

**REQUEST FOR PROPOSALS FOR MULTIFUNCTION
COPIER/SCANNER/PRINTER LEASE AND MANAGED PRINT
SERVICES**

The City of Covington (“City”) invites proposals from qualified, competent, knowledgeable, and experienced multifunction copier/scanner/printer lease and managed print service companies that will provide full-service copy/scanner/print/fax equipment and managed print services and administer the duties and responsibilities set forth in this Request for Proposals (“RFP”), in compliance with all applicable laws, regulations, policies and procedures. Firms submitting proposals must be prepared to immediately enter into a lease agreement (“Agreement”) for the provision of equipment and services and duties as set forth in this RFP.

Issue Date: June 30, 2014

RFP Title: Multifunction Copier/Scanner/Printer Lease and Managed Print Services

Issuing Department: City of Covington
Information Technology & Data Management
20 W. Pike Street
Covington, KY 41011

Contact: Lisa Desmarais
Information Technology & Data Manager
(859) 292-2174
LDesmarais@CovingtonKY.gov

I. SUBMISSION DEADLINE

Proposals will be accepted until **10 a.m. on July 14, 2014**, and each must be submitted in a sealed envelope plainly marked on the outside "**SEALED BID FOR MULTIFUNCTION COPIER/SCANNER/PRINTER/FAX LEASE AND MANAGED PRINT SERVICES- DO NOT OPEN WITH REGULAR MAIL**" to:

SEALED RESPONSES MUST BE MAILED OR PHYSICALLY DELIVERED TO:

Finance Department
First Floor Window
City Hall
City of Covington
20 West Pike Street
Covington, Kentucky 41011

RESPONSES MUST BE SUBMITTED BY: 10:00 a.m. on July 14th, 2014.

Sealed bids are due by this date and will be publicly opened at that time in City of Covington Commission Chambers at the above address. Facsimiles, electronic, or e-mailed proposals will NOT be accepted. Bid proposals not received by the specific date and time will be rejected.

THE CITY RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS FOR ANY REASON.

II. REQUIREMENTS

The selected firm shall lease and provide to the City all the necessary equipment and services to fulfill its duties and obligations. Duties and obligations include but are not limited to, provision of the following:

A. Required Equipment

The City intends to reduce its current footprint of copiers, moving and consolidating copier volume to the required multifunction copier/scanner/printer/fax machines as noted in these requirements.

1. The City requires five (5) multifunction copier/scanner/printer/fax machines to be located at its City Hall building. These 5 machines will be used by multiple departments including Finance, Legal, Human Resources, Administration, Community Services, Marketing & Communications, Programs & Strategic Projects, Business Development, and the Mayor's Office. Four (4) of these five (5) machines must be capable of printing in color and in black & white.
2. The City requires one (1) multifunction copier/scanner/printer/fax machine to be located at its Housing Authority building. This machine will be used by Section 8 Housing Voucher Program personnel. This machine needs to print in black & white only.
3. The City requires two (2) multifunction copier/scanner/printer/fax machines to be located at its Public Improvements buildings. These machines will be used in the front office and at the motor pool. One (1) of these two (2) machines must be capable of printing in color and in black & white.
4. The City requires five (5) multifunction copier/scanner/printer/fax machines to be located at its Police Department building. These machines will be used by various personnel including Administration, Crime Investigation, and Records Management. Two (2) of these machines must be capable of printing in color and in black & white.
5. The City requires one (1) multifunction copier/scanner/printer/fax machine to be located at its main Fire Station building (Fire House #1). This machine must be capable of printing in color and in black & white.

B. Minimum Equipment Specifications

1. ALL multifunction copier/scanner/printer/fax machines must be from the same manufacturer and operate in a manner similar to one another.
2. All multifunction copier/scanner/printer/fax shall be capable of producing double-sided prints/copies.
3. All multifunction copier/scanner/printer/fax rated at a speed of 50 prints per minute (ppm) and faster are required to have the capability of printing on stock ranging from 20 lb. Bond to 110 lb. index, on sizes letter (8 ½ x 11), legal (8 ½ x 14) and ledger (11 x 17).
4. All multifunction copier/scanner/printer/fax shall have an automated stapling system, capable of stapling a minimum of 20 sheets of 20 lb. paper.
5. All multifunction copier/scanner/printer/fax shall have full offset stacking and finishing (stapling only) capabilities.
6. All multifunction copier/scanner/printer/fax shall possess an automated document feeder, with a minimum capacity of 50 sheets of 20 lb. bond paper.
7. All multifunction copier/scanner/printer/fax shall have a bypass tray for the purpose of printing on specialized stock.
8. All multifunction copier/scanner/printer/fax shall be capable of enlarging documents in preset increments to a minimum of 200%.
9. All multifunction copier/scanner/printer/fax shall be capable of reducing documents in preset increments to a minimum of 64%.
10. All multifunction copier/scanner/printer/fax shall have zoom capabilities from 64% to 200%.
11. All multifunction copier/scanner/printer/fax shall have the following paper capacity, using standard 20 lb. copy paper:
 - a. 8 ½ x 11 paper supply - minimum of 1,000 sheets.
 - b. 8 ½ x 14 paper supply - minimum of 500 sheets.
 - c. 11 x 17 paper supply - minimum of 250 sheets (may be an adjustable tray).
 - d. One of the three paper trays may be adjustable. Vendors may include auxiliary paper trays in order to meet this requirement.
12. All multifunction copier/scanner/printer/fax shall have image shift capabilities.

13. All multifunction copier/scanner/printer/fax rated at a speed equal to or greater than 50 ppm shall be capable of inserting tabs/or slips sheets.
14. All multifunction copier/scanner/printer/fax shall be operational as a “walk-up” digital copier, whether on the City network or not.
15. All multifunction copier/scanner/printer/fax shall have PIN code and/or mailbox secured access for users.
16. All multifunction copier/scanner/printer/fax shall have programmable cost center/accounting meters, with a minimum of 50 separate cost centers/meters; vendor to specify the number of digits accommodated per accounting code.
17. All multifunction copier/scanner/printer/fax shall be capable of scanning. Identify whether or not scanning is an optional feature and delineate all functions of this feature. If optional, identify all costs (i.e. equipment, software, installation, etc.) and technical requirements necessary to the operation of this feature. Identify all formats available (e.g. PDF, MS Word, MS PowerPoint, etc.)
18. All multifunction copier/scanner/printer/fax shall be capable of faxing. Identify whether or not faxing is an optional feature and delineate all functions of this feature, including a description of its operation (i.e. fax board, fax driver, etc.). If optional, identify all costs (i.e. equipment, software, installation, etc.) and technical requirements necessary to the operation of this feature.
19. All digital copiers/printers shall be capable of saddle stitching. Identify whether or not saddle stitching is an optional feature and delineate all functions of this feature. If optional, identify all costs (i.e. equipment, software, installation, etc.) and technical requirements necessary to the operation of this feature.

Vendors may provide alternative configurations with a written explanation demonstrating that their proposal will meet the City’s requirements.

C. Required Services

1. The City requires managed print services for 15 laser printers across multiple City buildings – 5 total buildings. The City intends to reduce its current footprint of printers, moving printer volume to the proposed multifunction copier/scanner/printer/fax machines as noted in the requirement above. The managed print services program must consist of at least the following components:
 - a. Consumable supplies
 - b. Fix/Repair and maintenance services
 - c. End-user support
 - d. Management of the print devices

- e. Technology refreshment of end of life network printers
2. The City requires “just-in-time” inventory management of all consumable supplies including end-user replacement components for all output devices defined within this RFP. This covers all printers including any printers replaced by selected vendor as part of the contract.
- a. Vendor is responsible for delivery of supplies to point of need
 - b. Supply expectations:
 - i. Black and white toner may not be off brand and must be OEM. No substitutes will be accepted.
 - ii. Color toner must be OEM. No substitutes will be accepted.
 - iii. Unlimited toner.
 - iv. Consumable supplies must meet original equipment manufacturers specifications.
 - v. Consumable supplies must not exceed 0.5% failure rate.
 - vi. Vendor assumes all responsibility for hardware performance due to consumable supplies.
 - vii. Covers all multifunction devices and network printers included in RFP.
 - viii. Vendor retains ownership of all consumables inventory.
 - ix. Down time due to lack of consumable supplies is not acceptable.
 - x. Vendor is responsible for delivery of supplies to point of need.
 - xi. City does not desire to have excess inventory on-hand at any location
 - xii. City is interested in online proactive device monitoring and “just in time” delivery of necessary consumable supplies
3. The City requires the vendor to be responsible for all toner, fix/repair, maintenance and/or replacement of all output devices included in contract resulting from this RFP.
- a. Covers all network printers as required post consolidation of existing footprint.
 - b. Hardware must meet specifications and minimum uptime requirements.
 - c. Preventative Maintenance Schedules planned and completed according to manufacturers’ recommended service schedules
 - d. Exclusive utilization of OEM parts and supplies.
 - e. Minimum service response expectations:

- i. Vendor shall respond to a request for maintenance within one (1) hour
 - ii. Maintenance and repair calls must be performed within four (4) hours of request for service.
 - iii. The maximum allowable downtime for any one piece of equipment is forty-eight (48) hours.
 - iv. Vendor assumes all responsibility for hardware performance due to service parts and components.
 - v. Vendor will assume responsibility for disposal of and recycling of all service parts.
 - vi. Vendor will supply City with a call completion notification in electronic format.
 - vii. A “loaner” machine must be placed in the building for any equipment that can’t be repaired and restored to normal operating service within five (5) days.
 - viii. Excluded from the requirements are delays resulting from acts of nature, accidents, or extreme weather conditions.
4. The City requires end-user help desk support for all users on all printers covered by a contract resulting from this RFP. Specifically:
 - a. Provide a single point of contact for City staff
 - b. Unlimited phone support on all initial service calls during normal business hours, 8:00 A.M. to 5:00 P.M. EST, Monday through Friday with the exception of statutory holidays.
 - c. Unlimited network support during normal business hours, 8:00 A.M. to 5:00 P.M. EST, Monday through Friday with the exception of statutory holidays.
 - d. Unlimited customer training

D. Management and Reporting Requirements

1. The City requires the following management and reporting processes from the selected vendor for ALL multifunction copier/scanner/printer/fax and printers that are part of a resulting contract.
 - a. Electronic monitoring of all output devices.
 - b. Maintaining service records to report individual device performance.
 - c. Access to electronic monthly usage reports per device.
 - d. Monthly electronically generated status reports communicating equipment issues to the Information Technology & Data Manager.

- e. Ability to measure and manage output at a job, user, department, or building level.
- f. Ability to allocate cost by job, user, department or building level.
- g. Ability to manage user access and workflows.
- h. Managed fleet optimization.
- i. Additional features available that have been proven to reduce paper and print waste. (i.e.: scan to print/walk up printing, etc.)

E. Special Terms & Conditions

1. Equipment offered **must be new**, unused, current models.
2. Vendors may be required to provide demonstrations of proposed machines prior to selection of award.
3. The machines shall be delivered, installed and made ready for use by the selected vendor. Lease prices shall include these services:
 - a. The vendor shall coordinate and provide delivery at no additional fee.
 - b. The vendor shall provide end-user training to city staff at no additional fee.
4. Multifunction machines will perform to manufacturer's specifications for a minimum of 95% of the time during normal city office hours averaged over a three month time frame. Any machine that fails to meet this standard shall be replaced with an equal or better model at no cost to the City. If Vendor fails to correct the non-performance, the City reserves the right to terminate the contract by giving a ten (10) day notice to the Vendor after which no further obligation is due from the City.
5. Vendor will provide routine maintenance and repair services for no additional fee.
6. Service will be furnished to the City between 8:00 a.m. and 5:00 p.m., Monday through Friday. Only fully trained and qualified technicians shall perform the maintenance on the copiers. **Please provide list of technicians and years of experience with the specific vendor in the RFP response.**
7. Vendors shall include proposed method of managing service calls including:
 - a. Service organization background & qualification
 - b. Method for history of call on each device/logging
 - c. Level of service specifications
 - d. Number of trained technicians for each machine type and size of area served

- e. Average support call response time
 - f. Location of local office and support dispatch office
8. The City will supply paper and staples for the machines. Vendor shall be responsible for supplying toner, drum, fusers, etc. and shall include the cost in the maintenance price. All parts and supplies must be Original Equipment Manufacturer (OEM).
 9. Proposals must include prices for copy machine lease and for maintenance (service and supply) cost per copy page. Monthly costs will be based on machine usage and will be billed in arrears; **no minimum number of copies will be specified.** Vendor shall bear all costs for labor and parts required to maintain the copy machine in good working order and make all necessary adjustments, replacements, and repairs caused by normal wear and tear.
 10. The **maintenance price will be fixed for the contract term with no price increase.**
 11. Proposed prices will include all federal, state, and local taxes as applicable.
 12. The end-of-contract return of any equipment shall be provided by the vendor and coordinated with the City, **and shall be at no cost to the City.** Subject equipment shall be removed no later than 30 days after receiving notification from the City.

All proposals must contain descriptive literature on the proposed multifunction device(s). At least one technical sheet must be provided for each machine model, accessory or option. Manufacturer specifications must specify certified monthly volumes for each machine. Other descriptive literature or reports, including award certificates from an independent testing agency, will be accepted in addition to required literature.

III. ADDITIONAL INFORMATION

A. Buyout Requirement.

The vendor that is awarded the lease contract will identify and offer to provide copier replacements and/or upgrades with required buying out of the City's existing copier financial obligations and/or purchasing copier(s) owned by the City as of July 31, 2014. Buyout of an existing copier lease, rental, or purchase of a copier owned by the City must include the buyout of the related service/maintenance agreement if present. Vendor must indemnify and hold the City harmless from any further claims arising out of the existing lease(s), contract(s), or the buyout thereof. **Exhibit A outlines the City's approximate existing inventory of copiers, printers and fax machines along with appropriate relevant data.**

1. Buyout Lease figures are as follows:
 - a. 3 Sharp 3100 copiers @ \$15,165.21
 - b. 2 Lanier MPC 3002 copiers @ \$34,587.24

- c. 1 Kyocera-Mita Taskalfa 250ci @ \$4,275.11
 - d. 1 Lanier LD625C @ \$11,602.62
 - e. 1 Toshiba e-Studio555 @ \$12,001.16
 - f. 4 Toshiba (various models) @ \$22,204.08
 - g. 1 Konica Minolta C224 e @ \$7,003.00
2. Buyout of Owned Equipment:
- a. 1 Kyocera-Mita 2530
 - b. 1 Canon D1320
 - c. 1 Canon D340
 - d. 2 Sharp 2300
 - e. 1 Sharp MXM 200D
 - f. 1 Kyocera FS-C2126MFP

B. Contract Period.

The Contract Period shall begin August 1, 2014 and continue for two (2) years. The Contract may be extended for up to three (3) additional one-year contract periods, beginning in 2016. The additional one-year contract extension periods shall be exercised at the sole discretion of the City.

C. Independent Contractor's Status.

Vendor shall at all times during the term of the contract perform the services described as an independent contractor, and hereby waives any claims for any compensation or benefits afforded to City's employees.

IV. RESPONDENT QUALIFICATIONS

The City will only consider proposals from Respondents that:

1. Can demonstrate a proven track records of successfully and reliably providing similar services to public and private entities.
2. Are in good standing with the City as that term is defined in Commissioners' Ordinance No. O-11-06.
3. Are not involved in any adverse claims against the City and are not delinquent in their financial obligations to the City.
4. Can demonstrate substantial compliance with this Request.

V. EVALUATION CRITERIA

The following criteria will be used to establish the lowest evaluated bid price:

1. Reciprocal preference for resident bidders required by Kentucky Revised Statutes (KRS) § 45A.494.
2. Degree of Respondent's ability to fully comply with the Requirements in this RFP.
3. Useful life of the product.
4. Residual value of the product.
5. Advantages of a particular product relative to its weaknesses.
6. Frequency of upgrades to the product.
7. Time of delivery, performance, and completion.
8. Ability to provide the required equipment and services and fulfill the minimum specifications
9. Implementation plan.
10. Qualification and experience of the Respondent.
11. Respondent's technical support structure
12. References of performance including such factors as control of costs, quality of work, ability to meet schedules, cooperation, responsiveness, compliance with the requirements, and other considerations
13. Other factors determined to be relevant by the City.

VI. RESPONSIVENESS OF PROPOSALS

A. Responsiveness

The City shall only consider those Proposals that conform to the material requirement of the City's Request and that are submitted in the Proposal Format set forth below. A Proposal will be considered as conforming and responsive if it substantially addresses and promises to meet the requirements contained in this Request or any future reasonable requests made over the course of the selection process. The City may waive any non-conformance that is immaterial AND does not prejudice other Respondents.

B. Non-responsiveness

City will reject any Proposals that materially deviate from the request OR that due to any deviation from the Request prejudice other Respondents whose Proposals substantially conform to the Request.

C. Respondent Responsibility

The responsibility of Respondents shall be determined on the evaluation of the Respondent and the management team, separate and distinct from the proposal that is submitted.

D. Accuracy of Respondent's Proposal

The accuracy of the Respondent's Proposal shall be evaluated on the basis of the plan provided as part of the Proposal after adjustments that the Selection Committee believes, in its business judgment, should be made to reflect economic or other conditions. Adjustments to the Proposers' plan shall be made based on the basis of qualitative criteria developed by the Selection Committee and objective financial criteria to determine whether Proposals are financially feasible.

VII. SELECTION

A. Selection Committee

The Selection Committee shall be comprised of:

1. Lisa Desmarais, Information Technology & Data Manager
2. A representative of the City's Technology Services Vendor
3. A representative of the City's Finance Department

B. Selection Process: (Please also see RFP Timeline below)

1. *Initial Selection Process.* Respondents whose proposals are acceptable in form and substance will be selected to be included on a short list of potential awardees if, in the Selection Committee's business judgment, they meet the minimum qualifications.
2. *Interviews.* The City reserves the right to conduct interviews of Respondents included on the short list of potential awardees. The City will contact the designated Respondent's representative to schedule an interview date and time. Interviews are anticipated to occur July 16-17, 2014. Respondents are expected to be available at that time. Expenses Respondents incur to prepare for and attend the interview will be the responsibility of the Respondent. Following interviews, a final selection will be made.

3. *Negotiations of Contractual Terms.* After the Selection Committee makes its final determination, the awardee and the City will negotiate and execute a final agreement prior to the commencement of the work under the Contract. Failure by any Respondent to timely respond or come to terms with the City will be cause for a rejection of the Proposal.

4. *Timeline of Selection, Negotiation and Awards.*

Event	To Be Completed By
RFP Issued and Advertised on City Website	June 30, 2014
Inquiry Deadline	July 3, 2014
Proposals/Bid Opening	July 14, 2014
Interviews	July 16 - 17, 2014
Successful Bidder Notified	July 18, 2014
Finalize Agreements	July 25, 2014
First Date of New Contract	August 1, 2014

VIII. RESPONDENT QUESTIONS

City shall answer any questions that Respondents may have prior to the Submission Deadline. Respondents should provide their email address and/or fax number to Lisa Desmarais, Information Technology & Data Manager, (859) 292-2174, LDesmarais@CovingtonKY.gov so they receive any answers to questions asked by other Respondents. Questions concerning any aspect of this RFP must be submitted in writing by electronic mail Lisa Desmarais, Information Technology & Data Manager, LDesmarais@CovingtonKY.gov. All questions must be received by close of business July 3, 2014.

It is each Respondent's responsibility to read the entire RFP, and to be fully acquainted with the scope of work outlined herein. The failure of the Respondent to do the foregoing does not relieve the Respondent from any obligation with respect to the bid proposal submitted. If any Respondent is in doubt as to the true meaning of any part of the specifications, the Respondent should submit a written request for an interpretation.

IX. PROPOSAL FORMAT

Proposals shall be submitted on standard 8.5 x 11 inch paper with font size no smaller than twelve (12) point. Proposals shall consist of one (1) signed original and three (3) copies, submitted in a sealed envelope plainly marked **SEALED BID FOR MULTIFUNCTION COPIER/SCANNER/PRINTER/FAX LEASE AND MANAGED PRINT SERVICES- DO NOT OPEN WITH REGULAR MAIL**. Proposals shall consist of the following:

1. A Letter of Transmittal that includes (a) the name of the company, (b) a contact person, (c) the names of individuals authorized to negotiate with the City (d) current address (e) telephone number, (f) facsimile number, (g) email address, and (h) the signature of an authorized representative of the Respondent.

2. A Table of Contents, indicating the page where each section begins.
3. An Executive Summary, which should include a succinct description of the major features of the bid. The Executive Summary should not exceed three (3) pages in length
4. Ownership Information, which shall identify how the company is owned; the year the company was established; the former name(s) of the company, if applicable; and the state in which the company is incorporated, if applicable.
5. A written plan that clearly identifies the equipment and services proposed and a detailed description of how the Respondent proposes to implement the plan. The plan is not to exceed five (5) pages in length, excluding any exhibits or appendices the Respondent may choose to submit. The plan should address the specifications contained in this document at a detailed level – meaning all requirements set forth in this RFP must have an INDIVIDUAL response in the RFP indicating the requirement is (1) met, (2) not met, or (3) met with conditions – including commentary on the specific conditions to meet the requirement.
6. A minimum of 3 references that City can contact for information about Respondent’s performance within the past 12 months.
7. *Optional:* Additional information to fully develop the Respondent’s qualifications.
8. *Optional:* The City may be interested in Document Management software solutions to help improve document storage and work flow processes. Respondent is encouraged to provide information on any offerings, if available. NOTE: This is optional and will NOT qualify or disqualify any Respondent from an award of a contract for copier/scanner/printer/fax lease and managed print services.

X. ADDITIONAL TERMS

1. *Costs.* Costs incurred developing bid proposals are to be entirely borne by the Respondents and will not be reimbursed under any circumstances. All supporting documentation and manuals submitted with this bid proposal will become the property of the City of Covington. All bid proposals and associated documents are public record.
2. *Insurance.*
 - a. The successful Respondent shall comply with the laws of the Commonwealth of Kentucky relating to workers’ compensation insurance coverage and shall carry and keep in force during the performance of this agreement, workers’ compensation insurance for its employees. The successful Respondent shall provide proof of workers’ compensation insurance to the City Risk Manager each year of the contract.
 - b. The Successful Respondent shall carry and keep in full force during the performance of this agreement comprehensive general liability insurance,

including public liability insurance and property damage insurance, in the minimum amount one million dollars (\$1,000,000) per claim and three million dollars (\$3,000,000) annual aggregate, with the "City of Covington and its employees" named as an additional insured. Said Certificate shall include a Notice of Cancellation clause with notification being sent thirty (30) days before cancellation to: Lisa Goetz, Finance Department, City of Covington, 20 West Pike Street, Covington, Kentucky 41011. Cancellation of insurance will constitute a default that, if not remedied within the thirty (30) day notification period, shall be cause for termination of the Agreement by the City of Covington. The successful Respondent shall furnish to the City a Certificate of Insurance certifying the type and minimum amounts of insurance. Successful Respondent agrees to maintain liability insurance at all times during the contract period.

- c. The successful Respondent shall require that its subcontractors purchase and maintain insurance in the amounts as required for the primary contractor as outlined above. The successful Respondent shall require each subcontractor to name "City of Covington and its employees" as additional insured.
3. *Indemnification from General Liability.* The successful Respondent agrees to protect, defend, indemnify and hold harmless City of Covington and its elected officials, officers, employees and agents from and against any and all claims, suits, demands or actions arising out of or in connection with any negligent or intentional acts or omissions of successful Respondent and its employees, its officers, agents. The successful Respondent agrees to indemnify City of Covington and its elected officials, officers, employees and agents against any judgment (including attorneys' fees), award, or amount paid in settlement, applicable court costs and witness fees arising from such claim, suit, demand or action. In the event that successful Respondent fails to defend City of Covington and its elected officials, officers, employees and agents as set forth in this paragraph, such parties shall defend themselves and successful Respondent shall pay all costs for such defense including, but not limited to, judgments, awards, amounts paid in settlement, applicable court costs, witness fees and attorneys' fees. The respective rights and obligation of the parties under this paragraph shall survive the expiration or termination of this Agreement for any reason.
 4. *Occupational License Required.* The successful Respondent shall obtain and maintain during the life of the contract, an occupational license to do business from the City Finance Department prior to formal award of the contract.

XI. PUBLIC INFORMATION NOTICE

All proposals submitted to the City will be kept in confidence by the Selection Committee and shall be used solely for the purpose of evaluating the proposal for a possible award. The City retains the right to provide copies provided by Respondents to its staff, legal, technical and financial advisors and representatives. Respondent should take care not to provide any confidential information, trade secrets or other intellectual property, that they do not want City staff to receive.

Please note that: All information submitted for review may be subject to the Kentucky Open Records Act and may be made available upon request by the public. Respondents should identify any confidential, proprietary information or trade secrets and provide justification why such material should not be disclosed.

Attachment A

Building	Location	Model	Page Count	Average Monthly Volume	Leased or Owned?
Copier/Scanner Devices					
City Hall-2nd Floor	Office Break Area	Sharp 3100	B&W: 218593 Color: 175084	B&W: 4754 Color: 3840	Leased
City Hall-2nd Floor	Receptionist	Lanier MPC 3002	B&W: 138176 Color: 47005	B&W: 9105 Color: 2722	Leased
City Hall-2nd Floor	City Manager's Office	Sharp 3100	B&W: 137684 Color: 202089	B&W: 4501 Color: 6875	Leased
City Hall-1st Floor	Lunchroom	Kyocera-Mita 2530	586556	???	Owned
City Hall-1st Floor	Legal/ HR Workroom	Lanier MPC 3002	B&W: 124587 Color: 26524	B&W: 9654 Color: 2367	Leased
City Hall-1st Floor	Finance Work Area	Sharp 3100	B&W: 262503 Color: 33247	B&W: 12573 Color: 1553	Leased
City Hall-1st Floor	Hallway-Not Used	Kyocera-Mita Taskalfa 250ci	n/a	n/a	Leased - disconnected
Public Works	Administration	Lanier LD625C	B&W: 32065 Color: 12316	B&W: 632 Color: 319	Leased
Public Works	Fleet	Canon D1320		1422	Owned
Public Works	Fleet	Canon D340 copy only	n/a	n/a	Owned
Section 8	Section 8 Housing	Toshiba e-Studio555	455172	20072	Leased
Police Department	Chief's Assistant	Sharp 2300	B&W: 83957 Color: 45516	B&W: 723 Color: 588	Owned
Police Department	Crime Bureau & Detectives	Sharp 2300	B&W: 280168 Color: 151657	B&W: 1580 Color: 2040	Owned
Police Department	Detectives	Sharp MXM 200D		979	Owned
Police Department	Officers	Toshiba E-Studio 205se		6405	Owned
Police Department	Records Workroom	Toshiba e-studio555	284702	20072	Owned
Police Department	Administration	Toshiba 350		6884	Owned
Police Department	Near Lobby	Toshiba 452		922	Leased
Police Department	Crime Lab	Kyocera FS-C2126MFP+	B&W: 4001 Color: 1255	B&W: 290 Color: 175	Owned
Fire Department	Administration	Konica Minolta C224e	33073	B&W: 1659 Color: 241	Leased
Printers					
Fire Department	Administration	HP LJ 3800	81257	B&W: 358 Color: 328	Owned
Fire Department	Lieutenant's Office	HP LJ 5	242082	314	Owned

Fire Department	Captain's Office	HP LJ 1022	49976	???	Owned
Fire Department	Battalion Chief's Office	HP LJ P2035	13736	???	Owned
Fire Department	Assistant Chief's Office	Samsung Laser ML 3050	16990		Owned
Fire Department	Assistant Chief's Office	HP 1006	n/a	n/a	Owned
Fire Department	Chief's Office	HP LJ P2035n	3166	n/a	Owned
Fire Department	CO #2	HP LJ P2035N	n/a	n/a	Owned
Fire Department	CO #5	Brother DCP7065N	n/a	n/a	Owned
Fire Department	CO #6	Brother DCP8065DN	n/a	n/a	Owned
Fire Department	CO #8	HP LJ P2035N	n/a	n/a	Owned
City Hall-2nd Floor	Office Break Area	HP LJ 4000	170187	1101	Owned
City Hall-2nd Floor	Receptionist	HP LJ 4200	87438	2188	Owned
City Hall-2nd Floor	Administration	HP LJ CP3525	B&W: 16182 Color: 23964	289	Owned
City Hall-2nd Floor	Administration	HP LJ 5	225902	415	Owned
City Hall-2nd Floor	Administration	EPSON Workforce 1100	n/a	n/a	Owned
City Hall-1st Floor	Finance Work Area	HP LJ P4015	191217	4258	Owned
City Hall-1st Floor	Finance Work Area	HP LJ 4350 (MICR)	332008	461	Owned
City Hall-1st Floor	Finance	HP LJ 4200	32294	1709	Owned
City Hall-2nd Floor	Zoning	HP DesignJet 800 PS	n/a	n/a	Owned
Public Works	Administration	HP Color LJ 4600	77288	B&W: 439 Color: 153	Owned
Public Works	Administration	Epson Stylus 1400	n/a	n/a	Owned
Public Works	Director's Office	HP Officejet 6100	n/a	n/a	Owned
Public Works	Solid Waste	HP Officejet Pro 8600	n/a	n/a	Owned
Public Works	Right of Way	HP 2355	n/a	n/a	Owned
Public Works	General Maintenance	HP Officejet 8600	n/a	n/a	Owned
Public Works-Annex	Annex	Epson Workforce 630	n/a	n/a	Owned
Public Works-Annex	Annex	HP Photosmart C4650	n/a	n/a	Owned
Public Works-Annex	Annex	HP C4780 Photosmart	n/a	n/a	Owned
Section 8	Housing Authority Section 8 Voucher Program	Lexmark x204n	34314	722	Owned

Section 8	Private Office	HP LJ P1505n	27655	???	Owned
Section 8	Private Office	HP LJ P1505n	35988	???	Owned
Section 8	Private Office	HP LJ P2035n	7608	183	Owned
Section 8	Private Office	HP LJ P1505n	45457	???	Owned
Section 8	Work Area	HP LJ 4000	378490	1647	Owned
Police Department	Technology Support	HP LJ P2015	2593	194	Owned
Police Department	Juvenile Office	HP LJ 2100	80391	385	Owned
Police Department	Crime Bureau & Detectives	HP 2100		49	Owned
Police Department	Crime Bureau & Detectives	HP 2100		13	Owned
Police Department	Work Room	HP LJ P2015	30484	131	Owned
Police Department	Patrol Bureau Commander	HP LJ P2015	8169	57	Owned
Police Department	Traffic Office	HP LJ P2015	59778	256	Owned
Police Department	Community Relations	HP LJ 2100		139	Owned
Police Department	Patrol Lieutenant	HP LJ 2100	46991	1028	Owned
Police Department	Records	HP LJ 2100	43145	139	Owned
Police Department	NCIC	HP LJ 2100	180807	n/a	Owned
Police Department	NCIC	HP LJ 2100	n/a	n/a	Owned
Police Department	Administration	HP LJ P2015	27119	260	Owned
Police Department	Storage Room	HP LJ 2100	48105	109	Owned
Police Department	Basement/ Property Area	HP LJ 2100		4	Owned
Fax Machines					
City Hall-1st Floor	Legal/ HR Workroom	Brother NC-6800h			Owned
City Hall-1st Floor	Finance Work Area	Brother Intellifax 4100E			Owned
City Hall-1st Floor	Finance Window	Brother Intellifax 4100E			Owned
Section 8	Receptionist	Brother 4100 Fax			Owned
Police Department	Chief's Assistant	HP 3055 Fax			Owned
Police Department	Juvenile Office	Toshiba Fax			Owned
Police Department	Crime Bureau & Detectives	Brother 4100 Fax			Owned