



PROPOSAL FOR:
COCHISE COUNTY
RFP: 25-10-ITD-01
COUNTYWIDE LEASE OF MULTI-USE COPIERS

PREPARED BY:
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All Copy Products Inc thanks you for the opportunity to present recommendations for:

*Cochise County RFP 25-10-ITD-01
County Wide Lease of Multi-Use Copiers*

Anne Coppola
Email: ACoppola@cochise.az.gov
Phone: (520) 432-8394

November 21, 2024

Dear Anna,

Thank you for considering All Copy Products for Cochise County's next lease of multi-use copiers. We are committed to providing the resources to keep staff productive, innovative, and economical at all times.

Enclosed, please find our response to your RFP. We trust you will find All Copy Products to be a highly qualified and respected partner to support the county's equipment with cutting-edge technology and future proof solutions. ACP's experience and history with the county along with our exceptional service record will provide Cochise County with a seamless transition into new equipment and contracts.

This year marks ACP's 50th anniversary as an independently owned company dedicated to providing customers and our team with an unparalleled experience in the office solutions industry as follows:

- **Superior Service** allows our customers to focus on their core business.
- **Flexible and Creative Programs** improve customers' efficiency, compliance, and bottom line.
- **Active Involvement** in local communities keeps us humble and in sync with the people we serve.
- **Development of Outstanding People** produces unwavering loyalty and integrity.
- **Ongoing Investment** in customer relationships provides useful technology and effective support.
- **Excellence** is sustained through our unrivaled work ethic.

All Copy Products is committed to customer satisfaction. Our goal is to continuously provide best-in-class sales, service and support in order to ensure the level of satisfaction you deserve.

Sincerely,

Sean Lang

Sean Lang
Senior Sales Manager
All Copy Products, Inc.
(480) 398.3905
slang@acp.com

Danny Wayne

Danny Wayne
Major Account Executive
All Copy Products, Inc.
(480) 398.3902
wwayne@acp.com



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Tab 1 – Supplier Profile



Mission Statement

We are devoted to helping businesses overcome everyday workplace challenges by providing the latest in office technology accompanied with an unparalleled experience in the office solutions industry. Our customer-centric business model ensures that organizations across our footprint receive our award-winning support and service, enabling them to maximize their efficiency and focus more on their core business.

Company Overview

All Copy Products was established in Denver, Colorado in 1975. We have Arizona offices in Tempe, Tucson, and Flagstaff with a total of 24 additional locations in Colorado, Kansas, Nebraska, Texas and California. Since 1999, when Brad Knepper purchased All Copy Products, we have grown from 7 employees and \$1 million in annual revenue to 520 employees and over \$120 million. Our exceptional manner of conducting business has allowed us to become one of the largest independently owned office equipment companies in the United States.

Capabilities

All Copy Products provides office equipment, supplies, equipment technical service, equipment IT service, managed print services, network monitoring and desktop computer maintenance services, document scanning, reproduction services and digital archiving solutions, access control and security cameras. We work with accounts in all 50 states and are proud to support more than 20,000 companies nationwide.

Products & Services

All Copy Products is an authorized dealer and service provider for a wide range of products from Konica Minolta, Canon, Sharp, Hewlett Packard, Lexmark, Toshiba, PaperCut, GoldFax, Square 9, Shoretel and Intermedia. We have a full-time staff of technicians to service all our represented manufacturers as well as a full-time IT staff to support these equipment and software offerings. Because of our local warehouse philosophy, we maintain over one million dollars of toner and parts in our local warehouses, minimizing service downtime.

Industry Credentials & Certifications

All Copy Products' technical and IT staff maintain THE HIGHEST-LEVEL factory certifications for all makes and models that we service (Canon, Konica Minolta, Océ, Sharp, HP, Lexmark, and Toshiba).

ProTech Certified - Konica Minolta

Advanced Dealer Partner - Canon

BSD Certified Dealer - Lexmark

BTA Channel Choice Dealer - Toshiba

Platinum Level Service Provider - Sharp

Diamond Service Award - BEI Services, Inc

uniFLOW Certified – Canon

PaperCut Certified – ACDI



ACP Advantages

Best of Breed Solutions

Through our strategic partner alliances All Copy Products (ACP) delivers comprehensive best-of-breed services and solutions for our customers. By partnering with multiple manufacturers, suppliers and software providers we can deliver comprehensive end-to-end technology solutions that are customized and scaled to meet the specific needs of our customers. Our strategic alliances are measured with the highest of standards allowing us to always deliver the most advanced technology solution. All Copy Products provides manufacturer certified sales, service and supplies for Canon, Konica Minolta, Océ, Sharp, Toshiba, Hewlett Packard, and Lexmark. We also provide software and solutions technologies from some of the best names in our industry to include NTWare, Océ PRISMA, EFI, PageDNA and PaperCut. Additionally, ACP is a Certified Microsoft Partner.

Customized Billing and Service Level Agreements

As an independent dealer, we can offer customized billing and Service Level Agreements for Cochise County. Our experience helps us to recognize that each organization has unique requirements and can provide billing that summarizes charges by cost center, department or location. Our accounting, contracts and customer service team will work closely with the county to develop a format to meet your requirements upon award.

Our standard SLA offers support Monday through Friday from the hours of 7:00 am to 5:00 pm, with a guaranteed average on-site response time of four hours with a phone call made by the service technician to confirm their estimated time of arrival and provide guidance to get you back up and running within one-hour. Understanding certain areas may a quicker response time, or extended service hours, we will work with the county to determine these critical areas and modify the SLA to meet additional requirements.

Turnkey Managed Print Services Solutions

When you partner with All Copy Products, we manage your printer fleet so you don't have to. Instead, you can focus on what is important – fostering academic excellence and preparing students for success. Our turnkey managed print services solutions utilize industry leading tools to monitor supply levels and device alerts automating supply ordering and service dispatch, thus creating a hands-off approach and maximum up-time for the county.

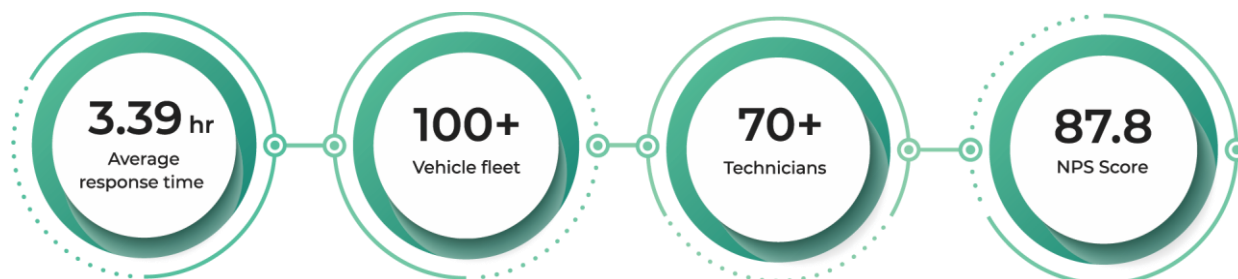
Local Service and Parts Inventory

ACP provides local warehousing of supplies and parts in our Tucson warehouse. Technician car stock levels are determined by the total number of copiers and types serviced in each territory and are automatically replenished as part usage is entered into service records when calls are closed by the technician. Warehouse orders are automatically processed thus ensuring our inventory levels are always sufficient to maintain the spread of equipment we service.

Our Service Philosophy

Reliable, Award-Winning Service

We take pride in our technicians' abilities to provide superior service to our partners, which is why we are continually helping them improve. A fundamental way we are guaranteeing this is by providing ongoing training on new processes, machines, and methods to our service technicians to ensure that they are providing our partners with the best service possible.



ACP Preventative Maintenance

To optimize equipment performance, ACP offers proactive preventative maintenance. We monitor uptime on each machine and schedule proactive preventative maintenance calls. This keeps your system performing at its best and eliminates the need for most service calls, saving you valuable time and resources.

We also encourage what we refer to as the “total call” approach. When your technician visits your device to resolve the issue at hand, they do a full diagnostic on the device to identify any future issues. They are encouraged to proactively resolve foreseen parts wear and failure.

ACP Response Time Average

ACP guarantees a four-hour average response time for all service calls, averaged quarterly with a three-call minimum. Our technicians have their own territories and become very familiar with the customers that they service. When a critical situation comes up, the technicians communicate their ETA and help diagnose the issue over the phone.

ACP Uptime Process

ACP guarantees 95% service uptime for equipment and 95% uptime for each individual unit. Equipment uptime is calculated using a nine-hour workday (8:00 AM – 5:00 PM), Monday through Friday, and 22 workdays per month, which is 198 working hours per month. Equipment that is “down” will be described as unable to complete fax/print/scan requirements.

Advanced Reporting

Whether as a part of your account reviews or requested one-off separately, ACP will provide a current fleet report in excel format. This report will include department, cost center, location of equipment, manufacturer, model, serial number, and volume (images)/per month. Our customer service team will work with the county to format any requested reporting requirements.

Our Awards

Pros Elite 100 Award 2011-2024: Excellence in Service

All Copy Products has been recognized as one of the top 100 dealers in the country for excellence in customer service. Similar to JD Power & Associates, but for the Copier Industry, Pros Elite is an independent organization that evaluates performance based on industry benchmarks for excellence in service. To be awarded Pros Elite status, a service organization must continuously meet or exceed performance goals in areas such as onsite response time, first call fix efficiency, parts on hand and customer satisfaction survey responses.

Additionally, All Copy Products continually provides our technicians, sales staff, and administrative personnel with special training and submits to external auditing of service statistics holding us to the level of service depicted by this award.

All Copy Products is proud to be the only dealer in Arizona with Pros Elite 100 status.



ENX Magazine – Elite Dealer Award, 2000 - 2024

All Copy Products was named as one of fifty companies nationwide defining growth & community service as well as a superior level of customer service. All Copy is the only dealership to have been named an Elite Dealer every year since the award's inception.



Konica Minolta Pro-Tech Service Award

Konica Minolta has honored All Copy Products with the Pro-Tech Service Award, which recognizes those Konica Minolta dealerships that demonstrate the highest commitment to customer support and satisfaction. The Pro-Tech Service Award represents Konica Minolta's gold standard for service competence and proficiency.



Canon Advanced Dealer Partner Award

All Copy Products was awarded the "Advanced Dealer Partner" in recognition of their accomplishments by Canon, U.S.A. This is Canon's highest dealer award and is presented to those dealers who have achieved outstanding year-over-year growth and exceptional customer service.



Sharp Platinum Service Provider Award

The Platinum Level Service Provider standard is reserved for Sharp's best dealers who meet the highest standards of operational efficiency. The award reflects a dealer's execution of best practices within the industry in the areas of service, customer satisfaction, training, management, and technical expertise. Rigorous onsite evaluations, along with ongoing compliance audits assure compliance standards are met and exceeded on a continual basis. Only 20 dealerships in the country bear this elite designation.



Technician Bonus Program

Why do we win so many awards for outstanding service?

All Copy Products has advanced our position in the Office Equipment and Services market by partnering with a national consulting firm, BEI Services. BEI's goal is to streamline customer service channels by reducing customer downtime and compensating service technicians for their hard work.

An explanation of the two most important steps are:

First and foremost, our goal is to reduce downtime for our customers. BEI's program attacks this aspect of service by requiring each technician to take a "total call" approach rather than just repairing the issue at hand. For example, if your machine is misfeeding, but will soon need the drum replaced, our technicians will replace the drum on the current call rather than return a few days later. The benefit is obvious, allowing you to concentrate on your core business rather than worry about your office equipment.

Our technicians receive bonuses on a commission structure based on the number of copies you produce between service calls, which gives them incentive. The more copies you produce between service calls, the more compensation the technicians take home.

This solution also allows us to stack rank our technicians according to how well they are performing. The best technicians have the ability to make an extra \$500 to \$1,000 per month, helping to ensure that our technicians have a higher level of job satisfaction. In turn, this practically eliminates technician turnover – allowing All Copy Products to have the most knowledgeable and reliable technicians around. (In fact, some of the best technicians from our competitors are now calling us!) Technicians that do not achieve their goals do not earn bonuses. This not only gives them an incentive to improve but allows us to allocate our service training dollars to the areas that need the most attention.

Secondly, BEI's stack rankings and the additional focused training allow us to split our technicians into territories. This gives us the ability to reduce our average response times by over half an hour since the program's inception in January 2002. Your primary benefits are reduced frustration and reduced downtime for your office equipment, both of which result in more productivity.

No machine can run forever without proper maintenance, but with All Copy Products and our partnership with BEI Services, you have the opportunity to receive service and support far exceeding that of any other office solution provider.



Cochise County Account Team Overview

Account Management Team

Troy Baranek | *Vice President of Sales*

- Vice President of Sales, All Copy Products: 2007 – Present
- Sales Manager, All Copy Products: 2000 – 2007
- Account Executive, All Copy Products: 1999 – 2000
- Account Executive, IKON: 1998 – 1999

Sean Lang | *Senior Sales Manager, Phoenix/Tucson*

- Senior Sales Manager, All Copy Products: 2023 – Present
- Sales Manager, All Copy Products: 2020 – 2023
- Major Account Representative, All Copy Products: 2015-2020
- Senior Manager Technology Awareness Marketing, Ricoh: 2002-2015

Accolades/Certifications:

- CompTIA CDIA+ 2002
- EFI Fiery Certified Professional 2005
- EFI Fiery Certified Expert 2005

Danny Wayne | *Major Account Executive*

- Major Account Executive, All Copy Products: 2017 – Present
- Territory Sales, All Copy Products: 2011 – 2017
- Sales Manager, State Farm Insurance: 2004 – 2011
- Sales Representative, GEICO: 2000 – 2004

Accolades/Certifications:

- Bachelor of Science, Design Management: Arizona State University, 2009
- ACP President's Club: 2012, 2014 – 2018, 2020 – 2023
- Canon Pinnacle Award: 2013 – 2018, 2020 - 2023

Billing | Contracts | Customer Service Team

Our billing, contract and customer service will work closely with the county to develop any customized billing and reporting requirements for the county while providing post-sales support for administrative staff. The customer service team is responsible for preparing all quarterly business reviews and any requested reports for the county.

Amanda Jones | *Contracts Manager*

- Contracts Manager, All Copy Products: 2016 – Present
- Contracts Specialist, All Copy Products: 2010 – 2016

Accolades/Certifications:

- ACP Presidents Club, 2013, 2016, 2018



Nicole Curtis | *Customer Service Manager*

- Manager; Customer Service Team, All Copy Products: 2014 – Present
- Accounts Receivable, All Copy Products: 2010 - 2014

Accolades/Certifications:

- Certified Salesforce Administrator: 2022 – Present
- ACP President's Club: 2013, 2015, 2019

Stanley Pauls | *Senior Customer Support Manager*

- Senior Customer Support Manager, All Copy Products: 2023 – Present
- Customer Support Manager, All Copy Products, 2021 – 2023
- Account Executive, ICAN Advertising: 2010 – 2020
- Account Executive, Mediacom: 2001 – 2010

Relevant Experience

- Lead Support for Major Account Team

Connectivity & Network Team

The ACP connectivity and network team provides pre- and post-sales support to ensure the seamless integration and ongoing maintenance of all installed systems. The connectivity team will work with the county's IT to install and test all software prior to any physical equipment installations and provide remote support for our technical installation team to connect and configure devices to the county's specifications. In addition to the implementation support, the team will provide active monitoring of all installed systems and helpdesk support to county staff.

Nick Curzio | *Solutions Engineer/Connectivity Manager*

- Connectivity Manager, All Copy Products: 2022 – Present
- Systems Engineer, All Copy Products: 2011 – 2022
- Systems Engineer, iSystems: 2005 – 2011

Accolades/Certifications:

- CDIA+ Certified
- Trained on Konica, Sharp, Kyocera, Canon, Lexmark, HP, Muratec, Kip and Océ
-

Josh Krochmal | *Solutions Engineer:*

- Solutions Engineer, All Copy Products: 2014 – Present
- Systems Engineer, Canon Solutions American: 7 years
- Account Executive/Systems Engineer, CDI/Xerox: 2 years
- Marketing Representative, Document Solutions/Xerox: 2 years

Accolades/Certifications:

- A+ Certification
- Fiery Professional Certification
- Rookie of the Year, Document Solutions/Xerox: 2003



Operations | Logistics | Service Team

Timothy Manuella | *Arizona Warehouse Manager*

- Arizona Warehouse Manager, All Copy Products: 2023 - Present
- Owner Koko Fit Club, Denver Co 2018-2021

Certifications:

- BS Human Performance and Sport, Metro State College Denver

Greg Simpson | *Arizona Service Manager*

- Service Manager, All Copy Products : 2015 – Present
- Operations Manager, Ricoh: 2009 – 2015
- Branch Manager, IKON: 2006 – 2009
- Service Manager, IKON: 2000 - 2009
- Field Technician, IKON: 1984 – 2000

Doug Reece | *Lead Technician / Supervisor,*

- Field Service Manager 2019-Present
- Field Service Technician, CopyGraphix / All Copy Products: 2001– 2019

Certifications:

- Konica Minolta Master/Expert/Professional Associate
- 6 Silver Star Training Award recipient (Top Tenth Percentile)
- Associate's degree Computer Networking Systems Pima Community College
- Comp TIA, A+, Net+, Security+, CDIA+, PDI+ Certified

Arizona Service Team

Technician Name	Industry Tenure	ACP Tenure
Janice Anderson	30	1
Chad Bennett	25	9
Carson Cutter	1	1
David Cagalj	20	3
Ryan Cabrera	1	1
Robert Ferrell	15	3
Kyle Gierke	1	1
Gene Morgan	35	3
Jason Owaski	12	6
Doug Reese	23	5
Wilson Rodriguez	6	6
Yhya Alami	3	1
Chris Scott	25	3
Sherrie Stephen	2	2
Chris Szwec	2	2
Thomas Wiedman	32	8
Juan Peru	1	1



Our Customers

City of Tucson

Placement: 358 Sharp MFPs, 473 HP Printers, PaperCut
Length of time with vendor: 7 Years
Primary Contact: Candice Ross
Title: IT Manager
Phone: (520) 837-6050 Email: candice.ross@tucsonaz.gov
Additional Contact: Raquel Duarte
Title: Senior Contract Officer
Phone: (520) 837-4469 Email: raquel.duarte@tucsonaz.gov

Coconino County

Placement: 82 Konica Minolta MFPs
Length of time with vendor: 12 Years
Primary Contact: Scott Richardson, CPPO
Title: Purchasing Manager
Phone: (928) 679-7191 Email: srichardson@coconino.az.gov

Pima County

Placement: 200+ MFPs/Printers, 54 Departments
Length of time with vendor: 2 Years
Main Contact: Sherry Francis
Title: IT Support Manager
Phone: (520) 724-9610 Email: sherry.francis@pima.gov

Tucson Airport Authority

Placement: 22 MFPs / Plotter
Length of time with vendor: 3 Years
Main Contact: Anthony Casella
Title: Chief Technology Officer
Phone: (520) 573-4843 Email: acasella@flytucson.com
Additional Contact: Aaron Shepherd
Title: Chief Information Officer
Phone: (520) 573-5173 Email: sashepherd@flytucson.com

Pros Elite 100 - Guarantees ACP Service Performance

Primary Contact: Steve Rolla
Phone: (410) 446-3032
<http://www.proselitedealers.com/>



Tab 2 – Scope of Work



Scope of Work

OBJECTIVE

“CONTRACTOR” shall provide all labor, materials, transportation, equipment, and technical expertise in order to maintain the Copiers (“COPIERS”) that will serve multiple purposes to the satisfaction of Cochise County (“COUNTY”).

The COUNTY wishes to start a Lease with maintenance plan for a sixty (60) month time period.

The CONTRACTOR shall be responsible for Maintenance of COPIERS which includes manufacturer recommended cleaning plan until the 60-month time period has ended. The CONTRACTOR will review and correct any issues found during these visits for repair. The COUNTY may reach out to CONTRACTOR to fix any issues for emergency/normal service calls.

The CONTRACTOR shall be responsible for and complete the installation, configuration, testing implementation and training for the following requirements throughout this document, the original solicitation and any of its attachments, as well as:

- Perform a complete system final check prior to COUNTY Information Technology Department’s final inspection on the CONTRACTOR installation.

ACP agrees to and understands the County’s objective.

1.0 REQUIREMENTS

1.1 General Requirements

The CONTRACTOR will perform a broad range of services and activities in order to complete planning, installation, and maintenance of COPIERS. This shall include but not be limited to, purchase and installation of pre-approved equipment, computer hardware, software maintenance, migrating backup files and data, training, contractor support, warranty after purchase, data collection, and compatibility with existing equipment.

Agreed and Understood

1.2 System Requirements

All systems and components shall have been thoroughly tested and proven in actual use. All equipment and materials used in this COPIERS system shall be standard components, regularly manufactured, and in general use, and shall not be modified specifically for the COUNTY.

Agreed and Understood



1.2.1 The CONTRACTOR shall install all supplies and equipment that is compatible with current COUNTY system. See below for other County requirements.

- Customized Billing
 - One monthly invoice including any overage charges.
 - Machine by Cost Center
 - Machine by Department
 - Machine by Location

Agreed and Understood. Invoices can be customized to include any data set including, but not limited to, cost center, department and location. An example of current Cochise County invoices is included in Exhibits A and B.

- Unconditional guarantee on equipment during the life of lease.

ACP understands that uptime is critical to the success of the county. ACP guarantees a four-hour average response time with an uptime of 95% across the entire fleet. In the event a printer cannot be repaired within 48 hours, a loaner machine will be provided at no cost to the county. ACP will bring the machine experiencing issues back into our local shop for further diagnosis to bring the machine back to being operational. Once repaired, the original machine will be returned. If repairs cannot be made, ACP will provide a new replacement within the first two years of the contract, and thereafter will be replaced with an equivalent, certified refurbished device.

- All-inclusive covering: service, toner, and drums.

Agreed and Understood – Cost-per-Page pricing is included in the pricing proposal.

- Complete Installation of Equipment
 - Provide at installation, a surge protection (including Data and Fax lines) device on each device at no additional charge.

Agreed and Understood

- Programming of all units- Address book, Speed Dials, Scan Locations, One-Touch.

Agreed and Understood

- Assist with Printer Driver Installation

Agreed and Understood

- Operator Training

Agreed and Understood



- Sanitize all Hard drives to DOD standards prior to installation and/or removal.

Agreed and Understood

- All setting/memory cleared prior to installation and/or removal.

Agreed and Understood. All devices to be deployed and pickup up from the county include ACP's All Secure, which secures the data during the device's lifecycle and includes the overwrite of the hard drive data with device settings cleared and restored to factory defaults upon the equipment's return to ACP. This approach ensures that your data remains inaccessible in active use and after the device's operational tenure. ACP's All Secure process is as follows:

All Secure includes the following:

- A HDD reformat (wipe) -or- Removal
- Clearing any customer network data
- Clearing any scan destinations
- Clearing any email destinations
- Clearing any fax destinations
- Reset machine to factory defaults

What is the All Secure Process:

- When customers sign up for All Secure, a line item is added to the Sales Order
- During the shop setup, an All Secure sticker is placed on the front of the device
- At the end of the lease term the device is brought to the warehouse where All Secure is performed by the shop or field technician.
- If requested, All Secure may be performed on site at the customer location prior to the equipment being returned. Quote for on-site service must be approved prior to scheduling the equipment pickup.
- A certificate is filled out by the performing Tech, which is signed by the Tech, and then given to the sales rep to forward to the customer.
- If performed on site, or the HDD is removed at the time of pickup, customer will sign off on the completion.
- If a customer purchases All Secure at the end of their term (even if it's not an All Copy serviced machine) ACP will perform the same process as outlined above.

Manufacturer Solutions for an Additional Layer of Security

Additionally, we have included device embedded solutions from Konica Minolta that add an additional layer of security by automatically securing and overwriting device data on demand, on a scheduled basis, or after each job. Bitdefender security and bizhub Secure are included on all quoted Konica Minolta devices.



- Hard Disk Drive will be secured with industry standard encryption.

Agreed and Understood

- Remote Monitoring of All Critical Service Levels
 - Status Codes
 - Preventive Maintenance Intervals
 - Supplies and Consumables

Agreed and Understood

- Vendor will provide a list of all external connections (websites/software) and give the list to Cochise County IT department to allow/block those connections.

Agreed and Understood

- County will not pay for relocation moves of equipment during contract period.

Agreed and Understood

- County able to return up to 10% of initial agreed number of leased machines if no longer needed and will be removed from lease at no extra costs.

Agreed and Understood

- County is able to add a copier to the lease at initial contract price.

Agreed and Understood. All equipment added during the first two years of the contract will, any equipment added during years three, four and five may be certified refurbished. Equipment additions will be coterminous, and will not extend the term of the lease.

- County IT department able to change administrator Passwords to copiers.

Agreed and Understood

- Leasing of 123 machines across the County.

Agreed and Understood

- Four (4) hours guaranteed average service response during normal business hours and selected copiers to be able to have extended services over weekend for an extra cost.

Agreed and Understood. The average response time for Cochise County is 2.37 hours.

- 95 Percent annual uptime (excluding preventative maintenance visits) guaranteed.

Agreed and Understood. The current average uptime for Cochise County is 99.6%.

Vendor will coordinate the configurations with the CCIT department to verify all equipment is configured and meets Cochise County security requirements and industry best practices. (i.e., usernames, passwords, etc.)

Agreed and Understood

2.0 Miscellaneous Requirements

2.1 Training Requirements

The Contractor shall provide on-site training that shall include at a minimum, but not be limited to:

- Maintenance of equipment
- Configuration of Settings such as scan to email, Scan to Server folder, Faxing, etc.
- Submitting support cases

Agreed and Understood

3.0 Warranty

The CONTRACTOR shall include unlimited warranty for parts and labor and honor the manufacturer's warranty on all equipment installed for life of lease. Additionally, the CONTRACTOR shall provide, at no cost to the COUNTY, the removal of all defective parts still covered under any such warranty.

Agreed and Understood

4.0 Deliverables/Milestones

The CONTRACTOR shall provide all deliverables outlined within this document to the COUNTY for approval. The COUNTY shall inspect all equipment and work performed and will provide in writing acceptance prior to final payment for implementation.

The CONTRACTOR shall provide to the COUNTY invoices for each sub-line item completed.

4.1 Provide MS Excel Spreadsheet of the following items. 4.1.1.1 Copier ID #, Model, S/N, Department, Address, City, IP Address, MAC Address, and if on County / State network.

4.2 System installation 4.2.1 Provide County Information Technology Department with all passwords and security details used during all installs.

4.2.2 Provide Weekly Progress reports during the installation process.



4.3 Provide User Training sessions on using the devices if needed.

4.4 Provide final Quality Check Reports on completion. 4.4.1 Provide a final report within 90 days of installation.

ACP agrees to and understands the requirements of the project deliverables and milestones.



Tab 3 - Exhibits

Exhibit A - Cochise County Invoice

CONTRACT INVOICE



Invoice No: AR4553861
Invoice Date: 10/11/2024

Bill To: Cochise County Finance
Attn: Accounts Payable
1415 W Melody Lane Bldg G Ste237
Bisbee, AZ 85603-3039
USA

Customer: Cochise County Finance
1415 W Melody Lane Bldg G Ste 237
Bisbee, AZ 85603-3039
USA

Account No	Payment Terms	Due Date	Invoice Total	Balance Due
CG-CC20	0% 30 Days	11/10/2024	\$25,079.08	\$25,079.08

Lease # 110-1527770-000

Item No	Description	Order	Ship	BkO	UM	Price	Amount
L/T Rental	Rental Paymenton Copiers	1.0	1.0	0.0	Each	\$15,231.25	\$15,231.25
Black Copies	Black Copies Rental	278422		0.0	Each	\$0.005	\$1,392.11
Color Copies	Color Copies Rental	139733		0.0	Each	\$0.045	\$6,287.99
00757	Sales Tax	1.0	1.0	0.0	Each	\$2,167.73	\$2,167.73

Remit payments to our new address:
All Copy Products Inc dba Copygraphix
1635 W 13th Ave
Denver CO 80204

Thank you for your business



Invoice Subtotal:	\$22,911.35
Tax:	<u>\$2,167.73</u>
Invoice Total:	\$25,079.08
Balance Due:	\$25,079.08

Exhibit B - Cochise County Detailed Invoice

Date: 10/11/2024										Cochise County Copier Invoice										Invoice No. AR4553861									
September 1,2024-September 31,2024										September 1,2024-September 31,2024																			
New CCR	ACP CCR#	New Model	New SN	Cost Center	BMR Black	EMR Black	Black Copies Used	Black CPC	Black Expense	BMR Color	EMR Color	Color Copies Used	Color CPC	Color Expense	Total Copy Expense	Monthly Payment	Monthly Payment & Copy Expense	Sales Tax	Total Dept	Department	Location								
CC20-2061	TA0548	C558	A79K011013543	950	475240	479996	4756	0.005	23.78	106002	110371	4369	0.045	196.605	\$ 220.39	\$ 141.79	\$ 362.18	\$393.14	Justice Court #5	100 Colonia de Salud #108	SV								
CC20-2108	TA0576	C558	A79K011013774	1100	410232	414311	4079	0.005	20.395	79419	80530	1111	0.045	49.995	\$ 70.39	\$ 141.79	\$ 212.18	\$213.61	Adult Probation	100 Clawson Avenue 1st Floor	Bisbee								
CC20-2125	TA0529	C558	A79K011014602	1300	645775	656013	10238	0.005	51.19	108739	115701	6962	0.045	313.29	\$ 364.48	\$ 141.79	\$ 506.27	\$511.13	Public Defender	4 Ledge Ave, 3rd fl	Bisbee								
CC20-2084	TA0582	C558	A79K011014737	3000	1105274	1125181	19907	0.005	99.535	68004	71767	3763	0.045	169.335	\$ 268.87	\$ 141.79	\$ 410.66	\$448.54	Sheriff - Jail Booking	203 N Judd Dr (Jail)	Bisbee								
CC20-2148	TA0509	C558	A79K011014820	1350	414788	415818	1030	0.005	5.15	160237	161471	1234	0.045	55.53	\$ 60.68	\$ 141.79	\$ 202.47	\$205.45	Legal Defender	100 Clawson Avenue	Bisbee								
CC20-2016	TA0367	C558	A79K011015236	600	190673	192452	1779	0.005	8.895	104175	107722	3547	0.045	159.615	\$ 168.51	\$ 141.79	\$ 310.30	\$341.64	Co. Attorney (Drug Unit)	Courthouse Annex-2nd	Bisbee								
CC20-2142	TA0125	C558	A79K011015266	700	438807	450123	11316	0.005	56.58	8983	9228	245	0.045	11.025	\$ 67.61	\$ 141.79	\$ 209.40	\$211.55	Clerk's Office	Courthouse 1st fl, main office	Bisbee								
CC20-2141	TA0586	C558	A79K011015349	1400	196458	199863	3405	0.005	17.025	246116	250378	4262	0.045	191.79	\$ 208.82	\$ 141.79	\$ 350.61	\$380.58	SEACOM	1728 Paseo San Luis	SV								
CC20-2019	TA0366	C558	A79K011015398	600	261306	262712	1406	0.005	7.03	95488	96598	1110	0.045	49.95	\$ 56.98	\$ 141.79	\$ 198.77	\$200.08	Co. Attorney (Criminal)	Courthouse Annex-2nd	Bisbee								
CC20-2086	TA0581	C558	A79K011015417	3000	1033822	1051232	17410	0.005	87.05	64555	66290	1735	0.045	78.075	\$ 165.13	\$ 141.79	\$ 306.92	\$318.91	Sheriff-Jail Booking	203 N Judd Dr (Jail)	Bisbee								
CC20-2109	TA0151	C558	A79K011015421	1100	569186	578199	9013	0.005	45.065	127598	129955	2357	0.045	106.065	\$ 151.13	\$ 141.79	\$ 292.92	\$250.04	Adult Probation	100 Colonia de Salud, #101	SV								
CC20-2140	TA0402	C558	A79K011015456	1300	717150	725716	8566	0.005	42.83	24653	24968	315	0.045	14.175	\$ 57.01	\$ 141.79	\$ 198.80	\$200.08	Legal Advocate	4 Ledge Ave., 4 th Fl.	Bisbee								
CC20-2124	TA0158	C558	A79K011015570	271-6000	412211	418007	5796	0.005	28.98	217067	221424	4357	0.045	196.065	\$ 225.05	\$ 141.79	\$ 366.84	\$37.05	Housing Authority (Housing)	415 W Melody Ln, Bldg A, Suite 10	Bisbee								
CC20-2003	TA0408	C558	A79K011016164	1100	408396	416662	8266	0.005	41.33	62796	64038	1242	0.045	55.89	\$ 97.22	\$ 141.79	\$ 239.01	\$24.14	Adult Probation	100 Clawson Ave., main office	Bisbee								
CC20-2002	TA0339	C458	A79M011017459	930	214747	217737	2990	0.005	14.95	310909	316566	5657	0.045	254.565	\$ 269.52	\$ 132.23	\$ 401.75	\$400.58	Justice Court #3	126 W 5th St 1st Floor	Benson								
CC20-2131	TA0133	C458	A79M011017733	5000	96261	97498	1237	0.005	6.185	146933	149444	2511	0.045	112.995	\$ 119.18	\$ 132.23	\$ 251.41	\$21.50	Health Dept.	4115 E Foothills Dr	SV								
CC20-2092	TA0339	C458	A79M011017809	3000	165019	168869	3850	0.005	19.25	12528	13119	591	0.045	26.595	\$ 45.85	\$ 132.23	\$ 178.08	\$15.23	Sheriff-Jail	100 Colonia De Salud	SV								
CC20-2039	TA0583	C458	A79M011017815	5000	368749	376224	7475	0.005	37.375	75497	77458	1961	0.045	88.245	\$ 125.62	\$ 132.23	\$ 257.85	\$26.04	Health Dept-Jail/Medical	203 N Judd Dr (Jail)	Bisbee								
CC20-2056	TA0515	C458	A79M011017860	1800	36735	37054	319	0.005	1.595	54623	55348	725	0.045	32.625	\$ 34.22	\$ 132.23	\$ 166.45	\$16.81	Information Technology	1415 W Melody Ln., Bldg. D	Bisbee								
CC20-2030	TA0401	C458	A79M011017861	6000	213864	214416	552	0.005	2.76	48323	48769	446	0.045	20.07	\$ 22.83	\$ 132.23	\$ 155.06	\$15.66	Public Fiduciary	4 Ledge Ave, 3rd Fl.	Bisbee								
CC20-2037	TA0161	C458	A79M011021031	5000	113513	115308	1795	0.005	8.975	159600	166966	7366	0.045	331.47	\$ 340.45	\$ 132.23	\$ 472.68	\$47.74	Health Dept (Admin)	1415 W Melody Ln., Bldg. A	Bisbee								
CC20-2126	TA0169	C458	A79M011021537	500	234010	236206	2196	0.005	10.98	116154	119439	3285	0.045	147.825	\$ 158.81	\$ 132.23	\$ 291.04	\$29.39	Elections	1415 W Melody Ln, Bldg. E	Bisbee								
CC20-2005	TA0150	C458	A79M011021554	600	188767	190641	1874	0.005	9.37	106110	107764	1654	0.045	74.43	\$ 83.80	\$ 132.23	\$ 216.03	\$18.47	Co. Attorney	100 Colonia de Salud	SV								
CC20-2034	TA0559	C458	A79M011021575	1750	93080	94931	1851	0.005	9.255	80966	82911	1945	0.045	87.525	\$ 96.78	\$ 132.23	\$ 229.01	\$23.13	Fleet Mgmt	1151 W Hereford Rd	Bisbee								
CC20-2115	TA0557	C458	A79M011021570	1900	66279	67781	1502	0.005	7.51	82556	84604	2048	0.045	92.16	\$ 99.67	\$ 132.23	\$ 231.90	\$23.42	Planning & Zoning	1415 W Melody Ln., Bldg. F	Bisbee								
CC20-2081	TA0577	C458	A79M011021593	9000	162362	169046	6684	0.005	33.42	158703	164256	5553	0.045	249.885	\$ 283.31	\$ 132.23	\$ 415.54	\$41.97	School Superintendent	100 Clawson Ave., 3rd Floor	Bisbee								
CC20-2016	TA0365	C458	A79M011021632	600	170511	172763	2252	0.005	11.26	12567	13341	774	0.045	34.83	\$ 46.09	\$ 132.23	\$ 178.32	\$18.01	Co. Attorney (Victim Witness)	Courthouse Annex, 2nd fl	Bisbee								
CC20-2135	TA0370	C458	A79M011021667	810	660483	677518	17035	0.005	85.175	23390	23584	194	0.045	8.73	\$ 93.91	\$ 132.23	\$ 226.14	\$19.33	Law Library	101 Quality Hill, 2 nd Floor	Bisbee								
CC20-2103	TA0537	C458	A79M011021674	810	1105427	111032	490	0.005	2.45	113332	114034	702	0.045	31.59	\$ 34.04	\$ 132.23	\$ 166.27	\$14.22	Superior Courts	100 Quality Hill, basement	Bisbee								
CC20-2026	TA0551	C458	A79M011021675	810	159653	162259	2606	0.005	13.03	9582	9754	172	0.045	7.74	\$ 20.77	\$ 132.23	\$ 153.00	\$13.08	Superior Court Div. 1 & 4	100 Colonia de Salud #202	SV								
CC20-2107	TA0533	C458	A79M011021704	300	232496	234812	2316	0.005	11.58	57766	58600	834	0.045	37.53	\$ 49.11	\$ 132.23	\$ 181.34	\$18.32	Assessor	1415 W Melody Ln., Bldg. B	Bisbee								
CC20-2054	TA0409	C458	A79M011021814	2200	185152	188348	3196	0.005	15.98	112497	113809	1312	0.045	59.04	\$ 75.02	\$ 132.23	\$ 207.25	\$20.93	Human Resource	1415 W Melody Ln., Bldg. G	Bisbee								
CC20-2017	TA0285	C458	A79M011021840	600	182112	184374	2262	0.005	11.31	79731	80827	1096	0.045	49.32	\$ 60.63	\$ 132.23	\$ 192.86	\$19.48	Co. Attorney (Civil)	Old Convent, 2nd fl	Bisbee								
CC20-2041	TA0575	C458	A79M011024973	5000	92765	93805	1040	0.005	5.2	140960	143250	2290	0.045	103.05	\$ 108.25	\$ 132.23	\$ 240.48	\$21.40	Health Dept	1012 G Ave 1st Floor	Douglas								
CC20-2062	TA0549	C458	A79M011024975	950	189580	190996	1416	0.005	7.08	15042	15306	264	0.045	11.88	\$ 18.96	\$ 132.23	\$ 151.19	\$12.93	Justice Court #5	100 Colonia de Salud #108	SV								
CC20-2129	TA0535	C458	A79M011025277	300	210896	214656	5760	0.005	18.8	202446	206941	4495	0.045	202.275	\$ 221.08	\$ 132.23	\$ 353.31	\$35.68	Assessor	1415 W Melody Ln., Bldg. B	Bisbee								
CC20-2071	TA0152	C458	A79M011025370	1200	320002	325587	3585	0.005	27.925	46595	46971	376	0.045	16.92	\$ 44.85	\$ 132.23	\$ 177.08	\$15.14	Juvenile Probation	100 Colonia de Salud #100	SV								
CC20-2102	TA0406	C458	A79M011029287	100	84752	85479	727	0.005	3.635	76242	76757	515	0.045	23.175	\$ 26.81	\$ 132.23	\$ 159.04	\$16.06	Board of Supervisors	415 W Melody Ln., Bldg. G, Rm. 1	Bisbee								
CC20-2155	TA0216	C458	A79M011029712	3000	129746	132279	2533	0.005	12.665	38451	40118	1667	0.045	75.015	\$ 87.68	\$ 132.23	\$ 219.91	\$22.21	Sheriff	205 N Judd Dr	Bisbee								
CC20-2060	TA0561	C458	A79M011032178	940	289342	295061	5719	0.005	28.595	118291	121445	3154	0.045	141.93	\$ 170.53	\$ 132.23	\$ 302.76	\$29.06	Justice Court #4	450 S Haskell Ave	Wilcox								
CC20-2154	TA0218	C458	A79M011032273	3000	150494	151112	618	0.005	3.09	129161	129733	572	0.045	25.74	\$ 28.83	\$ 132.23	\$ 161.06	\$16.27	Command Staff Sheriff	205 N Judd Dr	Bisbee								
CC20-2095	TA0527	C458	A79M011032264	200	341647	347101	5454	0.005	27.27	71627	73468	1841	0.045	82.845	\$ 110.12	\$ 132.23	\$ 242.35	\$24.48	Treasurer	1415 W Melody Ln., Bldg. E									

Exhibit B - Cochise County Detailed Invoice

CC20-2149	TA0574	C258	A7R0011017233	3000	45583	46052		469	0.005	2.345	16151	16231	80		0.045	3.6	\$	5.95	\$	126.88	\$	132.83	\$11.82		\$144.65	Sheriff	1012 G Ave	Douglas
CC20-2143	TA0154	C258	A7R0011017247	1000	19701	20294		593	0.005	2.965	21151	21912	761		0.045	34.245	\$	37.21	\$	126.88	\$	164.09	\$14.03		\$178.12	Constable's Office	100 Colonia de Salud	SV
CC20-2001	TA0334	C258	A7R0011017261	1100	66618	67818		1200	0.005	6	18783	18975	192		0.045	8.64	\$	14.64	\$	126.88	\$	141.52	\$14.29		\$155.81	Adult Probation	126 W. 5th Street 2nd Floor	Benson
CC20-2093	TA0565	C258	A7R0011017262	3000	51243	51900		657	0.005	3.285	20805	21339	534		0.045	24.03	\$	27.32	\$	126.88	\$	154.20	\$14.80		\$169.00	Sheriff - Substation	450 S. Haskell Ave	Wilcox
CC20-2082	TA0335	C258	A7R0011017278	3000	41464	42074		610	0.005	3.05	24783	25484	701		0.045	31.545	\$	34.60	\$	126.88	\$	161.48	\$16.31		\$177.78	Sheriff - Substation	126 W. 5th Street 1st Floor	Benson
CC20-2029	TA0532	C258	A7R0011017289	820	18243	18327		84	0.005	0.42	562	562	0		0.045	0	\$	0.42	\$	126.88	\$	127.30	\$12.86		\$140.16	Div III (Admin Bldg)	4 Ledge Ave, 2nd Fl.	Bisbee
CC20-2151	TA0564	C258	A7R0011017293	5000	46484	47245		761	0.005	3.805	89278	91332	2054		0.045	92.43	\$	96.24	\$	126.88	\$	223.12	\$21.42		\$244.53	Health Dept.(Admin)	450 S Haskell Ave	Wilcox
CC20-2050	TA0593	C258	A7R0011017294	4010	4902	4902		0	0.005	0	111	111	0		0.045	0	\$	-	\$	126.88	\$	126.88	\$13.20		\$140.08	Hay Dept (Road Yard)	3665 N. Leslie Canyon Road	Douglas
CC20-2066	TA0580	C258	A7R0011017356	1200	385016	389095		4079	0.005	20.395	61453	61754	301		0.045	13.545	\$	33.94	\$	126.88	\$	160.82	\$16.24		\$177.06	Juvenile Probation	100 Clawson Avenue 1st Floor	Bisbee
CC20-2067	TA0579	C258	A7R0011017389	1200	44875	44875		0	0.005	0	8223	8223	0		0.045	0	\$	-	\$	126.88	\$	126.88	\$12.81		\$139.69	Juvenile Probation (Admin)	100 Clawson Avenue 1st Floor	Bisbee
CC20-2090		C258	A7R0011017480	3000	16031	16521		490	0.005	2.45	6071	6230	159		0.045	7.155	\$	9.61	\$	126.88	\$	136.49	\$9.01		\$145.49	Sheriff - Substation	10293 N Central Hwy	Elfrida
CC20-2144	TA0546	C258	A7R0011017386	4010	6860	6950		90	0.005	0.45	2643	2652	9		0.045	0.405	\$	0.86	\$	126.88	\$	127.74	\$12.90		\$140.64	Hay Dept (Road Yard)	E 4th St & Hwy 86	Benson
CC20-2114	TA0567	C258	A7R0011017387	960	89643	91929		2286	0.005	11.43	9246	9299	53		0.045	2.385	\$	13.82	\$	126.88	\$	140.70	\$9.29		\$149.98	Justice Court #6	201 N. Central Ave.	Bowie
CC20-2065	TA0333	C258	A7R0011017393	1200	75292	75650		358	0.005	1.79	8788	8812	24		0.045	1.08	\$	2.87	\$	126.88	\$	129.75	\$13.10		\$142.85	Juvenile Probation	126 W. 5th Street (admin) 2nd Floor	Benson
CC20-2020	TA0578	C258	A7R0011017446	8000	56525	57448		923	0.005	4.615	16720	17339	619		0.045	27.855	\$	32.47	\$	126.88	\$	159.35	\$16.09		\$175.44	Co. Library Dist	100 Clawson Ave, 2 nd Floor	Bisbee
CC20-2087	TA0219	C258	A7R0011017452	3000	31097	31253		156	0.005	0.78	45340	45430	90		0.045	4.05	\$	4.83	\$	126.88	\$	131.71	\$13.30		\$145.01	Sheriff-Border All	205 N. Judd Dr.	Bisbee
CC20-2013	TA0589	C258	A7R0011017480	300	49020	49535		515	0.005	2.575	16907	17114	207		0.045	9.315	\$	11.89	\$	126.88	\$	138.77	\$11.86		\$150.63	Assessor	4001 E Foothills Dr Suite A	SV
CC20-2027	TA0538	C258	A7R0017013162	700	94844	97778		2934	0.005	14.67	8556	8913	357		0.045	16.065	\$	30.74	\$	126.88	\$	157.62	\$15.92		\$173.53	Clerk-Child Support	Courthouse, basement	Bisbee
CC20-2025	TA0124	C258	A7R0017013455	700	113505	115806		2301	0.005	11.505	12462	12809	347		0.045	15.615	\$	27.12	\$	126.88	\$	154.00	\$15.55		\$169.55	Clerk of Court	Courthouse 1st fl, rear office	Bisbee
CC20-2136	TA0530	C258	A7R0017013623	810	51588	52093		505	0.005	2.525	30146	30653	507		0.045	22.815	\$	25.34	\$	126.88	\$	152.22	\$15.37		\$167.59	Conciliation/ADR	4 Ledge Ave, 2 nd Fl.	Bisbee
CC20-2046	TA0560	C258	A7R0017013626	4010	86264	89762		3498	0.005	17.49	182124	184865	2741		0.045	123.345	\$	140.84	\$	126.88	\$	267.72	\$27.04		\$294.75	Hay Dept (Central File)	1415 W Melody Ln., Bldg. F	Bisbee
CC20-2146	TA0539	C258	A7R0017013628	700	30465	31120		655	0.005	3.275	8346	9396	1050		0.045	47.25	\$	50.53	\$	126.88	\$	177.41	\$17.92		\$195.32	Clerk of Court (Jury)	Courthouse Annex-1st Floor	Bisbee
CC20-2064	TA0596	C258	A7R0017013663	4010	10201	10212		11	0.005	0.055	2799	2799	0		0.045	0	\$	0.06	\$	126.88	\$	126.94	\$12.19		\$139.12	Hay Dept (Road Yard)	500 W Railroad Ave	Wilcox
CC20-2040	TA0518	C258	A7R0017013687	4010	39923	40472		549	0.005	2.745	27096	27788	692		0.045	31.14	\$	33.89	\$	126.88	\$	160.77	\$16.24		\$177.00	Hay Dept (Operations)	1229 W Hereford Rd Bldg B	Bisbee
CC20-2011	TA0595	C258	A7R0017013704	3000	26165	26337		172	0.005	0.86	13439	13577	138		0.045	6.21	\$	7.07	\$	126.88	\$	133.95	\$11.45		\$145.40	Sheriff-Detectives	100 Colonia De Salud #105	SV
CC20-2040	TA0584	C258	A7R0017013711	5000	247234	249061		1827	0.005	9.135	23214	24134	920		0.045	41.4	\$	50.54	\$	126.88	\$	177.42	\$17.92		\$195.33	Health Dept.-Jail/Mental Health	203 N. Judd Dr.	Bisbee
CC20-2011	TA0043	C258	A7R0017013716	6000	35608	37057		1449	0.005	7.245	11109	12177	1068		0.045	48.06	\$	55.31	\$	126.88	\$	182.19	\$18.40		\$200.59	Aging & Social Svcs.	4 Ledge Ave, 3rd Fl.	Bisbee
CC20-2035	TA0340	C258	A7R0017013721	5000	26380	26841		461	0.005	2.305	26885	28286	1401		0.045	63.045	\$	65.35	\$	126.88	\$	192.23	\$19.42		\$211.65	Health Dept.(Admin)	126 W. 5th Street (admin) 1st Floor	Benson
CC20-2047	TA0558	C258	A7R0017013724	600-1710	9259	9260		1	0.005	0.005	10140	10160	20		0.045	0.9	\$	0.91	\$	126.88	\$	127.79	\$12.91		\$140.69	Heavy Fleet Mgmt. (Equip. Shop)	1221 W Hereford Rd	Bisbee
CC20-2014		C258	A7R0017013741	8000	14864	14974		110	0.005	0.55	2420	2472	52		0.045	2.34	\$	2.89	\$	126.88	\$	129.77	\$8.56		\$138.33	Library District	6460 E Hwy 181	Pearce
CC20-2075		C258	A7R0017014873	8000	31561	31998		437	0.005	2.185	7058	7134	76		0.045	3.42	\$	5.61	\$	126.88	\$	132.49	\$8.74		\$141.23	Library District	10552 N Hwy 191	Elfrida
CC20-2145	TA0545	C258	A7R0017015087	2100	7080	7089		9	0.005	0.045	6668	6790	122		0.045	5.49	\$	5.54	\$	126.88	\$	132.42	\$8.74		\$141.15	WRL	2595 N Sagebrush Rd	City
CC20-2096	TA0526	C258	A7R0017015093	200	160879	163105		2226	0.005	11.13	46416	47746	1330		0.045	59.85	\$	70.98	\$	126.88	\$	197.86	\$19.98		\$217.84	Treasurer	1415 W Melody Ln., Bldg. E	Bisbee
CC20-2159	TA0560	C258	A7R0017015096	600-1710	3267	3295		28	0.005	0.14	2063	2119	56		0.045	2.52	\$	2.66	\$	126.88	\$	129.54	\$12.44		\$141.98	Heavy Fleet Shop	2387 W Haskell Ave	Wilcox
CC20-2053	TA0568	C258	A7R0017015099	8000	15418	15706		288	0.005	1.44	4916	5032	116		0.045	5.22	\$	6.66	\$	126.88	\$	133.54	\$8.81		\$142.35	Library Dist	201 N. Central Ave	Bowie
CC20-2085	TA0585	C258	A7R0017017178	3000	26518	26938		420	0.005	2.1	11627	12739	1112		0.045	50.04	\$	52.14	\$	126.88	\$	179.02	\$18.08		\$197.10	Squad Room	205 N Judd Dr.	Bisbee
CC20-2116	TA0516	C258	A7R0017017222	1640	28987	29340		353	0.005	1.765	12802	12999	197		0.045	8.865	\$	10.63	\$	126.88	\$	137.51	\$13.89		\$151.40	Procurement	1415 W Melody Ln., Bldg. C	Bisbee
	TU00600	C3350	A93E011212148		12795	13545		750	0.005	3.75	4821	5126	305		0.045	13.725	\$	17.48	\$	109.21	\$	126.69	\$11.27		\$137.96	Vital Records	1012 N G Ave Ste 101	Douglas
CC20-2150	TA0573	BH308E	AA6W011000922	3	5635	5678		43	0.005	0.215			-		0.045	0	\$	0.22	\$	63.74	\$	63.96	\$5.69		\$69.65	Assessor Office	1012 G Ave 1st Floor	Douglas
CC20-2010		BH308E	AA6W011001122	2100	39651	41156		1505	0.005	7.525			-		0.045	0	\$	7.53	\$	63.74	\$	71.27	\$4.70		\$75.97	BDI Airport	6940 N. Air Terminal Blvd	Douglas
CC20-2156	TA0534	BH308E	AA6W011001179	300	54495	54520		25	0.005	0.125			-		0.045	0	\$	0.13	\$	63.74	\$	63.87	\$6.45		\$70.32	Assessor	1415 W Melody Ln.,Bldg. B	Bisbee
CC20-2083	TA0587	BH308E	AA6W011001227	1900	12487	12487		0	0.005	0			-		0.045	0	\$	-	\$	63.74	\$	63.74	\$5.45		\$69.19	Code Compliance (P&Z)	4001 E. Foothills Drive	SV
CC20-2012		BH308E	AA6W011001263	300	19292	19598		306	0.005	1.53			-		0.045	0	\$	1.53	\$	63.74	\$	65.27	\$6.59		\$71.86	Assessor	126 W. 5th Street 2nd Floor	Benson
CC20-2015		BH308E	AA6W011001278	300	7463	7628		165	0.005	0.825			-		0.045	0	\$	0.83	\$	63.74	\$	64.57	\$6.20		\$70.76	Assessor	450 S Haskell Ave	Wilcox
CC20-2078	TA0132	BH308E	AA6W011001487	5000	50255	51415		1160	0.005	5.8			-		0.045	0	\$	5.80	\$	63.74	\$	69.54	\$5.95		\$75.49	Health Dept.	4115 E Foothills Dr	SV
CC20-2158	TA0562	BH28E	DD136220006026	1200	1834	1834		0	0.005	0			-		0.045	0	\$	-	\$	37.41	\$	37.41	\$3.59		\$41.00	Juvenile Probation	450 S. Haskell Ave	Wilcox
	TA0611	BH28E	DD136220007020		15515	15741		226	0.005	1.13			-		0.045	0	\$	1.13	\$	64.00	\$	65.13	\$6.25		\$71.38	Adult Probation	450 S Haskell Ave	Wilcox
TOTALS								278422		\$1,392.11			139,733			\$6,287.99	\$7,680.10	\$	15,231.25	\$	22,911.35	\$2						



Tab 4 – Original Bid Documents

Request for Proposal

25-10-ITD-01

Submission Deadline

Thursday, November 21, 2024

4:00PM Local Time

Prepared by Cochise County

Procurement Department



On behalf of the Cochise County

Information Technology Department

For: County Wide Lease of Multi-Use Copiers

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1.0 INTENT

Cochise County (“COUNTY”) is issuing this Request for Proposal (“RFP”) to obtain competitive vendor pricing in the open market for the lease of multi-use copiers County Wide, in compliance with A.R.S. §41-2533 concerning competitive sealed bids. This solicitation will result in the award to a single vendor determined to be in the best interest of the County.

The County hereby invites competent vendors to submit bids. Submissions received before the closing deadline will be evaluated in accordance with Section 8.0 – Evaluation Criteria (below). Submissions should include only pricing and relevant information pertaining to Section 8.0 – Evaluation Criteria. All documentation and data submitted by any vendor shall be in accordance with section 5.0 – Preparation of Response/Required Content and will be handled in accordance with the Arizona State Statutes applying to Library, Archives and Public Records.

This solicitation includes additional documentation specific to this requirement. See any attached documents for examples of the additional requirements and specifications. The County expects any potential contractors to adhere to the outlined requirements and specifications throughout the life cycle of this requirement and shall enforce standards, terms and conditions contained within any documentation within this solicitation and any supporting documents. Any deviations from these requirements must be specifically outlined within the submission and an alternate must be proposed.

The preferred method of communication is through the County e-procurement website:
<https://cochise.bonfirehub.com>.

Inquiries can also be made via email to the following personnel:

Anne Coppola
Contracts Administrator
Cochise County Procurement Department
1415 Melody Lane, Bldg. C
Bisbee, AZ 85603
Office: (520) 432-8394
Fax: (520) 432-8397
ACoppola@cochise.az.gov

Do not contact any other County departments or other County staff directly. Information provided by personnel other than the above contact may be invalid, and bids that are submitted in accordance with such information may be declared non-responsive.

2.0 TECHNICAL SPECIFICATIONS

The awardee of Contract (“CONTRACTOR”) of the Lease of Multi-Use Copiers, County Wide shall to the COUNTY’S satisfaction, provide all labor, materials, transportation, and technical expertise needed to successfully accomplish the delivery of goods within Attachment 2 – Scope of Work to the County’s satisfaction within the required delivery date.

3.0 PURPOSE

The County, through this solicitation, requests that vendors submit bids for the delivery of goods as specified within section 2.0 – Technical Specifications. The County is not required to make an award based on any information contained within this solicitation. However, the County does anticipate that it will award to the most responsive and responsible firm which submits a bid for the lowest price to the County. The evaluation criteria will be based on pricing factors only as outlined within section 8.0 – Evaluation Criteria.

4.0 APPROVAL

No award will be made to any vendor without prior approval from the Cochise County Board of Supervisors. The County reserves the right to advertise and process RFP up to the time of award and makes no promises or guarantees of an award to any vendor without prior approval from the Cochise County Board of Supervisors.

5.0 PREPARATION OF RESPONSE – REQUIRED CONTENT

Each response to this solicitation will be considered a bid submission and shall contain the requested information, as outlined within this document and its attached documents. Failure to meet all of the specifications and requirements may result in rejection of your submission or an unsuccessful offer. Additional information may be provided but should be succinct and relevant to the requested information contained within this solicitation. Excessive and/or extraneous information will not be considered favorably.

5.1 All submittals shall, in the order given, contain the following elements:

5.1.1 Bids shall include the following information:

- A. Pricing Structure Table
- B. Proposal – An outline and comparison of how your proposal will meet the scope of work of the County, as outlined within Attachment 2 – Scope of Work.

6.0 SUBMISSION INSTRUCTIONS

6.1 Vendors interested in submission for this requirement shall register at the County's e-procurement HUB located at the following link:

<https://cochise.bonfirehub.com/portal/?tab=login>

6.2 Submissions for this solicitation shall be made online at the following link:

<https://cochise.bonfirehub.com/portal/?tab=openOpportunities>

6.3 Faxed and hard copy submissions will not be accepted.

6.4 Submissions delivered to any location, electronically or otherwise, other than the above will not be considered duly delivered. The County shall not be responsible for re-routing submissions delivered to a person or location other than as specified above.

6.5 All submittals, whether selected or rejected, shall become the property of the County and will not be returned.

6.6 The County reserves the right to waive minor defects and/or irregularities in submittals and shall be the sole judge of the materiality of any such defect or irregularity. Further, the County reserves the right to contact vendors regarding any ambiguities it considers to be major, and for the respondent of any such defected submission to correct and resubmit, with or without, any extension to the offer due date.

6.7 The County reserves the right to clarify errors or omissions in order to gain further information, or correct minor ambiguities within the offer during the time of evaluations.

7.0 EVALUATION CRITERIA

The County will use the following evaluation criteria to determine whether a firm can meet the County's needs. An evaluation committee will score each firm based on pricing factors only. The Evaluation Committee will be composed of the Procurement Department and the Information Technology Department. The maximum possible score is 100.

- Pricing- 50 points
- Proposal Evaluation- 30 points
- Past Performance and Reference Listing- 20 points

8.0 SELECTION PROCEDURES

Responsive submissions will be reviewed only on a firm's ability to meet the minimum requirements outlined in section 2.0 – Technical Specifications and any relevant attachments, and weighing the information provided by the vendor as outlined in Section 5.0 – Preparation of Response – Required Content, against Section 8.0 – Evaluation Criteria. The Evaluation Committee will select that vendor which can completely fulfill the requirements of Section 2.0 – Technical Specifications and offers the lowest price to the County.

The County reserves the right to reject any or all submissions, to waive minor irregularities in said submissions, or to conduct clarifications for administrative errors or pricing verification irregularities. Any submissions which are not submitted by the date and time specified within this RFP will be considered late. Late bids may be used by the County, if the Evaluation Committee determines, in writing, accepting the late bid will be in the best interest of the County.

9.0 ATTACHMENTS

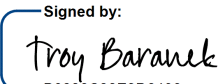
The following documents are attached to this solicitation and all information contained within shall be as if it were written directly into this solicitation:

- Attachment 1 – Terms and Conditions
- Attachment 2 – Scope of Work
- Attachment 3- Specifications of County's Current Copier Fleet
- Attachment 4- Guidelines and Requirements of Submission
- Maps of Cochise County

10.0 AUTHORITY

The undersigned personnel are authorized to release the information contained within their submittal and has the authority to contractually bind and enter into agreements for their firm. All information submitted by the Firm shall conform to the requirement as outlined out by this solicitation, its attachments and/or appendices, unless otherwise proposed to the County, as mutually agreed.

VENDOR

Signed by:


Signature

11/6/2024 | 6:06:32 PM CST

Date

Troy Baranek

Printed Name

All Copy Products, Inc

Firm Name

	25-10-ITD-01	COCHISE COUNTY PROCUREMENT DEPARTMENT 1415 Melody Lane, Building C Bisbee, AZ 85603 Phone: (520) 432-8390 Fax: (520) 432-8397
	Solicitation Addendum 1	
	Date Executed: November 14, 2024	

The offering vendor(offoror) is required to annotate and sign acknowledgement and understanding of the change(s) to the solicitation, as outlined within this document. The offeror must submit this addendum along with the original requested solicitation, and any other required documents in accordance with the solicitation page, to be considered responsive and remain within the competitive pool for this solicitation.

The referenced solicitation document(s) will herby be considered amended, as follows:

1. Proposal deadline extended to December 4, 2024.

---NO OTHER CHANGES---

All other terms and conditions within the requirement remain unchanged. The deadline for this solicitation remains unchanged.

Signed,



Anne Coppola
Contracts Administrator

Vendor hereby acknowledges receipt and understanding of above changes to the solicitation.

VENDOR

Signed by:

 B0886C38E3D6406...
 Signature

11/15/2024 | 12:05:42 PM CST
 Date

Troy Baranek
 Printed Name

All Copy Products, Inc
 Company

	25-10-ITD-01	COCHISE COUNTY PROCUREMENT DEPARTMENT 1415 Melody Lane, Building C Bisbee, AZ 85603 Phone: (520) 432-8390 Fax: (520) 432-8397
	Solicitation Addendum 2	
	Date Executed: December 2, 2024	

The offering vendor(offoror) is required to annotate and sign acknowledgement and understanding of the change(s) to the solicitation, as outlined within this document. The offeror must submit this addendum along with the original requested solicitation, and any other required documents in accordance with the solicitation page, to be considered responsive and remain within the competitive pool for this solicitation.

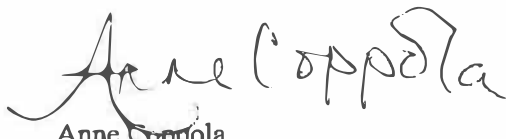
The referenced solicitation document(s) will herby be considered amended, as follows:

1. Proposal deadline extended to December 12, 2024.

---NO OTHER CHANGES---

All other terms and conditions within the requirement remain unchanged. The deadline for this solicitation remains unchanged.

Signed,



Anne Coppola
Contracts Administrator

Vendor hereby acknowledges receipt and understanding of above changes to the solicitation.

VENDOR

Signed by:

B0886C38E3D6406...
Signature

12/9/2024 | 8:05:14 AM CST
Date

Troy Baranek
Printed Name

All Copy Products, Inc
Company



COCHISE COUNTY PROCUREMENT DEPARTMENT

1415 Melody Lane, Building C, Bisbee, AZ 85603
Phone: (520) 432-8390 | Fax: (520) 432-8397

Attachment 1 – Terms and Conditions

1.0 Cost, Payment and Pricing

1.1 Taxes

The County is responsible for the payment of all applicable sales, use and transaction privilege taxes as may be required by Arizona State and its sub-divisions. The County is exempt from all Federal Excise taxes. Out-of-state vendors shall not apply sales tax to purchases made by the County, unless required by their state. Transaction privilege taxes apply to the sale and are the responsibility of the seller to remit. Failure to collect such taxes from the buyer does not relieve the seller from its obligation to remit taxes. The Contractor shall express taxes as a separate line item on invoices submitted.

1.2 Maximum Payment Amount

The County's total payment for any contract will not exceed the amount of the total contract amount, unless otherwise modified. Additionally, the County will not exceed the amount of any fiscal year purchase order, unless otherwise modified. The aggregate total of all purchase orders shall not exceed the maximum contract value. The Contractor shall not provide any goods or services above and beyond any approved contract amounts. If a Contractor provide goods and/or services above the approved contract amount, the Contractor is choosing to do so at its own risk.

1.3 Payment Terms

In accordance with A.R.S. § 35-342, the County reserves the right to apply Net 30 payment terms, unless negotiated terms have been determined to be more advantageous to the County, to all invoices submitted after the contract is awarded. The County will include any relevant discount terms during the evaluation for contract award, if it is deemed to be in the best interest of the County. All payments shall comply with all requirements of A.R.S. Titles 35 and 41.

1.4 Invoice Timing

In accordance with A.R.S. § 11-622, upon receipt and acceptance of goods or services, the Contractor shall submit a complete and accurate invoice for payment from the County within thirty (30) days, and the County shall not pay any invoices that are not submitted within 6 months of completion of work or delivery of supplies.

1.5 Payment Timing

The Contractor shall not commence any billable work or provide any material or services under this Contract until Contractor receives an executed copy of the Purchase Order (PO) or is otherwise directed to do so in writing by the County Procurement Department. The County will pay the Contractor in accordance with A.R.S. § 11-217, following the submission of itemized invoice(s), including the Contractor company name, phone, invoice number, email address, and mailing address for any services rendered or materials delivered. No payment shall be issued prior to receipt of service and/or goods and a correctly itemized invoice. Each payment request must bear written certification by an authorized County representative confirming the services or goods for which payment is requested have been performed and/or received.

1.6 Authorized Ordering Official

In accordance with A.R.S. § 11-201(3), the Contractor shall not commence, nor perform work above and beyond the scope, work without receiving either a contract or amendment signed by the Cochise County Procurement Department or Board of Supervisors, or without furnishing of approved purchase order. Promises or agreements between contractor and County employees not authorized to contractually obligate Cochise County shall be considered null and void, and payments for good or services rendered under any such promises or agreements without a contract or purchase order shall not be compensated.

1.7 IRS W-9 Form

In order to receive payment, the Contractor shall have a current I.R.S. W9 Form on file with the County.

1.8 Economic Price Adjustment

Some contracts awarded by Cochise County shall be subject to economic price adjustment which requires the delivery of materials in order to complete services requested. The economic price adjustment will be subject to the Commercial Price Index (CPI). No economic price adjustment or negotiated amendment shall be approved for an increase higher than that fluctuation of the CPI, unless otherwise approved by the Procurement Department. If expressly allowed within the contract, the Contractor shall request a price adjustment and provide documentation of price increases.

1.9 Tax Indemnification

Contractor and all subcontractors shall pay all Federal, state and local taxes applicable to its operation and any persons employed by the Contractor. Contractor shall require all subcontractors to hold the County harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under Federal, and/or state and local laws and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation.

1.10 Availability of Funds for Current Fiscal Year

Should the Board of Supervisors reduce the appropriations for any reason and these goods or services are not funded, the County may take any of the following actions:

- Accept a decrease in price offered by the contractor;
- Cancel the Contract; or
- Cancel the contract and re-solicit the requirements.

1.11 Availability of Funds for the Next Fiscal Year

Funds may not presently be available for performance under this Contract beyond the current County fiscal year. No legal liability on the part of the County for any payment may arise under this Contract beyond the current County fiscal year until funds are made available for performance of this Contract.

1.12 Right of Offset

The County shall be entitled to offset against any sums due the Contractor, any expenses or costs incurred by the County, or damages assessed by the County concerning the Contractor's non-conforming performance or failure to perform the Contract, including expenses, costs and damages described in the Uniform Terms and Conditions.

1.13 Payment by the County

Each payment obligation of the County created hereby is conditioned upon the availability of County, State, and Federal funds that are appropriated or allocated for the payment of such an obligation. If funds are not allocated by the County and available for the continuance of services herein contemplated, the contract period for the service may be terminated by the County at the end of the period for which funds are available. The County shall notify the Contractor at the earliest possible time which service will or may be affected by a shortage of funds. No penalty shall accrue to the County in the event this provision is exercised, and the County shall not be obligated or liable for any future payments due or for any damages as a result of termination under this paragraph.

2.0 Contract Performance

2.1 Arizona Law

Arizona law applies to this Contract including, where applicable, the Uniform Commercial Code as adopted by the State of Arizona and the Arizona Procurement Code, Arizona Revised Statutes (A.R.S.) Title 41, Chapter 23, and its implementing rules, Arizona Administrative Code (A.A.C.) Title 2, Chapter 7 and the policies of the Cochise County Procurement Policy.

2.2 Statutes

All parties shall comply with all applicable state and federal statutes and regulations governing Equal Employment Opportunity, Non-Discrimination, and Immigration.

2.3 Provisions Required by Law

Each and every provision of Law and any clause or terms required by Law to be in the Contract shall be read and enforced as though it were included herein. And if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Contract shall forthwith be physically amended to make such insertion or correction.

2.4 Contract Order of Precedence

In the event of a conflict in the provisions of the Contract, as accepted by the County and as they may be amended, the following shall prevail in the order set forth below, if included within the contract:

- 1.0 Special Terms and Conditions;
- 2.0 Uniform Terms and Conditions;
- 3.0 Statement or Scope of Work;
- 4.0 Specifications;
- 5.0 Attachments;
- 6.0 Exhibits;
- 7.0 Documents referenced or included in the Solicitation.

2.4 Relationship of Parties

The Contractor under this Contract is an independent Contractor. Neither party to this Contract shall be deemed to be the employee or agent of the other party to the Contract.

It is clearly understood that each party shall act in its individual capacity and not as an agent, employee, partner, joint ventures, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other party for any purpose whatsoever.

The CONTRACTOR is advised that taxes or social security payments shall not be withheld from a COUNTY payment issued hereunder and that CONTRACTOR should make arrangements to directly pay such expenses, if any. The COUNTY will not provide any insurance coverage to the CONTRACTOR including Workmen's Compensation coverage.

2.5 Severability

The provisions of this Contract are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Contract.

2.6 No Parole Evidence

This Contract is intended by the parties as a final and complete expression of their agreement. No course of prior dealings between the parties and no usage of the trade shall supplement or explain any terms used in this document and no other understanding either oral or in writing shall be binding.

2.7 No Waiver

Either party's failure to insist on strict performance of any term or condition of the Contract shall not be deemed a waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.

2.8 Public Records

The Procurement Department shall establish and ensure that all documentation produced, received, and sent to any parties regarding day-to-day operations is filed and retained in accordance with the State of Arizona Department of Library, Archives and Public Records guidelines and all applicable Arizona State statutes. Notwithstanding any other provision of the agreement, the parties understand that Cochise County is a public entity and, as such, is subject to Arizona's public records law, A.R.S. § 39-121 et. seq.

In any situation where the County may be awarded State or Federal funding, the guiding principles and policies of those organizations will be followed including any other sub-entity principles and policies, as applicable.

Defacing, changing, destroying or any other unauthorized alteration of contract file documentation shall result in administrative disciplinary action in accordance with Cochise County Public Policies and its sub-departments. No files or documentation shall be taken from the Procurement Department for any reason. Contract files will be made available to requesting parties after the submission of a Public Records Request

The County shall protect and hold confidential, upon a Vendor's request, any data which is considered to be proprietary or include trade secrets or personal identifiable information (PII) as determined, in writing, by the Procurement Department after it has evaluated the request from the vendor. The Vendor's request must be made at any point prior to the closing date of any solicitation.

2.9 Record Retention

Under A.R.S. § 35-214 and § 35-215, the Contractor shall retain and shall contractually require each subcontractor to retain all data and other "records" relating to the acquisition and performance of the Contract for a period of five (5) years after the completion of the Contract. All records shall be subject to inspection and audit by the County at reasonable times. Upon request, the Contractor shall produce a legible copy of any or all such records.

2.10 Audit

Pursuant to ARS § 35-214, at any time during the term of this Contract and five (5) years thereafter, the Contractor's or any subcontractor's books and records shall be subject to audit by the County and, where

applicable, the State of Arizona and the Federal Government, to the extent that the books and records relate to the performance of the Contract or Subcontract.

The CONTRACTOR shall advise each sub-contractor of the COUNTY's rights, and the sub-contractor's obligations, under this Section by including a provision in each sub-contract substantially in the following form:

"The sub-contractor hereby warrants that it will at all times during the term of this CONTRACT comply with all Federal laws applicable to the sub-contractor's employees and with the requirements of A.R.S. §23-214(A). The sub-contractor further agrees that the COUNTY may inspect the sub-contractor's books and records to ensure that the sub-contractor is in compliance with these requirements. Any breach of this paragraph by the sub-contractor will be deemed to be a material breach of this CONTRACT subjecting the sub-contractor to penalties up to and including suspension or termination of this CONTRACT."

2.11 Non-Discrimination

The Contractor shall comply with State Executive Order No. 2009-09, Public Law 101-336, and 42 U.S.C. 12101-12213 and all other applicable Federal and State laws, rules and regulations, including the Americans with Disabilities Act.

2.12 Notices

Notices to the Contractor required by this Contract shall be made by the County to the person indicated on the Offer and Acceptance form submitted by the Contractor unless otherwise stated in the Contract. Notices to the County required by the Contract shall be made by the Contractor to the Solicitation Contact Person indicated on the Solicitation cover sheet, unless otherwise stated in the Contract. An authorized Procurement Department employee and an authorized Contractor representative may change their respective person to whom notice shall be given by written notice to the other and an amendment to the Contract shall not be necessary.

2.13 Federal Immigration and Nationality Act

The Contractor shall comply with all federal, state and local immigration laws and regulations relating to the immigration status of their employees during the term of the Contract. Further, the Contractor shall flow down this requirement to all subcontractors utilized during the term of the Contract. The County shall retain the right to perform random audits of Contractor and subcontractor records or to inspect papers of any employee thereof to ensure compliance. Should the County determine that the Contractor and/or any subcontractors be found noncompliant, the County may pursue all remedies allowed by law, including, but not limited to; suspension of work, termination of the contract for default and suspension and/or debarment of the Contractor.

Any breach of the CONTRACTORS or any sub-contractor's warranty of compliance with the State and Federal immigration laws, or of any other provision of this section, shall be deemed to be a material breach of this CONTRACT subjecting the CONTRACTOR to penalties up to and including suspension or termination of this CONTRACT. If the breach is by a sub-contractor, and the sub-contract is suspended or terminated as a result, the CONTRACTOR shall be required to take such steps as may be necessary to either self-perform the services that would have been provided under the sub-contract or retain a replacement sub-CONTRACTOR, (subject to County approval if MWBE preferences apply) as soon as possible so as not to delay project completion.

2.14 Advertising, Publishing and Promotion of Contract

The Contractor shall not use, advertise or promote information for commercial benefit concerning this Contract without the prior written approval of the Procurement Department.

2.15 Property of the County

Any materials, including reports, computer programs and other deliverables, created under this Contract are the sole property of the County. The Contractor is not entitled to a patent or copyright on those materials and may not transfer the patent or copyright to anyone else. The Contractor shall not use or release these materials without the prior written consent of the County.

2.16 Modifications

This Contract is issued under the authority of the Procurement Department, delegated by the Board of Supervisors. The Contract may be modified only through a Contract amendment or modifications within the scope of the Contract. Changes to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the Board of Supervisors, County Administrator, or Procurement Department in writing or made unilaterally by the Contractor are violations of the Contract and of applicable law.

Such changes, including unauthorized written Contract amendments or modifications shall be void and without effect, and the Contractor shall not be entitled to any claim under this Contract based on those changes.

2.17 Contractor/Vendor Indemnification (Not Public Agency)

The parties to this contract agree that the County, its departments, agencies, and Board of Supervisors shall be indemnified and held harmless by the Contractor for the vicarious liability of the County and/or State as a result of entering into this Contract. However, the parties further agree that the County, its departments, agencies, and Board of Supervisors shall be responsible for its own negligence. Each party to this contract is responsible for its own negligence.

2.18 Public Agency Language Only

Each party (as 'indemnitor') agrees to indemnify, defend, and hold harmless the other party (as 'indemnatee') from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as 'claims') arising out of bodily injury of any person (including death) or property damage but only to the extent that such claims which result in vicarious/derivative liability to the indemnatee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees, or volunteers.

2.19 Indemnification - Patent and Copyright

The Contractor shall indemnify and hold harmless the County against any liability, including costs and expenses, for infringement of any patent, trademark or copyright arising out of Contract performance or use by the County of materials furnished or work performed under this Contract. The County shall reasonably notify the Contractor of any claim for which it may be liable under this paragraph. If the contractor is insured pursuant to A.R.S. § 41-621 and § 35-154, this section shall not apply.

CONTRACTOR agrees to indemnify, defend, and hold harmless the COUNTY, a body politic and corporate of the State of Arizona, its board members, officers, employees, agents and other officials from

all claims, damages, losses, and expenses, including but not limited to attorney's fees, reasonable court costs, or other alternative dispute resolution costs arising out of, resulting from, or otherwise but for the performance or furnishing of work or services under this CONTRACT, provided that any such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease, death, or personal injury, or property damage, including the loss of use or diminution in value resulting there from; but only to the extent caused in whole or in part by the actual or alleged negligent acts, errors, or omissions of CONTRACTOR, or anyone for whose acts CONTRACTOR may be liable. COUNTY reserves the right, but not the obligation, to participate in defense without relieving CONTRACTOR of any obligation hereunder. The liability of the CONTRACTOR under this clause shall not exceed the total sum paid on behalf of CONTRACTOR by its insurers in settlement or satisfaction of claims under CONTRACTORs available insurance coverage.

2.20 Cancellation for Conflict of Interest

Pursuant to A.R.S. § 38-511, the County may cancel this Contract within three (3) years after Contract execution without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating the Contract on behalf of the County is or becomes at any time while the Contract or an extension of the Contract is in effect an employee of or a consultant to any other party to this Contract with respect to the subject matter of the Contract. The cancellation shall be effective when the Contractor receives written notice of the cancellation unless the notice specifies a later time. If the Contractor is a political subdivision of the State, it may also cancel this Contract as provided in A.R.S. § 38-511. Upon signing of the Contract, the Contractor agrees to the provision, and their understanding as if it were included within the Contract.

2.21 Gratuities

The County may, by written notice, terminate this Contract, in whole or in part, if the County determines that employment or a Gratuity was offered or made by the Contractor or a representative of the Contractor to any officer or employee of the County for the purpose of influencing the outcome of the procurement or securing the Contract, an amendment to the Contract, or favorable treatment concerning the Contract, including the making of any determination or decision about contract performance. The County, in addition to any other rights or remedies, shall be entitled to recover exemplary damages in the amount of three times the value of the Gratuity offered by the Contractor.

2.22 Termination for Convenience

The County reserves the right to terminate the Contract, in whole or in part at any time when in the best interest of the County, without penalty or recourse. Upon receipt of the written notice, the Contractor shall stop all work, as directed in the notice, notify all subcontractors of the effective date of the termination and minimize all further costs to the County. In the event of termination under this paragraph, all documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the County upon demand. The Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of the termination. The cost principles and procedures provided in A.A.C. R2-7-701 shall apply.

The failure of either party of this CONTRACT to take affirmative action with respect to any conduct of the other which is in violation of the terms of this CONTRACT shall not be construed as a waiver thereof, or of any future breach or subsequent wrongful conduct. The COUNTY reserves the right to terminate, with or without cause, in whole or any part of this CONTRACT due to failure of the CONTRACTOR to carry out any terms, promise or condition of this CONTRACT. If this CONTRACT is terminated, the COUNTY

shall be liable only for payment(s) for services rendered, materials accepted or both, prior to the effective date of any such termination.

2.23 Termination for Default

In addition to the rights reserved in the contract, the County may terminate the Contract in whole or in part due to the failure of the Contractor to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. The Procurement Department shall provide written notice of the termination and the reasons for it to the Contractor.

Upon termination under this paragraph, all goods, materials, documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the County on demand.

The County may, upon termination of this Contract, procure, on terms and in the manner that it deems appropriate, materials or services to replace those under this Contract. The Contractor shall be liable to the County for any excess costs incurred by the County in procuring materials or services in substitution for those due from the Contractor.

2.24 Continuation of Performance Through Termination

The Contractor shall continue to perform, in accordance with the requirements of the Contract, up to the date of termination, as directed in the termination notice.

2.25 Non-Appropriation

The County may terminate any resulting contract at the end of any fiscal year, June 30th, without further liability other than payment of debt incurred during such fiscal year, should funds not be appropriated by its governing body to continue service for which the contract was intended.

2.26 Preparation of Specifications by Persons Other than County Personnel

All specifications shall seek to promote overall economy for the purposes intended and encourage competition and not be unduly restrictive in satisfying the County's needs in accordance with A.R.S. Chapter 23, Article 4. No person preparing specifications shall receive any direct or indirect benefit from the utilization of specifications, other than fees paid for the preparation of specifications.

2.27 Procedures and Controls

The Contractor shall establish and maintain procedures and controls that are acceptable to the County for the purpose of assuring that no information contained in its records or obtained from the County or from others in carrying out its functions under the Agreement shall be used by or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the Agreement. Persons requesting such information must be referred to the County.

2.28 Data

All data created, used and/or modified under this agreement shall be the property of Cochise County and shall not be used by the Contractor or any other person except with the prior written permission of the County.

2.29 Public Entity Disclaimer

Notwithstanding any other provision of the agreement, the parties understand that Cochise County is a public entity and, as such, is subject to Arizona's public records law, A.R.S. § 39-121 et. seq.

2.30 Written Notice

Written notice shall be deemed to have been duly served if delivered in person to the individual or a member of the firm or entity or to an officer of the corporation for which it was intended, or if delivered at or sent by registered or certified mail to the last known business address known to the party giving notice.

2.31 Insurance and Performance and Payment Bonds

Contractor shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, insurance against claims for injury to persons or damage to property arising from, or in connection with, the performance of the work hereunder by the Contractor, its agents, representatives, and/or employees.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The County of Cochise in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, his/her agents, representatives, employees and Contractor is free to purchase additional insurance as may be determined necessary.

2.31.1 MINIMUM SCOPE AND LIMITS OF INSURANCE: Contractor shall provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a "following form" basis.

2.31.1.1 Professional Liability (Errors and Omissions Liability)

The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Services of this contract.

Each Claim	\$1,000,000
Annual Aggregate	\$1,000,000

- a. In the event that the Professional Liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract and, either continuous coverage will be maintained, or an extended discovery period will be exercised, for a period of two (2) years beginning at the time work under this contract is completed.
- b. The policy shall cover professional misconduct or negligent acts for those positions defined in the Scope of Work of this contract.

2.31.1.2 Worker's Compensation and Employers' Liability

Workers' Compensation Liability	Statutory	Employers'
Each Accident	\$1,000,000	
Disease – Each Employee	\$1,000,000	
Disease – Policy Limit	\$1,000,000	

- a. This requirement shall not apply when a Contractor is exempt under A.R.S. §23-901, **AND** when such Contractor executes the appropriate sole proprietor waiver form.

2.31.2 ADDITIONAL INSURANCE REQUIREMENTS: The policies shall include, or be endorsed to include, the following provisions:

2.31.2.1 On insurance policies where the County of Cochise is named as an additional insured, the County of Cochise shall be an additional insured to the full limits of liability purchased by the Contractor even if those limits of liability are in excess of those required by this Agreement.

2.31.2.2 The Contractors insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.

2.31.2.3 Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Agreement.

2.31.3 NOTICE OF CANCELLATION: Applicable to all insurance policies required within the Insurance Requirements of this Contract, Contractor's insurance shall not be permitted to expire, be suspended, be canceled, or be materially changed for any reason without thirty (30) days prior written notice to the County of Cochise. Within two (2) business days of receipt, Contractor must provide notice to the County of Cochise if they receive notice of a policy that has been or will be suspended, canceled, materially changed for any reason, has expired, or will be expiring. Such notice shall be sent directly to the Cochise County Procurement Department, attention Maria G. Morales, 1415 Melody Lane, Bldg C, Bisbee, Arizona 85603.

2.31.4 ACCEPTABILITY OF INSURERS: Contractor's insurance shall be placed with companies licensed in the State of Arizona or hold approved non-admitted status on the Arizona Department of Insurance List of Qualified Unauthorized Insurers. Insurers shall have an "A.M. Best" rating of not less than A- VII. The County of Cochise in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

2.31.5 VERIFICATION OF COVERAGE: Contractor shall furnish the County with certificates of insurance (valid ACORD form or equivalent approved by the County) evidencing that Contractor has the insurance as required by this Contract. An authorized representative of the insurer shall sign the certificates.

All such certificates of insurance and policy endorsements must be received by the County before work commences. The County's receipt of any certificates of insurance or policy endorsements that do not comply with this written agreement shall not waive or otherwise affect the requirements of this agreement.

Each insurance policy required by this Contract must be in effect at, or prior to, commencement of work under this Contract. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to the Cochise County Procurement Department, 1415 Melody Lane Bldg C, Bisbee, Arizona 85603. The County project/contract number and project description shall be noted on the certificate of insurance. The County reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE COUNTY'S RISK MANAGEMENT DIVISION.**

2.31.6 APPROVAL and MODIFICATIONS: Any modification or variation from the insurance requirements in this Agreement shall be made by the Contracting Agency in consultation with the Risk Management Department, whose decision shall be final. Such action will not require a formal Agreement amendment, but may be made by administrative action.

2.31.7 PERFORMANCE AND PAYMENT BONDS Performance and Payment Bonds are required for all Construction Contracts.

Performance Bonds are to be submitted to the County executed by a surety company holding a certificate of authority to transact surety business in this state issued by the Director of the Department of Insurance in the amount and for the duration specified in the contract.

Payment Bonds are to be submitted to the County, executed by a surety company holding a Certificate of authority to transact business in this state issued by the Director of the Department Of Insurance for the protection of all Persons supply labor and Material to the Contractor Or its subcontractors for the performance of the work required by the Contract. The Bond shall be in the amount specified in the Contract.

3.0 Contract Performance

3.1 Delivery

Unless stated otherwise in the Contract, all prices shall be F.O.B. Destination and shall include all freight delivery and unloading at the destination.

3.2 E-Verify Requirements

In accordance with A.R.S. § 41-4401, the Contractor warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with Section A.R.S. § 23-214, Subsection A.

3.3 Ownership of Intellectual Property

Any and all intellectual property, including but not limited to copyright, invention, trademark, trade name, service mark, and/or trade secrets created or conceived pursuant to or as a result of this contract and any related subcontract ("Intellectual Property"), shall be work made for hire and the County shall be considered the creator of such Intellectual Property. The agency, department, division, or Board of Supervisors of the County requesting the issuance of this contract shall own (for and on behalf of the County) the entire right, title and interest to the Intellectual Property throughout the world. Contractor shall notify the County, within thirty (30) days, of the creation of any Intellectual Property by it or its subcontractor(s). Contractor, on behalf of itself and any subcontractor(s), agrees to execute any and all document(s) necessary to assure ownership of the Intellectual Property vests in the County and shall take no affirmative actions that might have the effect of vesting all or part of the Intellectual Property in any entity other than the County. The Intellectual Property shall not be disclosed by contractor or its subcontractor(s) to any entity that is not the County without the express written authorization of the agency, department, division, or Board of Supervisors of the County requesting the issuance of this contract.

3.4 Facilities Inspection and Materials Testing

The Contractor agrees to permit access to its facilities, subcontractor facilities and the Contractor's processes or services, at reasonable times for inspection of the facilities or materials covered under this Contract. The County shall also have the right to test, at its own cost, the materials to be supplied under this Contract.

Neither inspection of the Contractor's facilities nor materials testing shall constitute final acceptance of the materials or services. If the County determines non-compliance of the materials, the Contractor shall be responsible for the payment of all costs incurred by the County for testing and inspection.

3.5 Subcontracts

The Contractor shall not enter into a subcontract with any other party to furnish any of the material, service or construction specified herein without the advance written approval of the County. All subcontracts shall comply with Federal and State Laws and Regulations which are applicable to the services covered by the subcontract and shall include all the terms and conditions set forth herein which shall apply with equal force to the subcontract, as if the sub-consultant were the Contractor referred to herein. The Contractor is responsible for Contract performance whether or not sub-consultants are used. The County shall not unreasonably withhold approval and shall notify the Contractor of the County's position within 15 days of receipt of written notice by the Contractor.

3.6 Assignment - Delegation

The Contractor, without prior written permission of the County shall assign no right or interest in this Contract, and no delegation of any duty of the Contractor shall be made without prior written permission of the County. The County shall not unreasonably withhold approval and shall notify the Contractor of the County's position within 15 days of receipt of written notice by the Contractor.

3.7 Agreement Assignment

No assignment of this Agreement or sub-agreement shall be made by the Contractor with any other party for furnishing any of the services herein contracted for without the advance written approval of the Procurement Department. All subcontractors shall comply with Federal and State laws and regulations which are applicable to the services covered by the sub-agreement and shall include all the terms and conditions set forth herein which shall apply with equal force to the sub-agreement, as if the subcontractor were the Contractor referred to herein. The Contractor is responsible for Agreement performance whether or not sub-contractors are used.

3.8 Risk of Loss

The Contractor shall bear all loss of conforming material covered under this Contract until received by authorized personnel at the location designated in the purchase order or Contract. Mere receipt does not constitute final acceptance. The risk of loss for nonconforming materials shall remain with the Contractor regardless of receipt.

3.9 Liens

The Contractor warrants that the materials supplied under this Contract are free of liens and shall remain free of liens.

3.10 Quality

Unless otherwise modified elsewhere in these terms and conditions, the Contractor warrants that, for one year after acceptance by the County of the services or materials, they shall be:

- Of a quality to pass without objection in the trade under the Contract description;
- Fit for the intended purposes for which the materials are used;
- Within the variations permitted by the Contract and are of even kind, quantity, and quality within each unit and among all units;
- Adequately contained, packaged and marked as the Contract may require; and
- Conform to the written promises or affirmations of fact made by the Contractor.

3.11 Fitness

The Contractor warrants that any material supplied to the County shall fully conform to all requirements of the Contract and all representations of the Contractor, and shall be fit for all purposes and uses required by the Contract.

3.12 Nonconforming Tender

Materials or services supplied under this Contract shall fully comply with the Contract. The delivery of materials or services or a portion of the materials or services that do not fully comply constitutes a breach of contract. On delivery of nonconforming materials or services, the County may terminate the Contract for default under applicable termination clauses in the Contract, exercise any of its rights and remedies under the Uniform Commercial Code or pursue any other right or remedy available to it.

3.13 Inspection/Testing

Any warranties set forth in in this Contract are not affected by inspection or testing of or payment for the materials by the County.

3.14 Compliance with Applicable Laws

The materials and services supplied under this Contract shall comply with all applicable Federal, state and local laws, and the Contractor shall maintain all applicable license and permit requirements.

3.15 Purchase Orders

The Contractor shall, in accordance with all terms and conditions of the Contract, fully perform and shall be obligated to comply with all purchase orders received by the County prior to the expiration or termination hereof, unless otherwise directed in writing by the Procurement Department, including, without limitation, all purchase orders received prior to but not fully performed and satisfied at the expiration or termination of this Contract.

3.16 Right to Assurance

If the County, in good faith, has reason to believe that the Contractor does not intend to, or is unable to perform or continue performing under this Contract, the Procurement Officer may demand in writing that the Contractor give a written assurance of intent to perform. Failure by the Contractor to provide written assurance within the number of Days specified in the demand may, at the County's option, be the basis for terminating the Contract under the Uniform Terms and Conditions or other rights and remedies available by law or provided by the contract.

3.17 Stop Work Order

The County may, at any time, by written order to the Contractor, require the Contractor to stop all or any part, of the work called for by this Contract for period(s) of days indicated by the County after the order is delivered to the Contractor. The order shall be specifically identified as a stop work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage.

If a stop work order issued under this clause is canceled or the period of the order or any extension expires, the Contractor shall resume work. The Procurement Department shall make an equitable adjustment in the delivery schedule or Contract price, or both, and the Contract shall be amended in writing accordingly.

3.18 Warranties

Contractor warrants that all material, service or construction delivered under this Contract shall conform to the specifications of this Contract. Mere receipt of shipment of the material, service, or construction specified and any inspection incidental thereto by the County shall not alter or affect the obligations of the Contractor or the rights of the County under the foregoing warranties. Additional warranty requirement may be set forth in this document.

3.19 Licenses

Vendors shall maintain, in current status, all Federal, State, and Local licenses and permits required for the operation of the business conducted by the vendor as applicable to the Contract.

3.20 Notice to Proceed

It is agreed that the County Procurement Director will issue the Notice to Proceed with the Work to be performed under this Agreement within twenty (20) consecutive calendar days, or some other mutually agreed upon time period, after the date of the County's Purchase Order for this Agreement, except in job order contracts where a separate Notice to Proceed will be issued for each individual job order.

The Contractor agrees that the Work shall be prosecuted promptly, regularly, diligently and uninterruptedly at such rate of progress as will insure full completion thereof within the time specified.

3.21 Guarantee

The Contractor shall guarantee all work under this Agreement against defects of material and workmanship as referenced in the Scope of Work.

4.0 Legal

4.1 Force Majeure

Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; lockouts; injunctions-intervention-acts; or failures or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence.

Force Majeure shall not include the following occurrences:

- Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market;
- Late performance by a subcontractor unless the delay arises out of a force majeure occurrence in accordance with this force majeure term and condition; or
- Inability of either the Contractor or any subcontractor to acquire or maintain any required insurance, bonds, licenses or permits.

If either party is delayed at any time in the progress of the work by force majeure, the delayed party shall notify the other party in writing of such delay, as soon as is practicable and no later than the following working day, of the commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be delivered or mailed certified-return receipt and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time of completion shall be extended by Contract amendment or modification for a period of time equal to the time that results or effects of such delay prevent the delayed party from performing in accordance with this Contract.

Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and to the extent that such delay or failure is caused by force majeure.

4.2 Antitrust Violations

The Contractor assigns to the County any claim for overcharges resulting from antitrust violations to the extent that those violations concern materials or services supplied by third parties to the Contractor, toward fulfillment of this Contract.

The County maintains that, in actual practice, overcharges resulting from antitrust violations are borne by the purchaser. Therefore, to the extent permitted by law, the Contractor hereby assigns to the County any and all claims for such overcharges as to the goods or services used to fulfill the Contract.

4.3 Non-exclusive Remedies

The rights and the remedies of the County under this Contract are not exclusive.

4.4 Suspension or Debarment

The County may, by written notice to the Contractor, immediately terminate this Contract if the County determines that the Contractor has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body. Submittal of an offer or execution of a contract shall attest that the contractor is not currently suspended or debarred. If the contractor becomes suspended or debarred, the contractor shall immediately notify the County.

4.5 Claims and Disputes

County Contract Representative's Resolution of Claims and Disputes; Review by Procurement Director

This section relates to claims for additional compensation and any other differences between the parties arising under and by virtue of the Agreement/Contract. Such claims are to be resolved at the earliest possible time and at the first responsible level to increase the possibility that such matters will be resolved, without the vexation of an administrative hearing process, arbitration or litigation.

All claims, including but not limited to, claims relating to adjustments or interpretations of the Contract, payments of money, or other relief with respect to the terms of the Contract, shall be referred initially in writing to the County Procurement Department Representative for action. The responsibility to substantiate claims shall rest with the party making the claim.

Claims by either party must be made within fourteen (14) days after the event giving rise to the claim or within fourteen (14) days after the claimant first becomes aware of the condition giving rise to the claim, whichever is later.

Pending final resolution of a claim, the Contractor shall proceed diligently with performance of the Contract and the County shall continue to make payments in accordance with the Agreement/Contract.

The County Procurement Department Representative shall, within fourteen (14) days of receipt of a claim, do one of the following:

- (1) Issue a decision either rejecting or approving the claim.
- (2) Suggest an equitable compromise of the claim.
- (3) Provide a schedule to the parties indicating when they expect to be able to take action, which shall be within a reasonable time.

The County Buyer may require the submission of additional documentation from either party to facilitate a decision. In each case, the County Procurement Department Representative will submit reasons and/or documentation supporting its action and the deadline shall be extended by the time it takes to obtain a response thereto.

The parties shall have ten (10) days from the date of the County Contract Representative's final decision rejecting or approving a claim, or suggesting a compromise, within which to accept or object to the decision. Failure of a party to accept or object to the decision in writing within such ten (10) day period shall be deemed an acceptance of the decision. If either party rejects the decision of the County Procurement Representative in writing within such ten (10) day period, the matter shall be referred to the Procurement Director for *de novo* review.

The Procurement Director shall have sixty (60) days from receipt of a written objection by the Contractor to the County Contract Representative's final decision, or such longer period as the parties may stipulate in

writing, to review the matter and issue a response in accordance with Section 15 of the Cochise County Procurement Code. During such period, the Procurement Director may require such additional documentation or testimony as deemed necessary to support his/her response.

4.6 Arbitration

The parties to this Contract agree to resolve all disputes arising out of or relating to this contract through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. § 12-1518, except as may be required by other applicable statutes (Title 41).

4.7 Certification Pursuant to A.R.S. § 35-393.01

If Contractor engages in for-profit activity and has 10 or more employees, and if this Agreement has a value of \$100,000 or more, Contractor certifies it is not currently engaged in, and agrees for the duration of this Contract to not engage in, a boycott of goods or services from Israel. This certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to 50 U.S.C. § 4842.

4.8 Non-Collusion

Firms submitting proposals shall warrant that their offer is made without any previous understanding, agreement or connection with any person, firm or corporation submitting a separate proposal for the same project and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action. This condition shall not apply to proposals which are submitted by firms who have partnered with others to submit a cooperative proposal that clearly identifies a primary Consultant and the associated sub-consultant(s).

4.9 Protests and Appeals

In accordance with Section 15 of the Cochise County Procurement Policy Manual, any actual or prospective Contractor or offeror who is aggrieved in connection with the solicitation or award of a contract may appeal to the Procurement Director. The protest shall be submitted in writing to the Procurement Director within five (5) working days after such aggrieved person or company knows, or should have known, of the facts giving rise thereto.

4.10 Contract

The Contract shall be based upon the solicitation issued by the County and bid/offer submitted by the Contractor in response to the solicitation. The bid/offer shall substantially conform to the terms; conditions and other requirements set forth with the rest of the solicitation, the contract, and any attachments to either document. The County reserves the right to clarify any contractual terms with the concurrence of the Contractor. However, any substantial non-conformity in the bid/offer shall be deemed non-responsive and the offer rejected. The Contract shall contain the entire agreement between the County and the Contractor relating to this requirement and shall prevail over any and all previous agreements, contracts, proposals, negotiations, purchase orders or master agreements in any form.

4.11 Legal Remedies

If the Contractor and the County are unable to mutually resolve disputes arising under this contract, all disputes arising under or relating to this Contract shall be settled by binding Arbitration. Any decision or award as a result of any such arbitration proceeding shall be in writing and shall provide an explanation for

all conclusions of law and fact and shall include the assessment of costs, expenses, and reasonable attorneys' fees. Any such Arbitration shall be conducted by an experienced and knowledgeable Arbitrator(s) and shall include a written record of the Arbitration hearing. If the Contractor and Cochise County can mutually agree upon an Arbitrator, that Arbitrator shall be selected. If not, the Contractor and Cochise County shall each select an Arbitrator and those two Arbitrators shall select a third Arbitrator (or the Contractor and Cochise County shall request a third Arbitrator from the Arizona Arbitration Association). All Arbitrations will be held in the State of Arizona and under the Arizona Rules of Arbitration. All claims and controversies shall be subject to A.R.S. § 12-1518 et. seq.

Any additional costs attributable directly or indirectly to remedial action under this Section shall be responsibility of the CONTRACTOR. In the event that remedial action under this Section results in delay to one or more tasks on the critical path of the CONTRACTOR's approved construction or critical milestones schedule, such period of delay shall be deemed excusable delay for which the CONTRACTOR shall be entitled to an extension of time, but not costs.

If the CONTRACTOR and the COUNTY are unable to mutually resolve disputes arising under this CONTRACT, all disputes arising under or relating to this CONTRACT shall be settled by binding Arbitration. Any decision or award as a result of any such arbitration proceeding shall be in writing and shall provide an explanation for all conclusions of law and fact and shall include the assessment of costs, expenses, and reasonable attorneys' fees. Any such Arbitration shall be conducted by an experienced and knowledgeable Arbitrator(s) and shall include a written record of the Arbitration hearing. If the CONTRACTOR and the COUNTY can mutually agree upon an Arbitrator, that Arbitrator shall be selected. If not, the CONTRACTOR and the COUNTY shall each select an Arbitrator and those two Arbitrators shall select a third Arbitrator (or the CONTRACTOR and COUNTY shall request a third Arbitrator from the Arizona Arbitration Association). All Arbitrations will be held in the State of Arizona and under the Arizona Rules of Arbitration. All claims and controversies shall be subject to A.R.S. § 12-1518 et. seq.

This CONTRACT shall be governed by, and the COUNTY and CONTRACTOR or shall have all remedies afforded each by the Uniform Commercial Code, as adopted in the State of Arizona, except as otherwise provided in this CONTRACT or in statutes pertaining specifically to the State. The Law of the State of Arizona shall govern this CONTRACT, and suits pertaining to this CONTRACT shall be brought only in Federal or State Courts in the State of Arizona. This provision does not supersede or invalidate the arbitration requirement.

4.12 Rights and Remedies

No provision in this document or in the Contractor's offer shall be construed, expressly or by implication as a waiver by either party of any existing or future right and/or remedy available by law in the event of any claim of default or breach of Contract. The failure of either party to insist upon the strict performance of any term or condition of the Contract or to exercise or delay the exercise of any right or remedy provided in the Contract, or by law, or the acceptance of materials or services, or the payment for materials or services, shall not release either party from any responsibilities or obligations imposed by this Contract or by law, and shall not be deemed a waiver of any right of either party to insist upon the strict performance of the Contract.



COCHISE COUNTY PROCUREMENT DEPARTMENT

1415 Melody Lane, Building C, Bisbee, AZ 85603
Phone: (520) 432-8390 | Fax: (520) 432-8397

25-10-ITD-01
Scope of Work

OBJECTIVE

“CONTRACTOR” shall provide all labor, materials, transportation, equipment, and technical expertise in order to maintain the Copiers (“COPIERS”) that will serve multiple purposes to the satisfaction of Cochise County (“COUNTY”).

The COUNTY wishes to start a Lease with maintenance plan for a sixty (60) month time period.

The CONTRACTOR shall be responsible for Maintenance of COPIERS which includes manufacturer recommended cleaning plan until the 60-month time period has ended. The CONTRACTOR will review and correct any issues found during these visits for repair. The COUNTY may reach out to CONTRACTOR to fix any issues for emergency/normal service calls.

The CONTRACTOR shall be responsible for and complete the installation, configuration, testing implementation and training for the following requirements throughout this document, the original solicitation and any of its attachments, as well as:

- Perform a complete system final check prior to COUNTY Information Technology Department’s final inspection on the CONTRACTOR installation.

1.0 REQUIREMENTS

1.1 General Requirements

The CONTRACTOR will perform a broad range of services and activities in order to complete planning, installation, and maintenance of COPIERS. This shall include but not be limited to, purchase and installation of pre-approved equipment, computer hardware, software maintenance, migrating backup files and data, training, contractor support, warranty after purchase, data collection, and compatibility with existing equipment.

1.2 System Requirements

All systems and components shall have been thoroughly tested and proven in actual use. All equipment and materials used in this COPIERS system shall be standard components, regularly manufactured, and in general use, and shall not be modified specifically for the COUNTY.

- 1.2.1 The CONTRACTOR shall install all supplies and equipment that is compatible with current COUNTY system. See below for other County requirements.
- Customized Billing
 - One monthly invoice including any overage charges.
 - Machine by Cost Center
 - Machine by Department
 - Machine by Location
 - Unconditional guarantee on equipment during the life of lease.
 - All-inclusive covering: service, toner, and drums.
 - Complete Installation of Equipment
 - Provide at installation, a surge protection (including Data and Fax lines) device on each device at no additional charge.
 - Programming of all units- Address book, Speed Dials, Scan Locations, One-Touch.
 - Assist with Printer Driver Installation
 - Operator Training
 - Sanitize all Hard drives to DOD standards prior to installation and/or removal.
 - All setting/memory cleared prior to installation and/or removal.
 - Hard Disk Drive will be secured with industry standard encryption.
 - Remote Monitoring of All Critical Service Levels
 - Status Codes
 - Preventive Maintenance Intervals
 - Supplies and Consumables
 - Vendor will provide a list of all external connections (websites/software) and give the list to Cochise County IT department to allow/block those connections.
 - County will not pay for relocation moves of equipment during contract period.
 - County able to return up to 10% of initial agreed number of leased machines if no longer needed and will be removed from lease at no extra costs.
 - County is able to add a copier to the lease at initial contract price.
 - County IT department able to change administrator Passwords to copiers.
 - Leasing of 123 machines across the County.
 - Four (4) hours guaranteed average service response during normal business hours and selected copiers to be able to have extended services over weekend for an extra cost.
 - 95 Percent annual uptime (excluding preventative maintenance visits) guaranteed.

Vendor will coordinate the configurations with the CCIT department to verify all equipment is configured and meets Cochise County security requirements and industry best practices. (i.e., usernames, passwords, etc.)

2.0 Miscellaneous Requirements

2.1 Training Requirements

The Contractor shall provide on-site training that shall include at a minimum, but not be limited to:

- Maintenance of equipment
- Configuration of Settings such as scan to email, Scan to Server folder, Faxing, etc.
- Submitting support cases

3.0 Warranty

The CONTRACTOR shall include unlimited warranty for parts and labor and honor the manufacturer's warranty on all equipment installed for life of lease. Additionally, the CONTRACTOR shall provide, at no cost to the COUNTY, the removal of all defective parts still covered under any such warranty.

4.0 Deliverables/Milestones

The CONTRACTOR shall provide all deliverables outlined within this document to the COUNTY for approval. The COUNTY shall inspect all equipment and work performed and will provide in writing acceptance prior to final payment for implementation.

The CONTRACTOR shall provide to the COUNTY invoices for each sub-line item completed.

4.1 Provide MS Excel Spreadsheet of the following items.

4.1.1.1 Copier ID #, Model, S/N, Department, Address, City, IP Address, MAC Address, and if on County / State network.

4.2 System installation

4.2.1 Provide County Information Technology Department with all passwords and security details used during all installs.

4.2.2 Provide Weekly Progress reports during the installation process.

4.3 Provide User Training sessions on using the devices if needed.

4.4 Provide final Quality Check Reports on completion.

4.4.1 Provide a final report within 90 days of installation.



COCHISE COUNTY PROCUREMENT DEPARTMENT

1415 Melody Lane, Building C, Bisbee, AZ 85603
Phone: (520) 432-8390 | Fax: (520) 432-8397

25-10-ITD-01
Current Copier Fleet Specifications

Current copier fleet specifications are listed below. Comparable systems will be required with new fleet.

- QTY of 2 -- Multifunction printer with high-resolution Black and White (B&W) prints, includes fast 28 ppm printing; fast color scanning; document feeder, and able to use fax kit.
- QTY of 7-- Multifunction printer with high-resolution B&W prints includes fast 30 ppm printing; fast color scanning; document feeder, and able to use fax kit.
- QTY of 1-- Multifunction printer with high-resolution both color and B&W, including fast 42-ppm printing; single-pass dual scanning; Paper Feed Cabinet; & fax kit.
- QTY of 40-- Multifunction printer with high-resolution both color and B&W, including fast 25-ppm printing; single-pass dual scanning; Paper Feed Cabinet; Output tray Relay Unit; Staple Finisher; Punch Kit; & fax kit.
- QTY of 21-- Multifunction printer with high-resolution both color and B&W, including fast 30-ppm printing; single-pass dual scanning; Paper Feed Cabinet; Output tray Relay Unit; Staple Finisher; Punch Kit; & fax kit.
- QTY of 9: Multifunction printer with high-resolution both color and B&W, including fast 36-ppm printing; single-pass dual scanning; Paper Feed Cabinet; Output tray Relay Unit; Staple Finisher; Punch Kit; & fax kit.
- QTY of 29: Multifunction printer with high-resolution both color and B&W, including fast 45-ppm printing; single-pass dual scanning; Paper Feed Cabinet; Output tray Relay Unit; Staple Finisher; Punch Kit; & fax kit.

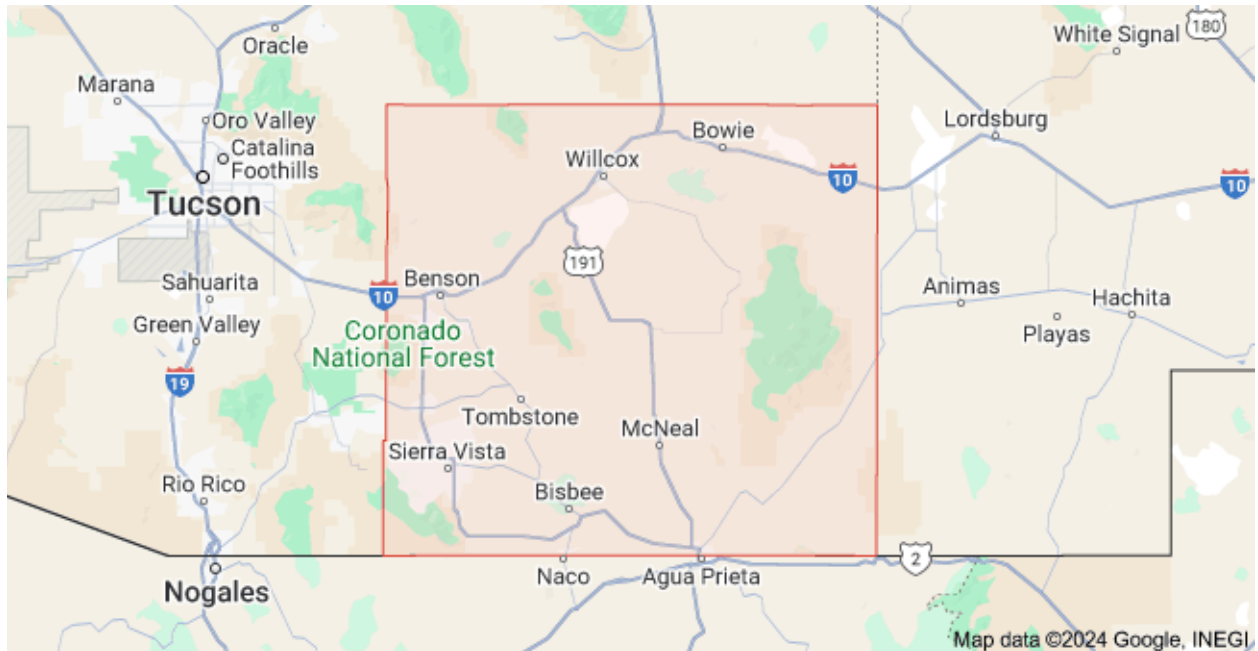
- QTY of 14: Multifunction printer with high-resolution both color and B&W, including fast 55-ppm printing; single-pass dual scanning; Paper Feed Cabinet; Output tray Relay Unit; Staple Finisher; Punch Kit; & fax kit.

Awarded Contractor will coordinate the configurations with the Cochise County Information Technology department to verify all equipment is configured and meets Cochise County security requirements and industry best practices. (i.e., usernames, passwords, etc.)

Submission Guidelines and Requirements

- Uploaded signed copy of the Information for Bid Document. See last page of document. The entire signed document must be uploaded.
- Upload your Proposal.
- Include Pricing Proposal- This can be part of the proposal.
 - Installation Costs
 - Technician Costs
 - Any other pertinent labor costs
 - Pricing Proposal shall include leasing price per model per month.
 - Pricing Proposal shall include cost of printing Black and White Copies and Color Copies and the price structure. For ex: Is it price per sheet?
- Past Performance and Reference Listing- Upload a document which contains a listing of similar project/leases within the last 5-10 years which demonstrates work similar of what the County is requiring. Include 3-5 references. Include phone number and address.
- If Needed-Upload Signed Addendum(s).

Cochise County is 6,209.9 square miles of land.





Questions Received- Lease of Multi-Use Copiers, 25-10-ITD-01

See below questions with corresponding answers below each question.

1. Could you please identify if any of the requested machines need to be able to print on paper larger than legal sizes?
Many departments require the ability to print on paper sizes larger than legal (8.5"x14"), such as 11 x 17.
2. Does the winning vendor need to remove the old equipment and ship it anywhere?
No. If the current vendor is not awarded the contract, they will handle the removal of their equipment. The awarded vendor must coordinate with County IT and the current vendor to ensure minimal downtime during the transition.
3. The first two devices on your list with a quantity of (2) and (7) do not list a paper feed cabinet. Is your expectation that these devices are smaller desktop devices?
 - a. Yes for the: QTY of 2 -- multifunction printer with high-resolution B&W prints, includes fast 28 ppm printing.
 - b. No for the: QTY of 7-- multifunction printer with high-resolution B&W prints includes fast 30 ppm printing; fast color.
4. Attachment 1 – Terms and Conditions Section 2.5, Severability - 2.5 Severability “The provisions of this Contract are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Contract.” Does the county intend for the lease to be cancellable?
It is not the intention of the County to cancel the lease. Although this term is implemented should the lease need to be cancelled for non-performance or other just causes.
5. Attachment 2-Scope of Work Section 1.2.1 – “County is able to add a copier to the lease at initial contract price.” Does the county intend for the lease and equipment added at any point during the term to be coterminous and have

the same end date or would any equipment added have its own 60 month lease with a different end date. If the county intends on a coterminous lease, can equipment added after a certain time frame be used or refurbished?

a. The County prefers that any equipment added during the term be coterminous, maintaining the same end date and price. Used or refurbished equipment added later would be acceptable.

6. Current Copier Fleet Specifications – The current fleet specifications provide information on the current devices only. For the Pricing Proposal, does the county want vendors to propose equivalent printers to the existing fleet, or are the specific, additional requirements for the new equipment other than what is stated in the scope of work. ie. desired print and scan speeds, paper sizes etc. Do all printers need to be able to print 11x17? How many paper drawers are required for each? Certain devices are listed as having a staple finisher and punch kit. Does the county need finishers? How many sheets does the finisher internal need to be capable of stapling? How many sheets should does the finisher need to be capable of stacking?

a. All devices except for the two desktop machines will require internal finishers with stapling and punch kits.

b. Information about stapling and stacking capacities is currently unknown.

7. Are we allowed to provide Cochise County with two proposal options offering two different manufacturers and identify the strengths of each one.

a. Yes, vendors may submit proposals for two different manufacturers, highlighting the strengths of each.

8. You are requesting a 45 ppm Color MFP. If our product comes in a 40 or 50 ppm option, may we use the 40-ppm option? Will you allow a +/- 5 ppm variance?

a. A +/- 5 ppm variance is acceptable for devices listed.

9. Section 1.2.1 - All-inclusive covering: service, toner, and drums. Is the county requiring that the service be included in the lease payment or will you accept proposals for the service agreement to be billed as a cost per copy based on actual usage of the equipment?

- a. The County prefers a cost-per-copy (CPC) maintenance plan based on actual usage.
10. A past performance and reference list is required to be uploaded. Is there a specific form that needs to be completed for this?
- a. Vendors may submit past performance and reference lists in any format.
11. Does the County have some monthly volume history on your current copier fleet we could have to help plan the recommended replacements and to price a maintenance agreement?
- a. Requested from Finance. Answer forthcoming.
12. In attachment 5, Request for Proposal - Section 2.0 talks about County's satisfaction within the "required delivery date". However, there is no required date in the RFP. Could you provide the timeline you are looking for?
- a. This will be a date that is mutually agreed upon with the County and the awarded vendor.
13. Technician Costs: Is Cochise County seeking to have a dedicated technician assigned exclusively to service and maintain the copiers and printers associated with this RFP award?
- a. While we do not require a technician dedicated entirely to The Cochise County Government, a dedicated technician for the Cochise County region is required to ensure quick response times.
14. Pricing Proposal Maintenance: Will Cochise County provide additional context on the type of maintenance plan required?
- i. Does Cochise County require a minimum allowance per unit per device for No
 - ii. both B/W and Color devices? ii. Or does Cochise County require a pooled allowance structure per B/W and Color devices? 1. If pooled, what is the reconciliation period for billing that is required (monthly, quarterly or annual reconciliation? N/A
 - iii. iii. Or does Cochise county require a Cost-per-Copy (CPC) maintenance plan for both B/W and Color devices? Cost-per-Copy (CPC)

- iv. iv. Is HSD2 open to an unlimited allowance option for both B/W and Color devices with no overage billing? **Open to it**
1. If open to an unlimited allowance option, does HSD2 have a preference on unlimited for both B/W and Color volume or B/W only with Color billed as an allowance per unit or CPC?
unlimited for both B/W and Color volume
15. Could Cochise county please confirm the anticipated award date for this RFP, as well as the expected timeline for installation and setup following the award?
- a. **We anticipate having this completed in February.**
16. Is it intended that a dedicated associate from the awarded vendor be assigned exclusively to install all customer-replaceable supplies (e.g., toner, drums, staples) across all equipment throughout the county? 1. If so, would the County consider itemized pricing to account for this dedicated position, ensuring that a full time individual is available exclusively to meet these needs?
- a. **The County handles toner installation internally, while vendors provide the toner and install all other consumables.**
17. Could Cochise County confirm whether staples should be included in the maintenance pricing quoted, or if they should be itemized separately?
- a. **Yes, staples should be included in the maintenance pricing.**
18. Could Cochise County clarify if the option to add a copier to the lease at the initial contract price applies for the full contract term and whether it specifically pertains to new equipment or used equipment? 1. Would the County consider an alternative arrangement where new equipment could be provided at the RFP price during year 1, while all subsequent equipment additions (from year 2 through the end of the agreement) could be premium pre-owned devices at the initial contract price, coterminous to the contract end date?
- a. **Equipment added throughout the lease term can be new or premium pre-owned, maintaining the original contract price and coterminous end date.**

19. Could Cochise County specify which devices in the fleet require extended weekend service coverage, as well as their locations? 1. Does Cochise County intend to have technicians on standby for extended service requests, or will advance notice (24-48 hours) be provided when extended service is needed? 2. Does Cochise County require that additional costs for after-hours service be included in the pricing summary submitted with the RFP?

a. 1. Optional 2. yes

20. Could Cochise County clarify whether the requirement for 95% annual uptime applies as an average across the entire fleet or is it intended to be measured on a per-unit basis? 1. Will Cochise County impose penalties if service level requirements such as a 4-hour average service response time or 95% annual uptime are not met? 2. Will Cochise County provide any associated penalties associated with these metrics if not met by the awarded vendor?

a. The 95% annual uptime requirement applies to the fleet average. Vendors should include discounted rate proposals if SLAs are not met.

21. Network: Is Cochise County currently using network protocols, such as LDAP, to access and manage permissions to network resources? 1. If Cochise County is utilizing LDAP for network permissions, can the County confirm if this will fulfill the “address book programming for all units” requirement during installation.

a. Not at this time, would like this option to use in the future.

22. Training Requirements: Will Cochise County consider virtual training options to provide flexibility for end-user schedules and increase access to training sessions? 1. If virtual training is not an option, will on-site training be required immediately during the installation process, or can it be scheduled at a later date to accommodate user availability? 2. Can vendors propose multiple training options for Cochise County to provide a solution that best meets the County’s needs and scheduling preferences?

a. Yes 1. N/A 2. yes

23. Could Cochise County provide a detailed list of spreadsheet of all current equipment including the following if available:

i. Current Model

- ii. ii. Average B/W Volume per unit or entire fleet
- iii. iii. Average Color Volume per unit or entire fleet
- a. Have requested the information from the Finance Dept.

24. Does Cochise County have a preference on an internal or external finisher to support stapling for the fleet specifications listed requiring stapling?

a. No preference

25. Does Cochise County require any additional finishing outside of stapling and punch such as a booklet maker ,etc.?

a. no

26. Does Cochise County require 2 or 3 hole punch, or both?

a. Both

27. Does Cochise County require 11x17 paper size on any of the fleet devices, if so which devices does this apply to?

a. Would require the larger/faster devices able to use 11x17 paper size.

28. Does Cochise County require a minimum paper capacity or number of paper trays for any of the fleet devices, if so which devices does this apply to?

a. No minimum paper capacity

29. Does Cochise County currently badge in or authenticate to the current copier fleet? i. If so, are badge readers required to be quoted or listed as an optional accessory to the proposed devices?

a. No badges are being used, however, currently many devices have a code for departments to use for charging divisions/other departments their usage.

30. 2.22 Termination for Convenience:

- i. Is the current agreement that Cochise County has for their equipment on a lease contract? yes

- ii. Has Cochise County experienced any terminations, whether partial or complete, for previous contracts related to this type of service or equipment? **No**
 - iii. Can Cochise County confirm if the cancellation for convenience clause applies solely to portions of the contract that have not yet been delivered or fulfilled? **Can apply to portions or to the contract in total.**
 - iv. Given that leasing companies typically do not accept cancellation for convenience clauses within lease agreements, would Cochise County consider incorporating an additional Service Level Agreement (SLA) that includes this provision directly between Knight Office Solutions and Cochise County? **This would be up to County's legal department.**
 - v. Can Cochise County clarify whether the cancellation for convenience provision pertains specifically to the maintenance portion of the agreement, or if the County is seeking a fully cancellable rental agreement? **Can apply to the maintenance portion or the agreement in total.**
 - vi. Will Cochise County alter or strike the cancellation for convenience stipulation or provide alternate language such as applicable to non-appropriation of funding, etc.? **Can be negotiated between awarded vendor's legal department and County's legal department.**
31. The services and equipment affiliated with this RFP do not pertain to Construction Contracts. Please confirm if a performance and/ or payment bond are required.
- a. **No performance or payment bond is required.**
32. On Attachment 3, in reference to the devices listed, can you please specify if any of the devices are desktop models (8 ½" s 14") printing?
- a. **No desktop models will be utilized for 8.5"x14" printing.**
33. Does the County require the use of a specific cooperative contract for this RFP?
- a. **No. but welcome to identify proper cooperative contracts.**

34. Could you kindly confirm whether the contractor is expected to physically install the supplies, or if the installation of supplies will be handled by your internal staff upon receipt of the materials?
- a. Yes, we will install toner, and other items will be vendors responsibility.
35. May offerors provide their template contracts/Agreement, or will the potential contract be negotiated upon award?
- a. Upon award, it can be discussed if the County will accept the selected vendor's contract.
36. Fax from devices- Provide current volumes- Inbound and Outbound
- a. Unable to provide this at this time. The County does low volume with faxing.
37. Any volumes or estimates of moves per year?
- a. Estimated 10 just depends.
38. Does the County store documents to any cloud services- OneDrive, Office 365, SharePoint? Please state which ones.
- a. The County uses OneDrive, Office 365, and SharePoint.
39. Devices listed in Current Copier Fleet Specifications do not mention additional trays or paper feed cabinets. Can you confirm whether these are just on stands, or if additional trays should be quoted as part of these machines?
- a. The current devices have paper feed cabinets under the copier almost like a stand. Best to quote additional trays as optional.
40. Driver installation assistance- Is this referring to manually installing drivers at each PC (desktop/laptop)? If so, how many PCs do you estimate will require drivers installed?
- a. Yes, 800 computers or so.

41. Do you utilize Office 365 for user authentication?

- a. Assuming they are referring to Microsoft Entra? Office 365 is a Office suite and does not provide authentication services. Yes we utilize Microsoft Entra for user authentication but not for printers.

Month	Black Copies	Colored Copies
May	309351	145038
June	300702	135363
July	298479	193705
August	296924	148442
September	278422	139733
October	298858	160236
	1782736	922517



Tab 5 – ACP Documents

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

All Copy Products, Inc

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☒ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

1635 W 13th Ave

6 City, state, and ZIP code

Denver, CO 80204

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

9 0 - 0 1 1 7 0 0 5

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

M. J. K. 2024

Date ►

1/1/2024

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, C corporation, or S corporation. Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual	Individual/sole proprietor or single-member LLC
• Sole proprietorship, or	
• Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	
• LLC treated as a partnership for U.S. federal tax purposes,	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or	
• LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/1/2025

11/7/2024

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 have **ADDITIONAL INSURED** provisions or 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 Lockton Companies, LLC 8110 E Union Avenue Suite 100 Denver CO 80237 (303) 414-6000	CONTACT NAME: PHONE (A/C, No. Ext): E-MAIL ADDRESS: FAX (A/C, No):														
INSURED 1435649 All Copy Products, Inc. 1635 W. 13th Ave. Denver, CO 80204	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Federal Insurance Company</td><td>20281</td></tr><tr><td>INSURER B: ACE American Insurance Company</td><td>22667</td></tr><tr><td>INSURER C: Crum & Forster Specialty Insurance Co</td><td>44520</td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Federal Insurance Company	20281	INSURER B: ACE American Insurance Company	22667	INSURER C: Crum & Forster Specialty Insurance Co	44520	INSURER D:		INSURER E:		INSURER F:	
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INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES**CERTIFICATE NUMBER:** 21132789**REVISION NUMBER:** XXXXXXXX

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☒ LOC OTHER:	Y	N	36062737	1/1/2024	1/1/2025	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 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY	N	N	73612745	1/1/2024	1/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$	N	N	78191084	1/1/2024	1/1/2025	EACH OCCURRENCE \$ 15,000,000 AGGREGATE \$ 15,000,000 \$ XXXXXXXX
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	N/A	71827334	1/1/2024	1/1/2025	☒ PER STATUTE ☐ 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
B C	Tech E&O-Cyber Excess Cyber	N	N	D97010584 CYB-106917	1/1/2024 1/1/2024	1/1/2025 1/1/2025	\$5M Limit Each Claim/Aggregate \$5M Excess of \$5M

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

Cochise County is included as Additional Insured as respects General Liability if required by written contract. Coverage is primary and non-contributory.

CERTIFICATE HOLDER**CANCELLATION** See Attachments

21132789
Cochise County
1415 Melody Lane, Building C
Bisbee, AZ 85603

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

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CHUBB

Liability Insurance

Endorsement

Policy Period	JANUARY 1, 2024 TO JANUARY 1, 2025
Effective Date	JANUARY 1, 2024
Policy Number	3606-27-37 DAL
Insured	ALL COPY PRODUCTS, INC.
Name of Company	FEDERAL INSURANCE COMPANY
Date Issued	JANUARY 3, 2024

This Endorsement applies to the following forms:

GENERAL LIABILITY

Under Who Is An Insured, the following provision is added.

Who Is An Insured

Additional Insured -
Scheduled Person
Or Organization

Persons or organizations shown in the Schedule are **insureds**; but they are **insureds** only if you are obligated pursuant to a contract or agreement to provide them with such insurance as is afforded by this policy.

However, the person or organization is an **insured** only:

if and then only to the extent the person or organization is described in the Schedule;
to the extent such contract or agreement requires the person or organization to be
afforded status as an **insured**;

for activities that did not occur, in whole or in part, before the execution of the contract or
agreement; and

with respect to damages, loss, cost or expense for injury or damage to which this insurance
applies.

No person or organization is an **insured** under this provision:

that is more specifically identified under any other provision of the Who Is An Insured
section (regardless of any limitation applicable thereto).

with respect to any assumption of liability (of another person or organization) by them in a
contract or agreement. This limitation does not apply to the liability for damages, loss, cost
or expense for injury or damage, to which this insurance applies, that the person or
organization would have in the absence of such contract or agreement.

CHUBB

Liability Endorsement *(continued)*

Under Conditions, the following provision is added to the condition titled Other Insurance.

Conditions

Other Insurance —Primary, Noncontributory Insurance — Scheduled Person Or Organization

If you are obligated, pursuant to a contract or agreement, to provide the person or organization shown in the Schedule with primary insurance such as is afforded by this policy, then in such case this insurance is primary and we will not seek contribution from insurance available to such person or organization.

Schedule

Persons or organizations that you are obligated, pursuant to a contract or agreement, to provide with such insurance as is afforded by this policy.

All other terms and conditions remain unchanged.

Authorized Representative

Conditions
(continued)

Transfer Or Waiver Of
Rights Of Recovery
Against Others

We will waive the right of recovery we would otherwise have had against another person or organization, for loss to which this insurance applies, provided the insured has waived their rights of recovery against such person or organization in a contract or agreement that is executed before such loss.

To the extent that the insured's rights to recover all or part of any payment made under this insurance have not been waived, 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.

Liability Insurance: Policy Number: 36062737

Form 80-02-2000 (Rev. 4-01)

Contract



Tab 6 – Konica Minolta Brochures



KONICA MINOLTA

bizhub[®] i-SERIES
CONNECTING
TOMORROW'S
WORKPLACE
TODAY
RETHINK WORK

CLOUD ENABLED

Giving Shape to Ideas

INTRODUCING THE bizhub i-SERIES FROM KONICA MINOLTA

Born from our desire to rethink the role of multifunctional printers – color and monochrome – in business, our next-generation technology seamlessly connects your dynamic environment. Simply and securely bringing together people, places and devices to embrace the way you work. Improve communications and productivity, streamline processes, make better decisions and, ultimately, enable smarter business.

The workplace is changing

- As more tasks move toward individual work in a place of the individual's choice, central offices are becoming hubs for communication
- As office documents become more digitized and the volume of data increases, centralized management and better access to documents is essential
- As business data leaks and hacking become more commonplace, the need for security is increasingly critical

bizhub i-Series is the solution

- With simple operability and high-quality performance, the bizhub i-Series allows people to complete tasks efficiently and effectively from anywhere
- With integrated cloud services that offer the right processes at the right time, the bizhub i-Series builds more convenient workflows for everyone
- With next-generation security technology built-in and security to further fortify your device and protect your data, the bizhub i-Series provides a reliable and safe environment for your business



bizhub
i-Series C4050i



bizhub
i-Series C360i



bizhub
i-Series C650i



bizhub
i-Series 950i



i-SERIES IS SIMPLE AND SECURE

We've simplified, secured and enhanced what technology can do for your business.

Intelligent simplicity

With a large touchscreen operation panel, smartphone style user interface (UI) and a display that users can customize natively and with apps from Konica Minolta MarketPlace and with remote access capabilities, i-Series is intelligently simple.

Next-generation security

The next-generation bizhub i-Series comes with the highest security standards built in. The i-Series is compliant with General Data Protection Regulation (GDPR) and ISO 15408 certified HCD-PP, so data privacy standards and end-point security requirements are met.

With our bizhub SECURE services, we tailor the security settings to your needs, so your data is fully protected. And with optional Bitdefender® anti-virus software your device is safeguarded against viruses that can harm your business.

Key benefits

- Stay in control of your information
- Protect your data and stop virus threats
- Security visibility, implementation and continuity
- The peace of mind to focus on core activities

i-SERIES IS INTUITIVE

Inspired by the way people interact with technology, we've completely redesigned the user experience.

Designed for people

The stylish bizhub i-Series looks at home in today's office environment, with contemporary touches like a floating operation panel, rounded edges and LED status indicators.

With a 26° to 90° tilt angle, the large 10" tablet-style touch panel provides convenient accessibility and operation for all users – even remotely with the bizhub Remote Access app.

Putting users first

The i-Series offers a market-leading and intuitive smartphone style experience.

So familiar, it's second nature. There's practically no learning curve and users can customize their screen similarly to the way they do for their mobile device.

In the new card-type Quick Copy screen, all main setting options are directly visible without scrolling or searching. Users can apply their desired settings with fewer clicks and pop-ups, making operation faster and more productive. You can also customize your personal home screen by simply adding or removing function icons. Widgets are available (similar to Widgets on Android-based smartphones), which facilitate the embedding of apps into the home screen.

With the Personalize app, users can tailor the device according to their individual preferences and adapt it to individual work styles that help improve efficiencies. With the Follow-You Persona service, the customized device UI can be accessed from any i-Series anywhere, easing workflows and simplifying the user experience.





No waiting time

To boost workflow and cut out waiting time, the i-Series is fast. In fact, thanks to its quad-core Central Processing Unit (CPU), it's four times quicker than our previous generation bizhub models.

The advanced controller integrates all processes and distributes tasks more effectively within the CPU. As a result, the user experience is smoother and quicker and there is no waiting time while operating the i-Series.

The standard 256 GB Self-Encrypting SSD (Solid State Drive) provides ample data storage and faster access times than conventional hard disk drives.

With the revolutionary intelligent media sensor, paper weight and paper type are automatically measured and the correct settings applied every time. When equipped with the optional PC-417 Large Capacity Cassette (standard on C750i & 750i), you can load paper in one tray while the engine is pulling paper from the other.

In addition to the highly versatile finishing already available, select i-Series optional finishers offer manual stapling to accommodate jobs without pre-selected stapling.

These highlighted features greatly enhance user convenience, simplicity and efficiency, while improving output quality. Paper setting mistakes are avoided, paper jams and potential service calls are minimized and jobs are executed seamlessly.



i-SERIES IS SAFER



75% of companies said they had experienced disaster recovery failures, resulting in the loss of critical applications and files. Yet 60% don't have a full-scale data recovery plan.

Sources: Disaster Preparedness Council, FEMA

TOTAL CARE BY BIZHUB SECURE

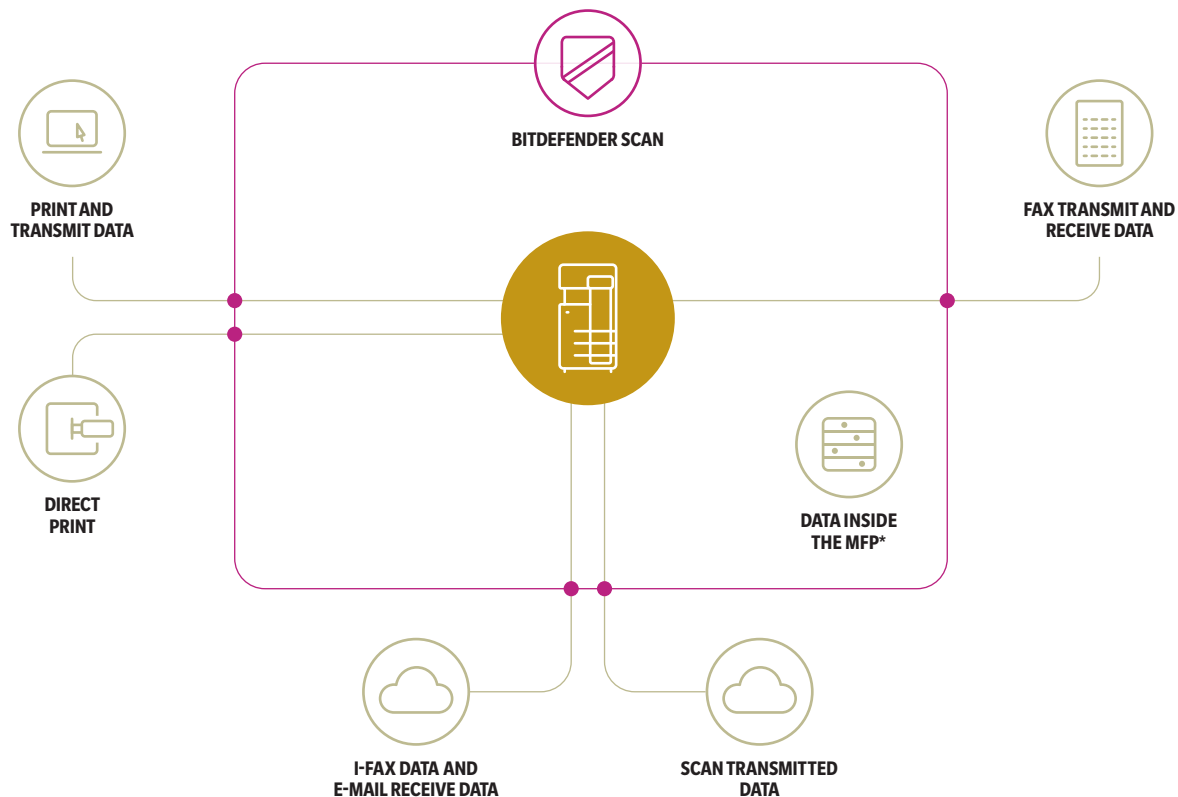
With bizhub SECURE services, we've made sure your business is fully protected by providing security tailored to your needs. Continuous security gives you one less thing to worry about. And because our team configures everything for you, you'll save time too. Shield the i-Series and its data with the ultimate defense against any potential threat.

Safe and SECURE

- **bizhub SECURE:**
 - protects the data stored in the memory of your i-Series
 - protects your i-Series from attacks via encryption
- **bizhub SECURE Platinum:**
 - secures your devices' network settings
 - secures your i-Series against unauthorized access
- **bizhub SECURE Notifier App:**
 - ensures the right settings are implemented and remain unchanged
 - alerts users if a security setting has been altered
- **BitDefender® Anti-Virus Option:**
 - defends you from the threat of viruses

ALWAYS SAFE. ALWAYS IN CONTROL.

Having complete protection against virus threats gives you the peace of mind to focus on other tasks. To protect your data, the BitDefender anti-virus option automatically scans all transmitted and received data — in real time. You can also run on-demand or scheduled scanning of your data, to make sure you stay protected.



- Data inside the MFP can be checked continuously, manually or on a scheduled basis
- Optional BitDefender scans transmitted and received data to protect the i-Series

i-SERIES IS UNLIMITED POSSIBILITIES

ENHANCED EFFICIENCY AND PRODUCTIVITY

Dispatcher Suite, our integrated print management and workflow automation solution, extends the workflow capabilities of the i-Series and provides effective management of corporate print and scan infrastructure.

As a unified platform, this feature-rich solution simplifies print and scan operations, maximizes office efficiencies and provides businesses of all sizes with the flexibility they need. It allows businesses to manage and reduce their printing costs, while increasing their document workflow productivity and security.

Dispatcher Paragon

Increase productivity and flexibility while reducing printing and copying costs. Dispatcher Paragon also offers sophisticated enterprise print management capabilities, including secure and central control for your entire print environment.

Authentication

Reporting

Print Roaming®

Rule-Based Engine

Credit and Billing

Mobile Print

Dispatcher Phoenix

Our advanced workflow automation solution streamlines document processing and handling. Whether it's sending documents to key recipients, routing documents to cloud storage applications, customizing complex print jobs, or indexing documents and folder browsing from the MFP panel, Dispatcher Phoenix can handle all of your document processing needs.

With its customizable workflows, businesses can simplify daily office routines, boost efficiencies and improve workplace productivity.

Advanced workflows*

Capture

- MFP Panel
- Web Capture
- Input Folder
- FTP Servers
- Dropbox
- DP Mobile
- Google Cloud Print

Process

- Advanced OCR
- Metadata Scripting and Routing
- File conversion to PDF, Microsoft Office, PS
- Metadata to File
- ODBC
- Annotate, Watermark & Image Enhancements
- Page Count and Color Route
- PDF Data Extraction
- Rename, Split and Merge

Distribution

- Dropbox™
- Box™
- OneDrive®
- OneDrive for Business®
- SharePoint®
- SharePoint Online
- Microsoft® Exchange
- Google Drive®
- WebDAV
- Output Folder
- FTP and SFTP Servers
- SMTP

*more system capabilities and features available



KONICA MINOLTA MarketPlace

MAKE TIME FOR YOUR CORE BUSINESS

Simply add new capabilities to make the i-Series more accommodating to the way you work. The Konica Minolta MarketPlace gives you the freedom to customize and personalize your device. The available applications bridge unproductive gaps between work processes to give you more time to focus on core tasks. Design the control panel for quick and easy access to those functions that best meet your workflow via the UI. And with Personalize, you can tailor it to work the way you want it.

Streamline office routines

Browse the Konica Minolta MarketPlace for new applications that serve your business needs. Then, simply add them to all your devices — however large your fleet.

Updates are also deployed directly to your devices without cost-intensive maintenance. And, as these apps run directly on your devices, you don't need to invest in additional infrastructure.

The i-Series provides a broad range of capabilities that serve all your needs.

Konica Minolta's MarketPlace includes a Design Tool that allows you to create customized, streamlined UIs to suit anyone's specific needs.

The web-based, drag-and-drop UI Design Tool is simple to use, allowing you to drag, drop and position controls like:

- Specify a background color for the screen and background image
- Add control labels and text to the screen
- Preview and test the customized screen before you install it

- Add and position logos or other images on the screen

Personalize provides users with a completely personalized experience at the at the panel, just like with a mobile device. With this advanced technology, users can customize and tailor their i-Series to work the way they do and to look the way they want it. The i-Series can be your individual personal device, no matter where you are.

With Personalize's Follow-You Persona service, each user's personalized UI will "follow" them to any i-Series device by simply authenticating,

whether it's in the office or in a different location across the globe. This means each user's personalized background, button layout, and language will be accessible from any device. Personalize greatly reduces interaction while maximizing usage, providing users with a recognizable experience at the panel.

Key benefits

- Add and remove functions from the panel to match your i-Series with your work style
- Streamline your daily office routines
- Boost team productivity



For more details on Konica Minolta MarketPlace, visit
konicaminoltamarketplace.com

i-SERIES IS SMARTER

INCREASED UPTIME. ALL THE TIME.

Features this advanced don't come from merely improving technology. To make bizhub i-Series work with everything you do, we set out to rethink everything.

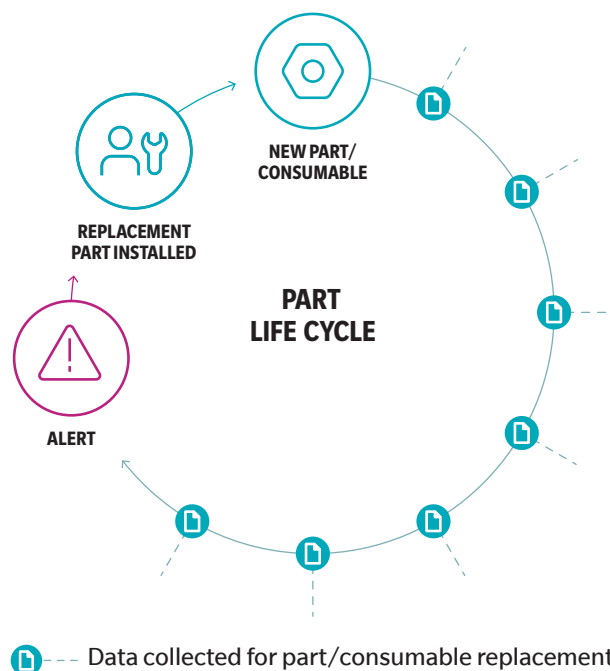
To ensure continuous and uninterrupted use, the i-Series, in conjunction with Konica Minolta's vCare™ solution, provides a trouble-free experience with minimum downtime.

Together, they work behind the scenes, intelligently collecting data for self-diagnosis, maintenance and optimum replacement time for parts and consumables.

Uploading the latest firmware, in real or scheduled time, lets users know they're always working with up-to-date technology.

With Konica Minolta's Fleet RMM (Remote Monitoring & Management) your bizhub devices can be centrally managed. Fleet RMM is Application-as-a-Service platform that is always on, always available, from anywhere.

Devices are seamlessly monitored, employee and administrator access can be easily configured. In addition, this utility promotes a safe and secure work environment, enabling users to stay up to date with industry standards and regulations.





EMBRACE THE WORKPLACE OF THE FUTURE

bizhub is the touchpoint for your business and information processing world.

Both the A3 and A4 models are built on the same contemporary design and connected technology. And all work in intelligently simple ways, there's no need to waste valuable resources on training your staff.

So as your business grows, we will grow with you — seamlessly and securely linking people, places and devices to give new dimension to print, document workflow and security management.



bizhub
i-Series C4050i



bizhub
i-Series C360i



bizhub
i-Series C650i



bizhub
i-Series 950i



KONICA MINOLTA

INDUSTRY-LEADING ENVIRONMENTAL PERFORMANCE

We have invested substantial resources to keep the environmental impact of the bizhub i-Series as low as possible.

Our new eco settings, low temperature fusing toner and weight-detection sensor, combine to significantly reduce the consumption of energy and paper.

We're also committed to minimizing waste throughout the product's life cycle.

Our improved consumables and parts use fewer materials and have longer life cycles, minimizing downtime.

Our industry-leading air-form packaging solution ensures safe transportation, while reducing waste.

Plus, Konica Minolta's quick, simple-to-follow and cost-free Clean Planet recycling program keeps recyclable materials and print consumables out of landfills, making a big difference in preserving our environment.

bizhub i-SERIES IS AVAILABLE NOW

With intelligent usability, next-generation security and seamless connectivity, the bizhub i-Series connects tomorrow's workplace today.
Discover more at kmbs.konicaminolta.us/kmbs/technology/i-series





KONICA MINOLTA

bizhub 4751i

Black & White A4 multifunctional

**bizhub
i-SERIES IS
SMARTER
WORKING**
RETHINK IT



Giving Shape to Ideas

CUSTOMER BENEFITS

Intuitive operability
Operate the bizhub like a smartphone or tablet with fully customized user interface

Mobile connectivity
Print anytime from anywhere with Konica Minolta's innovative mobile technologies

Security
Secure network integration, data encryption, and advanced user authentication

Application ecosystem
Enhanced efficiency thanks to Konica Minolta's extensive applications portfolio

Services
Efficient printer fleet management, including automatic consumables delivery, pro-active maintenance and remote setup

Sustainability
Numerous eco features reduce energy consumption and costs

OPTIONS

1

ENHANCED FEATURES

Voice Guidance
LK-104v3

Barcode fonts
LK-106

Unicode fonts
LK-107

OCR A and B fonts
LK-108

Document converter pack
LK-110v2

ThinPrint® client
LK-111

Antivirus
LK-116

2

CONNECTIVITY

Fax board
FK-517

Wireless LAN
UK-221

USB I/F kit
EK-P08

USB I/F kit
EK-P09

Card authentication
ID card reader

Mount kit
MK-P08

LEGEND

Mandatory option

Option

This option can only be installed with the respective option above it

3

OTHERS

Working Table
WT-P03

Replacement SSD
EM-908

Double feed detection kit
UK-P19

10-Key pad
KP-102

Keyboard holder
KH-P02

External Keyboard

4

MEDIA INPUT

Paper tray
PF-P28

Height adjustment unit
PF-P25

Copier desk
DK-P05

5

MEDIA OUTPUT

Off-line stapler
FS-P04

FINISHING FUNCTIONALITIES

Duplex

Corner Stapling (offline)

DESCRIPTION

ENHANCED FEATURES

LK-104v3 Voice Guidance	Provides voice guidance in select screens
LK-106 Barcode fonts	Supports native barcode printing
LK-107 Unicode fonts	Supports native Unicode printing
LK-108 OCR A and B fonts	Supports native OCR A and B font printing
LK-110v2 Document converter pack	Generates various file formats incl. DOCX, XLSX and PDF/A
LK-111 ThinPrint® client	Print data compression for reduced network impact
LK-116 Antivirus	Bitdefender® antivirus provides real time scanning of all incoming and outgoing data

CONNECTIVITY

FK-517 Fax board	Super G3 fax, digital fax functionality (Standard)
UK-221 Wireless LAN	Wireless LAN and wireless LAN Access Point Mode (Standard)
EK-P08 USB I/F kit	USB keyboard connection
EK-P09 USB I/F kit	USB keyboard connection; Bluetooth
ID card reader	Various ID card technologies
MK-P08 Mount kit	Installation kit for ID card reader

OTHERS

WT-P03 Working Table	Authentication device placement
EM-908 Replacement SSD	1 TB SSD to increase storage space
UK-P19 Double feed detection kit	Multi-feed detector to reduce errors and paper jams
KP-102 10-Key pad	For use instead of touchscreen
KH-P02 Keyboard holder	To place USB keyboard
External Keyboard	External Keyboard

MEDIA INPUT

PF-P28 Paper tray	500 sheets, 8.5” x 11” or 8.5” x 14”; 60-90 g/m ²
PF-P25 Height adjustment unit	To achieve comfortable height for operation
DK-P05 Copier desk	Provides storage space for print media and other materials

MEDIA OUTPUT

FS-P04 Off-line stapler	20-sheet off-line stapling
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TECHNICAL SPECIFICATIONS

SYSTEM SPECIFICATIONS

System speed Letter	Up to 50 ppm
Auto Duplex speed Letter	Up to 50 ppm
1st page out time Letter	4.3 sec.
Warm-up time	Approx. 13 sec. ¹
Imaging technology	Laser
Toner technology	Simitri® V polymerized toner
Panel size/resolution	10.1” / 1024 x 600
System memory	5 GB (standard/max)
Solid State Drive	256 GB SSD (standard) / 1 TB SSD (optional)
Interface	10/100/1,000-Base-T Ethernet; USB 2.0; USB 3.0; Wi-Fi 802.11 b/g/n/ac (optional)
Network protocols	TCP/IP (IPv4 / IPv6); SMB; LPD; IPP; SNMP; HTTP(S); Bonjour
Automatic document feeder	Up to 80 originals; 8.5” x 14”L to 5.5” x 8.5”; 50-128 g/m ² ; Dual Scan ADF
ADF double feed detection	Optional
Printable paper size	3.5” x 8.8” to 8.5” x 14”; customized paper sizes
Printable paper weight	60-210 g/m ²
Paper input capacity	600 sheets / 1,600 sheets (standard/max)
Paper tray input (standard)	1x 500; 3.9” x 5.8” to 8.5” x 11”; custom sizes; 60-210 g/m ²
Paper tray input (optional)	2x 500 sheets; 8.5” x 11” or 8.5” x 14”; 60-90 g/m ² (up to 2x)
Manual bypass	100 sheets; 3.5” x 8.8” to 8.5” x 14”; custom sizes; 60-210 g/m ²
Finishing modes (optional)	Group; Sort; Staple (offline)
Automatic duplexing	4.7” x 8.8” to 8.5” x 14”; 60-210 g/m ²
Output capacity	Up to 250 sheets
Duty cycle (monthly)	Rec. 6,500 pages; Max. ² 120,000 pages
Toner lifetime	Black up to 20,000 pages
Imaging unit lifetime	Black up to 200,000 pages (imaging unit)
Power consumption	110-120V, 60Hz; Less than 1.45 kW
System dimension (W x D x H)	18.5” x 20.8” x 22.5” (without options)
System weight	Approx. 77 lb. (without options)

PRINTER SPECIFICATIONS

Print resolution	1200 x 1200 dpi
Page description language	PCL 6 (XL3.0); PCL 5c; PostScript 3 (CPSI 3016); XPS
Operating systems	Windows 10 (32/64); Windows 11; Windows Server 2012; Windows Server 2012 R2; Windows Server 2016; Windows Server 2019; Windows Server 2022; macOS 10.x -13.x; Unix; Linux; Citrix
Printer fonts	80 PCL Latin; 137 PostScript 3 Emulation Latin; Barcode fonts (optional); OCR A and B fonts (optional); Unicode fonts (optional)
Mobile printing	AirPrint (iOS); Mopria (Android); Konica Minolta Mobile Print (iOS/Android) optional: WiFi Direct; Mobile Authentication and Pairing (iOS/Android)

SCANNER SPECIFICATIONS

Scan speed	48 opm in simplex (mono/color) 96 opm in duplex (mono/color)
Scan resolution	Up to 600 x 600 dpi
Scan modes	Scan-to-eMail (Scan-to-Me); Scan-to-SMB (Scan-to-Home); Scan-to-FTP; Scan-to-Box; Scan-to-USB; Scan-to-WebDAV; Scan-to-DPWS; Scan-to-URL; TWAIN scan
File formats	JPEG; TIFF; PDF; Compact PDF; Encrypted PDF; XPS; Compact XPS; PPTX; PDF/A 1a and 1b optional: Searchable PDF; Searchable DOCX/PPTX/XLSX
Scan destinations	2,000 destinations + 100 groups; LDAP support

COPIER SPECIFICATIONS

Copy resolution	600 x 600 dpi
Gradation	256 gradations
Multicopy	1-9,999
Original format	3.5" x 8.8" to 8.5" x 14"
Magnification	25-400% in 0.1% steps; Auto-zooming

FAX SPECIFICATIONS

Fax standard	Super G3 (optional)
Fax transmission	Analog; i-Fax; Color i-Fax; IP-Fax
Fax resolution	Up to 600 x 600 dpi
Fax compression	MH; MR; MMR; JBIG
Fax modem	Up to 33.6 Kbps
Fax destinations	2,000 single + 100 groups

USER BOX SPECIFICATIONS

Storable documents	Up to 3,000 documents or 10,000 pages
Type of user boxes	Public; Personal (with password or authentication); Group (with authentication)
Type of system boxes	Secure print; Encrypted PDF print; Fax receipt; Fax polling

SYSTEM FEATURES

Security	ISO 15408 HCD-PP Common Criteria (in evaluation); IP filtering and port blocking; SSL3 and TLS1.1/1.2/1.3 network communication; IPsec support; IEEE 802.1x support; User authentication; Authentication log; Secure print; Kerberos; Data encryption (AES 256); Confidential fax; Print user data encryption optional: Antivirus realtime scanning (Bitdefender®)
Accounting	Up to 1,000 user accounts; Active Directory support (user name + password + e-mail + smb folder); User function access definition; Authentication by mobile device (Android); ID card authentication (ID card reader); Authentication by mobile device (iOS)
Software	Net Care Device Manager; Data Administrator; Box Operator; Web Connection; Print Status Notifier; Driver Packaging Utility; Log Management Utility

- ¹ Warm-up time may vary depending on the operating environment and usage
- ² If the maximum volume is reached within a period of one year, then a maintenance cycle must be performed
- All specifications refer to letter-size paper of 80 g/m² quality.
 - The support and availability of the listed specifications and functionalities varies depending on operating systems, applications and network protocols as well as network and system configurations.
 - The stated life expectancy of each consumable is based on specific operating conditions such as page coverage for a particular page size (6% coverage of letter). The actual life of each consumable will vary depending on use and other printing variables including page coverage, page size, media type, continuous or intermittent printing, ambient temperature and humidity.
 - Some of the product illustrations contain optional accessories.
 - Specifications and accessories are based on the information available at the time of printing and are subject to change without notice.
 - Konica Minolta does not warrant that any specifications mentioned will be error-free.
 - All brand and product names may be registered trademarks or trademarks of their respective holders and are hereby acknowledged.

PARTNERSHIP.

Konica Minolta can help give shape to your ideas and partner with you to achieve your corporate objectives. Contact us to realize opportunities in:

INFORMATION MANAGEMENT

- Enterprise Content Management (ECM)
- Document Management
- Automated Workflow Solutions
- Business Process Automation
- Security and Compliance
- Mobility
- eDiscovery Services

IT SERVICES

- Application Services
- Cloud Services
- IT Security
- Managed IT Services
- IT Consulting & Projects
- Apple Managed Services
- Managed Voice Services
- Technology Implementation and Deployment

TECHNOLOGY

- Office Multifunction Business Solutions
- Commercial and Production Printers
- Industrial Printers
- Wide Format Printers
- 3D Printers
- Scanners
- Security Surveillance Systems
- Laptops, Desktops and Computer Hardware
- Servers and Networking Equipment
- Managed Print Services (MPS)
- Managed Enterprise Services

For complete information on Konica Minolta products and solutions, please visit: [CountOnKonicaMinolta.com](https://www.konica-minolta.com/counton)





KONICA MINOLTA

UNLEASH POWER AND ACCELERATE PERFORMANCE

Konica Minolta's One i-Series
of multifunctional printers (MFPs)



bizhub 361i/301i

- Multifunction black & white laser printer
- Print, copy, scan & fax
- Designed for low-to-mid volume office operations

Giving Shape to Ideas



INTUITIVE
OPERABILITY



MOBILE
CONNECTIVITY



SECURITY



APPLICATION ECOSYSTEM



PRODUCTIVITY



SUSTAINABILITY

ELEVATE YOUR BUSINESS OPERATIONS

Step into the future with a new generation of MFPs for low-to-mid volume office operations. A true business assistant, Konica Minolta's 361i product family can help your organization tighten security, boost efficiency and advance fleet management—taking operations to a whole new level no matter your future office environment needs.

- Get reliable speed and performance from the robust One i-Series engine powered by a quad-core Central Processing Unit with 8 GB of memory and a 256 GB SSD
- Leverage versatile MFP capabilities with full-speed media printing range and high-speed one-pass dual scanning at up to 200ipm, with digital skew correction, and large capacity trays
- Operate the bizhub like a smartphone or tablet with intuitive and fully customizable user interface
- Print anytime, from anywhere, with Konica Minolta's innovative mobile print support with access point capability
- Choose from an internal or floor-standing 50-sheet staple finisher for high-speed auto-finishing convenience, with modular options for 80-page booklet making, tri-folding and half-folding
- Seamlessly connect to your cloud workflows with true cloud scan workflow automation
- Protect your business information with secure network integration, data encryption and advanced user authentication



bizhub
i-Series 301i



bizhub
i-Series 361i



bizhub
i-Series 361i



LET US MANAGE YOUR DEVICE FLEET

Konica Minolta's RMM (Remote Monitoring and Management) solution and skilled professionals can manage your device fleet and ensure you meet specific regulatory and security requirements for your industry — so you can focus on your core business.

- Remote fleet monitoring from a central location
- Quick, easy device setting optimization
- Manage devices to your organization's security policies and standards
- Access to all status information and other device data critical to IT teams
- Simple and efficient device deployment
- Configurable dashboard that displays device information, applies device settings, verifies device change status and corrects device settings

BOOST PRODUCTIVITY WITH A SIMPLE INTERFACE

The consistent interface across all bizhub One i-Series devices gives you the look and feel of a modern smartphone, making it intuitive to navigate. New users benefit from an error-free settings process with a guided copy and scan program. Konica Minolta's MarketPlace UI building tool makes it easy to customize the interface to fit your users' unique needs.

- 10.1" tablet-like display with simple, sleek design
- Responsive vibration feedback
- 24-90° panel tilt angle for easy handling
- Card-style layout with easy access to settings
- Drag-and-drop tablet-style operation

FUTURE-PROOF YOUR DOCUMENT WORKFLOWS

The Konica Minolta bizhub One i-Series of MFPs is built for the future, giving you a cloud-ready solution to tackle your business needs.

Gone are the days of being tethered to on-premises MFP infrastructures and cumbersome IT tasks. With Konica Minolta's 361i product family of MFPs, you have an elegant, effortless solution to elevate efficient business operations for the modern world of work.

CONNECT TO YOUR CLOUD WORKFLOWS

Accelerate your digital transformation with the Konica Minolta cloud-enabled 361i product family of MFPs

- Handle typical workloads more efficiently by scanning and faxing diverse document sizes to multiple repositories
- Print confidential files directly on the MFP, ensuring documents are only viewed by the intended recipient
- Enhance communication and teamwork with this platform that supports large file storage, sharing and collaboration—within your company and with your external customers



PROACTIVELY PROTECT YOUR BUSINESS INFORMATION

In addition to layered security offerings, the bizhub 361i product family of MFPs comes equipped with:

- Standard 256GB solid state drive (SSD)
- MFP authentication
- Authentication attack detection
- Password attack detection

Optional Security Offerings

- HID & IC cards
- Biometric authentication
- Virus Scan to protect against malware and viruses
- bh Secure
- bh Secure Platinum
- Cloud-based Security Monitoring and Management Solution



EASY FOR ANYONE TO USE

DESIGNED WITH EVERYONE IN MIND

Konica Minolta MFPs use Universal Design principles to ensure that so anyone regardless of age, gender, stature or disability can use them with the same degree of ease.

- Color and color-coding make MFPs easy to use and keep users safe
- Easily accessible paper trays and toner cartridges for refilling, easy to lift automatic document feeder and soft-close hinges for silent closing
- Large 10.1" tablet touch panel with a 24° to 90° tilt angle and vibration feedback provide convenient operation for all users—whether standing or sitting
- Remote Access application that enables users to zoom in/out on the hardware buttons for better visibility, rotate the preview screen, and pinch in/out on the Image
- Dark-color paper output tray enables even those with poor vision to easily identify paper output
- Ribbed paper trays that can be identified by touch



SUPPORT YOUR SUSTAINABILITY GOALS

Konica Minolta cares about the environment and our collective future.

We have been honored with numerous national and global awards, including:

- Inclusion on the Dow Jones Sustainability Indexes for eight consecutive years
- Top rating from the Climate Performance Leadership for activities related to climate change
- 95 active products on the EPEAT registry, with 69 achieving gold status
- 14 products on the EPEAT registry with 21 optional points — the highest EPEAT point total of imaging equipment manufacturers

PARTNER WITH A LEADER IN ENVIRONMENTAL PROGRESS

Konica Minolta doesn't just talk about environmental goals, we take action. We developed a technology that blends PET plastic with PC from water bottles to create a recycled material that can be used in the outer casing of MFPs—a first in the industry.

We are also a SmartWay partner with the U.S. Environmental Protection Agency (EPA), agreeing to reduce emissions and fuel use in logistics activities. In addition, Konica Minolta is a member of Two Sides, where we take the lead in environmentally conscious printing—educating communities about the importance of sustainable forestry and eco-friendly paper goods.



KONICA MINOLTA ECO VISION 2050

OUR ENVIRONMENTAL ACTION PLAN CENTERS ON THREE GOALS:

- Reduce CO₂ emissions throughout our product life cycle by 80 percent by 2050, compared to 2005 levels
- Promote recycling and effective use of the Earth's limited resources
- Work to promote restoration and preservation of biodiversity



GET TO KNOW THE 361i PRODUCT FAMILY



OPTIONS

1 ENHANCED FEATURES

- Barcode fonts
LK-106
- Unicode fonts
LK-107
- OCR A and B fonts
LK-108
- Document converter pack
LK-110v2
- ThinPrint® client
LK-111
- Antivirus
LK-116

2 CONNECTIVITY

- Fax board
FK-514
- Wireless LAN
UK-221
- USB I/F kit
EK-608
- USB I/F kit
EK-609
- ID Card Reader
AU-205H
- Mount kit
MK-735

3 OTHERS

- Working table
WT-506
- 10-Key pad
KP-102
- Security kit
SC-509
- Replacement SSD
EM-908
- Keyboard holder
KH-102

4 MEDIA INPUT

- Intelligent media sensor
IM-103
- 1 x Universal tray
PC-116
- 2 x Universal tray
PC-216
- Large capacity tray
PC-416
- Large capacity tray
PC-417
- Copier desk
DK-516
- Large Capacity tray
LU-302
- Banner tray
MK-730

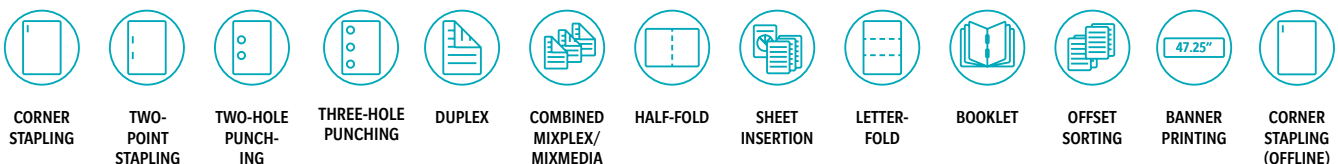
5 MEDIA OUTPUT

- Job Separator
JS-506
- Off-line stapler
FS-P04
- Inner Finisher
FS-533
- Punch kit
PK-519
- Staple finisher
FS-539
- Relay unit
RU-513
- Staple/booklet finisher
FS-539SD
- Relay unit
RU-513
- Punch kit
PK-524

LEGEND

- Mandatory option
- Option
- This option can only be installed with the respective option above it

FINISHING FUNCTIONALITIES



TECHNICAL SPECIFICATIONS: 361i/301i

PRINTER SPECIFICATIONS

Print resolution	1,800 (equivalent) x 600 dpi; 1200 x 1200 dpi
Print speed letter	Up to 36/30 ppm
Page description language	PCL 6 (XL3.0); PCL 5c; PostScript 3 (CPSI 3016); XPS
Operating systems	Windows 10 (32/64); Windows 11; Windows Server 2012; Windows Server 2012 R2; Windows Server 2016; Windows Server 2019; Windows Server 2022; MacOS 10.14 or later; Unix; Linux; Citrix
Printer fonts	80 PCL Latin; 137 PostScript 3 Emulation Latin
Mobile printing	Konica Minolta Print Service (Android); Konica Minolta Mobile Print (iOS/Android); AirPrint (iOS); Mopria (Android); Optional: Wi-Fi Direct

SCANNER SPECIFICATIONS

Scan speed	Up to 100 ipm in simplex Up to 200 ipm in duplex
Scan resolution	Up to 600 x 600 dpi
Scan modes	Scan-to-eMail (Scan-to-Me); Scan-to-SMB (Scan-to-Home); Scan-to-FTP; Scan-to-Box; Scan-to-USB; Scan-to-WebDAV; Scan-to-DPWS; Scan-to-URL; TWAIN scan
File formats	JPEG; TIFF; PDF; Compact PDF; Encrypted PDF; XPS; Compact XPS; PPTX; PDF/A 1a and 1b Optional: Searchable PDF; Searchable DOCX/PPTX/XLSX
Scan destinations	2,000 destinations + 100 groups; LDAP support

COPIER SPECIFICATIONS

Copy resolution	600 x 600 dpi
Gradation	256 gradations
Multicopy	1-9,999
Original format	Max. 11" x 17"
Magnification	25-400% in 0.1% steps; Auto-zooming



FAX SPECIFICATION

Fax standard	Super G3 (optional)
Fax transmission	Analog; I-Fax; Color I-Fax; IP-Fax
Fax resolution	Up to 600 x 600 dpi
Fax compression	MH; MR; MMR; JBIG
Fax modem	Up to 33.6 Kbps
Fax destinations	2,000 single + 100 groups

USER BOX SPECIFICATIONS

Storable documents	Up to 3,000 documents or 10,000 pages
Type of user boxes	Public; Personal (with password or authentication); Group (with authentication)
Type of system boxes	Secure print; Encrypted PDF print; Fax receipt; Fax polling

SYSTEM FEATURES

Security Functions (standard)	ISO 15408 HCD-PP Common Criteria (in evaluation); IP filtering and port blocking; SSL2; SSL3 and TLS 1.2/1.3 network communication; IPsec support; IEEE 802.1x support; User authentication; Authentication log; Secure print; Kerberos; Overwrite all data function; SSD Self-Encryption (AES 256)/Storage lock password; Memory data auto deletion; Confidential fax receipt; Print user data encryption
Security Functions (optional)	Antivirus realtime scanning (Bitdefender®); Copy protection (Copy Guard, Password Copy)
Accounting (standard)	Up to 1,000 user accounts; Active Directory support (user name + password + e-mail + smb folder); User function access definition
Accounting Functions (optional)	ID card authentication (ID card reader); Authentication by mobile device (Android/iOS)
Software	Net Care Device Manager; Data Administrator; Web Connection; Log Management Utility

- All specifications refer to 8.5" x 11" paper of 80 g/m² weight.
- The support and availability of the listed specifications and functionalities vary depending on operating systems, applications and network protocols as well as network and system configurations.
- The stated life expectancy of each consumable is based on specific operating conditions such as page coverage for a particular page size (5% coverage of 8.5" x 11"). The actual life of each consumable will vary depending on use and other printing variables including page coverage, page size, media type, continuous or intermittent printing, ambient temperature and humidity.
- Some of the product illustrations contain optional accessories.
- Specifications and accessories are based on the information available at the time of printing and are subject to change without notice.
- Konica Minolta does not warrant that any specifications mentioned will be error-free.



KONICA MINOLTA

bizhub C4051i

Color A4 multifunctional

**bizhub
i-SERIES IS
SMARTER
WORKING**
RETHINK IT



Giving Shape to Ideas

CUSTOMER BENEFITS



Intuitive operability
Operate the bizhub like a smartphone or tablet with fully customized user interface



Mobile connectivity
Print anytime from anywhere with Konica Minolta's innovative mobile technologies



Security
Secure network integration, data encryption, and advanced user authentication



Application ecosystem
Enhanced efficiency thanks to Konica Minolta's extensive applications portfolio



Services
Efficient printer fleet management, including automatic consumables delivery, pro-active maintenance and remote setup



Sustainability
Numerous eco features reduce energy consumption and costs

OPTIONS

1 ENHANCED FEATURES

- Voice Guidance
LK-104v3
- Barcode fonts
LK-106
- Unicode fonts
LK-107
- OCR A and B fonts
LK-108
- Document converter pack
LK-110v2
- ThinPrint® client
LK-111
- Antivirus
LK-116

2 CONNECTIVITY

- Fax Board
FK-517
- Wireless LAN
UK-221
- USB I/F kit
EK-P08
- OR
- USB I/F kit
EK-P09
- OR
- Card authentication
ID card reader
- Mount kit
MK-P08



3 OTHERS

- Working Table
WT-P03
- Double feed detection kit
UK-P19
- 10-Key pad
KP-102
- Replacement SSD
EM-908
- Keyboard holder
KH-P02
- External Keyboard

4 MEDIA INPUT

- Paper tray
PF-P28
- x2
- Height adjustment unit
PF-P25
- Copier desk
DK-P05

5 MEDIA OUTPUT

- Off-line stapler
FS-P04

LEGEND

- Mandatory option
- Option
- This option can only be installed with the respective option above it

FINISHING FUNCTIONALITIES



Duplex



Corner
Stapling
(offline)

DESCRIPTION

ENHANCED FEATURES

LK-104v3 Voice Guidance	Provides voice guidance in select screens
LK-106 Barcode fonts	Supports native barcode printing
LK-107 Unicode fonts	Supports native Unicode printing
LK-108 OCR A and B fonts	Supports native OCR A and B font printing
LK-110v2 Document converter pack	Generates various file formats incl. DOCX, XLSX and PDF/A
LK-111 ThinPrint® client	Print data compression for reduced network impact
LK-116 Antivirus	Bitdefender® antivirus provides real time scanning of all incoming and outgoing data

CONNECTIVITY

FK-517 Fax Board	Super G3 fax, digital fax functionality (Standard)
UK-221 Wireless LAN	Wireless LAN and wireless LAN Access Point Mode (Standard)
EK-P08 USB I/F kit	USB keyboard connection
EK-P09 USB I/F kit	USB keyboard connection; Bluetooth
ID card reader	Various ID card technologies
MK-P08 Mount kit	Installation kit for ID card reader

OTHERS

WT-P03 Working Table	Authentication device placement
UK-P19 Double feed detection kit	Multi-feed detector to reduce errors and paper jams
KP-102 10-Key pad	For use instead of touchscreen
EM-908 Replacement SSD	1 TB SSD to increase storage space
KH-P02 Keyboard holder	To place USB keyboard
External Keyboard	External Keyboard

MEDIA INPUT

PF-P28 Paper tray	500 sheets, 8.5" x 11" or 8.5" x 14"; 60-90 gsm
PF-P25 Height adjustment unit	To achieve comfortable height for operation
DK-P05 Copier desk	Provides storage space for print media and other materials

MEDIA OUTPUT

FS-P04 Off-line stapler	20-sheet off-line stapling
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TECHNICAL SPECIFICATIONS

SYSTEM SPECIFICATIONS

System speed Letter	Up to 42/42 ppm (mono/color)
Auto Duplex speed Letter	Up to 42/42 ppm (mono/color)
1st page out time Letter	4.8/5.4 sec. (mono/color) ¹
Warm-up time	Approx. 13/15 sec. (mono/color) ¹
Imaging technology	Laser
Toner technology	Simitri® V polymerized toner
Panel size/resolution	10.1" / 1024 x 600
System memory	5 GB
Solid State Drive	256 GB SSD (standard) / 1 TB SSD (optional)
Interface	10/100/1,000-Base-T Ethernet; USB 2.0; Wi-Fi 802.11 b/g/n/ac (optional)
Network protocols	TCP/IP (IPv4 / IPv6); SMB; LPD; IPP; SNMP; HTTP(S); Bonjour
Automatic document feeder	Up to 80 originals; 5.8" x 8.3" to 8.5" x 14"; 50-128 g/m ² ; Dual Scan ADF
ADF double feed detection	Optional
Printable paper size	3.5" x 8.8" to 8.5" x 14"; customized paper sizes
Printable paper weight	60-210 g/m ²
Paper input capacity	600 sheets / 1,600 sheets (standard/max)
Paper tray input (standard)	1x 500; 3.9" x 5.8" to 8.5" x 11.7"; custom sizes; 60-210 g/m ²
Paper tray input (optional)	2x 500 sheets; 8.5" x 11" or 8.5" x 14"; 60-90 g/m ²
Manual bypass	100 sheets; 3.5" x 8.8" to 8.5" x 14"; custom sizes; 60-210 g/m ²
Finishing modes (optional)	Group; Sort; Staple (offline)
Automatic duplexing	5.8" x 8.3" to 8.5" x 14"; 60-210 g/m ²
Output capacity	Up to 250 sheets
Duty cycle (monthly)	Rec. 6,500 pages; Max. ² 120,000 pages
Toner lifetime	Black up to 13,000 pages CMY up to 9,000 pages
Imaging unit lifetime	Black up to 200,000 pages (imaging unit) CMY up to 100,000 pages (imaging unit)
Power consumption	110–120 V / 60 Hz; Less than 1.45 kW
System dimension (W x D x H)	18.5" x 20.8" x 22.5" (without options)
System weight	Approx. 86 lb. (without options)

PRINTER SPECIFICATIONS

Print resolution	1,800 (equivalent) x 600 dpi; 1200 x 1200 dpi
Page description language	PCL 6 (XL3.0); PCL 5c; PostScript 3 (CPSI 3016); XPS
Operating systems	Windows 10 (32/64); Windows 11; Windows Server 2012; Windows Server 2012 R2; Windows Server 2016; Windows Server 2019; Windows Server 2022; macOS 10.14 or later; Unix; Linux; Citrix
Printer fonts	80 PCL Latin; 137 PostScript 3 Emulation Latin; Barcode fonts (optional); OCR A and B fonts (optional); Unicode fonts (optional)
Mobile printing	AirPrint (iOS); Mopria (Android); Konica Minolta Mobile Print (iOS/Android) optional: WiFi Direct

SCANNER SPECIFICATIONS

Scan speed	Up to 45/45 ipm in simplex (mono/color) Up to 90/90 ipm in duplex (mono/color)
Scan resolution	Up to 600 x 600 dpi
Scan modes	Scan-to-eMail (Scan-to-Me); Scan-to-SMB (Scan-to-Home); Scan-to-FTP; Scan-to-Box; Scan-to-USB; Scan-to-WebDAV; Scan-to-DPWS; Scan-to-URL; TWAIN scan
File formats	JPEG; TIFF; PDF; Compact PDF; Encrypted PDF; XPS; Compact XPS; PPTX; PDF/A 1a and 1b optional: Searchable PDF; Searchable DOCX/PPTX/XLSX
Scan destinations	2,000 destinations + 100 groups; LDAP support

COPIER SPECIFICATIONS

Copy resolution	600 x 600 dpi
Gradation	256 gradations
Multicopy	1-9,999
Original format	3.9" x 8.8" to 8.5" x 14"; Custom sizes
Magnification	25-400% in 0.1% steps; Auto-zooming

FAX SPECIFICATIONS

Fax standard	Super G3
Fax transmission	Analog; i-Fax; Color i-Fax; IP-Fax
Fax resolution	Up to 600 x 600 dpi
Fax compression	MH; MR; MMR; JBIG
Fax modem	Up to 33.6 Kbps
Fax destinations	2,000 single + 100 groups

USER BOX SPECIFICATIONS

Storable documents	Up to 3,000 documents or 10,000 pages
Type of user boxes	Public; Personal (with password or authentication); Group (with authentication)
Type of system boxes	Secure print; Encrypted PDF print; Fax receipt; Fax polling

SYSTEM FEATURES

Security	ISO 15408 HCD-PP Common Criteria (in evaluation); IP filtering and port blocking; SSL3 and TLS1.1/1.2/1.3 network communication; IPsec support; IEEE 802.1x support; User authentication; Authentication log; Se- cure print; Kerberos; Data encryption (AES 256); Confidential fax; Print user data encryption optional: Antivirus realtime scanning (Bitdefender®)
Accounting	Up to 1,000 user accounts; Active Directory support (user name + password + e-mail + smb folder); User function access definition; Authentication by mobile device (Android); ID card authentication (ID card reader); Authentication by mobile device (iOS)
Software	Net Care Device Manager; Data Administrator; Box Operator; Web Connection; Print Status Notifier; Driver Packaging Utility; Log Management Utility

- ¹ Warm-up time may vary depending on the operating environment and usage
- ² If the maximum volume is reached within a period of one year, then a maintenance cycle must be performed
- All specifications refer to letter-size paper of 80 g/m² quality.
 - The support and availability of the listed specifications and functionalities varies depending on operating systems, applica-
tions and network protocols as well as network and system configurations.
 - The stated life expectancy of each consumable is based on specific operating conditions such as page coverage for a
particular page size (5% coverage of letter). The actual life of each consumable will vary depending on use and other print-
ing variables including page coverage, page size, media type, continuous or intermittent printing, ambient temperature
and humidity.
 - Some of the product illustrations contain optional accessories.
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without notice.
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 - All brand and product names may be registered trademarks or trademarks of their respective holders and are hereby
acknowledged.

PARTNERSHIP.

Konica Minolta can help give shape to your ideas and partner with you to achieve your corporate objectives. Contact us to realize opportunities in:

INFORMATION MANAGEMENT

Enterprise Content Management (ECM)
Document Management
Automated Workflow Solutions
Business Process Automation
Security and Compliance
Mobility
eDiscovery Services

IT SERVICES

Application Services
Cloud Services
IT Security
Managed IT Services
IT Consulting & Projects
Apple Managed Services
Managed Voice Services
Technology Implementation
and Deployment

TECHNOLOGY

Office Multifunction Business Solutions
Commercial and Production Printers
Industrial Printers
Wide Format Printers
3D Printers
Scanners
Security Surveillance Systems
Laptops, Desktops and Computer Hardware
Servers and Networking Equipment
Managed Print Services (MPS)
Managed Enterprise Services

For complete information on Konica Minolta products and solutions, please visit: [CountOnKonicaMinolta.com](https://www.konica-minolta.com/countonkonica)



KONICA MINOLTA

MEET YOUR NEW BUSINESS ASSISTANT

Konica Minolta's One i-Series
of multifunctional printers (MFPs)



bizhub C361i / C301i / C251i

- Multifunction color laser printer
- Print, copy, scan & fax
- Designed for low-to-mid volume office operations

Giving Shape to Ideas



INTUITIVE
OPERABILITY



MOBILE
CONNECTIVITY



SECURITY



APPLICATION ECOSYSTEM



PRODUCTIVITY



SUSTAINABILITY

ELEVATE YOUR BUSINESS OPERATIONS

Step into the future with a new generation of MFPs for low-to-mid volume office operations. A true business assistant, Konica Minolta's C361i product family can help your organization tighten security, boost efficiency and advance fleet management—taking operations to a whole new level no matter your future office environment needs.

- Get reliable speed and performance from the robust One i-Series engine powered by a quad-core Central Processing Unit with 8 GB of memory and a 256 GB SSD
- Leverage versatile MFP capabilities with full-speed media printing range and high-speed one-pass dual scanning at up to 200ipm, with digital skew correction, and large capacity trays
- Operate the bizhub like a smartphone or tablet with intuitive and fully customizable user interface
- Print anytime, from anywhere, with Konica Minolta's innovative mobile print support with access point capability
- Choose from an internal, 50-sheet or 100-sheet floor-standing staple finishers for high-speed versatile finishing convenience, with modular options for 80-page booklet making, tri-folding and half-folding
- Seamlessly connect to your cloud workflows with true cloud scan workflow automation
- Protect your business information with secure network integration, data encryption and advanced user authentication



bizhub
i-Series C251i



bizhub
i-Series C301i



bizhub
i-Series C361i



LET US MANAGE YOUR DEVICE FLEET

Konica Minolta's RMM (Remote Monitoring and Management) solution and skilled professionals can manage your device fleet and ensure you meet specific regulatory and security requirements for your industry — so you can focus on your core business.

- Remote fleet monitoring from a central location
- Quick, easy device setting optimization
- Manage devices to your organization's security policies and standards
- Access to all status information and other device data critical to IT teams
- Simple and efficient device deployment
- Configurable dashboard that displays device information, applies device settings, verifies device change status and corrects device settings

BOOST PRODUCTIVITY WITH A SIMPLE INTERFACE

The consistent interface across all bizhub One i-Series devices gives you the look and feel of a modern smartphone, making it intuitive to navigate. New users benefit from an error-free settings process with a guided copy and scan program. Konica Minolta's MarketPlace UI building tool makes it easy to customize the interface to fit your users' unique needs.

- 10.1" tablet-like display with simple, sleek design
- Responsive vibration feedback
- 24-90° panel tilt angle for easy handling
- Card-style layout with easy access to settings
- Drag-and-drop tablet-style operation

FUTURE-PROOF YOUR DOCUMENT WORKFLOWS

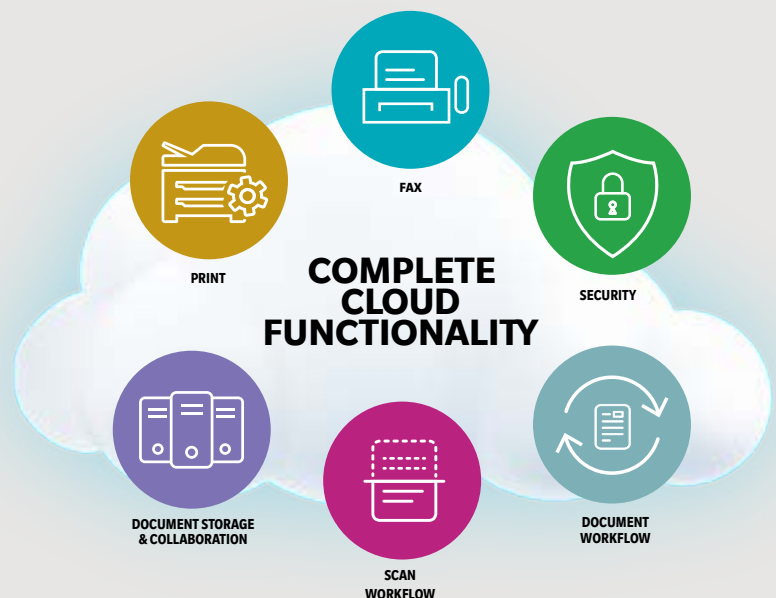
The Konica Minolta bizhub One i-Series of MFPs is built for the future, giving you a cloud-ready solution to tackle your business needs.

Gone are the days of being tethered to on-premises MFP infrastructures and cumbersome IT tasks. With Konica Minolta's C361i product family of MFPs, you have an elegant, effortless solution to elevate efficient business operations for the modern world of work.

CONNECT TO YOUR CLOUD WORKFLOWS

Accelerate your digital transformation with the Konica Minolta cloud-enabled C361i product family of MFPs

- Handle typical workloads more efficiently by scanning and faxing diverse document sizes to multiple repositories
- Print confidential files directly on the MFP, ensuring documents are only viewed by the intended recipient
- Enhance communication and teamwork with this platform that supports large file storage, sharing and collaboration—within your company and with your external customers



PROACTIVELY PROTECT YOUR BUSINESS INFORMATION

In addition to layered security offerings, the bizhub C361i product family of MFPs comes equipped with:

- Standard 256GB solid state drive (SSD)
- MFP authentication
- Authentication attack detection
- Password attack detection

Optional Security Offerings

- HID & IC cards
- Biometric authentication
- Virus Scan to protect against malware and viruses
- bh Secure
- bh Secure Platinum
- Cloud-based Security Monitoring and Management Solution



EASY FOR ANYONE TO USE

DESIGNED WITH EVERYONE IN MIND

Konica Minolta MFPs use Universal Design principles to ensure that so anyone regardless of age, gender, stature or disability can use them with the same degree of ease.

- Color and color-coding make MFPs easy to use and keep users safe
- Easily accessible paper trays and toner cartridges for refilling, easy to lift automatic document feeder and soft-close hinges for silent closing
- Large 10.1" tablet touch panel with a 24° to 90° tilt angle and vibration feedback provide convenient operation for all users—whether standing or sitting
- Remote Access application that enables users to zoom in/out on the hardware buttons for better visibility, rotate the preview screen, and pinch in/out on the Image
- Dark-color paper output tray enables even those with poor vision to easily identify paper output
- Ribbed paper trays that can be identified by touch



SUPPORT YOUR SUSTAINABILITY GOALS

Konica Minolta cares about the environment and our collective future. We have been honored with numerous national and global awards, including:

- Inclusion on the Dow Jones Sustainability Indexes for eight consecutive years
- Top rating from the Climate Performance Leadership for activities related to climate change
- 95 active products on the EPEAT registry, with 69 achieving gold status
- 14 products on the EPEAT registry with 21 optional points — the highest EPEAT point total of imaging equipment manufacturers



PARTNER WITH A LEADER IN ENVIRONMENTAL PROGRESS

Konica Minolta doesn't just talk about environmental goals, we take action. We developed a technology that blends PET plastic with PC from water bottles to create a recycled material that can be used in the outer casing of MFPs—a first in the industry.

We are also a SmartWay partner with the U.S. Environmental Protection Agency (EPA), agreeing to reduce emissions and fuel use in logistics activities. In addition, Konica Minolta is a member of Two Sides, where we take the lead in environmentally conscious printing—educating communities about the importance of sustainable forestry and eco-friendly paper goods.



Konica Minolta Eco Vision 2050

Our environmental action plan centers on three goals:

- Reduce CO² emissions throughout our product life cycle by 80 percent by 2050, compared to 2005 levels
- Promote recycling and effective use of the Earth's limited resources
- Work to promote restoration and preservation of biodiversity



GET TO KNOW THE C36i PRODUCT FAMILY

CUSTOMER BENEFITS

- Modularity
- Versatility
- Footprint to match your workspace
- Options to expand your investment



OPTIONS

1 ENHANCED FEATURES	2 CONNECTIVITY	3 OTHERS	4 MEDIA INPUT	5 MEDIA OUTPUT
Barcode fonts LK-106	Fax board FK-514	Working table WT-506	Intelligent media sensor IM-103	Job Separator JS-506
Unicode fonts LK-107	Fax board FK-515	10-Key pad KP-102	Universal tray x1 PC-116	Inner Finisher FS-533
OCR A and B fonts LK-108	Mount kit MK-742	Security kit SC-509	Universal tray x2 PC-216	Punch kit PK-519
Document converter pack LK-110v2	Wireless LAN UK-221	Keyboard holder KH-102	Large capacity tray PC-416	Staple finisher FS-539SD
ThinPrint® client LK-111	USB I/F kit EK-608	Keyboard External Keyboard	Copier desk DK-516	Relay unit RU-513
Antivirus LK-116	USB I/F kit EK-609		Large Capacity tray LU-302	Staple/booklet finisher FS-536SD
	Fiery controller IC-420		Banner tray MK-730	Relay unit RU-513
	Interface kit VI-516			Punch kit PK-524
	Interface board UK-115			
	ID Card Reader AU-205H			
	Mount kit MK-735			

LEGEND

- Mandatory option
- Option
- This option can only be installed with the respective option above it

FINISHING FUNCTIONALITIES



CORNER
STAPLING



TWO-POINT
STAPLING



TWO-HOLE
PUNCHING



THREE-HOLE
PUNCHING



DUPLEX



COMBINED
MIXPLEX/
MIXMEDIA



HALF-FOLD



SHEET
INSERTION,
REPORT



LETTER-
FOLD



BOOKLET



OFFSET
SORTING



BANNER
PRINTING

TECHNICAL SPECIFICATIONS: C361i/C301i/C251i

PRINTER SPECIFICATIONS (STANDARD)

Print resolution	1,800 (equivalent) x 600 dpi; 1200 x 1200 dpi
Print speed letter (mono/color)	Up to 36/36, 30/30, 25/25 ppm
Page description language	PCL 6 (XL3.0); PCL 5c; PostScript 3 (CPSI 3016); XPS
Operating System	Windows 10 (32/64); Windows 11; Windows Server 2012; Windows Server 2012 R2; Windows Server 2016; Windows Server 2019; Windows Server 2022; MacOS 10.14 or later; Unix; Linux; Citrix
Printer fonts	80 PCL Latin; 137 PostScript 3 Emulation Latin
Mobile printing	AirPrint (iOS); Mopria (Android); Konica Minolta Mobile Print (iOS/Android/Windows 10 Mobile); Mobile Authentication and Pairing (iOS/Android) Optional: Google Cloud Print; WiFi Direct

PRINTER SPECIFICATIONS (OPTIONAL)

Print controller	Embedded Fiery IC-420
Controller CPU	AMD GX-424CC @ 2.4 GHz
Memory/HDD	4 GB/500 GB
Page description language	Adobe PostScript 3 (CPSI 3020); PCL 6; PCL 5c
Operating systems	Windows 7 (32/64), Windows 8.1 (32/64), Windows 10 (32/64), Windows Server 2008 (32/64), Windows Server 2008 R2, Windows Server 2012, Windows Server 2012 R2, Windows Server 2016, Windows Server 2019, MacOS X 10.10 or later, Linux

SCANNER SPECIFICATIONS

Scan speed (mono/color)	Up to 100/100 ipm in simplex Up to 200/200 ipm in duplex
Scan modes	Scan-to-eMail (Scan-to-Me); Scan-to-SMB (Scan-to-Home); Scan-to-FTP; Scan-to-Box; Scan-to-USB; Scan-to-WebDAV; Scan-to-URL; TWAIN scan
File formats	JPEG; TIFF; PDF; Compact PDF; Encrypted PDF; XPS; Compact XPS; PPTX; PDF/A 1a and 1b Optional: Searchable PDF; Searchable DOCX/PPTX/XLSX
Scan destinations	2,100 (single + group); LDAP support

COPIER SPECIFICATIONS

Imaging technology	Laser
Toner technology	Simitri® HD polymerized toner
Copy/print speed letter (mono/color)	Up to 36/36 ppm, 30/30 ppm, 25/25 ppm
Copy/print speed 11"x17" (mono/color)	Up to 18/18 ppm, 15/15 ppm, 15/15 ppm
Auto duplex Speed letter (mono/color)	Up to 36/36 ppm
1 st copy out time letter (mono/color)	4.6/6.1 sec or less, 5/6.7 sec or less, 5.2/ 6.9 sec or less
Warm-up time	Approx. 13 sec or less ¹
Copy resolution	600 x 600 dpi
Gradation	256 gradations
Multicopy	1-9,999
Supported Paper Size	5.5" x 8.5" to 12.25" x 18"; Custom sizes
Magnification	25-400% in 0.1% steps; Auto-zooming

FAX SPECIFICATIONS

Fax standard	Super G3 (optional)
Fax transmission	Analog; i-Fax; Color i-Fax; IP-Fax
Fax resolution	Up to 600 x 600 dpi
Fax compression	MH; MR; MMR; JBIG
Fax modem	Up to 33.6 Kbps
Fax destinations	2,100 (single + group)

USER BOX SPECIFICATIONS

Storable documents	Up to 3,000 documents or 10,000 pages
Type of user boxes	Public; Personal (with password or authentication); Group (with authentication)
Type of system boxes	Secure Print, ID & Print, Encrypted PDF, Fax receipt, Fax polling, Annotation

SYSTEM FEATURES

Security Functions (standard)	ISO 15408 HCD-PP Common Criteria (in evaluation); IP filtering and port blocking; SSL2; SSL3 and TLS1.2/1.3 network communication; IPsec support; IEEE 802.1x support; User authentication; Authentication log; Secure print; Kerberos; Overwrite all data function; SSD Self-Encryption (AES 256)/ Storage lock password; Memory data auto deletion; Confidential fax receipt; Print user data encryption
Security Functions (optional)	Antivirus realtime scanning (Bitdefender®); Copy protection (Copy Guard, Password Copy)
Accounting (standard)	Up to 1,000 user accounts; Active Directory support (user name + password + e-mail + smb folder); User function access definition
Accounting Functions (optional)	ID card authentication (ID card reader); Authentication by mobile device (Android/iOS)
Software	Net Care Device Manager; Data Administrator; Web Connection; Log Management Utility

¹ Warm-up time may vary depending on the operating environment and usage.

- All specifications refer to letter-size paper of 80 gsm weight.
- The support and availability of the listed specifications and functionalities varies depending on operating systems, applications and network protocols as well as network and system configurations.
- The stated life expectancy of each consumable is based on specific operating conditions such as page coverage for a particular page size (6% coverage of letter). The actual life of each consumable will vary depending on use and other printing variables including page coverage, page size, media type, continuous or intermittent printing, ambient temperature and humidity.
- Some of the product illustrations contain optional accessories.
- Specifications and accessories are based on the information available at the time of printing and are subject to change without notice.
- Konica Minolta does not warrant that any specifications mentioned will be error-free.
- All brand and product names may be registered trademarks or trademarks of their respective holders and are hereby acknowledged.

Simitri HD
High-Definition Polymerized Toner

SAP® Printer Vendor
Solution





KONICA MINOLTA

SEE HIGH PERFORMANCE IN COLOR

Konica Minolta's One i-Series
of multifunctional printers (MFPs)



bizhub C651i/C551i/C451i

- Multifunction color laser printer
- Print, copy, scan & fax
- Designed for mid-to-high volume office operations

Giving Shape to Ideas



INTUITIVE
OPERABILITY



MOBILE
CONNECTIVITY



SECURITY



APPLICATION ECOSYSTEM



PRODUCTIVITY



SUSTAINABILITY

ELEVATE YOUR BUSINESS OPERATIONS

Step into the future with a new generation of MFPs for mid-to-high volume office operations. A true business assistant, Konica Minolta's C651i product family can help your organization tighten security, boost efficiency and advance fleet management—taking operations to a whole new level no matter your future office environment needs.

- Get reliable speed and performance from the robust One i-Series engine powered by a quad-core Central Processing Unit with 8 GB of memory and a 256 GB SSD
- Leverage versatile MFP capabilities with full-speed media printing range and high-speed one-pass dual scanning at up to 280ipm, with digital skew correction, and large capacity trays
- Operate the bizhub like a smartphone or tablet with intuitive and fully customizable user interface
- Print anytime, from anywhere, with Konica Minolta's innovative mobile print support with access point capability
- Choose from an internal, 50-sheet or 100-sheet floor-standing staple finishers for high-speed versatile finishing convenience, with modular options for 80-page booklet making and tri-folding and post insertion; floor standing finishers also have manual stapling
- Seamlessly connect to your cloud workflows with true cloud scan workflow automation
- Protect your business with secure network integration, self-encrypting SSD, advanced user authentication and optional virus scan



bizhub
i-Series C451i



bizhub
i-Series C551i



bizhub
i-Series C651i



LET US MANAGE YOUR DEVICE FLEET

Konica Minolta's RMM (Remote Monitoring and Management) solution and skilled professionals can manage your device fleet and ensure you meet specific regulatory and security requirements for your industry — so you can focus on your core business.

- Remote fleet monitoring from a central location
- Quick, easy device setting optimization
- Manage devices to your organization's security policies and standards
- Access to all status information and other device data critical to IT teams
- Simple and efficient device deployment
- Configurable dashboard that displays device information, applies device settings, verifies device change status and corrects device settings

BOOST PRODUCTIVITY WITH A SIMPLE INTERFACE

The consistent interface across all bizhub One i-Series devices gives you the look and feel of a modern smartphone, making it intuitive to navigate. New users benefit from an error-free settings process with a guided copy and scan program. Konica Minolta's MarketPlace UI building tool makes it easy to customize the interface to fit your users' unique needs.

- 10.1" tablet-like display with simple, sleek design
- Responsive vibration feedback
- 24-90° panel tilt angle for easy handling
- Card-style layout with easy access to settings
- Drag-and-drop tablet-style operation

FUTURE-PROOF YOUR DOCUMENT WORKFLOWS

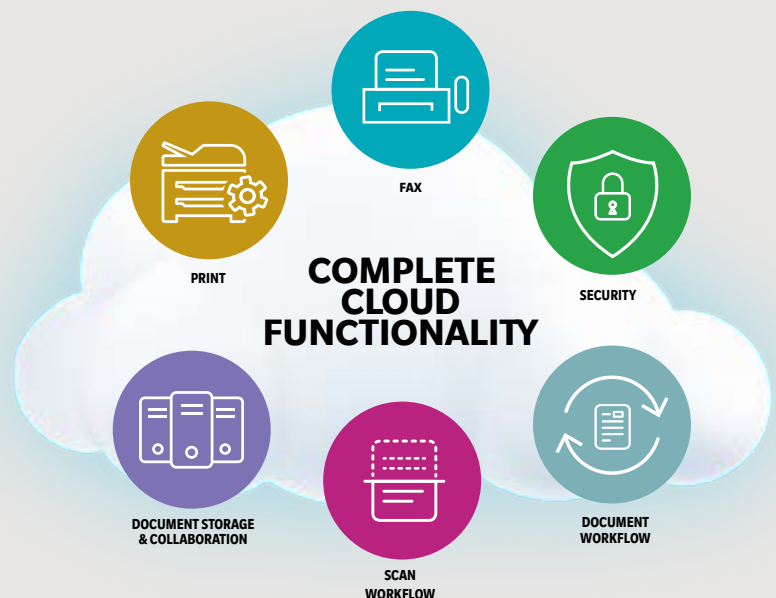
The Konica Minolta bizhub One i-Series of MFPs is built for the future, giving you a cloud-ready solution to tackle your business needs.

Gone are the days of being tethered to on-premises MFP infrastructures and cumbersome IT tasks. With Konica Minolta's C651i product family of MFPs, you have an elegant, effortless solution to elevate efficient business operations for the modern world of work.

CONNECT TO YOUR CLOUD WORKFLOWS

Accelerate your digital transformation with the Konica Minolta cloud-enabled C651i product family of MFPs

- Handle typical workloads more efficiently by scanning and faxing diverse document sizes to multiple repositories
- Print confidential files directly on the MFP, ensuring documents are only viewed by the intended recipient
- Enhance communication and teamwork with this platform that supports large file storage, sharing and collaboration—within your company and with your external customers



PROACTIVELY PROTECT YOUR BUSINESS INFORMATION

In addition to layered security offerings, the bizhub C651i product family of MFPs comes equipped with:

- Standard 256GB solid state drive (SSD)
- MFP authentication
- Authentication attack detection
- Password attack detection

Optional Security Offerings

- HID & IC cards
- Biometric authentication
- Virus Scan to protect against malware and viruses
- bh Secure
- bh Secure Platinum
- Cloud-based Security Monitoring and Management Solution



EASY FOR ANYONE TO USE

DESIGNED WITH EVERYONE IN MIND

Konica Minolta MFPs use Universal Design principles to ensure that so anyone regardless of age, gender, stature or disability can use them with the same degree of ease.

- Color and color-coding make MFPs easy to use and keep users safe
- Easily accessible paper trays and toner cartridges for refilling, easy to lift automatic document feeder and soft-close hinges for silent closing
- Large 10.1" tablet touch panel with a 24° to 90° tilt angle and vibration feedback provide convenient operation for all users—whether standing or sitting
- Remote Access application that enables users to zoom in/out on the hardware buttons for better visibility, rotate the preview screen, and pinch in/out on the Image
- Dark-color paper output tray enables even those with poor vision to easily identify paper output
- Ribbed paper trays that can be identified by touch



SUPPORT YOUR SUSTAINABILITY GOALS

Konica Minolta cares about the environment and our collective future. We have been honored with numerous national and global awards, including:

- Inclusion on the Dow Jones Sustainability Indexes for eight consecutive years
- Top rating from the Climate Performance Leadership for activities related to climate change
- 95 active products on the EPEAT registry, with 69 achieving gold status
- 14 products on the EPEAT registry with 21 optional points — the highest EPEAT point total of imaging equipment manufacturers



PARTNER WITH A LEADER IN ENVIRONMENTAL PROGRESS

Konica Minolta doesn't just talk about environmental goals, we take action. We developed a technology that blends PET plastic with PC from water bottles to create a recycled material that can be used in the outer casing of MFPs—a first in the industry.

We are also a SmartWay partner with the U.S. Environmental Protection Agency (EPA), agreeing to reduce emissions and fuel use in logistics activities. In addition, Konica Minolta is a member of Two Sides, where we take the lead in environmentally conscious printing—educating communities about the importance of sustainable forestry and eco-friendly paper goods.



Konica Minolta Eco Vision 2050

Our environmental action plan centers on three goals:

- Reduce CO² emissions throughout our product life cycle by 80 percent by 2050, compared to 2005 levels
- Promote recycling and effective use of the Earth's limited resources
- Work to promote restoration and preservation of biodiversity



GET TO KNOW THE C65i PRODUCT FAMILY



OPTIONS

1 ENHANCED FEATURES

- Barcode fonts
LK-106
- Unicode fonts
LK-107
- OCR A and B fonts
LK-108
- Document converter pack
LK-110v2
- ThinPrint® client
LK-111
- Antivirus
LK-116

2 CONNECTIVITY

- Fax board
FK-514 x2
- Wireless LAN
UK-221
- USB I/F kit
EK-608
- USB I/F kit
EK-609 OR
- Fiery controller
IC-420
- Interface kit for IC-420
VI-516
- Interface board for IC-420
UK-115
- ID Card Reader
AU-205H
- Mount kit
MK-735

3 OTHERS

- Working table
WT-506
- Offline Stapler
FS-P04
- 10-Key pad
KP-102
- Replacement SSD
EM-908
- Keyboard holder
KH-102
- Convenience Stapler
CS-2

4 MEDIA INPUT

- 1x Universal tray
PC-116
- 2x Universal tray
PC-216 OR
- Large capacity tray
PC-416 OR
- Large capacity tray
PC-417 OR
- Copier desk
DK-516x OR
- Large capacity tray
LU-302 OR
- Large capacity tray
LU-207 OR
- Banner tray
MK-730

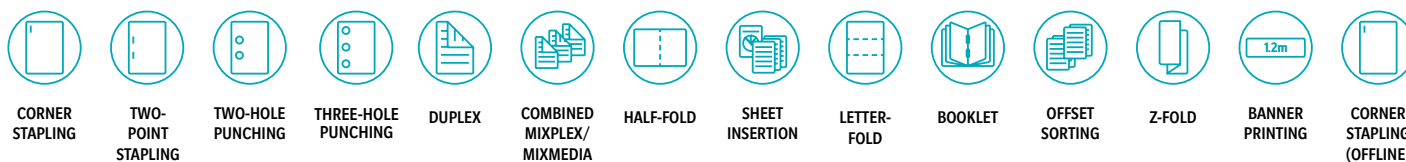
5 MEDIA OUTPUT

- | | |
|--|---|
| <ul style="list-style-type: none"> Output tray
OT-513 OR Job separator
JS-508 OR Inner finisher
FS-533 OR Attachment kit
MK-607 OR Punch kit for FS-533
PK-519 OR Staple finisher
FS-539 OR Relay unit
RU-513 OR Booklet finisher
FS-539SD OR Relay unit
RU-513 OR Punch kit for FS-539/SD
PK-524 | <ul style="list-style-type: none"> Staple finisher
FS-540 Relay unit
RU-513 OR Booklet finisher
FS-540SD OR Relay unit
RU-513 OR Punch kit for FS-540/SD
PK-526 Post inserter for FS-540/SD
PI-507 OR Job separator for FS-540/SD
JS-602 OR Z-fold unit for FS-540/SD
ZU-609 |
|--|---|

LEGEND

- Mandatory option
- Option
- This option can only be installed with the respective option above it

FINISHING FUNCTIONALITIES



TECHNICAL SPECIFICATIONS: C651i/C551i/C451i

PRINTER SPECIFICATIONS (STANDARD)

Print resolution	1,800 (equivalent) x 600 dpi, 1,200 x 1,200 dpi
Print speed letter (mono/color)	Up to 65/65, 55/55, 45/45 ppm
Page description language	PostScript 3 (3016) Emulation PCL 6 (XL Version 3.0 Emulation PCL 5e/c Emulation XPS Version 1.0
Operating systems	Server: Windows Server 2016 Windows Server 2019 Windows Server 2022 Client: Windows 10 Windows 10 / 11x64 Edition Windows Server 2016 / Server 2019 / Server 2022 MacOS 10.14 / 10.15 / 11 / 12 / 13 Intel MacOS 11 AppleM1 MacOS 12 / 13 AppleM1 / AppleM2 Red Hat Enterprise Linux Google Chrome OS
Printer fonts	PCL: Western type: 80 outline fonts Japanese fonts: HG Mincho L / HGP Mincho L / HG Gothic B / HGP Gothic B Postscript 3 Emulation: Western type1 font: 137 outline fonts Japanese fonts: HG Mincho L / HG Gothic B
Mobile printing	AirPrint (iOS), Mopria (Android), Konica Minolta Print Service (Android), Konica Minolta Mobile Print (iOS/Android) Optional: Google Cloud Print, Wi-Fi Direct

PRINTER SPECIFICATIONS (OPTIONAL)

Print controller	Embedded Fiery IC-420
Controller CPU	AMD GX-424CC @ 2.4 GHz
Memory/HDD	Memory/HDD: 4 GB/500 GB
Page description language	Adobe PostScript 3 (CPSI 3020), PCL 6, PCL 5c
Operating systems	Windows 7 (32/64), Windows 8.1 (32/64), Windows 10 (32/64), Windows Server 2008 (32/64), Windows Server 2008 R2, Windows Server 2012, Windows Server 2012 R2, Windows Server 2016, Windows Server 2019, MacOS X 10.10 or later, Linux

SCANNER SPECIFICATIONS

Scan speed	Up to 140/140 ipm in simplex (mono/color) Up to 280/280 ipm in duplex (mono/color)
Scan resolution	Up to 600 x 600 dpi
Scan modes	Scan-to-eMail (Scan-to-Me), Scan-to-SMB (Scan-to-Home), Scan-to-FTP, Scan-to-Box, Scan-to-USB, Scan-to-WebDAV, Scan- to-DPWS, Scan-to-URL, TWAIN scan
File formats	JPEG; TIFF; PDF, Compact PDF; Encrypted PDF; XPS; Compact XPS; PPTX; PDF/A 1a and 1b Optional: Searchable PDF; Searchable DOCX/PPTX/XLSX
Scan destinations	2,000 destinations + 100 groups, LDAP support

COPIER SPECIFICATIONS

Copy resolution	600 x 600 dpi
Gratation	256 gradations
Multicopy	1-9,999
Original format	Max. 11" x 17"
Magnification	25-400% in 0.1% steps, Auto zoom

FAX SPECIFICATIONS

Fax standard	Super G3 (optional)
Fax transmission	Analog, i-Fax, Color i-Fax, IP-Fax
Fax resolution	Up to 600 x 600 dpi
Fax compression	MH, MR, MMR, JBIG
Fax modem	Up to 33.6 Kbps
Fax destinations	2,000 single + 100 groups

USER BOX SPECIFICATIONS

Storable documents	Up to 3,000 documents or 10,000 pages
Type of user boxes	Public, Personal (with password or authentication), Group (with authentication)
Type of system boxes	Secure print, Encrypted PDF print, Fax receipt, Fax polling

SYSTEM FEATURES

Security	ISO 15408 HCD-PP Common Criteria (in evaluation), IP filtering and port blocking, SSL3 and TLS1.2/1.3 network communication, IPsec support, IEEE 802.1x support, User authentication, Authentication log, Secure print, Kerberos, Hard drive data encryption (AES 256), Confidential fax, Print user data encryption Optional: Antivirus scanning (Bitdefender®), Copy protection (Copy Guard, Password Copy)
Accounting	Up to 1,000 user accounts, Active Directory support (user name + password + e-mail + smb folder), User function access definition, Authentication by mobile device (Android) ID card authentication (ID card reader), Authentication by mobile device (iOS)
Software	Net Care Device Manager, Data Administrator, Box Operator, Web Connection, Log Management Utility

- All specifications refer to 8.5" x 11" paper of 80 g/m² weight.
- The support and availability of the listed specifications and functionalities vary depending on operating systems, applications and network protocols as well as network and system configurations.
- The stated life expectancy of each consumable is based on specific operating conditions such as page coverage for a particular page size (5% coverage of 8.5" x 11"). The actual life of each consumable will vary depending on use and other printing variables including page coverage, page size, media type, continuous or intermittent printing, ambient temperature and humidity.
- Some of the product illustrations contain optional accessories.
- Specifications and accessories are based on the information available at the time of printing and are subject to change without notice.
- Konica Minolta does not warrant that any specifications mentioned will be error-free.





Giving Shape to Ideas

Lock Down with the Ultimate in MFP Protection.

bizhub SECURE

Of all the resources in today's business and professional world, your data can be the most valuable – and also the most vulnerable.

That is why Konica Minolta offers lock down protection with bizhub® SECURE: a set of enhanced password and data security measures to give your bizhub MFP an extra level of security. We offer professional safeguard services for both our full size and small MFPs that will be provided by your Konica Minolta field engineer. Ensure that your data is more than just secure – it is bizhub SECURE!



Peace of Mind.

How can you make certain your valuable data is safe from theft – and prevent it from being stolen from your MFP by an unauthorized user or extracted if the hard disk drive is removed from your multifunction device? The answer is simple – and all it takes is allowing an authorized Konica Minolta field engineer to activate the bizhub security features of your bizhub MFP. With bizhub SECURE safeguards in place, you will know that your documents have uncompromising security protection.

At Konica Minolta we understand that your organization may not have the bandwidth or infrastructure to enable, configure and track the security functions that are required for compliance or internal mandates.

That is why we developed the bizhub SECURE Service. To provide you with the resource you need to lock down and protect any document data that might reside on the bizhub's internal hard drive.

Ultimately, a secure document workflow is everyone's responsibility. Konica Minolta has led the industry in providing enhanced security features for the digital era – and with powerful bizhub SECURE Functions activated by your authorized Konica Minolta field engineer, you will have an additional line of defense against data theft and unauthorized access to documents or devices.

To order the bizhub SECURE Service, just contact your bizhub representative – and count on Konica Minolta to provide the MFP Security Services that your company or organization demands.



The following security features will be enabled on your MFP based on model type:

	Monochrome Small MFPs: bizhub 4750, 4050	Colour Small MFPs: bizhub C3850, C3350	Monochrome Large MFPs: bizhub 754e, 754, 654e, 654, 652, 554e, 552, 454e, 423, 364e, 363, 284e, 283, 224e, and 223	Colour Large MFPs: bizhub C754e, C654e, C754, C654, C652DS, C652, C554e, C554, C552DS, C552, C454e, C454, C452, C364e, C364, C360, C284e, C284, C280, C224e, C224, C220
Change Administrator Password	✓	✓	✓	✓
Enable Hard Drive Encryption	✓	✓	✓	✓
Timed automatic overwrite of a file in an electronic folder (Box)			✓	✓
Automatic Overwrite of temporary image data			✓	✓
Hard Drive Lock Password			✓	✓
Timed, automatic Deletion of a file in an electronic folder*	✓	✓		

*Deletion does not overwrite the data on the hard drive.

For more information, please visit: www.konicaminolta.ca

bizhub SECURE may be disabled using the customer's unique Administrative Password. It is strongly recommended that the customer not disclose the unique Administrative Password and keep the Administrative Password in a safe place. The customer shall indemnify and hold Konica Minolta harmless of any claims, damages or costs relating to loss of data or disclosure of data due to intentional acts or omissions of others, end-user error or release of Administrative Password.



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Item #: SECURES
02/15/L



KONICA MINOLTA

ALWAYS ONE STEP AHEAD OF AN ATTACK

RETHINK CYBER SECURITY



Giving Shape to Ideas

AIM FOR INDUSTRY-LEADING STANDARDS RETHINK PROTECTION

In today's environment, MFPs are essential document distribution devices. They have become a business-critical shared data resource that can be located anywhere — public areas, within a department, in an office, etc. — and may be housed in a secure or non-secure area. They contain sensitive, confidential and private information — exactly what hackers are looking to extract from every possible target they can access.

The infamous worldwide WannaCry ransomware cyber attack was aimed at computers running Microsoft Windows and the DarkHotel spyware targeted business hotel visitors through the hotel's in-house Wi-Fi. These are two very prominent examples of the potential for cyber attacks and must be taken seriously.

The statistical* threats in the office environment are alarming. A hacker attack takes place on an average of every 39 seconds. Every single day sees approximately 230,000 new malware threats, a staggering number that is expected to continue to grow. Worldwide, three quarters of all companies have felt the consequences of such hacker attacks, resulting in the loss of critical business data and applications as well as the inability to access their computer center for days.

The question is no longer whether your company will be the target of an attack. The question becomes when will this happen to your business and are you prepared for this challenge?

The industry approach

A significant security risk, which is often completely underestimated, is document and information processing via the multifunctional peripheral (MFP). Virtually every manufacturer of printing devices offers a variety of security features for their MFPs.

Most MFP competitors in the industry use whitelisting as the highest security level for MFPs. The whitelist functionality often suggests a partnership with an antivirus provider to perform the whitelist functionality.

To "whitelist" something is to ignore or disregard the use of a predefined software on your network—and block any device on that network from using any software that's not outlined on the whitelist. A whitelist is a software application usually housed in a separate HDD other than the MFP. An MFP would have the ability to communicate with the whitelist to allow or disallow certain entities onto a network, the same way any other peripheral device would interact with a whitelist. Konica Minolta's antivirus solution offers superior security protection because we implement whitelisting differently to ensure your document distribution device is not compromised.



*Source: The Quocirca Global Print Security Landscape, 2019 Report & Disaster Preparedness Council, FEMA & cybintsolutions.com, Deutsche Telekom AG 2019

KEEP YOUR DATA WHERE IT BELONGS

Konica Minolta continues to set the bar as a leader in MFP device security by introducing true Antivirus and Malware protection. By partnering with Bitdefender®, a worldwide leader in cybersecurity, these two security-centric companies have developed a fully functional, feature-rich, on-board Antivirus and Malware solution.

Why Bitdefender® is the best solution for you?

In cooperation with Bitdefender®, Konica Minolta's virus scanning solution is unique in the market, offering comprehensive protection embedded in your bizhub i-Series MFP's engine. Thanks to Bitdefender's innovative technology, Konica Minolta's antivirus solution offers the following:



ACCURACY

To truly protect your valuable data, documents processed via the MFP have to be scanned for viruses or malware. With Bitdefender, whitelisting is implemented differently than the competition. No file is whitelisted simply because it has a digital signature. Instead, each file is scanned for potential threats, providing a significantly stronger level of security protection.



SIMPLICITY

Once the real-time scan feature in Bitdefender is enabled, no further settings are required. Regardless of the application, file format or user, all incoming and outgoing data are scanned without additional setup or extra work by the operator. The LK-116 does the work without leaving anything to chance. Walk-up users don't have to activate any form of security because Bitdefender is always at work.



ADDITIONAL TECHNICAL FEATURES

Additional settings can be defined in order to create an extra layer of security. Periodic scanning is possible and enables the administrator to set a specific time to scan all data stored on the device, while whitelisting does not provide such functionality. Users can select how they want to perform the virus scan and how often they want to perform it.



ALWAYS UP-TO-DATE

Bitdefender can be updated multiple times per day to include the latest threats detected in the digital office environment and reacts instantly whenever new viruses are found. In comparison, whitelisting is a completely static approach. For instance, if a new virus is detected in the printer software, users have to wait until this is fixed by the printer manufacturer, which can take months. By continuously being updated, your bizhub i-Series MFP, with embedded Bitdefender virus scan, is always operating with the utmost security measures in place.

WHAT MAKES BITDEFENDER'S® VIRUS SCAN UNIQUE FOR bizhub i-SERIES DEVICES?

- The most up-to-date and highly sophisticated technology to protect your devices and your daily business
- Performs comprehensive scan of all MFP functions; full analysis of documents and files (not a superficial check)
- Scans can be performed in real time or on request--configurable settings based on customer's needs
- Automatic updates to virus scan ensure your bizhub device is constantly protected, even safeguarding your data against the latest emerging viruses
- Messages, alerts and logs to provide you with details on virus scan being performed
- All around carefree service; always available to keep your MFP secure

BITDEFENDER



For complete information on Konica Minolta products and solutions, please visit: [CountOnKonicaMinolta.com](https://www.CountOnKonicaMinolta.com)

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KONICA MINOLTA

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Item #: BITDEFENDER
3/2021-Z



Thank You

When I purchased ACP back in 1999, I did so because I could see the potential that this organization had and how it could grow to assist businesses across a variety of industries.

Today, I am amazed at all ACP has accomplished due to our incredible employees and customers. Starting out as a small copier dealer, we now have the ability to help our partners accomplish their business goals by serving as their all-in-one office solutions provider. At ACP, we take pride in the service we provide and are always looking for new and innovative ways to help those who partner with us excel. Thank you for your time and considerations—we are excited about the chance to partner with you and your organization.

Brad Knepper



ACP President & CEO

www.allcopyproducts.com

Your Complete Office Technology Solutions Provider