

Request for Proposal
Purchasing Department

Town of Mooresville
Cost per Copy Program
RFP 103-03-22

Issued February 18, 2022



**Proposals Required by
March 24, 2022
2:00 PM**

**Town of Mooresville
Town Hall
413 N. Main St
Mooresville, North Carolina 28115**



Bids will be received by the Town of Mooresville for a **Cost per Copy Program** for the Town's copiers, until 2:00 PM on March 24th, 2022, at Town Hall. Bidders will be required to comply with all applicable statutes and regulations.

Bids must be submitted on the separate form at the end of this bid document showing cost per copy, to the Town of Mooresville, North Carolina. The name and address of the bidder must appear on the bid that is submitted. Bids may be **mailed** to PO Box 878, Mooresville, NC 28115, **shipped** via courier (FedEx or UPS) to 413 N. Main St., Mooresville, NC 28115, **dropped off** at Town Hall located at 413 N. Main St, Mooresville, NC 28115. It is the responsibility of each bidder to ensure that their bid packet is received on time.

Bidders are **required** to acknowledge receipt of this invitation by email (dwhitaker@mooresvillenc.gov) or by fax (704 663-7386) to the attention of the Purchasing Manager in order to receive any addendums that might be issued. Failure to do so will be sufficient grounds for rejection of the bid by the Town.

The Town reserves the right to reject any and all bids submitted, or to select the bid or any part of the bid which, in our opinion, is in the best overall interest of the Town.

David Whitaker
Purchasing Manager
704.662.8534
dwhitaker@mooresvillenc.gov

Purpose of Solicitation

The purpose of this Request for Proposals (RFP) is to obtain pricing for and selection of a vendor to provide a Cost Per Copy program for the Town of Mooresville. The vendor shall provide the Town with a multi-function copier solution based on a fixed price per copy town wide.

The Town is requesting pricing for a 60-month term covering a mix of black and white (B&W) and color machines. The awarded vendor shall provide additional equipment as needed and update or replace equipment as requested by the Town during the term of the contract at the same rate and within the same term as the original contract. All additions must be new and meet the definition of page 8, section A: Multi-Function Machines: Item 2.

The vendor will propose to the Town the latest technology in copiers, model and number of multi-function machines, per department, based on the current inventory/volume. The vendor will be responsible for implementing the correct size machine, deliver, set-up, assembly, check-out, service, providing operator training and the necessary operating manuals. See page 18, Appendix A, for the current multi-function inventory list.

The contract will be awarded to the vendor deemed to have submitted the best overall proposal on the basis of the factors included in the RFP. The Town may cancel the RFP or reject proposals at any time prior to an award and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. The award document will be a contract incorporating by reference all the requirements, items and conditions of this RFP.

The selected vendor will work with Town of Mooresville staff to create a plan to transition from current equipment to any new equipment.

The Town of Mooresville invites any qualified firms to submit a proposal. Firms responding to this request must be a responsible bidder, regularly and practically engaged in supplying and maintaining copy and printing equipment and providing the services required in this RFP and possess ample resources to perform the work. The Town encourages participation in this procurement process by minority-owned businesses and businesses owned by disabled persons.

The vendor that is chosen shall provide the Town with the highest quality, most flexible, most efficient and most up to date technology at the lowest cost. The Town reserves the right to contact respondents at its discretion for further clarification or questions concerning the bid proposals. The award of the contract will be based on the company offering the most appropriate services for the lowest aggregate cost.

II. Procurement Process

A. Timeline

The following timeline is provided for information purposes. Please note that dates are approximate and are subject to change.

Distribution of RFP's	February 18 th , 2022
Deadline for Vendor Questions	March 15 th , 2022
Answers to Vendors Questions	March 21 st , 2022
RFP due before 2:00 PM	March 24 th , 2022
Proposal Review (Vendor Qualification)	March 28 th – 30 th , 2022
Approval by Board of Commissioners	April 18 th , 2022
Anticipated Award Date	April 25 th , 2022
Implementation Period	May 2 nd – June 30 th
Contract Start Date	May 2 nd , 2022

Proposals will be received until exactly 2:00 PM (Verizon time), March 24, 2022 and not later. One original and one USB Flash Drive shall be delivered or mailed. The outside envelope or other covering shall state the following: Bid in Response to RFP 103-03-22. Proposals are to be mailed or delivered to:

Purchasing Manager
Town of Mooresville
PO Box 878
413 N. Main St.
Mooresville, NC 28115

Emailed or faxed responses will not be accepted.

B. Interpretations and Clarifications

Questions or clarification of this RFP must be made in writing to the address below. Please reference the RFP page and topic.

David Whitaker, Purchasing Manager
Town of Mooresville
dwhitaker@mooresvillenc.gov

C. Submission of RFP

One original and one electronic file on a USB flash drive (thumb drive) of the proposal shall be submitted no later than 2:00 PM (Verizon time), March 24th, 2022, to:

David Whitaker
Purchasing Manager
Town of Mooresville
413 N Main Street
Mooresville, NC 28115

- Proposals should be clearly marked “RFP 103-03-22 Cost Per Copy Program”
- When received, all proposals and supporting materials, as well as correspondence relating to the RFP, shall become the property of the Town.
Proposals sent by fax or email will not be accepted.
- As allowed under NCGS 143B.129.8, proposals will not be made available to inspect or copy until the contract has been awarded.
- In submitting a proposal, it is understood by the vendor that the Town of Mooresville reserves the right to reject any and all proposals and to waive any irregularities or informalities in proposals when to do so is in the best interest of the Town of Mooresville.
- Any proposal may be withdrawn or modified by written request of the vendor, provided such request is received by the Town at the designated address **prior** to the date and time set for receipt of proposals.
- If a proposal includes any proprietary data or information, such data or information must be specifically identified as such **on every page** on which it is found. Data or information so identified will remain confidential to the extent allowed by North Carolina law pursuant to GS 132-1.2 and will be used by Town of Mooresville personnel solely for the purposes of evaluating proposals and conducting contract negotiations.
- All prices quoted must be firm for a period of 120 (one hundred twenty) days following the proposal deadline.
- The cost of preparing a response to the RFP will not be reimbursed by the Town.
- All proposals should include all necessary brochures of proposed equipment.
- No agreements with any selected vendor shall be binding until a contract is signed and executed by the Town Manager or Mayor and authorized representatives of the vendor.

D. Proposal Content

Proposals should contain the following information:

- Cover letter presenting the vendor’s understanding of the project, a summary of the approach to be undertaken to perform the services, as well as a summary of the costs to provide the services. It should be signed by an individual authorized to execute binding legal documents on behalf of the vendor and include the name, address and telephone number of the vendor along with the name, title, address, and telephone of the executive that has the authority to contract and the company point of contact with the Town.
- The vendor shall submit an executive summary, which shall, at a minimum, include an identification of the proposed project team, responsibilities of the project team, and a summary of the proposed services. The summary should also highlight aspects of the proposal which make it superior or unique in addressing the needs of the Town.
- Vendor shall include information concerning experience with similar cost per copy or multi-function machine projects. In addition, please describe why you feel that your services, from a technical and functional perspective, are the best fit for the Town.
- Describe how your organization shall fulfill the Town’s requirements for a program designed to meet the current and future needs.
- Define each model of machine proposed including:
 - Manufacturer
 - Model
 - Minimum number of impressions per month acceptable to keep machine in place
 - Maximum number of impressions per month for this machine
 - Picture of the proposed device
- Describe how changes to the contract, including machine additions and deletions, would be handled administratively and operationally.
- Identify the page count. What is one “tic”? What is more than one?
- Describe the approach your company will take for training end users on the equipment.
- Describe the approach your company will take to implement the equipment across the Town.
- Describe the approach your company will take for supplies replenishment.
- Describe the approach your company will take to resolve service issues with equipment under the contract.

- Describe how your scanning solution will work.
- Describe how your scanning solution will integrate with Office 365.
- Describe how your faxing solution will work.
- Describe how your network printing solution will work.
- Describe your tools for managing the devices and how the Town's point of contact and IT personnel could utilize these tools.
- Describe how you will obtain counts from each machine.
- Describe the security features of the products you are proposing in relationship to denying access to the Town's network for each of the functions it performs.
- Describe what your timeline would be, if your organization was awarded the contract to install all multi-function machines, software, drivers, connectors, and setup equipment.

E. Pricing

The Town is requesting a fixed cost per copy price contract for both black & white and color copies. All supplies, such as staples should be included in the fixed cost per copy price. The cost per copy price doesn't include paper. Paper will be furnished by the Town. The vendor may also submit an alternate solution based on the department information spreadsheet.

Requirements:

- Please provide how you arrived at the black & white and color cost per copy per click.
- Upgrades and requested options shall be specifically identified during the first month of the addition to the Town invoice.
- No third-party leasing or billing will be acceptable.
- All supplies will be covered by the vendor with the exception of paper.
- All additions later in the contract term will be at the same price, term, and conditions of the original award. All additions must be new and meet the definition of page 10, Section A: Multi-Function Machines: Item 2.
- The vendor must identify in the proposal all occasions when charges are not covered by the contract and present a proposed range of charges.

- The vendor may not increase the cost per copy rate at any time during the contract. However, the vendor may at any time evaluate the usage and offer a lower rate or lower the rate based on technology standards and advancements.

II. The Selection Process

A. Award of Contract

- Upon review of proposals, the Town will select a single vendor to provide the services sought within the content of this RFP. Pursuant to G.S. 143B-129.8, the Town will award a contract to the vendor that submits the best overall proposal, as determined by the Town. Negotiations may be undertaken with the vendor whose proposal is the best overall and whose understanding, qualifications, experience, technical approach, and financial terms show them to be qualified, responsible and capable of providing the services.
- The contract awarded as a result of this RFP will be selected based on the most advantageous to the Town and that best meets the needs of the Town of Mooresville. The contract will not necessarily be awarded to the respondent with the lowest overall cost proposal or lowest overall cost per copy.

B. Selection Criteria

- Proposals will be evaluated and scored by a committee consisting of information technology personnel and various departmental personnel on the basis of the following criteria, which will be accorded equal weight:
 - Suitability of proposed items for purpose intended.
 - Ability of vendor and willingness of vendor to modify equipment and processes as needed based on the Town's needs.
 - Ability of vendor to meet the time schedule of the project. Preference will be given to proposals demonstrating an ability to carry out the tasks and responsibilities outlined in the proposal in a prompt and efficient manner.
 - Vendor record or performance and integrity. Preference will be given to respondents demonstrating strong capabilities, experience and reputation in undertakings similar to those described in this RFP.
 - Vendor's service record. Preference will be given to respondents demonstrating the ability to respond to maintenance and service tasks and responsibilities outlined in the proposal in a prompt and efficient manner. Proposals should outline the respondent's specific responsibilities for installation, operation, maintenance and repair of equipment and systems

following installation and should demonstrate the ability of the respondent to provide service on both a routine and an emergency basis.

- Overall response to the proposal.
- The evaluation committee may conduct interviews with the finalists to clarify information provided in the proposals. Vendors will be notified if an interview is needed with them.
- Following the criteria listed in G.S. 143B-129.8 and 143-135.9, the Town will make a final selection based on the evaluation committee's recommendation and other factors the Town deems to be in its best interest, which factors shall be recorded.

III. Scope of Work

The Town wishes to take advantage of the latest advances in technology for print devices and multi-function machines. The vendor should consider user-friendly functionality, supplies replenishment, and equipment service as critical components of the RFP. Multi-function machines will be right sized as deemed appropriate by the Town's point of contact and the vendor during the term of the contract.

Any and all enterprise-wide licenses for any and all software, hardware, and connectors required to perform copy, print, scan, and fax functions must be included in your pricing structure so that all Town employees can utilize the devices without additional costs. It is expected that all multi-function machines will be connected to the respective networks and that all employees will utilize them. Any software, hardware, or connector's necessary for all employees, approximately 400, to utilize all aspects of the equipment must be included in your proposal.

If your solution requires any additional servers, computer hardware, and/or software it must be included in your proposal and pricing structure and should be clearly identified as additional equipment required for your solution.

Department count volumes given in this RFP are approximate; no minimum number of impressions per machine or for the total contract is implied or guaranteed. Historical volumes are offered to aid in the forecasting of equipment needs and the cost of fulfilling the contract. Approximate yearly volume over the past twelve (12) months are provided on Appendix A.

The Town will provide electrical service and network wiring for equipment installed at the beginning of the contract. All locations that may need the higher 20 amp outlet must be identified within the RFP response. The appropriate Town point of contact must approve, in writing, all new equipment installations requiring any changes to monthly charges for the Town. If the Town requests a

change in equipment requiring changes in electrical outlets, the cost to perform the electrical work of network connection will be the responsibility and expense of the Town.

It is essential that the vendor understand the needs of Town departments will change over the contract period. The successful vendor must reflect a plan for moving and changing equipment to meet these changing needs as they occur, without additional cost for the services provided. The Town must have the ability to add or delete machines from the contract and modify machine requirements as our internal needs change over time. All additions must be new and meet the definition of page 10, Section A: Multi-Function Machines: Item 2.

The vendor is solely responsible for maintaining and servicing all equipment installed at the Town and seeing that all features of the machine are in working order at all times during the term of the contract with the Town.

The awarded vendor shall be responsible for replacing the present equipment with minimal disruption to Town operations.

A. Multi-Function Machines:

- Proposals that give Town Departments flexibility in changing machine size and requirements easily, and without additional cost during the term of the contract will be given priority.
- All multi-function machines installed at the beginning of the contract must be new machines and all machines are to be current retail models and digital with the latest technology. A “new” machine is defined as newly assembled for first-time use with new components and manufactured within six months of the date of the contract award. No factory-refurbished machines will be accepted. The Town may request new machines for its departments without limitation on the number or type of proposed machines during the term of the contract at no additional cost. If the manufacturer you are proposing has introduced a new model in any level and has the older model still available as a current product, you must offer the Town only the newest model as part of the bid. The Town wants the newest available technology.
- All equipment added to the contract after the Effective Date must be approved in advance by way of a written contract amendment prepared by the vendor and signed by the Town Manager or Mayor.
- Additional machines at no cost to the Town will be added as requested during the term of the contract.
- The title (ownership) of each multi-function machine will remain with the awarded vendor and never be passed on to the Town of Mooresville. In

addition, the Town will not be responsible for any taxes other than applicable sales taxes.

- All equipment proposed must have a meter or other device to measure impressions that will be able to be accessed for easy reading. In addition, the user must be able to separate the meter monthly counts by department and B&W and color usage. The equipment console display must signal the user of the need for paper, toner, developer, or of the occurrence of paper jams and/or misfeeds. Controls should also include exposure adjustments for print quality.
- All multi-function copiers should have an auto document feeder and a finisher to collate.
- Upon the contract award, it will be the vendor's responsibility to ensure that the equipment proposed for each location is capable of fitting into the space provided, and the voltage supply and electrical plug are adequate for the machines being proposed. Changes of electrical outlets or the addition of network connections will be coordinated with the Town Point of Contact, as needed, at the expense of the Town. The vendor will not be required to supply a multi-function machine to any location at which the Town does not approve a network connection.
- Due to HIPPA regulations, hard drives must be destroyed using methods that are fully compliant with HIPAA. The provider must sign a contract that states it will follow appropriate procedures to protect the data until it is destroyed and then follow documented processes and procedures for the destruction of the data. Finally, the provider will also provide documented proof of the destruction of the data.

B. Multi-Function Supplies

- All supplies (i.e. staples, toner, toner waste box), maintenance items, and repair parts relating to equipment proposed in this proposal are the sole responsibility of the vendor, with the exception of paper. All parts supplied by the vendor will be Original Equipment Manufacturer (OEM) for the term of the contract, no generic parts will be allowed. The vendor is required to monitor toner levels remotely and provide automatic toner replacement to the department in need without requiring a formal request from the Town. The vendor will be responsible for keeping an adequate stock of supplies and repair parts so that no Town department has an unreasonable delay in productivity.
- Power cords, surge protectors (if required), network connection cords, and any other required cords or connection devices, must be provided for each unit, multi-function machine by the vendor.

C. Scanning

- All multi-function machines under the contract will have the ability to scan documents in a minimum of:
 - TIFF
 - JPEG
 - PDF
- Single-pass duplex scanning will be preferable
- It is expected that all multi-function machines, regardless of model, will have the ability to scan documents at a minimum of 600 x 600 dpi.
- It is expected that all multi-function machines will have the ability to connect to Office 365 via Azure Active Directory and scan to e-mail using any of the file formats listed above.
- It is expected that all multi-function machines will be able to scan to network file shares.
- The vendor must include any software or hardware needed to complete the proposed scanning services in their proposal as part of the standard pricing program.

All multi-function machines should have the ability to scan directly into Office 365 One Drive for Business and SharePoint Online.

D. Faxing

- The multi-function machine must have a secure fax modem, meaning that it cannot be used by unauthorized individuals to gain access to documents or to the Town's network. Please document how the multi-function machines in your proposal are protected from this type of intrusion.

E. Network Printing

- Each multi-function machine must be able to print documents at a minimum of 600 dpi.
- All network printing to multi-function machines must be invoiced to a specific department by use of account code set up or employee code.
- Note in your proposal if a stand-alone print server is required or if the device will function as just another printer on the network. Any required hardware such as a print server or required software must be included in your

proposed costs. All Multi-Function machines must have an internal network card.

F. Paper

- All multi-function machines and print devices must have the ability to effectively utilize 20 lb. xerographic bond paper and a range of other paper of various weight and finishes, **including recycled paper**, with at least thirty percent (30%) post-consumer fiber. Paper sizes 8.5 x 11, 8.5 x 14 and 11 x 17.
- Please note in your proposal which machines will accommodate card stock.

G. Addition of Multi-Function Machines During Installation

Every attempt has been made to identify and correctly determine the need of all Town departments; however, machines will likely be missed during the preparation of this RFP. The vendor must allow equipment to be added to the contract without any change in the cost-per-impression. Also, some departments may wish to upgrade the equipment they have been assigned in this RFP and must be allowed to do so at no additional cost to the Town. No machine upgrades will be allowed to take place without the approval of the Town Point of Contact and a written amendment to the contract. All additions must be new and meet the definition of page 8, Section A: Multifunction Machines: Item 2.

H. Multi-Function Service

The vendor must devise and clearly explain a procedure for service and maintenance for all machines. Vendor will devise and clearly explain a Service Call System that will benefit the Town and work within the vendor's capabilities. The Service Call System must provide the following at a minimum:

- Each Town department will notify the vendor directly when an issue arises.
- The IT department will troubleshoot network problems that could affect the multi-function from printing. If no issues are found this information will be reported to the Town Department to include with their work order request to the vendor.
- The vendor must have at a minimum, a service response program that is available from 8:00AM to 5:00PM Monday through Friday. All calls to the vendor and field/service technician placed between 8:00AM to 5:00PM Monday through Friday must be answered immediately by a representative of the vendor.

- The vendor response service program at minimum shall include a phone call within one hour to the requestor who made the service request and a technician on site within four (4) hours from the initial call for service.
- If the service technician cannot repair the machine at the initial service call, a sign must be affixed to the machine giving a date and time the machine will be back in service.
- The vendor must provide the Town access to a computerized Service Call System (SCS) to track service calls and their status. The Town point of contact or designee will access this system, via a website over the internet. The SCS must be able to generate reports for service history by machine. The SCS must be able to report, in hours, how long each machine experienced downtime per call and must be able to give a total number of hours downtime, by machine, per month. The SCS must be capable of reporting problems by machine on a monthly basis. The SCS must be kept up to date at all times during the contract with accurate information about each machine's location, service history, identification number, and machine features.
- The vendor must address how to cover service for departments that have after hour emergencies (i.e. Police Department and Fire Department) without any additional charges to the Town.
- A Service Technician shall be employed by the vendor with adequate training and available time to service the Town's needs. A back-up Service Technician must be in place at all times during the contract, at no additional cost to the Town, in case of illness or other reasons the assigned Service Technician is not available to meet the needs of the Town.
- The Service Technician must notify the requestor of the service request upon completion of all service requests.

I. Replacement of Faulty Machines

- Once a copier has been identified by the Town as a faulty machine, the machine shall be replaced immediately at the discretion of the Town point of contact with a new multi-function machine, same make and model or a new superior model. All additions or replacement multi-function machines must be new and meet the definition of page 10, Section A: Multi-function Machines: Item 2. A loner multi-function machine must be provided to prevent any downtime.

J. Additional Services

- The Mooresville Public Library has two (2) Coin & Bill Controllers for public use on two of their multi-function copiers.

K. Additional Town Requirements

- Please note, the awarded vendor will be required to sign the Town's standard services contract. A copy of the contract can be viewed at <https://moorevillenc.gov/DocumentCenter/View/6796/Town-of-Mooresville-Std-Contract>
- Vendor must provide a single designated account manager to work with the Town as a point of contact who will have full authority over the contract, equipment and personnel who will be assigned to the Town. This individual should have experience in the Multi-Function Machine/copier and printer business with a background in service, sales and management.
- The vendor must provide one invoice in an Excel spreadsheet or other agreed upon format emailed to the appointed Town contact monthly or quarterly. The invoice terms will be Net 30. The monthly/quarterly invoice will include all costs associated with the monthly/quarterly cycle counts from departments. The invoice shall, at minimum, include:
 - Invoice number
 - Bill/Invoice date
 - The Town's Purchase Order Number
 - Department name and location
 - Machine serial number and ID number
 - Machine make/model
 - Current meter reading
 - Previous meter reading
 - B/W volume for month/quarter
 - Color volume for month /quarter
 - Service copy counts performed by vendor (applied as credit)
 - Total month/quarter volume
 - Dollar amount for each machine

The vendor will be required to gather monthly or quarterly copy counts for each multi- function machine. An electronic invoice will be submitted on a monthly/quarterly basis, in arrears, for the actual number of copies produced.

- The Town will require the awarded vendor to be registered with the NC Secretary of State.

Request for Proposal Bid Sheet

Comprehensive Multi-Functional Copier/Cost per Copy Program for the Town of Mooresville

Bid Furnished by: _____

Address: _____

Telephone No. _____

Tax ID# _____

I (we) have carefully examined the Bid Information, reviewed the Bid Specifications and all Addenda and therefore furnish the bid proposal as shown below.

BID PROPOSAL

Sixty Month Contract

Cost Per Copy – Black & White \$ _____

Cost Per Copy – Color \$ _____

Additional Cost per Copy – Faxing
(if applicable) \$ _____

Additional Cost per Copy – Hole Punch
(if applicable) \$ _____

Name of Point of Contact dedicated to the Town of Mooresville

Name: _____

Phone No. _____

Email _____

Provide names of personnel and their responsibilities who will be dedicated to the Town of Mooresville's account:

Name	Responsibility
_____	_____
_____	_____

Provide three (3) reference for whom you have done business within the last three (3) years (preferred consideration for City/Town entities)

Name of Contact	Company or Entity	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date of Bid Proposal _____

By: _____
Authorized Signature

Printed Name: _____

Title: _____

Address: _____

Phone: _____

Mobile _____

Email _____

Exhibit A

Building/Department	Area/Location/Room	Address	Model Number	Approx Bk. Vol Annually	Approx Color Vol Annually	Approx Annual Vol Total	Fax Needed	Stapling	Hole Punch
Town Manager									
Town Hall	Hallway - 3rd Floor	413 N Main Street	Konica bizhub C654e	30,113	72,889	103,002	√	√	√
Legal / Communicatons & Marketing									
Town Hall	Mail Room - 3rd Floor	413 N Main Street	Konica bizhub C284	11654	7124	18,778	√	√	√
Finance									
Town Hall	Finanace Accts Payable - 2nd Floor	413 N Main Street	Konica bizhub 454e	51369		51,369	√	√	
Town Hall	Finance - 1st Floor	413 N Main Street	Konica bizhub 454e	26995	18074	40,257			
Town Hall	Finance Water Billing - 2nd Floor	413 N Main Street	Toshiba e280	36862	34472	36,727	√	√	
Public Operations Bldg	Warehouse Office	2523 Charlotte Hwy	Sharpe MX-C311	1523.3	3,047	4,570			
Technical Innovation									
Town Hall	Tech & Innovation - 1st Floor	413 N Main Street	C364e	3563	9063	12,626			
Human Resources									
Town Hall	Human Resources - 1st Floor	413 N Main Street	Konica C284e	19138	29636	48,774	√	√	
Planning & Community Development									
Town Hall	Planning - 1st Floor	413 N Main Street	Konica C554e	53034	79636	132,670	√	√	√
Fire Department									
Fire Station #1	Fire Administration	457 N Main Street	Konica C364e	22468	18810	41,278	√	√	
Fire Station #2	Station 2	186 Knob Hill Rd	Konica 423	10802		10,802			
Fire Station #3	Station 3	1023 Shearers Rd	Konica 423	5127		5,127			
Fire Station #4	Station 4	2014 Charlotte Hwy	Konica 423	3518		3,518			
Fire Station #5	Station 5	125 Balmy Lane	Konica 421	5161		5,161			
Fire Station #6	Station 6		Future						
Police Department									
Police Dept	Adminsitration	750 W Iredell Ave	Konica C454e	15159	19121	34,280	√		
Police Dept	Dispatch	750 W Iredell Ave	Konica 454e	39882		39,882	√		
Police Dept	Patrol	750 W Iredell Ave	Konica C284	27597	31739	59,336	√		
Police Dept	Records	750 W Iredell Ave	Konica 454e	61362		61,362	√		
Police Dept	Criminal Investigations	750 W Iredell Ave	Konica 454e	47480		47,480	√		
Park Services									
Park Services		161 Golf Course Dr	Konica 364e	13241		13,241			
Recreation									

Exhibit A

Building/Department	Area/Location/Room	Address	Model Number	Approx Bk Vol Annually	Approx Color Vol Annually	Approx Annual Vol Total	Fax Needed	Stapling	Hole Punch
	Recreation Administration	418 Carpenter Ave	Konica C280	5503	10064	15,567	√	√	
	War Memorial Gym	220 N Maple St	Konica C280	6292	6241	12,533	√		
	Charles Mack Citizen Center	215 N Main St	Konica C284e	14154	13036	27,190	√	√	
	Talbert Rec Center	210 Talbert Point Rd	Konica C280	11048	8413	19,461	√		
	Selma Burke Rec Center	791 Agape Dr	Konica C280	2194	8015	10,209	√		
Golf									
	Pro Shop	205 Golf Course Dr	Konica 423	4539		4,539			
	Restaurant	205 Golf Course Dr	Konica C454e	3767	24214	27,981			
Mooresville Public Library									
	Tech Services	304 South Main St	Konica C284e	15180	30037	45,217	√		
	Youth Services	304 South Main St	Konia C224e	7701	14280	21,981	√		
	Circulation	304 South Main St	Konica C224e	10355	16416	26,771	√		
	Reference	304 South Main St	Konica C224e	1917	2649	4,566	√		
	Reference Office	304 South Main St	Konica C224e	7993	12024	20,017	√		
Public Operations Center									
	Copy Room	2523 Charlotte Hwy	Konica C284e	14783	21321	36,104	√	√	
	Fleet Building	2523 Charlotte Hwy	Konica C360	2970	5814	8,784			
	Utilities Department	2523 Charlotte Hwy	Konica 423	21335		21,335			
Water Treatment									
	New Water Treatment Plant	2522 Charlotte Hwy	Richo MPC305SPF	3638	4185	7,823			
	Original Water Treatment Plant	2566 Charlotte Hwy	Konica 423	7623		7,623			
Waste Water Treatment									
	Office	369 Johnson Dairy Rd	Konica 423	15714		15,714			

Totals 642,754 500,320 1,103,655