

# **REQUEST FOR PROPOSAL**

for

## **Managed Print Services**

### **14-15/15-INF**



**PORT OF OAKLAND**

PURCHASING DEPARTMENT  
530 WATER STREET  
OAKLAND, CA 94607



## PORT OF OAKLAND

### REQUEST FOR PROPOSAL

#### RFP No.: 14-15/15-INF, Managed Print Services

The Port of Oakland (the "Port"), Oakland, California, through the Purchasing Department, is hereby soliciting competitive proposals for the above mentioned project. The successful Respondent will be required to furnish all labor, material, equipment, supplies, applicable taxes, insurance, bonding, and licenses to complete this project.

#### Proposal Information

<b>Proposal Title</b>	Managed Print Services
<b>Proposal Type</b>	Goods and Services
<b>Proposal Number</b>	14-15/15-INF
<b>Proposal Issued</b>	October 20,2014
<b>Issuing Department</b>	Information Technology Department
<b>Site Tour Affidavit Due Date</b>	October 27, 2014 until 10:00 a.m. Email signed Site Affidavit ( <b>Attachment 4</b> ) to: bwu@portoakland.com
<b>Mandatory Pre-proposal Sites Tour</b>	October 30, 2014 at 10:00 a.m. (Oakland International Airport, Terminal 1 - Information Booth)
<b>Additional Sites Tour (Optional)</b>	November 18, 2014 at 10:00 a.m. (Oakland International Airport, Terminal 1 - Information Booth)
<b>Proposal Due Date</b>	December 9, 2014 until 11:00 a.m.

#### Instructions for Submitting Proposals

<b>Submittal Address</b>	Port of Oakland Purchasing Department Attn: <b>Nickulaus Sioson</b> 530 Water Street Oakland, CA 94607
<b>Submittal Copies</b>	One (1) Original copy clearly marked "Original" and six (6) Copies marked "Copy". The submittals must also include one (1) electronic copy on CD, DVD or USB thumbdrive.
<b>Submittal Envelope Requirements</b>	Proposal must be <u>sealed</u> and have the following information <u>clearly marked</u> and visible on the outside of the envelope: <ul style="list-style-type: none"><li>• Proposal Number</li><li>• Name of Your Company</li><li>• Address</li><li>• Phone Number</li></ul>
<b>Late Submittals</b>	Proposals received after the time and date stated above shall be returned unopened to the Respondent.

## How to Obtain Proposal Documents

Copies of the Proposal documents may be obtained at:

Available	Location
Yes	Port of Oakland--Purchasing Department 530 Water Street Oakland, CA 94607 Monday through Friday 9:00 AM to 4:00 PM (510) 627-1140
Yes	<a href="http://www.portoakland.com/opportunities/bidsrfpsrfqs.aspx">http://www.portoakland.com/opportunities/bidsrfpsrfqs.aspx</a> Or navigate to the Port of Oakland's main website at: <a href="http://www.portoakland.com/">http://www.portoakland.com/</a> , then click on "Business" then on "Opportunities" and then on "Bids/RFPs/RFQs" to download the RFP.

## Questions about the Proposal

Questions and or Requests for Information (RFI) must be submitted in writing and can be submitted by fax or email as follows:

<b>Primary Contact</b>	Nickulaus Sioson Email: <a href="mailto:nsioson@portoakland.com">nsioson@portoakland.com</a>
<b>Question/RFI Due Date</b>	<b>November 7, 2014 until 4:00 p.m.</b> Please submit questions as soon as possible. No questions regarding the specifications will be responded to after the above date. All pertinent questions will be responded to and answered in writing no later than the Response Date listed below.
<b>Response Date</b>	<b>November 14, 2014</b> All pertinent questions will be responded to <b>via addendum</b> faxed (or emailed) to all prospective proposers and placed on the Port's website. Proposers who did not receive a copy of the addendum should download it from the Port's website. See the "How to Obtain Proposal Documents" section for our web address. All addenda must be acknowledged on the RFP Acknowledgement and Signature form.

Once the RFP is issued, and until a recommendation for award is made to the Board of Port Commissioners at a public Board of Port Commissioners meeting (or in cases where a recommendation for award does not require a public Board meeting, when Proposers are notified by Port staff of the recommendation for award), each Proposer and its representatives, agents, and affiliates, shall not contact members of the Evaluation Committee, Port staff or the Board of Port Commissioners to discuss or ask questions about the contents of this RFP or the selection process. All questions shall be submitted in writing as described in this RFP. Any inappropriate contact by a Proposer, its representatives, agents, and affiliates may result in the Proposers' proposal being disqualified.

## Full Opportunity

The Port's policy prohibits discrimination or preferential treatment because of race, color, religion, sex, national origin, ancestry, age (over 40), physical or mental disability, cancer-related medical condition, a known genetic pre-disposition to a disease or disorder, veteran status, marital status, or sexual orientation. It is the policy of the Port of Oakland to encourage and facilitate full and equitable opportunities for small local businesses to participate in its contracts for the provision of goods and services. It is further the Port's policy that no discrimination shall be permitted in small local business

participation in Port contracts or in the subcontracting of Port contracts. The successful Respondent shall comply with the Port's non-discrimination policy.

The Port reserves the right to reject any or all proposals, to waive any irregularities or informalities not affected by law, to evaluate the proposals submitted and to award the contract according to the proposal which best serves the interests of the Port.

--John Banisadr, Purchasing Manager

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### **Attachments:**

Title		Must Be Returned with Proposal
1	RFP Acknowledgement and Signature Form	Yes
2	Proposal Worksheet	Yes
3	Cost Worksheets	Yes
4	Site Tour Affidavit	Yes

## **I. Project Overview**

The Port is soliciting Request for Proposals (RFP) from prequalified, experienced companies selected through the Request for Qualifications (RFQ) 14-15/09, Managed Print Services that the Port issued in July 2014, to provide a full Managed Print Services solution for copiers/printers/multifunctional devices (MFD) for all departments of the Port. Only the five top ranked firms from RFQ 14-15/09 may submit proposals for this RFP.

The Port has approximately 52 network copiers/multifunction devices, 250 independent/known printers/fax machines, and 2 high volume production reprographics printer/copier. Companies participating must provide a complete assessment of the current print services environment at the Port and provide a complete Managed Print Services solution on how the Port can be more efficient in handling its print services and document management.

The Port's goal is to select a firm through this RFP process to implement its recommendation and deploy the needed solution to revamp the Port's print services in a more cost efficient and sustainable environment. The Port will award a three-year contract and will have the option to issue two (2) one-year extension not to exceed a total period of 5 years.

## **II. Scope of Services**

### **A. General Scope**

It is the intent of this RFP solicitation to select a qualified supplier to furnish, deliver, install, service, support, monitor and manage the MFD and printers at the Port. This RFP is issued in conjunction with the Request for Qualifications (RFQ) 14-15/09, Managed Print Services issued on July 28, 2014 and any addenda. All terms, conditions, sample contracts, etc. issued under RFQ 14-15/09 are carried forward to this RFP. Please refer to the RFQ and any addenda for the detailed scope of work. The Port's preference is to be charged only for a per page print/copy pricing model instead using a traditional lease plus service/per page pricing model; however, traditional lease plus service/per page proposals will be considered.

### **B. Sites Tours (Mandatory & Optional)**

A mandatory sites tour will take place on date indicated below. Each company may have up to two representatives participate in the sites tour. The sites tour will include guided visits to all relevant Port buildings, and companies will need to provide their own transportation between buildings. Companies will be able to inspect the existing equipment during the tour. The tour will start at the Oakland International Airport, Terminal 1 – Information Booth. Companies will be responsible for the cost of parking at the Oakland International Airport. Because portions of the tour will be in a secured environment at the Oakland International Airport, companies must fill out and send to the Port a Site Tour Affidavit (**Attachment 4**) for each participant by the due date below. Companies will be able to inspect the existing equipment during the tour. Only people with properly filled out Site Tour Affidavits submitted by the deadline, pass a security background check with valid government issued photo ID on the day of the tour will be allowed on the tour. No photography will be allowed during the tour, and floor plans will be provided during the tour.

An additional optional sites tour will take place on the date indicated below for participants that would like a follow-up tour. Each company may have up to two representatives participate in this additional sites tour. Additional sites tour will also include guided visits to relevant locations requested by people participating on this tour, and companies will need to provide their own transportation between buildings. Companies will be responsible for the cost of parking at the Oakland International Airport. Current or new representative may participate on this additional tour. New representative must fill out a Site Tour Affidavit (**Attachment 4**) and send to the Port by the due date below. Only people with properly filled out Site Tour Affidavits submitted by the deadline, pass a security background check

and provide a valid government issued photo ID on the day of the tour will be allowed on the tour. No photography will be allowed during the tour.

Mandatory Sites Tour Information:

Site Tour Affidavit Due Date: October 27, 2014 until 10:00 a.m.  
Submittal Email Address: bwu@portoakland.com  
Mandatory Sites Tour: October 30, 2014 at 10:00 a.m.  
Oakland International Airport, Terminal 1 – Information Booth

Additional (Optional) Sites Tour Information:

Site Tour Affidavit Due Date: November 14, 2014 until 10:00 a.m.  
Submittal Email Address: bwu@portoakland.com  
Additional Sites Tour: November 18, 2014 at 10:00 a.m.  
(Optional) Oakland International Airport, Terminal 1 – Information Booth

### **C. Monitoring Software**

The Port is open to having participants provide printer/copier monitoring software for use during a 30 calendar day period. Any monitoring software must be installed by Port staff (with assistance from the company providing the software). There are no guarantees that the Port's network, servers, printers, and copiers will work with any monitoring software provided. The Port reserves the right to reject any monitoring software deemed malicious, disruptive, resource intensive or in any way incompatible with any Port systems or infrastructure. Please provide software installation instructions and requirements.

Monitoring Software Information:

Submission Due Date: October 28, 2014 until 10:00 a.m.  
Install Date: October 31, 2014  
Submittal Address: Port of Oakland  
Information Technology Department  
Attn: Ben Wu  
530 Water Street  
Oakland, CA 94607

### **D. Port Offices and Locations**

The Port currently has copiers and printers located at all the following Port of Oakland offices and facilities in Oakland, California:

1. Port of Oakland Headquarters - 530 Water Street, Oakland CA 94607
2. Oakland International Airport Port Offices – 1 Airport Dr. Oakland, CA 94621
3. Laz Parking – (Portable Office) 1 Airport Drive, Oakland CA 94621
4. North Field Administration Building - 9532 Earhart Road, Oakland CA 94621
5. Aviation Facilities Administration Building - 8500 Earhart Rd. Oakland, CA 94621
6. Port Office - OMC - 1100 Airport Dr. Oakland CA 94621
7. Port Office - 715 Air Cargo Road, Oakland CA 94621
8. Harbor Facilities Administration Building - 651 Maritime St. Oakland CA 94607

**NOTE:** Starting in March 2015, the Port staff at Oakland International Airport Port Offices (1 Airport Dr. Oakland, CA 94621) and certain staff at 1100 Airport Dr. will be moving to a temporary office located near the Airport's Terminal 1 because of office remodeling. It is expected that during spring 2017, the people at the temporary offices and all staff at the North Field Administration Building (9532 Earhart Rd, Oakland, CA 94621) will be moved to the renovated Oakland International Airport Port Offices. Relocations of the equipment is part of this project.

## E. Existing/List of Equipment

The following tables outline the existing known copiers & printers at the Port as listed in a relatively recent inventory. This equipment list is taken directly from the information already provided in the RFQ. There may be additional copiers and printers at the Port which suppliers may discover during the sites tours. Any discovered copiers and printers shall also be part of the RFP.

Existing Known Copiers						
Line	Site	Make	Model	Useful Life (Approx.)	Meter Reading 6/30/13	Copies Made FY 12/13
1	530 Water St.	Sharp	AR-M207E	150,000	41,791	3,461
2	530 Water St.	Sharp	AR-M550N	3,000,000	666,884	115,299
3	530 Water St.	Sharp	AR-M162J	unknown	12,692	2,507
4	530 Water St.	Sharp	AR-M355N	1,500,000	183,329	14,126
5	530 Water St.	Sharp	AR-M550N	3,000,000	1,238,910	143,064
6	530 Water St.	Sharp	AR-M550N	3,000,000	639,790	145,033
7	651 Maritime St.	Sharp	AR-M317	unknown	49,833	17,389
8	1100 Airport Dr.	Sharp	AR-M207E	150,000	67,382	21,650
9	1100 Airport Dr.	Sharp	AR-M207E	150,000	38,747	9,583
10	530 Water St.	Sharp	AR-M550N	3,000,000	955,215	81,338
11	651 Maritime St.	Sharp	SF-SD2260	unknown	411,028	78
12	9532 Earhart Rd.	Sharp	AR-M157EN	unknown	26,676	1,014
13	1100 Airport Dr.	Sharp	AR-337	unknown	203,123	-
14	1 Airport Dr.	Sharp	AR-M208N	unknown	88,838	4,483
15	Building M104	Sharp	AR-M168D	90,000	34,767	11
16	Building M104	Sharp	AR-M207E	150,000	111,989	8,552
17	1 Airport Dr.	Sharp	AR-M168D	90,000	96,115	-
18	651 Maritime St.	Sharp	AR-M168D	90,000	39,786	5,040
19	530 Water St.	Sharp	AR-M355N	1,500,000	529,028	58,396
20	1 Airport Dr.	Sharp	AR-M168D	90,000	58,586	-
21	1 Airport Dr.	Sharp	AR-M207E	150,000	83,469	5,874
22	530 Water St.	Sharp	AR-M168D	90,000	6,781	159
23	530 Water St.	Sharp	AR-M620N	3,000,000	941,522	108,092
24	9532 Earhart Rd.	Sharp	AR-M207E	150,000	61,446	14,098
25	9532 Earhart Rd.	Sharp	AR-M277	450,000	394,624	19,279
26	8500 Earhart Rd.	Sharp	AR-M168D	90,000	14,547	1,376
27	1100 Airport Dr.	Sharp	AR-M277	450,000	454,791	37,109
28	9532 Earhart Rd.	Sharp	AR-M355N	1,500,000	217,629	15,710
29	1 Airport Dr.	Sharp	AR-M207E	150,000	90,313	8,159
30	530 Water St.	Sharp	AR-M277	450,000	237,387	31,918
31	1100 Airport Dr.	Sharp	AR-M205	unknown	161,627	35,155
32	LAZ Parking.	Sharp	AR-M208N	unknown	625,387	79,968
33	530 Water St.	Sharp	AR-M550N	3,000,000	280,826	21,575
34	9532 Earhart Rd.	Sharp	AR-M355N	1,500,000	121,629	16,062
35	715 Air Cargo Rd.	Sharp	AR-M162J	unknown	62,611	5,037
36	Airport Trailer	Sharp	AR-M162J	unknown	127,984	15,792
37	Airport Trailer	Sharp	AR-M162J	unknown	46,859	2,037
38	1 Airport Dr.	Sharp	AR-M355N	1,500,000	107,169	16,542
39	LAZ Parking	Sharp	AR-M355N	1,500,000	682,399	98,594



Existing Known Copiers						
40	1 Airport Dr.	Sharp	AR-C260M	Unknown	99,415	12,622
41	530 Water St	Sharp	AR-161	Not being used, Not on Maintenance	n/a	n/a
42	1100 Airport Dr	Sharp	AR-M205	Not being used, Not on Maintenance	n/a	n/a
43	Unknown	Canon	NP-6521	Not being used, Not on Maintenance	n/a	n/a
44	530 Water St	Xerox	WCP265H	unknown	monthly	n/a
45	1 Airport Dr	Xerox	WC7345PF	unknown	monthly	n/a
46	530 Water St	Xerox	W5665PT	unknown	monthly	n/a
47	530 Water St	Xerox	W5665PT	unknown	monthly	n/a
48	530 Water St	Xerox	W5675PT	unknown	monthly	n/a
49	530 Water St	Xerox	W5665PT	unknown	monthly	n/a
50	530 Water St	Xerox	W5675PT	unknown	monthly	n/a
51	1 Airport Dr	Xerox	WC4260S	unknown	monthly	n/a
52	1 Airport Dr	Xerox	WC4260S	unknown	monthly	n/a

Existing Known Printers/Fax	
Equipment Type	Approximate Number
Stand Alone Fax or Fax/Printer/Scanner/Copier	62
Printer/Scanner/Copier	13
Inkjet Printers	9
Color Laser Printer, Workgroup	14
Black & White Laser Printer, Higher End	72
Black & White Laser Printer, Lower End	80

High Volume Reprographics Printers/Copiers	
Equipment Type	Number
(Konica/Minolta BizHub 1200 and BizHub C6501)	2

## F. Port Expectations, Goals, and Minimum Specifications

As indicated in the RFQ, the Port's goal is to replace all existing printers (with the exception of personal printers that are less than 2 years old), and all Port owned copiers with new printers and copiers, and to reduce the total device count. The old printers and copiers must be traded-in toward any replacement printers/copiers. The selected firm will have to make a recommendation based on analyzing the Port's usage and staffing, on the appropriate number of printers/copiers the Port will need, and provide a trade-in allowance for the existing equipment. Printers may be deployed in an individual office or group setting, and the selected firm may propose more than one (1) model. The Port desires to eliminate as much as possible all single function printers and fax machines in favor of fewer MFDs.

### ***Minimum Printer Specifications:***

Description	Minimum Requirement
Speed	20 PPM
Minimum Memory	128 MB
Color	Optional
Original Paper Size – Min / Max	5.5" x 8.5" / 13" x 8.5"
Output Paper Size – Min / Max	5.5" x 8.5" / 13" x 8.5"

Duplex	Required
Paper Capacity	500
Network Card	100 Base T
Print Drivers	Windows XP, 7, 8
PDL	PCL6, PCL5c, PS 3

Printer Options:

- a. Two or Three Printer Trays
- b. Tabloid Paper Size Handling

**Minimum MFD Specifications:**

**MFD Specification 1:**

Description	Minimum Requirement
Speed	30 PPM
Minimum Memory	128 MB
Color	Optional
Reduction / Enlargement	50 – 200
Continuous Copying	1 – 999
Original Paper Size – Min / Max	5.5" x 8.5" / 11" x 17"
Output Paper Size – Min / Max	5.5" x 8.5" / 11" x 17"
Duplex	Auto (1:2, 2:2, 2:1)
Auto Document Feed	RADF
Sorter	20 sets
Stapling	Required
Message Display	Required
Help Key	Required
Auto Delete of Electronic Files Stored in MFD	Required
Hole Punch	Required as an Optional
Paper Sources #	2
Paper Capacity	1000
Network Card	100 Base T
Print Drivers	Windows XP, 7, 8
PDL	PCL5, PCL 5e, PCL 6, PS 3
Power	120V, 15A max.
Windows 2008 Active Directory Integration	Required

**MFD Specification 2:**

Description	Minimum Requirement
Speed	50 PPM
Minimum Memory	512 MB
Color	Optional
Reduction / Enlargement	50 – 200
Continuous Copying	1 – 999
Original Paper Size – Min / Max	5.5" x 8.5" / 11" x 17"
Output Paper Size – Min / Max	5.5" x 8.5" / 11" x 17"
Duplex	Auto (1:2, 2:2, 2:1)
Auto Document Feed	RADF
Sorter	20 sets
Stapling	Required
Message Display	Required

Help Key	Required
Auto Delete of Electronic Files Stored in MFD	Required
Hole Punch	Required as an Option
Paper sources #	4
Paper Capacity	2500
Network Card	100 Base T
Print Drivers	Windows XP, 7, 8
PDL	PCL5, PCL 5e, PCL 6, PS 3
Power	120V, 15A max.
Windows 2008 Active Directory Integration	Required

### MFD Specification 3:

Description	Minimum Requirement
Speed	60 PPM
Minimum Memory	1GB
Reduction / Enlargement	50 – 200
Continuous Copying	1 – 999
Original Paper Size – Min / Max	5.5" x 8.5" / 11" x 17"
Output Paper Size – Min / Max	5.5" x 8.5" / 11" x 17"
Duplex	Auto (1:2, 2:2, 2:1)
Auto Document Feed	RADF
Sorter	20 sets
Stapling	Required
Message Display	Required
Help Key	Required
Auto Delete of Electronic Files Stored in MFD	Required
Hole Punch	Required as an Option
Paper sources #	4 Large capacity
Paper Capacity	3000
Network Card	100 Base T
Print Drivers	Windows XP, 7, 8
PDL	PCL5, PS 3
Power	120V, 15A max.
Windows 2008 Active Directory Integration	Required

#### *MFD Optional Functions:*

The functions listed below are optional. These features may be added at the option of the Port at award or at any time during the term of agreement to each.

- a. **Fax:** Optionally the Port may wish to order functionality to G3 fax/IP fax/VOIP fax from the MFD. The ability to fax may be ordered on none, some or all devices at time of order.
- b. **Scanning:** Optionally the Port may wish to order functionality to scan images on the MFD and retrieve that image on a network attached PC. OCR or integration with document/records management systems are optional. Scanning functionality may be ordered on none, some or all devices at time of order. Scanning must be in color.
- c. **Copy Control:** Optionally the Port may wish to order functionality to monitor the number of images by account number output on the MFD. The ability to provide access codes and account codes for tracking the usage of images across multiple accounts may be ordered on none, some or all devices at time of order.

- d. **Secure Printing:** Optionally the Port may wish to order functionality for secure printing on the MFD. If a user selects secure printing, printing does not start unless the user either swipes his badge or enters the user ID and password on the device panel. This feature may be ordered on none, some or all devices at time of order. Active Directory integration is required.
- e. **Remote Monitoring:** Optionally the Port may wish to order functionality so that the MFDs and/or printers can be remotely monitored by your company and/or Port staff to ensure proper functionality. This feature may be ordered on none, some or all devices at time of order.
- f. **Finishing:** Optionally the Port may wish to order functionality for document finishing (booklet fold/saddle, etc.). This feature may be ordered on none, some or all devices at time of order.
- g. **ADA Compliance:** The Port may need to provide reasonable accommodation for persons with disabilities as defined in the Americans with Disabilities Act (ADA) legislation and according to Port Administrative Directives. Accommodating features, components, and / or add-ons may be ordered on not, some, or all devices at time of order and may also be added after the order.

### **G. Minimum High Volume Production Reprographics Printer/Copier Specifications**

The Port currently leases two (2) High Volume Production Reprographic Printer/Copiers. As part of this solicitation, the successful Proposer will have the opportunity to propose similar or better equipment. The Port is currently using the following equipment:

1. Konica/Minolta BizHub 1200
2. Konica/Minolta BizHub C6501

### **III. Submission Requirements**

Please respond to the following 7 submission requirements in a straightforward, concise delineation of your capabilities proposed to satisfy the requirements of the RFP. The Port will use your responses to objectively determine your capabilities and experience. Please label your responses 1 through 7, in the order presented below.

#### **Submittal Format:**

Responses must be printed on 8½" x 11" paper and formatted in no smaller than 10 point font except where noted. Each section shall be labeled according to the sections below. All submitted material must be bound with only **one staple or binder clip** in the upper left corner. Please no binders or any other type of binding. Submittals must be able to fit into a 9 x 11.5 inch folder. Additionally, the proposal must be submitted electronically via CD, DVD or USB thumb-drive. Email submittals will not be allowed.

**1. Confirmation of Information and Forms Submitted During RFQ Process:** Provide confirmation that all information and forms submitted for RFQ 14-15/09, Managed Print Services issued on July 28, 2014, are still valid. If anything has changed, provide detailed explanation. Additionally, please provide proof that your company is still an authorized provider of the equipment proposed. Also, please acknowledge that your company can meet the all portions of the Scope of Services as stated in both this RFP and RFQ 14-15/09, Managed Print Services. If your company cannot meet a specific portion of the Scope of Services, please elaborate.

**2. Current Environment Assessment:** Provide your assessment report based upon the Port's current printers and copiers environment.

**3. Managed Print Services Solution:** Provide your company's complete Managed Print Services solution for the Port. This solution should incorporate all requirements as listed in RFQ 14-15/09, Managed Print Services under Section IIE (Port Expectation and Goals). This must include at minimum:

- a) Your proposal of the Port's anticipated MFD/printer needs, including those for the high volume reprographics printers
- b) The location information on where MFD/printers should be placed
- c) The optimal number of MFD and printers needed
- d) Recommendation on whether the Port needs scanning or FAX, and on which MFD(s)
- e) Recommendation on which MFD will need finishing capabilities
- f) Your detailed implementation/installation plan
- g) Your detailed training and orientation plan including follow-up training
- h) Your maintenance, supply management, and equipment repair plan
- i) Your detailed plan to address anticipated office changes at the Oakland International Airport (see Section II-d) as well as any other moves not yet known
- j) Details of how printing will be done securely
- k) Details on implementing mobile or tablet printing
- l) Your trade-in plan for the Port's existing printers & copiers including your plan for wiping of hard disks in the copiers
- m) Your proposed quarterly volume guarantee needed
- n) Your company's contact information for customer service and your escalation plan
- o) Your equipment guarantees for performance
- p) Quarterly reporting of equipment status and consumable usage
- q) Description of your company's flexibility for changes to your solution as the Port's needs evolve over time
- r) Your plan on keeping the Port satisfied

**4. Equipment Specifications:** Provide your company's equipment specifications in the Proposal Worksheets (**Attachment 2**). Also, provide a brochure for each proposed piece of equipment and software.

**5. Costs:** Provide cost information in the Cost Worksheets (**Attachment 3**). Additionally, elaborate on the Port's expected cost savings and proposed penalties if cost savings are not achieved.

**6. Litigation Information:** Provide information describing any litigation, arbitration, investigations, or any other similar actions that your company, the principals, the directors, and employees have been involved in during the last five (5) years relating to your company's services. Please list the information in chronological order and provide any reason and background information on the action. The Port will review the reason and timing of the action before it can determine if your firm can be considered for this project.

**7. Required Forms:** The Respondent must fill out all forms included in the RFP (listed in the attachments section) and return them with your qualifications. Failure of the Respondent to provide any information requested in the RFP may result in rejection for non-responsiveness.

#### **IV. Evaluation Criteria**

Prior to contract award, the Port must be assured that the Respondent selected has all of the resources required to successfully perform under the contract. This includes, but is not limited to, personnel with skills required, equipment/materials and financial resources sufficient to provide services called for under this contract. If during the evaluation process, the Port is unable to assure itself of the Respondent's ability to perform under the contract, if awarded, the Port has the option of requesting from the Respondent, any information that the Port deems necessary to determine the Respondent's capabilities. If such information is required, the Respondent will be notified and will be permitted five (5) working days to submit the requested information.

In awarding the contract, the Port will evaluate a number of factors in combination. Please make sure

you have submitted responses to all items listed in the Submission Requirements section, as your responses will be evaluated based on the weights listed below.

**A. Evaluation Weights**

Item	Criteria	Weights
1	<u>Litigation Information and Confirmation of Information and Forms Submitted During RFQ Process</u> As evidence from your response to item 1 and 6 of Submission Requirements section	Pass/Fail
2	<u>Required Forms for this RFP</u> As evidence from your response to items 7 of Submission Requirements section.	5%
3	<u>Current Environment Assessment</u> As evidence from your response to item 2 of Submission Requirements section.	20%
4	<u>Managed Print Services Solution and Equipment Specifications</u> As evidence from your response to item 3 and 4 of Submission Requirements section, and Proposal Worksheet.	40%
5	<u>Pricing</u> As evidence from your response to item 5 of Submission Requirements section and Cost Worksheet.	35%
	Total	100%

**B. Selection Procedure:**

All proposals received by the deadline which meet the RFP’s requirements will be presented to the evaluation committee comprised of Port of Oakland staff and possibly external members. The evaluation committee will evaluate the proposals and score all submissions according to the evaluation criteria above. The selection process may include interviews (at the discretion of the evaluation committee) for the top scoring submissions. Interview details and scoring requirements will be provided to selected Respondents prior to the Interview. The Port has tentatively scheduled interviews to take place on December 18, 2014. Please save this date.

**V. Additional Provisions**

The terms “Company”, “Consultant”, “Contractor”, “Proposer”, “Respondent”, “Seller”, “Supplier”, and “Selected company” whenever appearing in this RFP or any attachments, are used interchangeably to refer to the company or firm submitting a qualifications in response to this RFP.

**A. Port’s Legal Name and Jurisdiction**

The Port of Oakland (the “Port”) is legally known as the City of Oakland, a Municipal Corporation, Acting by and through its Board of Port Commissioners. The Port is an independent department of the City of Oakland. The Port has exclusive control and management of all Port facilities and properties. Port facilities and properties consist of marine terminals, a railway intermodal terminal and container storage areas (collectively, the “Seaport”); the Oakland International Airport (the “Airport”); and commercial and industrial land and properties (collectively, “Commercial Real Estate”); and other recreational land, other land, undeveloped land, and water areas, all located in Oakland, CA. The Port issues Purchase Orders under the name Port of Oakland.

**B. Ownership of Proposals**

All rights to information developed, disclosed, or provided in a Proposal and its attendant submissions are the property of Port, unless a Respondent makes specific reference to data

that is considered proprietary. To the extent that a Respondent does not make specific reference to data that is considered proprietary, submission of an RFP constitutes the Respondent's express (a) grant and assignment of a perpetual, transferable (in whole or in part), non-exclusive royalty-free license to the Port for copyright, patent, or other intellectual property right (collectively referred to as "intellectual property"), and (b) agreement that the Port may use any such intellectual property without charge for any lawful purpose in connection with other Port development projects, including without limitation the creation of derivative works and issuance of sublicenses.

**C. Public Records Act**

Per the Public Records Act (Gov. Code 6250 et seq.), the Port may be obligated to make available to the public the submitted qualifications and all correspondence and written questions submitted during the Request for Proposal process. However, such disclosure shall not be made prior to the date on which the Port publishes a final Board agenda report recommending award of the contract. Any trade secrets or proprietary financial information, which a Respondent believes should be exempted from disclosure, shall be specifically identified and marked as such. Blanket-type identification by designating whole pages or sections shall not be permitted and shall be invalid. The specific information must be clearly identified as such.

The Port reserves the right to independently determine whether any document is subject to disclosure and to make such information available to the extent required by applicable law, without any restriction.

**D. Indemnification**

If Respondent is selected to receive a contract, it will be required to agree to the indemnification clause contained in the Professional Services Agreement. **See Section 5** of the Professional Services Agreement (**Attachment 9 of in Managed Print Services RFQ 14-15/09**).

**E. Reimbursable Expenses**

All expenses incidental to performing Consultant's Basic Services including, but not limited to, reproduction of documents and other materials associated with Respondent's deliverables and presentation materials; transportation and subsistence; telephone, computer, facsimile, or other similar costs; and the like, shall be included within the Contract Price.

**F. Port's Right to Modify**

Respondents are advised that the Port has not incurred any obligations or duties in soliciting this Request for Proposal. The Port reserves the right to reject any or all proposal submitted in response to this RFP; to request additional information or clarification of information submitted; to cancel or modify, in part or in its entirety, this RFP; to request new RFPs or pursue any other means for obtaining the desired services; to waive any informalities or minor irregularities in the RFP, and other inconsequential deviations from the RFP's requirements. The Board of Port Commissioners retains the right to award this project in part or in total to the Respondent(s) of its choice, and to decide to undertake the project or to terminate the project at any time prior to approval of a formal contract.

**G. Conflicts of Interest**

By submitting a proposal, the Respondent represents that it is familiar with Section 1090 and Section 87100 et seq. of the Government Code of the State of California, and that it does not know of any facts that constitute a violation of said sections in connection with its qualifications. Respondent also represents that its qualifications has completely disclosed to the Port all facts bearing upon any possible interests, direct or indirect, which Respondent believes any member of Port, or other officer, agent or employee of Port or any department presently has, or will have, in any agreement arising from this RFP, or in the performance thereof, or in any portion of the profits there under. Willful failure to make such disclosure, if any, shall constitute ground for rejection of the qualifications or termination of any agreement by Port for cause. Respondent agrees that if it enters into a contract with the Port, it will

comply with all applicable conflict of interest codes adopted by the City of Oakland and Port of Oakland and their reporting requirements.

**H. Cost of Preparing a Response**

All costs for developing a response to this RFP and attending any proposal meetings or selection meetings are entirely the responsibility of the Respondent and shall not be chargeable to the Port.

**I. Law Compliance**

The Respondent must comply with all laws, ordinances, regulations and codes of the Federal, State, and Local Governments, which may in any way affect the preparation of proposals or the performance of the contract.

**J. Respondent's Relationship**

The Respondent's relationship to the Port shall be that of independent contractor and not deemed to be agent of the Port.

**K. Proposal Considerations and Legal Proceeding Waiver**

The Port has absolute discretion with regard to acceptance and rejection of proposals. In order to be considered the party submitting a proposal waives the right to bring legal proceedings challenging the Board of Port Commissioners choice of the award.

**L. False Statements**

False statements in a proposal will disqualify the proposal.

**M. Taxes**

The Respondent will be responsible for all Federal, State, and Local taxes.

**N. Grade of Service**

The Respondent must provide professional service and maintain appropriate personnel to provide expedient and courteous service.

**O. The Respondent's Liability**

The Respondent shall be responsible for any and all damages to the Port's premises resulting from the negligent acts or willful misconduct of the Respondent's agents or employees.

**P. Amendments**

The Port may, at its sole discretion, issue amendments to this RFP at any time before the time set for receipt of proposals. The Respondents are required to acknowledge receipt of any amendments (addenda) issued to this RFP by acknowledging the Addendum in the space provided on the RFP Acknowledgement and Signature Form. The Port shall not be bound by any representations, whether oral or written, made at a pre-proposal, pre-contract, or site meeting, unless such representations are incorporated in writing as an amendment to the RFP or as part of the final contract. All questions or requests for clarification concerning material terms of the contract should be submitted in writing for consideration as an amendment.

**Q. Withdrawal or Modification of Offers**

The Respondent may modify or withdraw an offer in writing at any time before the deadline for submission of an offer.

**R. Acceptance**

Any offer received shall be considered an offer which may be accepted or rejected, in whole or in part, by the Port based on initial submission with or without discussions or negotiations.

**S. Representations**

No representations or guarantees of any kind, either made orally, or expressed or implied, are made with regard to the matters contained in this document, including any attachments,



letters of transmittal, or any other related documents. The Respondent must rely solely on its own independent assessment as the basis for the submission of any offer made.

**T. Award Consideration and Length of Contract**

The Port shall not be bound to accept the lowest-quote fee and will award the contract (if any) to the company/firm selected through the competitive process (and any subsequent interviews) outlined in this RFP.

The Port will award a three-year contract (if any) and will have the option to issue two (2) one-year extensions not to exceed a total period of 5 years.

**U. Contract Termination**

The Port may terminate the agreement (and or contract) with the Respondent on thirty days notice for the failure of the Respondent to comply with any term(s) of the agreement/contract between the Port and the Respondent.

**V. Protest Procedures**

Any party that has timely submitted a responsive proposal may file a protest of award in accordance with the provisions set forth below:

1. Any protest must be submitted in writing to John Betterton, Secretary of the Board, by 5:00 p.m. of the fifth (5th) business day following publication of the identity of the apparent successful proposer (or of notice of intended award, if such notice is issued).
2. The protest must include the name, address and telephone number of the person representing the protesting party.
3. The initial protest document must contain a complete statement of the basis for the protest, including in detail, all grounds for protest, including without limitation all facts, supporting documentation, legal authorities and argument in support of the grounds for the protest; any matters not set forth in the written protest shall be deemed waived. All factual contentions must be supported by competent, admissible and creditable evidence.

Any protest not conforming to the foregoing shall be rejected by the Port without recourse.



**RFP No.: 14-15/15-INF- Managed Print Services**

The undersigned having carefully examined the location of the proposed work, the local conditions of the place where the work is to be done, the Invitation, the General Conditions, the Specifications and all of the documents for this project, proposes to enter into a contract with the Port of Oakland to perform the work listed in this RFP, including all of its component parts, and to furnish any and all required labor, materials, equipment, insurance, bonding, taxes, transportation and services required for this project in strict conformity with the plans and specifications prepared, including any Addenda, within the time specified.

**Addendum Acknowledgement**

The following addendum (addenda) is (are) acknowledged in this RFP: \_\_\_\_\_

**Acknowledgement and Signature:**

1. No Proposal is valid unless signed in ink by the person authorized to make the proposal.
2. I have carefully read, understand and agree to the terms and conditions on all pages of this RFP. The undersigned agrees to furnish the services stipulated in this RFP.

Respondent's Name and Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Contractor License # (if applicable): \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Federal Tax Identification Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Decline RFP:**

We **do not** wish to submit a Proposal on this Project. Please state your reason below. Please also indicate if you would like to remain on our Supplier list.

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_



**RFP No.: 14-15/15-INF - Managed Print Services**

**Supplier:** \_\_\_\_\_

Please provide the following information regarding the equipment you are proposing. Add additional columns if you are proposing additional equipment:

Proposed Equipment	Response					Example / Comment
	MFD Spec 1	MFD Spec 2	MFD Spec 3	Printer Spec	Repro Printer	
<i>Indicate below your product's specifications for each category of specifications listed in this RFP</i>						
<b>General</b>						
Make and Model						Example: Brand X model 12345
Authorization to sell <b>and</b> service						Example: Yes- sell and service, No-only sell, No- only service, etc.
Years as Authorized Representative (please include copies of current certifications)						Example: 4 years as authorized representative
Manufacturing status (In Production?)						Example: In Production or Discontinued
USA introduction date						Example: January 2003
End of production date & end of support date						Example: Production ends January 2016. Support ends January 2019
Recommended monthly volume						Example: 20,000 CPM
Maximum monthly volume						Example: 50,000 CPM
PM Cycle						Example: Every 100,000 pages
OEM						Example: Mfg by _____
Type						Example: Digital or Analog
Electrical requirements						Example: 120V, 60Hz
Dedicated circuit required						Example: Yes or No
Dimensions						Example: 24"W x 40"D x 30"H
Weight						Example: 200 lbs
<b>Support</b>						

Proposed Equipment	Response					Example / Comment
	MFD Spec 1	MFD Spec 2	MFD Spec 3	Printer Spec	Repro Printer	
Repairs						Example: Included
Supplies						Example: Included, except for paper
Software						Example: All software support included
Training and Recurring Training						Example: On-site training included
Remote configuration by IT						Example: Yes or No
Device reporting						Example: Yes or No for Config & volume, etc.
Device relocation at Port request						Example: Included
<b>Service</b>						
Installation support						Example: Included
# of Certified HW svc/support staff in SF Bay Area						Example: 15 staff <b>NOTE:</b> provide copies of certs
# of Certified SW svc/support staff in SF Bay Area						Example: 10 staff <b>NOTE:</b> provide copies of certs
Help Desk Availability - Hours / Days						Example: 7x24, M-F 8:00 AM - 5:00 PM PST
Call for Service - Avg response time						Example: 2 hours
Remote maintenance						Example: Remote diagnostics
On-line documentation						Example: Complete PDF documentation provided
<b>Performance</b>						
Loaner equipment						Example: Provided if est. down time > 48 hours
Replacement equipment						Example: Provided if HW failure > 10 days
Average number of images between failure						Example: 96,000 images
<b>Product Capabilities</b>						
Supports RFP and RFQ specifications						Example: Fully supports all RFP specifications
Windows XP						Example: Yes or No
Windows 7						Example: Yes or No
Windows 8.1						Example: Yes or No
Linux						Example: Yes or No
Mobile Devices Apple iOS, Android, Windows Mobile						Example: iOS – Yes, Android – Yes, Windows Mobile - Yes
Windows 2008 Active Directory						Example: Yes or No
Linux						Example: Yes or No
Support IP address management						
Static						Example: Yes or No

Proposed Equipment	Response					Example / Comment
	MFD Spec 1	MFD Spec 2	MFD Spec 3	Printer Spec	Repro Printer	
Dynamic						Example: Yes or No
<b>Multifunctionality</b>						
Copier				n/a		Example: Standard, Optional or None
Printer						Example: Standard, Optional or None
Fax (also see fill out fax item below)				n/a		Example: Standard, Optional or None
Scanning (also see fill out scanning item below)				n/a		Example: Standard, Optional or None
Other						Example: Standard, Optional or None
<b>Processor Memory</b>						
Processor MHz						Example: 266 MHz
Standard Memory Mb						Example: 32 MB
Maximum Memory Mb						Example: 256 MB
Printer Hard Disk						Example: Standard, Optional or None
Postscript Support						Example: PostScript 3
PCL Support						Example: PCL5, PCL6
<b>Connections</b>						
100BaseT						Example: Yes or No
1000BaseT						Example: Yes or No
Wireless (state 802.11 a / b / g / n)						Example: Standard, Optional or None
<b>Optional Requirements</b>						
<b>Fax</b>						
Type				n/a		Example: 33.6 Kbps Super G-3
Compatibility				n/a		Example: ITU Group 3 with ECM
One-Touch / Group / Total Keys				n/a		Example: 40/40/200
2 Telephone Lines				n/a		Example: Standard, Optional or None
Modem Speed Std.				n/a		Example: 33,600bps
Compression				n/a		Example: MH, MR,MMR, JBIG
Re-dials				n/a		Example: # of redials
Delayed TX				n/a		Example: Standard, Optional or None
Other Options (e.g. IP fax)				n/a		Example: Please List
Add fax functionality after install?				n/a		Example: Yes or No

Proposed Equipment	Response					Example / Comment
	MFD Spec 1	MFD Spec 2	MFD Spec 3	Printer Spec	Repro Printer	
Scanning						
Color scanning				n/a		Example: Yes or No
Scan to HD				n/a		Example: Standard, Optional or None
Scan to e-mail				n/a		Example: Standard, Optional or None
Scan to FTP				n/a		Example: Standard, Optional or None
Scan to Other File Formats				n/a		Example: PDF, TIFF, JPEG, etc.
Scan to Other				n/a		Example: Standard, Optional or None
OCR Capability	OCR Capability			n/a		Example: Yes or No, (describe how it's done – e.g. Searchable PDF produced)
Integration with Records or Document Management Systems				n/a		Example: Yes or No, (describe integration)
Add scanning functionality after install?				n/a		Example: Yes or No
Copy Control						
Capability				n/a		Example: Yes or No
Capability to rout print and copy jobs based on policies (i.e. jobs > 500 pages go to Reprographics)						Example: Yes, based on volume, requested paper type, requested finishing
Security						
Password / PIN						Example: Yes or No (PIN)
Badge (HID Proximity)						Example: Yes or No
Remote Monitoring						
Capability						Example: Yes or No
<b>Features</b>						
Paper/Printing						
Max Output Size						Example: 11 x 17
Min Output Size						Example: 8.5 x 11
Max Original Size						Example: 11 x 17
Min Original Size						Example: 3 x 5
Mixed Size Originals in single job						Example: Yes or No
Auto Duplex (ADU)						Example: Yes or No
ADU Max Size						Example: 8.5 x 11
Std. Paper Sources						Example: 2

Proposed Equipment	Response					Example / Comment
	MFD Spec 1	MFD Spec 2	MFD Spec 3	Printer Spec	Repro Printer	
Max Paper Sources						Example: 4
Std. Paper Capacity						Example: 500 sheets
Max Paper Capacity						Example: 3000 sheets
Large Capacity Tray (LCT)						Example: Standard, Optional or None
LCT Capacity						Example: 2500 sheets
Finisher/Sorter						Example: Standard, Optional or None
Bins						Example: 2
Capacity						Example: 500 sheets
Auto Stapler and capacity						Example: Standard, Optional or None 50 Pages
Bins						Example: 1
Capacity						Example: 30 sheets
Stapling Positions						Example: 8
Folding						Example: Standard, Optional or None
Hole Puncher						Example: Standard, Optional or None
Saddle Stitch Finisher						Example: Standard, Optional or None
Guillotine / Trimmer						Example: Standard, Optional or None
Copier Document Production Capabilities						
2-in-1 Mode						Example: Yes or No
4-in-1 Mode						Example: Yes or No
Booklet Mode						Example: Yes or No
Book Copy						Example: Yes or No
Date/Time Stamp						Example: Yes or No
Frame/Fold Erasure						Example: Yes or No
Image Insert						Example: Yes or No
Image Overlay						Example: Yes or No
Image Repeat						Example: Yes or No
Image Rotate						Example: Yes or No
Image Shift						Example: Yes or No
Margin Shift						Example: Yes or No
Neg/Pos						Example: Yes or No

Proposed Equipment	Response					Example / Comment
	MFD Spec 1	MFD Spec 2	MFD Spec 3	Printer Spec	Repro Printer	
OHP Interleaving						Example: Yes or No
Page Numbering						Example: Yes or No
Photo Mode						Example: Yes or No
Poster Mode						Example: Yes or No
Sheet Insertion						Example: Yes or No
Insert front & back cover						Example: Yes or No
Chapters / Chapter Inserts						Example: Yes or No
Stamp/Watermark						Example: Yes or No
<b>Automatic Features</b>						
AES (Auto Exposer Selection)						Example: Yes or No
AMS (Auto Magnification Selection)						Example: Yes or No
APS (Auto Paper Select)						Example: Yes or No
ATS (Auto Tray Switching)						Example: Yes or No
ECM (Error Correction Mode)						Example: Yes or No
<b>Functions</b>						
Warm up time						Example: 30 seconds
First copy time						Example: 4.8 seconds
Multicopy Speed - CPM (Ltr/Lgl/Ldgr)						Example: 30/25/20 cpm
Quantity Selector						Example: 999
Job Programs						Example: Yes or No
Total Jobs						Example: 5
Job Build						Example: Yes or No
Copy Control						Example: Standard, Optional or None
Account Numbers						Example: 1 account code
Auto Document Feeder (ADF)						Example: Standard, Optional or None
Reverse Auto Document Feeder (RADF)						Example: Standard, Optional or None
Duplex Auto Document Feeder						Example: Standard, Optional or None
Doc Feeder Speed (Orig per Min)						Example: 30 OPM
Doc Feeder Capacity						Example: 50 Originals
Paper Weights (Min/Max)						Example: 13 to 34 lbs



Proposed Equipment	Response					Example / Comment
	MFD Spec 1	MFD Spec 2	MFD Spec 3	Printer Spec	Repro Printer	
Paper Weights - Bypass (Min/Max)						Example: 13 to 34 lbs
Paper Weights - Doc Feeder (Min/Max)						Example: 15 to 24 lbs
Resolution – Copy						Example: 600 x 600 dpi
Resolution – Scan						Example: 600 x 600 dpi
Zoom (Reduction/Enlargement)						Example: Standard, Optional or None
Zoom Range						Example: 25% to 200%
Zoom Increments						Example: 1%
Preset Reduction/Enlargement						Example: 4 settings
<b>Recommended # of Machines at Port, Schedule A (Black &amp; White)</b>						Example: 5 MFDs for Spec 1
<b>Recommended # of Machines at Port, Schedule B (Color)</b>						Example: 5 MFDs for Spec 1
<b>Expected Page Count for all Machines at Port Per Year, Schedule A (Black &amp; White)</b>						Example: 20,000 for MFD Spec 1
<b>Expected Page Count for all Machines at Port Per Year, Schedule B (Color)</b>						Example: 20,000 for MFD Spec 1



**RFP No.: 14-15/15-INF Managed Print Services**

The Port's preference is to be charged only for a per page print/copy count instead using a traditional lease; however, lease proposals will be accepted. Cost is being addressed by two different schedules. The first schedule is based on Black & White printing. The second schedule based upon color printing. Vendors may submit on one or more categories and one or more schedules. Add additional columns if you are proposing additional equipment.

	Response					Comment
	MFD Spec 1	MFD Spec 2	MFD Spec 3	Printer Spec	Repro Printer	
<b>Schedule A: Black &amp; White – Per Page Pricing Model (preferred pricing model)</b>						
\$ per page						
\$ grand total cost per year						
<b>Schedule A: Black &amp; White – Lease &amp; Service Pricing Model (optional pricing model)</b>						
\$ grand total per year						
<b>Schedule B: Color – Per Page Pricing Model (preferred pricing model)</b>						
\$ per page						
\$ grand total cost per year						
<b>Schedule B: Color – Lease &amp; Service Pricing Model (optional pricing model)</b>						
\$ grand total cost per year						
<b>Other Costs</b>						
Equipment relocation/re-setup fee (if any)						Please detail.
All additional or potential costs						All additional or potential costs must be disclosed here.

**Definition of Page**

Definition of a 'page' for pricing purposes:

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**RFP No.: 14-15/15-INF: Managed Print Services**

By this letter, the bearer \_\_\_\_\_ is authorized to participate in the sites tour for RFP 14-15/15-INF, Managed Print Services, either as, or in place of and on behalf of, the undersigned Chairman, President or Vice President of the entity or joint venture entered below. The undersigned officer, if not the bearer, hereby certifies that the bearer of this letter is an employee of the entity or joint venture entered below. Said officer further represents that he/she has full power to execute, and does execute, this affidavit on behalf of said entity or joint venture.

The undersigned officer further acknowledges and agrees that a government issued picture identification must be presented by the bearer at the start of the tour and that no photos may be taken on the tour. The undersigned officer further acknowledges and agrees that the participant in the sites tour will undergo a security background check, and only those passing a security background check will be allowed on the sites tour.

I hereby swear under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chairman, President, or Vice President

\_\_\_\_\_  
Print Name of Chairman, President, or Vice President

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address