

INVITATION FOR BIDS

**Cost-Per-Image Agreement for Copying and Printing Services
For
Stone County School District**



Prepared By:
Jackson Jordan
Account Executive &
Managed Print Specialist

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Madison, MS 39110
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Logista
327 Yorkville Rd. E.
Columbus, MS 39702
800-844-2035
www.logistasolutions.com

April 26, 2023

Dear Ms. Cassie Hardy:

Thank you for the opportunity to submit a response to the IFB for a CPI Agreement for Copying and Printing Services for Stone County School District. Logista has read and acknowledges understanding of all the requirements and specifications within this IFB. Included in our response, you shall find Logista's answers to Section II questions along with all the other response requirements as indicated in the IFB.

Logista is fully capable of meeting or exceeding the specifications of this IFB. We are currently in similar agreements with eight other school districts in the state with some of those being among the largest school districts.

We look forward to the opportunity to serve the district and hope to be able to demonstrate our expertise in these types of contracted services.

Sincerely,

A handwritten signature in black ink that reads "Jackson Jordan". The signature is written in a cursive, flowing style.

Jackson Jordan
Account Executive &
Managed Print Specialist

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SECTION 1
BID COVERSHEET AND
SIGNATURE SHEETS

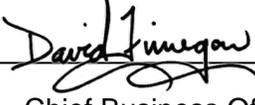
BID COVERSHEET

Board of Trustees
Stone County School District
214 Critz Street
Wiggins, MS 39577

Board Members:

Having examined the specifications outlined on the attached pages, the undersigned firm agrees to furnish and deliver items and provide services according to your specifications and instructions at the indicated prices. The undersigned firm understands and accepts the instructions and conditions under which this bid is being submitted.

This bid consists of this Bid Coversheet, General Conditions/Specifications, Detailed Specifications, and IFB Forms all of which are attached to this Bid Coversheet. The undersigned understands that a company officer's signature is required on each form, and unless this has been done, the firm's bid may be considered incomplete and therefore rejected. Also, included is a list of commercial references and other required information.

Office Management Systems, Inc.
FIRM: dba Logista BY: 
ADDRESS: 327 Yorkville Rd. East TITLE: Chief Business Officer
CITY/STATE: Columbus, MS TELEPHONE: 662-244-6539
DATE: 04/26/2023 CELL PHONE: 662-244-6539
EMAIL: dfinnegan@logistasolutions.com

- before hiring
- (c) Furnish each employee with a form of identification showing the name of the employee and clearly showing that he is an employee of the Vendor;
 - (d) Direct its employees to be neatly attired during the performance of the services hereunder;
 - (e) Insure no smoking, drug or alcohol use, interactions with students, foul language, yelling or fighting will be permitted on the Client properties;
 - (f) Comply with and inform its employees of safety and health requirements necessary to comply with the 1970 Williams-Steiger Occupational Safety and Health Act (OSHA);
 - (g) Designate a supervisor who will be instructed to check the quality of services provided by Vendor employees in performing the Agreement;
 - (h) Comply with the Immigration Reform and Control Act of 1986, Mississippi Employment Protection Act (Senate Bill No. 2988) of 2008, and any other applicable state and federal laws;
 - (i) Maintain a license to do business in the State of Mississippi;
 - (j) Be responsible for bodily injury and/or property damage caused as a result of services provided or equipment installed.

DAMAGE CAUSED BY SUCCESSFUL BIDDER

The District will hold the successful bidder responsible for bodily injuries and damage caused to individuals or the buildings or assets of the District under all conditions.

Agreed to:

FIRM Office Management Systems, Inc. dba Logista

BY 

TITLE Chief Business Officer

Section V

Schedule of Required Submittals and Signature Sheet

The following Submittals must be included in the bid package; Responses must address all aspects of the Invitation for Bid, as listed below, but not limited to this list. Submittals should follow proper chronological order as presented in the Invitation for Bid. **Failure to do so may invalidate the bid response.**

- (a) Bid Coversheet
- (b) Vendor Qualification/Evaluation Documents (Title each as in the Invitation for Bid, i.e. Section Numbers/Questions Numbers, and place in chronological order as in the Invitation for Bid)
- (c) References
- (d) A sample Agreement integrating the requirements specified herein as part of the Invitation for Bid; it shall be executed by the Vendor as an offer to the District to contract on the terms specified therein, as stated in Section IV
- (e) A current Certificate of Insurance, as stated in Section IV

I affirm that the above listed documents are completed and present in the submission for Invitation for Bid **“Cost-Per-Image Agreement for Copying and Printing Services”** and provided in sequential order as identified above. There is one original of each submittal with the requested number of copies in the same sequential order.

The District reserves the right to request, at its sole discretion, from some or all of the respondents, any further information or documentation that it deems necessary for the issuance of an agreement.

I/We propose to furnish and deliver, more or less, the items listed in the Invitation for Bid according to your specifications and quantities at the indicated prices. I/We further agree not to request permission to withdraw our bid after the bids have been publicly opened.

I/We, the undersigned, do hereby understand and accept the instructions under which this bid is Being submitted.

Office Management Systems, Inc. dba Logista

Company

327 Yorkville Rd. East

Address

Columbus, MS

City, State

800-844-2035

Telephone

04/26/2023

Date


Signature

David Finnegan

Name (Typed or Clearly Printed)

Chief Business Officer

Title

dfinnegan@logistasolutions.com

Email

64-0679888

Company Federal Tax ID Number

SECTION 2
VENDOR PRICING SHEET

VENDOR PRICING
FORM

Based on the list of devices requested in Section VII, please submit cost-per-image prices for each of the following monthly minimum options:

	CPI Rate For Monthly Minimum Volume	CPI Overage Rate
Proposed Cost-Per-Image Based on the Monthly Minimum Guaranteed Volume of 500,000 monochrome pages	\$0.0166	\$0.0166
Proposed Cost-Per-Image Based on the Monthly Minimum Guaranteed Volume of 21,000 color pages.	\$0.033	\$0.033

Office Management Systems, Inc. dba Logista

Company



Authorized Signature

662-244-6539

Telephone

dfinnegan@logistasolutions.com

Email

04/26/2023

Date

SECTION 3
VENDOR QUALIFICATIONS

Section II

Invitation for Bid Specifications

Vendor Qualifications for Evaluation Process and Requested Services (Place in chronological order as in the Invitation for Bid for evaluation purposes.)

1) Company Information:

- (a) Provide a company overview, including dates of incorporation, number of employees, number of service technicians, and list of all related entities.

Office Management Systems, Inc. d.b.a. Logista was incorporated in 1983 in Columbus, MS as a privately held corporation with Ron Harper as its President. From our founding in 1983, Logista has grown to be a nationally recognized leader in a broad range of technology management solutions. Today, Logista is one of the largest technology support providers in the United States. We are trusted by Fortune 1000 corporations, vertical market leaders, state and local governments, and K12 and higher education organizations to provide innovative and structured IT support solutions and systems integration. Logista employees around 200 employees in MS, AL, GA, FL & TN. Logista employs Managed Print Services Specialists, around 20 break/fix service technicians, around 6 project technicians and around 21 customer service engineers (MCSE, CCIE, ASE, VCP, etc.). Logista has no subsidiary entities.

- (b) Are you a part of a larger company? If so, briefly describe the degree of corporate support.
Logista is not part of a larger company.

- (c) How many customers do you currently service?

Logista has over 4,000 customers in our accounting software, but most of our sales and service work is focused on approximately 330 accounts.

- (d) What is your company's mission or corporate philosophy statement? What is your company's focus (cost, quality, etc.)? How do you differentiate your company from your competitors?

Logista is a Managed IT provider that empowers organizations to take control of their IT infrastructure. Our strong financial foundation, deep pool of industry talent, and independently developed support methodologies are geared towards reducing costs and increasing productivity for our clients. Together, we create adaptive technology infrastructure that streamlines business and support processes, enhances competitive advantage, and supports new and cost-effective initiatives for productivity and company growth.

For every project, we adhere to a core set of guiding principles:

- **Develop a flexible framework that can swiftly adapt to a dynamic business environment.**
- **Streamline projects and eliminate unnecessary complexity wherever possible.**
- **Focus on the customer's business goals as well as technology objectives.**
- **Apply measurable service levels so that our customers can clearly see the value in their investment.**

Logista is committed to providing our customers with quality IT equipment, support, and services while reducing their total cost of ownership (TCO). Our customers regard Logista as a trusted IT consulting organization that designs and delivers tailored solutions to address their unique IT needs. This "trusted advisor" status has been earned in part due to our substantial investment in certified engineers and technicians. Logista holds some of the highest certifications from leading IT manufacturers including Cisco (Gold Partner), Citrix, Dell/EMC (Gold Partner), HP Inc. (Gold Partner), Hewlett Packard Enterprise (Gold Partner), Kyocera (one of the largest Kyocera Partners in the US), Lenovo (Gold Partner), Lexmark, Microsoft (Gold Partner), Print Audit (Premier Partner), VMWare (Enterprise Partner), and more.

What sets Logista apart from its competitors in the Managed Print Services (MPS) industry is that we not only have a top-tier MPS practice, but we also have a top-tier Networking & Data Center practice. While other RFP responders may claim to offer a combination of printing/MFD hardware, software, consulting, warehouse staging services, deployment services, repair services, and support services that match the quality and expertise of Logista's proposed solution, Logista goes above and beyond by providing expertise in Networking & Data Center support in addition to Managed Print Services. This unique advantage allows us to efficiently identify and resolve printing issues related to network connectivity, and provide timely and cost-effective solutions, often at no additional charge if it falls within the scope of the RFP. In cases where the resolution may be out-of-scope for the RFP, such as replacing or reconfiguring a defective switch, Logista is able to reach a resolution in less time and at a lower cost compared to working with separate support companies for MPS and Networking support.

- (e) Do you provide training requirements for all service technicians along with any required certifications?

As a Managed IT provider, Logista requires training and certifications dependent upon the hired tasks of the service technicians. All Logista service technicians must meet or exceed the training requirements assigned to them by Logista. In most cases such requirements (depending on the complexity of the device (i.e. MFP vs. low-end ink jet printer, etc.) include manufacturer On-Site Training at manufacturer designated sites, manufacturer Remote-Assisted-Instructor-Led (RAIL) training, or Remote On-Line training followed by either manufacturer-proctored certification testing or manufacturer-non-proctored certification testing. If the service task assigned to a technician by Logista is a minor task (i.e. not repairing, but only physically swapping out a defective printer with a loaner printer) the training/certification required for such a task may be as minimal as a CompTIA A+ certification. All technicians working on equipment at the District will be Kyocera certified technicians.

- (f) Where are your warehouses and service locations? Corporate headquarters? **Office Management Systems, Inc., d/b/a Logista**, is a Mississippi Corporation with “legal corporate headquarters” in Columbus, MS. Logista has warehouse space in multiple locations, but our largest single-city warehouse space (>30K square feet) is in multiple buildings that comprise Logista’s 83.5K square foot Columbus, MS office campus (shown below).



Logista’s “functional headquarters” tasks are split between 3 of our office locations (Columbus, Madison, and Bessemer, AL). Logista’s physical office locations are in Tupelo, Columbus, Madison, Hattiesburg, Birmingham, Montgomery and Mobile. Logista also maintains virtual office locations in which technicians and engineers are dispatched from home office locations or from Logista-dedicated space within customers’ facilities.

Logista is fully capable of meeting the IFB’s Service Level Agreement (SLA) requirement. If Logista receives the IFB award, Logista would typically dispatch one of our certified copier/MFP/printer technicians from our Hattiesburg office. Personnel in addition to Logista’s Hattiesburg personnel may or may not ever be needed to meet the IFB SLA due to workload peaks or due to technicians’ vacations or illnesses. At any given time, at least one Logista office has a degree of “excess manpower” above that office’s actual manpower needs. If needed, Logista will relocate a tech from a Logista “excess manpower office” to the District service area for a few days to satisfy that temporary need. Any tech temporarily relocated to this service area may come from a MS office (i.e. Madison, Tupelo, or Columbus) or from an out-of-state office (i.e. Birmingham, Mobile, etc.).

If the District should ask Logista to provide fee-based network support services that are outside the scope of this IFB, Logista would most likely dispatch a Jackson, MS area engineer to meet that need.

Logista will also provide pre-configuration and installation services for this project from our Columbus based configuration center and warehouse (in the upper left quadrant of the picture above).

In addition to the requirements of this IFB, Logista can also provide fee-based e-waste disposal and/or recycling services in our Columbus R3 Center (in the upper right quadrant of the picture above).

Logista's 24x7x365 Network Operations Center (NOC) is located in Logista's Bessemer office (shown in item 6a). This NOC houses Logista's call center and is used to remotely monitor client networks.

- (g) Describe your company's green initiative and how your products are energy saving and environmentally safe and friendly.

Logista's corporate green initiative consists of (a) local initiatives and (b) our focus on eco-friendly manufacturing partners.

- a. **Locally, Logista: (a) makes an effort to acquire fuel efficient corporate vehicles; (b) utilizes virtual meeting technologies, as appropriate, in place of multi-office internal Logista meetings, Logista/manufacturer meetings, and customer meetings; (c) is R2 certified for responsible recycling and disposal of electronic equipment. The R2 2013 "Responsible Recycling" Standard is recognized by the Environmental Protection Agency (EPA) as an accredited certification standard for electronics recycling. An R2 2013 Certification requires annual independent audits confirming Logista adheres to the highest industry standards regarding proper electronic reuse/recycling, data security, and risk management.**
- b. **Logista's focus on eco-friendly manufacturing partners is underscored by our selection of Kyocera devices. Kyocera is committed to pursuing a harmonious balance between economic development and environmental preservation. Kyocera adhere to the goals of their worldwide Environmental Action Plan in developing office solutions with environmentally friendly and superior energy-and supply-saving features. While striving to maintain a clear vision in pursuing a balance between economic and environmental preservation, our devices are built around our sustainable ECOSYS technology, offering many hardware features and system settings that can dramatically reduce waste without compromising productivity.**

2) Insurance Requirements:

Bids will not be accepted unless they are accompanied by a current Certificate of Insurance. The following minimum insurance requirements must be met, or the bid will be considered incomplete and therefore rejected:

- (a) Commercial General Liability – In an amount of \$1,000,000.00 per occurrence with \$2,000,000.00 aggregate;
- (b) Commercial Auto Liability – Combined Single Limit in an amount of \$1,000,000.00;
- (c) Worker's Compensation Limits: Statutory-State of Mississippi. Policy must include a waiver of subrogation in favor of Stone County School;
- (d) Employers' Liability: \$100,000.00 Each Accident; \$500,000.00 Disease Policy Limit; \$100,000.00 Disease Each Employee;
- (e) Awarded Vendor must name the Stone County School District as additional insured on the General Liability Policy and Automobile Policy; and
- (f) Proof of coverage must be placed on file with The District by the Awarded Vendor and kept current throughout the term of this Agreement.

Logista acknowledges the insurance requirements and has included a Certificate of Insurance in section 6 of this bid response.

3) Equipment Technical Specification:

All printer/MFD devices (or the overall package, as appropriate) must include the features and/or meet the requirements noted below:

- (a) **New manufactured print and/or multifunctional devices**, with no used, refurbished or replacement parts, and **not used since manufactured**. (No refurbished or remanufactured).
Acknowledged. All devices installed will be new Kyocera devices. The Kyocera manufactured copiers may be Copystar branded or Kyocera branded. There is no difference between the two brands other than the brand name on the device. Copystar is a division of KYOCERA Document Solutions America. Kyocera is one of the few manufacturers offering a full line of business class printers and MFP's that include similar functionality and settings across the entire product offering from print drivers to displays. This similarity offers users the convenience of learning how to use just a few devices. Standardizing on one manufacturer also makes it simple to monitor and remotely configure devices. Kyocera products are extremely durable and have been first hand field tested in schools and other high-volume environments through our other print services customers. An "Equipment List" showing the devices and configurations along with brochures can be found in section 8.
- (b) The most current models in production, with the most current software/firmware version, and not scheduled for retirement/obsolescence.
Acknowledged. All devices installed will be the most current models in production with up to date software.
- (c) No reduction in the mandatory page per minute speeds for each unit listed in Section VII of the IFB will be allowed. The speeds and applications have been determined by the historical and anticipated use of each unit. **Acknowledged**
- (d) All devices must be network compatible and come standard with an internal NIC.
Acknowledged
- (e) Operable as network printers capable of receiving print requests from any networked PC.
Acknowledged
- (f) MFD's must be operable as "walk-up" copiers even if temporarily disconnected from the network. **Acknowledged**
- (g) All Mono Printers, Color Printers, and Desktop MFD's must have laser technology.
Acknowledged
- (h) All devices must be supplied with OEM consumables, and **OEM parts ONLY**. No compatible or "branded" toners, consumables, or parts of any kind, will be considered.
Acknowledged
- (i) All proposed equipment should have print controller language (PCL or UFRii). PostScript versions of your print drivers must be available upon request for each device model. **Acknowledged**
- (j) All upgrades to software must be included in the original price, including costs to operating upgrades the District implements. **Acknowledged**
- (k) Color simplex and/or duplex scanning to standard image formats including PDF, Tiff and JPEG; transmission to email and network folders; **Acknowledged**
- (l) Color scanning as a standard on all MFD units, including desktop units; **Acknowledged**
- (m) Secure/PIN mailbox for delayed printing, minimum capacity of one

- hundred (100) inboxes per MFD; **Acknowledged**
- (n) Email phonebook, minimum capacity of two hundred (200) addresses per MFD device; **Acknowledged**
- (o) Cost center/accounting code capability, minimum four (4) digits, minimum capacity of fifty (50) codes per MFD device; **Acknowledged**
- (p) Standard user interface across all models (light production machines may vary); **Acknowledged**
- (q) Accommodate the standard paper sizes of letter, legal and ledger, unless otherwise stipulated and paper weights (20 lb. to 110 lb.), including minimum 30% post-consumer waste recycled content; **Acknowledged**
- (r) Multi-position stapling with the exception of the desktop units; **Acknowledged**
- (s) Offset stacking/collating with the exception of the desktop units; **Acknowledged**
- (t) Reduction/enlargement from 25% to 400%; **Acknowledged**
- (u) MFD's Capable of 3 Hole Punch where requested. **Acknowledged**

4) Requirements for Delivery, Installation, Testing & Training:

- (a) Awarded Vendor will be responsible for the delivery, installation configuration, monitoring software, and testing of all print devices, in coordination with the designated contact person and office of information technology ("IT") staff for the District. All of these items must be included as part of the Agreement pricing. **Acknowledged**
- (b) Awarded Vendor must specify all electrical requirements, including any necessity for special electrical receptacles, dedicated lines, etc. Awarded Vendor must provide an adequate surge protection device for each A3 MFD, as required, as part of the Agreement pricing. **Acknowledged. Please refer to the Equipment List included in Section 8 with this bid response for electrical requirements.**
- (c) Awarded Vendor must provide hard-copy manuals/use, and one "quick reference" card, sheet or booklet for each print device. An electronic version is suitable as well. **Acknowledged**
- (d) Awarded Vendor must identify, by name and qualifications, the person who will be responsible for overseeing the installation and configuration of the print devices in the District locations.

Steve Morgan, Vice President of Professional Services

Steve joined Logista in 1996 as Vice President of Professional Services which is responsible for field project services, project management, configuration, and depot repair services. Using 42 plus years of IT experience, Steve plays a direct role in design and implementation of all new project development. Prior to joining Logista, Steve spent 25 years with Ceco Corporation managing IT operations. His experience includes, mainframe operation, database design and development, programming, WAN/LAN communication, Oracle DBMA, UNIX and Microsoft distributed operating systems, and project management.

Tom Wade, Manager of Technical Print Services

Tom has served as the current Manager of Technical Print Services for Logista since 2012. Tom's Print Services Team is responsible for phone support services, service management, both pre and post sales engineering, training, as well as RA management. With a background in service management, printer control languages as well as computer/printer hardware diagnosis and repair, Tom is able to streamline the support and return process for Logista's printer customer base. Tom's combined 15 years of hardware repair and software

development has provided a skill set that allows for a wide perspective used in problem resolutions. Tom's experience includes software development, database design and development, printer control languages, networking support, printer support/repair, and Unix/Linux/MS operating systems.

- (e) The Awarded Vendor must provide a typical implementation plan as part of its bid. This implementation should address **in detail** the following:
- Pre-installation planning as it pertains to equipment configuration(s) before arrival.
 - Number of vendor staff that will be applied to the installation including the responsibilities of each member.
 - Method of training and setup for end user, staff and administrative user codes
 - A list of all requirements/functions to be provided by The Client's IT personnel, including but not limited to the resource commitment for IT to complete the project.
 - Provide the site survey components for print device installs, including but not limited to, network connection, power connection, IP address, etc.
- A detailed typical implementation plan is included in section 7.**

In summary, upon award of the bid, an on-boarding meeting will be scheduled with the district. We will discuss the requirements of the project from scheduling, pre-configuration and implementation through the ongoing servicing of the contract.

All devices will be pre-configured in Logista's Columbus based config center with the appropriate settings/information (IP address, address book, scan settings, descriptive label, etc.) before leaving our building in order to provide a seamless installation process once onsite. Logista's project management team has extensive experience in planning and rolling out large, multi-site, multi-variable projects. We have the resources and ability to implement quickly and in consecutive days until all sites have been implemented.

- (f) Installed print devices will be deemed "accepted" by the Client after 30 continuous days of operation without difficulty or failure. Describe your procedures for resolving or replacing any unacceptable equipment. **Acknowledged. Logista, in consultation with District authorities, will prioritize repair work efforts on any devices deemed by the District as unacceptable. If Logista determines that such equipment continues to have excessive downtime after prioritized repair efforts have been made, the equipment will be replaced.**
- (g) Who will provide training and ongoing support for the end users, staff, and administration?
Jackson Jordan – Account Executive & Managed Print Specialist

Awarded Vendor must set a training schedule and provide training to the District staff on the aspects of print devices upon installation and as needed thereafter. Training will generally be provided in three categories:

- **End-Users:** Small group demonstrations to the District end-users on general copier functions and features.
- **Key-Operators:** In-depth training for a minimum of two "key-op users" for each of the District's locations.
- **IT Staff:** Any and all specialized network connectivity, configuration and other

information technology training as required for the Information Technology staff.
Acknowledged. A training schedule and plan will be established in coordination with the District.

5) Account Management:

- (a) Awarded Vendor must provide equipment, service, supplies and remote monitoring to the Client. **Acknowledged. Logista will provide equipment, service, supplies and remote monitoring to the District.**
- (b) The Awarded Vendor must not subcontract or assign support, supplies, service, or any part of this Invitation for Bid or Agreement to any third party. The Client will not accept any communication from any third party for the entirety of the Cost-per-Image Agreement for Copying and Printing Services. **Acknowledged**
- (c) A connection will be provided for the Awarded Vendor for the purpose of a print device remote monitoring/management system supplied by the Awarded Vendor, preferably web-based, that allows both the District and Awarded Vendor to monitor copier use and status; automated meter readings; programming of copier functions; service responses, uploading/editing of phonebooks, mailboxes and cost centers; standard and customizable reports of use/production; and related functions/services. (Use of fleet management system for automated supply ordering and submission of service calls would be a plus.) Awarded Vendor must provide this monitoring software.
Acknowledged. Logista's tools will allow both Logista and the District to access them. Logista includes access to the District to use Printanista Workflow (described below) which has value added features that not only track prints and walk up copier usage by user, but also supplies 35 pieces of information about every print job. Additional value can be added by implementing Print Audit Workflow's rules features.

Describe this software for your devices.

Logista uses a combination of software tools to manage printer fleets.

- **Print Audit Infinite Device Management (IDM)** – IDM is web-based software that allows Logista to monitor for automated supplies fulfillment, automated meter readings, maintenance notifications, service alerts, and reporting.
- **Printanista Workflow (Value Add software)** – Workflow is server/District software that tracks usage by user. When Workflow embedded is used in conjunction with Workflow, all walk up usage is also tracked. Workflow captures 35 pieces of information from each print job which then can be analyzed through reports. These reports can be generated as needed or scheduled to be emailed at a regular time. In addition to tracking, Workflow allows the implementation of rules. These rules can be used to modify print behavior in an effort to reduce unwanted printing practices. For more information on Workflow please visit <https://www.ecisolutions.com/products/printanista-hub/features/workflow/>.
- **Kyocera Net Admin/Viewer and/or Kyocera Fleet Services** – This software is used for programming functions and settings specific to the devices such as uploading/editing address books, changing settings, etc...
- **AutoTask** – This software is used by our call center and service techs to enter and track service tickets.

What ports are necessary to provide device monitoring and management? Explain procedures, if different.

Ports:

- Port 80 and 443 – HTTP and HTTPS
- Port 161 and 162 – SNMP protocol
- Port 25 – SMTP protocol
- Port 53 – DNS protocol
- Port 42 – WINS protocol
- Ports 7478, 17520, 17521, 7000, 7001

In addition to the ports above, the following will also be needed:

Remote Access – Admin rights and remote access to a Windows server(can be a VM) that will host IDM District side collection software as well as Printanista Workflow(dependent on workflow user requirements, multiple servers may be needed however this cannot be determined without further information about the District’s wants and needs in regard to the Workflow software). Server Hardware(VM) provided by the District should be for Logista use only.

Email – Email account for purpose of software sending reports.

- (d) Describe the method by which supply items would be obtained, the proposed shipping method and lead time for receiving such products. The Awarded Vendor shall be responsible to deliver to the user location with automated shipping of needed supplies with next day delivery. Shipments must be identified with District name, room location, and unit ID number for which the supply is intended.

Logista’s Print Services team uses IDM to monitor toner levels and automate toner fulfillment to our customers. The following is the process for receiving supplies:

1. **Determining when to ship a toner is two factored: a) IDM calculates a toner depletion date based on historic usage by device. b) Logista sets toner level thresholds in the system. When either factor is hit, an email is generated which is reviewed by a Logista Print Services team member. If it is determined after human review of the device’s toner level and usage that a toner is needed one will be shipped.**
2. **A member of the Print Services team creates an order for the supply or supplies needed.**
3. **Supplies are shipped to the appropriate party on file for the device that needs supplies.**
4. **Supplies will be delivered next day via UPS or FedEx.**
5. **Supplies are boxed and labeled with School Name, Room Location Description, and Unit ID Number.**

Note: All devices are labeled with Unit ID Numbers to match up with the Unit ID Number on the shipped supplies.

- (e) The key operators for each location may/will only be responsible for handling and installing toner cartridges. **Acknowledged. There may be other end user replaceable supplies such as waste toner bottles, but will be as simple to install as a toner cartridge.** Describe the ongoing resource commitment for the District’s IT personnel. **The majority of District IT ongoing resource commitments concerning print related items will be dealing with PC related issues i.e. print driver or network related issues. Many issues can be resolved remotely. Logista may first attempt to resolve some issues remotely or by walking IT or operator personnel through resolution steps in phone conversations. District IT**

or operator personnel may be asked to assist Logista in resolving remote issues. Resolving issues remotely will only speed up the resolution time leading to increased productivity.

- (f) Preventive maintenance will be regularly scheduled based on the recommended preventive maintenance cycle of each print device. Each software/firmware upgrade or part/component upgrade will be scheduled within 60 days of release of the upgrade. **Acknowledged**
- (g) Preventive maintenance will be scheduled between 7:00 a.m. and 3:00 p.m., Monday to Friday, unless otherwise agreed on a case-by-case basis. **Acknowledged**
- (h) Awarded Vendor will provide a per copy credit for all images made during the course of preventative maintenance and/or service. **Acknowledged**
- (i) Provide an ongoing project manager to maintain on-site visits with each District location on a quarterly basis (each 90 days for the life of the agreement) to ensure product satisfaction and all necessary training is being properly addressed. Provide their name(s) and contact information, qualifications, years of service with your firm, and the number of years worked in the industry. Please provide examples of how this will be accomplished.

Jackson Jordan – Account Executive & Managed Print Specialist

104 Homestead Drive, Madison, MS 39110

Phone: 662-244-6547

jjordan@logistasolutions.com

11 years of service with Logista; 13 years of direct experience in Managed Print Services; 23 years total of IT related experience.

A project manager will schedule on-site meetings on a quarterly basis or on a predetermined basis agreed upon between the District and Logista.

- (j) Awarded Vendor must provide on-site quarterly account reviews. These reports will be provided showing volumes and service related issues for the District as a whole, by District locations, and by end user print and copy volumes. Please provide examples of how this will be accomplished. Details of the information your company will provide in these reviews is as follows:
 - Current page counts of all print devices separated by location
 - Total number of service calls by device.
 - Service call response times by device.
 - Service completion times by device.
 - Prints between device failures by device
 - Volume credits related to service and maintenance
 - Annual YTD mono and color volumes versus annual Client volume commitment as a whole and by each Client location
 - Additions/removals of equipment if applicable. Also, the ending count of any unit removed as well as the initial count of the unit taking its place.
 - Any ongoing training events

Acknowledged. A meeting will be scheduled to provide quarterly reviews and reports detailing the information required plus additional information that Logista and/or the District may feel is of value to the District. A sample report can be found at the end of section 8 of this IFB response

6) Service/Monitoring Requirements:

Disclaimer: It is the expectation of the District that during normal business hours the Awarded Vendor will respond to service issues within **four (4)** hours including a **one (1)** hour phone response at all locations. It is expected that the fleet of devices be monitored remotely for service issues and supplies. This is to include, but not be limited to, all maintenance, repair, and relocation of devices. The Awarded Vendor must have 2 or more trained factory certified technicians available, but not solely dedicated to the District when required to meet these service response requirements. **Acknowledged**

Please acknowledge and/or respond to the following:

- a) Does your company have a Network Observation Center (NOC)? Explain the depth and scope of your company's ability to perform remote monitoring of copiers and printers for the purpose of resupply and service issues.
Logista's 24x7x365 Network Operations Center (NOC) is located in Logista's Bessemer office (shown below).

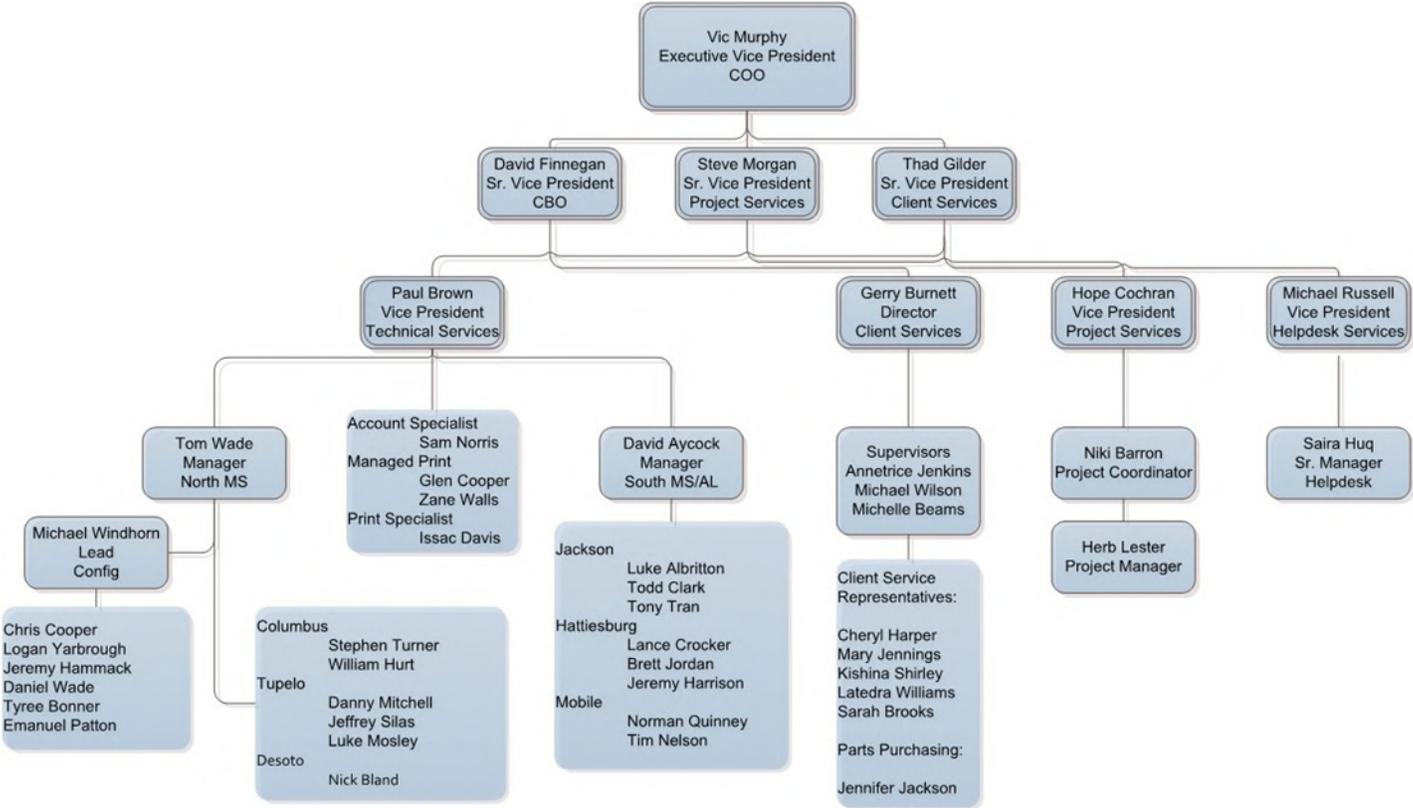


This NOC is used to remotely monitor District networks and houses Logista's call center. The NOC works in conjunction with Logista's Columbus and Madison based Print Services team to monitor our Districts' printer fleets. Logista uses best-in-class print monitoring software. This software allows for alerts to be established notifying our team of when supply levels reach a predetermined threshold or when critical errors are experienced by the device. The alerts are automatically routed to the appropriate department or people to be acted on. If it is a supply alert, supplies will be shipped to the appropriate location. If it is a service alert, a remote technician will determine the level of severity and either remedy the problem remotely or have an onsite technician dispatched.

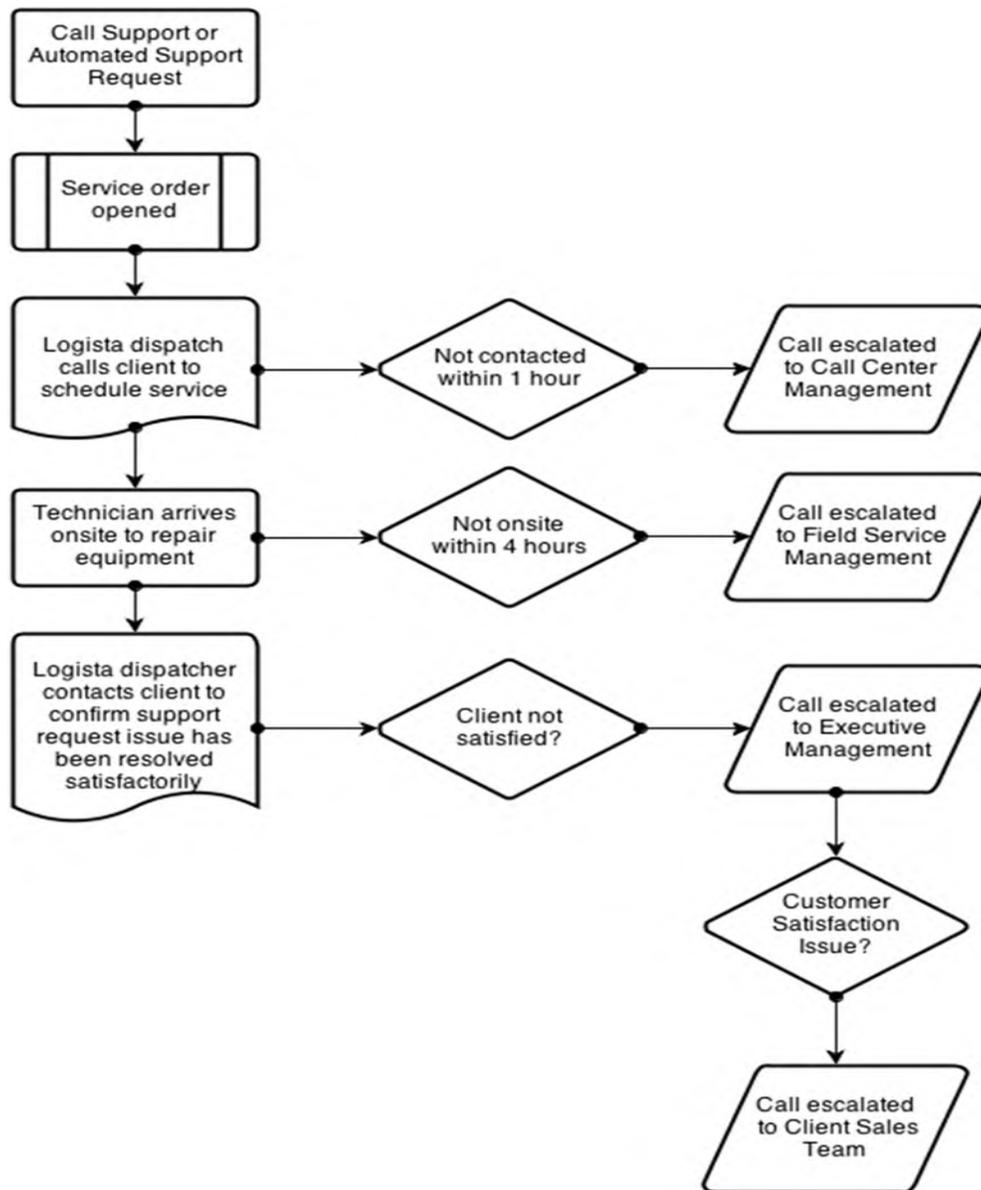
- b) Provide an organizational chart that would represent the support that would be put into place to service and support the District, including the escalation process.
Logista is providing two charts shown below. The first chart is an organization chart which shows the onsite and remote support personnel that are in place to support the District. The second chart is a Flow Chart that details our escalation process.

This Organization Chart is not exhaustive of Logista’s resources. It shows the main support staff on the Print Services Team. In addition to the people on this organization chart, Logista has other pre-configuration, technical, engineering, installation, project management, and support staff available to assist in servicing the District as needed.

Organization



Flow Chart (detailing Logista’s escalation process):



- c) Remedial maintenance responses (service calls) will be scheduled between 8:00 a.m. and 4:00 p.m., Monday to Friday, unless otherwise agreed on a case-by-case basis.
Acknowledged
- d) Provide information concerning hours of operation that service and support are available for all District locations. Are you able to provide emergency after hour response? If so, what are those hours and how are they charged?
Service and Support that are included in the CPI prices quoted herein are available for all school locations between 8:00 AM & 5:00 PM Monday through Friday, excluding holidays. Logista is able to provide emergency after hours response (24X7X365 subject to availability of personnel) at 1.5X our then current EPL labor rates. Minimum time billed (on-site & travel time) for such afterhours charges is 4 hours unless a lesser afterhours billing time is

mutually agreed to by both the District & Logista. Any afterhours requests accepted by Logista will not be subject to the same response time requirements that are applicable to requests for service during the District's normal business hours.

- e) Provide one (1) phone number for requesting service and supplies **(as a backup for remote monitoring only)** available between 7:00 a.m. and 3:00 p.m. Monday to Friday, except for recognized District holidays. Please explain how your call center is operated. **866-276-6005 is the number for our Print Services hotline. In addition to this number, Logista has an online ticket request portal and email address (mps@logistasolutions.com).**

If the call is in regard to supplies, the representative will answer questions in regard to supplies.

If the call is technical in nature, the representative may, depending on the severity and technicality of the issue:

- **Escalate the call to a remote support technician**
- **Open a service order for onsite support**

If the issue, at any time, is determined to be an issue caused by the caller's PC or the District's network, the caller may be asked to open an internal service request with the District's IT support.

The names of Logista call center personnel will most probably vary over the term of the award due to attrition/promotions and due to Logista occasionally reassigning on-site break fix personnel to call center roles and vice versa. Currently Logista call center resources include Bruce Alexander (Cisco Security CCIE, etc.), Tim Harper (CTO), etc.

- f) Failure to respond to service requests as required will cause the Client to take a service credit and withhold that amount from invoices owed the Awarded Vendor. The service credit will be \$50.00 per hour for each hour after the 4th hour in each instance. **Acknowledged**
- g) Awarded Vendor will provide a per-copy credit for all images made during the course of remedial maintenance. **Acknowledged**
- h) The maximum "repair time" allowed for a copier to be brought back to satisfactory working order will be forty-eight (48) hours from the initial service call, excluding weekends and District holidays. **Acknowledged**
- i) If, during a repair call, it is determined that a copier cannot be repaired in place within forty-eight (48) hours, it is mandatory that the Awarded Vendor notify the District. In any event that this is the case, the Awarded Vendor will provide a comparable loaner print device, at no cost other than the Agreement maintenance cost-per-image rate already in effect. In any instance that a device is replaced by a loaner unit, an ending volume for the unit being removed must be documented, as well as, the initial volume of the loaner device. In each and every instance, without exception, that a device is replaced by a loaner unit, the volume of the loaner unit at the time of installation must be documented as well as an ending volume for the unit when being removed. **Acknowledged**
- j) Each print device will be expected to perform intended functions, to operate satisfactorily and to produce acceptable copy/print quality for a minimum of 95% uptime defined as the available work hours over the life of the 48-month Agreement. Quarterly

reporting for sixteen three-month periods will be utilized for this purpose for the life of the Agreement. Time dedicated to preventive maintenance or scheduled software upgrades shall not be included in the uptime analysis. Failure to meet the 95% uptime standard as required will result in credit(s) issued to the District for the amount of \$50.00 per hour for each hour below the 95% uptime requirement. **Acknowledged**

- k) Any print device(s) that does not meet the 95% measurement for any of the three-month periods must be replaced with a like print device, at no additional charges to the District. **Acknowledged**

7) Volume Monitoring:

- (a) It is the intent of the District to capture a 12-month cycle of a District year regardless of what month the Agreement begins. This is to ensure that the “peaks and valleys” of that 12-month cycle are captured. Annual mono and color cost-per-image minimums will be committed to the selected Awarded Vendor then divided into 12 monthly installments for each District year cycle. Mono and color overages will be applicable in any year only if either of the mono and/or color cost-per-image minimums, as applicable, for that District year cycle has been exceeded. **Acknowledged.**

The District is committing to a forty-eight (48) month cost-per-image (CPI) Agreement. Electronic Bid Pricing Responses must include two cost-per-image pricing units, one for a mono cost-per-image, and one for a color cost-per-image. Relative overage pricing for both mono and color cost-per-image must be listed separately. Pricing structure for both the mono and color cost-per-image (CPI) shall include, but not be limited to, service, hardware, parts, software(s) and supplies required to support all the print devices proposed. These two cost-per-image unit totals will be structured on a minimum annual basis for the duration of the 48-month cost-per-image Agreement. The unit totals for both mono and color will be broken down in 12 monthly installments for each of the annual minimums. If, and only if, the annual total of either the mono and/or color cost-per-image unit totals are exceeded during an annual period will any overages apply. Overages, if applicable, will be reconciled on an annual basis at the end of the 12th month of each annual period for the life of the 48-month Agreement. For each twelve (12) month reconciliation, the Awarded Vendor is responsible for the page count collection for all devices. Under no circumstance will volume estimations for billing purposes be allowed for the entirety of this cost-per-image Agreement. The District acknowledges that paper and staples are not included in this Agreement. **Acknowledged.**

- (b) Any source(s) that potential vendors utilize financially to fund this Agreement must be completely transparent to the District. The District will have no communication or accept any communication from any third party during the entirety of the CPI Agreement. **Acknowledged**
- (c) Awarded Vendor will be responsible for shipping or delivery of needed supplies for all locations. **Acknowledged**
- (d) As noted under “Service Requirements”:
- Failure to respond to service requests as required will cause the District to take a service credit and withhold that amount from invoices owed the Awarded Vendor. The service credit will be \$50.00 per hour for each hour after the 4th hour. **Acknowledged**

- Awarded Vendor will provide a per-copy credit for all images made during the course of preventive and/or remedial maintenance. **Acknowledged**
 - Failure to meet the 95% equipment uptime standard as required will result in credit(s) issued to the District for the amount of \$50.00 per hour for each hour below the 95% uptime requirement. **Acknowledged**
- (e) The District may need to increase the quantity of print devices over the course of the CPI Agreement. Any additional print devices added to the Agreement will be co terminus and shall not increase the cost-per-image pricing. An increase to the monthly minimum will be negotiated with the Awarded Vendor then adjusted accordingly. Over the term of the Agreement, the District shall reserve the right to add to the initially installed population of devices. **Acknowledged**

Additional Requirements:

In addition to the foregoing, and/or by way of reiteration, respondents to the Invitation for Bid must provide the following:

1) Qualifications

- (a) Describe the experience of the vendor in working with Districts and names of individuals with whom you have worked closely. (These individuals may also serve as references).

Logista has been working with Districts since 1983 including some very large District/server/printer projects such as our 5 year \$50M project with Hillsboro County Schools (Tampa). For the purpose of our response to this item, we are only listing some Mississippi schools that we have similar print services contracts with that are similar in scope to this IFB.

MS K12 SCHOOL DISTRICT	CONTACT	E-MAIL ADDRESS	Phone
DeSoto County School District	Stacey Graves	stacey.graves@dcsms.org	662-429-5271
Madison County School District	Gavin Guynes	gguynes@madison-schools.com	601-879-3049
Forest Municipal School District	Jeff Jones	jjones@forest.k12.ms.us	601-469-3250

- (b) Demonstrate understanding of the responsibilities of handling products and services such as the District requires.

Logista has successfully deployed many IT projects as large as or larger than this project. The common thread applicable to all these Logista projects has been the use of proven methodologies and project management services. Examples of such large deployments include the following:

- **Madison County School District – Currently managing over 1,300 printers under a**

Cost-per-Image Agreement. Logista has been managing MCSD's print devices since 2009.

- **DeSoto County School District – Currently managing over 850 printers and copiers under a Cost-per-Image Agreement. Logista has just entered into their 3rd 4 year contract with DCSD**
- **Forest Municipal School District – Currently managing over 160 printers and copiers under a cost-per-Image Agreement.**
- **Scott County School District – Currently managing over 160 printers and copiers under a cost-per-Image Agreement.**
- **Tupelo School District - Managed over 250 printers and copiers under a cost-per-Image Agreement.**

2) References (on sheet provided)

List the name, address, telephone number and email address of three (3) references that the District may contact to discuss your company, preferably organizations of like scope and size to this project. **See included reference sheet in section 4.**

Network Connectivity Requirements:

- (a) Connectivity to the Windows 10, Windows 11, ChromOS, macOS and iOS
- (b) Protocols supported: TCP/IP
- (c) 10/100/1000MB Ethernet Connection
- (d) Scan supported: JPG, PDF, and TIFF
- (e) Google SMTP (Simple Mail Transfer Protocol) supported
- (f) SMBv2 (Server Message Block) or greater supported

Acknowledge all Network Connectivity Requirements a-f.

Security Requirements:

- (a) Awarded Vendor will work in coordination with the District to ensure the confidentiality and security of documents and information that pass through the copiers. **Acknowledged**
- (b) At the end of the Agreement term, the District is to receive a guaranty of removal of all the District's documents and information from the hard drives of all copiers. (The cost of this service must be included in the bid pricing.)

Acknowledged. Logista is R2 certified. Logista's standard data overwrite process follows the NIST (United States National Institute of Standards and Technology) Special Publication 800-88 guidelines. Logista can provide a Certificate of Disposal and Sanitization by serial number for each asset processed.

SECTION 4

REFERENCES

Section VI

References

Please identify three (3) current users (similar scope, education, or commercial accounts) of your services that we may contact: Logista has provided five references in case you have a issue contacting any of the 1st three.

Reference 1

Institution / Company Name: DeSoto County School District

Project Description/Scope: All-inclusive Managed Print Service Contract for 850+ Kyocera/Copystar printers/MFP's

Address: 5 East South Street, Hernando, MS 38632

Contact Name: Stacey Graves

Title: Business Manager

Telephone Number: 662-429-5271

Email: stacey.graves@dcsms.org

Reference 2

Institution / Company Name: Madison County School District

Project Description/Scope: All-inclusive Managed Print Service Contract for 1200+ Kyocera printers

Address: 476 Highland Colony Parkway, Ridgeland, MS 39157

Contact Name: Gavin Guynes

Title: Technology Director

Telephone Number: 601-879-3049 (direct); 601-879-3000 (corporate)

Email: gguynes@madison-schools.com

Reference 3

Institution / Company Name: Wayne County School District

Project Description/Scope: All-inclusive Managed Print Service Contract for 160+ Kyocera/Copystar printers/MFP's

Address: 810 Chickasawhay St., Waynesboro, MS 39367

Contact Name: Dennis Singleterry

Title: Business Manager

Telephone Number: 601-735-4871

Email: singleterryd@wcdms.com

Reference 4

Institution / Company Name: Scott County School District

Project Description/Scope: All-inclusive Managed Print Service Contract for 160+ Kyocera/Copystar printers/MFP's

Address: 110 Commerce Loop, Forest, MS 39074

Contact Name: Tim Crotwell

Title: Network Administrator

Telephone Number: 601-469-4413x102

Email: tcrotwell@scott.k12.ms.us

Reference 5

Institution / Company Name: Forest Municipal School District

Project Description/Scope: All-inclusive Managed Print Service Contract for 160+ Kyocera/Copystar printers/MFP's

Address: 325 Cleveland Street, Forest, MS 39074

Contact Name: Jeff Jones

Title: Business Manager

Telephone Number: 601-469-3250

Email: jjones@forest.k12.ms.us

SECTION 5
SAMPLE AGREEMENT

Cost-Per-Image Agreement for Copying and Printing Services

The Agreement is entered into by and between Stone County School District (hereinafter referred to as the "District") and Logista (hereinafter referred to as the "Vendor"). This Agreement becomes effective upon signature by the District and Vendor and shall take precedence over all agreements and understandings between the parties. Vendor, by its acceptance hereof, agrees to issue on a cost-per-image basis to the District, and the District, by its acceptance hereof, agrees to pay, on a cost-per-image basis from Vendor, the equipment, including applicable software and services to render it continually operational, listed in Exhibit A, which is attached hereto and incorporated herein.

1) CUSTOMER ACCOUNT ESTABLISHMENT

- (a) A separate Vendor Customer Number will be required for each specific installation location.
- (b) The District is identified as the entity on the first line of the "bill-to" address. All invoices and notices of changes will be sent to the "bill-to" address.
- (c) "Ship-to" and/or "Installed-at" address is the location to which the initial shipment of equipment/supplies will be made and the address to which service representatives will respond. Subsequent shipments of supplies for installed equipment will also be delivered to the "installed-at" address unless otherwise requested.
- (d) Unless creditworthiness for this Customer Number has been previously established by Vendors, Vendor's Credit Department may conduct a credit investigation for this Order. Notwithstanding delivery of equipment, Vendor may revoke this Order by written notice to the District if credit approval is denied within thirty (30) days after the date this Cost-Per-Image Agreement is accepted for Vendor by an authorized representative.

2) EQUIPMENT SELECTION, PRICES, AND AGREEMENT: The District has selected and Vendor agrees to provide the equipment, including applicable software and services to render it continually operational, identified on Exhibit A attached to this Cost-Per-Image Agreement. The specific prices, inclusive of applicable transportation charges, are as set forth on the attached Exhibit A. The parties understand and agree that the District is exempt from the payment of taxes.

3) SHIPPING AND TRANSPORTATION: Vendor agrees to pay all non-priority, ground shipping, transportation, rigging and drayage charges for the equipment from the equipment's place of manufacture to the installation address of the equipment as specified under this Agreement. If any form of express shipping method is requested, it will be paid for by the District.

RISK OF LOSS OR DAMAGE TO EQUIPMENT: While in transit, Vendor shall assume and

bear the entire risk of loss and damage to the equipment from any cause whatsoever. If, during

the period the equipment is in the District's possession, due to gross negligence of the District, the equipment is lost or damaged, then, the District shall bear the cost of replacing or repairing said equipment.

Otherwise, the vendor is responsible for replacing or repairing the equipment during the term of this Agreement.

4) DELIVERY, INSTALLATION, ACCEPTANCE, AND RELOCATION:

- (a) DELIVERY: Vendor shall deliver the equipment to the locations specified by the District and pursuant to the delivery schedule agreed upon by the parties. If, through no fault of the District, Vendor is unable to deliver the equipment or software, the prices, terms and conditions will remain unchanged until delivery is made by Vendor. If, however, Vendor does not deliver the equipment or software within ten (10) working days of the delivery due date, the District shall have the right to terminate the order without penalty, cost or expense to the District of any kind whatsoever.
- (b) INSTALLATION SITE: At the time of delivery and during the period Vendor is responsible for maintenance of the equipment, the equipment installation site must conform to Vendor's published space, electrical and environmental requirements; and the District agrees to provide, at no charge, reasonable access to the equipment and to a telephone for local or toll-free calls.
- (c) INSTALLATION DATE: The installation date of the equipment shall be that date as is agreed upon by the parties.
- (d) ACCEPTANCE: Unless otherwise agreed to by the parties, Vendor agrees that the District shall have twenty (20) working days from the date of delivery and installation, to inspect, evaluate and test the equipment to confirm that it is in good working order.
- (e) RELOCATION: The District may transfer equipment to a new location by notifying Vendor in writing of the transfer at least ten (10) calendar days before the move is made. This notice will enable Vendor to provide technical assistance in the relocation efforts, if needed, as well as to update Vendor's records as to machine location. The Vendor's cost of moving and reinstalling equipment from one location to another is included in this Agreement.

5) TERM: The term for each item of equipment shall be that as stated in the attached Exhibit A. If the District desires to continue the Cost-Per-Image Agreement on the equipment at the expiration of the original rental Agreement, the District must enter into a new Cost-Per-Image Agreement which shall be separate from this Agreement. There will be no automatic renewals allowed. There shall be an option to purchase the equipment utilized during this Cost-Per- Image Agreement following the original term of the Agreement. Absent of any execution to purchase, the Vendor is required to pick up all equipment at no cost to the District on agreed upon dates and times.

6) OWNERSHIP: Unless the District has obtained title to the equipment, title to the equipment shall be and remain vested at all times in Vendor or its assignee and nothing in the Agreement shall give or convey to the District any right, title or interest therein,

unless purchased by the District. Nameplates, stencils or other indicia of Vendor's

ownership affixed or to be affixed to the equipment shall not be removed or obliterated by the District.

7) PAYMENTS:

- (a) INVOICING AND PAYMENTS: The charges for the equipment, software or services covered by this Cost-Per-Image Agreement are specified in the attached Exhibit A. Charge for any partial month for any item of equipment shall be prorated based on a thirty (30) day month. Vendor shall submit an invoice with the appropriate documentation to the District. The District agrees to make payment in accordance with Mississippi law on “Timely Payments for Purchases by Public Bodies,” Sections 31-7-301, et seq. of the 1972 Mississippi Code Annotated, as amended, which generally provides for payment by the District within forty-five (45) days of the date the invoice is received, and the goods are inspected and accepted.
 - (b) METER READINGS: The Vendor shall obtain accurate and timely meter readings at the end of each applicable billing period. Vendors shall have the right, upon reasonable prior notice to the District, and during the District’s regular business hours, to inspect the equipment and to monitor the meter readings. **No estimated volumes will be allowed for billing purposes throughout the entirety of the Agreement.**
 - (c) COPY CREDITS: If applicable, for each print device in the Cost-Per-Image Agreement, the District will receive one (1) image credit for each image presented to Vendor which, in the District’s opinion, is unusable and also for each image which was produced during servicing of the equipment. Image credits will be reflected on the invoice as a reduction in the total copy volume, except for run length plans which will be credited at a specific image credit rate as shown on the applicable price list.
- 8) USE OF EQUIPMENT: The District shall operate the print devices according to the manufacturer’s specifications and documented instructions. The District agrees not to employ or use additional attachments, features or devices on the equipment or make changes or alterations to the equipment covered hereby without the prior written consent of Vendor in each case, which consent shall not be unreasonably withheld.
- 9) INCLUSION OF ALL TERMS AND CONDITIONS OF REQUESTS FOR BIDS. All terms and conditions specified as any type of “Requirements” in the Cost-Per-Image Agreement for Copying and Printing Services are included as requirements of this Agreement including, but not limited to the performance clause.

10) MAINTENANCE SERVICES, EXCLUSIONS, AND REMEDIES:

- (a) SERVICES: The Vendor is responsible for providing equipment services, remote print

device monitoring, maintenance services (except for time and materials), or warranty services; (1) Vendor shall install and maintain the equipment and make all necessary adjustments and repairs to keep the equipment in good working order. (2) Parts required for repair may be used or repossessed in accordance with Vendor's specifications and replaced parts are the property of Vendor, unless otherwise specifically provided in the price lists. (3) Services will be provided during the District's usual business hours. (4) If applicable, the District will permit Vendor to install, at no cost to the District, all retrofits designated by Vendor as mandatory or which are designed to insure accuracy of meters.

(b) EXCLUSIONS: The following is not within the scope of services: (1) Provision and installation of optional retrofits. (2) Installation/removal of accessories, attachments or other devices. (3) Exterior painting or refinishing of equipment. (4) Maintenance, installation or removal of equipment or devices not provided by Vendor. (5) Performance of normal operator functions as described in applicable Vendor operator manuals. (6) Performance of services necessitated by accident; power failure; unauthorized alteration of equipment or software; tampering; service by someone other than Vendor; causes other than ordinary use; interconnection of equipment by electrical, or electronic or mechanical means with non-compatible equipment, or failure to use operating system software. If Vendor provides, at the request of the District, any of the services noted above, the District may be billed by Vendor at a rate not to exceed the Master State Prices Agreement between the Vendor and the State of Mississippi, or in the absence of such Agreement at the then current time and materials rates.

(c) REMEDIES: If during the period in which Vendor is providing maintenance services, Vendor is unable to maintain the equipment in good working order, Vendor will, at no additional charge, provide either an identical replacement or another product that provides equal or greater capabilities.

11) HOLD HARMLESS: Vendor agrees that it will, and hereby does, indemnify, defend and hold harmless the District from and against any and all claims, damages, losses, costs and expenses of every kind and nature, including court costs and attorney fees and claims for damages resulting from or arising out of any infringement claim or claim of bodily injury, death or damage to real or tangible personal property caused by Vendor and/or its partners, principals, agents, employees or subcontractors in the performance of this Agreement. The District will promptly notify Vendor in writing of any claim to be indemnified hereunder, of which the District has knowledge, and Vendor in turn will promptly notify the District of any such claim. Vendor shall, at its sole expense, control the defense of such suit to the extent allowed by Mississippi law. The parties agree to cooperate with one another in the defense of any such matter.

12) ALTERATIONS, ATTACHMENTS, AND SUPPLIES:

- (a) If the District makes an alteration, attaches a device or utilizes a supply item that increases the cost of services, Vendor will either propose an additional service charge or request that the equipment be returned to its standard configuration or that use of the supply item be discontinued. If, within five (5) working days of such proposal or request, the District does not remedy the problem or agree in writing to do so within a reasonable amount of time, Vendor shall have the right to terminate this Agreement as provided herein. If Vendor reasonably believes that an alteration, attachment or supply item affects the safety of Vendor personnel or equipment users, Vendor shall notify the District of the problem and may withhold maintenance until the problem is remedied.
- (b) Unless the District has obtained title to the equipment free and clear of any Vendor security interest, the District may not remove any ownership identification tags on the equipment or allow the equipment to become fixtures to real property.

13) ASSIGNMENT:

- (a) BY THE DISTRICT: Without the prior consent of Vendor, which consent shall not be unreasonably withheld, the District shall not (1) assign, transfer or pledge all or any part of this Agreement or software licensed by Vendor, or (2) resell, lease, lend or permit a lien or encumbrance of any kind against the equipment unless the District has obtained title to the equipment free and clear of any Vendor security interest.
- (b) BY VENDOR: Vendor shall not assign its rights or delegate its duties hereunder without the prior written consent of the District, which consent shall not be unreasonably withheld.

14) GOVERNING LAW: This Agreement shall be construed and governed in accordance with the laws of the State of Mississippi, without giving effect to its conflict laws. Vendor expressly agrees that under no circumstances shall the District be obligated to pay an attorneys fee or the cost of legal action to Vendor. Notwithstanding any other provisions of this Agreement between the parties, all activities and performances of the parties with respect to the equipment, software or services herein shall be subject to all applicable laws, regulations, policies and procedures or the United States of America, or any agency thereof, the State of Mississippi, or any agency thereof, or any local governments or political subdivisions that may affect the performance of services hereunder.

15) NOTICE: Any notice required or permitted to be given under this Agreement shall be in writing and sent by certified United States mail, postage prepaid, return receipt requested, to the party to whom the notice should be given at their usual business address. Notice shall be deemed given when actually received or when refused. The parties agree to promptly notify each other of any change of address.

16) WAIVER: Failure of either party hereto to insist upon strict compliance with any of the terms, covenants, and conditions hereof shall not be deemed a waiver or relinquishment of

any similar right or power hereunder at any subsequent time or of any other provision hereof, nor shall it be construed to be a modification of the terms of this Agreement.

- 17) CAPTIONS: The captions or headings in this Agreement are for convenience only, and in no way define, limit or describe the scope or intent of any provision or section of this Agreement.
- 18) SEVERABILITY: If any term or provision of this Agreement is prohibited by the laws of the State of Mississippi or declared invalid or void by a court of competent jurisdiction, the remainder of this Agreement shall be valid and enforceable to the fullest extent permitted by law.
- 19) THIRD PARTY ACTION NOTIFICATION: Vendor shall give the District prompt notice in writing of any action or suit filed, and prompt notice of any claim made against Vendor by any entity that may result in litigation related in any way to this Agreement.
- 20) AUTHORITY TO CONTRACT: Vendor warrants that it is a validly organized business with valid authority to enter into this Agreement. That entry into and performance under this Agreement is not restricted or prohibited by any loan, security, financing, contractual or other agreement of any kind, and notwithstanding any other provision of this Agreement to the contrary, that there are no existing legal proceedings, or prospective legal proceedings, either voluntary or otherwise, which may adversely affect its ability to perform its obligations under this Agreement.
- 21) RECORD RETENTION AND ACCESS TO RECORDS: Vendor shall maintain and make available to the District, any financial records, supporting documents, statistical records and all other records pertinent to the services performed under this Agreement. These records shall be maintained for at least three (3) years beyond the termination or expiration of this Agreement; however, if any litigation or other legal action, by or on behalf of the Client has begun that is not completed at the end of the three (3) year period, or if audit findings, litigation or other legal action has not been resolved at the end of the three (3) year period, the records shall be retained until resolution.
- 22) EXTRAORDINARY CIRCUMSTANCES: If either party is rendered unable, wholly or in part, by reason of strikes, accidents, acts of God, weather conditions or any other acts beyond its control and without its fault or negligence to comply with any obligation or performance required under this Agreement, then such party shall have the option to suspend its obligations or performance hereunder until the extraordinary performance circumstances are resolved. If the extraordinary performance circumstances are not resolved within a reasonable period of time, however, the non-defaulting party shall have the option, upon prior written notice, of terminating the Agreement.

- 23) TERMINATION: This Agreement may be terminated as follows: (a) the District and vendor

mutually agree to the termination, or (b) If either party fails to comply with the terms and conditions of this Agreement and that breach continues for thirty (30) days after the defaulting party received written notice from the other party, then the non-defaulting party has the right to terminate this Agreement. The non-defaulting party may also pursue any remedy available to it in law or in equity. Upon termination, all obligations of the District to make payments required hereunder shall cease.

- 24) AVAILABILITY OF FUNDS: It is expressly understood and agreed that the fulfillment of the conditions of this Agreement by the District is conditioned upon the receipt of governmental funding. If the funds anticipated for the fulfillment of this Agreement are, at any time, not forthcoming or insufficient, the District shall have the right to terminate this Agreement, without damage, penalty, cost or expense to the District of any kind whatsoever.
- 25) MODIFICATION OR RENEGOTIATION: This Agreement may be modified only by written agreement signed by the parties hereto. The parties agree to renegotiate the Agreement if federal and/or state revision of any applicable laws or regulations makes changes in this Agreement necessary.
- 26) WARRANTIES: Vendor warrants that the equipment, when operated according to the manufacturer's specification and documented instructions, shall perform the functions indicated by the specifications and documented literature. Vendor may be held liable for any damages caused by failure of the equipment to function according to specifications and documented literature published by the manufacturer of the equipment. The District may be held liable for any damages caused by failure to operate the equipment according to the specifications and documented instructions.
- 27) ENTIRE AGREEMENT: This Agreement constitutes the entire agreement of the parties with respect to the equipment, software or services described herein and supersede and replace any and all prior negotiations, understandings and agreements, written or oral, between the parties relating hereto. No terms, conditions, understandings, usages of the trade, course of dealings or agreements, not specifically set out in this Agreement or incorporated herein, shall be effective or relevant to modify, vary, explain or supplement this Agreement.

For the faithful performance of the terms of this Agreement, the parties have caused this Agreement to be executed by their undersigned representatives.

Witness my signature this the _____ day of _____, 2023.

Vendor:

By:

Authorized Signature:

Printed Name:

Title:

Witness: _____

Witness my signature this the _____ day of _____, 2023.

Stone County School District

By:

Authorized Signature:

Printed Name:

Title:

WITNESS: _____

For the faithful performance of the terms of this Agreement, the parties have caused this Agreement to be executed by their undersigned representatives.

Witness my signature this the 26 day of April, 2023.

Vendor:
Office Management Systems, Inc. dba Logista

By:
David Finnegan

Authorized Signature:


Printed Name:
David Finnegan

Title:
Chief Business Officer

Witness: 

Witness my signature this the _____ day of _____, 2023.

Stone County School District

By:

Authorized Signature:

Printed Name:

Title:

WITNESS: _____

EXHIBIT "A"
COST-PER-IMAGE
AGREEMENT FOR USE BY
MISSISSIPPI DEPARTMENTS AND VENDORS
(Applicable to Equipment Cost-Per-Image
Transactions)

The following, when signed by the District and the Vendor shall be considered to be a part of the cost-per-image agreement between the parties.

Vendor Company Name: Office Management Systems, Inc. dba Logista

Client Name: Stone County School District

Bill to Address:

Ship to Address: Various locations based on information provided by the District.

Delivery Schedule and Installation Date: TBD

<u>Description of Equipment, Software, or Services</u>	<u>Total Monthly Price</u>
See Equipment List in Section 8 of the IFB Response	Mono - 500,000 x \$0.0166 = \$8,300.00 Color - 21,000 x \$0.033 = \$693.00 Total = \$8,993.00
	Mono Overage - \$0.0166 Color Overage - \$0.033

Modifications:

This is a 48-month Cost-Per-Image Agreement that consists of four (4) annual minimums of 6,000,000 mono images and 252,000 color images annually. There are to be twelve (12) monthly installments for 500,000 mono images and 21,000 color images per Agreement year. Any overage rates apply only to mono and color images above these two annual minimum volumes per Agreement year. Overages, if applicable, are to be applied at the end of the twelfth month of each Agreement year for the duration of the Agreement period.


Vendor Signature

STONE COUNTY SCHOOL DISTRICT
Signature

SECTION 6
CERTIFICATE OF
INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/24/2023

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

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

PRODUCER Oakbridge Insurance Agency PO Box 787 3501 Bluecutt Rd Columbus MS 39703	CONTACT NAME: Kalie Poole PHONE (A/C No. Ext): (662)328-1855 E-MAIL ADDRESS: kpoole@oakbridgeinsurance.com	FAX (A/C No.): (662)329-3690
	INSURER(S) AFFORDING COVERAGE	
INSURED Office Management Systems, Inc. DBA Logista 327 Yorkville Road East Columbus MS 39702	INSURER A: Travelers NAIC # 25674	
	INSURER B: Philadelphia Insurance Company NAIC # 18058	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

CERTIFICATE NUMBER: 22-23 Standard

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Primary/Non-Contributory GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6303F432635	12/13/2022	12/13/2023	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			8101L111347	12/13/2022	12/13/2023	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP0J052724	12/13/2022	12/13/2023	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	UB8J254445	12/13/2022	12/13/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
A	Cyber/Professional Liability			91M90508	12/13/2022	12/13/2023	Per Occurrence	\$5,000,000
B	Pollution Liability			PPK2289467	6/1/2021	6/1/2024	Each Occurrence	\$1,000,000

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

Additional Insured and Waiver of Subrogation apply to the General Liability and Auto Liability policies when required by written contract. Umbrella policy follows form. Waiver of Subrogation applies to the Workers Compensation policy when required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

Stone County School District 214 Critz Street Wiggins, MS 39577	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 Mark Hardy/KALIE 
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ACORD 25 (2014/01)

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INS025 (201401)

SECTION 7
IMPLEMENTATION PLAN

Implementation Plan

1 Scope of Work

This Implementation Plan provides guidelines for the Delivery and Installation portion of the Invitation For Bid (IFB) for a Cost-Per-Image Agreement for Copying and Printing Services for Stone County School District (referred to hereafter as “Client”). The objective is the pre-configuration, delivery, and installation of the new copy and print devices described in the IFB throughout Stone County School District. It is understood this will be a joint project between Logista and the Client and Logista will work accordingly with the Client to provide a transition with the least disruption possible.

1.1 Implementation Summary

After the bid is awarded, Logista and Client will hold an Onboarding Meeting. Details of the project will be discussed and contact information exchanged. Following the onboarding meeting, a pre-install site walkthrough will be scheduled to survey all of the Client locations included in the project to discover and determine any unforeseen issues that may in any way slow down or hinder the implementation and also to document loading/unloading zones and staging areas. As the pre-install survey takes place, the implementation timeline will be scheduled, print management software will be installed, and Logista will work with Client in regard to the implementation of the appropriate print drivers. After the survey, equipment will be ordered then pre-configured according to the Client’s specifications as it arrives into Logista’s Columbus config center. Configured devices will be loaded into trucks, transported to appropriate Client sites, and unloaded to the designated staging areas according to the scheduled timeline. The installation team will install the new devices and stage the current devices for removal by Logista’s warehouse team. Training will take place during installation or at a time agreed upon between Logista and Client.

2 Tasks

2.1 Onboarding Meeting

Logista and The Client will have an initial onboarding meeting to clarify and determine the duration, roles, and expectations of the implementation of this project.

2.2 Contacts and Site Information

The Client and Logista will provide to each other contact information, along with their roles and responsibilities, of the personnel that will be working on this project. Logista will assign an implementation project manager to this project who will act as the main point of contact for the Client during implementation. The Client will assign an individual to serve as the main point of contact for Logista. This individual should have authority and/or access to those with authority to act on all aspects of this project.

The Client will provide a list of locations identifying a main contact with phone number and email address, physical address, and ship to address. If supplies (i.e. toner, drums, etc.) need to be shipped to an alternate contact at each location, the alternate’s name, phone number, email address, physical address, and ship to address will need to be provided as well.

This is a sample number of Logista staff and roles that have worked on similar projects such as this:

Project Manager (1): Oversees scheduling and entire implementation project.

Onsite Project Manager (1): Oversees actual implementation tasks are completed in a timely manner and communicates with the Project Manager.

Configuration Technicians (6 to 8): Technicians dedicated to pre-configuration of the equipment.

Warehouse personnel (~ 6): Load, drives trucks, and unloads equipment for installation.

Installation Technicians (4 to 12): Technicians dedicated to installing new equipment. The quantity of installation technicians that will be needed (4 to 12) will vary depending on the desired installation timeline (depending on the number of locations for which installation work is to be performed concurrently).

Account Manager (1): Main Point of Contact for the Client.

Trainers (~2): Train users on new equipment.

Pre-install Surveyors (~2): Perform pre-install site surveys.

Printer Engineers (~2): Perform configuration work if necessary to meet the requirements of the project.

An implementation schedule should be mutually agreed upon by Logista and the Client based in part on the estimated time of arrival (ETA) of the equipment at Logista. Logista will allocate ample resources to this project to ensure that the implementation schedule is adhered to, and to ensure that the implementation runs as planned.

2.3 Pre-Installation Site Survey

Information gathered during the pre-install site survey is critical in the planning of the installation. Logista assisted by The Client will walk through each site prior to installation to identify any possible obstacles and additional resources that may be needed during the installation.

The Client will provide Logista with individual site floor plans for each location identifying the installation location and device category of each device.

Issues to be identified:

- Appropriate electrical wiring and outlets for the type and quantity of equipment to be installed
- Appropriate network drops available
- Appropriate network equipment available – e.g. Switch, mini switch, ATA, etc...
- Appropriate quantity and length of network patch cables
- Appropriate space available for equipment to be installed
- Any equipment additions needed or requested
- Changes to equipment configurations
- Relocation of equipment from original floor plan designation
- Furniture, other equipment, or materials that need to be moved out of the way to properly install new equipment
- Staging areas for current equipment removal
- Delivery truck access, parking, and unloading
- New equipment accessibility to building – steps/stairs, elevator, door width, etc....
- Old equipment accessibility to staging area - steps/stairs, elevator, door width, etc....

Equipment space and electrical requirements can be found in the “Proposed Product List” that is included with this IFB response.

2.4 Pre-Installation Updates

Based on the information gathered and documented during the pre-installation site survey, the following will be completed before installation can begin.

Logista will:

- Make changes to project documentation for any equipment additions, changes, and moves
- Request written approval of any additions, changes, or moves
- Acquire any additional moving equipment needed for installation
- Acquire any packaging and staging material needed for staging

The Client will:

- Update electrical wiring and outlets to meet electrical requirements
- Purchase and install any network equipment or accessories needed
- Provide network patch cables for all devices
- Install network drops where needed
- Ensure all network drops and electrical outlets are functioning properly
- Move furniture, other equipment, or materials in the way of installing equipment

2.5 Remote Monitoring Software and Remote Support

- Customer will provide the necessary hardware and access to install Logista's data collection software for monitoring for toner levels and error codes.
- Logista requests VPN/remote access to The Client network for administering our software and device management. The Client will provide the necessary hardware and will assist in the configuration of the VPN/remote connectivity.

2.6 Schedule

Logista will provide The Client with an estimated duration of the installation. The Client will provide Logista with available dates for the installation based on the estimated duration. Logista will create and provide installation schedule to the Client.

2.7 Acquire Equipment and Additional Accessories

Logista will order all necessary print equipment needed for project. The Client will order/provide any needed patch cables, mini switches, ATA equipment and/or other additional equipment or accessories necessary to complete the project not specified in the Invitation for Bid.

2.8 Equipment Configuration Settings

All equipment will be preconfigured at Logista's Columbus Config Center with the appropriate settings/information as discussed in the onboarding meeting and/or follow up discussions. It is vital for the Client to provide accurate and complete information for Logista to preconfigure the equipment before install. The Client will provide the following information to Logista as appropriate for the pre-configuration of the equipment.

- DHCP Settings
- IP Addresses, Gateways, and Subnet masks
- Scan to email settings
 - SMTP Server
 - DNS Servers
 - Security settings
 - Username/Password
 - From email addresses
- LDAP settings
- Fax numbers and settings
- Scan to SMB/Folder settings
- User Name and Codes for Accounting Codes if applicable

2.9 Pre-Configuration

Logista will preconfigure the following prior to installation as appropriate.

- IP Addresses, Gateways, and Subnet masks
- Scan to email
- Scan to SMB/Folder
- LDAP

- FAX
- Label Equipment
- Accounting Codes

2.10 Driver Installation

The Client IT staff will install print drivers, unless other arrangements have been made with Logista. Logista will train The Client IT staff, if needed, on the installation and configuration of drivers. The Client will be responsible for the proper installation of drivers. Drivers will be installed prior to or at the time of the equipment installation. Driver default settings will be discussed at the onboarding meeting. Logista recommends that the Client remotely deploy the print drivers.

2.11 Equipment Installation

The Client will provide Logista with Installation Site Floor Plans indicating the installation location of each print device.

Logista will either deliver the equipment to each location a few days prior to the installation or on the day of installation.

Logista will install equipment according to the installation schedule. Because of the pre-configuration process most devices should be just a plug and play type of install. Logista technicians will:

- Install equipment in the locations specified in the Site Floor Plans unless otherwise directed by a representative of the Client authorized to make changes.
- Print a configuration page and note any changes made to the configuration of any installed devices, e.g. IP Address.
- Test and confirm functionality of the new device, e.g. scanning, faxing, printing, and copying.
- Check and sign the Site Install Sheet when a machine is installed and tested.
Have the Client representative sign a Site Install Sheet confirming all devices have been installed and tested before the Technicians leave a site. If the technicians leave a site and if any one of the devices has not been completely installed and tested, the technician will note the reason why the machine was not completely installed on the Site Install Sheet, and the Client representative will sign beside that notation.

2.12 Training Documentation

Logista will create appropriate training documentation for this project as specified in the Invitation For Bid.

2.13 Training

The Client will provide a contact list of Key-Operators at all locations to Logista. Logista will schedule and provide training to Key-Operators, End-Users and IT staff. Follow up training can be scheduled and provided. IT staff will be trained prior to installation on print driver installation and configuration if appropriate. Optionally, training sessions can be held in groups at a centralized location a few days prior to installation. The training process can be customized to meet the needs of The Client and can be discussed at the onboarding meeting.

Trainers will cover the key features and benefits as well as performance capabilities of new devices including basic printing, fax, and scanner features, as applicable. This is a high-level overview training designed to provide a basic understanding of the device functionality such as how and where to load consumables, how to properly load paper, how to clear paper jams, how to access toner cartridges for changing, accessing the device using admin codes and simple front-panel tutorials. Other functionality can be demonstrated as requested by the trainees.

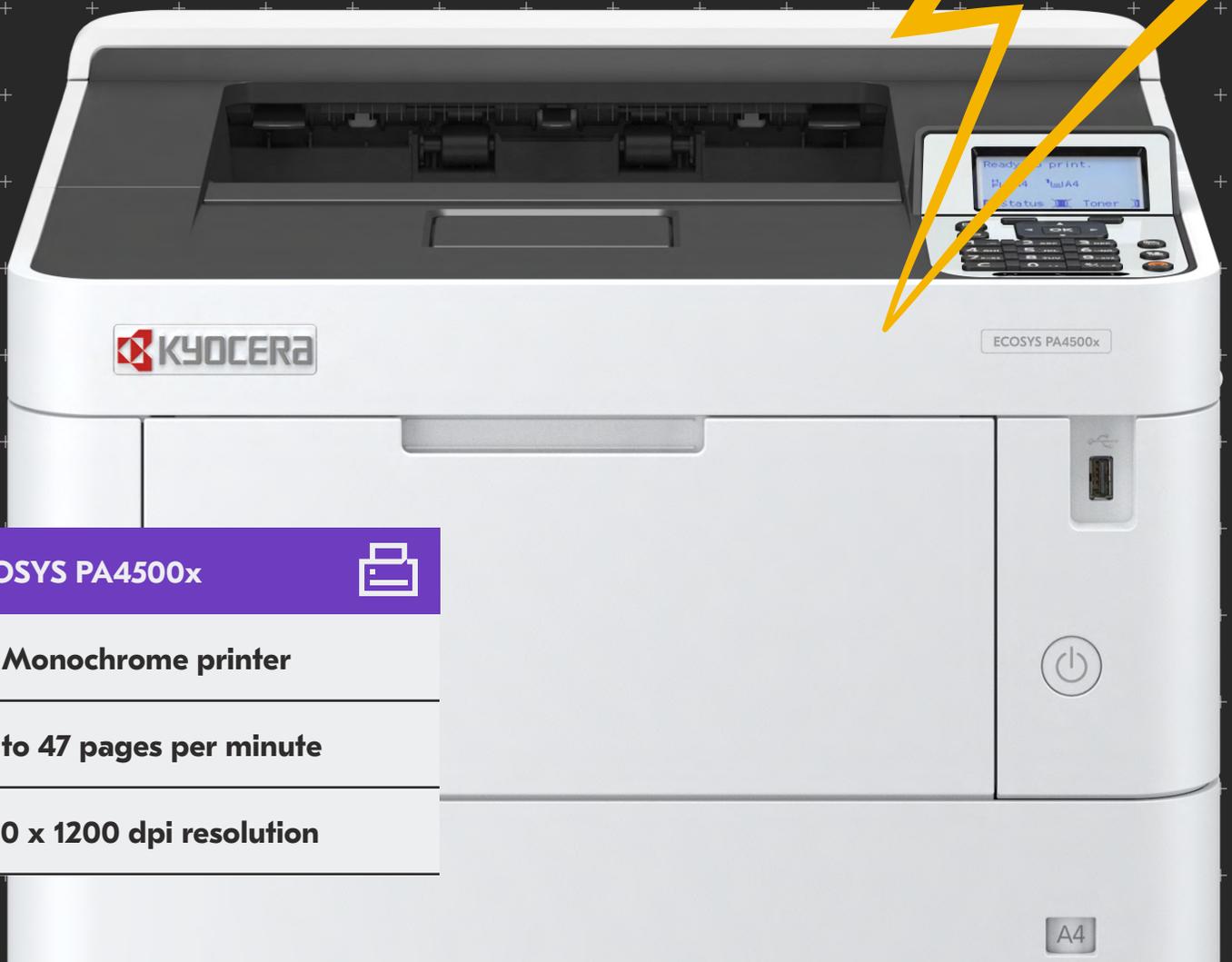
SECTION 8
EQUIPMENT LIST,
BROCHURES, AND
OTHER ITEMS

PROPOSED EQUIPMENT LIST

	Device Category	Quantity	Make	Model	Configuration	Electrical Requirements	Space Requirements W x D x H
	35+ ppm Mono Printer	94	Kyocera	PA4500X (47ppm Mono Printer)	No accessories	NEMA 5-15R	15.4" x 16.5" x 12.6"
	35+ ppm A3 Color MFD	11	Kyocera Copystar	CS-3554ci (35ppm Color MFD)	DP-7150 (140 Sheet RADP) PF-7150 (2x1,500 Sheet Trays) AK-7110 (Finisher Attachment Kit) DF-7120 (1,000 Sheet Finisher) PH-7A (Hole Punch Unit) Surge Protector	NEMA 5-15R Dedicated Recommended	65" x 32" x 72"
	80+ ppm A3 Mono MFD	20	Kyocera Copystar	CS-8003i (80ppm Mono MFD)	PF-7120 (3,000 Sheet Side LCT) DF-7110 (4,000 Sheet Finisher) PH-7A (Hole Punch Unit) Surge Protector	NEMA 5-20R 20A Dedicated	80" x 32" x 62"

Compact, Yet Powerful

The ECOSYS PA4500x is a powerful printer embedded with K-Level security firmware. When you combine optional hard drive memory and K-Level security firmware, these enhanced levels of protection can be integrated with these Kyocera devices. The rapid speed of up to 47 pages per minute contributes to the enhanced productivity of smaller workgroups. Thanks to its reliability, your business can operate with the peace of mind that you prints will come out perfect every time.



ECOSYS PA4500x



A4 Monochrome printer

Up to 47 pages per minute

1200 x 1200 dpi resolution

A4

ECOSYS PA4500x

BASIC SPECIFICATIONS

Configuration: Monochrome Printer

Pages per Minute: Letter: 47, Legal: 38, StatementR: 23

Duplex Print Speed: Letter: 23.5, Legal: 19

Display: 5 Line LCD with Hard Key Control Panel and White LED backlight

Warm Up Time: 16 seconds or less (Power On) & 15 seconds or less (From Sleep)

First Page Out Time: 5.3 seconds or less

Resolution: 600 x 600 dpi, 300 x 300 dpi;

Fine1200 (1200 x 1200 dpi) and Fast1200 (1800 x 600 dpi) Interpolated Resolution

Memory: Std: 512MB, Max: 2.5GB

Duplex: Standard Stackless Duplex Supports Statement to Legal (5.5" x 8.5" - 8.5" x 14"), 16 lb. Bond - 67 lb. Index (60 - 120gsm)

Dimensions / Weight: 15.35" W x 16.38" D x 12.13" H / 32.19 lbs.

Maximum Monthly Duty Cycle: 150,000 Pages per Month

POWER CONSUMPTION

Electrical Requirements: 120V: 60Hz, 10A; 220-240V, 50/60Hz, 5.6A

Typical Electricity Consumption (TEC):

120V: 0.62 kWh/week; 220-240V: 0.59 kWh/week

Energy Star® Compliant

Maximum (including Options): 120V: 1,165W; 220-240V: 1,234W

Printing: 120V: 620.2W; 220-240V: 605.5W

Ready Mode: 120V: 8.3W; 220-240V: 8.4W

Sleep Mode: 120V: 0.5W; 220-240V: 0.5W

Power Off: 120V: 0.1W; 220-240V: 0.1W

PRINTER SPECIFICATIONS

Standard Controller: ARM Cortex-A53 Dual core 1.4GHz

PDLs / Emulations: PRESCRIBE, PCL6 (PCL XL / PCL 5c),

KPDL3 (PostScript3 compatible), AES, PDF Direct Print, XPS/

Open XPS (TIFF/JPEG Direct Print)

Fonts: Outline Fonts 93 (PCL 6/KPDL3), 4 fonts (Calibri), 4

fonts (Cambria), Bitmap (1 Font / 79 Processed Outline Fonts)

Barcodes: 1-Dimensional: 45 Type; 2-Dimensional:

PDF417 1 Type

Windows OS Compatibility: Windows 8.1, Windows 10

(32/64/arm64), Windows 11 (32/64/arm64),

Windows Server 2012/R2, 2016, 2019.

MAC OS Compatibility: Mac OS X 10.5 or greater

Linux OS Compatibility: Linux Distro version: Debian 11, Ubuntu 20.04, RHEL 8, CentOS Linux 8, Fedora 34, 35, OpenSUSE 15.3

Interface: 10BASE-T/100BASE-TX/1000BASE-T(TCP/IP,NetBEUI), 1 USB 2.0 & 2 USB 2.0 Host (Hi-Speed USB), 1 Expansion Slot; IB-37/38/51 Options.

Network Print and Supported Protocols: TCP/IP, FTP, LPR, Port9100, NetBEUI, Apple Bonjour, IPP/1.0 (Some 1.1 functions are also supported), IPP/2.0, WSD Print, POP3

Mobile Printing: KYOCERA Mobile Print, KYOCERA MyPanel, Apple AirPrint®, Mopria®, and Wi-Fi Direct³

Drivers: KX Driver, PCL Mini Driver, KPDL Mini Driver,

WIA Driver, MAC Driver, Linux Driver

Utilities: KYOCERA Direct Print, KYOCERA Mobile Print,

KYOCERA MyPanel, KYOCERA Print Center, KYOCERA Net

Viewer, KYOCERA Device Manager, Quick Network Setup,

and Maintenance Menu. KFS Utilities include: KFS Mobile

(Android/iOS), NetGateway, Data Collection Tool, Device

Registration Diagnostic Tool

Additional Print Features: EcoPrint; N-Up Printing, Private

Print; Proof and Hold; Quick Copy¹ and Job Storage¹

Job Management: Job Accounting, 100 Department Codes

SECURITY SPECIFICATIONS

Local Authentication, Network Authentication, Encryption

Communication (IPsec, HTTPS, LDAP over TLS, SNMPv3,

SIEM/Syslog, SMTP over TLS, POP over TLS), Optional TPM

chipset (Trusted Platform Module), Certificates SCEP, OCSP/

CRL (CRL: W/option Memory), ECDSA, Secure Boot, Run Time

Integrity Check, Support for FIPS 140-3 (option SSD), Common

Criteria (ISO/IEC-15408/EAL2 W/SSD)

PAPER SUPPLY

Standard Paper Sources: Single 500 Sheet Drawer,

100 Sheet Multipurpose Tray

Standard / Maximum Paper Sources: 2 / 6 Including

Multipurpose Tray

Standard / Maximum Paper Capacity: 600 Sheets /

2,600 Sheets

Paper Size: Statement to Legal (5.5" x 8.5", 8.5" x 14"), Custom;

MPT Only: Envelope, Banner

Paper Weight: Standard Drawer: 16 lb. Bond - 67 lb. Index (60

- 120gsm); MTP: 16 lb. Bond - 120 lb. Index (60 - 220gsm)

Standard Output Tray Capacity: 250 Sheets, Face Down

Input Materials: Standard: Plain Paper, Bond Paper, Recycled Paper, StatementR, Custom; MPT: Plain Paper, Bond Paper, Labels, Envelopes, Letter Head, PrePrinted, Cardstock, Thin Paper, Thick Paper, Banner

PAPER HANDLING OPTIONS

PF-3110 PAPER FEEDER

Paper Capacity: 500 Sheets x 4 (80gsm)

Paper Size: Statement to Legal (5.5" x 11" - 8.5" x 14"), 16 - 32

lb. Bond, Envelopes, Custom

Dimensions / Weight: 14.9" W x 16.1" D x 4.8" H / 8.4 lbs.

PF-3100 LARGE CAPACITY CASSETTE

Paper Capacity: 2,000 Sheets (75gsm)²

Paper Size: Statement to Letter (5.5" x 8.5" - 8.5" x 11"),

Envelopes, Custom

Dimensions / Weight: 13.6" W x 16.6" D x 14.6" H / 16.5 lbs.

ADDITIONAL OPTIONS

Print Management: ThinPrint (UG-33)

Security: Standard Data Security Overwrite/Encryption with

SSD

SD Card: 16, 32 GB

SSD: HD-17: 64 GB SSD / HD-18: 256 GB SSD / HD-19: 512

GB SSD

Wireless LAN: IB-37, IB-38, and IB-51 (does not support

HyPAS or KFS).

Additional NIC: IB-50 Gigabit NIC

Optional Interface: IB-32B (Parallel Interface)

Attachment Kit: PB-325 (Base Unit for the PF-3100)

Optional Memory: SD-144-1GB (DDR3), SD-144-2GB (DDR3)

Optional: Adjustable Stand

NOTE:

¹Requires Optional SD Card, HD-17, HD-18, or HD-19

²Requires a PB-325

³Requires Optional IB-37, IB-38

Specifications and design are subject to change without notice.

For the latest on connectivity visit kyoceradocumentsolutions.us.

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Tel: 973-808-8444



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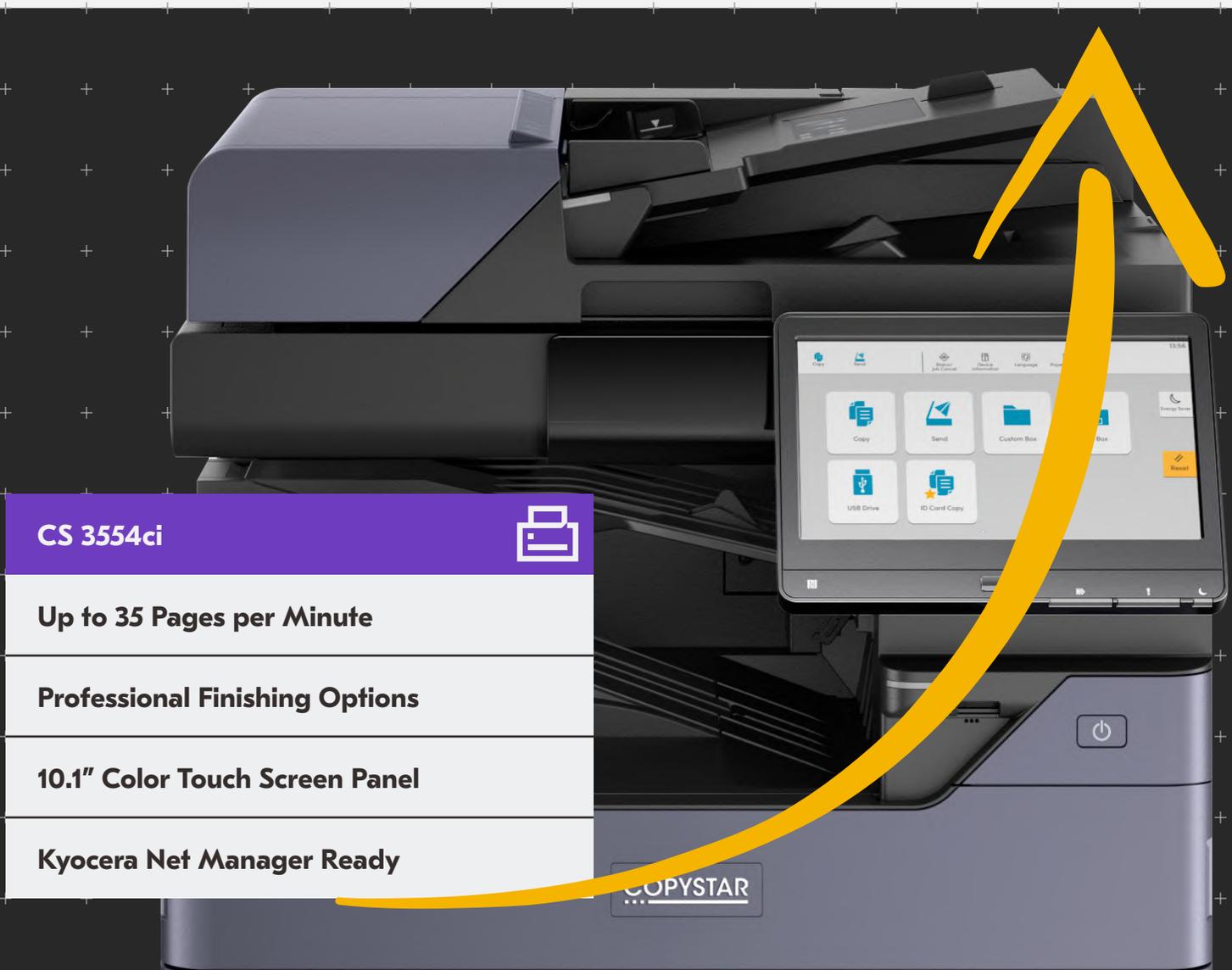
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Evolve Printing in Your Workplace

The Copystar Evolution Series has arrived to provide your workplace with the latest technology required to keep your data safe while optimizing workflows. With an easy-to-use control panel and innovative security enhancements, you can rely on the Copystar Evolution Series for high-quality printing, copying and scanning.



- CS 3554ci** 
- Up to 35 Pages per Minute**
- Professional Finishing Options**
- 10.1" Color Touch Screen Panel**
- Kyocera Net Manager Ready**

BASIC SPECIFICATIONS

Configuration: Color Multifunctional System - Print/Scan/Copy/Optional Fax

Speed: Color and Black — Letter: 35 ppm, Legal: 21 ppm, Ledger: 17 ppm, 12" x 18": 17 ppm (print only)

Warm Up Time: 18 Seconds or Less (power on)

First Page Out:

Copy: 5.3 seconds or less Black, 7.0 seconds or less Color
Print: 5.9 seconds or less Black, 7.7 seconds or less Color

Display: 10.1" Color Touch Screen Control Panel

Memory/Hard Disk Drive: 4GB RAM/32GB SSD/320GB HDD Standard, 1TB HDD (option)

Duplex: Standard Stackless Duplex supports Statement (5.5" x 8.5") to Ledger (12" x 18"), 16 lb. Bond - 142 lb. Index (60 – 256gsm)

Standard Output Tray: Statement — 12" x 18"/500 Sheets; up to 12" x 48" Banner (single sheet)

Electrical Requirements: 120V, 60Hz, 12A; 220-240V, 50/60Hz, 7.2A

Typical Electricity Consumption (TEC): 120V: .46 kWh/week; 220V: .44 kWh/week

Dimensions: 23.7" W x 26.1" D x 31.1" H

Weight: 198.4 lbs

Maximum Monthly Duty Cycle: 125,000 Pages per Month

PAPER SUPPLY

Standard Paper Sources: Dual 500 Sheet Trays, 150 Sheet MPT, Auto Selection/Switching

Optional Paper Sources: Dual 500 Sheet Trays (PF-7140) Dual 1,500-sheet Trays (PF-7150) 3,000 Sheet Capacity Tray (PF-7120),

Paper Capacity: Standard: 1,150 Sheets; Maximum: 7,150 Sheets

Paper Size: Tray 1 — 5.5" x 8.5" — 8.5" x 14" (statement to legal); Tray 2 — 5.5" x 8.5" — 12" x 18", Custom Size PF-7140: 5.5" x 8.5" — 12" x 18" PF-7150, PF-7120: 8.5" x 11" MPT: 5.5" x 8.5" — 12" x 18" (multiple sheets); Up to 12" x 48" Banner (single sheet)

Paper Weight:

Trays/MPT: 14 lb. Bond — 166 lb. Index (52 — 300gsm)

Input Materials:

Standard/Optional Trays: Plain, Bond, Recycled, Preprinted, Vellum, Color, Pre-Punched, Thick, Thin, High Quality, Letterhead, Envelope, Custom; MPT: Plain, Bond, Recycled, Preprinted, Vellum, Color, Pre-Punched, Thick, Thin, High Quality, Transparency (OHP), Coated, Index Tab, Label, Letterhead, Envelope, Custom

SECURITY SPECIFICATIONS

Local Authentication, Network Authentication, Encryption Communication (IPsec, HTTPS, LDAPS, SMTP/POP/FTPS over TLS 1.3, SNMPv3), TPM chipset (Trusted Platform Module), S/MIME, SCEP (auto certificate issuance/renewal), OCSP/CRL (certificate validation), Secure Boot (firmware authenticity verification), Run Time Integrity Check, Data Security Kit 10 enhances IPsec communication (support for FIPS140-2), HDD and Memory Overwrite (7x) Mode and HDD Data Encryption (256 bit), Common Criteria (ISO/IEC-15408/EAL2), IEEE 2600.2

PRINT SPECIFICATION

Standard Controller: ARM Cortex-A53/1.6GHz

PDLs/Emulations: PRESCRIBE, PCL6 (PCL-XL/PCL-5c), KPDL3 (PS3), XPS, OPEN XPS, PDF; Optional (UG-34): IBM ProPrinter, Line Printer, LQ-850

Print Resolution: Up to 4800 x 1200 dpi

Fonts: KPDL3, PCL6, Bitmap

OS Compatibility: Windows: 8.1/10/Server 2012/Server 2012 R2/Server 2016/Server 2019; Mac OS X v10.0 or later; Chrome OS

Mobile Printing: Apple AirPrint®, Mopria®, KYOCERA Mobile Print, KYOCERA MyPanel

Interfaces: Standard: 1000 Base-T/100-Base-Tx/10BASE-T (IPv6, IPv4, IPsec), 802.3az ready, High-Speed USB 3.0, 4 Speed USB 2.0 Host Interfaces, 2 Expansion Slots, IEEE 802.11b/g/n Wireless LAN (communication distance 98.5 feet); Optional: IEEE 802.11a/b/g/n/ac (IB-37 for 2.4/5GHz), 10/100/1000BaseTX (IB-50 for Dual NIC); IEEE 802.11b/g/n (IB-51 for Wireless LAN Interface (communication distance 328.1 feet)

Network Print and Supported Protocols: HTTPS, FTPS, SNMP v1/v2c/v3, Raw Port (Port 9100) TCP/IP, IPv4, IPv6, DHCP LPR, DNS, WSD Scan/Print

Drivers: KX Driver, PCL Mini Driver, KPDL Mini Driver, KX Driver for XPS, Network Fax Driver, TWIN Driver, WIA Driver, Status Monitor, Common Profile, Output to PDF, Security Watermark, Color Optimizer, MAC Driver, Chrome Print Driver, Linux Driver, KX Driver with Distributed Printing, Windows Inbox Driver, SANE Driver, Google Chrome Driver

Utilities: KYOCERA Net Viewer, KYOCERA Device Manager, KX PRESCRIBE and Macro Generator, Quick Setup, KYOCERA Net Manager, ID Register, Software Management Service, Upgrade Studio, Web Package Builder/Maker, Removal Tool, Wi-Fi Setup Tool, PDF Direct Print, Command Center RX

SCAN SPECIFICATION

Scan Type: Color and Black & White Scanner

Scan Resolution: 600 dpi, 400 dpi, 300 dpi, 200 dpi, 200 x 100 dpi, 200 x 400 dpi

File Formats: TIFF, JPEG, XPS, OpenXPS, PDF (MMR/JPG Compression/High Compression PDF/A-2.0); Option: Scan Extension Kit Text Searchable PDF; MS Office File

Connectivity/Supported Protocols: 10 BASE-T/100 BASE-TX/1000 BASE-T (IPv6, IPv4, IPsec) TCP/IP, Hi-Speed USB 3.0

Scanning Functions: Scan-to-Folder (SMBv3), Scan-to-Email, Scan-to-FTPS, Scan-to-FTPS over TLS 1.3, Scan-to-USB, Specified Color Removal, Border Erase, Preview

Original Size: Document Processor: 5.5" x 8.5" — 11" x 17"; Glass: Up to 11" x 17"

Drivers: TWIN/WIA/DSM-SANE Driver, WSD Scan

OPTIONAL DOCUMENT PROCESSORS₂

Acceptable Originals: 5.5" x 8.5" — 11" x 17"

DP-7140: Reversing Automatic Document Processor/50 Sheets Speed: Simplex: 50 ipm (BW Color); Duplex: 16 ipm (BW/Color) Weight: Simplex: 13 lb. Bond — 90 lb. Index (45 — 160gsm); Duplex: 16 lb. — 32 lb. Bond (50 — 120gsm)

DP-7150: Reversing Automatic Document Processor/140 Sheets Speed: Simplex: 80 ipm (BW Color); Duplex: 48 ipm (BW/Color) Weight (with multi-feed detection): Simplex: 13 lb. Bond — 90 lb. Index (35 — 160gsm); Duplex: 16 lb. — 32 lb. Bond (50 — 120gsm)

DP-7160 (with multi-feed detection):

Dual Scan Document Processor/320 Sheets Speed: Simplex: 100 ipm BW/Color; Duplex: 200 ipm (BW/Color) Weights: Simplex: 13 lb. And staple bond — 120 lb. Index (35 — 220gsm); Duplex: 16 lb. — 120 lb. Index (50 — 220gsm)

DP-7170 (with multi-feed and staple detection):

Dual Scan Document Processor/320 Sheets Speed: Simplex: 100 ipm (BW/Color); Duplex: 200 ipm (BW/Color) Weights: Simplex: 13 lb. Bond — 120 lb. Index (35 — 220gsm); Duplex: 16 lb. — 120 lb. Index (50 — 220gsm)

COPY SPECIFICATIONS

Copy Resolution: 600 x 600 dpi

Image Mode: Text, Photo, Text/Photo, Graphic/Map

Continuous Copy: 1 — 9,999

Additional Features: Auto Magnification, Auto Paper Select, Combine Copy, Mirror Image, Rotate Copy, Border Erase, Split Copy, Margin Shift, Page Number, Form Overlay, Blank Page Skip, Specified Color Removal, Proof Copy, Preview, ID Card Copy, Handwriting Emphasis, Super Resolution

Job Management: 1,000 User Codes, Job Build, Shortcut Keys, Repeat Copy

Magnification/Zoom: Full Size, 4 Reduction, 4 Enlargement Preset Ratios, 25 — 400% in 1% Step Increments

Document Box: Custom Box, Job Box, USB Drive Box, Fax Box (with optional Fax System)

OPTIONAL FAX SPECIFICATIONS

Fax Type: Fax System 12 (option)

Type/Data Compression: G3 Fax/MMR, MR, MH, JBIG

Transmission Speed/Modem Speed: Less than 3 seconds/33.6 Kbps

Fax Memory: Standard 170 MB

Driver: Network Fax Driver

Fax Functions: Network Fax, Duplex Transmission and Reception, Encrypted Transmission and Reception, Polling Transmission and Reception, Broadcast, Fax Server Integration, Fax Dedicated Paper Feed Tray, Fax Forwarding to email or file

SOLUTIONS AND SERVICES**Remote Management**

Kyocera Fleet Services ready! A highly secure cloud-based monitoring solution that offers real-time visibility into your fleet. Optimize device uptime and be notified when to replenish supplies. Streamline billing with seamless 3rd party application integration, allowing you to focus solely on your business.

Printing Software

Cost Control & Security, Cloud & Mobile, Printer Management

Content Services

Scan & Connect, Intelligent Process Automation, Enterprise Content Management

IT Solutions

Technology Solutions, including solutions for Cloud and Data Centers; Network Infrastructure, Cybersecurity Solutions, Collaboration Solutions

Consulting Services

Including IT Health Check, CIO as a Service, Healthcare Compliance, Backup and Recovery Planning

Professional Services

Including Design and Architecture, Project Implementation, Project Management

Managed Services: Including Help Desk Services, Retainer Services and On-site Support

Output & Finishing Options³

OPTIONAL 250 SHEET INNER SHIFT TRAY JS-7100

Stack Capacity: 250 Sheets

Paper Size: 8.5" x 11" – 11" x 17"

Paper Weight: 14 lb. Bond – 166 lb. Index (52 – 300gsm)

OPTIONAL 500 SHEET INTERNAL FINISHER DF-7100₄

Stack/Staple Capacity: 500 Sheets/50 Sheets

Paper Size: 5.5" x 8.5" – 12" x 18"

Paper Weight: 14 lb. Bond – 166 lb. Index (52 – 300gsm)

Edge Staple Position: 3 Positions: Front 1 Staple, Edge 1 Staple, Face 2 Staples

Optional Punch: PH-7100 2/3 Hole Punch Unit, Supports 5.5" x 8.5" – 12" x 18"; 14 lb. Bond – 166 lb. Index (52 – 300gsm)

Dimensions: 19.4" W x 21" D x 6.9" H

OPTIONAL 1,000 SHEET FINISHER DF-7120₄

Stack/Staple Capacity: Main Tray: 1,000 Sheets/50 Sheets (up to 24 lb. Bond [90gsm])

Paper Size: 5.5" x 8.5" – 12" x 18"

Paper Weight: 14 lb. Bond – 166 lb. Index (52 – 300gsm)

Edge Staple Position: 3 Positions: Top Left, Bottom Left, Center Bind

Optional Punch: PH-7A 2/3 Hole Punch Unit, Supports 5.5" x 8.5" – 12" x 18"; 14 lb. Bond – 166 lb. Index (52 – 300gsm)

Dimensions: 21.6" W x 24.4" D x 41.3" H

OPTIONAL 4,000 SHEET FINISHER DF-7140₄

Stack/Staple Capacity: Main Tray (A): 4,000 Sheets; Sub Tray (B): 200 Sheets/65 Sheets (up to 24 lb. Bond [90gsm])

Paper Size: 5.5" x 8.5" – 12" x 18"

Paper Weight: 14 lb. Bond – 166 lb. Index (52 – 300gsm)

Edge Staple Position: 3 Positions: Top Left, Bottom Left, Center Bind

Optional Punch: PH-7A 2/3 Hole Punch Unit, Supports 5.5" x 8.5" – 12" x 18"; 14 lb. Bond – 166 lb. Index (52 – 300gsm)

Dimensions: 29" W x 26" D x 42" H

Optional Booklet Folder/Trifold Unit BF-730: (DF-7140)

Booklet Folder supports 8.5" x 11", 8.5" x 14", 11" x 17"; Fold Booklet Staple: 16 lb. – 24 lb. Bond (60 – 90gsm) 20 sheets; 25 lb. – 28 lb. Bond (91 – 105gsm) 13 sheets; Higher than 28 lb. Bond (Higher than 105gsm) 1 sheet; Fold booklet no staple: 16 lb. – 24 lb. Bond (60 – 90gsm) 5 sheets; 25 lb. Bond – 72 lb. Index (91 – 120gsm) 3 sheets; 32 lb. Bond – 110 lb. Cover (121 – 256gsm) 1 sheet; Trifold supports 8.5" x 11" only: 16 lb. – 24 lb. Bond (60 – 90gsm) 5 sheets; 25 lb. Bond – 72 lb. Index (91 – 120gsm) 3 sheets; 16 lb. – 28 lb. Bond (60 – 105gsm) 1 sheet

Optional Multi-Bin Mailbox MT-730(B): (DF-7140) 7 Trays;

Supports: 16 lb. Bond – 90 lb. Index (60 – 163gsm); Stack Capacity per bin: 100 Sheets: 5.5" x 8.5", 8.5" x 11"; 50 Sheets: 8.5" x 14", 11" x 17"

ADDITIONAL OPTIONS

AK-7110 Bridge Unit Attachment Kit, JS 7100 Inner Job Separator, HD-16 Large Capacity HDD (1TB), Banner Guide 10, Internet Fax Kit (A), Card Authentication Kit (B), Dual NIC (IB-50), Extended Range Wireless LAN NIC (IB 51), Thin Print option (UG-33), Printer Emulation option (UG-34), DT-730(B) Document Tray, Scan Extension Kit (A) for Text Searchable PDF; MS Office File, Keyboard Holder 10, Numeric Keypad (NK-7130), Cabinet Stand

¹ Requires PF-7140

² Only 1 Document Processor can be installed

³ Only 1 Output Option can be installed

⁴ Requires Bridge Unit Attachment Kit (AK-7110)

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Tel: 973-808-8444

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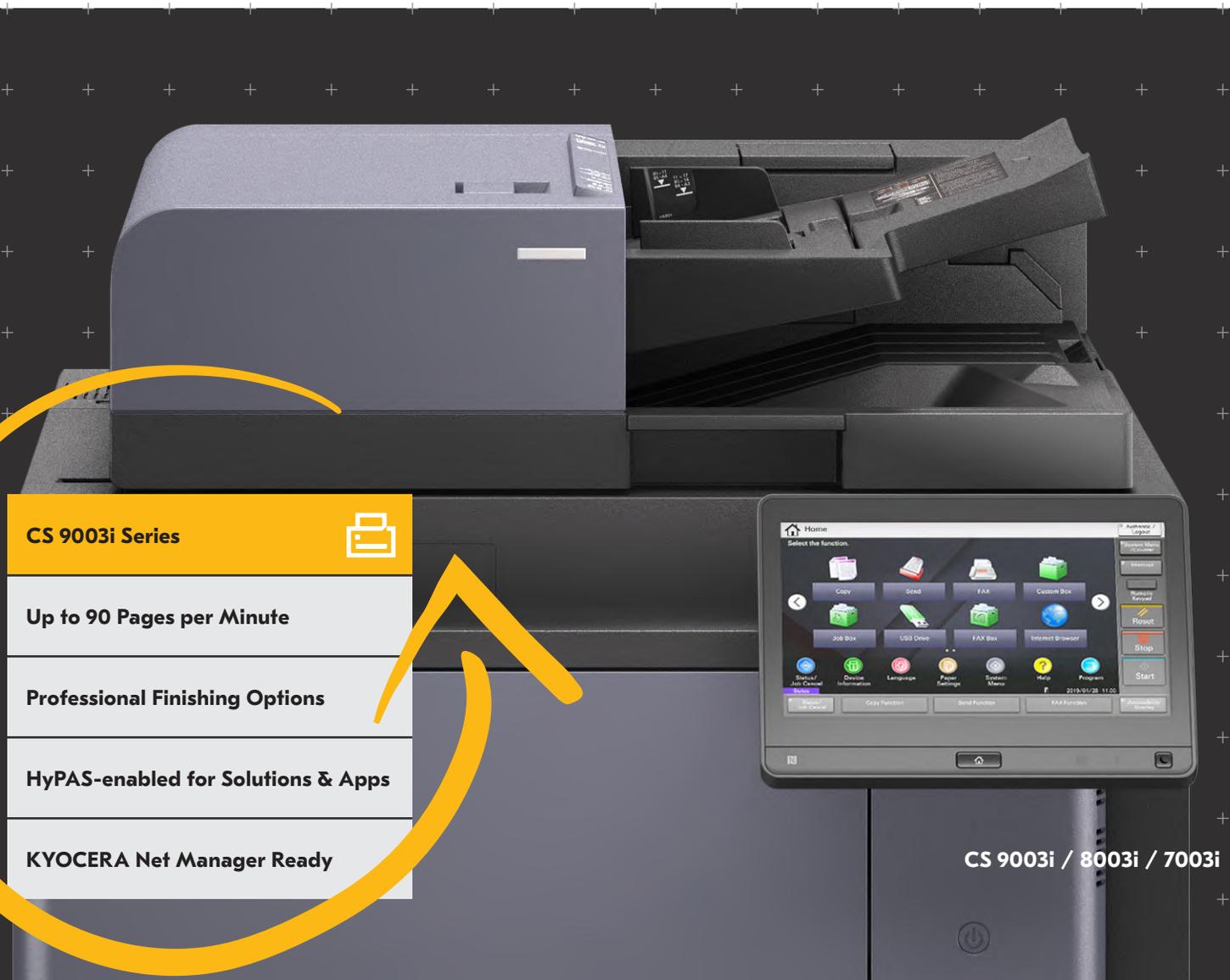
KYOCERA TECHNOLOGY

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Stay ahead of the curve with quality and efficiency.

Expertly engineered to streamline workflows and maximize the productivity your environment demands. Consistently up to the task, the Copystar CS 9003i Series Black & White Multifunction Systems effortlessly tackle your most challenging print, copy, scan and fax needs. You'll gain the advantage of crisp monochrome text and detailed graphics, with multiple finishing options that uphold the professional look your business counts on. Long-lasting and ultra-reliable, these multifunctionals deliver the power and security to meet your high-speed, high-volume communication needs.



- CS 9003i Series** 
- Up to 90 Pages per Minute**
- Professional Finishing Options**
- HyPAS-enabled for Solutions & Apps**
- KYOCERA Net Manager Ready**



CS 9003i / 8003i / 7003i

The CS 9003i Series Options

MT-730 (B)
7 Bin Mailbox

Copy Tray (D)

Keyboard Tray Kit

DF-710
4,000 Sheet Finisher
65 Staple / 65 Manual Staple

DF-7130
4,000 Sheet Finisher
100 Staple / 100 Manual Staple

DT-730 (B)
Original Hard Copy Holder

NK-7130
Numeric Keypad

BF-730
Booklet / Tri-fold Unit

BF-9100
Booklet / Tri-fold Unit

Stapler Option
SH-10 for BF-730 / BF-9100
SH-12 for DF-710
SH-14 for DF-7130

Hole Punch Option
PH-7A for DF-710 / DF-7130

PF-730 (B)
2 x 500 Sheet Tray
(Ledger)

PF-740 (B)
2 x 1,500 Sheet Tray
(Letter)

PF-7130
500 Sheet MPT

PF-7120
3,000 Sheet Side Deck
(Letter)



General Specifications



CS 9003i

Pages Per Minute:

Black – Letter: 90 ppm, Legal: 54 ppm, Ledger: 45 ppm,
12" x 18": 45 ppm (print only)

Warm Up Time: 30 Seconds or Less (Power On)

First Page Out:

Copy: 3.6 Seconds or Less Black
Print: 4.0 Seconds or Less Black

Typical Electricity Consumption (TEC):

120V: 1.86 kWh/week;
220V: 1.81 kWh/week

Weight: 330.7 lbs

Maximum Monthly Duty Cycle: 450,000 Pages per Month

CS 8003i

Pages Per Minute:

Black – Letter: 80 ppm, Legal: 48 ppm, Ledger: 40 ppm,
12" x 18": 40 ppm (print only)

Warm Up Time: 30 Seconds or Less (Power On)

First Page Out:

Copy: 3.7 Seconds or Less Black
Print: 4.1 Seconds or Less Black

Typical Electricity Consumption (TEC):

120V: 1.47 kWh/week;
220V: 1.44 kWh/week

Weight: 330.7 lbs

Maximum Monthly Duty Cycle: 450,000 Pages per Month

CS 7003i

Pages Per Minute:

Black – Letter: 70 ppm, Legal: 42 ppm, Ledger: 35 ppm,
12" x 18": 35 ppm (print only)

Warm Up Time: 30 Seconds or Less (Power On)

First Page Out:

Copy: 4.2 Seconds or Less Black
Print: 4.8 Seconds or Less Black

Typical Electricity Consumption (TEC):

120V: 1.24 kWh/week;
220V: 1.21 kWh/week

Weight: 330.7 lbs

Maximum Monthly Duty Cycle: 400,000 Pages per Month



Common Specifications

Basic Specifications

Configuration: Multifunctional System –
Print/Scan/Copy/Optional Fax

Display: 10.1" Color Touch Screen Control Panel

Resolution: Up to 1200 x 1200 dpi

Memory / Hard Disk Drive: 4.5GB RAM / 8GB SSD /
320GB HDD Standard

Duplex: Standard Stackless Duplex Supports Statement
(5.5" x 8.5") to 12" x 18", 16 lb Bond - 142 lb Index
(60 – 256gsm)

Standard Output Tray: Statement – 12" x 18" / 70 sheets;
up to 12" x 48" Banner (Single Sheet)

Electrical Requirements: 120V, 60Hz, 12A; 220-240V,
50Hz, 10A

Dimensions: 27" W x 31.1" D x 41.5" H

Security Specifications

Local Authentication, Network Authentication, Encryption
Communication (IPsec, HTTPS, LDAP over SSL, SMTP/POP
over SSL, FTP over SSL, SNMPv3), TPM (Trusted Platform
Module), Secure Boot (Firmware Authenticity Verification),
Run Time Integrity Check, Data Security Kit (E) (HDD
Overwrite Mode and HDD Data Encryption), Common
Criteria (ISO15408 EAL2), IEEE 2600.2

Print Specifications

Standard Controller: Freescale QorIQ T1024 (Dual Core) /
1.4GHz

PDLs / Emulations: PRESCRIBE, PCL6 (PCL-XL / PCL-5c),
KPDL3 (PS3), XPS, OPEN XPS; Optional (UG-34): IBM
ProPrinter, Line Printer, LO-850

Print Resolution: Up to 1200 x 1200 dpi

Fonts: 136 KPDL3, 93 PCL6, 8 Windows Vista, 1 Bitmap

OS Compatibility: Windows: 7/8.1/10/Server 2008/Server
2008 R2/Server 2012/Server 2012 R2/Server 2016; Novell
NetWare 3.x/4.x/5.x/6.x; Mac OS X v10.9 or later; Sun OS
4.1.x; Solaris 2.x; AIX; HP-UX (LPR)

Mobile Printing: Apple AirPrint®, Google Cloud Print™,
Mopria®, KYOCERA Mobile Print

Interfaces: Standard: 10/100/1000BaseTX, Hi-Speed
USB 2.0, 4 USB Host Interfaces, 2 Expansion Slots, IEEE
802.11b/g/n Wireless LAN (communication distance 98.5
feet)
Optional: 10/100/1000BaseTX (IB-50 for Dual NIC);
Optional: IEEE 802.11b/g/n (IB-51 for Wireless LAN Interface)
(communication distance 328.1 feet)

Network Print and Supported Protocols: TCP/IP, NetBEUI,
IPv4, IPv6, IPsec, HTTP, LPD, FTP, IPP, RawPort, LLTD, SNTP,
DHCP, SMTP, POP3, DNS, SNMPv1/v2, WSD Scan/Print

Drivers: KX Driver, PCL Mini Driver, KPDL Mini Driver, KX
Driver for XPS, Network Fax Driver, TWAIN Driver, WIA
Driver, PPD for MAC, PPD for Linux

Utilities: KYOCERA Net Admin, KYOCERA Net Viewer,
KYOCERA Net Device Manager, PDF Direct Print, Command
Center RX

Paper Supply

Standard Paper Sources: Dual 500 Sheet Trays, Dual 1,500
Sheet Trays, 150 Sheet MPT, Auto Selection / Switching

Optional Paper Sources: Dual 500 Sheet Trays (PF-730 (B)),
Dual 1,500 Sheet Trays (PF-740 (B)); Side LCT: 3,000 Sheet
Capacity Tray
[PF-730 (B) and PF-740 (B) require PF-7130]

Paper Capacity: Standard: 4,150 Sheets;
Maximum: 7,650 Sheets

Paper Size:

Tray 1 – 5.5" x 8.5" – 12" x 18" (Statement to 12" x 18");
Tray 2 – 5.5" x 8.5" – 12" x 18", Custom Size;
Trays 3 & 4 – 8.5" x 11" (Letter)
PF-730 (B): 5.5" x 8.5" – 12" x 18";
PF-740 (B), PF-7120: 8.5" x 11";
MPT, PF-7130: 5.5" x 8.5" – 12" x 18" (Multiple Sheets);
Up to 12" x 48" Banner (Single Sheet)

Paper Weight: Trays: 16 lb Bond - 142 lb Index
(60 – 256gsm)

MPT & PF-7130: 16 lb Bond - 166 lb Index (60 – 300gsm)

Input Materials: Standard/Optional Trays: Plain, Bond,
Recycled, Preprinted, Vellum, Color, Pre-Punched, Thick,
Thin, High Quality, Letterhead, Envelope, Custom
MPT: Plain, Bond, Recycled, Preprinted, Vellum, Color,
Pre-Punched, Thick, Thin, High Quality, Transparency (OHP
film), Coated, Index Tab, Label, Letterhead, Envelope,
Custom

COPYSTAR

KYOCERA TECHNOLOGY

The CS 9003i Series goes well beyond printing, offering a portfolio of business applications for enhanced capabilities. Including scan distribution to back-end applications and document management systems, as well as print management to control devices, user policies and output costs.

Additional Specifications

Scan Specifications

Scan Type: Color and Black & White Scanner

Scan Resolution: 600 dpi, 400 dpi, 300 dpi, 200 dpi, 200 x 100 dpi, 200 x 400 dpi

File Formats: TIFF, JPEG, XPS, OpenXPS, PDF (MMR/JPG Compression / High Compression PDF / Encrypted PDF)

PDF Extension: Searchable PDF (OCR) Standard; MS Office File (Standard)

Scan Speeds (B&W/Color, @300 dpi):

Simplex: 120 ipm

Duplex: 220 ipm

Connectivity / Supported Protocols:

10/100/1000BaseTX, TCP/IP, Hi-Speed USB 2.0

Scanning Functions: Scan to Folder (SMB), Scan to Email, Scan to FTP, Scan to FTP over SSL, Scan to USB, WSD Scan, TWAIN Scan, Specified Color Removal, Border Erase, Preview

Original Size: Through DP: Statement to Ledger (5.5" x 8.5" – 11" x 17"); Glass: Up to 11" x 17"

Drivers: TWAIN/WIA Driver

Copy Specifications

Copy Resolution: 600 x 600 dpi

Image Mode: Text, Photo, Text/Photo, Graphic/Map

Continuous Copy: 1 – 9999 / Auto Reset to 1

Additional Features: Auto Magnification, Auto Paper Select, Auto Start, Auto Drawer Change, Interrupt Copy, Positive / Negative Reverse, Mirror Image, Rotate Copy, Border Erase, Split Copy, Electronic Sort, Margin Shift, Page Number, Form Overlay, XY Zoom, Prevent Bleed Through, Text Stamp, Bates Stamp, Blank Page Skip, Specified Color Removal, Preview, ID Card Copy

Job Management: 1,000 Department Codes, Job Programs, Job Build, Shortcut Keys, Repeat Copy

Color Adjustment: One Touch, Hue, Auto Exposure, Sharpness

Magnification / Zoom: Full Size, 4 Reduction, 4 Enlargement Preset Ratios, 25 – 400% in 1% Step Increments

Document Box: Custom Box, Job Box, Removable Memory Box, Fax Box (with optional Fax System)

Standard Document Processor

Type / Capacity:

Dual Scan Document Processor / 270 Sheets

Acceptable Originals: 5.5" x 8.5" – 11" x 17"

Acceptable Weights:

Simplex: 13 lb Bond – 120 lb Index

(35 – 220gsm); Duplex: 16 lb – 120 lb Index (50 – 220gsm)

Optional Fax Specifications

Fax Type: Fax System 12

Compatibility / Data Compression: G3 Fax / MMR, MR, MH, JBIG

Transmission Speed / Modem Speed: Less than 3 seconds / 33.6 Kbps

Fax Memory: Standard 170 MB

Driver: Network Fax Driver

Fax Functions: Network Fax, Duplex Transmission and Reception, Encrypted Transmission and Reception, Polling Transmission and Reception, Broadcast, Fax Server Integration, Fax Dedicated Paper Feeder

Optional Booklet Folder / Tri-fold Unit:

DF-710: BF-730 Booklet Folder supports 8.5" x 11", 8.5" x 14", 11" x 17"; Fold Booklet Staple: 16 lb – 24 lb Bond (60 – 90gsm) 20 sheets; 25 lb – 28 lb Bond (91 – 105gsm) 13 sheets; Higher than 28 lb Bond (Higher than 105gsm) 1 sheet; Fold booklet no staple: 16 lb – 24 lb Bond (60 – 90gsm) 5 sheets; 25 lb Bond – 72 lb Index (91 – 120gsm) 3 sheets; 32 lb Bond – 110 lb Cover (121 – 256gsm) 1 sheet; Trifold supports 8.5" x 11" only: 16 lb – 24 lb Bond (60 – 90gsm) 5 sheets; 25 lb Bond – 72 lb Index (91 – 120gsm) 3 sheets; 16 lb – 28 lb Bond (60 – 105gsm) 1 sheet

DF-7130: BF-9100 Booklet Folder supports 8.5" x 11", 8.5" x 14", 11" x 17"; Fold Booklet Staple: 16 lb – 24 lb Bond (60 – 90gsm) 20 sheets; 25 lb – 28 lb Bond (91 – 105gsm) 13 sheets; Higher than 28 lb Bond (Higher than 105gsm) 1 sheet; Fold Booklet No Staple: 16 lb – 24 lb Bond (60 – 90gsm) 5 sheets; 25 lb – 28 lb Bond (91 – 105gsm) 3 sheets; 29 lb Bond to 110 lb Cover (106 – 256gsm) 1 sheet; Tri-fold supports 8.5" x 11" only: 16 lb – 24 lb Bond (60 – 90gsm) 5 sheets; 25 lb – 28 lb Bond (91 – 105gsm) 3 sheets

Additional Options

Banner Guide 10, Internet Fax Kit (A), IC Card Authentication Kit (B), Gigabit NIC (IB-50), Wireless LAN IEEE 802.11b/g/n (IB-51), ThinPrint (UG-33), Emulation (UG-34), Document Tray (DT-730 [B]), Keyboard Holder 10, Numeric Keypad (NK-7130)

Output & Finishing Options¹

4,000 Sheet Finisher DF-710 & DF-7130

Stack / Staple Capacity: Main Tray (A): 4,000 Sheets; DF-710 Sub Tray (B): 200 Sheets / 65 Sheets (up to 24 lb Bond [90gsm]) DF-7130 Sub Tray (B): 200 Sheets / 100 Sheets (up to 21 lb Bond [80gsm])

Paper Size: 5.5" x 8.5" – 12" x 18"

Paper Weight: 14 lb Bond – 166 lb Index (52 – 300gsm)

Edge Staple Position: 3 Positions: Top Left, Bottom Left, Center Bind

Optional Punch: PH-7A 2 and 3 Hole Punch Unit, Supports 5.5" x 8.5" – 12" x 18"; 14 lb Bond – 166 lb Index (52 – 300gsm)

Dimensions:

DF-710: 23.9" W x 26.3" D x 41.8" H;

DF-7130: 29.5" W x 26.2" D x 43.7" H

¹ Only 1 Output Option can be installed



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MANAGED PRINT SERVICES

REVIEW REPORT

'21 - '22 School Year

01/20/22 10:30AM

Report Period: AUG - DEC | Prepared For: PUBLIC SCHOOL DISTRICT

Overview

July 31, 2022

Contract End Date

7

Months Left

69.3M

Mono Total Volume

1.31M

AVG Mono Vol/Month

187

AVG Mono Images/Student

4.8M

Color Total Volume

90K

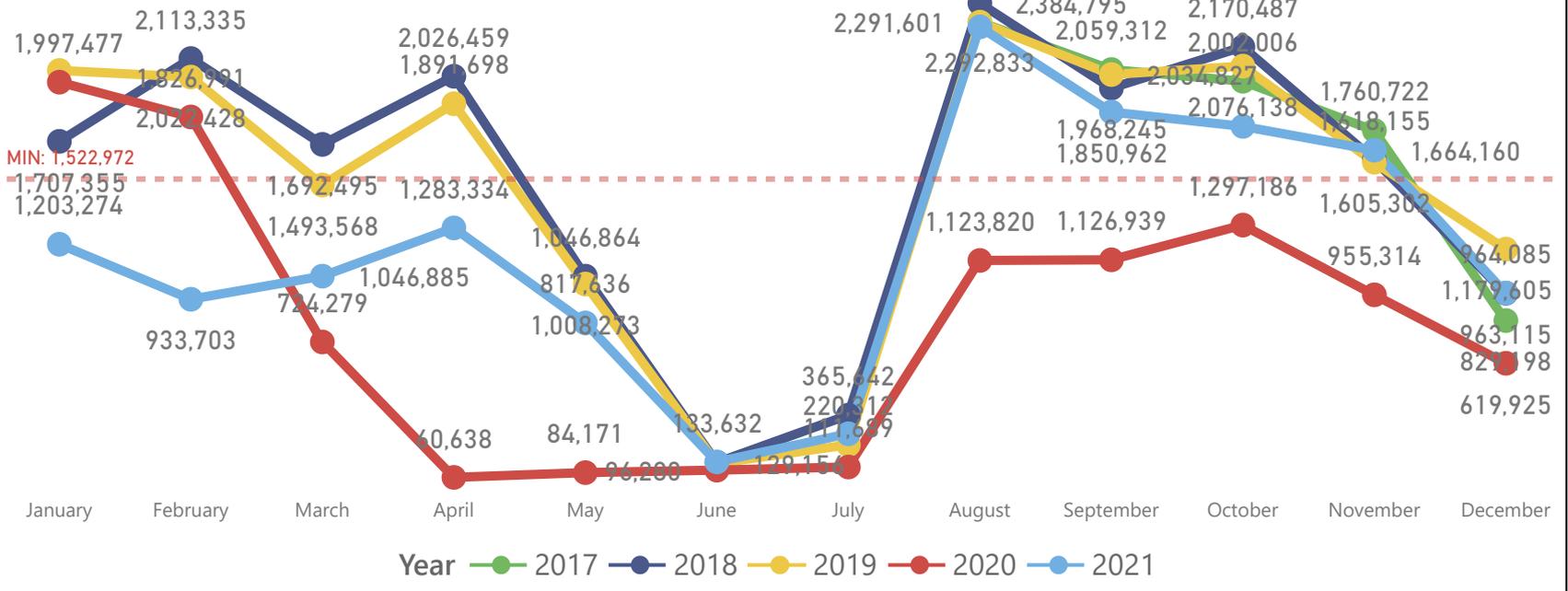
AVG Color Vol/Month

13

AVG Color Images/Student

Model	QTY	Monthly Mono AVG	Monthly Color AVG	Monthly Scan AVG	Monthly Fax AVG
CS 3552ci	19	8,605	3,451	1,285	
CS 4002i	14	4,555		878	
CS 5002i	17	17,702		983	
CS 6002i	13	25,947		1,570	
CS 8002i	12	36,937		1,486	
ECOSYS M2535dn	1	1,083		187	0
ECOSYS M3145idn	1	314		9	
ECOSYS M3540idn	18	1,533		182	0
ECOSYS M6535cidn	10	375	959	474	0
ECOSYS P2040dw	114	494			
ECOSYS P6130cdn	32	314	462		
FS-4100DN	1	4,122			
Total	252	5,670	1,553	974	0

Mono Total Volume by Month and Year



18,275,664

Total Min Mono Vol

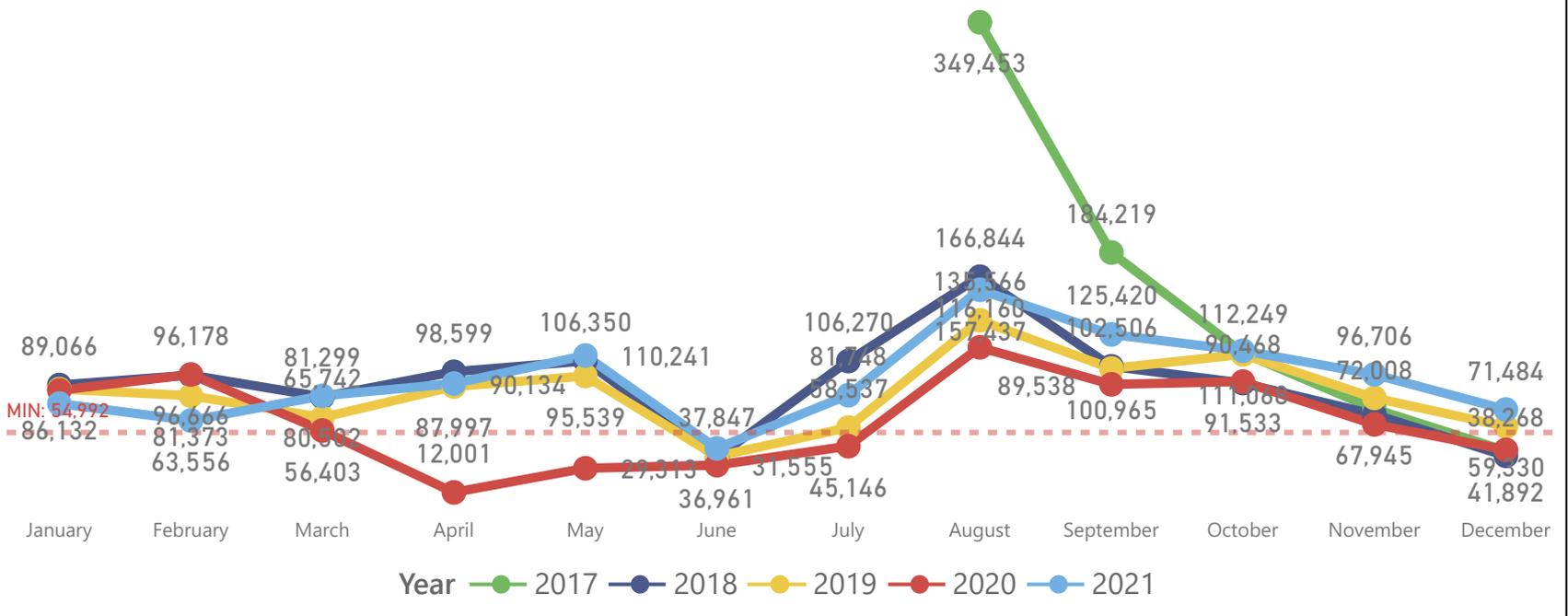
8,528,513

Mono Vol Used this Period

9,747,151

Mono Vol Left in Period

Color Total Volume by Month and Year



659,904

Total Min Color Vol

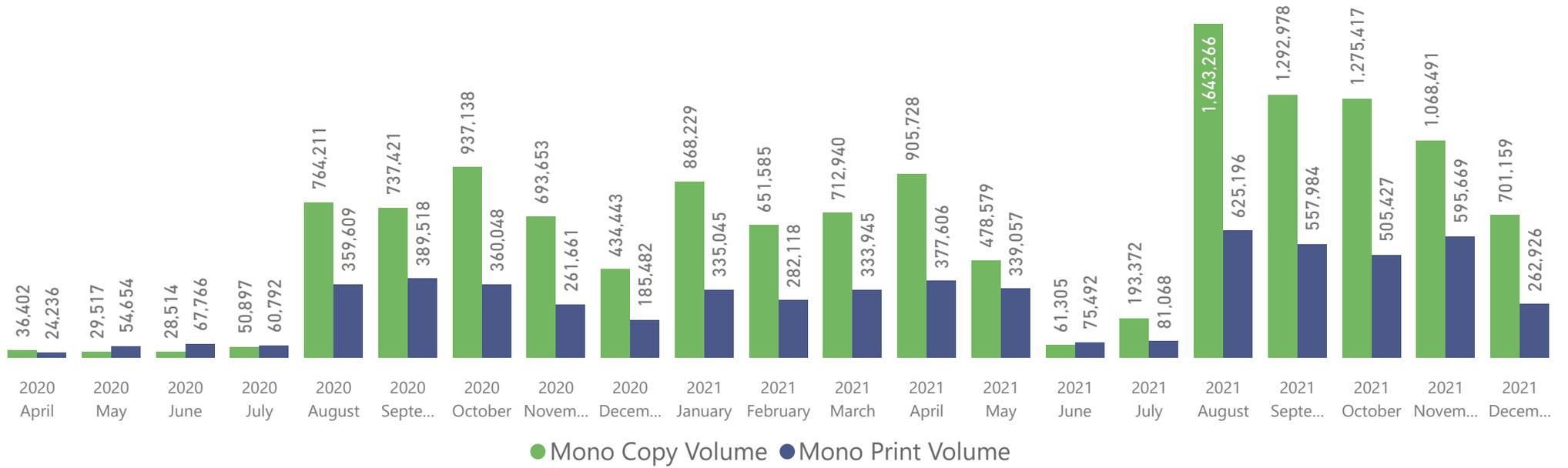
564,794

Color Vol Used this Period

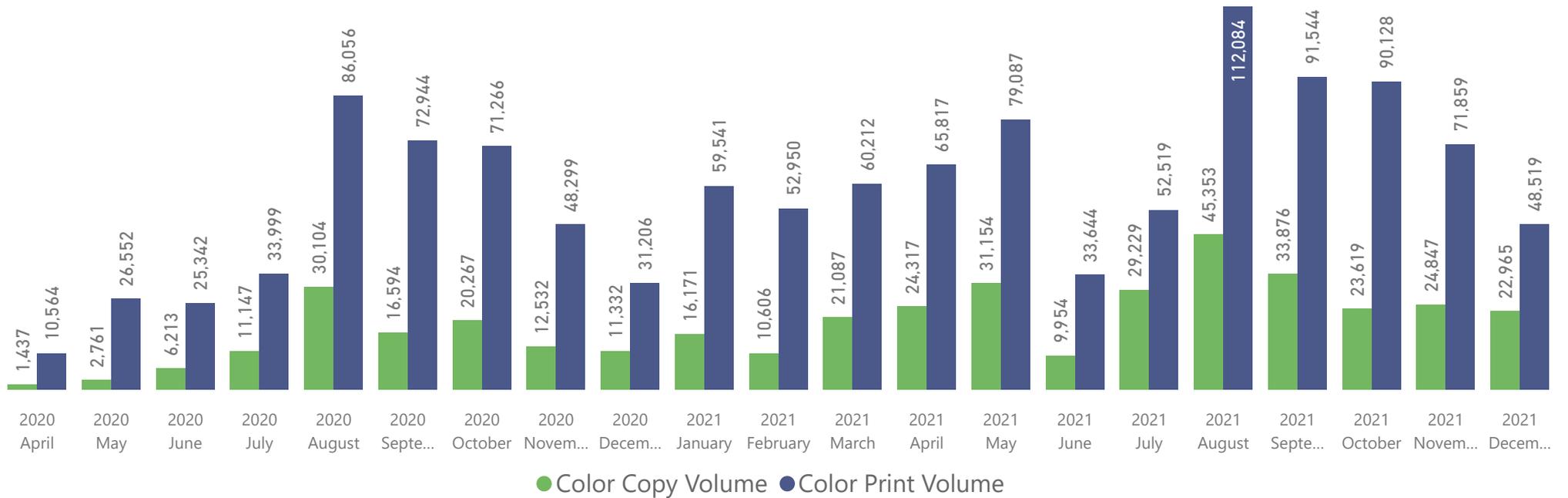
95,110

Color Vol Left in Period

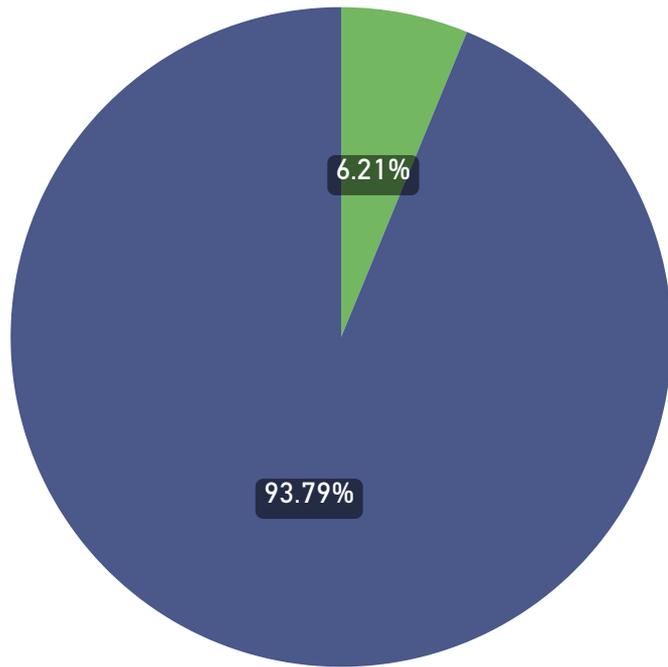
Mono Copy and Print Volume by Month



Color Copy and Print Volume by Month

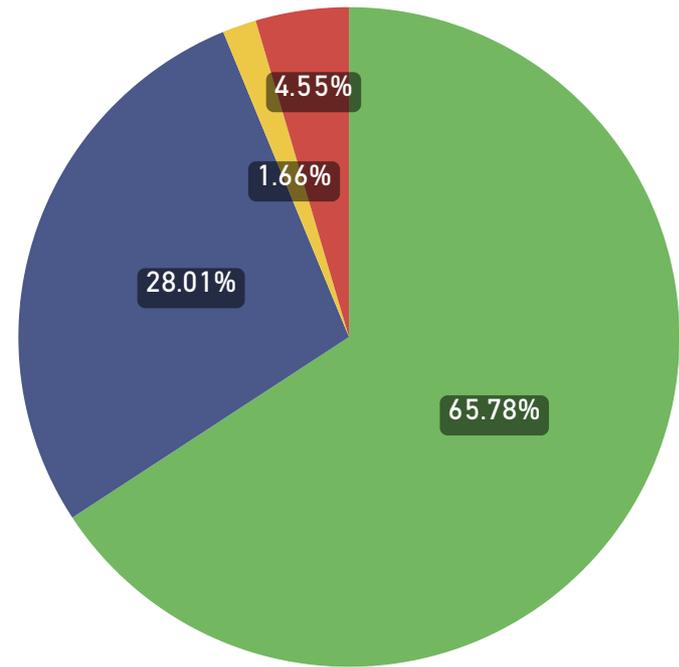


Color vs. Mono



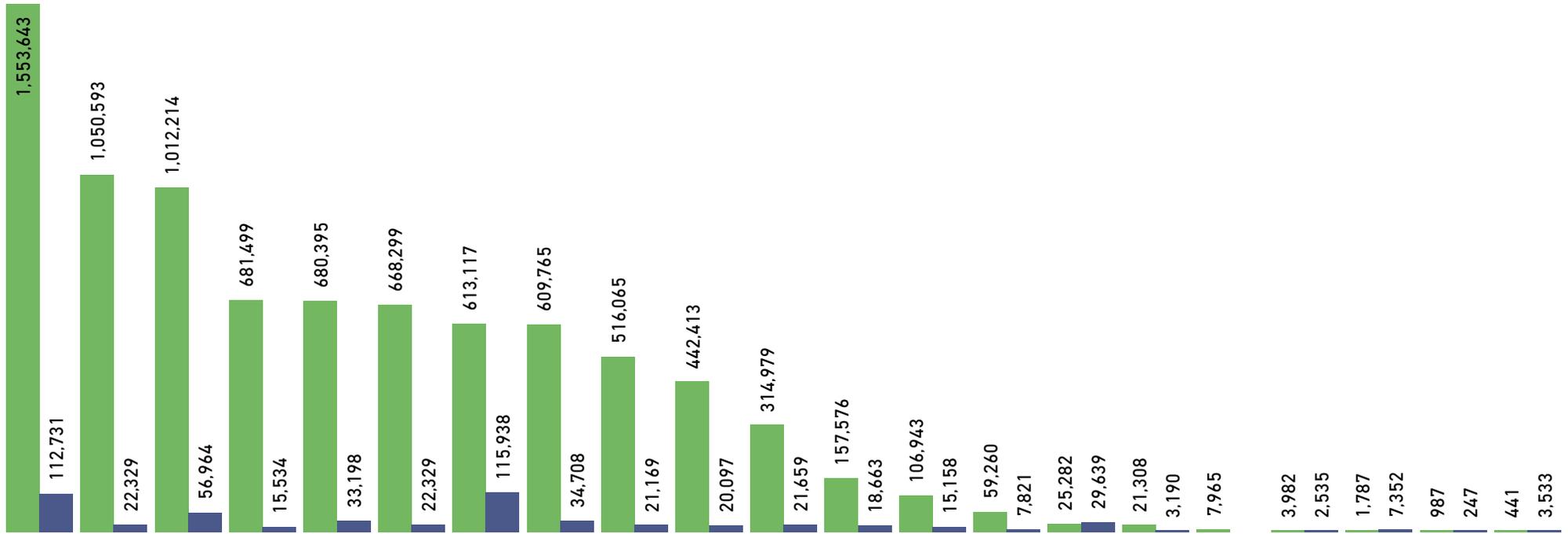
● Color Total Volume ● Mono Total Volume

Copy vs. Print



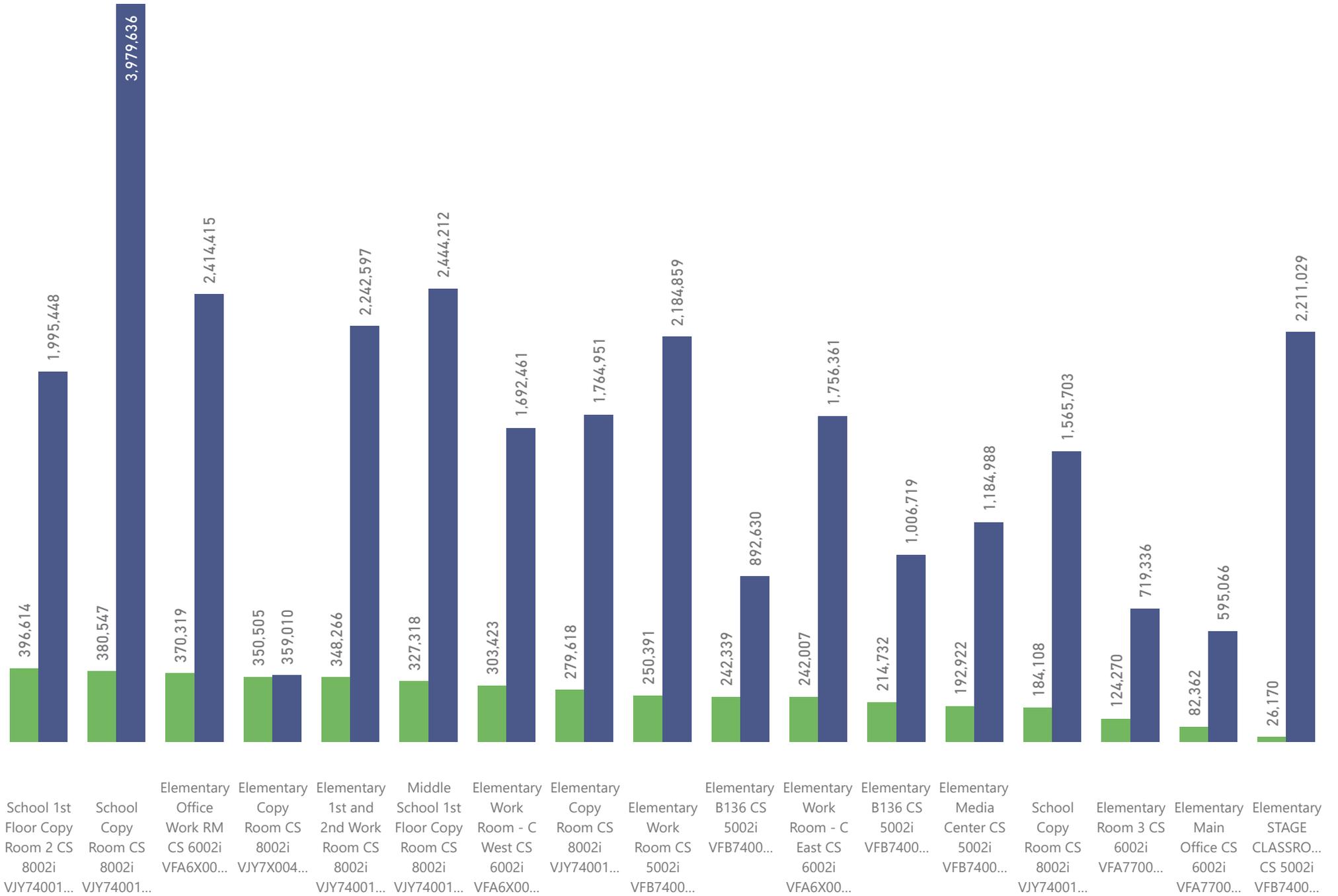
● Mono Copy Vol... ● Mono Print V... ● Color Copy ... ● Color Print ...

Total Volume by Site (Aug 2021 - Dec 2021)



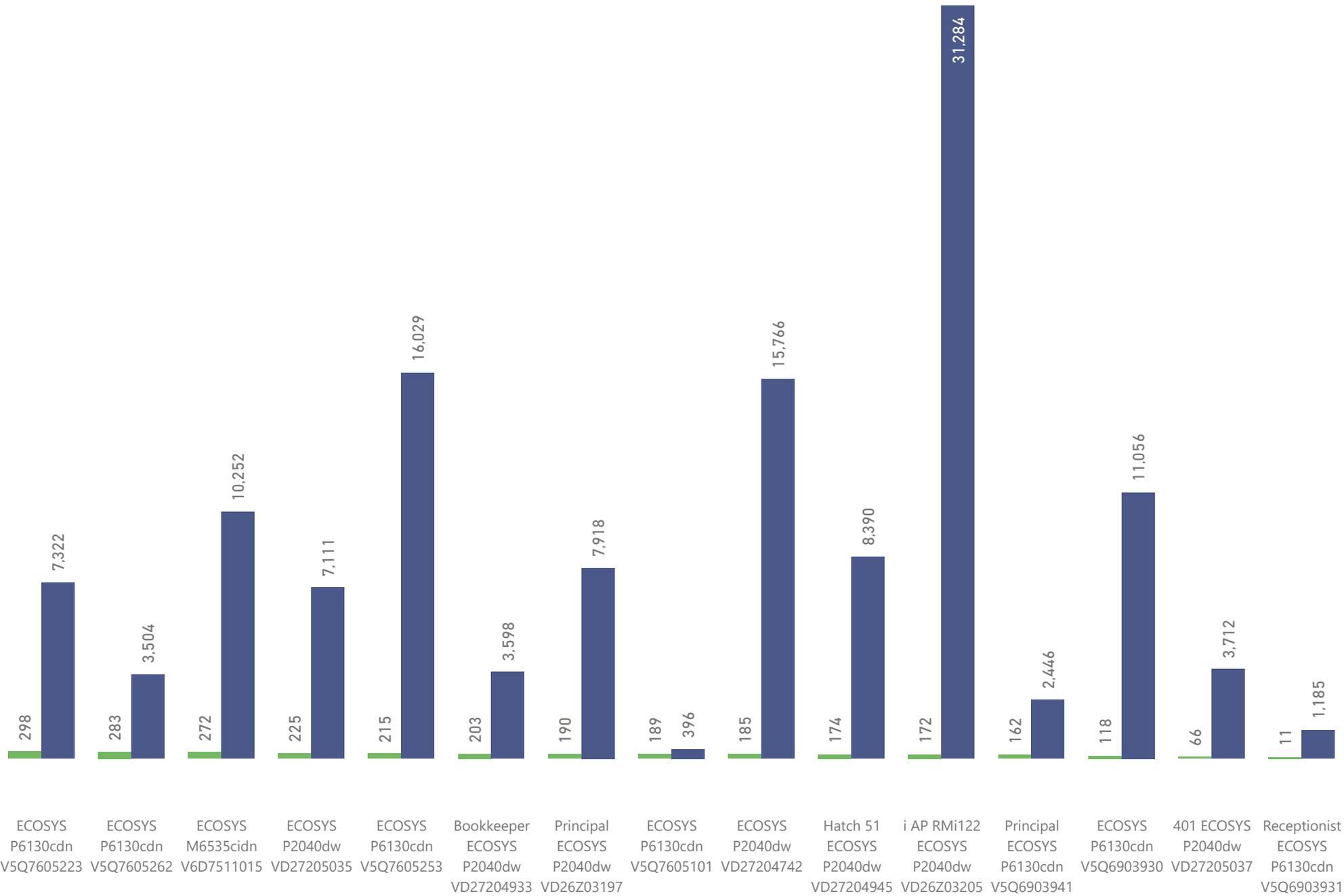
● Mono Total Volume ● Color Total Volume

Top 15 Mono Devices (Aug 2021 - Dec 2021)



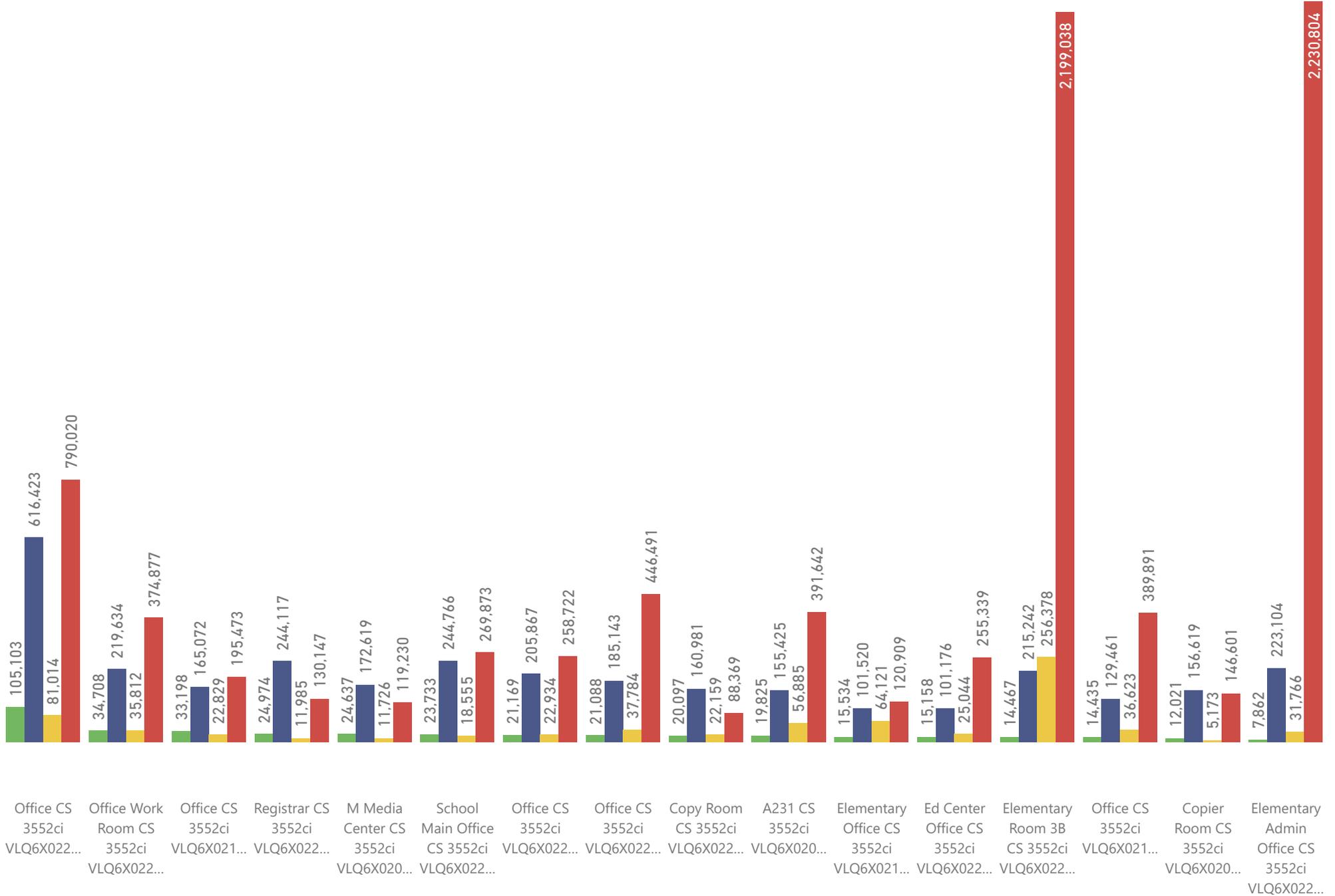
● Mono Total Volume ● Max of Mono Meter End

Bottom 15 Mono Devices (Aug 2021 - Dec 2021)



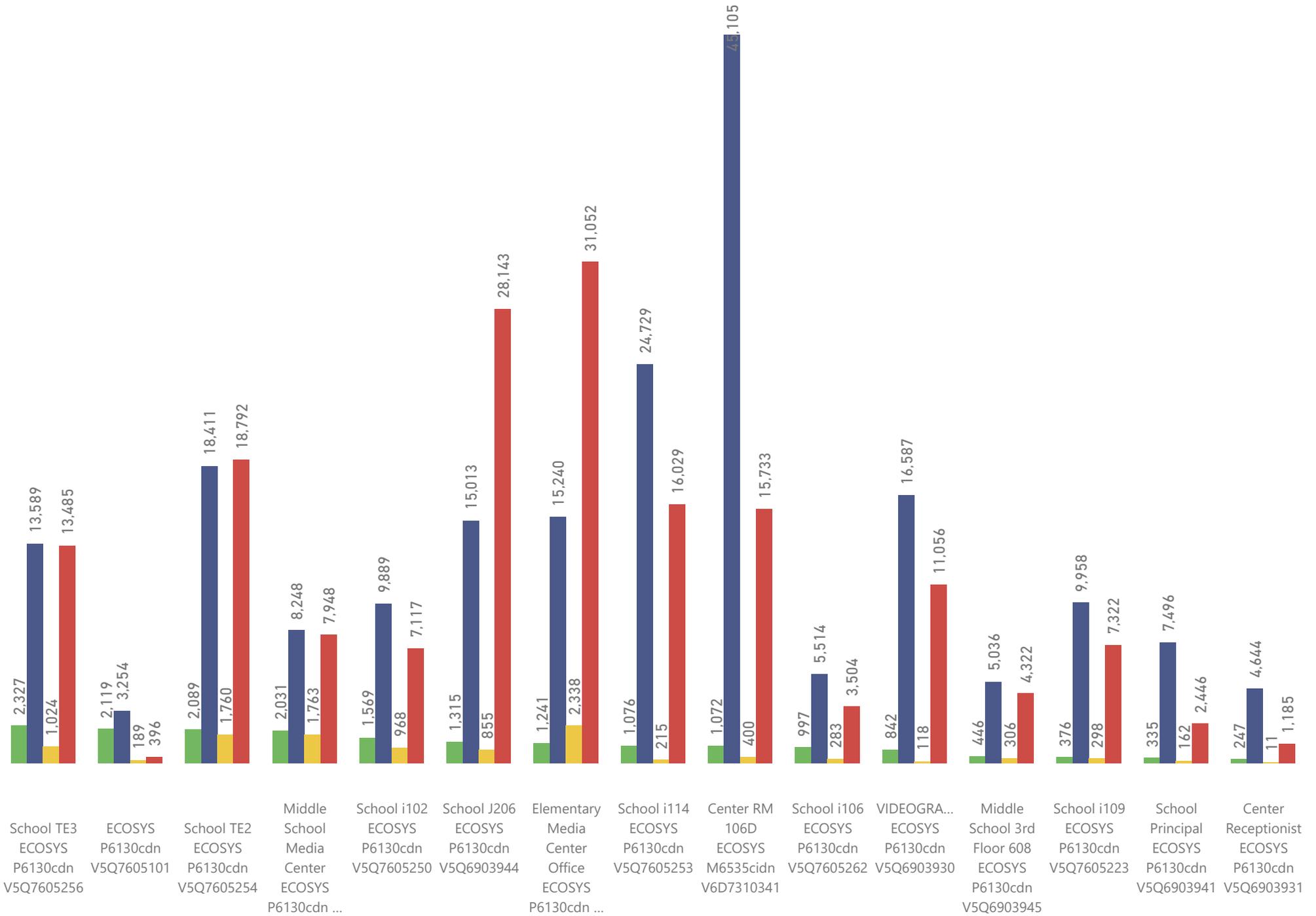
● Mono Total Volume ● Max of Mono Meter End

Top 15 Color Devices (Aug 2021 - Dec 2021)



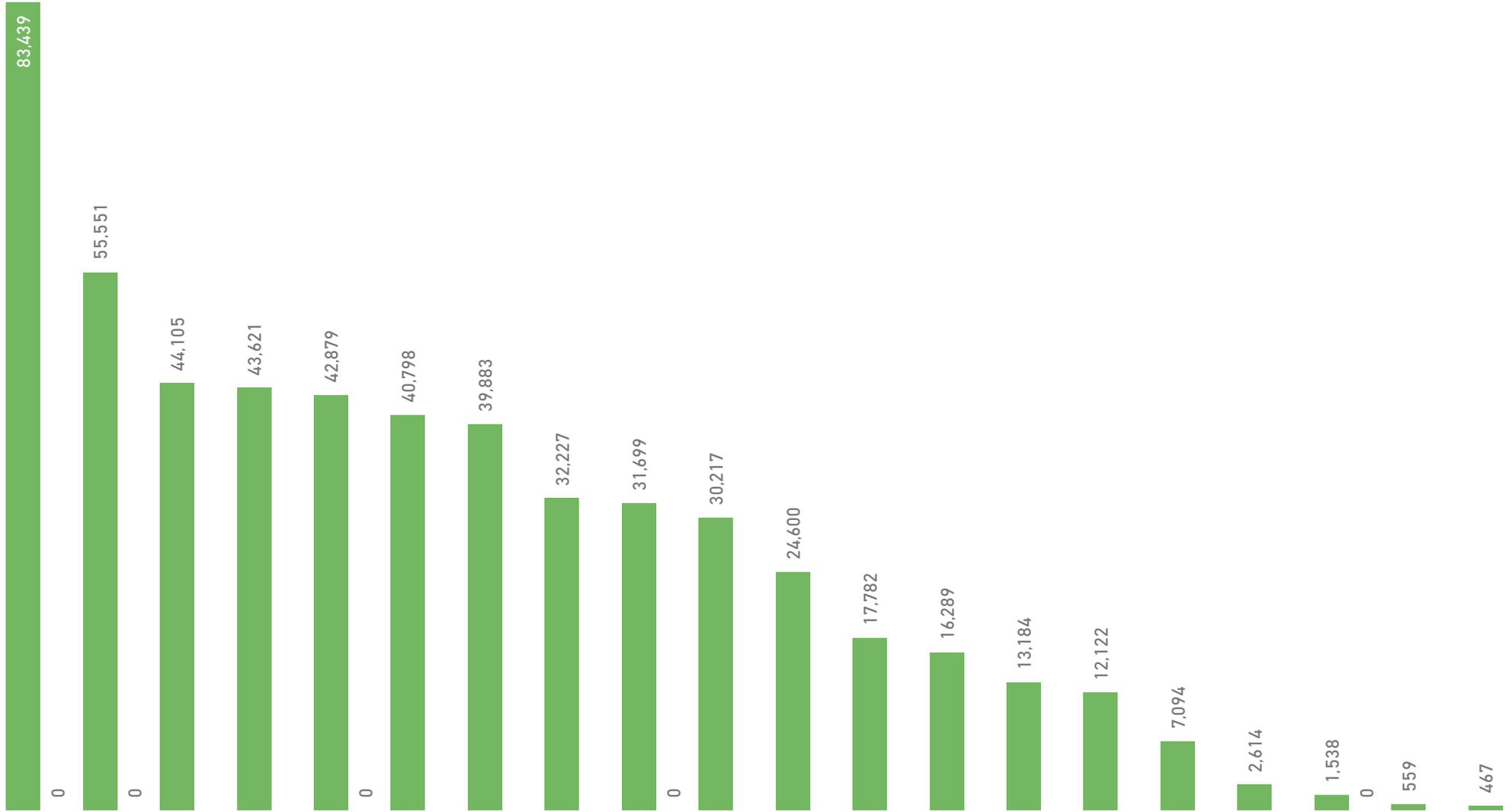
● Color Total Volume ● Max of Color Meter End ● Mono Total Volume ● Max of Mono Meter End

Bottom 15 Color Devices (Aug 2021 - Dec 2021)



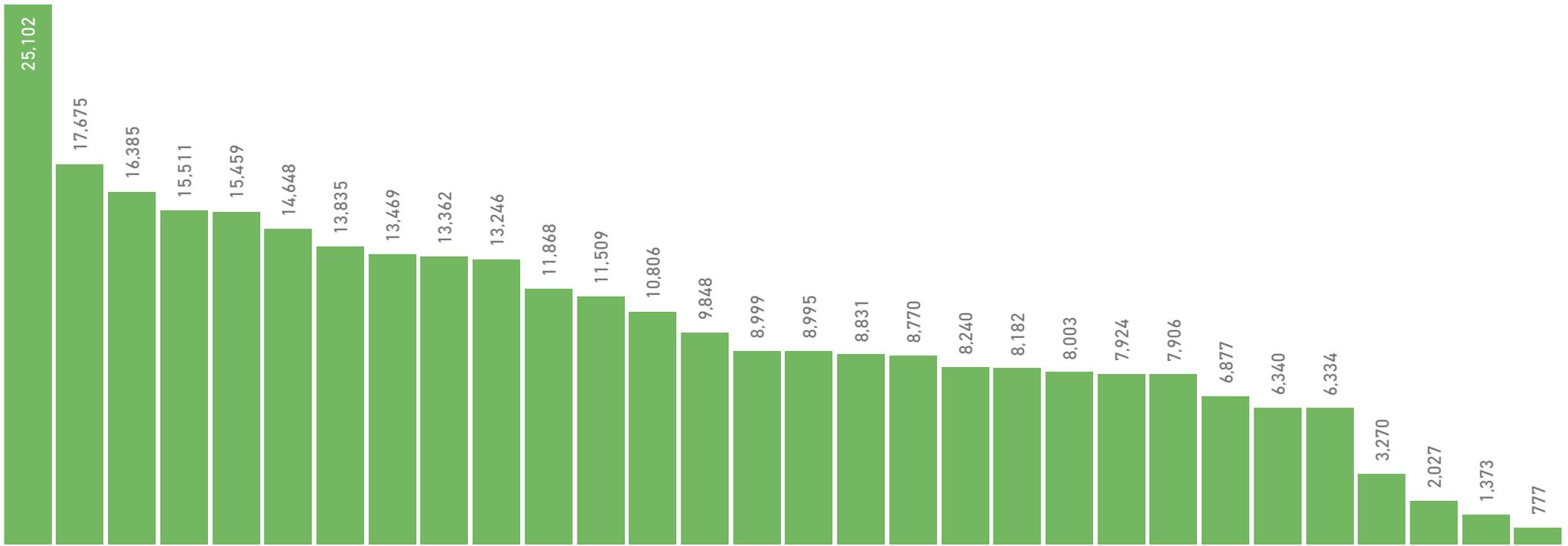
● Color Total Volume ● Max of Color Meter End ● Mono Total Volume ● Max of Mono Meter End

Total Scan and Fax Volume by Site (Aug 2021 - Dec 2021)



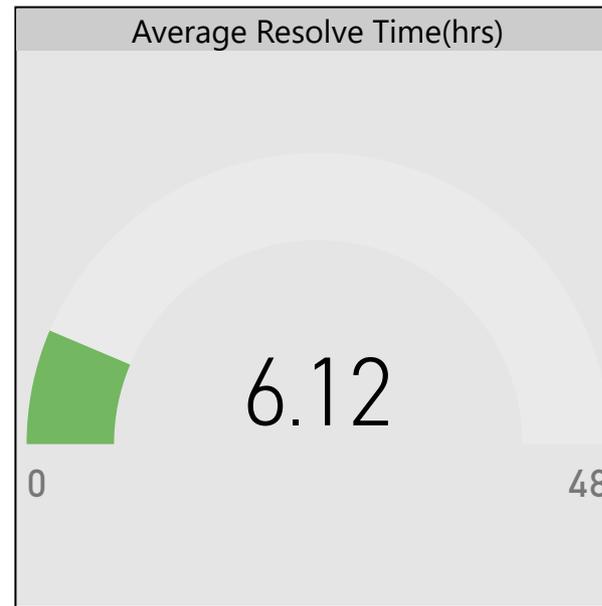
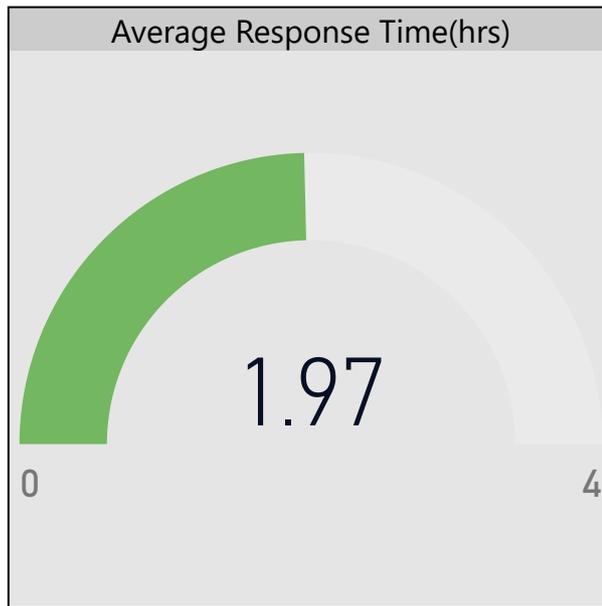
● Total Scan Volume ● Total Fax Volume

Top 25 Scan Devices (Aug 2021 - Dec 2021)



141

Service Calls



Service Summary (Aug 2021 - Dec 2021)

Model	Serial Number	August	September	October	November	December	Total
CS 3552ci	VLQ6X02246			1		1	2
CS 3552ci	VLQ6X02150			1			1
ECOSYS P2040dw	VD27204992			1			1
ECOSYS P6130cdn	V5Q6903939				1		1
CS 3552ci	VLQ6X02080					1	1
CS 3552ci	VLQ6X02251			2			2
CS 4002i	W377404424				1		1
ECOSYS M6535cidn	V6D7310317	1				1	2
CS 5002i	VFB7400839				1		1
ECOSYS M3540idn	LSH7428112	2	1				3
ECOSYS P2040dw	VD27204951			1			1
ECOSYS M6535cidn	V6D7310355	1	3	1			5
ECOSYS M6535cidn	V6D7310419	1		1			2
CS 3552ci	VLQ6X02265	1					1
ECOSYS M3540idn	LSH6Y24625			1			1
ECOSYS M3540idn	LSH6Y24622			1			1
CS 8002i	VJY7400144		2		1		3
ECOSYS P2040dw	VD27204991			1			1
	VFA6Z00684		1		1		2
ECOSYS M6535cidn	V6D7310341	1					1
CS 3552ci	VLQ6X02236	1	2	2	1		6
ECOSYS P2040dw	VD26Z03196					1	1
ECOSYS P6130cdn	V5Q6903936				1		1
	VFA6X00492			1		1	2
CS 3552ci	VLQ6X02241	1					1
CS 6002i	VFA6X00520			2			2
CS 6002i	VFA6X00516	1			1	1	3
CS 6002i	VFA6X00479		1				1
CS 6002i	VFA6X00489	1					1
CS 3552ci	VLQ6X02230	1		1			2
ECOSYS P2040dw	VD26Z02207			1			1
CS 8002i	VJY7400133					1	1
	VJY7400142					1	1
CS 5002i	VFB7400825		1			1	2
CS 5002i	VFB7400855	3	2				5
CS 3552ci	VLQ6X02108	1			1		2
		16	19	14	8	9	66

Service Summary (Aug 2021 - Dec 2021)

Site	Location	Model	Serial Number	August	September	October	November	December	Total
		CS 5002i	VFB7400846	1					1
		CS 5002i	VFB7400830				1		1
		CS 5002i	VFB7400850	2			1		3
		CS 5002i	VFB7400838	1					1
		ECOSYS M3540idn	LSH6Y24618	2					2
		CS 3552ci	VLQ6X02259		1				1
		CS 6002i	VFA6X00517				1		1
			VFA6X00528			1			1
		ECOSYS P2040dw	VD26Z02262	1					1
		CS 6002i	W2Z6901133		2				2
			VFA6X00522	3					3
		ECOSYS M6535cidn	V6D7310297			1			1
		CS 5002i	VFB7400844	1		1	1		3
		ECOSYS P2040dw	VD27204741	1					1
		ECOSYS P2040dw	VD26Z02241			1			1
		ECOSYS M3540idn	LSH7428118				1		1
		CS 4002i	W377404459					1	1
		ECOSYS P6130cdn	V5Q6903943	1	2				3
		CS 8002i	VJY7400151	2	2				4
			VJY7400160	2	2				4
		CS 4002i	W377404498			2			2
		CS 5002i	VFB7400829	2					2
		ECOSYS P6130cdn	V5Q7605250					1	1
		ECOSYS P6130cdn	V5Q7605240			1			1
		ECOSYS P2040dw	VD27409095				1		1
		ECOSYS P6130cdn	V5Q7605246				1		1
		ECOSYS P6130cdn	V5Q7605257	1		1	1		3
		ECOSYS P6130cdn	V5Q6903942	1					1
		ECOSYS M2535dn	LVZ5521152			1			1
		CS 5002i	VFB7400856				1		1
				1		1			2
		CS 8002i	VJY7400118			1			1
		CS 8002i	VJY7400159	1	1	4	2		8
		ECOSYS P6130cdn	V5Q6903950	1		2			3
		CS 3552ci	VLQ6X02226					1	1
		CS 4002i	W377404440					1	1
		CS 5002i	VFB7400834				1		1
		ECOSYS P6130cdn	V5Q6903940				1		1
		CS 3552ci	VLQ6X02238	1			1	1	3
		CS 5002i	VFB7400837	1			3		4
Total				26	10	17	17	5	75