

Meeting Date: 4/30/2013

Report Type: Consent

Report ID: 2013-00267



City Council Report

915 I Street, 1st Floor

www.CityofSacramento.org

Title: Contract: Rental of Multi-Function Copiers

Location: Citywide

Issue: The City has an ongoing need for the rental of multi-function devices for all City departments.

Recommendation: Pass a Motion: awarding a six-year contract to Buckmaster Office Solutions to furnish city-wide multi-function devices and document management services in an amount not to exceed \$7.25 million for the six-year term.

Contact: Mark Prestwich, Special Projects Manager, (916)808-5380; Marc Robles, Program Analyst, (916) 808-6343; Craig Lymus, Procurement Manager, (916) 808-5524, General Services Department

Presenter: None

Department: General Services / City Managers Office

Division: Procurement Services Admin

Dept ID: 13001061

Attachments:

1-Description/Analysis

2-Background

3-Contract

City Attorney Review

Approved as to Form

Lan Wang

4/23/2013 5:05:46 PM

City Treasurer Review

Reviewed for Impact on Cash and Debt

Russell Fehr

4/15/2013 1:17:30 PM

Approvals/Acknowledgements

Department Director or Designee: Reina Schwartz - 4/19/2013 11:05:28 AM

Description/Analysis

Issue Detail: The City has an ongoing requirement for the rental of multi-function devices (copiers) for all City departments. Currently, a cooperative purchase agreement is utilized for the rental of copiers. A Request for Proposals (RFP) was issued to award a comprehensive citywide contract to aggregate the City's needs with one vendor, in an effort to better manage printing and copier needs, while taking advantage of the City's combined purchasing power. This effort yielded a proposal that is estimated to reduce the City's current annual printing costs by more than \$107,000 annually.

Policy Considerations: The recommendations in this report are in accordance with City Code Chapter 3.56 regarding nonprofessional services and Resolution No. 2010-346 prohibiting the City from entering into any contract to purchase goods or services from any business or entity headquartered in Arizona.

Economic Impacts: None

Environmental Considerations:

California Environmental Quality Act (CEQA): In accordance with Section 15061(b)(3) of the CEQA Guidelines, no environmental review is necessary because it can be seen with certainty that there is no possibility that the recommendations in this report may have a significant effect on the environment.

Sustainability: Replacing aging copiers with new machines is anticipated to reduce the City's energy usage. Recent models of multi-function devices are increasingly energy efficient. Emerging designs suggest the opportunity to further reduce the waste stream (e.g. toner casings and wider usage of scanning capabilities instead of paper) with next generation technology. The recommended contract is consistent with the Sustainability Purchasing Policy (AP 4003).

Commission/Committee Action: None

Rationale for Recommendation: On April 5, 2012, the City Manager's Office and Procurement Services, in accordance with City Code Chapter 3.56, issued Request for Proposal No. P120100001 to award a comprehensive contract to provide rental copiers and managed print services to one provider. By combining the approximately 150 City multi-function devices and their corresponding maintenance services into a single vendor agreement, the City will lower its copier expenses. Eight vendors representing the largest manufacturers in the industry submitted proposals. A thorough analysis of each proposal was performed by a cross-section of City staff evaluating factors including cost, equipment offered/reliability, customer service, and references.

Sacramento-based Buckmaster Office Solutions was determined to offer the most advantageous terms and value to the City. Buckmaster currently services approximately 90% of the City's inventory. Awarding the contract to Buckmaster will therefore provide minimal disruption to City operations. Additionally, Buckmaster's cost-proposal provided the City with the most cost-competitive black/white and color copy costs of any vendor. Finally, Buckmaster received highly favorable customer service reviews from current City

users and other non-City users. This was not the case with all vendors. Buckmaster has agreed to provide an on-site service technician within two hours of receiving a call for service to minimize service disruptions.

It was determined by staff that a six-year term would offer the optimal point to achieve full financial advantage in the proposal (copiers typically are replaced on a three-year cycle thereby providing certainty to the vendor for two replacement cycles). Therefore, this report recommends a contract term of six years and a not-to-exceed amount of \$7.25 million. The contract also contains provisions for the vendor to work cooperatively with the City to evaluate the existing deployment of copiers and costly desktop printers to improve the management of the city’s printing fleet, reduce energy usage and implement additional business processes to further reduce costs.

Financial Considerations: Funding for this contract will be provided by the operating budgets of the various departments that utilize the service. Sufficient funding is available in the FY 2012/13 operating budget to pay for this service through June 30, 2013. Purchases made after June 30, 2013, are subject to funding availability in the adopted budget of the applicable fiscal year. Given the City’s printing volume, the recommended contract will provide aggregate savings of nearly \$9,000 per month to the City when compared with pre-RFP black/white and color copy costs in various agreements as noted in the table below.

Per Click Copy Costs	Black/White	Color
Cost Per Copy – Pre-RFP Contracts	\$0.006 to \$0.010	\$0.05 to \$0.10
Cost Per Copy – Proposed Contract	\$0.004	\$0.04

Emerging Small Business Development (ESBD): Buckmaster Office Solutions is certified by the City as an emerging/small business firm.

Background

On March 27, 2012, City Council passed a motion suspending competitive bidding in order to use an alternative RFP process to procure multi-function devices and managed print services. The City currently deploys approximately 150 copiers (now commonly referred to as multi-function devices because of their ability to copy, print, scan, and fax) and an additional 1,500 desktop printers citywide. Bulk printing services are outsourced.

The City Manager's Office in conjunction with Procurement Services issued the RFP with the intent to ensure product, maintenance, and service quality in addition to favorable pricing. Turnkey Commercial Solutions, Inc., a firm specializing in cost-control strategies, assisted in compiling the RFP and provided quantitative analysis to determine the most favorable pricing among the proposals. Eight proposals were received, and an evaluation committee represented by the City Manager's Office, Information Technology, Police, and Utilities departments determined the proposal submitted by Buckmaster Office Solutions to be the most advantageous allowing considerable cost-saving opportunities to the City relative to existing agreements with minimal impact on City operations.

The acquisition of City multi-function devices and desktop printers is currently a decentralized process in which individual departments select devices and enter into agreements with various vendors. While some oversight is provided by the City's Procurement Division regarding how to properly structure agreements with vendors, this process does not allow the City to aggregate purchases and therefore maximize its purchasing power.

The proposed contract also requires Buckmaster to work collaboratively with the City to evaluate opportunities to optimize the use of multi-function devices to reduce redundancies (i.e. reduce unnecessary desktop printers), reduce costs, and reduce energy consumption as part of a comprehensive managed print services program. Because the City has so many desktop printers, the City's current staff-to-copier/printer ratio is close to 1:1. However, industry best practices suggest a staff-to-copier ratio of 1:10 better optimizes the capabilities of modern copiers. In the coming months, Staff will work with Buckmaster to develop and implement a more balanced approach to what desktop printers are needed, further streamlining the City's printing fleet through a phased implementation process.



City of Sacramento Contract Cover and Routing Form

Requires Council Approval: No YES Meeting: Apr 30

General Information

Type: Non Professional Services

CHANGE: None CH #:

\$ Not to Exceed: \$ 7,250,000.00

Original Contract Number:

Original Contract Amount:

Contractor: Buckmaster Office Solutions



Project Name: Multi-Function Copiers

Project Number:

Bid Transaction #: P120100001

E/SBE-DBE-M/WBE: No

Department Information

Department: General Services

Division: Procurement

Project Mgr: Marc Robles

Supervisor: Craig Lymus

Contract Services:

Division Mgr:

Phone Number: x6343

Org Number: 13001611

Comment:

Review and Signature Routing

Department	Signature or Initial	Date
Project Mgr:	<i>MR</i>	4.5.13
Accounting:	—	
Contract Services:	—	
Supervisor:	<i>CL</i>	4/5/13
Division Manager:	<i>MR</i>	4/5/13

City Attorney Signature or Initial Date

City Attorney: *[Signature]* 4/19/13

Send Interoffice Mail Notify for Pick Up

Authorization Signature or Initial Date

Schwartz, Reina
Department Director: _____

City Mgr: yes No

For City Clerk Processing Finalized:
Initial: _____ Date: _____

Imaged:
Initial: _____ Date: _____

Resolution No: (If Applicable)

Contract No:

This coversheet is to remain with the original signed Contract.

Responsibility

General Information: May be completed by Project Manager or Contract Services.

Department Information: May be completed by Project Manager or Contract Services.

Review and Signature Routing:

Department

Project Manager: Verification of Technical Specs.

Accounting: Verification of Funding Sources.

Contract Services: BOT Number, Insurance, Bonds, Solicitation (BID, RFP, RFQ, RFI, Quote, Sole Source, or Emergency), Contractor Signatures, E/SBE, DBE or M/WBE Project Participation.

City Attorney

Approval of Contract Form and Bonds (if applicable)

Verification that Insurance Documents are Included (if required for contract approval)

Authorization

Department Director: Review All Contracts; Signing Authority <\$100,000

City Manager: Signing Authority delegated for < \$100,000

Signing Authority delegated to Assistant City Manager for = or > \$100,000
AFTER Council Authorization

Types of Contracts

Type	City Code	Type	City Code
Commodity	3.56	Reimbursement/Credit	
Development	18.16	Settlement	
Grant		Supplies	3.56
Hold Harmless			
Individual Participation			
Master Services			
Memorandum			
Non-Professional Services	3.56		
Owner Participation		Received City Clerk (2nd Receipt)	
Professional Services	3.64		
Public Project	3.60		
Real Property Lease City Owned	3.68		
Real Property Sale City Owned	3.88		
Real Property Non-City Owned (NCO)			

PROJECT #: P120100001
PROJECT NAME: Multi-Function Copiers
DEPARTMENT: General Services
DIVISION: Procurement
CITY OF SACRAMENTO

NONPROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made at Sacramento, California, as of April 23, 2013, by and between the **CITY OF SACRAMENTO**, a municipal corporation ("CITY"), and

Buckmaster Office Solutions
623 West Stadium Lane, Sacramento, CA 95834
(916) 923-0500

("CONTRACTOR"), who agree as follows:

1. **Contract.** The Contract shall consist of this Agreement and each of the following documents (if applicable), which are incorporated herein by reference:

Invitation to Bid	Workers' Compensation Certificate
Instructions to Bidders	✓ Contractor's Bid Proposal Form
✓ Certificate(s) of Insurance	✓ ESBD Program Statement
✓ Drug-Free Workplace Policy and Affidavit	✓ Technical Specifications
✓ Declaration of Compliance (Equal Benefits Ordinance)	
✓ Declaration of Compliance (Living Wage Ordinance)	

2. **Services.** Subject to the terms and conditions set forth in this Agreement, CONTRACTOR shall provide to CITY the services described in Exhibit A. CONTRACTOR shall provide said services at the time, place, and in the manner specified in Exhibit A. CONTRACTOR shall not be compensated for services outside the scope of Exhibit A unless prior to the commencement of such services: (a) CONTRACTOR notifies CITY and CITY agrees that such services are outside the scope of Exhibit A; (b) CONTRACTOR estimates the additional compensation required for these additional services; and (c) CITY, after notice, approves in writing a Supplemental Agreement specifying the additional services and amount of compensation therefor. CITY shall have no obligations whatsoever under this Agreement and/or any Supplemental Agreement, unless and until this Agreement or any Supplemental Agreement is approved by the Sacramento City Manager or the City Manager's authorized designee, or by the Sacramento City Council, as required by the Sacramento City Code.
3. **Payment.** CITY shall pay CONTRACTOR for services rendered pursuant to this Agreement at the times and in the manner set forth in Exhibit B. The payments specified in Exhibit B shall be the only payments to be made to CONTRACTOR for the services rendered pursuant to this Agreement unless pursuant to Section 1, above, CITY approves additional compensation for additional services. CONTRACTOR shall submit all billings for said services to CITY in the manner specified in Exhibit B, or, if not specified in Exhibit B, according to the usual and customary procedures and practices that CONTRACTOR uses for billing clients similar to CITY.

4. **Facilities and Equipment.** Except as set forth in Exhibit C, CONTRACTOR shall, at its sole cost and expense, furnish all facilities and equipment that may be required for furnishing services pursuant to this Agreement. CITY shall furnish to CONTRACTOR only the facilities and equipment listed in Exhibit C according to any terms and conditions set forth in Exhibit C.
5. **General Provisions.** The General Provisions set forth in Exhibit D, that include indemnity and insurance requirements, are part of this Agreement. In the event of any conflict between the General Provisions and any terms or conditions of any document prepared or provided by CONTRACTOR and made a part of this Agreement, including without limitation any document relating to the scope of services or payment therefor, the General Provisions shall control over said terms or conditions.
6. **Living Wage Requirements.** This Agreement is subject to the provisions of Sacramento City Code Chapter 3.58, Living Wage. The requirements of Sacramento City Code Chapter 3.58 are summarized in Exhibit E. The CONTRACTOR is required to sign the attached Declaration of Compliance (Living Wage Ordinance) to assure compliance with these requirements.
7. **Non-Discrimination in Employee Benefits.** This Agreement is subject to the provisions of Sacramento City Code Chapter 3.54, Non-Discrimination in Employee Benefits by City Contractors. The requirements of Sacramento City Code Chapter 3.54 are summarized in Exhibit F. CONTRACTOR is required to sign the attached Declaration of Compliance (Equal Benefits Ordinance), to assure compliance with these requirements.
8. **Authority.** The person signing this Agreement for CONTRACTOR hereby represents and warrants that he/she is fully authorized to sign this Agreement on behalf of CONTRACTOR and to bind CONTRACTOR to the performance of its obligations hereunder.
9. **Exhibits.** All exhibits referred to herein are attached hereto and are by this reference incorporated as if set forth fully herein.

Executed as of the day and year first above stated.

CITY OF SACRAMENTO
A Municipal Corporation

By: _____

ATTEST:

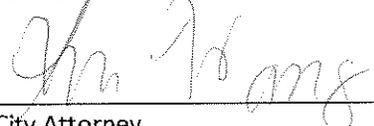
Print name: Reina J. Schwartz

Title: Director of General Services

For: John F. Shirey, City Manager

City Clerk

APPROVED TO AS FORM:



City Attorney

Attachments

- Exhibit A - Scope of Service
- Exhibit B - Fee Schedule/Manner of Payment
- Exhibit C - Facilities/Equipment Provided
- Exhibit D - General Provisions
- Exhibit E - Living Wage Requirements
- Exhibit F - Non-Discrimination in Employee Benefits

CONTRACTOR:

Buckmaster Office Solutions

NAME OF FIRM

Federal I.D. No.

State I.D. No.

City of Sacramento Business Op. Tax Cert. No.

TYPE OF BUSINESS ENTITY (check one):

- Individual/Sole Proprietor
- Partnership
- Corporation (may require 2 signatures)
- Limited Liability Company
- Other (please specify: _____)



Signature of Authorized Person

Mark Champas, President

Print Name and Title

Additional Signature (if required)

Print Name and Title

**DECLARATION OF COMPLIANCE
Living Wage Ordinance**

Name of Contractor: Buckmaster Office Solutions

Address: 623 West Stadium Lane, Sacramento, CA 95834

The above-named contractor ("Contractor") hereby declares and agrees as follows:

1. Contractor has read and understands the Living Wage Requirements (the "Requirements") attached hereto as Exhibit E.
2. As a condition of receiving this Contract, Contractor agrees to fully comply with the Requirements, as well as any additional requirements that may be specified in the City of Sacramento's Living Wage Ordinance codified at Chapter 3.58 of the Sacramento City Code (the "Ordinance"). If required by the Ordinance, Contractor will pay not less than the minimum compensation specified in the Ordinance to Contractor's employees, for all time spent performing any work under this Contract.
3. If the amount of this Contract is less than \$100,000, as a condition of receiving this Contract, Contractor will notify the City of Sacramento ("City") in writing if the aggregate value of this Contract and of any other Nonprofessional Services contract(s) covered by the Ordinance that the City has awarded to Contractor within the previous 12 months, is \$100,000 or more.
4. Contractor acknowledges and agrees that the Requirements, the Ordinance and this Declaration shall constitute part of this Contract, and that these provisions shall govern in the event of any conflict with any other provisions of the Contract.
5. Contractor further acknowledges and agrees that any violation of the Requirements or the Ordinance constitutes a material breach of this Contract, and that, if such a breach occurs, the City will be authorized to terminate the Contract, and pursue all available legal and equitable remedies.
6. If requested by the City, Contractor will promptly submit certified payroll records to the City, for itself and/or for Contractor's subcontractor(s), as requested by the City, and Contractor will take any other steps as may be required by the City to determine whether Contractor's subcontractor(s) or Contractor have complied with the Requirements and the Ordinance.
7. Contractor will require all of its subcontractors who are covered by these requirements to comply with the Requirements and any additional requirements that may be specified in the Ordinance, and Contractor will include these requirements in all subcontracts covered by the Ordinance.
8. Contractor agrees to defend, indemnify and hold harmless the City, its officers and employees against any claims, actions, damages, costs (including reasonable attorney fees) or other liabilities of any kind arising from any violation of the Requirements or the Ordinance by Contractor or by any subcontractor retained to perform work or provide services under this Contract.

The undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that he or she is authorized to bind the Contractor to the provisions of this Declaration.

Mark Chompas
Signature of Authorized Representative

Date: 4-5-13

Print name: Mark Chompas

Title: President

**DECLARATION OF COMPLIANCE
Equal Benefits Ordinance**

Name of Contractor: Buckmaster Office Solutions

Address: 623 West Stadium Lane, Sacramento, CA 95834

The above-named Contractor ("Contractor") hereby declares and agrees as follows:

1. Contractor has read and understands the Requirements of the Non-Discrimination In Employee Benefits Code (the "Requirements") attached hereto as Exhibit F.
2. As a condition of receiving this Contract, Contractor agrees to fully comply with the Requirements, as well as any additional requirements that may be specified in the City of Sacramento's Non-Discrimination In Employee Benefits Code codified at Chapter 3.54 of the Sacramento City Code (the "Ordinance").
3. Contractor understands, to the extent that such benefits are not preempted or prohibited by federal or state law, employee benefits covered by the Ordinance are any of the following:
 - a. Bereavement Leave
 - b. Disability, life, and other types of insurance
 - c. Family medical leave
 - d. Health benefits
 - e. Membership or membership discounts
 - f. Moving expenses
 - g. Pension and retirement benefits
 - h. Vacation
 - i. Travel benefits
 - j. Any other benefit offered to employees

Contractor agrees that if Contractor offers any of the above-listed employee benefits, Contractor will offer those benefits, without discrimination between employees with spouses and employees with domestic partners, and without discrimination between the spouses and domestic partners of such employees.

4. Contractor understands that Contractor will not be considered to be discriminating in the provision or application of employee benefits under the following conditions or circumstances:
 - a. If the actual cost of providing a benefit to a domestic partner or spouse exceeds the cost of providing the same benefit to a spouse or domestic partner of an employee, Contractor will not be required to provide the benefit, nor shall it be deemed discriminatory, if Contractor requires the employee to pay the monetary difference in order to provide the benefit to the domestic partner or to the spouse.

- b. If Contractor is unable to provide a certain benefit, despite taking reasonable measures to do so, if Contractor provides the employee with a cash equivalent Contractor will not be deemed to be discriminating in the application of that benefit.
 - c. If Contractor provides employee benefits neither to employee's spouses nor to employee's domestic partners.
 - d. If Contractor provides employee benefits to employees on a basis unrelated to marital or domestic partner status.
 - e. If Contractor submits written evidence of making reasonable efforts to end discrimination in employee benefits by implementing policies that will be enacted before the first effective date after the first open enrollment process following the date this Contract is executed by the City of Sacramento ("City"). Contractor understands that any delay in the implementation of such policies may not exceed one (1) year from the date this Contract is executed by the City, and applies only to those employee benefits for which an open enrollment process is applicable.
 - f. Until administrative steps can be taken to incorporate nondiscrimination in employee benefits. The time allotted for these administrative steps will apply only to those employee benefits for which administrative steps are necessary and may not exceed three (3) months from the date this Contract is executed by the City.
 - g. Until the expiration of a current collective bargaining agreement(s) if employee benefits are governed by such collective bargaining agreement(s).
 - h. Contractor takes all reasonable measures to end discrimination in employee benefits by either requesting that the union(s) involved agree to reopen the agreement(s) in order for Contractor to take whatever steps are necessary to end discrimination in employee benefits or by ending discrimination in employee benefits without reopening the collective bargaining agreement(s).
 - i. In the event Contractor cannot end discrimination in employee benefits despite taking all reasonable measures to do so, Contractor provides a cash equivalent to eligible employees for whom employee benefits, are not available. Unless otherwise authorized in writing by the City Manager, Contractor understands this cash equivalent must begin at the time the union(s) refuse to allow the collective bargaining agreement(s) to be reopened or not longer than three (3) months after the date this Contract is executed by the City.
5. Contractor understands that failure to comply with the provisions of Section 4(a) through 4(i), above, will subject Contractor to possible suspension and/or termination of this Contract for cause; repayment of any or all of the Contract amount disbursed by the City; debarment for future contracts until all penalties and restitution have been paid in full and/or for up to two (2) years; and/or the imposition of a penalty, payable to the City, in the sum of \$50.00 for each employee, for each calendar day during which the employee was discriminated against in violation of the provisions of the Ordinance.
6. Contractor understands and agrees to provide notice to each current employee and, within ten (10) days of hire, to each new employee, of their rights under the Ordinance. Contractor further agrees to maintain a copy of each such letter provided, in an appropriate file for inspection by authorized

representatives of the City. Contractor also agrees to prominently display a poster informing each employee of these rights.

7. Contractor understands that Contractor has the right to request a waiver of, or exemption from, the provisions of the Ordinance by submitting a written request to the City's Procurement Services Division prior to Contract award, which request shall identify the provision(s) of the Ordinance authorizing such waiver or exemption and the factual basis for such waiver or exemption. The City shall determine in its sole discretion whether to approve any such request.
8. Contractor agrees to defend, indemnify and hold harmless, the City, its officers and employees, against any claims, actions, damages, costs (including reasonable attorney fees), or other liabilities of any kind arising from any violation of the Requirements or of the Ordinance by Contractor.

The undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that he or she is authorized to bind the Contractor to the provisions of this Declaration.

Mark Champas
Signature of Authorized Representative

4-5-13
Date

Mark Champas
Print Name

President
Title

EXHIBIT A

NONPROFESSIONAL SERVICES AGREEMENT

SCOPE OF SERVICES

1. Representatives.

The CITY Representative for this Agreement is:

Marc Robles, Program Analyst
915 I Street, 2nd Floor
(916) 808-6343

All CONTRACTOR questions pertaining to this Agreement shall be referred to the CITY Representative or the Representative's designee.

The CONTRACTOR Representative for this Agreement is:

Mark Champas, President
623 West Stadium Lane, Sacramento, CA 95834
(916) 923-0500

All CITY questions pertaining to this Agreement shall be referred to the CONTRACTOR Representative. All correspondence to CONTRACTOR shall be addressed to the address set forth on page one of this Agreement. Unless otherwise provided in this Agreement, all correspondence to the CITY shall be addressed to the CITY Representative.

- 2. Scope of Services.** *[Describe services to be provided here, or, if scope of services is described in an attachment, label the attachment "Attachment 1 to Exhibit A" and include the following sentence:]*

The services provided shall be as set forth in Attachment 1 to Exhibit A, attached hereto and incorporated herein.

- 3. Time of Performance.** The services described herein shall be provided during the period, or in accordance with the schedule, set forth in the scope of services.

Six year contract term, effective upon award of City Council

EXHIBIT B

NONPROFESSIONAL SERVICES AGREEMENT

FEE SCHEDULE/MANNER OF PAYMENT

1. **CONTRACTOR's Compensation.** The total of all fees paid to the CONTRACTOR for the performance of all services set forth in Exhibit A, including normal revisions (hereafter the "Services"), and for all authorized Reimbursable Expenses, shall not exceed the total sum of \$ 7,250,000.00.
2. **Billable Rates.** CONTRACTOR shall be paid for the performance of Services on an hourly rate, daily rate, flat fee, lump sum or other basis, as set forth in Attachment 1 to Exhibit B, attached hereto and incorporated herein. *[Attach list of billable rates that apply, labeled "Attachment 1 to Exhibit B".]*
3. **CONTRACTOR's Reimbursable Expenses.** Reimbursable Expenses shall be limited to actual expenditures of CONTRACTOR for expenses that are necessary for the proper completion of the Services and shall only be payable if specifically authorized in advance by CITY.
4. **Payments to CONTRACTOR.**
 - A. Payments to CONTRACTOR shall be made within a reasonable time after receipt of CONTRACTOR's invoice, said payments to be made in proportion to services performed or as otherwise specified in Attachment 1 to Exhibit B. CONTRACTOR may request payment on a monthly basis. CONTRACTOR shall be responsible for the cost of supplying all documentation necessary to verify the monthly billings to the satisfaction of CITY.
 - B. All invoices submitted by CONTRACTOR shall contain the following information:
 - (1) Job Name
 - (2) Description of services billed under this invoice, and overall status of project
 - (3) Date of Invoice Issuance
 - (4) Sequential Invoice Number
 - (5) CITY's Purchase Order Number
 - (6) Total Contract Amount
 - (7) Amount of this Invoice (Itemize all Reimbursable Expenses)
 - (8) Total Billed to Date
 - (9) Total Remaining on Contract
 - (10) Updated project schedule. This shall identify those steps that shall be taken to bring the project back on schedule if it is behind schedule.
 - C. Items shall be separated into Services and Reimbursable Expenses. Billings that do not conform to the format outlined above shall be returned to CONTRACTOR for correction. CITY shall not be responsible for delays in payment to CONTRACTOR resulting from CONTRACTOR's failure to comply with the invoice format described below.

D. Requests for payment shall be sent to:

Individual Department contacts

Attn: Accounts Receivable

5. **Additional Services.** Additional Services are those services related to the scope of services of CONTRACTOR set forth in Exhibit A but not anticipated at the time of execution of this Agreement. Additional Services shall be provided only when a Supplemental Agreement authorizing such Additional Services is approved by CITY in accordance with CITY's Supplemental Agreement procedures. CITY reserves the right to perform any Additional Services with its own staff or to retain other contractors to perform said Additional Services.
6. **Accounting Records of CONTRACTOR.** During performance of this Agreement and for a period of three (3) years after completing all Services and Additional Services hereunder, CONTRACTOR shall maintain all accounting and financial records related to this Agreement, including, but not limited to, records of CONTRACTOR's costs for all Services and Additional Services performed under this Agreement and records of CONTRACTOR's Reimbursable Expenses, in accordance with generally accepted accounting practices, and shall keep and make such records available for inspection and audit by representatives of the CITY upon reasonable written notice.
7. **Taxes.** CONTRACTOR shall pay, when and as due, any and all taxes incurred as a result of CONTRACTOR's compensation hereunder, including estimated taxes, and shall provide CITY with proof of such payment upon request. CONTRACTOR hereby agrees to indemnify CITY for any claims, losses, costs, fees, liabilities, damages or injuries suffered by CITY arising out of CONTRACTOR's breach of this Section 7.

EXHIBIT C

NONPROFESSIONAL SERVICES AGREEMENT

FACILITIES AND EQUIPMENT TO BE PROVIDED BY CITY

CITY shall [check one] Not furnish any facilities or equipment for this Agreement; or
 furnish the following facilities or equipment for the Agreement [*list, if applicable*]:

EXHIBIT D
NONPROFESSIONAL SERVICES AGREEMENT

GENERAL PROVISIONS

1. Independent Contractor.

- A. It is understood and agreed that CONTRACTOR (including CONTRACTOR's employees) is an independent contractor and that no relationship of employer-employee exists between the parties hereto for any purpose whatsoever. Neither CONTRACTOR nor CONTRACTOR's assigned personnel shall be entitled to any benefits payable to employees of CITY. CITY is not required to make any deductions or withholdings from the compensation payable to CONTRACTOR under the provisions of this Agreement, and CONTRACTOR shall be issued a Form 1099 for its services hereunder. As an independent contractor, CONTRACTOR hereby agrees to indemnify and hold CITY harmless from any and all claims that may be made against CITY based upon any contention by any of CONTRACTOR's employees or by any third party, including but not limited to any state or federal agency, that an employer-employee relationship or a substitute therefor exists for any purpose whatsoever by reason of this Agreement or by reason of the nature and/or performance of any Services under this Agreement. (As used in this Exhibit D, the term "Services" shall include both Services and Additional Services as such terms are defined elsewhere in this Agreement.)
- B. It is further understood and agreed by the parties hereto that CONTRACTOR, in the performance of its obligations hereunder, is subject to the control and direction of CITY as to the designation of tasks to be performed and the results to be accomplished under this Agreement, but not as to the means, methods, or sequence used by CONTRACTOR for accomplishing such results. To the extent that CONTRACTOR obtains permission to, and does, use CITY facilities, space, equipment or support services in the performance of this Agreement, this use shall be at the CONTRACTOR's sole discretion based on the CONTRACTOR's determination that such use will promote CONTRACTOR's efficiency and effectiveness. Except as may be specifically provided elsewhere in this Agreement, the CITY does not require that CONTRACTOR use CITY facilities, equipment or support services or work in CITY locations in the performance of this Agreement.
- C. If, in the performance of this Agreement, any third persons are employed by CONTRACTOR, such persons shall be entirely and exclusively under the direction, supervision, and control of CONTRACTOR. Except as may be specifically provided elsewhere in this Agreement, all terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be determined by CONTRACTOR. It is further understood and agreed that CONTRACTOR shall issue W-2 or 1099 Forms for income and employment tax purposes, for all of CONTRACTOR's assigned personnel and subcontractors.
- D. The provisions of this Section 1 shall survive any expiration or termination of this Agreement. Nothing in this Agreement shall be construed to create an exclusive relationship between CITY and CONTRACTOR. CONTRACTOR may represent, perform services for, or be employed by such additional persons or companies as CONTRACTOR sees fit provided that CONTRACTOR does not violate the provisions of Section 5, below.

2. **Licenses; Permits, Etc.** CONTRACTOR represents and warrants that CONTRACTOR has all licenses, permits, City Business Operations Tax Certificate, qualifications, and approvals of whatsoever nature that are legally required for CONTRACTOR to practice its profession or provide any services under the Agreement. CONTRACTOR represents and warrants that CONTRACTOR shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for CONTRACTOR to practice its profession or provide such Services. Without limiting the generality of the foregoing, if CONTRACTOR is an out-of-state corporation, CONTRACTOR warrants and represents that it possesses a valid certificate of qualification to transact business in the State of California issued by the California Secretary of State pursuant to Section 2105 of the California Corporations Code.
3. **Time.** CONTRACTOR shall devote such time and effort to the performance of Services pursuant to this Agreement as is necessary for the satisfactory and timely performance of CONTRACTOR's obligations under this Agreement. Neither party shall be considered in default of this Agreement, to the extent that party's performance is prevented or delayed by any cause, present or future, that is beyond the reasonable control of that party.
4. **CONTRACTOR Not Agent.** Except as CITY may specify in writing, CONTRACTOR and CONTRACTOR's personnel shall have no authority, express or implied, to act on behalf of CITY in any capacity whatsoever as an agent. CONTRACTOR and CONTRACTOR's personnel shall have no authority, express or implied, to bind CITY to any obligations whatsoever.
5. **Conflicts of Interest.** CONTRACTOR covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, that would conflict in any manner with the interests of CITY or that would in any way hinder CONTRACTOR's performance of Services under this Agreement. CONTRACTOR further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor, without the written consent of CITY. CONTRACTOR agrees to avoid conflicts of interest or the appearance of any conflicts of interest with the interests of CITY at all times during the performance of this Agreement. If CONTRACTOR is or employs a former officer or employee of the CITY, CONTRACTOR and any such employee(s) shall comply with the provisions of Sacramento City Code Section 2.16.090 pertaining to appearances before the City Council or any CITY department, board, commission or committee.
6. **Confidentiality of CITY Information.** During performance of this Agreement, CONTRACTOR may gain access to and use CITY information regarding inventions, machinery, products, prices, apparatus, costs, discounts, future plans, business affairs, governmental affairs, processes, trade secrets, technical matters, systems, facilities, customer lists, product design, copyright, data, and other vital information (hereafter collectively referred to as "City Information") that are valuable, special and unique assets of the CITY. CONTRACTOR agrees to protect all City Information and treat it as strictly confidential, and further agrees that CONTRACTOR shall not at any time, either directly or indirectly, divulge, disclose or communicate in any manner any City Information to any third party without the prior written consent of CITY. In addition, CONTRACTOR shall comply with all CITY policies governing the use of the CITY network and technology systems, as set forth in applicable provisions of the City of Sacramento Administrative Policy Instructions # 30. A violation by CONTRACTOR of this Section 6 shall be a material violation of this Agreement and shall justify legal and/or equitable relief.

7. CONTRACTOR Information.

- A. CITY shall have full ownership and control, including ownership of any copyrights, of all information prepared, produced, or provided by CONTRACTOR pursuant to this Agreement. In this Agreement, the term "information" shall be construed to mean and include: any and all work product, submittals, reports, plans, specifications, and other deliverables consisting of documents, writings, handwritings, typewriting, printing, photostating, photographing, computer models, and any other computerized data and every other means of recording any form of information, communications, or representation, including letters, works, pictures, drawings, sounds, or symbols, or any combination thereof. CONTRACTOR shall not be responsible for any unauthorized modification or use of such information for other than its intended purpose by CITY.
- B. CONTRACTOR shall fully defend, indemnify and hold harmless CITY, its officers and employees, and each and every one of them, from and against any and all claims, actions, lawsuits or other proceedings alleging that all or any part of the information prepared, produced, or provided by CONTRACTOR pursuant to this Agreement infringes upon any third party's trademark, trade name, copyright, patent or other intellectual property rights. CITY shall make reasonable efforts to notify CONTRACTOR not later than ten (10) days after CITY is served with any such claim, action, lawsuit or other proceeding, provided that CITY's failure to provide such notice within such time period shall not relieve CONTRACTOR of its obligations hereunder, which shall survive any termination or expiration of this Agreement.
- C. All proprietary and other information received from CONTRACTOR by CITY, whether received in connection with CONTRACTOR's proposal to CITY or in connection with any Services performed by CONTRACTOR, will be disclosed upon receipt of a request for disclosure, pursuant to the California Public Records Act; provided, however, that, if any information is set apart and clearly marked "trade secret" when it is provided to CITY, CITY shall give notice to CONTRACTOR of any request for the disclosure of such information. The CONTRACTOR shall then have five (5) days from the date it receives such notice to enter into an agreement with the CITY, satisfactory to the City Attorney, providing for the defense of, and complete indemnification and reimbursement for all costs (including plaintiff's attorney fees) incurred by CITY in any legal action to compel the disclosure of such information under the California Public Records Act. The CONTRACTOR shall have sole responsibility for defense of the actual "trade secret" designation of such information.
- D. The parties understand and agree that any failure by CONTRACTOR to respond to the notice provided by CITY and/or to enter into an agreement with CITY, in accordance with the provisions of subsection C, above, shall constitute a complete waiver by CONTRACTOR of any rights regarding the information designated "trade secret" by CONTRACTOR, and such information shall be disclosed by CITY pursuant to applicable procedures required by the Public Records Act.

- 8. Standard of Performance.** CONTRACTOR shall perform all Services required pursuant to this Agreement in the manner and according to the standards currently observed by a competent practitioner of CONTRACTOR's profession in California. All products of whatsoever nature that CONTRACTOR delivers

to CITY pursuant to this Agreement shall be prepared in a professional manner and conform to the standards of quality normally observed by a person currently practicing in CONTRACTOR's profession, and shall be provided in accordance with any schedule of performance specified in Exhibit A. CONTRACTOR shall assign only competent personnel to perform Services pursuant to this Agreement. CONTRACTOR shall notify CITY in writing of any changes in CONTRACTOR's staff assigned to perform the Services required under this Agreement, prior to any such performance. In the event that CITY, at any time during the term of this Agreement, desires the removal of any person assigned by CONTRACTOR to perform Services pursuant to this Agreement, because CITY, in its sole discretion, determines that such person is not performing in accordance with the standards required herein, CONTRACTOR shall remove such person immediately upon receiving notice from CITY of the desire of CITY for the removal of such person.

9. Term; Suspension; Termination.

- A. This Agreement shall become effective on the date that it is approved by both parties, set forth on the first page of the Agreement, and shall continue in effect until both parties have fully performed their respective obligations under this Agreement, unless sooner terminated as provided herein.
- B. CITY shall have the right at any time to temporarily suspend CONTRACTOR's performance hereunder, in whole or in part, by giving a written notice of suspension to CONTRACTOR. If CITY gives such notice of suspension, CONTRACTOR shall immediately suspend its activities under this Agreement, as specified in such notice.
- C. CITY shall have the right to terminate this Agreement at any time by giving a written notice of termination to CONTRACTOR. If CITY gives such notice of termination, CONTRACTOR shall immediately cease rendering Services pursuant to this Agreement. If CITY terminates this Agreement:
 - (1) CONTRACTOR shall, not later than five days after such notice of termination, deliver to CITY copies of all information prepared pursuant to this Agreement.
 - (2) CITY shall pay CONTRACTOR the reasonable value of Services rendered by CONTRACTOR prior to termination; provided, however, CITY shall not in any manner be liable for lost profits that might have been made by CONTRACTOR had the Agreement not been terminated or had CONTRACTOR completed the Services required by this Agreement. In this regard, CONTRACTOR shall furnish to CITY such financial information as in the judgment of the CITY is necessary for CITY to determine the reasonable value of the Services rendered by CONTRACTOR. The foregoing is cumulative and does not affect any right or remedy that CITY may have in law or equity.

10. Indemnity.

- A. Indemnity: CONTRACTOR shall defend, hold harmless and indemnify CITY, its officers and employees, and each and every one of them, from and against any and all actions, damages, costs, liabilities, claims, demands, losses, judgments, penalties, costs and expenses of every type

and description, including, but not limited to, any fees and/or costs reasonably incurred by CITY's staff attorneys or outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities"), including but not limited to Liabilities arising from personal injury or death, damage to personal, real or intellectual property or the environment, contractual or other economic damages, or regulatory penalties, arising out of or in any way connected with performance of or failure to perform this Agreement by CONTRACTOR, any subcontractor or agent, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, whether or not (i) such Liabilities are caused in part by a party indemnified hereunder or (ii) such Liabilities are litigated, settled or reduced to judgment; provided that the foregoing indemnity does not apply to liability for any damage or expense for death or bodily injury to persons or damage to property to the extent arising from the sole negligence or willful misconduct of CITY, its agents, servants, or independent contractors who are directly responsible to CITY, except when such agents, servants, or independent contractors are under the direct supervision and control of CONTRACTOR.

- B. Insurance Policies; Intellectual Property Claims: The existence or acceptance by CITY of any of the insurance policies or coverages described in this Agreement shall not affect or limit any of CITY's rights under this Section 10, nor shall the limits of such insurance limit the liability of CONTRACTOR hereunder. This Section 10 shall not apply to any intellectual property claims, actions, lawsuits or other proceedings subject to the provisions of Section 7.B., above. The provisions of this Section 10 shall survive any expiration or termination of this Agreement.

11. **Insurance Requirements.** During the entire term of this Agreement, CONTRACTOR shall maintain the insurance coverage described in this Section 11.

Full compensation for all premiums that CONTRACTOR is required to pay for the insurance coverage described herein shall be included in the compensation specified for the Services provided by CONTRACTOR under this Agreement. No additional compensation will be provided for CONTRACTOR's insurance premiums.

It is understood and agreed by the CONTRACTOR that its liability to the CITY shall not in any way be limited to or affected by the amount of insurance coverage required or carried by the CONTRACTOR in connection with this Agreement.

A. Minimum Scope & Limits of Insurance Coverage

- (1) Commercial General Liability Insurance, providing coverage at least as broad as ISO CGL Form 00 01 on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than one million dollars (\$1,000,000) per occurrence. The policy shall provide contractual liability and products and completed operations coverage for the term of the policy.
- (2) Automobile Liability Insurance providing coverage at least as broad as ISO Form CA 00 01 on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than one million dollars

(\$1,000,000) per occurrence. The policy shall provide coverage for owned, non-owned and/or hired autos as appropriate to the operations of the CONTRACTOR.

No automobile liability insurance shall be required if CONTRACTOR completes the following certification:

"I certify that a motor vehicle will not be used in the performance of any work or services under this agreement." _____ (CONTRACTOR initials)

- (3) Workers' Compensation Insurance with statutory limits, and Employers' Liability Insurance with limits of not less than one million dollars (\$1,000,000). The Worker's Compensation policy shall include a waiver of subrogation for contracts involving construction or maintenance, or if required by the CITY by selecting the option below:

_____ Workers' Compensation waiver of subrogation in favor of the City is required for all work performed by the CONTRACTOR.

No Workers' Compensation insurance shall be required if CONTRACTOR completes the following certification:

"I certify that my business has no employees, and that I do not employ anyone. I am exempt from the legal requirements to provide Workers' Compensation insurance." _____ (CONTRACTOR initials)

B. Additional Insured Coverage

- (1) Commercial General Liability Insurance: The CITY, its officials, employees and volunteers shall be covered by policy terms or endorsement as additional insureds as respects general liability arising out of activities performed by or on behalf of CONTRACTOR, products and completed operations of CONTRACTOR, and premises owned, leased or used by CONTRACTOR. The general liability additional insured endorsement must be signed by an authorized representative of the insurance carrier for contracts involving construction or maintenance, or if required by the CITY by selecting the option below:

Additional insured endorsement must be signed by an authorized representative of the insurance carrier.

If the policy includes a blanket additional insured endorsement or contractual additional insured coverage, the above signature requirement may be fulfilled by submitting that document with a signed declaration page referencing the blanket endorsement or policy form.

- (2) Automobile Liability Insurance: The CITY, its officials, employees and volunteers shall be covered by policy terms or endorsement as additional insureds as respects auto liability.

C. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

- (1) CONTRACTOR's insurance coverage shall be primary insurance as respects CITY, its officials, employees and volunteers. Any insurance or self-insurance maintained by CITY, its officials, employees or volunteers shall be in excess of CONTRACTOR's insurance and shall not contribute with it.
- (2) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to CITY, its officials, employees or volunteers.
- (3) Coverage shall state that CONTRACTOR's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- (4) CITY will be provided with thirty (30) days written notice of cancellation or material change in the policy language or terms.

D. Acceptability of Insurance

Insurance shall be placed with insurers with a Bests' rating of not less than A:V. Self-insured retentions, policy terms or other variations that do not comply with the requirements of this Section 11 must be declared to and approved by the CITY Risk Management Division in writing prior to execution of this Agreement.

E. Verification of Coverage

- (1) CONTRACTOR shall furnish CITY with certificates and required endorsements evidencing the insurance required. The certificates and endorsements shall be forwarded to the CITY representative named in Exhibit A. Copies of policies shall be delivered to the CITY on demand. Certificates of insurance shall be signed by an authorized representative of the insurance carrier.
- (2) The CITY may withdraw its offer of contract or cancel this Agreement if the certificates of insurance and endorsements required have not been provided prior to execution of this Agreement. The CITY may withhold payments to CONTRACTOR and/or cancel the Agreement if the insurance is canceled or CONTRACTOR otherwise ceases to be insured as required herein.

F. Subcontractors

CONTRACTOR shall require and verify that all subcontractors maintain insurance coverage that meets the minimum scope and limits of insurance coverage specified in subsection A, above.

12. **Equal Employment Opportunity.** During the performance of this Agreement, CONTRACTOR, for itself, its assignees and successors in interest, agrees as follows:

- A. Compliance With Regulations: CONTRACTOR shall comply with the Executive Order 11246 entitled "Equal Opportunity in Federal Employment", as amended by Executive Order 11375 and 12086, and as supplemented in Department of Labor regulations (41 CFR Chapter 60), hereinafter collectively referred to as the "Regulations".
- B. Nondiscrimination: CONTRACTOR, with regards to the work performed by it after award and prior to completion of the work pursuant to this Agreement, shall not discriminate on the ground of race, color, religion, sex, national origin, age, marital status, physical handicap or sexual orientation in selection and retention of subcontractors, including procurement of materials and leases of equipment. CONTRACTOR shall not participate either directly or indirectly in discrimination prohibited by the Regulations.
- C. Solicitations for Subcontractors, Including Procurement of Materials and Equipment: In all solicitations either by competitive bidding or negotiations made by CONTRACTOR for work to be performed under any subcontract, including all procurement of materials or equipment, each potential subcontractor or supplier shall be notified by CONTRACTOR of CONTRACTOR's obligation under this Agreement and the Regulations relative to nondiscrimination on the ground of race, color, religion, sex, national origin, age, marital status, physical handicap or sexual orientation.
- D. Information and Reports: CONTRACTOR shall provide all information and reports required by the Regulations, or by any orders or instructions issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the CITY to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of CONTRACTOR is in the exclusive possession of another who fails or refuses to furnish this information, CONTRACTOR shall so certify to the CITY, and shall set forth what efforts it has made to obtain the information.
- E. Sanctions for Noncompliance: In the event of noncompliance by CONTRACTOR with the nondiscrimination provisions of this Agreement, the CITY shall impose such sanctions as it may determine to be appropriate including, but not limited to:
- (1) Withholding of payments to CONTRACTOR under this Agreement until CONTRACTOR complies;
 - (2) Cancellation, termination, or suspension of the Agreement, in whole or in part.
- F. Incorporation of Provisions: CONTRACTOR shall include the provisions of subsections A through E, above, in every subcontract, including procurement of materials and leases of equipment, unless exempted by the Regulations, or by any order or instructions issued pursuant thereto. CONTRACTOR shall take such action with respect to any subcontract or procurement as the CITY may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event CONTRACTOR becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, CONTRACTOR may request CITY to enter such litigation to protect the interests of CITY.

13. **Entire Agreement.** This document, including all Exhibits, contains the entire agreement between the parties and supersedes whatever oral or written understanding they may have had prior to the execution of this Agreement. No alteration to the terms of this Agreement shall be valid unless approved in writing by CONTRACTOR, and by CITY, in accordance with applicable provisions of the Sacramento City Code.
14. **Severability.** If any portion of this Agreement or the application thereof to any person or circumstance shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall be enforced to the greatest extent permitted by law.
15. **Waiver.** Neither CITY acceptance of, or payment for, any Service or Additional Service performed by CONTRACTOR, nor any waiver by either party of any default, breach or condition precedent, shall be construed as a waiver of any provision of this Agreement, nor as a waiver of any other default, breach or condition precedent or any other right hereunder.
16. **Enforcement of Agreement.** This Agreement shall be governed, construed and enforced in accordance with the laws of the State of California. Venue of any litigation arising out of or connected with this Agreement shall lie exclusively in the state trial court or Federal District Court located in Sacramento County in the State of California, and the parties consent to jurisdiction over their persons and over the subject matter of any such litigation in such courts, and consent to service of process issued by such courts.
17. **Assignment Prohibited.** The expertise and experience of CONTRACTOR are material considerations for this Agreement. CITY has a strong interest in the qualifications and capability of the persons and entities that will fulfill the obligations imposed on CONTRACTOR under this Agreement. In recognition of this interest, CONTRACTOR shall not assign any right or obligation pursuant to this Agreement without the written consent of the CITY. Any attempted or purported assignment without CITY's written consent shall be void and of no effect.
18. **Binding Effect.** This Agreement shall be binding on the heirs, executors, administrators, successors and assigns of the parties, subject to the provisions of Section 17, above.
19. **Use Tax Requirements.** During the performance of this Agreement, CONTRACTOR, for itself, its assignees and successors in interest, agrees as follows:
 - A. Use Tax Direct Payment Permit: For all leases and purchases of materials, equipment, supplies, or other tangible personal property used to perform the Contract or Agreement and shipped from outside California, the Contractor and any subcontractors leasing or purchasing such materials, equipment, supplies or other tangible personal property shall obtain a Use Tax Direct Payment Permit from the California State Board of Equalization ("SBE") in accordance with the applicable SBE criteria and requirements.
 - B. Sellers Permit: For any construction contract and any construction subcontract in the amount of \$5,000,000 or more, Contractor and the subcontractor(s) shall obtain sellers permits from the SBE and shall register the jobsite as the place of business for the purpose of allocating local sales

and use tax to the City. Contractor and its subcontractors shall remit the self-accrued use tax to the SBE, and shall provide a copy of each remittance to the City.

- C. The above provisions shall apply in all instances unless prohibited by the funding source for the Contract or Agreement.

EXHIBIT E

LIVING WAGE REQUIREMENTS (Nonprofessional Service Agreement)

The Living Wage Ordinance

The City of Sacramento's Living Wage Ordinance (the "LWO") is codified as Chapter 3.58 of the Sacramento City Code. The LWO requires certain firms that enter into agreements or contracts (all subsequent references to a "contract" or "contracts" will refer to both contracts and agreements) to provide certain services to or for the CITY, to pay a specified minimum level of compensation to their employees for time spent performing any work on the CITY contract. The LWO also applies to certain subcontractors.

The LWO applies to contracts entered into, amended, or renewed or extended at the CITY's discretion, on or after March 1, 2004 (the "LWO Effective Date").

Contracts and Contractors Covered by the LWO

Determining whether the LWO applies to a specific CITY contract, contractor or subcontractor, depends on whether the contract, contractor and/or subcontractor meet the criteria specified in the LWO for contract type, contract amount, contractor size (# of employees), subcontract amount and subcontractor size (# of employees). These criteria are summarized below.

Contract Type

The LWO applies only to contracts for Nonprofessional Services. Under the LWO, this includes contracts for any services of a nonprofessional character, including but not limited to tree trimming services, repair services for motor vehicles and office equipment, vehicle towing, and security services.

The LWO does not apply to: (1) Incidental services, such as delivery, installation or maintenance, that are provided under contracts for the purchase or lease of equipment, supplies, or other personal property; (2) contracts that are subject to CITY, state, or federal prevailing-wage requirements; (3) contracts for professional services (including but not limited to services rendered by engineers, architects, auditors, banks, consultants, actuaries and attorneys); and (4) contracts with nonprofit corporations that are organized under section 501 of the Internal Revenue Code and have fewer than 100 employees, whether full or part time.

Contract Amount

The LWO applies to contracts entered into or amended after the LWO Effective Date that provide compensation from the CITY of \$100,000 or more. In addition, the LWO applies to a contract entered into or amended after the LWO Effective Date that, by itself, does not reach this amount, if the aggregate value of that contract and of any other Nonprofessional Services contracts covered by the LWO that the CITY has awarded to the same person or firm within the previous 12 months, is \$100,000 or more. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE WHETHER THIS AGGREGATE VALUE IS \$100,000 OR MORE, AND TO NOTIFY THE CITY IN WRITING WHENEVER THIS IS THE CASE.

Contractor Size

The LWO only applies to a contractor that has at least 25 employees, working either full or part time. The number of employees that a contractor has is determined by adding the contractor's employees and the employees of any other person or entity deemed to be a "Related Person" under the LWO.^a

Subcontract Amount

The LWO applies to a subcontractor providing services under a covered contract if the amount of the subcontract is at least 25 % of the contract amount, without regard to the number of employees the subcontractor has.

Subcontractor Size

The LWO also applies to a subcontractor providing services under a covered contract if the subcontractor has at least 25 employees, working either full or part time, whether or not the amount of the subcontract is at least 25 % of the contract amount.

Payment of Living Wage to Covered Employees

If a contractor or subcontractor meets the criteria specified in the LWO for contract type, contract amount, contractor size, subcontract amount and/or subcontractor size, the contractor or subcontractor is deemed to be a "Covered Employer" under the LWO. The LWO requires a Covered Employer to provide specified minimum compensation to its employees who perform work directly related to the CITY contract (these employees are called "Covered Employees" under the LWO), for all hours the Covered Employees perform under the CITY contract.^b

^a The LWO provides that a person or entity is a Related Person when any of the following circumstances exists:

- (1) The person or entity and the contractor are both corporations, and (i) share a majority of members of their governing boards, or (ii) have two or more officers in common, or (iii) are controlled by the same majority shareholder or shareholders (control means more than 50% of the corporation's voting power), or (iv) are in a parent-subsidiary relationship (such a relationship exists when one corporation directly or indirectly owns shares possessing more than 50% of another corporation's voting power); or
- (2) The person or entity otherwise controls and directs, or is controlled and directed by, the contractor, as determined by the City Manager.

^b A Covered Employee includes full-time, part-time, contingent, contract and temporary employees, but does not include: (1) individuals who participate in job-training-and-education programs that have, as their express purpose, the provision of basic job skills and education to participants, with the goal of earning a high-school-equivalency diploma and permanent employment; (2) student interns; (3) individuals participating in specialized-training programs; and (4) an employee whose term and conditions of employment are governed by a bona fide collective-bargaining agreement containing an express waiver of the LWO.

The minimum compensation required is as follows:

- (1) If health benefits are provided to Covered Employees and the Covered Employer's contribution for the benefits is at least \$1.50 for each hour, then the rates are as follows:
 - (a) During 2007, the greater of \$10.00 an hour or \$9.00 adjusted by the increase in the Consumer Price Index for All Urban Consumers, San Francisco/Oakland/San Jose area (1982--1984=100) from January 1, 2004, through December 31, 2006.
 - (b) For each year after 2007, the rate shall be based on the rate from the immediately preceding year adjusted by the increase in the Consumer Price Index for All Urban Consumers, San Francisco/Oakland/San Jose area (1982--1984=100) from January 1 through December 31 of the immediately preceding year.

- (2) If health benefits are not provided to Covered Employees or if health benefits are provided but the Covered Employer's contribution for the benefits is less than \$1.50 for each hour, then the rates are as follows:
 - (a) During 2007, the greater of \$11.50 an hour or \$10.50 adjusted by the increase in the Consumer Price Index for All Urban Consumers, San Francisco/Oakland/San Jose area (1982--1984=100) from January 1, 2004, through December 31, 2006.
 - (b) For each year after 2007, the rate shall be based on the rate from the immediately preceding year adjusted by the increase in the Consumer Price Index for All Urban Consumers, San Francisco/Oakland/San Jose area (1982--1984=100) from January 1 through December 31 of the immediately preceding year.

Notification to Covered Employees

The LWO requires a Covered Employer to give each existing employee and (at the time of hire) each new employee a copy of the following written notification:

This company may enter into a contract to perform services for the City of Sacramento. If you work on such a contract, then you are entitled to be paid a living wage for each hour so worked. For more information, see Chapter 3.58 of the Sacramento City Code, which can be viewed at www.cityofsacramento.org.

The LWO requires the above notification to be provided in each language spoken by 10% or more of the Covered Employer's workforce.

The LWO also requires a Covered Employer to inform all employees of their possible right to the federal Earned Income Credit (EIC), and to make available to those employees any forms required to secure advance EIC payments from the Covered Employer.

Subcontractor Compliance

A contractor is responsible for requiring all of its subcontractors who are covered by these requirements to comply with the provisions of the LWO, by including these requirements in all subcontracts covered by the LWO.

Other Provisions of the LWO

Use of Funds Paid Under CITY Contracts

Under the LWO, Covered Employers may not directly use CITY funds to persuade Covered Employees to support or oppose unionization, and Covered Employers may not directly use CITY funds to schedule or hold meetings related to union representation during the Covered Employees' working hours. These restrictions do not apply to expenditures made during good-faith collective bargaining or to expenditures required under bona fide collective-bargaining agreements.

No Reduction in Non-Wage Benefits

Under the LWO, Covered Employers may not fund any wage increases required by the LWO, nor shall Covered Employers otherwise respond to the enactment of the LWO, by reducing the health, insurance, pension, vacation, or other non-wage benefits of any of their employees.

No Retaliation

The LWO prohibits a Covered Employer from taking any adverse action against a Covered Employee because the Covered Employee does any of the following: (1) exercises or asserts his or her rights under the LWO; (2) informs or assists other Covered Employees concerning their rights and the Covered Employer's obligations under the LWO; (3) complains about the Covered Employer's failure to comply with the LWO; or (4) seeks to enforce the LWO.

No Reduction in Collective-Bargaining Wage Rates

The LWO does not require or authorize any Covered Employer to reduce wages set by a collective-bargaining agreement or required under any prevailing-wage law.

Violations and Monitoring

The LWO provides that any violation of the LWO by a CITY contractor constitutes a material breach of the contract, and authorizes the CITY to terminate the contract and pursue all available legal and equitable remedies. In order to monitor compliance, the LWO authorizes the CITY to require Covered Employers to verify their compliance with the LWO by submitting certified payroll records to the CITY, and to take such other steps as may be necessary for the CITY to determine whether the requirements of the LWO have been satisfied.

The LWO also includes provisions authorizing an employee or interested person to file a judicial action against a contractor or subcontractor for violation of the LWO.

Declaration of Compliance

To assure compliance with the LWO, any person or entity entering into a contract to provide Nonprofessional Services to or for the CITY, on or after March 1, 2004, is required to provide the CITY with a signed Declaration of Compliance in the form required by the CITY, prior to the CITY's execution of the contract. The Declaration of

Compliance shall be signed by a duly authorized representative of the person or entity entering into the contract, and, when accepted by the CITY, shall constitute part of the contract.

Additional Information

- For a complete description of the LWO's provisions, refer to the LWO codified at Sacramento City Code Chapter 3.58. The Sacramento City Code is available on the internet at www.cityofsacramento.org.
- For more information on the LWO requirements and the CITY's LWO program, contact Procurement Services at 916-808-6240.

EXHIBIT F

REQUIREMENTS OF THE NON-DISCRIMINATION IN EMPLOYEE BENEFITS CODE

INTRODUCTION

The Sacramento Non-Discrimination In Employee Benefits Code (the "Ordinance"), codified as Sacramento City Code Chapter 3.54, prohibits City contractors from discriminating in the provision of employee benefits between employees with spouses and employees with domestic partners, and between the spouses and domestic partners of employees.

APPLICATION

The provisions of the Ordinance apply to any contract or agreement (as defined below), between a Contractor and the City of Sacramento, in an amount exceeding \$100,000.00. The Ordinance applies to that portion of a contractor's operations that occur: (i) within the City of Sacramento; (ii) on real property outside the City of Sacramento if the property is owned by the City or if the City has a right to occupy the property; or (iii) at any location where a significant amount of work related to a City contract is being performed.

The Ordinance does not apply: to subcontractors or subcontracts of any Contractor or contractors; to transactions entered into pursuant to cooperative purchasing agreements approved by the Sacramento City Council; to legal contracts of other governmental jurisdictions or public agencies without separate competitive bidding by the City; where the requirements of the ordinance will violate or are inconsistent with the terms or conditions of a grant, subvention or agreement with a public agency or the instructions of an authorized representative of any such agency with respect to any such grant, subvention or agreement; to permits for excavation or street construction; or to agreements for the use of City right-of-way where a contracting utility has the power of eminent domain.

DEFINITIONS

As set forth in the Ordinance, the following definitions apply:

"Contract" means an agreement for public works or improvements to be performed, or for goods or services to be purchased or grants to be provided, at the expense of the City or to be paid out of moneys deposited in the treasury or out of the trust money under the control or collected by the City. "Contract" also means a written agreement for the exclusive use ("exclusive use" means the right to use or occupy real property to the exclusion of others, other than the right reserved by the fee owner) or occupancy of real property for a term exceeding 29 days in any calendar year, whether by singular or cumulative instrument, (i) for the operation or use by others of real property owned or controlled by the City for the operation of a business, social, or other establishment or organization, including leases, concessions, franchises and easements, or (ii) for the City's use or occupancy of real property owned by others, including leases, concessions, franchises and easements.

"Contract" shall not include: a revocable at-will use or encroachment permit for the use of or encroachment on City property regardless of the ultimate duration of such permit; excavation, street construction or street use permits; agreements for the use of City right-of-way where a contracting utility has the power of eminent domain; or agreements governing the use of City property that constitute a public forum for activities that are primarily for the purpose of espousing or advocating causes or ideas and that are generally protected by the First Amendment to the United States Constitution or that are primarily recreational in nature.

“Contractor” means any person or persons, firm, partnership, corporation, company, or combination thereof, that enters into a Contract with the City. “Contractor” does not include a public entity.

“Domestic Partner” means any person who has a currently registered domestic partnership with a governmental entity pursuant to state or local law authorizing the registration.

“Employee Benefits” means bereavement leave; disability, life, and other types of insurance; family medical leave; health benefits; membership or membership discounts; moving expenses; pension and retirement benefits; vacation; travel benefits; and any other benefit given to employees. “Employee benefits” shall not include benefits to the extent that the application of the requirements of this chapter to such benefits may be preempted by federal or state.

CONTRACTOR’S OBLIGATION TO PROVIDE THE CITY WITH DOCUMENTATION AND INFORMATION

Contractor shall provide the City with documentation and information verifying its compliance with the requirements of the Ordinance within ten (10) days of receipt of a request from the City. Contractors shall keep accurate payroll records, showing, for each City Contract, the employee’s name, address, Social Security number, work classification, straight time pay rate, overtime pay rate, overtime hours worked, status and exemptions, and benefits for each day and pay period that the employee works on the City Contract. Each request for payroll records shall be accompanied by an affidavit to be completed and returned by the Contractor, as stated, attesting that the information contained in the payroll records is true and correct, and that the Contractor has complied with the requirements of the Ordinance. A violation of the Ordinance or noncompliance with the requirements of the Ordinance shall constitute a breach of contract.

EMPLOYER COMPLIANCE CERTIFICATE AND NOTICE REQUIREMENTS

(a) All contractors seeking a Contract subject to the Ordinance shall submit a completed Declaration of Compliance Form, signed by an authorized representative, with each proposal, bid or application. The Declaration of Compliance shall be made a part of the executed contract, and will be made available for public inspection and copying during regular business hours.

(b) The Contractor shall give each existing employee working directing on a City contract, and (at the time of hire), each new employee, a copy of the notification provided as Attachment “A.”

(c) Contractor shall post, in a place visible to all employees, a copy of the notice provided as Attachment “B.”

Attachment A



YOUR RIGHTS UNDER THE CITY OF SACRAMENTO'S NON-DISCRIMINATION IN EMPLOYEE BENEFITS CODE

On April 23, 2013 (date), your employer (the "Employer") entered into a contract with the City of Sacramento (the "City") for Rental of Multi-function (contract details), and as a condition of that contract, agreed to abide by the requirements of the City's Non-Discrimination In Employee Benefits Code (Sacramento City Code Section 3.54).

The Ordinance does not require the Employer to provide employee benefits. The Ordinance does require that if certain employee benefits are provided by the Employer, that those benefits be provided without discrimination between employees with spouses and employees with domestic partners, and without discrimination between the spouse or domestic partner of employees.

The Ordinance covers any employee working on the specific contract referenced above, but only for the period of time while those employees are actually working on this specific contract.

The included employee benefits are:

- Bereavement leave
- Disability, life and other types of insurance
- Family medical leave
- Health benefits
- Membership or membership discounts
- Moving expenses
- Pension and retirement benefits
- Vacation
- Travel benefits
- Any other benefits given to employees

(Employee Benefits does not include benefits that may be preempted by federal or state law.)

If you feel you have been discriminated or retaliated against by your employer in the terms and conditions of your application for employment, or in your employment, or in the application of these employee benefits, because of your status as an applicant or as an employee protected by the Ordinance, or because you reported a violation of the Ordinance, and after having exhausted all remedies with your employer,

You May . . .

- Submit a written complaint to the City of Sacramento, Contract Services Unit, containing the details of the alleged violation. The address is:

City of Sacramento
Procurement Services Division
5730 24th Street, Bldg. 1

Sacramento, CA 95822

- Bring an action in the appropriate division of the Superior Court of the State of California against the Employer and obtain the following remedies:
 - Reinstatement, injunctive relief, compensatory damages and punitive damages
 - Reasonable attorney's fees and costs

Attachment B



YOUR RIGHTS UNDER THE CITY OF SACRAMENTO'S NON-DISCRIMINATION IN EMPLOYEE BENEFITS CODE

If your employer provides employee benefits, they must be provided to those employees working on a City of Sacramento contract without discriminating between employees with spouses and employees with domestic partners.

The included employee benefits are:

- Bereavement leave
- Disability, life and other types of insurance
- Family medical leave
- Health benefits
- Membership or membership discounts
- Moving expenses
- Pension and retirement benefits
- Vacation
- Travel benefits
- Any other benefits given to employees

If you feel you have been discriminated against by your employer . . .

You May . . .

- Submit a written complaint to the City of Sacramento, Contract Services Unit, containing the details of the alleged violation. The address is:

City of Sacramento
Procurement Services Division
5730 24th Street, Bldg. 1
Sacramento, CA 95822

- Bring an action in the appropriate division of the Superior Court of the State of California against the employer and obtain reinstatement, injunctive relief, compensatory damages, punitive damages and reasonable attorney's fees and costs.

Discrimination and Retaliation Prohibited.

If you feel you have been discriminated or retaliated against by your employer in the terms and conditions of your application for employment, or in your employment, because of your status as an applicant or as an employee protected by the Ordinance, or because you reported a violation of this Ordinance . . .

You May Also . . .

Submit a written complaint to the City of Sacramento, Contract Services Unit, at the same address, containing the details of the alleged violation.

SUMMARY OF CHANGES TO CITY OF SACRAMENTO RFP

January 2013

1. Staffing Information (Page 5):**Deleted:** Kevin Lindsay**2. Scope of Services (Page 30):****Deleted:** "Should the City choose the phase-in plan the finance source would be Buckmaster which is consistent with the current process. Financing through Buckmaster has saved City staff considerable time over the complication of alternative financing through third-party sources."**Added:** "Should the City choose the phase-in plan, the finance source would be Buckmaster or US Bank Equipment Finance."**Deleted:** "Great America Leasing, 625 First Street SE Suite 800, Cedar Rapids, IA 52401
Tahoe Leasing, PO Box 6930, Tahoe City, CA 96145"**Modified:** "US Bank" updated to "US Bank Equipment Finance"**3. Customer Responsibilities (Page 42):****Added:** "Provide coverage for loss or damage to copiers while in City's possession."**4. Cost Proposal (Page 43)****Modified:** Paragraph 3 – Please note that applicable sales tax is ~~only added in addition~~ to the monthly rental pricing. The cost per copy ~~already figures~~ includes tax which is remitted by Buckmaster.Paragraph 5 – A detailed list of Accessories, including fax options, staplers, additional paper capacity etc., are priced as listed ~~and in accordance with the US Communities pricing program~~, (which follows immediately behind the pricing matrix).**Deleted:** Paragraph 7 – "Accessories, including fax options, staplers, additional paper capacity etc., are priced as listed and in accordance with the US Communities pricing program."**Modified:** Updated pricing spreadsheet**5. Insurance Coverage (Page 66)****Modified:** Automotive Liability Insurance Policy Expiration Date updated to 6/4/2013.**6. Exceptions to Non Professional Services Agreement (Attachment 6, p. 78):****Deleted:** "I have reviewed and agree with the general provisions of the City's standard Non-Professional Services Agreement. There are no exceptions or non-negotiable points."**Added:** "I have reviewed and agree with the general provisions of the City's standard Non-Professional Services Agreement, subject to the following exceptions:

1. (Unable to determine specific section)

For equipment leasing, US Bank Equipment Finance would require an authorized signature on a US Bank agreement. This would be a separate stand-alone agreement for

financing the equipment. Any financing offered to the City of Sacramento relative to this engagement is dependent upon credit approval and underwriting by US Bank Equipment Finance. Alternatively, Buckmaster may or may not be able to finance a transaction internally depending upon the size of the transaction, terms, and other factors that are unknown at this time.

2. (Unable to determine specific section)

Service and performance guarantees can only be offered by the contractor, not US Bank.

3. (Section 1.5 Project Overview item f)

Title to the MFP's throughout the leasing period would remain with US Bank, not the contractor.

4. (Section 1.5 Billing item a)

US Bank is unable to accept the billing provision "Any such amounts beyond 60 days due to vendor's failure to submit timely invoices shall be null and void" on page 10 of the RFP.

5. (Entire agreement)

US Bank would require a leasing/ rental transaction free of indemnification other than for equipment return at end of lease which would be contractor's responsibility.

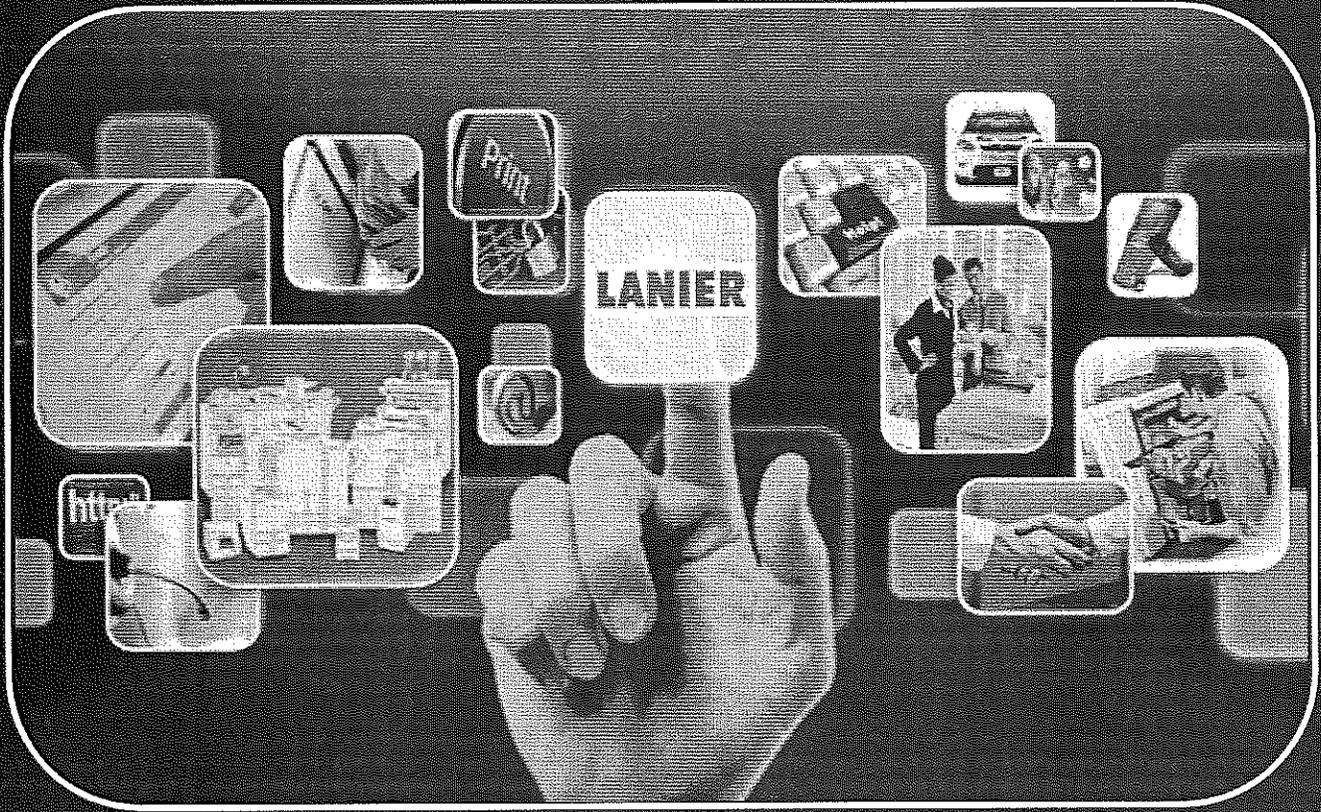
6. (Exhibit D item 9 Term; Suspension; Termination)

US Bank is unable to accept a "cancel for convenience", suspension or termination as part of the leasing agreement. A cancellation for non-appropriation of funds would be acceptable.

7. (Exhibit D item 9 Term; Suspension; Termination)

Other than for the reason of non-performance, Buckmaster is unable to accept a "cancel for convenience", suspension or termination as part of the agreement."

7. Lanier Full Line Guide (Attachment 7, P. 79) updated to December 2012 version.



Buckmaster Office Solutions

Response to

City of Sacramento

REQUEST FOR PROPOSALS

for

CITYWIDE MULTI-FUNCTION COPIER DEVICES

(RFP #P120100001)

May 17, 2012

Presented on 1-10-13

Mark Champas
Buckmaster Office Solutions
mchampas@buckmasteroffice.com
916-923-0500

**BUCKMASTER OFFICE SOLUTIONS RESPONSE TO ...
CITY OF SACRAMENTO RFP FOR CITYWIDE MULTI-FUNCTION COPIER DEVICES**

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1. COVER LETTER

City of Sacramento
City Clerk's Office
915 I Street
Sacramento, CA 95814

Re: Citywide Multi-Function Copier Devices, RFP #P120100001

To Whom It May Concern:

This proposal is submitted by Buckmaster Business Machines Inc. a California Corporation dba Buckmaster Office Solutions. We are certified as a small business both through the City of Sacramento and the State of California.

It is our understanding that the City objectives for this project are to identify and partner with a qualified contractor to provide, maintain, and manage its multi-function printing fleet over a three year engagement at the lowest possible cost.

Upon award, the contractor will perform a fleet assessment to identify the areas where costs can be reduced, processes can be improved, and waste or redundancies can be identified and minimized, utilizing a best business practices approach. This consultative process will include rightsizing the office technology fleet by incorporating and standardizing multi-function devices (MFDs); leveraging technology resources where possible; improving business processes, including automating the monitoring and reporting requirements for each device; and helping to manage change throughout the transition period.

Our proposal contained herein for the purpose of award is valid for a period of 1 year.

Company contact information:
Buckmaster Office Solutions
623 West Stadium Ln.
Sacramento, CA 95834
(916) 923-0500
Fax: (916) 923-5005
Contact: Mark Champas
mchampas@buckmasteroffice.com

Thank you for the opportunity to submit this proposal and continue our history of providing excellent service and quality equipment to the City of Sacramento.

Sincerely,

Mark Champas
President

2. QUALIFICATIONS AND EXPERIENCE

Established in 1958, Buckmaster has provided sales and service of copiers since the early 1970's. Locally owned and operated, Buckmaster has eighteen (18) employees, twelve (12) of whom currently provide support to the City and will be involved in this project.

Buckmaster's commitment to the highest level of customer service includes providing live phone call support for service needs, technical (help desk) support, as well as billing and contract issues.

Buckmaster has actively served the City of Sacramento departments with office technology on an on-going basis since 1999.

Buckmaster maintains a proven track record with the City for service call response time, repair quality, prompt supply replenishment, product dependability, and customer satisfaction within all of the departments that we have served. We have a history of providing the City with complete monthly reports within the designated timeframe.

Our technical staff is locally based, providing the most responsive on-site service possible for the City. Toner supplies and replacement parts are warehoused in Sacramento to ensure quick delivery to City sites, usually the same day, but always by the next business day. We have provided help desk support and on-site support for networking related assistance when needed. We offer flexibility with payment processing to meet the customer's requests and needs (i.e. credit card payments, emailing invoices, etc.).

Buckmaster has a history of working with customers to do whatever is necessary to make sure the customer's needs are met. For example, when new multi-function devices (MFDs) were being installed with the City of Sacramento and it was determined that they couldn't communicate with the City's servers, which were running Novell, Buckmaster facilitated the process of having the firmware re-written (in Japan) to make the servers and MFDs compatible.

We also recently worked closely with the City Attorney's Office developing a solution specific to their needs, which streamlined their case management work process. Through "e-copy" they are now able to scan directly to their Pro-Law application which saves them time.

We have received numerous positive comments from City Departments regarding the service provided by Buckmaster. Here are just a few examples:

"Hi, Mark – Wanted to report back to you that we are very pleased with the performance of eCopy since Phillip was out this morning to upgrade the memory. I asked him yesterday if we could get specs for the eCopy stations so we know what we currently have installed. He said he could get that information to us so we will look forward to receiving that. Thanks for the great product and as always, wonderful customer service. Angela Kolak, Law Office Administrator, Office of the City Attorney"

“Thank you Mark. I greatly appreciate it. Please keep me posted. I informed Parking management team about the situation and they are very happy for your good services. Thanks, Johnny”

“Sounds great. Thanks for getting this done so quickly Mark. I appreciate the excellent service we always receive from your company. Valerie”

“Hi Mark, Just wanted to let you know that we’re embracing our new copy machine – the learning curve is shortening! Paul was great w/the set up - professional, knowledgeable and friendly. And thank you for being patient and answering my questions. Betty Allison, PCIII Sacramento Police Dept. ~ Internal Affairs Division”

Buckmaster’s industry success is attributable to the experience of our staff and the ownership’s commitment to achieve excellence on all projects that we undertake.

3. STAFFING INFORMATION

Buckmaster staff members associated with this engagement:

Mark Champas- (Main point of contact 916-923-0500 x210)

28 years of experience with Buckmaster, becoming president of the company in 1998.

Perry Craber – Service Manager

33 years of experience in the copier industry, spending the last 28 years with Buckmaster. Has completed Service Management Training programs through Ricoh, IBM and other industry sources.

Phillip Enns – Networking and Device support/ Help resource

10 years of IT experience and has been with Buckmaster since 2007. Microsoft certified and Ricoh “@remote” certified. Has completed Ricoh Security training, Cisco training and has experience in electronic engineering.

Michelle Frost – Operations management

Has been with Buckmaster since August 2001 and has an additional twenty years in operations management. Has experience in training, customer service, call centers, and all aspects of the financial side of operations.

Tonia Champas – Supplies management

25 years of experience of marketing, advertising, and managing supplies for Buckmaster, providing support to sales and service teams.

Kelli Leydecker – Invoicing/ AR

Has been with Buckmaster since November 2011.

Paul Nelson – Site delivery/ installation / warehousing

Has been with Buckmaster since 1996. Forklift certified.

Four additional onsite Buckmaster service personnel support City departments. All of whom have extensive industry knowledge and RICOH certified training. Between these four technicians, they have a combined 78 years of experience with Buckmaster.

In accordance with the RFP, our services as part of this proposal will include a fleet assessment using a fleet automation tool, and on-site visits by a team for a complete identification of non-network connected printing devices. Those findings and recommendations, including removal, relation, recycling and disposal (Phase 1) will be provided to the City as a beginning to an improved printing environment. Optionally, and part of a completely comprehensive program, the Ricoh team can perform a very in-depth analysis, and present the City with options that include **Intelligent Device Rationalization**, and **Business Optimization** along with a **Change Management Program**. This method will ensure that the City's long term goals and objectives are met and managed for continuous improvement. It is likely these services could be paid or through the savings realized under a completely ongoing and managed program.

The Ricoh Consulting Team and MDS

RICOH Managed Document Services "Why does the City of Sacramento need it?"

Our proposal response is probably markedly different from the responses received from other vendors. Ricoh can provide a complete solution that captures and measures the current output environment and the associated costs, but then takes it further by providing a roadmap for the City to make transformational improvements in the short and long term.

Technology has helped us all do more with less but we are beginning to drown in information. In a recent study conducted by the research firm IDC, the amount of information that workers must manage in their daily duties is going to grow by over forty times between now and 2025. To further complicate things, information often resides across multiple City departments or workers with little ability to collaborate effectively. This is one of the critical challenges that the City's Administrative and IT staff will face over the next few years - *much of the cost has become uncontrollable*.

Our response is designed to give the City back the clarity, predictability and most importantly, the control over its output costs.

The High Costs of Uncontrolled Print Services, how did we get here?

Like the explosion of information, printers are everywhere. Within most organizations, hardcopy printing fleets have proliferated without significant executive oversight. This happens, in large part, because the cost of basic imaging equipment can be low enough that the decision to purchase it is left to departments and work groups who, it is believed, are in the best position to understand their printing needs. This is how the City of Sacramento has wound up with over 1,500 print output devices.

On most customer's minds is "How much are printing services really costing us?" The answer is often surprising. According to industry research firms, the cost of purchasing, maintaining, and operating print devices typically consumes 3% of total revenue. These printing costs span a number of areas, including:

- Device utilization and environmental impacts
- Supply costs and equipment support services
- IT services for device set-up and integration
- Print activities and lost productivity
- Document management and workflow inefficiencies

To make things worse, printer fleet costs grow dramatically with organization size, as shown below.

Typical Costs	Organization Size	Hard Copy Devices	Annual Device Cost
Small	199	90	\$93,213
Medium	749	340	\$350,838
Large	2,499	1,136	\$1,170,554
Global	9,999	4,545	\$4,683,623

Source: Photizo Group Analysis Using Primary Interviews and MPS Assessment Data

The Costs and Benefits of gaining back the control

The first and most obvious benefit will be the reduction of City output-related expenses. The City of Sacramento can save as much as 30% in a managed environment versus an unmanaged environment.

Reduced waste is another benefit to a managed program. Abandoned print, the pages left at the output device and never picked up, is estimated to be as high as 10% in some locations. A solution that captures print and releases the job when the user is ready can reduce or eliminate this waste.

By moving to managed environment, the City can increase employee productivity by freeing up resources to focus on their core responsibilities. And while we all want to be good stewards of the environment, a managed approach can also reduce costs for the City. As prints are shifted from simplex to duplex, not only are fewer trees required to produce paper, but the City saves a half a cent or more in real costs. Those pennies add up quickly! Likewise, reducing electricity usage results in reduced CO2 emissions, as well as lower energy bills!

With a clear understanding of the benefits of a managed environment, why don't more organizations implement such a plan?

The answer is that many do – or at least they try to. This quote from Gartner captures the essence of the challenge that most organizations face when they try to do it by themselves.

“Although most organizations could, in principle, manage office document output actively and effectively, in reality many lack the time, the staff, the experience, the tools, and the focus, and simply will not do it on their own.”

By providing dedicated personnel, the RICOH MDS program allows the City to redeploy internal resources to more critical agency initiatives, applying expertise with technology, process and people to generate:

- Greater accountability for critical City functions
- Dramatic improvements in process efficiency
- Significant reduction in operating costs
- Increased customer satisfaction

RICOH's Managed Document Services offers a full suite of services and solutions that extend beyond the print realm, addressing the entire document lifecycle:

- Hardware and supplies
- Service and maintenance
- Software and tools (diagnostic and document management)
- Management services – document and fleet

- Consultancy around document management (TCO, security and compliance, environment and process improvement)
- IT services and solutions
- Continuous improvement strategy (single-source implementation, robust Change Management)

RICOH's MDS three-phased approach of **Total Fleet Management, Intelligent Device Rationalization, and Optimized Business Processes** along with our Change Management program, ensure that the City's goals and objectives are met and managed for continuous improvement.

In Phase One, RICOH will provide as part of the City of Sacramento's MDS program, complete management of the City's output devices. This service provides a fleet-wide approach to output asset management, with individual devices being tracked through each phase of their lifecycle: deployment, in-service, removal and disposal. Lifecycle management ensures accurate configuration prior to implementation, balanced use of fleet devices and environmentally responsible processes for device removal and disposal.

Phase Two is the strategic process of mapping applications to the most appropriate device regardless of brand. This device agnostic approach is a cornerstone of the RICOH Managed Document Services program and is fundamental to ensuring a seamless transition and the best use of resources. Most competitive programs seek to get rid of the current fleet as quickly as possible regardless of cost or how they are integrated into the current workflow.

While the first two phases have a beginning and an end, Phase Three seeks to move beyond the print and understand how and why information moves through the City. By understanding the Lifecycle of the document, RICOH can make recommendations that further reduce cost, improve operational efficiency, and deliver real value to the City.

In summary RICOH will provide the City of Sacramento with a comprehensive view of its current state and cost structure, and provide a Phase One plan to get control of the devices.

Our Phase Two "Device Rationalization" and Phase Three strategy of "Continuous Optimization," will provide a continued plan that helps the City reduce its overall printing requirements through better workflow, which will further reduce the number of printers needed over time and leverage the investment made in the printer fleet.

Respectfully on behalf of the joint RICOH team,

Daniel Snyder
Managed Services Specialist
RICOH USA Inc.

Kelly Mitchell
Branch Manager
RICOH USA Inc.

Solution Development

The development of a recommended solution begins by assigning a tenured project team that consists of account management personnel, operations specialists, systems integration specialists and business analysts. The team remains in place during the sales and analysis process and continues through contract execution. After contract award, key members of this group join the account team responsible for transition and implementation, post-implementation and support.

During the Solution Development stage, our team analyzes information gathered during the Discovery phase and formulates a detailed document management and print strategy. We use these findings to develop, document and validate a customized solution that meets the City of Sacramento’s objectives and identifies product and technology requirements.

The Solution Development phase identifies all relevant project tasks, task interrelationships and resources needed to complete the transition according to plan and ensure ongoing support throughout the process.

Transition and Implementation

Based on a well-defined plan, the solution is implemented as designed by our transition team specialists. These specialists are focused on producing agreed results in a timely and cost-effective manner. The project plan is reviewed by the transition team and modified (if necessary) to ensure that all objectives are met.

Our transition team includes highly trained employees who have been involved in the solution development process for the City of Sacramento and are experienced in implementing RICOH systems similar in size and scope.

Support

Support needs are identified during the Discovery phase, developed after completion of a Needs Analysis, refined during the Solution Development stage and modified as necessary following implementation of our solution. Together, RICOH and the City of Sacramento determine appropriate support methods and services (e.g., initial and follow-up training, specific service agreements and measures, ongoing project upgrades and innovations). Throughout the term of the agreement the account team meets with City of Sacramento personnel during regularly scheduled monthly and quarterly meetings to monitor progress and implement necessary changes.

Sample Implementation Plan

Task	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
General						
Determine staffing needs	X					
Obtain signed copy of Letter of Intent	X					
Determine implementation team members	X					
Distribute copy of contract, proposal, etc., to team members	X					
Develop implementation activity deadlines	X					

Task	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Schedule first internal implementation meetings	X					
Schedule weekly internal implementation meetings	X					
First Internal Implementation Meeting						
Introduce account team members/review account contacts	X					
Distribute first draft of implementation plan	X					
Review contract, proposal, etc.	X					
Review plan roles and task assignments	X	X				
Approve assignments and deadlines		X				
Discuss equipment configuration/provide update on order progress		X				
Discuss staff and specific training needs	X	X				
Post-meeting Action Items						
Coordinate any special training required		X				
Schedule first implementation meeting with customer		X				
Schedule weekly implementation meetings with customer		X				
Pre-implementation Meeting with Client						
Review roles of team members	X					
Provide staffing and equipment update		X				
Review scope of services		X				
Request list of department/cost centers from customer			X			
Determine billing process	X					
Customize software/ reports to cost centers		X				
Equipment						
Develop equipment integration plan	X					
Document existing/new equipment at site		X	X			
Complete walk-through of new equipment delivery route		X	X			
Order new equipment	X	X				
Communicate power requirements to customer	X	X				
Communicate network integration requirements to customer	X	X				
Schedule training of users on print driver		X	X			
Advise customer of installation date			X			
Coordinate removal of existing equipment, if necessary			X	X		

Task	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Create signage for all equipment				X		
Ensure credit of equipment removed				X		
Enter equipment into database				X		
Enter department/cost center numbers into database				X		
Third-party Equipment						
Negotiate service contract	X					
Negotiate service reporting requirements		X				
Document service escalation process			X			
Develop vendor list, including phone numbers					X	
Supplies						
Identify current inventory value	X					
Tag existing customer supplies		X				
Determine inventory needed		X				
Establish reorder levels			X			
Create supply order form			X			
Create inventory report			X			
Document supply order process			X	X		
Determine storage location		X	X	X		
Determine paper delivery procedures		X	X			
Submit sample order form to billing administration					X	
Convenience Copiers						
Read meter on first day						X
Enter department numbers on cost recovery system					X	
Activate cost recovery system					X	
Document location/ID numbers for all equipment					X	
Determine meter reading process				X	X	
Develop meter reading documentation form and procedures				X		
Create service log for each machine					X	
Review service call procedure with customer					X	
Establish overflow/third-party vending process					X	

Meter Reading Process

RICOH offers a variety of methods for submitting equipment meter information. A key contact is designated to read each machine's counter figure on a scheduled basis and submit the information to RICOH. Key contacts could include an RICOH service technician, if prescheduled maintenance periods

coincide with reporting periods. As a standard offering, RICOH provides the following choices for submission of meter readings:

- e-Mail
- Fax
- Phone
- Personal visits
- Web

Web-based Meter Read Service

RICOH has introduced a Web-based Meter Read Service, designed to increase efficiency and accuracy in the meter reading submission process. Customers who have service agreements with RICOH can now regularly submit print volume online through a customized, secure Web page. Where previously customers were required to submit regular meter readings either by telephone or fax, those who elect to use RICOH's Web-based Meter Read Service receive a reminder notice via e-mail to submit their regularly-scheduled meter readings, including an encrypted hyperlink to a customized Web page where meter readings are submitted electronically. The Web-enabled service is more efficient for customers and increases accuracy in the billing process because they enter their meter readings directly into the system, which provides the basis for regular billing. Customers can sign up for this service by contacting their RICOH sales professional or by signing up on www.Ricoh.com/support. After signing up, customers receive a welcome letter and sign-in key for initial registration purposes.

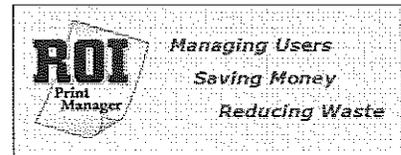
Maintenance & Functional Requests

The vendor provide all consumables, excluding paper, for each device so as to ensure the device remains operational

The RICOH TRAC Solution incorporates intelligent device monitoring which constantly monitors supply levels and creates alerts for RICOH to replace supply items at pre-determined levels. A thorough discussion of this process is included in the RICOH response section marked "Phase One Total Fleet Management".

Enterprise wide software management console to allow the City to eliminate supported "print servers" would be desirable

RICOH offers multiple options to provide Enterprise wide output management. We believe the City's output is best managed through our proposed ROI Print Management software. This will supply the City complete tracking of both networked and non-networked (local) output devices which in turn will provide the data that the City currently lacks on its fleet of approximately 1,500 printers. Additionally, ROI Print Manager will give the City multiple levels of control of output ranging from gentle reminder to the end-user through Additional management options are available for review at the City's request.



Intelligent document processing

- **Allow for least cost print job routing**
Please see the RICOH response section marked "Phase Two Intelligent Device Rationalization".
- **Allow for job size routing**
Please see the RICOH response section marked "Phase Two Intelligent Device Rationalization".

Intelligent document processing

- **Allow for least cost print job routing**
- **Allow for job size routing**
Please see the RICOH response section marked "Phase Two Intelligent Device Rationalization".

Service Levels

Vendor will provide a comprehensive set of service levels for all devices based on business hour response times including at least the following:

- Training requests
- Priority service repair for down systems
- Non-priority repair for systems that are experiencing failure or a non-critical nature
- Guaranteed up time if available

The City employee reporting any service issue or request should define severity and priority not the vendor.

Please see the RICOH response section marked “Phase One Total Fleet Management” for a detailed discussion of RICOH’s proposed Service Level Agreement (SLA).

RICOH is frequently asked to develop a customized service-level agreement SLA tailored to a customer’s specific project requirements and objectives. SLAs are written based on a detailed scope of work developed as a result of RICOH’s site analysis and mutually agreed to by both parties as part of a written services agreement. Specific service-level requirements are based on quantitative and measurable elements of the service areas provided, specifically aligned to the work procedures developed for the project. Items that may be covered in an RICOH SLA follow:

Equipment Maintenance

- Hours of service coverage
- Equipment performance/uptime by model/segment/category
- Response times by segment
- Repair times by segment
- Copies between failure rates
- Replacement/loaner equipment
- Service technician certification
- Key operator response time and service (if applicable)
- Reporting requirements

OUR APPROACH TO MANAGING THE CITY'S OUTPUT ENVIRONMENT

In an RICOH Managed Document Services engagement, our methodology has four process steps that support our three phased approach. The first step is to **assess** the output environment with a unique set of analytical tools that documents and details the City's specific environment. This understanding allows RICOH to provide a current state baseline.

Using the current state assessment, the next step is to **design** a future state report including an implementation plan and comprehensive ROI projections. This report contains both the obvious budgeted costs as well as those costs that are typically unaccounted for. The primary benefits the City will receive during these steps include;

- Reducing the total cost of ownership (TCO)
- Improving technology efficiency
- Reduce or eliminate security exposure
- Reduce environmental impact
- Free up internal resources to focus on core responsibilities
- Provides a clear action plan

While these benefits can be significant, this is where most competitors finish. The greater savings potential as well as opportunity for the City to avoid risk lies in the **implementation and management** of the environment. Through proper project planning, project management, installation and configuration management, and end user training, City staff will more quickly adopt new technology and enjoy a better experience. This ensures;

- A smooth transition to a new environment
- Minimal disruption to end-users
- RICOH accountability for project success

The key to a successful program lies in the effective on going governance of the output environment. The RICOH Change Management process provides not only the implementation support and acceptance described above, but also provides ongoing assessment and optimization governance to ensure adoption and help the City stick to the plan so projected cost savings and productivity gains are realized on a continuous basis.

This process supports the City's goals in two distinct ways. Through fleet optimization, technology use is continuously improved in order to drive up performance while driving down operational costs. In addition, RICOH will continuously review opportunities where other services offerings can improve the City's information workflow. Continuous improvement helps the City;

- Drive down IT efforts and costs
- Aligns the output environment with City goals
- Drive continuous TCO improvement and end-user satisfaction

PHASE ONE TOTAL FLEET MANAGEMENT

Total Fleet Management: Get Control of the Devices

The critical first step in a Managed Document Services journey is improving fleet management—the way in which the City buys or leases equipment, maintains it over its useful life and purchases consumable supplies. Today, plenty of providers are talking about the efficiency improvements and cost savings they can help deliver through fleet management. When our customers dig below the surface of such claims, they soon see that these providers “manage” the fleet by converting it to their equipment. Only RICOH has years of experience managing multi-vendor environments. As such, we have made significant investments in the people, processes and tools necessary to manage complex multi-vendor environments such as the City’s effectively.

Our proven technologies—including integrated back-end databases and powerful front-end tools, such as our Web-based RICOH TRAC Solution—provide seamless management and maintenance of multi-vendor equipment. The result: a centralized system for initiating, tracking and resolving trouble tickets, managing service level agreements and generating ownership cost data specific to the City.

Rather than rushing the City into a massive technology refresh, we have developed an approach that identifies the City’s current state, establishes a framework for servicing and supporting each device in the existing environment, and provides visibility and accountability to the fleet. ***The key deliverable to the City for Phase One is a unified SLA that covers all output assets for service and support regardless of manufacturer.***

Total Device Service and Support for the City of Sacramento

In order to best meet the goals of the City, RICOH is proposing a comprehensive program that will manage all aspects of your current and future output fleet for both printer and multi-function based devices. Key elements of the program include:

- Proactive automated software monitoring of devices for service and consumable status
- On-Site response and key operator care
- Device break/fix
- Consumable stock monitoring, ordering and distribution
- Monthly management reports inclusive of usage, up-time, response frequency and billing

“Companies can save as much as 15% of costs through printer output/fleet management.”
—The Gartner Group

PHASE TWO INTELLIGENT DEVICE RATIONALIZATION

INTELLIGENT DEVICE RATIONALIZATION: GET SMART ABOUT THE DEVICES

After the City has a centralized, systematic approach to managing its fleet, the organization can take an informed balanced, more strategic approach to assessing what is needed, where and why. We call that process Intelligent Device Rationalization—the second critical step in our RICOH Managed Document Services.

Again, while other providers often push clients to standardize their equipment, RICOH takes a more strategic—and objective—approach. We tap into the power of our proven tools and technologies for multi-vendor environments to first develop a clear picture of the existing devices and usage patterns. Using that insight, our document management experts evaluate strengths and weaknesses and identify opportunities to use different devices, fewer devices or equipment in new, more efficient and cost-effective ways. We also examine opportunities to optimize usage—moving employees toward more efficient, cost-effective alternatives.

Ultimately, RICOH will help the City achieve smart, balanced deployment—using the right equipment in the right place at the right time. Meanwhile, we will take maintenance and management to a new level with industry-leading processes and a vendor-neutral tool set. To help ensure that end-users adhere to the recommended guidelines, we will implement online controls. ***The Key deliverable to the City for Phase Two is a streamlined fleet that supports greater efficiency, improved service levels and continued cost savings.***

Once each of the City's devices is under a service agreement for support and management, Phase One effectively comes to an end and Phase Two begins. In Phase Two, RICOH becomes very granular in its approach to match the City's applications with the right output device, improve device to staff ratios, environmental sustainability, and information security. This combination of Technology and Green solution design also incorporates customer focused change management support to ensure a smooth transition and end-user adoption.

Technology Solution Design

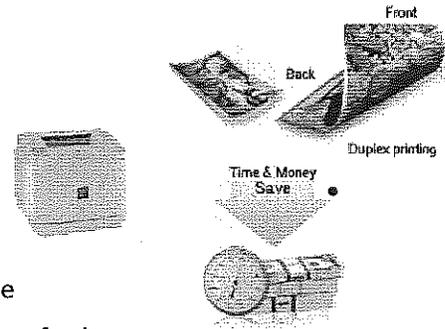
RICOH's recommendations for the City's technology include the following:

- Technology Layout- Floor mapping, zoned by department, workgroup, or physical proximity, appropriate number of output systems by zone, appropriate mix of technology in each zone, appropriate device configuration
- TCO Reduction- Placement of the most cost effective technology, device monitoring and cost accounting, standardization of technology and consumables where appropriate, elimination/reduction of waste
- Security Enhancement- Data encryption, user authentication, locked and "follow me" printing, fax routing
- Productivity and Process Improvement- Proper utilization, load balancing through rules based routing, automatic consumable replenishment and firmware downloads

Green Solution Design

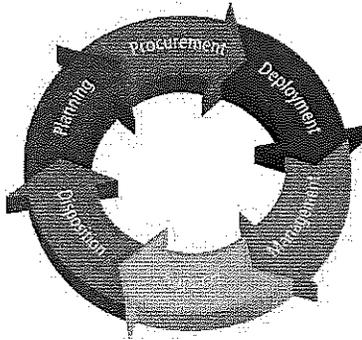
RICOH's recommendations for the City will provide positive impact in energy consumption, paper consumption, and CO2 emissions.

- Eco-Print policy development- Default duplex
- Recycling- Toner, consumables, paper, de-manufacturing



Device Lifecycle Management

As part of our response, RICOH is including lifecycle management for the devices covered the RICOH program. This includes the development of a refresh strategy to include anticipated refresh date and replacement.



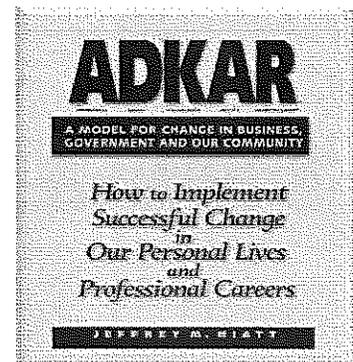
- Based on established criteria such as age of device, lifetime utilization, TCO, device performance
- The secure destruction of information from outgoing devices
 - Environmentally friendly disposal of outgoing devices

Change Management

RICOH utilizes the behavioral change management model developed by the Prosci Organization. The ADKAR model represents the five goals of change that must be achieved in order to have a successful transition. ADKAR is used by over 2/3 of the Fortune 500.

- Awareness- Developing a communication plan and deploy it
- Desire- Embed desirable outcomes into the change communicate the benefits
- Knowledge- Establish Knowledge through documented policies and procedures
- Ability- Provide effective training, coaching and "how to" materials
- Reinforcement- Inspect what you expect, utilize tools to change habits

Upon award, RICOH will work with Sacramento to create a campaign in support of the new Managed Document Services Program. Samples are included in the Appendix marked additional information.



To support the ADKAR Change Management process, RICOH is proposing ROI Print Manager. ROI Print Manager utilizes a Thin Client Agent (TCA) to monitor and report all printing activity across an enterprise. Guided by actual print activity information, RICOH and the City can develop and implement an enterprise-wide print management and cost containment strategy that will encourage — or even compel — print jobs to be sent to the most cost-effective and efficient devices, thereby changing user's habits of printing without any consideration to costs or productivity. The ROI Print Manager solution provides for print device discovery, output usage data capture, user behavior modification and advanced reporting for local and network connected print devices. A sample report is located in the RICOH response section marked Appendix A "Sample Reports".

RICOH proposes ROI Print Manager in response to the City's desire to capture data on both networked and local print devices. ROI Print Manager, from Print Control Software (PCS), enables the City of Sacramento to proactively manage print costs and eliminate waste by understanding how many printers they have and who is using them for what types of jobs. RICOH can Analyze, Design, and Implement a City of Sacramento desired request for a cost effective output strategy.

If awarded this RFP, the Ricoh consultant team will include the ROI Print Manager software, Reporting module and first year's maintenance to allow the City of Sacramento to get a true Total Cost of Ownership and one full year's printer assessment providing key output data on networked and non-networked output devices currently not available for analysis.

Product Functionality includes:

1. Enterprise Wide Management

- a. ROI Print Manager is installed on the client workstations which can easily monitor local and networked printers with no effect on the print servers or queues.
- b. Deployment of the client workstation agent is facilitated by the internal .msi packager or by using the built-in push deployment tool.

2. Intelligent Document Processing

- a. ROI Print Manager has the ability to use the Comprehensive Print Assessment report to help analyze the most cost effective printers and help the City of Sacramento make better output choices.
- b. Jobs analyzed by ROI Print Manager can be routed based on file size, page count, B&W or color pages, and finishing requirements. The City can use this function to educate the end-users as to the best method of output.
- c. If job routing is enabled by the Administrator, the City of Sacramento's concern about re-routing documents to solved due to the agents only monitor the printers available only on the user workstation with notification as to what device the job was routed.
- d. ROI Print Manager pop-ups are totally customizable which means the user can be allowed to override the rules based re-routing of print jobs if they desire.
- e. ROI Print Manager has the ability drive print volumes to the most cost effective output device.

3. Print Management Software Analytics

- a. ROI Analytics Report is 100% configurable via 158 customizable fields.

- i. Example fields such as: departments, B/W, color, size, users, average toner usage, most used.
 - b. Able to analyze “Soft costs” i.e. where users are printing (physical location information can assist with machine repositioning within a building.)
 - c. *By using the above examples ROI PM can identify total cost of printing across the City of Sacramento Enterprise. This will help the City of Sacramento make active print management decisions across the enterprise.*
 - d. ROI develops cost models from a calculation based on costing of printer, toner, consumables, and yields. ROI also gives the option of simple costing.
 - e. ROI data can be extracted in a .CSV format and input into other reporting programs.
- 4. Print Assessment**
- a. ROI Print Manager starts out with a print discovery program that is used to get a better understanding of the printer throughout the City of Sacramento Enterprise. *This will eliminate the need for an audit before the award of the RFP.* ROI is based on the amount of user workstations in the City of Sacramento Enterprise not the amount of the output devices.
- 5. User Print Prompt Capabilities**
- a. Print prompts are completely customizable with graphics and basic HTML to drive a dynamic print strategy
 - b. ROI has a customizable pop up that can be embedded with links, graphics, or wording specific to your print strategy
 - i. Ability to embed web links in user prompts (to print center, DocSend, helpdesk etc)
 - c. ROI Print Manger’s customizable screen shows all active users’ print drivers alternatives with associated percentage savings
 - d. Educates end users on proper printing strategy and Green (Environmental) initiatives.
 - e. Print redirection to multiple printers with consideration to not interrupt users workflow and to reduce costs
 - f. Customizable popup to educate the end user and limit jobs by size, B/W or Color, and promote current print initiatives.
 - g. ROI has the ability to restrict printing at the user level. Currently Application data can be reported, but not controlled. Our customizable pop up could be used to educate end users not to print from certain programs

INITIAL CITY OF SACRAMENTO PHASE TWO RECOMMENDATIONS

<p>Removal over time of the high cost Ink Jet Printers</p>	<p>These devices are low volume devices that have an extremely high per page cost with limited controls</p>
<p>Removal of older network printers that are not Energy Star compliant</p>	<p>These devices cost the City of Sacramento significantly more to operate than newer devices that utilize less power which reduces costs and help with City sustainability programs. This is addressed through our included Life-Cycle Management Program</p>
<p>Set the preferences to duplex for each device capable of producing two-sided images</p>	<p>While this may seem like a small change, duplexing even 25% of the total volume could save the City of Sacramento more than \$25,000 per year</p>
<p>Develop a strategy in which the right output goes to the right device</p>	<p>Device mapping upon award of the agreement will help determine what the most efficient fleet looks like for the City. With this blueprint, RICOH then develops a strategy and campaign to educate, train, and reinforce this new streamlined process with the two detailed above</p>

PHASE THREE BUSINESS PROCESS OPTIMIZATION

OPTIMIZED BUSINESS PROCESSES: GET SMART ABOUT HOW THE DEVICES SUPPORT THE BUSINESS

The third and final step is Optimized Business Processes. Unlike the first two steps, which are finite, this phase is an ongoing, iterative process. It is also what separates RICOH MDS from other providers' managed print services offerings.

During this phase, RICOH leverages its professional services capabilities, including a formal methodology, to transform the device fleet into a platform for business efficiency. Our consultants take a close look at current business processes, applications and workflows.

We work in conjunction with key City administrators to design, plan and implement improvements that minimizes manual tasks, unnecessary rework and operational costs, thus driving costs down on a recurring basis for the City. Our consultants can help implement a range of enhancements—from a continuous improvement strategy to enterprise content management. We strive to be a Strategic Partner and Trusted advisor driven to support the ever changing needs of your organization.

In every engagement, we work as a true partner and trusted advisor driven to support our customers' success.

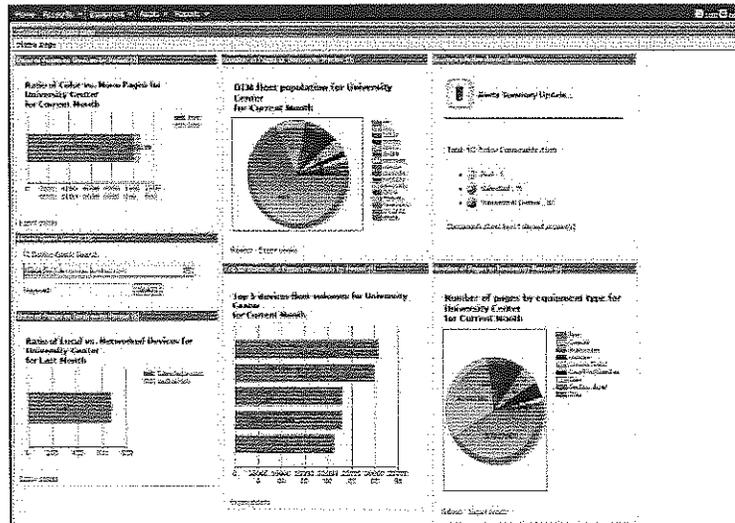
Through Optimized Business Processes, the City can improve its workforce and cycle times—seizing opportunities to enhance regulatory compliance, environmental sustainability and operational costs along the way.

Impact to the City with RICOH's Managed Document Services

Clearly, the device fleet is about much more than producing output. It is a key part of the City's organizational infrastructure. With end-to-end business process optimization and consulting capabilities—built on a strong foundation of technical experience and business expertise—RICOH MDS can help drive the following measurable, meaningful improvements:

- **Optimized Savings**

A strategic outsourced approach can save money on equipment costs—not only reducing expenses, but also making them more predictable. That is true of the actual equipment and the required paper, inks and other supplies—"hidden" costs that can add up to significant dollars. RICOH Managed Document Services also delivers other, less tangible results, such as time savings, enhanced productivity and help with optimizing labor and maintenance costs.

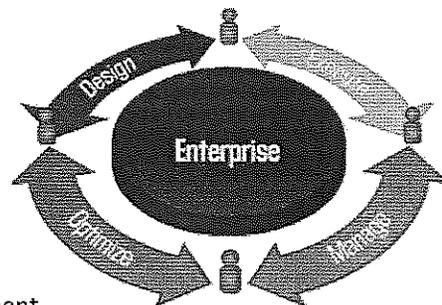


- **Optimized Efficiency**
The fleet may not seem “core” to the City’s operations, but it can have a significant impact on how well work is conducted day-to-day. By centralizing, standardizing and optimizing the fleet and the business processes it supports, RICOH Managed Document Services empowers the City to act more quickly, more flexibly and more decisively. When cycle times decrease, the City can accelerate its ability to serve constituents.
- **Optimized Sustainability**
With RICOH, achieving the City’s “green” goals is easier than ever. Getting smarter about the fleet helps reduce power and heating, ventilating and air-condition (HVAC) requirements, physical footprints, and consumption of paper and supplies.
- **Optimized Results**
With the right devices used in the right places at the right time and in the right way, the City can drive down the costs of document management, improve utilization and optimize allocation of human and technology resources.

The Key deliverable to the City for Phase Three is a detailed project plan that outlines each element of RICOH’s Document Process Optimization recommendations.

As part of our current partnership with the City, we have identified opportunities in which Document Process Optimization would deliver significant value to the City as well as reduce overall operating costs. These opportunities fall into three primary areas;

- Embedded MFP applications- Leveraging the investment
- Workflow Enhancements- Document Lifecycle Services
- Document Processing- Production Printing, Mail and On-Site/Off-Site Imaging Services



Embedded MFP Applications and Workflow Enhancements

To assist the City in its efforts to leverage their technology investment RICOH is providing advanced scan solution options such as RICOH DocSend and Ricoh Global Scan NX which provides advanced scanning applications embedded in the control panel of the MFD, and Ricoh’s Personal Paperless Document Manager (PPDM) which provides customized document conversion.

Ricoh GlobalScan NX helps organizations manage document workflows and business processes by scanning documents on Ricoh MFPs. Selecting one button and pressing start will convert paper documents into electronic files and route them to network folders, email addresses, fax servers and other destinations.

Ricoh Global Scan NX will give the City of Sacramento the ability to make customized 1-step scanning workflows that can be controlled easily by IT from the Global Scan server interface. Global Scan NX has ability to scan to network folders, email, fax, archives and EDM systems such as the Laserfiche system or one of the many unique software platforms being used throughout the City.

Global Scan NX will give the City the ability to create one-touch button workflows such as Scan to Laserfiche, Scan to end-user, even scan to a City Administrator. Please see attached Customized Scanning Solution slide.

Examples of customized scan options are on the attached "Customized Scanning Solution" document.

1. The City of Sacramento's request to scan a document and convert to a format that can be uploaded to the internet in a routable format can be accomplished using Global Scan NX.
2. OCR the scanned document into a text searchable PDF format in one step. OCR includes:
 - a. Rich Text Format (RTF) delivers scanned documents in a Microsoft Word format or Word Perfect compatible format
 - b. PDF Image + Text for editable PDF documents
 - c. Automatic page orientation for correct page viewing
3. The City of Sacramento can customize scanning panel for specific user or department needs and workflows.

THE RICOH SERVICE EXCELLENCE METHODOLOGY RICOH SERVICE EXCELLENCESM

RICOH SERVICE EXCELLENCESM



RICOH has worked with thousands of organizations to build document strategies that address their company's corporate objectives, departmental needs and provider expertise, to ensure maximum efficiency with minimum organizational disruption. A comprehensive document management solution can then be built, that not only applies innovative technology, but also leverages world-class service, including provider expertise and proven best practices. RICOH has trademarked this process, called RICOH Service ExcellenceSM, to ensure consistent delivery.

RICOH Service Excellence is the award-winning methodology behind all of our on-site managed services engagements. This proprietary methodology focuses on five fundamental areas: Customer Analysis and Solutions, Implementation Process, Operations and Best Practices, All-Star Employee Systems, and Customer Strategy and Communication. The composition of each area is illustrated in the following diagram.



RICOH Service Excellence is unique in how we:

- Translate customer needs into cost-justified solutions using innovative technology and measurable service levels
- Design and manage the implementation process
- Build on nationally validated standards and best practices
- Consistently develop and motivate employees to deliver world-class service
- Consult to ensure alignment with evolving customer business strategies

The City of Sacramento Local Account Team

The local RICOH management and support team is key to the success of each customer's managed services solution. Their cumulative experience expresses the depth of experience that exists within RICOH as a whole. This team has final decision-making responsibility for all issues that affect customer operations. The following individuals will comprise RICOH's City of Sacramento account team:

Equipment Fleet Manager—TBD

The site manager is responsible for day-to-day operations. This individual is our customer's primary point of contact. He or she provides training and assistance to end-users and manages RICOH's customized solution.

RICOH Solution Consultant—Paul Taniguchi

The strategic account sales analyst (SASA) is available for financial and operational analysis throughout the sales and implementation processes. The SASA also addresses questions regarding technology and best-practices procedures throughout the contract term.

Systems Analyst—Leheng Xue The systems analyst is available to the site team to provide technical analysis and advice regarding current and potential site automation and applications (e.g., customization of tracking systems).

Strategic Account Executive—Daniel Snyder The strategic account executive (SAE) supports the on-site team by coordinating resources, identifying solutions and participating in customer communication processes. The SAE serves as the initial project leader during the analysis and implementation phases of a managed services solution.

Major Account Executive—Vince Mungia The major account Executive (MAE) is responsible for the overall relationship with the customer and provides direction to members of the team to support the goals and strategies of the customer.

Sales Manager—Steve Bottini

The human resources manager supports the site team through recruiting, training and career counseling. This individual ensures compliance with all applicable personnel and employment laws and administers RICOH's benefit programs.

Service Manager—Bryan Jones

The strategic account sales manager (SASM) is responsible for the management of RICOH sales and marketing programs. The SASM also provides support and direction to the strategic account team and ensures that the full range of RICOH solutions are available for customer implementation.

Ongoing Customer Strategy Review Process

RICOH Service ExcellenceSM—our powerful, world-class service methodology—is built with the City of Sacramento as a client in mind. It starts with the dedication of each individual employee and is enhanced by regular evaluations to ensure that the City's expectations are met and customer satisfaction continues to grow.

RICOH recognizes that the City's perception of return on investment is determined by ongoing proactive innovation, the ability to exceed defined performance metrics, maintaining high levels of end-user satisfaction and effective ongoing communication with key customer contacts. To help ensure

Customer Benefits

- Improved document lifecycle efficiency
- Greater alignment between organizations
- Continued proactive innovation
- Solutions for planned

success, we continually evaluate and strive to improve our operations and to keep our document strategy current.

From the signing of the contract, our Customer Strategy & Communication process insists that we maintain frequent and ongoing communication with the City to review both performance and strategy and together create action plans to remain innovative. This enables us to fulfill our promise—to add value today and for years to come.

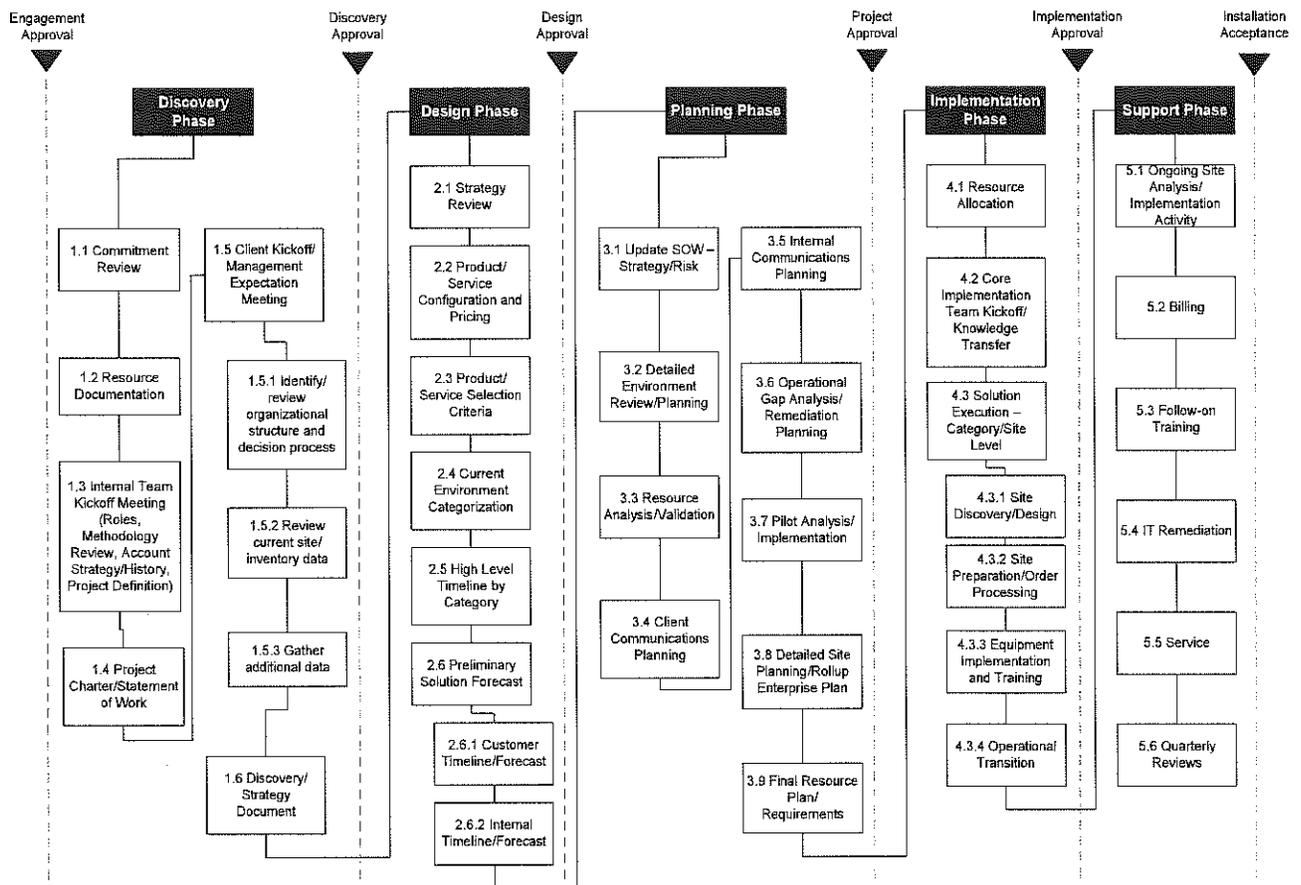
The City's customer strategy review process will include the following communication phases:

- **Phase 1—Executive Review**
We sit down “executive to executive” each year and revisit the City’s strategic priorities for the upcoming fiscal year. RICOH senior area management and key City executives review organizational priorities.
- **Phase 2—Customer Satisfaction Survey**
After the executive-level meeting, we conduct a customer satisfaction survey and reanalyze the operation to see if new processes or technologies could generate an increased return on investment. After we have this data, we conduct an internal meeting (an Integrated Account Review) to discuss potential solutions and prepare a proposal for an improved and updated document strategy.
- **Phase 3—Document Strategy Review**
We then form a document strategy review team, consisting of City management personnel and local RICOH management. This team reviews the customer satisfaction survey, RICOH analysis/study findings and the proposed document strategy. After it is approved, the revised document strategy includes a draft implementation plan for consideration.
- **Phase 4—Quarterly Strategy Update Meetings**
Together, we schedule Quarterly Strategy Update Meetings. During these meetings key City management and local RICOH management teams review progress, remove obstacles and address trends. We also use these meetings to share any relevant news or information that will help make the document strategy a reality.
- **Phase 5—Monthly Review**
On a monthly basis, our local account and operations management teams meet to review our Monthly Management Report and Commitment Action Document, which include actions to support quantitative goals and objectives.

RICOH PROJECT METHODOLOGY FRAMEWORK

The RICOH Fleet Deployment Methodology (FDM) is a structured yet flexible process and toolset that provides a scalable model for copier and multifunction fleet deployments of varying implementation goals and strategies. The methodology is founded on a small core set of processes and tools that are required for fleet deployments of any size, and supplemented by a wide variety of processes and tools that may be used where appropriate and necessary.

The FDM is based on identified, tested, and proven best practices, and is intended to be maintained as a living toolset, continually updated to incorporate process improvements and lessons learned. The RICOH Fleet Deployment Methodology has been developed in alignment with the standards of the Project Management Institute (PMI) and the RICOH Methodology Framework, incorporating generally accepted processes, tools and techniques to ensure successful implementation.



4. SCOPE OF SERVICES

Overview

The City could realize an immediate cost savings of approximately \$4500 per month by awarding Buckmaster this agreement. While Buckmaster is evaluating the City's existing fleet of equipment and developing a transition plan, the currently placed products with time left on their rental agreements would be adjusted to the new proposed rates of \$.004 for monochrome and \$.04 for full color pages. Buckmaster would then work with the City, installing the new devices and removing the existing devices on a mutually convenient schedule so as to provide minimal disruption to City operations.

Should the City choose the phase- in plan the finance source would be Buckmaster or US Bank Equipment Finance.

With an immediate citywide change out of the entire fleet, the finance source would be:

US Bank Equipment Finance
1310 Madrid Street #101
Marshall, MN 56258

Equipment

Buckmaster, as a Lanier brand authorized dealer, will provide the City of Sacramento with new Lanier multifunctional devices and technology solutions in accordance with section 1.5 of this RFP over a three year rental period. Lanier is a brand name within the Ricoh family group and the products are identical to those offered under the Ricoh brand name. All devices will include a hard disk drive and overwrite system to ensure the security of City data on an ongoing basis.

Useful Life

In simplest terms, the expected useful life of the equipment offered is five years. Useful life could also be calculated as 60 months times the Ricoh suggested maximum volume rating for each device. Based on the City's historical monthly volumes, under no circumstances would the resulting amount be less than five years.

Electrical Requirements

Through the assessment process, Buckmaster will identify and inform the City of the suitable electrical requirements for each device and provide electrical surge protectors at no additional cost for all devices placed within the City.

Below are our responses to each of the questions in section 1.5. The power requirements for each device are included in the spreadsheet that follows.

(1) All systems are able to receive and process print jobs while faxing or scanning are taking place. When a print job is received by the device while a copy job is processing, it will wait until the copy job is finalized, or the interrupt button is pressed, to print the incoming job. All systems are able to receive and process copy jobs while printing or faxing is taking place. By default, the devices will interrupt a

currently running print job to process a copy job from someone at the device. All systems are able to receive and process fax jobs while copying, printing, or scanning is taking place. All systems are also able to receive and process scan jobs while copying, printing, or faxing is taking place.

(2) See the following spreadsheet, column F, for complete Scan Speed specifications. Most devices' scan speed is higher than the copy speed.

(3) All systems have user adjustable paper trays. The adjustment process involves a simple tray locking toggle and then moving a paper guide to the appropriate size. The device will automatically recognize the new paper setting.

(4) See the following spreadsheet, column G, for maximum print resolution.

(5) All devices will interrupt a print job by default for a walk-up copy job process. To interrupt a copy job, press the interrupt button which will allow full functionality of the machine to occur and will automatically reset when the adjustable system auto-reset timer is reached.

(6) Embedded scanning with Ricoh multi-function devices utilizes push technology with no software required. Push technology uses multiple protocols to send files to an email address or network location. SMB, FTP and NCP protocols can be configured. Scan to email address can be done with standard and secure protocols. To scan a file simply select the scanner button located on the operation panel, select the scan location desired, and press the start button.

(7) Remote access to the devices can be accomplished securely with a standard web browser connection to the MFD. This is known as Web Image Monitor. Device operational status, counter, toner level and configuration can be monitored and performed remotely through the network. There is no cost to the City for this service. Advanced monitoring capabilities can be accomplished with the use of Ricoh @Remote Enterprise Pro. See the Reports/Records section below for more details regarding @Remote.

(8) See the following spreadsheet, columns H through O, for machine copy speed ratings.

(9) The devices have been tested to function well with post-consumer recycled paper.

(10) Although there are many Web based technologies available, Buckmaster suggests the following which may provide a direct benefit to the City. They are offered at an additional cost as outlined at the end of the solution.

Hotspot Mobile Printing

Lanier HotSpot Multifunction Printers (MFPs) make it easy for anyone to print on the go from a laptop, handheld device or Web-enabled cell phone—including BlackBerry smartphone and iPhone products—quickly, conveniently and securely.

The new Lanier HotSpot multifunction products provide a hard-copy output solution for Internet-enabled device users. HotSpot MFPs enable mobile users to print documents securely across the Internet, without the need for a device-specific driver or special software.

Ultimate Convenience

2. Offer trouble-free printing to mobile workers in corporations, visiting attorneys in law firms, on-site contractors or other guests.
3. Get more for your investment. HotSpot MFPs can support everyday network printing requirements in addition to mobile printing needs.



Maximum Security

- Give access to network printers without giving access to your corporate network.
- Maintain document confidentiality and security. Only the person who submits the files has access to the prints. All files are encrypted with 128-bit Secure Socket Layer technology during transmission.
- All records are automatically deleted from the printer hard disk once files are printed.
- If not released within 72 hours, documents will be automatically deleted.

Easy to Install and Maintain

The HotSpot MFP is self-configuring and ready to print in minutes.

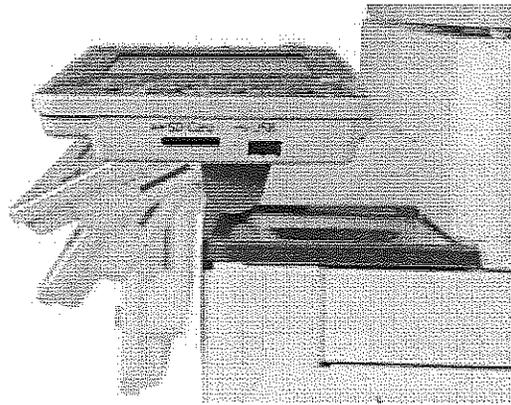
HotSpot pricing is offered at \$40 per month per device.

Equipment	Product Line	Input Voltage	Output Voltage	Input Current	Output Current	Efficiency	Power Factor	THD	Temperature	Weight	Dimensions
Microtransformers											
D115		Input voltage level: 110 - 120 V, 60Hz, 1A	The required wall outlet is a NEMA 5-15R (receptacle)	20	1200VA	7.5 seconds	0.9	20	20	14.5	12.5
D120		Input voltage level: 110 - 120 V, 60Hz, more than 12A	The required wall outlet is a NEMA 5-15R (receptacle)	21	1200VA	7.5 seconds	0.9	21.52	14.5	12.5	
D121		Input voltage level: 110 - 120 V, 60Hz, more than 12A	The required wall outlet is a NEMA 5-15R (receptacle)	23	1200VA	7.5 seconds	0.9	23	14.5	12.5	
D122		Input voltage level: 110 - 120 V, 60Hz, more than 12A	The required wall outlet is a NEMA 5-15R (receptacle)	23	1200VA	7.5 seconds	0.9	23	14.5	12.5	
D111		Input voltage level: 110 - 120 V, 60Hz, 0.5A	The required wall outlet is a NEMA 5-15R (receptacle)	40	600x600VA	4.1 seconds	0.9	39.3	23.5	17.5	
SF520G5		Input voltage level: 110 - 120 V, 60Hz, 12A	The required wall outlet is a NEMA 5-15R (receptacle)	47	600x600VA	7.5 seconds	0.9	46	46	46	
D130		Input voltage level: 110 - 120 V, 60Hz, 12A	The required wall outlet is a NEMA 5-15R (receptacle)	50	600x600VA	3.5 seconds	0.9	47	37	na	
SF5210SF		Input voltage level: 110 - 120 V, 60Hz, 12A	The required wall outlet is a NEMA 5-15R (receptacle)	52	600x600VA	7.5 seconds	0.9	50	32	29	
M654		Input voltage level: 110 - 120 V, 60Hz, 12A	The required wall outlet is a NEMA 5-15R (receptacle)	52	600x600VA	7.5 seconds	0.9	52	40	na	
LD506P		Input voltage level: 110 - 120 V, 60Hz, 20A	The required wall outlet is a NEMA 5-20R (receptacle)	60	1200VA	4.3 seconds	0.9	60	42	33	
D063		Input voltage level: 110 - 120 V, 60Hz, 20A	The required wall outlet is a NEMA 5-20R (receptacle)	60	1200VA	3.5 seconds	0.9	60	40	44	
D064		Input voltage level: 110 - 120 V, 60Hz, 20A	The required wall outlet is a NEMA 5-20R (receptacle)	60	1200VA	3.5 seconds	0.9	60	40	44	
D065		Input voltage level: 208 - 240 V, 60Hz, 12A	The required wall outlet is a NEMA 6-20R (receptacle)	90	1200VA	3.3 seconds	0.9	90	50	53	
Production Monochromes											
D059		Input voltage level: 208 - 240, 60Hz	The required wall outlet is a NEMA 6-20	90	1200VA	3.5 seconds	0.9	90	60	63	50
D060		Input voltage level: 208 - 240, 60Hz	The required wall outlet is a NEMA 6-20	110	1200VA	3.2 seconds	0.9	110	77	62	62
D061		Input voltage level: 208 - 240, 60Hz	The required wall outlet is a NEMA 6-20	135	1200VA	3.0 seconds	0.9	135	95	75	75
Color											
LD520C		Input voltage level: 110 - 120 V, 60Hz, 12A	The required wall outlet is a NEMA 5-15R (receptacle)	20	1200VA	6.4 seconds	0.9	25	15	13	13
D104		Input voltage level: 110 - 120 V, 60Hz, 12A	The required wall outlet is a NEMA 5-15R (receptacle)	25	1200VA	9.2 seconds	0.9	25	15	13	13
D105		Input voltage level: 110 - 120 V, 60Hz, 12A	The required wall outlet is a NEMA 5-15R (receptacle)	25	1200VA	9.2 seconds	0.9	25	15	13	13
D106		Input voltage level: 110 - 120 V, 60Hz, 12A	The required wall outlet is a NEMA 5-15R (receptacle)	35	1200VA	7.4 seconds	0.9	35.23	20.71	18	18
D142		Input voltage level: 110 - 120 V, 60Hz, 12A	The required wall outlet is a NEMA 5-15R (receptacle)	45	1200VA	4.9 seconds	0.9	45	26.58	35.1	35.1
D143		Input voltage level: 110 - 120 V, 60Hz, 12A	The required wall outlet is a NEMA 5-15R (receptacle)	45	1200VA	3.7 seconds	0.9	45	26.58	35.1	35.1
D144		Input voltage level: 110 - 120 V, 60Hz, 12A	The required wall outlet is a NEMA 5-15R (receptacle)	55	1200VA	3.1 seconds	0.9	55	45	45	45
D061		Input voltage level: 110 - 120 V, 60Hz, 12A	The required wall outlet is a NEMA 5-15R (receptacle)	55	1200VA	3.1 seconds	0.9	55	45	45	45
D062		Input voltage level: 208 to 240V 50-60 Hz, 20A	The required wall outlet is a NEMA 6-20R (receptacle)	75	1200VA	5.0 seconds	0.9	75.5	44	35	35
D074		208 to 240V 50-60 Hz, 20A	The required wall outlet is a NEMA 6-20R (receptacle)	75	1200VA	4.2 seconds	0.9	75.5	42.5	38	38
Production Color											
D074		208, 50/60 Hz, More than 20A, Single Phase,	The required wall outlet is a NEMA 6-30 (receptacle)	65	1200x4800VA	3.5 seconds	0.9	65	45	37	65
D075		208, 50/60 Hz, More than 20A, Single Phase,	The required wall outlet is a NEMA 6-30 (receptacle)	75	1200x4800VA	3.5 seconds	0.9	75	52	42	75
D077		208 to 240V, 50/60 Hz, More than 20A, Single Phase,	The required wall outlet is a NEMA 6-30R (receptacle)	90	1200VA	5 seconds	0.9	90	75	60	90
D085		208 to 240V, 50/60 Hz, More than 20A, Single Phase,	The required wall outlet is a NEMA 6-30R (receptacle)	90	1200VA	Case then 13.5 seconds	0.9	90	75	60	90

For additional details regarding Lanier products, please see the Lanier Full Line Guide, which is attached hereto as Attachment 8, or go to www.lanier.com

Equipment Accessibility

Lanier systems provide reasonable accommodations for users with disabilities, such as an adjustable control panel (see below). Also available is a document feeder handle that provides extended reach to the document feeder allowing users unable to reach the device to operate the system. While not standard equipment, this handle can be rented for \$3.00 per month.



Sustainability

Ricoh's entire line of multifunction products (MFPs) qualifies to meet the latest Energy Star guidelines. In addition to color and black & white MFPs, Ricoh's entire line of digital duplicators and wide format products also meet the new Energy Star guidelines. Energy efficiency compliance has been integrated in nearly all of Ricoh's printers, production printers and facsimile products. Sponsored by the U.S. Environmental Protection Agency (EPA), Energy Star promotes energy efficiency in office equipment. Ricoh systems are engineered to conserve electric power, paper and other consumable supplies. Energy Star Products prevent greenhouse emissions by meeting strict energy efficiency guidelines set by the U.S. EPA and the U.S. Department of Energy.

Ricoh's Energy Star high-speed MFDs feature duplexing units that automatically make double-sided copies, which reduce paper costs by about \$60 a month on average. Using less paper also saves energy because it takes 10 times more energy to manufacture a piece of paper than it does to copy an image onto it. Spending a large portion of time in low-power mode not only saves energy, but helps copy equipment run cooler and last longer.

Office equipment is generally turned on 24 hours a day, so power management features are important for saving energy and are an easy way to reduce air pollution. Energy Star has prevented more than 150 million metric tons of pollution and has helped businesses and consumers save an estimated \$50 billion in energy costs.

Ricoh's Environmental Portal:
<http://www.ricoh.com/environment/>

Lanier/Ricoh devices typically exceed the Energy Star guidelines as evidenced in the matrix below:

Data Prepared by: Kouzuke Ito
 Sr. Manager
 Env. Sustainability & Product Health/Safety/Accessibility
 Ricoh Americas Corporation
 Date: 5/15/2012
 Request Date: 5/14/2012
 Requestor: Barry Ikemoto
 RFP for: City of Sacramento, CA
 Deadline: ASAP

Date Prepared by: Kouzuke Ito
 Sr. Manager
 Env. Sustainability & Product Health/Safety/Accessibility
 Ricoh Americas Corporation
 Date: 5/15/2012



Product Name	Product Type	Speed (ipm)		Power Consumption (W)								ENERGY STAR TEC Value Ceiling (kWh) 2	How well Ricoh products do against ES Qualification (Ver. 1.2) (=N column/O column) 3	ENERGY STAR Qualified Version 4	
				Operating	Standby/ Ready	Power Save 1				Standby/ Off					
						ENERGY SAVER		AUTO-OFF							
						W	Timer/Recovery Time	W	Timer/Recovery Time						
		BW	Color												
Mono MFP	Aficio MP 2015SP	MFP	21	N/A	400.8	82.8	N/A	N/A	5.1	1 min / 10 sec	0.04	1.667	2.5	64.1%	ES 1.2
	Aficio MP 2352	MFP	23	N/A	539.3	144.0	N/A	N/A	3.8	1 min / 10 sec	0.02	1.773	2.8	63.3%	ES 1.2
	Aficio MP 2852	UDC	28	N/A	629.3	155.0	N/A	N/A	0.9	1 min / 11.3 sec	0.02	2.1	2.3	91.3%	ES 1.2
	Aficio MP 3352SP	MFP	33	N/A	666.7	155.0	N/A	N/A	3.3	1 min / 9.9 sec	0.02	2.511	5.6	45.2%	ES 1.2
	Aficio MP 4007SP	MFP	40	N/A	736.0	160.0	100.0	1 min / 1 sec	2.7	1 min / 11 sec	0	2.866	8.0	35.8%	ES 1.2
	Aficio SP 5200S	MFP	47	N/A	863.0	194.0	N/A	N/A	4.0	1 min / 19 sec	0.04	3.664	10.5	35.1%	ES 1.2
	Aficio SP 5210SF	MFP	52	N/A	892.0	197.0	N/A	N/A	5.4	1 min / 19 sec	0.04	4.072	12.2	33.4%	ES 1.2
	Aficio SP 5210SR	MFP	52	N/A	858.0	159.0	N/A	N/A	4.0	1 min / 18 sec	0.04	3.777	12.2	31.0%	ES 1.2
	Aficio MP 5002SP	MFP	50	N/A	828.0	167.0	111.0	1 min / 1 sec	2.7	1 min / 15 sec	0	3.492	11.5	30.4%	ES 1.2
	Aficio MP 6001	MFP	60	N/A	1,212.0	318.0	186.0	1 min / 10 sec	4.5	1 min / 29 sec	0.35	6.739	15.0	44.9%	ES 1.2
Aficio MP 7001SP	MFP	70	N/A	1,281.0	327.0	186.0	1 min / 10 sec	5.6	1 min / 29 sec	0.35	6.739	19.0	35.5%	ES 1.2	
Aficio MP 8001SP	MFP	80	N/A	1,335.0	318.0	188.0	1 min / 10 sec	4.4	1 min / 49 sec	0.33	8.106	26.0	31.2%	ES 1.2	
Aficio MP 9001SP	MFP	90	N/A	1,472.0	275.0	218.0	1 min / 22 sec	7.4	15 min / 267 sec	0.15	14.747	33.0	44.7%	ES 1.2	
Color MFP	Aficio MP C2051	MFP	20	20	501.2	130.0	N/A	N/A	1.0	1 min / 10 sec	0.04	1	5.5	18.2%	ES 1.2
	Aficio MP C2551	MFP	25	25	540.1	118.0	N/A	N/A	1.0	1 min / 10 sec	0.04	1.274	6.0	21.2%	ES 1.2
	Aficio MP C3002	MFP	30	30	567.0	92.0	79.0	1 min / 4.5 sec	1.0	1 min / 7.8 sec	0.02	1.435	7.5	19.1%	ES 1.2
	Aficio MP C3502	MFP	35	35	588.5	92.0	79.0	1 min / 4.5 sec	1.0	1 min / 7.8 sec	0.02	1.631	9.3	17.6%	ES 1.2
	Aficio MP C4502	MFP	45	45	690.9	101.0	86.0	1 min / 9.7 sec	1.0	1 min / 15 sec	0.02	2.151	12.8	16.9%	ES 1.2
	Aficio MP C5502	MFP	55	55	781.4	101.0	86.0	1 min / 9.7 sec	1.0	1 min / 18 sec	0.02	2.719	16.3	16.7%	ES 1.2
	Aficio MP C6501	MFP	65	60	1,480.0	375.0	197.0	15 min / 24 sec	1.7	30 min / 68 sec	0.04	7.787	20.5	38.0%	ES 1.2
	Aficio MP C7501	MFP	75	70	1,620.0	357.0	207.0	15 min / 17 sec	2.0	30 min / 38 sec	0.14	9.39	27.5	34.3%	ES 1.2
Mono Production	Ricoh Pre 907EX	UDC	90	N/A	1,698.0	309.0	104.0	15 min / 33 sec	3.8	90 min / 148 sec	0.39	19.342	24.0	80.6%	ES 1.2
	Ricoh Pre 1107EX	UDC	110	N/A	1,931.0	343.0	104.0	15 min / 33 sec	3.8	120 min / 159 sec	0.39	25.16	38.0	66.2%	ES 1.2
	Ricoh Pre 1357EX	UDC	135	N/A	2,244.0	336.0	96.2	15 min / 58 sec	3.9	120 min / 233 sec	0.4	28.083	55.5	50.6%	ES 1.2
Color Production	Ricoh Pre C651EX	MFP	65	65	1,470.0	299.0	269.0	15 min / 33 sec	16.4	60 min / 299 sec	0.7	11.488	20.5	56.0%	ES 1.2
	Ricoh Pre C731EX	MFP	75	75	1,580.0	327.0	282.0	15 min / 33 sec	16.5	60 min / 293 sec	0.73	12.456	27.5	45.3%	ES 1.2
	Ricoh Pre C901S	MFP	90	90	2,648.0	598.0	406.0	15 min / 108 sec	22.9	240 min / 386 sec	NA	26.359	38.0	69.4%	ES 1.2
Ricoh Pro C901	LP	90	90	2,502.0	563.0	N/A	N/A	21.7	240 min / 385 sec	0.65	26.063	37.0	70.4%	ES 1.2	

1. Power Save Modes

There are 2 power save modes in many of Ricoh products (ENERGY SAVER/Low Power Mode and AUTO-OFF/Sleep Mode). Those modes switch off certain internal components to reduce power consumption to reduce electricity consumption. After certain period of inactivity (specified in "Timer" line above), machine goes to these modes to save energy. In order for the machine to come back to "standby/ready" condition, it takes some time (called Recovery Time). AUTO-OFF Mode consumes less energy than that of ENERGY SAVER Mode, however it usually takes more time to come back to Standby/Ready condition. Combination of Power Save modes & Recover Times is a critical key for real-life energy conservation (if customer doesn't want to wait for longer recovery time, they will end up disabling modes, resulting in much higher energy consumption). Ricoh has been working on achieving these 2 factors, and this is one of our strong technological advantages.

2. TEC (Typical Electricity Consumption) Data

Typical Electricity Consumption (TEC) Approach - A method of testing and comparing the energy performance of imaging equipment products, which focuses on the typical electricity consumed by a product while in normal operation during a representative period of time. The key criteria of the TEC approach for imaging equipment is a value for typical weekly electricity consumption, measured in kilowatt-hours (kWh). Detailed information can be found in the "ENERGY STAR Qualified Imaging Equipment Typical Electricity Consumption Test Procedure" available at www.energystar.gov/products (statement from ENERGY STAR Program Requirements for Imaging Equipment (Version 1.2))

3. How well Ricoh products do against ES Qualification (Version 1.2)

Meeting the ENERGY STAR spec with higher level: In order to be qualified for ENERGY STAR, product's TEC value needs to be below the maximum value set by EPA. With the introduction of ENERGY STAR Imaging equipment specification Ver. 1.1 (July 2009), EPA publishes qualified models' TEC values, allowing customer to evaluate products' energy performances (lower TEC value = more energy efficient). Some models meet ENERGY STAR spec with a wide margin while others just below the max level. Not all ENERGY STAR qualified products offer same level of energy efficiency/performance. Some perform better than others, and TEC value is a tool to evaluate. This % data represents how well RICOH devices meet the current ENERGY STAR specification by comparing model's actual TEC data vs maximum TEC ceiling value. TEC values for all the ENERGY STAR qualified products are available at ENERGY STAR website. Please visit the following URL for more information: http://www.energystar.gov/index.cfm?i=useaction=find_a_product.showProductGroup&pgw_code=IEQ

4. ENERGY STAR Qualified Version

ES Version 1.1 was introduced on July 1, 2009, and EPA revised non-technical aspects to make it Version 1.2 in October 2010. Any products manufactured after July 1, 2009 must meet the current (Ver. 1.2) specification to be considered as ENERGY STAR qualified.

Supplies

Each device will be labeled with a Buckmaster ID number. Customers needing supplies need only call the main Buckmaster phone number, refer to the ID number and advise what product they need (i.e. toner, staples, etc.) and Buckmaster employees will ensure that the correct item for that specific machine will be delivered. Alternatively, the use of @Remote Enterprise Pro will alert Buckmaster staff of a low or out-of-toner condition which could then be remedied proactively.

Genuine parts and supplies are stocked locally, facilitating delivery within 24 hours and if possible during the same business day.

Support/Maintenance

All equipment placed under this agreement will be under full parts and labor warranty throughout the term of the agreement. Technical support will also be provided to answer questions regarding the equipment throughout the term of the agreement.

We utilize a “single call” dispatch system, which allows our Service Manager to decide the priority of all service calls. The City of Sacramento is a Tier 1 customer, which provides them the fastest response time, receiving priority over other customers.

Buckmaster will have a service technician on-site within two (2) hours of receiving a call for service (i.e. a City of Sacramento employee placing a call for service). Our service technicians utilize an automation tool that immediately remotely provides access to resources such as repair manuals, technical information, and parts/supply inventories. This tool accelerates repair time as well as parts/supply ordering and ultimately raises the level of customer service.

If a piece of equipment is out of service for more than 24 hours, and the customer requests a loaner, Buckmaster will provide loaner equipment with comparable (or better) features and capabilities within 48 hours.

Buckmaster acknowledges that not all products are perfect. We do believe in “lemons”. Our guarantee applies whether a machine is brand new or in the 32nd month of a 36-month rental. Situations have occurred within the City with machine malfunctions that could not be repaired and machines were replaced quickly and to the satisfaction of the end user.

Reports/ Records

At the City’s option, a locally installed server based software solution “@Remote Enterprise Pro” is being offered as part of our proposal to the City to monitor and provide automated reporting for each MFD at no additional cost. This solution will provide the City with the outlined reporting requirements and provide the following additional time saving benefits:

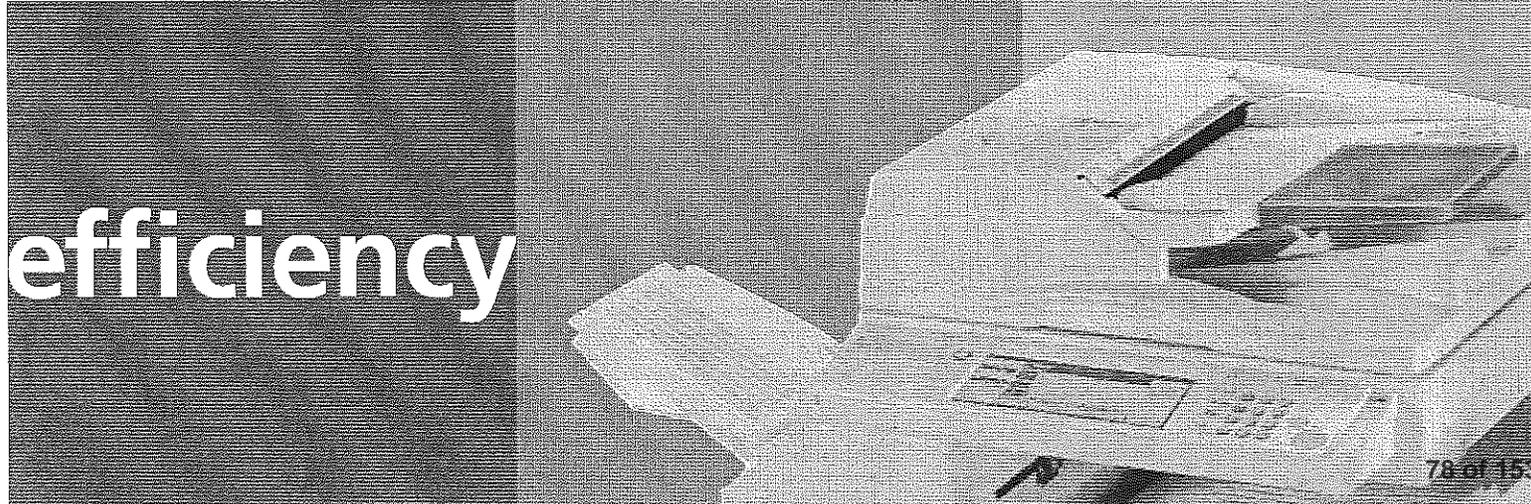
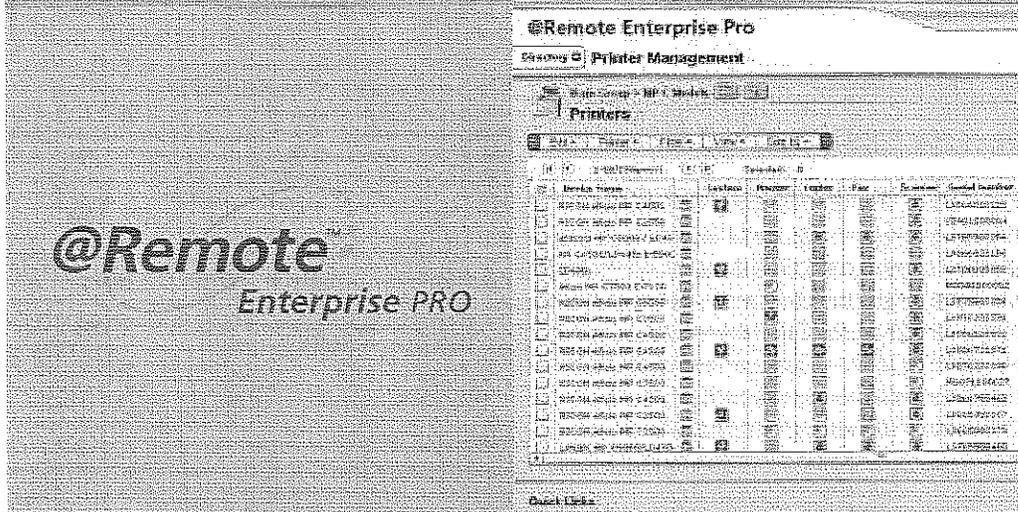
- **Real time device status** – Configure and monitor MFD’s from a simple to use interface
- **Automated meter reporting** – Eliminates the need for City staff to collect and report counts
- **Device Mapping** – Provides a graphical display of devices by physical location/ floor plan
- **Service Alerts** – The MFD will proactively notify Buckmaster of a service event
- **End user alerts** – The MFD will notify a designated user of low toner or of a low paper supply
- **Green reporting** – view power use/ energy consumption reports

- **Paper savings, consumption reports** – View details of simplex vs. duplex print jobs, monochrome vs. color printing and CO2 reduction metrics

A brochure for Ricoh @Remote Enterprise Pro is included below outlining the full benefits of this automation solution, which will be provided at no additional cost to the City.

Ricoh @Remote™ Enterprise Pro
Device Management Solution
Comprehensive Enterprise
Fleet Management

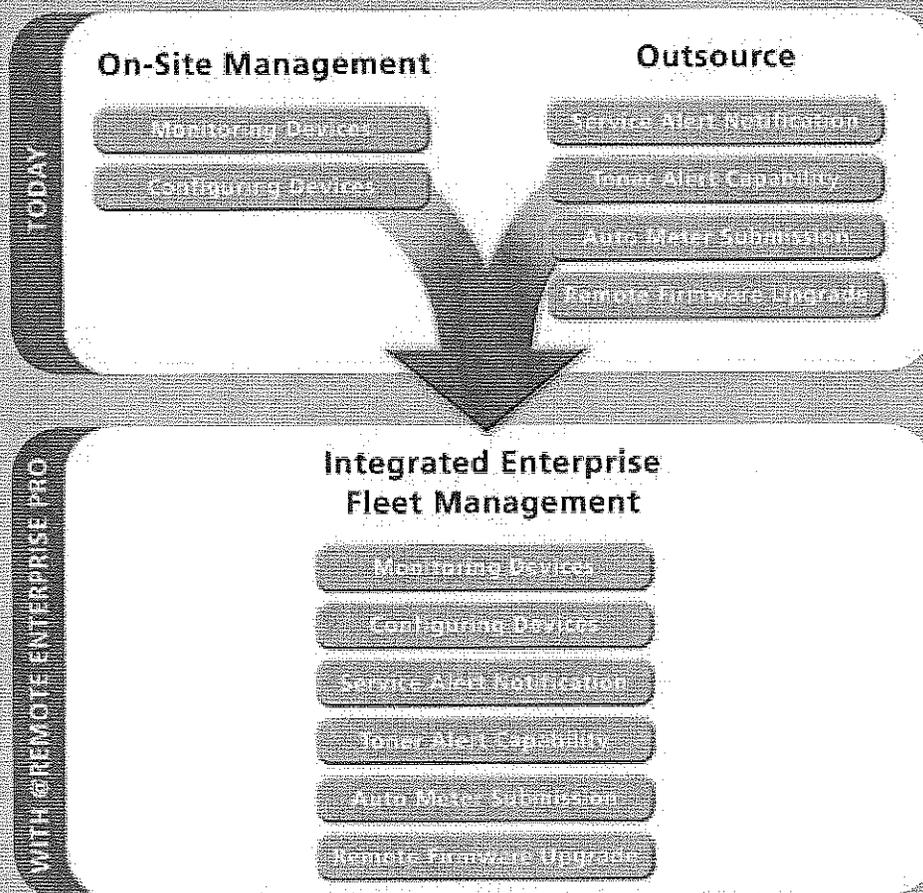
RICOH



Ricoh @Remote Enterprise Pro

Improve Efficiency and Automate Service

Designed for organizations with hundreds or even thousands of output devices on the network, RICOH® @Remote™ Enterprise Pro sets a new standard for centralized fleet management. This powerful software makes it easy to manage a large fleet of devices from a single console. IT administrators can map, monitor and configure devices using the on-site component, as well as automate service alerts, toner alerts and meter submission with the optional @Remote Connector. This option also provides secure, Web-based access to fleet reports. Together, these remarkable capabilities help reduce total cost of ownership and simplify enterprise support.



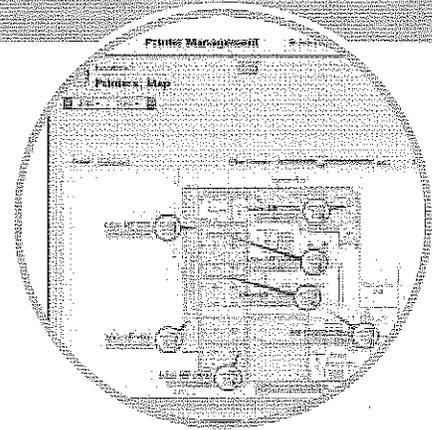
Server-based @Remote Enterprise Pro and the optional @Remote Connector software allow organizations to find the ideal blend of on-site management and outsourced support.

Manage Report Control Optimize

Extensive On-Site Management

Deploy Ricoh @Remote Enterprise Pro to scale up fleet management across the enterprise, maximizing potential savings and reducing the burden on IT.

- Monitor and manage a large fleet of networked output devices with the @Remote Enterprise Pro solution.
- Expect outstanding usability. The enhanced user interface offers intuitive functionality, manual device grouping and automated device discovery.
- Configure devices remotely to ensure consistent settings across the enterprise. Batch configuration makes it easy to adjust settings for groups of devices.
- Locate any printer or MFP in the enterprise network with device mapping. Maps show device locations on your floor plans, so you can monitor visual status easily.
- Speed up device discovery and polling with the software's optimized performance.

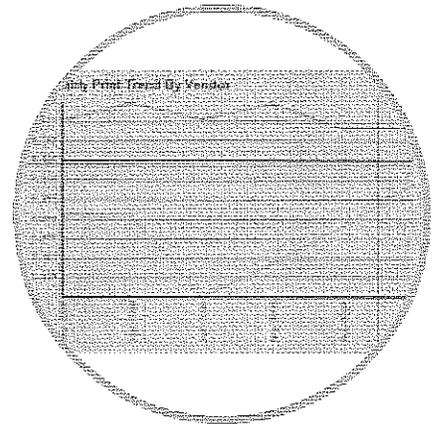


Use the mapping feature to create visual status indicators.

Automate Service Tasks

With @Remote Enterprise Pro and the optional @Remote Connector, IT departments can automate a wide range of common device management and maintenance tasks.

- Streamline service with automatic alerts. Upon critical error detection, @Remote Enterprise Pro sends an e-mail to administrators and your service provider detailing the event. Users no longer need to report errors. Administrators don't have to diagnose the error over the phone.
- Manage toner shelf stock inventory with automated toner alerts. The software notifies administrators and your service provider when toner runs low, which eliminates the delay for user discovery and reduces help desk calls.
- Eliminate the time-consuming task of manual meter reading and submission. @Remote Enterprise Pro delivers actual device usage data to your service provider automatically, so you get an accurate invoice.
- Maintain high uptime with remote firmware upgrades. @Remote Enterprise Pro makes it possible for Ricoh to install recently released upgrades remotely, without user intervention.

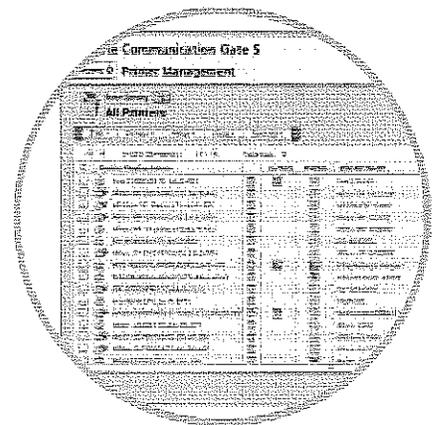


Device population and utilization reports provide the information administrators need to right-size the fleet and minimize operating costs.*

Detailed Fleet Reports

Select the @Remote Connector option to generate fleet reports that contain accurate utilization data.

- Make more informed decisions about your output fleet. @Remote Enterprise Pro delivers actual usage data to Ricoh through a secure, outbound connection. Ricoh turns the data into actionable reports accessible through a secure, Web-based interface.
- Identify potential issues before they become problems. @Remote usage reports help you recognize underutilized and overworked devices, so administrators can relocate them to more appropriate areas.
- Optimize fleet size to generate maximum productivity from the organization's current technology investment.
- Drill down into the details. @Remote fleet reports provide detailed results that enable administrators to scrutinize page counts, page sizes, duplex vs. simplex, black & white vs. color, color coverage ratios and other granular metrics.



The enhanced user interface for @Remote Enterprise Pro is easy to navigate, especially for very large fleets with thousands of devices.

* For Ricoh devices.

Ricoh @Remote Enterprise Pro

Specifications

@Remote Enterprise Pro

SNMP Trap	Real-Time
Database	SQL Express 2005
Grouping	Manual
Batch Configuration	Yes
Counters	Detailed (for most Ricoh devices); Total Print Counter for third-party networked devices
Device Mapping	Yes, with user-supplied .jpg file
Dedicated Server (VM Server) Requirements	
Hardware	<p>CPU: Pentium 4 2.8GHz Hyper-Threading support or better recommended</p> <p>Memory: 1 GB or more minimum; 2 GB or more recommended when managing 1000+ devices or when using the optional @Remote Connector</p> <p>Free disk space: OS recommended space + 10 GB</p>
Power Source	UPS is required
Operating Systems	Windows Server 2003 Standard Edition/Enterprise Edition SP2 or later; Windows Server 2003 R2 Standard Edition/Enterprise Edition SP2 or later; Windows Server 2008 Standard Edition/Enterprise Edition 64 Bit Support via Windows on Windows (WoW64)
Browser	Microsoft Internet Explorer 6 (SP1), 7 with Java Script
Screen Resolution	1024 x 768 or more

Dedicated Server (VM Server) Requirements (continued)

Network	TCP/IP must be installed and configured correctly (only IPv4 is supported); 100Mbps or more network speed is recommended; Internet connection is required to use the RFU and @Remote functions
Virtual Server	VMware Infrastructure 3 Standard Edition
Database	SQL Server 2005 Express Edition SP2 or later; .NET Framework 2.0 must be installed before installing SQL Server 2005; .NET Framework 2.0 is not included in the server installer; Please download it using Windows Update or from Microsoft's Web site
Web Server	Apache 2.0.48; Apache is included in the server installer
	IIS 6.0 or later; IIS is not included with the server installer; install IIS before installing the server
Flash Player	Adobe Flash Player 9.0 or later
Client Hardware	<p>CPU: Pentium 500MHz recommended</p> <p>Memory: 128 MB recommended</p>

Client (continued)

Operating System	Windows 2000 Professional/Server/Advanced Server SP4 or later; Windows XP Home/Professional SP2 or later; Windows Server 2003 Standard Edition/Enterprise Edition SP2 or later; Windows 2003 R2 Standard Edition/Enterprise Edition SP2 or later; Windows Vista Ultimate/Enterprise/Business/Home Premium/Home Basic; Windows Server 2008 Standard Edition/Enterprise Edition SP2 or later
Supported Browser	Microsoft Internet Explorer 6 (SP1), 7
Screen Resolution	1024 x 768 recommended
Flash Player	Adobe Flash Player 9.0 or later
Printer and Multi-function Device Requirements	
Network Protocol	TCP/IP
Standard MIB	Printer MIB (RFC1759); MIB-II (RFC 1213); Host Resource MIB (RFC 2790)
Interfaces	10/100MB Ethernet (802.x.x compatible); Wireless LAN devices (802.x.x compatible); IP over 1394
Options	
@Remote Connector	Toner Alerts; Service Alerts; Remote Firmware Upgrades; Automated Meter Submission; Access to Fleet Reports (for most Ricoh devices); Communicate to @Remote.Net; May require an instance in each country when a network spans multiple countries
Meters Collected	Detailed meter data from compatible Ricoh devices and printer meters from other MIB-compliant, networked print devices

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R3399



Customer responsibilities

Provide contractor access to City facilities for the physical installation and removal of devices, delivery of supplies, and access for contractor's technical and maintenance personnel for troubleshooting and repair of the devices. Provide a suitable area to allow proper use of the multifunctional device as designated within the specifications for each device.

Provide suitable electrical outlets to power the devices and a phone line or data connection for device access to the City Network.

Provide City support personnel to assist in the configuration of devices to the City Network, loading of device drivers and creation of scanning destinations.

Provide open communication so as to resolve potential problems as quickly as possible.

1. COST PROPOSAL

Pricing

Pricing options are being offered to the City of Sacramento, providing flexibility and to best meet the cost objectives desired for the City of Sacramento.

The pricing matrix outlines the monthly rental pricing and cost per page for each model respectively. All models on the pricing matrix, on the following page, include an automatic document feeder, network printing and scanning; the hard disk drive data overwrite feature, and @Remote Enterprise Pro software for monitoring and reporting capability. Software licenses, firmware upgrades and patches as required are all included with the aforementioned for the 36 month contract term.

Please note that applicable sales tax is only added to the monthly rental pricing. The cost per copy already includes tax which is remitted by Buckmaster.

Pricing option 1 (Phase in)

The monthly rental pricing and cost per page pricing is offered as indicated in the pricing matrix. Should the City choose to retain the existing Buckmaster rental copiers for the remainder of their original 36 month contract term at the existing monthly rental rates currently in place, the cost per page for the entire Buckmaster existing fleet would immediately assume the cost per page pricing of \$.004 for monochrome and \$.04 for full color images. This is the same per page rate as Buckmaster is proposing on the replacement or new rental copiers being offered. This option allows the City the flexibility of the more convenient phase in plan, yet will still provide an immediate savings to the City. Based on the 2012 March to April meter count report this would result in immediate savings to the City of approximately \$4,500 per month.

The City is currently renting 109 copiers from Buckmaster. 46 copiers have expired 36 month contract terms and can be replaced immediately with new technology copiers at the new "best and final" rental rates and new assumed lower cost per image rates.

The 17 newer current production copiers placed over the last approximately one year can be left in place. Their rental rates would be lowered to that of the "best and final" rates quoted and result in a monthly savings to the City of about \$700 per month.

The 46 copiers remaining on contract would be left in place and remain at the current "less than US Communities" rental pricing but still enjoy the new cost per image rates. These copiers would be replaced with the newer technology models beginning in June 2013 and conclude in October 2014.

Accessories, including fax options, staplers, additional paper capacity etc, are priced as listed and in accordance with the US Communities pricing program, (which follows immediately behind the pricing matrix).

Pricing option 2 (Citywide fleet replacement)

The monthly rental pricing and cost per page pricing is offered as indicated in the pricing matrix. The monthly pricing offered and cost per page pricing is the same as the phase in plan pricing, \$.004 for monochrome and \$.04 for full color pages.

Accessories, including fax options, staplers, additional paper capacity etc, are priced as listed and in accordance with the US Communities pricing program.

Equipment	MFD Copy Speed	Copier Monthly rental price for 36 months	B/W Cost-per-copy	Full color cost-per-copy	Partial Color cost per copy		Large capacity paper tray 8.5 X 11	2 X 500 sheet paper trays	50 page Stapler	Fax
Monochrome										
LD220SPF (A4)	20	\$ 25.00	0.004	N/A	N/A		N/A	N/A	N/A	Included
MP301SPF (A4)	31	\$ 26.00	0.004				N/A	N/A	N/A	Included
MP2352SP	23	\$ 51.00	0.004	N/A	N/A		\$ 12.00	\$ 12.00	\$ 18.00	\$ 11.00
MP2852SP	28	\$ 64.00	0.004	N/A	N/A		\$ 12.00	\$ 12.00	\$ 18.00	\$ 11.00
MP3352SP	33	\$ 78.00	0.004	N/A	N/A		\$ 12.00	\$ 12.00	\$ 18.00	\$ 11.00
MP4002SP	40	\$ 97.00	0.004	N/A	N/A		\$ 12.00	\$ 12.00	\$ 17.00	\$ 13.00
SP5200S (A4)	47	\$ 45.00	0.004	N/A	N/A		N/A	N/A	N/A	\$ 6.00
SP5210SF (A4)	52	\$ 60.00	0.004	N/A	N/A		N/A	N/A	N/A	Included
SP5210SR (A4)	52	\$ 62.00	0.004	N/A	N/A		N/A	N/A	Included	\$ 6.00
MP5002SP	50	\$ 108.00	0.004	N/A	N/A		\$ 12.00	\$ 12.00	\$ 17.00	\$ 13.00
MP6002SP	60	\$ 185.00	0.004	N/A	N/A		\$ 19.00	N/A	\$ 30.00	\$ 10.00
MP7502SP	75	\$ 221.00	0.004	N/A	N/A		\$ 19.00	N/A	\$ 30.00	\$ 10.00
MP9002SP	90	\$ 237.00	0.004	N/A	N/A		\$ 19.00	N/A	\$ 30.00	\$ 10.00
(A4) this device supports paper sizes up to 8.5 x 14 only										
Production Monochrome (products generally located in a central printing environment)										
Pro 907EX	90	\$ 297.00	0.004	N/A	N/A		\$ 45.00	N/A	\$ 60.00	N/A
Pro 1107EX	110	\$ 401.00	0.004	N/A	N/A		\$ 45.00	N/A	\$ 60.00	N/A
Pro 1357EX	135	\$ 477.00	0.004	N/A	N/A		\$ 45.00	N/A	\$ 60.00	N/A
Color										
LD620C	20	\$ 60.00	0.004	0.04	N/A		\$ 12.00	N/A	\$ 14.00	\$ 10.00
LD625C	25	\$ 81.00	0.004	0.04	N/A		\$ 12.00	N/A	\$ 14.00	\$ 10.00
MPC3002	30	\$ 114.00	0.004	0.04	N/A		\$ 12.00	\$ 12.00	\$ 17.00	\$ 13.00
LD130C (A4)	32	\$ 64.00	0.004	0.04	N/A		N/A	\$ 16.00	\$ 6.00	\$ 12.00
MPC3502	35	\$ 132.00	0.004	0.04	N/A		\$ 12.00	\$ 12.00	\$ 17.00	\$ 13.00
LD140C (A4)	42	\$ 76.00	0.004	0.04	N/A		N/A	\$ 16.00	\$ 6.00	\$ 12.00
MPC4502	45	\$ 143.00	0.004	0.04	N/A		\$ 12.00	\$ 12.00	\$ 17.00	\$ 13.00
MPC4502A (one pass feeder)	45	\$ 150.00	0.004	0.04	N/A		\$ 12.00	\$ 12.00	\$ 17.00	\$ 13.00
MPC5502	55	\$ 178.00	0.004	0.04	N/A		\$ 12.00	\$ 12.00	\$ 17.00	\$ 13.00
MPC5502A (one pass feeder)	55	\$ 184.00	0.004	0.04	N/A		\$ 12.00	\$ 12.00	\$ 17.00	\$ 13.00
LD365C	65	\$ 317.00	0.004	0.04	N/A		\$ 25.00	N/A	\$ 30.00	\$ 12.00
LD375C	75	\$ 348.00	0.004	0.04	N/A		\$ 25.00	N/A	\$ 30.00	\$ 12.00
(A4) this device supports paper sizes up to 8.5 x 14 only										
Production Color (products generally located in a central printing environment)										
Pro C651EX	65	\$ 533.00	0.004	0.04	N/A		As listed on the following pricing pages			
Pro C751EX	75	\$ 632.00	0.004	0.04	N/A		As listed on the following pricing pages			
Pro C901s	90	\$ 1,405.00	0.004	0.04	N/A		As listed on the following pricing pages			
Wide Format										
LW426	6.4	\$ 153.00	\$.06 ft.	N/A	N/A		N/A	N/A	N/A	N/A
All products above include network print, color scan, an automatic feeder for originals, and the data overwrite security system to protect hard drive data.										

LANIER BRAND

City of Sacramento copier and accessory pricing submitted for RFP P120100001

LANIER PRODUCT NUMBER	LANIER PRODUCT DESCRIPTION	Price per month for 36 months
415652	Lanier LD220SPF**	\$ 25
415674	Paper Feed Unit PB1030**	\$ 4
414901	Accessibility Handle Type C**	\$ 1
416438	Hard Disk Drive Option Type 201**	\$ 4
411136	>Cabinet, Type FAC19	\$ 2
415129	FAC44 Cabinet	\$ 2
Printer Options		
411699	IEEE 1284 Interface Type A	\$ 1
403000	IEEE802.11a/g Interface Unit Type L	\$ 5
402547	Gigabit Ethernet Board Type A	\$ 5
414917	USB2.0/SD Slot Type B	\$ 3
414902	VM Card Type L	\$ 2
100123FNG	BB-HPL10A-R	\$ 3
415620	Embedded HotSpot Type S	\$ 10
Fax Options		
410781	Handset Type 1018**	\$ 1
413012	Optional Counter Interface Unit Type A	\$ 1
005744MIU	Innovolt PP 120V 15A**	\$ 2
416185	MP 301SPF**	\$ 26
416203	Paper Feed Unit Type PB 1040	\$ 4
416195	Hard Disk Drive Option Type 301	\$ 4
416441	Cabinet Type FAC57	\$ 2
416442	Cabinet Type FAC58	\$ 2
411699	IEEE 1284 Interface Type A	\$ 1
414008	IEEE802.11a/g Wireless Type J	\$ 7
402547	Gigabit Ethernet Board Type A	\$ 5
415818	Bluetooth Interface Unit Type D	\$ 5
416163	VM Card Type U	\$ 2
414007	File Format Converter Type E	\$ 7
416200	Browser Unit Type G	\$ 1
416196	SD Card for NetWare Printing Type I	\$ 2
413009	Unicode Font Package for SAP - 1 Device License	\$ 4
413010	Unicode Font Package for SAP - 10 Device License	\$ 39
413011	Unicode Font Package for SAP - 100 Device License	\$ 347

416194	Fax Connection Unit Type C (available Q3 2012)	\$	3
416324	Handset Type C5502**	\$	1
413012	Optional Counter Interface Unit Type A	\$	1
413985	Copy Data Security Unit Type F	\$	8
416372	Data Overwrite Security Unit Type I	\$	5
006428MIU	ESP XG-PCS-15D	\$	3
005744MIU	Innovolt PP 120V 15A**	\$	2
100266FNG	External USB Keyboard(No bracket)	\$	1
415756	Lanier 2352SP	\$	51
415768	Lanier 2852SP	\$	64
415780	Lanier 3352SP	\$	78
415809	Platen Cover Type 3352**	\$	1
415796	1 Bin Tray BN3090**	\$	4
415799	Finisher SR3070**	\$	9
415804	SR3090 1,000-Sheet Finisher**	\$	15
415810	Booklet Finisher SR3100**	\$	28
415800	Internal Finisher Type 3352**	\$	15
415801	Punch Kit PU3020 NA	\$	6
415798	Bridge Unit BU3050**	\$	3
412855	Punch Unit Kit PU3000 3/2 Hole	\$	6
415797	Internal Shift Tray SH3050**	\$	3
415795	LCIT PB3140**	\$	12
415793	Paper Feed Unit PB3130**	\$	12
415794	Paper Feed Unit PB3120**	\$	7
415811	Caster Table Type D	\$	2
416337	FAC52 Cabinet	\$	2
412552	Key Counter Bracket Type H	\$	1
415805	Hard Disk Drive Option Type 3352**	\$	4
413012	Optional Counter Interface Unit Type A	\$	1
415814	Card Reader Bracket Type 3352	\$	1
416213	ADF Handle Type C	\$	2
Fax Options			
415836	Fax Option Type 3352**	\$	11
001342MIU	32MB Memory 400dpi/SAF	\$	2
415841	G3 Interface Unit Type 3352	\$	8
415820	Handset Type 3352**	\$	1
Printer Options			
416426	Printer/Scanner Unit Type 3352	\$	14
415808	USB2.0/SD Slot Type H	\$	4
415830	PostScript3 Unit Type 3352	\$	6
414008	IEEE802.11a/g Wireless Type J	\$	7
411699	IEEE 1284 Interface Type A	\$	1
415818	Bluetooth Interface Unit Type D	\$	5

402547	Gigabit Ethernet Board Type A	\$	5
415868	VM Card Type N	\$	2
414007	File Format Converter Type E	\$	7
415616	Embedded HotSpot Type D	\$	10
Security Options			
415833	IPDS Option Type 3352	\$	14
416372	Data Overwrite Security Unit Type I	\$	5
005744MIU	Innovolt PP 120V 15A**	\$	2
006428MIU	ESP XG-PCS-15D	\$	3
415956	Lanier MP 4002SP**	\$	97
415958	Lanier MP 5002SP**	\$	108
416407	FAC56 Cabinet	\$	3
415793	Paper Feed Unit PB3130**	\$	12
415795	LCIT PB3140**	\$	12
415984	LCIT RT3020	\$	17
415988	Bridge Unit BU3060**	\$	2
415986	1 Bin Tray BN3100**	\$	5
415989	Side Tray Type C5502**	\$	6
415987	Internal Shift Tray SH3060**	\$	4
416007	Booklet Finisher SR3110**	\$	47
415804	SR3090 1,000-Sheet Finisher**	\$	15
416008	Finisher SR3120**	\$	33
416325	Punch Unit PU3030 NA	\$	9
416155	Hard Disk Drive Option Type 5002	\$	4
Fax Options			
416156	Fax Option Type 5002**	\$	13
416161	G3 Interface Unit Type 5002	\$	8
416324	Handset Type C5502**	\$	1
001342MIU	32MB Memory 400dpi/SAF	\$	2
416207	Fax Connection Unit Type A	\$	3
Scanner/Printer Accr			
416140	Printer/Scanner Unit Type 5002	\$	15
416149	PostScript3 Unit Type 5002	\$	11
414008	IEEE802.11a/g Wireless Type J	\$	7
402547	Gigabit Ethernet Board Type A	\$	5
411699	IEEE 1284 Interface Type A	\$	1
415818	Bluetooth Interface Unit Type D	\$	5
416210	SD card for NetWare Printing Type K	\$	2
416204	Browser Unit Type I	\$	2
416608	HotSpot MFP Type I	\$	10
Special Options			
416152	IPDS Unit Type 5002	\$	14
414007	File Format Converter Type E	\$	7
416372	Data Overwrite Security Unit Type I	\$	5
416391	Copy Data Security Unit Type G	\$	9
416163	VM Card Type U	\$	2

413012	Optional Counter Interface Unit Type A	\$	1
412552	Key Counter Bracket Type H	\$	1
415814	Card Reader Bracket Type 3352	\$	1
415809	Platen Cover Type 3352**	\$	1
416213	ADF Handle Type C	\$	2
006428MIU	ESP XG-PCS-15D	\$	3
005744MIU	Innovolt PP 120V 15A**	\$	2
100268FNG	VZ G106030 Keyboard Bracket Long (Bracket Only)	\$	2
100269FNG	VZ G106033 Keyboard Bracket MP9001(Bracket Only)	\$	2
415877	MP 6002SP (launch date 08-20-12)	\$	185
415879	MP 7502SP (launch date 08-20-12)	\$	221
415881	MP 9002SP (launch date 08-20-12)	\$	237
415904	LCIT RT4010	\$	19
415900	Finisher SR4080	\$	51
415901	Finisher SR4060	\$	30
415902	Booklet Finisher SR4070	\$	41
414902	VM Card Type L	\$	2
414944	SR4050 Finisher (3,000 sheet finisher—100-sheet staple)	\$	51
412209	Punch Unit Type 3260	\$	6
415282	Type 1075 Hole Punch	\$	9
415906	Cover Interposer Tray CI4000	\$	13
416229	Copy Tray Type 9002	\$	2
416232	8 1/2"x14" PAPER SIZE TRAY Type 9002	\$	10
412537	Type 1027 Key Counter Bracket	\$	1
416230	Tab Sheet Holder Type 9002	\$	1
415017	11" x 17" Tray Unit Type 9001	\$	17
411203	Card Rdr Bracket Type 1075	\$	1
415903	Output Jogger Unit Type 9002A	\$	4
416231	Output Jogger Unit Type 9002B	\$	4
414007	File Format Converter Type E	\$	7
412415	Copy Connector Type 3260	\$	17
415908	Multi-Folding Unit FD4000	\$	102
416373	Data Overwrite Security Unit Type H	\$	5
416163	VM Card Type U	\$	2
404305	Booklet Maker BK5010e	\$	162
413102	CF5010 Cover Feeder	\$	39
404299	Trimmer TR5010e	\$	117
404300	Book Folder BF5010e	\$	113
413105	BK5010 Rail Unit	\$	5
100277FNG	ST5010e Two Side Trim Option	\$	816
100285FNG	Trim Waste Kit Type BF5010e	\$	42
404412	GBC StreamPunch Pro	\$	123
001450MIU	GBC Die Set 3 Hole (Ring Binder)	\$	7
404415	GBC Pro 3 Hole HD Die Set	\$	16
001451MIU	GBC Die Set 11 Hole (Velobind)	\$	9
001452MIU	GBC Die Set 19 Hole (Cerlox)	\$	9

404416	GBC Pro 19 Hole HD Die Set	\$	32
001453MIU	GBC Die Set 21 Hole (Twin Loop Wire 2:1)	\$	9
001454MIU	GBC Die Set 32 Hole (Twin Loop Wire 3:1)	\$	9
001455MIU	GBC Die Set 44 Hole (Color Coil)	\$	9
404417	GBC Pro 44 Hole HD Die Set	\$	29
002493MIU	GBC 32 Hole Pro Click Die Set	\$	9
100266FNG	External USB Keyboard(No bracket)	\$	1
Fax Option Accessori			
415912	Fax Option Type 9002	\$	10
415917	G3 Interface Unit Type 9002	\$	8
001342MIU	32MB Memory 400dpi/SAF	\$	2
415929	Fax Connection Unit Type E	\$	3
Scan/Printer Option			
415919	Printer/Scanner Unit Type 9002	\$	30
415923	PostScript3 Unit Type 9002	\$	24
413985	Copy Data Security Unit Type F	\$	8
413012	Optional Counter Interface Unit Type A	\$	1
415907	MAIL BOX CS4000	\$	24
411699	IEEE 1284 Interface Type A	\$	1
414008	IEEE802.11a/g Wireless Type J	\$	7
415818	Bluetooth Interface Unit Type D	\$	5
414204	Gigabit Ethernet Type B	\$	5
414007	File Format Converter Type E	\$	7
416236	SD card for NetWare printing Type L	\$	2
416233	Browser Unit Type J	\$	1
Copier Options			
006429MIU	ESP XG-PCS-20D	\$	3
002660MIU	ESP Digital QC 208/20 PowerFilter	\$	3
005745MIU	Innovolt PP 120V 20A**	\$	2
005747MIU	Innovolt PM 120V 20A**	\$	3
005748MIU	Innovolt PM 208V 20A**	\$	4
416213	ADF Handle Type C	\$	2
404186	Lanier Pro 907EX	\$	297
404189	Lanier Pro 1107EX	\$	401
404192	Lanier Pro 1357EX	\$	477
404226	DU5000 Decurl Unit	\$	34
404220	LCIT RT5030	\$	45
404223	LCIT/DLT RT5040	\$	95
404195	TK5010 11"x17" Tray Unit	\$	17
404215	SK5010 High Capacity Stacker	\$	176
404218	Roll-Away Cart Type 5010	\$	7
404174	SR5020 Booklet Finisher	\$	87
404177	PU5020 Punch Unit	\$	12
404180	TR5020 Trimmer Unit	\$	138
404183	Multi Folding Unit Type FD5000	\$	102
412974	BY5000 Multi Bypass Tray	\$	17

412981	SR5000 Finisher	\$	60
412983	PU5000 Punch Unit	\$	11
404112	Ring Binder RB5000	\$	287
404099	Perfect Binder GB5000	\$	610
404102	Cover Interposer Tray Type GB5000	\$	29
404087	New Cover Interposer Tray CI5010	\$	40
413012	Optional Counter Interface Unit Type A	\$	1
404101	Transit Pass Unit Type GB5000	\$	32
404168	EFI Compose	\$	16
414824	EFI Impose v2.7	\$	37
414007	File Format Converter Type E	\$	7
412415	Copy Connector Type 3260	\$	17
404114	Ring Opener Type A	\$	1
404115	Ring Cartridge LT Type RB5000	\$	4
Scanner/Printer Accu			
404196	Print/Scanner Unit Type 1357	\$	29
404200	PostScript3 Unit Type 1357	\$	21
404230	VM Card Type J	\$	2
404271	TCRU Type 907/1107	\$	41
404273	TCRU Type 1357	\$	41
404263	EB-1357 Print Controller	\$	110
414008	IEEE802.11a/g Wireless Type J	\$	7
411699	IEEE 1284 Interface Type A	\$	1
414204	Gigabit Ethernet Type B	\$	5
415681	DataOverwriteSecurityUnit Type HM-E	\$	2
416373	Data Overwrite Security Unit Type H	\$	5
414021	HDD Encryption Unit Type A	\$	5
413985	Copy Data Security Unit Type F	\$	8
412866	Bluetooth Interface Type 3245	\$	5
Enablers			
404305	Booklet Maker BK5010e	\$	162
404299	Trimmer TR5010e	\$	117
404300	Book Folder BF5010e	\$	113
413102	CF5010 Cover Feeder	\$	39
413105	BK5010 Rail Unit	\$	5
404412	GBC StreamPunch Pro	\$	123
001450MIU	GBC Die Set 3 Hole (Ring Binder)	\$	7
001451MIU	GBC Die Set 11 Hole (Velobind)	\$	9
001452MIU	GBC Die Set 19 Hole (Cerlox)	\$	9
001453MIU	GBC Die Set 21 Hole (Twin Loop Wire 2:1)	\$	9
001454MIU	GBC Die Set 32 Hole (Twin Loop Wire 3:1)	\$	9
001455MIU	GBC Die Set 44 Hole (Color Coil)	\$	9
002493MIU	GBC 32 Hole Pro Click Die Set	\$	9
404332	EFI Server FACI Furniture Bundle Type 1357**	\$	34
404333	EFI Server FACI Enabler Type 1357	\$	22
404334	External HDD Security Kit Type 1357	\$	28

COLOR COPIERS

415511	Lanier LD620C**	\$	60
415526	Lanier LD625C**	\$	81
414616	Paper Feed Unit PB3070	\$	6
413673	Paper Feed Unit Type PB 3030	\$	12
414819	Caster Table Type B	\$	2
415016	FAC43 Cabinet	\$	3
414617	1 Bin Tray BN3060**	\$	4
414618	Side Tray Type C2550**	\$	1
414619	Internal Shift Tray SH3030**	\$	4
414620	Internal Finisher Type C2550**	\$	14
414621	Punch Unit PU3010NA**	\$	10
415562	Envelope Feeder EF3010**	\$	2
Scanner/Printer Acc:			
415543	Postscript3 Unit Type C2551	\$	6
411699	IEEE 1284 Interface Type A	\$	1
414008	IEEE802.11a/g Wireless Type J	\$	7
414204	Gigabit Ethernet Type B	\$	5
415672	USB2.0/SD Slot Type G	\$	3
414007	File Format Converter Type E	\$	7
415575	Camera Direct Print Card Type I	\$	2
Fax Options			
415537	Fax Option Type C2551**	\$	10
410781	Handset Type 1018**	\$	1
001342MIU	32MB Memory 400dpi/SAF	\$	2
416372	Data Overwrite Security Unit Type I	\$	5
412552	Key Counter Bracket Type H	\$	1
415495	Card Reader Bracket Type C5501	\$	1
413012	Optional Counter Interface Unit Type A	\$	1
414965	ADF Handle Type B	\$	7
416035	MP C3002**	\$	114
416036	MP C3502**	\$	132
415794	Paper Feed Unit PB3120**	\$	7
415793	Paper Feed Unit PB3130**	\$	12
415795	LCIT PB3140**	\$	12
416337	FAC52 Cabinet	\$	2
415984	LCIT RT3020	\$	17
415987	Internal Shift Tray SH3060**	\$	4
415989	Side Tray Type C5502**	\$	6
415988	Bridge Unit BU3060**	\$	2
415804	SR3090 1,000-Sheet Finisher**	\$	15
415799	Finisher SR3070**	\$	9
415810	Booklet Finisher SR3100**	\$	28
412855	Punch Unit Kit PU3000 3/2 Hole	\$	6

415986	1 Bin Tray BN3100**	\$	5
416373	Data Overwrite Security Unit Type H	\$	5
416272	Envelope Feeder EF3020**	\$	2
412552	Key Counter Bracket Type H	\$	1
413012	Optional Counter Interface Unit Type A	\$	1
415809	Platen Cover Type 3352**	\$	1
415814	Card Reader Bracket Type 3352	\$	1
416213	ADF Handle Type C	\$	2
415811	Caster Table Type D	\$	2
416391	Copy Data Security Unit Type G	\$	9
Fax Options			
415991	Fax Option Type C5502**	\$	13
416022	Fax Connection Unit Type B	\$	3
415996	G3 Interface Unit Type C5502	\$	8
416324	Handset Type C5502**	\$	1
001342MIU	32MB Memory 400dpi/SAF	\$	2
Connectivity Options:			
414008	IEEE802.11a/g Wireless Type J	\$	7
411699	IEEE 1284 Interface Type A	\$	1
414204	Gigabit Ethernet Type B	\$	5
416006	Camera Direct Print Card Type J	\$	2
415818	Bluetooth Interface Unit Type D	\$	5
415998	Postscript3 Unit Type C5502	\$	6
414007	File Format Converter Type E	\$	7
416001	SD card for NetWare printing Type H (target availability July 2	\$	2
416002	Browser Unit Type F	\$	2
416003	Hold - IPDS Unit Type C5502	\$	15
416602	HotSpot MFP Type F	\$	10
Fiery Options			
416363	Fiery E-3300 Print Controller	\$	56
416025	Fiery E-5300 Print Controller	\$	57
404336	EFI SeeSequence Impose	\$	32
404337	Sequence Compose	\$	18
413315	EFI Hot Folders	\$	12
413317	Spot-On	\$	12
413316	Auto Trapping	\$	12
005697MIU	Color Profiler v3 w/ES1000 UV	\$	39
005699MIU	CPS v2 to v3 Upgrade	\$	6
003116MIU	ES-1000 Color Spectrophotometer	\$	16
005700MIU	Color Profiler v3 SW Only	\$	25
005776MIU	i1iO Table for ES1000	\$	37
416072	Lanier MP C4502**	\$	143
416075	Lanier MP C4502A**	\$	150
416076	LanierMP C5502**	\$	178
416077	Lanier MP C5502A**	\$	184
415793	Paper Feed Unit PB3130**	\$	12

415795	LCIT PB3140**	\$	12
415984	LCIT RT3020	\$	17
416337	FAC52 Cabinet	\$	2
415987	Internal Shift Tray SH3060**	\$	4
415989	Side Tray Type C5502**	\$	6
415988	Bridge Unit BU3060**	\$	2
415804	SR3090 1,000-Sheet Finisher**	\$	15
416007	Booklet Finisher SR3110**	\$	47
416008	Finisher SR3120**	\$	33
416325	Punch Unit PU3030 NA	\$	9
415986	1 Bin Tray BN3100**	\$	5
416373	Data Overwrite Security Unit Type H	\$	5
416272	Envelope Feeder EF3020**	\$	2
412552	Key Counter Bracket Type H	\$	1
413012	Optional Counter Interface Unit Type A	\$	1
415809	Platen Cover Type 3352**	\$	1
415814	Card Reader Bracket Type 3352	\$	1
416009	Scanner Accesibility Option Type C5502	\$	19
416213	ADF Handle Type C	\$	2
416391	Copy Data Security Unit Type G	\$	9
Fax Options			
415991	Fax Option Type C5502**	\$	13
416022	Fax Connection Unit Type B	\$	3
415996	G3 Interface Unit Type C5502	\$	8
416324	Handset Type C5502**	\$	1
001342MIU	32MB Memory 400dpi/SAF	\$	2
Connectivity Option:			
414008	IEEE802.11a/g Wireless Type J	\$	7
411699	IEEE 1284 Interface Type A	\$	1
414204	Gigabit Ethernet Type B	\$	5
416006	Camera Direct Print Card Type J	\$	2
415818	Bluetooth Interface Unit Type D	\$	5
415998	Postscript3 Unit Type C5502	\$	6
414007	File Format Converter Type E	\$	7
416001	SD card for NetWare printing Type H (target availability July 2	\$	2
416002	Browser Unit Type F	\$	2
416003	Hold - IPDS Unit Type C5502	\$	15
Fiery Options			
416363	Fiery E-3300 Print Controller	\$	56
416025	Fiery E-5300 Print Controller	\$	57
404336	EFI SeeSequence Impose	\$	32
404337	Sequence Compose	\$	18
413315	EFI Hot Folders	\$	12
413317	Spot-On	\$	12
413316	Auto Trapping	\$	12
005697MIU	Color Profiler v3 w/ES1000 UV	\$	39
005699MIU	CPS v2 to v3 Upgrade	\$	6

003116MIU	ES-1000 Color Spectrophotometer	\$	16
005700MIU	Color Profiler v3 SW Only	\$	25
005776MIU	i1iO Table for ES1000	\$	37
415182	Lanier LD365C	\$	317
415183	Lanier LD375C	\$	348
412190	COPY TRAY TYPE 2075	\$	2
002450MIU	RT43 LCT Bundle	\$	25
414957	SR4030 Finisher(3,000 sheet finisher—50-sheet staple)**	\$	30
414950	SR4040 Finisher (2,000 sheet finisher—saddle stitch)**	\$	41
412279	Card Reader Bracket Type B	\$	1
412981	SR5000 Finisher	\$	60
413973	Finisher Adapter Type C	\$	4
411398	"11"x"17" Tray Unit Type 2105	\$	17
413965	LCIT RT4000	\$	57
412209	Punch Unit Type 3260	\$	6
412983	PU5000 Punch Unit	\$	11
412213	Cover Interposer Tray Type 3260	\$	13
412203	TAB SHEET HOLDER TYPE 3260	\$	1
411187	8 1/2"x14" Tray Type 1075	\$	10
412212	Output Jogger Unit Type 3260	\$	4
412976	CI5000 Cover Interposer	\$	41
412191	MAIL BOX CS391	\$	24
415195	PostScript3 Unit Type C7501	\$	24
415681	DataOverwriteSecurityUnit Type HM-E	\$	2
416373	Data Overwrite Security Unit Type H	\$	5
414021	HDD Encryption Unit Type A	\$	5
413985	Copy Data Security Unit Type F	\$	8
414007	File Format Converter Type E	\$	7
415192	Fax Option Type C7501	\$	12
413971	G3 Interface Unit Type C7500	\$	8
001342MIU	32MB Memory 400dpi/SAF	\$	2
414204	Gigabit Ethernet Type B	\$	5
414008	IEEE802.11a/g Wireless Type J	\$	7
411699	IEEE 1284 Interface Type A	\$	1
412866	Bluetooth Interface Type 3245	\$	5
412415	Copy Connector Type 3260	\$	17
412537	Type 1027 Key Counter Bracket	\$	1
413012	Optional Counter Interface Unit Type A	\$	1
415208	USB2.0/SD Slot Type D	\$	3
404183	Multi Folding Unit Type FD5000	\$	102
404112	Ring Binder RB5000	\$	287
404412	GBC StreamPunch Pro	\$	123
001450MIU	GBC Die Set 3 Hole (Ring Binder)	\$	7
001451MIU	GBC Die Set 11 Hole (Velobind)	\$	9
001452MIU	GBC Die Set 19 Hole (Cerlox)	\$	9
001453MIU	GBC Die Set 21 Hole (Twin Loop Wire 2:1)	\$	9

001454MIU	GBC Die Set 32 Hole (Twin Loop Wire 3:1)	\$	9
001455MIU	GBC Die Set 44 Hole (Color Coil)	\$	9
002493MIU	GBC 32 Hole Pro Click Die Set	\$	9
404305	Booklet Maker BK5010e	\$	162
404299	Trimmer TR5010e	\$	117
404300	Book Folder BF5010e	\$	113
413102	CF5010 Cover Feeder	\$	39
413105	BK5010 Rail Unit	\$	5
Fiery Options			
414498	EFI Impose v2.7	\$	37
005697MIU	Color Profiler v3 w/ES1000 UV	\$	39
005697MIU	Color Profiler v3 w/ES1000 UV	\$	39
005699MIU	CPS v2 to v3 Upgrade	\$	6
005776MIU	i1iO Table for ES1000	\$	37
003116MIU	ES-1000 Color Spectrophotometer	\$	16
413317	Spot-On	\$	12
413316	Auto Trapping	\$	12
413315	EFI Hot Folders	\$	12
415275	Fiery E-7200 Color Controller	\$	93
404336	EFI SeeSequence Impose	\$	32
415130	Lanier LD130C**	\$	64
415179	Lanier LD130CSR**	\$	70
415132	Lanier LD140C**	\$	76
415180	Lanier LD140CSR**	\$	82
415123	Paper Feed Unit 1 x 550**	\$	8
415122	Paper Feed Unit 2 x 550**	\$	16
415751	FAC49 Cabinet	\$	3
415752	FAC50 Cabinet	\$	2
415753	FAC51 Cabinet	\$	2
415124	1 Bin Tray**	\$	4
415125	Side Tray**	\$	3
Scanner/Printer Acc			
414008	IEEE802.11a/g Wireless Type J	\$	7
414204	Gigabit Ethernet Type B	\$	5
414007	File Format Converter Type E	\$	7
Fax Options			
415126	Fax Option Type C400**	\$	12
001342MIU	32MB Memory 400dpi/SAF	\$	2
410781	Handset Type 1018**	\$	1
413985	Copy Data Security Unit Type F	\$	8
413012	Optional Counter Interface Unit Type A	\$	1
416373	Data Overwrite Security Unit Type H	\$	5
406851	Lanier SP 5200S**	\$	45
406852	Lanier SP 5210SF**	\$	60

406853	Lanier SP 5210SR**	\$	62
406599	Paper Feed Unit TK1090**	\$	5
406600	Paper Feed Unit TK1100 with Casters**	\$	6
100466FNG	Tall Cabinet Type C	\$	2
100467FNG	Medium Cabinet Type D	\$	2
406594	Fax Option Type SP5200**	\$	6
414008	IEEE802.11a/g Wireless Type J	\$	7
402547	Gigabit Ethernet Board Type A	\$	5
001342MIU	32MB Memory 400dpi/SAF	\$	2
415818	Bluetooth Interface Unit Type D	\$	5
416372	Data Overwrite Security Unit Type I		
413985	Copy Data Security Unit Type F	\$	8
415135	@Remote Office	\$	13
414715	Browser Unit Type E	\$	1
414007	File Format Converter Type E	\$	7
406816	IPDS Option Type 5210	\$	11
404353	Lanier Pro C901s	\$	1,405
404360	EFI Fiery E41	\$	376
404367	EFI Fiery E81	\$	683
404220	LCIT RT5030	\$	45
404362	RT5050 DLTR LCIT	\$	124
404111	Bridge Unit Type 5000	\$	15
404215	SK5010 High Capacity Stacker	\$	176
404218	Roll-Away Cart Type 5010	\$	7
404283	Buffer Pass Unit Type 5000	\$	68
404170	Cooling Fan Unit Type 5000	\$	6
404374	TCRU Kit A	\$	62
404364	TCRU Kit B	\$	54
404337	Sequence Compose	\$	18
404336	EFI SeeSequence Impose	\$	32
415319	EFI Fiery Graphic Arts Pack Prem Edition Upgrade Type E41	\$	76
404227	EFI Graphic Arts Premium	\$	73
404421	FACI for E41	\$	44
404422	FACI for E81	\$	66
414939	HDD Security	\$	17
404317	EFI Server HDD Security Type E80	\$	36
404423	Creo C81	\$	545
404425	Creo C81 Stand	\$	16
404426	Process Power Pack for C81	\$	116
412967	TK5000 11"x17" Tray Kit	\$	17
412203	TAB SHEET HOLDER TYPE 3260	\$	1
412974	BY5000 Multi Bypass Tray	\$	17
412805	ZF4000 Z-Folding Unit	\$	100
412981	SR5000 Finisher	\$	60

412983	PU5000 Punch Unit	\$	11
404087	New Cover Interposer Tray CI5010	\$	40
404174	SR5020 Booklet Finisher	\$	87
404177	PU5020 Punch Unit	\$	12
404180	TR5020 Trimmer Unit	\$	138
404112	Ring Binder RB5000	\$	287
404114	Ring Opener Type A	\$	1
404115	Ring Cartridge LT Type RB5000	\$	4
404099	Perfect Binder GB5000	\$	610
404101	Transit Pass Unit Type GB5000	\$	32
404102	Cover Interposer Tray Type GB5000	\$	29
404412	GBC StreamPunch Pro	\$	123
001450MIU	GBC Die Set 3 Hole (Ring Binder)	\$	7
001451MIU	GBC Die Set 11 Hole (Velobind)	\$	9
001452MIU	GBC Die Set 19 Hole (Cerlox)	\$	9
001453MIU	GBC Die Set 21 Hole (Twin Loop Wire 2:1)	\$	9
001454MIU	GBC Die Set 32 Hole (Twin Loop Wire 3:1)	\$	9
001455MIU	GBC Die Set 44 Hole (Color Coil)	\$	9
002493MIU	GBC 32 Hole Pro Click Die Set	\$	9
404415	GBC Pro 3 Hole HD Die Set	\$	16
404416	GBC Pro 19 Hole HD Die Set	\$	32
404417	GBC Pro 44 Hole HD Die Set	\$	29
414004	Java VM Card Type F	\$	2
005697MIU	Color Profiler v3 w/ES1000 UV	\$	39
005699MIU	CPS v2 to v3 Upgrade	\$	6
003116MIU	ES-1000 Color Spectrophotometer	\$	16
404305	Booklet Maker BK5010e	\$	162
413102	CF5010 Cover Feeder	\$	39
404299	Trimmer TR5010e	\$	117
404300	Book Folder BF5010e	\$	113
413105	BK5010 Rail Unit	\$	5
100277FNG	ST5010e Two Side Trim Option	\$	816
100285FNG	Trim Waste Kit Type BF5010e	\$	42
006933MIU	EFI Powerpress 9191 Solo	\$	463
006934MIU	EFI Powerpress 9191r Connectivity Kit	\$	331
006541MIU	Micropress 9191r Solor Server	\$	223
006540MIU	Micropress 9191r Connectivity Kit	\$	111
404447	Lanier Pro C651EX	\$	533
404448	Lanier Pro C751EX	\$	632
404385	Lanier Pro C751	\$	532
404387	Multi Bypass Tray BY5010	\$	17
404388	LCIT RT5060	\$	111
404389	Cover Interposer Tray CI5020	\$	42
404390	Multi-Folding Unit FD5010	\$	130
404392	Ring Binder RB5010	\$	300
404394	High Capacity Stacker SK5020	\$	185

404396	Finisher SR5030	\$	79
404398	Booklet Finisher SR5040	\$	139
404480	Exit Tray Type C651	\$	14
404400	Trimmer Unit TR5040	\$	145
404402	Buffer Pass Unit Type 5010	\$	68
404404	Decurler Unit DU5010	\$	21
404405	Color Controller E-41A	\$	225
404407	VM Card Type R	\$	2
404440	TCRU/ORU Type C751 (Set A)	\$	49
404442	TCRU/ORU Type C751 (Set B)	\$	35
404195	TK5010 11"x17" Tray Unit	\$	17
404218	Roll-Away Cart Type 5010	\$	7
404177	PU5020 Punch Unit	\$	12
404114	Ring Opener Type A	\$	1
404115	Ring Cartridge LT Type RB5000	\$	4
413012	Optional Counter Interface Unit Type A	\$	1
412203	TAB SHEET HOLDER TYPE 3260	\$	1
404336	EFI SeeQuence Impose	\$	32
404337	Sequence Compose	\$	18
415317	EFI Server Graphic Arts Package	\$	43
415318	EFI Server Graphic Arts Package Premium	\$	100
415319	EFI Fiery Graphic Arts Pack Prem Edition Upgrade Type E41	\$	76
005697MIU	Color Profiler v3 w/ES1000 UV	\$	39
005700MIU	Color Profiler v3 SW Only	\$	25
003116MIU	ES-1000 Color Spectrophotometer	\$	16
404421	FACI for E41	\$	44
414939	HDD Security	\$	17
006876MIU	TF Color Standard Type E-41A	\$	73
006877MIU	TF Color Advanced Type E-41A	\$	136
006878MIU	TF Color Advanced Plus Type E-41A	\$	167
404453	BK5030	\$	212
404454	TR5030	\$	148
404455	BF5030	\$	145
404456	CF5030	\$	54
404457	Rail Unit Type 5030	\$	6
404463	GBC SP Pro EX	\$	140
006931MIU	EFI Powerpress 7575r Solo	\$	396
006932MIU	EFI Powerpress 7575r Connectivity Kit	\$	264
WIDE FORMAT			
415432	Lanier LW426	\$	153
415435	Roll Feeder Type 3601A	\$	27
415438	Roll Feeder Type 3601B	\$	38
412711	Table Type 240	\$	11
412708	Paper Cassette Type 240	\$	5
413718	Rear Stacker	\$	4

410844	ROLL HOLDER TYPE A	\$	2
415441	Printer Option Type W3601	\$	33
415444	Scanner Option Type W3601	\$	22
415506	File Format Converter Type F	\$	6
420302	VM Card Type E	\$	2
414204	Gigabit Ethernet Type B	\$	5
414008	IEEE802.11a/g Wireless Type J	\$	7
415457	USB2.0/SD Slot TypeE	\$	3

1. REFERENCES

CLIENT REFERENCES – BUCKMASTER OFFICE SOLUTIONS

CLIENT NAME: Sacramento County Office of Education

NAME OF PROJECT: SCOE

CITY/COUNTY: Sacramento/Sacramento STATE: CA

ADDRESS: P.O. Box 269003, Sacramento, CA 95826-9003

KEY CONTACT NAME / EMAIL / TELEPHONE NUMBER:

Mr. Tom Adams (916) 228-2268 or Ms. Joanne Spencer (916) 228-2696

DETAILS

DATE SERVICES WERE PROVIDED: Ongoing since 1995

SCOPE OF THE ASSIGNMENT ON THE PROJECT:

Buckmaster currently provides support to the Sacramento County Office of Education for over 55 copiers and over 100 printers. The fleet is currently in the process of being upgraded to newer multifunctional devices, providing the County with automated meter count reporting and new scanner technology. The County is transitioning its print output to the Lanier and Ricoh multifunctional devices to reduce cost and improve efficiencies. The initial savings to be realized by the County in actual costs is 25%. As more print is moved to the multifunctional devices, the County can achieve a cost savings of 40% or greater.

ADDITIONAL REMARKS: 17 year customer relationship

CLIENT REFERENCES – BUCKMASTER OFFICE SOLUTIONS

CLIENT NAME: Marshall Medical

NAME OF PROJECT: Marshall Medical

CITY/COUNTY: Placerville/El Dorado STATE: CA

ADDRESS: 1100 Marshall Way, Placerville, CA 95667

KEY CONTACT NAME / EMAIL / TELEPHONE NUMBER:

Mr. David Sanford (530) 626-2770 x1361

DETAILS

DATE SERVICES WERE PROVIDED: Ongoing since April 1, 2010

SCOPE OF THE ASSIGNMENT ON THE PROJECT:

Buckmaster has been assisting Marshall Medical in support of approximately 200 Ricoh multifunctional devices since April 2010. The previous contractor that Marshall used could not provide the level of support to adequately serve the needs of the Hospital. Buckmaster participated in an interview process, during which it was determined that Buckmaster was closely aligned with Marshall's objectives of providing responsive technical needs, parts and supplies, support, accurate and timely billing, along with a competitive pricing program. The Hospital is very pleased with their ongoing program and current level of support from Buckmaster.

ADDITIONAL REMARKS: 2 year customer relationship

CLIENT REFERENCES – RICOH USA INC.

CLIENT NAME: Fresno Unified School District

CITY/COUNTY: Fresno/Fresno STATE: CA

KEY CONTACT NAME / EMAIL / TELEPHONE NUMBER: Out of courtesy, we have established a reference policy that respects the confidentiality of our customers. The policy is intended to limit the potential for inconvenience that may result from numerous reference information requests. Consequently, we respectfully request the opportunity to coordinate a mutually agreeable time for the City of Sacramento to contact the listed references. At the point in the evaluation process when the City of Sacramento is ready to interview business references, please contact Daniel Snyder, RICOH Strategic Account Executive, at (916) 928-2856. Daniel will arrange direct contact with the following references at that time.

DETAILS

DATE SERVICES WERE PROVIDED: Ongoing since 2010

SCOPE OF THE ASSIGNMENT ON THE PROJECT: RICOH, USA Inc. was awarded the exclusive agreement to provide Multi-Function Devices (MFD's) for the District, the largest fleet in the Central Valley. The implementation has included over 350 MFD's within the District. RICOH has also begun supplying and supporting desktop Laser Printers. In addition, RICOH has also completed electronic imaging (Back-file Conversion) projects for the District Special Education and Human Resource departments into existing Laserfiche system, and begun implementation of Knowledge Lake to support the District's SharePoint efforts. RICOH is working with the District to integrate scanning into both legacy and emerging District platforms, has provided form re-design services for several Operations Department functions (purchase orders, multi-level approval forms, warehouse delivery forms and District evaluation forms), and helped streamline both scan and facsimile workflows.

ADDITIONAL REMARKS: This is the largest fleet in the local area comprising 350+ MFD's, 21 million impressions per month, staffed support of Production/Shared Services, desktop printers, submission and tracking of District printing and assets, imaging, and content management solutions. District-wide fleet uptime exceeding 96%. 18 month customer relationship.

CLIENT REFERENCES – RICOH USA INC.

CLIENT NAME: Health Net Services

NAME OF PROJECT: _____

CITY/COUNTY: _____ STATE: CA

ADDRESS: _____

KEY CONTACT NAME / EMAIL / TELEPHONE NUMBER: Out of courtesy, we have established a reference policy that respects the confidentiality of our customers. The policy is intended to limit the potential for inconvenience that may result from numerous reference information requests. Consequently, we respectfully request the opportunity to coordinate a mutually agreeable time for the City of Sacramento to contact the listed references. At the point in the evaluation process when the City of Sacramento is ready to interview business references, please contact Daniel Snyder, RICOH Strategic Account Executive, at (916) 928-2856. Daniel will arrange direct contact with the following references at that time.

DETAILS

DATE SERVICES WERE PROVIDED: Ongoing since 2007

SCOPE OF THE ASSIGNMENT ON THE PROJECT: Approximately 2600 printers and Multi-function Devices (MFD) under management.

ADDITIONAL REMARKS: 5 year customer relationship.

CLIENT REFERENCES – RICOH USA INC.

CLIENT NAME: Shasta County

NAME OF PROJECT: _____

CITY/COUNTY: Redding/Shasta STATE: CA

ADDRESS: _____

KEY CONTACT NAME / EMAIL / TELEPHONE NUMBER: Out of courtesy, we have established a reference policy that respects the confidentiality of our customers. The policy is intended to limit the potential for inconvenience that may result from numerous reference information requests. Consequently, we respectfully request the opportunity to coordinate a mutually agreeable time for the City of Sacramento to contact the listed references. At the point in the evaluation process when the City of Sacramento is ready to interview business references, please contact Daniel Snyder, RICOH Strategic Account Executive, at (916) 928-2856. Daniel will arrange direct contact with the following references at that time.

DETAILS

DATE SERVICES WERE PROVIDED: Ongoing since 1998

SCOPE OF THE ASSIGNMENT ON THE PROJECT: 140 Multi-function devices (MFD's), network fax services, web monitoring, print & copy volume tracking. Replaced fleet of Canon, Kyocera, other. Savings of over \$50,000 annually.

ADDITIONAL REMARKS: 14 year customer relationship.

2. CONFLICT OF INTEREST STATEMENT

Buckmaster is unaware of any financial, business, or other relationship with the City that may have an impact upon the outcome of this contract. Buckmaster is also unaware of any current client who may have a financial interest in the outcome of this contract.

3. INSURANCE COVERAGE

A Certificate of Insurance and required endorsement evidencing insurance shall be provided to CITY prior to the execution of the Nonprofessional Services Agreement. The following is a summary of our current insurance coverage through McGee & Thielen Insurance Brokers, Inc.:

- A. Comprehensive General Liability Insurance
 - Policy Expiration Date: 6/4/2013
 - Limits: \$1,000,000 each occurrence
 - \$1,000,000 damage to rented premises (each occurrence)
 - \$10,000 medical expenses (any one person)
 - \$1,000,000 personal & adv injury
 - \$2,000,000 general aggregate (applies per policy)
 - \$2,000,000 Products – comp/op agg

- B. Automotive Liability Insurance
 - Policy Expiration Date: 6/4/2013
 - Limits: \$1,000,000 combined single limit (each accident)

- C. Workers Compensation Insurance
 - Policy Expiration Date: 3/1/2013
 - Limits: W.C. Statutory Limits
 - \$1,000,000 E.L. each accident
 - \$1,000,000 E.L. disease – each employee
 - \$1,000,000 E.L. disease – policy limit

- D. Umbrella Liability Insurance
 - Policy Expiration Date: 6/4/2013
 - Limits: \$2,000,000 each occurrence
 - \$2,000,000 aggregate

4. E/SBE PROJECT PARTICIPATION

SMALL BUSINESS/EMERGING SMALL BUSINESS CERTIFICATION

NOTE: *Submitters must provide responses to the following items. Failure to provide a response to each of the items in this section may be grounds for rejection of qualification statements.*

1. SMALL BUSINESS ENTERPRISE (SBE) CERTIFICATION

Is the firm submitting the bid certified by the City of Sacramento as a Small Business Enterprise? Check the appropriate block below:

YES – the firm submitting the bid is certified by the City of Sacramento as a Small Business Enterprise.

NO – the firm submitting the bid is not certified by the City of Sacramento as a Small Business Enterprise.

If the response to the above is YES, provide the City of Sacramento Certification Number 19961

2. EMERGING BUSINESS ENTERPRISE (EBE) CERTIFICATION

Is the firm submitting the bid certified by the City of Sacramento as an *Emergency Business Enterprise*? Check the appropriate block below:

YES – the firm submitting the bid is certified by the City of Sacramento as an Emerging Business Enterprise.

NO – the firm submitting the bid is not certified by the City of Sacramento as an Emerging Business Enterprise.

If the response to the above is YES, provide the City of Sacramento Certification Number: _____

NOTE: SBE/EBE FIVE PERCENT (5%) EVALUATION PREFERENCE

On February 9, 1999, the Sacramento City Council adopted an Emerging and Small Business Development program to provide enhanced opportunities for the participation of small business enterprises (SBEs) and emerging business enterprises (EBEs) in the City's contracting and procurement activities. Any qualification statement submitted by a firm that is certified as an SBE by the City of Sacramento, or that is certified as an EBE by the City of Sacramento, will receive a five percent (5%) evaluation preference.

ATTACHMENT 1

Proposal for the City of Sacramento

“Citywide Multi-Function Copier Devices”

***Submissions Must Be Received Prior To 3:30 P.M. (Pacific Daylight Time)
on Thursday, May 10, 2012***

Submit Statements to:

**City Clerk’s Office
City of Sacramento
915 I Street
Sacramento, CA 95814
Attn. Citywide Multi-Function Copier Devices**

NAME AND ADDRESS OF PROPOSER SUBMITTING THIS INFORMATION:

Name of Vendor: Buckmaster Office Solutions

Name of Contact Person: Mark Champas

Address: 623 W. Stadium Lane (P.O. Box 34-8330)

City, State, Zip Code: Sacramento, CA 95834

Phone Number: 916-923-0500

Email: mchampas@buckmasteroffice.com

ATTACHMENT 2

PROPOSAL SIGNATURE FORM

All Proposers must complete and sign this section. **Failure to complete and sign this section will result in rejection of the proposal.**

Name of Submitter: Buckmaster Office Solutions

Business Address: 623 W. Stadium Lane, Sacramento, CA 95834
(Street) (City) (State) (Zip Code)

Telephone: (916) 923-0500 **Fax:** (916) 923-5005

Type of Business: Corporation; Partnership; Individual doing business under own name; Individual doing business using a firm name; Joint Venture (Attach Joint Venture Agreement)

Federal Tax I.D. Number: 94-2561853

To the City of Sacramento:

The undersigned, as Proposer, certifies that the only persons or parties interested in this Proposal as principals are those named herein as submitter; that this qualification statement is made without collusion with any other person, firm or corporation; that in submitting this Proposal the Proposer has examined all terms, conditions, and requirements set forth in the Request for Proposal; that the Proposer proposes and agrees that if this Proposal is accepted, the Proposer will execute and fully perform the contract for which Proposals are called; that the Proposer will perform all the work and/or furnish all the materials specified in the contract, in the manner and time therein prescribed, and according to the requirements as therein set forth; and that the Proposer will take in full payment therefor, the prices set forth in the contract.

Mark Champas, President
(Typed or Printed Name and Title) (Signature)

Address (if different than business address above)

ATTACHMENT 3

**CLIENT REFERENCES – BUCKMASTER OFFICE SOLUTIONS
(MINIMUM OF THREE REFERENCES REQUIRED)**

CLIENT NAME: Sacramento County Office of Education

NAME OF PROJECT: SCOE

CITY/COUNTY: Sacramento/Sacramento STATE: CA

ADDRESS: P.O. Box 269003, Sacramento, CA 95826-9003

KEY CONTACT NAME / EMAIL / TELEPHONE NUMBER:

Mr. Tom Adams (916) 228-2268 or Ms. Joanne Spencer (916) 228-2696

DETAILS

DATE SERVICES WERE PROVIDED: Ongoing since 1995

SCOPE OF THE ASSIGNMENT ON THE PROJECT:

Buckmaster currently provides support to the Sacramento County Office of Education for over 55 copiers and over 100 printers. The fleet is currently in the process of being upgraded to newer multifunctional devices, providing the County with automated meter count reporting and new scanner technology. The County is transitioning its print output to the Lanier and Ricoh multifunctional devices to reduce cost and improve efficiencies. The initial savings to be realized by the County in actual costs is 25%. As more print is moved to the multifunctional devices, the County can achieve a cost savings of 40% or greater.

ADDITIONAL REMARKS: 17 year customer relationship

CLIENT REFERENCES – BUCKMASTER OFFICE SOLUTIONS

CLIENT NAME: Marshall Medical

NAME OF PROJECT: Marshall Medical

CITY/COUNTY: Placerville/El Dorado STATE: CA

ADDRESS: 1100 Marshall Way, Placerville, CA 95667

KEY CONTACT NAME / EMAIL / TELEPHONE NUMBER:

Mr. David Sanford (530) 626-2770 x1361

DETAILS

DATE SERVICES WERE PROVIDED: Ongoing since April 1, 2010

SCOPE OF THE ASSIGNMENT ON THE PROJECT:

Buckmaster has been assisting Marshall Medical in support of approximately 200 Ricoh multifunctional devices since April 2010. The previous contractor that Marshall used could not provide the level of support to adequately serve the needs of the Hospital. Buckmaster participated in an interview process, during which it was determined that Buckmaster was closely aligned with Marshall's objectives of providing responsive technical needs, parts and supplies, support, accurate and timely billing, along with a competitive pricing program. The Hospital is very pleased with their ongoing program and current level of support from Buckmaster.

ADDITIONAL REMARKS: 2 year customer relationship

CLIENT REFERENCES – RICOH USA INC.

CLIENT NAME: Fresno Unified School District

CITY/COUNTY: Fresno/Fresno STATE: CA

KEY CONTACT NAME / EMAIL / TELEPHONE NUMBER: Out of courtesy, we have established a reference policy that respects the confidentiality of our customers. The policy is intended to limit the potential for inconvenience that may result from numerous reference information requests. Consequently, we respectfully request the opportunity to coordinate a mutually agreeable time for the City of Sacramento to contact the listed references. At the point in the evaluation process when the City of Sacramento is ready to interview business references, please contact Daniel Snyder, RICOH Strategic Account Executive, at (916) 928-2856. Daniel will arrange direct contact with the following references at that time.

DETAILS

DATE SERVICES WERE PROVIDED: Ongoing since 2010

SCOPE OF THE ASSIGNMENT ON THE PROJECT: RICOH, USA Inc. was awarded the exclusive agreement to provide Multi-Function Devices (MFD's) for the District, the largest fleet in the Central Valley. The implementation has included over 350 MFD's within the District. RICOH has also begun supplying and supporting desktop Laser Printers. In addition, RICOH has also completed electronic imaging (Back-file Conversion) projects for the District Special Education and Human Resource departments into existing Laserfiche system, and begun implementation of Knowledge Lake to support the District's SharePoint efforts. RICOH is working with the District to integrate scanning into both legacy and emerging District platforms, has provided form re-design services for several Operations Department functions (purchase orders, multi-level approval forms, warehouse delivery forms and District evaluation forms), and helped streamline both scan and facsimile workflows.

ADDITIONAL REMARKS: This is the largest fleet in the local area comprising 350+ MFD's, 21 million impressions per month, staffed support of Production/Shared Services, desktop printers, submission and tracking of District printing and assets, imaging, and content management solutions. District-wide fleet uptime exceeding 96%. 18 month customer relationship.

CLIENT REFERENCES – RICOH USA INC.

CLIENT NAME: Health Net Services

NAME OF PROJECT: _____

CITY/COUNTY: _____ STATE: CA

ADDRESS: _____

KEY CONTACT NAME / EMAIL / TELEPHONE NUMBER: Out of courtesy, we have established a reference policy that respects the confidentiality of our customers. The policy is intended to limit the potential for inconvenience that may result from numerous reference information requests. Consequently, we respectfully request the opportunity to coordinate a mutually agreeable time for the City of Sacramento to contact the listed references. At the point in the evaluation process when the City of Sacramento is ready to interview business references, please contact Daniel Snyder, RICOH Strategic Account Executive, at (916) 928-2856. Daniel will arrange direct contact with the following references at that time.

DETAILS

DATE SERVICES WERE PROVIDED: Ongoing since 2007

SCOPE OF THE ASSIGNMENT ON THE PROJECT: Approximately 2600 printers and Multi-function Devices (MFD) under management.

ADDITIONAL REMARKS: 5 year customer relationship.

CLIENT REFERENCES – RICOH USA INC.

CLIENT NAME: Shasta County

NAME OF PROJECT: _____

CITY/COUNTY: Redding/Shasta STATE: CA

ADDRESS: _____

KEY CONTACT NAME / EMAIL / TELEPHONE NUMBER: Out of courtesy, we have established a reference policy that respects the confidentiality of our customers. The policy is intended to limit the potential for inconvenience that may result from numerous reference information requests. Consequently, we respectfully request the opportunity to coordinate a mutually agreeable time for the City of Sacramento to contact the listed references. At the point in the evaluation process when the City of Sacramento is ready to interview business references, please contact Daniel Snyder, RICOH Strategic Account Executive, at (916) 928-2856. Daniel will arrange direct contact with the following references at that time.

DETAILS

DATE SERVICES WERE PROVIDED: Ongoing since 1998

SCOPE OF THE ASSIGNMENT ON THE PROJECT: 140 Multi-function devices (MFD's), network fax services, web monitoring, print & copy volume tracking. Replaced fleet of Canon, Kyocera, other. Savings of over \$50,000 annually.

ADDITIONAL REMARKS: 14 year customer relationship.

ATTACHMENT 4

SMALL BUSINESS/EMERGING SMALL BUSINESS CERTIFICATION

NOTE: *Submitters must provide responses to the following items. Failure to provide a response to each of the items in this section may be grounds for rejection of qualification statements.*

1. SMALL BUSINESS ENTERPRISE (SBE) CERTIFICATION

Is the firm submitting the bid certified by the City of Sacramento as a Small Business Enterprise? Check the appropriate block below:

YES – the firm submitting the bid is certified by the City of Sacramento as a Small Business Enterprise.

NO – the firm submitting the bid is not certified by the City of Sacramento as a Small Business Enterprise.

If the response to the above is YES, provide the City of Sacramento Certification Number 19961

2. EMERGING BUSINESS ENTERPRISE (EBE) CERTIFICATION

Is the firm submitting the bid certified by the City of Sacramento as an *Emergency* Business Enterprise? Check the appropriate block below:

YES – the firm submitting the bid is certified by the City of Sacramento as an Emerging Business Enterprise.

NO – the firm submitting the bid is not certified by the City of Sacramento as an Emerging Business Enterprise.

If the response to the above is YES, provide the City of Sacramento Certification Number: _____

NOTE: SBE/EBE FIVE PERCENT (5%) EVALUATION PREFERENCE

On February 9, 1999, the Sacramento City Council adopted an Emerging and Small Business Development program to provide enhanced opportunities for the participation of small business enterprises (SBEs) and emerging business enterprises (EBEs) in the City's contracting and procurement activities. Any qualification statement submitted by a firm that is certified as an SBE by the City of Sacramento, or that is certified as an EBE by the City of Sacramento, will receive a five percent (5%) evaluation preference.



CITY OF SACRAMENTO, CALIFORNIA
OFFICE OF SMALL BUSINESS

EMERGING AND SMALL BUSINESS DEVELOPMENT PROGRAM

SMALL BUSINESS CERTIFICATION

EFFECTIVE THIS DATE: OCTOBER 11, 2011

BUCKMASTER BUSINESS MACHINES

IS CERTIFIED AS A SMALL BUSINESS ENTERPRISE

CITY CERTIFICATION NUMBER: 19961

EXPIRATION: 10/11/14

The City of Sacramento defines a Small Business Enterprise (SBE) as a commercially functioning firm, that is independently owned and operated, not dominant in its field of operations, has its principal office located in California, has its owners and officers domiciled in California, together with its affiliates, is either a service, construction, or non-manufacturer that has 100 or fewer employees; with average annual gross receipts not exceeding twelve million dollars (\$12,000,000) over the previous three (3) tax years, or, a manufacturer that has 100 or fewer employees; in addition to meeting eligibility requirements for a SBE, an Emerging Business Enterprise (EBE) classification is based on the firm's total gross receipts over a three (3) year period, within defined industry-specific thresholds.

**CONGRATULATIONS ON YOUR EFFORTS TO CONDUCT BUSINESS WITH THE CITY
AND PARTICIPATE IN THE LOCAL ECONOMIC DEVELOPMENT OF OUR REGION.**

THIS CERTIFICATE ISSUED BY:

ECONOMIC DEVELOPMENT DEPARTMENT
515 I STREET, SACRAMENTO, CA 95814

(916) 800-7283 WWW.CITYOFSAFRAMENTO.ORG/EDONDEV

NOREEN JAMES
CERTIFYING OFFICER

ATTACHMENT 5

CITY OF SACRAMENTO BOYCOTT OF ARIZONA-HEADQUARTERED BUSINESSES

On June 15, 2010, the Sacramento City Council adopted Resolution No. 2010-346 opposing two Arizona laws (SB 1070 and HB 2162) that will allow Arizona police to arrest individuals suspected of being unlawfully present in the United States and to charge immigrants with a state crime for not carrying immigration documents. Sacramento City Council Resolution No. 2010-346 also called for a boycott of the State of Arizona and businesses headquartered in Arizona until Arizona repeals or a court nullifies SB 1070 and HB 1262. Resolution No. 2010-346 provides, in pertinent part, that “where practicable and where there is no significant additional cost to the City, the City of Sacramento shall not enter into any new, amended, extended or supplemental contracts to purchase or procure goods or services from any business or entity that is headquartered in Arizona.”

Pursuant to the provisions of Resolution No. 2010-346, the City may determine that a proposal from a business or entity that is headquartered in Arizona is nonresponsive and the City may reject the proposal on that basis.

Proposers that are headquartered in the United States shall in the space below the state where the proposer is headquartered:

California
State Where Proposer is Headquartered

ATTACHMENT 6 NONPROFESSIONAL SERVICES AGREEMENT

I have reviewed and agree with the general provisions of the City's standard Non-Professional Services Agreement, subject to the following exceptions:

1. (Unable to determine specific section)
For equipment leasing, US Bank Equipment Finance would require an authorized signature on a US Bank agreement. This would be a separate stand-alone agreement for financing the equipment. Any financing offered to the City of Sacramento relative to this engagement is dependent upon credit approval and underwriting by US Bank Equipment Finance. Alternatively, Buckmaster may or may not be able to finance a transaction internally depending upon the size of the transaction, terms, and other factors that are unknown at this time.
2. (Unable to determine specific section)
Service and performance guarantees can only be offered by the contractor, not US Bank.
3. (Section 1.5 Project Overview item f)
Title to the MFP's throughout the leasing period would remain with US Bank, not the contractor.
2. (Section 1.5 Billing item a)
US Bank is unable to accept the billing provision "Any such amounts beyond 60 days due to vendor's failure to submit timely invoices shall be null and void" on page 10 of the RFP.
3. (Entire agreement)
US Bank would require a leasing/ rental transaction free of indemnification other than for equipment return at end of lease which would be contractor's responsibility.
4. (Exhibit D item 9 Term; Suspension; Termination)
US Bank is unable to accept a "cancel for convenience", suspension or termination as part of the leasing agreement. A cancellation for non-appropriation of funds would be acceptable.
5. (Exhibit D item 9 Term; Suspension; Termination)
Other than for the reason of non-performance, Buckmaster is unable to accept a "cancel for convenience", suspension or termination as part of the agreement.

Mark Champas, President

LANIER

Lanier Technology Full Line Guide

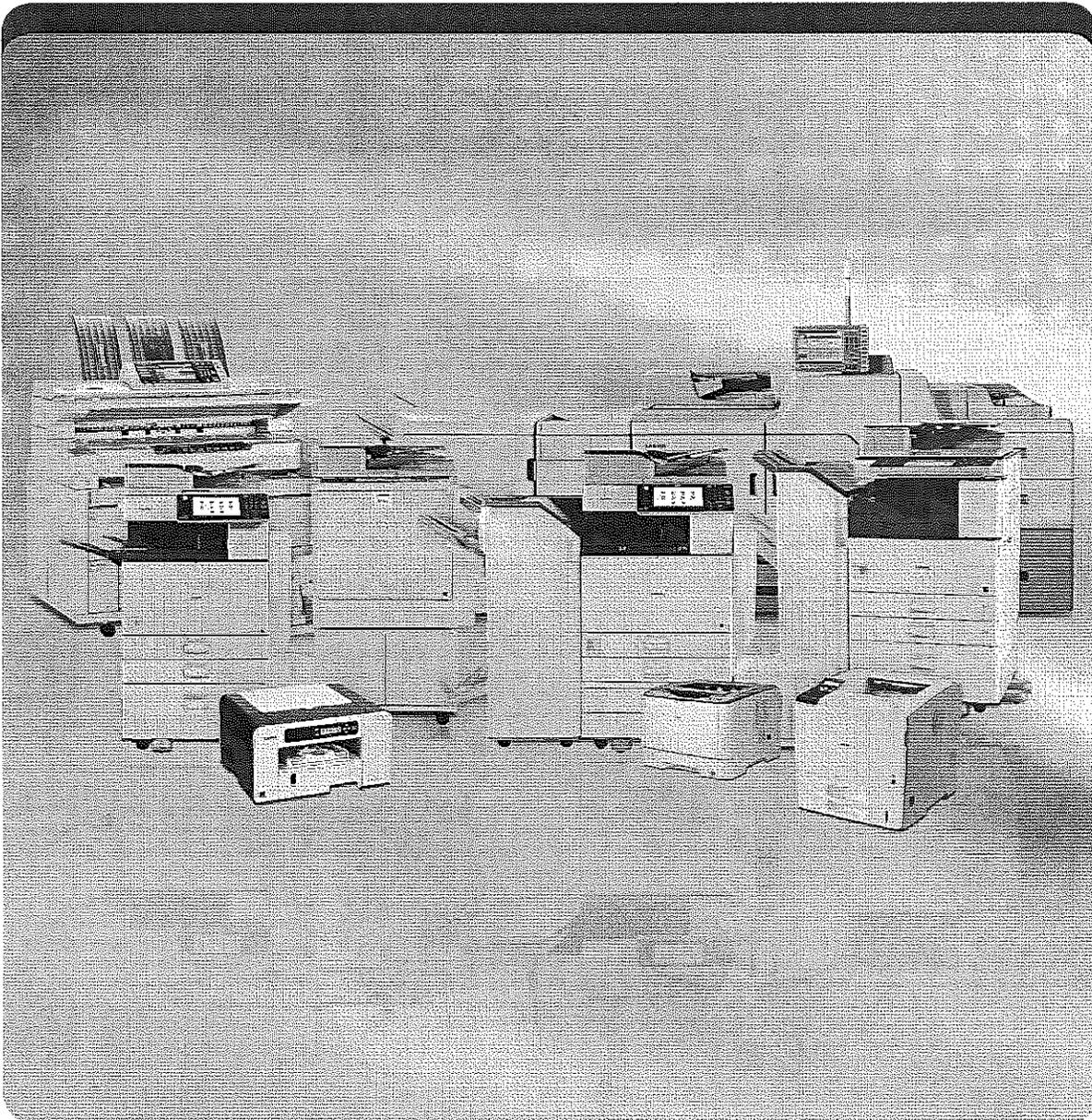
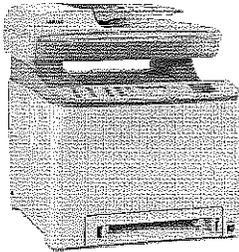


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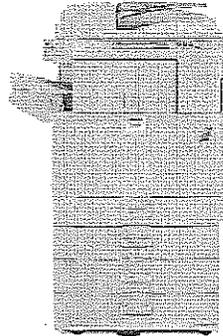
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Multifunction Color



SP C240SF

- Print speed of 16-ppm black & white and full-color
- Standard copy/print/fax/scan configurations
- Up to 8.5" x 14" paper
- 751 sheet maximum paper capacity
- 256 MB RAM
- Up to 2,400 x 600 dpi equivalent
- Standard duplexing
- Up to 83 lb. Index through all standard paper trays
- Standard DDST (GDI)
- Standard USB 2.0, 10/100Base-TX Ethernet and USB Host I/F for PictBridge™
- Optional IEEE 801.11b/g Wireless Bridge
- Scan-to-Email (with LDAP support), Scan-to-Folder (SMB, FTP, NCP) and Network TWAIN Scanning
- Super G3 33.6 Kbps fax modem with JBIG compression



LD620C/LD625C Series

- Copy/print speed of 20-ppm (LD620C) or 25-ppm (LD625C) black & white and full-color
- Standard copy/print/scan & optional fax
- Up to 1,200 x 1,200 dpi resolution
- Standard duplexing
- 1.5 GB RAM
- 160 GB HDD (enables advanced printing/storage/security features)
- 1,600 sheet maximum paper capacity
- Up to 11" x 17" paper size (up to 12" x 18" via Bypass Tray)
- Up to 140 lb. Index
- Optional Envelope Feeding Tray (up to 40 envelopes depending upon thickness and type)
- Standard PCL5c/6
- Optional Genuine Adobe® PostScript® 3™, which supports PDF Direct Print and Mobile Driver
- Standard USB 2.0, 10/100Base-TX Ethernet and USB Host I/F
- Optional IEEE 802.11a/b/g, Gigabit Ethernet and IEEE 1284
- Optional Print-from-Media (USB/SD Card)
- Standard 50 sheet Automatic Document Feeder
- Standard DataOverwriteSecurity System (DOSS), HDD Encryption and Java VM Card
- Up to 500 user codes with quota setting
- Scan-to-Email (with LDAP support), Scan-to-Folder (SMB, FTP, NCP), Network TWAIN scanning, Scan-to-Media (USB/SD optional), Scan-to-Webmail (SSL over SMTP) and WSD scanner (for Vista)
- Finishing options including a 500 sheet Internal Finisher with optional 2/3 Hole-Punch Unit

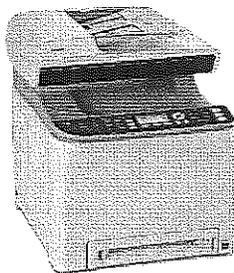
For additional information: 1-855-5-LANIER

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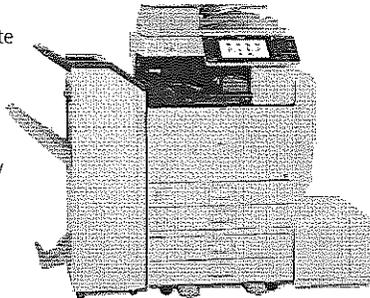
LANIER

Multifunction Color



SP C242SF

- Print speed of 21-ppm black & white and full-color
- Standard copy/print/fax/scan configurations
- Up to 8.5" x 14" paper
- 751 sheet maximum paper capacity
- 256 MB RAM
- Up to 2,400 x 600 dpi equivalent
- Standard duplexing
- Up to 83 lb. Index through all standard paper trays
- Standard PCL5c/6 and PostScript3 emulation
- Standard USB 2.0, 10/100Base-TX Ethernet and USB Host I/F for PictBridge™
- Optional IEEE 801.11b/g Wireless Bridge
- Scan-to-Email (with LDAP support), Scan-to-Folder (SMB, FTP, NCP) and Network TWAIN Scanning
- Super G3 33.6 Kbps fax modem with JBIG compression



MP C3002/MP C3502

- Copy/print speed of 30-ppm (MP C3002) or 35-ppm (MP C3502) black & white and full-color
- Standard copy/print/scan & optional fax
- Up to 1,200 x 1,200 dpi resolution
- Standard duplexing
- 1.5 GB RAM
- 250 GB HDD (enables advanced printing/storage/security features)
- 4,400 sheet maximum paper capacity (with Tandem LCT + Side LCT)
- Up to 11" x 17" paper size (up to 12" x 18" via Bypass Tray)
- Up to 140 lb. Index paper weight (up to 110 lb. Cover via Bypass Tray)
- Standard PCL 5c/6 and XPS
- Optional Genuine Adobe® PostScript® 3™ and IPDS
- Standard 10Base-T/100Base-TX Ethernet, Dual USB 2.0 Host I/F, USB Hi Speed (for direct PC/MAC connection) and USB 2.0/SD Card Slot I/F (for scanning to/printing from removable media)
- Optional Wireless, Gigabit Ethernet and Parallel
- 50 sheet Automatic Reversing Document Feeder
- Scan-to-Email (with LDAP Support), Scan-to-Folder (SMB/FTP/NCP), Scan-to-URL, Scan-to-Media (requires USB 2.0/SD Card Slot option) and Network TWAIN Scanning
- Finishing options including 500 sheet Finisher, 1,000 sheet Finisher and 1,000 sheet Booklet Finisher (2/3 Hole-Punch Unit available on Booklet Finisher)

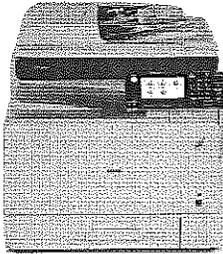
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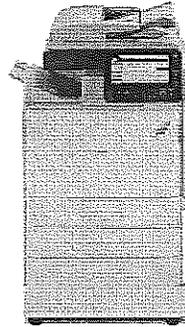
LANIER

Multifunction Color



MP C305

- Print speed of 31-ppm black & white and full-color
- Standard print/color scan/fax
- Up to 8.5" x 14" paper
- 1,350 sheet maximum paper capacity
- 1 GB RAM
- Up to 1,200 x 1,200 dpi
- Standard duplexing
- 50 sheet Automatic Document Feeder
- Up to 58 lb. Bond through Bypass tray
- Standard PCL5e/6, XPS and Genuine Adobe® PostScript® 3™
- Standard USB 2.0 (Type A & B) and 10/100Base-TX Ethernet
- Optional IEEE 801.11a/b/g, Gigabit Ethernet and Bluetooth
- Super G3 33.6 Kbps fax modem with JBIG compression
- Standard Scan-to/Print-from USB/SD
- Supports MH,MR,MMR, JPEG, JPEG2000, JBIG2 compression, PDF/A and Digitally Signed PDF Support
- Standard Quota Setting (1,000 user codes)
- Optional external USB QWERTY keyboard
- Customizable Touch Panel Display



LD130C/LD130CSR/ LD140C/LD140CSR

- Copy/print speed of 32-ppm (LD130C/LD130CSR) or 42-ppm (LD140C/LD140CSR) black & white and full-color
- Standard copy/print/scan & optional fax
- Up to 1,200 x 1,200 dpi resolution
- Standard duplexing
- 1.5 GB RAM
- 160 GB HDD (enables advanced printing/storage/security features)
- 2,300 sheet maximum paper capacity
- Up to 8.5" x 14" paper size
- Up to 120 lb. Index paper weight (up to 140 lb. Index via Bypass Tray)
- Standard PCL 5c/6, Genuine Adobe® PostScript® 3™ and XPS
- Standard USB 2.0 (Type A & B), 10/100Base-TX Ethernet and USB 2.0/SD Card Slot I/F (for scanning to/printing from removable media)
- Optional IEEE 802.11a/g and Gigabit Ethernet
- 50 sheet Automatic Reversing Document Feeder
- Scan-to-Email (with LDAP Support), Scan-to-Folder (SMB/FTP/NCP), Scan-to-URL, Scan-to-WebMail (SMTP over SSL), Scan-to-Media and Network TWAIN Scanning
- Standard 50 sheet Internal Finisher (LD130CSR/LD140CSR only)

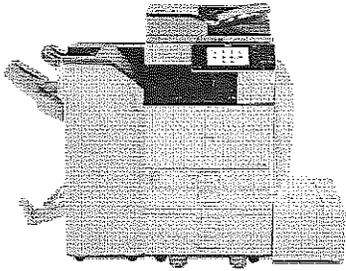
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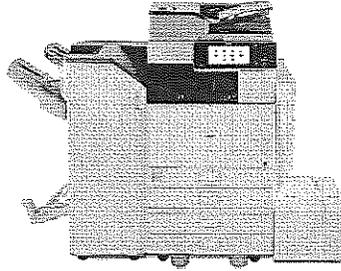
LANIER

Multifunction Color



MP C4502/MP C5502

- Copy/print speed of 45-ppm (MP C4502) or 55-ppm (MP C5502) black & white and full-color
- Standard copy/print/scan & optional fax
- Up to 1,200 x 1,200 dpi resolution
- Standard duplexing
- 2 GB RAM
- 250 GB HDD (enables advanced printing/storage/security features)
- 4,400 sheet maximum paper capacity (with Tandem LCT + Side LCT)
- Up to 11" x 17" paper size (up to 12" x 18" via Bypass Tray)
- Up to 140 lb. Index paper weight (up to 110 lb. Cover via Bypass Tray)
- Standard PCL 5c/6 and XPS
- Optional Genuine Adobe® PostScript® 3™ and IPDS
- Standard 10Base-T/100Base-TX Ethernet, Dual USB 2.0 Host I/F, USB Hi Speed (for direct PC/MAC connection) and USB 2.0/SD Card Slot I/F (for scanning to/printing from removable media)
- Optional Wireless, Gigabit Ethernet and Parallel
- 100 sheet Automatic Reversing Document Feeder
- Scan-to-Email (with LDAP Support), Scan-to-Folder (SMB/FTP/NCP), Scan-to-URL, Scan-to-Media (requires USB 2.0/SD Card Slot option) and Network TWAIN Scanning
- Finishing options including 1,000 sheet Finisher, 3,000 sheet Finisher and 2,000 sheet Booklet Finisher (2/3 Hole-Punch Unit available on 3,000 sheet Finisher and Booklet Finisher)



MP C4502A/MP C5502A

- Copy/print speed of 45-ppm (MP C4502A) or 55-ppm (MP C5502A) black & white and full-color
- Standard copy/print/scan & optional fax
- Up to 1,200 x 1,200 dpi resolution
- Standard duplexing
- 2 GB RAM
- 250 GB HDD (enables advanced printing/storage/security features)
- 4,400 sheet maximum paper capacity (with Tandem LCT + Side LCT)
- Up to 11" x 17" paper size (up to 12" x 18" via Bypass Tray)
- Up to 140 lb. Index paper weight (up to 110 lb. Cover via Bypass Tray)
- Standard PCL 5c/6 and XPS
- Optional Genuine Adobe® PostScript® 3™ and IPDS
- Standard 10Base-T/100Base-TX Ethernet, Dual USB 2.0 Host I/F, USB Hi Speed (for direct PC/MAC connection) and USB 2.0/SD Card Slot I/F (for scanning to/printing from removable media)
- Optional Wireless, Gigabit Ethernet and Parallel
- Standard 100 sheet single-pass Duplexing Document Feeder
- Scan-to-Email (with LDAP Support), Scan-to-Folder (SMB/FTP/NCP), Scan-to-URL, Scan-to-Media (requires USB 2.0/SD Card Slot option) and Network TWAIN Scanning
- Finishing options including 1,000 sheet Finisher, 3,000 sheet Finisher and 2,000 sheet Booklet Finisher (2/3 Hole-Punch Unit available on 3,000 sheet Finisher and Booklet Finisher)

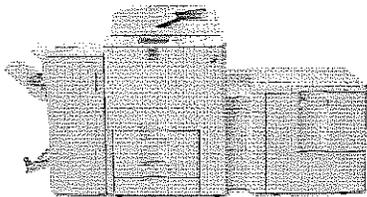
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LANIER

Multifunction Color



LD365C/LD375C

- Copy/print speed of 65-ppm (LD365C) or 75-ppm (LD375C) black & white and 60-ppm (LD365C) or 70-ppm (LD375C) full-color
- Standard copy/print/scan & optional fax
- Up to 1,200 x 1,200 dpi resolution
- Standard duplexing at rated engine speed
- 320 GB HDD (enables advanced printing/storage/security features)
- 7,400 sheet maximum paper capacity including optional DLT/LCT 2,000 sheet Large Capacity Tray with up to 12" x 18" and air assist
- Up to 12" x 18" paper size
- Up to 110 lb. Cover
- Optional Genuine Adobe® PostScript® 3™
- Optional EFI Fiery E-7200
- Standard USB 2.0 and 10/100Base-TX Ethernet
- Optional IEEE 802.11a/b/g, Bluetooth, Gigabit Ethernet, IEEE 1284 and USB Host I/F
- Standard 150 sheet Automatic Document Feeder with single-pass color duplex scan
- Scan-to-Email (with LDAP Support), Scan-to-Folder (SMB/FTP), Enhanced TWAIN scanning and Scan-to-USB/SD
- Finishing options including two 3,000 sheet Finishers, 2,000 sheet Booklet Finisher with optional 2/3 Hole-Punch Unit, dual and single source Cover Interposer, RingBinder, Multi-Folding Unit, GBC StreamPunch™ Pro and Production Booklet Maker
- Capture, combine, convert and share workflow with Personal Paperless Document Manager (PPDM)

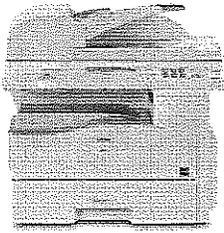
For additional information: 1-855-5-LANIER

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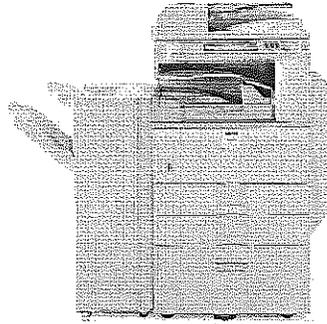
LANIER

Multifunction B&W



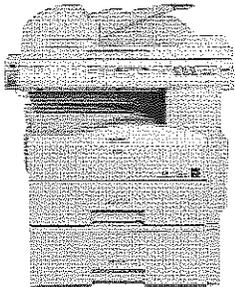
LD117

- Copy/print speed of 17-ppm
- Optional 80 GB HDD
- Up to 600 x 600 dpi resolution
- Standard duplexing
- 1,350 sheet maximum paper capacity
- Up to 8.5" x 14" paper size
- Standard PCL5e/6 and Vista support
- Optional Genuine Adobe® PostScript® 3™
- Optional USB 2.0 and 10/100Base-TX Ethernet
- Optional IEEE 802.11a/b/g, Gigabit Ethernet and IEEE 1284
- Standard 50 sheet Automatic Document Feeder
- Scanning capabilities include color scanning and Scan-to-Media
- Advanced security features
- Optional DataOverwriteSecurity System
- Optional Hard Drive Encryption



LD425B Series

- Copy/print speed of 25-ppm
- Copy/print (option)/monochrome scan (option)/fax (option)
- Up to 600 x 600 dpi resolution
- Standard duplexing
- 3,100 sheet maximum paper capacity
- Up to 11" x 17" paper size
- Optional Lanier RPCS™, PCL5e/6 and Genuine Adobe® PostScript® 3™
- Standard USB 2.0 and 10/100Base-TX Ethernet
- Optional IEEE 802.11a/b/g, Bluetooth and IEEE 1284
- Optional 50 sheet Automatic Document Feeder
- Optional Super G3 33.6 Kbps fax modem with JBIG compression plus LAN Fax, IP (T.38), Internet Fax (T.37) and Automatic Fax Forwarding to Email/Folder
- Finishing options including a 500 and 1,000 sheet Finisher plus a 1,000 sheet Booklet Finisher with optional 2/3 Hole-Punch Unit
- Advanced security features
- Optional external USB QWERTY keyboard
- Extensive document and system management tools



LD220SPF Series

- Copy/print speed of 21-ppm
- Optional 80 GB HDD includes HDD Overwrite and Encryption
- Up to 600 x 600 dpi resolution
- Standard duplexing
- 1,350 sheet maximum paper capacity
- Up to 8.5" x 14" paper size
- Standard PCL5e/6 and Vista support
- Standard Genuine Adobe® PostScript® 3™
- Standard USB 2.0 and 10/100Base-TX Ethernet
- Optional IEEE 802.11a/b/g, Gigabit Ethernet and IEEE 1284
- Standard 50 sheet Automatic Document Feeder
- Super G3 33.6 Kbps fax modem with JBIG compression
- Scanning capabilities include color scanning and Scan-to-Media
- Advanced security features

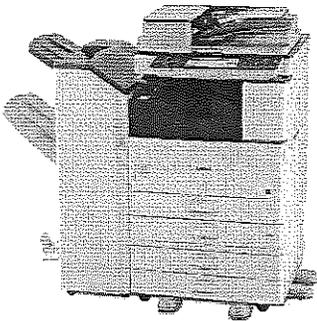
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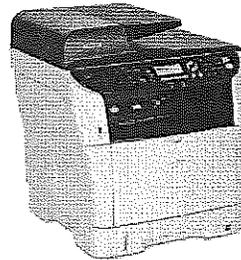
LANIER

Multifunction B&W



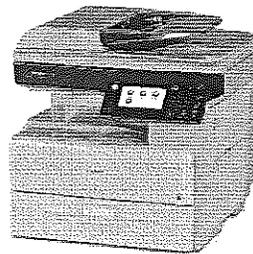
MP 2352SP/MP 2852/ MP 2852SP/MP 3352/ MP 3352SP

- Copy/print speed of 23-ppm (MP 2352SP), 28-ppm (MP 2852/MP 2852SP) or 33-ppm (MP 3352/MP 3352SP)
- Standard copy/print/color scan (option on MP 2852/MP 3352)/ fax (option on all models)
- Up to 600 x 600 dpi resolution
- Standard duplexing
- 512 MB RAM/1 GB RAM & 120 GB HDD (MP 2852/MP 3352); 1 GB RAM & 120 GB HDD (MP 2352SP/MP 2852SP/MP 3352SP)
- 3,150 sheet maximum paper capacity (fully configured)
- Up to 11" x 17" paper size
- Standard PCL6 (option on MP 2852/MP 3352)
- Optional Genuine Adobe® PostScript®3™ and IPDS
- Standard USB 2.0 and 10/100Base-TX Ethernet
- Optional IEEE 802.11a/b/g, Gigabit Ethernet and IEEE 1284
- Optional Super G3 33.6 Kbps fax modem with JBIG compression plus LAN Fax, IP (T.38), Internet Fax (T.37) and Automatic Fax Forwarding to Email/Folder
- Standard black & white and color Scan-to-Email, Scan-to-Folder and Scan-to-HD (option on MP 2852/MP 3352)
- Optional Scan-to/Print-from USB/SD
- Optional external USB QWERTY Keyboard
- Standard DOSS and HDD Encryption
- Finishing options including a 500 and 1,000 sheet Finisher, a 1,000 sheet Booklet Finisher with optional 2/3 Hole-Punch Unit plus a 500 sheet Internal Finisher with optional 2/3 Hole-Punch Unit
- Capture, combine, convert and share workflow with Personal Paperless Document Manager (PPDM) – standard 1 license activation included with SP configuration



SP 3500SF/SP 3510SF

- Copy/print speed of 30-ppm
- Standard copy/print/color scan/fax
- Up to 1,200 x 1,200 dpi resolution
- Standard duplexing (SP 3510SF only)
- 300 sheet standard paper capacity expandable to 550 sheets
- Up to 8.5" x 14" paper size
- Standard PCL6 and PostScript3 emulation
- Standard USB 2.0 and 10/100Base-TX Ethernet
- Standard 50 sheet Reversing Automatic Document Feeder
- Super G3 33.6 Kbps fax modem with JBIG compression, 20 One-Touch Dials and 200 Speed Dials
- Scanning capabilities include color scanning and Scan-to-Email and Scan-to-Folder/FTP/USB
- Easy to replace All In One toner Cartridge (AIO)



MP 301SPF

- Copy/print speed of 31-ppm
- Standard copy/print/color scan/fax
- Up to 600 x 600 dpi resolution
- Standard duplexing
- 1 GB RAM
- 1,350 sheet maximum paper capacity (fully configured)
- Up to 8.5" x 14" paper size
- Standard PCL5e/6, XPS and Genuine Adobe® PostScript® 3™
- Standard USB 2.0 and 10/100Base-TX Ethernet
- Optional IEEE 802.11a/b/g, Gigabit Ethernet and IEEE 1284
- Standard Super G3 33.6 Kbps fax modem with JBIG compression
- Scanning capabilities include color scanning and Scan-to-Media
- Standard DataOverwriteSecurity System (DOSS) and HDD Encryption (with HDD Option)

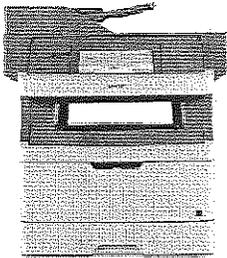
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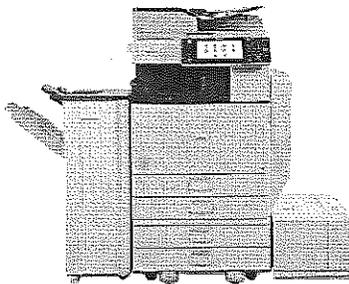
LANIER

Multifunction B&W



SP 4410SF

- Print speed of 40-ppm
- Standard copy/print/color scan/fax
- Up to 8.5" x 14" paper size
- 850 sheet maximum paper capacity
- 500 MHz 32-Bit Processor
- 128 MB RAM expandable to 640 MB RAM
- Optional 80 GB HDD
- Up to 1,200 x 1,200 dpi
- Standard duplexing
- Standard PCL5e/6, PPD, XPS, PostScript3 emulation, PDF Direct Print v1.6, xHTML and Direct Image
- Standard USB 2.0 (Type A & B), 10/100 Base-TX Ethernet and USB 2.0/SD Card Slot I/F
- Optional IEEE 802.11b/g/n Wireless Adapter
- Standard Super G3 33.6 Kbps fax modem with JBIG compression plus built-in PC faxing and Fax Forwarding
- Standard black & white and color Scan-to-Email, Scan-to-Folder, Scan-to-FTP, Scan-to-USB and Network TWAIN scanning
- Advanced security features



MP 4002/MP 4002SP/ MP 5002/MP 5002SP

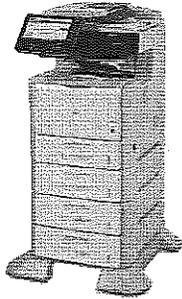
- Copy/print speed of 40-ppm (MP 4002/MP 4002SP) or 50-ppm (MP 5002/MP 5002SP)
- Standard copy/print/scan & optional fax
- Up to 600 x 600 dpi resolution
- Standard duplexing
- 4,400 sheet maximum paper capacity
- Up to 11" x 17" paper size
- Standard PCL5e/6
- Optional Genuine Adobe® PostScript® 3™
- Standard USB 2.0 and 10/100Base-TX Ethernet
- Standard VM Card and Auto Job Promotion (standard on SP versions only)
- Optional IEEE 802.11a/b/g, Bluetooth and IEEE 1284
- Scan-to/Print-from USB/SD Card (standard on SP versions)
- Standard 100 sheet Automatic Document Feeder
- Optional Super G3 33.6 Kbps fax modem with JBIG compression plus LAN Fax, IP (T.38), Internet Fax (T.37) and Automatic Fax Forwarding to Email/Folder
- Finishing options including a 1,000 and a 3,000 sheet Finisher plus a 2,000 sheet Booklet Finisher with optional 2/3 Hole-Punch Unit
- Advanced security features
- Optional external USB QWERTY keyboard
- Compact and adjustable Control Panel
- Optional MFP Browser
- Standard DataOverwriteSecurity System (DOSS) and HDD Overwrite
- Standard Quota Setting (1,000 user codes) and Bates Stamping

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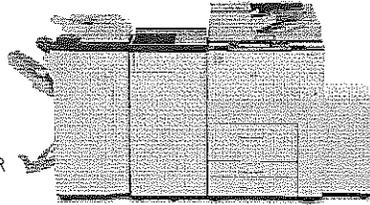
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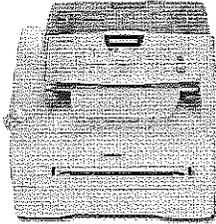
SP 5200S/SP 5210SF/ SP 5210SR Series

- Copy/print speed of 47-ppm (SP 5200S) or 52-ppm (SP 5210SF/SP 5210SR)
- Standard copy/print/color scan & optional fax on SP 5200S/SP 5210SR
- Up to 1,200 x 600 dpi resolution
- Standard 1 GB RAM/128 GB HDD
- Standard duplexing
- 2,300 sheet maximum paper capacity
- Up to 8.5" x 14" paper size (up to 35" long through Bypass Tray)
- Up to 120 lb. Index for one-sided printing
- Standard PCL5e/6, XPS, Genuine Adobe® PostScript® 3™ and PDF Direct Print
- Optional IPDS
- Standard USB 2.0 Hi Speed (Type B), 10/100Base-TX Ethernet, Dual USB 2.0 Host I/F (Type A) and USB 2.0/SD Card Slot I/F (for scanning to/printing from removable media)
- Optional IEEE 802.11a/g, Gigabit Ethernet and Bluetooth
- Super G3 33.6 Kbps fax modem with JBIG compression plus LAN Fax, IP (T.38) and Internet Fax (T.37) (Fax is standard on SP 5210SF and optional on SP 5200S and SP 5210SR)
- Standard Scan-to-Email (with LDAP Support), Scan-to-Folder (SMB/FTP/NCP), Scan-to-URL, Scan-to-Media (USB/SD Card) and Network TWAIN Scanning
- Standard Internal Finisher (SP 5210SR only)
- Standard 8.5" full color user-adjustable LCD Control Panel (SP 5210SF and SP 5210SR only)
- Extensive document and system management tools



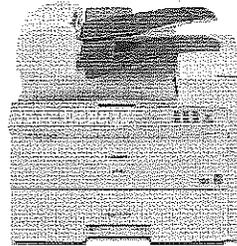
MP 6002/ MP 7502/MP 9002

- Copy/print speed of 60-ppm (MP 6002), 75-ppm (MP 7502) or 90-ppm (MP 9002)
- Standard copy/print/scan & optional fax
- Up to 1,200 x 1,200 dpi resolution
- 8,300 sheet maximum paper capacity
- Up to 11" x 17" paper size
- Standard PCL5e/6
- Optional Genuine Adobe® PostScript® 3™
- Standard USB 2.0, 10/100Base-TX Ethernet and SD Card Interface
- Optional IEEE 802.11a/b/g, Bluetooth, Gigabit Ethernet and IEEE 1284
- Standard 150 sheet color single pass duplex Automatic Document Feeder
- Optional Super G3 33.6 Kbps fax modem with JBIG compression plus LAN Fax, IP (T.38), Internet Fax (T.37), Automatic Fax Forwarding to Email/Folder and option to add additional G3 line
- Optional remote fax allows sharing one fax line with up to 5 MFPS
- Finishing options including a 3,000 sheet Finisher with 100 sheet stapler, a 3,000 sheet Finisher with 50 sheet stapler, a 2,000 sheet Finisher with Saddle-stitch and 50 sheet stapler, 9-Bin Mailbox, Cover Interposer, Multi-Folding Unit, 2/3 Hole-Punch Unit, GBC StreamPunch™ Pro and a Production Booklet Maker
- Enhanced TWAIN scanning and Scan-to-USB/SD
- Advanced security features, document and system management tools



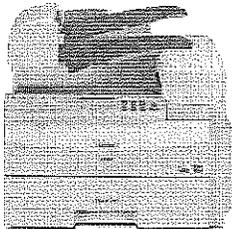
FAX 1190L

- 33.6 Kbps Super G3 modem
- Recommended monthly volume 830 pages
- 16 MB memory (500 pages)
- Print speed of 15-ppm
- 20 sheet Automatic Document Feeder
- Up to 8.5" x 14" paper
- 20 Quick Dials, 200 Speed Dials and 8 Group Dials
- 2 second black & white scan speed
- Standard 250 sheet paper capacity



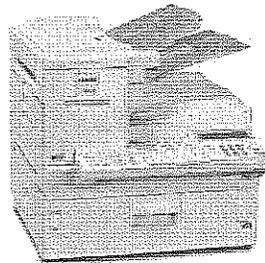
LF412/LF417e

- 33.6 Kbps Super G3 modem with JBIG compression
- Recommended monthly volume 2,200 pages
- 16 MB memory (1,280 pages) expandable to 40 MB memory (2,200 pages)
- Print speed of 15-ppm
- 70 sheet Automatic Document Feeder
- Up to 8.5" x 14" paper
- 90 Quick Dials, 200 Speed Dials and 9 Group Dials
- 1.3 second black & white quick scan speed
- Standard 350 sheet paper capacity expandable to 1,350 sheets
- Optional second G3 modem
- Optional color Scan-to-Email, IP-FAX, Internet-Fax and LAN-Fax (all standard on LF417e)
- Standard duplexing



LF312

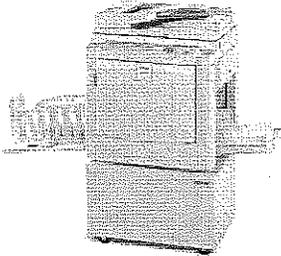
- 33.6 Kbps Super G3 modem with JBIG Compression
- Recommended monthly volume 2,200 pages
- 8 MB memory (640 pages) expandable to 40 MB (1,500 pages)
- Print speed of 15-ppm
- 50 sheet Automatic Document Feeder
- Up to 8.5" x 14" paper
- 30 Quick Dials, 100 Speed Dials and 5 Group Dials
- 1.3 second black & white quick scan speed
- Standard 350 sheet paper capacity expandable to 850 sheets



LF510/LF515e

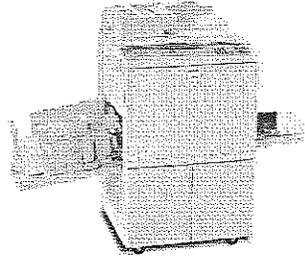
- 33.6 Kbps, dual Super G3 modem with JBIG compression
- Recommended monthly volume 6,000 pages
- 7 MB memory (560 pages) expandable to 47 MB memory (3,000 pages) with function upgrade card
- Print speed of 23-ppm
- 75 sheet Automatic Document Feeder
- Up to 11" x 17" paper
- 144 Quick Dials, 100 Speed Dials and 9 Group Dials
- 1.5 second black & white quick scan speed
- Standard 1,000 sheet paper capacity expandable to 2,600 sheets
- Optional second G3 modem
- Optional color Scan-to-Email, IP-FAX, Internet-Fax and LAN-Fax (all standard on LF515e)
- Optional PCL5e/6 and PostScript2

Digital Duplicators



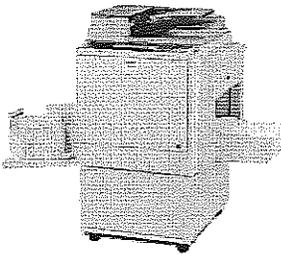
LDD130

- Fully automatic one-drum stencil system
- Adjustable print speed of 80-130-ppm
- From 3.5" x 5.5" to 10.8" x 15.6" paper size
- Up to 1,000 sheet paper capacity
- Optional interface allows a user to print directly from any PC or network



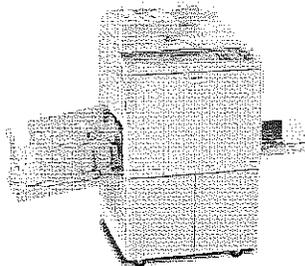
LDD250

- Digital ink; dual cylinder system
- Adjustable print speed of 60-135-ppm
- From 2.8" x 5.8" to 12.8" x 17.6" paper size
- Up to 1,000 sheet paper capacity
- Standard interface allows a user to print directly from any PC or network
- Optional PS module allows Mac and PS printing
- Up to 4,000 prints per master copy



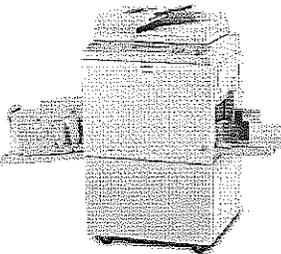
DD 4450

- Press roller system; full automatic one-drum system
- Adjustable print speed of 60-130-ppm
- From 4.1" x 5.8" to 11.7" x 17" paper size
- Up to 1,000 sheet paper capacity
- Optional interface allows a user to print directly from any PC or network



LDD280

- 600 dpi digital ink; dual cylinder system
- Adjustable print speed of 60-135-ppm
- From 2.8" x 5.8" to 12.8" x 17.6" paper size
- Up to 1,000 sheet paper capacity
- Standard interface allows a user to print directly from any PC or network
- Optional PS module allows Mac and PS printing
- Up to 4,000 prints per master copy



LDD350d

- Bead roller pressure system; digital printer/controller built-in
- Adjustable print speed of 60-135-ipm simplex and 120-240-ipm duplex
- From 2.8" x 5.8" to 12.8" x 17.6" paper size
- Up to 1,000 sheet paper capacity
- Standard interface allows a user to print directly from any PC or network
- Ensure registration from page-to-page and fine-tune results with an adjustable margin of 0.25 mm
- Optional PS module allows MAC and PS Printing

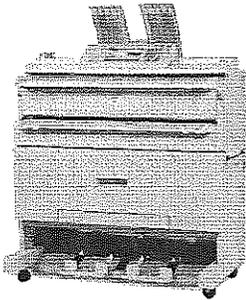
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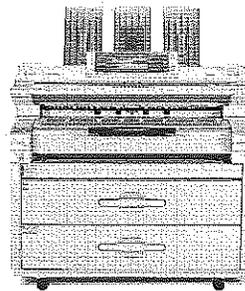
LANIER

Wide Format B&W



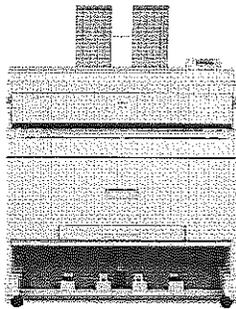
LW426

- Copy speed of 6 D's/Min.
- Scan speed of 3.14 ips monochrome, 1.05 ips color
- 600 dpi, 256 grayscale levels and 256 RGB colors
- Up to 36" x 590" (49 ft.)
- Optional one or two roll paper feed tables and optional paper cassette tray
- Standard 160 GB HDD
- Optional Embedded Print Controller and Embedded Scanner



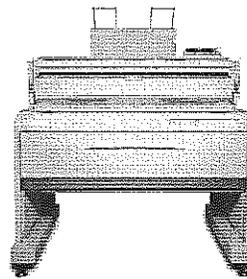
LW5100en/LW7140en

- Copy speed of 10 D's/Min., 4.7 ips (LW5100en)/14 D's/Min., 6.69 ips (LW7140en)
- 600 dpi, 256 grayscale levels
- Up to 36" x 590" (LW5100en)/ 36" x 1180" (LW7140en).
- Two roll paper feed drawer or two cut sheet paper cassette drawers (up to 18" x 24")
- Standard 320 GB HDD (Document Server)
- Optional Embedded Print Controller and Embedded Scanner



LP124W

- Copy speed of 4.5 D's/Min., 2.36 ips
- 600 dpi, 256 grayscale levels
- Up to 36" x 590" (49 ft.)
- Optional two roll paper feed table with optional 250-sheet paper cassette tray
- Standard 80 GB HDD
- Standard NIB and up to 1000Base-T Gigabit Ethernet, USB and wireless options
- Multiple security levels including data encryption and DataOverwriteSecurity System (DOSS)



LW110/LW111

- Analog; Single copy copier
- Copy speed of 4 D's/Min.
- Up to 36" x 9.8'
- Optional 1 or 2 paper roll feeder table
- Semi-automatic synchronized cutting (LW110 only)
- Automatic synchronized cutting (LW111 only)
- Adjustable Margin Control up to 4" from the leading edge
- Adjustable fusing temperature

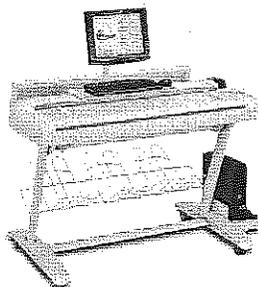
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LANIER

Wide Format Color



Wide Format Color Scanner

- Scan speed of 12 ips monochrome, .6 ips color
- 600 dpi, 16-bit gray scale, 48-bit color
- Up to 36" wide paper
- All-wheel paper transport system
- Automatic thickness adjustment control and color calibration
- Accurate lens adjustment
- Built-in image enhancement
- A Lanier wide format system must be connected to the network and be turned on to activate the scanner

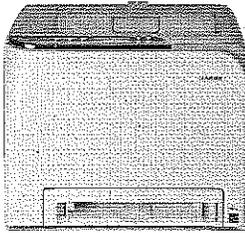
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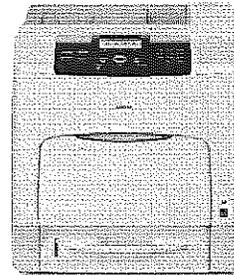
LANIER

Color Laser Printers



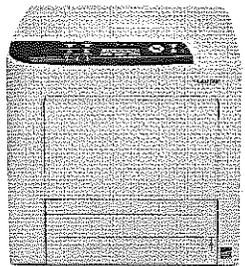
SP C242DN

- Print speed of 21-ppm black & white and full-color
- Up to 8.5" x 14" paper size
- 751 sheet maximum paper capacity
- 400 MHz Processor
- 256 MB RAM
- Up to 2,400 x 600 dpi
- Thick paper up to 83 lb. Index through all standard paper trays
- Standard duplexing
- Standard PCL5c/6 and PostScript3 emulation
- Standard USB 2.0, 10/100Base-TX Ethernet and USB Host I/F for PictBridge™
- Optional IEEE 802.11b/g Wireless Adaptor



LP137CN/LP142CN

- Print speed of 37-ppm (LP137CN) or 42-ppm (LP142CN) black & white and full-color
- Up to 8.5" x 14" paper size (or 8.5" x 49" via Bypass Tray)
- 2,300 sheet maximum paper capacity
- 600 MHz Processor
- 384 MB RAM expandable to 768 MB RAM (LP137CN)/ 768 MB RAM (LP142CN)
- Up to 600 x 600 (1 bit), 600 x 600 (2 bit), 1,200 x 1,200 dpi
- Thick paper up to 140 lb. Index through bypass tray (120 lb. Index through all standard paper trays)
- Standard duplexing
- Standard PCL5c/6, Genuine Adobe® PostScript® 3™, PDF Direct Print and PictBridge
- Standard USB 2.0 (Type A & B) and 10/100Base-TX Ethernet
- Optional IEEE 802.11a/g, Gigabit Ethernet and IEEE 1284/ECP Parallel
- Enhanced Locked Print-NX enables secure, password-protected printing to any network device supporting ELP-NX (LP142CN only)



SP C320DN

- Print speed of 26-ppm black & white and full-color
- Up to 8.5" x 14" paper size
- 1,100 sheet maximum paper capacity
- 533 MHz Processor
- 384 MB RAM expandable to 768 MB RAM
- Up to 1,200 x 1,200 dpi
- Standard duplexing
- Standard PCL5c/6, PostScript3 emulation
- Standard USB 2.0 and 10/100Base-TX Ethernet
- Standard USB Host for PictBridge™
- Optional IEEE 802.11a/g, Gigabit Ethernet and IEEE 1284 Parallel

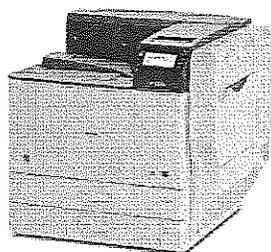
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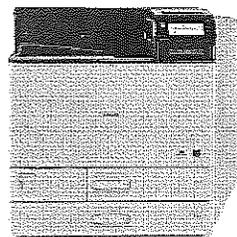
LANIER

Color Laser Printers



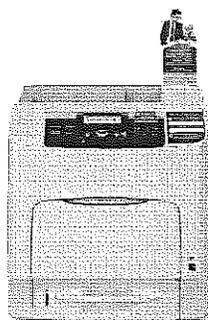
SP C830DN Series

- Print speed of 45-ppm black & white and full-color
- Up to 12" x 18" paper size (or 12" x 49" via Bypass Tray)
- 4,400 sheet maximum paper capacity
- Intel Celeron M @ 600 MHz Processor
- 512 MB RAM expandable to 1.5 GB RAM
- Up to 1,200 x 1,200 dpi (1-bit) and 9,600 x 600 dpi (4-bit)
- Up to 140 lb. Index
- Standard duplexing
- Optional 250 GB HDD
- Standard PCL5c/6, Genuine Adobe® PostScript® 3™ and PDF Direct Print
- Standard USB 2.0, 10/100Base-TX Ethernet and USB Host I/F
- Optional IPDS, XPS and PictBridge
- Optional IEEE 802.11a/g Wireless LAN, Gigabit Ethernet, Bluetooth and IEEE1284
- Finishing options include a 2,000 sheet Booklet Finisher (with optional Punch Unit) or 3,000 sheet Finisher (with optional Punch Unit or Jogger Unit) and 4-Bin Mailbox
- Advanced security features



SP C831DN Series

- Print speed of 55-ppm black & white and full-color
- Up to 12" x 18" paper size (or 12" x 49" via Bypass Tray)
- 4,400 sheet maximum paper capacity
- Intel Celeron M @ 1 GHz Processor
- 512 MB RAM expandable to 1.5 GB RAM
- Up to 1,200 x 1,200 dpi (1-bit) and 9,600 x 600 dpi (4-bit)
- Up to 140 lb. Index
- Standard duplexing and 250 GB HDD
- Standard PCL5c/6, Genuine Adobe® PostScript® 3™ and PDF Direct Print
- Standard USB 2.0, 10/100Base-TX Ethernet and USB Host I/F
- Optional IPDS, XPS and PictBridge
- Optional IEEE 802.11a/g Wireless LAN, Gigabit Ethernet, Bluetooth and IEEE1284
- Finishing options include a 2,000 sheet Booklet Finisher (with optional Punch Unit) or 3,000 sheet Finisher (with optional Punch Unit or Jogger Unit) and 4-Bin Mailbox
- Advanced security features



LP142CN-HS HotSpot Printer

- Print speed of 42-ppm black & white and full-color
- Up to 8.5" x 14" paper size (or 12" x 49" via Bypass Tray)
- 2,300 sheet maximum paper capacity
- 600 MHz Processor
- Standard 768 MB RAM
- Up to 1,200 x 1,200 dpi
- Thick paper up to 140 lb. Index through Bypass Tray (120 lb. Index through all standard paper trays)
- Standard duplexing
- Standard Lanier RPCS™, PCL5c/6, Genuine Adobe® PostScript® 3™ and PDF Direct Print
- Standard USB 2.0 (Type A & B) and 10/100Base-TX Ethernet
- Optional IEEE 802.11a/g, Gigabit Ethernet and IEEE 1284
- Integrated alphanumeric keypad
- 1-Year subscription to the PrinterOn mobile printing service

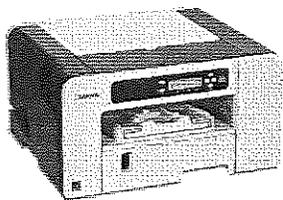
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GELJET™ Printers



GELJET™ SG 3110DN/ SG 3110DNw

- Print speed of 29-ppm black & white and full-color
- Up to 8.5" x 14" media sizes and feed stacks of special media, including envelopes, postcards and banners up to 51" long
- 850 sheet maximum paper capacity
- Standard 128 MB RAM
- Fast drying ink for high-speed duplex printing onto plain paper
- Standard RPCS Raster and PCL5c/6
- Standard USB 2.0 and 10/100Base-TX Ethernet (IEEE 802.11 b/g/n Wireless on SG 3110DNw only)
- Economy Color Mode prints draft color pages for about the cost of a B&W page
- Fast-drying, waterproof, smudge-proof and sun resistant "viscous inks"



GELJET™ SG 3100SNw/ SG 3110SFNw

- Print speed of 29-ppm black & white and full-color
- Standard Copy, Print and Scan
- Standard Super G3 Faxing (SG 3110SFNw only)
- Up to 8.5" x 14" media sizes and feed stacks of special media, including envelopes, postcards and banners up to 51" long
- 850 sheet maximum paper capacity
- Standard 128 MB RAM
- Fast drying ink for high-speed duplex printing onto plain paper
- Standard on SG 3100SNw: RPCS Raster and IEEE 802.11 b/g/n Wireless
- Standard on SG 3110SFNw: RPCS Raster, PCL5c/6, USB Host Interface for printing from PictBridge digital cameras, 10/100Base-TX Ethernet and IEEE 802.11 b/g/n Wireless
- Economy Color Mode prints draft color pages for about the cost of a B&W page
- Fast-drying, waterproof, smudge-proof and sun resistant "viscous inks"

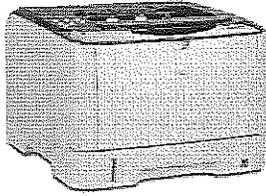
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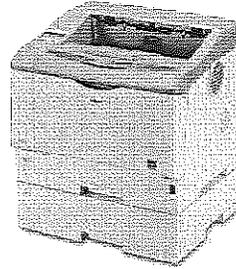
LANIER

Monochrome Laser Printers



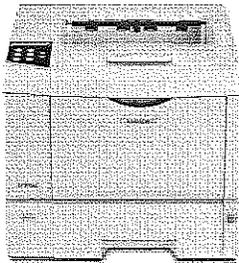
SP 3500N/SP 3510DN

- Print speed of 30-ppm
- Up to 8.5" x 14" paper size
- 550 sheet maximum paper capacity with optional second tray
- 295 MHz Processor
- 64 MB RAM
- Up to 1,200 x 1,200 dpi
- Standard duplexing (SP 3510DN only)
- Standard PCL6 and PostScript3 emulation
- Standard USB 2.0 and 10/100 Base-TX Ethernet
- Easy to replace All In One toner Cartridge (AIO)



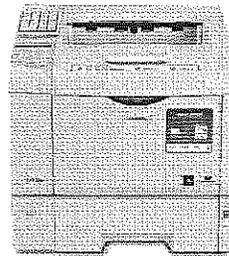
LP235N

- Print speed of 35-ppm
- Up to 11" x 17" paper size in a desktop solution
- 1,600 sheet maximum paper capacity
- 466 MHz Processor
- 256 MB RAM expandable to 512 MB RAM
- Up to 1,200 x 1,200 dpi
- Optional duplexing
- Standard PCL5e/6, PostScript3 emulation, PDF Direct Print and XPS (XPS via download)
- Standard USB 2.0, 10/100 Base-TX Ethernet and USB Host I/F
- Optional IEEE 802.11a/g Wireless LAN, Gigabit Ethernet and IEEE 1284
- Optional HDD Encryption and HDD Erasure (DOSS)



LP131nL

- Print speed of 31-ppm
- Up to 8.5" x 14" paper size
- 1,600 sheet maximum paper capacity with options
- 400 MHz Processor
- 192 MB RAM expandable to 384 MB RAM
- Up to 1,200 x 600 dpi
- Optional duplexing
- Standard Lanier RPCS™, PCL5e/6, Genuine Adobe® PostScript® 3™ and PDF Direct Print
- Standard USB 2.0, 10/100Base-TX Ethernet and IEEE 1284
- Optional IEEE 802.11b, Gigabit Ethernet and USB Host I/F



LP136N-KP HotSpot Printer

- Print speed of 36-ppm
- Up to 8.5" x 14" paper size
- 1,600 sheet maximum paper capacity
- 400 MHz Processor
- Standard 256 MB RAM and 40 GB HDD
- Up to 1,200 x 600 dpi
- Optional duplexing
- Standard Lanier RPCS™, PCL5e/6, Genuine Adobe® PostScript® 3™ and PDF Direct Print
- Standard USB 2.0 (Type A & B), 10/100 Base-TX Ethernet and IEEE 1284
- Standard Lanier USB Keypad, Java® VM Card and PrinterOn's JAVA-based mobile printing software

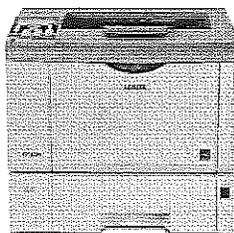
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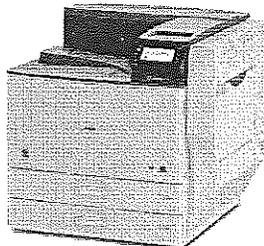
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Monochrome Laser Printers



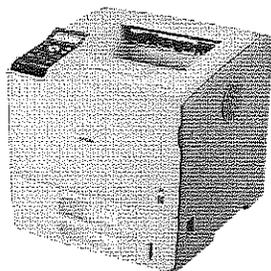
SP 4310N

- Print speed of 37-ppm
- Up to 8.5" x 14" paper size
- 1,600 sheet maximum paper capacity
- 466 MHz Processor
- 256 MB RAM expandable to 512 MB RAM
- Optional 80 GB HDD
- Up to 1,200 x 600 dpi
- Optional duplexing
- Standard RPCS™, PCL5e/6, XPS, Genuine Adobe® PostScript® 3™ and PDF Direct Print
- Optional IPDS
- Standard USB 2.0 Hi Speed, USB 2.0 Host and 10/100Base-TX Ethernet
- Optional IEEE 802.11a/g Wireless LAN, Gigabit Ethernet, IEEE 1284 Interface Board and VM Card for JAVA-based device SDK option



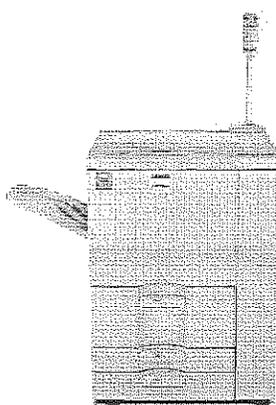
SP 8300DN

- Print speed of 50-ppm
- Up to 11" x 17" paper size
- 4,400 sheet maximum paper capacity
- RM7035C-533L @ 533 MHz Processor
- 512 MB RAM expandable to 1 GB RAM
- Optional 120 GB HDD
- Up to 600 x 600 dpi
- Standard duplexing
- Standard PCL5e/6, Genuine Adobe® PostScript® 3, PDF Direct Print and Direct Media Print (JPEG/TIFF)
- Optional Genuine Intelligent Printer Data Stream (IPDS), XPS (via download) and Universal Driver (via download)
- Standard 10/100Base-TX Ethernet USB 2.0 Hi Speed Type B (for direct computer connection), Dual USB 2.0 Host Type A (for external device connection), USB 2.0 Type A/SD Card Slot integrated into Control Panel (for Print From Portable Media) and Dual rear VM card slots (for expanded functions)
- Optional Gigabit Ethernet (1000Base-T) Type C, IEEE 802.11a/g Wireless LAN Type L and IEEE 1284/ECP Parallel Interface Type A
- Finishing options including a 1,000 sheet Finisher with 50 sheet staple capacity, 3,000 sheet Finisher with 50 sheet multi-position stapling and optional Hole Punch Unit, 550 x 2 Paper Feed Unit and Output Jogger



SP 5200DN/SP 5210DN

- Print speed of 47-ppm (SP 5200DN) or 52-ppm (SP 5210DN)
- Up to 8.5" x 14" paper size
- 2,850 sheet maximum paper capacity
- 533 MHz Processor
- 256 MB RAM expandable to 768 MB RAM (768 MB standard on SP 5210DN)
- Optional 80 GB HDD
- Up to 120 lb. Index for one-sided printing and up to 90 lb. Index for duplex printing
- Up to 1,200 x 600 dpi
- Standard duplexing
- PCL5e/6, XPS, Genuine Adobe® PostScript® 3™, PDF Direct Print and IPDS (optional)
- Standard USB 2.0 Hi Speed (Type B), 10/100 Base-TX Ethernet and USB 2.0 Host (Type A)
- Optional IEEE 802.11a/g Wireless Adapter, Gigabit Ethernet and IEEE 1284
- Advanced security features



LP275hdn

- Print speed of 75-ppm
- Up to 11" x 17" paper size
- 8,200 sheet maximum paper capacity
- Duron 866 MHz Processor
- 256 MB RAM plus 80 GB HDD
- Up to 1,200 x 1,200 dpi
- Standard duplexing
- Standard Lanier RPCS™, PCL5e/6 emulation, Genuine Adobe® PostScript® 3™ and PDF Direct Print
- Standard USB 2.0 and 10/100 Base-TX Ethernet
- Optional IEEE 802.11b, Gigabit Ethernet and IEEE 1284
- Optional stapling or Saddle-stitch finishers with additional Interposer, Hole-Punch and jogging options

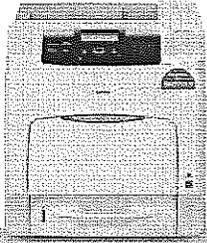
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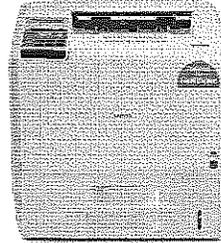
LANIER

Healthcare Optimized Printers & MFPs



LP142CNHW/ LP142CNHT

- Print speed of 42-ppm black & white and full-color
- Print hospital ID Wristbands and other media as narrow as 3.25" (LP142CNHW)
- Innovative Teflon-coated paper trays minimize misfeeds when printing labels (LP142CNHT)
- Quickly transfer system settings from one device to another with a simple SD Card
- Up to 8.5" x 14" paper
- 600 MHz Processor
- Standard 768 MB RAM
- Up to 1,200 x 1,200 dpi
- Standard duplexing
- Standard PCL5c/6, Genuine Adobe® PostScript®3™, Direct Print and PictBridge™
- Standard USB 2.0 (Type B), 10/100Base-TX Ethernet and USB Host (Type A)
- Optional IEEE 801.11a/g, Gigabit Ethernet and IEEE 1284ECP Parallel



SP 5210DNHW/ SP 5210DNHT

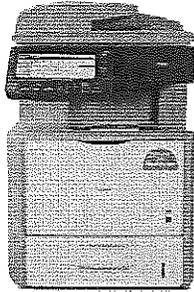
- Print speed of 52-ppm black & white
- Print hospital ID Wristbands and other media as narrow as 3.25" (SP 5210DNHW)
- Innovative Teflon-coated paper trays minimize misfeeds when printing labels (SP 5210DNHT)
- Quickly transfer system settings from one device to another with a simple SD Card
- Secure specialized and sensitive media like prescription paper with optional locking paper trays
- Up to 8.5" x 14" paper size
- 533 MHz Processor
- Standard 768 MB RAM
- Up to 1,200 x 600 dpi
- Standard duplexing
- PCL5e/6, XPS, Genuine Adobe® Post-Script® 3™, PDF Direct Print and IPDS (optional)
- Standard USB 2.0 Hi Speed (Type B), 10/100 Base-TX Ethernet and USB 2.0 Host (Type A)
- Optional IEEE 802.11a/g Wireless Adapter, Gigabit Ethernet and IEEE 1284

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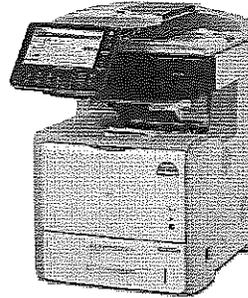
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SP 5200SHW/ SP 5200SHT

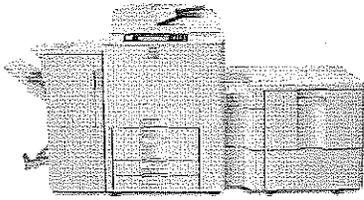
- Print speed of 47-ppm black & white
- Print hospital ID Wristbands and other media as narrow as 3.25" (SP 5200SHW)
- Innovative Teflon-coated paper trays minimize misfeeds when printing labels (SP 5200SHT)
- Secure specialized and sensitive media like prescription paper with optional locking paper trays
- 3-in-1 MFP (print/copy/scan) with optional fax
- Up to 8.5" x 14" paper size
- 533 MHz Processor
- Standard 1 GB RAM
- Up to 1,200 x 600 dpi
- Standard duplexing with standard 50-sheet ARDF
- PCL5e/6, XPS, Genuine Adobe® PostScript® 3™, PDF Direct Print and IPDS (optional)
- Standard USB 2.0 Hi Speed (Type B), 10/100 Base-TX Ethernet and USB 2.0 Host (Type A)
- Optional IEEE 802.11a/g Wireless Adapter, Gigabit Ethernet and IEEE 1284
- Standard Scan-to-Email/Folder



SP 5210SFHW/ SP 5210SFHT

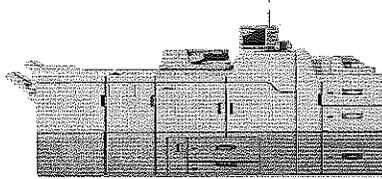
- Print speed of 52-ppm black & white
- Print hospital ID Wristbands and other media as narrow as 3.25" (SP 5210SFHW)
- Innovative Teflon-coated paper trays minimize misfeeds when printing labels (SP 5210SFHT)
- Secure specialized and sensitive media like prescription paper with optional locking paper trays
- 4-in-1 MFP (print/copy/scan/fax)
- Up to 8.5" x 14" paper size
- 533 MHz Processor
- Standard 1 GB RAM
- Up to 1,200 x 600 dpi
- Standard duplexing with standard 50-sheet ARDF
- PCL5e/6, XPS, Genuine Adobe® PostScript® 3™, PDF Direct Print and IPDS (optional)
- Standard USB 2.0 Hi Speed (Type B), 10/100 Base-TX Ethernet and USB 2.0 Host (Type A)
- Optional IEEE 802.11a/g Wireless Adapter, Gigabit Ethernet and IEEE 1284
- Optional 1-bin Tray

Production Printing



Pro C550EX/C700EX

- Copy/print speed of 60-ppm (Pro C550EX) or 75-ppm (Pro C700EX) black & white and 55-ppm (Pro C550EX) or 70-ppm (Pro C700EX) full-color
- Standard copy/print/scan
- Up to 600 x 600 dpi resolution
- Standard duplexing
- 160 GB Internal HDD (enables advanced printing/storage/security features)
- 5,300 sheet maximum paper capacity including optional DLT/LCT 2,000 sheet Large Capacity Tray with up to 12" x 18" and air assist
- Up to 110 lb. Cover
- Genuine Adobe® PostScript® 3™ and Standard PCL 5c/6
- Standard EFI Fiery E-8100 with advanced EFI utilities and color management tools
- Standard 1000/100/10Base-TX Ethernet
- Standard 100 sheet Automatic Document Feeder
- Scan-to features: E-mail, Mailbox, Hold Queue, FTP, Internet Fax, SMB and Fiery HDD
- Finishing options including two 3,000 sheet Stapler/Finishers, 2,000 sheet Booklet Finisher with optional 2/3 Hole-Punch Unit, 2-Tray Cover Interposer and Z-Fold Unit, 9-Bin Mailbox, Ring Binder, GBC StreamPunch™ Pro Unit and Production Booklet Maker



Pro C651EX/C751EX/ C751

- Copy/print speed of 65-ppm (C651EX) or 75-ppm (C751EX/C751) black & white and full-color
- Standard copy/print & standard scan on C61EX/C751EX only
- Up to 1,200 x 4,800 dpi resolution with VCSEL technology
- Standard 300 gsm Simplex (110 lb. Cover) and 256 gsm Duplex (140 lb. Index)
- 2 GB RAM and 160 GB HDD
- 7,000 sheet maximum paper capacity from 6 media pick points
- Up to offset-sized 13" x 19.2" media
- Envelope printing supported
- Optional EFI Fiery E-41A System 9r2 with Genuine Adobe® PostScript® 3™ (includes Intel Core 2 Duo E8400 3.0 GHz)
- Standard (2) 1000Base-T/100Base-TX/10Base-T Ethernet
- Standard Reversing Automatic Document Feeder (C651EX/C751EX only)
- Optional large capacity trays feature air assist for precise media handling
- Finishing options including 500 sheet Multi-Bypass Tray, 3,000 sheet Saddle-Stitch Booklet Finisher with optional 2/3 Hole-Punch Unit, Booklet Trimmer, Dual Source Cover Interposer, 6-Pattern Multi-Folding Unit, Ring Bind Unit, High-Capacity Stacker, Decurl Unit and GBC StreamPunch™ Pro Unit
- Optional Fiery Color Management & Proofing
- Supports non-stop productivity with a liquid cooled developer system, Trained Customer Replaceable Units (TCRUs) and uninterrupted paper and toner reloads

For additional information: 1-855-5-LANIER

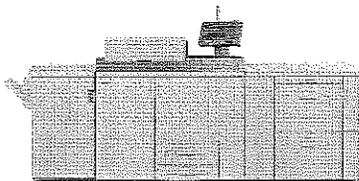
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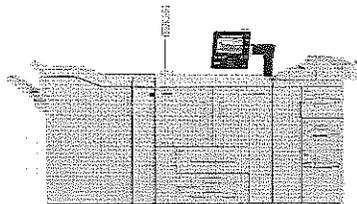
141 of 153

Production Printing



Pro C901/C901s Graphic Arts Edition

- Copy/print speed of 90-ppm black & white and full-color
- Standard copy/print & standard scan on C901s only
- Up to 1200 x 1200 dpi resolution
- Standard duplexing
- 1.5 GB RAM (C901)/2.5 GB RAM (C901s)
- 640 GB HDD
- 11,000 sheet maximum paper capacity (fully configured)
- Up to 13" x 19" paper size
- Up to 300 g/m² (110 lb. Cover) including duplex mode
- Standard PCL 5c/6 and Genuine Adobe® PostScript® 3™
- Optional E-41 EFI Fiery System 9 Release 2 (includes Intel Core 2 Duo 3.0 GHz, 2 GB RAM, 160 GB HDD and Windows XP Professional OS)
- Optional E-81 EFI Fiery System 9 Release 2 (includes Dual Intel Xeon (Quad Core) 2.8 GHz, 4 GB RAM, 500 GB HDD and Windows XP Professional OS)
- Standard USB 2.0, 100/10Base-TX Ethernet x 2, SD Card Slot x 2, Counter Interface Slot
- 100 sheet Automatic Document Feeder (standard on C901s only)
- Scan-to features (C901s only): E-mail, Folder, URL and Network TWAIN Scanning
- Finishing options including 3,000 sheet Finisher, 2,500 sheet Booklet Finisher, Production Level Booklet Maker, optional 2/3 Hole-Punch Unit, Cover Interposer, Z-Fold Unit, Perfect Bind Unit, Ring Bind Unit, High-Capacity Stacker and GBC StreamPunch™ Pro Unit



Pro 907/1107/1357

- Print speed of 90-ppm (Pro 907), 110-ppm (Pro 1107) or 135-ppm (Pro 1357) black & white
- True 1,200 x 1,200 dpi output
- Standard duplexing
- Standard: Controller #1 with 512 MB RAM/Controller #2 with 1 GB RAM and 160 GB HDD
- 10,250 sheet maximum stacking capacity
- Up to offset-sized 13" x 19.2" media
- Standard Lanier RPCS™, PCLXL, PCLSe and Genuine Adobe® PostScript® 3™
- Optional genuine IPDS™
- Standard (2) 1000Base-T/ 100Base-TX/ 10Base-T Ethernet (One is used to connect dual controller) and IEEE 1284
- Optional large capacity trays feature air assist for precise media handling
- Finishing options include a 3,000 sheet Finisher, Booklet Finisher (with optional Booklet Trimmer), 2/3 Hole-Punch Unit, Cover Interposer, Multi-Folding Unit, High-Capacity Stacker and Decurl Unit
- Advanced security features

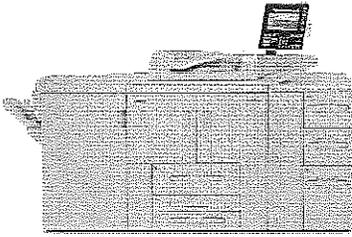
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Production Printing



Pro 907EX/1107EX/ 1357EX

- Copy/print speed of 90-ppm (Pro 907EX), 110-ppm (Pro 1107EX) or 135-ppm (Pro 1357EX) black & white
- Standard copy/print/scan
- True 1,200 x 1,200 dpi output
- Standard duplexing
- Standard 512 MB RAM (upgradable to 1.5 GB) and a 320 GB HDD
- 10,250 sheet maximum paper capacity
- Up to offset-sized 13" x 19.2" media
- Standard Lanier RPCS™ and PCL5e/6
- Optional Genuine Adobe® PostScript® 3™ and genuine IPDS™
- Standard EFI Fiery EB-1357 with advanced EFI utilities and color management tools
- Standard USB 2.0 and 10/100Base-TX Ethernet
- Optional IEEE 802.11a/b/g, Bluetooth, Gigabit Ethernet, IEEE 1284 and 1000Base-TX Ethernet
- Standard 100 sheet Automatic Document Feeder
- Two optional large capacity trays featuring air assist for precise media handling
- Advanced security features
- Standard 80 spm color scanner with Scan-to-Email and Scan-to-Folder
- Finishing options include a 3,000 sheet Finisher, Booklet Finisher (with optional Booklet Trimmer), 2/3 Hole-Punch Unit, Cover Interposer, Ring Bind Unit, Multi-Folding Unit, High-Capacity Stacker (with optional Decurl Unit) and GBC StreamPunch™ Pro

For additional information: 1-855-5-LANIER

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/11/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McGee & Thielen Insurance Brokers, Inc. 3780 Rosin Court Suite 120 Sacramento, CA 95834 www.mcgeethielen.com 0633187	CONTACT NAME: Amber Greenberg	
	PHONE (A/C, No, Ext): 916-561-4614	FAX (A/C, No): 916-561-4658
E-MAIL ADDRESS: amiles@mcgeethielen.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Hartford Underwriters Insurance Company		30104
INSURER B : Philadelphia Indemnity Insurance Company		18058
INSURER C : Preferred Employers Insurance		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
Buckmaster Business Machines, Inc.
 Buckmaster Office Solutions
 623 W Stadium Lane
 Sacramento CA 95834

COVERAGES

CERTIFICATE NUMBER: 15700971

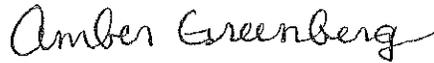
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	<input checked="" type="checkbox"/>		57SBABA1775	6/4/2012	6/4/2013	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	<input checked="" type="checkbox"/>		PHPK873083	6/4/2012	6/4/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000			57SBABA1775	6/4/2012	6/4/2013	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$ \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WKN 1498914-1	3/1/2013	3/1/2014	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The City of Sacramento, its officers, employees and volunteers are additional insureds per the attached blanket forms SS0008 04/05 & PI-MANU-1
 Waiver of subrogation in regards to the Workers Compensation has been ordered from the carrier and will be forthcoming.
 General Liability insurance is primary and non contributory per the attached blanket form SS0008 04/05.

CERTIFICATE HOLDER	CANCELLATION
City of Sacramento c/o EBIX BPO PO Box 257, Ref #106-Z327601 Portland MI 48875-0257	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  Amber Greenberg

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BUSINESS LIABILITY COVERAGE FORM

(b) Rented to, in the care, custody or control of, or over which physical control is being exercised for any purpose by you, any of your "employees", "volunteer workers", any partner or member (if you are a partnership or joint venture), or any member (if you are a limited liability company).

b. Real Estate Manager

Any person (other than your "employee" or "volunteer worker"), or any organization while acting as your real estate manager.

c. Temporary Custodians Of Your Property

Any person or organization having proper temporary custody of your property if you die, but only:

- (1) With respect to liability arising out of the maintenance or use of that property; and
- (2) Until your legal representative has been appointed.

d. Legal Representative If You Die

Your legal representative if you die, but only with respect to duties as such. That representative will have all your rights and duties under this insurance.

e. Unnamed Subsidiary

Any subsidiary and subsidiary thereof, of yours which is a legally incorporated entity of which you own a financial interest of more than 50% of the voting stock on the effective date of this Coverage Part.

The insurance afforded herein for any subsidiary not shown in the Declarations as a named insured does not apply to injury or damage with respect to which an insured under this insurance is also an insured under another policy or would be an insured under such policy but for its termination or upon the exhaustion of its limits of insurance.

3. Newly Acquired Or Formed Organization

Any organization you newly acquire or form, other than a partnership, joint venture or limited liability company, and over which you maintain financial interest of more than 50% of the voting stock, will qualify as a Named Insured if there is no other similar insurance available to that organization. However:

- a. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier; and

b. Coverage under this provision does not apply to:

- (1) "Bodily injury" or "property damage" that occurred; or
- (2) "Personal and advertising injury" arising out of an offense committed before you acquired or formed the organization.

4. Operator Of Mobile Equipment

With respect to "mobile equipment" registered in your name under any motor vehicle registration law, any person is an insured while driving such equipment along a public highway with your permission. Any other person or organization responsible for the conduct of such person is also an insured, but only with respect to liability arising out of the operation of the equipment, and only if no other insurance of any kind is available to that person or organization for this liability. However, no person or organization is an insured with respect to:

- a. "Bodily injury" to a co-"employee" of the person driving the equipment; or
- b. "Property damage" to property owned by, rented to, in the charge of or occupied by you or the employer of any person who is an insured under this provision.

5. Operator of Nonowned Watercraft

With respect to watercraft you do not own that is less than 51 feet long and is not being used to carry persons for a charge, any person is an insured while operating such watercraft with your permission. Any other person or organization responsible for the conduct of such person is also an insured, but only with respect to liability arising out of the operation of the watercraft, and only if no other insurance of any kind is available to that person or organization for this liability.

However, no person or organization is an insured with respect to:

- a. "Bodily injury" to a co-"employee" of the person operating the watercraft; or
- b. "Property damage" to property owned by, rented to, in the charge of or occupied by you or the employer of any person who is an insured under this provision.

6. Additional Insureds When Required By Written Contract, Written Agreement Or Permit

The person(s) or organization(s) identified in Paragraphs a. through f. below are additional insureds when you have agreed, in a written

BUSINESS LIABILITY COVERAGE FORM

contract, written agreement or because of a permit issued by a state or political subdivision, that such person or organization be added as an additional insured on your policy, provided the injury or damage occurs subsequent to the execution of the contract or agreement, or the issuance of the permit.

A person or organization is an additional insured under this provision only for that period of time required by the contract, agreement or permit.

However, no such person or organization is an additional insured under this provision if such person or organization is included as an additional insured by an endorsement issued by us and made a part of this Coverage Part, including all persons or organizations added as additional insureds under the specific additional insured coverage grants in Section F. – Optional Additional Insured Coverages.

a. Vendors

Any person(s) or organization(s) (referred to below as vendor), but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business and only if this Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".

(1) The insurance afforded to the vendor is subject to the following additional exclusions:

This insurance does not apply to:

- (a) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
- (b) Any express warranty unauthorized by you;
- (c) Any physical or chemical change in the product made intentionally by the vendor;
- (d) Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;

- (e) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;
- (f) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;
- (g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or
- (h) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:
 - (i) The exceptions contained in Subparagraphs (d) or (f); or
 - (ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

(2) This insurance does not apply to any insured person or organization from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

b. Lessors Of Equipment

(1) Any person or organization from whom you lease equipment; but only with respect to their liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.

BUSINESS LIABILITY COVERAGE FORM

- (2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after you cease to lease that equipment.

c. Lessors Of Land Or Premises

- (1) Any person or organization from whom you lease land or premises, but only with respect to liability arising out of the ownership, maintenance or use of that part of the land or premises leased to you.
- (2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to:
 - (a) Any "occurrence" which takes place after you cease to lease that land or be a tenant in that premises; or
 - (b) Structural alterations, new construction or demolition operations performed by or on behalf of such person or organization.

d. Architects, Engineers Or Surveyors

- (1) Any architect, engineer, or surveyor, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
 - (a) In connection with your premises; or
 - (b) In the performance of your ongoing operations performed by you or on your behalf.
- (2) With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of or the failure to render any professional services by or for you, including:

 - (a) The preparing, approving, or failure to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or
 - (b) Supervisory, inspection, architectural or engineering activities.

e. Permits Issued By State Or Political Subdivisions

- (1) Any state or political subdivision, but only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.
- (2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to:
 - (a) "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
 - (b) "Bodily injury" or "property damage" included within the "products-completed operations hazard".

f. Any Other Party

- (1) Any other person or organization who is not an insured under Paragraphs a. through e. above, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
 - (a) In the performance of your ongoing operations;
 - (b) In connection with your premises owned by or rented to you; or
 - (c) In connection with "your work" and included within the "products-completed operations hazard", but only if
 - (i) The written contract or written agreement requires you to provide such coverage to such additional insured; and
 - (ii) This Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".
- (2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to:

"Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:

BUSINESS LIABILITY COVERAGE FORM

- (a) The preparing, approving, or failure to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or
- (b) Supervisory, inspection, architectural or engineering activities.

The limits of insurance that apply to additional insureds are described in Section D. – Limits Of Insurance.

How this insurance applies when other insurance is available to an additional insured is described in the Other Insurance Condition in Section E. – Liability And Medical Expenses General Conditions.

No person or organization is an insured with respect to the conduct of any current or past partnership, joint venture or limited liability company that is not shown as a Named Insured in the Declarations.

D. LIABILITY AND MEDICAL EXPENSES LIMITS OF INSURANCE

1. The Most We Will Pay

The Limits of Insurance shown in the Declarations and the rules below fix the most we will pay regardless of the number of:

- a. Insureds;
- b. Claims made or "suits" brought; or
- c. Persons or organizations making claims or bringing "suits".

2. Aggregate Limits

The most we will pay for:

- a. Damages because of "bodily injury" and "property damage" included in the "products-completed operations hazard" is the Products-Completed Operations Aggregate Limit shown in the Declarations.
- b. Damages because of all other "bodily injury", "property damage" or "personal and advertising injury", including medical expenses, is the General Aggregate Limit shown in the Declarations.

This General Aggregate Limit applies separately to each of your "locations" owned by or rented to you.

"Location" means premises involving the same or connecting lots, or premises whose connection is interrupted only by a street, roadway or right-of-way of a railroad.

This General Aggregate limit does not apply to "property damage" to premises while rented to you or temporarily occupied by you with permission of the owner, arising out of fire, lightning or explosion.

3. Each Occurrence Limit

Subject to 2.a. or 2.b above, whichever applies, the most we will pay for the sum of all damages because of all "bodily injury", "property damage" and medical expenses arising out of any one "occurrence" is the Liability and Medical Expenses Limit shown in the Declarations.

The most we will pay for all medical expenses because of "bodily injury" sustained by any one person is the Medical Expenses Limit shown in the Declarations.

4. Personal And Advertising Injury Limit

Subject to 2.b. above, the most we will pay for the sum of all damages because of all "personal and advertising injury" sustained by any one person or organization is the Personal and Advertising Injury Limit shown in the Declarations.

5. Damage To Premises Rented To You Limit

The Damage To Premises Rented To You Limit is the most we will pay under Business Liability Coverage for damages because of "property damage" to any one premises, while rented to you, or in the case of damage by fire, lightning or explosion, while rented to you or temporarily occupied by you with permission of the owner.

In the case of damage by fire, lightning or explosion, the Damage to Premises Rented To You Limit applies to all damage proximately caused by the same event, whether such damage results from fire, lightning or explosion or any combination of these.

6. How Limits Apply To Additional Insureds

The most we will pay on behalf of a person or organization who is an additional insured under this Coverage Part is the lesser of:

- a. The limits of insurance specified in a written contract, written agreement or permit issued by a state or political subdivision; or
- b. The Limits of Insurance shown in the Declarations.

Such amount shall be a part of and not in addition to the Limits of Insurance shown in the Declarations and described in this Section.

BUSINESS LIABILITY COVERAGE FORM

If more than one limit of insurance under this policy and any endorsements attached thereto applies to any claim or "suit", the most we will pay under this policy and the endorsements is the single highest limit of liability of all coverages applicable to such claim or "suit". However, this paragraph does not apply to the Medical Expenses limit set forth in Paragraph 3. above.

The Limits of Insurance of this Coverage Part apply separately to each consecutive annual period and to any remaining period of less than 12 months, starting with the beginning of the policy period shown in the Declarations, unless the policy period is extended after issuance for an additional period of less than 12 months. In that case, the additional period will be deemed part of the last preceding period for purposes of determining the Limits of Insurance.

E. LIABILITY AND MEDICAL EXPENSES GENERAL CONDITIONS

1. Bankruptcy

Bankruptcy or insolvency of the insured or of the insured's estate will not relieve us of our obligations under this Coverage Part.

2. Duties In The Event Of Occurrence, Offense, Claim Or Suit

a. Notice Of Occurrence Or Offense

You or any additional insured must see to it that we are notified as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, notice should include:

- (1) How, when and where the "occurrence" or offense took place;
- (2) The names and addresses of any injured persons and witnesses; and
- (3) The nature and location of any injury or damage arising out of the "occurrence" or offense.

b. Notice Of Claim

If a claim is made or "suit" is brought against any insured, you or any additional insured must:

- (1) Immediately record the specifics of the claim or "suit" and the date received; and
- (2) Notify us as soon as practicable.

You or any additional insured must see to it that we receive a written notice of the claim or "suit" as soon as practicable.

c. Assistance And Cooperation Of The Insured

You and any other involved insured must:

- (1) Immediately send us copies of any demands, notices, summonses or legal papers received in connection with the claim or "suit";
- (2) Authorize us to obtain records and other information;
- (3) Cooperate with us in the investigation, settlement of the claim or defense against the "suit"; and
- (4) Assist us, upon our request, in the enforcement of any right against any person or organization that may be liable to the insured because of injury or damage to which this insurance may also apply.

d. Obligations At The Insured's Own Cost

No insured will, except at that insured's own cost, voluntarily make a payment, assume any obligation, or incur any expense, other than for first aid, without our consent.

e. Additional Insured's Other Insurance

If we cover a claim or "suit" under this Coverage Part that may also be covered by other insurance available to an additional insured, such additional insured must submit such claim or "suit" to the other insurer for defense and indemnity.

However, this provision does not apply to the extent that you have agreed in a written contract, written agreement or permit that this insurance is primary and non-contributory with the additional insured's own insurance.

f. Knowledge Of An Occurrence, Offense, Claim Or Suit

Paragraphs a. and b. apply to you or to any additional insured only when such "occurrence", offense, claim or "suit" is known to:

- (1) You or any additional insured that is an individual;
- (2) Any partner, if you or an additional insured is a partnership;
- (3) Any manager, if you or an additional insured is a limited liability company;
- (4) Any "executive officer" or insurance manager, if you or an additional insured is a corporation;
- (5) Any trustee, if you or an additional insured is a trust; or
- (6) Any elected or appointed official, if you or an additional insured is a political subdivision or public entity.

BUSINESS LIABILITY COVERAGE FORM

This Paragraph f. applies separately to you and any additional insured.

3. Financial Responsibility Laws

- a. When this policy is certified as proof of financial responsibility for the future under the provisions of any motor vehicle financial responsibility law, the insurance provided by the policy for "bodily injury" liability and "property damage" liability will comply with the provisions of the law to the extent of the coverage and limits of insurance required by that law.
- b. With respect to "mobile equipment" to which this insurance applies, we will provide any liability, uninsured motorists, underinsured motorists, no-fault or other coverage required by any motor vehicle law. We will provide the required limits for those coverages.

4. Legal Action Against Us

No person or organization has a right under this Coverage Form:

- a. To join us as a party or otherwise bring us into a "suit" asking for damages from an insured; or
- b. To sue us on this Coverage Form unless all of its terms have been fully complied with.

A person or organization may sue us to recover on an agreed settlement or on a final judgment against an insured; but we will not be liable for damages that are not payable under the terms of this insurance or that are in excess of the applicable limit of insurance. An agreed settlement means a settlement and release of liability signed by us, the insured and the claimant or the claimant's legal representative.

5. Separation Of Insureds

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this policy to the first Named Insured, this insurance applies:

- a. As if each Named Insured were the only Named Insured; and
- b. Separately to each insured against whom a claim is made or "suit" is brought.

6. Representations

a. When You Accept This Policy

By accepting this policy, you agree:

- (1) The statements in the Declarations are accurate and complete;
- (2) Those statements are based upon representations you made to us; and

- (3) We have issued this policy in reliance upon your representations.

b. Unintentional Failure To Disclose Hazards

If unintentionally you should fail to disclose all hazards relating to the conduct of your business at the inception date of this Coverage Part, we shall not deny any coverage under this Coverage Part because of such failure.

7. Other Insurance

If other valid and collectible insurance is available for a loss we cover under this Coverage Part, our obligations are limited as follows:

a. Primary Insurance

This insurance is primary except when b. below applies. If other insurance is also primary, we will share with all that other insurance by the method described in c. below.

b. Excess Insurance

This insurance is excess over any of the other insurance, whether primary, excess, contingent or on any other basis:

(1) Your Work

That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";

(2) Premises Rented To You

That is fire, lightning or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;

(3) Tenant Liability

That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises rented to you or temporarily occupied by you with permission of the owner;

(4) Aircraft, Auto Or Watercraft

If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion g. of Section A. – Coverages.

(5) Property Damage To Borrowed Equipment Or Use Of Elevators

If the loss arises out of "property damage" to borrowed equipment or the use of elevators to the extent not subject to Exclusion k. of Section A. – Coverages.

BUSINESS LIABILITY COVERAGE FORM

(6) When You Are Added As An Additional Insured To Other Insurance

That is other insurance available to you covering liability for damages arising out of the premises or operations, or products and completed operations, for which you have been added as an additional insured by that insurance; or

(7) When You Add Others As An Additional Insured To This Insurance

That is other insurance available to an additional insured.

However, the following provisions apply to other insurance available to any person or organization who is an additional insured under this Coverage Part:

(a) Primary Insurance When Required By Contract

This insurance is primary if you have agreed in a written contract, written agreement or permit that this insurance be primary. If other insurance is also primary, we will share with all that other insurance by the method described in c. below.

(b) Primary And Non-Contributory To Other Insurance When Required By Contract

If you have agreed in a written contract, written agreement or permit that this insurance is primary and non-contributory with the additional insured's own insurance, this insurance is primary and we will not seek contribution from that other insurance.

Paragraphs (a) and (b) do not apply to other insurance to which the additional insured has been added as an additional insured.

When this insurance is excess, we will have no duty under this Coverage Part to defend the insured against any "suit" if any other insurer has a duty to defend the insured against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against all those other insurers.

When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:

- (1) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
- (2) The total of all deductible and self-insured amounts under all that other insurance.

We will share the remaining loss, if any, with any other insurance that is not described in this Excess Insurance provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

c. Method Of Sharing

If all the other insurance permits contribution by equal shares, we will follow this method also. Under this approach, each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

8. Transfer Of Rights Of Recovery Against Others To Us

a. Transfer Of Rights Of Recovery

If the insured has rights to recover all or part of any payment, including Supplementary Payments, we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them. This condition does not apply to Medical Expenses Coverage.

b. Waiver Of Rights Of Recovery (Waiver Of Subrogation)

If the insured has waived any rights of recovery against any person or organization for all or part of any payment, including Supplementary Payments, we have made under this Coverage Part, we also waive that right, provided the insured waived their rights of recovery against such person or organization in a contract, agreement or permit that was executed prior to the injury or damage.

BUSINESS LIABILITY COVERAGE FORM

F. OPTIONAL ADDITIONAL INSURED COVERAGES

If listed or shown as applicable in the Declarations, one or more of the following Optional Additional Insured Coverages also apply. When any of these Optional Additional Insured Coverages apply, Paragraph 6. (Additional Insureds When Required by Written Contract, Written Agreement or Permit) of Section C., Who Is An Insured, does not apply to the person or organization shown in the Declarations. These coverages are subject to the terms and conditions applicable to Business Liability Coverage in this policy, except as provided below:

1. Additional Insured - Designated Person Or Organization

WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- a. In the performance of your ongoing operations; or
- b. In connection with your premises owned by or rented to you.

2. Additional Insured - Managers Or Lessors Of Premises

a. WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations as an Additional Insured - Designated Person Or Organization; but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Declarations.

b. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

- (1) Any "occurrence" which takes place after you cease to be a tenant in that premises; or
- (2) Structural alterations, new construction or demolition operations performed by or on behalf of such person or organization.

3. Additional Insured - Grantor Of Franchise

WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations as an Additional Insured - Grantor Of Franchise, but only with respect to their liability as grantor of franchise to you.

4. Additional Insured - Lessor Of Leased Equipment

a. WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations as an Additional Insured - Lessor of Leased Equipment, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person(s) or organization(s).

b. With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after you cease to lease that equipment.

5. Additional Insured - Owners Or Other Interests From Whom Land Has Been Leased

a. WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations as an Additional Insured - Owners Or Other Interests From Whom Land Has Been Leased, but only with respect to liability arising out of the ownership, maintenance or use of that part of the land leased to you and shown in the Declarations.

b. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

- (1) Any "occurrence" that takes place after you cease to lease that land; or
- (2) Structural alterations, new construction or demolition operations performed by or on behalf of such person or organization.

6. Additional Insured - State Or Political Subdivision - Permits

a. WHO IS AN INSURED under Section C. is amended to include as an additional insured the state or political subdivision shown in the Declarations as an Additional

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

Blanket Additional Insured Endorsement

BLANKET ADDITIONAL INSURED

Section II - Liability Coverage - A.1. WHO IS AN INSURED provision is amended by the addition of the following:

e. Any person or organization for whom you are required by an "insured contract" to provide insurance is an "insured," subject to the following additional provisions:

- (1) The "insured contract" must be in effect during the policy period shown in the Declarations and must have been executed prior to the "bodily injury" or "property damage."
- (2) This person or organization is an "insured" only to the extent you are liable due to your ongoing operations for that insured, whether the work is performed by you or for you, and only to the extent you are held liable for an "accident" occurring while a covered "auto" is being driven by you or one of your employees.
- (3) There is no coverage provided to this person or organization for "bodily injury" to its employees or for "property damages" to its property.
- (4) Coverage for this person or organization shall be limited to the extent of your negligence or fault according to the applicable principles of comparative negligence or fault.
- (5) The defense of any claim or "suit" must be tendered by this person or organization as soon as practicable to all other insurers which potentially provide insurance for such claim or "suit."
- (6) The coverage provided will not exceed the lesser of:
 - (a) The coverage and/or limits of this policy; or
 - (b) The coverage and/or limits required by the "insured contract."
- (7) A person's or organization's status as an "insured" under this subparagraph d ends when your operations for that "insured" are completed.

All other terms and conditions of this Policy remain unchanged.