



**CITY OF DUBLIN
REQUEST FOR PROPOSAL
GENERAL INFORMATION
RFP #16-10-001
Issued 10/27/2016**

Introduction and Invitation to Submit Proposals

The City of Dublin invites you to submit a proposal for the lease and maintenance of six (6) digital multifunction copiers for various departments throughout the city. Copiers to consist of one color copier and five black & white copiers.

Proposal Response

Kris Harden, CPPB, Purchasing Director should receive proposals, at the Purchasing Office located at 215 Truxton St., Dublin, GA, no later than 2:00 p.m. on Wednesday, November 16, 2016.

Proposals shall be valid for a period of ninety (60) days from the date of submission. All proposals shall be properly signed.

Proposals may be mailed or delivered to:

Mail: **City of Dublin Purchasing Dept.
PO Box 690
Dublin, GA 31040**

Delivery: **City of Dublin Purchasing Dept.
215 Truxton St.
Dublin, GA 31021**

Proposal Opening

Bidders should understand that the issuance of the RFP does not create any obligation on the part of the City of Dublin to enter into any contract or undertake any financial opening for the proposals received, and there will be no discussions with bidders until evaluation of the proposals has been completed. Any subsequent discussions shall be at the discretion of the City of Dublin.

Proposal Evaluation

The City of Dublin reserves the right to reject any and all proposals and to waive any non-conformities, whenever such actions are in its best interest, as determined solely by the City of Dublin. The City of Dublin reserves the right to negotiate the proposals.

The contract, if awarded, will be awarded to the responsible party submitting the best proposal, plus any acceptable alternatives. Considerations other than cost alone may be used in making the determination of the successful Offeror. Evaluation criteria are explained in detail on page 4 of this proposal.

General Lease Requirements

- Initial term of lease is from date of installation to end of the calendar year.

Vendor: _____

Date: _____

- Vendor warrants all items offered to be new and free from any and all defects in material, packaging, and workmanship and agrees to replace defective digital copiers promptly at no charge to the City.
- Copiers are to be new current, latest production models. Discontinued models are not acceptable.
- Maintenance, including preventive maintenance, shall be included in the monthly lease price for all leased equipment and must run the entire length of the lease.
- Leases are to include all consumables except paper and staples.
- Copiers listed on this contract must meet the current requirements of EPA EnergyStar® Guidelines.
- Number of overage copies per month per the lease agreement will be billed on a quarterly basis. Specifically, if a lease is at a monthly rate of 10,000 copies per month and go over that amount for one month and under for the other two months, then the overage would be averaged over the entire three months.
- All installation and removal charges for the full term use leases are the responsibility of the vendor.
- Deliveries shall be FOB delivery to the use location, no drop deliveries to facility delivery dock. The contractor's representative is required to install, assemble, train and demonstrate all new equipment. Equipment must be installed within **15 days ARO** or a loaner of the same class of equipment must be provided at no cost to the City.
- The copiers obtained from this contract will be expected to perform satisfactorily 95% of the time available working hours (8:00 a.m. to 5:00 p.m. Monday through Friday) for any calendar month throughout the term of the contract. Copiers shall be kept in good working order so that work delays and copy problems shall be minimized. In the event that a copier exhibits continuing breakdowns (failure rate shall not be more than two (2) malfunctions per month, requiring contractor corrections) or poor copy quality, it shall be the City's sole decision to have the copier replaced. The contractor shall, at its expense, replace the copier with one of the same or better quality. Failure of the contractor to respond with corrective action so as to comply with this provision will be cause for the City to cancel that contract and replace it with a machine from another contractor. The bidder shall have 5 days to remedy this situation upon notification from the user.
- The City of Dublin is exempt from any taxes (sales tax, property tax, etc.) on any equipment on the contract.
- Title to any items leased and liability for risk of loss shall remain with the contractor for all equipment.
- Vendors shall furnish technical assistance in the operation and maintenance of copiers upon request. Any assistance requested shall be provided within eight (8) business hours following the request and at no additional charge to the City.
- The City of Dublin accepts no obligation for costs incurred by any Offeror in the preparation of a response to this RFP.
- All material submitted regarding the RFP becomes the property of the City of Dublin and will not be returned to the Offeror.

CITY OF DUBLIN
REQUEST FOR PROPOSAL
COPIER LEASE
RFP #11-001

The City of Dublin desires to solicit qualified proposals for the lease of six digital photocopiers in accordance with this Request for Proposal. Award resulting from this RFP will be a firm fixed one-year term contract with four one-year renewal options. Initial term of lease begins from the date of installation acceptance. The lease may be renewed for the next fiscal year or end of the lease agreement, whichever comes first.

I. SCOPE OF WORK

The City is currently under contract for the lease of six digital photocopiers which are installed throughout various City departments and locations. Monthly usage volumes for these machines range from 2,000 copies to more than 30,000 copies per month. Under the resulting contract, the contractor will be required to provide and install all copiers, provide all consumables (excluding paper) and maintain all copiers under the contract award. Lease cost will be on a fixed monthly minimum, and cost per copy for copy overages and optional add-ons. Preventative maintenance is expected and must be performed on a regular schedule which is standard for the models in service.

II. PROPOSAL PROCESS

Proposals will consist of technical and cost proposals, bidders' qualifications/experience and references. Bidders' primary cost proposal will be submitted on Exhibit "C" included herein. **Exhibit "D" is provided for alternate pricing. Original technical and cost proposals must be clearly marked and contain original signatures and must be easily reproducible on a standard copying machine.** Failure to clearly mark the original and provide original signatures may result in a proposal being found non-responsive and given no consideration. The technical portion of the proposal will be weighted more heavily than the cost portion of the proposals.

Technical Proposals:

Proposals without sufficient submittal data to provide a complete evaluation may be sufficient to consider the proposal submitted as non-responsive. Proposals must include completed forms and schedules where requested and fully address the evaluation factors, complete technical submittal, references and data to verify qualifications and experience, and any exceptions. See the Technical Specifications for specific submittal requirements. Any exceptions taken to the RFP must be listed on a separate paper and give an explanation of the exception.

Cost Proposals:

Prices quoted will remain firm for a period of 60 days, and include at a minimum 1) monthly minimum lease cost of equipment, 2) cost per copy for overages, 3) any optional add-ons offered, 4) delivery, if any, 5) start-up, 6) any necessary training.

Cost proposals will be submitted in Exhibits "C" or "D" included herein. Cost proposals must be submitted with the original.

Bidders' Qualifications/Experience:

Vendor: _____

Date: _____

Offers will be accepted only from bidders who are either the manufacturer or are authorized by the manufacturer to supply the copier makes and models offered, and who have adequate number of trained service personnel employed by the bidder submitting a proposal. The City requires bidders to provide with the proposal a written, certified statement from the manufacturer stating that they are an authorized dealer. Proposals must include definitive information regarding the experience and qualifications of the proposing firm.

References:

Provide on Exhibit "B" a list of at least three agency references for which your firm has like contracts currently installed. References are to include: Name, Address, Contact, Title, Phone Number, and Installation Date.

A panel of City of Dublin staff will review all proposals submitted and select the top proposals. The City may elect to contact these contractors to arrange an on-site demonstration of the proposed equipment. The number of bidders selected for an equipment demonstration will be at the sole discretion of the evaluation panel. The City may request written clarification and/or best and final offers if questions arise. Based on the initial proposals, the equipment demonstration process, and the best and final offers if requested, the panel will select the proposal which best fulfills the City's requirements and is deemed to offer the best value to the City. The City will negotiate with the bidder to determine final pricing and contract form. Because this proposal is negotiable, all pricing data will remain confidential until after award is made, and there will be no public opening and reading of bids. Overall responsiveness to the Request For Proposals is an important factor in the evaluation process.

Evaluation of the proposals is expected to be completed within 5 days after their receipt. The lowest price proposal will not necessarily be selected, and technical proposals will be weighed more heavily than costs to insure that the City is procuring best value versus lowest price.

Evaluation Criteria:

The criteria to be used in the evaluation of proposals will be/but not limited to the following:

1. Overall responsiveness to the Request for Proposal. Proposals must be neat, complete, and fully address technical, cost, bidder qualifications, references, and proposal questionnaire.
2. A bidder's experience and expertise in the subject industry.
3. Bidder's response to a proposal questionnaire (Exhibit "A")
4. City's perception of the contractor's understanding of the City's stated needs and specifications, as evidenced by the bidder's proposal response.
5. Bidder's service and equipment performance references (Exhibit "B"). (A minimum of three is required.)
6. Costs. (Proposals will be evaluated on the bidders demonstrated ability to provide suitability to purpose, quality service, previous experience, price, ability to deliver, or any other factor deemed by the City to be in the best interest of the City, not just low price.)

Before a contract will be awarded for the services described herein, the City may conduct an investigation as is necessary to determine the performance record and ability of the apparent successful Bidder to perform all requirements specified. Upon request, the Bidder will submit

such additional information as deemed necessary by the City to evaluate the Bidder's qualifications.

All proposals will be extended through the City of Dublin Purchasing Director. The Purchasing Director will conduct contract negotiations.

The City reserves the right to reject all Proposals, or any Proposal not in conformance with the intent of this proposal, and to waive any informalities and irregularities in said Proposals.

III. ESTIMATED SCHEDULE

Proposal Mailing Date – October 28, 2016

Proposals Due – November 16, 2016

Evaluate Proposals – November 17-23, 2016

Award Date – December 1, 2016

IV. CONTRACTOR INQUIRES

For information concerning RFP procedures and regulations (i.e. submission deadline, forms required, etc.) interested parties may contact:

Kris Harden, CPPB, Purchasing Director
City of Dublin
PO Box 690
Dublin, GA 31040
hardenk@dlcga.com
478-277-5047 (phone)
478-275-4452 (fax)

1.0 PRIMARY SPECIFICATIONS

The following specifications are provided to allow prospective bidders the opportunity to submit their proposals on equipment and services which the bidder feels best meets or exceeds the City's requirements.

- 1.1 **CURRENT ENVIRONMENT:** The City of Dublin currently has six digital copiers in various locations throughout the City. Monthly copy volumes for the copiers range from 2,000 to 20,000 copies per month.
- 1.2 **EQUIPMENT TO BE REPLACED:** Copiers are located at City Hall, 100 S. Church St., Dublin, GA, in the Finance Dept. and the upstairs copier room; the City of Dublin Gas Dept. at 404 S. Washington St., Dublin, GA; Police Dept. in the Radio Room and the CID Department on S. Jefferson St.; and the City of Dublin Purchasing Dept., 215 Truxton St., Dublin, GA. The successful bidder will provide delivery and installation of all equipment specified. All costs for such service will be included in the bidder's cost proposal(s) and subsequent contract price schedule(s).

Changes in equipment, such as upgrades and downgrades will be allowed during the contract period without being considered as an early termination. There will be no additional costs for upgrading or downgrading copiers within the contract period.

- 1.3 **SERVICE/EQUIPMENT TO BE PROVIDED:** New lease copiers.
- 1.4 **COPIER REQUIREMENTS:** All copiers supplied will be U.L. approved, energy star compliant and new. Copiers will include all retrofits. No new copiers will have been used since manufacture. Demonstrator copiers are considered used and are **not** acceptable for the purpose of this proposal.

In addition, all copiers supplied at the time of initial installation will be current models of modern technology using dry toner or ink.

Bidders will include with their response to this RFP complete descriptive literature showing specifications of equipment offered. Literature may be submitted in the form of brochures. Literature will contain information on electrical and space requirements, as well as provide the dimensions of the copiers with and without optional features. Measurements will include their maximum widths, with sorters and paper cassettes attached.

Copiers will be able to produce clean, acceptable images using a minimum of 30% post consumer recycled paper made for xerographic purposes.

- 1.5 **EQUIPMENT:** Exhibit "C" of this RFP is considered the bidders primary offer and covers the equipment specifications and optional features for the City's copiers. Exhibit "C" is classified into locations of varying specifications, required features and optional features for proposing, evaluating, and selection purposes. Interested bidders will propose copiers that will satisfy the specifications, required features and optional features as specified.

Exhibit "C" is also the form on which bidders are to submit their primary cost proposal. Alternate cost proposals are to be submitted on Exhibit "D". The prices proposed on these forms will become the basis for the determination of the cost for the copiers proposed in this RFP and subsequent contract award.

- 1.6 **EQUIPMENT PERFORMANCE:** Each copier and feature supplied by the successful bidder will be expected to perform their intended functions, operate satisfactorily, and produce copies of acceptable quality for a minimum of 95% of the available work time.

Any copier or feature that does not meet the 95% measurement for any thirty (30) consecutive days (weekends included) during the contract period will be replaced with another copier of like capabilities which meets the approval of the City. Such replacement will be made within three (3) working days from the date of notification to Contractor and at no cost to the City.

SPECIAL PROVISIONS

MAINTENANCE SERVICE REQUIREMENTS: The contractor **must** provide preventive and remedial maintenance service during the City's normal working hours – 8:00 a.m. to 5:00 p.m., Monday through Friday, except on City holidays – to keep the equipment in good working order.

Preventive maintenance will be performed in accordance with the manufacturer's specifications.

On-call remedial maintenance will be provided on an "as needed" basis as determined by the City.

The contractor will have an adequate inventory of spare parts immediately available for repairs and keep all equipment operating at least 95% of the available work time. Repairs should be completed on the first visit.

Fully trained and qualified technicians will perform all maintenance. The contractor will furnish, install and maintain all equipment in accordance with manufacturer's specifications. Each bidder will complete the service questionnaire provided in Exhibit "A".

The City will not tolerate repeated service calls for the same recurring problems. If the contractor's service technician fails to repair successfully a serious recurring problem for the third time, the City may have the equipment canceled and not pay any early termination or removal charge. If the City selects to have the equipment immediately replaced with another unit in good working order of comparable capabilities, then, the following provisions apply:

- a. Proposed replacement unit must meet the approval of the department and City Purchasing.
- b. Contractor will bear the cost for the removal of the original equipment and the cost for delivery of the replacement unit.
- c. The period of contract will remain the same as on original equipment.
- d. The cost of the replacement unit will not exceed the cost of the original unit.

MAINTENANCE SERVICE RESPONSE TIME: The maximum service response time allowed under any contract established as a result of this RFP will be eight (8) normal working hours per call. Response time will be measured from the time when a service call is placed to the time when the contractor's service technician arrives at the site.

PRICING: Prices will be entered in Exhibit "C" (primary offer) and Exhibit "D" (alternate offers) of this RFP. Said offers will be considered the contractor's actual cost proposal for all the copiers proposed. Alternate offers will be prefaced with a brief explanation of the bidder's purpose for submitting an alternate offer.

The bidder will enter a base monthly rate per copier based on a minimum number of copies per month for each location, plus a per copy cost for copies in excess of the monthly minimum rate. Said rates will be firm for the one (1) year contract term for each copier. Be sure to complete each cost proposal carefully and completely for the prices shown here will be firm for the entire contract period.

The prices proposed in each cost proposal will not only include the rental of copiers and features, but also all maintenance, drum replacements, and consumable supplies such as toner, developer, fuser agent, preventive maintenance kits, etc., and will only exclude paper costs.

PERFORMANCE GUARANTEE: All responsive contractors will guarantee that the equipment and prices proposed, including maintenance and supplies, will be available to the City for the entire contract period.

CONTINUANCE: The continuance of any contract issued by the City is dependent upon the contractor's ability to provide satisfactory service and equipment as set forth in this RFP.

DELIVERY TIME FRAME: The successful bidder shall deliver each copier to the site specified by the City, install, and make ready for use. All copiers shall be delivered, installed, and made ready for use not later than **fifteen (15) days** following date of order. Copiers, which are not delivered within fifteen (15) days from the date of order, will be considered to be in default.

SPECIAL REQUIREMENTS: It shall be the contractor's responsibility to examine each delivery site and to advise the City of any safety, space, or special requirements that are to be met prior to delivery of equipment. It shall be the City's responsibility to have the site properly prepared for the delivery of equipment.

PO Box 690
Dublin, GA 31040

LEASE OF COPIERS: If the selected contractor chooses to finance the copiers proposed to the City through a third party leasing company, it is the contractor's right. However, such arrangements shall be solely between the contractor and the leasing company. The City shall remain clear of all such arrangements and shall not have to alter or amend any terms or conditions of this RFP to accommodate any such arrangements. The contractor shall remain the sole source of contact with the City.

GENERAL PROVISIONS: Cash discount must be shown on proposal, otherwise prices will be considered net. Unless prices and all information requested are complete, proposal may be disregarded and given no consideration.

This Request for Proposal shall result in a firm, fixed price contract, and shall be governed by and interpreted in accordance with the laws of the State of Georgia.

In case of default by the contractor, the City of Dublin may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the contractor, the difference between the price named in the contract or purchase order and actual cost thereof to the City of Dublin. Prices paid by the City shall be considered the prevailing market price at the time such purchase is made. Periods of performance may be extended if the facts as to the cause of delay justify such extension in City's opinion.

All prices and proposals must be in ink or typewritten. No pencil figures or erasures are permitted. Mistakes may be crossed out and corrections inserted adjacent thereto and must be initialed in ink by person signing the proposal.

A responsible officer or employee must sign with the firm's name and all proposals. Obligations assumed by such signature must be fulfilled.

SUBMISSION OF PROPOSALS: Each proposal must be submitted on the prescribed form in a sealed envelope with a proposal number, closing date and time on the outside. Each proposal must be signed as indicated above.

Information must be furnished complete in compliance with the terms, conditions, provisions and specifications of the Request for Proposals. The information requested and the manner of submissions are essential to permit prompt evaluation of all proposals on a fair and uniform basis. Accordingly, the City reserves the right to declare as non-responsive, and reject any proposal in which material information requested is not furnished or where indirect or incomplete answers or information is provided. Supporting literature must be provided with proposal.

Proposals shall be for the total net price including all applicable charges, delivered F.O.B. Dublin.

Proposals and modifications or corrections thereof received after the closing time specified will not be considered.

No facsimile of proposals will be accepted. If a photocopy is to be submitted, it must be signed in ink.

If you do not submit a proposal, return this Request for Proposal and state reason.

WARRANTY: The seller shall state the terms and conditions of the warranty being offered with the equipment proposal.

It is understood by the sellers, and a condition of these specifications to which all sellers agree, that the City will not issue complete acceptance until the above warranty is furnished the City by means of filing with the City Purchasing Director.

In all purchases by the City of Dublin, availability and accessibility of warranty service, and service after warranty may be considered in determining the low seller.

MATERIALS AND WORKMANSHIP: Materials used shall be of new and recent manufacture and best quality.

PROPOSAL AMENDMENT: The City of Dublin reserves the right to revise or amend the specifications up to five (5) days prior to the time set for opening the proposals. Such revisions and amendments, if any, shall be announced by amendments to this solicitation. Copies of such amendments shall be furnished to all prospective sellers. Prospective sellers are defined as those sellers listed on the City's Request for Proposals list for this material.

PROPOSAL WITHDRAWAL: After the proposals are opened, proposals may not be withdrawn. Prior to the date/time set for the proposal opening, however, proposals may be modified or withdrawn by the Seller's authorized representative.

AWARD: The City of Dublin reserves the right to accept proposals, award proposals and/or not award proposals on individual items listed, on group items, or on the proposal as a whole; to reject any and all proposals, to waive any informality in the proposals, and to accept the proposal that appears from all consideration to be in the best interest of the City of Dublin.

In determining and evaluating the best proposal, the prices will not necessarily be controlling, but quality, equality, efficiency, utility, general terms, delivery, suitability of the equipment/material offered, and the reputation of the equipment/material in general use will also be considered with any other relevant factors.

Notice of proposal award, if proposal is awarded, will be made within thirty (30) days of opening of proposals to the lowest responsive and responsible seller, whose proposal complies with all the requirements in the Request For Proposal. Receipt of the official Purchase Order/contract of the City of Dublin will indicate the award of the proposal.

EXHIBIT "A"
QUESTIONNAIRE

1. How many years has your company been in the business of providing and servicing copiers?

2. A. Is your company an authorized dealer for the brand of equipment being offered? (If so, attach proof of authorization from manufacturer.)

B. Are service technicians factory trained? (If so, attach proof of factory training)

3. How many technicians do you currently employ?

4. Indicate the years of experience in the service of copiers for each technician.

5. What is your company's average response time for service calls?

6. Indicate below the name, address, and telephone number of the nearest location which will be providing the repairs on your copiers. Also include the name and telephone number of the service manager.

7. Indicate below the name of the person who will be responsible for administering the contract, if awarded. Also include the person's title, telephone number and address.

Vendor: _____
Address: _____

Date: _____

Signature: _____

Vendor: _____

Date: _____

EXHIBIT "B"

REFERENCES

Indicate below, or on a separate sheet, at least 3 references from accounts similar in size. Be sure to include for each reference: an account name, contact person, telephone number, number of copiers installed, and how long you have had the account.

1. Account Name:

Address:

Contact Person/Title:

Phone Number:

Number of Copiers/Years of Service:

2. Account Name:

Address:

Contact Person/Title:

Phone Number:

Number of Copiers/Years of Service:

3. Account Name:

Address:

Contact Person/Title:

Phone Number:

Number of Copiers/Years of Service:

Vendor: _____
Address: _____

Date: _____

Signature: _____

EXHIBIT "C"

EQUIPMENT SPECIFICATIONS AND CONTRACTOR'S PRIMARY PRICE PROPOSAL

Exhibit "C" of this RFP covers the specifications and optional features for the City's copiers. Exhibit "C" is classified by locations for the copiers with varying specifications, required features and optional features for proposing, evaluating, and selection purposes. There are six (6) locations with copiers. Interested contractors shall propose copiers that will satisfy the specifications, required features and optional features as specified.

Exhibit "C" is also the form on which contractors are to submit their primary price proposals.

The bidder will enter a base monthly rental rate per copier based on a minimum number of copies per month for each location, plus a per copy cost for copies in excess of the monthly minimum rate. Said rates will be firm for the one (1) year contract term for each copier model shown in each cost proposal. Be sure to complete each cost proposal carefully and completely for the prices shown here will be firm for the entire contract period.

Abbreviations used in Exhibit "C"

Abbreviation	Meaning
Copies/mo	Copies per month
Cpm	Copies per minute
Cabinet	Cabinet stand on casters for a copier to rest on & supply storage
ADF	Automatic document feeder
RADF	Reversing automatic document feeder
RDH	Recirculating document handler
CFF	Computer or continuous form feed (the CFF must be an integral part of the copier)
Red/enl	Reduction/enlargement
Auto duplex	Automatic duplexing
LCT	Large capacity paper tray
Stacker (OCT)	Offset catch tray
Stapler	On-line automatic stapler (indicate the maximum number of pages the stapler will handle)

EXHIBIT "C"

**SPECIFICATIONS AND CONTRACTOR'S
PRIMARY PRICE PROPOSAL**

Vendor: _____

Date: _____

Address: _____

Signature: _____

(1) Location	(2) Required and Optional Features	(3) Monthly Base Cost/Min. # of Copies	(4) Make & Model of Copier	(5) Optional Features Cost	(6) Excess Copy Cost
<p>City Hall 100 S. Church St. (copier in the Copy Room on 2nd floor)</p>	<p>Required Features: Up to 20,000 copies per month Minimum Speed – 40 cpm <u>Color copier</u> 11" x 17" original 11" x 17" copy Cassettes – 3 ea. ADF/RDF/RDH Auto Duplex Reduce/Enlarge Cabinet, if not floor model Finisher Stacker Stapler Network Connection Scan to file or e-mail Hole punch Facsimile User Codes</p>	<p>\$/month Minimum # of copies:</p>	<p>Make: Model:</p>		<p>\$/excess copy</p>

Vendor: _____

Date: _____

(1) Location	(2) Required and Optional Features	(3) Monthly Base Cost/Min. # of Copies	(4) Make & Model of Copier	(5) Optional Features Cost	(6) Excess Copy Cost
(continued) City Hall 100 S. Church St. (copier in the Copy Room on 2nd floor)	Resolution: _____				
	OPTIONS (if available):				
	Plastic ID card printing			\$ _____	
	Professional folding			\$ _____	
	Wireless operation			\$ _____	
	Cropping feature during scan			\$ _____	
3-hole punch	\$ _____				

Vendor: _____

Date: _____

(1) Location	(2) Required and Optional Features	(3) Monthly Base Cost/Min. # of Copies	(4) Make & Model of Copier	(5) Optional Features Cost	(6) Excess Copy Cost
<p>City Hall 100 S. Church St. (copier in the Finance Dept. on 1st flo</p>	<p>Required Features: Up to 4,000 copies per month Minimum Speed – 25 cpm Cassettes – 2 ea. 1 – legal, 1 – letter ADF/RDF/RDH Auto Duplex Reduce/Enlarge Network Connection Scan to file or e-mail Cabinet</p>	<p>\$/month Minimum # of copies:</p>	<p>Make: Model:</p>		<p>\$/excess copy</p>

Vendor: _____

Date: _____

EXHIBIT "D"

SPECIFICATIONS AND CONTRACTOR'S

ALTERNATE PRICE PROPOSAL

Please list any alternates to the above specifications

(1) Location	(2) Copier Features	(3) Monthly Base Cost/Min. # of Copies	(4) Make & Model of Copier	(5) Features Cost per Month	(6) Excess Copy Cost
	List any proposed alternates:	\$/mo.	Make:	List cost	\$/copy
		Minimum # of copies:	Model:		

Vendor: _____
Address: _____

Date: _____

Signature: _____

Vendor: _____

Date: _____