County of San Luis Obispo
GENERAL SERVICES AGENCY
Janette D. Pell, Director

Helen McCann, Department Administrator

INVITATION TO BID #3505-10
COPIERS AND MAINTENANCE SERVICE

November 16, 2010

The County of San Luis Obispo is currently soliciting bids for New and Unused Copiers and Maintenance Service as noted.

Each bid shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the bid. Failure to set forth any item in the specifications shall be grounds for rejection. The County of San Luis Obispo reserves the right to reject all bids and to waive any informalities.

Please submit your bids on the attached form. They must be received at the office of the General Services Agency no later than 3:00 p.m., December 9, 2010.

Any and all comments and suggestions are sincerely encouraged prior to the bid opening.

Please e-mail questions to mviles@co.slo.ca.us. Answers will be posted on http://www.slocounty.ca.gov/GSA/Purchasing/Current_Formal_Bids_and_Proposals.htm.

Phill Haley
Buyer II
phaley@co.slo.ca.us

TO: ALL PROSPECTIVE BIDDERS

SUBJECT: LOCAL BIDDERS PREFERENCE

The County of San Luis Obispo has established a local vendor preference. All informal and formal bids for contracts will be evaluated with a 5% preference for local vendors. Note the following exceptions:

1. Those contracts which State Law requires be awarded to the lowest responsible bidder.
2. Public works construction projects.

A "local" vendor will be approved as such when, 1) It conducts business in an office with a physical location within the County of San Luis Obispo; 2) It holds a valid business license issued by the County or a city within the County; and 3) Business has been conducted in such a manner for not less than six (6) months prior to being able to receive the preference.

As of March 3, 1994 individual County Buyers evaluate bids considering the local vendor preference described above. The burden of proof will lie with bidders relative to verification of "local" vendor preference. Should any questions arise, please contact a buyer at (805) 781-5200. All prospective bidders are encouraged to quote the lowest prices at which you can furnish the items or services listed in County bids.

	YES	NO
Do you claim local vendor preference?		
Do you conduct business in an office with a physical location within the County of San Luis Obispo?		
Business Address: _____ _____		
Years at this Address: _____		
Does your business hold a valid business license issued by the County or a City within the County?		
Name of Local Agency which issued license: _____		

Business Name: _____

Authorized Individual:_____Title: _____

Signature:_____Dated:_____

TO: ALL PROSPECTIVE BIDDERS

SUBJECT: POLICY ON PURCHASING PRODUCTS MADE WITH OR CONTAINING CHLOROFLUOROCARBONS (CFC's)

Summary

Many products contain chlorofluorocarbons (CFC's), a known depleter of ozone in the atmosphere. Under the U.S. Clean Air Act and the Montreal Protocol on Substances That Deplete the Ozone Layer, CFC production for use in industrialized nations is to be totally phased out by January 1, 1996. There are still many products on the market that contain CFC's or are made with CFC's. The Department of General Services, purchasing staff must identify products made with or containing CFC's and purchase alternative products whenever practical and possible.

Policy

To this end, it shall be the policy of the County of San Luis Obispo that all bidders, who wish to do business with the County are required to identify all products that contain CFC's or use CFC's in the manufacturing or shipping processes. Bidders are required to identify alternative products that do not use CFC's, for possible purchase by the County.

Bidder Response

	YES	NO
Do any products offered herein contain CFC's or use CFC's in the manufacturing or shipping process?		
If yes, please offer an alternative product by copying bid forms and submitting an alternate bid. Will you offer an alternate?		
Please provide any other information that may be helpful to the County. Attachments are acceptable.		

Bidder:_____

GENERAL CONDITIONS AND INSTRUCTIONS

1. All bids submitted by Seller to Purchaser should be submitted using the Specification spreadsheet in Excel and must include the attached bidder's form, completed and signed, (only typewritten or ink shall be accepted with no erasures or corrections unless properly authenticated by signature) in accordance with the instructions contained herein. Submittal of the bid using the Specification spreadsheet in Excel is required.

2. The issuance of this bid request creates no obligation on the part of the County and the County reserves the unconditional right at its option to either reject all bids or waive any irregularities or informalities therein. Each bid shall be in a separate sealed envelope with the bid number, name of bidder, title of the bid, date and time due showing on the outside of the envelope. An envelope is provided with hard copies of this invitation to bid, or the bidder may use their own envelope.

3. All prices must be firm for 90 days from the date of the bid opening and be inclusive. Upon award, prices will be in effect for the term of the contract.

4. Prompt payment discounts of 20 days or longer will only be considered when comparing bids, however, if you offer any prompt payment discounts, please indicate this on your bid.

5. Awards will be made to realize the greatest savings to the County and may not necessarily be the lowest bid especially where services are of the utmost importance.

6. Submission of a signed bid will be interpreted to mean that the bidder has thereby agreed to all conditions, instructions, descriptions and specifications contained herein.

7. All materials included in the contract shall be in compliance with all Federal and State OSHA laws.

8. All applicable City, State, and Federal taxes and fees are to be included in the proposal.

9. The only terms that will be honored are those terms included in general and special conditions and instructions, purchase order or other documents issued by the County.

10. In the event of any conflicts or ambiguities between these instructions and State or Federal laws, regulations or rules, then the latter shall prevail.

11. <u>Only one bid will be accepted per vendor for each specification</u>. Price all connectability accessories (hardware and software) that will connect to the County's Wide Area Network (WAN), under the optional features available listing on the individual specification sheet unless it is included in the features required listing. The County WAN requires network connected devices to use Novell Netware 5.X for file/print services and either token ring or highspeed Ethernet network interface connection equipment that is Novell Netware Directory Print Services (NDPS) "aware". Vendor will install software and coordinate network connection with department.

12. Bidders may withdraw their bid either in person or by email request at any time prior to the scheduled closing time for receipt of bids. No bidder may withdraw their bid after the time set for the opening.

13. All time limits stated are of the essence and must be complied with. Any bids received after closing time stipulated will be returned unopened.

14. All bids must be submitted in a manner so they can be readily hole punched and placed in a standard legal size file folder.

15. The County may make partial payments after a substantial portion of the merchandise has been delivered. On all items, a 10% retention will be withheld until all merchandise has been accepted.

16. Vendor agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin and that it will comply with the "Contractor's Agreements" provisions of Presidential Executive Order No. 11246.

17. **NO FAXED** Bids will be accepted.

18. Return sealed bid by December 9, 2010 at 3:00 p.m. to:

COUNTY OF SAN LUIS OBISPO
GENERAL SERVICES AGENCY
PHILL HALEY, BUYER II
1087 SANTA ROSA STREET
SAN LUIS OBISPO, CALIFORNIA 93408

INSURANCE AND INDEMNIFICATION REQUIREMENTS

Insurance Requirements

Contractor, at its sole cost and expense, shall purchase and maintain the insurance policies set forth below on all of its operations under this Agreement. Such policies shall be maintained for the full term of this Agreement and the related warranty period (if applicable) and shall provide products/completed operations coverage for four (4) years following completion of Contractor's work under this Agreement and acceptance by the County. Any failure to comply with reporting provision(s) of the policies referred to above shall not affect coverage provided to the County, its officers, employees, volunteers and agents. For purposes of the insurance policies required hereunder, the term "County" shall include officers, employees, volunteers and agents of the County of San Luis Obispo, California, individually or collectively.

1. **MINIMUM SCOPE AND LIMITS OF REQUIRED INSURANCE POLICIES**
The following policies shall be maintained with insurers authorized to do business in the State of California and shall be issued under forms of policies satisfactory to the County:

   a. **COMMERCIAL GENERAL LIABILITY INSURANCE POLICY ("CGL")**
   Policy shall include coverage at least as broad as set forth in Insurance Services Office (herein "ISO") Commercial General Liability coverage. (Occurrence Form CG 0001) with policy limits not less than the following:

   $1,000,000 each occurrence (combined single limit);
   $1,000,000 for personal injury liability;
   $1,000,000 aggregate for products-completed operations; and,
   $1,000,000 general aggregate.

   The general aggregate limits shall apply separately to Contractor's work under this Agreement.

   b. **BUSINESS AUTOMOBILE LIABILITY POLICY ("BAL")**
   Policy shall include coverage at least as broad as set forth in Insurance Services Office Business Automobile Liability Coverage, Code 1 "Any Auto" (Form CA 0001). This policy shall include a minimum combined single limit of not less than one million ($1,000,000) dollars for each accident, for bodily injury and/or property damage. Such policy shall be applicable to vehicles used in pursuit of any of the activities associated with this Agreement. Contractor shall not provide a Comprehensive Automobile Liability policy which specifically lists scheduled vehicles without the express written consent of County.

   c. **WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY INSURANCE POLICY ("WC/EL")**
   This policy shall include at least the following coverages and policy limits:
   1. Workers' Compensation insurance as required by the laws of the State of California; and
   2. Employer's Liability Insurance Coverage B with coverage amounts not less than one million ($1,000,000) dollars each accident/Bodily Injury (herein "BI"); one million ($1,000,000) dollars policy limit BI by disease; and, one million ($1,000,000) dollars each employee BI by disease.

2. **DEDUCTIBLES AND SELF-INSURANCE RETENTIONS**
Any deductibles and/or self-insured retentions which apply to any of the insurance policies referred to above shall be declared in writing by Contractor and approved by the County before

work is begun pursuant to this Agreement. At the option of the County, Contractor shall either reduce or eliminate such deductibles or self-insured retentions as respect the County, its officers, employees, volunteers and agents, or shall provide a financial guarantee satisfactory to the County guaranteeing payment of losses and related investigations, claim administration, and/or defense expenses.

3. **ENDORSEMENTS**

All of the following clauses and endorsements, or similar provisions, are required to be made a part of insurance policies indicated in parentheses below:

a. A "Cross Liability", "Severability of Interest" or "Separation of Insured" clause (CGL & BAL);
b. The County of San Luis Obispo, its officers, employees, volunteers and agents are hereby added as additional insured with respect to all liabilities arising out of Contractor's performance of work under this Agreement (CGL & BAL);
c. If the insurance policy covers an "accident" basis, it must be changed to "occurrence" (CGL & BAL);
d. This policy shall be considered primary insurance with respect to any other valid and collectible insurance County may possess, including any self-insured retention County may have, and any other insurance County does possess shall be considered excess insurance only and shall not be called upon to contribute to this insurance (CGL, BAL & PL);
e. No cancellation or non-renewal of this policy, or reduction of coverage afforded under the policy, shall be effective until written notice has been given at least thirty (30) days prior to the effective date of such reduction or cancellation to County at the address set forth below (CGL, BAL, WC/EL & PL);
f. Contractor and its insurers shall agree to waive all rights of subrogation against the County, its officers, employees, volunteers and agents for any loss arising under this Agreement (CGL); and
g. Deductibles and self-insured retentions must be declared (All Policies).

4. **ABSENCE OF INSURANCE COVERAGE**

County may direct Contractor to immediately cease all activities with respect to this Agreement if it determines that Contractor fails to carry, in full force and affect, all insurance policies with coverages at or above the limits specified in this Agreement. Any delays or expense caused due to stopping of work and change of insurance shall be considered Contractor's delay and expense. At the County's discretion, under conditions of lapse, the County may purchase appropriate insurance and charge all costs related to such policy to Contractor.

5. **PROOF OF INSURANCE COVERAGE AND COVERAGE VERIFICATION**

Prior to commencement of work under this Agreement, and annually thereafter for the term of this Agreement, Contractor, or each of Contractor's insurance brokers or companies, shall provide County a current copy of a Certificate of Insurance, on an Accord or similar form, which includes complete policy coverage verification, as evidence of the stipulated coverages. All of the insurance companies providing insurance for Contractor shall have, and provide evidence of, a Best Rating Service rate of A VI or above. The Certificate of Insurance and coverage verification and all other notices related to cancellation or non-renewal shall be mailed to:

List Shipping Address:

County of San Luis Obispo – General Services Agency
1087 Santa Rosa St
San Luis Obispo CA 93408

Indemnification Requirements

Contractor shall defend, indemnify and hold harmless the County, its officers and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities or other losses that may be asserted by any person or entity, including Contractor, and that arise out of or are made in connection with the acts or omissions, relating to the performance of any duty, obligation, or work hereunder. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses arise from the comparative negligence of the County, its officers and employees. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the County, its officers and employees.

The preceding paragraph applies to any theory of recovery relating to said act or omission by the Contractor, or its agents, employees, or other independent contractors directly responsible to Contractor, including, but not limited to the following:

1. Violation of statute, ordinance, or regulation.

2. Professional malpractice.

3. Willful, intentional or other wrongful acts, or failures to act.

4. Negligence or recklessness.

5. Furnishing of defective or dangerous products.

6. Premises liability.

7. Strict Liability.

8. Inverse condemnation.

9. Violation of civil rights.

10. Violation of any federal or state statute, regulation, or ruling resulting in a determination by the Internal Revenue Service, California Franchise Tax Board or any other California public entity responsible for collecting payroll taxes, when the Contractor is not an independent contractor.

It is the intent of the parties to provide the County the fullest indemnification, defense, and “hold harmless” rights allowed under the law. If any word(s) contained herein are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from this contract and the remaining language shall be given full force and effect.

BIDDER'S FORM

The undersigned agrees to:

Deliver F.O.B. (DEST) San Luis Obispo to various County departments, the Copiers and Maintenance Service itemized and in accordance with Specifications attached. All equipment to be new and unused of the latest model year and all attachments shall be designated to be compatible with the model proposed.

All equipment and accessories shall comply with the applicable State and Federal Codes, Regulations and Requirements.

TERMS OF SALE _____

DATE OF DELIVERY _____

Authorized Official Name (Print) _____

Authorized Official Title (Print) _____

Signature_____

Firm Name _____

Address_____

City _____ State _____ Zip Code_____

Telephone_____ FAX _____

Federal Taxpayer ID# _____

☐ Individual/Sole Proprietor ☐ Corporation ☐ Partnership ☐Other

BIDS MUST BE RECEIVED BY 3:00 P.M., DECEMBER 9, 2010 AND
WILL BE OPENED IN THE PURCHASING OFFICE OF THE GENERAL SERVICES AGENCY
Bid #3505-10

SPECIFICATIONS
SPECIAL TERMS AND CONDITIONS

1. PURPOSE:

The County of San Luis Obispo will acquire new COPIERS AND MAINTENANCE SERVICE to serve in heavy-duty use areas of the County. Bidders should understand multiple users and recycled paper are also conditions of use.

2. SCOPE:

The successful bidder is required to furnish, deliver and install the proposed equipment. Vendor shall provide a minimum of four (4) hours of orientation and training to department staff on all aspects of machine operation, maintenance and supply replenishment. On-going telephone support shall be included during the life of the equipment.

Installed machine shall be initially filled with all necessary supplies by the vendor at no cost to the County of San Luis Obispo. Machine shall be tested and any adjustment made, as per manufacturer's specifications, to ensure optimal performance of the equipment.

3. MANUFACTURER'S AUTHORIZATION:

Vendor must be officially authorized by the manufacturer of proposed equipment to sell and service the equipment offered. The County of San Luis Obispo may require written documentation from the manufacturer.

4. MANUFACTURER’S LITERATURE/SPECIFICATION SHEETS:

Vendor must provide current manufacturer’s literature/specification sheets for all proposed machine models with the bid.

5. SUPPLIES:

Successful vendor shall only use original equipment manufactured (OEM) supplies and replacement parts in the equipment proposed.

6. CUSTOMER SUPPORT SERVICES:

Under the terms of this bid, the successful vendor agrees to provide on-going telephone support regarding the use of the equipment to using department staff and to purchasing staff. Vendor will provide contact person(s) names(s) and telephone number(s) for the telephone support, sales support, service support and field service technicians.

These contact person(s) will be technically trained employees. Contact person(s) shall also be trained in Customer Service and Customer Relations. The County may require documentation from vendor that support employee(s) are indeed qualified and have received the above-mentioned training.

7. MAINTENANCE AND REPAIRS:

The County of San Luis Obispo requires all bidders to have a local (in County) maintenance/service facility. This facility can not be at a home residence.

Bids will not be accepted from vendors who do not meet this requirement. Bidders will be required to perform monthly inspections, cleanings and take meter readings.

Machines furnished will not be eligible for removal from maintenance coverage until after 7 years of life from the last date of manufacture, provided they have been operated at the recommended average number of copies per month. Vendor must provide manufactures notices of discontinuing the production of any model furnished hereunder. The equipment will require preventative maintenance and repairs. Maintenance coverage offered in each instance, is to be a full service maintenance contract including all toner, developer, fuser oil, drums, repair parts, labor and preventative maintenance service. **The only supply items not included are paper and staples.**

Response time to a request for service shall be no more than 4 hours. Failure to respond as required will cause the County to take a service credit and withhold that amount from invoices owed to the Vendor. The service credit shall be $25.00 per hour for each hour after the 4th hour.

If during a repair call it is determined that a copier cannot be repaired in place within 48 hours of the time a repair call is placed, another copier of like size and features is to be supplied at no cost other than the per copy charge in effect at the time.

All repair technicians dispatched to repair County Copiers and Maintenance Service shall be fully aware of the conditions contained herein. Each qualified technician shall also be trained in Customer Service and Customer Relations. The County may require documentation from vendor that repair technicians have received such training.

8. REPAIR CREDIT:

The County will require per copy CREDIT for all copies made during the course of repair testing. The CREDIT must appear separately on monthly invoices.

9. AWARD OF THIS BID:

May be either of two methods (a) all to one vendor, or (b) any combination of items that is in the best interest of the County. The County reserves the right to determine the method of award once all bids have been opened and evaluated to achieve the lowest cost to the County. This bid will remain in effect for the entire term, from award through June 30, 2012. Prices to remain unchanged.

All copiers may not be purchased immediately, and there is no guarantee that all specifications within this bid will be utilized. Copiers specified in this bid document may be upgraded or downgraded to other specifications within the bid.

No number of copiers to be purchased is guaranteed. Budget funding is indefinite.

Trade-in copiers may be retained by the County should the value offered not be sufficient. Trade-in copiers may not necessarily go with the specification in which they are listed under.

Low bidder may be required to demonstrate all features, including options, for requesting departments before purchase.

10. ENERGY USAGE:

All proposed copiers shall be **Energy Star compliant** per State of California.

11. TERMINATION FOR NON-APPROPRIATIONS:

The County's obligation to pay any amounts due for those fiscal periods succeeding the current fiscal period are contingent upon legislative appropriation or approval of funds for that purpose. Therefore, the County may terminate this agreement with respect to no less than the entire term effective as of the end of any of its succeeding fiscal periods by giving sixty (60) days prior written notice of the termination and establishing a termination date.

All obligations of County to make payments due after the termination date will cease. Notwithstanding the foregoing, County agrees to (i) not to terminate this agreement under this provision if any funds are appropriated to perform the services of this agreement and (ii) that County will use its best efforts to obtain appropriation of the necessary funds to avoid termination of this agreement.

12. SECURITY AGREEMENT:

Vendor agrees to acknowledge in writing the County's Information Security Program Acceptable use Policy, attached at the end of this document. Devices placed within HIPAA compliant departments additionally may be required to complete a HIPAA Business Associate Agreement.

Security Training
Vendor agrees to provide training to departmental staff and local administrators on the use of onboard security functions to ensure that data contained, sent to or from, or replicated within the devices remain secure and accessible only by authorized staff.

Fixed Storage Media / Hard Drive Requirements
At the discretion of the department, Vendor agrees to either return to the County, destroy with certification of destruction, or clear/wipe all storage media of all County information prior to removal from County property. Should the department elect to clear/wipe the storage media, the County expects procedures equivalent to Secure Wipe, as described in the US Department of Defense standard "DoD 5220.22-M", to be followed for this purpose, and that the performance of this procedure be logged as a service procedure for future County reference. The cost to clear/wipe the storage media is itemized in the following Specifications.

All failed storage media will either be returned to the County for secure destruction or alternately, a certification of destruction may be provided to the County by the vendor in lieu of the media. (see IEEE-2600-2008 section 8.1.1.4)

All back-up and temporary replacement devices are subject to the same requirements as those permanently installed.

IEEE Compliance Security Requirements[1]

Vendor agrees to support the following subset of IEEE-2600-2008 standard which defines security requirements for manufacturers, users, and others on the selection, installation, configuration, and usage of hardcopy devices (HCDs) and systems including printers, copiers, and multifunction devices (MFDs), and the computer systems that support these devices.

The following excerpts are from IEEE-2600-2008 section 8.1. Each of the following entries is a further subsection, i.e., **1.1** below equates to 8.1.**1.1**.

1.1 Protecting HCD software from unauthorized modification: The HCD shall provide procedures to verify that the currently installed software in the HCD is consistent with the authorized, installed HCD software. (system check at startup, etc.)

1.2 User identification and authentication: The HCD shall identify and authenticate each user who tries to access HCD assets or execute HCD applications. (LDAP, Active Directory, etc. with valid credentials)

1.3 User authorization: The HCD shall ensure that users are authorized prior to permitting access to HCD assets and performance of HCD functions. The HCD shall also ensure that unauthorized users are not permitted to access HCD assets or execute HCD applications including installation or update of firmware, software, and applet. (granularity in profiles from Administrator to User)

1.4 Offline salvage of deleted or stored user document data: The HCD shall ensure that user documents that have been logically deleted or released after use cannot be recovered from nonvolatile storage devices that have been removed from the HCD. (data overwriting and/or wiping, encrypting)

1.5 Protecting user document data, user function data, HCD confidential data, protected data, and software in the HCD

1.5.1 From disclosure: The HCD shall protect user document data and HCD confidential data from unauthorized disclosure when such data is in the HCD. (secure printing, multi-layer security, encryption, temp data is overwritten numerous times)

1.5.2 From modification: The HCD shall protect user document data, user function data, HCD confidential data, HCD protected data, and software from unauthorized modification when such data is in the HCD. (user configurable access control, monitoring)

1.6 Protecting user document data, user function data, HCD confidential data, protected data, and software in transit

1.6.1 From disclosure: The HCD shall protect user document data and HCD confidential data from unauthorized disclosure when such data is in transit to or from the HCD over a shared communications medium. (encrypt network traffic)

1.6.2 From modification: The HCD shall protect user document data, user function data, HCD confidential data, HCD protected data, and software from unauthorized modification when such data is in transit to or from the HCD over a shared communications medium. (encrypt network traffic)

1.7 Administrator identification, authentication, and authorization: The HCD shall identify and authenticate each HCD administrator, and shall ensure that administrators are authorized prior to permitting access to HCD data assets and performance of

administration functions on the HCD. (support for strong authentication, disable after three failed administrator attempts, etc.)

1.8 Monitoring of HCD events: The HCD shall create and maintain a log of HCD use and security-relevant events. (log user activity and usage-related activity, etc.)

1.9 HCD cannot be used as a proxy for malicious attacks: The HCD shall ensure that its shared communication media interfaces cannot be used as a proxy for or a source of malicious attacks on the external IT environment. (IP filtering, port management, etc.)

1.10 HCD cannot be used as an unauthorized bridge from one interface to a shared communications media interface: If a shared communication interface (e.g., network connection) is present on the HCD, the HCD shall not permit users to establish a malicious connection to the external IT environment from any other interface. In addition, the HCD should not permit an unauthorized non-fax data connection to the HCD via the fax interface. (capability to disable the fax function, logical separation between the fax and LAN connections, fax data is encrypted and after use, data automatically erased)

1.11 Mitigation of denial of service: The HCD should protect assets during DoS attacks against the external HCD interfaces and should restore normal operation without requiring human intervention upon termination of such attacks. (services other than network-based should continue to operate and the network interface should recover in a timely manner)

INSTRUCTIONS FOR SPECIFICATION SUBMITTALS:

1. Download the Specifications spreadsheet (Microsoft Excel format) from the County web site at:
   http://www.slocounty.ca.gov/GSA/Purchasing/Current_Formal_Bids_and_Proposals.htm

2. Save the Specification spreadsheet to your desktop.

3. Open the spreadsheet and then complete all eight (8) of the Specifications included in the spreadsheet.

   If you need assistance or have questions about how to download or complete the Specifications spreadsheet, please contact Mike Mesker at (805) 781-1138 or by email at mmesker@co.slo.ca.us .

4. Save the completed spreadsheet to a blank CD or flash drive.

5. Print the completed spreadsheet (eight pages total).

6. Return your sealed bid including the original, completed and signed bidder's form (page 9 of the bid package) and either a CD or flash drive of your spreadsheet and the printed copy no later than 3:00pm on December 9, 2010 using the enclosed envelope or to:

   COUNTY OF SAN LUIS OBISPO
   GENERAL SERVICES AGENCY
   ATTN: PHILL HALEY
   1087 SANTA ROSA STREET
   SAN LUIS OBISPO, CA 93408

   (If you are using your own envelope, make sure it is sealed and write "SEALED BID ENCLOSED #3505-10" in the lower left hand corner.)

7. Your bid must include the following in a sealed envelope:

   a. The signed and completed bidder's form (page 9 from the bid package)
   b. A CD or Flash Drive of your completed Specifications spreadsheet
   c. A printed copy of your completed Specifications spreadsheet (8 pages)
   d. Current manufacturer's literature/specification sheet for all proposed machine models.

Questions about this bid submittal process can be directed to Phill Haley, Buyer, at (805) 781-5904 or Helen McCann, Department Administrator, at (805) 781-5059.

Technical questions or issues can be directed to Mike Mesker, Secretary, at (805) 781-1138.

Printed samples of the eight specifications included in the Excel Specification spreadsheet follow.

BID 3505-10 *Bidder:* **Enter Your Company Name Here!**

SPECIFICATION 1

Monthly Volume:
5,000 Copies

Does Machine Comply?
(enter Y for yes, N for no)

Features Required:
Minimum 30 cpm:
Print/Color scan system:
Dual scan document processor:
Drawer capacity (3,000 minimum):
Finisher/Stapler:
11 x 17:

MAKE AND MODEL OFFERED:
Equipped with:

Capacity per month:

TOTAL DELIVERED PRICE
8.75% SALES TAX $ -
TOTAL $ -

Value of Trade-In $ -

List All Optional Features Available at Additional Cost:

Description	*Price*
Multi-Position Stapler & 3-Hole Punch	$ -
Fax Capability	$ -
Secure Wipe, or equivalent	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -

Maintenance Cost:

Year 1	$ -	per copy
Year 2	$ -	per copy
Year 3	$ -	per copy
Year 4	$ -	per copy
Year 5	$ -	per copy
Year 6	$ -	per copy
Year 7	$ -	per copy

Monthly Minimum (if applicable) $ -

SAMPLE

BID 3505-10 *Bidder:*

SPECIFICATION 2

Enter Your Company Name Here!

Monthly Volume:
20,000

Does Machine Comply?
(enter Y for yes, N for no)

Features Required:

Minimum 30 cpm:
Print/Color scan system:
Dual scan document processor:
Drawer capacity (3,000 minimum):
Finisher/Stapler:
11 x 17:

MAKE AND MODEL OFFERED:
Equipped with:

Capacity per month:

TOTAL DELIVERED PRICE	$	-
8.75% SALES TAX	$	-
TOTAL	$	-
Value of Trade-In	$	-

List All Optional Features Available at Additional Cost:

Description		*Price*
Multi-Position Stapler & 3-Hole Punch	$	-
Fax Capability	$	-
Secure Wipe, or equivalent	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-

Maintenance Cost:

Year 1			per copy
Year 2	$	-	per copy
Year 3	$	-	per copy
Year 4	$	-	per copy
Year 5	$	-	per copy
Year 6	$	-	per copy
Year 7	$	-	per copy

Monthly Minimum (if applicable) $ -

SAMPLE

BID 3505-10 *Bidder:*

SPECIFICATION 3

Enter Your Company Name Here!

Monthly Volume:
5,000

Does Machine Comply?
(enter Y for yes, N for no)

Features Required:

Minimum 40 cpm:
Print/Color scan system:
Dual scan document processor:
High Capacity Drawers (4,000 min.):
Finisher/Stapler:
11 x 17:

MAKE AND MODEL OFFERED:
Equipped with:

Capacity per month:

TOTAL DELIVERED PRICE	$	-
8.75% SALES TAX	$	-
TOTAL	$	-
Value of Trade-In	$	-

List All Optional Features Available at Additional Cost:

Description		*Price*
Multi-Position Stapler & 3-Hole Punch	$	-
Fax Capability	$	-
Secure Wipe, or equivalent	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-

Maintenance Cost:

Year 1	$	-	per copy
Year 2	$	-	per copy
Year 3	$	-	per copy
Year 4	$	-	per copy
Year 5	$	-	per copy
Year 6	$	-	per copy
Year 7	$	-	per copy

Monthly Minimum (if applicable) $ -

SAMPLE

BID 3505-10 *Bidder:*

SPECIFICATION 4

Enter Your Company Name Here!

Monthly Volume:
20,000

Does Machine Comply?
(enter Y for yes, N for no)

Features Required:

Minimum 40 cpm:
Print/Color scan system:
Dual scan document processor:
High Capacity Drawers (4,000 min.):
Finisher/Stapler:
11 x 17:

MAKE AND MODEL OFFERED:
Equipped with:

Capacity per month:

TOTAL DELIVERED PRICE	$	-
8.75% SALES TAX	$	-
TOTAL	$	-
Value of Trade-In	$	-

List All Optional Features Available at Additional Cost:

Description	*Price*	
Multi-Position Stapler & 3-Hole Punch	$	-
Fax Capability	$	-
Secure Wipe, or equivalent	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-

Maintenance Cost:

Year 1	$	-	per copy
Year 2	$	-	per copy
Year 3	$	-	per copy
Year 4	$	-	per copy
Year 5	$	-	per copy
Year 6	$	-	per copy
Year 7	$	-	per copy

Monthly Minimum (if applicable) $ -

SAMPLE

BID 3505-10 *Bidder:*

SPECIFICATION 5 - COLOR COPIER

Enter Your Company Name Here!

Monthly Volume:
2,500 Copies: 2,000 Black & White and 500 Color Copies

Does Machine Comply?
(enter Y for yes, N for no)

Features Required:

Minimum 30 cpm:
COLOR Print/Color scan system:
Dual scan document processor:
Drawer capacity (3,000 minimum):
Finisher/Stapler:
11 x 17:

MAKE AND MODEL OFFERED:
Equipped with:

Capacity per month:

TOTAL DELIVERED PRICE	$	-
8.75% SALES TAX	$	-
TOTAL	$	-
Value of Trade-In	$	-

List All Optional Features Available at Additional Cost:

Description		*Price*
Multi-Position Stapler & 3-Hole Punch	$	-
Fax Capability	$	-
Secure Wipe, or equivalent	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-

Maintenance Cost:

Year 1	$	-	per copy
Year 2	$	-	per copy
Year 3	$	-	per copy
Year 4	$	-	per copy
Year 5	$	-	per copy
Year 6	$	-	per copy
Year 7	$	-	per copy

Monthly Minimum (if applicable) $ -

SAMPLE

BID 3505-10 *Bidder:*

SPECIFICATION 6 - COLOR COPIER

Enter Your Company Name Here!

Monthly Volume:
20,000 Copies

Does Machine Comply?
(enter Y for yes, N for no)

Features Required:

Minimum 30 cpm:
COLOR Print/Color scan system:
Dual scan document processor:
Drawer capacity (3,000 minimum):
Finisher/Stapler:
11 x 17:

MAKE AND MODEL OFFERED:
Equipped with:

Capacity per month:

TOTAL DELIVERED PRICE	$	-
8.75% SALES TAX	$	-
TOTAL	$	-
Value of Trade-In	$	-

List All Optional Features Available at Additional Cost:

Description		*Price*
Multi-Position Stapler & 3-Hole Punch	$	-
Fax Capability	$	-
Secure Wipe, or equivalent	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-

Maintenance Cost:

Year 1	$	-	per copy
Year 2	$	-	per copy
Year 3	$	-	per copy
Year 4	$	-	per copy
Year 5	$	-	per copy
Year 6	$	-	per copy
Year 7	$	-	per copy

Monthly Minimum (if applicable) $ -

SAMPLE

BID 3505-10 *Bidder:*

GENERAL SPECIFICATION 1

Enter Your Company Name Here!

AS NEEDED:

The County may require lower volume copiers during the year. Please quote a lower volume model as **fully featured as possible** for a total not to exceed $2,500.00, including tax. Price to remain frim through June 30, 2012. The intent of this specification is to acquire bids for a machine as close to as possible, but not exceeding, $2,500.00

MAKE OFFERED: _____

MODEL OFFERED: _____

FEATURES: _____

Capacity per month: _____

TOTAL DELIVERED PRICE	$	-
8.75% SALES TAX	$	-
TOTAL	$	-
Value of Trade-In	$	-

Maintenance Cost:			
Year 1	$	-	per copy
Year 2	$	-	per copy
Year 3	$	-	per copy
Year 4	$	-	per copy
Year 5	$	-	per copy
Year 6	$	-	per copy
Year 7	$	-	per copy

Monthly Minimum (if applicable)	$	-

SAMPLE

BID 3505-10 *Bidder:*

GENERAL SPECIFICATION 2

Enter Your Company Name Here!

AS NEEDED:

The County may require lower volume copiers during the year. Please quote a lower volume model as **fully featured as possible** for a total not to exceed $5,000.00, including tax. Price to remain frim through June 30, 2012. The intent of this specification is to acquire bids for a machine as close to as possible, but not exceeding, $5,000.00

MAKE OFFERED: _____

MODEL OFFERED: _____

FEATURES: _____

Capacity per month: _____

TOTAL DELIVERED PRICE	$	-
8.75% SALES TAX	$	-
TOTAL	$	-
Value of Trade-In	$	-

Maintenance Cost:			
Year 1	$	-	per copy
Year 2	$	-	per copy
Year 3	$	-	per copy
Year 4	$	-	per copy
Year 5	$	-	per copy
Year 6	$	-	per copy
Year 7	$	-	per copy

Monthly Minimum (if applicable)	$	-

SAMPLE