



**Purchasing Division
200 W. Willis Street
Leander, TX 78641
www.leandertx.gov**

Solicitation #S15-022

**INVITATION FOR BID
CITYWIDE MULTIFUNCTION DEVICES (COPY/PRINT/SCAN/FAX)**

Responses Due: August 27, 2015



**INVITATION FOR BID
CITYWIDE MULTIFUNCTION DEVICES (COPY/PRINT/SCAN/FAX)**

**PART I
GENERAL**

1. **PURPOSE:** The City of Leander, herein after “City”, seeks to **LEASE** from a qualified Individual, Firm or Corporation, herein after “Respondent, to provide multifunction copier equipment, herein “Devices”, maintenance services and associated consumable supplies. The list of Devices needed for each department can be found on Attachment C.

Proposals must include an “all-in” monthly cost per unit to include monthly lease price, scheduled maintenance, unlimited repair services and all toner supplies delivered to the City’s location.

The City seeks to maintain quality, reliability and efficiency for its office equipment. With this goal in mind several manufacturers have been specified herein to establish the City’s minimum critical requirements and performance standards of the Devices. Any example shown is listed to show functionality, type and class of equipment desired only. **Alternate equivalent items will be considered.**

Respondents are cautioned that any equipment recommended or installed which does not meet specifications in every aspect will not be considered or accepted. City staff can approve or disapprove of alternate equivalent manufacturer recommendations.

2. **BACKGROUND:** The City of Leander maintains various office locations throughout the City. Each location requires a Device for the purpose of copying, printing and scanning.
3. **DEFINITIONS, TERMS AND CONDITIONS:** By submitting a response to this solicitation, the Respondent agrees that the City’s standard Definitions, Terms and Conditions, in effect at the time of release of the solicitation, shall govern but shall be superseded by those terms and conditions specifically provided for otherwise within this solicitation, in a separate agreement or on the face of a purchase order. The City’s Definitions, Terms and Conditions are herein made a part of this solicitation and can be found on the City’s website by visiting <http://www.leandertx.gov/rfps>.
 - 3.1. Any exception to or additional terms and conditions attached to the response will not be considered unless respondent specifically references them on the front of the Solicitation Document. **WARNING:** Exception to or additional terms and conditions may result in disqualification of the response.
4. **ATTACHMENTS:** Attachments A through C are herein made a part of this solicitation:
 - 4.1. Attachment A: Reference Form
 - 4.2. Attachment B: Bid Form
 - 4.3. Attachment C: Equipment and Specification List
5. **CLARIFICATION:** For questions or clarifications of specifications, you may contact:

Joy Simonton
Purchasing Agent
City of Leander
Telephone: 512-528-2730
jsimonton@leandertx.gov

The individual listed above may be contacted by telephone or visited for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to solicitation opening without written approval of the City of Leander through the Purchasing Department.

6. **GOODS:** Respondent warrants and agrees that all equipment and materials supplied hereunder shall be **NEW** and manufactured and produced in compliance with the laws, regulations, codes, terms, standards, and/or requirements of all Federal, State, and local authorities, and all other authorities having jurisdiction, and that performance of goods shall be in accordance with the above laws, regulations, codes, terms, standards, and/or requirements, and agrees upon request, to furnish the City a certificate of compliance therewith in such forms as the City may require.
7. **ALTERNATE EQUIVALENT:** The City seeks to maintain quality, reliability and efficiency within its office equipment. With this goal in mind several manufacturer's have been specified herein to establish the City's minimum critical requirements and performance standards. Any example shown is listed to show type and class of equipment desired only. Alternate equivalent items will be considered. Examples shown are intended to establish a level of quality and is not to be interpreted as a preference for a particular brand. The items offered must be equivalent as to function, basic design, type and quality assembly, and any required dimensions.
8. **MODIFICATION AND WITHDRAWAL OF BID:** A bid may be modified or withdrawn written notice provided to the Purchasing Agent prior to the date and time for the opening of the bids. If within 24 hours after bids are opened any respondent files written notice with Purchasing Agent and promptly demonstrates to the reasonable satisfaction of Purchasing Agent that there was a material and substantial mistake in the preparation of the bid, that respondent may withdraw the bid. In this event, if the solicitation is re-issued, that respondent may be disqualified from rebidding the solicitation.
9. **RESPONDENT REQUIREMENTS:** The opening of a solicitation shall not be construed as the City's acceptance of such as qualified and responsive.
 - 9.1. Respondents shall be firms, corporations, individuals or partnerships normally engaged in the lease and distribution of multifunction copy/print/scan/fax devices.
10. **AGREEMENT TERM AND CANCELLATION:** The terms of the awarded agreement shall include but not be limited to the following:
 - 10.1. The term "agreement" shall mean the executed contract awarded as a result of this solicitation and all exhibits thereto. At a minimum, the following documents will be incorporated into the agreement:
 - 10.1.1. Solicitation document, attachments and exhibits;
 - 10.1.2. Solicitation addendums, if applicable;
 - 10.1.3. City's Definitions, Terms and Conditions;
 - 10.1.4. Successful Respondent's submission.
 - 10.2. The initial term of the resulting agreement shall be three (3) consecutive twelve (12) month periods from the effective date. The agreement may be renewed month-to-month for up to eighteen (18) months with written notice from City.
 - 10.3. If the Respondent fails to perform its duties in a reasonable and competent manner, the City shall give written notice to the Respondent of the deficiencies and the successful Respondent shall have thirty (30) days to correct such deficiencies. If the Respondent fails to correct the deficiencies within the thirty (30) days, the City may terminate the agreement by giving the Respondent written notice of termination and the reason for the termination.
11. **PRICE INCREASE:** A price increase to the agreement shall not be permitted.

12. **AWARD:** The City reserves the right to enter into an Agreement or a Purchase Order with a single award, split awards, non-award, or use any combination that best serves the interest and at the sole discretion of the City.
- 12.1. Award announcement will be made upon City Council approval of staff recommendation and executed agreement. Award announcement will appear on the City's website at <http://www.leandertx.gov/rfps>.
13. **QUANTITIES:** The quantities shown on the solicitation are estimates only. No guarantee of any minimum or maximum volume is made or implied. The City shall only order the goods needed to satisfy operating requirements within budgetary constraints, which may be more or less than indicated.
14. **DELIVERY AND ACCEPTANCE:** Acceptance inspection of each deliverable should not take more than thirty (30) working days. The vendor will be notified within this time frame if the goods delivered are not in full compliance with the specifications. If any agreement or purchase order is canceled for non-acceptance, the needed good may be purchased elsewhere and the vendor may be charged full increase, if any, in cost and handling.
15. **PROMPT PAYMENT POLICY:** Payments will be made in accordance with the Texas Prompt Payment Law, Texas Government Code, Subtitle F, Chapter 2251. The City will pay Vendor within thirty days after the acceptance of the supplies, materials, equipment, or the day on which the performance of services was completed or the day, on which the City receives a correct invoice for the supplies, materials, equipment or services, whichever is later. The Vendor may charge a late fee (fee shall not be greater than that which is permitted by Texas law) for payments not made in accordance with this prompt payment policy; however, this policy does not apply to payments made by the City in the event:
- 15.1. There is a bona fide dispute between the City and Vendor concerning the supplies, materials, services or equipment delivered or the services performed that causes the payment to be late; or
- 15.2. The terms of a federal agreement, grant, regulation, or statute prevent the City from making a timely payment with Federal Funds; or
- 15.3. There is a bona fide dispute between the Vendor and a subcontractor or between a subcontractor and its suppliers concerning supplies, material, or equipment delivered or the services performed which caused the payment to be late; or
- 15.4. The invoice is not mailed to the City in strict accordance with instructions, if any, on the purchase order or agreement or other such contractual agreement.
16. **NON-APPROPRIATION:** The resulting Agreement is a commitment of the City's current revenues only. It is understood and agreed the City shall have the right to terminate the Agreement at the end of any City fiscal year if the governing body of the City does not appropriate funds sufficient to purchase the estimated yearly quantities, as determined by the City's budget for the fiscal year in question. The City may affect such termination by giving Vendor a written notice of termination at the end of its then current fiscal year.

PART II

SCHEDULE

1. **SOLICITATION SCHEDULE:** It is the City's intention to comply with the following solicitation timeline:

1.1. Solicitation released	July 30, 2015
1.2. Non-mandatory pre solicitation meeting	August 13, 2015
1.3. Vendor questions due to City	August 17, 2015
1.4. City responses to all questions or addendums	August 20, 2015
1.5. Responses for solicitation due at or before 3:00 PM	August 27, 2015

All questions regarding the solicitation shall be submitted in writing at or before 5:00 PM on the due date noted above. A copy of all the questions submitted and the City's response to the questions shall be posted on our webpage, <http://www.leandertx.gov/rfps>. Questions shall be submitted to the City contact named herein.

The City reserves the right to modify these dates. Notice of date change will be posted to the City's website.

2. **PRE-SOLICITATION MEETING:** A non-mandatory pre-solicitation meeting will be held to fully acquaint Respondents with the unique needs of the City. The pre-solicitation meeting will be conducted on:

August 13, 2015 at 10:00 AM CT

City of Leander

City Hall Building

200 W. Willis Street

Leander, TX 78641

- 2.1. The City considers this pre-solicitation meeting **non-mandatory**.
- 2.2. It is the responsibility of the Respondent to be familiar with the specifications herein and to ask any relevant questions they may have concerning this solicitation.
3. **SOLICITATION UPDATES:** Respondents shall be responsible for monitoring the City's website at <http://www.leandertx.gov/rfps> for any updates pertaining to the solicitation described herein. Various updates may include addendums, cancelations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.
4. **RESPONSE DUE DATE:** Signed and sealed responses are due at or before **3:00 PM**, on the date noted above to the Purchasing Department. Mail or carry sealed responses to:

FedEx, UPS or Hand Deliver to:

City of Leander

Purchasing Department

200 W. Willis

Leander, Texas 78641

Mail to:

City of Leander

**Purchasing Department
PO Box 319
Leander, TX 78646**

- 4.1. Responses received after this time and date shall not be considered.
 - 4.2. Sealed responses shall be clearly marked on the outside of packaging with the Solicitation title, number, due date and “**DO NOT OPEN**”.
 - 4.3. Facsimile or electronically transmitted responses are **not acceptable**.
 - 4.4. Late responses will be returned to Respondent unopened if return address is provided.
 - 4.5. Responses cannot be altered or amended after opening.
 - 4.6. No response can be withdrawn after opening without written approval from the City for an acceptable reason.
 - 4.7. The City will not be bound by any oral statement or offer made contrary to the written specifications.
5. **POST AWARD MEETING**: The City and Respondent shall have a post award meeting to discuss, but not be limited to the following:
- 5.1. Identify specific milestones, goals and strategies for installation and training.
6. **COSTS INCURRED**: Respondent shall acknowledge that the issuance of a solicitation shall in no way obligate the City to award a contract or to pay any costs associated with the preparation of a response to said solicitation. The costs in developing and submitting proposals, preparing for and participating in oral presentations or any other similar expenses incurred by a Respondent are the sole responsibility of the Respondent and shall not be reimbursed by the City.

PART III

SPECIFICATIONS

1. **SCOPE**: The City of Leander seeks to lease multifunction copier equipment, herein “Devices”, maintenance services and associated consumable supplies. The list of Devices needed for each department can be found on Attachment C.
2. **LEASE TERM**: Lease term shall be for thirty-six (36) months to terminate in October 2018. Lease term can be extended month-to-month for a maximum of eighteen (18) months beyond the initial term with no increase in price with written notice of extension from City to successful Respondent.
 - 2.1. City also seeks pricing on the alternate schedule of a forty-eight (48) month term with month-to-month extension.
3. **EQUIPMENT**: All equipment supplied by Respondent shall be newly manufactured with no used or refurbished parts. All proposed equipment shall provide, at a minimum, equal to or better performance specifications than are contained herein. As further specified in Attachment C, all digital Devices shall:
 - 3.1. Be capable of network printing, copying, scanning, faxing and e-mailing;
 - 3.2. Restrict user access by security codes for department volume tracking;
 - 3.3. Be capable of producing black and white and/or color documents as specified;
 - 3.3.1. Color shall be an option that can be selected or granted with system permissions.
 - 3.4. Provide automatic document feed;
 - 3.5. Be capable of producing single and/or double-sided documents;

- 3.6. Be capable of producing letter (8 ½ x 11 inches), legal (8 ½ x 14 inches) and ledger (11 x 17 inches) on white or color stock;
- 3.7. Provide a bypass tray for specialized stock;
- 3.8. Provide finishing options to include but not be limited to:
 - 3.8.1. Staple;
 - 3.8.2. Three-hole punch;
 - 3.8.3. Sorting and;
 - 3.8.4. Magazine folding (not required).
- 3.9. Provide high capacity 8 ½ x 11 paper trays with 500 to 3,000 sheet loading capacity.
- 3.10. Be capable of enlarging or reducing documents in preset increments;
- 3.11. Provide facsimile transmission of scan to email using PDF format;
 - 3.11.1. Device to provide ability to store pre-programmed email addresses into system;
 - 3.11.2. **Provide Optical Character Recognition (OCR);**
- 3.12. Provide e-mail alerts to designated City staff on low toner requiring replacements;
- 3.13. Automatic meter reads shall be transmitted to successful Respondent automatically for monthly or quarterly billing. **City shall not be required to manually take or transmit meter reads.**
4. **VOLUME AND PRICING:** Device pricing shall include minimum production capacities as specified on Attachment C.
 - 4.1. Pricing shall be for monthly lease rate inclusive of maintenance, repair, supplies and the minimum production volume indicated;
 - 4.2. If additional volume is available, Respondent shall indicate volume included;
 - 4.3. Pricing shall also provide per piece average cost for black and white and color copies per device as indicated;
 - 4.4. Pricing shall be fixed for the term of the agreement and any subsequent extension;
 - 4.5. No minimum production capacity shall be required.
 - 4.6. Invoicing for production overages shall be submitted to City on a quarterly basis and provide the department name or number associated with said overages.
5. **NETWORKING:** All digital Devices shall have the ability to connect to the City's network using Ethernet TCP/IP protocol.
 - 5.1. All Devices shall allow printing from any desktop computer from within the City's network.
6. **DEVICE MAINTENANCE:** Successful Respondent shall provide maintenance and repair services and support for all Devices.
 - 6.1. Maintenance and repair services shall commence upon delivery of the devices and shall be available for the duration of the lease;
 - 6.2. Telephone support number shall be provided for placing service calls;
 - 6.2.1. Telephone support shall be available from 8:00 AM – 5:00 PM CST excluding legal holidays;
 - 6.3. A six-hour (6) minimum on-site response time shall be provided for services calls;
 - 6.4. Each Devices shall maintain a minimum rate of 97% uptime per calendar quarter;
 - 6.5. Continually poor performing or problematic Devices shall be replaced with new units or repaired to the City's satisfaction.

- 6.6. Lease pricing shall include cost of any service and/or parts.
- 6.7. No additional charge is permitted for maintenance or repair.
7. **TONER AND CONSUMABLE SUPPLIES:** Respondent shall provide all staples and replacement toner at no cost to City.
- 7.1. Staples and toner shall be overnighted or shipped UPS Ground 2-Day delivery at no cost to City.
8. **DELIVERY AND INSTALLATION:** The successful Respondent shall deliver and install Devices with assistance of City's IT staff.
- 8.1. Scheduling of delivery shall be in coordination with City staff;
- 8.2. Training for each Device shall be provided to City's designated personnel at time of installation at no cost to City.

PART IV

RESPONSE REQUIREMENTS

1. **SOLICITATION SUBMISSION REQUIREMENTS:** To achieve a uniform review process and obtain the maximum degree of comparability, the responses shall be organized in the manner specified below. Responses **shall not exceed thirty (30) pages** in length (excluding title page, index/table of contents, work sample attachments (on CD) and dividers). Information in excess of those pages allowed will not be evaluated. One page shall be interpreted as one side of a printed, 8 1/2" X 11" sheet of paper. It is recommended that responses not be submitted in ringed binders or metal spirals to conserve cost for both the Respondent and the City.

The Respondent shall submit **one (1) original signed paper copy and one (1) copy** of its Response.

In addition, the Respondent shall submit one (1) CD, each containing a complete copy of Respondent's submission in an acceptable electronic format (PDF, RTF, TXT, DOC, XLS). A complete copy of the Response includes all documents required by this Solicitation. The CD shall be titled: "SOLICITATION NUMBER - Complete copy of [Name of Respondent]'s submission."
Failure to provide a CD may result in disqualification for award.

If supplemental materials are included with the Response, each CD must include such supplemental materials. The Response and accompanying documentation are the property of the City and will not be returned.

For your bid to be responsive, all required attachments identified below shall be submitted with your proposal. The Samples and/or copies shall be provided at the Respondent's expense, and shall become the property of the City.

1. Responses shall be submitted on itemized, signed Solicitation Document provided herein. Failure to itemize or sign solicitation may result in disqualification. Submission of responses on forms other than the City's Solicitation Document may result in disqualification of the response.
 - 1.1. ALL FEES shall be included in price to include delivery to Leander, Texas, and all associated supplies and maintenance of devices as specified herein. No additional fees shall be permitted.
 - 1.2. Alternate equivalent brands shall be noted if applicable with attached specification literature.
2. Attachment B – Reference sheet.

PART V

1. **CONFIDENTIALITY OF CONTENT:** All documents submitted in response to a solicitation shall be subject to the Texas Public Information Act. Following an award, responses are subject to release as public information unless the response or specific parts of the response can be shown to be exempt from the Texas Public Information Act. Pricing is not considered to be confidential under any circumstances.
 - 1.1 Information in a submittal that is legally protected as a trade secret or otherwise confidential must be clearly indicated with stamped, bold red letters stating "CONFIDENTIAL" on that section of the document. The City will not be responsible for any public disclosure of confidential information if it is not clearly marked as such.
 - 1.2 If a request is made under the Texas Public Information Act to inspect information designated as confidential, the Respondent shall, upon request from the City, furnish sufficient written reasons and information as to why the information should be protected from disclosure. The matter will then be presented to the Attorney General of Texas for final determination.
2. **ETHICS ORDINANCE AND DISCLOSURE STATEMENTS:** The City's Ethics Ordinance requires persons seeking to enter discretionary contracts with the City or appearing before the City Council or another City board or body to disclose certain conflicts of interest. The relevant sections of the Ethics Ordinance are set forth below. The Ethics Ordinance can be found in Article 9.05, Chapter 9 of the City's Code of Ordinances at the following link:
<http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=leanderset>

Sec. 9.05.007 Persons doing business with the city

- (a) Persons seeking discretionary contracts.
 - (1) For the purpose of assisting the city in the enforcement of provisions contained in this article, an individual or business entity seeking a discretionary contract from the city is required to disclose in connection with a proposal for a discretionary contract any conflict of interest. This is set forth in [sections 9.05.004](#) and [9.05.005](#) of this article. Further, the individual or business entity agree to abide by the same ethical standards as set forth for public servants in this article.
 - (2) Subsection (a) of this section will become a permanent footnote on documents contained in city bid packets for discretionary contracts.
- (b) Disclosure of conflicts of interest by persons appearing before a board or city body. A person appearing before any city board or other city body for the purpose of doing business with the city shall disclose to that board or body any facts known to such person which may show or establish that:
 - (1) An employee or officer of the city that advises or makes presentations to the board or city body; or
 - (2) Any member of the board or city body; has or may have a conflict of interest pursuant to chapter 171, Tex. Loc. Gov't. Code, or an interest which would violate the ethical standards set forth in this article, if he or she were to participate in the processing or consideration of the subject matter.

Sec. 9.05.009(f) Disclosure by persons appearing before a city body. Any person who appears before any city body who has had business dealings within the preceding 12-month period involving one or more transactions of five hundred dollars (\$500.00) or more each quarter, or for a total of twenty-five hundred dollars (\$2,500.00) or more, within the preceding 12-month period with a councilmember, commissioner, or business entity in which a councilmember or commissioner has a substantial interest, shall disclose such business dealings at the time of the appearance. Any person who shall intentionally or knowingly fail to make the aforesaid disclosure shall be guilty of a misdemeanor and shall be fined in accordance with this article.

ATTACHMENT C

Equipment and Specification List

ITEM #1 Utility Billing

Ricoh MP 3054

https://www.ricoh-usa.com/products/docs/pdf/brochures/multifunction_bw/mp3054.pdf

Black and white production

Copy, print, scan, fax, e-mail

2 Paper trays; letter and legal

Letter tray to be high capacity, 2000 sheets

Desktop or floor type

B&W = 5,000 per month included

ITEM #2 City Hall West Wing

Ricoh MPC 4503

https://www.ricoh-usa.com/products/docs/pdf/brochures/multifunction_color/mpc4503.pdf

Color and black and white production

Copy, print, scan, fax, e-mail

1 of the tray's to be high capacity, 2000 sheets

Floor type

B&W = 10,000 per month included

Color = 2,500 per month included

ITEM #3 City Hall East Wing

Ricoh MPC 4503

https://www.ricoh-usa.com/products/docs/pdf/brochures/multifunction_color/mpc4503.pdf

Color and black and white production

Copy, print, scan, fax, e-mail

1 of the tray's to be high capacity, 2000 sheets

Floor type

B&W = 10,000 per month included

Color = 2,500 per month included

ITEM #4 Economic Development/Chamber of Commerce

Ricoh MPC 3003

https://www.ricoh-usa.com/products/docs/pdf/brochures/multifunction_color/mpc4503.pdf

Two (2) network cards to support different networks

Copy, print, scan, fax, e-mail

Color and black and white production

3 Paper trays; letter, legal and ledger

1 of the letter tray's to be high capacity, 2000 sheets

Floor type

B&W = 5,000 per month included

Color = 2,500 per month included

ITEM #5 Parks and Recreation

Ricoh MPC 3003

https://www.ricoh-usa.com/products/docs/pdf/brochures/multifunction_color/mpc4503.pdf

Color and black and white production
Copy, print, scan, fax, e-mail

3 Paper trays; letter, legal and ledger
1 of the letter tray's to be high capacity, 2000 sheets
Floor type
B&W = 5,000 per month included
Color = 2,500 per month included

ITEM #6 Public Works

Ricoh MPC 3003
https://www.ricoh-usa.com/products/docs/pdf/brochures/multifunction_color/mpc4503.pdf

Color and black and white production
Copy, print, scan, fax, e-mail
3 Paper trays; letter, legal and ledger
1 of the letter tray's to be high capacity, 2000 sheets
Floor type
B&W = 5,000 per month included
Color = 2,500 per month included

ITEM #7 Police Department

Ricoh MPC 4503
https://www.ricoh-usa.com/products/docs/pdf/brochures/multifunction_color/mpc4503.pdf

Color and black and white production
Copy, print, scan, fax, e-mail
3 Paper trays; letter, legal and ledger
1 of the letter tray's to be high capacity, 2000 sheets
Floor type
B&W = 5,000 per month included
Color = 2,500 per month included

ITEM #8 Fire Department Upstairs

Ricoh MPC 3003

https://www.ricoh-usa.com/products/docs/pdf/brochures/multifunction_color/mpc4503.pdf

Color and black and white production

Copy, print, scan, fax, e-mail

3 Paper trays; letter, legal and ledger

1 of the letter tray's to be high capacity, 2000 sheets

Floor type

B&W = 5,000 per month included

Color = 2,500 per month included

ITEM #9 Fire Department Downstairs

Ricoh MPC 3003

https://www.ricoh-usa.com/products/docs/pdf/brochures/multifunction_color/mpc4503.pdf

Color and black and white production

Copy, print, scan, fax, e-mail

3 Paper trays; letter, legal and ledger

1 of the letter tray's to be high capacity, 2000 sheets

Floor type

B&W = 5,000 per month included

Color = 2,500 per month included



**CITY OF LEANDER BID FORM – ATTACHMENT B
PURCHASING DEPARTMENT
200 W. Willis Street • Leander, Texas 78641**

SOLICITATION INFORMATION	Solicitation Number:	#S15-022 Citywide Multifunction Devices	RESPONDENT INFORMATION	Tax ID Number:	<input type="text"/>
	Due Date:	August 27, 2015		Business Name:	<input type="text"/>
	Time:	On or Before 3:00 PM CST		Address:	<input type="text"/>
	Submit to:	City of Leander Purchasing Division 200 W. Willis Street Leander, TX 78641 jsimonton@leandertx.org		Address:	<input type="text"/>
				Contact:	<input type="text"/>
				Telephone:	<input type="text"/>
				Entity Type:	<input type="text"/>
				E-mail:	<input type="text"/>

HOW DID YOU HEAR ABOUT THIS SOLICITATION?	<input type="checkbox"/> Newspaper <input type="checkbox"/> City's Website <input type="checkbox"/> E-mail Announcement <input type="checkbox"/> ESBD <input type="checkbox"/> Other <input type="text"/>
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FIRST TIME RESPONDING TO CITY OF LEANDER?	<input type="checkbox"/> Yes <input type="checkbox"/> No	IS YOUR BUSINESS REGISTERED WITH TEXAS BID SYSTEM?	<input type="checkbox"/> Yes <input type="checkbox"/> No Register at: http://www.texasbidsystem.com
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ITEM #	DESCRIPTION	LEASE PRICE PER MONTH	3-YEAR LEASE	TOTAL 3-YEAR PRICE	B&W OVERAGES PER PIECE	COLOR OVERAGES PER PIECE
1	Utility Billing	\$	X 36 Months	\$	\$	\$
2	City Hall West Wing	\$	X 36 Months	\$	\$	\$
3	City Hall East Wing	\$	X 36 Months	\$	\$	\$
4	Economic Development	\$	X 36 Months	\$	\$	\$
5	Parks and Recreation	\$	X 36 Months	\$	\$	\$
6	Public Works	\$	X 36 Months	\$	\$	\$
7	Police Department	\$	X 36 Months	\$	\$	\$
8	Fire Department Upstairs	\$	X 36 Months	\$	\$	\$
9	Fire Department Downstairs	\$	X 36 Months	\$	\$	\$
			TOTAL	\$		

ITEM #	DESCRIPTION	LEASE PRICE PER MONTH	4-YEAR LEASE	TOTAL 4-YEAR PRICE	B&W OVERAGES PER PIECE	COLOR OVERAGES PER PIECE
1	Utility Billing	\$	X 48 Months	\$	\$	\$
2	City Hall West Wing	\$	X 48 Months	\$	\$	\$
3	City Hall East Wing	\$	X 48 Months	\$	\$	\$
4	Economic Development	\$	X 48 Months	\$	\$	\$
5	Parks and Recreation	\$	X 48 Months	\$	\$	\$
6	Public Works	\$	X 48 Months	\$	\$	\$
7	Police Department	\$	X 48 Months	\$	\$	\$
8	Fire Department Upstairs	\$	X 48 Months	\$	\$	\$
9	Fire Department Downstairs	\$	X 48 Months	\$	\$	\$
			TOTAL	\$		

AUTHORIZED SIGNATURE

Print Authorized Individual Name: _____

Authorized Signature: _____

Date: _____