



GREAT BASIN UNIFIED AIR POLLUTION CONTROL DISTRICT

157 Short Street, Bishop, California 93514-3537
760-872-8211 Fax: 760-872-6109

NOTICE IS HEREBY GIVEN that the Great Basin Unified Air Pollution Control District (“District”) is issuing this Request for Proposal (RFP) for the lease or purchase of a multi-function digital copier. Submitted competitive sealed proposals must be from qualified vendors and include information related to maintenance and support for the proposed machine as well as trade-in/removal of the District’s current copier.

Vendors are solely responsible for ensuring proposals are received by the District on or before the submittal deadline. Proposals must be received no later than 5:00 PM, Pacific Daylight Time, on October 17, 2016, at the following address:

Great Basin Unified Air Pollution Control District
Attn: Susan Cash, Administrative Projects Manager
157 Short Street
Bishop, CA 93514

An original copy must be signed by a representative authorized to bind the company. Proposals submitted by facsimile or email are not acceptable and will not be considered. **The original signed proposal and two (2) duplicates are to be submitted in sealed packages with the name of the vendor and “GBUAPCD Copier Bid” clearly marked on the outside of the package.**

Failure to comply with the requirements set forth in this RFP may result in disqualification. Proposals and/or modifications received subsequent to the hour and date specified above will not be considered. Submitted proposals may be withdrawn at any time prior to the submission time specified in this RFP, provided notification is received in writing before the submittal deadline. No handwritten notations or corrections will be allowed. The responding vendor is solely responsible for all costs related to the preparation of the proposal.

The District reserves the right to reject all proposals and to waive any minor informalities or irregularities contained in any proposal. Acceptance of any proposal submitted pursuant to this RFP shall not constitute any implied intent to enter into a contract.

The contract award, if any, will be made to the vendor who, in the District’s sole discretion, is best able to perform the required services in a manner most beneficial to the District.

Inquiries:

Please submit requests for clarification of the RFP to scash@gbuapcd.org.

NOTICE TO BIDDERS INVITING FORMAL BIDS

NOTICE IS HEREBY GIVEN THAT the Great Basin Unified Air Pollution Control District (hereinafter referred to as "District" invites qualified suppliers to submit sealed bids for:

COPIER EQUIPMENT AND SERVICE

Proposals shall be sealed and clearly marked with "GBUAPCD Copier Bid" and received up to, but **no later than 5:00 pm, October 17, 2016.**

Proposals shall be received at:

Great Basin Unified Air Pollution Control District
Attn: Susan Cash, Administrative Projects Manager
157 Short Street, Bishop CA 93514

Proposals will be opened at the above stated time and place, however, no commitment will be made at that time until all proposals are evaluated for pricing, specifications and other pertinent information. Any nonconforming or incomplete proposals may be rejected. Bidders must comply with the instructions contained in the proposal package. It shall be the full responsibility of all bidders to insure that proposals are delivered to the above office by the time and date stated. Facsimile (FAX) or e-mail copies of the proposal will not be accepted. The District will not be responsible for late deliveries by U.S. mail or any other means.

Copies of the RFP may be obtained from the District located at the address above, by calling (760)873-8211, or on the District website at www.gbuapcd.org.

All questions regarding proposal, the terms and conditions shall be via e-mail no later than October 10, 2016 to scash@gbuapcd.org.

The District reserves the right to accept or reject any and all proposals and to waive any irregularities or informalities in any bid or in the proposal process. No bid, or any portion thereof, may be withdrawn for a period of ninety (90) days after bid opening.

REQUEST FOR PROPOSALS
COPIER EQUIPMENT AND SERVICE

I. OVERVIEW

The Great Basin Unified Air Pollution Control District ("District") is seeking a Request for Proposal ("RFP") from experienced vendors to provide multifunction digital copiers and related maintenance and support services. Services shall include placement, relocation as necessary, training, and full service maintenance, as well as trade-in/removal of the District's current copier.

The District is seeking Proposals from established Vendors who have been in the copier business for a minimum of five (5) years, and who sell, lease, maintain and support the copiers. Copier may be leased with a 36-month lease/\$1 buyout or purchased outright.

The purpose of this document is to provide information to submit a proposal. It is not the intent to limit the Vendor to a specific copier solution. The District would consider recommendations by the Vendor regarding the appropriate copier.

Please submit an original and two (2) copies of your Proposal in a sealed envelope to the contact person shown below no later than 5:00 p.m. on October 17, 2016. Proposals shall be sealed and clearly marked with "GBUAPCD Copier Bid". No oral or electronically transmitted proposals will be accepted.

Proposals not received by the specified time noted will be rejected. Proposals shall be received at:

Great Basin Unified Air Pollution Control District
Attn: Susan Cash, Administrative Projects Manager
157 Short Street, Bishop CA 93514

All questions regarding proposal, the terms and conditions shall be submitted via email no later than October 10, 2016 to scash@gbuapcd.org.

II. INTRODUCTION

The Great Basin Unified Air Pollution Control District is a California regional government agency that works to protect the people and the environment of Alpine, Mono and Inyo Counties from the harmful effects of air pollution.

The Great Basin Unified Air Pollution Control District's purpose is to ensure that all federal and state air quality standards are met throughout the Alpine, Mono and Inyo Counties to protect the health, welfare and environment of the people within the District. In order to effectively meet these standards, the District, primarily through education and cooperation, enforces federal and state laws delegated to it and, as necessary, adopts and enforces local regulations.

III. SUBMISSION AND CONTENTS OF PROPOSAL

The submission requirements for the RFP are detailed below. Please submit an original and two (2) copies of your response. Any submission shall constitute an irrevocable offer for ninety calendar days following the deadline of its submission. Reference to a certain number of days in this RFP shall mean business days unless otherwise specified.

No erasures or white-out will be permitted. Mistakes may be crossed out and corrections made adjacent but must be initialed in ink by the person signing the proposal. Verify your proposals before the submission as they may not be withdrawn or corrected after the bid opening.

A vendor may withdraw its proposal at any time prior to the deadline for submitting proposals by notifying the District in writing of its withdrawal.

Modification offered in any other manner, oral or written, will not be considered. Proposals cannot be changed after the evaluation process begins.

All materials submitted in response to an RFP will become the property of the District and will be returned only at the District's option and at the expense of the vendor submitting the proposal or bid. One copy of a submitted proposal will be retained for official files and become a public record. However, any confidential material submitted by a vendor that was clearly marked as such will be returned upon request.

The format of the submission is as follows:

A. Transmittal Cover Letter: Please provide a formal letter of transmittal with your bid that commits your company to its proposal and states that the proposal meets the requirements of each section of this RFP. The transmittal letter must be signed by an officer of your company authorized to bind the company to the proposal. Also include contact information for: (1) the person responsible for answering questions regarding the proposal, (2) the person responsible for contract negotiation, and (3) the signer.

B. Company Information: This section provides each vendor with the opportunity to demonstrate how its history, organization, service offering, and/or partnerships differentiate it. Please include the following:

1. A manufacturer's company profile.
2. A qualifications statement describing projects and installations of similar scope and size.
3. A certificate or letter from the manufacturer (if vendor is not the manufacturer) stating that the vendor is an authorized service/supply dealer for the equipment proposed.
4. The resolution process for service/equipment and technical/connectivity problems.

C. Proposal Criteria: The proposal should cover all costs and compensation based upon (1) a 36-month lease term with \$1 buyout or (2) outright purchase and include monthly maintenance costs for supplies and service. Prices proposed should be submitted on a price schedule. Prices submitted shall be firm for the term of the contract. The proposal should also provide a breakdown of costs for professional services, training, and maintenance not covered by the maintenance agreement, any ancillary equipment, delivery and installation, programming, assistance with network configuration, and hard wire installation. All supplies shall be included in the maintenance costs except paper.

The proposal should include discussion of how the vendor will provide on-site training for the proposed equipment and software. Please describe the training program for the proposed system. Training costs, if any, must be included in the pricing section of the proposal.

The vendor may conduct an onsite assessment to facilitate the proposal. Prior arrangements will need to be made to access District facilities. Person(s) conducting the assessment will need proper identification and will be an employee of the Vendor. The Vendor will assume all liability during the assessment of the assessor(s).

Network assessments may under no circumstance be intrusive to normal operation of the District's network.

1. General and Technical Requirements for Digital Copier

The digital copier shall be newly manufactured with no used or refurbished parts and include the capability for scanning and faxing. The OEM shall provide specification sheets listing all accessories, features, functions and technical requirements of each model copier. The digital copier shall meet the following requirements:

The same or better specification and capabilities as the District's current copier, a Canon Color imageRUNNER C5185i. The average usage is estimated at 57,000 black & white pages and 28,000 color pages per year.

The proposal should provide documented qualifications/specifications for a recommended replacement of the District's existing copier, including:

- Copier speed (for both B&W and Color)
- Scanning speed (for both B&W and Color)
- Scanning DPI
- Range of paper weights allowed
- Range of paper size allowed
- Duplex capabilities
- Hole punch/stapling/booklet capabilities
- E-mail capabilities

2. OEM Service Entity (Authorized Dealers)

If the OEM will not be the direct servicing entity, the OEM must provide a statement of support to commit all necessary products, services and resources to the designated authorized dealer(s) in order to fulfill the terms and conditions of the contract.

3. Requirements for Maintenance Support

a.) Vendor shall provide a parts and labor warranty for a minimum of 90 days for new copier. Vendor shall identify their warranty period.

b.) The vendor shall bear all material and labor costs for repair of equipment and defects and failure accruing within the warranty period.

c.) If a copier does not perform to manufacturer's specifications during the warranty period, the OEM shall replace the unit with a new copier of the same model.

d.) The maintenance / service agreement shall commence upon expiration of the warranty period. Price will remain unchanged for 3 years from date of contract.

e.) On-call remedial maintenance shall be performed on an "as need" basis as determined by the District. An adequate inventory of spare parts must be kept on hand by the Supplier, to be available for repairs necessary to keep all copiers running.

f.) Copies metered during service calls by Supplier shall not be charged to the District.

g.) The maximum qualified maintenance service technician on-site response time allowed under any contract shall be (8) normal working hours from time of initial call from the District except for emergencies as defined below. Normal working hours are defined as 8:00 a.m. to 5:00 p.m., Monday through Friday except holidays.

h.) The maximum qualified maintenance service technician on-site response time allowed from time of initial call from the District as the result of an emergency shall be four (4) hours.

Emergency is defined as follows:

- A call from the District where the equipment is generally reported as "down". This means that no copies are being produced, i.e., continuous jamming and/or copies are not useable/readable; or critical auxiliary equipment, i.e. document feeder, fax unit and/or collator is not functioning.

- i.) If during a service call, it is determined that a copier cannot be repaired in-place within forty eight (48) hours from the time the service call is placed, another copier of like size and features is to be supplied at no cost to the District other than the per-copy charge.
- j.) Poor performing and/ or problematic copier units will be replaced with new or similar equipment repaired to manufacturer's specifications and/or repaired to the District's satisfaction.
- k.) Initial training of District personnel shall be conducted upon equipment installation and as needed, at no cost to the District
- l.) A semi-annual Performance and Meter Report shall be provided by Supplier on a proactive basis. The Performance and Meter Report shall indicate at minimum the following information during the period: number of copies, number of prints, number of service calls, and number of preventive maintenance calls performed.
- m.) Quote for maintenance on copier will be laid out by the Vendor. No minimum per month unless quoting by flat rate. Quote for copier is to include all parts including staples.

4. Network Technical Requirements

- a.) The networked digital copiers will be connected to the District's network using the TCP/IP protocol. Bandwidth speeds are capable to 1000 Mbps.
- b.) Each networked digital copiers shall allow printing from any desktop, laptop, or tablet within the District's network.
- c.) For networked digital copiers with 60 ppm and above capabilities, queue management software is required.
- d.) The vendor shall specify all electrical requirements, including the necessity for special electrical receptacles, dedicated lines, etc. Vendor shall supply any device for electrical surge protection.

5. Pricing Requirements

- a.) Vendors shall provide the purchase price on which an equipment lease is based. The equipment lease pricing shall be based on a 36-month term. The monthly equipment lease payment shall be structured as a base equipment lease payment for the copier with a separate annual maintenance agreement based on a specified minimum number of prints for each digital copier, including a reduced per print charge for overages. The District may choose outright purchase or lease at their discretion.

- b.) Obtaining meter readings is the responsibility of the vendor. The vendor may call or email the District to obtain these readings on a monthly basis.
- c.) It is understood and agreed that the District guarantees no minimum amount. The District reserves the right to increase or decrease anticipated quantities. Annual volume indicated is an estimate only, based on the fiscal year July 1 through June 30 of each year.
- d.) Maintenance agreement pricing shall include all maintenance, repairs, parts and consumable supplies, including staples (except paper). Increases in maintenance agreement pricing, if any, may not exceed 2% annually.
- e.) The District will install electrical and / or data. It is the responsibility of the vendor to provide all specifications for the hard wire and assist with data set-up. If product is not compatible with District's data lines, Vendor contract will be immediately terminated.
- f.) The Vendor shall offer a trade-in/disposal plan for the District's current copier.
- g.) All proposed copiers shall be Energy Star compliant per State of California.
- h.) All equipment and supplies shall be bid F.O.B. Destinations - Free On Board - delivered to the District office. This shall include trade-in equipment being removed; exceptions may be mutually agreed to.

6. Removal of Existing Equipment

The proposal shall contain a quote for the trade-in and removal of the existing copier from the District offices.

7. Term

The maintenance contract will be awarded for 36 months. An option for two (2) more years may be included upon receipt of signed Purchase Order. The contract may be extended on a month-to-month basis until all arrangements are finalized in writing and/or replacement equipment is delivered. The maintenance pricing of the original agreement will remain in effect during the month-to-month extension period. The District may enter into an equipment lease for 36 months with a minimal buy-out, or may purchase the copier outright.

D. Contract Performance: If your company has had a contract terminated during the past five (5) years, all such incidents must be described. Submit full details of all terminations experienced by your company during the last five years including the terminating party's name, address, and telephone number. Present your company's position on the matter. If no such terminations for default have been experienced by your company in the last five years, you must attest to such. Please indicate if your company is involved in any pending litigation that may affect its ability to provide its products or services.

E. References: Provide a list of at least three (3) current public agency customers in California for whom you have provided comparable equipment in similar projects/installations. At least one of the three references should be from Alpine, Mono, or Inyo Counties. Please include the agency's name, and name, telephone number, and email address of contact.

IV. CONTRACTING REQUIREMENTS

A. Time of Essence

Time is of the essence with respect to Vendor's performance of the services and equipment.

B. Warranties and Representations

The supplier, manufacturer, or their assigned agent shall guarantee the product or service performed against all defects or failures of materials and workmanship for a period recommended by the manufacturer from the actual delivery date. Where applicable, all merchandise must be warranted to be in compliance with California energy, conservation, environmental, educational, and products liability standards. The manufacturer's warranty must be included as part of any proposal.

C. Equipment, Tools, Supplies

Vendor will supply all equipment, tools, supplies, offices, personnel, instrumentalities, transportation, support services and insurance required to deliver and install digital copiers under the Agreement.

D. Indemnity Obligations of Vendor

To the fullest extent permitted by law, Vendor will protect, indemnify, defend and hold the District, officers, employees, agents and representatives and each of their successors and assigns entirely harmless from and against any and all claims, actions, demands, proceedings, liabilities, damages, judgments, fines, penalties, expenses, arising directly or indirectly from or in connection with (a) any breach of the Agreement, (b) any actual or alleged negligent act, negligent error or omission, intentional misconduct of, or violation of any law by Vendor, Vendor's employees, subcontractors, agents, representatives or assigns (collectively, "Vendor's Agents") in the performance or non-performance of the professional services required to be performed by the Vendor under the

Agreement; or (c) the District's enforcement of its rights under this indemnity provision.

E. Insurance Obligations of Vendor

Vendor agrees to deposit with the District prior to the effective date of the contract, certificates of insurance necessary to satisfy the District that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificates thereof on deposit with the District during the entire term of this contract.

1. Worker's Compensation and Employer's Liability.

Workers' compensation limits as required by the Labor Code as the State of California and Employers Liability limits of \$1,000,000 per accident.

2. Comprehensive General Liability or Commercial Liability and Business Automotive Liability.

\$1,000,000 combined single limit per occurrence or accident for bodily injury, personal injury and property damage. See last page of this RFP for all requirements.

F. Termination

1. 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 Governing Board. If sufficient funds are not so authorized, the parties mutually agree that the contract may be terminated or amended as appropriate in response to the reduction in funding. If the contract is terminated, Vendor agrees to take-back any affected equipment, products, software, or hardware furnished under this contract, terminate any services supplied to the District under this contract, and relieve the District of any further obligation therefore.

b. The District agrees that if subdivision (a) above is invoked, equipment will be returned to Vendor in substantially the same condition in which it was delivered to the District, subject to normal wear and tear. The District further agrees to pay for packing, crating, transportation to Vendor's nearest facility and for reimbursement to Vendor for expenses incurred for their assistance in such packing and crating.

2. Default by Vendor. The Agreement may be terminated by the District upon thirty (30) days written notice to Vendor in the event Vendor is in default under any of the provisions of the Agreement. In the event the Agreement is terminated due to the default by Vendor, Vendor will not be entitled to receive any compensation for Services performed or for any Reimbursable Expenses incurred.
3. Automatic Termination. The Agreement will automatically terminate on the occurrence of any of the following events: (a) bankruptcy or insolvency of either party; (b) sale of the business; (c) failure to comply with federal, state or local laws, regulations or requirements, or (d) expiration of the agreement, renewal periods or month-to-month option.

G. Assignment/Subcontracting

Vendor will clearly describe the reason for using any subcontractors, if applicable. Regardless of approval of any subcontractor by the District or any provision in the agreement to the contrary, Vendor will at all times remain solely and exclusively responsible for the performance of all obligations under this Agreement.

H. General Provisions

1. Force Majeure. Neither party will be deemed in default of the Agreement or any provision hereunder to the extent that any delay or failure in the performance of the obligations of such party (other than the payment of money) results from any significant and material causes beyond its reasonable control and without fault or negligence by such party. Examples of such causes include, but are not limited to, (1) acts of God or public enemy, (2) acts of the government in sovereign or contractual capacity, (3) fires, (4) earthquakes, (5) epidemics, (6) quarantine restrictions, (7) embargoes, and (8) floods.
2. Governing Law. The agreement will be governed by the laws of the State of California.
3. Attorneys' Fees. In the event either party institutes any action or proceeding against the other party relating to the Agreement, the unsuccessful party in such action or proceeding will reimburse the successful party for its disbursements incurred in connection therewith and for its reasonable attorneys' fees as fixed by the court. In addition to the foregoing award of attorneys' fees to the successful party, the successful party in any lawsuit on the Agreement shall be entitled to collect or enforce the judgment. This provision is separate and several and shall survive the merger of the Agreement into any judgment on the Agreement.

4. License. In those instances where required, the Vendor represents and warrants that the Vendor holds a license, permit or other special license to perform the Services pursuant to the Agreement, as required by law, or employs or works under the general supervision of the holder of such license, permit or special license and shall keep and maintain all such licenses, permits or special licenses in good standing and in full force and effect at all times while the Vendor is performing the Services pursuant to the agreement.
5. Taxes. Sales tax will be requested on a separate line item. The District shall not be charged for taxes for freight. The District is subject only to State of California, Inyo County sales tax, which will be collected by the vendor.
6. Signature. All forms and certifications enclosed herein must be signed in the name of the bidder. All signatures must be of the person or persons duly authorized to sign the bid.
7. Non-Collusion Affidavit. See attached affidavit to be executed by bidder and submitted with the bid.
8. Bidder References. All bidders must submit three (3) Customer References to help indicate the bidder's fitness as an acceptable source for services or product and their ability to provide any awarded items.
9. Competency of Vendor. In order to determine responsibility, the District reserves the right to conduct any investigations, and require any information it deems necessary. The District will consider the vendor's organization, financial condition (cannot be in receivership or filed for bankruptcy protection within the past fifteen (15) years), facilities, personnel qualifications, performance under other contracts and industry reputation of vendor.

V. EVALUATION AND AWARD

A. Evaluation Of Proposals

The District will review submitted proposals based upon, but not solely limited to, the criteria. Note that cost will be a factor, but not the only factor, in evaluating submitted proposals.

B. Rejection of Proposals

The District reserves the right to reject any or all submissions in whole or in part for any reason without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements.

If a proposal fails to meet a material requirement in the Request for Proposal, or is incomplete or contains irregularities, the proposal may be rejected. A deviation is material to the extent that a response is not in substantial accord with the requirements in the RFP.

C. Evaluation Process

All bids will be evaluated by the Air Pollution Control Officer and other District representatives as needed.

The District reserves the right to determine the suitability of proposals on the basis of a proposal's meeting administrative requirements, business objectives, technical requirements, the review team's assessment of the quality and performance of the equipment and services proposed, cost, and other criteria as assessed by the review team.

The District may require the vendor to clarify an answer. Failure to do so may result in sufficient cause for being non-responsive.

The following criteria will be considered during the evaluation process:

- Responsiveness: Adherence to the requirements of this RFP.
- Qualifications and Experience: The ability, capacity, flexibility, financial stability and skill of the Vendor/OEM to perform the contract, as evidenced by related factors such as its market position, strategic partnerships, customer base, standard financial reports, industry ratings/awards, ability to deliver within a reasonable time without delay, etc. Also includes client reference information from current or prior customers as well as response to the Supplier Questionnaire.
- Technical Approach and Quality: The ability of the Vendor / OEM to meet the specifications and requirements for equipment, installation, maintenance and service. Demonstrated success on similar projects, technician training, average response time, problem resolution process and parts availability (i.e. delivery time for routine and special orders, as well as on-hand inventory). The ability to provide quality equipment and services in fulfillment of the contract based upon business efficiencies, organizational structure, customer service, and technological competitiveness.
- Cost: Cost consideration will be reviewed only if a proposal is determined to be otherwise qualified. All figures entered on the vendor proposal must be clearly legible.

D. Award and Execution of Contract

The most qualified vendor will be placed on the Board Agenda as a recommendation to the Governing Board.

It is anticipated that final selection of the vendor will be presented to the Governing Board on November 10, 2016.

DOCUMENTS

The following Documents are Signed and/or Included in the Bid Package. Failure to comply will be considered a "No Bid".

| Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Proposal, following Sections III A-E |
| <input type="checkbox"/> | <input type="checkbox"/> | Non-Collusion Affidavit signed and included |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate of Liability Insurance included |
| <input type="checkbox"/> | <input type="checkbox"/> | Supplier Questionnaire |

The undersigned acknowledges:

1. Having read carefully the bidding conditions and the specifications, the undersigned submits the attached proposal.
2. The Governing Board of the Great Basin Unified Air Pollution Control District reserves the right to reject any and all bids and / or waive any irregularities or informalities in the bidding process.
3. Having read carefully the bidding conditions and the specifications, the undersigned submits the following bid. Any special conditions the District needs to know in regards to your bid must be listed here:

Company Name: _____

Name/Title of Bidder: _____

Signature: _____

E-mail: _____ Phone number: _____

Parent Company Address: _____

Local Address: _____

NONCOLLUSION DECLARATION TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

The undersigned declares:

I am the _____ of _____, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____[date], at _____[city], _____[state].

SUPPLIER QUESTIONNAIRE

Please answer the following questions as fully (yet as succinctly) as possible. Answers must be submitted in the same order /format as follows, and submitted on a separate sheet:

1. Discuss your company's experience, background and qualifications regarding sales and service/maintenance of copiers, supplying of copier supplies and similar agreements. How long has your company been in business?
2. Discuss the qualification of the sales, service and support representative(s) who will be handling the District's account. Please include their specific office location, and the time commitment that will be offered to the District under this contract.
3. Provide the number of service technicians presently employed by your company and the total number of copiers your office is maintaining. Are your service technicians certified? For what copier equipment?
4. How long has your company sold copiers?
5. Are you a distributor for several brands of copiers? Authorized? Identify.
6. How many employees in your local (within Inyo County) operation?
7. What address are payments sent to?
8. Who will handle the District's maintenance needs for our copiers and what is their telephone number and geographic location?
9. Who is the backup representative for the above person?
10. If another company will handle maintenance for you, give their full name, address, etc. and describe the business relationship.
11. Will other than OEM parts be used for repair/maintenance purposes? If so, from who do you get parts?
12. What is your normal response time to "down" service calls?
13. How are service call requests logged and on-site response time and time for repairs tracked?
14. Are maintenance personnel assigned to the District responsible for service outside Inyo County? If so, what geographical area?
15. Do you warehouse spare parts for the quoted copiers? Where?
16. Do you warehouse copiers in your office? If not, where?

17. What is the average delivery time of copiers from your distributor to you?
18. What is your average parts delivery time out-of-stock to us?
19. How will you handle emergency delivery of supplies?

Insurance Requirements

The Great Basin Unified Air Pollution Control District requires all contractors (those who hold a contract or purchase order with the District and deliver goods) to provide the District with a Certificate of Insurance and additional insured endorsement.

Additional Insured Endorsement: Great Basin Unified Air Pollution Control District, its agents, officers, and employees shall be named as an additional insured under this policy and a copy of the additional insured endorsement must be sent to the District.

The Certificate of Insurance must specify a 30-day cancellation notice.

The Certificate of Insurance must include the signature of an authorized representative.

The Certificate of Insurance shall provide proof of:

| | <u>Minimum Combined Single Limits</u> |
|--|---|
| • Employer's Liability | \$1,000,000 |
| • Comprehensive General Liability Premises and Operations Contractual Liability Independent Contractors Products/Completed Operations Broad Form Property Damage Personal Injury Broad Form Liability Endorsement Owned Automobiles Nonowned Automobiles Hired Automobiles | \$1,000,000 |
| • Automobile Liability (if not included in General Liability coverage) | \$1,000,000 |
| • Workers' Compensation Insured Self-Insured | Statutory \$5,000,000 |

Mail Certificate of Insurance and endorsement to:

Great Basin Unified Air Pollution Control District
Attn: Susan Cash, Administrative Projects Manager
157 Short Street, Bishop CA 93514

If you have any questions, please do not hesitate to e-mail Susan Cash at SCash@gbuapcd.org.