



**Town of Los Gatos**  
**Multifunctional Printer Replacement, Management, and Maintenance**

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**REQUEST FOR PROPOSALS (RFP)**  
**FOR**  
**MULTIFUNCTIONAL PRINTER (MFP) REPLACEMENT, MANAGEMENT**  
**AND MAINTENANCE SERVICES**

**Proposals Due:**

August 24, 2018 by 5:00 pm

**RFP Contact:**

Gitta Ungvari

Finance and Budget Manager

[gungvari@losgatosca.gov](mailto:gungvari@losgatosca.gov)

408-354-6805

**Deliver To:**

Town of Los Gatos  
Finance Department  
110 E. Main Street  
Los Gatos, CA 95030

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## 1. INTRODUCTION

The Town of Los Gatos is requesting proposals to secure a qualified contractor to provide multifunctional printer (MFP) replacement, maintenance and management services. The Town desires to develop a strong partnership with a MFP managed services provider that will assist in achieving the following objectives:

- Create and implement an optimization and standardization roadmap for the Town's copiers, printers, faxes, scanners (output fleet)
- Reduce the Town's total cost of ownership regarding output fleet throughout the Town Departments
- Improve customer service
- Increase the Town's "Green Footprint"
- Evaluate and recommend document flow improvements
- Minimize downtime and maintenance calls

## 2. TOWN OVERVIEW

The Town of Los Gatos is a small community nestled at the base of the Santa Cruz Mountains, approximately 60 miles south of San Francisco. The Town of Los Gatos is guided by the principles of Small Town Service, Community Stewardship, and Future Focus. The Town government is fiscally healthy, and focuses on teamwork, collaboration, and civic engagement. Los Gatos is a General Law Town with a five-member Council and an annually rotating Mayor's position. The Town Council sets the policies for which the Town employees implement under the leadership of the Town Manager.

The Town operates one Civic Center, one Police Operations building, one Service Center, and one Library and employs approximately 150 personnel.

## 3. BACKGROUND

The Town of Los Gatos is seeking to procure the services of a qualified Contractor for multifunctional printer replacement, maintenance and management services.

The Town currently has several copiers and printers and a small Information Technology Department. The Town currently has a single maintenance vendor, "MBS" and the equipment is leased through US Bank. A list of all copiers and printers, and their usage is provided in Attachment 1. NOTE: Proposals for equipment should include, at a minimum, same features and options as are included on the equipment already used by the Town.

#### 4. SCOPE OF SERVICES

The Town of Los Gatos intends to replace equipment as needed to meet current multi-functional printer needs through a lease for multiple years with buy-out provisions and a separate agreement to maintain the copiers with the most favored customer pricing. The Town is also considering incorporating optional equipment into the lease including but are not limited to: a postage meter machine, a folding machine, and a pressure sealer machine. The proposal should include costs assigned to each copier and calculations for a 5-year lease. The Town is looking for a cost per copy agreement for both color and black/white units. The Town is also willing to review existing negotiated agreements with other local government agencies that are eligible for “piggybacking.”

The Town of Los Gatos will consider a multifunctional printer management services agreement covering all copiers and printers. It is anticipated that such an agreement will involve an evaluation of the current equipment and platforms and will allow for incremental inclusion of existing and new equipment over a term to be negotiated. A needs analysis should look at usage and monthly volume across all platforms; printing and copying as well as color and black output to maximize efficiency and reduce costs by evaluation what changes will best serve the Town’s needs with the proper equipment. The proposal should briefly describe any related costs, if any, time requirements to conduct the analysis, and your experience in generating cost savings.

The Town is open to recommendations for optimization of the copier/printer environment. These options should all contain a managed services component complete with consumables (non-paper), remedial, and maintenance services, but may vary on their approach to acquisition of replacement printers (leased, purchased through vendor, purchased direct by Town, service provided with consumable purchases, etc.).

Copier/printer system goals:

- Improve efficiency in resources and costs
- Reduce copying and printing costs
- Improve customer support and ease of administration
- Lessen environmental impact
- Educate users on costs and environmental impacts of print job choices
- Minimize downtime and maintenance calls

A pre-submittal walk-through will be held on July 27, 2018 to allow the opportunity to clarify any specifications included in the RFP. Also, prospective contractors/vendors will be able to measure the room dimensions to ensure proposed equipment will fit.

## **COPIER MINIMUM STANDARDS**

All copiers supplied will be U.L. approved, ENERGY STAR compliant. New copiers will not have been used since manufacture. Demonstrator copiers are considered used and should be noted as such for this proposal. In addition, all copiers supplied at the time of initial installation will be current models of modern technology using dry toner and in current production.

In response to this RFP, all proposals must include complete descriptive literature showing specifications of equipment offered. Literature may be submitted in the form of brochures. Literature must contain information on electrical and space requirements, as well as provide the dimensions of the copiers with and without optional features. Measurements include maximum widths, with finishers/sorters and paper cassettes attached. Copiers must be able to produce clean, acceptable images using a minimum of 30% post-consumer waste recycled paper made for xerographic purposes. All services and merchandise must comply with safety orders of the California Department of Industrial Relations and Cal/OSHA (California/Occupational Safety and Health Administration).

Each copier provided by the successful contractor must perform the intended functions to operate satisfactorily and to produce acceptable copy quality for a minimum of 96% of the time between 8:00 a.m. and 5:00 p.m. Monday thru Friday, excluding Town recognized holidays, averaged over a consecutive three-month period. Preventative maintenance time shall not be included in the minimum; however, repair time shall be included.

Any copier or feature that does not meet the 96% measurement for any three consecutive month periods shall be replaced. Such replacements will be at no-charge. This performance guarantee shall apply for a three-year period beginning with the delivery/acceptance date of the equipment. Failure to meet the 96% uptime standard as required will cause the Town to take a service credit and withhold that amount from invoices owed the vendor. The service credit shall be \$50.00 per hour for each hour below 96% uptime.

## **INFORMATION SYSTEMS / SETUP**

The Town's Information Technology staff will not fully manage this conversion to new copiers, so the awarded contractor shall provide a project manager to oversee this project from beginning to end. The project manager shall, while meeting onsite with Town IT Staff:

- Download/furnish from manufacturer, the very latest 32 bit and 64-bit drivers for each device
- Setup drivers on 64-bit print servers furnished by Town
- Configure drivers fully for optimum functionality, defaulted to black and white
- Setup scanning ability for color and black/white PDF and JPG

- To existing ftp / windows server shared folders
- To LDAP list of employees for emailing scans from the printer/scanner

Copier drivers are set up on a print server in the Information Technology computer room. All copiers use both PCL and postscript drivers, which are defaulted to black and white to save printing costs. The Town also requests active directory integration.

Copiers have the ability to scan and the Town prefers scanning to network folders, and e-mail, over scanning to the copier's hard drive. This requires less administration and provides a central location for files to be cleaned and backed up.

A successful proposal will also include options for complete setup of printer management systems for all Town Departments. These printer management systems would:

- Provide printer management and automatic deployment without the need for windows print servers, scripts, or Group Policy Objects (GPOs)
- Allows users to install printers via graphical floorplan self-service web portal
- Provide accounting reports per user for black and white, and color print counts separately
- Provide wireless printing

The successful vendor is required to work with Town of Los Gatos Information Technology to coordinate configurations and protocols.

#### **COPIER CODES FOR DEPARTMENT USE**

The Town of Los Gatos uses Department codes to account for prints/copies to operating Departments. Copiers are required, unless specifically waived, to be capable of holding up to 25, five-digit print/copy codes and the Town of Los Gatos requires an Excel spreadsheet to coincide with the billing for these print/copies.

#### **DISPOSITIONS OF CURRENT AND FUTURE EQUIPMENT**

The contractor shall remove and dispose of all current and future equipment being replaced under this new agreement in accordance with the terms of the expiring agreement. All hard drives of current and future equipment shall be erased and removed as appropriate and destroyed in a manner acceptable to the Town of Los Gatos's IT Department.

#### **WARRANTY**

Include a complete warranty statement for the equipment proposed.

## **ENVIRONMENTAL SUSTAINABILITY**

During the term of the agreement with the Town and any extension(s) of the term, the selected contractor must agree that its products will be compliant with the following environmental specifications:

- Complies with EPA ENERGY STAR Program, and equipped with reasonable recovery time from ENERGY STAR power management modes;
- Has a clear process for returning used cartridges to the contractor and how the Town will receive new and standby cartridges;
- Does not use wet process technology;
- Is designed for remanufacturing and reuse of parts;
- Contains materials made with recycled content.

## **CUSTOMER SUPPORT SERVICES**

Certain offices of the Town operate twenty-four hours per day, seven days per week; however, most offices operate on a Monday through Friday, 8:00 a.m. – 5:00 p.m. schedule. The successful proposer must provide ongoing telephone support regarding the use of the equipment to department end users and IT staff. The vendor will be required to provide a contact name and phone numbers for its support and services staff.

A proposer should indicate whether there is an availability of a webpage or support portal where maintenance and/or repair service support calls or tickets are logged and easily filtered and summarized.

## **REGULAR AND PREVENTATIVE MAINTENANCE AND SUPPLIES**

Coverage offered in each instance, is to be a full-service maintenance contract which includes all developer, toner, fuser, oil, drums, repair parts, labor and preventative maintenance service.

Machines furnished will not be eligible for removal from maintenance coverage until after 5 years of life from the date of installation. The vendor must provide the manufacturer's notices of discontinuing the product of any model furnished hereunder. The equipment must not require preventative maintenance and repairs.

## **SERVICE REQUIREMENTS**

The successful contractor will be required to provide preventative and remedial maintenance service during the Town's normal business hours 8:00 a.m. through 5:00 p.m. except on Town holidays to keep the equipment in good working order. Preventative maintenance will be based on the specific needs of the equipment as determined by the manufacturer. On-call remedial maintenance will be performed on an as needed basis as determined by the Town of Los Gatos. An adequate inventory of spare parts must be kept by the contractor to be available for repairs necessary to keep

the copiers operating. All maintenance will be performed by fully factory trained technicians.

### **LOANER**

If during a repair call it is determined that a copier cannot be repaired within 48 hours of the time a repair call is placed, another copier of like size and features is to be supplied at no cost other than the contract service/maintenance per copy charge in effect at the time.

### **RESPONSE TIME**

Failure to respond as required will cause the Town of Los Gatos to take service credit and withhold that amount from invoices owed the vendor. The service credit shall be \$50.00 per hour.

### **ACCEPTANCE**

Delivery is not to be considered complete until:

- The equipment is completely delivered in the configurations as ordered.
- The equipment has been properly installed and made ready for use by the contractor's trained personnel.
- Training has been properly provided to the personnel at the delivery sites.
- The responsible representatives of the sites accepting delivery sign and date an acceptance certificate indicating the above conditions have been met. A signed bill of lading or delivery receipt is not acceptable.

### **INVOICING**

The contractor shall prepare one monthly invoice for all equipment and shall include:

- Invoice date and number
- Purchase Order Contract Number
- Locations, Make, Model and Serial Number
- Number of copies invoiced by account code
- Current and previous reading
- Date of meter reading

Invoices shall be submitted to:

**Town of Los Gatos  
Accounts Payable  
PO Box 655  
Los Gatos, CA 95031**



## **USER TRAINING**

The proposal must include at least one-half hour of training for Town employees for each machine to be completed annually, if needed, for the five year contract term.

## **PRICE ANALYSIS**

The price analysis will include but not be limited to purchase price, all-inclusive maintenance and supplies costs, warranty period, and equipment standardization. Please note that one of the Town's goals is to reduce printer/copier fees; however, cost is not the only factor on which proposals will be evaluated. The Town is looking for base model pricing with add-on optional features and costs noted. Please note if a feature is standard, optional or not available. Proposers are welcome to present additional price analysis worksheets for the evaluation team to review.

The Town requests that all proposals include:

- A description of the methodology to be used, if any, to evaluate the current copier and printer program and describe any and all costs related to the program.
- A suggested work schedule.
- A complete description of the qualifications of the staff team and the firm's demonstrated experience in effectively reducing copier and printer costs.
- The firm's experience in copier and printer managed services.
- A description of the proposed implementation plan and address the change and coordination in support vendors.

## **RELOCATION**

A copier may be relocated (after initial installation) one time per five-year period at no charge to the Town of Los Gatos. Thereafter, if the same copier is relocated, it will be at the contractor's current published rate, if the contractor performs the move. This does not include copiers replaced or upgraded.

## **5. PROPOSED TENTATIVE TIMELINE**

| <b>Timeline</b>                     |                                   |
|-------------------------------------|-----------------------------------|
| Distribution of RFP                 | <b>07/13/18</b>                   |
| Site Inspection                     | <b>07/27/18</b>                   |
| Proposal Due to the Town            | <b>08/24/18</b>                   |
| Selection Panel Review of proposals | <b>Week of September 3, 2018</b>  |
| RFP Award Date                      | <b>Week of September 17, 2018</b> |
| Delivery and Installation           | <b>Week of October 1, 2018</b>    |

## **SITE INSPECTION**

As part of the proposal process, the Town will also conduct a site inspection, tentatively scheduled for July 27, 2018. Specific details regarding time, location, and format will be provided via response e-mail as well as posted on the Town's website.

## **6. SUBMITTAL INSTRUCTIONS**

The Town of Los Gatos invites qualified contractors to submit proposals to provide multifunctional printer replacement, management and maintenance services for the Town. Proposals must be received by 5:00 p.m. on Friday August 24, 2018 to the address indicated on the cover of this RFP.

The submittal package shall include the following:

- One executed original and four printed copies of the proposal
- One electronic copy (sent via email)

## **7. PROPOSAL FORMAT REQUIREMENTS**

Each proposer must carefully examine the requirements contained herein. Upon receipt of responses hereunder, each proposer shall be thoroughly familiar with all requirements contained herein. The failure or omission to examine any form or document shall in no way relieve a proposer from any obligation in respect to this proposal submitted. Any misinterpretation of the requirements is solely that of the proposer's.

In addition, any material that will add to the persuasiveness of your proposal may be included. However, if the materials do not directly address the stated requirements, please include them in an appendix or separate volume. The Town will review and consider all material submitted but will concentrate on the material that directly addresses the Town's stated needs.

Proposals must include in the following, specified order:

### **A. COVER LETTER**

The cover letter should include the title of this RFP; name and mailing address of firm; contact person, telephone number, fax number and email address.

### **B. PROJECT UNDERSTANDING AND PLAN**

Based on the available information, supplemental research, field observations, and experience with similar projects, provide a narrative describing the firm's understanding of the services requested in this RFP, the firm's general approach and any major challenges to achieving the Town's stated goals. Include any issues that will require special considerations for this project. Also identify any unique approaches or strengths

that the firm may have related to this project. Town staff will assess the firm's understanding of all aspects of the project based on the overview.

Provide a detailed discussion of the firm's approach to the successful implementation of this project. Include thorough discussions of methodologies that are essential to accomplishing this project. Include a proposed work schedule to complete all the required tasks within the desired timeline. Identify the staff who would be assigned to each task, including sub-consultants and sub-contractors. List any necessary equipment, training, or installation services required.

#### C. FIRM PROFILE AND EXPERIENCE

Include profile of the firm including firm history and structure; firm corporate office and local office locations; and profiles of at least three representative projects that best demonstrate the firm's qualifications and experience applicable to the services, knowledge of the local environment, and record of success as measured by client satisfaction. If possible, these representative projects should be for a municipal entity within the last five years and utilize same brand equipment as being proposed for use in the Town of Los Gatos.

The firm's profiles of the representative projects will be used as references and therefore shall identify the client contact persons with telephone numbers, and services provided by the firm.

#### D. COST PROPOSAL

Provide a total cost proposal for all products and services to be delivered, and a breakdown of costs delineated by tasks as described in the project plan. Define any reimbursable expenses requested to be paid by the Town. Cost proposals shall include costs for all devices needed by the Town. Vendors are encouraged to propose additional device features that will benefit the Town. However, cost for any additional features proposed must also be included in the cost proposal as optional.

#### E. RECYCLED CONTENT

Submit a list of all items that are made of or have recycled content, or that can be recycled. Include the percentage of recycled content of each item. Describe fully in how the firm will handle and recycle cartridges, toner, and recyclable parts.

#### F. CONFLICT OF INTEREST

The proposal must include the name of entities associated with the firm and any associated service provider who may have a conflict of interest with any activity of this RFP. Provide details and reasons. Firms/service providers are subject to disqualification based on conflict of interest as determined by the Town of Los Gatos.

## G. EXCEPTIONS

Describe all proposed exceptions, alterations, or amendments to the scope of services or other requirements of this RFP. The nature and scope of the proposed exceptions may negatively affect the evaluation of the submittal and the Town's determination of whether it is possible to successfully negotiate a contract with the firm.

## 8. REVIEW AND SELECTION PROCESS

Award of the RFP shall be made to the responsible and responsive proposer whose proposal is determined, through a formal evaluation panel process, to be the most advantageous to the Town.

The successful proposer will enter into a contract with the Town incorporating all prescribed requirements and conditions of this request for proposal. If the successful proposer refuses or fails to execute the contract, the Town may consider the next most qualified proposer. The Town shall be the sole judge as to the successful proposer. The Town reserves the right to split the award of any contract to replace copiers, copier services and/or copier and printer management and maintenance services.

The Town reserves the right to reject any or all responses to this RFP and to waive any informality or irregularity in this RFP or in responses, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this RFP, in the best interest of the Town. This RFP does not commit the Town to award a contract, or to procure or contract for services or goods.

Before award, proposers may be required to furnish evidence of capability, equipment, and financial resources to adequately perform the job.

### **SELECTION PANEL**

Selection Panel comprised of Town staff will be established for this project by the Town. The Panel will review and rank the proposals and negotiate with qualified firms based on the content of the proposals relative to firm experience, qualifications, and past record of performance. The Town may request an interview and/or site visit from any or all of the qualified firms to further assist in the selection process.

### **SPECIAL CONSIDERATIONS**

- **Public Records:** All proposals submitted in response to the RFP become the property of the Town and are subject to release under the California Public Records Act and may be subject to public review.
- **Right to Cancel:** The Town reserves the right to cancel, in part or in its entirety, this RFP. If the Town cancels or revises this RFP, the Town will notify all proposers in writing.

- Additional Information: The Town reserves the right to request additional information and/or clarifications from any or all proposers to this RFP.
- Insurance Requirements, Permits, Licenses, Agreement: The successful firm shall maintain in force at its own cost at all times during the performance of the assignment insurance. If the firm cannot or will not provide insurance as identified, the Town will not contract with the firm
- Contractual Requirements: The successful firm will be required to enter into a contract with the Town using the Town’s Standard Agreement for Services. Provisions include, but are not limited to, indemnification, insurance requirements, applicable compliance to ordinances, laws, regulations, and licenses, Town business tax licenses and other terms and conditions. If a firm is not prepared to accept the terms of this Agreement, the firm should not submit a proposal. No changes will be made to the general contract requirements.
- Waiver: By submitting a response to this RFP, each proposer expressly waives any and all rights it may have to object to, protest, or seek legal remedies whatsoever related to any aspects of this RFP, Town’s selection of consultant or rejection of any or all responses.

## 9. GENERAL TERMS AND CONDITIONS

The following “General Terms and Conditions” shall be applicable to any contract or agreement entered into as a result of this proposal. The terms “proposer,” “contractor” and “firm” may be used interchangeably in this solicitation and shall refer exclusively to the person, company, or corporation with whom the Town enters into a contract as a result of this solicitation.

- A. All work performed shall be completed in a competent manner according to standard practices of the industry. All persons engaged in the work, including subcontractors, will be considered as employees of the contractor. The contractor will be held responsible for its work. The Town will deal directly with and make all payments to the prime contractor.
- B. The Town may make such investigations as necessary to determine the ability of the contractor to perform the services as required. The Town reserves the right to reject any proposal if the evidence submitted by, or investigation of, such contractor fails to satisfy the Town that the contractor is qualified to carry out the obligation of the contract.
- C. The contractor shall continuously maintain adequate protection of all its work from damage and shall protect the Town’s property from any and all injury or loss arising in connection with any contract entered into hereunder. The contractor shall take all necessary precaution for the safety of employees on the job and shall comply with all applicable provisions of federal, state and municipal safety laws and building

codes to prevent accidents or injury to person on/or about or adjacent to the premises where the work is being performed.

- D. The contractor shall comply with all applicable federal, state and local laws, ordinances, regulations and codes and shall obtain and maintain throughout the term of the contract, all required permits, certificates and licenses, including a Town of Los Gatos business tax license.
- E. The contractor shall be an independent contractor in performing services for the Town as a party of any contract entered into as a result of this proposal. Contractor and contractor's agents, employees, subcontractors and other persons acting on the contractor's behalf are not employees of the Town.
- F. Except as the Town may specify in writing, contractor and its agents, employees and subcontractors shall have no authority, expressed or implied, to act on behalf of the Town in any capacity as agents or otherwise to bind the Town to any obligation whatsoever.
- G. The contractor agrees that all persons employed by contractor shall be treated equally by contractor without regard to or because of race, color, religion, ancestry, national origin, handicap, sex, marital status, or age and in compliance with all anti-discrimination laws of the United States of America, the State of California and Town of Los Gatos.
- H. The contractor agrees to indemnify, hold harmless and defend the Town, its Town Council, and each member thereof, and every officer, employee, representative or agent of the Town, from any liability, claims demand actions damages (whether in contract or tort, including personal injury, death at any time, or property damage), costs and financial loss, including all costs and omissions related to the agreement performed by the contractor or contractor's agents, employees, subcontractor, or other persons acting on contractor's behalf. This agreement to indemnify, hold harmless and defend shall apply whether such acts or omissions are the product of active negligence, passive negligence, willfulness or acts for which contractor or contractor's agents, employees, subcontractors, or other persons acting on contractor's behalf would be held strictly liable.
- I. The contractor shall obtain and maintain throughout the term of the contract, insurance coverage, with the Town as additional insured.
- J. Town may terminate contract at any time, with or without cause, by giving notice to contractor. Such termination shall be effective ten (10 calendar days from the date of delivery or mailing of such notice).

- K. In the event of any dispute with regard to the provisions of any contract entered into hereunder, the dispute may be submitted to arbitration upon mutual agreement of the parties, under such procedures as parties may agree upon, or, if the parties cannot agree, then under the applicable rules of the American Arbitration Association.
- L. Town agrees to pay contractor upon satisfactory completion of services provided and upon submission to Town of any invoices for said services performed. Town shall pay contractor within thirty (30) days of receipt and acceptance of invoices.
- M. Neither Consultant (or as the case may be, vendor) nor any of its employees shall provide, directly or indirectly, any gifts or gratuities to any elected or appointed Town official, or to any Town employee responsible for administering any provisions of this Agreement. Elected or appointed Town officials affected by this provision include members of the Town Council, the Town Manager and assistant, deputy, or interim Town Manager, any department directors, and any other employee involved in the administration of this Agreement. Gift has the meaning ascribed to that term in California Government Code section 82028(a) and includes anything that confers a personal benefit on the recipient to the extent that consideration of equal or great value is not received.
- N. Proposals are due no later than 5:00 p.m. on August 24, 2018 at 110 East Main Street, Los Gatos, CA 95030 as stated on the cover sheet of this RFP.
- O. For the purposes of this RFP:
- Copiers shall mean business grade, digital devices that perform multiple functions such as, but NOT necessarily limited to copying, faxing, scanning, and printing for large groups or departments.
  - Printers shall mean networked and desktop printers that may solely perform print functions, or may perform multiple functions such as but not necessarily limited to copying, faxing, scanning, and printing, but are designed for smaller groups or terms
  - Faxes and scanners shall mean stand-alone facsimile, and scanner devices designed for small group or teams.

# Town of Los Gatos List of Equipment

Advance Volume Report

From 11/20/2017 16:35:52 To 02/20/2018 16:35:52

| Device                              | Group            | Serial Number | IP Address      | Asset# | Start         | End          | Page Total    | Color Total | B&W Total | Last Active     | Printer Name  |
|-------------------------------------|------------------|---------------|-----------------|--------|---------------|--------------|---------------|-------------|-----------|-----------------|---------------|
|                                     |                  |               |                 |        | Pagecount     | Pagecount    |               |             |           |                 |               |
| <b>Summary</b>                      |                  |               |                 |        | <b>321944</b> | <b>89908</b> | <b>232036</b> |             |           |                 |               |
| (KONICA ) 0103                      | Los Gatos - Town | A63N011000055 | 192.6.1.3       | 15556  | 9376          | 9601         | 244           | 0           | 244       | 5/21/2018 10:36 | FinDir-KM     |
| (KONICA ) 0104                      | Los Gatos - Town | A63N011000846 | 192.6.1.4       | 15553  | 61169         | 64629        | 3471          | 0           | 3471      | 5/21/2018 10:36 | CDDPerm-KM    |
| (KONICA ) 0108                      | Los Gatos - Town | A63N011000034 | 192.6.1.8       | 15555  | 94038         | 97882        | 3844          | 0           | 3844      | 5/21/2018 10:35 | PPWUP-KM      |
| (KONICA ) 010B                      | Los Gatos - Town | A63N011000835 | 192.6.1.11      | 15545  | 59309         | 62165        | 2868          | 0           | 2868      | 5/21/2018 10:36 | FinAP-KM      |
| (KONICA ) 010C                      | Los Gatos - Town | A63N011000838 | 192.6.1.12      | 15546  | 62542         | 66410        | 3877          | 0           | 3877      | 5/21/2018 10:36 | FinPay-KM     |
| (KONICA ) 010E                      | Los Gatos - Town | A63N011000009 | 192.6.1.14      | 13954  | 45501         | 46708        | 1207          | 0           | 1207      | 5/16/2018 10:31 | FinAcct-KM    |
| (KONICA ) 010F                      | Los Gatos - Town | A63N011000833 | 192.6.1.15      | 15542  | 58152         | 61110        | 3007          | 0           | 3007      | 5/21/2018 10:36 | CDDHall-KM    |
| (KONICA ) 0111                      | Los Gatos - Town | A63N011000834 | 192.6.1.17      | 15547  | 48298         | 50691        | 2402          | 0           | 2402      | 5/21/2018 10:36 | Atty-KM       |
| (KONICA ) 0113                      | Los Gatos - Town | A63N011000836 | 192.6.1.19      | 15543  | 88581         | 93191        | 4610          | 0           | 4610      | 5/21/2018 10:36 | CDDAdmin-KM   |
| HP Designjet T1200 (44" sized) 0109 | Los Gatos - Town | CN0262H010    | 192.6.1.9       |        | 0             | 0            | 0             | 0           | 0         | 5/21/2018 10:34 | CDDPlot       |
| KONICA MINOLTA bizhub 4700P         | Los Gatos - Town | A63N011001330 | 198.203.186.179 | 15775  | 26056         | 28042        | 1986          | 0           | 1986      | 5/21/2018 10:28 | Admin-Analyst |



## Town of Los Gatos List of Equipment

Advance Volume Report

From 11/20/2017 16:35:52 To 02/20/2018 16:35:52

| Device                           | Group            | Serial Number | IP Address      | Asset# | Start         | End          | Page Total    | Color Total | B&W Total | Last Active     | Printer Name  |  |
|----------------------------------|------------------|---------------|-----------------|--------|---------------|--------------|---------------|-------------|-----------|-----------------|---------------|--|
|                                  |                  |               |                 |        | Pagecount     | Pagecount    |               |             |           |                 |               |  |
| <b>Summary</b>                   |                  |               |                 |        | <b>321944</b> | <b>89908</b> | <b>232036</b> |             |           |                 |               |  |
| Konica Minolta bizhub 4700P      | Los Gatos - Town | A63N011000054 | 192.6.1.10      | 15550  | 101130        | 116155       | 15025         | 0           | 15025     | 5/21/2018 10:35 | FinAR-KM      |  |
| KONICA MINOLTA bizhub 4700P 01A9 | Los Gatos - Town | A63N011000837 | 192.6.1.169     | 15544  | 71670         | 72972        | 1302          | 0           | 1302      | 5/21/2018 10:35 | CDDBldg-KM    |  |
| KONICA MINOLTA bizhub 4700P BAA8 | Los Gatos - Town | A63N011000074 | 198.203.186.168 | 15552  | 37427         | 39324        | 1897          | 0           | 1897      | 5/21/2018 10:35 | Evidence-KM   |  |
| KONICA MINOLTA bizhub 4700P BAA9 | Los Gatos - Town | A63N011000306 | 198.203.186.169 | 15554  | 14454         | 15247        | 793           | 0           | 793       | 5/21/2018 10:35 | Captain-KM    |  |
| KONICA MINOLTA bizhub 4700P BAAA | Los Gatos - Town | A63N011000829 | 198.203.186.170 | 15549  | 34657         | 35760        | 1103          | 0           | 1103      | 5/21/2018 10:35 | Admin-KM      |  |
| KONICA MINOLTA bizhub 4700P BAAE | Los Gatos - Town | A63N011000819 | 198.203.186.174 | 15548  | 32502         | 33464        | 962           | 0           | 962       | 5/21/2018 10:35 | Sergeants-KM  |  |
| KONICA MINOLTA bizhub 754 01AB   | Los Gatos - Town | A55V011001634 | 192.6.1.171     | 15563  | 555271        | 573246       | 17975         | 0           | 17975     | 5/21/2018 10:34 | MGRCopy-KM    |  |
| KONICA MINOLTA bizhub C25 0105   | Los Gatos - Town | A2YF011005011 | 192.6.1.5       | 15558  | 20307         | 21778        | 1471          | 419         | 1052      | 5/21/2018 10:34 | PPWOutback-KM |  |
| KONICA MINOLTA bizhub C25 0110   | Los Gatos - Town | A2YF011300096 | 192.6.1.16      | 15640  | 100053        | 104707       | 4654          | 1030        | 3624      | 5/21/2018 10:34 | Clerk-KM      |  |
| KONICA MINOLTA bizhub C25 BAB0   | Los Gatos - Town | A2YF011005001 | 198.203.186.176 | 15560  | 179626        | 181374       | 1748          | 926         | 822       | 5/21/2018 10:34 | Dispatch-KM   |  |
| KONICA MINOLTA bizhub C284e 01A5 | Los Gatos - Town | A5C2011004936 | 192.6.1.165     | 15571  | 105239        | 109059       | 3820          | 1095        | 2725      | 5/21/2018 10:35 | HRCOLOR-KM    |  |
| KONICA MINOLTA bizhub C284e 01A7 | Los Gatos - Town | A5C2011005501 | 192.6.1.167     | 15570  | 289753        | 305195       | 15442         | 6268        | 9174      | 5/21/2018 10:35 | EngColor-KM   |  |

## Town of Los Gatos List of Equipment

Advance Volume Report

From 11/20/2017 16:35:52 To 02/20/2018 16:35:52

| Device                           | Group            | Serial Number | IP Address      | Asset# | Start         | End          | Page Total    | Color Total | B&W Total | Last Active     | Printer Name       |  |
|----------------------------------|------------------|---------------|-----------------|--------|---------------|--------------|---------------|-------------|-----------|-----------------|--------------------|--|
|                                  |                  |               |                 |        | Pagecount     | Pagecount    |               |             |           |                 |                    |  |
| <b>Summary</b>                   |                  |               |                 |        | <b>321944</b> | <b>89908</b> | <b>232036</b> |             |           |                 |                    |  |
| KONICA MINOLTA bizhub C284e 0D2A | Los Gatos - Town | A5C2011005442 | 192.168.13.42   | 15573  | 127616        | 138951       | 11335         | 8928        | 2407      | 5/21/2018 10:35 | LibColor-KM        |  |
| KONICA MINOLTA bizhub C284e BAA7 | Los Gatos - Town | A5C2011005439 | 198.203.186.167 | 15574  | 179674        | 188851       | 9177          | 4379        | 4798      | 5/21/2018 10:35 | ReportWriting-KM   |  |
| KONICA MINOLTA bizhub C284e BAAB | Los Gatos - Town | A5C2011003583 | 198.203.186.171 | 15564  | 324762        | 349932       | 25170         | 3085        | 22085     | 5/21/2018 10:35 | Records284-KM      |  |
| KONICA MINOLTA bizhub C284e BAAC | Los Gatos - Town | A5C2011005484 | 198.203.186.172 | 15569  | 229520        | 241186       | 11666         | 6446        | 5220      | 5/21/2018 10:35 | PCS-KM             |  |
| KONICA MINOLTA bizhub C284e BAAD | Los Gatos - Town | A5C2011005516 | 198.203.186.173 | 15572  | 213499        | 223552       | 10053         | 5664        | 4389      | 5/21/2018 10:35 | DetectiveBureau-KM |  |
| KONICA MINOLTA bizhub C3110      | Los Gatos - Town | A6DT011003008 | 192.168.129.175 | 15835  | 18650         | 19159        | 509           | 238         | 271       | 5/21/2018 10:28 | PPWPortable-KM     |  |
| KONICA MINOLTA bizhub C35P 01A3  | Los Gatos - Town | A0VD013300407 | 192.6.1.163     | 15559  | 11437         | 11830        | 393           | 61          | 332       | 5/21/2018 10:34 | PPWSignShop-KM     |  |
| KONICA MINOLTA bizhub C364e      | Los Gatos - Town | A5C1011016496 | 198.203.186.176 | 15560  | 272358        | 279995       | 7637          | 3652        | 3985      | 5/10/2018 7:04  | Dispatch-KM        |  |
| KONICA MINOLTA bizhub C364e      | Los Gatos - Town | A5C1011001813 | 198.203.186.176 | 15560  | 317152        | 317152       | 0             | 0           | 0         | 11/14/2017 7:29 | Dispatch-KM        |  |
| KONICA MINOLTA bizhub C454e 0102 | Los Gatos - Town | A5C0011004521 | 192.6.1.2       | 15575  | 421709        | 442409       | 20700         | 6479        | 14221     | 5/21/2018 10:35 | CDDPlan-KM         |  |
| KONICA MINOLTA bizhub C454e 01AA | Los Gatos - Town | A5C0011003738 | 192.6.1.170     | 15557  | 530085        | 579986       | 49901         | 17863       | 32038     | 5/21/2018 10:35 | MGRColor-KM        |  |
| KONICA MINOLTA bizhub C654e 01A8 | Los Gatos - Town | A2X1017000609 | 192.6.1.168     | 15561  | 354176        | 369103       | 14927         | 5961        | 8966      | 5/21/2018 10:35 | PPWColor-KM        |  |

# Town of Los Gatos List of Equipment

Advance Volume Report

From 11/20/2017 16:35:52 To 02/20/2018 16:35:52

| Device                           | Group            | Serial Number | IP Address      | Asset# | Start<br>Pagecount | End<br>Pagecount | Page<br>Total | Color<br>Total | B&W<br>Total | Last Active     | Printer Name  |
|----------------------------------|------------------|---------------|-----------------|--------|--------------------|------------------|---------------|----------------|--------------|-----------------|---------------|
|                                  |                  |               |                 |        | <b>321944</b>      | <b>89908</b>     | <b>232036</b> |                |              |                 |               |
| KONICA MINOLTA bizhub C654e 01AD | Los Gatos - Town | A2X1017001395 | 192.6.1.173     | 15567  | 1138899            | 1191579          | 52680         | 12955          | 39725        | 5/21/2018 10:35 | CDDColor-KM   |
| KONICA MINOLTA bizhub C654e BAAF | Los Gatos - Town | A2X1017001394 | 198.203.186.175 | 15566  | 449265             | 463353           | 14088         | 4459           | 9629         | 5/21/2018 10:35 | Records654-KM |