



**FAIRFIELD** *Dream . Think . Lead . Act*  
COMMUNITY SCHOOL DISTRICT

**Fairfield Community School District**

Department of Technology Services

**Managed Print and Copier Services**

Prepared April 13, 2018

Proprietary and confidential

**REQUEST FOR PROPOSAL**

## Table of Contents

### Section 1

- 1. Introduction
- 1.1 Project Overview
- 1.2 Purpose
- 1.3 Contract Term
- 1.4 Technical Environment

### Section 2

- 2. RFP Timeline
- 2.1 Purchasing Terms

### Section 3

- 3. Administrative Requirements
- 3.1 Technical Contact
- 3.2 Contractual Contact
- 3.3 Due Dates
- 3.4 Optional Letter of Intent
- 3.5 Vendor Questions
- 3.6 Number of Response Copies Required
- 3.7 Delivery of Responses
- 3.8 Cost of Response Preparation
- 3.9 Response Property of FCSD
- 3.10 Proprietary or Confidential Information
- 3.11 Waive Minor Administrative Irregularities
- 3.12 Errors in Response
- 3.13 Amendments/Addenda
- 3.14 Right to Cancel
- 3.15 No Best and Final Offer
- 3.16 No Costs Chargeable
- 3.17 No Obligation to Buy
- 3.18 Withdrawal of Response
- 3.19 Vendor Contact
- 3.20 Contract Buy Out

### Section 4

- 4. Proposal Submission

### Section 5

- 5. Response Specifications
- 5.1 Terms of the Contract
- 5.2 Cost
- 5.3 Service and Support
- 5.4 Equipment Uptime and Performance Guarantee
- 5.5 Reporting of usage
- 5.6 Data Access for Management of the Service

- 5.7 Usage Limits Centralized
- 5.8 Mobile Device Printing
- 5.9 Fax
- 5.10 Toner and Consumables
- 5.11 Complete and Accurate Service Records
- 5.12 Maintenance and Repair
- 5.13 Proximity Card Access Optional
- 5.14 Delivery and Setup
- 5.15 Temporary Replacement
- 5.16 Equipment Spec and Location
- 5.17 Condition of Equipment
- 5.18 Setup Deadline
- 5.19 End-User Support & Training

#### Section 6

- 6. Vendor Response Requirements
- 6.1 Detailed Hardware
- 6.2 Service and Support Services
- 6.3 Price
- 6.4 Value Added Services
- 6.5 Information Sharing, Training, & Customer Feedback
- 6.6 Compliance Requirements
- 6.7 Company overview
- 6.8 References

#### Section 7

- 7. Award of the RFP

#### Addenda

- Addendum 1 – Proximity Card Access
- Addendum 2 – Master Print/Copier List

## Section 1

### 1. Introduction

#### 1.1 Project Overview

The Fairfield Community School District (FCSD) currently has expiring contracts for managed copy services. FCSD is a K12 instructional institution that services Fairfield, IA and its surrounding area and communities.

The Technology Department of the FCSD believes that a managed print and copy service will increase productivity and reliability as well as reduce the cost of printing in the district. This request by the FCSD is another step in the ongoing development of the technology department of the district. Our hope is to have a mature managed system that can be easily monitored for reliability, cost and functionally.

#### 1.2 Purpose

FCSD is initiating this solicitation to acquire a contract for Managed Print/Copy Services.

The managed Print/Copy Services contract has the following goals and objectives:

1. Provide a one vendor solution to all print and copy needs of the district,
2. Have one group of printing equipment throughout the entire district,
3. Have a greater level of trained staff on the standardized equipment,
4. Provide teachers, staff and administrators the ability to manage the cost of printing and copying with use of a usage reports,
5. At the end of the contract the district will not own the equipment.

#### 1.3 Contract Term

It is anticipated that all equipment will be consolidated into one contract with a term of 5 years, beginning July 1, 2018.

#### 1.4 Technical Environment

Network Infrastructure:

- Cat 5e and Cat 6 throughout all of our buildings running 1 Gb/s to the workstation or network device.
- 1 Gb/s Fiber Optic Backbone to each distribution closet.
- 1 Gb/s Fiber Optic WAN connecting all locations.
- Meraki wireless network and Meraki Branded switches.

Computing Infrastructure:

- Windows 7, 8 and 10 workstations (20%).
- Mac OS X - El Capitan, Sierra and High Sierra (80%).
- Windows Active Directory network running Windows 2012 servers.
- Windows shared printing.

## Section 2

### 2. RFP Timeline

FCSD has developed the following list of key events from RFP issuance through contract start date. All deadlines are subject to change at FCSD's discretion.

<b>Event</b>	<b>Date</b>
RFP Release	April 13, 2018
Letter of Intent to Bid	May 1, 2018
Proposal Due Date	May 10, 2018, 4:00 PM CDT
Contract Award Date	May 21, 2018
Service Start Date	July 1, 2018

#### 2.1 Purchasing Terms

Purchase will only be made if approved by the FCSD Board of Education.

All prices are to be in U.S. dollars.

FCSD is exempt from paying Iowa Retail Sales and Use Tax or Federal Excise Tax.

## Section 3

### 3. Administrative Requirements

#### 3.1 Technical Contact

Any questions concerning technical specifications or Statement of Work (SOW) requirements must be directed to:

Name: John Grunwald - Director of Technology  
Address: 403 S. 20th St.  
Fairfield, IA 52556  
Phone: 641-209-6706  
FAX: 641-472-0269  
Email: john.grunwald@fairfieldsfuture.org

#### 3.2 Contractual Contact

Any questions regarding contractual terms and conditions or proposal format must be directed to:

Name: Kim Sheets – CFO  
Address: 403 S. 20th  
Fairfield, Iowa  
Phone: 641-209-6711  
FAX: 641-472-0269  
Email: kim.sheets@fairfieldsfuture.org

#### 3.3 Due Dates

Please see the time frame listed above.

#### 3.4 Letter of Intent

Vendors who intend to submit a Response to this RFP are encouraged to provide a written (Fax or email) Letter of Intent to the Technical Contact (Subsection 3.1) no later than 4:00 PM, Central Time, on the date specified in the RFP Timeline (Section 2). The Letter of Intent should name the Vendor and a contact person, title, address, telephone number, Fax number and email address.

#### 3.5 Vendor Questions

Vendor questions will be allowed up until 2:00 PM on the date specified in the RFP Timeline (Section 2). Vendor questions must be submitted, in writing (Fax or email), to the Technical Contact (Subsection 3.1). An official written FCSD response will be provided for Vendor questions received by this deadline. Questions must reference the section number and page number of this document. Unreferenced questions will not be addressed in accordance with this requirement.

Written responses to Vendor questions will be posted on the internet at <https://goo.gl/Msnoju>. The name/company of the Vendor that submitted the questions will not be identified. Verbal responses to questions will be considered unofficial and nonbinding. Vendor email address(es) will not be used or shared outside the scope of this RFP process.

### **3.6 Number of Response Copies Required**

- 6 copies of the bid proposal.
- 1 CD or DVD-ROM containing vendor's entire response (including vendor pricing spreadsheet)

### **3.7 Delivery of Responses**

Vendors must submit all copies of Responses by 4:00 PM, local time, Fairfield, IA, on the date specified in the RFP Timeline (Section 2) to:

Christine Willmon  
Fairfield Community School District  
A.C.T. Center  
403 S. 20th Street  
Fairfield, IA 52556

Responses must be received at FCSD by the date and time indicated. Responses arriving after the deadline cannot be considered. A postmark by that time is not acceptable. Responses sent by Fax or email will not be accepted. Vendors assume all responsibility for the mode of dispatch selected.

### **3.8 Cost of Response Preparation**

FCSD will not reimburse Vendors for any costs associated with preparing or presenting a response to this solicitation.

### **3.9 Response Property of FCSD**

All materials submitted in response to this solicitation become the property of FCSD. FCSD reserves the right to use any of the ideas presented in any material offered. Selection or rejection of a response does not affect this right.

### **3.10 Proprietary or Confidential Information**

Any information contained in the Response that is proprietary or confidential must be clearly designated. Marking of the entire response or entire sections of the response as proprietary or confidential will neither be accepted nor honored. FCSD will not accept responses where pricing is marked proprietary or confidential.

### **3.11 Waive Minor Administrative Irregularities**

FCSD reserves the right to waive minor administrative irregularities contained in any vendor response. Additionally, FCSD reserves the right, at its sole option, to make corrections to vendors' responses when an obvious mathematical error has been made in the price quotation. Vendors will not be allowed to make changes to their quoted price after the response submission deadline.

### **3.12 Errors in Response**

Vendors are liable for all errors or omissions contained in their responses. Vendors will not be allowed to alter response documents after the deadline for response submission. FCSD is not liable for any errors in vendor responses. FCSD reserves the right to contact vendor for clarification of response contents.

In those cases where it is unclear to what extent a requirement or price has been addressed, the evaluation team may, at their discretion and acting through the technical contact, contact a responding vendor to clarify specific points in the response submitted. However, under no circumstances will the

responding vendor be allowed to make changes to the proposed items after the deadline stated for receipt of responses.

### **3.13 Amendments/Addenda**

FCSD reserves the right to change the RFP Timeline or other portions of this RFP at any time. FCSD may correct errors in the solicitation document identified by FCSD or a vendor. Any changes or corrections will be by one or more written amendment(s), dated, and attached to, and made a part of this solicitation document. All changes must be authorized and issued in writing by the technical contact. All amendments/addenda and other correspondence pertinent to the procurement will be posted on the internet at <https://goo.gl/Msnoju>.

### **3.14 Right to Cancel**

FCSD reserves the right to cancel or reissue this Request for Proposal at any time without obligation or liability.

### **3.15 No Best and Final Offer**

FCSD reserves the right to make an award without further discussion of the response submitted; i.e., there will be no best and final offer procedure associated with selecting the apparently successful vendor. Therefore, vendor's response should be submitted on the most favorable terms that vendor can offer.

### **3.16 No Costs Chargeable**

No costs chargeable to the proposed contract resulting from this RFP may be incurred before receipt of its fully executed contract.

### **3.17 No Obligation to Buy**

FCSD reserves the right to refrain from contracting with any and all vendors. Neither the release of this solicitation document nor the execution of a resulting contract obligates FCSD or other purchasers to make any purchases.

### **3.18 Withdrawal of Response**

Vendors may withdraw a response that has been submitted at any time up to the response due date and time (see RFP Timeline, Section 2). To accomplish response withdrawal, a written request signed by an authorized representative of the vendor must be submitted to the technical contact. After withdrawing a previously submitted response, the vendor may submit another response at any time up to the response submission deadline.

### **3.19 Vendor Contact**

For questions regarding the RFP, or to schedule walk-throughs, the preferred method of contact is through the technical contact email address as listed above.

### **3.20 Contract Buy Out**

FCSD is currently under multiple copier contracts. The vendor proposal will include the cost to buy out existing contracts in order to start a new contract with the vendor submitting the chosen proposal. Current contracts and maturity dates are listed below:



**Current vendor: Xerox Corp**

<b>Machine</b>	<b>Serial Number</b>	<b>Maturity Date</b>
Xerox D95	BG2942379	07/15/18
Xerox D95	BG2942808	06/11/18
Xerox WC5335	AE9906714	03/24/19
Xerox WC5335	AE9906393	03/24/19
Xerox WC5335	AE9906085	03/24/19
Xerox WC5335	AE9906179	03/24/19
Xerox WC5335	AE9906090	03/24/19
Xerox 7835	MX1183228	06/11/18
Xerox 7855	MX4341435	03/24/19
Xerox 3615DN	A2T191990	03/24/19
Xerox 3615DN	A2T193002	03/24/19

## Section 4

### 4. Proposal Submission

Award of the contract resulting from this RFP will be based upon the most responsive vendor whose offer will be the most advantageous to FCSD in terms of cost, functionality, and other factors as specified elsewhere in this RFP.

FCSD reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential vendor,
- Accept other than the lowest price offered,
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers, and
- Award more than one contract.

Vendor's proposal shall be submitted in several parts as set forth below. The vendor will confine its submission to those matters sufficient to define its proposal and to provide an adequate basis for FCSD's evaluation of the vendor's proposal.

In order to address the needs of this procurement, FCSD encourages vendors to work cooperatively in presenting integrated solutions. Vendor team arrangements may be desirable to enable the companies involved to complement each other's unique capabilities, while offering the best combination of performance, cost, and delivery for the managed copying and printing solution being provided under this RFP. FCSD will recognize the integrity and validity of vendor team arrangements provided that:

- The arrangements are identified and relationships are fully disclosed, and
- A prime vendor is designated that will be fully responsible for all contract performance.

Vendor's proposal in response to this RFP will be incorporated into the final agreement between FCSD and the selected vendor(s).

## Section 5

### 5. Response Specifications

Unless specified optional, the specifications below are required.

#### 5.1 Terms of the Contract

- FCSD is looking for a managed services contract. It is required that in this contract FCSD will not own any equipment during or at the end of the contract. Thus FCSD considers the equipment as rental property.
- This contract will be all-inclusive of equipment, maintenance, parts, travel, toner, and all consumable supplies except paper.
- The selected proposal will also include a temporary solution to cover copiers whose contracts expire on June 11, 2018 and will not be covered until the new contract will begin on July 1, 2018.

#### 5.2 Cost

All proposals must show a grand total price for the duration of the contract for all required equipment in the fleet and supporting services.

The cost for toner, consumables, parts, labor, and travel costs shall be broken down in price per page for grayscale and/or color for each device category. The device categories are:

- Printers,
- Office MFPs, and
- Print Shop MFPs.

No response that uses an alternative pricing scheme will be accepted. Reasonable minimum sheet counts of grayscale will be allowed in the responses. The cost of paper shall not be included as part of the bid.

#### 5.3 Service and Support

FCSD utilizes SchoolDude Help Desk for staff to report technology issues. Increased consideration will be given to vendors who are willing to work within this technology ticketing system for service and support of printing devices in the contract.

Service response times shall be as follows:

- Two hours on a primary machine in a building when the device will not function at all. The two hour requirement is calculated from the time the first phone call is made for support to the vendor until the appropriately trained technician on site.
- Four hour response on issues that are not the primary machine in a building, or an error with a primary device that still allows the device to function. The four hour requirement is calculated from the time the first phone call is made for support to the vendor until the appropriately trained technician is on site.

If the vendor has three violations of the service and support specifications listed above, FCSD has the right to cancel the contract.

Regular maintenance will be at the discretion of the vendor as long as it does not cause the equipment to cease working.

#### **5.4 Equipment Uptime and Performance Guarantee**

The vendor provided equipment will operate in accordance with the applicable manufacturer's specifications and will be serviced in a manner designed to meet a minimum quarterly uptime average of ninety-six percent (96%), which shall be calculated based upon an eight hour day and exclude normal preventive maintenance time and downtime attributable to the customer's negligence. In the case of an element of the service levels not being achieved, a resolution or remedy process is to be engaged. A resolution or remedy will be documented by a corrective action plan tied to an agreed upon timeline to bring the services within targeted standards within a thirty (30) day timeframe. The remedy may require service delivery correction actions, the addition of incremental capacity, modification to service process due to changes in facilities logistics and environment.

The vendor will replace hardware that fails to consistently achieve the manufacturer's performance expectations. This performance guarantee depends on the hardware being used within the manufacturer's monthly volume specifications, the provision of a trained customer key operator, and the use of approved manufacturer specified input materials. If a machine fails to meet 96% uptime as measured quarterly, the vendor will implement a performance improvement plan. If after a thirty (30) day period of time, this plan fails to raise the performance to the previously stated uptime targets, this equipment will be replaced with a machine equal to or greater than capabilities.

Should a unit of equipment or accessory not be maintained in conformance with manufacturer's specifications, the vendor shall, at its own expense, replace such equipment with another unit of same product designation as that equipment and the vendor shall bear all installation, transportation, removal, and rigging charges in connection with the installation of such replacement unit.

#### **5.5 Reporting of usage**

The vendor will provide the functionality to produce reports on each staff member's use of the equipment in the contract.

#### **5.6 Data Access for Management of the Service**

FCSD staff will make reasonable accommodations to allow access to the vendor to specific equipment in the district for the purpose of managing this contract. Any intrusions in to the network due to the neglect of the vendor will be the sole responsibility of the vendor including damages.

#### **5.7 Usage Limits Centralized**

The vendor will provide a mechanism to globally limit a user's ability to print or copy when a monthly quota has been reached. This mechanism will also allow all devices that have user access control, to access a central location for user identification and authorization. FCSD will not accept a proposal that requires that each user be entered in manually to control access of each device. FCSD will offer access to their active directory system to facilitate this requirement. Please see 5.13 for optional related request.

## **5.8 Mobile Device Printing**

The vendor will provide a solution that allows the MFPs to print from mobile devices; such as Chromebook, Android and Apple iOS (iPad) tablets.

## **5.9 Fax**

All copiers that are in the main office of each building, plus the activity director's office, will also have a scan and fax function and will serve as a fax station for that building.

## **5.10 Toner and Consumables**

All toner and other consumables will be included in the contract price with no additional cost. The vendor will provide a minimum of one extra toner cartridge for each model of device in each building. These consumables will be stored in each designated building. Also, the vendor will provide a means of recycling used consumables at no additional cost to FCSD.

## **5.11 Complete and Accurate Service Records**

The vendor shall keep accurate service records of all equipment including: a service history; response time; the problem addressed; the date of the service call; length of time and number of copies between service calls; and parts used. Additionally, the vendor shall make available to FCSD all service records of all equipment upon request.

## **5.12 Maintenance and Repair**

Preventative maintenance will be performed as per the frequency prescribed by the manufacturer per copying/printing volumes or greater frequency as needed.

All maintenance and repair and parts for the aforementioned work shall be part of the contracted price. FCSD will not accept or allow any contract that charges an additional fee for maintenance, repair or parts.

Regular and preventative maintenance will be at the discretion of the vendor as long as it does not cause the equipment to cease working. Preventative maintenance schedules shall be planned and completed according to the manufacturer's' recommended service schedules. Exclusive utilization of OEM parts and supplies will be required. The vendor assumes all responsibility for hardware performance due to service parts and components. The vendor will assume responsibility for disposal of and recycling of all service parts.

The vendor will supply the FCSD technology department with a call completion notification in electronic format.

## **5.13 Proximity Card Access Optional**

FCSD staff utilize a proximity card system to gain access to our buildings. It is the desire of FCSD to add proximity card readers to aid in the authorization process. Please see Addendum 1 for specifications to submit pricing for this optional component of the contract.

## **5.14 Delivery and Setup**

The vendor will be responsible for the delivery, unpacking and setup of the equipment. The vendor will also dispose of any and all packing materials. If needed, the vendor will also aid the FCSD technology department staff in the integration of the equipment in to the network. Please see requirement 5.8 as it

pertains to Mobile Device Printing. The vendor will coordinate with the FCSD technology department for access to buildings and placement of the equipment.

### **5.15 Temporary Replacement**

The vendor shall provide a temporary replacement of any equipment that is in an unusable state for longer than 12 business hours. If the temporary replacement is below the original specifications, a written acceptance from FCSD will be required.

Below spec equipment can only be in service for a maximum of 30 days before original equipment or a true spec replacement is installed.

### **5.16 Equipment Spec and Location**

Please see attachment Master Print/Copier List document for list of desired equipment. All equipment must be network attached. All printers must have a bypass tray and USB printing capability.

### **5.17 Condition of Equipment**

New current model equipment is preferred. If remanufactured or used equipment is proposed, it must fall under the guidelines of sections 5.3 and 5.4. If necessary, the vendor will include an appropriate surge protection device that is installed in-line for each machine.

### **5.18 Setup Deadline**

The deadline for setting up all MFP's will be July 1, 2018. For all other equipment, the deadline for installation is July 31, 2018.

### **5.19 End-User Support & Training**

The successful vendor will provide the following:

- A single point of contact for FCSD Technology staff
- Unlimited phone support on all initial service calls during normal business hours, 8:00 A.M. to 5:00 P.M. CST, Monday through Friday, with the exception of statutory holidays.
- Unlimited network support during normal business hours, 8:00 A.M. to 5:00 P.M. CST, Monday through Friday, with the exception of statutory holidays.
- Initial and unlimited customer training, as needed.
- User friendly and graphical troubleshooting instructions to:
  - Remove jams that occur
  - Replace staple cartridge
  - Refill toner cartridge

## Section 6

### 6. Vendor Response Requirements

#### 6.1 Detailed Hardware

The vendor will provide the exact make, model and specifications of each device and where in the district that device is to be placed. It will be the responsibility of the vendor to make any necessary documentation of the device's serial number or any other identification.

#### 6.2 Service and Support Services

The vendor will:

- Describe the company's service and support philosophy.
- Describe how support is measured.
- Describe any unique support offerings available from the company.
- Describe what happens when key components become obsolete.
- Describe the process to notify alerts to impending component changes. How often will components be upgraded?
- Describe any escalation procedures.
- Describe meter reading procedures and purpose.
- Describe how machine downtime is measured and reported.
- Provide a statement of understanding and compliance with service response times.
- Provide a statement of understanding and compliance regarding supplies and consumables.

#### 6.3 Price

The vendor will provide a cost per sheet for black and white prints and copies as well as a price per sheet of color print or copies. This will be the only cost to the district. Reasonable minimum volumes are allowed in the consideration.

#### 6.4 Value Added Services

Describe additional value added services and, if applicable, the costs associated with them. FCSD recommends optional costs be communicated as an addendum.

#### 6.5 Information Sharing, Training, & Customer Feedback

List any follow-up and on-going system training you offer and the associated costs.

#### 6.6 Compliance Requirements

The vendor will also provide an acknowledgement of all requirements of the RFP and the vendor's responses.

#### 6.7 Company Overview

Provide the following for your company:

- Official registered name (Corporate, D.B.A., Partnership, etc.), Dun & Bradstreet Number, Federal employer ID number, primary and secondary SIC numbers, address, main telephone number, toll free numbers, and facsimile numbers.
- Key contact name, title, address, direct telephone and fax numbers.

- Person authorized to contractually bind the organization for any proposal in reference to this RFP.
- Brief history, including the year established and the number of years the company has been offering managed printing services.

### **6.8 References**

Please provide three (3) references of customers you have similar contracts with. Provide the company name, contact name, address, email address, and phone number.



## Section 7

### **7. Award of the RFP**

The award of the RFP will be based on the following criteria and weighting based on a scale of 1 through 10, with 10 being the highest weight:

1. Contract Cost - 10
2. Proposed Service - 10
3. Reference calls - 7
4. Meeting of RFP Requirements - 5
5. Volume minimums - 4
6. Proposed equipment - 3

**Addendum 1 – Proximity Card Access**

It is the desire of the FCSD to have proximity card access to the copiers/MFP in your proposal. Please outline the proposal with additional costs as one of the following: a one time cost, an adjustment to your cost per sheet, or increase of minimum images. This will be an ala carte price and a lack of response in this area will not automatically void the RFP response.

**Addendum 2 - Master Print/Copier List**

Page Counts are estimated for approximately 1 month of printing.

Device Model	Serial Number	B/W	Color
Xerox Workcentre 3615Dn	A2T191990	130	0
Xerox Workcentre 3615Dn	A2T193002	370	0
XEROX WorkCentre 5335	AE9906085	9,000	0
XEROX WorkCentre 5335	AE9906090	3,700	0
XEROX WorkCentre 5335	AE9906179	1,200	0
XEROX WorkCentre 5335	AE9906393	1,400	0
XEROX WorkCentre 5335	AE9906714	18,300	0
XEROX D95	BG2942379	99,000	0
Xerox D95	BG2942808	275,000	0
HP LaserJet P2015	BRCS85Z5FC	50	0
HP LaserJet P2015	CNBJM15966	15	0
HP LaserJet P2015	CNBJM16808	25	0
HP LaserJet P2015	CNBJN31708	1,500	0
HP LaserJet P2015	CNBJN31718	460	0
HP LaserJet P2015	CNBJP27201	30	0
Hp Laserjet P2015dn	CNBJP27204	30	0

<b>Hp Laserjet Enterprise 600 M601dn</b>	<b>CNCCF431FS</b>	<b>4,800</b>	<b>0</b>
<b>Hp Laserjet Enterprise 600 M601dn</b>	<b>CNCCF5N0SN</b>	<b>775</b>	<b>0</b>
<b>HP LaserJet 400 color M451dn</b>	<b>CNDF367319</b>	<b>40</b>	<b>840</b>
<b>HP LaserJet 4200</b>	<b>CNDX607252</b>	<b>160</b>	<b>0</b>
<b>Hp Laserjet P4015</b>	<b>CNDY956215</b>	<b>50</b>	<b>0</b>
<b>HP LaserJet 4250</b>	<b>CNGXD85684</b>	<b>130</b>	<b>0</b>
<b>HP LaserJet 4250</b>	<b>CNGXF84593</b>	<b>5,600</b>	<b>0</b>
<b>HP LaserJet 4250</b>	<b>CNGXH10066</b>	<b>2,900</b>	<b>0</b>
<b>HP LaserJet 4250</b>	<b>CNGXJ11881</b>	<b>475</b>	<b>0</b>
<b>HP LaserJet 4250</b>	<b>CNGXJ28318</b>	<b>2,900</b>	<b>0</b>
<b>HP LaserJet 4250</b>	<b>CNRXR13998</b>	<b>2,000</b>	<b>0</b>
<b>HP LaserJet 4250</b>	<b>CNRXS06280</b>	<b>2,600</b>	<b>0</b>
<b>HP LaserJet 4250</b>	<b>CNRXT09259</b>	<b>2,400</b>	<b>0</b>
<b>XEROX Phaser 6180N</b>	<b>DPX323357</b>	<b>90</b>	<b>370</b>
<b>XEROX Phaser 6180N</b>	<b>DPX323358</b>	<b>5</b>	<b>130</b>
<b>Hp Laserjet P2015</b>	<b>JPBFG09481</b>	<b>400</b>	<b>0</b>
<b>XEROX WorkCentre 7835</b>	<b>MX1183828</b>	<b>5,300</b>	<b>1,000</b>
<b>XEROX WorkCentre 7855</b>	<b>MX4341435</b>	<b>6,700</b>	<b>2,600</b>
<b>Xerox Phaser 6250N</b>	<b>PWG641752</b>	<b>25</b>	<b>50</b>
<b>HP Laser Jet 4050 series</b>	<b>USBB092811</b>	<b>325</b>	<b>0</b>
<b>HP LaserJet 4100</b>	<b>USBNJ30801</b>	<b>1,200</b>	<b>0</b>
<b>HP LaserJet 4200</b>	<b>USDNP00584</b>	<b>2,800</b>	<b>0</b>
<b>HP LaserJet 4200</b>	<b>USDNP16694</b>	<b>100</b>	<b>0</b>

<b>HP LaserJet 4000</b>	<b>USEF099697</b>	<b>200</b>	<b>0</b>
<b>HP LaserJet 4200</b>	<b>USGNM18198</b>	<b>400</b>	<b>0</b>
<b>HP LaserJet 4200</b>	<b>USGNP31968</b>	<b>4,400</b>	<b>0</b>
<b>HP LaserJet 4200</b>	<b>USGNP31971</b>	<b>925</b>	<b>0</b>
<b>HP LaserJet 4200</b>	<b>USGNP36233</b>	<b>1,600</b>	<b>0</b>
<b>HP LaserJet 4200</b>	<b>USGNP36245</b>	<b>4,450</b>	<b>0</b>
<b>HP LaserJet 4200</b>	<b>USGNX31045</b>	<b>200</b>	<b>0</b>
<b>HP LaserJet 4200</b>	<b>USGNX48211</b>	<b>120</b>	<b>0</b>
<b>HP LaserJet 4100</b>	<b>USJNF12470</b>	<b>1,200</b>	<b>0</b>
<b>HP LaserJet 4100</b>	<b>USJNJ10188</b>	<b>1,700</b>	<b>0</b>
<b>HP LaserJet 4100</b>	<b>USLNG12958</b>	<b>2,500</b>	<b>0</b>
<b>HP LaserJet 4100</b>	<b>USLNH31434</b>	<b>5</b>	<b>0</b>
<b>HP LaserJet 4000</b>	<b>USMB173376</b>	<b>230</b>	<b>0</b>
<b>Hp Laserjet 4000N</b>	<b>USMB274589</b>	<b>25</b>	<b>0</b>
<b>HP Color LaserJet Pro M452</b>	<b>VNB3M00253</b>	<b>15</b>	<b>115</b>
<b>HP Color LaserJet Pro M452</b>	<b>VNB3X10860</b>	<b>5</b>	<b>50</b>
<b>Hp Laserjet P2015dn</b>		<b>80</b>	<b>0</b>
<b>Hp Laserjet 4000N</b>		<b>10</b>	<b>0</b>
<b>Xerox Phaser 6010</b>		<b>10</b>	<b>0</b>
<b>Xerox Workcentre Pe220</b>		<b>20</b>	<b>0</b>