



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

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 12/18/18

\* = Mandatory, information must be provided

or Procurement Director Award ☐

**\*Contractor/Vendor Name/Grantor (DBA):**

Toshiba America Business Solutions Inc. dba Toshiba Business Solutions (Headquarters: Irvine, CA)

**\*Project Title/Description:**

Multi-functional Devices & Maintenance

**\*Purpose:**

Award: Master Agreement No. MA-PO-19-081. Contract is for a term of five (5) years in the not-to-exceed amount of \$4,400,000.00 (including sales tax).

Administering Department: Information Technology.

**\*Procurement Method:**

Pursuant to Pima County Procurement Code 11.24.010, Cooperative Procurement Authorized, the Procurement Director authorized Requisition No. 19-106 to utilize the State of Arizona Contract No. ADSP018-216032, which was awarded through competitive procedures reasonably similar to those set forth by Pima County Procurement Code.

PRCUID: 321070

Attachment: Department Memorandum and Cooperative Agreement.

**\*Program Goals/Predicted Outcomes:**

Establish a contract for County-wide use for the purchase or lease of multi-functional devices and required support and maintenance.

**\*Public Benefit:**

Continued functionality will allow County to utilize resources and provide more efficient services to the public.

**\*Metrics Available to Measure Performance:**

ITD will monitor contractor's performance to assure quality of service and compliance with specifications.

**\*Retroactive:**

No

To: CoB  
Ver. 1

4/1 EGS

12-12-18 (1)

Addendum

**Contract / Award Information**

Document Type: MA Department Code: PO Contract Number (i.e., 15-123): 19-081  
Effective Date: 01/01/19 Termination Date: 12/31/2023 Prior Contract Number (Synergen/CMS): \_\_\_\_\_  
☒ Expense Amount: \$\* 4,400,000.00 ☐ Revenue Amount: \$ \_\_\_\_\_  
\*Funding Source(s) required: General Fund

Funding from General Fund? ☒ Yes ☐ No If Yes \$ 4,400,000.00 % 100

Contract is fully or partially funded with Federal Funds? ☐ Yes ☒ No

**\*Is the Contract to a vendor or subrecipient?**

Were insurance or indemnity clauses modified? ☐ Yes ☒ No

If Yes, attach Risk's approval

Vendor is using a Social Security Number? ☐ Yes ☒ No

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

**Amendment / Revised Award Information**

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

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

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

Prior Contract No. (Synergen/CMS): \_\_\_\_\_

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

Is there revenue included? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_

**\*Funding Source(s) required:**

Funding from General Fund? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**Grant/Amendment Information** (for grants acceptance and awards)

☐ Award ☐ Amendment

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

Effective Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Amendment Number: \_\_\_\_\_

☐ Match Amount: \$ \_\_\_\_\_ ☐ Revenue Amount: \$ \_\_\_\_\_

**\*All Funding Source(s) required:**

\*Match funding from General Fund? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

\*Match funding from other sources? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**\*Funding Source:**

\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)? \_\_\_\_\_

Contact: Eric Welch, Procurement Eric Welch

Department: Procurement May 12/14/18 Telephone: 520-724-9510

Department Director Signature/Date: [Signature] 12/11/18

Deputy County Administrator Signature/Date: [Signature] 12-11-18

County Administrator Signature/Date: C. J. [Signature] 12/11/18

(Required for Board Agenda/Addendum Items)



# MASTER AGREEMENT

PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES  
CONTRACT EXECUTION

Master Agreement No: 1900000000000000081

MA Version: 1

Page: 1 of 7

Description: Multi-functional Leased Devices and Maintenance

I S S U E R	Pima County Procurement Department	T E R M S	Initiation Date: 01-01-2019
	130 W. Congress St. 3rd Fl		Expiration Date: 12-31-2023
	Tucson AZ 85701		
	Issued By: ERIC WELCH		
	Phone: 5207249510		
	Email: eric.welch@pima.gov		
			<div><b>NTE Amount: \$4,400,000.00</b></div> <div><b>Used Amount: \$0.00</b></div>

V E N D O R	Toshiba America Business Solutions Inc	Contact: Al Trenholme
	DBA: Toshiba Business Solutions	Phone: 520-294-2121
	3845 N Business Center Dr., Ste 107	Email: al.trenholme@tbs.toshiba.com
	Tucson AZ 85705	Terms: 0.00 %
		Days: 30

Shipping Method:	Vendor Method
Delivery Type:	
FOB:	FOB Dest, Freight Prepaid
<b>Modification Reason</b> Contract is for a term of five (5) years in the not-to-exceed amount of \$4,400,000.00 (including sales tax). Attachment: Cooperative Procurement Agreement.	

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.



# PIMA COUNTY

## MASTER AGREEMENT DETAILS

Master Agreement No: 19000000000000000081

MA Version: 1

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Line	Description					
1	Model 1 Maintenance Option 2 - 1000 Monthly Copies					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$9.30			
2	Model 1 Maintenance Option 2 - Overage					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.0093			
3	Model 1 Maintenance Option 3 - Unlimited B&W					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$30.00			
4	Model 2 Maintenance Option 2 - 2000 Monthly Copies					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$15.80			
5	Model 2 Maintenance Option 2 - Overage					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.0079			
6	Model 2 Maintenance Option 3 - Unlimited B&W					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$35.00			
7	Model 3 Maintenance Option 2 - 7500 Monthly Copies					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$38.25			
8	Model 3 Maintenance Option 2 - Overage					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.0051			
9	Model 3 Maintenance Option 3 - Unlimited B&W					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$100.00			
10	Model 4 Maintenance Option 2 - 10000 Monthly Copies					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$51.00			
11	Model 4 Maintenance Option 2 - Overage					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.0051			
12	Model 4 Maintenance Option 3 - Unlimited B&W					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$160.00			
13	Model 5 Maintenance Option 2 - 1000 Monthly B&W Copies					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$8.00			
14	Model 5 Maintenance Option 2 - Overage					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.008			
15	Model 5 Maintenance Option 2 - Color Copies					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.03			
16	Model 5 Maintenance Option 3 - Unlimited B&W					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$30.00			
17	Model 5 Maintenance Option 3 - Color Copies					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.032			
18	Model 6 Maintenance Option 2 - 2000 Monthly B&W Copies					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$14.00			
19	Model 6 Maintenance Option 2 - Overage					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.007			



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Line	Description					
20	Model 6 Maintenance Option 2 - Color Copies					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.03			
21	Model 6 Maintenance Option 3 - Unlimited B&W					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$35.00			
22	Model 6 Maintenance Option 3 - Color Copies					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$0.03			
23	Model 7 Maintenance Option 2 - 7500 Monthly B&W Copies					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$56.25			
24	Model 7 Maintenance Option 2 - Overage					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.0075			
25	Model 7 Maintenance Option 2 - Color Copies					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.024			
26	Model 7 Maintenance Option 3 - Unlimited B&W					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$100.00			
27	Model 7 Maintenance Option 3 - Color Copies					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.024			
28	Model 8 Maintenance Option 2 - 7500 Monthly B&W Copies					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$56.25			
29	Option 2 - Overage					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.0075			
30	Option 2 - Color Copies					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.023			
31	Option 3 - Unlimited B&W					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$125.00			
32	Option 3 - Color Copies					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.023			
33	MFD B&W Purchase Including Accessories					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %		\$0.00			
34	MFD COLOR Purchase Including Accessories					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %		\$0.00			
35	For Items Specifically Not Listed					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %		\$0.00			
36	Moves Within City Limits					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$200.00			
37	Moves Outside City Limits					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$300.00			
38	Model 1 Lease 25 PPM Digital Copier					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$34.21			



# PIMA COUNTY

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Line	Description					
39	Model 1 Lease 100-Sheet RADF					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$4.96			
40	Model 1 Lease 300-Sheet DSDF					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$8.90			
41	Model 1 Lease Inner Finisher					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$6.28			
42	Model 1 Lease Console Finisher w/ Stapling					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$8.14			
43	Model 1 Lease Hole Punch for MJ1042					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$3.96			
44	Model 1 Lease 2000 Sheet Large Capacity Feeder					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$7.43			
45	Model 1 Lease Stand					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$2.20			
46	Model 1 Lease Fax Unit / 2nd Line Fax Unit					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$5.84			
47	Model 1 Lease NEXT GEN PCS POWER FILTER					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$2.51			
48	Model 2 Lease 35 PPM Digital Copier					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$39.85			
49	Model 2 Lease 100-Sheet RADF					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$4.96			
50	Model 2 Lease Inner Finisher					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$6.28			
51	Model 2 Lease Console Finisher w/ Stapling					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$8.14			
52	Model 2 Lease Bridge Kit (Required with MJ1109/1110)					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$0.96			
53	Model 2 Lease Hole Punch for MJ1042					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$3.96			
54	Model 2 Lease 2000 Sheet Large Capacity Feeder					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$7.43			
55	Model 2 Lease Stand					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$2.20			
56	Model 2 Lease Fax Unit / 2nd Line Fax Unit					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$5.84			
57	Model 2 Lease NEXT GEN PCS POWER FILTER					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$2.51			



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Line	Description					
58	Model 3 Lease 55 PPM Digital Copier w/ DSDF					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$85.20			
59	Model 3 Lease 2500 Sheet Large Capacity Feeder					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$9.59			
60	Model 3 Lease 50 Sheet Stapling Finisher					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$11.41			
61	Model 3 Lease Hole Punch Unit for MJ1111 & MJ1112					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$3.96			
62	Model 3 Lease Finisher Rail					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$0.31			
63	Model 3 Lease Fax Unit / 2nd Line Fax Unit					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$5.84			
64	Model 3 Lease NEXT GEN PCS POWER FILTER 20 AMP					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$2.51			
65	Model 4 Lease 75 PPM Digital Copier w/ DSDF					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$123.89			
66	Model 4 Lease 2500 Sheet Large Capacity Feeder					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$9.59			
67	Model 4 Lease 50 Sheet Stapling Finisher					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$11.41			
68	Model 4 Lease Hole Punch Unit for MJ1111 & MJ1112					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$3.96			
69	Model 4 Lease Finisher Rail					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$0.31			
70	Model 4 Lease Fax Unit / 2nd Line Fax Unit					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$5.84			
71	Model 4 Lease NEXT GEN PCS POWER FILTER 20 AMP					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$2.51			
72	Model 5 Lease 25 PPM Color Copier					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$50.02			
73	Model 5 Lease 100-Sheet RADF					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$4.96			
74	Model 5 Lease Inner Finisher					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$6.28			
75	Model 5 Lease Hole Punch for MJ1042					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$3.96			
76	Model 5 Lease 550-Sheet Paper Feed Unit					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$5.19			



# PIMA COUNTY

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Line	Description					
77	Model 5 Lease 2000 Sheet Large Capacity Feeder					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$6.26			
78	Model 5 Lease Stand					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$2.20			
79	Model 5 Lease Fax Unit / 2nd Line Fax Unit					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$5.84			
80	Model 5 Lease NEXT GEN PCS POWER FILTER					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$2.51			
81	Model 6 Lease 30 PPM Color Copier					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$61.89			
82	Model 6 Lease 100-Sheet RADF					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$4.96			
83	Model 6 Lease 300-Sheet DSDF					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$8.90			
84	Model 6 Lease Inner Finisher					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$6.28			
85	Model 6 Lease Saddle-Stitch Finisher					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$13.61			
86	Model 6 Lease Bridge Kit (Required with MJ1109/1110)					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$0.96			
87	Model 6 Lease Hole Punch for MJ1042					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$3.96			
88	Model 6 Lease Hole Punch (for MJ1109 & MJ1110)					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$3.96			
89	Model 6 Lease 2000 Sheet Large Capacity Feeder					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$6.26			
90	Model 6 Lease Stand					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$2.20			
91	Model 6 Lease Fax Unit / 2nd Line Fax Unit					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$5.84			
92	Model 6 Lease NEXT GEN PCS POWER FILTER					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$2.51			
93	Model 7 Lease 55PPM Color 65PPM BK MFP with DSDF 4 Drawer					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$110.53			
94	Model 7 Lease 2500 Sheet Large Capacity Feeder					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$9.59			
95	Model 7 Lease 50 Sheet Stapling Finisher					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$11.41			



# MASTER AGREEMENT DETAILS

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Line	Description					
96	Model 7 Lease Saddle Stitch Finisher					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$21.98			
97	Model 7 Lease Hole Punch Unit for MJ1111 & MJ1112					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$3.96			
98	Model 7 Lease Finisher Rail					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$0.31			
99	Model 7 Lease Fax Unit / 2nd Line Fax Unit					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$5.84			
100	Model 7 Lease NEXT GEN PCS POWER FILTER 20 AMP					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$2.51			
101	Model 8 Lease 65PPM Color 75PPM BK MFP with DSDF 4 Drawer					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$137.23			
102	Model 8 Lease 2500 Sheet Large Capacity Feeder					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$9.59			
103	Model 8 Lease 50 Sheet Stapling Finisher					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$11.41			
104	Model 8 Lease Saddle Stitch Finisher					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$21.98			
105	Model 8 Lease Hole Punch Unit for MJ1111 & MJ1112					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$3.96			
106	Model 8 Lease Finisher Rail					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$0.31			
107	Model 8 Lease Fax Unit / 2nd Line Fax Unit					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$5.84			
108	Model 8 Lease NEXT GEN PCS POWER FILTER 20 AMP					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	MO	\$2.51			

**Pima County Procurement Department**  
**Administering Department: Information Technology**

**Project: Multi-functional Devices and Maintenance**

**Contractor: Toshiba America Business Solutions Inc.**  
**3845 N Business Center Dr., Ste 107**  
**Tucson, AZ. 85705**  
**Al Trenholme**  
**Al.Trenholme@tbs.toshiba.com**

**Amount: \$4,400,000.00**

**Funding: General Fund**

**Pima County Contract No.: MA-PO-19-081**

**CONTRACT**

**NO. MA-PO-19-081**

**AMENDMENT NO. \_\_\_\_\_**

This number must appear on all  
invoices, correspondence and  
documents pertaining to this  
contract.

**COOPERATIVE PROCUREMENT AGREEMENT**

**1. Parties, Background and Purpose.**

- 1.1. Parties. This Contract is between Pima County, a political subdivision of the State of Arizona ("County"), and Toshiba America Business Solutions Inc. ("Contractor")
- 1.2. Authority. Pima County is authorized by Pima County Code § 11.24.010 and A.R.S. § 41-2632 to enter into cooperative purchasing arrangements. Pima County has entered into such an agreement with State of Arizona (Pima County contract no. AZ Coop 01012006).
- 1.3. Contract.
  - 1.3.1 State of Arizona entered into a contract (Contract No. ADSP018-216032) for specified goods and services with Toshiba America Business Solutions Inc., a global leader providing customized printing and document solutions ("Contractor"), which is currently in effect (the "State of Arizona Contract"). The State of Arizona Contract is incorporated into this Contract by this reference.
  - 1.3.2 Section 2-A of the State of Arizona Contract ADSP018-216032 provides that another governmental entity with which State of Arizona has a cooperative purchasing agreement may, with Contractor's approval, purchase products and services at the same prices and under the same terms as in the State of Arizona Contract.
- 1.4. Purpose. The Pima County Information Technology Department requires creation of a Master Agreement to continue to provide County departments the option to purchase or lease Toshiba multifunctional devices. This will include required support and maintenance. This is pertinent for continuity of current equipment and services, as well as advantageous cost factors under this cooperative agreement.

2. **Term. Original Term.** This Contract is effective for a five-year period commencing on 01/01/2019.
3. **Scope of Services.** Contractor agrees to furnish Pima County the goods and/or services ("Goods & Services") described on Exhibit A: Pima County Scope of Services (7 pages) to this Contract, and at the prices set forth on Exhibit B: Pricing Schedule (10 pages) under the terms and conditions of the State of Arizona Contract as modified by this Contract. The terms and conditions set forth in this Contract control over any inconsistent provisions in the State of Arizona Contract.
4. **Not-to-Exceed Amount.** Purchases under this Contract by the County may not exceed \$4,400,000.00 (the "NTE Amount").
5. **Indemnification Clause.** To the fullest extent permitted by law, Contractor will defend, indemnify, and hold harmless Pima County and any related taxing district, and the officials and employees of each of them (collectively, "Indemnitee") from and against any and all claims, actions, liabilities, losses, and expenses (including reasonable attorney fees) (collectively, "Claims") arising out of actual or alleged injury of any person (including death) or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by any act or omission of Contractor or any of Contractor's directors, officers, agents, employees, volunteers, or subcontractors. This indemnity includes any claim or amount arising or recovered under the Workers' Compensation Law or arising out of the failure of Contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. The Indemnitee will, in all instances, except for Claims arising solely from the acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all Claims. Contractor is responsible for primary loss investigation, defense and judgment costs for any Claim to which this indemnity applies. This indemnity will survive the expiration or termination of this Contract.
6. **Insurance Requirements.** The Insurance Requirements herein are minimum requirements for this Contract and in no way limit, the indemnity covenants contained in this Contract. Contractor's insurance shall be placed with companies licensed in the State of Arizona and the insureds shall have an "A.M. Best" rating of not less than A- VII. Pima County in no way warrants that the minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.
  - 6.1. **Minimum Scope and Limits of Insurance:** Contractor shall procure and maintain, until all contractual obligations have been discharged, the insurance coverage with limits of liability not less than stated below. Pima County in no way warrants that the minimum insurance limits contained herein are sufficient to protect the Contractor from liabilities that arise out of the performance of the work under this Contract. The Contractor is free to purchase additional insurance that required by the County. If necessary, Contractor may obtain commercial umbrella or excess insurance to satisfy the County's Insurance Requirements.
    - 6.1.1. **Commercial General Liability (CGL)** – Occurrence Form with limits of \$2,000,000 Each Occurrence and \$2,000,000 General Aggregate. Policy shall include bodily injury, property damage, personal/advertising injury and products – completed operations.
    - 6.1.2. **Business Automobile Liability** – Bodily Injury and Property Damage for any owned, hired, and/or non-owned automobiles used in the performance of this Contract with a Combined Single Limit (CSL) of \$1,000,000 each accident.

6.1.3. Workers' Compensation (WC) and Employers' Liability – Arizona Statutory requirements and Employer's Liability coverage with policy limits of \$1,000,000 and each accident and each person - disease.

6.1.4. Network Security (Cyber)/Privacy Insurance – Coverage shall have minimum limits not less than \$2,000,000 Each Claim with a \$2,000,000 Annual Aggregate. The insurance shall include, but not be limited to, coverage for third party claims and losses with respect to network risks (such as data breaches, unauthorized access or use, ID theft, theft of data) and invasion of privacy regardless of the type of media involved in the loss of private information, crisis management and identity theft response costs. This should also include breach notification costs, credit remediation and credit monitoring, defense and claims expenses, regulatory defense costs plus fines and penalties, cyber extortion, computer program and electronic data restoration expenses coverage (data asset protection), network business interruption, computer fraud coverage, and funds transfer loss.

6.1.5. Claims Made Coverage - If any part of the Required Insurance is written on a claims-made basis, any policy retroactive date must precede the effective date of this Contract, and Contractor must maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.

6.2. Additional Coverage Requirements: The policies shall include, or be endorsed to include, as required by this written agreement, the following provisions:

6.2.1. Additional Insured Endorsement: The General Liability and Business Automobile Liability Policies shall each be endorsed to include Pima County, its departments, districts, boards, commissions, officers, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor.

6.2.2. Subrogation: The General Liability, Business Automobile Liability and Workers' Compensation policies shall each contain a waiver of subrogation endorsement in favor of Pima County, and its departments, districts, boards, commissions, officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

6.2.3. Primary Insurance: The Contractor's policies shall stipulate that the insurance afforded the Contractor shall be primary and that any insurance carried by Pima County, its agents, officials, or employees shall be excess and not contributory insurance.

Insurance provided by the Contractor shall not limit the Contractor's liability assumed under the indemnification provisions of this Contract.

6.3. Notice of Cancellation: Each Required Insurance policy must provide, and certificates specify, that County will receive not less than thirty (30) days advance written notice of any policy cancellation, except 10-days prior notice is sufficient when the cancellation is for non-payment of a premium.

6.4. Verification of Coverage:

6.4.1 Contractor shall furnish Pima County with certificates of insurance as required by this

Contract. An authorized representative of the insurer shall sign the certificates.

6.4.2 All certificates and endorsements, as required by this written agreement, are to be received and approved by Pima County before work commences. Each insurance policy required by this Contract must be in effect at, or prior to, commencement of work under this Contract. Failure to maintain the insurance coverages or policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

6.4.3 All certificates required by this Contract shall be sent directly to the appropriate County Department. The Certificate of Insurance shall include the Pima County project or contract number and project description on the certificate. Pima County reserves the right to require complete copies of all insurance policies required by this Contract at any time.

6.4.4 Neither the County's failure to obtain a required insurance certificate or endorsement, the County's failure to object to a non-complying insurance certificate or endorsement, or the County's receipt of any other information from the Contractor, its insurance broker(s) and/or insurer(s), constitutes a waiver of any of the Insurance Requirements.

6.5. Approval and Modifications: The Pima County Risk Manager may approve a modification of the Insurance Requirements without the necessity of a formal Contract amendment, but the approval must be in writing.

7. **Cancellation for Conflict of Interest.** This Contract is subject to cancellation for conflict of interest pursuant to A.R.S. § 38-511, the pertinent provisions of which are incorporated into this Contract by reference.

8. **Compliance with Laws.** Contractor will comply with all applicable federal, state, and local laws, rules, regulations, standards and Executive Orders. Contractor warrants that it is appropriately licensed to provide the services under this Contract and that any subcontractors will be appropriately licensed. The laws and regulations of the State of Arizona govern the rights and obligations of the parties under this Contract. Any action relating to this Contract must be filed and maintained in the appropriate court of the State of Arizona in Pima County.

9. **Non-Discrimination.** Contractor will comply with all provisions and requirements of Arizona Executive Order 2009-09, which is hereby incorporated into this Contract, including flow-down of all provisions and requirements to any subcontractors. During the performance of this Contract, Contractor will not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

10. **Non-Appropriation of Funds.** Notwithstanding any other provision in this Contract, County may terminate this Contract if for any reason there are not sufficient appropriated and available monies for the purpose of maintaining County or other public entity obligations under this Contract. In the event of such termination, County will have no further obligation to Contractor, other than to pay for services rendered prior to termination.

11. **Public Information.** Pursuant to A.R.S. § 39-121 et seq. all documents submitted to County by Contractor, including but not limited to pricing schedules, product specifications, work plans, and any supporting documents, are public records. As such, those documents are subject to release and/or review by the general public upon request, including competitors. If

Contractor reasonably believes that some of those records contain proprietary, trade-secret or otherwise-confidential information, Contractor must prominently mark those records "CONFIDENTIAL." In the event a public-records request is submitted to County for records marked CONFIDENTIAL, County will notify Contractor of the request as soon as reasonably possible. County will release the records 10 business days after the date of that notice, unless Contractor has, within that period, secured an appropriate order from a court of competent jurisdiction, enjoining the release of the records. County will not, under any circumstances, be responsible for securing such an order, nor will County be in any way financially responsible for any costs associated with securing such an order.

## **12. Legal Arizona Workers Act Compliance.**

**12.1. Compliance with Immigration Laws.** Contractor hereby warrants that it will at all times during the term of this Contract comply with all federal immigration laws applicable to its employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws"). Contractor will further ensure that each subcontractor who performs any work for Contractor under this Contract likewise complies with the State and Federal Immigration Laws.

**12.2. Books & Records.** County has the right at any time to inspect the books and records of Contractor and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.

**12.3. Remedies for Breach of Warranty.** Any breach of Contractor's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, is a material breach of this Contract subjecting Contractor to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Contractor will be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor, as soon as possible so as not to delay project completion. Any additional costs attributable directly or indirectly to such remedial action are the responsibility of Contractor.

**13. Written Orders.** County will order products or services under this Contract by issuing a Delivery Order (DO) document. Order documents will be furnished to Contractor via e-mail or telephone. If an order is given verbally, the County Department that issued the order will transmit a confirming order document to Contractor within five workdays of the date the verbal order is given.

Contractor must not supply materials or services pursuant to the contract that are not documented or authorized by a Delivery Order (DO) at the time of provision. County accepts no responsibility for control of or payment for materials or services not documented by a County Delivery Order (DO).

Contractor will establish, monitor, and manage an effective contract administration process that assures compliance with all requirements of this Contract. In particular, Contractor will not provide goods or services other than those described in this Contract, in excess of the NTE Amount, or after the Term of the Contract has ended, without a Contract amendment properly executed and issued by County, as provided below. Any items provided in excess of that stated in this Contract are at Contractor's own risk.

14. **Amendments.** The County may extend or revise this Contract by notifying Contractor in writing of the change, which notice will be in the form of a revised "Master Agreement." If Contractor does not object in writing to the proposed changes within ten (10) calendar days after receipt of the notice, Contractor will be deemed to have accepted the changes, and the revision will be binding on the parties, effective as of the date the notice was issued. If Contractor objects to one or more of the changes, then the proposed changes will be deemed to be ineffective.

15. **Invoice Submittal.** Invoices are to be sent to:

Pima County Finance & Risk Management- Accounts Payable  
P.O. Box 791  
Tucson AZ, 85701

16. **Notices.** Notices regarding this Agreement should be addressed to:

Eric Welch, Procurement Officer  
Pima County Procurement, 130 W. Congress Street, 3<sup>rd</sup> Floor, Tucson, AZ. 85701  
(520) 724-9510, [Eric.Welch@pima.gov](mailto:Eric.Welch@pima.gov)

Al Trenholme, Strategic Account Manager - Southern AZ  
Toshiba Business Solutions, 3845 N. Business Center Drive #107, Tucson, AZ 85705  
(520) 770-6118, [Al.Trenholme@tbs.toshiba.com](mailto:Al.Trenholme@tbs.toshiba.com)

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IN WITNESS WHEREOF, the parties have approved this Cooperative Procurement Agreement and agree to be bound by the terms and conditions of the Contract on the dates written below.

**APPROVED:**

**Toshiba Business Solutions**

\_\_\_\_\_  
Chairman, Board of Supervisors

\_\_\_\_\_  
Authorized Officer Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title

Date: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Clerk of the Board

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

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

**REGINA NASSEN**

**12-4-2018**

Date

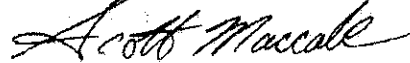
IN WITNESS WHEREOF, the parties have approved this Cooperative Procurement Agreement and agree to be bound by the terms and conditions of the Contract on the dates written below.

**APPROVED:**

\_\_\_\_\_  
Chairman, Board of Supervisors

Date: \_\_\_\_\_

**Toshiba Business Solutions**



\_\_\_\_\_  
Authorized Officer Signature

Scott Maccabe  
President and CEO  
Toshiba America Business Solutions, Inc.  
Printed Name and Title

Date: December 11, 2018

**ATTEST:**

\_\_\_\_\_  
Clerk of the Board

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

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

\_\_\_\_\_  
Date

## **EXHIBIT A: PIMA COUNTY SCOPE OF SERVICES**

### **1. Intent**

- 1.1. The County intends to reduce the total cost of ownership and on-going expenses associated with printing and finishing document using Multi-Function Devices (MFDs), copiers, desktop and network printers (NWP).
- 1.2. The County has reviewed the current networked printing devices as well as the current device leases and has determined that 257 leases will expire during the term of this Contract. The County has also determined that they may add new devices as needed.
- 1.3. The Contractor will provide base equipment, hardware accessories, and software required to enable and enhance the equipment capabilities (Equipment), as provided in the State of Arizona Contract and in **Exhibit B**, at the prices listed in **Exhibit B**.
- 1.4. Equipment may be purchased or leased, as detailed throughout this document.
- 1.5. The Contractor will also provide installation and Equipment maintenance services including but not limited to Preventative, Routine, and Emergency.
- 1.6. The Equipment will be used in the County Facilities listed in **Exhibit C** by Zip Code.

### **2. Product Specifications:**

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 this Contract becomes discontinued by the manufacturer during the term of this Contract, Contractor may, with the written approval of Pima County Information Technology Department (PCITD), substitute a like model when it is required by County to add units or replace units or upon recommendation of Contractor. 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.

### **3. Support Plan** Contractor will provide the following support services:

- 3.1. Contractor will maintain a complete list of all Equipment covered (installed and/or maintained/serviced) under this Contract by make, model number, serial number, location, and department. The list must include the equipment configuration and expected useful life (and, for leased Equipment, the lease expiration date), as a guideline to ensure Equipment is replaced and or removed in a timely manner.
- 3.2. Contractor will provide all labor, materials, supervision and equipment necessary to install Equipment purchased or leased under this Contract. 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 Department will perform electrical or mechanical work external to the Equipment.

#### 4. Contractor Staff

4.1. **Dedicated Account Representative:** Contractor will assign a dedicated account representative to the County. The account representative must have the experience to resolve all billing and technical concerns. The assigned account representative may not be reassigned without prior notification to PCITD. Contractor will provide the account representative's name and contact information after Contract approval, and will update the information as necessary.

4.2. **Technical Support and Service Technicians:** Contractor will 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 on hand, or have the ability to obtain necessary parts within one business day, to return a device to normal operation

Identify and correct IT-related issues

5. **Rightsizing:** Contractor will work with PCITD to inventory all existing printing devices, determine what devices best match the County's needs in particular locations, and maintain an inventory of all equipment going forward.

5.1. **Currently leased MFD** - All leased devices will be included in the inventory and rightsizing activity. The County is anticipating that 257 device leases will expire during this Contract and they will be either replaced with new equipment or rightsized out of service.

5.2. **County-owned MFD** - County-owned MFD's shall be included in the inventory and rightsizing activity. Contractor will recommend removal, relocation and/or replacement of this equipment as part of the rightsizing.

5.3. **County-owned Network Printer (NWP)** County-owned NWPs will be included in the inventory and rightsizing activity. Contractor will recommend removal, relocation and/or replacement of this equipment as part of the rightsizing.

5.4. **Assessment Plan** - Contractor will work in coordination with PCITD to schedule and perform the following activities throughout Pima County in order to assess the current state of County MFDs, copiers, desktop and NWPs, facsimile machines, and scanners.

5.4.1. 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.

5.4.2. Determine accurate print volumes for every device that prints, copies or faxes.

5.4.3. Visit the location and discuss with users the needs of the department.

- 5.4.4. Identify print services demand based upon what printing/copying/scanning/faxing activities are needed.
- 5.4.5. Identify confidential printing demand and how best to conveniently meet the demand, which may change from year to year.
- 5.4.6. 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.
- 5.4.7. Discuss workflow needs and any anticipated future page volume changes, seasonal or cyclical increases/decreases in volume, or other factors impacting usage.
- 5.4.8. Identify cost centers for billing purposes and which cost centers will utilize what print devices.

**5.5. Evaluation Criteria** – Rightsizing evaluation will be based on the following criteria.

5.5.1. 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

5.5.2. Device Proximities - end user distance to device / number of users per device

Maximum User Distance to Device - 75 Feet.

Recommended maximum users per workgroup device - 15 to 25 depending on facility layout.

5.5.3. Application/Workflow Needs (i.e. finishing, color, enhance security/authentication, etc.)

Departmental security needs including user authentication, device security, and output security.

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.

Finishing needs including sorting, stapling, hole punching, and color.

Any special considerations including device productivity.

Seasonal or cyclical volume needs such as departments that incur significant volume spikes during specific periods of time.

**6. Monitoring**

6.1. All MFD and NWP shall be set up in an auto-monitoring solution. 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 of the County equipment is not on the network or behind firewalls, Contractor will provide possible solutions for monitoring non-networked devices.

6.2. Contractor, in coordination with PCITD, will 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 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.

6.3. The software tools must provide at least the following information and/or specifications:

Exportable to Microsoft Excel (or CSV format)

Web access into a portal

Internet Protocol Address

Serial number of device

Location of device (as entered into the device setup – physical building address and name)

Latest date data was acquired from the device

Original date data was acquired from the device

Click count of monochrome pages printed

Click count of color pages printed

Total click count on device

- 6.4. Contractor will monitor performance of all supported Equipment covered under this Contract:

6.4.1. Provide automated monitoring of consumables, meter-reads, OEM scheduled preventative maintenance requirements for all networked devices.

6.4.2. Provide for automated messaging regarding errors, network problems that can be remotely diagnosed triaged/fixed and/or require dispatch for on-site service.

- 6.5. Contractor will identify at-risk devices based on the following criteria:

6.5.1. Performance

Devices that are not achieving at least 98.5% uptime or otherwise not performing per predetermined benchmarks.

Devices that are requiring excess levels of service.

Devices with excessive output-quality issues.

6.5.2. Utilization

Devices that are exceeding their anticipated or recommended monthly page volumes.

Devices that will exceed their five (5) year life expectancy based on their current monthly production.

6.5.3. Environment

Devices that have been placed in an operating environment detrimental to their optimal performance.

Devices that have been subject to user abuse or have been damaged.

**7. Reporting**

- 7.1. Contractor will obtain, throughout the term of the Contract, 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.

- 7.2. Contractor will provide volume statistics to the County quarterly or upon request. Ideally, PCITD and its customers will have web access into a portal that 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 is only concerned with click counts.

- 7.3. Inventory reports must 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).

## **8. Service Records**

Contractor must produce, and provide to the County upon request, a service report for any device covered under this Contract 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 may be electronic or printed.

## **9. Maintenance and Services**

- 9.1. Warranty: Contractor warrants that each item of Equipment provided under this Contract will be free from defects in material and workmanship for a minimum of ninety (90) days after installation. If defects are identified, Contractor will repair or replace defective parts promptly on a like-for-like basis without additional cost to the County. 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.
- 9.2. Fees: Maintenance fees will be based on State Contract Pricing (see **Exhibit B: Pricing Schedule**).
- 9.3. Scheduled/Preventative Maintenance – Contractor will provide scheduled preventive maintenance, including all supplies, cleaning, diagnostics, or other activities required to maintain the manufacturer's recommended performance levels. Replacements parts will be provided by Contractor at no additional cost. The interval of these services will be either as recommended by the manufacturer, or as requested by the County. Maintenance will include Emergency repair requests during normal business hours.
- 9.4. Services other than Maintenance – Contractor will also provide the following services:
  - 9.4.1. Customer consultation regarding Equipment functionality, attributes, and or other requirements.
  - 9.4.2. At County's request, Contractor will come on-site and perform an analysis of all equipment currently in the fleet and provide a report to County that provides recommendations as well as potential cost savings. The specific content of this report will be as mutually agreed upon by PCITD and Contractor. This service will be at no additional cost to the County.

## **10. Training**

Contractor will provide initial training, regarding both typical and unique operational functions, upon delivery and installation of equipment at the point of delivery. Contractor will also provide training on a continuing basis during the entire term of the Contract, including refresher sessions, training for new personnel, and assistance with add-on options that the County has

purchased. Proposed training materials will include all models of devices. Training will be provided at no additional cost to the County.

#### **11. Disposal**

- 11.1. Contractor will remove any County-owned equipment when requested by designated PCITD and Procurement representatives. This must be done in compliance with the Procurement Department's procedure for the disposal of personal property, and the requirements of A.R.S 11-25(9) (56) (58) and Board of Supervisors Policy D29.11.
- 11.2. Before disposing of any devices removed at County's request, as provided above, Contractor will first perform on the device 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. Equipment removal must be approved and verified by PCITD.

# **EXHIBIT B: PRICING SCHEDULE**

Multifunctional Devices		Total Devices						
Item Name and Description	Model #	Expiring Leases for Contract period (1/1/2019 - 12/31/2024)	Estimated # of New Leases for Contract period (1/1/2019 - 12/31/2024)	Estimated # Purchased MFDs for Contract period (1/1/2019 - 12/31/2024)	Monthly Lease Payment Including Optional Accessories	Total Estimated Purchase \$ Amount Including Accessories	Total Lease Amount	Total Purchase Amount
Model 1 - B&W	ES2508A	7	1	1	\$69.13	\$4,724.00	\$33,182.40	\$4,724.00
Model 2 - B&W	ES3508A	29	10	10	\$81.93	\$4,993.00	\$191,716.20	\$49,930.00
Model 3 - B&W	ES5508A	20	5	5	\$118.82	\$6,693.00	\$178,230.00	\$33,465.00
Model 4 - B&W	ES7508A	3	1	1	\$157.51	\$8,541.00	\$37,802.40	\$8,541.00
Model 5 - B&W/Color - .032 CPC	ES2510AC	30	10	10	\$87.22	\$4,639.00	\$209,328.00	\$46,390.00
Model 6- B&W/Color - .03 CPC	ES3015AC	147	40	40	\$117.37	\$7,326.00	\$1,316,891.40	\$293,040.00
Model 7- B&W/Color - .024 CPC	ES5506AC	18	7	7	\$166.13	\$10,003.00	\$249,195.00	\$70,021.00
Model 8- B&W/Color - .023 CPC	ES6516AC	3	1	1	\$223.52	\$11,548.00	\$53,644.80	\$11,548.00
<b>Total Devices</b>		257	75	75			<b>\$2,269,990.20</b>	<b>\$517,659.00</b>

Multifunctional Devices		Maintenance				
Item Name and Description	Model #	B&W Average Monthly Usage	Color Average Monthly Usage	Unlimited B&W	Color Copy CPC	Total Maintenance
Model 1 - B&W	ES2508A	4,834	N/A	\$30.00	N/A	\$16,200.00
Model 2 - B&W	ES3508A	12,772	N/A	\$35.00	N/A	\$102,900.00
Model 3 - B&W	ES5508A	15,059	N/A	\$100.00	N/A	\$180,000.00
Model 4 - B&W	ES7508A	27,088	N/A	\$160.00	N/A	\$48,000.00
Model 5 - B&W/Color - .032 CPC	ES2510AC	1,769	\$1,310.00	\$30.00	\$41.92	\$90,096.00
Model 6- B&W/Color - .03 CPC	ES3015AC	6,454	\$3,856.00	\$35.00	\$115.68	\$477,108.60
Model 7- B&W/Color - .024 CPC	ES5506AC	9,345	\$4,644.00	\$100.00	\$111.46	\$192,046.08
Model 8- B&W/Color - .023 CPC	ES6516AC	18,460	\$6,240.00	\$125.00	\$143.52	\$37,506.90
						<b>\$1,143,857.58</b>

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

Manufacturer's Part Number	Description	Suggested Retail Price	% OFF Retail Price Purchase	% OFF Retail Price of Accessories and Parts	Purchase	Lease
					Contract Equipment Purchase Price	60 Monthly Payments
ES2508A	25 PPM Digital Copier	\$9,062.00	82%		\$1,634.00	\$34.21
MR3031	100-Sheet RADF	\$1,675.00		86%	\$237.00	\$4.96
MR4000	300-Sheet DSDF	\$2,263.00		81%	\$425.00	\$8.90
MJ1042	Inner Finisher	\$1,760.00		83%	\$300.00	\$6.28
MJ1109	Console Finisher w/ Stapling	\$2,284.00		83%	\$389.00	\$8.14
MJ6011	Hole Punch for MJ1042	\$850.00		78%	\$189.00	\$3.96
KD1059LT	2000 Sheet Large Capacity Feeder	\$1,225.00		71%	\$355.00	\$7.43
STAND5005	Stand	\$400.00		74%	\$105.00	\$2.20
GD1370	Fax Unit / 2nd Line Fax Unit	\$1,250.00		78%	\$279.00	\$5.84
PWRFLTR-XGPCS15D	NEXT GEN PCS POWER FILTER	\$1,000.00		88%	\$120.00	\$2.51

Options:

1. \$9.30 Monthly Includes 1,000 Copies Overage = \$0.0093
2. \$30.00 Monthly BW Unlimited Copies, Color Copy = N/A

Manufacturer's Part Number	Description	Suggested Retail Price	% OFF Retail Price Purchase	% OFF Retail Price of Accessories and Parts	Purchase	Lease
					Contract Equipment Purchase Price	60 Monthly Payments
ES3508A	35 PPM Digital Copier	\$11,302.00	83%		\$1,903.00	\$39.85
MR3031	100-Sheet RADF	\$1,675.00		86%	\$237.00	\$4.96
MJ1042	Inner Finisher	\$1,760.00		83%	\$300.00	\$6.28
MJ1109	Console Finisher w/ Stapling	\$2,284.00		83%	\$389.00	\$8.14
KN5005	Bridge Kit (Required with MJ1109/1110)	\$265.00		83%	\$46.00	\$0.96
MJ6011	Hole Punch for MJ1042	\$850.00		78%	\$189.00	\$3.96
KD1059LT	2000 Sheet Large Capacity Feeder	\$1,225.00		71%	\$355.00	\$7.43
STAND5005	Stand	\$400.00		74%	\$105.00	\$2.20
GD1370	Fax Unit / 2nd Line Fax Unit	\$1,025.00		73%	\$279.00	\$5.84
PWRFLTR-XGPCS15D	NEXT GEN PCS POWER FILTER	\$1,000.00		88%	\$120.00	\$2.51

Options:

1. \$15.80 Monthly Includes 2,000 Copies Overage = \$0.0079
2. \$35.00 Monthly BW Unlimited Copies, Color Copy = N/A

Manufacturer's Part Number	Description	Suggested Retail Price	% OFF Retail Price Purchase	% OFF Retail Price of Accessories and Parts	Purchase	Lease
					Contract Equipment Purchase Price	60 Monthly Payments
ES5508A	55 PPM Digital Copier w/ DSDF	\$24,176.00	83%		\$4,069.00	\$85.20
MP2502	2500 Sheet Large Capacity Feeder	\$1,783.00		74%	\$458.00	\$9.59
MJ1111	50 Sheet Stapling Finisher	\$3,201.00		83%	\$545.00	\$11.41
MJ6106N	Hole Punch Unit for MJ1111 & MJ1112	\$811.00		77%	\$189.00	\$3.96
KN1103	Finisher Rail	\$84.00		82%	\$15.00	\$0.31
GD1370	Fax Unit / 2nd Line Fax Unit	\$1,025.00		73%	\$279.00	\$5.84
PWRFLTR-XGPCS20D	NEXT GEN PCS POWER FILTER 20 AMP	\$1,000.00		88%	\$120.00	\$2.51

Options:

1. \$38.25 Monthly Includes 7,500 Copies Overage = \$0.0051
2. \$100.00 Monthly BW Unlimited Copies, Color Copy = N/A

Manufacturer's Part Number	Description	Suggested Retail Price	% OFF Retail Price Purchase	% OFF Retail Price of Accessories and Parts	Purchase	Lease
					Contract Equipment Purchase Price	60 Monthly Payments
ES7508A	75 PPM Digital Copier w/ DSDF	\$35,154.00	83%		\$5,917.00	\$123.89
MP2502	2500 Sheet Large Capacity Feeder	\$1,783.00		74%	\$458.00	\$9.59
MJ1111	50 Sheet Stapling Finisher	\$3,201.00		83%	\$545.00	\$11.41
MJ6106N	Hole Punch Unit for MJ1111 & MJ1112	\$811.00		77%	\$189.00	\$3.96
KN1103	Finisher Rail	\$84.00		82%	\$15.00	\$0.31
GD1370	Fax Unit / 2nd Line Fax Unit	\$1,025.00		73%	\$279.00	\$5.84
PWRFLTR-XGPCS20D	NEXT GEN PCS POWER FILTER 20 AMP	\$1,000.00		88%	\$120.00	\$2.51

Options:

1. \$51.00 Monthly Includes 10,000 Copies Overage = \$0.0051
2. \$160.00 Monthly BW Unlimited Copies, Color Copy = N/A

Manufacturer's Part Number	Description	Suggested Retail Price	% OFF Retail Price Purchase	% OFF Retail Price of Accessories and Parts	Purchase	Lease
					Contract Equipment Purchase Price	60 Monthly Payments
ES2500AC	25 PPM Color Copier	\$6,895.00	65%		\$2,389.00	\$50.02
MR3031	100-Sheet RADF	\$1,675.00		86%	\$237.00	\$4.96
MJ1042	Inner Finisher	\$1,760.00		83%	\$300.00	\$6.28
MJ6011	Hole Punch for MJ1042	\$850.00		78%	\$189.00	\$3.96
MY1047	550-Sheet Paper Feed Unit	\$625.00		60%	\$248.00	\$5.19
KD1059LT	2000 Sheet Large Capacity Feeder	\$1,225.00		76%	\$299.00	\$6.26
STAND5005	Stand	\$400.00		74%	\$105.00	\$2.20
GD1370	Fax Unit / 2nd Line Fax Unit	\$1,025.00		73%	\$279.00	\$5.84
PWRFLTR-XGPCS15D	NEXT GEN PCS POWER FILTER	\$1,000.00		88%	\$120.00	\$2.51

Options:

1. \$8.00 Monthly Includes 1,000 BW Copies Overage = \$0.008, Color Copy = \$0.03
2. \$30.00 Monthly BW Unlimited Copies, Color Copy = \$0.032

Manufacturer's Part Number	Description	Suggested Retail Price	% OFF Retail Price Purchase	% OFF Retail Price of Accessories and Parts	Purchase	Lease
					Contract Equipment Purchase Price	60 Monthly Payments
<b>ES3005AC</b>	30 PPM Color Copier	\$15,056.00	80%		\$2,956.00	\$61.89
MR3031	100-Sheet RADF	\$1,675.00		86%	\$237.00	\$4.96
MR4000	300-Sheet DSDF	\$2,263.00		81%	\$425.00	\$8.90
MJ1042	Inner Finisher	\$1,760.00		83%	\$300.00	\$6.28
MJ1110	Saddle-Stitch Finisher	\$3,395.00		81%	\$650.00	\$13.61
KN5005	Bridge Kit (Required with MJ1109/1110)	\$265.00		83%	\$46.00	\$0.96
MJ6011	Hole Punch for MJ1042	\$850.00		78%	\$189.00	\$3.96
MJ6105	Hole Punch (for MJ1109 & MJ1110)	\$850.00		78%	\$189.00	\$3.96
KD1059LT	2000 Sheet Large Capacity Feeder	\$1,225.00		76%	\$299.00	\$6.26
STAND5005	Stand	\$400.00		74%	\$105.00	\$2.20
GD1370	Fax Unit / 2nd Line Fax Unit	\$1,025.00		73%	\$279.00	\$5.84
PWRFLTR-XGPCS15D	NEXT GEN PCS POWER FILTER	\$1,000.00		88%	\$120.00	\$2.51

Options:

1. \$14.00 Monthly Includes 2,000 BW Copies Overage = \$0.007, Color Copy = \$0.03
2. \$35.00 Monthly BW Unlimited Copies, Color Copy = \$0.03

Manufacturer's Part Number	Description	Suggested Retail Price	% OFF Retail Price Purchase	% OFF Retail Price of Accessories and Parts	Purchase	Lease
					Contract Equipment Purchase Price	60 Monthly Payments
ES5506AC	55PPM Color 65PPM BK MFP with DSDF 4 Drawer	\$31,362.00	83%		\$5,279.00	\$110.53
MP2502	2500 Sheet Large Capacity Feeder	\$1,783.00		74%	\$458.00	\$9.59
MJ1111	50 Sheet Stapling Finisher	\$3,201.00		83%	\$545.00	\$11.41
MJ1112	Saddle Stitch Finisher	\$4,897.00		79%	\$1,050.00	\$21.98
MJ6106N	Hole Punch Unit for MJ1111 & MJ1112	\$811.00		77%	\$189.00	\$3.96
KN1103	Finisher Rail	\$84.00		82%	\$15.00	\$0.31
GD1370	Fax Unit / 2nd Line Fax Unit	\$1,025.00		73%	\$279.00	\$5.84
PWRFLTR-XGPCS20D	NEXT GEN PCS POWER FILTER 20 AMP	\$1,000.00		88%	\$120.00	\$2.51

Options:

1. \$56.25 Monthly Includes 7,500 BW Copies Overage = \$0.0075, Color Copy = \$0.024
2. \$100.00 Monthly BW Unlimited Copies, Color Copy = \$0.024

Manufacturer's Part Number	Description	Suggested Retail Price	% OFF Retail Price Purchase	% OFF Retail Price of Accessories and Parts	Purchase	Lease
					Contract Equipment Purchase Price	60 Monthly Payments
ES6506AC	65PPM Color 75PPM BK MFP with DSDF 4 Drawer	\$38,940.00	83%		\$6,554.00	\$137.23
MP2502	2500 Sheet Large Capacity Feeder	\$1,783.00		74%	\$458.00	\$9.59
MJ1111	50 Sheet Stapling Finisher	\$3,201.00		83%	\$545.00	\$11.41
MJ1112	Saddle Stitch Finisher	\$4,897.00		79%	\$1,050.00	\$21.98
MJ6106N	Hole Punch Unit for MJ1111 & MJ1112	\$811.00		77%	\$189.00	\$3.96
KN1103	Finisher Rail	\$84.00		82%	\$15.00	\$0.31
GD1370	Fax Unit / 2nd Line Fax Unit	\$1,025.00		73%	\$279.00	\$5.84
PWRFLTR-XGPCS20D	NEXT GEN PCS POWER FILTER 20 AMP	\$1,000.00		88%	\$120.00	\$2.51

Options:

1. \$56.25 Monthly Includes 7,500 BW Copies Overage = \$0.0075, Color Copy = \$0.023
2. \$125.00 Monthly BW Unlimited Copies, Color Copy = \$0.023

## **EXHIBIT C: 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 I19 Frontage Road

**85653**

10220 West Tangerine Road  
12600 North Sanders Road  
13370 North Lon Adams Road  
14393 North Luckett 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

**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

**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. Parkhannon Road

**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

**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