

**REQUEST FOR PROPOSAL (RFP)
#76736
Copiers/Multifunction Devices Rental for
Departments and Pay for Print
California State University Fresno**

RFP Number: 76736
Title: Copiers/Multifunction Devices Rental for Departments and Pay for Print
Issue Date: December 22, 2015
Due Date/Time: January 29, 2016 at 2:00 p.m.
RFP Contact: Kevin Taloza
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Proposal Delivery Location: California State University Fresno
Procurement and Support Services
5150 N. Maple Avenue, M/S JA111
Fresno, CA 93740
Campus Map: <http://www.fresnostate.edu/map/>

NOTE: Updates, changes or addendums to the RFP are posted at: www.bidsync.com

California State University Fresno

Request for Proposal

#76736

COPIERS/MULTIFUNCTION DEVICES RENTAL FOR DEPARTMENTS AND PAY FOR PRINT

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SECTION 1 – PURPOSE, OVERVIEW, AND TERM

1.1 PURPOSE

The purpose of this Request for Proposal (hereafter called RFP) is to solicit proposals from qualified and experienced firms (hereafter called Contractor) to provide the University with copier/multifunction device rental services. This RFP is separated into the following three Sections:

Proposal A – Copiers/Multifunction Devices for Departments

Proposal B – Copiers/Multifunction Devices for Pay for Print

Proposal C – Copiers/Multifunction Devices for Departments and Pay for Print Combined Proposal
A contractor is free to submit responses on any one, two or all of the proposal sections mentioned above.

1.2 UNIVERSITY BACKGROUND

Printing is an essential service that Fresno State provides to the campus community and produced 13 million page impressions for the 2014/15 fiscal year throughout the dorms, public spaces, and libraries. There are 172 multi-function devices (printer, copier, scanner) situated in 69 locations on campus. The current printing system is outdated and lacks key features of a more modern system.

More information about the University can be found at: <http://www.fresnostate.edu/>

1.3 PROJECT OVERVIEW

The overall printing support and management is broadly defined as a tool for cost management and chargeback, repair, preventative maintenance, and mobile, and all in one printing service environment. Fresno State proposes moving forward with an initiative to replace the existing printing program with an end-to-end vendor system that will meet, but not be limited, to the criteria listed in this RFP. The University will not allow 3rd party financing for this contract. All payments must be made directly to the awarded vendor.

1.4 RFP RULES AND INSTRUCTIONS

The rules governing this RFP are stated in Section 6 - (Instructions, Content, and Format). Proposers are advised to carefully read, understand, and comply with these requirements in preparing a response to this RFP

1.5 TERM

The term of this contract will be for three (3) years with the possibility of five (5) each one (1) year extensions. Contract extensions must be approved by each party.

End Section 1

SECTION 2 – SCHEDULE OF EVENTS

Release of Request for Proposal:	December 22, 2015
Bidder's Conference:	N/A
Last Day to Submit Questions for Clarification:	January 22, 2016
Deadline for Submission of Proposals:	January 29, 2016 at 2:00 pm PST <u>Late Proposals will not be accepted</u>
Review and Evaluate Proposals:	February 3 – 9, 2016
Interviews/Presentations (Optional):	February 17, 2016
Notice of Intent to Award:	February 22, 2016
Contract Award:	February 29, 2016
Commencement of Services:	March 1, 2016

Note: Email all questions to: ktaloza@csufresno.edu

QUESTIONS WILL ONLY BE ACCEPTED IF EMAILED. Responses to questions and addendums will be posted on the University's bid site at: www.bidsync.com

The dates up to and including the "Deadline for Submission of Proposals" date may be adjusted upon advance written notice. Dates after the receipt of proposals may be adjusted without written notice. Additional RFP steps may be included at the discretion of the University.

PROPOSALS NOT RECEIVED BY THE DATE AND TIME SPECIFIED WILL BE REJECTED

SECTION 3 – SOLICITATION PROVISIONS AND PROPOSER’S CERTIFICATION

3.1 SOLICITATION PROVISIONS

3.1.1 DEFINITIONS

- a. The Trustees of the California State University are referred to as “University” or “Trustees.”
- b. The terms “bid” and “proposal” are synonymous and means an offer made in response to a solicitation to perform a contract for work and labor or to supply goods at a specified price, whether or not it is considered a “sealed bid” or results in award of a contract to a single or sole source.
- c. “Bidder” or “Proposer”, “Vendor”, or “Contractor” is used to interchangeably and each shall apply to the business entity which submits a bid/proposal or is awarded a contract.

Request for Proposal – RFP Definitions			
	MINIMUM REQUIREMENTS		<ul style="list-style-type: none">a. Vendor must provide training resources for installation, maintenance, and use.b. Vendor must provide MULTIFUNCTIONAL DEVICES.c. Vendor must support printing from the defined OPERATING SYSTEMSd. Vendor must use existing AUTHENTICATION SYSTEMSe. Vendor must support devices not bound/joined to the AUTHENTICATION SYSTEMS.f. Vendor must support MOBILE DEVICES.g. Vendor must provide SUPPLY MONITORING tools.h. Vendor must provide ACCEPTANCE TESTINGi. Vendor must provide for post deployment testing; maintenance testing; and testing new updates.j. Vendor must provide and maintain printer drivers.k. Equipment to have earthquake protection

	SUPPORTED DEVICES		<p>Windows devices [desktops; tablets; notebooks; cell phones]</p> <p>Apple devices [desktops; tablets; notebooks; cell phones]</p> <p>Android devices [tablets; notebooks; cell phones]</p>
	OPERATING SYSTEMS	DEVICES	Current and two (2) previous version of Microsoft Windows; Apple Mac OS, iOS; Android, and Linux
	ACCEPTANCE TESTING	OS	Vendor determined method to demonstrate that the contract requirement have been meet and accepted by Fresno State. Acceptance testing is complete once Fresno State personnel sign off that the equipment is delivered, setup, and properly working as per this contract.
	DVBE		Disabled Veterans Business Enterprise
	AUTHENTICATION SYSTEMS		Active Directory; LDAP
	SUPPLY MONITORING		Vendor must provide Fresno State with tools to monitor the supply levels on the printer. This includes but not limited to toner and paper.
	FILE TYPES		<p>Vendor must support the following file types:</p> <ul style="list-style-type: none"> • .doc; .docx • xls; xlsx • pdf • rtf • txt • ppt; pptx • jpg, jpeg; bmp; png • gif; • psd • eps • xml • docm; dotx; dotm • wpd • csv • odt • Ott • Oth

			<ul style="list-style-type: none"> odm
	ACCESS METHOD		Vendor must provide a PIN, SmartCard, or other access method for Fresno State users for billing and accounting purposes.
	AMERICANS WITH DISABILITIES ACT	ADA	Compliance with ADA standards and requirements
	MOBILE PRINTING		<p>Vendor must provide multifunctional devices that include (Printing; Copying; Scanning)</p> <ul style="list-style-type: none"> Email Submissions Print Job management via web or app
	MULTIFUNCTIONAL DEVICES	MDF	Vendor must provide multifunctional devices that include (Printing, Copying, Scanning, Simplex, Duplex, Send to Feathures (websites, email, cloud storage)
	STAKEHOLDERS		<p>List of Stakeholders</p> <ul style="list-style-type: none"> Bulldog Card Help Desk Technology Services DiscoverE Campus Community at Large
	SUPPORT ON-CAMPUS		Vendor should provide support on-campus with at least one technician available during BUSINESS HOURS. Vendor should have a presence of administrative and technical support in the Fresno/Clovis area.
	SUPPORT ON-LNE		Vendor should provide 24-hour online support services such as ISSUE TICKETS and/or forums, FAQs

3.1.2 RESERVATION OF RIGHTS

The University may reject any or all proposals and may waive any immaterial deviation in a Proposal. The University's waiver of an immaterial defect shall in no way modify the RFP documents or excuse the Bidder from full compliance with the specifications if the Bidder is awarded the contract. Proposals that include terms and conditions other than the University's terms and conditions may be rejected as being non-responsive. In the event all proposals are rejected or the University determines alternative solutions are in its best interest, the University may cancel this solicitation and pursue alternative sourcing options.

The University may make such investigations as deemed necessary to determine the ability of the Bidder to perform the work, and the Bidder shall furnish all such information and data for this purpose. The University reserves the right to reject any submittal made pursuant to this RFP or any subsequent Proposal or bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the University that such Bidder is properly qualified to carry out the obligations of the contract and to complete the work specified. Additionally, the University reserves the right to request additional performance guarantees if, in the sole opinion of the University, financial stability or capability cannot be established.

3.1.3 NON-ENDORSEMENT

If selected as a qualified Bidder, the Bidder shall not issue any news releases or other statements pertaining to selection, which state or imply University endorsement of Bidder's services.

3.1.4 DISPUTES/PROTESTS

The University encourages potential Bidders to resolve issues regarding the requirements or the procurement process through written correspondence and discussions. The University wishes to foster cooperative relationships and to reach a fair agreement in a timely manner.

Bidder's filing a notification to protest must do so within five (5) business days after a Notice of Intent to Award has been publicly posted. The protesting Bidder shall submit a full and complete written statement detailing the facts in support of the protest within 10 calendar days after expressing notification to protest. Protest must be sent by certified or registered mail or delivered in person to Brian Cotham, Director of Procurement, located at 5150 N Maple Ave, Joyal Administration Room 161, Fresno, CA 93740. Within a reasonable time after receipt of the written statement of protest, the University will provide a decision on the matter. The decision will be in writing and sent by certified or registered mail or delivered in person to the protesting Bidder. The decision of the University is final.

3.1.5 AWARD OF CONTRACT

The University reserves the right to reject any and all proposals. The University reserves the right to award the RFP in any of the following manners:

- Award Proposal A (Departments) and Award Proposal B (Pay for Print) separately to different vendors and reject Proposal C (Departments and Pay for Print Combined)
- Award Proposal A (Departments) and reject both Proposal B (Pay for Print) and Proposal C (Departments and Pay for Print Combined). Proposal B (Pay for Print) would be re-issued under a new RFP
- Award Proposal B (Pay for Print) and reject Proposal A (Departments) and C (Departments and Pay for Print Combined). Proposal A (Departments) would be re-issued under a new RFP.

- Award Proposal C (Departments and Pay for Print Combined) and reject both Proposal A (Departments) and Proposal B (Pay for Print).
- Reject all proposals.

Award, if any, will be to the proposer whose proposal best complies with all of the requirements of the RFP documents and any addenda, and is in the best interest of the University. A "Notice of Intent to Award" will be publicly posted for five (5) consecutive working days prior to the award. Written notification will be made to unsuccessful proposers. Evaluation methodology and basis for award are described in Section 6 – Evaluation and Selection Criteria.

The selected Bidder and the University shall commit to negotiation for the final scope of services to be accepted and execution of an agreement, in substantial accordance with the terms and conditions herein, within 30 days of the Notice of Intent to Award. Should the parties be unable to reach final agreement within this time frame, the parties may mutually agree upon a time extension to complete negotiations and contract execution. If the parties are unable to agree upon a time extension, or if the University determines that a time extension would not be beneficial to the project, the University reserves the right to terminate negotiations and proceed with a secondary finalist.

3.1.6 EXECUTION OF THE AGREEMENT

The Agreement shall be signed by the Contractor and returned, along with the required attachments to the University within **fourteen (14)** calendar days from receipt of contract. The period for execution may be changed by mutual agreement of the parties. Contracts are not effective until approved by the appropriate University officials. Any work performed prior to receipt of a fully executed contract shall be at Contractor's own risk.

3.1.7 FAILURE TO EXECUTE THE AGREEMENT

Failure to execute the Agreement within the time frame identified above shall be sufficient cause for voiding the award. Failure to comply with other requirements within the set time shall constitute failure to execute the Agreement. If the successful Bidder refuses or fails to execute the Agreement, the University may award the Agreement to the next qualified Bidder.

3.1.8 BEST AND FINAL OFFER

The University may use the Best and Final Offer (BAFO) process which represents an optional step in the selection process in the request for proposal (RFP) process and is not part of the contract negotiation process.

The BAFO process may be used when:

1. No single response addresses all the specifications
2. The cost submitted by all bidders is too high
3. The scores of two or more bidders are very close after the evaluation process.
4. All bidders submitted responses that are unclear
5. Deficient in one or more areas.

The determination on the use of this process will be at the discretion of the evaluation committee, and they may restrict the number of bidders invited to submit a BAFO, or may offer the option to all bidders.

The bidder may receive a BAFO request stating the areas to be covered and the date and time in which the BAFO must be returned. The bidder may be requested to readdress important aspects of the proposal such as but not limited to implementation schedule, level of support, type or amount of resources proposed, contract terms and conditions and/or cost.

All communication regarding the BAFO must be directed to University contact as stated in Section 6, Instructions to Bidders. BAFOs submitted after the deadline may not be accepted.

Bidders are not required to submit a BAFO and may submit a written response stating that their response remains as originally submitted.

Bidder(s) may be requested to make an oral presentation regarding their BAFO. The evaluation committee will have full discretion to accept or reject any information submitted in a BAFO.

3.1.9 CONFLICT OF INTEREST

Potential Contractors are advised that Contractor's officers and employees shall comply with the disclosure, disqualification, and other provisions of California's Political Reform Act of 1974 (Government Code Section 81000 et seq.) if their responsibilities include the making or participation in the making of a University decision.

3.1.10 DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) INCENTIVE

In accordance with Government Code section 14838(f), and Military and Veterans Code sections 999.5(a) and 999.5(d), the Trustees shall grant a bid incentive for bid evaluation purposes only. The level of DVBE incentive will correlate to the level of participation; that is, the more DVBE participation proposed, the higher the incentive. A non-small business cannot displace a California certified small business from the top ranked position due to application of preferences or incentive.

The bid incentives levels are as follows:

DVBE Participation on this contract	Incentive
1%	1%
2%	2%
3%	3%
4%	4%
5% and above	5%

In solicitations where an award is to be made to the highest scored bidder based on evaluation factors in addition to price, the DVBE Incentive shall be a percentage of the highest responsible bidder's total score. In solicitations where an award is to be made to the low bid, the incentive is a percentage of the low bid total.

If requesting the DVBE Incentive, then complete the Bidder Declaration Form and indicate the total DVBE participation.

For further information on DVBE participation requirements or incentive for this project, contact Brian Cotham, Fresno State Small Business & DVBE Advocate at 559-278-2111 or via e-mail at bcotham@csufresno.edu.

3.1.11 SMALL BUSINESS PREFERENCE

The State of California requires agencies to provide a five percent (5%) preference to Proposers or Bidders who qualify as either California certified small businesses or non-small businesses that commit 25% of the contract value to California certified small businesses. To be eligible, the small businesses must be certified by The Office of Small Business and DVBE Services. The rules and regulations of this law, including the definition of a small business for the delivery of services, are contained in Title 2, California Government Code, Section 14838, et seq. and Title 2, California Administrative Code, Section 1896, et seq.,. Copies of the codes and regulations are available online or upon request.

If requesting the Small Business Preference, then complete the Bidder's Declaration Form and indicate the total Small Business participation.

The use of the Small Business Preference shall be in compliance with the law and specifically Government Code Section 14838.B.2. In solicitations where an award is to be made to the highest scored bidder based on evaluation factors in addition to price, the preference to small businesses or microbusiness shall be 5 percent of the highest responsible bidder's total score. The preference to non-small business bidders that provide for small business or microbusiness subcontractor participation shall be up to a maximum 5 percent of the highest responsible bidder's total score, determined according to rules and regulations established by the Department of General Services. In solicitations where an award is to be made to the low bid, the preference is applied by factoring 5 percent of a non-small business low bid total and subtracting this amount from the small business bid total.

3.1.12 ACCESSIBLE TECHNOLOGY INITIATIVE – SECTION 508

California Government Code 11135 requires that the University comply with Section 508 of the Rehabilitation Act of 1973, as amended, and to apply the accessibility standards published by the U.S. Access Board for electronic and information technology (EIT) products and services that it buys, creates, uses, and maintains.

EIT is any equipment, interconnected system, or subsystem of equipment used in the creation, conversion, or duplication of data or information. EIT is defined by the Access Board at 36 CFR 1194.4 and in the FAR at 2.101. EIT includes:

- a. Telecommunication products, such as telephones;
- b. Information kiosks;
- c. Transaction machines;
- d. World Wide Web sites;
- e. Software and Operating Systems;
- f. Computers;
- g. Multimedia (including videotapes), and;
- h. Office equipment, such as copiers and fax machines.

3.1.13 PATENT, COPYRIGHT, AND TRADE SECRET INDEMNITY

A contractor may be required to furnish a bond to the University against any and all loss, damage, costs, expenses, claims and liability for patent, copyright and trade secret infringement.

3.1.14 ACCOMMODATIONS FOR THE DISABLED

It is the policy of the University to make every effort to ensure that its programs, activities and services are available to all persons, including persons with disabilities. Persons with a disability needing a reasonable modification to participate in the procurement process, or persons having questions regarding reasonable modifications for the procurement process may contact the buyer listed elsewhere in this solicitation.

3.1.15 PUBLIC CONTRACTS CODE RESTRICTIONS FOR UNIVERSITY EMPLOYEES

University employees and immediate past employees must comply with restrictions regarding contracting with the University. Bidder needs to be aware of the following provisions regarding current or former University employees. In submitting a bid, Bidder certifies that the Bidder is eligible to contract with the University pursuant to the Public Contracts Code (PCC) sections list below:

a. Current University Employees (PCC Section 10831):

- i. No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any University department through or by a University contract unless the employment, activity or enterprise is within the course and scope of the officer's or employee's regular University employment.
- ii. No officer or employee shall contract on his or her own behalf as an independent Bidder with any University department to provide goods or services.
- iii. This prohibition does not apply to officers or employees of the University with teaching or research responsibilities.

b. Former University Employees (PCC Section 10832):

- i. For the two-year period from the date he or she left University employment, no former University officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any University department.
- ii. For the twelve-month period from the date he or she left state employment, no former University officer or employee may enter into a contract with any University department if he or she was employed by that University department in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving University service.

3.1.16 LOSS LEADER

It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 10730 of the Business and Professions Code.

"Loss leader" means any article or product sold at less than cost:

- a. Where the purpose is to induce, promote, or encourage the purchase of other merchandise; or
- b. Where the effect is a tendency or capacity to mislead or deceive purchasers to prospective purchases; or
- c. Where the effect is to divert trade from or otherwise injure competitors.

3.1.17 BRAND NAMES

Any reference to brand names is intended to be descriptive, but not restrictive, unless otherwise specified. Proposals meeting the indicated standards of quality will be considered, unless otherwise specified, providing the proposal clearly describes the article offered and how it differs from the referenced brands. Unless the contractor specifies otherwise in the proposal, it is understood the Contractor is offering referenced brands as specified. The University reserves the right to determine whether a substitute offer is equivalent to and meets the standards of quality indicated by the brand name references. The University may require a contractor offering a substitute to supply additional descriptive material and sample.

3.2 BIDDER'S CERTIFICATION

By submitting a proposal, the Bidder certifies to comply with the following:

3.2.1 AMERICANS WITH DISABILITIES ACT (ADA)

Bidder assures the University that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.).

3.2.2 UNFAIR PRACTICES ACT

Bidder warrants that its bid complies with the Unfair Practices Act (Business and Professions Code Section 17000 et seq.).

3.2.3 VIOLATION OF AIR OR WATER POLLUTION LAWS

Unless the contract is less than \$25,000.00 or with a sole-source provider, Government Code Section 4477 prohibits the State from contracting with a person, including a corporation or other business association, who has been determined to be in violation of any State or federal air or water pollution control law. By a proposal the Bidder warrants that the Bidder has not been found to be in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution district, or is subject to a cease and desist order not subject to review issued pursuant to Section 13310 of the Water Code for violation of waste discharge requirements or discharge prohibitions, or is finally determined to be in violation of provisions of federal laws relating to air or water pollution. By submitting a bid, the Bidder certifies that it has

not been identified either by published notices or by Board notification as a person in violation of State or federal air or water pollution control laws.

3.2.4 COMPLIANCE WITH NLRB ORDERS

In submitting a bid or signing a contract the Bidder swears under penalty of perjury that no more than one final, unappealable finding of contempt of court by a federal court has been issued against the Bidder within the immediately preceding two-year period because of the Bidder's failure to comply with an order of a federal court which orders the Bidder to comply with an order of the National Labor Relations Board. This provision is required by, and shall be construed in accordance with, Public Contract Code Section 10296.29.

3.2.5 ASSIGNMENT OF ANTITRUST ACTIONS

The Bidder's attention is directed to the following provisions of Government Code Sections 4552, 4553, and 4554, which shall be applicable to the Bidder:

In submitting a bid to a public purchasing body, the Bidder offers and agrees that if the bid is accepted, it will assign to the procurement body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, [commencing with Section 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Bidder for sale to the procurement body pursuant to the bid. Such assignment shall be made and become effective at the time the procurement body tenders final payment to the Bidder (Government Code Section 4552).

If an awarding body or public procurement body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery (Government Code Section 4553). Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action (Government Code Section 4554).

3.2.6 NONCOLLUSION AFFIDAVIT

By submitting a bid, Bidder hereby certifies that the bid is not made in the interest of, or on behalf of, any undisclosed party; that the bid is genuine and not collusive, false, or sham; that the Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham bid, and has not directly or indirectly agreed with any Bidder or anyone else to put in a false or sham bid, or to refrain from bidding; that the Bidder has not in any manner, directly or indirectly, sought to fix any overhead, profit or cost element of the bid, of that of any other Bidder, or to secure any advantage against the public body awarding the contract or anyone interested in the proposed contract.

3.2.7 SAFEGUARDS FOR PROTECTING FRESNO STATE INFORMATION ASSETS

By submitting a bid, Bidder acknowledges Federal privacy laws such as Gramm-Leach-Bliley Act (Title 15, United States Code, Sections 6801(b) and 6805(b) (2)) applicable to financial transactions and Family Educational Rights and Privacy Act (Title 20, United States Code, Section 1232g) applicable to student records and information from student records. In the event that such information is required for the performance of the work specified, the Bidder hereby certifies that it has the appropriate safeguards in place as required by Title 16 Code of Federal Regulation Chapter 1 Section 314.

3.2.8 COVENANT AGAINST GRATUITIES

The Bidder shall warrant that no gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by the Bidder, or any agent or representative of the Bidder, to any officer or employee of the University with a view toward securing the Contract or securing favorable treatment with respect to any determinations concerning the performance of the Contract. For breach or violation of this warranty, the University shall have the right to terminate the Contract, either in whole or in part, and any loss or damage sustained by the University in procuring on the open market any items, which the Bidder agreed to supply, shall be borne and paid for by the Bidder. The rights and remedies of the University provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under the Contract.

3.2.9 DRUG-FREE WORKPLACE CERTIFICATION

The Bidder certifies under penalty perjury under the laws of the State of California that the Bidder will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code, Section 8355 et. seq.) and will provide a drug-free workplace by doing all of that which Section 8355 et seq. requires.

3.2.10 ELECTRONIC WASTE RECYCLING ACT

In submitting a bid for electronic devices, as defined by the Electronic Waste Recycling Act of 2003, Part 3 Division 30 Changer 8.5 of the Public Resource Code, the Bidder certifies that it, and its agents, subsidiaries, partners, joint ventures, and subcontractors for the procurement, have complied with the Electronic Waste Recycling Act of 2003 and any regulations adopted pursuant to the Act, or have demonstrated to the University that the Electronic Waste Recycling Act of 2003 is inapplicable to all lines of business engaged in by the bidder, its agents, subsidiaries, partners, joint venturers, or subcontractors. In addition the Bidder agrees to cooperate fully in providing reasonable access to its records and documents that evidence compliance with the Electronic Waste Recycling Act of 2003.

3.2.11 DARFUR CONTRACTING ACT

PCC sections 10475 et seq., the Darfur Contracting Act of 2008, establish restrictions against contracting with vendors conducting certain types of business in Sudan. The Act sets forth criteria to determine if a vendor is a “scrutinized company” and therefore ineligible to bid on or submit a proposal for State contracts.

Upon submitting a bid, bidders that have had business activities outside of the United States within the previous three years certify that they are not a scrutinized company as defined, or

demonstrate they obtained permission under the statute. (PCC §§ 10478, 10477(b).) False certifications shall cause the bid to be invalidated. (PCC § 10479.)

3.2.12 IRAN CONTRACTING ACT

PCC sections 2202 et seq., the Iran Contracting Act of 2010, establish restrictions against contracting with vendors that provide specified levels of goods or services or other investment activities, as defined, in the energy sector of Iran. By submitting a bid in excess of \$1 million, bidder certifies that bidder is not a financial institution extending credit to an ineligible vendor on the list published by the California Department of General Services on the web site: <http://www.documents.dgs.ca.gov/pd/poliproc/Iran%20Contracting%20Act%20List.pdf>

(PCC § 2204.) The Act includes certain exceptions. (PCC § 2203(c).)

3.2.13 THE CONGO – SECURITIES EXCHANGE ACT

PCC § 10490 establishes restrictions on contracting for certain goods and services relating to compliance with the Securities Exchange Act of 1934. The [CAMPUS NAME] will not accept bids or proposals or contract for goods or services related to products or services from companies designated as a “scrutinized company” by the Federal Government.

By submitting a bid, bidder certifies that they are not a scrutinized company as defined. False certifications shall cause the bid to be invalidated.

For purposes of this section, a “scrutinized company” is a person that has been found to be in violation of Section 13(p) of the Securities Exchange Act of 1934 by final judgment or settlement entered in a civil or administrative action brought by the Securities and Exchange Commission and the person has not remedied or cured the violation in a manner accepted by the commission on or before final judgment or settlement.

End Section 3

SECTION 4A - SCOPE OF WORK – COPIERS/MULTIFUNCTION DEVICES RENTAL FOR DEPARTMENTS

4.1A SERVICE REQUIREMENTS

Fresno State is seeking proposals for campus copiers/multifunction devices rental for campus departments use. The University currently utilizes 172 copiers with a copying volume of approximately 16 million copies per year. A spreadsheet of the copiers and their volumes are attached in Exhibit A for your analysis; and a geographical map of the University can be found in Exhibit C. The successful proposal will incorporate a rental program for replacement of copiers as they expire from Fresno State’s current lease. Currently existing equipment is all due to expire June 30, 2016. It may be necessary to add or remove equipment during the life of the agreement since this will be an equipment rental agreement. The awarded vendor and Procurement will work together to review department needs and determine final equipment placement. At the time of implementation approximately 172 copiers will be transferred to the new rental contract.

The University will not allow 3rd party financing for this contract. All payments must be made directly to the awarded vendor.

Respondents to this RFP should familiarize themselves with the CSU General Provisions for Service Acquisitions and Supplemental Provisions to CSU General Provisions for Service Acquisitions (Exhibit D & E).

Networking Environment

- a. Most campus Ethernet switches provide 10/100/1000 Mbps Ethernet. The University maintains a diverse Ethernet campus network. Most network electronics were refreshed in 2014.
- b. Campus buildings are equipped with Enterprise 802.1x secured 802.11g/n/ac wireless networks. (EAP-TTLS/PAP)
- c. Clients may print via wireless. Network printers should not be connected via wireless.
- d. All campus networks connected to the campus backbone network that accesses the internet.
- e. IP address assignment via DHCP is preferred.
- f. Static IP address reservation via DHCP is supported using device MAC address.

Hardware/Software Environment

- a. Printers must successfully process print jobs from any of these systems using campus standard software including Microsoft Office and Internet Explorer, Adobe Acrobat/Reader, Photoshop, and Mozilla Firefox. Print formats need to include PCL, Postscript, PDF-Direct, PML & XHTML. Print resolution up to 1200x1200dpi.
- b. Vendor MFDs must process and release SUPPORTED FILE TYPES and PRINT RESOLUTION submitted from the SUPPORTED Oss and SUPPORTED DEVICES using the EXISTING NETWORK and AUTHENTICATION METHODS.
- c. Vendor maintaining supply levels is a requirement.
- d. Interoperability with AD and LDAP.
- e. The campus maintains a centralized LDAP database containing unique identification and credentials for all students, faculty, and staff that may be utilized or connected to if solution warrants.
- f. Interoperability with Oracle/Peoplesoft web-based ERP System specifically Financial Management 9.0 and Human Capital Management 8.9 and Enterprise Portal 8.9.
- g. Interoperability with Cashnet System for cashiering functions.
- h. Interoperability with Web-based systems utilize CAS 2.0 technology and Shibboleth for single sign-on between applications.

End Section 4A

SECTION 4B - SCOPE OF WORK – PAY FOR PRINT PROGRAM

4.1B SERVICE REQUIREMENTS

Fresno State is seeking proposals for campus copiers/multifunction devices rental for Pay for Print use by students and campus visitors. Currently existing equipment is all due to expire June 30, 2016. It may be necessary to add or remove equipment during the life of the agreement since this will be an equipment rental agreement. The awarded vendor and Procurement will work together to review Pay for Print needs and determine final equipment placement. The proposal must reflect pricing for new equipment only.

The campus utilizes a Bulldog Card System which is a local implementation of the Blackboard Transaction System (Windows/Oracle) that produces magnetic ID cards and maintains online debit accounts for students, faculty and staff. The campus Pay for Print system utilizes Pharos Uniprint 8.0 for control of student/public copier/printers across campus with payment functions linked to the Bulldog Card System.

The University will not allow 3rd party financing for this contract. All payments must be made directly to the awarded vendor.

Respondents to this RFP should familiarize themselves with the CSU General Provisions for Service Acquisitions and Supplemental Provisions to CSU General Provisions for Service Acquisitions (Exhibit D & E).

Networking Environment

- a. The University maintains a diverse Ethernet campus network. Most network electronics were refreshed in 2014.
- b. Campus buildings are equipped with Enterprise 802.1x secured 802.11g/n/ac wireless networks. (EAP-TTLS/PAP)
- c. Clients may print via wireless. Network printers should not be connected via wireless.
- d. All campus networks connected to the campus backbone network that accesses the internet
- e. IP address assignment via DHCP is preferred.
- f. Static IP address reservation via DHCP is supported using device MAC address.

Hardware/Software Environment

- a. System must work with OPERATING SYSTEMS and SUPPORTED DEVICES.
- b. Interoperability with AUTHENTICATION METHOD.
- c. Interoperability with unbound and unauthenticated devices.
- d. Provide a centralized application, all-in-one solution for copying, scanning, faxing and printing for students, patrons, and visitors to campus.
- e. Enhance end-user and patron printing and copying experience: Increase system uptime and reliability, provide value added features and convenience, as well as increase security of systems providing high availability (99% uptime).
- f. MDFs must support MOBILE PRINTING.
- g. Ability to administer system through user-friendly print system administration and reporting.
- h. All print queues must be accessible to system administrators to view, to reprioritize and delete as needed.

- i. Vendor MFDs must process and release SUPPORTED FILE TYPES and PRINT RESOLUTION submitted from the SUPPORTED QSs and SUPPORTED DEVICES using the EXISTING NETWORK and AUTHENTICATION METHODS.
- j. Provide print drivers compatible with computers running Microsoft Windows and Apple OS X and support access to print and copy features.
- k. The system must be able to print from “campus approved” storage (Box) and scan to cloud storage.
- l. The proposed system must include Transaction Integration Agent (TIA) with Blackboard Transact.
- m. The proposed system must include a software solution that charges Blackboard Transact for each print and copy with variable pricing options for color and black/white printing.
- n. The proposed system must support multiple file types, including but not limited to: jpeg, open Office, .bmp, Microsoft Office, Microsoft Office Suite, PCL, PostScript, HTML, TIFF, FIG, Adobe and PDF's.
- o. Proposed devices and software must display clearly defined error codes and user prompts for the user to understand.

Ordering Procedures

Orders are to be emailed to the vendor by the Fresno State Procurement department. Requirements for copiers will be determined by Procurement and the vendor. Procurement will have the right to return any copier at any time or for replacement of a non-performing copier. If a copier is not satisfactory working in a department, and is not timely corrected, the University reserves the right to rent a copier for that particular department from another vendor.

4.2 COMMENCEMENT OF SERVICES

Contractor to commence copier/printer rental services in accordance with this RFP on July 1, 2016

4.3 OPERATING HOURS

MONDAY – FRIDAY 8:00 AM TO 5:00 PM (ON CALL AVAILIBILTY)

4.3.1 HOLIDAY CALENDAR – Campus Closures

Spring 2016

Martin Luther King Day	Monday, January 18
President's Holiday	Monday, February 15
Spring Break	Monday – Friday, March 21 – March 25
Cesar Chavez Holiday	Thursday, March 31
Memorial Day	Monday, May 30

Summer 2016

Independence Day	Monday, July 4
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Fall 2016

Labor Day	Monday, September 5
Veteran's Day	Friday, November 11
Thanksgiving Break	Thursday - Friday, November 24 & 25

Winter Break 2016 Friday, December 24 - January 13

Spring 2017

Martin Luther King Day	Monday, January 16
President's Holiday	Monday, February 20
Cesar Chavez Holiday	Friday, March 31
Spring Break	Monday – Friday, April 10 – April 14
Memorial Day	Monday, May 29

Summer 2017

Independence Day	Tuesday, July 4
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Fall 2017 and future semesters – to be provided during contract

SECTION 4C - SCOPE OF WORK – COPIERS/MULTIFUNCTION DEVICES RENTAL FOR DEPARTMENTS AND PAY FOR PRINT PROGRAM (COMBINED)

4.1C SERVICE REQUIREMENTS

As listed in Sections 4.1A for Departments and 4.1B for Pay for Print with no changes.

End Section 4B

SECTION 5 – EVALUATION AND SELECTION CRITERIA

5.1 All proposals shall be reviewed to verify the Proposer has met the RFP submission requirements. Proposals that have not followed the rules, do not meet minimum content, requirements, qualifications, quality standards, take unacceptable exceptions to the terms and conditions, or are non-responsive to the required responses in this RFP may be eliminated from further consideration.

Proposals determined to have met the RFP requirements will be reviewed and evaluated by the evaluation team. As a part of this review, the University may require proposing firms or organizations to clarify the information submitted. This clarification process may be conducted through written or electronic correspondence or through an interview with the evaluation team.

Responsive Proposers found to be most qualified to perform the services required, based upon the listed criteria may be required to give oral interview/presentations to the evaluation team as part of the evaluation process. The purpose of interview/presentation is to give bidders an opportunity to demonstrate their ability to perform the scope of work defined in this RFP and clarify outstanding issues. It is in the proposing firm's best interests to submit a thorough and complete proposal and not depend on the presentation process to provide additional information.

In the case where “finalists” are chosen, these firms and organizations or partnership groups will be selected for an interview and presentation and will be notified of the proposed interview date(s) at least three (3) calendar days in advance.

Firms and organizations or partnership groups selected for an interview must present, for in-person interview, both the dedicated/lead point of contact for the project and the vendor representative with financial decision making authority for the project.

From among the “Finalist” the University may select one or more firm(s) and or organization(s) to enter into final proposal negotiations for the RFP award. A proposing firm(s) and or organization(s) may be required to participate in negotiations and to submit best and final price, technical or other revisions to the proposal which may result from such negotiations.

All proposers will be notified in writing once one or more firms have been selected. The University Evaluation Team will make its evaluation based on the criteria below.

5.2 POINT SCORING SCHEDULE

	Evaluation Criteria	Points
A	Business Model	10
B	Technology	25
C	Service Level	25
D	Program Administration	20
E	Price Proposal	20
	Total Evaluation Points:	100
	<i>Additional Percentages (if applicable)</i>	
	DVBE Incentive (See Section 3.1.9)	5%
	Small Business Preference (See Section 3.1.10)	5%

5.3A EVALUATION CRITERIA – COPIERS/MULTI FUNCTION DEVICES FOR DEPARTMENTS

The Agreement award, resulting from the RFP, shall be based on a combination of factors as determined to be in the best interests of the University, and will be weighted/scored based on:

Proposal Evaluation Criteria:

- A. Business Model (10 points)
- B. Technology (25 points)
- C. Service Level (25 points)
- D. Program Administration (20 points)
- E. Price Proposal (20 points)

Requirements specific to evaluation criteria: The narrative portion and the materials presented in response to this Request for Proposal shall be submitted in the same order as requested

and must contain, at a minimum, responses to the following and address items in the Scope of Work (Section 4.1A, B and C).

A. BUSINESS MODEL (10 Points)

1. Describe your two most recent public entity contract awards in California (Fresno State size or larger) and provide a reference and contact for each contract (Appendix A).
2. Describe why you think you were the successful bidder compared to your competitors.
3. Describe your two most recent public entity bids lost in California.
4. Describe your support approach considering Fresno State's regional issues (Corp/local sales & service providers: location, local service capabilities, local service support, business stability)
5. Describe your company's resources and logistics capabilities in the Fresno area (ex: Number of administrative personnel, number of technicians, supply levels, response time, etc.).
6. Describe your installation/training model
7. Describe your end of contract process and relate a specific past interface with current/outgoing providers.
8. Describe if you will use new, used or a mix of new and used copiers. Describe if you would include new copiers for the initial transfer of copiers at the beginning of the contract with the remaining copiers being refurbished or new.
9. Describe your process for quality assurance standards for used copiers (example ISO-9001 certified refurbishment/remanufacturing process).
10. Is your company a certified DVBE?
11. Is your company a certified California Small Business?

B. TECHNOLOGY (25 Points)

1. Describe current equipment technology improvements available to Fresno State based on our existing fleet. (See equipment list in Exhibit B). Provide a proposed list of equipment solutions to replace existing equipment (brand, model, and features). Also list paper drawer configurations and capacity.
2. Describe your technology roadmap for equipment available in July 2016 and for 3 years beyond.
3. Describe the scalability and upgradability of equipment you propose.
4. Describe usage reporting, maintenance alerts, and equipment monitoring.
5. Describe compatibility with other operating systems (i.e. imaging, Mac, PC, Linux, print drivers, etc.)
6. Describe a smart card system you have implemented and indicate what interfaces would be required for Fresno State compatibility which would allow department charge-backs to occur. Can campus ID cards and/or PIN be used for internal billing purposes on campus.

7. Describe a system to direct high volume print jobs to a central printing function if available.
8. Describe your compliance with ADA standards and requirements. (Section 3.1.1)
9. Describe how your equipment can be secured for earthquake protection.
10. Describe the multifunctional features of your equipment, current and planned capabilities. (fax, scanning, color scanning, color printing, etc)
11. Describe electronic and mechanical 'under the skin' improvements that provide enhanced capabilities and improved reliability.
12. Describe print job queue and hold features for remote users to send jobs to specific copiers for later retrieval/print.
13. Provide a convenient 'roaming' ability for staff and faculty to be able to copy at any location and have their department charged.
14. Describe your solution for confidential data on device hard drives. (ex. Hard drive wipe, hard drive removal, etc.) Is there an additional cost?
15. Describe any additional hardware and/or software that the University may be interested in.
16. Describe display of error codes and user prompts on devices.
17. Provide and maintain print drivers for all devices.

C. SERVICE LEVEL (25 Points)

1. How will you protect Fresno State in the event the service provider fails to perform or goes out of business?
2. Describe the service level and on campus technician support you will commit.
3. Describe your service/problem escalation process, committed response times, and committed uptime.
4. Describe your parts inventory/availability process and replacement machine process for repeated service failures.
5. Describe contract conditions you have with public entities regarding penalties for performance failures.
6. Describe any proactive service alert features your equipment provides.
7. Describe your business reporting capabilities for usage, uptime, service response and time to repair, maintenance alerts, and equipment monitoring.
8. Describe your equipment relocation process for in-term office moves and any warranty-voiding actions or inactions.
9. Describe process for placing maintenance requests.
10. Describe process for ordering consumables, excluding paper.
11. Describe your process and communication for changes to equipment on campus, print drivers, and any other changes made to hardware, software and/or network environments during the life of the contract.

D. PROGRAM ADMINISTRATION (20 Points)

1. Describe the flexibility/adaptability of your billing process to the fiscal needs of Fresno State.
2. Do you accept Credit Card for payment of invoice? If yes, then describe how.
3. Describe your electronic billing capability.
4. Describe any charge back process for 'single invoice' billing option.
5. Describe and provide examples of monthly business reports you provide to your customers.
6. Describe a process for regular business reviews addressing utilization and cost effectiveness/process improvements.
7. Describe any software that may be provided that would allow Fresno State to manage your copier/multifunction devices.
8. Respondent shall be responsible for any financing or leasing of equipment. The University will only make payments to the awarded vendor or manufacturer. The University will not pay a third party financial institution. Do you understand and agree with this requirement?

E. PRICE PROPOSAL (20 Points)

1. Respondent must provide a Price Proposal Form (Appendix B) for each proposed model and features, a price for each option defined, that is fixed for the term of the contract
2. Price should **not** include any monthly/yearly volumes. Fresno State does not guarantee any monthly/yearly volumes as this is rental contract.
3. Price should be a per page costs and include all taxes.
4. Price should be all inclusive to include maintenance. Maintenance is defined as all parts, labor, consumables, toner including staples, excluding paper.
5. For each proposed model list all standard features along with optional features and if there are any additional costs for optional features.
6. Respondents are asked to provide pricing on the following list of copiers both in b/w and color:
 - a. 25 ppm - desktop copiers
 - b. 25 to 28 ppm copiers
 - c. 30 to 35 ppm copiers
 - d. 45 to 55 ppm copiers
 - e. 65 to 75 ppm copiers
 - f. 95 to 105 ppm copiers
7. Describe any scanning charges.

5.3B EVALUATION CRITERIA – COPIERS/MULTI FUNCTION DEVICES FOR PAY FOR PRINT

The Agreement award, resulting from the RFP, shall be based on a combination of factors as determined to be in the best interests of the University, and will be weighted/scored based on:

Proposal Evaluation Criteria:

- A. Business Model (10 points)

- B. Technology (25 points)
- C. Service Level (25 points)
- D. Program Administration (20 points)
- E. Price Proposal (20 points)

Requirements specific to evaluation criteria: The narrative portion and the materials presented in response to this Request for Proposal shall be submitted in the same order as requested and must contain, at a minimum, responses to the following and address items in the Scope of Work.

A. BUSINESS MODEL (10 Points)

1. Describe your two most recent public entity contract awards in California (Fresno State size or larger) and provide a reference and contact for each contract (Appendix A).
2. Describe why you think you were the successful bidder compared to your competitors.
3. Describe your two most recent public entity bids lost in California.
4. Describe your support approach considering Fresno State's regional issues (Corp/local sales & service providers: location, local service capabilities, local service support, business stability)
5. Describe your company's resources and logistics capabilities in the Fresno area (ex: Number of administrative personnel, number of technicians, supply levels, response time, etc.)
6. Describe your installation/training model
7. Describe your end of contract process and relate a specific past interface with current/outgoing providers.
8. Describe if you will use new, used or a mix of new and used copiers. Describe if you would include new copiers for the initial transfer of copiers at the beginning of the contract with the remaining copiers being refurbished or new.
9. Describe your process for quality assurance standards for used copiers (example ISO-9001 certified refurbishment/remanufacturing process).
10. Is your company a certified DVBE?
11. Is your company a certified California Small Business?

B. TECHNOLOGY (25 Points)

1. Describe current equipment technology improvements available to Fresno State based on our existing fleet. (See equipment list in Exhibit B). Provide a proposed list of equipment solutions to replace existing equipment (brand, model, and features). Also list paper drawer configurations and capacity per device solution (see B2 requirement below).
2. Provide scalable paper (8.5x11) tray solutions for devices other than desktops (low volume) copiers/printers. This includes, but is not limited to adjustable paper trays (i.e. 2 x 500 sheets, and/or 2 x 1,000 sheets), and addition of large capacity trays. Devices that are other than desktop should at minimum have a capacity of 1,000 sheets.

3. Paper drawers should be lockable or accommodate after-market locking systems. Vendor to provide assistance with paper drawer lock installation, maintenance and removal when specified.
4. Describe your technology roadmap for equipment available in July 2016 and for 3 years beyond.
5. Describe the scalability and upgradability of equipment you propose.
6. Describe usage reporting, maintenance alerts, and equipment monitoring to include monitoring of consumables including paper.
7. Describe compatibility with other operating systems (i.e. imaging, Mac, PC, Linux, print drivers, etc.)
8. Describe a smart card system you have implemented and indicate what interfaces would be required for Fresno State compatibility which would allow charges to Blackboard. Describe solution for student ID Cards and campus visitor Bulldog Cards (available from Blackboard campus pay machines) to be utilized for printing and scanning to be billed to Blackboard. Is there an additional charge for this service to be provided?
9. Describe all methods that mobile devices can print to hardware.
10. Describe a system to direct high volume print jobs to a central printing function if available.
11. Describe your compliance with ADA standards and requirements. (Section 3.1.1).
12. Describe how your equipment can be secured for earthquake protection.
13. Describe the multifunctional features of your equipment, current and planned capabilities. (scanning, color scanning, color printing, etc)
14. Describe electronic and mechanical 'under the skin' improvements that provide enhanced capabilities and improved reliability.
15. Describe print job queue and hold features for remote users to send jobs to specific copiers for later retrieval/print.
16. Provide a convenient 'roaming' ability for staff and faculty to be able to copy at any location and have their department charged.
17. Describe any additional hardware and/or software that the University may be interested in.
18. Describe display of error codes and user prompts on devices.
19. Provide and maintain print drivers for all devices.
20. Describe your solution for confidential data on device hard drives. (ex. Hard drive wipe, hard drive removal, etc.) Is there an additional cost?

C. SERVICE LEVEL (25 Points)

1. How will you protect Fresno State in the event the service provider fails to perform or goes out of business?
2. Describe the service level and on campus technician support you will commit.
3. Describe your service/problem escalation process and committed response times.
4. Describe your parts inventory/availability process and replacement machine process for repeated service failures.
5. Describe contract conditions you have with public entities regarding penalties for performance failures.

6. Describe any proactive service alert features your equipment provides.
7. Describe your business reporting capabilities for usage, uptime, service response and time to repair, maintenance alerts, and equipment monitoring.
8. Describe your equipment relocation process for site location moves and any warranty-voiding actions or inactions.
9. Describe process for placing maintenance requests.
10. Describe process for ordering consumables, excluding paper.
11. Describe your process and communication for changes to equipment on campus, print drivers, and any other changes made to hardware, software and/or network environments during the life of the contract.
12. Describe if you are able and willing to have your personnel load paper into Pay for Print devices only and list what the cost would be (do not list cost on Price Proposal form)
13. Describe if you are able and willing to have your company supply the paper for the Pay for Print devices only and list what the cost would be (do not list cost on Price Proposal Form). Also describe the days and times of day this service could be provided.
14. Describe if you are able and willing to have your company available for after hour technician services for the Pay for Print devices only and list what the cost would be (do not list the cost on the Price Proposal Form). After hours is considered 5:00pm to 8:00pm on Monday through Friday, and 10:00am to 5:00pm on Saturday.

D. PROGRAM ADMINISTRATION (20 Points)

1. Describe the flexibility/adaptability of your billing process to the fiscal needs of Fresno State.
2. Do you accept Credit Card for payment of invoice? If yes, then describe how.
3. Describe your electronic billing capability.
4. Describe any charge back process for 'single invoice' billing option.
5. Describe and provide examples of monthly business reports you provide to your customers.
6. Describe a process for regular business reviews addressing utilization and cost effectiveness/process improvements.
7. Describe any software that may be provided that would allow Fresno State to manage your copier/multifunction devices.
8. Respondent shall be responsible for any financing or leasing of equipment. The University will only make payments to the awarded vendor or manufacturer. The University will not pay a third party financial institution. Do you understand and agree with this requirement?

E. PRICE PROPOSAL (20 Points)

1. Respondent must provide a Price Proposal Form (Appendix B) for each proposed model and features, a price for each option defined, that is fixed for the term of the contract
2. Price should **not** include any monthly/yearly volumes. Fresno State does not guarantee any monthly/yearly volumes as this is rental contract.
3. Price should be a per page costs and include all taxes.
4. Price should be all inclusive to include maintenance. Maintenance is defined as all parts, labor, consumables, toner including staples, excluding paper.
5. For each proposed model list all standard features along with optional features and if there are any additional costs for optional features.
6. Respondents are asked to provide pricing on the following list of copiers both in b/w and color:
 - a. 25 ppm - desktop copiers
 - b. 25 to 28 ppm copiers
 - c. 30 to 35 ppm copiers
 - d. 45 to 55 ppm copiers
 - e. 65 to 75 ppm copiers
 - f. 95 to 105 ppm copiers
7. Describe any scanning charges.

5.3C EVALUATION CRITERIA – COPIERS/MULTI FUNCTION DEVICES FOR DEPARTMENTS AND PAY FOR PRINT (COMBINED)

The Agreement award, resulting from the RFP, shall be based on a combination of factors as determined to be in the best interests of the University, and will be weighted/scored based on:

Proposal Evaluation Criteria:

- A. Business Model (10 points)
- B. Technology (25 points)
- C. Service Level (25 points)
- D. Program Administration (20 points)
- E. Price Proposal (20 points)

Requirements specific to evaluation criteria: The narrative portion and the materials presented in response to this Request for Proposal shall be submitted in the same order as requested and must contain, at a minimum, responses to the following and address items in the Scope of Work.

For Section 5.3C, if you are submitting a proposal for Sections 5.3A and 5.3B, then you only need to submit any changes for the combined proposal. For example, paper loading and supplying of paper had a cost in Proposal 5.3B, but would not in Proposal 5.3C, then you would list in your Proposal 5.3C, **Section 5.3B, Item C, #12 and #13 would be free if Proposal C is awarded as combined agreement.** You can also add any additional information not previously mentioned in 5.3A and/or 5.3B that would pertain only to 5.3C. If

you do not submit proposals for both 5.3A and 5.3B, then be sure to answer all items for 5.3A and 5.3B in your 5.3C proposal.

Proposal A, B, and C Additional Information

Price will be evaluated based on the information submitted as indicated on Appendix B. The lowest overall price proposal shall receive the maximum points. Points on proposals with a higher overall price shall be determined by dividing the lowest proposal price by the higher proposal price and multiplying by the maximum points as indicated below. The University reserves the right to add and/or deduct points after use of the below formula dependent on answers to Standard and Optional equipment submitted on the proposals.

$$\frac{\text{Price of Lowest Proposal}}{\text{Price of Proposal}} \times \text{Maximum Points} = \text{Points Awarded}$$

Interviews: The University reserves the right to conduct interviews with all or some of the proposers at any point during the evaluation process. However, the University may determine that interviews are not necessary. In the event interviews are conducted, information provided during the interview process shall be taken into consideration when evaluating the stated criteria. The evaluation method and criteria for interviews would be available at the time of an interview request.

Additional Investigations: The University reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.

The University will use the above criteria to determine the award to the most responsive and responsible proposer(s). The University reserves the right to further negotiate the terms and conditions of the contract after evaluating the proposals and discussing them further with the selected contractor(s).

Proposers whose proposals include a significant failure to comply with these Specifications will be found nonresponsive and ineligible for evaluation and award.

Evaluation Points Possible:

Points: 100

Plus additional possible Points (as Applicable)
DVBE Incentive Points – Per Section 3.1.9
Small Business Preference – Per Section 3.1.10

Award Criteria:

The awarded contractor will be determined based on the highest ranking assessed during the evaluation.

All prices submitted must be held firm for the period of the agreement.

End Section 5C

Section 6 - INSTRUCTIONS, CONTENT, AND FORMAT

6.1 INSTRUCTIONS

6.1.1 QUESTIONS REGARDING RFP AND POINT OF CONTACT

Any questions, interpretations, or clarifications, either administrative or technical, about this RFP must be requested in writing by e-mail no later than the date indicated in Section 2, Schedule of Events. All written questions, not considered proprietary, will be answered in writing and conveyed to all Bidders. Oral statements concerning the meaning or intent of the contents of this RFP by any person are not considered binding.

Questions regarding any aspect of this RFP should be directed to:

Kevin Taloza
California State University Fresno
Procurement and Support Services
E-mail: ktaloza@csufresno.edu

6.1.2 ERRORS AND OMISSIONS

If prior to the date fixed for submission of Proposal a Bidder discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP or any of its exhibits and/or appendices, Bidder shall immediately notify the University of such error in writing and request modification or clarification of the document. Modifications may be made by addenda prior to the RFP response deadline. Clarifications will be given by written notice and posted to the RFP website to all active Bidders, without divulging the source of the request for it.

6.1.3 ADDENDA

The University may modify this RFP, any of its key action dates, or any of its attachments, prior to the date fixed for submission by issuance of a written addendum posted to the RFP website. Addenda will be numbered consecutively as a suffix to the RFP Reference Number.

6.1.4 CANCELLATION OF SOLICITATION

This solicitation does not obligate the University to enter into an agreement. The University retains the right to cancel this RFP at any time for any reason. The University also retains the right to obtain the services specified in this RFP in any other way. No obligation, either expressed or implied, exists on the part of the University to make an award or to pay any cost incurred in the preparation or submission of response to the RFP.

6.1.5 COMPLIANCE WITH RFP

To be compliant with the administrative requirements of this RFP, Bidder must meet the mandatory requirements and complete and return the list of submittals in Section 6, Instructions, Content, and Format.

6.1.6 COMPLETION OF PROPOSAL

Responses to the RFP shall be complete in all respects as required by this solicitation. A submission may be rejected if conditional or incomplete, or if it contains any alterations or other

irregularities of any kind, and will be rejected if any such defect or irregularity could have materially affected the quality of the submission. Documents which contain false or misleading statements, or which provide references that do not support an attribute or condition claimed by the Bidder, may be rejected. Statements made by a Bidder shall also be without ambiguity, and with adequate elaboration, where necessary, for clear understanding. Costs for developing Proposals are entirely the responsibility of the Bidders and shall not be chargeable to the University.

6.1.7 DELIVERY OF PROPOSAL

The Proposal must be received in the Procurement and Support Services Office no later than the date and time indicated in Section 2, Schedule of Events. The Bidder is responsible for the means of delivering the Proposal to the appropriate office on time. Delays due to the instrumentalities used to transmit the Proposal, including delay occasioned by the internal mailing system in the University, will be the responsibility of the Bidder. Likewise, delays due to inaccurate directions given, even if by Campus staff, shall be the responsibility of the Bidder. The Proposal must be completed and delivered by the specified time in order to avoid disqualification for lateness due to difficulties in delivery. **LATE, FAXED, OR E-MAILED PROPOSALS WILL NOT BE ACCEPTED.**

6.1.8 EXCEPTIONS

In the event a Bidder believes that this RFP is unfairly restrictive or has substantive errors or omissions in it, the matter must be promptly brought to the attention of the University's Contact, either by e-mail, letter or facsimile, immediately upon receipt of the RFP, in order that the matter may be fully considered and appropriate action taken by the University prior to the closing time set for submission.

6.1.9 ALTERNATIVE PROPOSALS

Only one proposal is to be submitted by each Bidder. Multiple proposals shall result in rejection of all proposals submitted by the Bidder.

6.1.10 WITHDRAWAL OF PROPOSAL

A Proposal may be withdrawn after it is received by the University by written request signed by the Bidder or authorized representative, prior to the time and date specified for Proposal submission. Proposal may be withdrawn and resubmitted in the same manner if done so prior to the appropriate deadline. Withdrawal or modification offered in any other manner will not be considered.

6.1.11 PROPOSALS BECOME THE PROPERTY OF UNIVERSITY

Proposals become the property of University and information contained therein shall become public documents subject to disclosure laws after Notice of Intent to Award. The University reserves the right to make use of any information or ideas contained in the Proposal. Proposals may be returned only at the University's option and at the Bidder's expense. One copy shall be retained for official files. Responses to this RFP and any other information that is currently or may become available as an outcome of the RFP process may be used by the University to structure an RFP or other solicitation. If the Proposer fails to notify the University of a known error or an error that reasonably should have been known prior to the final filing date for submission, the

Proposer shall assume the risk. If awarded the contract, the Proposer(s) shall not be entitled to additional compensation or time by reason of error or its late correction.

6.1.12 CONFIDENTIAL MATERIAL

Bidder must notify University in advance of any proprietary or confidential materials contained in the Proposal and provide justification for not making such material public. University shall have sole discretion to disclose or not disclose such material subject to any protective order that Bidder may obtain.

Final bids are public upon award of contract; however the contents of all proposals, correspondence, agenda, memoranda, working papers, or any other medium which discloses any aspect of a bidder's proposal shall be held in the strictest confidence until Notice of Intent to Award is issued.

The content of all working papers and discussions relating to the bidder's proposal shall be held confidential indefinitely unless the public interest is best served by an item's disclosure because of its direct pertinence to a decision, agreement or an evaluation of the bid.

Please refer to the California Public Records Act (GOVT. CODE §§ 6250 - 6276.48) for further information.

6.1.13 BIDDER'S COST

Costs for developing proposals are entirely the responsibility of the Bidder and shall not be chargeable to the University.

6.1.14 INSPECTION OF SOLICITATION DOCUMENTS

Bidder shall carefully review all documents referenced and made a part of this solicitation to ensure that all information required to properly respond to the solicitation has been received or made available and all requirements are priced in the proposal. Failure to examine any document, drawing, specification, or instruction will be at the Bidder's sole risk. It is the Bidder's responsibility to provide the University with current contact information and to update the University immediately of any changes.

6.2 CONTENT AND FORMAT

To be considered responsive to this RFP, Bidder must submit proposals in the format identified in this section. All requirements and questions in the RFP must be addressed and all requested data must be supplied. The University reserves the right to request additional information that in the University's opinion is necessary to assure that the Bidder's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the contract requirements.

6.2.1 DELIVERY OF PROPOSALS

ADDRESS OR DELIVER PROPOSALS TO:

California State University Fresno
Attn: Kevin Taloza, RFP# 76736
Procurement and Support Services
5150 N. Maple Ave., M/S JA111
Fresno, CA 93740

Map to University: <http://www.fresnostate.edu/map/>

6.2.2 LATE PROPOSALS

Sealed proposals must be received in the Procurement and Support Services Office no later than as required by the Schedule of Events. LATE PROPOSALS WILL NOT BE ACCEPTED. The Bidder is responsible for the means of delivering the proposal to the appropriate office on time. Delays due to the instrumentalities used to transmit the Proposal including delay occasioned by the internal mailing system in the University will be the responsibility of the Bidder. Likewise, delays due to inaccurate directions given, even if by Campus staff, shall be the responsibility of the Bidder.

6.2.3 MODIFICATIONS

A proposal may be modified after its submission by withdrawal and resubmission prior to the time and date specified for proposal submission. Modification offered in any other manner, oral or written, will not be considered.

6.2.4 COPIES REQUIRED

The Bidder must provide one (1) original unbound copy, one (1) printed copy and one (1) electronic copy (e.g flash drive, CD-ROM etc.) A BIDDER MAY BE DISQUALIFIED IF ANY COPY OF THEIR PROPOSAL IS FOUND TO HAVE MATERIAL DIFFERENCES FROM THE ORIGINAL COPY.

Proposals should be prepared in such a way as to provide straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Proposals should emphasize the Bidder's demonstrated capability to perform work of this type. Expensive bindings, colored displays, promotional materials, graphics etc., are not necessary or desired. However, literature describing the proposed services and extent of support included in the proposal should be forwarded as part of the proposal.

Do not include additional graphics in the electronic copy that are not otherwise in the original hard copy of the proposal. Do not include animation of any kind in the proposals. Emphasis should be concentrated on conformance to RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

6.2.5 REFERENCES – SEE APPENDIX A

The proposer must furnish three (3) positive references from companies or firms for whom the proposer has provided services within the past two years. The companies or firms that are provided as references should be similar in size and complexity to the University. The references must be provided on the form enclosed.

The University may make such investigations as it deems necessary to determine the capacity of the proposer to perform the work, and the proposer shall furnish to the University all such information and data for this purpose as the University may request.

The University reserves the right to reject any proposal if the evidence submitted by, or through the investigation of, such proposer fails to satisfy the University that the proposer is properly qualified to carry out the obligations of the contract and to complete the work described herein.

6.2.6 PROPOSAL CONTENT AND FORMAT

All Bidders are also required to complete the RFP Submittals. Proposals shall adhere to the following format for organization and content. Proposals must be divided into the individual indexed tabbed sections listed below.

Section 1 - Cover Letter

The cover letter shall include:

1. A brief statement of intent and ability to perform the services proposed.
2. Signature of an authorized officer of the organization who has legal authority in such transactions.
3. Full contact information (overnight mailing address, phone, fax, e-mail, etc.) for the individual designated as the University contact on this RFP and a secondary contact.
4. Acknowledgement receipt of all addenda issued, if applicable.
5. Expressly state that, should the Bidder's proposal be accepted, the Bidder agrees to enter into a contract under the terms and conditions as set forth herein.

Proposals with unsigned cover letters will be rejected.

Section 2 - Exceptions and Confidential Material

Any and all exceptions to the RFP must be listed on an item-by-item basis and cross-referenced with the RFP document. If there are no exceptions, Bidder must expressly state that no exceptions are taken. Please Note: Taking exceptions to proposal requirements may render a Bidder's proposal non-responsive and rejected from further consideration.

Also in this section, Bidders shall identify any proprietary or confidential materials contained in the proposal and provide justification for not making such material public record.

Section 3 - RFP Submittals

This section shall consist of the following responses to:

1. Business Model
2. Technology
3. Service Level
4. Program Administration
5. Price Proposal

Section 4 - Additional Submittals

This section shall consist of the following applicable forms:

Appendix A Company References

Appendix B Price Proposal form (1 form per each different type of equipment for Proposal A, Proposal, and Proposal C – See Seciton 5.3A, 5.3B, and 5.3C for instructions)

Appendix C Payee Data Record, Std. 204, Supplemental, and Voluntary Statistical Data form

Appendix D Small Business Preference and Certification Request, #701.09, if applicable

Appendix G DVBE Bidder Declaration Form, Std. 843, if applicable

End Section 6

REFERENCE SHEET

Provide three positive references from company of similar size and complexity to the University for whom the proposer has provided services within the past **TWO YEARS**. The University may make such investigations as it deems necessary to determine the capacity of the proposer to perform the work.

1. Company Name: _____

Address: _____

Brief Project Description: _____

Contact/Phone: _____

2. Company Name: _____

Address: _____

Brief Project Description: _____

Contact/Phone: _____

3. Company Name: _____

Address: _____

Brief Project Description: _____

Contact/Phone: _____

RFP 76736 Copiers/Multifunction Devices Rental for Departments**Price Proposal Form - Option A**

This Cost worksheet must be completed for each copier proposed and it's format not altered

Vendor Name Responding _____

Copier Brand and Model _____

Copier Speed _____ cpm

Optimum Volume _____ copies/month

Cost _____ per copy new machine*
used machine*

Cost _____ per copy

Features:	Standard (yes/no)	Optional (yes/no)	Costs (Included or costs)
Network enabled	_____	_____	_____
Fax Enabled	_____	_____	_____
Copier Memory Size _____	_____	_____	_____
HDD Capacity Size _____	_____	_____	_____
USB Interface	_____	_____	_____
500 Sheet Drawer	_____	_____	_____
1000 Sheet Drawer	_____	_____	_____
Dual 500 Sheet Drawer	_____	_____	_____
2500 Sheet Drawer	_____	_____	_____
Finisher	_____	_____	_____
Saddle Kit	_____	_____	_____
Punch Kit	_____	_____	_____

As an attachment, provide brochures for each model showing standard and optional features*Price must not include any monthly/yearly volume limits or restrictions.

*Price must be all inclusive to include maintenance. Maintenance is defined as all parts, labor, consumables, toner including staples, excluding paper.

RFP 76736 Pay for Print Program**Price Proposal Form - Cost Option B**

This Cost worksheet must be completed for each copier proposed and it's format not altered

Vendor Name Responding _____

Copier Brand and Model _____

Copier Speed _____ cpm

Optimum Volume _____ copies/month

Cost _____ per copy new machine*

Features:	Standard (yes/no)	Optional (yes/no)	Costs (Included or costs)
Network enabled	_____	_____	_____
Fax Enabled	_____	_____	_____
Copier Memory Size _____	_____	_____	_____
HDD Capacity Size _____	_____	_____	_____
USB Interface	_____	_____	_____
500 Sheet Drawer	_____	_____	_____
1000 Sheet Drawer	_____	_____	_____
Dual 500 Sheet Drawer	_____	_____	_____
2500 Sheet Drawer	_____	_____	_____
Finisher	_____	_____	_____
Saddle Kit	_____	_____	_____
Punch Kit	_____	_____	_____

As an attachment, provide brochures for each model showing standard and optional features*Price must not include any monthly/yearly volume limits or restrictions.

*Price must be all inclusive to include maintenance. Maintenance is defined as all parts, labor, consumables, toner including staples, excluding paper.

RFP 76736 Copiers/Multifunction Devices Rental for Departments and Pay for Print Program**(Combined) Price Proposal Form - Cost Option C**

This Cost worksheet must be completed for each copier proposed and it's format not altered

Vendor Name Responding _____

Copier Brand and Model _____

Copier Speed _____ cpm

Optimum Volume _____ copies/month

Department Copier Cost _____ per copy new machine* Department Copier Cost
_____ per copy used machine*

Pay for Print Cost _____ per copy new machine*

Features:	Standard (yes/no)	Optional (yes/no)	Costs (Included or costs)
Network enabled	_____	_____	_____
Fax Enabled	_____	_____	_____
Copier Memory Size _____	_____	_____	_____
HDD Capacity Size _____	_____	_____	_____
USB Interface	_____	_____	_____
500 Sheet Drawer	_____	_____	_____
1000 Sheet Drawer	_____	_____	_____
Dual 500 Sheet Drawer	_____	_____	_____
2500 Sheet Drawer	_____	_____	_____
Finisher	_____	_____	_____
Saddle Kit	_____	_____	_____
Punch Kit	_____	_____	_____

As an attachment, provide brochures for each model showing standard and optional features*Price must not include any monthly/yearly volume limits or restrictions.

*Price must be all inclusive to include maintenance. Maintenance is defined as all parts, labor, consumables, toner including staples, excluding paper.

California State University, Fresno

STANDARD AGREEMENT

CONTRACT NUMBER	AM.NO.
SA 1234	Appendix C

THIS AGREEMENT, made and entered into this day 4/1/2016 in the State of California, by and between the Trustees of the California State University, which is the State of California acting in a higher education capacity, through its duly appointed and acting officer, hereinafter called the University, and

CONTRACTOR NAME _____, hereinafter called the Contractor,

WITNESSETH: That the Contractor for and in consideration of the covenants, conditions, agreements and stipulations of the University hereinafter expressed, does hereby agree to furnish to the University services and materials as follows:

Contractor shall provide Copiers/Multifunction Devices Rentals for Departments and Pay for Print for the California State University Fresno, including all services necessary to fully implement conversion of current and future devices. Contractor shall provide equipment, services and prices in accordance with the following documents which, by reference, are herein incorporated into this agreement in order of precedence:

Exhibit A - CSU Fresno Request for Proposal 76736, including addendums

Exhibit B- CSU Fresno General Provisions for Services and Supplemental

Exhibit C - Insurance Certificates

Exhibit D - Contractor's Proposal submitted in response to RFP 76736 includes price sheets and Best and Final Offer.

Exhibit E - Amendment A to Best and Final Offer Pricing

Initial Term : July 1, 2016 through June 30, 2019

With the option to renew one (1) year terms for five (5) consecutive years.

No guaranteed minimums, amount will be determined by actual usage during the term of this contract.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto, upon the date first above written.

TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY		CONTRACTOR		
UNIVERSITY CALIFORNIA STATE UNIVERSITY, FRESNO				
BY (AUTHORIZED SIGNATURE)		DATE		
PRINTED NAME OF PERSON SIGNING Kevin Taloza		PRINTED NAME OF PERSON SIGNING		
TITLE Buyer I		ADDRESS		
		CITY STATE ZIP CODE		
AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE TITLE)		TITLE	
PRIOR ENCUMBERANCE FOR THIS CONTRACT	ITEM	CHAPTER	STATUTES	FISCAL YEAR
TOTAL AMOUNT ENCUMBERED TO DATE	OBJECT OF EXPENDITURE (CODE AND TITLE)		REQUISITION	
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure state above.		B.R. NO.		
SIGNATURE OF ACCOUNTING OFFICER		DATE		
PeopleSoft Chartfields	Account	Fund	Org ID	Program SubClass

☐

CONTRACTOR

☐

PROCUREMENT

☐

ACCOUNTING

☐

DEPARTMENT

CRL:017jls2/2000

**CSU GENERAL PROVISIONS
FOR
SERVICE ACQUISITIONS
Revised 10/15/14**

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1. Commencement of Work

Contractor shall not commence work under the Contract until Contractor has received a fully executed Contract and been given written approval to proceed. Any work performed by Contractor prior to the date of approval shall be considered as having been performed at Contractor's own risk and as a volunteer.

2. Contract Alterations & Integration

No alteration or variation of the Contract shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated in writing in the Contract shall be binding on any of the parties hereto.

3. Severability

Contractor and CSU agree that if any provision of this Contract is found to be illegal or unenforceable, such term or provision shall be deemed stricken and the remainder of the Contract shall remain in full force and effect. Either party having knowledge of such term or provision shall promptly inform the other of its presumed non-applicability of such provision. Should the illegal or unenforceable provision be a material or essential term of the Contract, [the Contract shall be terminated in a manner commensurate with the interests of both parties, to the maximum extent reasonable.

4. Independent Status

Contractor and its employees and agents, and subcontractors, in the performance of this Contract, shall act in an independent capacity and not as officers, employees or agents of CSU or the State of California. While Contractor may be required by this Contract to carry Worker's Compensation Insurance, in no event shall Contractor and its employees and agents be entitled to unemployment or workers' compensation benefits from CSU.

5. Governing Law

To the extent not inconsistent with applicable federal law, this Contract shall be construed in accordance with and governed by the laws of the State of California

6. Contractor's Power and Authority

Contractor warrants it has full power and authority to enter into this Contract and will hold CSU harmless from and against any loss, cost, liability, and expense (including reasonable attorney fees) arising out of any breach of this warranty. Further, Contractor shall not enter into any arrangement, agreement or contract with any third party that might abridge any rights of the CSU under this Contract.

7. Assignments

Contractor shall not assign this Contract, either in whole or in part, without CSU's written consent, which will not be unreasonably withheld.

8. Personnel

Contractor shall give its personal attention to the performance of the Contract and shall make every effort consistent with sound business practices to honor CSU's requests regarding Contractor's assignment of its employees. However, Contractor maintains the sole right to determine the assignment of its employees in order to keep all phases of work under its control. If an employee of Contractor is unable to perform due to illness, resignation or other factors beyond Contractor's control, Contractor shall use its best effort to provide suitable substitute personnel.

9. Waiver of Rights

Any action or inaction by CSU or the failure of CSU on any occasion to enforce any right or provision of this Contract shall not be a waiver by CSU of its rights hereunder and shall not prevent CSU from enforcing such provision or right on any future occasion. CSU's rights and remedies provided in this Contract shall not be exclusive and are in addition to any other rights and remedies provided by law.

10. Time

Time is of the essence in the performance of this Contract.

11. Entire Contract

This Contract sets forth the entire agreement between the parties with respect to the subject matter hereof and shall govern the respective duties and obligations of each party.

12. Appropriation of Funds

- (a) If the term of this Contract extends into fiscal years subsequent to that in which it is approved such continuation of the Contract is subject to the appropriation of funds for such purpose by the Legislature. If funds to effect such continued payment are not appropriated, Contractor agrees to take back any commodities furnished under the Contract and not yet paid for by CSU, terminate any future services and commodities to be supplied to the CSU under the Contract, and relieve the CSU of any further obligation therefore.
- (b) CSU agrees that if provision (a) above is involved, commodities shall be returned to Contractor in substantially the same condition in which they were delivered, subject to normal wear and tear. CSU further agrees to pay for packing, crating, transportation to Contractor's nearest facility and for reimbursement to Contractor for expenses incurred for its assistance in such packing and crating.

13. Cancellation

CSU has the right to cancel this Contract at any time and without future financial obligation upon thirty (30) days written notice to Contractor.

14. Termination for Default

CSU may terminate the Contract and be relieved of the payment of any consideration to Contractor should Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the CSU may proceed with the work in any manner deemed proper by the CSU. The cost to the CSU shall be deducted from any sum due the Contractor under the Contract, and the balance, if any, shall be paid the Contractor upon demand.

15. Rights and Remedies of CSU for Default

- (a) In the event any Deliverables furnished or services provided by Contractor in the performance of this Contract should fail to conform to the requirements herein, or to the sample submitted by Contractor, CSU may reject the same, and it shall thereupon become Contractor's duty to forthwith reclaim and remove all nonconforming deliverables and correct the performance of services, without expense to the CSU, and to immediately replace all such rejected items with others conforming to the specifications or samples. Should Contractor fail, neglect, or refuse to do so, CSU shall thereupon have the right, but not the obligation, to purchase in the open market, in lieu thereof, a corresponding quantity of any such items and to deduct the cost of such cover from any moneys due or that may thereafter become due to Contractor.
- (b) In the event Contractor fails to make prompt delivery of any item as specified in the Contract, the same conditions as to CSU's right, but not obligation, to purchase in the open market and receive reimbursement from Contractor, as set forth in (a), above shall apply.
- (c) In the CSU terminates this Contract, either in whole or in part, for Contractor's default or breach, Contractor shall compensate CSU, in addition to any other remedy CSU may have available to it, for any loss or damage sustained and cost incurred by the CSU in procuring any items that Contractor agreed to supply.
- (d) CSU's rights and remedies provided above shall not be exclusive and shall be in addition to any other rights and remedies provided by law, equity or this Contract.

16. Warranty

Contractor warrants that

- (i) deliverables and services furnished hereunder will conform to the requirements of this Contract (including, without limitation, all descriptions, specifications, and drawings identified in the Statement of Work, if any), and
- (ii) the deliverables will be free from defects in materials and workmanship. Where the parties have agreed to design specifications in the Statement of Work directly or by reference, Contractor warrants the deliverables shall provide all functionality required thereby.

17. Safety and Accident Prevention

In performing work under this Contract on CSU premises, Contractor shall conform to all specific safety requirements contained in this Contract or as required by law or regulation. Contractor shall take all additional precautions as the CSU may reasonably require for safety and accident prevention purposes. Contractor's violation of such rules and requirements, unless promptly corrected, shall constitute a material breach of this Contract.

18. Insurance Requirements

The Contractor shall not commence Work until it has obtained all the insurance required in this Contract, and such insurance has been approved by the CSU.

(a) Policies and Coverage.

- (1) The Contractor shall obtain and maintain the following policies and coverage:
 - (i) Comprehensive or Commercial Form General Liability Insurance, on an occurrence basis, covering Work done or to be done by or on behalf of the Contractor and providing insurance for bodily injury, personal injury, property damage, and contractual liability. The aggregate limit shall apply separately to the Work.

- (ii) Business Automobile Liability Insurance on an occurrence basis, covering owned, hired, and non-owned automobiles used by or on behalf of the Contractor and providing insurance for bodily injury, property damage, and contractual liability. Such insurance shall include coverage for uninsured and underinsured motorists
- (iii) Worker's Compensation including Employers Liability Insurance as required by law.
- (2) The Contractor also may be required to obtain and maintain the following policies and coverage:
 - (i) Environmental Impairment Liability Insurance should the Work involve hazardous materials, such as asbestos, lead, fuel storage tanks, and PCBs.
 - (ii) Other Insurance by agreement between the Trustees and the Contractor.

(b) Verification of Coverage.

The Contractor shall submit original certificates of insurance and endorsements to the policies of insurance required by the Contract to the Trustees as evidence of the insurance coverage. Renewal certifications and endorsements shall be timely filed by the Contractor for all coverage until the Work is accepted as complete pursuant to Article 8.01, Acceptance. The Trustees reserve the right to require the Contractor to furnish the Trustees complete, certified copies of all required insurance policies.

(c) Insurance Provisions.

Nothing in these insurance provisions shall be deemed to alter the indemnification provisions in Article 4.07. The insurance policies shall contain, or be endorsed to contain, the following provisions.

- (1) For the general and automobile liability policies, the State of California, the Trustees of the California State University, the University, their officers, employees, representatives, volunteers, and agents are to be covered as additional insureds.
- (2) For any claims related to the Work, the Contractor's insurance coverage shall be primary insurance as respects the State of California, the Trustees of the California State University, the University, their officers, employees, representatives, volunteers, and agents. Any insurance or self-insurance maintained by the State of California, the Trustees of the California State University, the University, their officers, employees, representatives, volunteers, and agents shall be in excess of the Contractor's insurance and shall not contribute with it.
- (3) Each insurance policy required by this Article shall state that coverage shall not be canceled by either the Contractor or the insurance carrier, except after thirty (30) Days prior written notice by certified mail, return receipt requested, has been given to the Trustees.
- (4) The State of California, the Trustees of the California State University, the University, their officers, employees, representatives, volunteers, and agents shall not by reason of their inclusion as additional insureds incur liability to the insurance carriers for payment of premiums for such insurance.

(d) Amount of Insurance.

- (1) For all projects, the insurance furnished by Contractor under this Article shall provide coverage in amounts not less than the following, unless a different amount is stated in the Supplementary General Conditions:
 - (i) Comprehensive or Commercial Form General Liability Insurance--Limits of Liability
 - \$2,000,000 General Aggregate
 - \$1,000,000 Each Occurrence--combined single limit for bodily injury and property damage.
 - (ii) Business Automobile Liability Insurance-Limits of Liability
 - \$1,000,000 Each Accident-- combined single limit for bodily injury and property damage to include uninsured and underinsured motorist coverage.
 - (iii) Workers' Compensation limits as required by law with Employers Liability limits of \$1,000,000.
- (2) For projects involving hazardous materials, the Contractor shall provide additional coverage in amounts not less than the following, unless a different amount is stated in the Supplementary General Conditions:
 - (i) Environmental Impairment (pollution) Liability Insurance-Limits of Liability
 - \$10,000,000 General Aggregate
 - \$ 5,000,000 Each Occurrence-- combined single limit for bodily injury and property damage, including cleanup costs.
 - (ii) In addition to the coverage described in 4.06-d (1) (b), Business Automobile Liability Insurance, the Contractor shall obtain for hazardous material transporter services:
 - (a) MCS-90 endorsement
 - (b) Sudden & Accidental Pollution endorsement--Limits of Liability*
 - \$2,000,000 Each Occurrence
 - \$2,000,000 General Aggregate

*A higher limit on the MCS-90 endorsement required by law must be matched by the Sudden & Accidental Pollution Insurance.

With the Trustees' approval, the Contractor may delegate the responsibility to provide this additional coverage, as described in this Article 4.06-d (2) (b) above, to its hazardous materials subcontractor. When the Contractor returns its signed project construction phase agreement to the Trustees, the Contractor shall also provide the Trustees with a letter stating that it is requiring its hazardous materials subcontractor to provide this additional coverage, if applicable. The Contractor shall affirm

in this letter that the hazardous materials subcontractor's certificate of insurance shall also adhere to all of the requirements in Article 4.06-b: Verification of Coverage and 4.06-c: Insurance Provisions. Further, this letter will provide that the subcontractor's certificate of insurance will be provided to the Trustees as soon as the Contractor fully executes its subcontract with the hazardous materials subcontractor, or within 30 Days of the Notice to Proceed, whichever is less.

(e) Acceptability of Insurers.

Insurers shall be licensed by the State of California to transact insurance and shall hold a current A.M. Best's rating of A:VII, or shall be a carrier otherwise acceptable to the University.

(f) Subcontractor's Insurance.

Contractor shall ensure that its subcontractors are covered by insurance of the types required by this Article, and that the amount of insurance for each subcontractor is appropriate for that subcontractor's Work. Contractor shall not allow any subcontractor to commence Work on its subcontract until the insurance has been obtained. Only the Contractor and its hazardous materials subcontractor(s) shall have the coverage for projects involving hazardous materials as required in Article 4.06-d, Amounts of Insurance, subdivision (2).

(g) Miscellaneous.

- (1) Any deductible under any policy of insurance required in this Article shall be Contractor's liability.
- (2) Acceptance of certificates of insurance by the Trustees shall not limit the Contractor's liability under the Contract.
- (3) In the event the Contractor does not comply with these insurance requirements, the Trustees may, at its option, provide insurance coverage to protect the Trustees. The cost of the insurance shall be paid by the Contractor and, if prompt payment is not received, may be deducted from Contract sums otherwise due the Contractor.
- (4) If the Trustees are damaged by the failure of Contractor to provide or maintain the required insurance, the Contractor shall pay the Trustees for all such damages.
- (5) The Contractor's obligations to obtain and maintain all required insurance are non-delegable duties under this Contract.
- (6) The Contractor's liability for damages proximately caused by acts of God (as defined in Public Contract Code section 7105) and not involving Contractor negligence shall be limited to five percent of the Contract.

19. General Indemnity

Contractor shall indemnify, defend, and hold harmless the State of California, Board of Trustees of the California State University, CSU, and their respective officers, agents and employees from any and all claims and losses accruing or resulting to any other person, firm or corporation furnishing or supplying work, service, materials or supplies in connection with the performance of this Contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation related to, arising out of or resulting from Contractor's performance of this Contract.

20. Invoices

Invoices shall be submitted, in arrears, to the address stipulated in the Contract. The Contract number must be included on the invoice. Final invoice shall be marked as such.

- (a) In the event that additional services are required, the Contractor shall submit invoices in accordance with provisions herein.
- (b) For work of a continuing nature, the Contractor shall submit invoices in arrears, upon completion of each phase. Contractor shall be reimbursed for travel, subsistence and business expenses necessary for the performance of services pursuant to the Contract in accordance with CSU policy.
- (c) Unless otherwise specified, the CSU shall pay properly submitted invoices not more than 45 days after
 - (i) the performance completion date of services; or
 - (ii) receipt of an undisputed invoice, whichever is later. Late payment penalties shall not apply to this Contract.
- (d) The consideration to be paid Contractor, as described within the Contract, shall be in full compensation for all of Contractor's expenses incurred in the performance hereof, including travel and per diem, unless otherwise expressly so provided.

21. Document Referencing

All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show the Contract number. If factory shipment, the factory must be advised to comply. Invoices not properly identified with the Contract number and Contractor identification number may be returned to Contractor and may cause delay in payment.

22. Use of Data

Contractor shall not utilize any non-public CSU information it may receive by reason of this Contract, for pecuniary gain not contemplated by this Contract, regardless whether Contractor is or is not under contract at the time such gain is realized.

CSU specific information contained in the report, survey, or other product developed by Contractor pursuant to this Contract is the property of CSU, and shall not be used in any manner by Contractor unless authorized in writing by CSU.

23. Confidentiality of Data

- (a) Contractor acknowledges the privacy rights of individuals to their personal information that are expressed in the Information Practices Act (California Civil Code Section 1798 et seq.) and in California Constitution Article 1, Section 1. Contractor shall maintain the privacy of personal information and protected data as confidential information. Contractor shall not use, disclose, or release confidential information contained in CSU records without full compliance with applicable state and federal privacy laws, and this Contract. Contractor further acknowledges and agrees to comply with Federal privacy laws, such as the Gramm-Leach-Bliley Act (Title 15, United States Code, Sections 6801(b) and 6805(b)(2)) applicable to financial transactions, and the Family Educational Rights and Privacy Act (Title 20, United States Code, Section 1232g) applicable to student education records and information from student education records. Contractor shall maintain the privacy of confidential information and shall be financially responsible for any notifications to affected persons (after prompt consultation with CSU) whose personal information is disclosed by any security breach relating to confidential information resulting from Contractor's or its personnel's acts or omissions. Further, If so requested by CSU, Contractor shall be administratively responsible for providing such notification in the most expedient time possible consistent with the methods prescribed in California Civil Code 1798.29g and 1798.82g.
- (b) Contractor further agrees that all financial, statistical, personal, technical and other data and information relating to CSU's operation designated "confidential" by CSU, and not otherwise subject to disclosure under the California Public Records Act, and made available to Contractor to perform this Contract or which become available to Contractor while performing this Contract, shall be protected by Contractor using the same level of care it takes to protect its own information of a similar nature, but in no event less than reasonable care. If required by a court of competent jurisdiction or an appropriate administrative body with legal authority to order the disclosure of confidential information or protected data, Contractor will notify CSU in writing prior to any such disclosure to give CSU an opportunity to oppose any such disclosure. Prior to any disclosure of confidential information as required by legal process, Contractor shall:
 - (1) Notify CSU of any actual or threatened legal compulsion of disclosure, and any actual legal obligation of disclosure, immediately upon becoming so obligated; and
- (c) Contractor shall cooperate with any litigation or investigation proceedings concerning protected data loss or other breach of Contractor's obligations under this Contract. Any access, transmission, or storage of protected data outside the United States must be approved in writing by CSU in advance. Contractor's failure to comply with any provision of this Section shall constitute a material breach of the Contract.

24. Information Security Requirements

- (a) Contractor is required to comply with CSU Information Security Requirements as described in Rider A, Supplemental Provisions for General Provisions for Service Acquisitions, attached hereto and by reference made a part of this agreement.
- (b) Information Security Plan
Contractor is required to maintain an Information Security Plan sufficient to protect the sensitive and/or confidential CSU data to which they have access. Requirements for the Information Security Plan are described in Rider A.
- (c) Personal Security Requirements
Contractor shall require all its affiliates and subcontractors, as a condition to their engagement, to agree to be bound by provisions substantially the same as those included in this Agreement related to information security matters only. Contractor shall not knowingly permit a representative or subcontractor to have access to CSU records, confidential data, or premises of the CSU when such representative or subcontractor has been convicted of a felony.

25. Patent, Copyright, and Trade Secret Indemnity

- (a) Contractor shall indemnify, defend, and hold harmless the State of California, Board of Trustees of the California State University, CSU, and their respective officers, agents, and employees (collectively referred to as CSU), from any and all third party claims, costs (including without limitation reasonable attorneys' fees), and losses for infringement or violation of any Intellectual Property Right, domestic or foreign, by any product or service provided hereunder. With respect to claims arising from computer Hardware or Software manufactured by a third party and sold by Contractor as a reseller, Contractor will pass through to CSU, in addition to the foregoing provision, such indemnity rights as it receives from such third party ("Third Party Obligation") and will cooperate in enforcing them; provided that if the third party manufacturer fails to honor the Third Party Obligation, Contractor will provide CSU with indemnity protection.
 - (i) CSU will notify Contractor of such claim in writing and tender its defense within a reasonable time; and
 - (ii) Contractor will control the defense of any action on such claim and all negotiations for its settlement or compromise, except when substantial principles of government or public law are involved, when litigation might create precedent affecting future CSU operations or liability, or when involvement of the CSU is otherwise mandated by law. In such case no settlement shall be entered into on behalf of CSU without CSU's written approval.

- (b) Contractor may be required to furnish CSU a bond against any and all loss, damage, costs, expenses, claims and liability for patent, copyright and trade secret infringement.
- (c) Should the Deliverables or Software, or the operation thereof, become, or in the Contractor's opinion are likely to become, the subject of a claim of infringement or violation of a Intellectual Property Right, whether domestic or foreign, CSU shall permit Contractor at its option and expense either to procure for CSU the right to continue using the Deliverables or Software or to replace or modify the same so they become non-infringing, provided they comply with Contract and performance requirements and/or expectations. If neither option can reasonably be practicable or if the use of such Deliverables or Software by CSU shall be prevented by injunction, Contractor agrees to take back such Deliverables or Software and use its best effort to assist CSU in procuring substitute Deliverables or Software at Contractor's cost and expense. If, in the sole opinion of CSU, the return of such infringing Deliverables or Software makes the retention of other Deliverables or Software acquired from Contractor under this Contract impracticable, CSU shall then have the option of terminating this Contract, or applicable portions thereof, without penalty or termination charge. Contractor agrees to take back such Deliverables or Software and refund any sums CSU paid Contractor less any reasonable amount for use or damage.
- (d) Contractor certifies it has appropriate systems and controls in place to ensure State funds will not be used in the performance of this Contract for the acquisition, operation or maintenance of computer Software in violation of copyright laws.

26. Rights in Work Product

All inventions, discoveries, intellectual property, technical communications and records originated or prepared by Contractor pursuant to this Contract, including papers, reports, charts, computer programs, and other Documentation or improvements thereto, and including Contractor's administrative communications and records relating to this Contract (collectively, the "Work Product"), shall be Contractor's exclusive property. The provisions of this section may be revised in a Statement of Work. The provisions of this sub-section a) may be revised in a Statement of Work. However, all finished product or deliverables required under this contract shall be the exclusive property of the CSU and may be used at CSU's discretion.

27. Examination and Audit

For contracts in excess of \$10,000, Contractor shall be subject to the examination and audit by

- (a) the Office of the University Auditor, and
- (b) the Bureau of State Audits, for a period of three (3) years after final payment under the Contract. The examination and audit shall be confined to those matters connected with the performance of the contract, including, but not limited to, the costs of administering the Contract. Note: Authority Cited: Government Code Section 8546.7; Education Code Section 89045(c&d), respectively.

28. Dispute

Any dispute arising under or resulting from this Contract that is not resolved within 60 days of time by authorized representatives of Contractor and CSU shall be brought to the attention of Contractor's Chief Executive Officer (or designee) and CSU's Chief Business Officer (or designee) for resolution. Either Contractor or CSU may request that the CSU Vice Chancellor, Business and Finance (or designee) participate in the dispute resolution process to provide advice regarding CSU contracting policies and procedures. If this informal dispute resolution process is unsuccessful, the parties may pursue all remedies not inconsistent with this Contract. Despite an unresolved dispute, Contractor shall continue without delay in performing its responsibilities under this Contract. Contractor shall accurately and adequately document all service it has performed under this Contract.

29. Conflict of Interest

CSU requires a Statement of Economic Interests (California Form 700) to be filed by any Consultant (or Contractor) who is involved in the making or participation in the making of decisions which may foreseeably have a material effect on any CSU financial interest.

30. Follow-On Contracts

No person, firm, or subsidiary thereof who has been awarded a contract for Consulting Services or providing Direction (as provided below) may submit be awarded a contract for the provision of services, or any other related action that is required, suggested, or otherwise deemed appropriate in the end product of the consulting services contract.

- (a) If Contractor or its affiliates provides Consulting and Direction, Contractor and its affiliates:
 - (i) shall not be awarded a subsequent Contract to supply the service or system, or any significant component thereof, that is used for, or in connection with, any subject of such Consulting and Direction; and
 - (ii) shall not act as consultant to any person or entity that does receive a Contract described in sub-section (i). This prohibition will continue for one (1) year after termination of this Contract or completion of the Consulting and Direction, whichever is later.
- (b) "Consulting and Direction" means services for which Contractor received compensation from CSU and includes:

- (i) development of, or assistance in the development, of work statements, specifications, solicitations, or feasibility studies;
 - (ii) development or design of test requirements;
 - (iii) evaluation of test data;
 - (iv) direction of or evaluation of another Contractor;
 - (v) provision of formal recommendations regarding the acquisition of products or services; or
 - (vi) provisions of formal recommendations regarding any of the above. For purposes of this Section, “affiliates” are employees, directors, partners, joint venture participants, parent corporations, subsidiaries, or any other entity controlled by, controlling, or under common control with Contractor. Control exists when an entity owns or directs more than fifty percent (50%) of the outstanding shares or securities representing the right to vote for the election of directors or other managing authority.
- (c) Except as prohibited by law, the restrictions of this Section will not apply:
- (i) to follow-on advice given by vendors of commercial off-the-shelf products, including Software and Hardware, on the operation, integration, repair, or maintenance of such products after sale; or
 - (ii) where CSU has entered into a Contract for Software or services and the scope of work at the time of Contract execution expressly calls for future recommendations among the Contractor’s own products.
- (d) The restrictions set forth in this Section are in addition to conflict of interest restrictions imposed on public Contractors by California law (“Conflict Laws”). In the event of any inconsistency, such Conflict Laws override the provisions of this Section, even if enacted after execution of this Contract.

31. Endorsement

Nothing contained in this Contract shall be construed as conferring on any party, any right to use the other party’s name as an endorsement of product/service or to advertise, promote or otherwise market any product or service without the prior written consent of the other party. Furthermore nothing in this Contract shall be construed as endorsement of any commercial product or service by the CSU, its officers or employees.

32. Covenant Against Gratuities

Contractor shall warrant that no gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by Contractor, or any agent or representative of Contractor, to any officer or employee of CSU with a view toward securing the Contract or securing favorable treatment with respect to any determinations concerning the performance of the Contract. For breach or violation of this warranty, CSU shall have the right to terminate the Contract, either in whole or in part, and any loss or damage sustained by CSU in procuring on the open market any items that Contractor agreed to supply shall be borne and paid for solely by Contractor. CSU’s rights and remedies provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law, equity or under the Contract.

33. Nondiscrimination

- (a) During the performance of this Contract, Contractor and its subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, sexual orientation, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), medical condition, age, marital status, and denial of family care leave. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.
- (b) Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12990 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this Contract by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- (c) Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Contract.

34. Compliance with NLRB Orders

Contractor declares under penalty of perjury under the laws of the State of California that no more than one final, unappeasable finding of contempt of court by a federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a federal court to comply with an order of the National Labor Relations Board. Note: Cite Authority: PCC 10296

35. Drug-Free Workplace Certification

Contractor certifies that Contractor shall comply with the requirements of the Drug-Free Workplace Act of 1990 and shall provide a drug-free workplace by taking the following actions:

- (a) Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations
- (b) Establish a Drug-Free Awareness Program to inform employees about all of the following:
 - (i) the dangers of drug abuse in the workplace;
 - (ii) the person's or organization's policy of maintaining a drug-free workplace;
 - (iii) any available counseling, rehabilitation and employee assistance programs; and,
 - (iv) penalties that may be imposed upon employees for drug abuse violations.
- (c) Provide that every employee who works on the proposed or resulting Contract:
 - (i) will receive a copy of the company's drug-free policy statement; and,
 - (ii) will agree to abide by the terms of the company's statement as a condition of employment on the Contract. Note: Authority Cited: Government Code Section 8350-8357

36. Forced, Convict, Indentured and Child Labor

By accepting a contract with CSU, Contractor:

- (a) certifies that no equipment, materials, or supplies furnished to CSU pursuant to this Contract have been produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. Contractor further certifies it will adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at <http://www.dir.ca.gov/>, and Public Contract Code Section 6108.
- (b) agrees to cooperate fully in providing reasonable access to its records, documents, agents or employees, or premises if reasonably required by authorized officials of the State, the Department of Industrial Relations, or the Department of Justice to determine Contractor's compliance with the requirements under paragraph (A).

37. Recycled Content Certification

To the extent that services involve the supply of post-consumer materials (see below) Contractor shall certify in writing the minimum, if not exact, percentage of post-consumer material, as defined in Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to CSU regardless whether the product meets the requirements of Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (PCC 12205).

38. Child Support Compliance Act

For any contract in excess of \$100,000, Contractor acknowledges in accordance with Public Contract Code Section 7110, that:

- (a) Contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and
- (b) Contractor, to the best of its knowledge, is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

39. Americans With Disabilities Act (ADA)

Contractor warrants that it complies with California and federal disabilities laws and regulations. (Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq). Contractor hereby warrants the products or services it will provide under this Contract comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194. Contractor agrees to promptly respond to and resolve any complaint regarding accessibility of its products or services. Contractor further agrees to indemnify and hold harmless CSU from any claims arising out of Contractor's failure to comply with the aforesaid requirements. Failure to comply with these requirements shall constitute a material breach of this Contract.

40. Debarment and Suspension

By accepting a contract with the CSU, Contractor certifies neither it nor its principals or its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency (2 Code Federal Regulations [CFR] 180.220, in accordance with the Office of Management and Budget guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235)).

41. Expatriate Corporations

Contractor declares and certifies that it is not and expatriate corporation, and is not precluded from contracting with CSU by The California Taxpayer and Shareholder Protection Act of 2003, Public Contract Code Section 10286, et seq.

42. Citizenship and Public Benefits

If Contractor is a natural person, Contractor certifies he or she is a citizen or national of the United States or otherwise qualified to receive public benefits under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193; 110 STAT.2105, 2268-69).

43. Loss Leader

Contractor certifies and declares it is not engaged in business within this State of California to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. Note: Authority Cite: (PCC 12104.5(b).)

44. DVBE and Small Business Participation

- (a) If Contractor has committed to achieve small business (SB) participation it shall, within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract), report to CSU: (1) the name and address of the SB(s) who participated in the performance of the Contract; (2) the total amount the prime Contractor received under the Contract; and (3) the amount each SB received from the prime Contractor.(Govt. Code § 14841.)
- (b) If Contractor has committed to achieve disabled veteran business enterprise (DVBE) participation, it shall, within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract), report to CSU:
 - (1) the name and address of the DVBE(s) who participated in the performance of the Contract;
 - (2) the total amount the prime Contractor received under the Contract; and
 - (3) the amount each DVBE received from the prime Contractor. The Contractor shall also certify that all payments under the Contract have been made to the DVBE. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)

45. Contractor's Staff

Contractor warrants that its staff assigned to performing work under this Contract are legally able to perform such duties in the country where the work is being performed.

Supplemental Provisions to CSU General Provisions for Service Acquisitions

Introduction

This document contains contract language to be used to develop supplemental provisions for CSU General Provisions for Service Acquisition contracts involving the use of CSU information assets. This language is intended to be used when the nature of the information asset or resource requires protection. Use of supplemental contract language is required in order to comply with ICSUAM Policy 8040 Section 200, Payment Card Industry Data Security Standards (PCI DSS), NACHA, FERPA, and the Health Insurance Portability and Accountability Act (HIPAA). Additionally, supplemental language may be used to manage risks associated with allowing contractors to access, store or otherwise manage CSU information assets.

DEFINITIONS

Affiliate - an entity now or hereafter controlled by, controlling or under common control with a Party. Control exists when an entity owns or controls more than 50% of the outstanding shares or securities representing the right to vote for the election of directors or other managing authority of another entity.

Confidential Information - The term “Confidential Information” shall mean this Agreement and all proprietary information, data, trade secrets, business information, any Protected Information regarding students, employees or other individuals or entities, including but not limited to, Social Security numbers, other tax identification numbers, credit card, bank account and other financial information, and other information of any kind whatsoever which:

- a) a Party (“Discloser”) discloses, in writing, orally or visually, to the other Party (“Recipient”) or to which Recipient obtains access in connection with the negotiation and performance of this Agreement, and which
- b) relates to:
 - i. the Discloser, or
 - ii. in the case of Contractor as Recipient, the CSU, its students and employees, and its third-party contractors or licensors who have made confidential or proprietary information available to the CSU.

Party – The CSU or Contractor.

CSU Protected Data - data defined as “Protected Level 1” and “Protected Level 2” in the CSU Data Classification Standard
(http://www.calstate.edu/icsuam/sections/8000/8065_FINAL_DRAFT_Data_Classification_CW_V4.pdf)

Representative - an employee, officer, director, or agent of a Party.

Relationship Manager - the respective employees of each Party that each Party shall designate to act on its behalf with regard to matters arising under this Agreement; each Party shall notify the other in writing of the name of their Relationship Manager; however, the Relationship Manager shall have no authority to alter or amend any term, condition or provision of the Agreement; further, each Party may change its Relationship Manager by providing the other Party with prior written notice.

Subcontractor - a third party to whom Contractor has delegated or subcontracted any portion of its obligations set forth herein.

Work Product - All discoveries, inventions, work of authorship or trade secrets, or other intellectual property and all embodiments thereof originated by Contractor within the scope of Services provided under this Agreement, whether or not prepared on CSU's premises.

Contractor – Contractor is any party to an agreement with the CSU along with any Contractor Representative, Subcontractor, Affiliate, or other entity over whom the Contractor has control.

1.0 ACKNOWLEDGEMENT

Use	This section is required if the product/service involves CSU Protected Data.
Purpose	Ensure that Contractor is aware that the data to which they are granted access under the contract is defined as “protected” and subject to laws and regulations.

Contractor acknowledges that its contract/purchase order with the California State University (“the CSU”) may allow the Contractor access to CSU Protected Data including, but not limited to, personal information, student records, health care information, or financial information. This data may be transferred in various forms, notwithstanding the manner in which or from whom it is received by Contractor subject to state laws that restrict the use and disclosure of such information, including the California Information Practices Act (California Civil Code Section 1798 et seq.) and the California Constitution Article 1, Section 1. Contractor represents and warrants that it will keep CSU Protected Data confidential both during the Term and after the termination of the Agreement.

2.0 DISCLOSURE REQUIREMENTS

Use	This section is required if the product/service involves CSU Protected Data.
Purpose	Ensures that contract holds subcontractors to the terms to which they have agreed.

Contractor agrees that it will include all of the terms and conditions contained in this agreement in all subcontractor contracts providing services under this Agreement.

Contractor shall not use or disclose CSU Protected Data other than to carry out the purposes of this agreement. Contractor shall not disclose any CSU Protected Data other than on a “need to know” basis and then only:

- a. To its representatives, provided however, that each such employee or officer has entered into a confidentiality agreement;

- b. To affiliates of or Subcontractors to Contractor, only if previously approved by the CSU and provided that
 - i. Use by such Affiliates or Subcontractor shall be limited to the purpose of this agreement;
 - ii. Affiliate or Subcontractor is bound by contract and or confidentiality agreement to protect CSU data from unauthorized access.

If required by a court of competent jurisdiction or an administrative body to disclose Protected Data, Contractor shall notify the CSU in writing prior to any such disclosure in order to give the CSU an opportunity to oppose any such disclosure. Prior to any disclosure of Confidential Information as required by legal process, the Contractor shall:

- c. Notify the CSU of any, actual or threatened legal compulsion of disclosure, and any actual legal obligation of disclosure immediately upon becoming so obligated, and
- d. Delay disclosure until the CSU has provided contractor with notice that they will oppose or agree to such disclosure or the time specified for legal compliance is reached.

Any access, transmission, or storage of Protected Data outside the United States shall require prior written authorization by the CSU.

2.1 Exceptions to Obligations of Confidentiality

With the exception of the data classified as “Protected Level 1” or “Protected Level 2” under the CSU Data Classification Standard, identified in (http://www.calstate.edu/icsuam/sections/8000/8065_FINAL_DRAFT_Data_Classification_CW_V4.pdf), obligations of confidentiality shall not apply to any information that:

- a. Contractor rightfully has in its possession when disclosed to it, free of obligation to the CSU to maintain its confidentiality;
- b. Contractor independently develops without access to CSU Protected Data;
- c. Is or becomes known to the public other than by breach of this contract;
- d. The CSU or its agent releases without restriction; or
- e. Contractor rightfully receives from a third party without the obligation of confidentiality.

Any combination of Protected Data disclosed with information not so classified shall not be deemed to be within one of the foregoing exclusions merely because individual portions of such combination are free of any confidentiality obligation or are separately known in the public domain.

Failure by Contractor to comply with any provision of this Section shall constitute a default subject to Paragraph 14 of the CSU General Provisions for Information Technology Acquisitions.

3.0 INFORMATION SECURITY PLAN

Use	<p>This section may be used if the product/service involves CSU Protected Data. <i>The CSU <u>will select one of the two sub-sections to use in their contract.</u> Section 3(a) is to be used for contracts which the CSU identifies as “high risk” due to the size of the contract, the critical nature of the service or function, and/or the nature of the CSU Information Assets affected. Section 3(b) is to be used for contracts which the CSU does not identify as “high risk”. High Risk is defined in the following link:</i></p> <p>http://www.calstate.edu/icsuam/sections/8000/8065_FINAL_DRAFT_Data_Classification_CW_V4.pdf.</p> <p>The 30 day time frame may be modified as the campus deems necessary.</p>
Purpose	Requires the contractor to develop or maintain an information security plan adequate to protect the CSU data.

- 3(a) Contractor acknowledges that the CSU is required to comply with information security standards for the protection of Protected Data Information required by law, regulation and regulatory guidance, as well as the CSU’s internal security policy for information and systems protection.

Within 30 days of the Effective Date of the Agreement and subject to the review and approval of the CSU, Contractor shall establish, maintain and comply with an information security plan (“Information Security Plan”), which shall contain such elements that the CSU may require after consultation with Contractor. On at least an annual basis, Contractor shall review, update and revise its Information Security Plan, subject to the CSU’s review and approval. At the CSU’s request, Contractor shall make modifications to its Information Security Plan or to the procedures and practices thereunder to conform to the CSU’s security requirements as they exist from time to time.

Contractor’s Information Security Plan shall be designed to:

- Ensure the security, integrity and confidentiality of the CSU Protected Data;
- Protect against any anticipated threats or hazards to the security or integrity of such information;
- Protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to the person that is the subject of such information;
- Protect against unauthorized changes to or use of CSU Protected Data; and
- Comply with all applicable CSU policies legal and regulatory requirements for data protection.
- Include business continuity and disaster recovery plans.

Contractor’s Information Security Plan shall include a written response program addressing the appropriate remedial measures it shall undertake in the event that there is an information security breach.

Contractor shall cause all Subcontractors and other persons and entities whose services are part of the Services which Contractor delivers to the CSU or who hold CSU Protected Data, to implement an information security program and plan substantially equivalent to Contractor’s.

The parties expressly agree that Contractor's security procedures shall require that any Protected Level 1 Data transmitted or stored by Contractor only be transmitted or stored in an encrypted form approved by the CSU.

In addition, Contractor represents and warrants that in performing the Services, it will comply with all applicable privacy and data protection laws and regulations of the United States including, as applicable, the provisions in the Gramm-Leach-Bliley Act, 15 U.S.C. Section 6801 et seq., the Family Education Rights and Privacy Act ("FERPA"), 20 USC Section 1232(g) et seq., and of any other applicable non-U.S. jurisdiction, including the European Union Directives, and that it will use best efforts, consistent with Federal Trade Commission and other applicable guidance, to protect CSU's Protected Information from identity theft, fraud and unauthorized use.

Failure by Contractor to comply with any provision of this Section shall constitute a default subject to Paragraph 14 of the CSU General Provisions for Information Technology Acquisitions.

3(b) Deleted

4.0 INCIDENT RESPONSE MANAGEMENT

Use	This section is required if the product/service involves CSU Protected Data.
Purpose	Requires the contractor to report an information security breach, and defines required reporting content and timeline.

4.1 Notification of a Security Incident.

Contractor shall report, in writing, to the CSU any use or disclosure of CSU Protected Data not authorized by this Agreement or authorized in writing by the CSU, including any reasonable belief that an unauthorized individual has accessed CSU Protected Data. This report shall be made to the CSU's primary contact and its designated information security officer. It shall include details relating to any known or suspected security breach of Contractor's system or facilities which contain CSU Protected Data or any other breach of Protected Data relating to this Agreement. This report shall be made not later than within twenty-four (24) hours after discovery, if the information was, or is reasonably believed to have been, acquired by an unauthorized person.

4.2 Notification Contents

Contractor's report shall identify:

- The nature of the unauthorized use or disclosure,
- The time and date of incident,
- A description of CSU Protected Data used or disclosed,
- Who made the unauthorized use or received the unauthorized disclosure,
- What Contractor has done or shall do to mitigate any harmful effect of the unauthorized use or disclosure, and
- The corrective action Contractor has taken or shall take to prevent future similar unauthorized use or disclosure.

Contractor shall provide such other information, including a written report, as reasonably requested by the CSU.

4.3 Notification to Parties

Contractor agrees to fully cooperate with the CSU with the preparation and transmittal of any notice, which the CSU may deem appropriate or required by law, to be sent to affected parties regarding the known or suspected security breach, and to be financially responsible for any such notice resulting from Contractor's, its Representatives, Affiliates, or Subcontractors acts or omissions with regard to the data security requirements of this Agreement. Contractor shall take appropriate remedial action with respect to the integrity of its security systems and processes.

5.0 COMPLIANCE

5.1 PCI-DSS Requirements

Use	<i>This section is required if Contractor provides a service that involve storage, processing or transmission of payment card data.</i>
Purpose	Ensure that contractors comply with PCI-DSS.

Contractor represents and warrants that it shall implement and maintain certification of Payment Card Industry ("PCI") compliance standards regarding data security and that it shall undergo independent third party quarterly system scans that audit for all known methods hackers use to access private information, in addition to vulnerabilities that would allow malicious software (i.e., viruses and worms) to gain access to or disrupt the network devices. If during the term of the Agreement, Contractor undergoes, or has reason to believe that it will undergo, an adverse change in its certification or compliance status with the PCI DSS standards and/or other material payment card industry standards, it will promptly notify the CSU of such circumstances.

Contractor agrees to promptly provide current evidence of PCI-DSS standards at the CSU request. The form and substance of such evidence must be reasonably satisfactory to and must be certified by an authority recognized by the payment card industry for that purpose.

Contractor shall maintain and protect in accordance with all applicable laws and PCI regulations the security of all cardholder data when performing the contracted Services on behalf of the CSU.

Contractor will provide reasonable care and efforts to detect fraudulent credit card activity in connection with credit card transactions processed for the CSU.

Contractor shall indemnify and hold CSU harmless from loss or damages resulting from Contractor's failure to maintain PCI compliance standard in accordance with this section.

Contractor shall not be held responsible for any such loss of data if it is shown that the loss occurred as a result of the sole negligence of the CSU.

5.2 PA DSS REQUIREMENTS

Use	<i>This section is required if Contractor provides a software application provided by Contractor involves the storage, transmission, and processing of credit card data.</i>
Purpose	Ensure that contractors comply with PA-DSS.

Contractor represents and warrants that software applications it provides for the purpose of processing payments, particularly credit card payments, are developed in accordance with and are in compliance with the standards known as Payment Application Data Security Standards (PA-DSS). As verification of this, the Contractor agrees to provide evidence that any such application it provides is certified as complying with these standards and agrees to continue to maintain that certification. The evidence may be provided in the form of the PA DSS form if the contractor self-certified, or a copy of the PA QSA if the Contractor was certified by an external party. If the contractor is unable to provide a copy of the PA DSS form or the PA QSA letter, the contractor must provide the CSU with proof of bonded insurance listing the CSU as the beneficiary in the case of a security breach.

If during the term of the Agreement, Contractor undergoes, or has reason to believe that it will undergo, an adverse change in its certification or compliance status with the PA DSS standards and/or other material payment card industry standards, it will promptly notify the CSU of such circumstances.

Contractor agrees promptly to provide, annual or at the request of the CSU, current evidence, in form and substance reasonably satisfactory to the CSU, of compliance with PA-DSS security standards which has been properly certified by an authority recognized by the payment card industry for that purpose.

Contractor shall indemnify and hold CSU harmless from loss or damages resulting from Contractor's failure to maintain PA-DDS security standards in accordance with this section.

5.3 NACHA Requirements

Use	<i>This section is required if Contractor provides goods or services which involves ACH payments.</i>
Purpose	Ensure that contractors comply with NACHA

Deleted

5.4 Health Insurance Portability and Accountability Act (HIPAA) Requirements

Use	<i>This section is required if Contractor provides goods or services which involves patient health information under HIPAA. Please note that a Business Associate Agreement may be required under this provision.</i>
Purpose	Ensure that contractors comply with HIPAA.

Contractor shall agree to use and disclose Protected Health Information in compliance with the security standards for the protection of electronic protected health information as per (45 C.F.R. Parts 160 and 164).

6.0 PERSONNEL SECURITY REQUIREMENTS

Use	<i>This section is required if Contractor provides product or service involving the CSU Protected Level 1 data. <u>Campus may use one or more of the security requirements in this section as appropriate to manage risk.</u></i>
Purpose	Ensure that contractor personnel, affiliates and subcontractors are required to maintain security and privacy of the CSU information assets.

Note – This section is required if the product/service involves CSU Protected Data

Any work to be performed in connection with this Agreement by Contractor, its Affiliates or Subcontractors must be performed in the United States, unless the prior written consent of the CSU is received to perform work outside the United States. Further, CSU Protected Data may not be transmitted or stored outside the United States without the prior written consent of the CSU.

Contractor shall require all Representatives, Affiliates and Subcontractors with access to CSU Protected Data, as a condition of their engagement, to participate in annual security awareness training.

Contractor shall comply and shall cause its Representatives, Affiliates and Subcontractors to comply with all personnel, facility, safety and security rules and regulations and other instructions of the CSU, when performing work at a CSU facility, and shall conduct its work at the CSU facilities in such a manner as to avoid endangering the safety, or interfering with the convenience of, CSU Representatives or customers.

Contractor shall not knowingly permit a Representative, Affiliate, or Subcontractor to have access to the records, data or premises of the CSU when such Representative, Affiliate or Subcontractor:

- (a) has been convicted of a crime;
- (b) has engaged in a dishonest act or a breach of trust; or
- (b) uses illegal drugs.

Contractor agrees that under no circumstances shall any of Contractor's Representatives, Affiliates or Subcontractors, whether full-time or part-time, connect to any CSU system or access any CSU data, for purposes of downloading, extracting, storing or transmitting information through personally owned, rented or borrowed equipment including, but not limited to mobile devices (e.g., laptops, PDAs, cell phones, etc.,)

Contractor represents that it maintains comprehensive hiring policies and procedures which include, among other things, a background check for criminal convictions, and pre-employment drug testing, all to the extent permitted by law. Contractor shall conduct thorough background checks and obtain references for all its Representatives, Affiliates, and Subcontractors who have access to CSU's protected information.

Any exceptions are at variance with the CSU policy and must be approved in advance according to CSU policy guidelines.

7.0 RECORD RETENTION REQUIREMENTS

Use	<i><u>This section may be used if Contractor provides a product or service which stores CSU records. Campus may modify the language below to specify the length of time which the contractor is required to hold CSU records.</u></i>
Purpose	Ensure that the CSU meets record retention requirements.

Contractor shall maintain all records pertaining to the Services provided to the CSU under this Agreement for a period of [## years/months], and if longer after termination of the Agreement, subject to applicable law or regulation. Contractor further agrees to provide to the CSU, at its request, a full copy of all such records for the CSU to maintain at a U.S. location which the CSU shall designate.

Any residual data that exists on backups must be destroyed or purged within [## years/months]. Backup data may not be archived. Contractor to provide evidence or certification that this section has been complied with.

8.0 THE CSU RIGHT TO CONDUCT AND/OR REVIEW RISK ASSESSMENTS

Use	<i><u>This section may be used if the product/service involves CSU Protected Data. This section contains two (2) sub-sections. The CSU may select one of the two sub-sections to use in their contract based on risk assessment. Section 8(a) is to be used for contractors who may be relied upon to conduct regular security assessments. Section 8(b) is to be used for high risk situations where the campus feels that it should conduct the assessment. The campus should note that it bears responsibility for reviewing the results of such audit or assessment. The level of risk will be determined by the CSU . The risk assessment is intended to review the manner in which Contractor is using and protecting CSU protected data. Campus may modify the language below to specify the length of time which the assessments are to be conducted.</u></i>
Purpose	Ensure that the CSU meets record retention requirements.

8(a) A Contractor, with access to the CSU protected data, shall conduct risk assessments and/or audits of its use of CSU protected data at least annually. The Contractor shall provide the CSU with copies of its latest information security risk assessments and/or audits upon request.

If any assessment and/or audit discloses material variances from the performance requirements set forth in this Agreement or a breach by Contractor of the provisions of this Agreement, Contractor shall be deemed in breach of this Agreement.

8(b) Deleted

9.0 TERMINATING OR EXPIRING THE AGREEMENT – RETURN/DESTROY PROTECTED DATA

Use	<i><u>This section is required if the contractor stores or is provided access to CSU protected data.</u></i>
Purpose	Ensures that the contractor returns or adequately disposes of CSU protected data.

Note – This section is required if the product/service involves Protected Data.

Upon the termination or expiration of this Agreement, or at any time upon the request of the CSU, Contractor and its subcontractors shall return all CSU Protected Data (and all copies and derivative works thereof made by or for Contractor). Further, Contractor and all subcontractors shall delete or erase such Protected Data, copies and derivative works thereof, from their computer systems.

The CSU shall have the right to require Contractor to verify, to CSU's satisfaction, that all CSU Protected Data has been returned, deleted or erased. Contractor agrees to fully cooperate with the CSU's requests for verification.

8065.S02 Information Security Data Classification

Implements:	CSU Policy #8065
Policy Reference:	http://www.calstate.edu/icsuam/sections/8000/8065.0.shtml

1.0 Introduction

This document describes the three levels of data classification that the University has adopted regarding the level of security placed on the particular types of information assets. The three levels described below are meant to be illustrative, and the list of examples of the types of data contained below is not exhaustive. Please note that this classification standard is not intended to be used to determine eligibility of requests for information under the California Public Records Act or HEERA. These requests should be analyzed by the appropriate legal counsel or administrator.

Classification Description: Level 1 - Confidential

Access, storage and transmissions of Level 1 Confidential information are subject to restrictions as described in CSU Asset Management Standards.

Information may be classified as confidential based on criteria including but not limited to:

- a) Disclosure exemptions - Information maintained by the University that is exempt from disclosure under the provisions of the California Public Records Act or other applicable state or federal laws.
- b) Severe risk - Information whose unauthorized use, access, disclosure, acquisition, modification, loss, or deletion could result in severe damage to the CSU, its students, employees, or customers. Financial loss, damage to the CSU's reputation, and legal action could occur.
- c) Limited use - Information intended solely for use within the CSU and limited to those with a "business need-to know."
- d) Legal Obligations - Information for which disclosure to persons outside of the University is governed by specific standards and controls designed to protect the information.

Examples of Level 1 – Confidential information include but are not limited to:

- Passwords or credentials that grant access to level 1 and level 2 data
- PINs (Personal Identification Numbers)
- Birth date combined with last four digits of SSN and name
- Credit card numbers with cardholder name
- Tax ID with name
- Driver's license number, state identification card, and other forms of national or international identification (such as passports, visas, etc.) in combination with name
- Social Security number and name
- Health insurance information
- Medical records related to an individual
- Psychological Counseling records related to an individual
- Bank account or debit card information in combination with any required security code, access code, or password that would permit access to an individual's financial account
- Biometric information
- Electronic or digitized signatures
- Private key (digital certificate)
- Law enforcement personnel records
- Criminal background check results

Classification Description: Level 2 – Internal Use

Access, storage and transmissions of Level 2 - Internal Use information are subject to restrictions as described in CSU Asset Management Standard.

Information may be classified as “internal use” based on criteria including but not limited to:

- a) Sensitivity - Information which must be protected due to proprietary, ethical, contractual or privacy considerations.
- b) Moderate risk - Information which may not be specifically protected by statute, regulations, or other legal obligations or mandates but for which unauthorized use, access, disclosure, acquisition, modification, loss, or deletion of could cause financial loss, damage to the CSU's reputation, violate an individual's privacy rights, or make legal action necessary.

Examples of Level 2 – Internal Use information include but are not limited to:

- *Identity Validation Keys (name with)*
 - *Birth date (full: mm-dd-yy)*
 - *Birth date (partial: mm-dd only)*
- *Photo (taken for identification purposes)*
- *Student Information-Educational Records not defined as “directory” information, typically:*
 - *Grades*
 - *Courses taken*
 - *Schedule*
 - *Test Scores*
 - *Advising records*
 - *Educational services received*
 - *Disciplinary actions*
 - *Student photo*
- *Library circulation information.*
- *Trade secrets or intellectual property such as research activities*
- *Location of critical or protected assets*
- *Licensed software*
- *Vulnerability/security information related to a campus or system*
- *Campus attorney-client communications*
- *Employee Information*
 - *Employee net salary*
 - *Home address*
 - *Personal telephone numbers*
 - *Personal email address*
 - *Payment History*
 - *Employee evaluations*
 - *Pre-employment background investigations*
 - *Mother's maiden name*
 - *Race and ethnicity*
 - *Parents' and other family members' names*
 - *Birthplace (City, State, Country)*
 - *Gender*
 - *Marital Status*
 - *Physical description*
 - *Other*

Classification Description: Level 3 - General

Information which may be designated by your campus as publically available and/or intended to be provided to the public.

Information at this level requires no specific protective measures but may be subject to appropriate review or disclosure procedures at the discretion of the campus in order to mitigate potential risks.

Disclosure of this information does not expose the CSU to financial loss or jeopardize the security of the CSU's information assets.

SMALL BUSINESS PREFERENCE AND CERTIFICATION REQUEST

(Bidders requesting a 5% Small Business Preference must sign below and enclose this form with their bid/proposal.

If your firm is not claiming the small business preference, **do not submit this form with your bid/proposal.**)

Project No. _____

Project Name _____

The undersigned hereby requests the small business preference and further certifies under penalty of perjury, that the firm still meets the requirements of the California Code of Regulations, Title 2 section 1896 *et seq.*

NOTICE TO ALL BIDDERS: The California Government Code, section 14835 *et seq.* requires that a five percent preference be given to bidders who qualify as a small business. The rules and regulations of this law, including the definition of a small business for the delivery of service, are contained in California Code of Regulations, Title 2 section 1896, *et seq.* A copy of the regulations is available upon request.

If your firm is a Small Business and wishes to claim the small business preference, which may not exceed \$50,000 for any bid, your firm must have its principal place of business located in California, have a complete application (including proof of annual receipts) on file with the Small Business & DVBE Services Branch, in the Procurement Division of the State of California Department of General Services, by 5:00 p.m. on the date bids are opened, and be verified by such office. **Please indicate by checking the box below whether your firm is claiming the preference and is a Small Business.**

☐ Small Business

OR

If your firm is a Non-Small Business and wishes to claim the small business preference, your firm must notify the Trustees by signing below, that your firm commits to subcontract at least 25% of its net bid price with one or more small businesses, submit a timely responsive bid, list the small business subcontractors and include name, address, phone number, portion of the work to be performed, and the dollar amount and percentage per subcontractor, and be determined a responsible bidder. **Please indicate by checking the box below whether your firm is claiming the preference and is a Non-Small Business.**

☐ Non-Small Business

Questions regarding the preference approval process should be directed to Small Business & DVBE Services, telephone (800) 559-5529 or (916) 375-4940, address: 707 Third Street, First Floor-Room 400, West Sacramento, CA 95605, or if by mail: P.O. Box 989052, West Sacramento, CA 95798-9052. You can also reach them via email (osdchelp@dgs.ca.gov) or on the Internet: www.pd.dgs.ca.gov/smbus.

IMPORTANT NOTICE (Read before signing)

The "Small Business Preference and Certification Request" **must be signed** in the same name style in which the bidder is licensed by the Contractors State License Board. Bidders bidding jointly or as a combination of several business organizations are specially cautioned that such bidders must be jointly licensed and approved in the same form and style in which the bid is executed.

Legal Name Style of Bidder(s): _____

Signature of Bidder: _____ Date _____

In the event the bidder has received assistance in obtaining bonding for this project, it shall set forth below the name and nature of the firm providing such assistance. Should the firm be listed as a subcontractor, bidder shall set forth the percentage of the contract to be performed by the subcontractor.

Name of Firm: _____ Is Firm a Listed Subcontractor? ☐ YES-Percentage _____ ☐ NO

Special attention is directed to California Code of Regulations, Title 2 section 1896.16 for penalties for furnishing incorrect supporting information in obtaining preference.



DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PARTICIPATION REQUIREMENT

DVBE TRANSMITTAL FORM

The DVBE Transmittal Form is to be attached and used as a cover sheet for the required DVBE documentation that must be submitted at time of Proposal submission.

Campus: _____

Project Name: _____

Project Number: _____

Bid Date: _____

Name of Contractor Submitting Bid: _____

Please check off the following to insure you have included them in your documentation:

_____ Attachment 1: Summary of DVBE Participation

_____ Attachment 2: Bidder's Certification of DVBE Status of Subcontractors and Suppliers

_____ Disabled Veteran Business Enterprise Declarations, Form STD. 843

_____ Attachment of Any Additional Supporting Documentation

OFFICIAL CSU USE ONLY

Did Contractor meet 3% DVBE requirement? N/ A ☐ Yes ☐ No

DVBE Bid Incentive (attach abstract of bids)

Amount of DVBE Bid Incentive granted: _____%

Amount of DVBE Participation pledged: _____%

Signed: _____
DVBE Program Advocate Date

[illegible]

I declare under penalty of perjury, under the laws of the State of California, that the information herein is true and correct to the best of my knowledge.

Executed on: _____, at _____ in the state of _____
 Date City State

Signature of Contractor or Authorized Agent	Project Name	Project Number
---	--------------	----------------

Printed Name	Firm Name	Telephone

BIDDER'S CERTIFICATION**DISABLED VETERAN BUSINESS ENTERPRISE
STATUS OF SUBCONTRACTORS AND SUPPLIERS**

I hereby certify that I have made a diligent effort to ascertain the facts with regard to the representations made herein and, to the best of my knowledge and belief, each firm set forth in this bid as a disabled veteran business enterprise complies with the relevant definition set forth in law. In making this certification, I am aware of Section 12650 *et seq.* of the Government Code providing for the imposition of treble damages for making false claims against the State, Section 10115.10 of the Public Contract Code making it a crime to intentionally make an untrue statement in this certificate, and the provisions of the Military and Veterans Code, Section 999.9.

Date

Signature of Authorized Agent

Title

DISABLED VETERAN BUSINESS ENTERPRISE DECLARATIONS

STD. 843 (Rev. 5/2006)

Instructions: The disabled veteran (DV) owner(s) and DV manager(s) of the Disabled Veteran Business Enterprise (DVBE) must complete this declaration when a DVBE contractor or subcontractor will provide materials, supplies, services or equipment [Military and Veterans Code Section 999.2]. Violations are misdemeanors and punishable by imprisonment or fine and violators are liable for civil penalties. All signatures are made under penalty of perjury.

SECTION 1

Name of certified DVBE:

DVBE Ref. Number:

Description (materials/supplies/services/equipment proposed):

Solicitation/Contract Number:

SCPRS Ref. Number: _____

(FOR STATE USE ONLY)

SECTION 2**APPLIES TO ALL DVBEs. Check only one box in Section 2 and provide original signatures.**

I (we) declare that the DVBE is not a broker or agent, as defined in Military and Veterans Code Section 999.2 (b), of materials, supplies, services or equipment listed above. Also, complete Section 3 below if renting equipment.

Pursuant to Military and Veterans Code Section 999.2 (f), I (we) declare that the DVBE is a broker or agent for the principal(s) listed below or on an attached sheet(s). *(Pursuant to Military and Veterans Code 999.2 (e), State funds expended for equipment rented from equipment brokers pursuant to contracts awarded under this section shall not be credited toward the 3-percent DVBE participation goal.)*

All DV owners and managers of the DVBE (attach additional pages with sufficient signature blocks for each person to sign):

(Printed Name of DV Owner/Manager)

(Signature of DV Owner/ Manager)

(Date Signed)

(Printed Name of DV Owner/Manager)

(Signature of DV Owner/Manager)

(Date Signed)

Firm/Principal for whom the DVBE is acting as a broker or agent:

(If more than one firm, list on extra sheets.)

(Print or Type Name)

Firm/Principal Phone:

Address:

SECTION 3**APPLIES TO ALL DVBEs THAT RENT EQUIPMENT AND DECLARE THE DVBE IS NOT A BROKER.**

Pursuant to Military and Veterans Code Section 999.2 (c), (d) and (g), I am (we are) the DV(s) with at least 51% ownership of the DVBE, or a DV manager(s) of the DVBE. The DVBE maintains certification requirements in accordance with Military and Veterans Code Section 999 et. seq.

The undersigned owner(s) own(s) at least 51% of the quantity and value of each piece of equipment that will be rented for use in the contract identified above. I (we), the DV owners of the equipment, have submitted to the administering agency my (our) personal federal tax return(s) at time of certification and annually thereafter as defined in *Military and Veterans Code 999.2*, subsections (c) and (g). *Failure by the disabled veteran equipment owner(s) to submit their personal federal tax return(s) to the administering agency as defined in Military and Veterans Code 999.2, subsections (c) and (g), will result in the DVBE being deemed an equipment broker.*

Disabled Veteran Owner(s) of the DVBE (attach additional pages with signature blocks for each person to sign):

(Printed Name)

(Signature)

(Date Signed)

(Address of Owner)

(Telephone)

(Tax Identification Number of Owner)

Disabled Veteran Manager(s) of the DVBE (attach additional pages with sufficient signature blocks for each person to sign):

(Printed Name of DV Manager)

(Signature of DV Manager)

(Date Signed)

Exhibit A - Department Copiers Monthly Volumes

Department & Location	Model	B/W or Color Device	Speed	Install Date	Avg Monthly Volume(Black & White)	Avg Monthly Volume (Color)
University Outreach Services, University Center - Room 100	Canon Ir 1023if Digital Copier	B/W Desktop no 11x17	23	6/2/2011	343	
Plant Operations, Plant Operations Building	Canon Ir 1023if Digital Copier	B/W Desktop no 11x17	23	10/3/2011	1,626	
Facilities Management, Plant Operations Building	Canon Ir 1023if Digital Copier	B/W Desktop no 11x17	23	12/10/2012	1,782	
Student Affairs & Enrollment Management, Joyal Administration - Room 262	Canon Ir 1025if Digital Copier	B/W Desktop no 11x17	25	8/10/2015	101	
Communicative Disorders & Deaf Studies, Professional & Human Services - Room 252	Canon Ir 1025n Digital Copier	B/W Desktop no 11x17	25	7/19/2012	1,332	
Fresno Family Counseling Center, 5151 N. Palm Ave - Suite 200	Canon Ir 2525 Digital Copier	B/W	25	4/27/2011	3,319	
Library - User Services -- Circulation, Library - Room 1102	Canon Ir 3025 Digital Copier	B/W	25	2/28/2011	1,860	
Library - Use Services - Music & Media, Library - Room 3114	Canon Ir 3025 Digital Copier	B/W	25	2/28/2011	1,275	
Library - Teacher Resource Center, Library - Room 3103	Canon Ir 3025 Digital Copier	B/W	25	2/28/2011	1,002	
Library Tech Services II, Library (1st Floor) - Room 1220C	Canon Ir 3025 Digital Copier	B/W	25	2/28/2011	170	
Library Tech Services II, Library - 1st Floor Room 1220C	Canon Ir 3025 Digital Copier	B/W	25	3/20/2011	1,273	
Student Support Services, Frank W. Thomas - Room 122	Canon Ir 3225 Digital Copier	B/W	25	11/1/2015		
Library - Public Services, Library - Room 1101	Canon Ir C2880 Color Copier	Color	28	1/16/2013	2,081	1,242

Industrial Technology, Grosse Technology - Room 212	Canon Ir C2880 Color Copier	Color	28	1/16/2013	1,170	511
University Business Center, Peters Business - Room 182	Canon Ir C2880i Color Copier	Color	28	2/28/2011	2,256	968
Louis Stokes Alliance for Minority Participation (LSAMP), Science - Room 100	Canon Ir C2880i Color Copier	Color	28	2/28/2011	337	4
Graduate Studies, Frank W. Thiomas - Room 132	Canon Ir C2880i Color Copier	Color	28	8/30/2011	536	12
Center for the Scholarly Advancement of Learning & Teaching (CSALT), Henry Madden Library - Room 1110	Canon Ir C2880i Color Copier	Color	28	11/1/2011	938	673
Continuing & Global Education, Family/Food Sciences - Room 119	Canon Ir C2880i Color Copier	Color	28	11/16/2011	738	785
Henry Madden Library, Library - 4th Floor Room 4202	Canon Ir C2880i Color Copier	Color	28	11/21/2011	957	487
Arne Nixon Center for the Study of Children's Literature, Library - Room 3204	Canon Ir C2880i Color Copier	Color	28	12/21/2011	1,252	995
Craig School of Business, Peters Business - Room 287	Canon Ir 3030 Digital Copier	B/W	30	2/28/2011	433	
Craig School of Business, Peters Business - Room 185	Canon Ir 3030 Digital Copier	B/W	30	2/28/2011	1,360	
Library Reference, Henry Madden Library - 1st Floor Room 1114	Canon Ir 3030 Digital Copier	B/W	30	2/28/2011	3,627	
Craig School of Business, Peters Business - Room 183	Canon Ir 3030 Digital Copier	B/W	30	2/28/2011	184	
Library - digital Services - Information Technology, Library - Room 4206	Canon Ir 3030 Digital Copier	B/W	30	2/28/2011	6,657	
Library, Henry Madden Library - 1st Floor - Staff Resource Back Up	Canon Ir 3030 Digital Copier	B/W	30	2/28/2011	2,222	

Rehabilitation Counseling Program, Education - Room 350	Canon Ir 3030 Digital Copier	B/W	30	8/30/2013	2,414	
Recreation Administration, Professional & Human Services - Room 121	Canon Ir 3230 Digital Copier	B/W	30	12/17/2014	5,830	
Police, Public Safety Building	Canon Ir Advance C5030 Base Model	Color	30	8/25/2014	3,632	4,174
Facilities Management, Plant Operations Building	Canon Ir C3080 Color Copier	Color	30	3/1/2013	2,691	3,421
Facilities Management, Plant Operations Building	Canon Ir C3080i Color Copier	Color	30	2/28/2011	1,518	1,892
Early Education, Education - Room 25	Canon Ir C3080i Color Copier	Color	30	3/17/2014	4,250	52
Library - Teacher Resource Center, Library - Room 3103	Canon Ir C3080i Color Copier	Color	30	9/15/2014	1,729	976
Employee Assisatnace Program (EAP), Lab School - Room 185	Canon Ir C3380i Color Copier	Color	33	1/20/2012	852	655
Agricultural Business, Peters Business - Room 302	Canon Ir C3480i Color Copier	Color	34	8/6/2012	5,977	671
Services for Students with Disabilities, Library - Room 1202	Canon Ir 3035 Digital Copier	B/W	35	2/28/2011	6,032	
Mass Communication & Journalism, McKee Fisk - Room 236	Canon Ir 3035 Digital Copier	B/W	35	2/28/2011	7,052	
Food Science & Nutrition, Family/Food Sciences - Room 111	Canon Ir 3035 Digital Copier	B/W	35	2/28/2011	388	
International Student Services & Programs, Joyal Administration - Room 256	Canon Ir 3035 Digital Copier	B/W	35	2/28/2011	5,276	
Jan & Bud Richter Center for Community Engagement & Service-Learning, Frank W. Thomas Room 107	Canon Ir 3035 Digital Copier	B/W	35	5/4/2011	4,037	
Plant Operations, Plant Operations Building	Canon Ir 3035 Digital Copier	B/W	35	5/13/2011	1,106	

Human Resources, Joyal Administration - Room 211	Canon Ir 3035 Digital Copier	B/W	35	6/15/2011	4,623	
Technology Services IS CIS, Grosse Industrial Technology, Room 300A-1	Canon Ir 3035 Digital Copier	B/W	35	10/21/2011	8,525	
Family/Food Sciences, Testing Services - Room 201	Canon Ir 3235 Digital Copier	B/W	35	2/7/2014	5,338	
Industrial Technology, Grosse Industrial Technology, Room 212	Canon Ir 3235i Digital Copier	B/W	35	2/28/2011	3,056	
Public Safety and Police, Public Safety Building	Canon Ir 3235i Digital Copier	B/W	35	8/25/2014	1,995	
Continuing & Global Education, Education - Room 130E	Canon Ir 3235i Digital Copier	B/W	35	1/3/2013	6,625	
The Collegian, Visalia - College of the Sequoias	Canon Ir Advance C5030 Base Model	Color	35	9/17/2015		
Public Safety and Police, Public Safety Building	Canon Ir Advance C5235 Base Model	Color	35	2/18/2014	3,475	2,263
Public Safety and Police, Public Safety Building	Canon Ir Advance C5240 Base Model	Color	40	11/1/2015		
Chicano Latin & American Studies, Social Science - Room 211	Canon Ir C4080 Color Copier	Color	40	3/20/2011	10,587	379
Physical Therapy, Physical Therapy & Intercollegiate Athletics - Room 122	Canon Ir C4080 Color Copier	Color	40	10/3/2011	4,192	2,180
Plant Operations, Plant Operations Building	Canon Ir C4080i Color Copier	Color	40	2/28/2011	3,888	1,786
Arts & Humanities, Music - Room 186	Canon Ir C4080i Color Copier	Color	40	2/28/2011	3,140	3,341
Doctoral Prog Educational Leadership, Education - Room 310	Canon Ir C4080i Color Copier	Color	40	2/28/2011	1,241	1,099
Henry Madden Library, Library - 2nd Floor Room 2124	Canon Ir C4080i Color Copier	Color	40	5/13/2011	677	349

University Outreach Services, University Business Center - Room 100	Canon Ir 3045 Digital Copier	B/W	45	2/28/2011	5,407	
Payroll Services, Joyal Administration - Room 252	Canon Ir 3045 Digital Copier	B/W	45	2/28/2011	2,623	
Procurement & Support Services, Joyal Administration - Room 161	Canon Ir 3045 Digital Copier	B/W	45	2/28/2011	3,561	
KSOEHD Cert and Graduate (Foundation), 5005 N. Maple Ave. - Building 151 C	Canon Ir 3045 Digital Copier	B/W	45	10/21/2011	4,824	
Jordan College of Agricultural Sciences & Technology, Agricultural Sciences - Room 102	Canon Ir 3045 Digital Copier	B/W	45	2/25/2015	1,870	
Development Office, Keats Campus - Room 101	Canon Ir 3245 Digital Copier	B/W	45	6/25/2014	2,694	
Financial Aid, Joyal Administration (North Lobby)	Canon Ir 3245i Digital Copier	B/W	45	11/1/2015		
ARE Evaluations, Joyal Administration - Room 115	Canon Ir 3245i Digital Copiers	B/W	45	2/28/2011	1,907	
School of Nursing, McLane Hall - Room 189	Canon Ir 3245i Digital Copiers	B/W	45	9/8/2015	16,318	
Scholarships & Student Affairs Development Programs, Joyal Administration - Room 274	Canon Ir Advance C5045 Base Model	Color	45	12/5/2012	2,900	2,168
Science & Mathematics, Science II - Room 301	Canon Ir Advance C5045 Base Model	Color	45	4/14/2014	4,816	2,497
University Advancement, Hakk Center - Library Room 4140 - West Wing	Canon Ir Advance C5045 Base Model	Color	45	6/25/2014	2,730	2,711
Women's Resource Center, Frank W. Thomas - Room 110A	Canon Ir Advance C5045 Base Model	Color	45	9/30/2014	1,646	2,289

Information Tech Services, McKee Fisk - Room 110	Canon Ir Advance C5045 Base Model	Color	45	5/20/2015	95	15
Learning Resources, Henry Madden Library - Downstairs - Collection Level	Canon Ir Advance C5045 Base Model	Color	45	9/17/2015	28,319	1,886
Viticulture & Enology, Viticulture Research - Room 113	Canon Ir C4580 V2v3 Color Copier	Color	45	5/30/2012	5,414	3,265
Continuing & Global Education, Education - Room 130E	Canon Ir 5050 Digital Copier	B/W	50	2/28/2011	4,497	
KSOEHD, Education - Room 130E	Canon Ir 5050 Digital Copier	B/W	50	2/28/2011	5,482	
Library Reference, Henry Madden Library - 1st Floor Room 1114	Canon Ir 5050 Digital Copier	B/W	50	2/28/2011	2,377	
Lyles College Engineering, Engineering East - Room 163	Canon Ir 5050 Digital Copier	B/W	50	2/28/2011	14,982	
Information Technology Services, McKee Fisk - Room 137	Canon Ir 5050 Digital Copier	B/W	50	2/28/2011	1,322	
Accounting Services, Joyal Administration - Room 181	Canon Ir 5050n Digital Copier	B/W	50	2/28/2011	8,145	
KSOEHD - Office of the Associate Dean, Education - Room 205	Canon Ir Advance C5051 Base Model	Color	51	2/28/2011	20,025	687
Social Sciences, Spical Sciences Building - Room 108	Canon Ir Advance C5051 Base Model	Color	51	2/28/2011	1,164	337
Modern & Classical Languages & Literature, Peters Business - Room 393	Canon Ir Advance C5051 Base Model	Color	51	2/28/2011	18,664	243
Public Health, McLane Hall - Room 184	Canon Ir Advance C5051 Base Model	Color	51	4/18/2012	10,304	1,851
Smittcamp Family Honors College, McLane Hall - Room 200	Canon Ir Advance C5051 Base Model	Color	51	8/6/2012	4,048	2,079
Criminology, Science II - Room 159	Canon Ir Advance C5051 Base Model	Color	51	1/22/2013	13,929	504

Geography & City & Regional Planning, science - Room 182	Canon Ir Advance C5051 Base Model	Color	51	1/22/2013	11,087	30
Development Office, Keats Campus - Room 101	Canon Ir Advance C5051 Base Model	Color	51	6/25/2014	3,074	2,528
Procurement & Support Services, Joyal Administration - Room 161	Canon Ir Advance C5051 Base Model	Color	51	5/27/2015	553	28
Mathematics, Peters Business - Room 381	Canon Ir Advance C5051 Base Model	Color	51	8/14/2015	24,684	18
Earth & Environmental Services, Science II - Room 114	Canon Ir C5180i Color Copier	Color	51	3/29/2012	9,937	1,927
Graduate Studies, Frank W. Thomas - Rom 132	Canon Ir C5185 Color Copier	Color	51	11/8/2013	4,509	1,978
Jordan Colege of Agicultural Sciences & Technology, Agricultural Sciences - Room 102	Canon Ir C5185i Color Copier	Color	51	2/27/2012	2,642	2,077
Political Science, Woman Studies, Mckee Fisk - Room 244	Canon Ir C5185i Color Copier	Color	51	2/24/2015	12,032	190
Communicative Disorders & Deaf Studies, Professinal & Human Services - Room 252	Canon Ir 5055 Digital Copier	B/W	55	2/28/2011	11,697	
KSOEHD - Office of the Associate Dean, Education - Room 205	Canon Ir 5055 Digital Copier	B/W	55	2/28/2011	3,368	
Procurement & Support Services, Joyal Administration - Room 161	Canon Ir 5055 Digital Copier	B/W	55	2/28/2011	7,695	
Computer Science, Science II - Room 255	Canon Ir 5055 Digital Copier	B/W	55	2/28/2011	4,332	
Health & Human Services, McLane Hall - Room 178	Canon Ir 5055 Digital Copier	B/W	55	2/28/2011	2,932	
Human Resources, Joyal Administration - Room 211	Canon Ir 5055 Digital Copier	B/W	55	2/28/2011	23,090	

Financial Aid, Joyal Administration (North Lobby)	Canon Ir 5055 Digital Copier	B/W	55	2/28/2011	8,106	
Lyles College Engineering, Engineering East - Room 163	CanonIr 5055 Digital Copier	B/W	55	2/28/2011	9,920	
Plant Science, Agricultural Sciences - Room 222	Canon Ir 5055 Digital Copier	B/W	55	2/28/2011	16,558	
Plant Science, Agricultural Sciences - Room 222	Canon Ir 5055 Digital Copier	B/W	55	2/28/2011	15,886	
Career Development, Frank W. Thomas - Room 103	Canon Ir 5055 Digital Copier	B/W	55	2/28/2011	18,463	
Philosophy, Music - Room 102	Canon Ir 5055 Digital Copier	B/W	55	2/28/2011	7,729	
Social Work Education, Professional & Human Services - Room 128	Canon Ir 5055 Digital Copier	B/W	55	2/28/2011	12,057	
Health Center, Student Health Center	Canon Ir 5055 Digital Copier	B/W	55	2/28/2011	9,574	
Art & Design, Conley Art - Room 105	Canon Ir 5055 Digital Copier	B/W	55	2/28/2011	8,160	
North Gym - Athletics Equipment Room - Room 119	Canon Ir 5055 Digital Copier	B/W	55	2/28/2011	11,084	
International Student Services & Programs, Joyal Administration - Room 256	Canon Ir 5055 Digital Copier	B/W	55	2/28/2011	4,007	
Health & Human Services, McLane Hall - Room 178	Canon Ir 5055 Digital Copier	B/W	55	4/19/2011	5,047	
Child, Family & Consumer Sciences, Family/Food Sciences - Room 111	Canon Ir 5055 Digital Copier	B/W	55	11/29/2010	9,838	
American English Institute, Lab School - Room 130	Canon Ir Advance C5255 Base Model	Color	55	1/17/2014	7,272	102
Administrative Services, Haak Center - Library 4140 - West Wing	Canon Ir Advance C7055 Base Model	Color-Production	55	10/27/2011	5,634	6,152

English, Peters Business - Room 382	Canon Ir Advance C7055 Base Model	Color-Production	55	4/28/2014	16,675	1,294
Academic Affairs, Haak Center - Library - Room 4116	Canon Ir Advance C7055 Base Model	Color-Production	55	5/27/2014	9,957	2,968
Office of the President, Haak Center - Library - Room 4104	Canon Ir Advance C7055 Base Model	Color-Production	55	5/27/2014	3,860	1,940
Biology, Science - Room 106	Canon Ir Advance C7055 Base Model	Color-Production	55	5/27/2014	19,665	764
Craig School of Business, Peters Business - Room 282	Canon Ir 5065 Digital Copier	B/W	65	2/28/2011	10,961	
Chemistry, Science - Room 380	Canon Ir 5065 Digital Copier	B/W	65	6/24/2011	35,826	
Procurement & Support Services, Joyal Administration - Room 161	Canon Ir Advance 6065 Base Model	B/W	65	2/28/2011	3,354	
Lyles College Engineering, Engineering East - Room 163	Canon Ir 5075 Digital Copier	B/W	75	2/28/2011	13,806	
History, Social Sciences - Room 101	Canon Ir 5075 Digital Copier	B/W	75	3/29/2012	7,868	
Kinesiology, South Gym - Room 112	Canon Ir 5075 Digital Copier	B/W	75	1/4/2013	20,483	
Student Success Services, Joyal Administration - Room 224	Canon Ir 5075 Digital Copier	B/W	75	3/8/2013	102	
Physics, McLane Hall - Room 173	Canon Ir 5075 Digital Copier	B/W	75	9/6/2013	14,903	
Curriculum & Instruction, Education - Room 250	Canon Ir 7095 Digital Copier	B/W	95	2/28/2011	25,385	
Theatre Arts, Speech Arts - Room 33	Canon Ir 7095 Digital Copier	B/W	95	2/28/2011	23,168	
Psychology, Science II - Room 312	Canon Ir 7095 Digital Copier	B/W	95	2/28/2011	30,612	
Music, Music - Room 134	Canon Ir 7095 Digital Copier	B/W	95	9/6/2013	24,370	
Craig School of Business, Peters Business - Room 282	Canon Ir Advance 8095 Base Model	B/W	95	3/5/2014	66,880	

CalState Teach, Education - Room 210	Canon Ir 7105 Digital Copier	B/W	105	2/28/2011	29,064	
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Totals 966,943 71,444

Customer	Address	Location	Item Number	Meter Type	Begin Meter	End Meter	Total Copies	AMV
Cal State University Fresno Print for Pay Henry Madden Library	5200 N Barton	Library 1st Floor Reference Area	IR 4025B	BW101	499	532545	532,046	19,705
Cal State University Fresno Print for Pay Henry Madden Library	5200 N Barton	2nd Floor Quiet Study Area	IR 4025B	BW101	528	96243	95,715	3,545
Cal State University Fresno Print for Pay McKee Fisk	2225 E San Ramon	Univ Student Union South	IR 4025B	BW101	560	35764	35,204	1,304
Cal State University Fresno Print for Pay Henry Madden Library	5200 N Barton	Library	IR 4025B	BW101	569	70343	69,774	2,584
Cal State University Fresno Print for Pay Family Food Science	5300 N Campus Dr	Family Food Science 118	IR 4025B	BW101	564	36620	36,056	1,335
Cal State University Fresno Print for Pay Henry Madden Library	5200 N Barton	Library 3rd Floor Music/Media	IR 4025B	BW101	547	102811	102,264	3,788
Cal State University Fresno Print for Pay Henry Madden Library	5200 N Barton	Library Collections (Basement)	IR 4035B	BW101	561	76311	75,750	2,806
Cal State University Fresno Print for Pay Univ Student Union Lobby	5280 N Jackson	Student Union	IR 4035B	BW101	590	101597	101,007	3,741
Cal State University Fresno Print for Pay Henry Madden Library	5200 N Barton	Library 2nd Floor	IR 4035B	BW101	506	309325	308,819	11,438
Cal State University Fresno Print for Pay Residence Housing	5152 N Barton	Residence Housing (Atrium)	IR 4035B	BW101	611	120805	120,194	4,452
Cal State University Fresno Print for Pay Henry Madden Library	5200 N Barton	LIBRARY 1ST FLOOR Library Collections Staircase (Basement)	IR 4045B	B\W	1774	584598	582,824	20,097
Cal State University Fresno Print for Pay Henry Madden Library	5200 N Barton	Library 1st Floor	IR 4045B	BW101	503	198675	198,172	7,340
Cal State University Fresno Print for Pay Peters Business Bldg	5245 N Becker	Peters Business 133	IR 4045B	BW101	579	639214	638,635	23,653
Cal State University Fresno Print for Pay Henry Madden Library	5200 N Barton	1st Floor Library	IR 4045B	BW101	580	127444	126,864	4,699
Cal State University Fresno Print for Pay Engineering East	2320 E San Ramon	Engineering East 167	SCX-5935NX	B\W	14779	32383	17,604	652
Cal State University Fresno Print for Pay Univ Student Union Lobby	5280 N Jackson	Bulldog Card	SCX-5935NX	B\W	100	23892	23,792	881
Cal State University Fresno Print for Pay Engineering East	2320 E San Ramon	Engineering East 284	SCX-5935NX	B\W	25	54301	54,276	2,010
Cal State University Fresno Print for Pay Peters Business Bldg	5245 N Becker	Peters Business 031	SCX-5935NX	B\W	25	1830	1,805	67
Cal State University Fresno Print for Pay Science II	2576 E San Ramon	SCIENCE II 321	SCX-5935NX	B\W	25	16095	16,070	595
Cal State University Fresno Print for Pay Education	5005 N Maple	EDUCATION 420	SCX-5935NX	B\W	25	43565	43,540	1,613
Cal State University Fresno Print for Pay McLane Hall	2345 E San Ramon	MCLANE HALL 240	SCX-5935NX	B\W	25	2296	2,271	84
Cal State University Fresno Print for Pay Agriculture Sciences	2415 E San Ramon	AG SCIENCE 101	SCX-5935NX	B\W	25	10042	10,017	371
Cal State University Fresno Print for Pay Agriculture Sciences	2415 E San Ramon	Agricultural Sciences 229	SCX-5935NX	B\W	25	5004	4,979	184
Cal State University Fresno Print for Pay McLane Hall	2345 E San Ramon	MCLANE HALL 134 (W)	SCX-5935NX	B\W	25	5197	5,172	192
Cal State University Fresno Print for Pay Science II	2576 E San Ramon	SCIENCE II 319	SCX-5935NX	B\W	25	7032	7,007	260
Cal State University Fresno Print for Pay Viticulture Research	2360 E Bastrow	VITICULTURE 115	SCX-5935NX	B\W	25	2542	2,517	93
Cal State University Fresno Print for Pay Engineering West	5005 N Maple	ENGINEERING WEST 113	SCX-5935NX	B\W	25	12078	12,053	446
Cal State University Fresno Print for Pay Education	5005 N Maple	Education 186	SCX-5935NX	B\W	25	21913	21,888	811
Cal State University Fresno Print for Pay McKee Fisk	2225 E San Ramon	MCKEE FISK 241	SCX-5935NX	B\W	25	9501	9,476	351
Cal State University Fresno Print for Pay McKee Fisk	2225 E San Ramon	MCKEE FISK 242	SCX-5935NX	B\W	25	7551	7,526	279
Cal State University Fresno Print for Pay Science Bldg	2555 E San Ramon	SCIENCE 1 LOBBY (2ND FLOOR)	SCX-5935NX	B\W	25	4853	4,828	179
Cal State University Fresno Print for Pay Henry Madden Library	5200 N Barton	LIBRARY LAB ROOM 1202 (1ST FLOOR)	SCX-5935NX	B\W	25	9461	9,436	349
Cal State University Fresno Print for Pay Social Science	5340 N Campus Dr	SOCIAL SCIENCE 202	SCX-5935NX	B\W	25	12992	12,967	480
Cal State University Fresno Print for Pay Engineering East	2320 E San Ramon	Engineering East 376	SCX-5935NX	B\W	25	29842	29,817	1,104
Cal State University Fresno Print for Pay Ind Tech	2255 E Bastrow	INDUSTRIAL TECHNOLOGY 512	SCX-5935NX	B\W	25	1537	1,512	56
Cal State University Fresno Print for Pay Science II	2576 E San Ramon	SCIENCE II ATRIUM LOBBY	SCX-5935NX	B\W	25	13539	13,514	501
Cal State University Fresno Print for Pay Henry Madden Library	5200 N Barton		IR C2225B	BW109	324	156817	156,493	5,796
Cal State University Fresno Print for Pay Henry Madden Library	5200 N Barton		IR C2225B	CLR124	100	73182	73,082	2,707
Cal State University Fresno Print for Pay Peters Business Bldg	5245 N Becker	Peters Business 133	IR C2225B	BW109	624	90006	89,382	3,310
Cal State University Fresno Print for Pay Peters Business Bldg	5245 N Becker	Peters Business 133	IR C2225B	CLR124	300	11173	10,873	403
Cal State University Fresno Print for Pay Engineering East	2320 E San Ramon	Engineering East 376	IR C2225B	BW109	511	29067	28,556	1,058
Cal State University Fresno Print for Pay Engineering East	2320 E San Ramon	Engineering East 376	IR C2225B	CLR124	300	11153	10,853	402
Cal State University Fresno Print for Pay Henry Madden Library	5200 N Barton	Library	IR C2225B	BW109	389	22624	22,235	824
Cal State University Fresno Print for Pay Henry Madden Library	5200 N Barton	Library	IR C2225B	CLR124	105	10913	10,808	400
Total BW							133,032	
Total Color							3,912	
Total Volumes							136,944	

Note: all devices have the ability to scan, have hard drive erase, and surge protectors

Equipment List		
Model & Accessories	Speed	Color Noted
IR C2880I	28	Color
4 X 550 sheet tray		
Internal Finisher		
PCL Print/Scan		
IR 5055	55	
SEND KIT F1		
Fax Board		
External finisher		
PUNCHER AT1		
UFR2 PCL R2		
IR 3245I	45	
fax board		
4 X 550 sheet trays		
PUNCHER M1		
External finisher		
PCL Print/Scan		
IR 3235I	35	
fax board		
4 X 550 sheet trays		
PCL Print/Scan		
IR 1023IF	23 - desktop no 11x17	
Print/Scan/Fax		
IR 1025N	23 - desktop no 11x17	
Print		
IR 3045	45	
4 X 550 sheet trays		
Internal finisher		
PCL/PostScript		
IR 1023IF	23 - desktop no 11x17	
Print/Scan/Fax		
IR C5255	55	Color
FINISHER J1 BKLET		
SIDE PED B2		
4 X 550 sheet trays		
PS PRINT AR1		
PUNCHER B2		
512MEM TYPE D		
IR 1025IF	23 - desktop no 11x17	
Print/Scan/Fax		
IR 3025	25	
IR CAB P1		

Fax Board		
PCL/PostScript		
DADF N1		
IR 3025	25	
IR CAB P1		
Internal finisher		
PCL/PostScript		
DADF N1		
IR 2525	25	
DADF AB1		
IR CAB P1		
Internal finisher		
Print/Scan		
IR 3025	25	
IR CAB P1		
Fax Board		
Internal finisher		
PCL/PostScript		
DADF N1		
IR 3025	25	
IR CAB P1		
Fax Board		
Internal finisher		
SEND/UFR2 PCL PRINT B1		
DADF N1		
IR 3025	25	
Internal finisher		
SEND KIT G1 3045		
IR CAB P1		
Fax Board		
PS PRINT S1		
DADF N1		
UFR2 PCL S1		
IR 3030	30	
Internal finisher		
SEND KIT G1 3045		
IR CAB P1		
DADF N1		
PCL S1		
HDD ERASE B1		
IR 3030	30	
ENV FEED C2		
4 X 550 sheet trays		
Internal finisher		
Fax Board		
PCL/PostScript		
DADF N1		

IR 3030	30	
Internal finisher		
SEND KIT G1 3045		
IR CAB P1		
DADF N1		
PCL S1		
IR 3030	30	
SEND KIT G1 3045		
PS PRINT S1		
4 X 550 sheet trays		
Fax Board		
Internal finisher		
DADF N1		
PCL S1		
IR 3030	30	
SEND KIT G1 3045		
4 X 550 sheet trays		
Fax Board		
Internal finisher		
DADF N1		
PCL S1		
IR 3030	30	
SEND KIT G1 3045		
4 X 550 sheet trays		
Internal finisher		
DADF N1		
PCL S1		
IR 3030	30	
SEND KIT G1 3045		
Fax Board		
4 X 550 sheet trays		
Internal finisher		
DADF N1		
PCL S1		
IR 3030	30	
SEND KIT G1 3045		
IR CAB P1		
Internal finisher		
DADF N1		
PCL S1		
IR 3035	35	
4 X 550 sheet trays		
Fax Board		
PUNCHER R1		
Internal finisher		
PCL/PostScript		
IR 3035	35	
4 X 550 sheet trays		
Internal finisher		
SEND/UFR2 PCL PRINT B1		
IR 3035	35	
SEND KIT G1 3045		
Fax Board		

4 X 550 sheet trays		
Internal finisher		
PCL S1		
IR 3035	35	
SEND KIT G1 3045		
4 X 550 sheet trays		
Internal finisher		
PCL S1		
IR 3035	35	
4 X 550 sheet trays		
Internal finisher		
PCL/PostScript		
IR 3035	35	
Fax Board		
Internal finisher		
PCL/PostScript		
4 X 550 sheet trays		
IR 3035	35	
IR CAB P1		
Fax Board		
PCL/PostScript		
Internal finisher		
IR 3035	35	
4 X 550 sheet trays		
Internal finisher		
SEND/UFR2 PCL PRINT B1		
IR 3045	45	
Fax Board		
HDD ENC B4		
4 X 550 sheet trays		
PCL/PostScript		
IR 3045	45	
4 X 550 sheet trays		
Fax Board		
Internal finisher		
PCL/PostScript		
IR 3045	45	
Fax Board		
HDD ENC B4		
4 X 550 sheet trays		
PCL/PostScript		
External finisher		
IR 3045	45	
Fax Board		
PUNCHER R1		
4 X 550 sheet trays		
Internal finisher		

SEND/UFR2 PCL PRINT B1		
IR 3225	25	
CLR SEND P1		
IR CAB P1		
DADF U1		
PCL AA1		
IR 3230	30	
512MEM TYPE A		
CLR SEND P1		
DADF U1		
4 X 550 sheet trays		
Internal finisher		
PCL AA1		
PS PRINT AA1		
Internal finisher		
IR 3235	35	
CLR SEND P1		
4 X 550 sheet trays		
PCL AA1		
IR 3235I	35	
Internal finisher		
fax board		
IR CAB P1		
PCL Print/Scan		
IR 3235I	35	
fax board		
4 X 550 sheet trays		
Internal finisher		
PCL Print/Scan		
IR 3245	45	
SEND/PCL PRINT D1		
IR CAB P1		
Internal finisher		
fax board		
IR 3245I	45	
Internal finisher		
4 X 550 sheet trays		
PCL Print/Scan		
IR 3245I	45	
Internal finisher		
4 X 550 sheet trays		
PUNCHER R1		
PCL Print/Scan		
IR 5050	50	
External finisher		
PUNCHER AT1		
PCL/PostScript		

IR 5050	50	
PUNCHER AT1		
External finisher		
PCL/PostScript		
IR 5050	50	
External finisher		
PUNCHER AT1		
SEND KIT F1		
UFR2 PCL R2		
IR 5050	50	
External finisher		
PUNCHER AT1		
SEND KIT F1		
PCL S1		
IR 5050	50	
External finisher		
SEND KIT F1		
PUNCHER AT1		
Fax Board		
PCL S1		
IR 5050N	50	
SEND KIT H1		
PUNCHER AT1		
PCL S1		
External finisher		
Fax Board		
IR 5055	55	
External finisher		
PUNCHER AT1		
SEND KIT F1		
PCL S1		
IR 5055	55	
FINISHER AD2 SADDLE		
SEND KIT F1		
Fax Board		
PUNCHER AT1		
PCL S1		
IR 5055	55	
SEND KIT F1		
PUNCHER AT1		
External finisher		
PCL S1		
SEND KIT F1		
IR 5055	55	
External finisher		
SEND KIT F1		
PUNCHER AT1		

Fax Board		
PCL S1		
IR 5055	55	
External finisher		
SEND KIT F1		
PUNCHER AT1		
PCL S1		
IR 5055	55	
SEND KIT F1		
External finisher		
PCL S1		
IR 5055	55	
SEND KIT F1		
PUNCHER AT1		
Fax Board		
External finisher		
PCL S1		
IR 5055	55	
PUNCHER AT1		
Fax Board		
External finisher		
PCL/PostScript		
IR 5055	55	
PCL/PostScript		
IR 5055	55	
PUNCHER AT1		
External finisher		
PCL/PostScript		
IR 5055	55	
External finisher		
SEND KIT F1		
PUNCHER AT1		
Fax Board		
PCL S1		
IR 5055	55	
External finisher		
PCL/PostScript		
IR 5055	55	
PUNCHER AT1		
External finisher		
PCL/PostScript		
IR 5055	55	
External finisher		
PCL/PostScript		
IR 5055	55	
External finisher		
PCL/PostScript		
IR 5055	55	
External finisher		
Fax Board	5	

PCL/PostScript		
IR 5055	55	
Fax Board		
External finisher		
PCL/PostScript		
IR 5055	55	
PUNCHER AT1		
Fax Board		
External finisher		
PCL/PostScript		
IR 5065	65	
External finisher		
PCL/PostScript		
IR 5065	65	
PUNCHER AT1		
Fax Board		
External finisher		
PCL/PostScript		
IR 5075	75	
Fax Board		
External finisher		
PUNCHER AT1		
SEND KIT F1		
PCL S1		
IR 5075	75	
Fax Board		
External finisher		
PUNCHER AT1		
PCL/PostScript		
IR 5075	75	
PUNCHER AT1		
Fax Board		
External finisher		
PCL/PostScript		
IR 5075	75	
Fax Board		
External finisher		
PUNCHER AT1		
PCL/PostScript		
IR 5075	75	
Fax Board		
External finisher		
PUNCHER AT1		
PCL/PostScript		
IR 6065B	65	
External Finisher		
SIDE PED A1		

PS PRINT AJ1		
Fax Board		
PUNCHER A1 EXT		
IR 7095	95	
SEND KIT E1		
PCL/PostScript		
External Finisher		
PUNCHER V1		
IR 7095	95	
SEND KIT E1		
PCL/PostScript		
External Finisher		
PUNCHER V1		
IR 7095	95	
PCL/PostScript		
SEND KIT E1		
PUNCHER V1		
FINISHER V2 SADDLE		
IR 7095	95	
SEND KIT E1		
PCL/PostScript		
FINISHER V2 SADDLE		
DOC INSERT C1		
PUNCHER V1		
IR 7105	105	
PCL/PostScript		
SEND KIT E1		
External Finisher		
IR 8095B	95	
SIDE PED C1		
External Finisher		
PS PRINT AH1		
PCL PRINT AH1		
PUNCHER BF1		
IR C2880	28	
4 X 550 sheet trays		
Internal Finisher		
Fax Board		
PCL PRINT Q2		
PS PRINT Q2		
IR C2880	28	
Internal Finisher		
4 X 550 sheet trays		
Fax Board		
DADF L1		
PCL PRINT Q2		
PS PRINT Q2		

IR C2880I	28	Color
IR CAB P1		
512RAM C1		
Internal Finisher		
PS PRINT Q2		
PCL Print/Scan		
IR C2880I	28	Color
PS PRINT Q3		
512RAM C1		
IR CAB P1		
Fax Board		
Internal Finisher		
PCL Print/Scan		
IR C2880I	28	Color
IR CAB P1		
Internal Finisher		
PCL Print/Scan		
IR C2880I	28	Color
FINISHER Y1		
INNER TRAY D1		
IR CAB P1		
Fax Board		
PCL Print/Scan		
IR C2880I	28	Color
PS PRINT Q3		
512RAM C1		
IR CAB P1		
Fax Board		
PUNCHER M1		
External Finisher		
IR C3080	30	Color
PCL PRINT Q3		
Internal Finisher		
Fax Board		
DADF L1		
4 X 550 sheet trays		
IR C3080I	30	Color
IR CAB P1		
Fax Board		
PCL Print/Scan		
IR C3080I	30	Color
4 X 550 sheet trays		
Internal Finisher		
Fax Board		
PCL Print/Scan		
IR C3380I	33	Color
4 X 550 sheet trays		

Fax Board		
Internal Finisher		
PCL Print/Scan		
IR C3480I	34	Color
PS PRINT Q3		
512RAM C1		
Internal Finisher		
4 X 550 sheet trays		
PCL Print/Scan		
IR C4080	40	Color
IMAGEPASS H1		
4 X 550 sheet tray Z2		
FINISHER W2 SADDLE		
PCL Print/Scan		
IR C4080	40	Color
PCL S1		
FINISHER W2 SADDLE		
PUNCHER AH1		
IR C4080I	40	Color
4 X 550 sheet tray Z1		
External finisher		
PCL Print/Scan		
IR C4080I	40	Color
Fax Board		
4 X 550 sheet tray Z2		
FINISHER W2 SADDLE		
PUNCHER AH1		
PCL Print/Scan		
IR C4080I	40	Color
Fax Board		
4 X 550 sheet tray Z1		
External Finisher		
PUNCHER AH1		
PCL Print/Scan		
IR C4080I	40	Color
512RAM C1		
G3 SUPER V2		
4 X 550 sheet tray Z2		
PS PRINT N2		
FINISHER W2 SADDLE		
PUNCHER AH1		
PCL Print/Scan		
IR C4580 V2V3	45	Color
512RAM C1		
G3 SUPER V2		
4 X 550 sheet tray Z2		
PS PRINT N2		

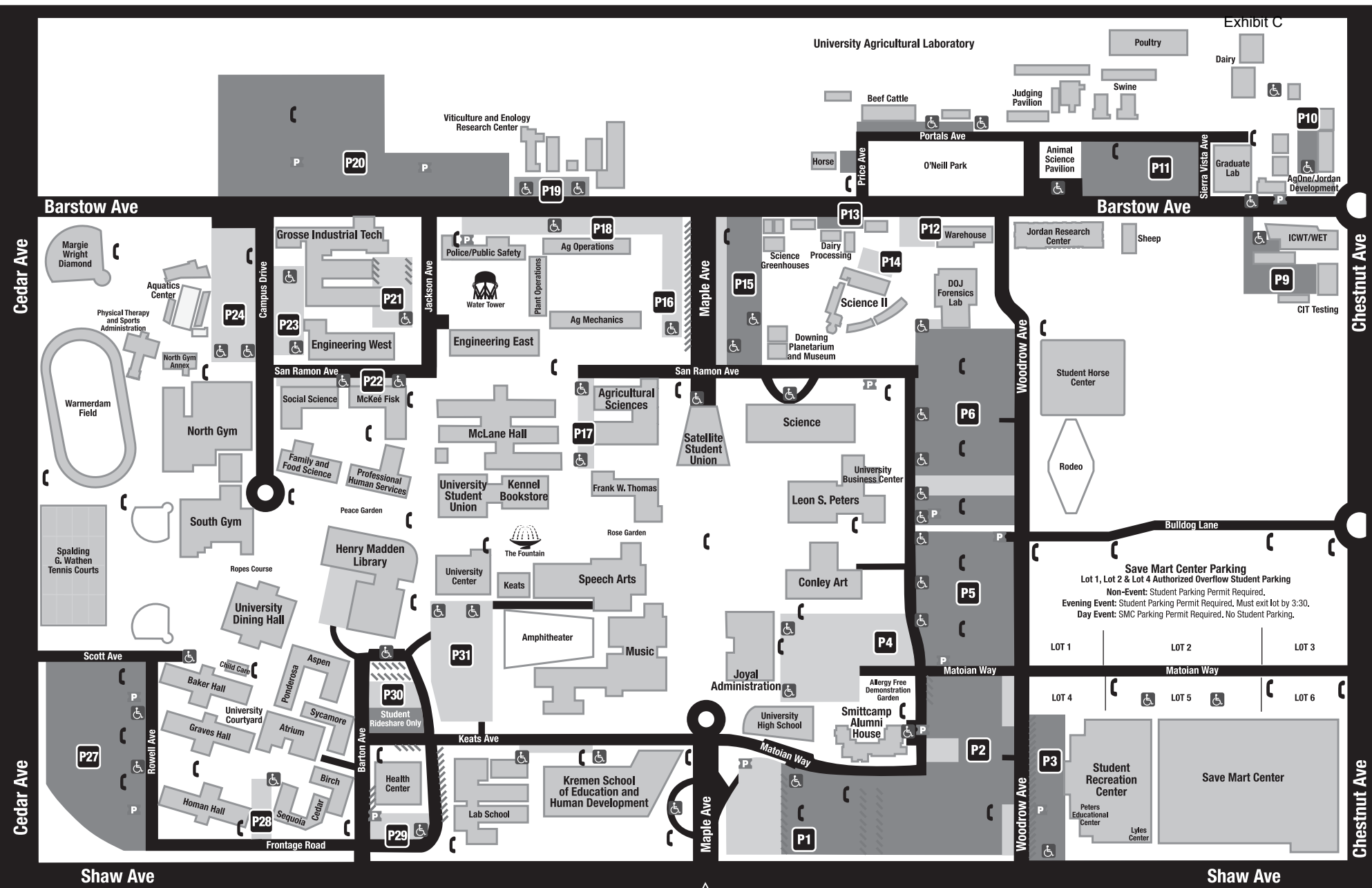
External finisher		
PUNCHER AH1		
PCL S1		
AUTH SEND V4.3 1 LIC		
IR C5030B	30	Color
4 X 550 sheet trays		
PUNCHER B2		
External finisher		
PS PRINT AE1		
IR C5035B	35	Color
PCL PRINT AE1		
Inner Finisher		
4 X 550 sheet trays		
IR C5045B	45	Color
FINISHER C1 BKLET		
4 X 550 sheet trays		
PS PRINT AE1		
IR C5045B	45	Color
512MEM TYPE B		
PUNCHER B2		
4 X 550 sheet trays		
External finisher		
Fax Board		
PCL PRINT AE1		
PS PRINT AE1		
IR C5045B	45	Color
PUNCHER B2		
4 X 550 sheet trays		
External finisher		
Fax Board		
PCL PRINT AE1		
IR C5045B	45	Color
External finisher		
4 X 550 sheet trays		
PS PRINT AE1		
PCL PRINT AE1		
PUNCHER B2		
512MEM TYPE B		
IR C5045B	45	Color
4 X 550 sheet trays		
PS PRINT AE1		
PCL PRINT AE1		
Fax Board DUAL		
512MEM TYPE B		
PUNCHER B2		
External finisher		
Fax Board		

IR C5045B	45	Color
PCL PRINT AE1		
External finisher		
Fax Board		
4 X 550 sheet trays		
512MEM TYPE B		
PS PRINT AE1		
IR C5051B	51	Color
External finisher		
PS PRINT AE1		
Fax Board		
512MEM TYPE B		
4 X 550 sheet trays		
IR C5051B	51	Color
External finisher		
PS PRINT AE1		
Fax Board		
PUNCHER B2		
512MEM TYPE B		
4 X 550 sheet trays		
IR C5051B	51	Color
External finisher		
4 X 550 sheet trays		
PS PRINT AE1		
Fax Board		
PUNCHER B2		
512MEM TYPE B		
PCL PRINT AE1		
IR C5051B	51	Color
PUNCHER B2		
PCL PRINT AE1		
External finisher		
4 X 550 sheet trays		
IR C5051B	51	Color
Inner Finisher		
4 X 550 sheet trays		
PS PRINT AE1		
Fax Board		
512MEM TYPE B		
IR C5051B	51	Color
FINISHER C1 BKLET		
4 X 550 sheet trays		
PS PRINT AE1		
PUNCHER B2		
512MEM TYPE B		
IR C5051B	51	Color
External finisher		

4 X 550 sheet trays		
PS PRINT AE1		
Fax Board		
PCL PRINT AE1		
512MEM TYPE B		
IR C5051B	51	Color
External finisher		
4 X 550 sheet trays		
PS PRINT AE1		
PUNCHER B2		
512MEM TYPE B		
IR C5051B	51	Color
Fax Board		
PCL PRINT AE1		
4 X 550 sheet trays		
External finisher		
IR C5051B	51	Color
PCL PRINT AE1		
External finisher		
Fax Board		
4 X 550 sheet trays		
512MEM TYPE B		
PS PRINT AE1		
IR C5180I	51	Color
PS PRINT N2		
G3 SUPER V2		
4 X 550 sheet tray Z1		
External finisher		
PUNCHER AH1		
IR C5185	51	Color
4 X 550 sheet tray Z2		
IMAGEPASS H1		
External finisher		
PUNCHER AH1		
IR C5185I	51	Color
Fax Board		
4 X 550 sheet tray Z2		
External finisher		
PUNCHER AH1		
PCL Print/Scan		
IR C5185I	51	Color
512RAM C1		
Fax Board		
4 X 550 sheet tray Z2		
PS PRINT N2		
External finisher		
PUNCHER AH1		

IR C5240	40	Color
IR CAB TYPE B1		
Fax Board		
FINISHER E1 INNER		
PCL PRINT AR1		
IR C7055B	55	Color
512MEM TYPE B		
External Finisher		
PUNCHER A1 EXT		
Fax Board		
PS PRINT AD1		
IR C7055B	55	Color
External Finisher		
Fax Board		
PCL		
IR C7055B	55	Color
PUNCHER A1 EXT		
PS PRINT AD1		
512MEM TYPE B		
External Finisher		
IR C7055B	55	Color
Fax Board		
SEND PDF SRCH D1		
PCL PRINT AD1		
External Finisher		
IR C7055B	55	Color
Fax Board		
SEND PDF SRCH D1		
PCL PRINT AD1		
External Finisher		
IR C3080I	30	Color
Fax Board		
PS PRINT Q3		
4 X 550 sheet trays		
Internal Finisher		
IR C2880I	28	Color
IR CAB P1		
Fax Board		
Internal Finisher		
PCL Print/Scan		
IR 1023IF	23 - desktop no 11x17	
Print/Scan/Fax		
IR C5235	35	Color
FINISHER J1 STAPLE		
4 X 550 sheet trays		
Fax Board		
PCL PRINT AR1		

PUNCHER B2		
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Green Permit (Student/Public Parking)	Blue Permit (Disabled Parking)	Short Term Parking	Parking Meters
Yellow Permit (Employee Parking)	Gold Permit (Special Use Parking)	Daily Parking Permit Dispensers	Emergency Telephone
			Auxiliary Services