

REQUEST FOR PROPOSAL / QUALIFICATIONS

Monroe County Water Authority



Multi-Function Device / Copier Refresh

February 26, 2026

Monroe County Water Authority
475 Norris Drive
Rochester, New York 14610

SECTION 1 - INVITATION TO PARTICIPATE

1.1 Purpose

The Monroe County Water Authority (MCWA) is seeking proposals from prospective vendors to procure new MFD / Copiers. This contract will also include the installation, and ongoing maintenance, warranty, support, and associated printing supplies. It is the preference of the Authority to continue to lease new MFDs, all inclusive of consumables and maintenance. Alternate solutions will be considered as well.

Prospective Proposers must offer a proposal that will meet the applicable scope of services, qualifications, and general description of capabilities identified in Section 2 of this document.

In responding to this RFP/Q, Proposers **must** follow the prescribed format as outlined in Section 3. By so doing, each Proposer will be providing MCWA with comparable data submitted by other Proposers and, thus, be assured of fair and objective treatment in the MCWA review and assessment process.

1.2 RFP/Q Procurement Officer

The RFP/Q Procurement Officers identified below are the sole point of contact regarding this RFP/Q from the date of issuance until the selection of the successful Proposer.

Justin Moore
Justin.Moore@mcwa.com
Phone (585) 442-2001 x253

Monroe County Water Authority
PO Box 10999
475 Norris Drive
Rochester, New York 14610-0999

1.3 Presentation and Clarification of MCWA's Rights and Intentions

MCWA intends to enter into a contract with the selected Proposer to supply the services described in Section 2. However, this intent does not commit MCWA to award a contract to any responding Proposer, or to pay any costs incurred in the preparation of the proposal in response to this request, or to procure or contract for any equipment. MCWA reserves the right, in its sole discretion, to (a) accept or reject in part or in its entirety any proposal received as a result of this RFP/Q if it is in the best interest of MCWA to do so; (b) award one or more contracts to one or more qualified Proposers if necessary to achieve the objectives of this RFP/Q if it is in the best interest of MCWA to do so.

1.4 Timeline

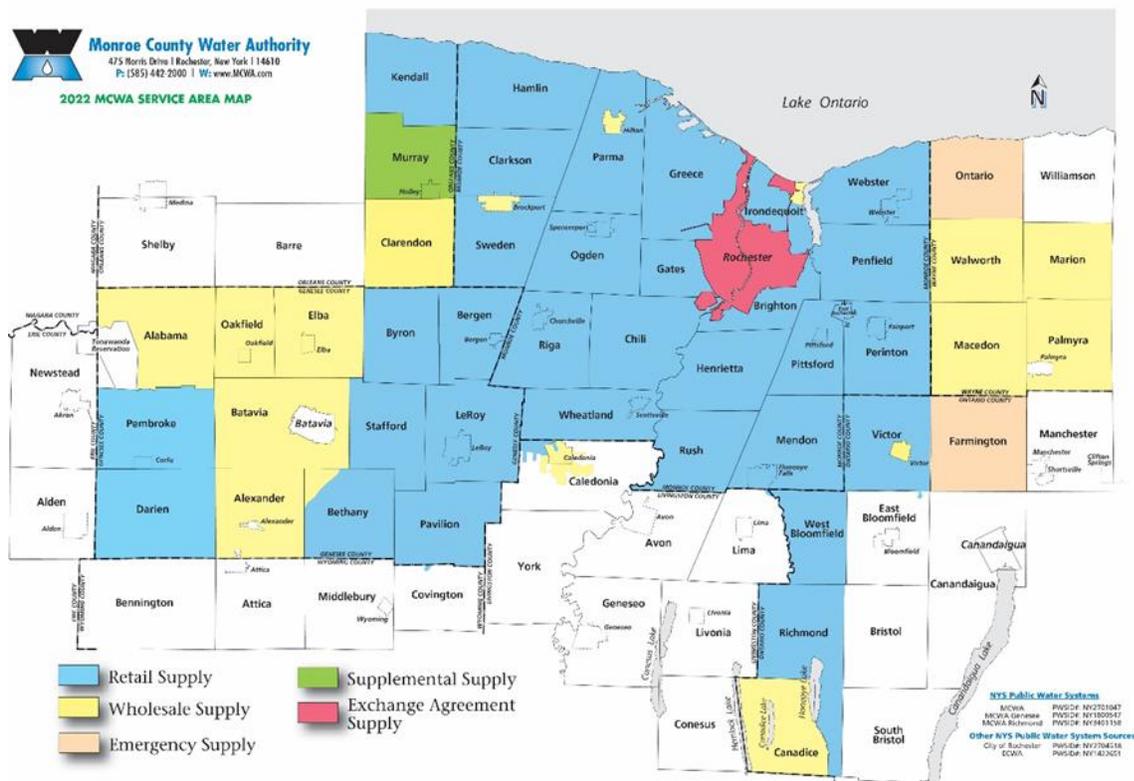
The schedule of events for this RFP/Q is anticipated to proceed as follows:

- ◆ All questions from Proposers must be emailed to the RFP/Q Procurement Officer by 5:00PM Eastern Time on March 10, 2026.
- ◆ Answers to questions will be sent back to all eligible Proposers and posted on the MCWA Website by EOD March 12, 2026.
- ◆ Final RFP/Q submissions must be received by 11:00AM Eastern Time on March 26, 2026 at the address shown in Section 3.1.

1.5 Overview of the Organization

The Monroe County Water Authority provides high quality, safe and reliable water, in a financially responsible manner. MCWA was created by State legislation in 1950 to solve the water supply needs of this community. In 1959, the Authority took over the assets of the private New York Water Service Corporation and had 27,000 retail customers, serving just portions of the County's inner ring towns and portions of the City. As surrounding towns and villages faced new water supply challenges, the Authority's service area has steadily grown. Today, the Authority serves over 180,000 customers in every town and village in Monroe County (partially in the City of Rochester) plus towns, villages and other water authorities in each of the five adjacent counties.

The communities served are shown below:



SECTION 2 – DETAILED SCOPE OF WORK

2.1 Proposal Detail

Below are the tasks and deliverables to be completed under this contract. Additional tasks may be required as appropriate and are also not subject to additional fees or charges. Refer to Section 3 for further detail regarding response formats and requirements.

2.2 Price Proposal

The Price Proposal format in Appendix A should be based on the following requirements outlined in the remainder of Section 2.

2.3 Current State

The Monroe County Water Authority currently leases and owns 30 Canon MFDs, which are physically located amongst five networked facilities within Monroe County. The leases are expiring at the end of April 2026. Some units will be owned at lease end and the rest will be month to month until replaced. **The total average monthly b/w print volume is 41,000 and color is 28,000 for all 30 MFDs.**

<u>Manufacturer</u>	<u>Model</u>	<u>Install date</u>	<u>End of Lease Status</u>	<u>Address</u>	<u>Group</u>
Canon	iR-ADV C357	5/4/2021	Lease	1325 Paul Road, Churchville, NY	1
Canon	iR-ADV C357	5/4/2021	Lease	179 Norris Drive, Rochester, NY	1
Canon	iR-ADV C357	5/4/2021	Lease	195 Norris Drive, Rochester, NY	1
Canon	iR-ADV C357	5/4/2021	Lease	195 Norris Drive, Rochester, NY	1
Canon	iR-ADV 4751i	6/22/2023	Lease	475 Norris Drive, Rochester, NY	4
Canon	iR-ADV C256 III	10/1/2019	Own	475 Norris Drive, Rochester, NY	1
Canon	iR-ADV C256 III	10/1/2019	Own	475 Norris Drive, Rochester, NY	1
Canon	iR-ADV C256 III	10/1/2019	Own	475 Norris Drive, Rochester, NY	1
Canon	iR-ADV C256 III	3/9/2020	Own	475 Norris Drive, Rochester, NY	1
Canon	iR-ADV C256 III	3/9/2020	Own	475 Norris Drive, Rochester, NY	1
Canon	iR-ADV C357	5/4/2021	Lease	475 Norris Drive, Rochester, NY	1
Canon	iR-ADV C357	5/4/2021	Lease	475 Norris Drive, Rochester, NY	1
Canon	iR-ADV C357	5/4/2021	Lease	475 Norris Drive, Rochester, NY	1
Canon	iR-ADV C357	5/4/2021	Lease	475 Norris Drive, Rochester, NY	1
Canon	iR-ADV C357	5/4/2021	Lease	475 Norris Drive, Rochester, NY	1
Canon	iR-ADV C5535 III	10/1/2019	Own	475 Norris Drive, Rochester, NY	2
Canon	iR-ADV C5535 III	3/9/2020	Own	475 Norris Drive, Rochester, NY	2
Canon	iR-ADV C5535 III	3/9/2020	Own	475 Norris Drive, Rochester, NY	2
Canon	iR-ADV C5535 III	3/9/2020	Own	475 Norris Drive, Rochester, NY	2
Canon	iR-ADV C5540 III	10/1/2019	Own	475 Norris Drive, Rochester, NY	3
Canon	iR-ADV C5560 III	7/1/2020	Own	475 Norris Drive, Rochester, NY	4
Canon	iR-ADV C5740	5/4/2021	Lease	475 Norris Drive, Rochester, NY	3
Canon	iR-ADV C256 III	10/1/2019	Own	4799 Dewey Ave, Rochester, NY	1
Canon	iR-ADV C357	10/12/2022	Own	4799 Dewey Ave, Rochester, NY	1
Canon	iR-ADV C357	5/5/2021	Lease	4799 Dewey Ave, Rochester, NY	1
Canon	iR-ADV C357	5/5/2021	Lease	4799 Dewey Ave, Rochester, NY	1
Canon	iR-ADV C5535 III	10/1/2019	Own	4799 Dewey Ave, Rochester, NY	2
Canon	iR-ADV C357	5/5/2021	Lease	593 Basket Road, Webster, NY	1
Canon	iR-ADV C5735	5/5/2021	Lease	593 Basket Road, Webster, NY	2
Canon	Oce Colorwave 3500	8/31/2020	Own	475 Norris Drive, Rochester, NY	5

2.4 New MFD / Copier Requirements

2.4.1 Specifications

The Authority is seeking new one for one replacement units with like or greater specs than the current MFD / Copiers listed in section 2.3. All new proposed models, must match or exceed the specs listed for each group in this section. For leases, pooled monthly print totals (click charges) should be included in the base cost. Furthermore, prospective vendors are required to provide pricing for all configuration options for each respective model. This includes but is not limited to fax modules, staple finishers, trays (feeder, utility, inner), additional drawers, cassette modules, cassette feeding units, high-capacity cassette feeding units, inner finishers, buffer pass units, and paper deck unit(s). Proposed pricing for all MFDs and respective configuration options should be honored for the term of this contract including optional extensions, as the Authority may choose to procure more MFDs throughout the contract term. In the event, a model is no longer available, a like model will suffice at the contract price.

The following groups outline the specifications for the new MFDs that are required:

Group	Print	Function	Paper	Configuration Options	MFD Size
Group 1	≥ 35 PPM Color MFD	Print, Copy, Scan, Send, Store, Fax	Supported Media Types: Thin, Plain, Heavy, Recycled, Color, Pre-punched, Bond, Label, Envelope. Supported Media Sizes Standard Size: Legal, Letter, Executive, Statement. Custom Size: 3-7/8" x 5-7/8" to 8-1/2" x 14" (98.0 x 148.0 mm to 216.0 x 355.6 mm). Paper Capacity: standard 650 sheets; max 2300 sheets.	Staple Finisher, Cassette Feeding Units, Cassette Module	Desktop Oriented / Compact for small workgroups
Group 2	≥ 40 PPM Color MFD	Print, Copy, Scan, Send, Store, Fax (Optional)	Supported Media Types: Thin, Plain, Heavy, Recycled, Color, Pre-punched, Bond, Label, Envelope. Supported Media Sizes Standard Size: Legal, Letter, Executive, Statement. Custom Size: up to 12x18 Paper Capacity: standard 1200 sheets; max 6350 sheets.	Inter 2 Way Tray, Inter Finisher, Inter Finisher w/ 3 Hole Punch, Utility Tray, Copy Tray, Paper Deck Unit, Booklet Finisher, Staple Finisher, Cassette Feeding Unit, High Capacity Feeding Unit, Cabinet Type-N	Floor Standing for large workgroups
Group 3	≥ 50 PPM Color MFD				
Group 4	≥ 60 PPM Color MFD				
Group 5	Wide Format Plotter Color				

2.4.2 Installation

Upon contract award, MCWA will negotiate the detailed design, delivery, and performance of the MFDs. This will include walk throughs to determine the best model and configuration prior to purchasing the new units. The selected respondent will be responsible to perform the actual installation of the new MFD Fleet, including configuration settings and testing with MCWA IT. During the installation the selected respondent must provide sufficient technical personnel to address any technical challenges that arise, while ensuring the continuity of printing capability at MCWA. Training is to be provided for IT / Departmental power users after installation of each MFD. The selected respondent will also be required to disconnect and remove all displaced equipment. Per section 2.3, half of the existing MFDs will need to be **returned** to the leasing company, including certified removal of the data on the hard drives. **This will be the responsibility of the selected respondent, including the**

shipping cost incurred from the leasing company. For MCWA owned MFDs (also listed in section 2.3), prospective vendors are encouraged to propose trade in credits for those units that still have value. MCWA reserves the right to choose which model(s) to trade in. MCWA may also request that some or all of the units are certified recycled and disposed including certified removal of all data on hard drives. The selected Respondent will return the realized Market Value of disposed surplus and scrap equipment to the Authority in credit, cash, or other form mutually agreed to by the selected respondent and MCWA. Regardless of what equipment is lease returned, traded in, or disposed of, the selected respondent is responsible for all fees.

2.4.3 Maintenance, Billing, and Service Level Agreement

The provider shall offer a Service Level Agreement (SLA) covering each service proposed as part of this RFP. This section details the Authority's expectation for service performance as enforced by the SLA. To be considered, providers **MUST** submit an SLA with the proposal response that clearly delineates how the provider will modify, meet and enforce minimum standards.

- Machines shall be kept in good working order so that work delays and copy problems will be minimized. 95% uptime or greater is required.
- Maintenance and repair service for all equipment installed under this contract must be available 8:00 am – 4:30 pm, Monday through Friday, except Holidays.
- Equipment maintenance and repairs shall be performed by qualified maintenance personnel during regular office hours.
- Within 30 minutes of a service call to the service provider, a service technician is required to call that department and inform them that he/she has been notified and when he/she will respond to their call. Maintenance and repair calls must be performed on site within one business day of request for service.
- A loaner of similar make and model with similar features shall be provided, upon request, at no expense to MCWA, for devices which cannot be repaired and are not in good working condition two business days after the service call.
- If outage time is greater than listed above, then the selected respondent will credit the account the actual daily cost of leasing the device, for each day the device is not operational.
- MCWA reserves the right to request a new or similar model replacement copier at the bidder's expense in the event that any more than three recurring problems cannot be corrected in one month to the satisfaction of the Authority for the full term of the contract including extensions.
- The selected respondent guarantees that replacement parts will continue to be manufactured and made available for all devices placed under this contract. If replacement parts are discontinued prior to the end of the contract period, the service provider shall provide a comparable model device for replacement at no additional cost.
- Selected respondent will provide MCWA with monthly service reports, via email, listing incidents, response times, resolutions, and service availability to date.
- The selected respondent will also schedule an account review annually until the end of the contract.

- Selected respondent must provide an escalation procedure and checklist, including key phone numbers, for MCWA to contact should service levels fall outside the scope of the SLA.
- It is the selected respondent's responsibility to provide software at no cost to the Authority for the automated meter reads for billing purposes.
- For leased units, total print counts (click charges) outlined in section 2.3 should be all inclusive in the lease costs with overage charges when the total monthly print volumes are exceeded (b/w 41,000 and 28,000 color pooled).
- For purchased units –standard click charge rates apply per print billed monthly.

SECTION 3 - SPECIFIC PROPOSAL REQUIREMENTS

3.1 Submission of Proposer's Statement of Qualifications and Proposal

A. Acceptance Period and Location: To be considered, Proposers must submit a complete response to this RFP/Q. Proposers not responding to all information requested in this RFP/Q or indicating exceptions to those items not responded to may have their proposals rejected. The sealed Proposal must be received before the time designated in Section 1.4. Proposals must be delivered to the address below via delivery service (such as UPS or FedEx) with instructions to Deliver to Bid Box located at Employee Entrance, Door #19. Proposers have sole responsibility to contact the Procurement Officer to confirm receipt of the Proposal. US Mail and hand delivery are not an acceptable means to deliver to this location. Proposals sent via US Postal Service will be returned, unopened. Please address the proposals to:

Attn: Justin Moore
475 Norris Drive
Bid Box located at Employee Entrance, Door #19
Rochester, New York 14610-0999

B. Required Copies: Proposers must submit one (1) signed original Proposal and three (3) copies of the signed original proposal. An official authorized to bind the Proposer to its provisions must sign proposals.

C. Economy of Preparation: Proposals should be prepared as simply as possible and provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP/Q. Expensive bindings, color displays, promotional material, etc. are neither necessary nor desired. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled. Vague terms such as "Proposer complies" or "Proposer understands" should be avoided.

3.2 Response Date

To be considered, a sealed Proposal must arrive on or before the location, time and date specified in Section 1.4. **Requests for extension of the submission date will not be granted.** Proposers mailing proposals should allow ample delivery time to assure timely receipt of their proposals. Proposals must be delivered via a trackable overnight service. No proposals will be accepted via US Mail or via email.

3.3 Clarification of RFP/Q and Questions

Questions that arise prior to or during proposal preparation must be submitted **in writing via email to the RFP/Q Procurement Officer by the date and time listed in section 1.4.** Questions and answers will be provided to all eligible Proposers and posted on the MCWA website. MCWA reserves the right to not respond to questions that are too sensitive in nature or pose a risk to the security of any networks, computer systems, and data. No contact will be allowed between the Proposer and any other member of MCWA with regard to this RFP/Q during the RFP/Q process unless specifically authorized in writing by the RFP/Q Coordinator. Prohibited contact may be grounds for Proposer disqualification.

3.4 Addenda to the RFP/Q

In the event it becomes necessary to revise any part of this RFP/Q specification, addenda will be provided to all eligible Proposers. An acknowledgment of such addenda, if any, must be submitted with the RFP/Q response.

3.5 Organization of Qualification and Proposal Statement

This section outlines the information that **must** be included in your Qualifications and Proposal Statement. Please respond with your information in the same order as the items in this section.

- A. Summary of the proposal:** Include a table view that summarizes the proposal at the beginning.
- B. Company Information:** Provide a brief history of your company including the number of years in business, identification of company ownership, and the number of employees.
- C. Qualification Description:** Provide detailed information relating to the qualifications of the personnel proposed to support this engagement. Include descriptions of at least five similar projects that were completed by the personnel proposed for this project.
- D. Technology Proposed:** Provide detail regarding proposed models and technology, including technical specifications.
- E. Cost Proposal:** Provide pricing for services as outlined in Appendix A. Pricing should be good for the term of the contract and extensions. For end of leases a “one dollar buyout” is preferred.

- F. Service Level Agreement:** Provide a service level agreement to comply with requirements outlined in section 2.4.3 (**note any exceptions**).
- G. Optional features:** List any options that are recommended that exceed the specification and any cost associated.
- H. References:** Provide a minimum of three clients for whom your company has provided similar services. Include the following information for each client:
- i. Name and address of the client;
 - ii. Name and contact information for the person;
 - iii. Summary of the services provided.
- I. Procurement Form:** Include and **sign** the procurement disclosure form contained in Section 4.6. Failure to do so will disqualify proposers from consideration from evaluation.

3.6 Method of RFP/Q Evaluation

- A. RFP/Q Evaluation Committee:** Selected personnel from MCWA will form the evaluation committee for this RFP/Q. It will be the responsibility of this committee to evaluate all properly prepared and submitted proposals for the RFP/Q and make a recommendation for award.
- B. RFP/Q Evaluation and Selection Criteria:** All properly prepared and submitted Proposals shall be subject to evaluation deemed appropriate for the purpose of selecting the Proposer with whom a contract may be signed. Evaluation of the proposals will consider several factors, each of which has an impact on the relative success of the Proposer to provide the services as outlined in Section 2. RFP responses will be evaluated on the following criteria:
- Overall Pricing
 - Qualifications of Personnel
 - References and Like Projects
 - Ability for Timely On-site Response
 - Technology Proposed
- C. Contract Approval Process:** Proposers must be aware that any contract resulting from this request for proposals is subject to prior approval by the MCWA Board of Directors.

3.7 Investigations

MCWA reserves the right to conduct any investigations necessary to verify information submitted by the Proposer and/or to determine the Proposer's capability to fulfill the terms and conditions of the bidding documents and the anticipated contract. MCWA reserves the right to visit a prospective Proposer's place of business to determine the existence of the company and the management capabilities required to administer this agreement. MCWA will not consider Proposers that are in arrears to MCWA, in bankruptcy, or in the hands of a receiver at the time of tendering a proposal or at the time of entering into a contract.

SECTION 4 - GENERAL INFORMATION FOR THE PROPOSER

4.1 Reservation of Rights

MCWA reserves the right to refuse any and all proposals, in part, or in their entirety, or select certain products from various Proposer proposals, or to waive any informality or defect in any proposal should it be deemed to be in the best interest of MCWA. MCWA is not committed, by virtue of this RFP/Q, to award a contract or to procure or contract for services. The proposals submitted in response to this request become the property of MCWA. If it is in its best interest to do so, MCWA reserves the right to:

- A.** Make selections based solely on the proposals or negotiate further with one or more Proposers. The Proposer selected will be chosen on the basis of greatest benefit to MCWA as determined by an evaluation committee.
- B.** Negotiate contracts with the selected Proposers.
- C.** Award a contract to more than one Proposer.

4.2 Acceptance of Proposal Content

The contents of the proposal of the successful Proposer may become contractual obligations, should a contract ensue. Failure of a Proposer to accept these obligations may result in cancellation of the award.

4.3 Contract Payment

Actual terms of payment will be the result of agreements reached between MCWA and the Proposer selected.

4.4 Incurring Costs

MCWA is not liable for any costs incurred by Proposer prior to the effective date of the contract.

4.5 Material Submitted

All right, title and interest in the material submitted by the Proposer as part of a proposal shall vest in MCWA upon submission of the Proposer's proposal to MCWA without any obligation or liability by MCWA to the Proposer. MCWA has the right to use any or all ideas presented by a Proposer.

MCWA reserves the right to ownership, without limitation, of all proposals submitted. However, because MCWA could be required to disclose proposals under the New York Freedom of Information Law, MCWA will, to the extent permitted by law, seek to protect the Proposer's interests with respect to any trade secret information submitted as follows:

Pursuant to Public Officers Law § 87, MCWA will deny public access to Proposer's proposal to the extent the information constitutes a trade secret, which if disclosed would cause substantial harm to the Proposer's competitive position, provided the Proposer identified the information it considers to be a trade secret and explains how disclosure would cause harm to the Proposer's competitive position.

4.6 Procurement Policy

Pursuant to State Finance Law §§ 139-j and 139-k, this Request for Qualifications includes and imposes certain restrictions on communications between a Governmental Entity (including the Authority) and Bidder/Offerer during the procurement process. A Bidder/Offerer is restricted from making contacts from the earliest notice of intent to solicit offers through final award and approval of the Procurement Process by the Authority to other than the Authority's Procurement Officers unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law § 139-j(3)(a). The Authority's Procurement Officers for this Governmental Procurement, as of the date hereof, are identified herein. Authority employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Bidder/Offerer pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a four (4) year period, the Bidder/Offerer is debarred from obtaining government Procurement Contracts. Further information about these requirements may be obtained from the Procurement Officers.

The Authority reserves the right to terminate this contract in the event it is found that the certification filed by the Bidder/Offerer in accordance with State Finance Law § 139-k(5) was intentionally false or intentionally incomplete. Upon such finding, the Authority may exercise its termination right by providing written notification to the Bidder/Offerer in accordance with the written notice terms of this contract.

**OFFERER/BIDDER DISCLOSURE OF PRIOR NON-RESPONSIBILITY DETERMINATION
AND AFFIRMATION/CERTIFICATION IN ACCORDANCE WITH NYS FINANCE LAW §§ 139-J
AND 139-K**

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

Address: _____

Name and Title of Person Submitting this Form: _____

Contract Procurement Number: 260225-01

Date: _____

1. Has any Government Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years?
(Circle one):

Yes No

If yes, answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law § 139-j?
(Circle one):

Yes No

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity?
(Circle one):

Yes No

4. If you answered yes to any of the above questions, provide details regarding the finding of non-responsibility below.

Governmental Entity: _____

Date of Finding of Non-Responsibility: _____

Basis of Finding of Non-Responsibility: _____

(Add additional pages as necessary.)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information?

(Circle one):

Yes No

6. If yes, provide details below:

Governmental Entity: _____

Date of Termination: _____

Basis of Determination or Withholding: _____

(Add additional pages as necessary.)

By signing below, Bidder/Offerer affirms that it understands and agrees to comply with the MCWA Water Authority's Procurement Disclosure Policy, Code of Ethics Policy and Conflict of Interest Policy as required by State Finance Law § 139-j(3) and § 139-j(6)(b) and certifies that all information provided to the Monroe County Water Authority with respect to State Finance Law § 139-k and § 139-j is complete, true and accurate.

By: _____

Date: _____
(Signature of Person Certifying)

Print Name: _____

Print Title: _____

Bidder/Offerer Name: _____
(Company Name)

Bidder/Offerer Address: _____

Bidder/Offerer Phone Number: _____

**APPENDIX A
Pricing Sheet Group 1 (35 PPM Color)**

Projected Quantity: 19

****Please reference section 2.4 for MFD specifications and Maintenance requirements****

Manufacturer and Model Number: _____

Lease Option	Monthly Cost per Unit
MFD Base Unit - 60 Month	
MFD Base Unit End of Lease Buyout Cost	\$1 preferred -

Purchase Option	Cost per Unit
MFD Base Unit	
B/W Click Charge (per print)	
Color Click Charge (per print)	
Monthly Minimum Charge	

Accessories and Configuration Options

Configuration Accessory	Lease Price per Unit	Purchase Price per Unit
Staple Finisher		
Fax Module	Included	Included
Cassette Feeding Unit		
Cassette Module		

*****Add any missing accessories or configuration options for this group on a separate sheet*****

**APPENDIX A
Pricing Sheet Group 2 (40 PPM Color)**

Projected Quantity: 6

****Please reference section 2.4 for MFD specifications and Maintenance requirements****

Manufacturer and Model Number: _____

Lease Option	Monthly Cost per Unit
MFD Base Unit - 60 Month	
MFD Base Unit End of Lease Buyout Cost	\$1 preferred -

Purchase Option	Cost per Unit
MFD Base Unit	
B/W Click Charge (per print)	
Color Click Charge (per print)	
Monthly Minimum Charge	

Configuration Accessory	Lease Price per Unit	Purchase Price per Unit
Staple Finisher		
Booklet Finisher		
Fax Module		
Inner 2 Way Tray		
Inner Finisher		
Utility Tray		
Copy Tray		
Buffer Pass Unit		
Paper Deck Unit (2700 sheets)		
Cassette Feeding Unit		
High Capacity Feeding Unit		
Cabinet Drawer Type		

****Add any missing accessories or configuration options separately if need be****

**APPENDIX A
Pricing Sheet Group 3 (50 PPM Color)**

Projected Quantity: 2

****Please reference section 2.4 for MFD specifications and Maintenance requirements****

Manufacturer and Model Number: _____

Lease Option	Monthly Cost per Unit
MFD Base Unit - 60 Month	
MFD Base Unit End of Lease Buyout Cost	\$1 preferred -

Purchase Option	Cost per Unit
MFD Base Unit	
B/W Click Charge (per print)	
Color Click Charge (per print)	
Monthly Minimum Charge	

Configuration Accessory	Lease Price per Unit	Purchase Price per Unit
Staple Finisher		
Booklet Finisher		
Fax Module		
Inner 2 Way Tray		
Inner Finisher		
Utility Tray		
Copy Tray		
Buffer Pass Unit		
Paper Deck Unit (2700 sheets)		
Cassette Feeding Unit		
High Capacity Feeding Unit		
Cabinet Drawer Type		

****Add any missing accessories or configuration options separately if need be****

**APPENDIX A
Pricing Sheet Group 4 (60 PPM Color)**

Projected Quantity: 2

****Please reference section 2.4 for MFD specifications and Maintenance requirements****

Manufacturer and Model Number: _____

Lease Option	Monthly Cost per Unit
MFD Base Unit - 60 Month	
MFD Base Unit End of Lease Buyout Cost	\$1 preferred -

Purchase Option	Cost per Unit
MFD Base Unit	
B/W Click Charge (per print)	
Color Click Charge (per print)	
Monthly Minimum Charge	

Configuration Accessory	Lease Price per Unit	Purchase Price per Unit
Staple Finisher		
Booklet Finisher		
Fax Module		
Inner 2 Way Tray		
Inner Finisher		
Utility Tray		
Copy Tray		
Buffer Pass Unit		
Paper Deck Unit (2700 sheets)		
Cassette Feeding Unit		
High Capacity Feeding Unit		
Cabinet Drawer Type		

*****Add any missing accessories or configuration options separately if need be*****

**APPENDIX A
Lease Overage Click Charges**

MCWA projects the total average monthly b/w print volume is 41,000 and color is 28,000 for all 30 MFDs and Plotter(s). These print volumes should be inclusive for monthly lease costs. In the event MCWA print totals exceed the pooled amount overages will apply.

Please provide an overage click charge rate for b/w and color:

Lease Print Option	Click Charge Per Print Cost
Black and White	
Color	

**APPENDIX A
Optional Trade in Credit on MCWA Owned MFDs**

Provide optional total dollar amount for trade in credit for the 14 MFD units currently owned by MCWA at lease end

<u>Manufacturer</u>	<u>Model</u>	<u>Install date</u>	<u>End of Lease Status</u>	<u>Trade In Credit</u>
Canon	iR-ADV C256 III	10/1/2019	Own	
Canon	iR-ADV C256 III	10/1/2019	Own	
Canon	iR-ADV C256 III	10/1/2019	Own	
Canon	iR-ADV C256 III	3/9/2020	Own	
Canon	iR-ADV C256 III	3/9/2020	Own	
Canon	iR-ADV C5535 III	10/1/2019	Own	
Canon	iR-ADV C5535 III	3/9/2020	Own	
Canon	iR-ADV C5535 III	3/9/2020	Own	
Canon	iR-ADV C5535 III	3/9/2020	Own	
Canon	iR-ADV C5540 III	10/1/2019	Own	
Canon	iR-ADV C5560 III	7/1/2020	Own	
Canon	iR-ADV C256 III	10/1/2019	Own	
Canon	iR-ADV C357	10/12/2022	Own	
Canon	iR-ADV C5535 III	10/1/2019	Own	
Canon	Oce Colorwave 3500	8/31/2020	Own	

**APPENDIX B
Optional Alternate Solutions and Pricing**

Provide optional alternate solutions, including models and configuration accessories outside of the requirements outlined in this RFP