

Two (2) year contract for
patron/public & staff copier
maintenance and on-site managed
print services for the Jefferson
Parish Library Department

(BID NUMBER- 50-00138590)

Ricoh USA, Inc.

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**Two (2) year contract for
patron/public & staff
copier maintenance and
on-site managed print
services for the Jefferson
Parish Library Department**

(BID NUMBER- 50-00138590)

Ricoh USA, Inc.

Matt Parker
Area Director, Managed Services
Ricoh USA, Inc.
8101 N. High Street, Suite 350
Columbus, OH, 43234
(859) 312-4826
matt.parker@ricoh-usa.com

Reservation of Rights—In response to your request, we have reviewed and are responding to the terms and conditions in your RFP or invitation. Based on our review of the information provided by you, we are confident that contracts acceptable to us may be reached promptly following any award. Specifically, we recognize your right to negotiate and approve the terms and conditions of any contract following award and respectfully reserve the same right. We acknowledge that all contract terms and conditions must be mutually agreed upon by both of us. Our proposal represents our commitment with respect to pricing, equipment specifications and our proposed solution. Following bid award, we contemplate that we will both negotiate and sign, in the exercise of good faith, customary definitive agreement(s) to govern our relationship, and provide reasonable assurances of our authority to enter into such agreements. In an effort to expedite the finalization of our agreements, we have noted the following topics for our discussion, which are either not addressed in your request or for which we request further clarification:

- To the extent that you lease any equipment, customary terms and conditions related to equipment financing, subject to customary non-appropriation rights;
- Mutually acceptable terms related to the measurement and calculation of service levels, including customary terms related to reporting requirements and remedies;
- Standard industry service termination and default, rights and remedies, including reasonable written notice requirements and cure periods;
- Risk of loss and insurance requirements during possession of provided equipment;
- Assignment rights subject to prior credit approval;
- Standard industry warranties for service and support and the transfer of applicable manufacturer product warranties, as well as customary limitations of implied warranties;
- Mutual indemnification for third party claims arising from acts of misconduct in connection with the performance of services; and
- Mutual liability protections for consequential and similar damages;

As is customary for transactions of this type, any acknowledgements made by each of us are qualified by the right to negotiate mutually acceptable terms. Our proposal is based upon the information provided by you, and the assumptions made by us in preparing our response. Any changes to information or assumptions may, if material, require modification. Upon award, we will be pleased to work with you to promptly finalize mutually acceptable contract terms and, if applicable, provide copies of appropriate contract forms for that purpose.

Proprietary and Confidential Statement—The enclosed materials are proprietary to Ricoh, and Ricoh reserves all right, title, and interest in and to such materials. The terms, conditions, and information set forth herein are confidential to Ricoh and may not be disclosed in any manner to any person other than the addressee, together with its officers, employees, and agents who are directly responsible for evaluating the contents of these materials for the limited purpose intended. These materials may not be used in any manner other than for such limited purpose. Any unauthorized disclosure, use, reproduction, or transmission is expressly prohibited without the prior written consent of Ricoh. These materials summarize a proposed equipment and/or services solution. They are intended for informational purposes only to assist you in your evaluation of Ricoh as a potential business partner. These materials do not represent an offer or a binding agreement.

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All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO X

MAXIMUM ESCALATION PERCENTAGE REQUESTED 0.00 %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF August 12, 2022.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

August 1, 2022

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Ricoh USA, Inc.

ADDRESS: 8101 N High Street, Suite 350

CITY, STATE: Columbus, OH ZIP: 43234

TELEPHONE: (859) 312-4826 FAX: ()

EMAIL ADDRESS: matt.parker@ricoh-usa.com

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form by placing the addendum number as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 231,532.20

AUTHORIZED
SIGNATURE: 

Dora Lee Brown

Printed Name

TITLE: Managing Director Vice President Sales, East Texas & Louisiana

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00138590

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	24.00	MO	<p>TWO (2) YEAR CONTRACT FOR PATRON/PUBLIC & STAFF COPIER MAINTENANCE AND ON-SITE MANAGED PRINT SERVICES FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT</p> <p>0010 - Monthly Maintenance Fee (30 Patron/Public and Staff Copiers)</p> <p>Note: This price excludes the Avondale Library; as this branch is in the design/construction phase.</p>	\$2,283.00	\$54,792.00
2	24.00	EA	<p>0015 - Monthly Maintenance Fee Avondale Library</p> <p>Note: This price is for the monthly maintenance fee for Avondale Library and will be added once the library is opened.</p>	\$73.64	\$1,767.36
3	24.00	MO	<p>0020 - On-Site Managed Print Services (Sixteen Locations as per the attached specifications)</p> <p>Note: This price excludes the Avondale Library; as this branch is in the design/construction phase.</p>	\$7,363.80	\$176,731.20
4	24.00	MO	<p>0025 - On-Site Managed Print Services for Avondale Library</p> <p>Note: This price is for the monthly maintenance fee for Avondale Library and will be added once the library is opened.</p>	\$0.00	XXX
5	20.00	HR	<p>0030 - Training - twenty hours for equipment and MFP Software training.</p> <p>This training will include setting configurations and training for all library staff on the use of features and functions.</p>	\$0.00	XXX
6	1.00	EA	0035 - Cost per black & white copies over the monthly base allowance.	\$0.0039	per Copy
7	1.00	EA	0040 - Cost per color copy over the monthly base allowance.	\$0.045	per Copy

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00138590

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS

Non-Public Works Bid

AFFIDAVIT

STATE OF Texas

PARISH/COUNTY OF Harris

BEFORE ME, the undersigned authority, personally came and appeared: _____
Dora Lee Brown, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized Vice President, Managing Director of Ricoh USA, Inc. (Entity),
the party who submitted a bid in response to Bid Number 50-00138590, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B X there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B X _____ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.



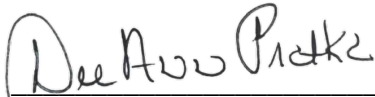
Signature of Affiant

Dora Lee Brown

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 11th DAY OF July, 2022.



Notary Public

Dee Ann Pratkanis

Printed Name of Notary

131378766

Notary/Bar Roll Number

My commission expires 12/13/25.

CERTIFICATE

As of April 27, 2022, the Board of Directors (the "Board") of Ricoh USA, Inc. (the "Corporation"), unanimously consented and agreed, pursuant to Section 1701.54 of the Ohio Revised Code and the Regulations of the Corporation, to adopt the following Resolution:

Appointment of Officers

RESOLVED, with retroactive effect as of April 27, 2022, that each individual listed below be, and hereby is: (1) confirmed as an officer of the Corporation ("Officer") to serve at the pleasure of the Corporation until his or her successor has been duly appointed and duly qualified, or, if earlier, until his or her removal, resignation or other termination of employment; (2) incumbent in the office and title specified opposite his or her respective name; and (3) vested with the power and authority to enter into, execute and deliver on behalf of the Corporation ("Signing Authority") such instruments, documents, certificates, agreements, stock certificates, contracts, real estate leases, equipment or vehicle leases, bills of sale, purchase orders, and other items of any description, including, without limitation, any amendments or addenda thereto, which may be required in conducting the Corporation's business (collectively, the "Agreements"), and otherwise to act on behalf of the Corporation.

<u>NAME</u>	<u>TITLE</u>
Carsten Bruhn	President and Chief Executive Officer
George Gowen	Senior Vice President, Chief Financial and Legal Officer, and Treasurer
Christine Ciarrocchi	Deputy General Counsel and Secretary
Yuji Kikuta	Assistant Treasurer
Patrick Barrett	Assistant Treasurer
Andrew McReynolds	Assistant Secretary

; and it is

FURTHER RESOLVED, that each Officer of the Corporation be, and hereby is, authorized and empowered in the name and on behalf of the Corporation to enter into, execute and deliver, and to designate such other person or persons to enter into, execute and deliver, without limitation, any Agreements relating to the Corporation; and it is

FURTHER RESOLVED, that any of the above Officers, in writing, may delegate his or her above Signing Authority to a duly appointed designee ("Additional Officer") to enter into, execute and deliver in the name and on behalf of the Corporation such Agreements, limited, however, to the extent that such designees may not enter into, execute or deliver Agreements which exceed the authority of the individuals granting to them such authority;

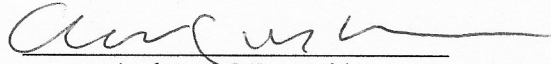
As resolved by the Board of the Corporation, I, Andrew McReynolds, in accordance with the authority appointed to me as of the date hereof, do hereby certify that the person whose name and title are set forth below is a duly appointed and qualified signatory of the Corporation and holds the title set forth opposite her name:

Dora Lee Brown - Managing Director Vice President Sales, East Texas & Louisiana

I further certify that such person is authorized to execute documents on the Corporation's behalf and on behalf of the Corporation, to enter into, execute and deliver or to designate such other person or persons to enter into, execute and deliver, without limitation, any instruments, contracts, agreements, real estate leases,

equipment or vehicle leases, bills of sale, purchase orders, or any other documents and any amendments or addenda thereto, relating to the Corporation. The person named above shall have such Signing Authority until it is revoked, her successor has been duly appointed and has duly qualified, or, if earlier, until her removal, resignation or other termination of employment.

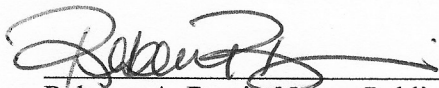
IN WITNESS WHEREOF, I have hereunto set my hand this 11th day of July, 2022.

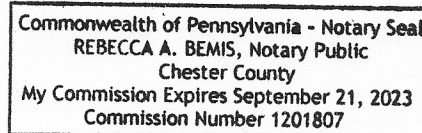

Andrew McReynolds
Assistant Secretary

Commonwealth of Pennsylvania }
 } SS:
County of Chester }

On this, the 11th day of July, 2022, before me, Rebecca A. Bemis, a notary public, the undersigned officer, personally appeared Andrew McReynolds, Assistant Secretary of the Corporation, known to me to be the person whose name is subscribed to the within instrument, and acknowledged that he executed the same for the purposes therein contained.

In witness hereof, I hereunto set my hand and official seal.


Rebecca A. Bemis, Notary Public
My commission expires September 21, 2023





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/02/2022

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

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

PRODUCER Willis Towers Watson Northeast, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: Willis Towers Watson Certificate Center	
	PHONE (A/C No. Ext): 1-877-945-7378	FAX (A/C No): 1-888-467-2378
	E-MAIL ADDRESS: certificates@willis.com	
INSURED Ricoh Americas Holdings, Inc. Ricoh USA, Inc. 300 Eagleview Blvd., Suite 200 Exton, PA 19341	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Sompo America Insurance Company	
	INSURER B: Tokio Marine America Insurance Company	
	INSURER C: Safety National Casualty Corporation	
	INSURER D: Berkley Insurance Company	
	INSURER E:	
INSURER F:		

COVERAGES

CERTIFICATE NUMBER: W24967563

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			GDL40033H0	06/01/2022	06/01/2023	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 15,000
							PERSONAL & ADV INJURY	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$ 2,000,000
	OTHER:							
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			AAL30020107700	06/01/2022	06/01/2023	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			CU6402167-14	06/01/2022	06/01/2023	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$ 1,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000							\$
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			LDC4054740	06/01/2022	06/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				E.L. EACH ACCIDENT	\$ 2,000,000
	if yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 2,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 2,000,000
B	<input checked="" type="checkbox"/> Special Form-Real & Personal			SCP 6480056-12	06/01/2022	06/01/2023	Policy Limit	\$5,000,000
	<input checked="" type="checkbox"/> Property-Including Flood, Equip, B&M and EDP Coverage						Deductible	\$100,000
							Replacement Cost	BI/EE is covered

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

Waiver of Subrogation applies to Workers Compensation, where required by written contract and as permitted by law.
SEE ATTACHED

CERTIFICATE HOLDER

CANCELLATION

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

Evidence of Insurance

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AGENCY CUSTOMER ID: _____

LOC #: _____

**ADDITIONAL REMARKS SCHEDULE**Page 2 of 2

AGENCY Willis Towers Watson Northeast, Inc.		NAMED INSURED Ricoh Americas Holdings, Inc. Ricoh USA, Inc. 300 Eagleview Blvd., Suite 200 Exton, PA 19341	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

INSURER AFFORDING COVERAGE: Berkley Insurance Company

NAIC#: 32603

POLICY NUMBER: BCCR-45002532-25

EFF DATE: 06/01/2022

EXP DATE: 06/01/2023

TYPE OF INSURANCE:

LIMIT DESCRIPTION:

LIMIT AMOUNT:

Crime

Limit

\$2,000,000

Deductible:

\$500,000



07-11-2022

Bid Bond in Accordance with Contract Specifications

SLA07113681

Ricoh USA, Inc.

Bond Number

Principal Name

8101 N High Street, Suite 350, Columbus, OH, 43234, US

Principal Address

Principal Signature

Jefferson Parish

200 Derbigny Street, Gretna, LA, 70053, US

Owner/Obligee Name

Owner/Obligee Address

Bond Information

07-12-2022

Liberty Mutual Insurance Company

32562

Bid Date

Surety

Contractor Vendor ID Number

50-00138590

Contract ID Number

TWO YEAR (2) CONTRACT FOR PATRON/PUBLIC AND STAFF COPIER MAINTENANCE AND ON-SITE MANAGED PRINT SERVICES FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT - BID NO.: 50-00138590

Description of Job

Five Percent of the Base Bid Plus the Total
Amount of All Additive Alternates

5%

Amount of Bid Security

Bid Security Maximum

Bid Security Percentage

Elizabeth P Cervini

Attorney-in-Fact

R&P Surety, LLC

Bond Entered and Executed By

Primary Agency

Attorney-In-Fact Signature

Know all men by these presents that Liberty Mutual Insurance Company, a Corporation duly organized under the laws of the State of MA, are held and firmly bound unto the above owner/obligee by the transmission. The surety agrees to waive the statute of Fraud defense and further agrees that the owner/obligee is a third party beneficiary of the waiver for the purposes of enforcing this bid bond.

