

**3758Z1**  
**Attachment B**  
**Mandatory Requirements**  
**All mandatory requirements must be addressed in bidders RFP response.**

	<b>YES</b>	<b>NO</b>
<b>1</b> The Contractor must provide a Single Point of Contact (SPC) for the term of the contract. Provide name and location. Section IV.K Personnel commitments made in the contractor's proposal shall not be changed without the prior written approval of the State. Section III.H.	_____	_____
<b>2</b> Maintenance rates must be the same for service provided throughout the State. The Contractor must provide a flat cost per copy rate with no monthly minimum charges. One click charge per imprinted image regardless of sheet size (letter, legal, ledger, 12 X 18 or 5 1/2 X 8 1/2). Section IV.C.	_____	_____
<b>3</b> The Contractor must be an authorized dealer for the manufacturer being bid. The manufacturer's letter must also state that all necessary maintenance and/or repair (including transportation of the equipment acquired from the contract) must be done at the manufacturer's expense, per the manufacturer's standard warranty certificate in the event of dealer default. A copy of this guarantee and the authorized dealer's certification must be submitted prior to contract award. Section IV.C.	_____	_____
<b>4</b> The Contractor must pass through any proportionate benefits of decreases or promotional discounts offered by the manufacturer to the State during the contract period. Failure to pass along the decreases may be cause for cancellation of the contract. Section IV.C.	_____	_____
<b>5</b> Contractor will provide operating manuals for each piece of equipment placed. Section IV.D.	_____	_____
<b>6</b> Security: When a MFP or hard drive is removed from this program, it must be erased of any and all data that is retained on these devices. Describe how this process will be performed. Section IV.D.	_____	_____
<b>7</b> The Contractor must provide accessories for the Disabled and Visually Impaired that are currently provided by the manufacturer, such as Braille kits or computer software, for new and existing equipment as deemed necessary by the State of Nebraska. List the accessible accessories/options available and price on the individual MFP group bid documents. Section IV.D.	_____	_____
<b>8</b> The Bidder must describe how the trade-in of old MFP's will be addressed and how the machine value will be determined. Attach your explanation. Section IV.D.	_____	_____

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<b>9</b> MFP Groups 1-12 Provide pricing for equipment and maintenance on the forms (provided) by group. Configurations & “features to be included” are based on our past purchasing history. Include the pricing of each feature that can be removed as an option. Only one (1) model may be listed in each group if available. Include features, manufacturers warranty and notes of exception, and detail on standard and optional security features and detail on standard and optional smart features/output management software. Section IV.D.	_____	_____
<b>10</b> All equipment will be delivered with a Digital QC or equivalent product surge protector. Section IV.D.	_____	_____
<b>11</b> The Contractor must have access to manufacturer's technical resources (on new and existing) for problems that are beyond the ability of the Contractor's personnel. Such assistance must be made available at no cost to the State. Attach letter from manufacturer stating such authority. Section IV.C.	_____	_____
<b>12</b> The Contractor must provide any and all complete network installations required by individual State locations throughout the State. Section IV.C	_____	_____
<b>13</b> The State requires the equipment to have the capability to accept numeric account codes for the copy and print feature. A minimum of 100 4 digit code (minimum, 5 or 6 digits acceptable) must be available on units 20 copies per minute to 35 copies per minute and a minimum of 500 4 digit codes must be available on units 35 copies per minute and above. Section IV.D.	_____	_____
<b>14</b> The Contractor shall provide an explanation of how any and all copier clicks per machine are captured/monitored and billed for incoming and outgoing faxes, scans, prints and copies for copiers with access codes in use. Section IV.D.	_____	_____
<b>15</b> The Contractor must furnish monthly reports no later than seven (7) calendar days after the end of each month. Sample reports to include all information must be submitted. Section IV.E	_____	_____
<b>16</b> One quarterly invoice must be submitted to AS Central Finance for payment for the copier maintenance/copy usage. The invoice must be generated off of all quarterly meter readings and billing information provided to the Contractor by AS Copy Services. Section IV.F.	_____	_____
<b>17</b> The Contractor must provide training for all equipment (hardware and software) at time of placement. All training must be provided at no expense to the State of Nebraska. Section IV.I.	_____	_____

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<b>18</b> Additional training must be provided on an as requested basis and must be conducted within five (5) working days of the request at no additional cost to Copy Services. Section IV.I.	_____	_____
<b>19</b> A copy of the Manufacturer's standard warranty should be included with the RFP response. Section IV.J.	_____	_____
<b>20</b> If submitting a bid as a dealer/distributor, a letter must be submitted, on manufacturer's letterhead, for each manufacturer's line being bid, stating if for any reason the contractor fails to live up to the contractual agreement, the manufacturer will then be responsible for selecting another dealer/distributor to fulfill the remaining portion of the contract as written. Copy Services must agree, in writing, to any replacement dealer/distributor. Section IV.J.	_____	_____
<b>21</b> Contractor will provide equipment literature for each model bid. Section IV.M.	_____	_____
<b>22</b> Equipment bid must be Energy Star Compliant. Section IV.N.	_____	_____
<b>23</b> All copiers to be provided throughout the contract must operate at manufacturer's rated specification using all papers listed in contract Section IV.O.	_____	_____
<b>24</b> The Contractor must provide all original equipment manufacturer (OEM) supplies for all new and existing copiers including accessories (finisher, booklet makers, etc.) throughout the State of Nebraska. (e.g. toner, developer, fuser agent, waste bottles, drums and any and all staples and stitching wire) with paper being the only exception. The Service Technicians must install drums, fusers, developer units, etc.; State of Nebraska employees will install paper, toner and staples. Section IV.O. & P.	_____	_____
<b>25</b> The Contractor must provide statewide maintenance coverage on all newly placed equipment under this contract. Contractor is required to provide details on how they intend on providing service throughout the State. This will include the number of qualified factory trained service technicians on staff, the number of Network Specialists on staff, and where they are located throughout the State and what territory they cover. If subcontractors are to be utilized, list all subcontractors' names, locations and the number of factory trained service technicians on staff. Also include the number of the network specialist at each location and what territory they cover. Attach a detailed explanation. Section IV.Q.	_____	_____

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<b>26</b> The Contractor must provide statewide maintenance coverage on all existing equipment under this contract. Contractor is required to provide details on how they intend on providing service throughout the State. This will include the number of qualified factory trained service technicians on staff, the number of Network Specialists on staff, and where they are located throughout the State and what territory they cover. If subcontractors are to be utilized, list all subcontractors' names, locations and the number of factory trained service technicians on staff. Also include the number of the network specialist at each location and what territory they cover. Attach a detailed explanation. Section IV.Q.	_____	_____
<b>27</b> Describe in detail contractor's preventative maintenance plan. Section IV. Q	_____	_____
<b>28</b> The Contractor must provide a toll-free number to order service and supplies. Each copier must bear a label showing at a minimum, the make, model, serial number and phone number to call for service and supplies. Section IV.Q	_____	_____
<b>29</b> The Contractor must have on-site response time of four (4) working hours or less or two (2) hours or less for machines identified as priority. If this criterion is not met, at the sole discretion of the State of Nebraska, the Contractor may incur a charge of \$25.00/per hour/per failure. Section IV.R.	_____	_____
<b>30</b> If the downtime exceeds 80 working hours within any 3 month period, for any piece of equipment acquired during the life of this contract, as per contractor and/or agency supplied reports, the State reserves the right to have, at it's option, the equipment replaced or the plan terminated with no financial penalty and at the sole discretion of the State. Section IV.S.	_____	_____
<b>31</b> If a machine is not fully functional, as originally intended, longer than sixteen (16) working hours, loaner machines of same or similar model must be in place on the seventeenth (17th) working hour until the original machine is repaired and reinstalled. Section IV.Q.	_____	_____
<b>32</b> Relocation of equipment must be provided within three (3) working days of request, at no additional cost to Copy Services. Section IV.V.	_____	_____
<b>33</b> The Contractor must maintain a minimum of one (1) warehouse within a maximum of a two (2) hour response of Lincoln, NE to store a minimum of fifty (50) copiers at one time. List the physical address of the warehouse. Section IV.V.	_____	_____
<b>34</b> The signed Request for Proposal for Contractual Services	_____	_____
<b>35</b> The Cost proposal	_____	_____