 29,999 pages
Black and White	XL	70-85	30,000 – 99,999 pages
Color	Small	21-29	up to 4,999 pages
Color	Medium	30-45	5,000 – 14,999 pages
Color	Large	46-64	15,000 – 29,999 pages
Color	XL	65-85	30,000 – 99,999 pages

2. Device Proximities - end user distance to device / number of users per device
  - 2.1. Maximum User Distance to Device- 75 Feet
  - 2.2. Recommended maximum users per workgroup device- 15 to 25 depending on facility layout
3. Device Optimization – prioritizing driving volume to lowest cost output
  - 3.1. Lowest cost output- MFP contract as the default lowest TCO (total cost of operation) as defined by FM Audit reports, with a minimum 3 month evaluation.
  - 3.2. Reduction/elimination of single function printers with TCO above \$.012 per page BW / \$.09 per page Color as defined FM Audit software reports.
  - 3.3. Copy panel and print driver defaulted to BW output
4. Application/Workflow Needs (i.e. finishing, color, enhanced security/authentication, etc.)
  - 4.1. Departmental security needs including user authentication, device security, and output security
  - 4.2. Provide for confidential printing by a proximity card at an MFD or NWP and be able to receive the print job at that moment. Recommend candidates for converting from facsimile machine usage to RightFAX or other more cost-effective solution.
  - 4.3. Finishing needs including sorting, stapling, hole punching, and color
  - 4.4. Any special considerations including device productivity
  - 4.5. Seasonal or Cyclical Volume Needs such as departments that incur significant volume spikes during specific periods of time

## MONITORING

All MFD and NWP shall be set up in an auto-monitoring solution by the end of the first year of this contract. County desires to limit manually-read click counts on networked devices for periodic billing or to call in consumables replenishment. These tasks should be accomplished through a device monitoring solution, such as FM Audit. As some The County equipment is not on the network or behind firewalls, CONTRACTOR shall provide possible solutions for monitoring non-networked devices.

CONTRACTOR through coordination with PCITD will be responsible to supply, install, and maintain necessary software tools to interface with all networked County MFD and NWP for the purpose of monitoring and management. Any print assessment tools that CONTRACTOR uses as part of rightsizing activities must not interfere with the security and bandwidth of the County Information Technology Program (see Board of Supervisors Policy D27.1), and must be deployed with the assistance of PCITD.

The single, comprehensive software tool shall provide, but is not limited to, the following information and/or specifications:

1. Exportable to Microsoft Excel (or CSV format)
2. Web access into a portal
3. Internet Protocol Address
4. Serial number of device
5. Location of device (as entered into the device setup – physical building address and name)
6. Latest date data was acquired from the device
7. Original date data was acquired from the device
8. Click count of monochrome pages printed
9. Click count of color pages printed
10. Total click count on device

CONTRACTOR will be responsible for monitoring device performance of all supported MFD covered under this agreement:

- Provide automated monitoring of consumables, meter-reads, OEM scheduled preventative maintenance requirements for all networked devices.
- Provide for automated messaging regarding errors, network problems that can be remotely diagnosed triaged/fixes and or require dispatch for on-site service.

CONTRACTOR will be responsible for identifying at-risk devices based on the following criteria:

### Performance

- Devices which are not achieving the minimum of 98.5% uptime and otherwise not performing per predetermined benchmarks
- Devices which are realizing excess levels of service
- Devices with excessive output quality issues

### Utilization

- Devices which are exceeding their anticipated or recommended monthly page volumes
- Devices which will exceed their five (5) year life expectancy based on their current monthly production

### Environment

- Devices which have been placed in an operating environment detrimental to their optimal performance
- Devices which have been subject to user abuse or ignorance

## REPORTING

CONTRACTOR will be responsible throughout the term of the Contract for obtaining copy and/or print volume statistics for each networked device deployed in the County Information Technology (IT) Program. CONTRACTOR will not impose minimum volume requirements at any time for any device.

Volume statistics shall be provided to the County quarterly or upon request. Ideally, PCITD and its customers will have web access into a portal which can provide statistics on demand. There should be different levels of access into this portal depending upon the type of consumer of this information. For instance, an IT professional needs to see more information about the device in order to perform initial triage when there is a problem, compared to a business oriented office worker who only is concerned with click counts.

Inventory reports should include the following information, at a minimum, department name, physical location including building name, address, floor number, specific location of equipment, Make/Model of equipment, # of equipment, type of print (color, B&W, wide format), status of device (active, disposed, reallocated, moved).

## **SERVICE RECORDS**

CONTRACTOR shall be able to produce a service report for any machine covered under this agreement showing all service activity including the date and time requests were logged in and cleared, and any other pertinent service details. Service logs and reports for equipment in service under this contract must be provided upon request and may be electronic or printed.

### **Maintenance and Services**

**Warranty:** All Equipment shall carry a minimum ninety (90) day warranty that is free from defects in material and workmanship. If defects are identified, the Contractor shall repair or replace defective parts promptly on a like-for-like basis without additional cost to the Customer. Any and all items failing during the warranty period will be replaced free of charge. Upon significant failure the warranty period will commence again for a minimum ninety (90) additional days.

### **Maintenance on Cost Per Copy (CPC) basis.**

The Contractor shall provide maintenance services after the initial ninety (90) warranty and shall include the provision for all replacements parts at no additional charge for purchased and leased equipment.

**Scheduled/Preventative Maintenance** - shall include the provision of all supplies, cleaning, diagnostics, or other activities required to maintain the manufacturer's recommended performance levels. Replacements parts are to be made available at no additional cost. The interval of these services shall be either as recommended by the Manufacturer, or as requested by the County. Maintenance shall include Emergency repair requests during normal business hours.

**Services other than Maintenance** shall include the following:

- Customer consultation regarding Equipment functionality, attributes, and or other requirements.
- Customer may request that the Contractor come into on-site and perform an analysis that would overlook all equipment currently in the fleet then provide a report to the customer that states recommendations as well as potential cost savings. What the final analysis is to include is to be agreed upon between the Customer and the Contractor, mutually. This service shall be at no additional cost to the County.

## **TRAINING**

Initial training will occur upon delivery and installation of equipment at the point of delivery. Training will be prescheduled with State designated personnel for both typical and unique operational functions. Training shall be available on a continuing basis during the entire term that the equipment is in service, whether it is a refresher session, training new personnel, or to assist with add-on options that the user has purchased. Proposed training materials shall represent all model offerings. Training shall be provided at no additional cost to the Customer.

**DISPOSAL,** removal, trade-in of any County-owned equipment must be approved by PCITD and Procurement representatives. At all times adherence to the Procurement Department's procedure for the disposal of personal property is required. Disposal of personal property must be in compliance with A.R.S 11-25(9) (56) (58) and Board of Supervisors Policy D29.11.

All devices removed from County operations and disposed of must first undergo a hard drive wipe per Department of Defense specifications DoD 5220.22-M or at a minimum writing a pattern of one's and zero's to the entire hard drive three times if this function is not native to the operation of the device. This hard disk wipe must be completed if potential confidential information is retained on the hard disk of the device from a print or scan job. Equipment removal must be approved and verified by PCITD.

End of Exhibit A

**EXHIBIT B: INSURANCE**

**INSURANCE REQUIREMENTS:**

CONTRACTOR and its subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Agreement are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the CONTRACTOR, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Agreement and in no way limit the indemnity covenants contained in this Agreement. The County in no way warrants that the minimum limits contained herein are sufficient to protect the CONTRACTOR from liabilities that might arise out of the performance of the work under this Agreement by the CONTRACTOR, his agents, representatives, employees or subcontractors and CONTRACTOR is free to purchase additional insurance as may be determined necessary.

A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** CONTRACTOR shall provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a "following form" basis.

1. **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage and broad form contractual liability coverage.

• General Aggregate	\$2,000,000
• Products – Completed Operations Aggregate	\$1,000,000
• Personal and Advertising Injury	\$1,000,000
• Each Occurrence	\$1,000,000

The policy shall be endorsed to include the following additional insured language: "Pima County shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the CONTRACTOR".

2. **Automobile Liability**

Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles used in the performance of this Agreement.

Combined Single Limit (CSL)	\$1,000,000
-----------------------------	-------------

The policy shall be endorsed to include the following additional insured language: "Pima County shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the CONTRACTOR, including automobiles owned, leased, hired or borrowed by the CONTRACTOR".

3. **Worker's Compensation and Employers' Liability**

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$100,000
Disease – Each Employee	\$100,000
Disease – Policy Limit	\$500,000

- a. Policy shall contain a waiver of subrogation against Pima County.
- b. This requirement shall not apply when a CONTRACTOR or subcontractors is exempt under A.R.S. 23-901, **AND** when such CONTRACTOR or subcontractors executes the appropriate sole proprietor waiver form.

**ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed to include, the following provisions:

- 1. On insurance policies where Pima County is named as an additional insured, Pima County shall be an additional insured to the full limits of liability purchased by the CONTRACTOR even if those limits of liability are in excess of those required by this Agreement.
- 2. The CONTRACTOR's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.

End of Exhibit B

## EXHIBIT C: PIMA COUNTY PRICING SCHEDULE

### BILLING

For each equipment lease on an MFD provided under this agreement, CONTRACTOR shall bill County monthly, per the terms of the State of Arizona Agreement. Such billing may include the cost of proximity card readers for a print device region where end users must conduct confidential printing. Upon approval by PCITD, proximity card readers may be provided for end users in County who request confidential printing capability at print devices in their area, and have foregone utilization of a personal printer. This assumes County did not purchase the proximity reading equipment outright.

For maintenance, CONTRACTOR shall provide quarterly billing in arrears on CPC basis by department and/or cost center for all MFD supported under this agreement. CPC is defined as an actual image produced to paper that can be billed per this agreement. CONTRACTOR shall have an established program for reporting the number of impressions made on a quarterly basis throughout the life of this agreement. It is to be assumed that all reporting and billing detail applies to billable document output: walk-up copying or printing.

All service, and parts and supplies (excluding paper) must be provided and included in a Cost-per-Copy basis and billed on a quarterly basis. Cost-per-Copy (CPC) is defined as an actual image produced to paper that can be billed per this agreement.

Meter clicks incurred by County multifunction devices (MFD) from CONTRACTOR dispatched technicians performing work on a unit will be recorded by the technician and credited to the County.

Contractor will submit Request(s) for Payment or Invoices to the location and entity defined by County's Order document.

All Invoice documents will reference the County's Delivery Order (DO) or Contract number under which the services or products were ordered. **ALL** Invoice line items will utilize the item description, precise unit price and unit of measure defined by the County's Order or Contract document. Invoices that include line items or unit prices that do not match those documented by the County's order or contract may be returned to Contractor unprocessed for correction. **Contractor will not accept orders, or provide services or products that cumulatively exceed the contract amount**

End of Exhibit C

## Pricing Schedule

Multifunctional Devices		Lease MFDs				Purchase MFDs			
Item #	Item Name and Description	(A) Estimated # of Leases for Contract period (November 1, 2015 - June 2018)	(B) Lease Amount for 60 Months	Monthly Lease Payment	(A x B) Total Estimated Lease \$ Amount	(C) Purchase Price	(D) Estimated # Purchased MFDs	(C x D) Total Estimated Purchase \$ Amount	
1	Model 1 - B&W	6	\$3,126.60	\$52.11	\$18,759.60	\$ 2,549.68	1	\$2,549.68	
2	Model 2 - B&W	44	\$3,639.60	\$60.66	\$160,142.40	\$ 2,968.25	1	\$2,968.25	
3	Model 3 - B&W	19	\$4,861.62	\$81.03	\$92,370.78	\$ 3,964.70	2	\$7,929.40	
4	Model 4 - B&W	9	\$6,993.00	\$116.55	\$62,937.00	\$ 5,702.91	1	\$5,702.91	
5	Model 5 - B&W/Color	11	\$4,434.48	\$73.91	\$48,779.28	\$ 3,615.62	2	\$7,231.23	
6	Model 6- B&W/Color	142	\$5,339.52	\$88.99	\$758,211.84	\$ 4,354.39	3	\$13,063.17	
7	Model 7- B&W/Color	17	\$7,713.36	\$128.56	\$131,127.12	\$ 6,290.41	1	\$6,290.41	
8	Model 8- B&W/Color	2	\$8,258.22	\$137.64	\$16,516.44	\$ 6,734.39	1	\$6,734.39	
<b>Total Leases expiring</b>		250					12		
Optional Accessories/Features*									
9	Fax	125	\$344.52	\$5.74	\$43,065.00	\$ 280.84	10	\$2,808.36	
10	Capacity Tray 2000+ Sheets	200	\$299.70	\$5.00	\$59,940.00	\$ 244.30	12	\$2,931.55	
11	2/3 Hole Punch	200	\$285.66	\$4.76	\$57,132.00	\$ 233.07	12	\$2,796.88	
12	Staple Finisher (50 sheets)	200	\$563.22	\$9.39	\$112,644.00	\$ 459.36	12	\$5,512.32	
13	Proximity Card*	50	\$262.98	\$4.38	\$13,149.00	\$ 214.65	12	\$2,575.80	
						<b>Total Purchase \$</b>	<b>\$69,094.35</b>		
<b>Maintenance - Refer to Exhibit A for Scope of Services</b>									
		Annual Quantity (250 devices)	Unit Price \$	Total Annual Maintenance \$	Total Maint \$ over 60 month lease				
15	CPP Maintenance B&W	15,000,000	\$0.0044	\$66,000.00	\$330,000.00	Lease	\$1,574,774.46		
16	CPP Maintenance Color	7,000,000	\$0.0300	\$210,000.00	\$1,050,000.00	Purchase	\$69,094.35		
17	Moves within City Limits	5	\$200.00	\$1,000.00		B&W Maintenance	\$330,000.00		
18	Moves Outside City Limits	10	\$300.00	\$3,000.00		Color Maintenance	\$1,050,000.00		
19	Includes the provision of Enterprise Monitoring Software per Exhibit A.						Moves in City Limits	\$1,000.00	
							Moves Outside of City Limits	\$3,000.00	
						<b>Grand Total Bid Amount for the devices leased &amp;/or purchased during term of this agreement.</b>	<b>\$3,027,868.81</b>		

**EXHIBIT D: State of Arizona Agreement**

Master Blanket Purchase Order ADSPO13-050376



# Offer and Acceptance

Solicitation No.: ADSP013-00002672

PAGE  
3

Description: Multifunction Devices, Including Supplies and Maintenance

OF  
46

State of Arizona  
State Procurement Office  
100 N 15th Ave., Suite 201  
Phoenix, AZ 85007

## OFFER

### TO THE STATE OF ARIZONA:

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications and amendments in the Solicitation and any written exceptions in the offer.

Arizona Transaction (Sales) Privilege Tax License No.:

F-1633630-6

Federal Employer Identification No.:

33-0622309

E-mail: adam.chase@tbs.toshiba.com

Phone: 602.470.8890

Fax: 602.470.8899

Toshiba Business Solutions (USA) Inc

Company Name

480 North 54th Street, Suite 1

Address

Chandler

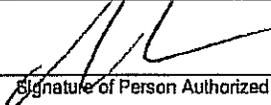
AZ

85226

City

State

Zip

  
Signature of Person Authorized to Sign Offer

Adam Chase

Printed Name

VP General Manager

Title

By signature in the Offer section above, the Offeror certifies:

1. The submission of the Offer did not involve collusion or other anticompetitive practices.
2. The Offeror shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order-2009-09 or A.R.S. §§ 41-1461 through 1465.
3. The Offeror has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.
4. The Offeror certifies that the above referenced organization IS/ X IS NOT a small business with less than 100 employees or has gross revenues of \$4 million or less.
5. In accordance with A.R.S. §35-393, the offeror hereby certifies that the Offeror does not have scrutinized business operations in Iran.
6. In accordance with A.R.S. §35-391, the offeror hereby certifies that the Offeror does not have scrutinized business operations in Sudan.

## ACCEPTANCE OF OFFER

The Offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by the State.

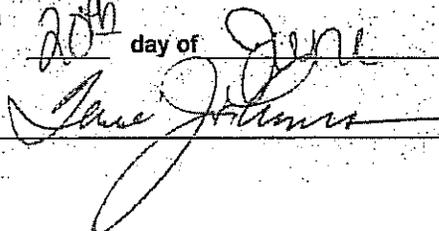
This Contract shall henceforth be referred to as Contract No.

ADSP013-0503710 The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contract release document or written notice to proceed.

State of Arizona  
Awarded this

20<sup>th</sup> day of June

2013

  
Procurement Officer



# Solicitation as Amended

Solicitation No.: ADSPO13-00002672

PAGE  
1

Description: Multifunction Devices, Including Supplies and  
Maintenance

OF  
34

State of Arizona  
State Procurement Office  
100 N 15th Ave., Suite 201  
Phoenix, AZ 85007

## Table of Contents

SCOPE OF WORK .....	2
SPECIAL TERMS AND CONDITIONS.....	15
UNIFORM TERMS AND CONDITIONS.....	26



## Scope of Work

Solicitation No.: ADSPO13-00002672

PAGE  
2

Description: Multifunction Devices, Including Supplies and Maintenance

OF  
34

State of Arizona  
State Procurement Office  
100 N 15th Ave., Suite 201  
Phoenix, AZ 85007

### 1. Introduction:

The State of Arizona, its Agencies, Boards and Commissions (State) as well as Participating Members of the State Purchasing Cooperative (Cooperative), have an ongoing requirement for various products and services as described herein. The purpose of this solicitation is to conduct a competitive process, in accordance with Arizona Revised Statutes (ARS) 41-2501 et seq., to create a contract(s) from which the State and its Cooperative Members may acquire these products and services.

### 2. Background:

The State desires to establish a Contract or Contract Set to supply the needs for multifunctional devices throughout the State of Arizona. The State and the cooperative members currently have fleets that include purchased, rented or leased equipment. This contract shall include service coverage for all currently placed fleet as well as devices that are procured through this contract. Contracts resulting from this solicitation will be used by multiple eligible agencies with delivery locations throughout the State.

### 3. Definitions:

- 3.1 Accessory - Any items that may be added to the base marking engine.
- 3.2 Authorized Dealer - A Manufacturer's authorized sales and service center that shall be certified by the Manufacturer to sell the Manufacturer's products, perform machine installation, maintenance on machines offered.
- 3.3 Cancelable Rental - Shall meet the financial requirements of an Operational Lease but shall be cancelable given thirty (30) days written notice, at any time during the rental term without penalty.
- 3.4 Capital Lease - is a purchasing method that must meet one or more of the following:
  - 3.4.1 The lease term is greater than 75% of the property's estimated economic life;
  - 3.4.2 The lease contains an option to purchase the property for less than fair market value;
  - 3.4.3 Ownership of the property is transferred to the Customer at the end of the lease term;
  - 3.4.4 Of the present value of the lease payments exceeds 90% of the fair market value;
  - 3.4.5 Such leases shall be subject to monthly payment reductions by the Contractor at renewal, based on the depreciated value. The depreciated value shall be disclosed to the Customer at the time of the renewal and the renewal rate is subject to the same terms and conditions under this Contract.
- 3.5 Equipment Downtime - Is defined as the period of time a piece of equipment is waiting for service to be completed. This time starts with the original service call into the Contractor and ends once all repairs, part installations, equipment modifications, configuration changes, or any prescribed work is completed and the Equipment functions according to OEM published specifications.
- 3.6 Equipment Functions and Options
  - 3.6.1 Automatic Document Feeder (ADF) - An accessory that feeds original documents automatically, one at a time to the exposure glass for scanning and copying;
  - 3.6.2 Automatic Exposure Selection (AES) - A feature that automatically adjusts the exposure when copying from originals with different background shadings;



## Scope of Work

Solicitation No.: ADSP013-00002672

PAGE  
3

Description: Multifunction Devices, Including Supplies and Maintenance

OF  
34

State of Arizona  
State Procurement Office  
100 N 15th Ave., Suite 201  
Phoenix, AZ 85007

- 3.6.3 Automatic Magnification Selection (AMS) - A feature that after detecting the correct size of each original document, the copier automatically calculates the correct magnification (zoom) ratio to fit the paper size selected by the Equipment Operator;
- 3.6.4 Automatic Paper Selection (APS) - A feature that is a built on sensor that detects the size of the original and the copier selects the proper paper size;
- 3.6.5 Automatic Tray Switching (ATS) - A feature that enables a copier to automatically switch from a depleted paper source to another;
- 3.6.6 Automatic Start (AS) - A feature that allows the Equipment Operator to program jobs prior to the Equipment warm-up phase;
- 3.6.7 Base Cabinet - A cabinet placed under a console device, thereby allowing the device to be a standalone unit, instead of a paper-feed unit.
- 3.6.8 Paper-Feed Units - Expands the paper capacity by providing two (2) or more additional paper sources such as cassettes, drawers or trays. Additionally paper-feed units act as a support for base units to utilize the device as a standalone unit (resting on the floor) instead of a base cabinet. For Segments 2 (Console), 3 and 4, the paper-feed units include a minimum of two (2) paper cassettes, drawers or trays.
- 3.6.9 Bypass Paper Supply - A side opening tray into which copying materials may be inserted for the use of copying onto. Should hold multiple sheets of copying material.
- 3.6.10 Data Security Kit - The kit and software required to enable the encryption of all data written to the hard drive.
- 3.6.11 Finisher - An accessory that delivers finished/stapled sets into an offset catch tray(s). Finishers are subdivided into the following classifications:
  - 3.6.11.1 Advanced Finisher - A Finisher that is free standing from the output device, offers a minimum fifty (50) page multi position stapling capacity and can be configured with any combination of three hole punching and saddle stitch finishing;
  - 3.6.11.2 Basic Office Finisher - A Finisher that is free standing from the output device and offers a minimum fifty (50) page stapling capacity; and
  - 3.6.11.3 Internal/Wing Finisher - A Finisher that either is internal to the device or is an attachment to the output side of the device and offers a minimum twenty-five (25) page stapling capacity. Wing Finishers are not free standing by original manufacturing design and relies on the output device for support.
- 3.6.12 Hard Drive Security Kit - The parts and software required to enable US Department of Defense (DoD) standards for data overwrite.
- 3.6.13 Large Capacity Tray (LCT) - A paper source capable of handling more than one thousand (1,000) sheets of paper.
- 3.6.14 Margin Shift - The ability of a machine to shift the image to the right and left, on the front, back, and both sides of the copy, to allow for binding or three-hole punching.
- 3.6.15 Network Connectivity Kit - All parts, boards, software (internal to the machine) to sufficiently enable the copier to network print, scan to the network folder, scan to email (including server based or POP3) and scan to desktop.



# Scope of Work

Solicitation No.: ADSPO13-00002672

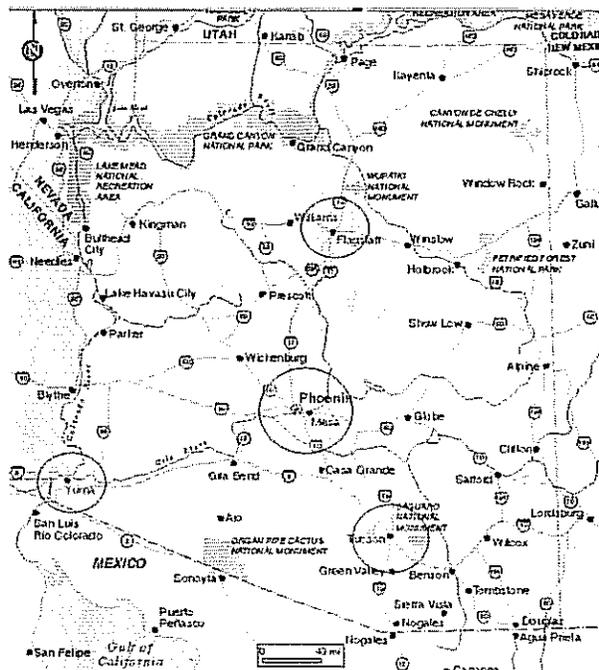
PAGE  
4

Description: Multifunction Devices, Including Supplies and Maintenance

OF  
34

State of Arizona  
State Procurement Office  
100 N 15th Ave., Suite 201  
Phoenix, AZ 85007

- 3.6.16 Network Security Kit - All necessary parts and software to enable encrypted communications between print drivers and a copier including any necessary specialized print drivers.
- 3.6.17 Post Process Insertion Kit - An accessory that allows for the insertion of substrates without requiring the material to be fused.
- 3.6.18 Reversing Automatic Document Feeders (RADF) - A Feeder that performs the same functions as an ADF with the added capability to automatically invert (turn) a two-sided original to copy material off of both sides.
- 3.6.19 Scan Speed - The speed a device scans originals through the document feeder at 600x600 DPI resolution or better.
- 3.7 First Time Fix - The measurement of a successful service and technical support call is defined by the Contractor's ability to remedy the underlying issue on the first service call.
- 3.8 Maintenance Service - The scheduled or requested service call to perform quality service checks regarding the performance of the machine, or to diagnose and repair Equipment that has been reported as non-functional.
- 3.9 Replacement Parts - Contractor replacement Equipment mechanical parts that are attached to or integrated into the Equipment that allows or assists the Equipment to function or operate.
- 3.10 Service Zone - There are three (3) established service zones, based on distance from City Center. The service zones are as follows:
  - 3.10.1 Urban - Within fifty (50) miles from a City Center
  - 3.10.2 Rural - Outside fifty (50) miles from a City Center; and
  - 3.10.3 Remote - Areas accessible via road from any Urban or Rural Service Zone regardless of distance.



	<b>Scope of Work</b>		<b>State of Arizona</b> <b>State Procurement Office</b> 100 N 15th Ave., Suite 201 Phoenix, AZ 85007
	Solicitation No.: ADSPO13-00002672	PAGE 5	
	Description: Multifunction Devices, Including Supplies and Maintenance	OF 34	

- 3.11 Service Call - An on-site technician visit due to machine error or breakdown requiring the onsite services of an authorized service technician to remedy the error.
- 3.12 Service Response Time - The time required to solve a service call beginning from the time the call is logged with the Contractor until either a Service Technician arrives on site or the issue is resolved through the Contractor's telephone support.
- 3.13 Supplies - Consumables that are used for the operation of the Equipment and or ensures the operation of the Equipment according to Manufacturer specifications. Supplies do not include staples and paper.
- 3.14 Type of Equipment:
  - 3.14.1 Console Copier - The dimensions, weight or design of this type of Equipment prohibit desktop support; are free-standing and feature built-in consoles. Console copiers are copiers that offer a Base Cabinet and a Paper Feed Unit;
  - 3.14.2 Desktop Copier - The dimensions, weight or design of this type of Equipment allows it to be supported by a desk or optional stand;
  - 3.14.3 Hybrid Copier - A copier based device that combines high speed four (4) color output with a traditional workgroup or departmental black and white copier/printer. In order for a device to be considered a Hybrid Device, it shall have a rated color production speed within 66% of the rated black and white production speed; and
  - 3.14.4 Multifunction Copier - A device that, by original design, performs Print, Copy and Scan functions.
- 3.15 Segments – The following Segments shall be utilized to group the various speeds of copiers with the Classes referenced in this solicitation:

If a Contractor offers segments greater than what is defined within the solicitation, Offerors may submit their equipment and define the speed in impressions per minute.

**Class One (1) Black and White Convenience Copiers**

Segment	Speed in Impressions per Minute (IPM)
2	20-29 (Desktop and Console)
3	30-39
4	40-49
5	50-59
6	60-69
7	70-79
8	80-89
9	90-99
10	100-119

**Class Two (2) Hybrid Convenience Copiers**

Segment	Black and White Speed in Impressions Per Minute (IPM)
2	20-29 (Console Only)
3	30-39
4	40-49
5	50-59



# Scope of Work

Solicitation No.: ADSPO13-00002672

PAGE  
6

Description: Multifunction Devices, Including Supplies and Maintenance

OF  
34

State of Arizona  
State Procurement Office  
100 N 15th Ave., Suite 201  
Phoenix, AZ 85007

6

60-69

## Class Three (3) Black and White Production Copiers

Segment	Speed in Impressions per Minute (IPM)
1	100-119
2	120-139
3	140-159

## Class Four (4) Color Production Copiers

Segment	Speed in Impressions per Minute (IPM)
1	50-59
2	60-69
3	70-79

## Class Five (5) Wide Format Copiers (Black & White and/or Color)

Segment	Speed in Linear Feet Per Minute (LPM)
1	2 - 6
2	7 - 15

### 4. Scope of Products and Services:

The Contractor shall be either an Original Equipment Manufacturer (OEM), or Authorized Dealer (Dealer) and shall provide base equipment, hardware accessories and software required to enable and enhance the equipment capabilities (Equipment) as termed to be either a multi-function device and or copier, as may be ordered by the various Agencies, Commissions, Boards and Participating Members, to any location within the geographical area known as the State of Arizona. All Equipment shall be delivered with start-up supplies and all Equipment shall be set-up, installed and production ready upon completion.

Equipment may be purchased, leased or rented, as detailed throughout this solicitation.

The Contractor shall have the ability to assume rental and lease agreements that were previously established through statewide contracts, specifically: EPS060122, ADSPO12-015669, ADSPO12-015733, ADSPO12-015699 and ADSPO12-015851.

The Contractor shall also provide Equipment maintenance services, that includes all categorizations of priority, i.e., Legacy, Preventative, Routine, and Emergency. The Contractor may offer replacement parts as a component of the monthly maintenance expense, or the Contractor may offer replacement parts as a percentage off from published price lists.

Equipment that is sold, rented or leased shall be new and represent the latest model in current production. Used, shopworn, demonstrator, prototype or discontinued models are not acceptable and will be refused and returned to the Contractor at no additional cost to the State.

### 5. Product Specifications:

#### 5.1 Commercial Product Standard:

The Equipment offered shall be in accordance with the requirements of these specifications. A standard commercial product is a product that has been sold or is being currently offered for sale, on the commercial market



## Scope of Work

Solicitation No.: ADSPO13-00002672

PAGE  
7

Description: Multifunction Devices, Including Supplies and Maintenance

OF  
34

State of Arizona  
State Procurement Office  
100 N 15th Ave., Suite 201  
Phoenix, AZ 85007

through advertisements, manufacturer catalogs or brochures, and represents the latest production model. This solicitation shall provide for the following classifications of Equipment:

- 5.1.1 Class One (1) - Convenience Black and White Copiers;
- 5.1.2 Class Two (2) - Convenience Hybrid Copiers;
- 5.1.3 Class Three (3) - Production Black and White Copiers;
- 5.1.4 Class Four (4) - Production Color Copiers; and
- 5.1.5 Class Five (5) - Wide Format Copiers.

### 5.2 Equipment Configurations:

- 5.2.1 In automatic duplex enabled copiers, the ADF shall be a RADF unless the ADF is equipped to accomplish duplex scanning (scan both sides of the original in the same pass).
- 5.2.2 All console copiers within Class One (1) and Two (2) shall be capable of the following copier functions: AES, AMS, APS, ATS, AS and Margin Shift.
- 5.2.3 All copiers shall maintain a scan speed, as defined in this RFP, from an ADF, RADF (including duplex scanners) or separate scanning station, within 66% of the rated speed of the marking engine. Class Three (3) (Production Black and White) shall maintain a scan speed in excess of fifty-five (55) Impressions Per Minute (IPM).
- 5.2.4 All copiers shall be equipped, at a minimum, with the following components:
  - 5.2.4.1 Marking Engine;
  - 5.2.4.2 Control Panel;
  - 5.2.4.3 Bypass paper supply (except Class three (3) and five (5));
  - 5.2.4.4 Paper Supply equal to or greater than;
    - 5.2.4.4.1 One (1) paper drawer for Segment 2 Desktop copiers,
    - 5.2.4.4.2 Two (2) paper drawers for Segment 2 Console copiers through Segment 4 copiers,
    - 5.2.4.4.3 Four (4) paper drawers and/or 2,000 sheet capacity for Segments 5 and above in Class One (1), Two (2), Three (3) and Four (4), and
    - 5.2.4.4.4 Class Five (5) shall have a minimum paper supply of two (2) rolls;
  - 5.2.4.5 Paper size capacity up to 8.5" x 14" for all Segment 2 desktop copiers and 11" x 17" for all other Segments in Classes One (1), Two (2), Three (3), and Four (4). Class Five (5) copiers shall have a maximum paper size for "E" sized drawings; and
  - 5.2.4.6 All console copiers in Class One (1), Two (2), and Four (4) shall be equipped for duplex copying.
- 5.2.5 Class One (1) and Two (2) Minimum Available Options - The following optional accessories shall be available for all equipment proposed in Class One (1) and Two (2):



## Scope of Work

Solicitation No.: ADSP013-00002672

PAGE  
8

Description: Multifunction Devices, Including Supplies and Maintenance

OF  
34

State of Arizona  
State Procurement Office  
100 N 15th Ave., Suite 201  
Phoenix, AZ 85007

- 5.2.5.1 **Segment 2 Console** - Network Connectivity Kit, Paper-Feed unit, Basic Office Finisher, Internal Finisher, ADF/RADF, Hard Drive Security Kit, Power Protection and Facsimile;
- 5.2.5.2 **Segment 2 Desktop** - Network Connectivity Kit (or connectivity to a single PC via USB connection for Printing and Scanning), One (1) additional paper drawer, Document Feeder, Power Protection and Facsimile;
- 5.2.5.3 **Segment 3** - Network Connectivity Kit, Paper-Feed Unit, Basic Office Finisher, Advanced Office Finisher, Internal/Wing Finisher, ADF/ADF, Booklet Maker, Inline 3-Hole Punch, Large Capacity Tray, Hard Drive Security Kit, Power Protection and Facsimile;
- 5.2.5.4 **Segment 4** - Network Connectivity Kit, Paper-Feed Unit, Basic Office Finisher, Advanced Office Finisher, Internal/Wing Finisher, ADF/ADF, Booklet Maker, Inline 3-Hole Punch, Large Capacity Tray, Hard Drive Security Kit, Power Protection and Facsimile;
- 5.2.5.5 **Segment 5** - Network Connectivity Kit, Basic Office Finisher, Advanced Office Finisher, ADF/ADF, Booklet Maker, Inline 3-Hole Punch, Large Capacity Tray, Hard Drive Security Kit, Power Protection and Facsimile;
- 5.2.5.6 **Segment 6** - Network Connectivity Kit, Basic Office Finisher, Advanced Office Finisher, ADF/ADF, Booklet Maker, Inline 3-Hole Punch, Large Capacity Tray, Hard Drive Security Kit and Power Protection;
- 5.2.5.7 **Segment 7** - Network Connectivity Kit, Basic Office Finisher, Advanced Office Finisher, ADF/ADF, Booklet Maker, Inline 3-Hole Punch, Large Capacity Tray, Hard Drive Security Kit and Power Protection;
- 5.2.5.8 **Segment 8** - Network Connectivity Kit, Basic Office Finisher, Advanced Office Finisher, ADF/ADF, Booklet Maker, Inline 3-Hole Punch, Large Capacity Tray, Hard Drive Security Kit and Power Protection;
- 5.2.5.9 **Segment 9** - Network Connectivity Kit, Basic Office Finisher, Advanced Office Finisher, ADF/ADF, Booklet Maker, Inline 3-Hole Punch, Large Capacity Tray, Hard Drive Security Kit, Post Process Insertion Unit and Power Protection;
- 5.2.5.10 **Segment 10** - Network Connectivity Kit, Basic Office Finisher, Advanced Office Finisher, ADF/ADF, Booklet Maker, Inline 3-Hole Punch, Large Capacity Tray, Hard Drive Security Kit, Post Process Insertion Unit and Power Protection.
- 5.2.6 All Hybrid Copiers shall comply with the Black and White Segment counterpart, with the addition that all Hybrid Copiers shall include a mandatory accessory of Adobe Postscript.
- 5.2.7 Class Three (3) Minimum Available Options and Specifications - All Class Three (3) copiers shall have as optionally available, the following options:
  - 5.2.7.1 Network Connectivity Kit, Additional Paper Drawers/LCT/Additional Paper Supply Modules, Post Process Insertion Units, (or shared paper trays that may be used for this purpose), Booklet Maker, Offset Stacker Finisher, Basic Finisher, Advanced Finisher, Inline 3-Hole Punch, ADF/RADF/Scan Station and Make Ready Software. Class Three (3) will further be limited to devices that have a monthly duty cycle in excess of 750,000 impressions as defined by the Manufacturers' rated monthly **maximum**;
- 5.2.8 Class Four (4) Minimum Available Options and Specifications - All Class Four (4) copies shall have as optionally available accessory, the following options:



## Scope of Work

Solicitation No.: ADSPO13-00002672

PAGE  
9

Description: Multifunction Devices, Including Supplies and Maintenance

OF  
34

State of Arizona  
State Procurement Office  
100 N 15th Ave., Suite 201  
Phoenix, AZ 85007

5.2.8.1 Network Connectivity Kit, Additional Paper Drawers/LCT/Additional Paper Supply Modules, Post Process Insertions Unit (or shared paper trays that may be used for this purpose), Booklet Maker, Offset Stacker Finisher, Basic Finisher, Advanced Finisher, Inline 3-Hole Punch and ADF/RADF/Scan. Class Four (4) will further be limited to devices that have a monthly duty cycle in excess of 750,000 impressions as defined by the Manufacturers' rated monthly **maximum**.

5.2.9 Class Five (5) Minimum Available Options - All Class Five (5) copiers shall have as optionally available accessory the following options:

5.2.9.1 Network Connectivity Kit and Additional Paper Drawers.

5.2.10 Equipment Minimums:

5.2.10.1 All Equipment shall be newly manufactured equipment and currently in production, except as specifically provided for within this RFP;

5.2.10.2 Equipment shall have published specifications;

5.2.10.3 Equipment shall meet or exceed the speed requirements for each Segment of Equipment in each Class; and

5.2.10.4 Equipment shall be Energy Star® compliant.

5.3. Installation and Environmental Requirements - Prior to order acceptance, the Contractor shall advise the Customer of any and all specialized installation and environmental Customer site requirements for delivery and installation of the Equipment. This information should include, but is not limited to:

5.3.1 Air Conditioning;

5.3.2 Electrical Requirements;

5.3.3 Special Grounding;

5.3.4 Cabling Requirements;

5.3.5 Space Requirements;

5.3.6 Humidity and temperature limits; and

5.3.7 Any other considerations critical to the installation.

5.4. Technology Requirements:

5.4.1 **Network Connections** - Equipment shall use only one (1) network connection to accomplish network printing and scanning.

5.4.2 **Print Drivers** - All software and drivers shall be Windows Compliant, as well as all Equipment shall have pre-configurable print drivers for scripting and push method installation on PC's.

5.4.3 **Technology, Authentication and Access** - Any network connected devices (with the exception of Segment 2 Desktop and all Class Three (3) and Four (4) segments) shall offer authentication for all features via LDAP and or Windows AD and the ability to disable authentication for any and all features.



## Scope of Work

Solicitation No.: ADSP013-00002672

PAGE  
10

Description: Multifunction Devices, Including Supplies and Maintenance

OF  
34

State of Arizona  
State Procurement Office  
100 N 15th Ave., Suite 201  
Phoenix, AZ 85007

The credential information from any remote authentication method may not be maintained within the copier's memory or persistent storage.

Access to the device's administrative functions shall be password protected as per any password requirements and shall be changed from default at the time of install.

- 5.4.4 **Security** - Console copiers within Class One (1) and Two (2) shall have as an available option, the ability to encrypt any information written to a copier hard drive.

Equipment shall undergo a cleansing or erasure of the hard drives at the end of the product life or when any hard drive leaves Customer control.

Equipment shall have the capability for a least a onetime overwrite after the completion of each print/scan job and a structured three (3) times overwrite on a weekly off-hours schedule.

- 5.4.5 **Software** - The Contractor shall provide additional software to aid in the multifunctional aspects of the Equipment for each Class. The software below shall be made available on a case by case basis, depending on Customer requirements.

5.4.5.1 **Advanced Scanning Software (Class One (1) and Two (2))** - Advanced scanning software shall enable a device to de-skew and de-speckle scans as well as provide functionality to scan to searchable PDF files and scan to Microsoft applications such as OCR text with formatting (if applicable). Advanced scanning software may be internal to the copier, external software to be utilized on desktop computer or standalone devices that are attached to the copier. In the case of standalone devices, the software shall share a network drop with the copier and not require an additional network drop for its functionality.

5.4.5.2 **Advanced Scanning Interface Software (Class One (1) and Two (2))** - Advanced scanning software shall enable copier devices to scan to Electronic Document Management Software (EDM) including Documentum, FileNet, OnBase, Hummingbird and Microsoft Sharepoint. Additionally the software shall enable an end user to enter indexing fields for the EDM system that will be passed to the system along with the file. This class of software shall have interfaces authorized and updated periodically by the EDM Manufacturer. Advanced Scanning Interface Software may be internal to the copier or standalone devices that are attached to the copier. In the case of standalone devices, the device shall share a network drop with the copier and not require an additional network drop for its functionality.

5.4.5.3 **Simple Accounting Software (Class One (1) and Two (2))** - Simple Accounting Software shall allow for the accounting copies and prints through a simple code entered at the copier as well as through the print driver. The usage information should be retained at the copier level.

Additional functionality that is desirable is **additional** server based software that aggregates this usage information by user code showing the total impression accomplished.

5.4.5.4 **Advanced Accounting Software (Class One (1) and Two (2))** - Advanced Accounting Software shall be copier run software or server based software that will allow for the accounting of all impressions through the use of LDAP, AD or an independent server based database. The program shall control access to the copier and measure the usage. Additionally the software shall have the ability as an option, or included with the software package, to create charge back reports or debit accounts for usage, including common accounting systems and cash control system such as for public or student use in a library. Lastly as an option these programs may have the ability to interface with copier control devices such as bar code readers and magnetic card readers.

	<b>Scope of Work</b>		<b>State of Arizona</b> <b>State Procurement Office</b> 100 N 15th Ave., Suite 201 Phoenix, AZ 85007
	Solicitation No.: ADSP013-00002672	PAGE 11	
Description: Multifunction Devices, Including Supplies and Maintenance		OF 34	

- 5.4.5.5 Make Ready Software (Class Three (3) and Four (4)) - Make Ready Software shall be capable of performing the following tasks: de-speckle of scanned originals, de-skew of scanned originals, impositioning of pages, insertion of additional pages, tab insertion, pagination, crash numbering, Bates Stamping and submission of the job to the copier.
- 5.4.5.6 Production Management Software (Class Three (3) and Four (4)) - Production Management Software shall have the capability to monitor the production workflow, load balance between multiple devices and perform color/black and white splitting (and pre-programming for document insertion and recombination).
- 5.4.5.7 Simple Online Submission Software (Class Three (3) and Four (4)) - Simple Online Submission Software shall be capable of:
  - 5.4.5.7.1 Submission of print jobs through a web server;
  - 5.4.5.7.2 Conversion of print jobs to PDF format either through a print driver or through uploading to the web server;
  - 5.4.5.7.3 Customization of the submission site including branding (naming and logo), finishing options, paper available and services available;
  - 5.4.5.7.4 Capability to insert cost center codes;
  - 5.4.5.7.5 Capability to print job ticket;
  - 5.4.5.7.6 Capability for secure (password protected) access;
  - 5.4.5.7.7 Secure Administrator access; and
  - 5.4.5.7.8 Catalog ordering of pre-printed materials such as forms.
- 5.4.5.8 Advanced Online Submission Software (Class Three (3) and Four (4)) - Advanced Online Submission Software shall be capable of:
  - 5.4.5.8.1 All features of the simple online submission software;
  - 5.4.5.8.2 Both print driver and server based conversion of applications to PDF format;
  - 5.4.5.8.3 Cost estimating of print jobs as well as tracking of print jobs throughout the production process;
  - 5.4.5.8.4 Web based queue management;
  - 5.4.5.8.5 Archival capabilities of print jobs for end users;
  - 5.4.5.8.6 LDAP authentication capabilities; and
  - 5.4.5.8.7 Usage reporting for chargeback purposes.

**6. Maintenance and Services**

- 6.1. Warranty

	<b>Scope of Work</b>		<b>State of Arizona</b> <b>State Procurement Office</b> 100 N 15th Ave., Suite 201 Phoenix, AZ 85007
	Solicitation No.: ADSPO13-00002672	PAGE 12	
	Description: Multifunction Devices, Including Supplies and Maintenance	OF 34	

6.1.1 All Equipment shall carry a minimum ninety (90) day warranty that is free from defects in material and workmanship. If defects are identified, the Contractor shall repair or replace defective parts promptly on a like-for-like basis without additional cost to the Customer. Any and all items failing during the warranty period will be replaced free of charge. Upon significant failure the warranty period will commence again for a minimum ninety (90) additional days.

## 6.2 Maintenance

6.2.1 The Contractor shall offer at least two of the three variations of Services and Maintenance Programs listed below:

6.2.1.1 Option 1 - A program based on a monthly flat fee, with unlimited B&W copies and Color copies (if applicable for said equipment), and shall include all supplies; and

6.2.1.2 Option 2 - A program that shall include a cost per copy beyond the specified monthly minimum copy counts, and shall include supplies; and

6.2.1.3 Option 3 – A program based on a monthly flat fee, with unlimited B&W copies and a cost per copy for Color copies, and shall include all supplies.

6.2.2 The Contractor shall provide maintenance services after the initial ninety (90) warranty according to the method and costs as awarded. These services shall be categorized into the following categories:

6.2.2.1 Scheduled/Preventative Maintenance - shall include the provision of all supplies, cleaning, diagnostics, or other activities required to maintain the manufacturer's recommended performance levels. Replacements parts are to be made available for an additional cost. The interval of these services shall be either as recommended by the Manufacturer, or as requested by the Customer. This category shall also include any Emergency repair requests during normal business hours.

6.2.2.2 Legacy Maintenance - shall include the above services as stated for Scheduled/Preventative, except these services shall be reserved for Equipment previously purchased, leased or rented through other State contract vehicles or Procurement Opportunities. Specific Contract vehicles shall mean: EPS060122, and ADSPO12-015669, ADSPO12-015733, ADSPO12-015699, and ADSPO12-015851.

6.2.2.3 No Maintenance - shall provide services on an as needed request. If the State chooses this option for any installed Equipment, the State shall be charged an hourly rate and will also be responsible for any parts necessary to repair the Equipment. Supplies shall be purchased separately utilizing other Contracts if available.

6.2.2.4 Rental/Lease Equipment Maintenance – Scheduled/Preventative Maintenance shall be included in the agreement price of equipment being placed through a Rental or Lease Agreement. Maintenance for Rented and Leased equipment shall include a provision for all replacements parts at no additional charge.

## 6.3 Hard Drive Surrender Services

The State may engage the Contractor to provide Hard Drive Surrender Services on eligible equipment. If engaged to provide this services, the Contractors Service Technicians will remove the hard drive from the applicable equipment, as shown on the Contractor's work order and provide the entity custody of the hard drive before the equipment is removed from the location or any other disposition of the equipment.

	<b>Scope of Work</b>		<b>State of Arizona</b> <b>State Procurement Office</b> 100 N 15th Ave., Suite 201 Phoenix, AZ 85007
	Solicitation No.: ADSP013-00002672	PAGE 13	
	Description: Multifunction Devices, Including Supplies and Maintenance	OF 34	

6.4 As stated in the Definitions, the provision of Maintenance and Services shall be provided for the entire State of Arizona. The State has been designated into three (3) service areas; Urban, Rural and Remote.

6.4.1 Urban - All cities specified as Urban shall include any outlying communities as Urban, regardless if any portion is beyond the specified radius. The following Cities are classified as Urban:

6.4.1.1 Flagstaff;

6.4.1.2 Yuma;

6.4.1.3 Tucson; and

6.4.1.4 Phoenix

6.4.2 All other areas not classified above in 6.4.1 shall be considered as Rural and or Remote.

6.5 Services other than Maintenance shall include the following:

6.5.1 Customer consultation regarding Equipment functionality, attributes, and or other requirements.

6.5.1.1 Customer may request that the Contractor come into their agency and perform an analysis that would overlook all equipment currently in the fleet then provide a report to the customer that states recommendations as well as potential cost savings. What the final analysis is to include is to be agreed upon between the Customer and the Contractor, mutually.

6.5.1.2 This service shall be charged at an hourly rate to the requesting customer.

6.5.2 Customer Point of Contact(s) for questions regarding sales, quote development, billing, and maintenance;

6.5.3 Contractor shall provide toll free phone, local phone, facsimile, email, internet and any electronic automated method for the State to place service calls;

6.5.4 Equipment Additions and Moves; and

6.5.5 Training.

6.6 Meter Card Requirements

The Contractor will be responsible for remotely or physically taking meter readings monthly at each Equipment site. The Contractor may provide an electronic method for providing periodic meter readings. These electronic methods may include online submission and or automated electronic submission to be performed by the equipment in place via an available network connection as approved by the Customer.

If the room or location where the Equipment is installed is not accessible at the time of the reading, then a verbal reading will be relayed to the Contractor. Copy volumes will be shown on the meter cards or a report shall be supplied by the Contractor. The cards will contain the following data:

6.6.1 Machine serial number;

6.6.2 Meter reading;

6.6.3 "Unusable Copies" count;

6.6.4 Number of copies used during service calls; and

	<b>Scope of Work</b>		<b>State of Arizona</b> <b>State Procurement Office</b> 100 N 15th Ave., Suite 201 Phoenix, AZ 85007
	Solicitation No.: ADSP013-00002672	PAGE 14	
	Description: Multifunction Devices, Including Supplies and Maintenance	OF 34	

6.6.5 Authorized Key Operator signature.

If the Customer does not have the ability or preference to not provide the Contractor access to the available network connection, the Contractor shall ensure other mechanisms shall be in place to provide this service.

Meter readings will constitute the total copy volume for a single calendar month.

6.7 Training

Initial training will occur upon delivery and installation of equipment at the point of delivery. Training will be prescheduled with State designated personnel for both typical and unique operational functions. Training shall be available on a continuing basis during the entire term that the equipment is in service, whether it is a refresher session, training new personnel, or to assist with add-on options that the user has purchased. Proposed training materials shall represent all model offerings. Training shall be provided at no additional cost to the Customer.

6.8 Instructions Manuals

Instructions manuals shall be included for each piece of Equipment that is purchased, leased or rented. The instruction manual shall contain, but not be limited to:

- 6.8.1 A section defining the capabilities of the Equipment;
- 6.8.2 A general section describing the technical operation of the Equipment;
- 6.8.3 A section describing the installation and use criteria of the Equipment; and
- 6.8.4 A section on the primary points of contact for sales, training, and maintenance/service.

**7. Pricing Requirements:**

The Offeror shall propose Equipment and Services that would correlate with both new and previously purchased equipment (legacy equipment) as follows:

7.1 Equipment;

Offeror shall make available manufacturer's base model units at a fixed discount off list price. Offeror shall also make available a fixed discount off list price for all associated parts and accessories that are available as options defined within the Scope of Work. Discounts shall be offered in whole numbers. Offeror shall provide equipment in current production and marketed to the general public and education/government agencies at the time the bid is submitted. Proposed discounts shall be submitted using Attachment II "Discount Schedule".

7.2 Services;

Offeror shall provide services, as described herein, at an hourly or flat rate, whichever is requested for each service. Pricing shall be submitted using the ProcureAZ "Items" tab.

7.3 Legacy Equipment Needs;

Offeror shall propose the most advantageous solution to the State within their offer regarding Legacy Maintenance. This solution shall also include a pricing matrix. The solution shall be certain to meet the needs of the State that are computed within the Scope of Work.



## Special Terms and Conditions

Solicitation No.: ADSP013-00002672

PAGE  
15

Description: Multifunction Devices, Including Supplies and  
Maintenance

OF  
34

State of Arizona  
State Procurement Office  
100 N 15th Ave., Suite 201  
Phoenix, AZ 85007

### 1. PURPOSE

Pursuant to provisions of the Arizona Procurement Code, A.R.S. 41-2501 Et Seq., the State of Arizona intends to establish a Contract for the materials or services as listed herein.

### 2. TERM OF CONTRACT

The term of any resultant Contract shall commence on date of award and shall continue for a period of one (1) year thereafter, unless terminated, canceled or extended as otherwise provided herein.

### 3. CONTRACT EXTENSIONS FIVE (5) YEAR MAXIMUM

The Contract term is for the stated period subject to additional successive periods of twelve (12) months per extension with a maximum aggregate including all extensions not to exceed five (5) years.

### 4. CONTRACT TYPE (AS NEEDED)

Fixed Price

### 5. NON-EXCLUSIVE CONTRACT

This contract has been awarded with the understanding and agreement that it is for the sole convenience of the State of Arizona. The State reserves the right to obtain like goods or services from another source when necessary. Off-contract purchase authorization(s) may be approved by the State Procurement Office. Approvals shall be at the exclusive discretion of the State and shall be final. Off-contract procurement shall be consistent with the Arizona Procurement Code.

### 6. ELIGIBLE AGENCIES (Statewide)

This Contract shall be for the use of all State of Arizona departments, agencies, commissions and boards. In addition, eligible universities, political subdivisions and nonprofit educational or public health institutions may participate at their discretion. In order to participate in this contract, a university, political subdivision, or nonprofit educational or public health institution shall have entered into a Cooperative Purchasing Agreement with the Department of Administration, State Procurement Office as required by Arizona Revised Statutes § 41-2632.

### 7. ESTIMATED QUANTITIES (CONSIDERABLE)

The state anticipates considerable activity resulting from contracts that will be awarded as a result of this solicitation; however, no commitment of any kind is made concerning quantities actually acquired and that fact should be taken into consideration by each potential Contractor.

### 8. LICENSES

The Contractor shall maintain in current status, all federal, state and local licenses and permits required for the operation of the business conducted by the Contractor.

### 9. NEW EQUIPMENT

All Equipment, materials, parts and other components incorporated in the work or an item covered by this Contract shall be new, of the latest model and of the most suitable grade for the purpose intended. Any and all work under this Contract shall be performed in a skilled and workmanlike manner.

	<b>Special Terms and Conditions</b>		<b>State of Arizona</b> <b>State Procurement Office</b> 100 N 15th Ave., Suite 201 Phoenix, AZ 85007
	Solicitation No.: ADSP013-00002672	PAGE 16	
	Description: Multifunction Devices, Including Supplies and Maintenance	OF 34	

## 10. SERIAL NUMBERS

The Contract is for Equipment on which the original Manufacturer's serial number has not been altered in any way. Throughout the Contract term, the State reserves the right to reject any altered Equipment.

## 11. SAFETY STANDARDS

All items authorized by this Contract shall comply with the current applicable Occupational Safety and Health Standards of the State of Arizona Industrial Commission, The National Electric Code, and The National Fire Protection Association Standards.

## 12. DEFECTIVE PRODUCTS

All defective products shall be replaced and or exchanged by the Contractor. The cost of transportation, unpacking, inspection, repacking, reshipping or other like expenses shall be paid by the Contractor. All replacement products shall be received by the State within a timeframe that is acceptable to both the State and the Contractor, but no longer than thirty (30) days.

## 13. LOANER EQUIPMENT

Equipment, including all hardware accessories furnished under this Contract shall be capable of continuous operation. In those instances where the Equipment or any accessories become inoperable for a period of seventy-two (72) consecutive working hours, the Contractor shall, at the State's option, provide a loaner copier or accessory of equal capability at no additional cost. Loaner Equipment is defined as Equipment that will be installed on a temporary basis while the malfunctioning Equipment is repaired or until Equipment is replaced and installed. All Loaner Equipment will be replaced within thirty (30) days with the original equipment or a new replacement.

## 14. TRIAL OR DEMONSTRATION EQUIPMENT

Trial or Demonstration Equipment may be provided under this Contract. Any trial or demonstration period shall not exceed thirty (30) calendar days. No trial or demonstration machine may be converted to a lease, rental or purchase, unless the Equipment was new, prior to the current placement as a trial or demonstration machine. Trial or Demonstration Equipment installation, set-up, and removal shall be provided by the Contractor at no cost, and shall include all initial startup supplies, except paper and staples.

## 15. MAINTENANCE AND SERVICES

### 15.1 Service Hours

Scheduled/Preventative Maintenance or Emergency/Corrective Maintenance shall be performed during normal working hours, 8:00 a.m. MST to 5:00 p.m. MST, Monday through Friday, except for State observed holidays.

### 15.2 Emergency/After Hours Service Calls

The Contractor shall make services available on an emergency basis (unscheduled/corrective) during normal business hours, as well as after normal working hours and during State observed holidays. Emergency or After Hours Service Calls may be provided at a separate service call rate per hour. Either categorization service rate shall not charge for parts and supplies, covered under an established Maintenance/Service.

### 15.3 Scheduled/Preventative Maintenance

Scheduled/Preventative Maintenance shall be based on the specific needs of the individual machines and in accordance with the Manufacturer's recommendation for optimum equipment performance. The Contractor shall schedule regular preventative maintenance services by appointment with thirty (30) days advanced notice,



## Special Terms and Conditions

Solicitation No.: ADSPO13-00002672

PAGE  
17

Description: Multifunction Devices, Including Supplies and  
Maintenance

OF  
34

State of Arizona  
State Procurement Office  
100 N 15th Ave., Suite 201  
Phoenix, AZ 85007

or by establishment of a standard schedule. Scheduled/Preventative Maintenance is not considered as downtime. These calls shall include, but not be limited to:

- 15.3.1 Routine Cleaning;
- 15.3.2 Lubrication;
- 15.3.3 Any Necessary Adjustments; and
- 15.3.4 Replacement of unserviceable parts.

### 15.4 Onsite Response Times for Service Calls

On-site response times shall be as follows:

- 15.4.1 Urban - On-site response shall not exceed four (4) hours;
- 15.4.2 Rural - On-site response shall not exceed six (6) hours. Service Technician shall provide a telephone call, or email to the Location within two (2) hours of initial service call to the Contractor; and
- 15.4.3 Remote - On-site response shall not exceed eight (8) hours. Service Technician shall provide a telephone call or email to the the Location within two (2) hours of initial service call to the Contractor.

Service calls to the Contractor after 3:00 p.m. MST, shall be serviced the next business day. The Service Technician shall report to the service site, no later than 9:00 a.m. MST, or at a time expressly agreed upon by the State.

## 16. PURCHASE OF MAINTENANCE/SERVICE AGREEMENTS

Maintenance Agreements and Maintenance Service Agreements shall be made available for purchase on new Equipment at any time during the ninety (90) day warranty period. The Contractor shall also allow the State to purchase the agreements up to nine (9) months after the ninety (90) day warranty period has expired (one (1) year after installation of the equipment) without incurring an update charge.

## 17. AVAILABILITY OF REPAIR PARTS

The Contractor shall guarantee the availability of repair parts for a minimum of five (5) years subsequent to the acceptance of the Equipment. All branded Equipment components, spare parts, application software, and ancillary equipment purchased and supplied, shall be OEM components. Used and remanufactured components shall not be provided. The Contractor shall ensure that these items are operable and installed in accordance with Manufacturer's specifications.

## 18. ORDER DELIVERY AND INSTALLATION

Unless otherwise agreed to in writing, delivery of the Equipment, start-up supplies, and consumables shall be within thirty (30) calendar days after receipt of order. **Start-up supplies shall be enough to last through the initial 90 day warranty period.** For orders that include five (5) or more devices, delivery of Equipment shall be within forty-five (45) days. Equipment shall be F.O.B. Destination and delivered to the specific receiving point at any location within the State of Arizona, as required by the State at the time of order. Contractors shall not charge for equipment that is delivered to the Contractor's facilities prior to delivery and installation at the State's location.

Contractor shall retain title and control of all goods until they are delivered, received and installed. All risk of transportation and all related charges shall be the responsibility of the Contractor. All claims for visible and concealed



## Special Terms and Conditions

Solicitation No.: ADSPO13-00002672

PAGE  
18

Description: Multifunction Devices, Including Supplies and Maintenance

OF  
34

State of Arizona  
State Procurement Office  
100 N 15th Ave., Suite 201  
Phoenix, AZ 85007

damage shall be filed by the Contractor. The State will notify the Contractor promptly of any damaged goods and shall assist the Contractor in arranging for inspection if needed.

All Equipment shall be delivered and installed at no additional cost, including connectivity to the State's network. The State shall ensure that the space selected for installation is of adequate size for proper installation and use. The Contractor shall perform complete installation and verify operation of all Equipment.

Contractor shall at all times keep the premises and the areas in which the work is performed free from accumulation of waste materials or rubbish as well as tools, installation equipment, machinery and surplus materials during the installation process. The Contractor shall remove from the installation site all crates, wrappings and other flammable waste materials.

### 19. NETWORK CONNECTED MACHINES

The Contractor shall provide a similar contact method as provided for under Scheduled/Preventative Maintenance, where the State may contact the Contractor either by phone, email, facsimile or internet, and ask connectivity questions or seek assistance regarding the connectivity of their machine.

### 20. EPA ENERGY STAR® PRODUCTS

HB 2324, Chapter 114, A.R.S. 34-451 requires that the State of Arizona purchase Energy Star® products or products certified by the Federal Energy Management Program as energy efficient for all product classifications available. If an Energy Star® product or certified product is available, documentation of the Energy Star® status or certification shall be submitted with the Equipment.

### 21. TRADE-INS

Trade-Ins are encouraged for all State Agencies, Boards and Commissions. Trade-ins shall be in accordance with the rules established by Surplus Property. Reference the Surplus Property Reference Manual for procedures to be followed. Reference is found at: [http://www.azdoa.gov/agencies/msd/surplus\\_property/reference\\_manual.asp](http://www.azdoa.gov/agencies/msd/surplus_property/reference_manual.asp). Cooperative Members shall follow rules that are established by each of their respective governances.

### 22. EQUIPMENT DEVICE SECURITY

All new equipment purchases, new equipment rentals, or new equipment lease agreements, regardless of the procurement method utilized to obtain the equipment, shall include at a minimum, the following security devices:

1. Encryption Hard Drive: AES 28-128 bit encryption
2. Data Overwrite Software

### 23. RELOCATION OF EQUIPMENT

The State may request the relocation of Equipment, either within a Facility or to another designated Entity. Upon notification by the State, the Contractor shall prepare the Equipment for transport, pick-up, delivery, and provide all labor for the installation of the relocated Equipment. The Contractor may charge a flat fee for this service.

### 24. CANCELLATION OF RENTAL AGREEMENTS

Notwithstanding the provisions of Availability of Funds for the Current State Fiscal Year and Availability of Funds for the Next State Fiscal Year, the State will provide a thirty (30) day written notice of cancellation. Cancellation within a period of time less than the term of the rental agreement may result in the charge of certain fees and other applicable charges not to exceed the residual value of the Equipment. The cancellation notice from the State shall include the following information:

	<b>Special Terms and Conditions</b>		<b>State of Arizona</b> <b>State Procurement Office</b> 100 N 15th Ave., Suite 201 Phoenix, AZ 85007
	Solicitation No.: ADSPO13-00002672	PAGE 19	
	Description: Multifunction Devices, Including Supplies and Maintenance	OF 34	

- 25.1 Equipment location referencing, State Name, Building Location and Room Number;
- 25.2 Equipment Model and Serial Number;
- 25.3 Meter Reading; and
- 25.4 Date the Equipment will be available for removal.

**25. SECURE LOCATION DELIVERIES**

The Contractor will be responsible for contacting the Secure Location., i.e., Arizona Department of Corrections, for security clearance, hours of operation, dress code, and other related rules when scheduling a delivery or service call. Lack of familiarity with the locations or policies will not relieve a Contractor of their responsibilities in fulfillment of the delivery, installation, maintenance/service and contract requirements.

**26. WARRANTY**

All Equipment supplied under this Contract shall be fully guaranteed by the Contractor for a minimum period of ninety (90) days from the date of acceptance by the State. Any defects in design, workmanship, or materials, that would result in non-compliance with the specifications, shall be fully corrected by the Contractor, including all parts and labor, without cost to the State.

**27. PRICE ADJUSTMENT**

Contractor prices accepted and subsequently awarded by a Contract shall remain in effect for a minimum of one (1) year. The Contractor may request a price adjustment, but the State will not review or approve an increase until the Contract has been in effect for one (1) year. The State will review any requested rate increase to determine whether such request is reasonable in relation to increased supplier or material costs. Contractor shall provide written justification for any price adjustment requested, including information contained in the Consumer Price Index or similar official cost analysis to support any requested price increase. Any price increase adjustment, if approved, will be effective upon execution of a written Contract amendment. Likewise, the Contractor shall offer the State a price adjustment reduction concurrent with reduced costs from their suppliers. Price reductions will become effective upon execution of a Contract amendment.

**28. PRICE REDUCTION**

Price reductions may be submitted to the state for consideration at any time during the Contract period. The Contractor shall offer the State a price reduction on the Contract product(s) concurrent with a published price reduction made to other customers. The State at its own discretion may accept a price reduction. The Contractor shall request, in writing, a price reduction. The Contractor shall request, in writing, a price reduction and provide the following:

- 29.1 A formal announcement from the manufacturer that the cost of the contract product has been reduced.
- 29.2 Documentation, i.e., published cost lists, from the manufacturer showing, to the satisfaction of the state, the actual cost reduction.
- 29.3 Documentation showing that the published cost reductions have been offered to other distributors.

**29. PAYMENT PROCEDURES**

The State will not make payments to any Entity, Group or individual other than the Contractor with the Federal Employer Identification (FEI) Number identified in the Contract. Contractor invoices requesting payment to any Entity, Group or individual other than the contractually specified Contractor shall be returned to the Contractor for correction.

	<b>Special Terms and Conditions</b>		<b>State of Arizona</b> <b>State Procurement Office</b> 100 N 15th Ave., Suite 201 Phoenix, AZ 85007
	Solicitation No.: ADSP013-00002672	PAGE 20	
	Description: Multifunction Devices, Including Supplies and Maintenance	OF 34	

The Contractor shall review and insure that the invoices for services provided show the correct Contractor name prior to sending them for payment.

If the Contractor Name and FEI Number change, the Contractor shall complete an "Assignment and Agreement" form transferring contract rights and responsibilities to the new Contractor. The State shall indicate consent on the form. A written Contract Amendment shall be signed by both parties and a new W-9 form shall be submitted by the new Contractor and entered into the system prior to any payments being made to the new Contractor.

### 30. INFORMATION DISCLOSURE

The Contractor shall establish and maintain procedures and controls that are acceptable to the State for the purpose of assuring that no information contained in its records or obtained from the state or from others in carrying out its functions under the contract shall be used or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the Contract. Persons requesting such information should be referred to the State. The Contractor also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of the Contractor as needed for the performance of duties under the Contract, unless otherwise agreed to in writing by the State.

### 31. EMPLOYEES OF THE CONTRACTOR

All employees of the Contractor employed in the performance of work under the Contract shall be considered employees of the Contractor at all times, and not employees of the State. The Contractor shall comply with the Social Security Act, Workman's Compensation laws and Unemployment laws of the State of Arizona and all State, local and Federal legislation relevant to the Contractor's business.

### 32. ORDER PROCESS

The award of a Contract shall be in accordance with the Arizona Procurement Code. Any attempt to represent any material and/or service not specifically awarded as being under contract with the State is a violation of the Contract and the Arizona Procurement Code. Any such action is subject to the legal and contractual remedies available to the State inclusive of, but not limited to, contract cancellation, suspension and/or debarment of the Contractor.

### 33. CONTRACTOR PERFORMANCE REPORTS

Program management shall document Contractor performance, both exemplary and needing improvements where corrective action is needed or desired. Copies of corrective action reports will be forwarded to the Procurement Office for review and any necessary follow-up. The Procurement Office may contact the Contractor upon receipt of the report and may request corrective action. The Procurement Office shall discuss the Contractor's suggested corrective action plan with the Procurement Specialist for approval of the plan.

### 34. OFFSHORE PERFORMANCE OF WORK PROHIBITED

Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or "overhead" services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers.

### 35. ADMINISTRATIVE FEE / USAGE REPORTS



# Special Terms and Conditions

Solicitation No.: ADSPO13-00002672

PAGE  
21

Description: Multifunction Devices, Including Supplies and Maintenance

OF  
34

State of Arizona  
State Procurement Office  
100 N 15th Ave., Suite 201  
Phoenix, AZ 85007

- 36.1 Contractor shall assess an administrative fee in the amount of one (1%) against all contract sales to members of the State Purchasing Cooperative – including cities, counties, school districts and other qualified members. The administrative fee is calculated against all sales under this contract minus any taxes or regulatory fees, minus any returns or credits, and minus any shipping charges not already included in the unit prices. An updated list of State Purchasing Cooperative members may be found at [http://spo.az.gov/Cooperative\\_Procurement/SPC/default.asp](http://spo.az.gov/Cooperative_Procurement/SPC/default.asp). At its option, the State may expand or narrow the applicability of this fee. The State shall provide thirty (30) written notice prior to exercising or changing this option.
- 36.2 Contractors shall submit a Quarterly Usage Report documenting all contract sales. For more information on the Quarterly Usage Report or the Administrative Fee, its calculation, submission or use, and the proper Usage Report Forms see the State Procurement Office's web site at [http://spo.az.gov/Contractor\\_Resources/Admin\\_Fee/default.asp](http://spo.az.gov/Contractor_Resources/Admin_Fee/default.asp). Any alternate Quarterly Usage Report format shall be approved by the Procurement Officer. Any usage report that is submitted to the State for the purpose of satisfying this requirement shall be deemed public record and all information contained in such report shall not be considered confidential, including any supplemental information contained in the submitted report beyond that which is requested in the Sample Forms located at the State Procurement Office Web Site.
- 36.3 The Administrative Fee shall be submitted, along with a Quarterly Usage Report to the State Procurement Office within thirty (30) days following the end of each calendar quarter. Administrative Fees shall be submitted to the following address:  
Arizona Department of Administration  
State Procurement Office  
Attention: Statewide Contract Administrative Fee  
100 N. 15th Avenue, Suite 201  
Phoenix, AZ 85007.
- 36.4 The submission schedule for Administrative Fees and Usage reports shall be as follows:  

FY Q1, July through September	Due October 31
FY Q2, October through December	Due January 31
FY Q3, January through March	Due by April 30
FY Q4, April through June	Due by July 31
- 36.5 The Administrative Fee shall be a part of the Contractor's unit prices and is not to be charged directly to the customer in the form of a separate line item. Statewide contracts shall not have separate prices for State Agency customers and State Purchasing Cooperative customers.
- 36.6 Contractor's failure to remit administrative fees in a timely manner consistent with the contract's requirements may result in the State exercising any recourse available under the contract or as provided for by law.

## 36. ACCESS CONSTRAINTS AND REQUIREMENTS

Contractor access to State facilities and resources shall be properly authorized by State personnel, based on business need and **will be restricted to least possible privilege**. Upon approval of access privileges, the Contractor shall maintain strict adherence to all policies, standards, and procedures. Policies / Standards, ADOA/ASET Policies/Procedures, and Arizona Revised Statutes (ARS) 28-447, 28-449, 28-450, 38-421, 13-2408, 13-2316, 41-770).

Failure of the Contractor, its agents or subcontractors to comply with policies, standards, and procedures including any person who commits an unlawful breach or harmful access (physical or virtual) will be subject to prosecution under all applicable state and / or federal laws.

Any and all recovery or reconstruction costs or other liabilities associated with an unlawful breach or harmful access shall be paid by the Contractor.



## Special Terms and Conditions

Solicitation No.: ADSPO13-00002672

PAGE  
22

Description: Multifunction Devices, Including Supplies and Maintenance

OF  
34

State of Arizona  
State Procurement Office  
100 N 15th Ave., Suite 201  
Phoenix, AZ 85007

### 37. SECTION 508 COMPLIANCE

Unless specifically authorized in the Contract, any electronic or information technology offered to the State of Arizona under this Contract shall comply with A.R.S. § 41-3531 and § 41-3532 and Section 508 of the Rehabilitation Act of 1973, which requires that employees and members of the public shall have access to and use of information technology that is comparable to the access and use by employees and members of the public who are not individuals with disabilities.

### 38. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996

The Contractor warrants that it is familiar with the requirements of HIPAA, as amended by the Health Information Technology for Economic and Clinical Health Act (HITECH Act) of 2009, and accompanying regulations and will comply with all applicable HIPAA requirements in the course of this Contract. Contractor warrants that it will cooperate with the State in the course of performance of the Contract so that both the State and the Contractor will be in compliance with HIPAA, including cooperation and coordination with the Arizona Strategic Enterprise Technology (ASET) Group, Statewide Information Security and Privacy Office (SISPO), Chief Privacy Officer and HIPAA Coordinator and other compliance officials required by HIPAA and its regulations. Contractor will sign any documents that are reasonably necessary to keep the State and Contractor in compliance with HIPAA, including but not limited to, business associate agreements.

If requested, the Contractor agrees to sign a "Pledge to Protect Confidential Information" and to abide by the statements addressing the creation, use and disclosure of confidential information, including information designated as protected health information and all other confidential or sensitive information as defined in policy. In addition, if requested, Contractor agrees to attend or participate in job related HIPAA training that is: (1) intended to make the Contractor proficient in HIPAA for purposes of performing the services required and (2) presented by a HIPAA Privacy Officer or other person or program knowledgeable and experienced in HIPAA and who has been approved by the ASET/SISPO Chief Privacy Officer and HIPAA Coordinator.

### 39. INDEMNIFICATION

Contractor shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of, or recovered under, the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Contractor for the State of Arizona.

*This indemnity shall not apply if the contractor or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.*

### 40. INSURANCE

Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.



# Special Terms and Conditions

Solicitation No.: ADSPO13-00002672

PAGE  
23

Description: Multifunction Devices, Including Supplies and Maintenance

OF  
34

State of Arizona  
State Procurement Office  
100 N 15th Ave., Suite 201  
Phoenix, AZ 85007

The *insurance requirements* herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, its agents, representatives, employees or subcontractors, and Contractor is free to purchase additional insurance.

**A. MINIMUM SCOPE AND LIMITS OF INSURANCE:** Contractor shall provide coverage with limits of liability not less than those stated below.

## 1. Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage, personal and advertising injury and broad form contractual liability coverage.

- General Aggregate \$ 2,000,000
- Products – Completed Operations Aggregate \$ 1,000,000
- Personal and Advertising Injury \$ 1,000,000
- Blanket Contractual Liability – Written and Oral \$ 1,000,000
- Damage to Rented Premises \$ 50,000
- Each Occurrence \$ 1,000,000

- a. The policy shall be endorsed to include the following additional insured language: ***“The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor.”*** Such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.
- b. Policy shall contain a waiver of subrogation endorsement in favor of the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

## 2. Business Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

- Combined Single Limit (CSL) \$ 1,000,000

- a. The policy shall be endorsed to include the following additional insured language: ***“The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor.”*** Such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.
- b. Policy shall contain a waiver of subrogation endorsement in favor of the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
- c. Policy shall contain a severability of interest provision.

## 3. Worker's Compensation and Employers' Liability



# Special Terms and Conditions

Solicitation No.: ADSPO13-00002672

PAGE  
24

Description: Multifunction Devices, Including Supplies and Maintenance

OF  
34

State of Arizona  
State Procurement Office  
100 N 15th Ave., Suite 201  
Phoenix, AZ 85007

- Workers' Compensation Statutory
- Employers' Liability
  - Each Accident \$ 500,000
  - Disease – Each Employee \$ 500,000
  - Disease – Policy Limit \$1,000,000

- a. Policy shall contain a waiver of subrogation endorsement in favor of the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
- b. This requirement shall not apply to: Separately, EACH contractor or subcontractor exempt under A.R.S. § 23-901, AND when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

#### 4. Professional Liability (Errors and Omissions Liability)

- Each Claim \$1,000,000
- Annual Aggregate \$2,000,000

- a. In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.
- b. The policy shall cover professional misconduct or negligence acts for those positions defined in the Scope of Work of this contract.

#### B. ADDITIONAL INSURANCE REQUIREMENTS: The policies shall include, or be endorsed to include, the following provisions:

1. The Contractor's policies shall stipulate that the insurance afforded the Contractor shall be primary insurance and that any insurance carried by the Department, its agents, officials, employees or the State of Arizona shall be excess and not contributory insurance, as provided by the A.R.S. § 41-621 (E).
  2. Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.
- C. NOTICE OF CANCELLATION: With the exception of (10) day notice of cancellation for non-payment of premium, any changes material to compliance with this contract in the insurance policies above shall require (30) days written notice to the State of Arizona. Such notice shall be sent directly to **Charlotte Righetti, CPPB 100 North 15<sup>th</sup> Avenue, Suite 201, Phoenix, AZ 85007** and shall be sent by certified mail, return receipt requested.
- D. ACCEPTABILITY OF INSURERS: Contractors insurance shall be placed with companies duly licensed in the State of Arizona or hold approved non-admitted status on the Arizona Department of Insurance List of Qualified Unauthorized Insurers. Insurers shall have an "A.M. Best" rating of not less than A- VII or duly authorized to transact Workers' Compensation insurance in the State of Arizona. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.
- E. VERIFICATION OF COVERAGE: Contractor shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by an authorized representative.



## Special Terms and Conditions

Solicitation No.: ADSPO13-00002672

PAGE  
25

Description: Multifunction Devices, Including Supplies and  
Maintenance

OF  
34

State of Arizona  
State Procurement Office  
100 N 15th Ave., Suite 201  
Phoenix, AZ 85007

All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to **Charlotte Righetti, CPPB 100 North 15<sup>th</sup> Avenue, Suite 201, Phoenix, AZ 85007**. The State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete copies of all insurance policies required by this Contract at any time.

- F. **SUBCONTRACTORS:** Contractors' certificate(s) shall include all subcontractors as insureds under its policies or Contractor shall furnish to the State of Arizona separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.
- G. **APPROVAL:** Any modification or variation from the *insurance requirements* in this Contract shall be made by the contracting agency in consultation with the Department of Administration, Risk Management Division. Such action will not require a formal Contract amendment, but may be made by administrative action.
- H. **EXCEPTIONS:** In the event the Contractor or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the contractor or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

	<b>Uniform Terms and Conditions</b>		<b>State of Arizona</b> <b>State Procurement Office</b> 100 N 15th Ave., Suite 201 Phoenix, AZ 85007
	Solicitation No.: ADSP013-00002672	PAGE 26	
	Description: Multifunction Devices, Including Supplies and Maintenance	OF 34	

**UNIFORM TERMS AND CONDITIONS**

1. **Definition of Terms.** As used in this Solicitation and any resulting Contract, the terms listed below are defined as follows:

- 1.1 "Attachment" means any item the Solicitation requires the Offeror to submit as part of the Offer.
- 1.2 "Contract" means the combination of the Solicitation, including the Uniform and Special Instructions to Offerors, the Uniform and Special Terms and Conditions, and the Specifications and Statement or Scope of Work; the Offer and any Best and Final Offers; and any Solicitation Amendments or Contract Amendments.
- 1.3 "Contract Amendment" means a written document signed by the Procurement Officer that is issued for the purpose of making changes in the Contract.
- 1.4 "Contractor" means any person who has a Contract with the State.
- 1.5 "Days" means calendar days unless otherwise specified.
- 1.6 "Exhibit" means any item labeled as an Exhibit in the Solicitation or placed in the Exhibits section of the Solicitation.
- 1.7 "Gratuity" means a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received.
- 1.8 "Materials" means all property, including equipment, supplies, printing, insurance and leases of property but does not include land, a permanent interest in land or real property or leasing space.
- 1.9 "Procurement Officer" means the person, or his or her designee, duly authorized by the State to enter into and administer Contracts and make written determinations with respect to the Contract.
- 1.10 "Services" means the furnishing of labor, time or effort by a contractor or subcontractor which does not involve the delivery of a specific end product other than required reports and performance, but does not include employment agreements or collective bargaining agreements.
- 1.11 "Subcontract" means any Contract, express or implied, between the Contractor and another party or between a subcontractor and another party delegating or assigning, in whole or in part, the making or furnishing of any material or any service required for the performance of the Contract.
- 1.12 "State" means the State of Arizona and Department or Agency of the State that executes the Contract.
- 1.13 "State Fiscal Year" means the period beginning with July 1 and ending June 30,

2 **Contract Interpretation**

- 2.1 Arizona Law. The Arizona law applies to this Contract including, where applicable, the Uniform Commercial Code as adopted by the State of Arizona and the Arizona Procurement Code, Arizona Revised Statutes (A.R.S.) Title 41, Chapter 23, and its implementing rules, Arizona Administrative Code (A.A.C.) Title 2, Chapter 7.
- 2.2 Implied Contract Terms. Each provision of law and any terms required by law to be in this Contract are a part of this Contract as if fully stated in it.



# Uniform Terms and Conditions

Solicitation No.: ADSPO13-00002672

PAGE  
27

Description: Multifunction Devices, Including Supplies and  
Maintenance

OF  
34

State of Arizona  
State Procurement Office  
100 N 15th Ave., Suite 201  
Phoenix, AZ 85007

2.3 Contract Order of Precedence. In the event of a conflict in the provisions of the Contract, as accepted by the State and as they may be amended, the following shall prevail in the order set forth below:

- 2.3.1 Special Terms and Conditions;
- 2.3.2 Uniform Terms and Conditions;
- 2.3.3 Statement or Scope of Work;
- 2.3.4 Specifications;
- 2.3.5 Attachments;
- 2.3.6 Exhibits;
- 2.3.7 Documents referenced or included in the Solicitation.

2.4 Relationship of Parties. The Contractor under this Contract is an independent Contractor. Neither party to this Contract shall be deemed to be the employee or agent of the other party to the Contract.

2.5 Severability. The provisions of this Contract are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Contract.

2.6 No Parol Evidence. This Contract is intended by the parties as a final and complete expression of their agreement. No course of prior dealings between the parties and no usage of the trade shall supplement or explain any terms used in this document and no other understanding either oral or in writing shall be binding.

2.7 No Waiver. Either party's failure to insist on strict performance of any term or condition of the Contract shall not be deemed a waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.

### 3 Contract administration and operation.

3.1 Records. Under A.R.S. § 35-214 and § 35-215, the Contractor shall retain and shall contractually require each subcontractor to retain all data and other "records" relating to the acquisition and performance of the Contract for a period of five years after the completion of the Contract. All records shall be subject to inspection and audit by the State at reasonable times. Upon request, the Contractor shall produce a legible copy of any or all such records.

3.2 Non-Discrimination. The Contractor shall comply with State Executive Order No. 2009-09 and all other applicable Federal and State laws, rules and regulations, including the Americans with Disabilities Act.

3.3 Audit. Pursuant to ARS § 35-214, at any time during the term of this Contract and five (5) years thereafter, the Contractor's or any subcontractor's books and records shall be subject to audit by the State and, where applicable, the Federal Government, to the extent that the books and records relate to the performance of the Contract or Subcontract.

3.4 Facilities Inspection and Materials Testing. The Contractor agrees to permit access to its facilities, subcontractor facilities and the Contractor's processes or services, at reasonable times for inspection of the facilities or materials covered under this Contract. The State shall also have the right to test, at its own cost, the materials to be supplied under this Contract. Neither inspection of the Contractor's facilities nor materials testing shall constitute final acceptance of the materials or services. If the State determines noncompliance of the materials, the Contractor shall be responsible for the payment of all costs incurred by the State for testing and inspection.

3.5 Notices. Notices to the Contractor required by this Contract shall be made by the State to the person indicated on the Offer and Acceptance form submitted by the Contractor unless otherwise stated in the Contract. Notices to the State required by the Contract shall be made by the Contractor to the Solicitation Contact Person indicated on the Solicitation cover sheet, unless otherwise stated in the Contract. An authorized Procurement



# Uniform Terms and Conditions

Solicitation No.: ADSPO13-00002672

PAGE  
28

Description: Multifunction Devices, Including Supplies and Maintenance

OF  
34

State of Arizona  
State Procurement Office  
100 N 15th Ave., Suite 201  
Phoenix, AZ 85007

Officer and an authorized Contractor representative may change their respective person to whom notice shall be given by written notice to the other and an amendment to the Contract shall not be necessary.

- 3.6 Advertising, Publishing and Promotion of Contract. The Contractor shall not use, advertise or promote information for commercial benefit concerning this Contract without the prior written approval of the Procurement Officer.
- 3.7 Property of the State. Any materials, including reports, computer programs and other deliverables, created under this Contract are the sole property of the State. The Contractor is not entitled to a patent or copyright on those materials and may not transfer the patent or copyright to anyone else. The Contractor shall not use or release these materials without the prior written consent of the State.
- 3.8 Ownership of Intellectual Property  
Any and all intellectual property, including but not limited to copyright, invention, trademark, trade name, service mark, and/or trade secrets created or conceived pursuant to or as a result of this contract and any related subcontract ("Intellectual Property"), shall be work made for hire and the State shall be considered the creator of such Intellectual Property. The agency, department, division, board or commission of the State of Arizona requesting the issuance of the contract shall own (for and on behalf of the State) the entire right, title and interest to the Intellectual Property throughout the world. Contractor shall notify the State, within thirty (30) days, of the creation of any Intellectual Property by it or its subcontractor(s). Contractor, on behalf of itself and any subcontractor (s), agrees to execute any and all document(s) necessary to assure ownership of the Intellectual Property vests in the State and shall take no affirmative actions that might have the effect of vesting all or part of the Intellectual Property in any entity other than the State. The Intellectual Property shall not be disclosed by contractor or its subcontractor(s) to any entity not the State without the express written authorization of the agency, department, division, board or commission of the State of Arizona requesting the issuance of this contract.
- 3.9 Federal Immigration and Nationality Act The Contractor shall comply with all federal, state, and local immigration laws and regulations relating to the immigration status of their employees during the term of the Contract. Further the contractor shall flow down this requirement to all subcontractors utilized during the term of the contract. The State shall retain the right to perform random audits of contractor and subcontractor records or to inspect papers or any employee thereof to ensure compliance. Should the State determine that the contractor and or any subcontractors be found noncompliant, the State may pursue all remedies allowed by law, including but not limited to; suspension of work, termination of the contract for default and suspension and or debarment of the contractor.
- 3.10 E-Verify Requirements In accordance with A.R.S 41-4401, Contractor warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with A.R.S. 23-214, Subsection A.
- 3.11 Scrutinized Businesses In accordance with A.R.S. 35-391 and A.R.S. 35-393, Contractor certifies that the Contractor does not have scrutinized business operations in Sudan or Iran.

## 4 Costs and Payments

- 4.1 Payments. Payments shall comply with the requirements of A.R.S. Titles 35 and 41, Net 30 days. Upon receipt and acceptance of goods or services, the Contractor shall submit a complete and accurate invoice for payment from the State within thirty (30) days.
- 4.2 Delivery. Unless stated otherwise in the Contract, all prices shall be F.O.B. Destination and shall include all freight delivery and unloading at the destination.
- 4.3 Applicable Taxes.



# Uniform Terms and Conditions

Solicitation No.: ADSPO13-00002672

PAGE  
29

Description: Multifunction Devices, Including Supplies and  
Maintenance

OF  
34

State of Arizona  
State Procurement Office  
100 N 15th Ave., Suite 201  
Phoenix, AZ 85007

- 4.3.1 Payment of Taxes. The Contractor shall be responsible for paying all applicable taxes.
- 4.3.2 State and Local Transaction Privilege Taxes. The State of Arizona is subject to all applicable state and local transaction privilege taxes. Transaction privilege taxes apply to the sale and are the responsibility of the seller to remit. Failure collect such taxes from the buyer does not relieve the seller from its obligation to remit taxes.
- 4.3.3 Tax Indemnification. Contractor and all subcontractors shall pay all Federal, state and local taxes applicable to its operation and any persons employed by the Contractor. Contractor shall, and require all subcontractors to hold the State harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under Federal, and/or state and local laws and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation.
- 4.3.4 IRS W9 Form. In order to receive payment the Contractor shall have a current IRS W9 Form on file with the State of Arizona, unless not required by law.
- 4.4 Availability of Funds for the Next State fiscal year. Funds may not presently be available for performance under this Contract beyond the current state fiscal year. No legal liability on the part of the State for any payment may arise under this Contract beyond the current state fiscal year until funds are made available for performance of this Contract.
- 4.5 Availability of Funds for the current State fiscal year. Should the State Legislature enter back into session and reduce the appropriations or for any reason and these goods or services are not funded, the State may take any of the following actions:
- 4.5.1 Accept a decrease in price offered by the, contractor
  - 4.5.2 Cancel the Contract
  - 4.5.3 Cancel the contract and re-solicit the requirements.

## 5 Contract changes

- 5.1 Amendments. This Contract is issued under the authority of the Procurement Officer who signed this Contract. The Contract may be modified only through a Contract Amendment within the scope of the Contract. Changes to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the procurement officer in writing or made unilaterally by the Contractor are violations of the Contract and of applicable law. Such changes, including unauthorized written Contract Amendments shall be void and without effect, and the Contractor shall not be entitled to any claim under this Contract based on those changes.
- 5.2 Subcontracts. The Contractor shall not enter into any Subcontract under this Contract for the performance of this contract without the advance written approval of the Procurement Officer. The Contractor shall clearly list any proposed subcontractors and the subcontractor's proposed responsibilities. The Subcontract shall incorporate by reference the terms and conditions of this Contract.
- 5.3 Assignment and Delegation. The Contractor shall not assign any right nor delegate any duty under this Contract without the prior written approval of the Procurement Officer. The State shall not unreasonably withhold approval.

## 6 Risk and Liability

- 6.1 Risk of Loss. The Contractor shall bear all loss of conforming material covered under this Contract until received by authorized personnel at the location designated in the purchase order or Contract. Mere receipt



# Uniform Terms and Conditions

Solicitation No.: ADSP013-00002672

PAGE  
30

Description: Multifunction Devices, Including Supplies and Maintenance

OF  
34

State of Arizona  
State Procurement Office  
100 N 15th Ave., Suite 201  
Phoenix, AZ 85007

does not constitute final acceptance. The risk of loss for nonconforming materials shall remain with the Contractor regardless of receipt.

## 6.2 Indemnification

6.2.1 Contractor/Vendor Indemnification (Not Public Agency) The parties to this contract agree that the State of Arizona, its' departments, agencies, boards and commissions shall be indemnified and held harmless by the contractor for the vicarious liability of the State as a result of entering into this contract. However, the parties further agree that the State of Arizona, its' departments, agencies, boards and commissions shall be responsible for its' own negligence. Each party to this contract is responsible for its' own negligence.

6.2.2 Public Agency Language Only Each party (as 'indemnitor') agrees to indemnify, defend, and hold harmless the other party (as 'indemnitee') from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as 'claims') arising out of bodily injury of any person (including death) or property damage but only to the extent that such claims which result in vicarious/derivative liability to the indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its' officers, officials, agents, employees, or volunteers."

6.3 Indemnification - Patent and Copyright. The Contractor shall indemnify and hold harmless the State against any liability, including costs and expenses, for infringement of any patent, trademark or copyright arising out of Contract performance or use by the State of materials furnished or work performed under this Contract. The State shall reasonably notify the Contractor of any claim for which it may be liable under this paragraph. If the contractor is insured pursuant to A.R.S. § 41-621 and § 35-154, this section shall not apply.

## 6.4 Force Majeure.

6.4.1 Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of force majeure. The term "*force majeure*" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; lockouts; injunctions-intervention-acts; or failures or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence.

6.4.2 Force Majeure shall not include the following occurrences:

6.4.2.1 Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market;

6.4.2.2 Late performance by a subcontractor unless the delay arises out of a force majeure occurrence in accordance with this force majeure term and condition; or

6.4.2.3 Inability of either the Contractor or any subcontractor to acquire or maintain any required insurance, bonds, licenses or permits.

6.4.3 If either party is delayed at any time in the progress of the work by force majeure, the delayed party shall notify the other party in writing of such delay, as soon as is practicable and no later than the following working day, of the commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be delivered or mailed certified return receipt and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time of

	<b>Uniform Terms and Conditions</b>		<b>State of Arizona</b> <b>State Procurement Office</b> 100 N 15th Ave., Suite 201 Phoenix, AZ 85007
	Solicitation No.: ADSPO13-00002672	PAGE 31	
	Description: Multifunction Devices, Including Supplies and Maintenance	OF 34	

completion shall be extended by Contract Amendment for a period of time equal to the time that results or effects of such delay prevent the delayed party from performing in accordance with this Contract.

6.4.4 Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and to the extent that such delay or failure is caused by force majeure.

6.5 Third Party Antitrust Violations. The Contractor assigns to the State any claim for overcharges resulting from antitrust violations to the extent that those violations concern materials or services supplied by third parties to the Contractor, toward fulfillment of this Contract.

## 7 Warranties

7.1 Liens. The Contractor warrants that the materials supplied under this Contract are free of liens and shall remain free of liens.

7.2 Quality. Unless otherwise modified elsewhere in these terms and conditions, the Contractor warrants that, for one year after acceptance by the State of the materials, they shall be:

7.2.1 Of a quality to pass without objection in the trade under the Contract description;

7.2.2 Fit for the intended purposes for which the materials are used;

7.2.3 Within the variations permitted by the Contract and are of even kind, quantity, and quality within each unit and among all units;

7.2.4 Adequately contained, packaged and marked as the Contract may require; and

7.2.5 Conform to the written promises or affirmations of fact made by the Contractor.

7.3 Fitness. The Contractor warrants that any material supplied to the State shall fully conform to all requirements of the Contract and all representations of the Contractor, and shall be fit for all purposes and uses required by the Contract.

7.4 Inspection/Testing. The warranties set forth in subparagraphs 7.1 through 7.3 of this paragraph are not affected by inspection or testing of or payment for the materials by the State.

7.5 Compliance With Applicable Laws. The materials and services supplied under this Contract shall comply with all applicable Federal, state and local laws, and the Contractor shall maintain all applicable licenses and permit requirements.

7.6 Survival of Rights and Obligations after Contract Expiration or Termination.

7.6.1 Contractor's Representations and Warranties. All representations and warranties made by the Contractor under this Contract shall survive the expiration or termination hereof. In addition, the parties hereto acknowledge that pursuant to A.R.S. § 12-510, except as provided in A.R.S. § 12-529, the State is not subject to or barred by any limitations of actions prescribed in A.R.S., Title 12, Chapter 5.

7.6.2 Purchase Orders. The Contractor shall, in accordance with all terms and conditions of the Contract, fully perform and shall be obligated to comply with all purchase orders received by the Contractor prior to the expiration or termination hereof, unless otherwise directed in writing by the Procurement Officer, including, without limitation, all purchase orders received prior to but not fully performed and satisfied at the expiration or termination of this Contract.

	<b>Uniform Terms and Conditions</b>		<b>State of Arizona</b> <b>State Procurement Office</b> 100 N 15th Ave., Suite 201 Phoenix, AZ 85007
	Solicitation No.: ADSPO13-00002672	PAGE 32	
	Description: Multifunction Devices, Including Supplies and Maintenance	OF 34	

## 8 State's Contractual Remedies

- 8.1 Right to Assurance. If the State in good faith has reason to believe that the Contractor does not intend to, or is unable to perform or continue performing under this Contract, the Procurement Officer may demand in writing that the Contractor give a written assurance of intent to perform. Failure by the Contractor to provide written assurance within the number of Days specified in the demand may, at the State's option, be the basis for terminating the Contract under the Uniform Terms and Conditions or other rights and remedies available by law or provided by the contract.
- 8.2 Stop Work Order.
- 8.2.1 The State may, at any time, by written order to the Contractor, require the Contractor to stop all or any part, of the work called for by this Contract for period(s) of days indicated by the State after the order is delivered to the Contractor. The order shall be specifically identified as a stop work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage.
- 8.2.2 If a stop work order issued under this clause is canceled or the period of the order or any extension expires, the Contractor shall resume work. The Procurement Officer shall make an equitable adjustment in the delivery schedule or Contract price, or both, and the Contract shall be amended in writing accordingly.
- 8.3 Non-exclusive Remedies. The rights and the remedies of the State under this Contract are not exclusive.
- 8.4 Nonconforming Tender. Materials or services supplied under this Contract shall fully comply with the Contract. The delivery of materials or services or a portion of the materials or services that do not fully comply constitutes a breach of contract. On delivery of nonconforming materials or services, the State may terminate the Contract for default under applicable termination clauses in the Contract, exercise any of its rights and remedies under the Uniform Commercial Code, or pursue any other right or remedy available to it.
- 8.5 Right of Offset. The State shall be entitled to offset against any sums due the Contractor, any expenses or costs incurred by the State, or damages assessed by the State concerning the Contractor's non-conforming performance or failure to perform the Contract, including expenses, costs and damages described in the Uniform Terms and Conditions.

## 9 Contract Termination

- 9.1 Cancellation for Conflict of Interest. Pursuant to A.R.S. § 38-511, the State may cancel this Contract within three (3) years after Contract execution without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating the Contract on behalf of the State is or becomes at any time while the Contract or an extension of the Contract is in effect an employee of or a consultant to any other party to this Contract with respect to the subject matter of the Contract. The cancellation shall be effective when the Contractor receives written notice of the cancellation unless the notice specifies a later time. If the Contractor is a political subdivision of the State, it may also cancel this Contract as provided in A.R.S. § 38-511.
- 9.2 Gratuities. The State may, by written notice, terminate this Contract, in whole or in part, if the State determines that employment or a Gratuity was offered or made by the Contractor or a representative of the Contractor to any officer or employee of the State for the purpose of influencing the outcome of the procurement or securing the Contract, an amendment to the Contract, or favorable treatment concerning the Contract, including the making of any determination or decision about contract performance. The State, in addition to any other rights or remedies, shall be entitled to recover exemplary damages in the amount of three times the value of the Gratuity offered by the Contractor.



# Uniform Terms and Conditions

Solicitation No.: ADSP013-00002672

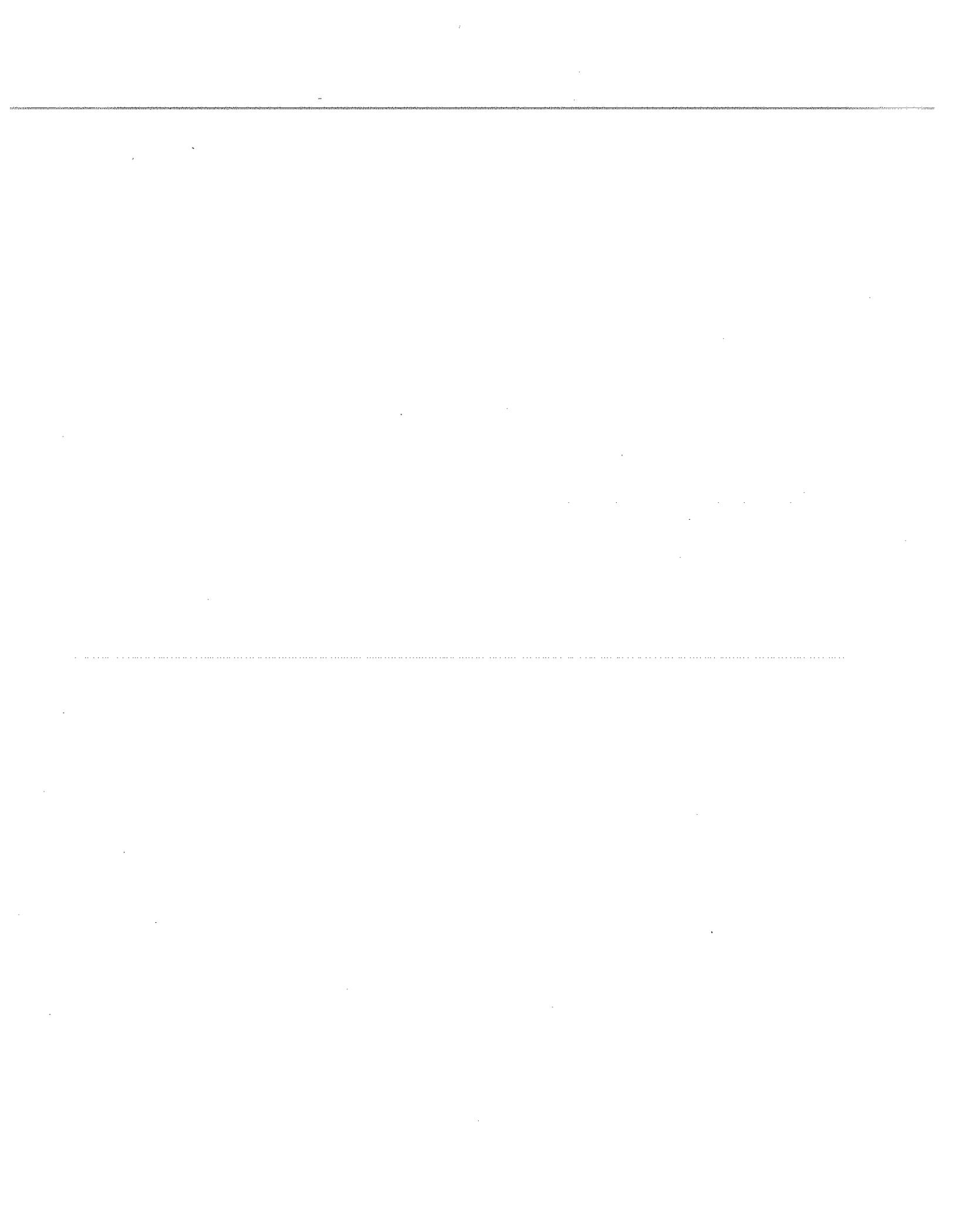
PAGE  
33

Description: Multifunction Devices, Including Supplies and Maintenance

OF  
34

State of Arizona  
State Procurement Office  
100 N 15th Ave., Suite 201  
Phoenix, AZ 85007

- 9.3 **Suspension or Debarment.** The State may, by written notice to the Contractor, immediately terminate this Contract if the State determines that the Contractor has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body. Submittal of an offer or execution of a contract shall attest that the contractor is not currently suspended or debarred. If the contractor becomes suspended or debarred, the contractor shall immediately notify the State.
- 9.4 **Termination for Convenience.** The State reserves the right to terminate the Contract, in whole or in part at any time, when in the best interests of the State without penalty or recourse. Upon receipt of the written notice, the Contractor shall stop all work, as directed in the notice, notify all subcontractors of the effective date of the termination and minimize all further costs to the State. In the event of termination under this paragraph, all documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the State upon demand. The Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of the termination. The cost principles and procedures provided in A.A.C. R2-7-701 shall apply.
- 9.5 **Termination for Default**
- 9.5.1 In addition to the rights reserved in the contract, the State may terminate the Contract in whole or in part due to the failure of the Contractor to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. The Procurement Officer shall provide written notice of the termination and the reasons for it to the Contractor.
- 9.5.2 Upon termination under this paragraph, all goods, materials, documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the State on demand.
- 9.5.3 The State may, upon termination of this Contract, procure, on terms and in the manner that it deems appropriate, materials or services to replace those under this Contract. The Contractor shall be liable to the State for any excess costs incurred by the State in procuring materials or services in substitution for those due from the Contractor.
- 9.6 **Continuation of Performance Through Termination.** The Contractor shall continue to perform, in accordance with the requirements of the Contract, up to the date of termination, as directed in the termination notice.
- 10 **Contract Claims.** All contract claims or controversies under this Contract shall be resolved according to A.R.S. Title 41, Chapter 23, Article 9, and rules adopted thereunder.
- 11 **Arbitration.** The parties to this Contract agree to resolve all disputes arising out of or relating to this contract through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. § 12-1518, except as may be required by other applicable statutes (Title 41).
- 12 **Comments Welcome.** The State Procurement Office periodically reviews the Uniform Terms and Conditions and welcomes any comments you may have. Please submit your comments to: State Procurement Administrator, State Procurement Office, 100 North 15<sup>th</sup> Avenue, Suite 201, Phoenix, Arizona 85007.





November 19, 2015

Missy Mudry  
State Procurement Office

Subject: Large Order Promotional Purchase Pricing

Missy,

Toshiba America Business Solutions would like to offer large order promotional purchase pricing for the following models with the specified configurations (and optional accessories). The promotion will be extended to any State Agency or qualified cooperative member that commits to a minimum of 200 MFD's during the promotional period (12-02-2015 to 3-31-2016).

Please refer to the below for promotional pricing specifics.

State of Arizona Contract AD5P013-050376					
Pricing Proposal					
Model	Description	MSRP	Promotional Price	Discount %	60 Month Lease Payment Amount
<b>PROPOSED CONFIGURATION</b>					
e-STUDIO257	25 PPM Digital Copier	\$8,549.00	\$1,692.70		
MR3028	100-Sheet RADF	\$1,664.00	\$449.28		
Stand355/455	Stand	\$350.00	\$94.50		
PWRFLTR-XGPCS15D	Power Filter	\$1,160.00	\$313.20		
		\$11,723.00	\$2,549.68	78.3%	\$52.11
e-STUDIO357	35 PPM Digital Copier	\$10,663.00	\$2,111.27		
MR3028	100-Sheet RADF	\$1,664.00	\$449.28		
Stand355/455	Stand	\$350.00	\$94.50		
PWRFLTR-XGPCS15D	Power Filter	\$1,160.00	\$313.20		
		\$13,837.00	\$2,968.25	78.5%	\$60.66
<b>ACCESSORIES</b>					
MJ10S2N	Inner Finisher	\$1,760.00	\$475.20		\$9.71
MJ6007	Hole Punch	\$850.00	\$229.50		\$4.69
KD1026	Large Capacity Feeder	\$1,286.00	\$347.22		\$7.09
GD135D	Fax Board	\$1,076.00	\$290.52		\$5.94

PROPOSED CONFIGURATION					
e-STUDIO557	55 cpm Digital Copier	\$21,395.00	\$3,658.55		
PWRFLTR-XGPCS20D	Power Filter	\$1,160.00	\$306.15		
		\$22,555.00	\$3,964.70	82.4%	\$81.03
e-STUDIO757	75 cpm Digital Copier	\$31,560.00	\$5,396.76		
PWRFLTR-XGPCS20D	Power Filter	\$1,160.00	\$306.15		
		\$32,720.00	\$5,702.91	82.6%	\$116.55
ACCESSORIES					
MJ1027	50 Sheet Finisher	\$3,775.00	\$985.28		
MJ6003	Hole Punch	\$893.00	\$233.07		
KN1017	Rail For Finisher	\$84.00	\$21.92		
MP4004	Large Capacity Feeder	\$2,200.00	\$574.20		
GD1350	Fax Board	\$1,076.00	\$280.84		

PROPOSED CONFIGURATION					
e-STUDIO2550C	25 PPM Digital Color Copier	\$6,895.00	\$2,544.26		
MR3024	100-Sheet RADF	\$1,585.00	\$456.48		
Stand2550	Stand	\$350.00	\$100.80		
MY1040	550 Sheet Paper Feed	\$550.00	\$158.40		
GH1080	Paper Feed Controller	\$75.00	\$21.60		
PWRFLTR-XGPCS15D	Power Filter	\$1,160.00	\$334.08		
		\$10,615.00	\$3,615.62	65.9%	\$73.91

PROPOSED CONFIGURATION					
e-STUDIO3055C	30 PPM Digital Color Copier	\$15,056.00	\$3,523.10		
MR3025	100-Sheet RADF	\$1,675.00	\$437.18		
Stand2550	Stand	\$350.00	\$91.35		
PWRFLTR-XGPCS15D	Power Filter	\$1,160.00	\$302.76		
		\$18,241.00	\$4,354.39	76.1%	\$88.99

ACCESSORIES					
KD1031	Large Capacity Paper	\$1,286.00	\$370.57		\$7.57
MJ1036H	Inner Finisher	\$1,760.00	\$506.88		\$10.36
MJ6007	Hole Punch	\$850.00	\$244.80		\$5.00
GD1320NX	Fax Board	\$1,076.00	\$309.89		\$6.34

PROPOSED CONFIGURATION					
e-STUDIO5560CT	55 cpm Digital Color Copier	\$27,656.00	\$5,973.70		
PWRFLTR-XGPCS20D	Power Filter	\$1,160.00	\$316.71		
		\$28,816.00	\$6,290.41	78.2%	\$128.56

PROPOSED CONFIGURATION					
e-STUDIO6560CT	65 cpm Digital Color Copier	\$33,956.00	\$6,417.68		
PWRFLTR-XGPCS20D	Power Filter	\$1,160.00	\$316.71		
		\$35,116.00	\$6,734.39	80.8%	\$137.64

ACCESSORIES					
MJ1103	50 Sheet Finisher	\$3,201.00	\$864.27		\$17.67
KN1103	Rail For Finisher	\$84.00	\$22.68		\$0.47
MJ6102	Hole Punch	\$811.00	\$218.97		\$4.47
MP2501	Large Capacity Paper	\$1,783.00	\$481.41		\$9.84
GD1270NXF	Fax Board	\$1,076.00	\$290.52		\$5.94

---

All units acquired under this purchase promotion would be eligible for a blanket service and supply contract with no minimum volume requirements at the following flat rate.

Service and Supplies	Service and Supplies
Monochrome images	Color images
\$.0044 each	\$.03 each

**EXHIBIT E**

---

- Appendix 1: MFD Specifications and Models
- Appendix 2: MFD Replacement Schedule
- Appendix 3: List of Current Leased MFDs by Expiration Date
- Appendix 4: Machine Audit Form
- Appendix 5: List of County Facilities by Zip Code

**Attached herein**

---

## Appendix 1: MFD Specifications and Models

### MFD SPECIFICATIONS

Base Features and functionality for all eight (8) models

Item #	Scope of Services	PPM	Make	Model #	60 Month Lease \$				Purchase \$				
					Total Lease \$	Finisher	2/3 Hole Punch	Large Capacity Tray*	Total Purchase\$	Finisher	2/3 Hole Punch	Large Capacity Tray*	Fax
Model 1	Small	21-30	Toshiba	e-Studio 257	\$57.90	\$10.79	\$5.21	\$5.73	\$2,832.98	\$528.00	\$255.00	\$280.80	\$322.80
Model 2	Medium	31-45	Toshiba	e-Studio357	\$67.40	\$10.79	\$5.21	\$5.73	\$3,298.06	\$528.00	\$255.00	\$280.80	\$322.80
Model 3	Large	46-69	Toshiba	e-Studio557	\$90.03	\$22.87	\$5.29	\$13.04	\$4,405.22	\$1,119.11	\$258.97	\$638.00	\$312.04
Model 4	X-Large	70-85	Toshiba	e-Studio757	\$129.50	\$22.87	\$5.29	\$13.04	\$6,336.57	\$1,119.11	\$258.97	\$638.00	\$312.04
Model 5	Small	21-29	Toshiba	e-Studio2550c	\$82.12	\$11.51	\$5.56	\$6.12	\$4,017.35	\$563.20	\$272.00	\$299.52	\$344.32
Model 6	Medium	30-45	Toshiba	e-Studio3055c	\$98.88	\$10.43	\$5.29	\$5.55	\$4,838.21	\$510.40	\$258.97	\$271.44	\$312.04
Model 7	Large	46-64	Toshiba	e-Studio5560ct	\$142.84	\$20.15	\$4.97	\$10.93	\$6,989.34	\$985.50	\$243.30	\$534.90	\$322.80
Model 8	X-Large	65-85	Toshiba	e-Studio6560ct	\$152.93	\$20.15	\$4.97	\$10.93	\$7,482.66	\$985.50	\$243.30	\$534.90	\$322.80

\*Either a stand or a Large Capacity Tray is required for models 1, 2, 5 & 6 to function; a stand is included in columns "F" & "K" and pricing in columns "H" and "N" to add a Large Capacity Tray reflects the credit for removing the stand

#### Base MFD Specification

- 1 Walk-Up
- 2 Scan Color
- 3 Scan Resolutions of 150, 200, and 300 dpi
- 4 Scan formats are .tif and .pdf
- 5 Scan File - create a PDF
- 6 auto Duplex
- 7 Network connectivity Kit
- 8 Hard Drive Security Kit
- 9 Optional Accessories
- 10 Large Capacity Feeders
- 11 Paper-feed unit
- 12 basic Office Finisher
- 13 Internal Finisher
- 14 ADF/RADF
- 15 Power Protection
- 16 Facsimile
- 17 Document feeder
- 18 Booklet Maker
- 19 Inline 3-hole punch
- 20 Internal/Wing Finisher
- 21 Advanced office finisher
- 22 Post Process Insertion Unit
- 23 additional Paper Supply modules
- 24 Offset Stacker Finisher
- 25 ADF/RDF/Scan
- 26 Scan optionally searchable (processed via OCR)

---

## Appendix 2: MFD Replacement Schedule

---

Asset Description	Model #	Serial #	Machine ID#	Install Date	Expiration Date	Asset Address1	Asset Address2	Asset Address3	Asset City	Asset State	Asset Zip	Org	Rightsize	Month	Replace during contract
TOSHIBA COPPER E-STUDIO 355	CPD04951	53123	53123	7/16/2010	1/16/2016	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	DEPT: CHA/LIN	TUCSON	AZ	85714-000	60	60	Dec-15	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 355	CPD028731	53130	53130	7/16/2010	1/16/2016	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	DEPT: BOOKING	TUCSON	AZ	85714-000	60	60	Dec-15	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 355	CPD026449	53130	53130	7/16/2010	1/16/2016	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	MSF FURIOUGH/MAIL SGT	TUCSON	AZ	85714-000	60	60	Dec-15	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 355	CPD195608	53131	53131	7/16/2010	1/16/2016	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	DEPT: CASH WINDOW	TUCSON	AZ	85714-000	60	60	Dec-15	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 355	CPD028728	53134	53134	7/16/2010	1/16/2016	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	ADC - RECORDS 42	TUCSON	AZ	85714-000	60	60	Dec-15	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 355	CPD011633	53127	53127	7/20/2010	1/20/2016	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	DEPT: CLASSIFICATION	TUCSON	AZ	85714-000	60	60	Dec-15	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 355	CPD011633	53127	53127	7/20/2010	1/20/2016	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	INVESTIGATION CID WORK RM	TUCSON	AZ	85714-000	60	60	Dec-15	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3530C	CZ6017661	53126	53126	7/22/2010	1/22/2016	1600 E BENSON HWY	SHERIFFS DEPT	PROPERTY AND EVIDENCE	TUCSON	AZ	85714-000	60	60	Dec-15	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3530C	CZ6017656	53129	53129	7/22/2010	1/22/2016	1600 E BENSON HWY	SHERIFFS DEPT	SAN XAVIER DISTRICT	TUCSON	AZ	85714-000	60	60	Dec-15	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3530C	CZ6017570	53125	53125	7/22/2010	1/22/2016	601 N LA CANAANA	SHERIFFS DEPT	GREEN VALLEY DISTRICT OFFICE	TUCSON	AZ	85714-000	60	60	Dec-15	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3530C	CZ6017593	53128	53128	7/22/2010	1/22/2016	7000 N SHANUON RD	SHERIFFS DEPT	FOOTHILLS DISTRICT OFF	TUCSON	AZ	85714-000	60	60	Dec-15	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3530C	CZ6016764	53124	53124	7/22/2010	1/22/2016	8999 E TANQUE VERDE RD	SHERIFFS DEPT	RINCON DISTRICT OFFICE	TUCSON	AZ	85714-000	60	60	Dec-15	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3530C	CPD015040	53135	53135	10/28/2010	1/28/2016	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	ADC - JAIL RECORDS	TUCSON	AZ	85714-000	60	60	Dec-15	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3530C	CZ6017990	53167	53167	8/2/2010	2/2/2016	1313 MISSION RD BLDG 47	GRAPHIC SERVICE -PRINT SHOP	ADC - TOWER SGT OFFICE	TUCSON	AZ	85713-000	60	60	Dec-15	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3520C	CS6017242	53195	53195	11/8/2010	2/8/2016	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	ADC - SECURITY SERVICES	TUCSON	AZ	85713-000	60	60	Dec-15	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3520C	CS6018618	53196	53196	11/8/2010	2/8/2016	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	ADC - TRAINING CENTER	TUCSON	AZ	85713-000	60	60	Dec-15	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3530C	CZ6017285	53157	53157	8/19/2010	2/19/2016	1249 NORTH AJO WELL RD	SHERIFFS DEPT	AJD DISTRICT OFFICE	AJO	AZ	85321-000	60	60	Jan-15	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3530C	CZ6017970	53156	53156	8/19/2010	2/19/2016	1500 E APACHE PARK PL	SHERIFFS DEPT	ADMIN OFFICE-CORRECTION BURE	TUCSON	AZ	85714-000	60	60	Jan-15	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 355	CPD0292716	53155	53155	8/19/2010	2/19/2016	1500 E APACHE PARK PL	SHERIFFS DEPT	MSF PROPERTY	TUCSON	AZ	85714-000	60	60	Dec-15	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 355	CPD0292716	53105	53105	5/24/2010	2/24/2016	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	ADC - LAW LIBRARY	TUCSON	AZ	85714-000	60	60	Jan-15	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 355	CPD0292716	53107	53107	5/24/2010	2/24/2016	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	ADC - LAW LIBRARY	TUCSON	AZ	85714-000	60	60	Jan-15	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 355	CPD014583	53102	53102	5/24/2010	2/24/2016	1500 E BENSON HWY	SHERIFFS DEPT	DEPT: SPECIAL OPERATIONS	TUCSON	AZ	85714-000	60	60	Jan-15	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 355	CPD011398	53103	53103	5/24/2010	2/24/2016	1500 E BENSON HWY	SHERIFFS DEPT	DEPT: PERSONNEL 3RD FL	TUCSON	AZ	85714-000	60	60	Jan-15	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 355	CPD010798	53105	53105	5/24/2010	2/24/2016	1500 E BENSON HWY	SHERIFFS DEPT	DEPT: SO RECORDS	TUCSON	AZ	85714-000	60	60	Jan-15	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 355	CPD0292747	53165	53165	9/2/2010	3/2/2016	333 S FREEWAY	HEALTH DEPT	TERESA LEE CLINIC	TUCSON	AZ	85701-000	60	60	Feb-16	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 2300C	CA159003	53164	53164	9/9/2011	3/9/2016	1750 E BENSON HWY	SHERIFFS DEPT	PATROL ADMIN	TUCSON	AZ	85701-000	60	60	Feb-16	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 355	CPD030932	53126	53126	3/10/2011	3/10/2016	110 W CONGRESS ST	SHERIFFS DEPT	COURT ENGAGEMENT	TUCSON	AZ	85701-000	60	60	Jan-16	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 355	CPD0139103	53218	53218	3/10/2011	3/10/2016	110 W CONGRESS ST	SHERIFFS DEPT	ROOM 740 - JUDICIAL SECURITY	TUCSON	AZ	85701-000	60	60	Jan-16	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 355	CPD014470	53219	53219	6/17/2010	5/12/2016	1650 E BENSON HWY	SHERIFFS DEPT	DEPT: CORRECTIONS FRONT DESK	TUCSON	AZ	85713-000	60	60	Jan-16	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3530C	CPD0120447	53229	53229	5/12/2011	5/12/2016	7101 N CASA GRANDE HWY	SHERIFFS DEPT	COMMUNICATIONS SECTOR	TUCSON	AZ	85713-000	60	60	Jan-16	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 355	CPD014114	53260	53260	5/12/2011	5/12/2016	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	MATERIALS MANAGEMENT	TUCSON	AZ	85714-000	60	60	Jan-16	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3530C	CA035632	53276	53276	6/29/2011	6/29/2016	1500 E APACHE PARK PL	SHERIFFS DEPT	MODURTAIN DISTRICT OFFICE	TUCSON	AZ	85714-000	60	60	Jan-16	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CG6115132	53317	53317	8/24/2011	8/24/2016	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	ADC - EAST UNIT	TUCSON	AZ	85713-000	60	60	Apr-16	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CG6112771	53329	53329	10/13/2011	10/13/2016	1650 E BENSON HWY	SHERIFFS DEPT	RECORDS SECTION	TUCSON	AZ	85713-000	60	60	Jan-16	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 2840C	CHG116524	53433	53433	11/14/2011	11/14/2016	1650 E BENSON HWY	SHERIFFS DEPT	ROBERTS RANCH OFFICE	TUCSON	AZ	85735-000	60	60	Apr-16	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 5540C	CH1112694	53346	53346	11/14/2011	11/14/2016	3035 W EL CAMINO DEL	REGIONAL WASTEWATER	REG WASTEWATER / CAO	TUCSON	AZ	85705-000	60	60	Feb-16	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 555	CH1232011	53348	53348	11/17/2011	11/17/2016	175 W IRVINGTON AVE	HEALTH DEPT	PHN SOUTH	TUCSON	AZ	85714-000	60	60	Sep-16	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 555	CH123181	53349	53349	11/17/2011	11/17/2016	4000 N SILVERBELL RD	HEALTH DEPT	PACC	TUCSON	AZ	85745-000	60	60	Apr-16	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 555	CH123178	53349	53349	11/17/2011	11/17/2016	3550 N 1ST AVE	HEALTH DEPT	NORTH OFFICE PHN	TUCSON	AZ	85745-000	60	60	Apr-16	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 766	CA2100030	53359	53359	2/21/2012	2/21/2017	2955 W CALLE AGUA NUEVA	REGIONAL WASTEWATER	CAAO LAB / CALLE AGUA	TUCSON	AZ	85745-000	36	36	Apr-16	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CA2101970	53364	53364	2/28/2012	2/28/2017	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	PROCUREMENT DEPT	TUCSON	AZ	85714-000	60	60	Dec-16	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CG113076	53445	53445	4/3/2012	4/3/2017	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	ADC	TUCSON	AZ	85743-000	60	60	Apr-16	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CG1224004	54770	54770	9/18/2012	9/18/2017	1720 N CASA GRANDE HWY	REGIONAL WASTEWATER	INFA TREATMT/RWRD	TUCSON	AZ	85714-000	60	60	Dec-15	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CG1225874	54091	54091	10/22/2012	10/22/2017	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	MSF FURIOUGH/MAIL SGT	TUCSON	AZ	85701-000	60	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CG1225143	54095	54095	10/22/2012	10/22/2017	101 N STONE AVE	SHERIFFS DEPT	PUBLIC LIBRARY	TUCSON	AZ	85701-000	60	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CG1224983	54095	54095	10/22/2012	10/22/2017	101 N STONE AVE	SHERIFFS DEPT	PUBLIC LIBRARY	TUCSON	AZ	85701-000	60	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CG1225065	54096	54096	10/22/2012	10/22/2017	101 N STONE AVE	SHERIFFS DEPT	PUBLIC LIBRARY	TUCSON	AZ	85701-000	60	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CG1225947	54097	54097	10/22/2012	10/22/2017	101 N STONE AVE	SHERIFFS DEPT	PUBLIC LIBRARY	TUCSON	AZ	85701-000	60	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CG1225952	54098	54098	10/22/2012	10/22/2017	101 N STONE AVE	SHERIFFS DEPT	PUBLIC LIBRARY	TUCSON	AZ	85701-000	60	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CG1225956	54098	54098	10/22/2012	10/22/2017	101 N STONE AVE	SHERIFFS DEPT	PUBLIC LIBRARY	TUCSON	AZ	85701-000	60	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CG1225876	54429	54429	10/22/2012	10/22/2017	101 N STONE AVE	SHERIFFS DEPT	PUBLIC LIBRARY	TUCSON	AZ	85701-000	60	60	Jun-17	Rightsize and Replace

Asset Description	Model #	Serial #	Machine ID#	Install Date	Expiration Date	Asset Address1	Asset Address2	Asset Address3	Asset City	Asset State	Asset Zip	Orig Term	Rightsize Month	Replace during contract
TOSHIBA COPPER E-STUDIO 3540C	CGH218003	54252	54252	10/22/2012	10/22/2017	101 N STONE AVE	4TH FL - MAIN - COPY ROOM	PUBLIC LIBRARY	TUCSON	AZ	85701-000	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGH225875	54428	54428	10/23/2012	10/23/2017	5605 E WETMORE RD	DUNBAR-RIVER BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85750-000	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGH225991	54052	54052	10/23/2012	10/23/2017	1730 W WETMORE RD	FLOWING WELLS BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85705-000	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGH225872	54427	54427	10/23/2012	10/23/2017	1075 S 10TH AVE	SANTA ROSA BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85701-000	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGG225000	54553	54553	10/23/2012	10/23/2017	3770 S MISSION RD	MISSION BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85710-000	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGH225962	54934	54934	10/24/2012	10/24/2017	15631 N ORACLE RD	DEWINTER-CATALINA BRANCH	PUBLIC LIBRARY	CATALINA	AZ	85739-000	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGH225891	54435	54435	10/24/2012	10/24/2017	101 W IRVINGTON RD	EL PUEBLO BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85714-000	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGH225951	54433	54433	10/24/2012	10/24/2017	13370 N LON ADAMS RD	SELASA-MARANA BRANCH	PUBLIC LIBRARY	MARANA	AZ	85555-000	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGH225877	54432	54432	10/24/2012	10/24/2017	7300 N SHANNON RD	MAJANI BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85743-000	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGH225860	54120	54120	10/24/2012	10/24/2017	1305 W NARANJA DR	ORO VALLEY BRANCH	PUBLIC LIBRARY	ORO VALLEY	AZ	85749-000	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGH225881	54123	54123	10/25/2012	10/25/2017	1035 N TREAT AVE	WHEELER TAFT ABBETT, SR BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85716-000	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGH225966	54138	54138	10/25/2012	10/25/2017	9640 GOLF LINKS RD	MULLER GOLF LINKS BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85730-000	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGH225882	54122	54122	10/25/2012	10/25/2017	1959 E TANQUE VERDE	KIRK-PEAR CANYON BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85749-000	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGH225897	54054	54054	10/25/2012	10/25/2017	1377 N CATALINA AVE	MARINA COPPER BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85712-000	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGH225946	54053	54053	10/25/2012	10/25/2017	530 N WILMOT RD	MURPHY-WILMOT BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85713-000	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226711	57041	57041	3/5/2013	10/25/2017	530 N WILMOT RD	MURPHY-WILMOT BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85713-000	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226711	57041	57041	3/5/2013	10/25/2017	530 N WILMOT RD	MURPHY-WILMOT BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85713-000	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGH225955	54121	54121	10/25/2012	10/25/2017	202 W VALENCIA RD	VALENCIA BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85706-000	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGH225867	54136	54136	10/25/2012	10/25/2017	3455 N 1ST AVE	WOODS MEMORIAL BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85719-000	54	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226709	57040	57040	3/5/2013	10/25/2017	3455 N 1ST AVE	WOODS MEMORIAL BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85719-000	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGH225948	54549	54549	10/26/2012	10/26/2017	4355 E CALLE ALHONRA	ECSTON-COLUMBUS BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85711-000	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGH225955	54550	54550	10/26/2012	10/26/2017	1380 W SPEEDWAY BLVD	EL RIO BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85745-000	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGH225942	54523	54523	10/26/2012	10/26/2017	1895 E 36TH ST	QUINCE DOUGLAS BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85713-000	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGH225884	54124	54124	10/26/2012	10/26/2017	1685 S MARK RD	SOUTHWEST BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85713-000	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGH225949	54135	54135	10/26/2012	10/26/2017	17050 W ARVACA RD	CAVIGIA-ARVACA BRANCH	PUBLIC LIBRARY	ARVACA	AZ	85601-000	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGH225950	54137	54137	10/26/2012	10/26/2017	621 N LA CANADA DR	JOVNER-GREEN VALLEY BRANCH	PUBLIC LIBRARY	GREEN VALLEY	AZ	85624-000	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGH225957	54137	54137	10/26/2012	10/26/2017	705 N VIA RANCHO	SAHUARI-AZ BRANCH	PUBLIC LIBRARY	SAHUARI/AZ	AZ	85629-000	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGH225961	54552	54552	10/30/2012	10/30/2017	33 PLAZA	SAUZAR-AJO BRANCH	PUBLIC LIBRARY	AJO	AZ	85521-000	60	Jun-17	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CHD230334	54446	54446	11/2/2012	11/2/2017	3950 S COUNTRY CLUB ROAD	SUITE 200	HEALTH - COMMUNITY SURVEIL/INT	TUCSON	AZ	85714-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGH225867	54445	54445	11/2/2012	11/2/2017	1750 E BENSON HWY	SHERIFFS DEPT	HEALTH - COMMUNITY SURVEIL/INT	TUCSON	AZ	85714-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGH225867	54445	54445	11/2/2012	11/2/2017	1750 E BENSON HWY	SHERIFFS DEPT	HEALTH - COMMUNITY SURVEIL/INT	TUCSON	AZ	85714-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000	60	Jan-18	Rightsize and Replace
TOSHIBA COPPER E-STUDIO 3540C	CGJ226647	54449	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85701-000</			



---

**Appendix 3: List of Current Leased MFDs by Expiration Date**

Appendix 3: List of Current Leased MFDs by Expiration Date

Pima County - Toshiba Lease Expiration Schedule											
Model #	Serial #	Machine ID#	Install Date	Revised Exp Date	Asset Address1	Asset Address2	Asset Address3	Asset City	Asset State	Asset Zip	Orig Term
E-STUDIO0355	CPK0284851	53123	7/6/2010	1/6/2016	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	DEPT- CHAPLAIN	TUCSON	AZ	85714-000	60
E-STUDIO0355	CPK028731	53133	7/16/2010	1/16/2016	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	DEPT- BOOKING	TUCSON	AZ	85714-000	60
E-STUDIO0355	CPD026449	53130	7/16/2010	1/16/2016	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	MSF FLU/ROUGH/MAIL SGT	TUCSON	AZ	85714-000	60
E-STUDIO0355	CP1916309	53131	7/16/2010	1/16/2016	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	DEPT- CASH WINDOW	TUCSON	AZ	85714-000	60
E-STUDIO0355	CPK028728	53132	7/16/2010	1/16/2016	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	ADC - RECORDS #2	TUCSON	AZ	85714-000	60
E-STUDIO0355	CPK028748	53134	7/20/2010	1/20/2016	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	DEPT- CLASSIFICATION	TUCSON	AZ	85714-000	60
E-STUDIO0755	CDP0011633	53127	7/20/2010	1/20/2016	1750 E BENSON HWY	SHERIFFS DEPT	INVESTIGATION CID WRK RM	TUCSON	AZ	85714-000	60
E-STUDIO0555	CBF015040	53135	7/22/2010	1/22/2016	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	ADC - JAIL RECORDS	TUCSON	AZ	85714-000	60
E-STUDIO0255	CNCC027192	53122	7/22/2010	1/22/2016	1650 E BENSON HWY 3RD FLR	SHERIFFS DEPT	PROPERTY AND EVIDENCE	TUCSON	AZ	85714-000	60
E-STUDIO0390C	CZK017661	53126	7/22/2010	1/22/2016	1600 E BENSON HWY	SHERIFFS DEPT	PROPERTY AND EVIDENCE	TUCSON	AZ	85714-000	60
E-STUDIO03590C	CZK017656	53129	7/22/2010	1/22/2016	2545 E AJO WAY	SHERIFFS DEPT	SAN XAVIER DISTRICT	TUCSON	AZ	85713-000	60
E-STUDIO03590C	CZK017593	53128	7/22/2010	1/22/2016	7300 N SHANNON RD	SHERIFFS DEPT	FOOTHILLS DISTRICT OFF.	TUCSON	AZ	85741-000	60
E-STUDIO03590C	CZK016764	53124	7/22/2010	1/22/2016	8999 E TANQUE VERDE RD	SHERIFFS DEPT	RINCON DISTRICT OFFICE	TUCSON	AZ	85749-000	60
E-STUDIO03590C	CZK017570	53125	7/22/2010	1/22/2016	601 N LA CANADA	SHERIFFS DEPT	GREEN VALLEY DISTRICT OFFICE	TUCSON	AZ	85614-000	60
E-STUDIO03590C	CZ1019010	53189	10/28/2010	1/28/2016	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	ADC - TOWER SGT OFFICE	TUCSON	AZ	85713-000	60
E-STUDIO03590C	CZK017990	53167	8/2/2010	2/2/2016	1313 MISSION RD BLDG 27	GRAPHIC SERVICE -PRINT SHOP		SOUTH TUCSON	AZ	85713-000	60
E-STUDIO05520C	CSE017242	53195	11/8/2010	2/8/2016	1270 W SILVERLAKE RD	SHERIFFS DEPT	ADC - SECURITY SERVICES	TUCSON	AZ	85713-000	60
E-STUDIO05520C	CSH018618	53196	11/8/2010	2/8/2016	1270 W SILVERLAKE RD.	SHERIFFS DEPT	ADC - TRAINING CENTER	TUCSON	AZ	85713-000	60
E-STUDIO03590C	CZK012970	53156	8/19/2010	2/19/2016	1500 E APACHE PARK PL	SHERIFFS DEPT	ADMIN OFFICE-CORRECTION BUREAU	TUCSON	AZ	85714-000	60
E-STUDIO03590C	CZK012985	53157	8/19/2010	2/19/2016	1249 NORTH AJO WELL RD	SHERIFFS DEPT	AJO DISTRICT OFFICE	AJO	AZ	85321-000	60
E-STUDIO0355	CPK029201	53154	8/19/2010	2/19/2016	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	MSF PROPERTY	TUCSON	AZ	85714-000	60
E-STUDIO0355	CPK029736	53155	8/19/2010	2/19/2016	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	ADC - LAW LIBRARY	TUCSON	AZ	85714-000	60
E-STUDIO0755	CDK013358	53102	5/24/2010	2/24/2016	1650 E BENSON HWY 3RD FLR	SHERIFFS DEPT	DEPT TERMINAL OPERATIONS	TUCSON	AZ	85714-000	60
E-STUDIO0355	CPK024266	53106	5/24/2010	2/24/2016	1750 E BENSON HWY	SHERIFFS DEPT	DEPT-SPECIAL OPERATIONS	TUCSON	AZ	85714-000	60
E-STUDIO0555	CBK014583	53107	5/24/2010	2/24/2016	1650 E BENSON HWY 3RD FLR	SHERIFFS DEPT	DEPT- PERSONNEL 3RD FL	TUCSON	AZ	85714-000	60
E-STUDIO0755	CDH910798	53103	5/24/2010	2/24/2016	1650 E BENSON HWY 3RD FLR	SHERIFFS DEPT	DEPT- SO RECORDS	TUCSON	AZ	85714-000	60
E-STUDIO0355	CPK024244	53105	5/24/2010	2/24/2016	1650 E BENSON HWY 3RD FLR	SHERIFFS DEPT	Range (PRTC)	TUCSON	AZ	85714-000	60
E-STUDIO0355	CPG029747	53163	9/2/2010	3/2/2016	332 S FREEWAY	HEALTH DEPT	TERESA LEE CLINIC	TUCSON	AZ	85745-000	60
E-STUDIO0355	CPG030932	53164	9/9/2010	3/9/2016	32 N. STONE 16TH FLOOR	SHERIFFS DEPT	COURT ENFORCEMENT	TUCSON	AZ	85701-000	60
E-STUDIO02990C	CIA159003	53246	3/9/2011	3/9/2016	1750 E BENSON HWY	SHERIFFS DEPT	PATROL ADMIN	TUCSON	AZ	85701-000	60
E-STUDIO0355SE	CPA139103	53218	3/10/2011	3/10/2016	110 W CONGRESS ST	SHERIFFS DEPT	ROOM 740 - JUDICIAL SECURITY	TUCSON	AZ	85701-000	60
E-STUDIO0555	CBK014470	53117	6/17/2010	3/17/2016	1650 E BENSON HWY 3RD FLR	SHERIFFS DEPT	DEPT: FORENSIC UNIT	TUCSON	AZ	85714-000	60
E-STUDIO03590C	CZK120445	53269	5/12/2011	5/12/2016	7101 N CASA GRANDE HWY	SHERIFFS DEPT	COMMUNICATIONS SECTOR	TUCSON	AZ	85743-000	60
E-STUDIO0355SE	CPK142114	53260	5/12/2011	5/12/2016	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	CORRECTIONS FRONT DSK	TUCSON	AZ	85713-000	60
E-STUDIO02390C	CIA035632	53276	6/29/2011	6/29/2016	1500 E APACHE PARK PL	SHERIFFS DEPT	MATERIALS MANAGEMENT	TUCSON	AZ	85714-000	60
E-STUDIO 3540C	COE110881	53293	8/4/2011	8/4/2016	6261 N. SANDARIO RD.	SHERIFFS DEPT	MOUNTAIN DISTRICT OFFICE	TUCSON	AZ	85743-000	60
E-STUDIO03540C	COG113312	53317	8/24/2011	8/24/2016	1270 W SILVERLAKE RD	SHERIFFS DEPT	ADC - EAST UNIT	TUCSON	AZ	85713-000	60
E-STUDIO03540C	COG112771	53329	10/13/2011	10/13/2016	1650 E. BENSON HWY	SHERIFFS DEPT	RECORDS SECTION	TUCSON	AZ	85714-000	60
E-STUDIO 5540C	CBH112634	53346	11/14/2011	11/14/2016	3035 W EL CAMINO DEL	REGIONAL WASTEWATER	REG WASTEWATER / CHAO	TUCSON	AZ	85705-000	60
E-STUDIO 2540C	CHG116524	53343	11/14/2011	11/14/2016	16150 WEST AJO HWY	SHERIFFS DEPT	ROBLES RANCH OFFICE	TUCSON	AZ	85735-000	60
E-STUDIO0555	CB1123201	53348	11/17/2011	11/17/2016	175 W IRVINGTON AVE	HEALTH DEPT	PHN SOUTH	TUCSON	AZ	85714-000	60

Appendix 3: List of Current Leased MFDs by Expiration Date

Model #	Serial #	Machine ID#	Install Date	Revised Exp Date	Asset Address1	Asset Address2	Asset Address3	Asset City	Asset State	Asset Zip	Orig Term
E-STUDIO0555	CB1123178	53349	11/17/2011	11/17/2016	3550 N 1ST AVE	HEALTH DEPT	NORTH OFFICE PHN	TUCSON	AZ	85719-000	60
E-STUDIO0555	CB1123181	53347	11/17/2011	11/17/2016	4000 N SVERBEL RD	PIMA ANIMAL CARE CENTER		TUCSON	AZ	85745-000	60
E-STUDIO0356	SC2161009	57127	1/7/2014	1/7/2017	2955 W CALLE AGUA NUEVA	REGIONAL WASTEWATER	PRODCUREMENT DEPT	TUCSON	AZ	85701-000	36
E-STUDIO756	CKA210030	53359	2/21/2012	2/21/2017	130 W CONGRESS STREET	3RD FLOOR	ADC	TUCSON	AZ	85714-000	60
E-STUDIO03540C	COA218190	53364	2/28/2012	2/28/2017	1270 W SILVERLAKE RD	SHERIFFS DEPT		TUCSON	AZ	85743-000	60
E-STUDIO5540C	CB113076	53445	4/3/2012	4/3/2017	7101 N CASA GRANDE HWY	REGIONAL WASTEWATER	INA TREATMT/RWRD	TUCSON	AZ	85744-000	60
E-STUDIO3540C	COF224004	54770	9/18/2012	9/18/2017	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	MSF FURLOUGH/MAIL SGT	TUCSON	AZ	85714-000	60
E-STUDIO3540C	CQH225874	54051	10/22/2012	10/22/2017	101 N STONE AVE	MAIN - 1ST FL	PUBLIC LIBRARY	TUCSON	AZ	85701-000	60
E-STUDIO3540C	CQH225143	54055	10/22/2012	10/22/2017	101 N STONE AVE	MAIN #2 STAFF	PUBLIC LIBRARY	TUCSON	AZ	85701-000	60
E-STUDIO3540C	CQG224983	54059	10/22/2012	10/22/2017	101 N STONE AVE	MAIN #3	PUBLIC LIBRARY	TUCSON	AZ	85701-000	60
E-STUDIO3540C	CQG225065	54056	10/22/2012	10/22/2017	101 N STONE AVE	MAIN #3 - 4TH FL	PUBLIC LIBRARY	TUCSON	AZ	85701-000	60
E-STUDIO3540C	CQH225947	54050	10/22/2012	10/22/2017	101 N STONE AVE	MAIN 2ND FLOOR	PUBLIC LIBRARY	TUCSON	AZ	85701-000	60
E-STUDIO3540C	CQH225952	54057	10/22/2012	10/22/2017	101 N STONE AVE	MAIN 3RD FL (1)	PUBLIC LIBRARY	TUCSON	AZ	85701-000	60
E-STUDIO3540C	CQH225958	54058	10/22/2012	10/22/2017	101 N STONE AVE	MAIN 3RD FL (2)	PUBLIC LIBRARY	TUCSON	AZ	85701-000	60
E-STUDIO3540C	CQH225876	54429	10/22/2012	10/22/2017	101 N STONE AVE	MAIN 4TH FL STAFF	PUBLIC LIBRARY	TUCSON	AZ	85701-000	60
E-STUDIO5540C	CBG218003	54252	10/22/2012	10/22/2017	101 N STONE AVE	4TH FL - MAIN - COPY ROOM	PUBLIC LIBRARY	TUCSON	AZ	85701-000	60
E-STUDIO3540C	CQH225875	54428	10/23/2012	10/23/2017	5605 E RIVER RD	DUSENBERRY-RIVER BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85750-000	60
E-STUDIO3540C	CQH225991	54052	10/23/2012	10/23/2017	1730 W WETMORE RD	FLOWING WELLS BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85705-000	60
E-STUDIO3540C	CQH225872	54427	10/23/2012	10/23/2017	1075 S 10TH AVE	SANTA ROSA BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85701-000	60
E-STUDIO3540C	CQG225000	54553	10/23/2012	10/23/2017	3770 S MISSION RD	MISSION BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85713-000	60
E-STUDIO3540C	CQH225962	54434	10/24/2012	10/24/2017	15631 N ORACLE RD	DEWHIRST-CATALINA BRANCH	PUBLIC LIBRARY	CATALINA	AZ	85739-000	60
E-STUDIO3540C	CQH225891	54435	10/24/2012	10/24/2017	101 W IRVINGTON RD	EL PUEBLO BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85714-000	60
E-STUDIO3540C	CQH225951	54433	10/24/2012	10/24/2017	13370 N LON ADAMS RD	GEASA-MARANA BRANCH	PUBLIC LIBRARY	MAARANA	AZ	85653-000	60
E-STUDIO3540C	CQH225963	54432	10/24/2012	10/24/2017	7300 N NANNON RD	NANINI BRANCH	PUBLIC LIBRARY	ORNO VALLEAZ	AZ	85741-000	60
E-STUDIO3540C	CQH225877	54431	10/24/2012	10/24/2017	13005 W NARANJA DR	ORO VALLEY BRANCH	PUBLIC LIBRARY	ORNO VALLEAZ	AZ	85737-000	60
E-STUDIO3540C	CQH225880	54120	10/24/2012	10/24/2017	7800 N SCHISLER DR	WHEELER TAFT ABBETT, SR BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85743-000	60
E-STUDIO3540C	CQH225881	54123	10/25/2012	10/25/2017	1035 N TREAT AVE	HIMMEL PARK BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85716-000	60
E-STUDIO3540C	CQH225966	54138	10/25/2012	10/25/2017	9640 E GOLF LINKS RD	MILLER-GOLF LINKS BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85730-000	60
E-STUDIO3540C	CQH225967	54136	10/25/2012	10/25/2017	3455 N FIRST AVE	WOODS MEMORIAL BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85719-000	60
E-STUDIO3540C	CQH225882	54122	10/25/2012	10/25/2017	8959 E TANQUE VERDE	KIRK-BEAR CANYON BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85749-000	60
E-STUDIO3540C	CQH225897	54054	10/25/2012	10/25/2017	1377 N CATALINA AVE	MARTHA COOPER BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85712-000	60
E-STUDIO3540C	CQH225946	54053	10/25/2012	10/25/2017	530 N WILMOT RD	MURPHY-WILMOT BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85711-000	60
E-STUDIO3540C	COJ226711	57041	3/5/2013	10/25/2017	530 N WILMOT ROAD	MURPHY-WILMOT BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85711-000	60
E-STUDIO3540C	COJ226711	57041	3/5/2013	10/25/2017	530 N WILMOT RD	MURPHY-WILMOT BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85711-000	54
E-STUDIO3540C	CQH225965	54121	10/25/2012	10/25/2017	202 W VALENCIA RD	VALENCIA BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85706-000	60
E-STUDIO3540C	COJ226709	57040	3/5/2013	10/25/2017	3455 N FIRST AVE	WOOD MEMORIAL BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85719-000	54
E-STUDIO3540C	CQH225948	54430	10/26/2012	10/26/2017	4355 E CALLE AURORA	ECKSTROM-COLUMBUS BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85711-000	60
E-STUDIO3540C	CQH225955	54549	10/26/2012	10/26/2017	1390 W SPEEDWAY BLVD	EL RIO BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85745-000	60
E-STUDIO3540C	CQH225982	54550	10/26/2012	10/26/2017	1585 E 36TH ST	QUINCE DOUGLES BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85713-000	60
E-STUDIO3540C	CQH225989	54253	10/26/2012	10/26/2017	1607 S 6TH AVE	SAM LENA-SOUTH TUCSON BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85713-000	60
E-STUDIO3540C	CQH225884	54124	10/26/2012	10/26/2017	6855 S MARK RD	SOUTHWEST BRANCH	PUBLIC LIBRARY	TUCSON	AZ	85757-000	60
E-STUDIO3540C	CQH225885	54135	10/29/2012	10/29/2017	17050 W ARIVACA RD	CAVIGLIA-ARIVACA BRANCH	PUBLIC LIBRARY	ARIVACA	AZ	85601-000	60

Appendix 3: List of Current Leased MFDS by Expiration Date

Model #	Serial #	Machine ID#	Install Date	Revised Exp Date	Asset Address1	Asset Address2	Asset Address3	Asset City	Asset State	Asset Zip	Orig Term
E-STUDIO 3540C	CQH225960	54139	10/29/2012	10/29/2017	601 N LA CANADA DR	JOYNER-GREEN VALLEY BRANCH	PUBLIC LIBRARY	GREEN VAL	AZ	85614-000	60
E-STUDIO 3540C	CQH225957	54137	10/29/2012	10/29/2017	725 W VIA RANCHO	SAHUARITA BRANCH	PUBLIC LIBRARY	SAHUARITA/AZ	AZ	85629-000	60
E-STUDIO 3540C	CQH225961	54552	10/30/2012	10/30/2017	33 PLAZA	SALAZAR-AJO BRANCH	PUBLIC LIBRARY	AJO	AZ	85321-000	60
E-STUDIO6550CT	CLH211862	54445	11/2/2012	11/2/2017	1750 E BENSON HIGHWAY	SHERIFFS DEPT	2ND FLOOR - CID	TUCSON	AZ	85714-000	60
E-STUDIO 3540C	CQH225867	54447	11/2/2012	11/2/2017	3950 S COUNTRY CLUB ROAD	SUITE 200	HEALTH - COMMUNITY SURVEILL/IN/TUCSON	TUCSON	AZ	85714-000	60
E-STUDIO 2540C	CHD230334	54446	11/2/2012	11/2/2017	3950 S COUNTRY CLUB ROAD	SUITE 200	HEALTH - COMMUNITY SURVEILL/IN/TUCSON	TUCSON	AZ	85714-000	60
E-STUDIO 3540C	CQJ226728	54441	11/15/2012	11/15/2017	3434 E 22ND STREET	EMERGENCY MGMT - MAIN	MATERIAL MANAGEMENT	TUCSON	AZ	85713-000	60
E-STUDIO 3540C	CQJ226647	54449	11/15/2012	11/15/2017	1500 E APACHE PARK PLACE	SHERIFFS DEPT	MATERIAL MANAGEMENT	TUCSON	AZ	85714-000	60
E-STUDIO 3540C	CQJ226623	54440	11/16/2012	11/16/2017	33 N STONE AVE	SHERIFFS DEPT	ITD - SUPPORT SERVICES	TUCSON	AZ	85701-000	60
E-STUDIO 3540C	CQJ226627	57002	11/27/2012	11/27/2017	3950 S COUNTRY CLUB ROAD	HEALTH DEPT	CLINICAL SVCS 3RD FL	TUCSON	AZ	85714-000	60
E-STUDIO 3540C	CQJ226628	57005	11/29/2012	11/29/2017	97 E CONGRESS STREET	REGIONAL FLOOD CONTROL	REGIONAL FLOOD CONTROL	TUCSON	AZ	85701-000	60
E-STUDIO 556	CGH213174	57009	12/17/2012	12/17/2017	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	ADC - WEST UNIT	TUCSON	AZ	85713-000	60
E-STUDIO 3540C	CQJ226718	57021	1/11/2013	1/11/2018	33 N STONE AVE	#3240	GRANTS MANAGEMENT	TUCSON	AZ	85714-000	60
E-STUDIO 3540C	CQJ226644	57027	1/29/2013	1/29/2018	97 E CONGRESS STREET	FLOOD CONTROL	17TH FLOOR - ADMINISTRATION	TUCSON	AZ	85701-000	60
E-STUDIO 556	CQR228246	57026	1/29/2013	1/29/2018	201 N STONE AVE. 7TH FLR	ITD	DIRECTORS OFFICE	TUCSON	AZ	85701-000	60
E-STUDIO 556	CG1214911	57035	2/26/2013	2/26/2018	1270 W SILVERLAKE RD	SHERIFFS DEPT	14TH FLOOR	TUCSON	AZ	85713-000	60
E-STUDIO 5540C	CBK219280	57038	2/28/2013	2/28/2018	2797 E AJO WAY	3RD FLOOR	COMM DEV / KINO SVC CENTER	TUCSON	AZ	85713-000	60
E-STUDIO 5540C	CB1219659	57039	2/28/2013	2/28/2018	4527 W WALKER ROAD	RWRD SUBREGIONAL	COURTROOM	TUCSON	AZ	85713-000	60
E-STUDIO 5540C	CQJ225011	54771	3/5/2013	3/5/2018	3434 E 22ND ST SHERIFFS	SHERIFFS DEPT	HEADQUARTERS	TUCSON	AZ	85743-000	60
E-STUDIO 5540C	CQJ229743	57048	3/12/2013	3/12/2018	801 WEST CONGRESS	HOUSING CENTER	OFFICE OF EMERGENCY MGMT - P	TUCSON	AZ	85713-000	60
E-STUDIO 5540C	CHD231046	57051	4/4/2013	4/4/2018	1750 E BENSON HWY	SHERIFFS DEPT	BETTY VILLEGAS	TUCSON	AZ	85745-000	60
E-STUDIO 5540C	CQJ226644	57027	1/29/2013	1/29/2018	97 E CONGRESS STREET	FLOOD CONTROL	17TH FLOOR - ADMINISTRATION	TUCSON	AZ	85701-000	60
E-STUDIO 5540C	CG1214911	57035	2/26/2013	2/26/2018	1270 W SILVERLAKE RD	SHERIFFS DEPT	14TH FLOOR	TUCSON	AZ	85713-000	60
E-STUDIO 5540C	CBK219280	57038	2/28/2013	2/28/2018	2797 E AJO WAY	3RD FLOOR	COMM DEV / KINO SVC CENTER	TUCSON	AZ	85713-000	60
E-STUDIO 5540C	CB1219659	57039	2/28/2013	2/28/2018	4527 W WALKER ROAD	RWRD SUBREGIONAL	COURTROOM	TUCSON	AZ	85713-000	60
E-STUDIO 5540C	CQJ225011	54771	3/5/2013	3/5/2018	3434 E 22ND ST SHERIFFS	SHERIFFS DEPT	HEADQUARTERS	TUCSON	AZ	85743-000	60
E-STUDIO 5540C	CQJ229743	57048	3/12/2013	3/12/2018	801 WEST CONGRESS	HOUSING CENTER	OFFICE OF EMERGENCY MGMT - P	TUCSON	AZ	85713-000	60
E-STUDIO 5540C	CHD231046	57051	4/4/2013	4/4/2018	1750 E BENSON HWY	SHERIFFS DEPT	BETTY VILLEGAS	TUCSON	AZ	85745-000	60
E-STUDIO 5540C	CQJ226644	57027	1/29/2013	1/29/2018	97 E CONGRESS STREET	FLOOD CONTROL	17TH FLOOR - ADMINISTRATION	TUCSON	AZ	85701-000	60
E-STUDIO 5540C	CQJ226628	57005	11/29/2012	11/29/2017	97 E CONGRESS STREET	REGIONAL FLOOD CONTROL	REGIONAL FLOOD CONTROL	TUCSON	AZ	85701-000	60
E-STUDIO 5540C	CGH213174	57009	12/17/2012	12/17/2017	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	ADC - WEST UNIT	TUCSON	AZ	85713-000	60
E-STUDIO 5540C	CQJ226718	57021	1/11/2013	1/11/2018	33 N STONE AVE	#3240	GRANTS MANAGEMENT	TUCSON	AZ	85714-000	60
E-STUDIO 5540C	CQJ226644	57027	1/29/2013	1/29/2018	97 E CONGRESS STREET	FLOOD CONTROL	17TH FLOOR - ADMINISTRATION	TUCSON	AZ	85701-000	60
E-STUDIO 5540C	CQR228246	57026	1/29/2013	1/29/2018	201 N STONE AVE. 7TH FLR	ITD	DIRECTORS OFFICE	TUCSON	AZ	85701-000	60
E-STUDIO 556	CG1214911	57035	2/26/2013	2/26/2018	1270 W SILVERLAKE RD	SHERIFFS DEPT	14TH FLOOR	TUCSON	AZ	85713-000	60
E-STUDIO 5540C	CBK219280	57038	2/28/2013	2/28/2018	2797 E AJO WAY	3RD FLOOR	COMM DEV / KINO SVC CENTER	TUCSON	AZ	85713-000	60
E-STUDIO 5540C	CB1219659	57039	2/28/2013	2/28/2018	4527 W WALKER ROAD	RWRD SUBREGIONAL	COURTROOM	TUCSON	AZ	85713-000	60
E-STUDIO 5540C	CQJ225011	54771	3/5/2013	3/5/2018	3434 E 22ND ST SHERIFFS	SHERIFFS DEPT	HEADQUARTERS	TUCSON	AZ	85743-000	60
E-STUDIO 5540C	CQJ229743	57048	3/12/2013	3/12/2018	801 WEST CONGRESS	HOUSING CENTER	OFFICE OF EMERGENCY MGMT - P	TUCSON	AZ	85713-000	60
E-STUDIO 5540C	CHD231046	57051	4/4/2013	4/4/2018	1750 E BENSON HWY	SHERIFFS DEPT	BETTY VILLEGAS	TUCSON	AZ	85745-000	60
E-STUDIO 5540C	CQJ226644	57027	1/29/2013	1/29/2018	97 E CONGRESS STREET	FLOOD CONTROL	17TH FLOOR - ADMINISTRATION	TUCSON	AZ	85701-000	60
E-STUDIO 5540C	CQJ226628	57005	11/29/2012	11/29/2017	97 E CONGRESS STREET	REGIONAL FLOOD CONTROL	REGIONAL FLOOD CONTROL	TUCSON	AZ	85701-000	60
E-STUDIO 5540C	CGH213174	57009	12/17/2012	12/17/2017	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	ADC - WEST UNIT	TUCSON	AZ	85713-000	60
E-STUDIO 5540C	CQJ226718	57021	1/11/2013	1/11/2018	33 N STONE AVE	#3240	GRANTS MANAGEMENT	TUCSON	AZ	85714-000	60
E-STUDIO 5540C	CQJ226644	57027	1/29/2013	1/29/2018	97 E CONGRESS STREET	FLOOD CONTROL	17TH FLOOR - ADMINISTRATION	TUCSON	AZ	85701-000	60
E-STUDIO 5540C	CQR228246	57026	1/29/2013	1/29/2018	201 N STONE AVE. 7TH FLR	ITD	DIRECTORS OFFICE	TUCSON	AZ	85701-000	60
E-STUDIO 556	CG1214911	57035	2/26/2013	2/26/2018	1270 W SILVERLAKE RD	SHERIFFS DEPT	14TH FLOOR	TUCSON	AZ	85713-000	60
E-STUDIO 5540C	CBK219280	57038	2/28/2013	2/28/2018	2797 E AJO WAY	3RD FLOOR	COMM DEV / KINO SVC CENTER	TUCSON	AZ	85713-000	60
E-STUDIO 5540C	CB1219659	57039	2/28/2013	2/28/2018	4527 W WALKER ROAD	RWRD SUBREGIONAL	COURTROOM	TUCSON	AZ	85713-000	60
E-STUDIO 5540C	CQJ225011	54771	3/5/2013	3/5/2018	3434 E 22ND ST SHERIFFS	SHERIFFS DEPT	HEADQUARTERS	TUCSON	AZ	85743-000	60
E-STUDIO 5540C	CQJ229743	57048	3/12/2013	3/12/2018	801 WEST CONGRESS	HOUSING CENTER	OFFICE OF EMERGENCY MGMT - P	TUCSON	AZ	85713-000	60
E-STUDIO 5540C	CHD231046	57051	4/4/2013	4/4/2018	1750 E BENSON HWY	SHERIFFS DEPT	BETTY VILLEGAS	TUCSON	AZ	85745-000	60
E-STUDIO 5540C	CQJ226644	57027	1/29/2013	1/29/2018	97 E CONGRESS STREET	FLOOD CONTROL	17TH FLOOR - ADMINISTRATION	TUCSON	AZ	85701-000	60
E-STUDIO 5540C	CQJ226628	57005	11/29/2012	11/29/2017	97 E CONGRESS STREET	REGIONAL FLOOD CONTROL	REGIONAL FLOOD CONTROL	TUCSON	AZ	85701-000	60
E-STUDIO 5540C	CGH213174	57009	12/17/2012	12/17/2017	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	ADC - WEST UNIT	TUCSON	AZ	85713-000	60
E-STUDIO 5540C	CQJ226718	57021	1/11/2013	1/11/2018	33 N STONE AVE	#3240	GRANTS MANAGEMENT	TUCSON	AZ	85714-000	60
E-STUDIO 5540C	CQJ226644	57027	1/29/2013	1/29/2018	97 E CONGRESS STREET	FLOOD CONTROL	17TH FLOOR - ADMINISTRATION	TUCSON	AZ	85701-000	60
E-STUDIO 5540C	CQR228246	57026	1/29/2013	1/29/2018	201 N STONE AVE. 7TH FLR	ITD	DIRECTORS OFFICE	TUCSON	AZ	85701-000	60
E-STUDIO 556	CG1214911	57035	2/26/2013	2/26/2018	1270 W SILVERLAKE RD	SHERIFFS DEPT	14TH FLOOR	TUCSON	AZ	85713-000	60
E-STUDIO 5540C	CBK219280	57038	2/28/2013	2/28/2018	2797 E AJO WAY	3RD FLOOR	COMM DEV / KINO SVC CENTER	TUCSON	AZ	85713-000	60
E-STUDIO 5540C	CB1219659	57039	2/28/2013	2/28/2018	4527 W WALKER ROAD	RWRD SUBREGIONAL	COURTROOM	TUCSON	AZ	85713-000	60
E-STUDIO 5540C	CQJ225011	54771	3/5/2013	3/5/2018	3434 E 22ND ST SHERIFFS	SHERIFFS DEPT	HEADQUARTERS	TUCSON	AZ	85743-000	60
E-STUDIO 5540C	CQJ229743	57048	3/12/2013	3/12/2018	801 WEST CONGRESS	HOUSING CENTER	OFFICE OF EMERGENCY MGMT - P	TUCSON	AZ	85713-000	60
E-STUDIO 5540C	CHD231046	57051	4/4/2013	4/4/2018	1750 E BENSON HWY	SHERIFFS DEPT	BETTY VILLEGAS	TUCSON	AZ	85745-000	60
E-STUDIO 5540C	CQJ226644	57027	1/29/2013	1/29/2018	97 E CONGRESS STREET	FLOOD CONTROL	17TH FLOOR - ADMINISTRATION	TUCSON	AZ	85701-000	60
E-STUDIO 5540C	CQJ226628	57005	11/29/2012	11/29/2017	97 E CONGRESS STREET	REGIONAL FLOOD CONTROL	REGIONAL FLOOD CONTROL	TUCSON	AZ	85701-000	60
E-STUDIO 5540C	CGH213174	57009	12/17/2012	12/17/2017	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	ADC - WEST UNIT	TUCSON	AZ	85713-000	60
E-STUDIO 5540C	CQJ226718	57021	1/11/2013	1/11/2018	33 N STONE AVE	#3240	GRANTS MANAGEMENT	TUCSON	AZ	85714-000	60
E-STUDIO 5540C	CQJ226644	57027	1/29/2013	1/29/2018	97 E CONGRESS STREET	FLOOD CONTROL	17TH FLOOR - ADMINISTRATION	TUCSON	AZ	85701-000	60
E-STUDIO 5540C	CQR228246	57026	1/29/2013	1/29/2018	201 N STONE AVE. 7TH FLR	ITD	DIRECTORS OFFICE	TUCSON	AZ	85701-000	60
E-STUDIO 556	CG1214911	57035	2/26/2013	2/26/2018	1270 W SILVERLAKE RD	SHERIFFS DEPT	14TH FLOOR	TUCSON	AZ	85713-000	60
E-STUDIO 5540C	CBK219280	57038	2/28/2013	2/28/2018	2797 E AJO WAY	3RD FLOOR	COMM DEV / KINO SVC CENTER	TUCSON	AZ	85713-000	60
E-STUDIO 5540C	CB1219659	57039	2/28/2013	2/28/2018	4527 W WALKER ROAD	RWRD SUBREGIONAL	COURTROOM	TUCSON	AZ	85713-000	60
E-STUDIO 5540C	CQJ225011	54771	3/5/2013	3/5/2018	3434 E 22ND ST SHERIFFS	SHERIFFS DEPT	HEADQUARTERS	TUCSON	AZ	85743-000	60
E-STUDIO 5540C	CQJ229743	57048	3/12/2013	3/12/2018	801 WEST CONGRESS	HOUSING CENTER	OFFICE OF EMERGENCY MGMT - P	TUCSON	AZ	85713-000	60
E-STUDIO 5540C	CHD231046	57051	4/4/2013	4/4/2018	1750 E BENSON HWY	SHERIFFS DEPT	BETTY VILLEGAS	TUCSON	AZ	85745-000	60
E-STUDIO 5540C	CQJ226644	57027	1/29/2013	1/29/2018	97 E CONGRESS STREET	FLOOD CONTROL	17TH FLOOR - ADMINISTRATION	TUCSON	AZ	85701-000	60
E-STUDIO 5540C	CQJ226628	57005	11/29/2012	11/29/2017	97 E CONGRESS STREET	REGIONAL FLOOD CONTROL	REGIONAL FLOOD CONTROL	TUCSON	AZ	85701-000	60
E-STUDIO 5540C	CGH213174	57009	12/17/2012	12/17/2017	1270 WEST SILVERLAKE RD	SHERIFFS DEPT	ADC - WEST UNIT	TUCSON	AZ	85713-000	60
E-STUDIO 5540C	CQJ226718	57021	1/11/2013	1/11/2018	33 N STONE AVE	#3240	GRANTS MANAGEMENT	TUCSON	AZ	85714-000	60
E-STUDIO 5540C	CQJ226644	57027	1/29/2013	1/29/2018	97 E CONGRESS STREET	FLOOD CONTROL	17TH FLOOR - ADMINISTRATION	TUCSON	AZ	85701-000	

Appendix 3: List of Current Leased MFDs by Expiration Date

Model #	Serial #	Machine ID#	Install Date	Revised Exp Date	Asset Address <sup>1</sup>	Asset Address <sup>2</sup>	Asset Address <sup>3</sup>	Asset City	Asset State	Asset Zip	Orig Term
E-STUDIO 5560C	SCGCD10982	57177	6/30/2014	6/30/2019	130 W CONGRESS ST 4TH FL	GRANT'S MANAGEMENT DIVISION	PIMA COUNTY FINANCE	TUCSON	AZ	85701-000	60
E-STUDIO 3555C	SC7GD73742	57194	8/29/2014	8/29/2019	97 E CONGRESS ST MAIN OFF	3RD FLR FRONT COUNTER	REGIONAL FLOOD CONTROL	TUCSON	AZ	85701-000	60
E-STUDIO 3555C	SC7GD71518	57192	8/29/2014	8/29/2019	1301 S MISSION RD	ADMIN DEPT.	FLEET SERVICES	TUCSON	AZ	85713-000	60
E-STUDIO357	SC6GD23627	57193	8/29/2014	8/29/2019	1301 S MISSION RD	FACILITY PARTS ROOM	FLEET SERVICES	TUCSON	AZ	85713-000	60
E-STUDIO 3555C	SC7GD71615	57190	8/29/2014	8/29/2019	1220 W SILVERLAKE RD	SHERIFFS DEPT	ADC - COURTRROOM	TUCSON	AZ	85713-000	60
E-STUDIO 2555C	SC7GD72538	57189	8/29/2014	8/29/2019	15631 N ORACLE RD #175	SHERIFFS DEPT	CATALINA SUBSTATION	CATALINA	AZ	85738-000	60
E-STUDIO 2555C	SC7GD72569	57191	8/29/2014	8/29/2019	1301 S MISSION RD	SHOP SUPERVISORS DEPT	FLEET SERVICES	TUCSON	AZ	85713-000	60
E-STUDIO3555C	SC7GD73793	57209	9/26/2014	9/26/2019	210 NORTH STONE AVE	DEVELOPMENT SERVICES	2DN FL - RECEPTION	TUCSON	AZ	85701-000	60
E-STUDIO3555C	SC7GD73792	57206	9/26/2014	9/26/2019	210 NORTH STONE AVE	DEVELOPMENT SERVICES	MAIN 2ND FL COPIER ROOM	TUCSON	AZ	85701-000	60
E-STUDIO3555C	SC7GD73794	57207	9/26/2014	9/26/2019	210 N STONE AVE	DEVELOPMENT SERVICES	1ST FL - CASHIER	TUCSON	AZ	85701-000	60
E-STUDIO3555C	SC7GD73795	57208	9/26/2014	9/26/2019	201 N STONE AVE	DEVELOPMENT SERVICES	1ST FL - FRONT COUNTER	TUCSON	AZ	85701-000	60
E-STUDIO3555C	SC7GD73744	57204	9/26/2014	9/26/2019	201 N STONE AVE	DEVELOPMENT SERVICES	1ST FL / KITCHENETTE	TUCSON	AZ	85701-000	60
E-STUDIO73757	SCAGD12302	57211	10/1/2014	10/1/2019	1640 E BENSON HWY	DOCUMENT & MICROGRAPHIC	CLERK OF THE BOARD	TUCSON	AZ	85714-000	60

---

**Appendix 4: Machine Audit Form**

Customer Name \_\_\_\_\_ Date \_\_\_\_\_

Location \_\_\_\_\_



1	Department [ ]	Technology <input type="checkbox"/> Copier <input type="checkbox"/> Laser Printer <input type="checkbox"/> InkJet <input type="checkbox"/> Fax	MFG: _____	Networked: Y N	Mono Meter [ ]	Lease Pymt: _____	Supplies Inc. Y N
	Room/Cube # [ ]		Model: _____		Color Meter [ ]	Service/ Supply Cost: _____	
			ID #: _____			Mono Price: [ ]	Color Price: [ ]
			Serial #: _____			Service Vendor: _____	Notes: _____

2	Department [ ]	Technology <input type="checkbox"/> Copier <input type="checkbox"/> Laser Printer <input type="checkbox"/> InkJet <input type="checkbox"/> Fax	MFG: _____	Networked: Y N	Mono Meter [ ]	Lease Pymt: _____	Supplies Inc. Y N
	Room/Cube # [ ]		Model: _____		Color Meter [ ]	Service/ Supply Cost: _____	
			ID #: _____			Mono Price: [ ]	Color Price: [ ]
			Serial #: _____			Service Vendor: _____	Notes: _____

3	Department [ ]	Technology <input type="checkbox"/> Copier <input type="checkbox"/> Laser Printer <input type="checkbox"/> InkJet <input type="checkbox"/> Fax	MFG: _____	Networked: Y N	Mono Meter [ ]	Lease Pymt: _____	Supplies Inc. Y N
	Room/Cube # [ ]		Model: _____		Color Meter [ ]	Service/ Supply Cost: _____	
			ID #: _____			Mono Price: [ ]	Color Price: [ ]
			Serial #: _____			Service Vendor: _____	Notes: _____

4	Department [ ]	Technology <input type="checkbox"/> Copier <input type="checkbox"/> Laser Printer <input type="checkbox"/> InkJet <input type="checkbox"/> Fax	MFG: _____	Networked: Y N	Mono Meter [ ]	Lease Pymt: _____	Supplies Inc. Y N
	Room/Cube # [ ]		Model: _____		Color Meter [ ]	Service/ Supply Cost: _____	
			ID #: _____			Mono Price: [ ]	Color Price: [ ]
			Serial #: _____			Service Vendor: _____	Notes: _____

5	Department [ ]	Technology <input type="checkbox"/> Copier <input type="checkbox"/> Laser Printer <input type="checkbox"/> InkJet <input type="checkbox"/> Fax	MFG: _____	Networked: Y N	Mono Meter [ ]	Lease Pymt: _____	Supplies Inc. Y N
	Room/Cube # [ ]		Model: _____		Color Meter [ ]	Service/ Supply Cost: _____	
			ID #: _____			Mono Price: [ ]	Color Price: [ ]
			Serial #: _____			Service Vendor: _____	Notes: _____

6	Department [ ]	Technology <input type="checkbox"/> Copier <input type="checkbox"/> Laser Printer <input type="checkbox"/> InkJet <input type="checkbox"/> Fax	MFG: _____	Networked: Y N	Mono Meter [ ]	Lease Pymt: _____	Supplies Inc. Y N
	Room/Cube # [ ]		Model: _____		Color Meter [ ]	Service/ Supply Cost: _____	
			ID #: _____			Mono Price: [ ]	Color Price: [ ]
			Serial #: _____			Service Vendor: _____	Notes: _____

7	Department [ ]	Technology <input type="checkbox"/> Copier <input type="checkbox"/> Laser Printer <input type="checkbox"/> InkJet <input type="checkbox"/> Fax	MFG: _____	Networked: Y N	Mono Meter [ ]	Lease Pymt: _____	Supplies Inc. Y N
	Room/Cube # [ ]		Model: _____		Color Meter [ ]	Service/ Supply Cost: _____	
			ID #: _____			Mono Price: [ ]	Color Price: [ ]
			Serial #: _____			Service Vendor: _____	Notes: _____

8	Department [ ]	Technology <input type="checkbox"/> Copier <input type="checkbox"/> Laser Printer <input type="checkbox"/> InkJet <input type="checkbox"/> Fax	MFG: _____	Networked: Y N	Mono Meter [ ]	Lease Pymt: _____	Supplies Inc. Y N
	Room/Cube # [ ]		Model: _____		Color Meter [ ]	Service/ Supply Cost: _____	
			ID #: _____			Mono Price: [ ]	Color Price: [ ]
			Serial #: _____			Service Vendor: _____	Notes: _____

9	Department [ ]	Technology <input type="checkbox"/> Copier <input type="checkbox"/> Laser Printer <input type="checkbox"/> InkJet <input type="checkbox"/> Fax	MFG: _____	Networked: Y N	Mono Meter [ ]	Lease Pymt: _____	Supplies Inc. Y N
	Room/Cube # [ ]		Model: _____		Color Meter [ ]	Service/ Supply Cost: _____	
			ID #: _____			Mono Price: [ ]	Color Price: [ ]
			Serial #: _____			Service Vendor: _____	Notes: _____

10	Department [ ]	Technology <input type="checkbox"/> Copier <input type="checkbox"/> Laser Printer <input type="checkbox"/> InkJet <input type="checkbox"/> Fax	MFG: _____	Networked: Y N	Mono Meter [ ]	Lease Pymt: _____	Supplies Inc. Y N
	Room/Cube # [ ]		Model: _____		Color Meter [ ]	Service/ Supply Cost: _____	
			ID #: _____			Mono Price: [ ]	Color Price: [ ]
			Serial #: _____			Service Vendor: _____	Notes: _____

---

**Appendix 5: List of County Facilities by ZIP Code**

Appendix 5: List of County Facilities by Zip Code

85321

111 La Mina Avenue  
 1131 North Well Road  
 1133 North Well Road  
 1134 North Well Road  
 1135 North Well Road  
 120 West Estrella Avenue  
 12101 North Camino De Oeste  
 1259 North Well Road  
 1295 North Well Road  
 1330 West Childs Street  
 15500 South Country Club Road  
 290 West 5th Street  
 40th & 12th Ave  
 410 North Malacate Street  
 605 Guesthouse Drive, Apartment  
 #1  
 77 Mead Road  
 North Ajo Well Road 1  
 Childs Mountain Radio Site

85601

16012 Universal Ranch Road  
 17050 West Arivaca Road

85614

1150 Whitehouse Canyon  
 1250 West Continental Road  
 1580 West Duval Mine Road  
 2201 North Nogales Highway  
 241 West Esperanza Boulevard  
 530 East Whitehouse Canyon Road  
 601 North La Canada Drive

85619

12601 North Sabino Canyon Road  
 12617 North Sabino Canyon Road  
 12633 North Sabino Canyon Road  
 12949 North Sabino Canyon Road

85629

725 West Via Rancho Sahuarita

85641

1110 Whitehouse Canyon Road  
 16449 South Houghton Road  
 16711 East Colossal Cave Road  
 16901 South Old Sonoita Highway

22000 East Benson Highway

22001 East Benson Highway

22002 East Benson Highway

22003 East Benson Highway

22004 East Benson Highway

85645

28720 South Nogales Highway

5375 South 119 Frontage Road

85653

10220 West Tangerine Road

12600 North Sanders Road

13370 North Lon Adams Road

14393 North Lockett Road

85654

8820 West Robinson

85701

101 North Stone Avenue

1075 South 10th Avenue

110 South Church Avenue

110 West Congress Street

115 North Church Avenue

130 West Congress Street

150 West Congress

165 West Alameda Street

190 Pennington Street

200 North Stone Avenue

201 North Stone Avenue

222 North Church Avenue

25 West Alameda Street

32 North Stone Avenue

33 North Stone Avenue

44 North Stone Avenue

50 North Scott Avenue

60 West Alameda Street

97 East Congress Street

85704

1000 West Chapala Drive

1491 West Cool Drive

1519 West Cool Drive

1830 West Overton Road

25 West Calle Concordia

400 West River Road

4851 North 15th Place

Appendix 5: List of County Facilities by Zip Code

85705

1016 East Prince Road  
 1660 West Ruthrauff Road  
 1730 West Wetmore Road  
 1760 West Wetmore Road  
 2100 West Curtis Road  
 2498 North Geronimo Avenue  
 2600 West Sweetwater Drive  
 33 West Plaza Street  
 3781 North Highway Drive  
 4545 North La Cholla Boulevard  
 4650 North Highway Drive  
 4900 North La Cholla Boulevard  
 4901 North La Cholla Boulevard  
 4911 North La Cholla Boulevard  
 4931 North La Cholla Boulevard  
 4941 North La Cholla Boulevard  
 4961 North La Cholla Boulevard  
 5701 North Camino del la Tierra  
 5707 North Camino de la Tierra

85706

202 West Valencia Road  
 5432 South Bryant Avenue  
 6000 East Valencia Road  
 6910 South Santa Clara Avenue

85710

6920 East Broadway Boulevard  
 8180 East Broadway Boulevard

85711

4350 East 22nd Street  
 4575 East Broadway Boulevard  
 530 North Wilmot Road

85712

1237 North Beverly Avenue  
 1377 North Catalina Avenue  
 3305 North Alvernon Way

85713

1270 West Silverlake Road  
 1301 South Mission Road  
 1305 South Mission Road  
 1313 South Mission Road  
 1585 East 36th Street  
 1607 South 6th Avenue

1631 South 10th Avenue  
 1801 South Mission Road  
 2205 South 4th Avenue  
 2225 East Ajo Way  
 2329 East Ajo Way  
 2335 East Ajo Way  
 2500 East Ajo Way  
 2545 East Ajo Way  
 2695 East Ajo Way  
 2797 E. Ajo Way  
 2800 East Ajo Way  
 2802 East District Street  
 2805 East Ajo Way  
 2841 South Cottonwood Lane  
 29 West 27th Street  
 3232 East 22nd Street  
 3400 South Country Club Road  
 3434 East 22nd Street  
 344 East 26th St & 1602 South 3rd Avenue

3770 South Mission Road  
 3805 East 22nd Street  
 400 East 26th Street  
 831 East 27th Street

85714

101 West Irvington Road  
 1500 East Apache Park Place  
 1505 E Apache Park Place  
 1600 East Benson Highway  
 1640 East Benson Highway  
 1650 East Benson Highway  
 175 West Irvington Road  
 1750 East Benson Highway  
 2825 East District Street  
 3810 South Evans Boulevard  
 3950 South Country Club Road

85716

1035 North Treat Avenue  
 16605 South La Canada  
 3355 North Dodge Boulevard  
 3390 North Richey Boulevard  
 3607 East Hardy Drive

Appendix 5: List of County Facilities by Zip Code

85718

3179 East River Road  
 3455 North Craycroft Road  
 3482 East River Road  
 3584 East River Road  
 4000 East River Road  
 4502 North 1st Avenue

85719

102 North Plumer Ave  
 1100 North Fremont Avenue  
 211 South Fremont Avenue  
 2745 North Cherry Avenue  
 3100 North Campbell Avenue  
 3455 North 1st Avenue  
 3550 North 1st Avenue  
 4200 North Campbell Avenue  
 4210 North Campbell Avenue

85730

4700 South Houghton Road  
 4750 South Houghton Road  
 9640 East Golf Links Road

85735

16150 West Ajo Highway  
 201 South Kinney Road  
 6455 South Continental Road

85737

1305 West Naranja Drive

85739

14420 North Lago del Oro Parkway  
 14425 North Oracle Road  
 15300 North Lago del Oro Parkway  
 15360 North Lago del Oro Parkway  
 15631 North Oracle Road  
 16562 North Oracle Road  
 3401 East Wilds Road  
 3535 East Hawser Street

85741

2635 West Sandbrook Lane  
 3018 West Basil Place  
 3500 West Green Trees Drive  
 3500 West River Road  
 4400 West Massingale Road

4701 West Ina Road

5955 North Camino de la Tierra  
 6201 North Parsley Road  
 6262 North Oracle Jaynes Station Road  
 7033 North Shannon Road  
 7330 North Shannon Road  
 7770 North Shannon Road

85742

8535 North Star Grass Drive  
 9101 North Thornydale Road

85743

2021 North Kinney Road  
 22000 South Houghton Road  
 4527 West Walker Road  
 4579 West Walker Road  
 5301 West Ina Road  
 5555 South 119 Frontage Road  
 5615 North Sanders Road  
 6261 North Sandario Road  
 6901 North Casa Grande Highway  
 7101 North Casa Grande Highway  
 7800 North Schisler Drive  
 Empirita Road & I-10  
 2021 North Kinney Road-Mt. Park

85745

1390 West Speedway Boulevard  
 17 North Linda Avenue  
 1951 West Grant Road  
 2114 W Grant Rd # 39  
 332 South Freeway  
 340 North Commerce Park Loop  
 4000 North Silverbell Road  
 7101 North Casa Grande Highway  
 7120 West Lost Canyon Road  
 801 West Congress Street  
 Gate's Pass

85746

2872 West Bilby Road  
 3121 West Tucker Street  
 5200 South Westover  
 6925 South Cardinal Avenue  
 7101 North Casa Grande Highway

Appendix 5: List of County Facilities by Zip Code

---

**85747**

---

10001 South Rita Road  
11300 South Houghton Road  
11700 South Harrison Road  
11800 South Harrison  
12500 South Houghton Road

**85749**

---

12325 East Roger Road  
4002 North Soldier Trail  
4100 North Harrison Road  
4201 North Melpomene Way  
8959 East Tanque Verde Road  
8999 East Tanque Verde Road  
9020 East Woodland Road

**85750**

---

5605 East River Road  
6465 South Craycroft Road

**85756**

---

6550 South Country Club Road  
6868 South Plumber Avenue

**85757**

---

4999 South Butts Road  
6855 South Mark Road