

**CONTRACT TO PIGGYBACK
MULTI-FUNCTION DEVICE LEASE AGREEMENT**

This Contract is by and between **Global Office, Inc** (VENDOR) and Siskiyou County Sheriff's Office (CUSTOMER) to that certain Lease Agreement #MPC0084, may be utilized for similar equipment and services, entered into on May 9th, 2023 and signed by all parties to it.

In consideration of the mutual covenants contained herein and in the Agreement the parties agree as follows:

WHEREAS, the County of Butte published a Request for Formal Proposals (RFP) on January 27th 2023, identified as public notice RFP #50-23, requesting a five-year lease for multi-function office devices (MFD), maintenance, and equipment loaner availability, hereby incorporated as Exhibit "C"; and

WHEREAS, said Lease Agreement, is governed by the terms and conditions in the attached "County-Wide Multi-Function Device Lease with Service, Maintenance of County Owned/Rented Desktop Printer/Scanners and As Needed Short Term Rental of Multi-Function Devices", by the County of Butte, including all attachments, referred to on such Lease Agreement, hereby incorporated as Exhibit "B"; and

WHEREAS, the CUSTOMER wishes to piggy-back Contract #MPC0084 for a 60-month term in alignment with the permissions for public agencies to utilize on Page 15 of the Contract; and

WHEREAS, the equipment lease specifications desired by the CUSTOMER, in accordance with the terms and conditions of Contract #MPC0084, shall be identified as Exhibit "A" to the Contract, attached hereto; and

WHEREAS, this agreement may be modified or renewed by mutual consent of both parties, in writing, in alignment with Page 3 Section 12, based on changes needed to the fleet of devices of the CUSTOMER; and

IN WITNESS WHEREOF, CUSTOMER and VENDOR have executed this piggyback Contract on the dates set forth below, each signatory represents that they have the authority to execute this agreement and to bind the Party on whose behalf their execution is made.

NOW, THEREFORE, BE IT RESOLVED, the CUSTOMER will piggy-back the lease agreement #MPC0084 executed by the County of Butte.

BE IT FURTHER RESOLVED, the CUSTOMER has replaced the Exhibit "B" within Contract #MPC0084 with Exhibit "A" on Page 6 of this Contract, for the initiation

of this Contract for designation of various site location(s) desired to be equipped with MFD machines, expected to equate Three Thousand Two Hundred Ninety Eight Dollars and No Cents **(\$3,404.00)** per month, and One Hundred Ninety Seven Thousand Dollars Eighty Eight Hundred Dollars and No Cents **(\$204,240.00)** for the term of the five-year Contract for leased equipment and included services as quoted on Page 6.

BE IT FUTHER RESOLVED, any County owned equipment may utilize maintenance Exhibit "A-2" from Contract #MPC0084, if mutually agreed upon by both parties.

BE IT FUTHER RESOLVED, minimum insurance limits on Page 4 of Contract #MPC0084, Section A(1), shall be amended to reflect General Liability coverage of \$2,000,000.00.

BE IT FURTHER RESOLVED, the parties have mutually agreed to implement such Contract and deploy equipment and services no later than Monday, February 2nd, 2026.

(Signatures Following)

IN WITNESS WHEREOF, County and Contractor have executed this agreement on the dates set forth below, each signatory represents that they have the authority to execute this agreement and to bind the Party on whose behalf their execution is made.

COUNTY OF SISKIYOU

Date: _____

RAY A. HAUPT, CHAIR
Board of Supervisors
County of Siskiyou
State of California

ATTEST:
LAURA BYNUM
Clerk, Board of Supervisors

By: _____
Deputy

CONTRACTOR: Global Office, Inc

Date: 1/9/2026

DocuSigned by:
Mike Drakulic
19D4DD779BC04B6

Mike Drakulic, Director/VP Operations

Date: 1/9/2026

DocuSigned by:
Steve Tarpley
6A52E08A252D48A

Steve Tarpley, Director/CEO

License No.: _____

(Licensed in accordance with an act providing for the registration of contractors)
Note to Contractor: For corporations, the contract must be signed by two officers. The first signature must be that of the chairman of the board, president or vice-president; the second signature must be that of the secretary, assistant secretary, chief financial officer or assistant treasurer. (Civ. Code, Sec. 1189 & 1190 and Corps. Code, Sec. 313.)

TAXPAYER I.D. 84-2971857

ACCOUNTING: See Following Pages 4-5

Fund	Org	Acct	Activity
1002	202010	717/722/725	
1002	203010	717/723/725	
1003	202232	717/722/725	131
1001	505010	717/723/725	

If not to exceed, include amount not to exceed: **\$01**

If needed for multi-year contracts, include separate sheet with financial information for each fiscal year.

ACCOUNTING: Effective 2/1/26 – 2/1/31

FY	FUND	ORG	ACCT	ACT	NTE
25/26	1002	202010	717000		\$.01
	1002	202010	722000		\$.01
	1002	202010	725000		\$.01
	1002	203010	717000		\$.01
	1002	203010	722000		\$.01
	1002	203010	725000		\$.01
	1003	202232	717000	131	\$.01
	1003	202232	722000	131	\$.01
	1003	202232	725000	131	\$.01
	1001	505010	717000		\$.01
	1001	505010	722000		\$.01
	1001	505010	725000		\$.01
	1002	202010	717000		\$.01
	1002	202010	722000		\$.01
	1002	202010	725000		\$.01
26/27	1002	202010	717000		\$.01
	1002	202010	722000		\$.01
	1002	202010	725000		\$.01
	1002	203010	717000		\$.01
	1002	203010	722000		\$.01
	1002	203010	725000		\$.01
	1003	202232	717000	131	\$.01
	1003	202232	722000	131	\$.01
	1003	202232	725000	131	\$.01
	1001	505010	717000		\$.01
	1001	505010	722000		\$.01
	1001	505010	725000		\$.01
	1002	202010	717000		\$.01
	1002	202010	722000		\$.01
	1002	202010	725000		\$.01
27/28	1002	202010	717000		\$.01
	1002	202010	722000		\$.01
	1002	202010	725000		\$.01
	1002	203010	717000		\$.01
	1002	203010	722000		\$.01
	1002	203010	725000		\$.01
	1003	202232	717000	131	\$.01
	1003	202232	722000	131	\$.01
	1003	202232	725000	131	\$.01
	1001	505010	717000		\$.01
	1001	505010	722000		\$.01

	1001	505010	725000		\$.01
28/29	1002	202010	717000		\$.01
	1002	202010	722000		\$.01
	1002	202010	725000		\$.01
	1002	203010	717000		\$.01
	1002	203010	722000		\$.01
	1002	203010	725000		\$.01
	1003	202232	717000	131	\$.01
	1003	202232	722000	131	\$.01
	1003	202232	725000	131	\$.01
	1001	505010	717000		\$.01
	1001	505010	722000		\$.01
	1001	505010	725000		\$.01
29/30	1002	202010	717000		\$.01
	1002	202010	722000		\$.01
	1002	202010	725000		\$.01
	1002	203010	717000		\$.01
	1002	203010	722000		\$.01
	1002	203010	725000		\$.01
	1003	202232	717000	131	\$.01
	1003	202232	722000	131	\$.01
	1003	202232	725000	131	\$.01
	1001	505010	717000		\$.01
	1001	505010	722000		\$.01
	1001	505010	725000		\$.01
30/31	1002	202010	717000		\$.01
	1002	202010	722000		\$.01
	1002	202010	725000		\$.01
	1002	203010	717000		\$.01
	1002	203010	722000		\$.01
	1002	203010	725000		\$.01
	1003	202232	717000	131	\$.01
	1003	202232	722000	131	\$.01
	1003	202232	725000	131	\$.01
	1001	505010	717000		\$.01
	1001	505010	722000		\$.01
	1001	505010	725000		\$.01

EXHIBIT "A"

Siskiyou County Sheriffs Office: Equipment & Location Preferences

Existing Location Name	Address	Location Name	Proposed Device	Description	Notes	1002-202010 (Sheriff)	1002-203010 (Jail)	1003- 202232 131 (Civil)	1001-505010 (Vets)
Detectives	1312 Fairlane Rd, Yreka	Sheriff HQ	Canon IRADXC5850I	Color A3 MFP	FAX	1			
Dispatch #1	305 Butte St, Yreka	Sheriff HQ	Brother HL-MFC9570	Color A4 MFP	FAX	1			
Dispatch #2	305 Butte St, Yreka	Sheriff HQ	Brother HL-6415	Black/White Printer		1			
Dispatch #3	305 Butte St, Yreka	Sheriff HQ	Brother HL-6415	Black/White Printer		1			
Dispatch #4	305 Butte St, Yreka	Sheriff HQ	Brother HL-6415	Black/White Printer		1			
Sheriff	305 Butte St, Yreka	Sheriff HQ	Brother HL-MFC9570	Color A4 MFP		1			
Undersheriff	305 Butte St, Yreka	Sheriff HQ	Brother HL-MFC9570	Color A4 MFP		1			
Sheriff Secretary	305 Butte St, Yreka	Sheriff HQ	Brother HL-MFC9570	Color A4 MFP		1			
Sergeants Office	305 Butte St, Yreka	Sheriff HQ	Brother HL-MFC9570	Color A4 MFP		1			
HR/Personnel	305 Butte St, Yreka	Sheriff HQ	Brother HL-MFC9570	Color A4 MFP		1			
Fiscal Office	305 Butte St, Yreka	Sheriff HQ	Brother HL-MFC9570	Color A4 MFP		1			
Patrol / PIO / DARE / Equipment Mgr	305 Butte St, Yreka	Sheriff HQ	Canon IRADXC5850I	Color A3 MFP		1			
Records (Support Staff FAX Line)	305 Butte St, Yreka	Sheriff HQ	Canon IRADXC5850I	Color A3 MFP	FAX	1			
Civil	305 Butte St, Yreka	Sheriff HQ	Brother HL-MFC9570	Color A4 MFP				1	
Admin LT	305 Butte St, Yreka	Sheriff HQ	Brother HL-MFC9570	Color A4 MFP		1			
Patrol LT	305 Butte St, Yreka	Sheriff HQ	Brother HL-6415	Black/White Printer		1			
Veterans Office	105 E Oberlin, Yreka	Sheriff HQ	Brother HL-MFC9570	Color A4 MFP	FAX				1
Armory	1710 Fairlane, Yreka	Sheriff HQ	Brother HL-MFC9570	Color A4 MFP		1			
Courthouse Security Viewing Room	311 4th St, Yreka	Sheriff HQ	Brother HL-MFC9570	Color A4 MFP		1			
Courthouse Holding Room	311 4th St, Yreka	Sheriff HQ	Brother HL-MFC9570	Color A4 MFP		1			
Property & Evidence Room	311 Lane St, Yreka	Sheriff HQ	Brother HL-MFC9570	Color A4 MFP		1			
Jail Booking Check Writer	315 South Oregon, Yreka	County Jail	Brother HL-6415	Black/White Printer			1		
Jail Commissary	315 South Oregon, Yreka	County Jail	Brother HL-6415	Black/White Printer			1		
Jail Admin	315 South Oregon, Yreka	County Jail	Canon IRADXC5850I	Color A3 MFP	FAX		1		
Jail Booking	315 South Oregon, Yreka	County Jail	Canon IRADXC5850I	Color A3 MFP	FAX		1		
Central Jail	315 South Oregon, Yreka	County Jail	Brother HL-6415	Black/White Printer			1		
Jail Housing	315 South Oregon, Yreka	County Jail	Brother HL-6415	Black/White Printer			1		
Jail Transportation	315 South Oregon, Yreka	County Jail	Brother HL-MFC9570	Color A4 MFP			1		
Jail Medical	315 South Oregon, Yreka	County Jail	Brother HL-MFC9570	Color A4 MFP			1		
Mt. Shasta Substation	241 Ski Village, Mt Shasta	Mt. Shasta Substation	Brother HL-MFC9570	Color A4 MFP	FAX	1			
Dunsmuir Substation	5902 Dunsmuir Ave, Dunsmuir	Dunsmuir Substation	Brother HL-MFC9570	Color A4 MFP	FAX	1			
Dorris Substation	324 Pine St, Dorris	Dorris Substation	Brother HL-MFC9570	Color A4 MFP	FAX	1			
Happy Camp Substation	30 4th Ave, Happy Camp	Happy Camp Substation	Brother HL-MFC9570	Color A4 MFP	FAX	1			
Mthly Billing %:						23 70%	8 24%	1 3%	1 3%

PRODUCT KEY:

Brother HL-6415

Brother HL-MFC9570

Canon IRADXC5850I



County-Wide Managed Procurement Contract MPC0084

General Services Released Only

County-Wide Multi-Function Device Lease with Service, Maintenance of County Owned/Rented Desktop Printers/Scanners and As Needed Short Term Rental of Multi-Function Devices

This Contract, dated as of the last date executed by the County of Butte is between the County of Butte, a political subdivision of the State of California, hereinafter referred to as "County", and the Contractor indicated in the variable information table below, hereinafter referred to as "Contractor."

VARIABLE INFORMATION TABLE

Term of This Contract (Complete Dates in Just One of the Following Three Rows)					
☒ Below	Term Begins		Term Completion Date		
☐	On Following Date	May 9, 2023	☐	On Following Date	June 30, 2028
☐	Upon Date Notice to Proceed Received		☐	Calendar Days Following Receipt of Notice to Proceed	
☐	Upon Last Date Executed by County		☐	Calendar Days Following Execution of Contract by County	
County Department		Multiple	FOB Point Destination		
Terms	Net 30/45		Basis of Price (Do Not ☒ More Than One of the Following Four Blocks)		
Price	☐ Fixed Price	☐ Annual Price	☐ Monthly Price	☐ Hourly Rate	
Not-to-Exceed Price	\$2,500,000.00		☒ if Reasonable Expenses are authorized in addition to Hourly Rate		
Contractor Contact Information			County Contact Information		
Contractor	Global Office Inc.		Project Manager	Syndee Howerton / Bradley Cooper	
Address	1905 Notre Dame Blvd. Ste. 230		Address	2081 2 nd Street	
City, State & ZIP	Chico, CA 95928		City, State & ZIP	Oroville, CA 95965	
Telephone	916-825-5333		Telephone	530-552-3500	
Email	spiro@globalofficeinc.com		Email	showerton@buttecounty.net / bcooper@buttecounty.net	

WHEREAS, County, through the County Department identified above, desires to have work described in the Attachment III - Scope of Work performed; and

WHEREAS, Contractor possesses the necessary qualifications to perform the work described herein.

NOW THEREFORE BE IT AGREED between the parties to this Contract that this Contract is subject to the provisions contained in the following attachments, which are made a part of this Contract. Should there be any conflicts between this Contract and the attachments that are incorporated herein, precedence shall first be given to the provisions of this Contract followed by the attachments, in descending order, as indicated below:

Attachment I – Terms and Conditions

Attachment II – Insurance Requirements for Most Contracts

Attachment III – Scope of Work

By signature below, the department head or his or her deputy certifies that no unauthorized alterations have been made to the Attachment I – "Terms and Conditions" and/or the Attachment II – "Insurance Requirements for Most Contracts".

Sara Miller

Typed or Printed Name

Signature

Date

This Contract and the above listed Attachments represent the entire undertaking between the parties.

COUNTY

Tod Kimmelshue

Date

Chair, Butte County Board of Supervisors

REVIEWED FOR CONTRACT POLICY COMPLIANCE
General Services Contracts Division

By

Date

CONTRACTOR

Mike Drakulic

Date

Director/VP Operations

APPROVED AS TO FORM

BRAD J. STEPHENS

Butte County Counsel

By

Date

ATTACHMENT I TERMS AND CONDITIONS

1. **Scope of Work.** The work to be undertaken is identified in the attached "Attachment III – Scope of Work" which is made a part of this Contract.
2. **Reimbursement.** The work shall be performed for the Fixed price, Annual price, Monthly price or Hourly rate as indicated above in the variable information table, but shall not exceed the Not-to-Exceed Price if included in the variable information table. Reasonable expenses are authorized in addition to the Hourly Rate if both the Hourly Rate block and the block authorizing Reasonable Expenses are checked in the variable information table. Payment shall be made after the Project Manager or designee reviews and approves the work and after submittal of an invoice by the Contractor.
3. **County Project Manager.** The County project manager or designee for this undertaking who will receive payment invoices and answer questions related to the coordination of this undertaking is identified above in the variable information table.
4. **Independent Contractor.** Contractor is an independent contractor, working under his/her own supervision and direction and is not a representative or employee of County. Contractor agrees to file tax returns and pay all applicable taxes on amounts paid pursuant to this Contract.
5. **Confidentiality and Ownership.** The COUNTY retains the exclusive right of ownership to the work, products, inventions and confidential information produced for the COUNTY by the CONTRACTOR, and the CONTRACTOR shall not disclose any information, whether developed by the CONTRACTOR or given to the CONTRACTOR by the COUNTY. The parties agree that the COUNTY will own the work, products, inventions or information produced by the CONTRACTOR pursuant to this Contract.
6. **Termination.** This Contract may be terminated by either the County or Contractor by a thirty day written notice. Authorized costs incurred by the Contractor will be reimbursed up to the date of termination. Notwithstanding anything stated to the contrary herein, this Contract shall expire on the Completion Date indicated in the above Variable Information Table unless the Completion Date is modified by written amendment to this Contract.
7. **Indemnification.** Contractor agrees to accept responsibility for loss or damage to any person or entity, and to defend, indemnify, hold harmless and release the County, its officers, agents and employees from and against any and all actions, claims, damages, disabilities or expenses that may be asserted by any person or entity, including Contractor, to the extent arising out of or in connection with the negligent acts or omissions or willful misconduct in the performance by Contractor hereunder, whether or not there is concurrent negligence on the part of the County, but excluding liability due to the active negligence or willful misconduct of the County. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Contractor or its agents under worker's compensation acts, disability benefit acts, or other employee benefits acts. Contractor shall be liable to County for any loss of or damage to County property arising out of or in connection with Contractor's negligence or willful misconduct.
8. **Insurance Requirements.** Contractor shall procure and maintain for the duration of this Contract, insurance against claims for injuries to persons or damages to property which may arise from, or be in connection with the performance of the Work hereunder by Contractor, Contractor's agents, representatives, employees and subcontractors. At the very least, Contractor shall maintain the insurance coverages, limits of coverage, and other insurance requirements as described in Attachment II to this Contract.

9. **Changes to the Contract.** Changes to this Contract may only be approved by written amendment to this Contract.
10. **Contractor's Standard of Care.** County has relied upon the professional ability and training of the Contractor as a material inducement to enter into this Contract. Contractor hereby warrants that all of Contractor's work will be performed in accordance with generally accepted and applicable professional practices and standards as well as the requirements of applicable Federal, State and local laws, it being understood that acceptance of Contractor's work by County shall not operate as a waiver or release.
11. **Termination for Exceeding Maximum Level of Expenditures.** Contracts exceeding the monetary limits delegated to the Purchasing Agent, or authorized deputies, are not valid unless duly executed by the Chair of the Board of Supervisors. If this Contract was executed for the County of Butte by the Purchasing Agent, or authorized deputy, this Contract shall automatically terminate on the date that the provision of services or personal property or incurring of expenses, the cumulative total of which, exceeds the amount prescribed by Government Code Section 25502.5 for personal services contracts or the amount prescribed by Public Contract Code Section 22032 (b) for public works contracts.
12. **Termination for Exceeding Maximum Term.** Contracts exceeding the five-year term delegated to the Purchasing Agent, or authorized deputies, are not valid unless duly executed by the Chair of the Board of Supervisors. If this Contract was executed for the County of Butte by the Purchasing Agent, or authorized deputy, this Contract shall automatically terminate on the date that the term exceeds five years. Amendments to this Contract, or new Contracts for essentially the same purpose, shall not be valid beyond the five-year limitation unless duly executed by the Chair of the Board of Supervisors.
13. **Compliance with Laws.** Contractor shall comply with all Federal, State and local laws, rules and regulations including, without limitation, any nondiscrimination laws.
14. **Applicable Law and Forum.** This Contract shall be construed and interpreted according to California law and any action to enforce the terms of this Contract for the breach thereof shall be brought and tried in the County of Butte.
15. **Contradictions in Terms and Conditions.** In the event of any contradictions in the terms and/or conditions of this Contract, these Attachment I TERMS AND CONDITIONS shall prevail.
16. **No Delegation or Assignment:** Contractor shall not delegate, transfer or assign its duties or rights under this Agreement, either in whole or in part, directly or indirectly, by acquisition, asset sale, merger, change of control, operation of law or otherwise, without the prior written consent of County and any prohibited delegation or assignment shall render the contract in breach. Upon consent to any delegation, transfer or assignment, the parties will enter into an amendment to reflect the transfer and successor to Provider. County will not be obligated to make payment under the Agreement until such time that the amendment is entered into.

ATTACHMENT II
INSURANCE REQUIREMENTS FOR MOST CONTRACTS
Not for Professional Services or Construction Contracts

***Please provide a copy of Attachment II to your insurance agent.**

Contractor shall procure and maintain for the duration of this contract, insurance against claims for injuries to persons or damages to property that may arise from or be in connection with the performance of the work hereunder by Contractor, Contractor's agents, representatives, employees and subcontractors. Before the commencement of work Contractor shall submit Certificates of Insurance and Endorsements evidencing that Contractor has obtained the following forms of coverage:

A. MINIMUM SCOPE AND LIMITS OF INSURANCE - Coverage shall be at least as broad as:

- 1) Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- 2) Automobile Liability:** ISO's Commercial Automobile Liability coverage form CA 00 01.
 1. Commercial Automobile Liability: Covering any auto (Code 1) for corporate/business owned vehicles, or if Contractor has no owned autos, covering hired (Code 8) and non-owned autos (Code 9), with limits no less than **\$1,000,000** per accident for bodily injury and property damage.
 2. If no transportation services of any type are provided, and use of a motor vehicle is strictly limited to travel to and from work or work sites, evidence of Personal Auto Policy coverage with limits no less than **\$100,000** per person, **\$300,000** each accident, **\$50,000** property damage may be provided in lieu of Commercial Automobile Liability Insurance.
- 3) Workers' Compensation Insurance:** As required by the State of California, with Statutory Limits and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury and disease. *(Not required if Contractor provides written verification he or she has no employees.)*

If Contractor maintains broader coverage and/or higher limits than the minimums shown above, the County requires and shall be entitled to the broader coverage and/or higher limits maintained by Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.

B. OTHER INSURANCE PROVISIONS - The insurance policies are to contain, or be endorsed to contain, the following provisions:

- 1)** The County of Butte, its officers, officials, employees and volunteers are to be covered as additional insureds on the CGL and Commercial Auto policies with respect to liability arising out of work or operations performed by or on behalf of the Contractor, including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage can be provided in the form of an endorsement to Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38 and CG 20 37 forms if later revisions used).
- 2)** For any claims related to this contract, Contractor's insurance coverage shall be primary insurance coverage at least as broad as ISO Form CG 20 01 04 13 as respects the County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees and volunteers shall be excess of Contractor's insurance and shall

not contribute with it.

- 3) Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the County.

C. WAIVER OF SUBROGATION: Contractor hereby grants to County a waiver of any right to subrogation which any insurer of said Contractor may acquire against the County by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the County for all work performed by the Contractor, its employees, agents and subcontractors.

D. SELF-INSURED RETENTIONS: Self-insured retentions must be declared to and approved by the County. The County may require Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or County.

E. ACCEPTABILITY OF INSURERS: Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the County.

F. VERIFICATION OF COVERAGE: Contractor shall furnish County with original certificates of insurance including all required amendatory endorsements (or copies of the applicable policy language affecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

G. SPECIAL RISKS OR CIRCUMSTANCES: County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

H. SUBCONTRACTORS: Contractor shall include all subcontractors as insured under its policies or require all subcontractors to be insured under their own policies. If subcontractors are insured under their own policies, they shall be subject to all the requirements stated herein, including providing the County certificates of insurance and endorsements before beginning work under this contract.

ATTACHMENT III SCOPE OF WORK

Unless indicated otherwise herein, Contractor shall furnish all labor, materials, transportation, supervision and management, and pay all taxes required to complete the project described below:

PURPOSE:

Contractor shall provide Countywide Multi-Function Device (MFD) lease; County owned, or rented Printer/Scanner Services and As Needed Short Term MFD Rental services. Contractor shall provide new machines, provide prompt maintenance (both preventive and remedy), provide all consumable supplies (except paper and staples), provide delivery and set-up services, provide volume usage reports, and initial and ongoing operator training including training on scanning system setup and usage at multiple locations throughout Butte County per the requirements of this Scope of Work and the following exhibits attached hereto and made a part hereof.

List of Exhibits

- **Exhibit A** - Equipment Options and Price List, Multifunction Devices
- **Exhibit A-1** - Rental Printer/Scanner (County Owned Machines), Equipment Options and Price List
- **Exhibit A-2** - Rental Printer/Scanner, Equipment Option and Price List
- **Exhibit A-3** - As Needed MFD Equipment Options and Price List.
- **Exhibit B**-Existing Site Locations of Multi-Function Device Machines
- **Exhibit C**-Sample Order Release Form

Contractor shall assign a project manager and a main point of contact. The project manager shall be the point person to move the project forward from the planning phase to the implementation stage and then final completion. The project manager shall be responsible for project updates while the main point of contact will oversee the daily project operations.

Contractor Project Manager: Mike Drakulic

Main Point of Contact: Spiro Theveos

CONTRACTOR RESPONSIBILITIES

General

- **New merchandise:** For the initial installation and all subsequent installations over the duration of the term of the Contract, all equipment shall be new and assembled for the first time from new components from the manufacturer. All equipment and reliability standards shall conform to "new" specifications.
- **Installation:** Installation shall include unpacking, assembly, training, and demonstration of equipment. Each piece of equipment shall be set up with a full complement of developer, toner, and/or any other supplies (excluding paper and staples) that represent a maximum operational status.

Contractor shall be responsible for all material(s), labor, tools, transportation and handling, and other facilities necessary for the furnishing, delivery, assembly, plus inspection before and after installation of all equipment.

- **Equipment ID:** Contractor shall be required to identify all equipment with a label showing the company name, service department telephone number, and equipment identification. A spreadsheet of all equipment shall be provided to County that includes all equipment by model number, serial number, equipment id number, department and location.
- **Initial Delivery/Retrieval of Old Equipment:** Prior to delivery, Contractor and County shall develop a transition plan for replacing old equipment with new equipment at each County department. The transition plan shall include:
 - Coordination with County staff for equipment requirements;
 - Schedule installation of equipment and training of department users on new equipment;
 - Schedule retrieval of old equipment with previous vendor, including removal of hard drives prior to previous vendor removing old equipment. Contractor shall provide a log of the old equipment and provide to County IS staff.
 - Upon delivery and installation of equipment, Contractor shall provide a Certificate of Installation and Acceptance, mentioned here by this reference only, to be signed by each County department contact with copy of each certificate returned to General Services.
 - Develop an Equipment Specification by Location document that shall list all equipment, options, pricing and locations by department, location within department and site address.
 - Ongoing coordination, training and support during transition as required to ensure customer satisfaction.
- **Retrieval of Equipment at end of contract Term:** Contractor shall be responsible for wiping all hard drives, returning wiped hard drives to County Information Technology Services "IS" and removing all Contractor equipment, at no cost to County. This includes any equipment removed during the term of the contract.
- **Training and Customer Service:** Contractor shall provide training for designated County staff at the time of installation and throughout the term of the contract as needed by County staff **at no additional cost to County.**

Contractor shall provide training on equipment that includes but is not limited to:

- Initial training for County staff at time of delivery.
- Follow-up training for each County department location within two weeks of delivery. Contractor to schedule with each County department location individually.
- Contractor shall provide training schedule, dates and times completed, to County General Services.
- On-going training as requested; as departments acquire new staff and upon request.
- Advanced training for County staff to showcase equipment full capabilities upon request.

Service and Support:

- Contractor shall provide County with a single point of contact for services, maintenance, support and support issues. Contractor contact shall be responsible to ensure guaranteed response times and quality of service.
- County reserves the right to accept or reject Contractor technical staff or Contractor contact for service, maintenance and support including any changes to Contractor technical or service staff for the duration of contract.
- **Warranties:** All equipment shall be guaranteed and warranted for the entire period of the lease. Contractor shall be prepared to exchange equipment that proves defective during the

contract term. Equipment shall be replaced if the number of service calls exceeds those recommended in MFDs preventive maintenance schedule, when 98% up time percentage is not met, or when Contractor and County recommend replacement due to any other conditions. Contractor shall be responsible for any costs.

- **Guarantee of continuity and availability of products:** Unless the manufacturer discontinues the products, all products specified by Contractor in this contract shall be available to the County during the life of the contract and extensions. All material, color, labor, and construction shall be equal or exceed the standards set forth in these specifications as accepted by the County.
- **Title and property tax on leased equipment:** Title to all MFDs shall remain with Contractor. Property tax on the equipment is to be paid by Contractor.
- **Delivery:** All initial equipment shall be installed no later than 45-60 calendar days after receipt of the order. Contractor is responsible for coordinating with County IS personnel to be onsite at the time of the installation to ensure that the equipment is properly connected to the network. Additional equipment shall be installed no later than 15 days from receipt of Order Release. No charge for Installation or relocating any MFD.
- **Delivery confirmation:** Contractor shall email confirmation of the successful installation of a piece of equipment to the County department IS representative and to General Services within 72 hours of all completed installations.
- **Return of Equipment:** Contractor is to pay all expenses, including shipping and insurance, for MFDs that are being returned to the manufacturer or another third party after the lease expires, or if MFD is defective or County cancels contract.
- **Maintenance copies:** All copies produced while performing maintenance or repair work shall be considered unusable and shall not be billed to County.
- **Loaner equipment:** If equipment cannot be repaired within the same or next day, Contractor shall provide a like loaner after three (3) days of initial notification of the malfunction until the original equipment is repaired or replaced. Loaner equipment shall be equal to or better in performance and features to the equipment that it replaces.
- **Removal of Data Storage Drive:** Removal of Hard Drives, SSDs memory, etc. is required when MFD is removed from service, drive is replaced and at end of contract. Removed drives and memory shall be given to Butte County IS staff, at no cost to County.
- **Software:** All Contractor supplied software shall be include in its entirety as a part of this contract. Contractor shall notify County of any software upgrades available within 30 days of release. County shall be given the opportunity to schedule software upgrade at County's convenience at no additional cost. All software not specific to Contractor, shall be owned by County. All technical and/or system issues shall be directed through County IS without exception. This includes phone lines, network issue, information gathering and/or processing.

SERVICE AND SUPPLIES

Service

- Contractor shall be available for service request during normal business hours, Monday through Friday, 8:00 A.M. – 5:00 P.M with the exception of County observed holidays.
- Maximum Standard Response Time (for a technician on site) allowed shall be four hours from the time of any initial call during regular County business hours. Contractor technician shall acknowledge receipt of service request by phone or email within two hours of receipt.
- Contractor shall service the equipment for the term of the Contract and have sufficient management and factory trained technicians to service all equipment supplied under the Contract. Contractor shall have a sufficient number of factory trained technicians to serve and support the requirement under the Contract within the specified response time.
- County reserves the right to deny any service technician or any Contractor personnel, access to a site without stating a reason and request another technician or personnel.
- Equipment shall be maintained to insure a high copy/print quality with no streaking, residual background, blotches, light copy, or other non-image interference.
- All equipment shall have regularly scheduled preventive maintenance according to manufacturers recommended service schedule.
- Exclusive utilization of Original Equipment Manufacturer (OEM) parts and supplies are mandatory.
- Preventive maintenance shall be coordinated through the County's Information Technology Services ("IS") Department in advance to the work being done. Service schedule and related updates shall be submitted to county IS representative and General Services representative.

Supplies

- Contractor is required to establish and maintain a full stock of all such consumable supplies and shall provide automated ordering and delivery system for consumable supplies. Delivery of consumable supplies shall be within a period of forty eight (48) hours after receipt of a County order. County may establish a small inventory in high use areas as required.

SHORT TERM AND EMERGENCY REQUESTS

Short Term

- Contractor shall provide short term lease/rental for MFDs and Printer/Scanners during county elections, or any times county departments are in need of extra machines for short durations.
- Response time for short term requests shall be 4-8 hours. Delivery of short term equipment is 1-3 days.

Emergency

- Contractor shall provide County with a "24-7, after hours" contact representative and back up, including phone numbers and emails for declared County emergency requests. Declared emergencies shall be defined as when the County activates or intends to activate the "Emergency Operations Center" during such incidents as fires, floods, pandemics, residential and animal evacuations, etc. County shall make every effort to make such requests during normal business hours.
- Response time during declared County emergencies shall be 1 hour from the time of any initial call, 24 hours per day. Delivery of any requested equipment shall be 1-5 hours.

METHOD OF ORDERING

- No equipment shall be initially ordered, or additions or changes of equipment, made without an approved General Services Release Form (Exhibit C-Sample Order Release Form).
- Contractor shall provide an automated system where County departments can place orders, make changes, etc.
- Contractor shall not proceed with order or any changes, until receiving the approved General Services Release Form (Exhibit C-Sample Order Release Form).
- Contractor shall provide a quote for all new equipment. Quote shall include all equipment specifications and contracted costs, unique quote number and contractor contact information.
- Contractor shall not install an MFD before a valid County Order Release is received.
- Installation shall be coordinated with County IS representative.
- Any equipment placed in a County department without the approved General Services Release Form, shall not be the responsibility of County, nor considered part of any contract between County and Contractor.
- Any equipment added during the term of this contract shall be prorated on the first invoice per contract pricing for the five year term or any term extensions, to co-terminate with this contract.

MEETINGS

- County and Contractor shall meet after execution of contract to coordinate equipment selection and ordering, installation, timing, schedule and personnel roles and responsibilities.
- For ongoing account management, County and Contractor shall meet at least quarterly with County General Services and IS representatives for the first year to discuss any issues or how well services is going. Starting year two, Contractor and County representatives shall meet at least bi-annually (or as needed, to resolve immediate issues).

CONTRACTOR REPORTS

- Contractor shall maintain an inventory record that identifies all equipment delivered under the contract. The inventory record shall be provided to County's authorized representative once per month. The report shall contain (a) the make and model of the equipment, (b) equipment ID number, (c) serial number, (d) location of equipment, (e) monthly volume by piece of equipment with separate counts for black and white and color. Contractor shall include any additions, deletions or movement of machines on monthly report.
- Contractor shall also provide records of performed maintenance and repairs, when requested by County. This report shall indicate the time spent between when a call is placed for repairs, when Contractor's technician arrived on site, and when the equipment was back in operation.

CONTRACTOR COMPENSATION

- The cost for equipment, service and supplies, excluding paper, shall be in accordance with Exhibits A, A-1, A-2 and A-3.
- The specific cost per copy shall be based on the equipment options per location.

- With County written approval and acceptance, Contractor may update Exhibits A, Equipment Options and Price List, Multifunction Devices that are listed in the MFD Options column and A-1, Rental Printer/Scanner (County Owned Machines), Equipment Options and Price List, that are listed in the MFP Options column, without formal written amendment, **to update and/or change model numbers only.**

INVOICING AND PAYMENT

- Contractor shall work with County IS and General Services to develop an invoicing program.
- Contractor shall submit **one monthly itemized** invoice to General Services.
- Each monthly itemized invoice shall include all equipment, serial numbers, equipment numbers, meter type (color or black and white), beginning meter, end meter, total copies, and rate per copy with total charge. Total lease amount for equipment shall be broken down by machine type and options, and show breakdown of pricing for each. Invoice shall include department name, address, city, and location of machine(s) within department.
- Contractor monthly invoice will showing billing per department and department location
- Contractor shall assure County invoicing is correct. Issues with invoicing shall be handled by Contractor in a timely manner.
- Contractor invoices shall be easy to read and verify all equipment and pricing is included in the contract.
- County shall pay Contractor after review and approval of correct invoice.
- County shall pay within 30-45 days.

Invoices shall be sent to GSInvoices@buttecounty.net

MINIMUM MFD REQUIREMENTS

General

- Multi-Function Devices (MFD) and Multi-Function Printers (MFP) provide central departmental print, scan, and fax functions.
- All equipment shall be new. No remanufactured, factory processed, used, refurbished or third-party parts will be accepted.
- All equipment shall be from the same manufacturer and operate in a consistent manner between models. All equipment shall provide the capability to copy, scan and fax.
- All equipment shall provide hard drive encryption to secure HIPAA/CJIS/IRS print data stored on the device.
- All equipment shall provide power saver mode.
- All proposed equipment shall provide optional pull out keyboard for typing user provided information at the device.
- All equipment shall work fully and natively with UniFlow and Xmedius desktop faxing.

Software Capability

- Software application compatibility shall include, but not be limited to, Adobe, Microsoft Office, and ESRI ArcGIS.
- Web browser support for Microsoft Edge and Google Chrome.
- Web-based applications compatibility shall include, but not be limited to, Workday, NeoGov, Ease, CalPERS and Survey Monkey.

- Universal driver support for PCL 6, PS Drivers, and a common print driver across proposed models.
- Operating system support for Windows 10, Windows 11 and Windows Server 2012 R2 and newer.

Print Features

- Minimum speed 25 PPM
- Single and double-sided printing (duplexing)
- Automatic duplexing
- Portrait and landscape
- Label printing
- Follow me printing
- Job Build printing
- Printing from numerous users at the same time
- Print cost accounting by business unit (Uniflow type function)
- Wireless printing from iPhone/Android mobile devices and from Windows laptop devices
- All proposed equipment drivers support mobile print and Secure Printing features
- USB 2.0/3.0 Direct Print from Flash Drive

Scan Features

- Scan in color and black and white
- Dual-scan Document Feeder
- Scan speed of 70 PPM
- Two –sided (duplex) scanning
- Original size detection
- Reduction and enlargement capability
- Scan resolution up to 1200 x 1200 DPI (dots per inch)
- File types created by scanning shall include at a minimum: PDF, PDF (Compact), PDF OCR, TIFF, TIFF Single, JPEG, XPS, XPS Compact, XPS OCR, PPT, PPT OCR, and Word formats
- Scan to PDF (Searchable/OCR capable)
- Scan to email PDF (Searchable/OCR capable)
- Scan to locations to include email, fax, Windows network folder (SMB share), and URL (Microsoft OneDrive/Azure, AWS, GCP, etc.)
- Scan to SMB share shall support program pre-sets for consistent scanning

Paper Handling

- Paper stock handling to include Letter, Legal, 8.5 x 11, 11 x 14, 11 x 17, and up to 12 x 18
- Cardstock up to 110 lbs.
- 50-sheet Multi-Position Stapling Finisher
- 4-Paper Drawers (including large-capacity drawer)
- Bypass tray
- Envelopes – ability to print envelopes fast
- Sorting
- Stapler, 2 and 3 hole-puncher, finisher, “Staple-Free Staple” feature
- Collation and Grouping
- Page Numbering

- Auto paper selection/auto tray switching/dual page copy/booklet copy with a sheet stacker is preferred

Authentication

- Log-in compatible with user entered PIN, RFID/HID iCLASS ID proximity card, or key fob
- Secure printing and sending (Authorized Send) after user login with PIN, ID badge, or key fob login

Administration

- Centralized management – Ability to make changes to multiple units via a common interface. Network protocols TCP/IP (Web based administration interface).

Service/Maintenance

Contractor shall utilize Smart Tools reporting that will be set to run every evening and generate device reporting that will be viewed by Contractor's Fleet Manager each morning. Based on the report data, Contractor's Fleet Management Technician will first address any critical errors, order parts, etc. before moving onto regular daily service calls and scheduled preventative maintenance. Contractor's Fleet Management Technician shall be 100% dedicated to the County.

Any County devices contracted by Contractor, regardless of if County owned or leased shall have access to Contractor's service network for both emergency and preventative repairs to include all parts and labor. This service is available Monday through Friday from 8:00 AM to 5:00 PM, with emergency services available 24 hours for any local emergency operations centers. Through Smart Tools, Contractor should know of most problem before they occur, however, for situations that require a new service ticket to be opened County may contact Contractor through:

Contractor live dispatch phone: (877) 287-5033
Live dispatch M-F, 8-5, messaging system for calls after 5:00PM.

Customer Service Email: service@globalofficeinc.com
County shall provide machine ID, contact name and number, and brief description of equipment issue.

Contractor Customer Portal: www.globalofficeinc.com
Secure login to County homepage on portal provides access to place a service call and/or view all open or closed calls for any device on the network.

When a service call is placed, a technician shall respond to County's request via telephone or email within one hour with the anticipated time of arrival to County location. Contractor guarantees a 3-hour maximum onsite service response to all local County departments. For any calls where a resolution cannot be achieved same or next day, Contractor guarantees a like loaner to be delivered and fully functional within 24 hours of the call being placed.

Contractor shall stock two of each device in their local warehouse solely dedicated as loaners in the event a machine cannot be satisfactorily repaired within 24 hours of a service call or critical failure. These machines will be new and not available to anyone other than the County.

Meter Readings: Contractor shall install an automated device for obtaining monthly meter readings from each piece of equipment that is on the network, provided that the software or device is approved by the County's IS department. County will provide no assistance.

Security: All equipment will have security that meets or exceeds Department of Defense standard 5220.22-m and HIPAA requirements. The operating system for the proposed equipment is secure and has no vulnerabilities (or patched if vulnerabilities are found), the hard drive is encrypted or can be encrypted, the hard drive can be remove by a County IS technician, and the hard drive shall be left in the County's IS possession at the end of the lease if specified by County.

Active Directory: The operating system must integrate with Active Directory for user authentication.

Central Management: The operating system can be managed from a central administration console. Each MFD on the network can be monitored for performance capabilities such as paper level, jam status, and toner levels.

Mobile device printing for Android and iPhone: Wirelessly print from Apple iOS and Android devices. Scanning: All MFDs shall be able to scan in color to a network file server on the desktop utilizing "push" technology. Fax server integration: All MFDs will have fax capabilities with and without the need for a dedicated phone line.

Minimum DPI: The minimum DPI for each MFD is 600 x 600 at the rated speed.

Surge suppressor devices: Contractor shall identify necessary power requirements and provide appropriate surge suppressor devices for each MFD at no cost to County.

Time Line:

The target date for delivery and installation of MFDs and MFPs is July 1, 2023.

Step	Time to Complete
Upon Execution, Contractor shall meet with Department Contacts to discuss needs for new equipment to ensure ordering the correct quantities of equipment.	Approximately 2 weeks
Order new equipment. Equipment to start arriving at Contractor warehouse	Approximately 10 days
Contractor will begin "pre-flighting" process (programming each machine with necessary network protocol so each device is ready for use when plugged into its destination)	Approximately 3 weeks
Delivery and deployment to start June 1, 2023	Approximately 10 days

Above is based on 185 copiers. Any newly leased or purchased desktop printers and/or scanners would be delivered after the main copier fleet. Contractor can deliver up to 25 desktop devices per day.

Due to a large portion of County's MFDs are in two specific departments that use an on-prem uniFLOW management system along with XMedius fax server, total deployment will occur as three separate projects: Department of Employment and Social Services (DESS), Behavioral Health (BH) and the

remainder of the County. Contractor shall target successfully delivering approximately 15 to 20 machines per day. One Contractor staff member shall stay behind to provide any desired immediate end user training while the other staff members continue the delivery path.

Equipment Additions or Changes

No equipment additions or changes shall be made without an approved General Services Release Form.

County Responsibilities

- County shall provide Contractor with a Department Contact List in order for Contractor to meet with all departments and to provide delivery confirmation.
- For DESS and BH, County shall provide Contractor with a supply of necessary device pre-flight information including but not limited to IP, SNM, Gateway, DNS, etc.
- For DESS and BH, Contractor shall provide access to uniFLOW server by Contractor's engineer via secure remote session or service account.
- For all other departments, County shall provide Contractor with necessary device pre-flight information including but not limited to IP, SNM, Gateway, DNS, etc.
- For all other departments, County shall provide access to necessary user information by Contractor engineer via secure remote session or service account or CSV/Excel file.
- County IS staff shall test and verify that all software meet security requirements.
- County IS staff shall assist with setting up any necessary logging devices/computers.
- County shall provide electrical power and network connection for MFDs as needed.
- County IS staff will assign IP address, Sub Mask and Gateway for networking and configure print servers.

Public Agency Clause (Piggy Back)

It is intended that any other public agency (i.e. city, county, district, public authority, municipality, or other political subdivision of California) located in the State of California shall have an option to participate in any award made as a result of open solicitation by Butte County. County shall incur no financial responsibility in connection with orders issued by another public agency. The public agency shall accept sole responsibility for placing orders or making payments to the Contractor.

Exhibit A
Equipment Options and Price List
Multifunction Devices

Description	MFD Options	Base Price	Authorized Send	Add Finisher	Add Booklet Finisher	Add Punch	Add Fax	Add 2 Drawers	Add Large Side Tray	Keyboard & Bracket	CPI BLK	CPI CLR
55 PPM BLK	Canon IRA527IF	\$ 36.58	Legacy N/A	\$ 27.60	N/A	N/A	Included	\$ 4.33	Not Avail	Legacy N/A	\$0.00490	\$ -
35 PPM BLK	Canon IRA4835i	\$ 42.93	Legacy N/A	\$ 16.33	\$ 48.75	\$ 10.10	\$ 8.56	\$ 11.63	\$ 20.17	Legacy N/A	\$0.00490	\$ -
45 PPM BLK	Canon IRA4845i	\$ 48.91		\$ 16.33	\$ 48.75	\$ 10.10	\$ 8.56	\$ 11.63	\$ 20.17		\$0.00490	NA
55 PPM BLK	Canon IRA6855i	\$ 64.24		\$ 16.33	\$ 48.75	\$ 10.10	\$ 8.56	\$ 11.63	\$ 24.20		\$0.00490	NA
70 PPM BLK	Canon IRA6870i	\$ 145.91		\$ 16.33	\$48.75	\$ 10.10	\$ 8.56	\$ 11.63	\$ 24.20		\$0.00490	NA
80 PPM BLK	Canon IRA6780	\$ 170.00		\$ 34.28	\$64.30	\$ 10.03	\$ 10.03		\$ 26.35		\$0.00490	NA
35 PPM CLR	Canon IRAC3835i	\$ 67.86		\$ 13.72	\$ 48.75	\$ 8.48	\$ 8.56	\$ 11.38			\$0.00490	\$0.0490
50 PPM CLR	Canon IRAC5850i	\$ 81.98		\$ 18.50	\$ 45.26	\$ 11.44	\$ 9.63	\$ 13.18	\$ 27.42		\$0.00490	\$0.0490
60 PPM CLR	Canon IRA5860i	\$ 92.09		\$ 18.50	\$ 45.26	\$ 11.44	\$ 9.63	\$ 13.17	\$ 27.42		\$0.00490	\$0.0490

Exhibit A-1
Rental Printer/Scanner
(County Owned Machines)
Equipment Options and Price List

Printers

<u>Description</u>	<u>MFP Options</u>	<u>Monthly Price</u>	<u>Add Extra Drawer</u>	<u>Add Fax</u>	<u>CPI BLK</u>	<u>CPI CLR</u>
48 PPM BLK	Brother MFC 6900DWX (Print, Scan, Copy, Fax)	\$21.69	\$5.82	Included	\$0.0098	
52 PPM BLK	Brother HL-L600DWX	\$12.46	\$5.82		\$0.0098	
52 PPM BLK	Brother HL-L6400DWX	\$12.46	\$5.82		\$0.0098	
48 PPM BLK	Brother HL-L6250DW	\$9.24	\$5.82		\$ 0.013	
48 PPM BLK	Brother HL-L6250DW	\$9.24	\$5.82		\$ 0.013	
33 PPM CLR	Brother HL-L9310CDW	\$17.94	\$5.82		\$0.0098	\$0.080

Scanners

<u>Description</u>	<u>Scanner</u>	<u>Monthly Price</u>
45 PPM	DR-C240	\$13.20
60 PPM	DR-M260	\$19.84
60 PPM	DR-6010C	\$49.50
80 PPM	DR-6030C	\$68.32
110 PPM	DR-G2110	\$102.51
140 PPM	DR-G2140	\$153.81
130 PPM	DR-X10C	\$307.70

Exhibit A-2
Rental Printer/Scanner
Equipment Option and Price List
(County Owned)

SMALL PRINTERS/SCANNERS AT DESS Chico and Oroville Locations County Owned Printers/Scanners	Quantity	Per Copy Price Black and White	Per Copy Price Color
Service and supply coverage of existing "County owned" printers - DELL/DELL C1760	1	\$ 0.015	
Service and supply coverage of existing "County owned" printers - HP/HP P4015	18	\$ 0.015	
Service and supply coverage of existing "County owned" printers - HP/HP 4250	8	\$ 0.015	
Service and supply coverage of existing "County owned" printers - HP/HP 4350	20	\$ 0.015	
Service and supply coverage of existing "County owned" printers - HP/HP M601	2	\$ 0.015	
Service and supply coverage of existing "County owned" printers - HP/HP M602	43	\$ 0.015	
Service and supply coverage of existing "County owned" printers - HP/HP M605	2	\$ 0.015	
Service and supply coverage of existing "County owned" printers - HP/HP P4014	1	\$ 0.015	\$ 0.080
Service and supply coverage of existing "County owned" printers - HP/HP CP3505	1	\$ 0.015	\$ 0.080
Service and supply coverage of existing "County owned" printers - HP/HP CP3525	1	\$ 0.015	\$ 0.080

Exhibit A-3
As Needed MFD Equipment Options and Price List

Description	MFD Options	Base Price	Authorized Send	Add Finisher	Add Booklet Finisher	Add Punch	Add Fax	Add 2 Drawers	Add Large Side Tray	Keyboard & Bracket	CPI BLK	CPI CLR
55 PPM BLK	Canon IRA5271F	\$ 36.58	Legacy N/A	\$ 27.60	N/A	N/A	Included	\$ 4.33	Not Avail	Legacy N/A	\$0.00490	\$ -
35 PPM BLK	Canon IRA4835i	\$ 42.93	Legacy N/A	\$ 16.33	\$ 48.75	\$ 10.10	\$ 8.56	\$ 11.63	\$ 20.17	Legacy N/A	\$0.00490	\$ -
45 PPM BLK	Canon IRA4845i	\$ 48.91		\$ 16.33	\$ 48.75	\$ 10.10	\$ 8.56	\$ 11.63	\$ 20.17		\$0.00490	NA
55 PPM BLK	Canon IRA6855i	\$ 64.24		\$ 16.33	\$ 48.75	\$ 10.10	\$ 8.56	\$ 11.63	\$ 24.20		\$0.00490	NA
70 PPM BLK	Canon IRA6870i	\$ 145.91		\$ 16.33	\$48.75	\$ 10.10	\$ 8.56	\$ 11.63	\$ 24.20		\$0.00490	NA
80 PPM BLK	Canon IRA6780	\$ 170.00		\$ 34.28	\$64.30	\$ 10.03	\$ 10.03		\$ 26.35		\$0.00490	NA
35 PPM CLR	Canon IRAC3835i	\$ 67.86		\$ 13.72	\$ 48.75	\$ 8.48	\$ 8.56	\$ 11.38			\$0.00490	\$0.0490
50 PPM CLR	Canon IRAC5850i	\$ 81.98		\$ 18.50	\$ 45.26	\$ 11.44	\$ 9.63	\$ 13.18	\$ 27.42		\$0.00490	\$0.0490
60 PPM CLR	Canon IRA5860i	\$ 92.09		\$ 18.50	\$ 45.26	\$ 11.44	\$ 9.63	\$ 13.17	\$ 27.42		\$0.00490	\$0.0490

Exhibit B
Existing Site Locations of Multi-Function Device Machines

Line #	Customer Name1	Address	City	Location1	Location2	Item	Meter
1	Butte County Administration	25 County Center Dr Ste 213	Oroville		Administration		
2	Butte County Administration	25 County Center Dr Ste 213	Oroville		Administration		
3	Butte County Administration	25 County Center Dr Ste 213	Oroville	Ste 200	Administration		
4	Butte County Administration	25 County Center Dr Ste 213	Oroville	Ste 200	Administration		
5	Butte County Agriculture	196 Memorial Way	Chico		Ag		
6	Butte County Agriculture	196 Memorial Way	Chico		Ag		
7	Butte County Agriculture	239 Sycamore St	Gridley		Ag		
8	Butte County Agriculture	239 Sycamore St	Gridley		Ag		
9	Butte County Agriculture	316 Nelson Ave	Oroville		Ag		
10	Butte County Agriculture	316 Nelson Ave	Oroville		Ag		
11	Butte County Assessor	196 Memorial Way	Chico		Assessor		
12	Butte County Assessor	196 Memorial Way	Chico		Assessor		
13	Butte County Assessor	25 County Center Dr Ste 100	Oroville		Assessor		
14	Butte County Assessor	25 County Center Dr Ste 100	Oroville		Assessor		
15	Butte County Assessor	25 County Center Dr Ste 100	Oroville		Assessor		
16	Butte County Assessor	25 County Center Dr Ste 100	Oroville		Assessor		
17	Butte County Auditor	25 County Center Dr Ste 120	Oroville		Auditor		
18	Butte County Behavioral Health	109 Parmac	Chico		BH		
19	Butte County Behavioral Health	3217 Cohasset Rd	Chico		BH		
20	Butte County Behavioral Health	3217 Cohasset Rd	Chico	Admin	BH		

21	Butte County Behavioral Health	3217 Cohasset Rd	Chico	Admin	BH		
22	Butte County Behavioral Health	3217 Cohasset Rd	Chico	ASD Billing	BH		
23	Butte County Behavioral Health	3217 Cohasset Rd	Chico	ASD Color Copy room	BH		
24	Butte County Behavioral Health	3217 Cohasset Rd	Chico	ASD Color Copy room	BH		
25	Butte County Behavioral Health	3217 Cohasset Rd	Chico	ASD Contracts & Fiscal	BH		
26	Butte County Behavioral Health	560 Cohasset Rd Ste 180	Chico	CAS - Med Room	BH		
27	Butte County Behavioral Health	560 Cohasset Rd Ste 175	Chico	CAS Clerical	BH		
28	Butte County Behavioral Health	560 Cohasset Rd Ste 175	Chico	CAS Clerical	BH		
29	Butte County Behavioral Health	560 Cohasset Rd Ste 180	Chico	CAS Closet	BH		
30	Butte County Behavioral Health	560 Cohasset Rd Ste 180	Chico	CAS Group Room suite 175	BH		
31	Butte County Behavioral Health	592 Rio Lindo Ave	Chico	CCCC Clerical	BH		
32	Butte County Behavioral Health	560 Cohasset Rd Ste 180	Chico	CCCC Hallway	BH		
33	Butte County Behavioral Health	560 Cohasset Rd Ste 180	Chico	CS Main Area	BH		
34	Butte County Behavioral Health	109 Parmac	Chico	CSU Main Area	BH		
35	Butte County Behavioral Health	592 Rio Lindo Ave	Chico	HERE Main Area	BH		
36	Butte County Behavioral Health	3217 Cohasset Rd	Chico	HR Printer/Scanner	BH		
37	Butte County Behavioral Health	1196 E Lassen Ave Ste 120	Chico	IT	BH		
38	Butte County Behavioral Health	1196 E Lassen Ave Ste 120	Chico	IT	BH		
39	Butte County Behavioral Health	492 Rio Lindo Ave	Chico	Iversen	BH		
40	Butte County Behavioral Health	3217 Cohasset Rd	Chico	PCCC	BH		
41	Butte County Behavioral Health	1196 E Lassen Ave Ste 130	Chico	QM Back Office	BH		
42	Butte County Behavioral Health	1196 E Lassen Ave Ste 130	Chico	QM Back Office	BH		

43	Butte County Behavioral Health	109 Parmac	Chico	QM Front Office	BH		
44	Butte County Behavioral Health	3221 Cohasset Rd Ste 100	Chico	Reporting	BH		
45	Butte County Behavioral Health	3221 Cohasset Rd Ste 100	Chico	Reporting	BH		
46	Butte County Behavioral Health	109 Parmac	Chico	Ste 1	BH		
47	Butte County Behavioral Health	109 Parmac	Chico	Ste 1	BH		
48	Butte County Behavioral Health	560 Cohasset Rd	Chico	STE 165	BH		
49	Butte County Behavioral Health	560 Cohasset Rd Ste 185	Chico	Ste 185 Prevention	BH		
50	Butte County Behavioral Health	560 Cohasset Rd Ste 185	Chico	Ste 185 Prevention	BH		
51	Butte County Behavioral Health	560 Cohasset Rd	Chico	Suite 140	BH		
52	Butte County Behavioral Health	560 Cohasset Rd	Chico	Suite 165	BH		
53	Butte County Behavioral Health	560 Cohasset Rd	Chico	Suite 165	BH		
54	Butte County Behavioral Health	560 Cohasset Rd	Chico	Suite 175	BH		
55	Butte County Behavioral Health	560 Cohasset Rd	Chico	Suite 180 - Archives	BH		
56	Butte County Behavioral Health	560 Cohasset Rd Ste 180	Chico	WIN Program	BH		
57	Butte County Behavioral Health	560 Cohasset Rd Ste 180	Chico	WIN Program	BH		
58	Butte County Behavioral Health	592 Rio Lindo Ave	Chico	Copy Room	BH		
59	Butte County Behavioral Health Eggers Building	590 Hazel St	Gridley		BH		
60	Butte County Behavioral Health Eggers Building	590 Hazel St	Gridley		BH		
61	Butte County Behavioral Health	995 Spruce	Gridley		BH		
62	Butte County Behavioral Health	995 Spruce	Gridley		BH		
63	Butte County Behavioral Health	995 Spruce	Gridley	GCCC Clerical	BH		
64	Butte County Behavioral Health	995 Spruce	Gridley	GCCC Clerical	BH		
65	Butte County Behavioral Health Forest	2430 Bird St	Oroville		BH		
66	Butte County Behavioral Health Forest	2430 Bird St	Oroville		BH		
67	Butte County Behavioral Health	18 County Center Dr Ste C	Oroville	HR	BH		

68	Butte County Behavioral Health	2167 Montgomery St Ste B	Oroville	Live Spot Oroville	BH		
69	Butte County Behavioral Health	2167 Montgomery St Ste B	Oroville	Live Spot Suite B	BH		
70	Butte County Behavioral Health	2167 Montgomery St Ste B	Oroville	Live Spot Suite B	BH		
71	Butte County Behavioral Health	865 Mitchell Ave	Oroville	Mitchell Clerical	BH		
72	Butte County Behavioral Health	88 Table Mountain Blvd	Oroville	OCCC Clerical	BH		
73	Butte County Behavioral Health	88 Table Mountain Blvd	Oroville	OCCC Clerical	BH		
74	Butte County Behavioral Health	88 Table Mountain Blvd	Oroville	OCCC East Wing	BH		
75	Butte County Behavioral Health	88 Table Mountain Blvd	Oroville	OCCC Kitchen	BH		
76	Butte County Behavioral Health	18 County Center Dr Ste C	Oroville	OOP Clerical	BH		
77	Butte County Behavioral Health	18 County Center Dr Ste C	Oroville	OOP Clerical	BH		
78	Butte County Behavioral Health	18 County Center Dr Ste C	Oroville	OOP Search Office	BH		
79	Butte County Behavioral Health	18 County Center Dr Ste C	Oroville	SSCC South Side (Server Room) 560 Cohasset Rd Ste 180	BH		
80	Butte County Behavioral Health Forest	2430 Bird St	Oroville	Stepping Stones Oroville	BH		
81	Butte County Behavioral Health	2243 Del Oro Residence 1	Oroville	Wellness Clerical	BH		
82	Butte County Behavioral Health	7200 Skyway	Paradise		BH		
83	Butte County Behavioral Health	7200 Skyway	Paradise		BH		
84	Supervisor Connelly	2020 Lincoln St	Oroville		Board of Supervisors		
85	Supervisor Connelly	2020 Lincoln St	Oroville		Board of Supervisors		
86	Supervisor Teeter	747 Elliott Rd Office	Paradise		Board of Supervisors		

87	Supervisor Teeter	747 Elliott Rd Office	Paradise		Board of Supervisors		
88	Butte County Counsel	25 County Center Dr Ste 210	Oroville		County Counsel		
89	Butte County Counsel	25 County Center Dr Ste 210	Oroville		County Counsel		
90	Butte County Child Support Services	78 Table Mountain Blvd	Oroville	Fiscal	CSS		
91	Butte County Child Support Services	78 Table Mountain Blvd	Oroville	Fiscal	CSS		
92	Butte County Child Support Services	78 Table Mountain Blvd	Oroville	Admin	CSS		
93	Butte County Child Support Services	78 Table Mountain Blvd	Oroville	Admin	CSS		
94	Butte County Child Support Services	78 Table Mountain Blvd	Oroville	Call Center	CSS		
95	Butte County Child Support Services	78 Table Mountain Blvd	Oroville	Legal 1	CSS		
96	Butte County Child Support Services	78 Table Mountain Blvd	Oroville	Legal 2	CSS		
97	Butte County Child Support Services	78 Table Mountain Blvd	Oroville	OPS 2	CSS		
98	Butte County Child Support Services	78 Table Mountain Blvd	Oroville	OPS 3	CSS		
99	Butte County Child Support Services	78 Table Mountain Blvd	Oroville	Support Services	CSS		
100	Butte County District Attorney	25 County Center Dr Ste 220	Oroville		DA		
101	Butte County District Attorney	25 County Center Dr Ste 245	Oroville		DA		
102	Butte County District Attorney	25 County Center Dr Ste 245	Oroville		DA		
103	Butte County District Attorney	25 County Center Dr Ste 245	Oroville		DA		

104	Butte County District Attorney	25 County Center Dr Ste 245	Oroville		DA		
105	Butte County District Attorney	25 County Center Dr	Oroville		DA		
106	Butte County District Attorney	25 County Center Dr	Oroville		DA		
107	Butte County District Attorney	25 County Center Dr	Oroville		DA		
108	Butte County District Attorney	25 County Center Dr	Oroville		DA		
109	Butte County District Attorney	25 County Center Dr	Oroville	Ste 105 Major Crimes	DA		
110	Butte County DESS	765 East Ave Ste 200	Chico	231	DESS		
111	Butte County DESS	765 East Ave Ste 100	Chico		DESS		
112	Butte County DESS	765 East Ave Ste 100	Chico		DESS		
113	Butte County DESS	765 East Ave Ste 180	Chico	ADMIN	DESS		
114	Butte County DESS	765 East Ave Ste 180	Chico	ADMIN	DESS		
115	Butte County DESS	965 East Ave Ste 180	Chico	CUBICLE 281	DESS		
116	Butte County DESS	765 East Ave Ste 200	Chico	CUBICLE 291	DESS		
117	Butte County DESS	2445 Carmichael Dr	Chico	CUBICLE 36	DESS		
118	Butte County DESS	965 East Ave Ste 180	Chico	MAILROOM	DESS		
119	Butte County DESS	765 East Ave Ste 200	Chico	OAK ROOM	DESS		
120	Butte County DESS	765 East Ave Ste 180	Chico	Office	DESS		
121	Butte County DESS	965 East Ave Ste 180	Chico	Office	DESS		
122	Butte County DESS	765 East Ave Ste 200	Chico	RECEPTION	DESS		

123	Butte County DESS	965 East Ave Ste 180	Chico	VSO	DESS		
124	Butte County DESS	205 Mira Loma Dr Ste 50	Oroville		DESS		
125	Butte County DESS	205 Mira Loma Dr Ste 50	Oroville		DESS		
126	Butte County DESS	78 Table Mountain Blvd	Oroville		DESS		
127	Butte County DESS	78 Table Mountain Blvd	Oroville		DESS		
128	Butte County DESS	202 Mira Loma Dr	Oroville	ADMIN PRINTING ROOM	DESS		
129	Butte County DESS	202 Mira Loma Dr	Oroville	ADMIN PRINTING ROOM	DESS		
130	Butte County DESS	202 Mira Loma Dr	Oroville	ADMIN RECEPTION	DESS		
131	Butte County DESS	202 Mira Loma Dr	Oroville	ADMIN RECEPTION	DESS		
132	Butte County DESS	78 Table Mountain Blvd	Oroville	ADMIN RM 508	DESS		
133	Butte County DESS	78 Table Mountain Blvd	Oroville	ADMIN RM 508	DESS		
134	Butte County DESS	202 Mira Loma Dr	Oroville	ADMIN ROOM 84	DESS		
135	Butte County DESS	205 Mira Loma Dr Ste 20	Oroville	ADOPTION SERVICES	DESS		
136	Butte County DESS	205 Mira Loma Dr Ste 20	Oroville	ADOPTION SERVICES	DESS		
137	Butte County DESS	78 Table Mountain Blvd	Oroville	CSD 482	DESS		
138	Butte County DESS	78 Table Mountain Blvd	Oroville	CUBICLE 248	DESS		
139	Butte County DESS	78 Table Mountain Blvd	Oroville	CUBICLE 273	DESS		
140	Butte County DESS	78 Table Mountain Blvd	Oroville	CUBICLE 309	DESS		
141	Butte County DESS	78 Table Mountain Blvd	Oroville	CUBICLE 426	DESS		
142	Butte County DESS	78 Table Mountain Blvd	Oroville	CUBICLE 431	DESS		
143	Butte County DESS	205 Mira Loma Ste 10	Oroville	NEXT TO JANITOR CLOSET	DESS		
144	Butte County DESS	205 Mira Loma Dr Ste 20	Oroville	PROCESSING UNIT	DESS		
145	Butte County DESS	78 Table Mountain Blvd	Oroville	RESOURCE WS 152	DESS		

146	Butte County DESS	78 Table Mountain Blvd	Oroville	WFU 496	DESS		
147	Butte County DESS	205 Mira Loma Dr	Oroville	Ste 50	DESS		
148	Butte County DESS	205 Mira Loma Dr	Oroville	Ste 50	DESS		
149	Butte County DESS	7204 Skyway	Paradise	KLAMATH RM 225	DESS		
150	Butte County Development Services	7 County Center Dr	Oroville		Development Service		
151	Butte County Elections	155 Nelson Ave	Oroville		Elections		
152	Butte County Elections	155 Nelson Ave	Oroville	Clerk Recorder	Elections		
153	Butte County Farm Advisor	5 County Center Dr	Oroville		Farm Home 4-H		
154	Butte County Fire Division 42	10 Frontier Cir	Chico		Fire		
155	Butte County Fire	2334 Fair St	Chico	Fire Station 44	Fire		
156	Butte County Fire Station 45	2367 Campbell St	Durham		Fire		
157	Butte County Fire Station 33	14164 Skyway	Magalia		Fire		
158	Butte County Fire	176 Nelson Ave	Oroville	Fire Prevention	Fire		
159	Butte County Fire	176 Nelson Ave	Oroville	Fire Prevention	Fire		
160	Butte County Fire	220 Grand Ave	Oroville	Fire Prevention	Fire		
161	Butte County Fire	220 Grand Ave	Oroville	Fire Prevention	Fire		
162	Butte County Fire	176 Nelson Ave	Oroville	Fire Station 63	Fire		
163	Butte County Fire Kelly Ridge	22 Walnut Ave	Oroville	Fire Station 64	Fire		
164	Butte County Fire Station 72	2290 Palermo Rd	Palermo		Fire		
165	Butte County Facilities Services	2081 2nd St	Oroville	General Services	General Services		
166	Butte County Facilities Services	2081 2nd St	Oroville	General Services	General Services		
167	Butte County Facilities Services	2081 2nd St	Oroville	General Services	General Services		
168	Butte County Facilities Services	2081 2nd St	Oroville	General Services	General Services		
169	Butte County Facilities Services	2081 2nd St	Oroville	General Services	General Services		
170	Butte County Facilities Services	2081 2nd St	Oroville	General Services	General Services		
171	Butte County Human Resources	3 County Center Dr	Oroville	Main Office	Human Resources		
172	Butte County Human Resources	3 County Center Dr	Oroville	Main Office	Human Resources		
173	Butte County Human Resources	3 County Center Dr	Oroville	Main Office	Human Resources		

174	Butte County Information Services	308 Nelson Ave	Oroville		IS		
175	Butte County Information Services	308 Nelson Ave	Oroville		IS		
176	Butte County Local Agency Formation Commission	1453 Downer St Ste C	Oroville		LAFCO		
177	Butte County Local Agency Formation Commission	1453 Downer St Ste C	Oroville		LAFO		
178	Chico Library	1108 Sherman Ave	Chico	LIBRARY	Library		
179	Chico Library	1108 Sherman Ave	Chico	LIBRARY	Library		
180	Butte County Library Gridley	299 Spruce St	Gridley		Library		
181	Butte County Library Gridley	299 Spruce St	Gridley		Library		
182	Butte County Library	1820 Mitchell Ave	Oroville		Library		
183	Butte County Library	1820 Mitchell Ave	Oroville		Library		
184	Butte County Library Paradise	5922 Clark Rd	Paradise		Library		
185	Butte County Library Paradise	5922 Clark Rd	Paradise		Library		
186	Butte County Of Law Library	1675 Montgomery St	Oroville		Misc Grand Jury		
187	Butte County Children's Services	2080 E 20th St Ste 180	Chico		PH		
188	Butte County Children's Services	2080 E 20th St Ste 180	Chico		PH		
189	Butte County Children's Services	2080 E 20th St Ste 180	Chico		PH		
190	Butte County Children's Services	2080 E 20th St Ste 180	Chico		PH		
191	Butte County Public Health	695 Oleander Ave	Chico		PH		
192	Butte County Public Health	695 Oleander Ave	Chico		PH		
193	Butte County Public Health	695 Oleander Ave	Chico		PH		
194	Butte County Public Health	202 Mira Loma Dr	Oroville		PH		
195	Butte County Public Health	202 Mira Loma Dr	Oroville		PH		
196	Butte County Public Health	202 Mira Loma Dr	Oroville		PH		
197	Butte County Public Health	202 Mira Loma Dr	Oroville		PH		
198	Butte County Public Health	202 Mira Loma Dr	Oroville		PH		

199	Butte County Public Health	202 Mira Loma Dr	Oroville		PH		
200	Butte County Public Health	82 Table Mountain Blvd	Oroville		PH		
201	Butte County Public Health	82 Table Mountain Blvd	Oroville		PH		
202	Butte County Public Health	202 Mira Loma Dr	Oroville	Copy Room	PH		
203	Butte County Public Health	202 Mira Loma Dr	Oroville	Copy Room	PH		
204	Butte County Public Health	78 Table Mountain Blvd	Oroville	Copy Room	PH		
205	Butte County Public Health	78 Table Mountain Blvd	Oroville	Copy Room	PH		
206	Butte County Public Health	82 Table Mountain Blvd	Oroville	Front Lobby WIC Office	PH		
207	Butte County Probation	1370 Ridgewood Dr Ste 22	Chico		Probation		
208	Butte County of Chico Probation Office	1370 Ridgewood Ste 20	Chico		Probation		
209	Butte County Juvenile Hall	41 County Center Dr	Oroville		Probation		
210	Butte County Juvenile Hall	41 County Center Dr	Oroville		Probation		
211	Butte County Juvenile Hall	41 County Center Dr	Oroville		Probation		
212	Butte County Juvenile Hall	41 County Center Dr	Oroville		Probation		
213	Butte County Probation Dept	42 County Center Dr	Oroville		Probation		
214	Butte County Probation Dept	42 County Center Dr	Oroville		Probation		
215	Butte County Probation Dept	42 County Center Dr	Oroville		Probation		
216	Butte County Probation Dept	42 County Center Dr	Oroville		Probation		
217	Butte County Probation Dept	42 County Center Dr	Oroville		Probation		
218	Butte County Probation Dept	42 County Center Dr	Oroville	East Trailer	Probation		
219	Butte County Probation Dept	42 County Center Dr	Oroville	Main Distribution	Probation		
220	Butte County Chico Public Works Yard	7 County Center Drive	Oroville		PW		
221	Butte County Chico Public Works Yard	7 County Center Drive	Oroville		PW		

222	Butte County Public Works	9 County Center Dr	Oroville		PW		
223	Butte County Public Works	9 County Center Dr	Oroville		PW		
224	Butte County Public Works	7 County Center Dr	Oroville	Copy Room	PW		
225	Butte County Public Works	7 County Center Dr	Oroville	Copy Room	PW		
226	Butte County Neal Road Landfill	1023 Neal Rd	Paradise	main office server room	PW		
227	Butte County Neal Road Landfill	1023 Neal Rd	Paradise	main office server room	PW		
228	Butte County Sheriff	479 E Park Ave	Chico	Chico Sub	SO		
229	Butte County Sheriff	479 E Park Ave	Chico	Chico Sub	SO		
230	Butte County Probation Binf	413 Southgate Ave	Chico		Probation		
231	Butte County Probation BINTF	413 Southgate Ave	Chico		Probation		
232	Butte County Sheriff	14166 Skyway	Magalia	Magalia Sub	SO		
233	Butte County Sheriff Records Dept	5 Gillick Way	Oroville	Admin	SO		
234	Butte County Sheriff Records Dept	5 Gillick Way	Oroville	Admin	SO		
235	Butte County Sheriff	1 Gillick Way	Oroville	Evidence	SO		
236	Butte County Sheriff	1 Gillick Way	Oroville	Evidence	SO		
237	Butte County Sheriff	5 Gillick Way	Oroville	Secretary	SO		
238	Butte County Sheriff	5 Gillick Way	Oroville	Secretary	SO		
239	Butte County Jail	3 Gillick Way	Oroville	Sheriff Accounting	SO		
240	Butte County Jail	3 Gillick Way	Oroville	Sheriff Accounting	SO		
241	Butte County Civil Department	5 Gillick Way	Oroville		SO		
242	Butte County Civil Department	5 Gillick Way	Oroville		SO		
243	Butte County Civil Department	5 Gillick Way	Oroville	CANNOT LINK SN# 00036A4B TO THIS HOST.CJH	SO		
244	Butte County Civil Department	5 Gillick Way	Oroville	CANNOT LINK SN# 00036A4B TO THIS HOST.CJH	SO		
245	Butte County Sheriff	5 Gillick Way	Oroville		SO		
246	Butte County Sheriff	5 Gillick Way	Oroville		SO		
247	Butte County Sheriff	5 Gillick Way	Oroville	bottom copy room	SO		

248	Butte County Sheriff	5 Gillick Dr	Oroville	Dispatch	SO		
249	Butte County Sheriff	5 Gillick Dr	Oroville	Dispatch	SO		
250	Butte County Sheriff Records Dept	5 Gillick Way	Oroville	Investigations	SO		
251	Butte County Sheriff Records Dept	5 Gillick Way	Oroville	Investigations	SO		
252	Butte County Instructional	5 County Center Dr	Oroville	BINTF	SO		
253	Butte County Instructional	5 County Center Dr	Oroville	BINTF	SO		
254	Butte County Sheriff Special Enforcement	5 County Center Dr	Oroville		SO		
255	Butte County Sheriff Special Enforcement	5 County Center Dr	Oroville		SO		
256	Butte County Jail	7 Gillick Way	Oroville	Classification	SO		
257	Butte County Jail	7 Gillick Way	Oroville	CLIC	SO		
258	Butte County Sheriff	3 Gillick Dr	Oroville	East Facility	SO		
259	Butte County of Jail	7 Gillick Way	Oroville	Medical Unit	SO		
260	Butte County Jail	5 Gillick Way	Oroville	Office	SO		
261	Butte County Jail	5 Gillick Way	Oroville	Office	SO		
262	Butte County Jail	7 Gillick Way	Oroville	Records Scanner	SO		
263	Butte County Jail	7 Gillick Way	Oroville	Sergeants	SO		
264	Butte County Jail	7 Gillick Way	Oroville	Transportation	SO		
265	Butte County Juvenile Hall	51 County Center Dr	Oroville	Day Reporting Center	SO		
266	Butte County Juvenile Hall	51 County Center Dr	Oroville	Day Reporting Center	SO		
267	Butte County Sheriff Marine Unit	405 Chuck Yeager Way	Oroville	Office	SO		
268	Butte County Sheriff Marine Unit	405 Chuck Yeager Way	Oroville	Office	SO		
269	Butte County Treasurer/Tax Collector	25 County Center Dr Ste 125	Oroville		Treasurer/Tax Collector		
270	Butte County Water Resources Dept	308 Nelson Ave	Oroville	Hallway	Water		
271	Butte County Water Resources Dept	308 Nelson Ave	Oroville	Hallway	Water		

Exhibit C-Sample Order Release Form

Release Approval
Butte County Managed Procurement Contract

Release against MPC Number: _____
Release Number: _____
Release Date: _____
Amount Released: _____ (includes all applicable taxes, freight, installation and any other fees)

County Department and Contact:

Department

Email

Contact/Project Manager

Phone

Address:

Vendor Name:

Address:

Commodities or Services:

Quantity Released:

Quote Number and Date:

Deliver No Later Than:

Additional Specific Instructions:

Please reference MPC Number and Release Number on all invoices.

Attachments Included?

Yes ☐

No ☐

Number of Pages Including Release:

**Ship-to Address (If Different
from above Address):**

Released By:

Name

Released Via:

Email ☐

Fax ☐

By acceptance of this Release Approval, Vendor certifies that all work contained herein denotes acceptance of terms as defined within the Managed Procurement Contract reference above and within the Additional Specific Instructions Section.



**REQUEST FOR PROPOSALS
RFP# 50-23**

**5 Year Contract for
Multi-Function Device Lease, Service and Maintenance; Service & Maintenance of
County Owned/Rented Desktop Printer/Scanners and As Needed Short Term
Rental, Service and Maintenance of Multi-Function Devices**

RFP Publication Date: Friday, January 27, 2023

**RFP Submission Deadline:
Friday, February 17, 2023 at 3:00 PM PST**

Issued by:

Debbie Heath
Senior Contracts/Procurement Agent
Butte County General Services
2081 2nd Street
Oroville, California 95965
530.552.3486
dheath@buttecounty.net

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1) RESPONDENT ADMONISHMENT

Respondents are reminded that it is their responsibility to:

- ✓ Read carefully all of the content of this entire document and address all requirements and follow all procedures of this Request for Proposal (RFP).
- ✓ Ask for clarification before final due date of questions.
- ✓ Immediately inform the County of any problems with this Solicitation.
- ✓ Be complete in response.
- ✓ Submit all responses by the required dates and times.

2) INTRODUCTION AND PURPOSE

The County of Butte is requesting proposals from firms for the following:

A new five year lease for provision of equipment, service, maintenance, training, parts, ***for an estimated 270 Multi-Function Devices (MFDs);***

New five year contract for service, equipment, parts and maintenance for ***an estimated 95 desktop Printers/Scanners (provided by Respondent or county owned);***

New five year contract ***for As Needed Short Term Rental, of Multi-Function Devices, to include service, consumables and maintenance.***

The above services are currently being provided in twenty three (23) County departments (several of which have Divisions), some with multiple locations, with sites throughout Butte County. The number of sites and locations is subject to increase or decrease during the term of the awarded contract.

The yearly average copies for the MFDs ***is estimated*** at 10 million copies. The monthly volume for December 2022, for the MFDs was 740,427 black and white copies and 133,160 color copies.

Respondent shall coordinate and provide delivery at no additional fee to County. All machines shall be delivered, installed and made ready by installing all appropriate software/print drivers for use by all County users, by the selected firm.

By submittal of a proposal to RFP 50-23, all Respondents acknowledge the quantity of any equipment/machine in this RFP is an estimate only. The County does not guarantee a set quantity of any type of machine, during the term of the five year lease, or any term extensions by amendment.

By submittal of proposal to RFP 50-23, all Respondents acknowledge the language and all requirements included in Exhibit A, Model Contract, are made a part of this RFP.

Butte County requires a business solution which includes the provision of equipment, printer services, routine maintenance and repair, preventative maintenance service and supplies (excluding paper and staples). Installation, ongoing maintenance, training, cost saving and excellent customer service are included.

Excellent customer service includes, but is not limited to: responsiveness and adherence to all terms of contract, clear communication with all County departments, consideration and attention to urgent matters and all issues that arise. Timely response to County inquiries, emails, and service requests is required.

County is interested in receiving innovative proposals that address any new approaches/technologies that may increase efficiency and decrease copying/printing expenses.

Proposals shall demonstrate a comprehensive print management and MFD service program, along with Printer/Scanner program for County. Proposals shall also demonstrate an As Needed rental program, including repair and maintenance, for short term MFD rentals during the lease term.

Proposals shall include the professional services needed for the implementation and deployment of a managed print and MFD services, but is not limited to the following services: the lease, maintenance, and/or repairs of networked MFDs; a networked MFD usage and maintenance monitoring software program; an automated support and supply ordering program; a maximum response time and minimum machine down time guarantee; a flexible transition program for existing MFDs and; fleet utilization reporting; a fleet asset management and replacement program; fleet reconfiguration services; and an integrated print management software program. Along with program for Printer/Scanner maintenance, lease, purchase, repairs.

Respondents shall be Original Equipment Manufacturer (OEM) or Authorized Reseller & Service Providers for supply of all proposed equipment.

A copy of Respondent's authorized dealer certification must be submitted with Respondent's proposal.

County requires all parts provided by Respondent firm on any/all machines, shall be from the Original Equipment Manufacturer (OEM).

No third party parts shall be used by Respondent if awarded a contract.

It is the Respondent's responsibility to ensure that all parts delivered to the County comply with these requirements. ***A Respondent's failure to comply with this requirement will cause the County to seek remedies under breach of contract.***

County requires all Respondent service technicians provided for any service, maintenance, training, etc., shall be factory trained.

A copy of Respondent service technician factory training and digital certification must be submitted with Respondent's proposal.

Repairs are defined as Respondent's actions needed to effectively continue the operation of the equipment in accordance with manufacturer's specifications. This includes but is not limited to diagnostics, providing and installing replacement parts, correcting any error messages indicating a defect in the machines operation.

Maintenance is defined as factory-recommended replacement of worn parts based on time or throughput on machine, includes preventative maintenance. This includes vacuuming inside MFDs as needed.

Respondent shall bear all costs for labor and parts required to maintain MFDs in good working order and make all necessary adjustments, replacements, and repairs caused by normal wear and tear.

Equipment Condition: Equipment offered in response to this RFP must be new equipment. New equipment means equipment that is currently in production by the manufacturer and is still the latest model, edition or version generally offered. Respondent equipment must be warranted as new by the manufacturer and may not have been used for any purpose, other than display (not demonstration), prior to delivery to County. County will not accept remanufactured, used, or reconditioned equipment. It is the Respondent's responsibility to ensure that each piece of equipment delivered to the County complies with this requirement. ***A Respondent's failure to comply with this requirement will cause the County to seek remedies under breach of contract.***

All firms submitting a proposal shall meet or exceed all Minimum MFD Requirements, found in Exhibit 1- Model Contract.

Butte County intends to award a contract to a firm that will meet County qualification criteria and has successfully performed services on similar projects in the past. The successful firm will be required to enter into a contract with the County for the services requested in this Request for Proposals (RFP) within a reasonable time after award. All firms submitting a proposal must be prepared to use the County's standard contract form rather than its own contract template. The contract will include terms appropriate for this project. Generally, the terms of the contract will include, but are not limited to: (1) completion of the project within the timeframe provided; (2) no additional work authorized without prior written approval; (3) no payment without prior written approval; (4) funding availability; (5) termination of contract under certain conditions; (6) indemnification of the County; (7) approval by the County of any subcontractors; and (8) minimum appropriate insurance requirements. **A Model Contract is attached as Exhibit 1 to this RFP and made a part herein.** The County intends to award a contract substantially in the form of the Model Contract to the selected respondent. ***Respondent should list any exception(s) to the Model Contract in a separate section of Respondent's proposal.***

3) BACKGROUND

The County currently leases a variety of Canon Digital MFDs that include maintenance, services, parts, consumables (excluding paper and staples), and training.

The current fleet of MFDs were put into service at County locations beginning in March 2016.

The County also contracts for desktop printer/scanner service, either provided by current vendor or County owned, along with maintenance, parts, consumables (excluding paper and staples) and training.

The current desktop printer/scanners are all owned by the County. The contract for these services began in January 2017, with new machines and services added as needed.

The County has contracted with the same firm for many years and has not exercised a cancellation of contract. ***However, a Respondent's failure to comply with any requirements if awarded contract, or failure of Contractor equipment/service/maintenance/consumables/personnel, to perform, as proposed in RFP, (which by this reference, is made a part of awarded contract) shall cause County to seek remedies under breach of contract. Should remedy not be achieved, County shall have option to terminate contract with thirty (30) day notice after which no further obligation is due from County.***

4) SCOPE OF WORK

The County anticipates that the firm selected for this work shall provide the equipment and services listed below, in Attachment III, Scope of Work, in Exhibit 1-Model Contract and in Exhibit A-Equipment Options and Price List Multi-Function Devices

Lease and Service of Multi-Function Devices (MFDs)

Respondent is required to meet or exceed all Minimum MFD Requirements, found in Exhibit 1-Model, Attachment III, Scope of Work, to be considered responsive.

The County is seeking to lease new high-speed digital laser MFDs equipped with the latest technology in accessories and software that meets or exceeds the County's specifications.

Respondent shall provide MFDs, for all consumables including toner, repair and parts as necessary (staples and paper not included). Service calls, required maintenance, preventative maintenance per manufacturer's

recommended service schedules, delivery, parts, and training are also included. The awarded service agreement shall include transportation for needed movement of MFDs between departments or within departments with no cost to County.

The current Cost per Image (CPI) rates include parts, labor and consumable toner.

For needed repairs, County contacts current vendor's help desk for service and consumables as needed. There is currently no fleet management system.

County requires automated help desk/service solution and automated consumable replacement including delivery, in new contract.

Currently, County departments use employee badges for authentication; iCLASS Card; key fobs for access using Uniflow and door access cards for printer access and PINs. RFID readers are owned by County's Butte County Behavioral Health Department and licensed by County's Department of Employment and Social Services.

Excellent customer service is required and expected, in addition to timely response to service calls or any needed services.

MFDs shall perform to manufacturer's specifications for a minimum of 98% of the time during normal County office hours averaged over a three month time frame. Any Respondent machine that fails to meet this standard shall be replaced with an equal or better model at no cost to County.

A Respondent's failure to comply with any requirements if awarded contract will cause the County to seek remedies under breach of contract. Should remedy not be achieved, County shall have option to terminate contract with thirty (30) day notice after which no further obligation is due from County.

Current MFDs in County locations, are owned by local firm currently under contract with County. Due to this ownership, current firm shall be responsible for wiping hard drives and removing all MFDs from County locations.

A list of current MFD models and locations, can be found in Exhibit B, Existing Site Locations and Machines. This is an estimated list only, to be used for proposal purposes.

Service and Maintenance of County Owned/Rented, Desktop Printer/Scanner Equipment

The County is seeking to contract for the provision of new desktop printer/scanner devices, including maintenance, parts, consumables (excluding paper and staples), services and preventative maintenance. Equipment may be County owned, or rented from Respondent. Respondent shall also provide above service, maintenance, parts and consumables (excluding paper and staples), to County's current desktop printers and scanners.

County is under no obligation to purchase desktop/printer scanner from Respondents if awarded contract. County is under no obligation to replace County's current desktop printers and scanners due to new contract.

County's current vendor provides these services for an estimated ninety five (95) County owned machines, in Chico and Oroville department locations. Department location and number of machines, are subject to change dependent on County department needs during lease term.

The Printer/Scanner CPI rates include parts, labor and consumable toner. Consumables such as but not limited to staples.

Service maintenance expectations for scanners: Replace, repair, consumables and perform preventative maintenance as needed.

Excellent customer service is required and expected, in addition to timely response to service calls or any needed services.

A Respondent's failure to comply with any requirements if awarded contract will cause the County to seek remedies under breach of contract. Should remedy not be achieved, County shall have option to terminate contract with thirty (30) day notice after which no further obligation is due from County.

As Needed Short Term Rental, Service and Maintenance, of Multi-Function Devices

During the year, County requires short term rental of MFDs, including service, consumables, parts, maintenance, preventative maintenance, delivery and retrieval that have not been included in the five year lease. The short term rental could be for, but is not limited to: special department projects, in County's Emergency Operation Center (EOC) during declared emergencies, pandemics, short term programs, elections, etc.

County also requires addition of new MFDs during five year term that will not meet the five year lease requirements of lending company.

County reserves the right to add new MFDs due to special needs and circumstances.

Excellent customer service is required during entire term of contract, in addition to timely response to service calls or any needed services.

The Printer/Scanner CPI rates include parts, labor and consumable including toner, repair and parts as necessary (staples and paper not included).

A Respondent's failure to comply with any requirements if awarded contract will cause the County to seek remedies under breach of contract. Should remedy not be achieved, County shall have option to terminate contract with thirty (30) day notice after which no further obligation is due from County.

Parts/Consumable Supplies/Preventative Maintenance Schedules and Miscellaneous

Consumable Supply expectations:

- Consumable supplies must meet original equipment manufacturers specifications.
- Firm assumes all responsibility for hardware performance due to consumable supplies.
- Firm shall retain ownership of all consumable inventory.
- County requires firm to be responsible for all toner, fix\repair, maintenance and\or replacement of all output devices included in contract resulting from this contract.
- Hardware must meet specifications and minimum uptime requirements.

Preventative Maintenance Schedules

- Firms shall plan and complete Preventative Maintenance according to manufacturers' recommended service schedule and be performed during the hours, of 8:00am to 5:00pm, Monday through Friday, with exception of County holidays.
- Exclusive utilization of Original Equipment Manufacturer (OEM) parts and supplies for replacements is mandatory

5) FORMAT FOR PROPOSALS

Responses to the Request for Proposals must be made according to the requirements set forth in this section, both for content and for sequence. Failure to adhere to these requirements, or inclusion of conditions, limitations or misrepresentations in a response may be cause for rejection of the

submittal. Use 8-1/2" x 11" sheets (fold outs are acceptable for charts, etc.). Type size must be large enough to be easily legible, but shall not be smaller than 10 point. The County shall receive all Submissions no later than Friday, February 17, 2023 at 3:00PM PST.

The response shall include a cover letter, a table of contents and all items listed below and shall be in the following format:

- a) One (1) signed, unbound original and three (3) hard copies, printed material on 8-1/2" X 11" paper.
- b) One (1) electronic copy shall also be provided in CD or thumb drive format.
- c) Submissions shall be in the order noted below.
- d) Submissions may also include color and fold out charts and graphs.

Mandatory Content and Sequence of Submittal:

i) **Cover Letter:**

The cover letter shall be a maximum two-page Cover Letter and introduction, and shall include the name and address of the respondent submitting the proposal, together with the name, address and telephone number of the contact person who will be authorized to make representations for the respondent, the respondent's federal tax ID number and a list of subcontractors, if any. The cover letter shall include a statement that the proposal is valid for 90 days after receipt.

ii) **Table of Contents:**

The table of contents shall be a detailed Table of Contents and shall include an outline of submittal, identified by sequential page number and by section reference number and section title as described therein.

iii) **Respondent's Experience and Qualification Summary:**

This section shall be a maximum of eight pages (not including resumes) in length and shall describe the Respondent's experience in providing all services and equipment listed above in Section 4, Scope of Work, and in Exhibit 1, Model Contract, in Attachment III Scope of Work. Experience and focus in the public sector is important.

The County is looking to partner with a firm that can provide needed equipment, services, and excellent customer service, now and for future County needs.

A resume(s) should be included for any key personnel to be assigned to this project.

Please include an organizational chart of your service department, showing names, positions, training and years of service. Please include nearest location that will be providing service to County if awarded contract.

Describe related past projects completed along with a discussion comparing similarities with this proposed project.

Please provide a comprehensive narrative history of your firm and firm's experience in providing all services and equipment listed above in Section 4, Scope of Work, and Exhibit 1, Model Contract, in Attachment III Scope of Work, to government municipalities, schools and/or counties.

iv) Approach and Methodology:

This section shall be a maximum of ten pages entitled "Approach and Methodology", and shall include a clearly delineated description of the Respondent's resources for developing, deploying and completing this project. Respondent proposal shall also include an estimated timeline, (not a TBD timeline) for completing all required tasks.

Respondents shall provide the following in this section:

1. Provide earliest date Respondent can begin providing services, after award and Board of Supervisors approval of awarded contract.
2. Detail process to ensure County departments receive the correct MFD(s) and or printer/scanners to meet and exceed departmental needs and save cost.
3. Provide estimated schedule to meet with department contacts and determine MFD or printer/scanner needs in all County departments.
4. Provide estimated timeline and Respondent process for ordering and receipt of new MFDs.
5. Provide details on MFD acceptance by firm, set up and how MFDs will arrive at County facilities. Include any needed loading docks, lifts, etc. if applicable.
6. Provide details on deployment and in department set up of new MFDs in county departments.
7. Provide estimate of how many MFDs Respondents can deliver and set up per day.
8. Provide information on all Respondent staff that will be involved in this process.
9. Describe your firms approach to quality assurance that will be used if awarded contract.
10. Describe your firms approach to resolving problems that may be encountered with equipment, personnel, consumables, and issues in the field.
11. Describe your firms proposed method of managing services calls including method for history of call on each device; average support call response time, reports to be provided to County
12. Please include how your firm, if awarded the contract, will manage all services, equipment, maintenance, training, and consumables over the five year term.

v) Equipment Proposed:

This section shall contain information on any/all equipment, services, maintenance, rental, and lease Respondent is proposing to offer County.

Respondent shall include statement that all proposed equipment shall work fully and natively with Uniflow and Xmedius desktop faxing in this section.

At a minimum, Respondent is required to meet or exceed all Minimum MFD Requirements, found in Exhibit 1-Model Contract, Attachment III, Scope of Work to be considered responsive.

vi) Cost:

This section shall detail the cost portion of the proposal.

All pricing must be inclusive of machine delivery charges to any and all County locations. Normal installation is to include initial operating supplies (except paper and staples).

Respondent shall provide an itemized breakdown of all costs associated with leasing MFDs; Printer/Scanner rental/service/maintenance and as needed short term rental/maintenance and service.

Respondent shall provide pricing based on parameters outlined in the following Exhibits:

Exhibit A- Equipment Options and Price List: Multi-Function Devices

Exhibit A-1- Rental Printer/Scanner Price List: Contractor Provided Machines

Exhibit A-2- Printer/Scanner Price List: County Owned Machines

Exhibit A-3- As Needed MFD Equipment Options and Price List

- a) Respondents shall state “equipment included at no cost” or state “items are not available” or “not applicable” in Exhibits A, A-1, A-2 and A-3. ***No cells in any exhibit stating price, shall be left blank.***
- b) Respondents shall include any costs for software/hardware to be added to any equipment proposed to County, if applicable and allowable in Minimum MFD Requirements.
- c) Software/hardware costs shall include both up front and/or recurring cost for the five (5) year term.
- d) Respondents shall provide County a detailed description and formula for adding additional (new) equipment, maintenance/parts/consumables, over the five year lease, for long term MFDs for County to maintain a coterminous fleet.
- e) Respondents shall include a detailed description, and cost formula, for changing models of MFDs or removing models from county fleet during term as needed and any cost associated with this process.
- f) Respondent shall include a detailed description and cost formula for short term rental/maintenance/parts/consumables, during term of contract
- g) Respondent will include any other costs Respondent will charge if awarded the contract on a separate sheet.

Prices quoted shall be valid for at least one hundred twenty (120) days following the proposal submission deadline and if a contract is entered into as a result of this RFP, shall become fixed for the term of the contract.

If an hourly rate is quoted, the anticipated total number of hours should be included along with a not-to-exceed price for the project.

Draft Scope of Work shall be identified as “Attachment III – Scope of Work” for incorporation in the Model Contract as the final contract to be awarded to the successful respondent. This is the document in which the proposing respondents are requested to describe the work they will perform to complete this project. Should there be any tasks that are expected to be performed by the County, these should also be clearly described as County tasks in the Draft

Scope of Work. If the proposing respondent included a not-to-exceed price in the proposal, proposed billing rate for all reimbursable expenses should be included in the Draft Scope of Work.

6) SELECTION PROCESS

County will assemble an evaluation committee made up of County staff to review and evaluate proposals. The evaluation committee, at its sole option, may choose to validate any aspect of the written proposals. No information will be provided to anyone about the status of proposals while they are under evaluation.

The criteria for selecting the firm is provided in Section 7- Submittal Evaluation Table and Rating Methodology below:

7) SUBMITTAL EVALUATION

Overall criteria used to evaluate responses to include:

Cost
Experience/Qualifications
Approach/Methodology
Equipment Proposed

Rating Methodology

The County evaluates responsive proposals for Cost, Experience/Qualifications, Approach/Methodology, and Equipment Proposed to determine the highest overall point score. The rating scale establishes standards by which The Proposal Evaluation Committee assigns points to proposals, and it ensures that members of the Proposal Evaluation Committee evaluate each proposal with consistent methodology. There is a maximum of 100 points available as follows:

Component	Maximum Points	Point Factor
Cost	30	Price of lowest cost proposal X maximum points available
Experience/Qualifications	15	Qualitative Evaluation formula (below)
Approach/Methodology	30	Qualitative Evaluation formula (below)
Equipment Proposed	25	Qualitative Evaluation formula (below)
Total	100	

• COST

The RFP Facilitator calculates points for cost and verifies for accuracy.

The proposer with the lowest cost proposal receives the maximum points allowed. All other proposals receive a percentage of the points available based on their cost relationship to the lowest cost proposal. Divide the lowest cost proposal received by the cost of the proposal and multiply the results by the maximum points. The result is the awarded points.

The County uses the following formula to award cost points:

Lowest Proposer's Cost = (factor) X maximum cost points = cost points for other proposer.

EXAMPLE:

Lowest cost proposal is \$100,000 (maximum 30 points awarded)

The other proposal is \$125,000. The lowest cost proposal is 80% of the other proposal cost.

(Lowest cost proposal) $\frac{\$100,000}{\$125,000} = .80 \times 30$ (maximum points) = 24 points
(Next lowest cost proposal) \$125,000

In addition to the cost points, the Proposal Evaluation Committee judges and evaluates for cost/value effectiveness and cost adequacy. The Proposal Evaluation Committee awards points as part of the technical ("qualitative") score in the Experience/Qualifications, Approach/Methodology, and Equipment Proposed sections.

- EXPERIENCE/QUALIFICATIONS, APPROACH/METHODOLOGY, AND EQUIPMENT PROPOSED**

The Proposal Evaluation Committee reviews the Experience/Qualifications, Approach/Methodology, and Equipment Proposed components of each responsive proposal submitted. After reviewing the proposals, the Proposal Evaluation Committee rates each proposal component using the following formulas and criteria:

	Experience/Qualifications (15 points)	Approach/ Methodology (30 points)	Equipment Proposed (25 points)
Rating	Point Range	Point Range	Point Range
Exceptional	13 – 15	25 – 30	21 - 25
Good	10 – 12	19 – 24	16 – 20
Acceptable	7 – 9	13 – 18	11 – 15
Marginal	4 – 6	7 – 12	6 – 10
Unacceptable	0 – 3	0 – 6	0 – 5

Rating	Definition and Criteria for Rating Program Design and Organizational Capacity components of Proposal
Exceptional	The proposal has exceptional merit and reflects an excellent approach which should clearly result in the superior attainment of all requirements and objectives. The proposed approach includes numerous substantial advantages, and essentially no disadvantages, and the County can reasonably assume that it will result in outstanding performance.
Good	The proposal demonstrates a sound approach which the County expects to meet all requirements and objectives. This approach includes substantial advantages, and few relatively minor disadvantages, which collectively can be expected to result in better than satisfactory performance.
Acceptable	The proposal demonstrates an approach which is capable of meeting all requirements and objectives. The approach has both advantages and disadvantages, however the disadvantages do not outweigh the advantages and the County expects the approach to result in satisfactory performance.
Marginal	The proposal demonstrates an approach which, while being capable of meeting all requirements and major objectives, may not meet some lesser objectives. Any advantages that exist in the approach slightly outweigh existing disadvantages.

Unacceptable	The proposal demonstrates an approach which will very likely not be capable of meeting all requirements and objectives. This approach has one or more substantial disadvantages. Collectively, the advantages and disadvantages are not likely to result in satisfactory performance.
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CONSOLIDATION OF INDIVIDUAL EVALUATION SCORES

After each member of the Proposal Evaluation Committee has completed the evaluation process, the Proposal Evaluation Committee meets as a group to discuss the proposals, identify, and make clarifications. If aspects of a proposal needs clarification, the RFP Facilitator may communicate with a proposer to clarify uncertainties or eliminate confusion, which may include scheduling oral interviews with top candidate(s). This communication may not result in a material or substantial change to the proposal, but Proposal Evaluation Committee members may modify their scores during the clarification period. The RFP Facilitator reads the individual scores and calculates a total of the combined scores.

NOTICE OF INTENT TO AWARD

Once the Proposal Evaluation Committee evaluates and rates all factors, the RFP Facilitator makes a recommendation for proposal selection to the Department's management team. Butte County awards the contract to the most responsive proposer whose proposal is determined to be the most advantageous to the County, taking into consideration the evaluation factors set forth in the RFP.

8) RULES OF PROCUREMENT

Timeline Summary

Event	Anticipated Dates/Times (Subject to Change)
Solicitation Publication	Friday, January 27, 2023
Last Date to Submit Questions	Friday, February 3, 2023 by 3:00pm PST
Addendum Posted	Thursday, February 9, 2023 by end of business
Proposal Due	Friday, February 17, 2023 by 3:00pm PST
Notice of Intent to Award	Wednesday, March 1, 2023
Deadline to Request Debrief	Friday, March 3, 2023
Board of Supervisors Meeting – Execute Contract	Tuesday, March 28, 2023

County Contact Information

Any and all communication regarding this Solicitation shall be in writing and directed to:

Debbie Heath
 Senior Contracts/Procurement Agent
 Butte County General Services
 County of Butte, California
 2081 2nd Street
 Oroville, CA 95965-3413
 530.552.3486
dheath@buttecounty.net

This person will serve as the County's contact person for this project who will also respond directly for questions and inquiries during the solicitation.

All questions shall be submitted to RFP 50-23 at www.publicpurchase.com

Do not contact other County personnel or selection committee members regarding this project or the selection procedures.

Firms interested in participating in this solicitation are encouraged to register at the Public Purchase website: www.publicpurchase.com.

Questions:

Questions and requests for clarification may only be submitted by e-mail or through the Public Purchase website. Verbal and phone inquiries will not be answered. All questions and requests for clarification shall be submitted no later than **Friday, February 3, 2023 by 3:00PM PST**. The County will provide answers and clarifications by posting an addendum(s) through the Public Purchase website by **Thursday, February 9, 2023 by end of business**. Questions received after **Friday, February 3, 2023 by 3:00PM PST, will not be answered**.

9) COUNTY NOTICES

All proposing firms responding to this RFP should note the following:

- a) All work performed for Butte County, including all documents associated with the project, shall become the exclusive property of Butte County.
- b) The selected firm is expected to perform and complete the project in its entirety.
- c) Any and all costs, including travel, arising from development and delivery of a response to this RFP incurred by any proposing firm shall be borne by the firm without reimbursement by Butte County.
- d) The selected Respondent shall remain an independent Contractor, working under his/her own supervision and direction and is not a representative or employee of Butte County. The Respondent agrees to file tax returns and pay all applicable taxes on amounts paid pursuant to this Contract.
- e) The opening of proposals in response to this Solicitation is not subject to attendance by the general public. This restriction is necessitated by the fact that the contract award is subject to negotiations, and it would be unfair for competing companies to know the prices quoted by one another.
- f) The successful Respondent must be prepared to begin work promptly following execution of the contract and is expected to complete the project in its entirety.
- g) Issuance of this Solicitation in no way constitutes a commitment by the County to award a contract. If the County determines it is in its best interest to do so, no Respondent may be selected and no contract may be executed.
- h) Upon acceptable negotiations and contract award, the Respondent shall be required to execute the standard County Contract as provided in Exhibit 1 and comply with County insurance requirements. The County may modify the contractual requirements of the contract prior to

execution of a contract for services.

- i) The County reserves the right to request additional information from Respondents that have submitted a response to this Solicitation and to enter into negotiations with more than one Respondent should a contract be awarded or to award a purchase order or contract to the Respondent(s) with the most favorable quotation without conducting negotiations. The County reserves the right to award more than one contract if it is in the best interest of the County.
- j) The County reserves the right to reject any or all submittals received if the County determines that it is in its best interest to do so. Further, the County may cancel or amend this Solicitation at any time and may submit similar solicitations in the future.
- k) The County may reject any submittal that does not meet all of the mandatory requirements of this Solicitation, is conditional, or is incomplete.
- l) The County may request clarification of any submitted information and may request additional information on any or all responses provided and may waive minor inconsistencies deemed to be irrelevant.
- m) Firms that submitted a proposal in response to an RFP but were unsuccessful in their attempt to obtain a contract or recommendation for contract award may request a debriefing to learn the general reasons for selection of a competitor for contract award. Requests for debriefings must be made within two (2) working days and shall be directed to the General Services Department, 2081 2nd Street, Oroville, CA 95965-3413, telephone 530.552.3500. Debriefings may be conducted via telephone, email, or during a face-to-face meeting at the County offices in Oroville, California.
- n) Firms that have received a debriefing, but continue to feel aggrieved in connection with the solicitation or award of a contract may submit a protest to the Director, General Services, 2081 2nd Street, Oroville, CA 95965-3413. All protests must be made in writing, signed by an individual authorized to sign the submitted proposal, and must contain a statement of the reason(s) for the protest, citing the law, rule, regulation or procedure on which the protest is based. Respondent's capabilities, project characteristics and/or pricing features that were not included in the firm's proposal shall not be introduced during the protest process. The protest shall be submitted within seven (7) working days after such aggrieved firm knows or should have known of the facts giving rise thereto or within seven working days following the debriefing.
- o) The withdrawal of any submittal must be made in writing prior to the required submission date and time, and must be signed by an authorized representative of the firm. An error in the submission may cause the rejection of that submittal. However, the firm may reissue a new or modified submittal prior to the date and time required for submission

10) MODEL CONTRACT

The firm selected shall be expected to execute a contract substantially as the one shown as **Exhibit 1**. However, County reserves the right to substitute Exhibit 1, Model Contract with a different template if deemed necessary.

11) DISCLOSURE OF INFORMATION

All information and materials submitted to the County in response to this RFP may be reproduced by the County for the purpose of providing copies to authorized County personnel involved in the evaluation of the proposals, but shall be exempt from public inspection under the California Public Records Act until such time as a Contract is executed. Bid awards are a matter of public record. Once a Contract is executed, proposals submitted in response to this RFP are subject to public disclosure as required by law. Your submission of a proposal is considered your consent to the County's disclosure of the proposal. The County shall not be liable for disclosure of any information or records related to this procurement.

**EXHIBIT 1 Model Contract
STANDARD CONTRACT
Greater than \$25,000.00**

This Contract, dated as of the last date executed by the County of Butte is between the County of Butte, a political subdivision of the State of California, hereinafter referred to as "County", and the Contractor indicated in the variable information table below, hereinafter referred to as "Contractor."

VARIABLE INFORMATION TABLE					
Term of This Contract (Complete Dates in Just One of the Following Three Rows)					
☒ Below	Term Begins		Term Completion Date		
☐	On Following Date		On Following Date		
☐	Upon Date Notice to Proceed Received		☐ Calendar Days Following Receipt of Notice to Proceed		
☐	Upon Last Date Executed by County		☐ Calendar Days Following Execution of Contract by County		
County Department			FOB Point		
Terms		Basis of Price (Do Not ☒ More Than One of the Following Four Blocks)			
Price 0		☐ Fixed Price	☐ Annual Price	☐ Monthly Price	☐ Hourly Rate
Not-to-Exceed Price		☒ if Reasonable Expenses are authorized in addition to Hourly Rate			
Contractor Contact Information			County Contact Information		
Contractor			Project Manager		
Address			Address		
City, State & ZIP			City, State & ZIP		
Telephone			Telephone		
Email			Email		

WHEREAS, County, through the County Department identified above, desires to have work described in the Attachment III - Scope of Work performed; and

WHEREAS, Contractor possesses the necessary qualifications to perform the work described herein.

NOW THEREFORE BE IT AGREED between the parties to this Contract that this Contract is subject to the provisions contained in the following attachments, which are made a part of this Contract. Should there be any conflicts between this Contract and the attachments that are incorporated herein, precedence shall first be given to the provisions of this Contract followed by the attachments, in descending order, as indicated below:

Attachment I – Terms and Conditions

Attachment II – Insurance Requirements for Most Contracts

Attachment III – Scope of Work

By signature below, the department head or his or her deputy certifies that no unauthorized alterations have been made to the Attachment I – "Terms and Conditions" and/or the Attachment II – "Insurance Requirements for Most Contracts".

Typed or Printed Name

Signature

Date

This Contract and the above listed Attachments represent the entire undertaking between the parties.

COUNTY

CONTRACTOR

Tod Kimmelshue Date
Chair, Butte County Board of Supervisors

Date

REVIEWED FOR CONTRACT POLICY COMPLIANCE
General Services Contracts Division

APPROVED AS TO FORM
BRAD J. STEPHENS
Butte County Counsel

By Date

By Date

ATTACHMENT I TERMS AND CONDITIONS

1. **Scope of Work.** The work to be undertaken is identified in the attached "Attachment III – Scope of Work" which is made a part of this Contract.
2. **Reimbursement.** The work shall be performed for the Fixed price, Annual price, Monthly price or Hourly rate as indicated above in the variable information table, but shall not exceed the Not-to-Exceed Price if included in the variable information table. Reasonable expenses are authorized in addition to the Hourly Rate if both the Hourly Rate block and the block authorizing Reasonable Expenses are checked in the variable information table. Payment shall be made after the Project Manager or designee reviews and approves the work and after submittal of an invoice by the Contractor.
3. **County Project Manager.** The County project manager or designee for this undertaking who will receive payment invoices and answer questions related to the coordination of this undertaking is identified above in the variable information table.
4. **Independent Contractor.** Contractor is an independent contractor, working under his/her own supervision and direction and is not a representative or employee of County. Contractor agrees to file tax returns and pay all applicable taxes on amounts paid pursuant to this Contract.
5. **Confidentiality and Ownership.** The COUNTY retains the exclusive right of ownership to the work, products, inventions and confidential information produced for the COUNTY by the CONTRACTOR, and the CONTRACTOR shall not disclose any information, whether developed by the CONTRACTOR or given to the CONTRACTOR by the COUNTY. The parties agree that the COUNTY will own the work, products, inventions or information produced by the CONTRACTOR pursuant to this Contract.
6. **Termination.** This Contract may be terminated by either the County or Contractor by a thirty day written notice. Authorized costs incurred by the Contractor will be reimbursed up to the date of termination. Notwithstanding anything stated to the contrary herein, this Contract shall expire on the Completion Date indicated in the above Variable Information Table unless the Completion Date is modified by written amendment to this Contract.
7. **Indemnification.** Contractor agrees to accept responsibility for loss or damage to any person or entity, and to defend, indemnify, hold harmless and release the County, its officers, agents and employees from and against any and all actions, claims, damages, disabilities or expenses that may be asserted by any person or entity, including Contractor, to the extent arising out of or in connection with the negligent acts or omissions or willful misconduct in the performance by Contractor hereunder, whether or not there is concurrent negligence on the part of the County, but excluding liability due to the active negligence or willful misconduct of the County. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Contractor or its agents under worker's compensation acts, disability benefit acts, or other employee benefits acts. Contractor shall be liable to County for any loss of or damage to County property arising out of or in connection with Contractor's negligence or willful misconduct.
8. **Insurance Requirements.** Contractor shall procure and maintain for the duration of this Contract, insurance against claims for injuries to persons or damages to property which may arise from, or be in connection with the performance of the Work hereunder by Contractor, Contractor's agents, representatives, employees and subcontractors. At the very least, Contractor shall maintain the insurance coverages, limits of coverage, and other insurance requirements as described in Attachment II to this Contract.
9. **Changes to the Contract.** Changes to this Contract may only be approved by written amendment to this Contract.
10. **Contractor's Standard of Care.** County has relied upon the professional ability and training of the Contractor as a material inducement to enter into this Contract. Contractor hereby warrants that all of Contractor's work will be performed in accordance with generally accepted and applicable professional practices and standards as well as the requirements of applicable Federal, State and local laws, it being understood that acceptance of Contractor's work by County shall not operate as a waiver or release.

11. **Termination for Exceeding Maximum Level of Expenditures.** Contracts exceeding the monetary limits delegated to the Purchasing Agent, or authorized deputies, are not valid unless duly executed by the Chair of the Board of Supervisors. If this Contract was executed for the County of Butte by the Purchasing Agent, or authorized deputy, this Contract shall automatically terminate on the date that the provision of services or personal property or incurring of expenses, the cumulative total of which, exceeds the amount prescribed by Government Code Section 25502.5 for personal services contracts or the amount prescribed by Public Contract Code Section 22032 (b) for public works contracts.
12. **Termination for Exceeding Maximum Term.** Contracts exceeding the five-year term delegated to the Purchasing Agent, or authorized deputies, are not valid unless duly executed by the Chair of the Board of Supervisors. If this Contract was executed for the County of Butte by the Purchasing Agent, or authorized deputy, this Contract shall automatically terminate on the date that the term exceeds five years. Amendments to this Contract, or new Contracts for essentially the same purpose, shall not be valid beyond the five-year limitation unless duly executed by the Chair of the Board of Supervisors.
13. **Compliance with Laws.** Contractor shall comply with all Federal, State and local laws, rules and regulations including, without limitation, any nondiscrimination laws.
14. **Applicable Law and Forum.** This Contract shall be construed and interpreted according to California law and any action to enforce the terms of this Contract for the breach thereof shall be brought and tried in the County of Butte.
15. **Contradictions in Terms and Conditions.** In the event of any contradictions in the terms and/or conditions of this Contract, these Attachment I TERMS AND CONDITIONS shall prevail.
16. **No Delegation or Assignment.** Contractor shall not delegate, transfer or assign its duties or rights under this Agreement, either in whole or in part, directly or indirectly, by acquisition, asset sale, merger, change of control, operation of law or otherwise, without the prior written consent of County and any prohibited delegation or assignment shall render the contract in breach. Upon consent to any delegation, transfer or assignment, the parties will enter into an amendment to reflect the transfer and successor to Provider. County will not be obligated to make payment under the Agreement until such time that the amendment is entered into.

ATTACHMENT II
INSURANCE REQUIREMENTS FOR MOST CONTRACTS
Not for Professional Services or Construction Contracts

***Please provide a copy of Attachment II to your insurance agent.**

Contractor shall procure and maintain for the duration of this contract, insurance against claims for injuries to persons or damages to property that may arise from or be in connection with the performance of the work hereunder by Contractor, Contractor's agents, representatives, employees and subcontractors. Before the commencement of work Contractor shall submit Certificates of Insurance and Endorsements evidencing that Contractor has obtained the following forms of coverage:

A. MINIMUM SCOPE AND LIMITS OF INSURANCE - Coverage shall be at least as broad as:

- 1) Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- 2) Automobile Liability:** ISO's Commercial Automobile Liability coverage form CA 00 01.
 1. Commercial Automobile Liability: Covering any auto (Code 1) for corporate/business owned vehicles, or if Contractor has no owned autos, covering hired (Code 8) and non-owned autos (Code 9), with limits no less than **\$1,000,000** per accident for bodily injury and property damage.
 2. If no transportation services of any type are provided, and use of a motor vehicle is strictly limited to travel to and from work or work sites, evidence of Personal Auto Policy coverage with limits no less than **\$100,000** per person, **\$300,000** each accident, **\$50,000** property damage may be provided in lieu of Commercial Automobile Liability Insurance.
- 3) Workers' Compensation Insurance:** As required by the State of California, with Statutory Limits and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury and disease. *(Not required if Contractor provides written verification he or she has no employees.)*

If Contractor maintains broader coverage and/or higher limits than the minimums shown above, the County requires and shall be entitled to the broader coverage and/or higher limits maintained by Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.

B. OTHER INSURANCE PROVISIONS - The insurance policies are to contain, or be endorsed to contain, the following provisions:

- 1)** The County of Butte, its officers, officials, employees and volunteers are to be covered as additional insureds on the CGL and Commercial Auto policies with respect to liability arising out of work or operations performed by or on behalf of the Contractor, including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage can be provided in the form of an endorsement to Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38 and CG 20 37 forms if later revisions used).
- 2)** For any claims related to this contract, Contractor's insurance coverage shall be primary insurance coverage at least as broad as ISO Form CG 20 01 04 13 as respects the County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees and volunteers shall be excess of Contractor's insurance and shall not contribute with it.
- 3)** Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the County.

- C. WAIVER OF SUBROGATION:** Contractor hereby grants to County a waiver of any right to subrogation which any insurer of said Contractor may acquire against the County by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the County for all work performed by the Contractor, its employees, agents and subcontractors.

- D. SELF-INSURED RETENTIONS:** Self-insured retentions must be declared to and approved by the County. The County may require Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or County.
- E. ACCEPTABILITY OF INSURERS:** Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the County.
- F. VERIFICATION OF COVERAGE:** Contractor shall furnish County with original certificates of insurance including all required amendatory endorsements (or copies of the applicable policy language affecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
- G. SPECIAL RISKS OR CIRCUMSTANCES:** County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.
- H. SUBCONTRACTORS:** Contractor shall include all subcontractors as insured under its policies or require all subcontractors to be insured under their own policies. If subcontractors are insured under their own policies, they shall be subject to all the requirements stated herein, including providing the County certificates of insurance and endorsements before beginning work under this contract.

ATTACHMENT III SCOPE OF Work

Unless indicated otherwise herein, the Contractor shall furnish all labor, materials, transportation, supervision and management, and pay all taxes required to complete the project described below:

PURPOSE:

Contractor shall provide Countywide Multi-Function Device (MFD) five year lease; County owned, or rented Printer/Scanner Services and As Needed Short Term MFD Rental services. Contractor shall provide new machines, provide prompt maintenance (both preventive and remedy), provide all consumable supplies (except paper and staples), provide delivery and set-up services, provide volume usage reports, and initial and ongoing operator training including training on scanning system setup and usage at multiple locations throughout Butte County per the requirements of this Scope of Work and the following exhibits attached hereto and made a part hereof.

List of Exhibits

Exhibit A-Equipment Options and Price List for Multi-Function Devices

Exhibit A-1-Rental Printer/Scanner Price List-Contractor Provided Machines

Exhibit A-2-Printer/Scanner Price List-County Owned Machines

Exhibit A-3- As Needed MFD Equipment Options and Price List.

Exhibit B-Existing Site Locations and Multi-Function Device Machines

Exhibit C-Sample Order Release Form

Contract scope to include delivery and final pickup of equipment by Contactor at the end of lease.

CONTRACTOR RESPONSIBILITY

General

- **New merchandise:** For the initial installation and all subsequent installations over the duration of the term of the Contract, all equipment shall be new and assembled for the first time from new components from the manufacture. All equipment and reliability standards shall conform to “new” specifications.
- **Installation:** Installation shall include unpacking, assembly, training, and demonstration of equipment. Each piece of equipment shall be set up with a full complement of developer, toner, and/or any other supplies (excluding paper and staples) that represent a maximum operational status. Contractor shall be responsible for all material(s), labor, tools, transportation and handling, and other facilities necessary for the furnishing, delivery, assembly, plus inspection before and after installation of all equipment.
- **Equipment ID:** Contractor shall be required to identify all equipment with a label showing the company name, service department telephone number, and equipment I.D. A spreadsheet of all equipment shall be provided to the County to include all equipment by model number, serial number, equipment id number, and location.
- **Initial Delivery/Retrieval of Old Equipment:** Prior to delivery, Contractor and County shall develop a transition plan for replacing old equipment with new equipment at each County department. The transition plan shall include:
 - i. Coordination with County staff for equipment requirements;
 - ii. Schedule installation of equipment and training of department users on new equipment;
 - iii. Schedule retrieval of old equipment with current vendor, including removal of hard drives prior to current vendor removing old equipment.
 - iv. Certificate of Installation and Acceptance signed by each County department contact, provided by General Services, with copy of each certificate returned to General Services.
 - v. Develop an Equipment Specification by Location document that shall list all equipment, options, pricing and locations by department, location within department and site address.
 - vi. Ongoing coordination, training and support during transition as required to ensure customer satisfaction.
- **Retrieval of Equipment at end of contract Term:** Contractor shall be responsible for wiping all hard drives, returning wiped hard drives to County Information Technology Services “IS” and removing all Contractor equipment, as no cost to the County.
- **Training and Customer Service:** Contractor shall provide training for designated County staff at the time of installation and throughout the five (5) year contract term as needed by County staff at no additional cost.

Contractor shall provide training on equipment at a minimum

- i. Initial training for County staff at time of delivery.
- ii. Follow-up training for each County department location within two weeks of delivery. Contractor to schedule with each County department location individually.
- iii. Contractor shall provide training schedule, dates and times completed, to County General Services.
- iv. On-going training on equipment as requested; as department acquire new staff and upon request.
- v. Advanced training for County staff upon request to showcase equipment full capabilities.

There shall be no additional cost for training County staff.

- Contractor shall provide County with a single contact for services, maintenance, support and service issues. Contractor contact shall be responsible to ensure guaranteed response times and quality of service. County reserves the right to accept or reject Contractor technical staff or Contractor contact for service, maintenance and support including any changes to Contractor technical or service staff for the duration of contract.
- **Warranties:** All equipment shall be guaranteed and warranted for the entire period of the lease. Contractor shall be prepared to exchange equipment that proves defective during the Contract. Equipment shall be replaced if the number of service calls exceeds those recommended in MFDs preventive maintenance schedule, when 98% up time percentage is not met, or when Contractor and County recommend replacement due to any other conditions. Contractor shall be responsible for any costs.
- **Guarantee of continuity and availability of products:** Unless the manufacturer discontinues the products, all products specified by Contractor in their proposal shall be available to the County during the life of the contract and extensions. All material, color, labor, and construction shall be equal or exceed the standards set forth in these specifications as accepted by the County.
- **Title and property tax on leased equipment:** Title to all MFDs shall remain with Contractor. Property tax on the equipment is to be paid by Contractor.
- **Delivery:** All initial equipment shall be installed no later than 45-60 calendar days after receipt of the order. Contractor is responsible for coordinating with County IS personnel to be onsite at the time of the installation to ensure that the equipment is properly connected to the network. Additional equipment shall be installed no later than 15 days from receipt of Order Release. No charge for Installation or relocating any MFD.
- **Delivery confirmation:** Contractor shall email confirmation of the successful installation of a piece of equipment to the County IS representative and to General Services within 72 hours of all completed installations.
- **Return of Equipment:** Contractor is to pay all expenses, including shipping and insurance, for MFDs that are being returned to the manufacturer or another third party after the lease expires, or if MFD is defective or County cancels contract.
- **Maintenance copies:** All copies produced while performing maintenance or repair work shall be considered unusable and shall not be billed to the County.
- **Loaner equipment:** If equipment cannot be repaired within three (3) working days, Contractor shall provide a loaner after four (4) days of initial notification of the malfunction. Loaner equipment shall be equal to or better in performance and features to the equipment that it replaces.
- **Removal of Data Storage Drive:** Hard Drives, SSDs memory, etc. is required when MFD is removed, drive is replaced and at end of contract. It shall be given to Butte County IS staff, at no cost to County.
- **Software:** All Contractor supplied software shall be include in its entirety as a part of this contract. Contractor shall notify County of any software upgrades available within 30 days of release. County shall be given the opportunity to schedule software upgrade at County's convenience at no additional cost. All software not specific to Contractor, shall be owned by County. All technical and/or system issues shall be directed through County IS without exception. This includes phone lines, network issue, information gathering and/or processing.

SERVICE AND SUPPLIES

Service

- Contractor shall be available for service request during normal business hours, Monday through Friday, 8:00 A.M. – 5:00 P.M with the exception of scheduled County holidays.
- Maximum Standard Response Time (for a technician on site) allowed shall be 4 hours from the time of any initial call during regular County business hours. Contractor technician shall acknowledge receipt of service request by phone or email within two hours of receipt.
- Contractor shall service the equipment for the term of the Contract and have sufficient management and factory trained technicians to service all equipment supplied under the Contract. Contractor shall have a sufficient number of factory trained technicians to serve and support the requirement under the Contract within the specified response time.
- County reserves the right to deny any service technician or any Contractor personnel, access to a site without stating a reason and request another technician or personnel.
- Equipment shall be maintained to insure a high copy/print quality with no streaking, residual background, blotches, light copy, or other non-image interference.
- All equipment shall have regularly scheduled preventive maintenance according to manufacturers recommended service schedule.
- Exclusive utilization of Original Equipment Manufacturer (OEM) parts and supplies are mandatory.
- Preventive maintenance shall be coordinated through the County's Information Technology Services ("IS") Department in advance to the work being done. Service schedule and related updates shall be submitted to county IS representative and General Services representative.

Supplies

- Contractor is required to establish and maintain a full stock of all such consumable supplies and shall provide automated ordering and delivery system for consumable supplies. Delivery of consumable supplies shall be within a period of forty eight (48) hours after receipt of a County order. County may establish a small inventory in high use areas as required.

SHORT TERM AND EMERGENCY REQUESTS

Short Term

- Contractor shall provide short term lease/rental for MFDs and Printer/Scanners during county elections, or any times county departments are in need of extra machines for short durations.
- Response time for short term request shall be 4-8 hours. Delivery of short term equipment is 1-3 days.

Emergency

- Contractor shall provide County with a "24-7, after hours" contact representative and back up, including phone numbers and emails for declared County emergency requests. Declared emergencies shall be defined as when the County activates or intends to activate the "Emergency Operations Center" during such incidents as fires, floods, pandemics, residential and animal evacuations, etc. County shall make every effort to make such requests during normal business hours.
- Response time during declared County emergencies shall be 1-2 hours from the time of any initial call, 24 hours per day. Delivery of any requested equipment shall be 1-5 hours.

METHOD OF ORDERING

- No equipment shall be initially ordered, or additions or changes of equipment, made without an approved General Services Release Form (Exhibit C-Sample Order Release Form).
- Contractor shall provide an automated system where County departments can place orders, make changes, etc.
- Contractor shall not proceed with order or any changes, until receiving the approved General Services Release Form (Exhibit C-Sample Order Release Form).
- Contractor shall provide a quote for all new equipment. Quote shall include all equipment specifications and contracted costs, unique quote number and contractor contact information.
- Contractor shall not install an MFD before a valid County Order Release is received.
- Installation shall be coordinated with County IS representative.
- Any equipment placed in a County department without the approved General Services Release Form, shall not be the responsibility of County, nor considered part of any contract between County and Contractor.
- Any equipment added during the term of this contract shall be prorated on the first invoice per contract pricing for the five year term or any term extensions, to co-terminate with this contract.

MEETINGS

- County and Contractor shall meet after execution of contract to coordinate how contract shall work regarding equipment selection and ordering, installation, to coordinate timing, schedule and personnel roles and responsibilities.
- County and Contractor shall meet quarterly to discuss any issues or how well services is going. Contractor and County shall meet as needed to resolve issues that won't wait till quarterly meetings.

CONTRACTOR REPORTS

- Contractor shall maintain an inventory record that identifies all equipment delivered under the contract. The inventory record shall be provided to the County's authorized representative once per month. The report shall contain (a) the make and model of the equipment, (b) equipment ID number, (c) serial number, (d) location of equipment, (e) monthly volume by piece of equipment with separate counts for black & white and color. Contractor shall include any additions, deletions or movement of machines on monthly report.
- Contractor shall also provide records, when requested by the County of performed maintenance and repairs. This report shall indicate the time spent between when a call is placed for repairs, when Contractor's technician arrived on site, and when the equipment was back in operation.

CONTRACTOR COMPENSATION

- To be determined

INVOICING AND PAYMENT

- Contractor shall work with County IS and General Services to develop an invoicing program.
- Contractor shall submit **one monthly itemized** invoice to General Services.
- Each monthly itemized invoice shall include all equipment, serial numbers, equipment numbers, meter type (color or black and white), beginning meter, end meter, total copies, and rate per copy with total charge. Total lease amount for equipment shall be broken down by machine type and options, and show breakdown of pricing for each. Invoice shall include department name, address, city, and location of machine(s) within department.
- Contractor monthly invoice will showing billing per department and department location
- Contractor shall assure County invoicing is correct. Issues with invoicing shall be handled by Contractor in a timely manner.
- Contractor invoices shall be easy to read and verify all equipment and pricing is included in the contract.
- County shall pay Contractor after review and approval of correct invoice.
- County shall pay within 30-45 days.

Invoices shall be sent to GSInvoices@buttecounty.net

COUNTY RESPONSIBILITY

- County IS staff shall test and verify that all software meet security requirements.
- County IS staff shall assist with setting up any necessary logging devices/computers
- County shall provide electrical power and network connection for MFDs as needed.
- County IS staff will assign IP address, Sub Mask and Gateway for networking and configure print servers.

MINIMUM MFD REQUIREMENTS

General

- ☐ Multi-Function Devices (MFD)/Multi-Function Printers (MFP) provide central departmental print, scan, and fax functions.
- ☐ All proposed equipment shall be new. No remanufactured, factory processed, use refurbished, or third-party parts will be accepted.
- ☐ All proposed equipment shall be from the same manufacturer and operate in a consistent manner between models.
- ☐ All proposed equipment shall provide the capability to copy, scan, and fax.
- ☐ All proposed equipment shall provide hard drive encryption to secure HIPAA/CJIS/IRS print data stored on the device
- ☐ All proposed equipment shall provide power saver mode

- ☐ All proposed equipment shall provide optional pull out keyboard for typing user provided information at the device.
- ☐ **All proposed equipment must WORK FULLY and NATIVELY with Uniflow and Xmedius desktop Faxing to be considered.**

Software Compatibility

- ☐ Software application compatibility shall include, but not be limited to, Adobe, Microsoft Office, and ESRI ArcGIS.
- ☐ Web browser support for Microsoft Edge and Google Chrome.
- ☐ Web-based applications compatibility shall include, but not be limited to, Workday, NeoGov, Ease, CalPERS, and Survey Monkey.
- ☐ Universal Driver support for PCL 6, PS Drivers, and a common print driver across proposed models.
- ☐ Operating system support for Windows 10, Windows 11, and Windows Server 2012 R2 and newer.

Print Features

- ☐ Minimum speed 25 ppm
- ☐ Single- and double-sided printing (duplexing)
- ☐ Automatic duplexing
- ☐ Portrait and landscape
- ☐ Label printing
- ☐ Follow me printing
- ☐ Job Build printing
- ☐ Printing from numerous users at the same time.
- ☐ Print cost accounting by business unit (Uniflow type function)
- ☐ Wireless printing from iPhone/Android mobile devices and from Windows laptop devices.
- ☐ All proposed equipment drivers support mobile print and Secure Printing features.
- ☐ USB 2.0/3.0 Direct Print from Flash Drive

Scan Features

- ☐ Scan in color and black and white
- ☐ Dual-scan Document Feeder
- ☐ Scan speed of 70 ppm
- ☐ Two-sided (duplex) scanning
- ☐ Original size detection
- ☐ Reduction and enlargement capability
- ☐ Scan resolution up to 1200x1200 DPI (dots per inch)
- ☐ File types created by scanning shall include at a minimum: PDF; PDF (Compact); PDF OCR; TIFF; TIFF Single; JPEG; XPS; XPS Compact; XPS OCR; PPT; PPT OCR and Word formats.
- ☐ Scan to PDF (Searchable/OCR capable)
- ☐ Scan to email PDF (Searchable / OCR capable)
- ☐ Scan to locations to include email, fax, Windows network folder (SMB share), and URL (Microsoft OneDrive/Azure, AWS, GCP, etc.).
- ☐ Scan to SMB share shall support program pre-sets for consistent scanning.

Paper Handling

- ☐ Paper stock handling to include, Letter, Legal, 8.5 x 11, 11 x 14, 11 x 17, and up to 12 X 18.
- ☐ Cardstock-up to 110 lbs.
- ☐ 50-sheet Multi-Position Stapling Finisher
- ☐ 4-Paper Drawers (including Large-Capacity Drawer)
- ☐ Bypass tray
- ☐ Envelopes – ability to print envelopes fast
- ☐ Sorting
- ☐ Stapler, 2 and 3 hole-puncher, finisher, “Staple-Free Staple” feature
- ☐ Collation and Grouping
- ☐ Page Numbering

- ☐ Auto paper selection / Auto tray switching / Dual page copy / Booklet copy with a sheet stacker is preferred.

Authentication

- ☐ Log-in compatible with user entered PIN, HID iCLASS ID proximity card, or key fob.
- ☐ Secure printing and sending (Authorized Send) after user login with PIN, ID badge, or key fob login

Administration

- ☐ Centralized management – Ability to make changes to multiple units via a common interface.
- ☐ Network protocols TCP/IP (Web based administration interface).

Service/Maintenance

- ☐ Maintenance contract cost
- ☐ Proposed service response time and/or local service availability.
- ☐ Automated and secure printer page count reporting for usage billing purposes.

Meter Readings: Contractor shall install an automated device for obtaining monthly meter readings from each piece of equipment that is on the network, provided that the software or device is approved by the County's I.S. department. County will provide no assistance.

Security: All equipment will have security that meets or exceeds Department of Defense standard 5220.22-m and HIPPA requirements. The operating system for the proposed equipment is secure and has no vulnerabilities (or patched if vulnerabilities are found), the hard drive is encrypted or can be encrypted, the hard drive can be remove by a County IT technician, and the hard drive shall be left in the County's I.S. possession at the end of the lease if specified by the County.

Active Directory: The operating system must integrate with Active Directory for user authentication.

Central Management: The operating system can be managed from a central administration console. Each MFD on the network can be monitored for performance capabilities such as paper level, jam status, and toner levels.

Mobile device printing for Android and iPhone: Wirelessly print from Apple iOS and Android devices. Scanning: All MFDs shall be able to scan in color to a network file server on the desktop utilizing "push" technology. Fax server integration: All MFDs will have fax capabilities with and without the need for a dedicated phone line

Minimum DPI: The minimum DPI for each MFD is 600 x 600 at the rated speed.

Surge suppressor devices: Contractor shall identify necessary power requirements and provide appropriate surge suppressor devices for each MFD at no cost to the County

If needed, Proposer(s) may include additional equipment specifications, brochures, etc. to clearly delineate proposed equipment.

Exhibit A
Equipment Options and Price List
Multi-Function Devices

<u>Proposal Pricing</u> (Est. Qty)	<u>Description</u>	<u>MFP Options</u>	<u>Base Price</u>	<u>Authorized Send</u>	<u>Add Finisher</u>	<u>Add Booklet Finisher</u>	<u>Add Punch</u>	<u>Add Fax</u>	<u>Add 2 Drawers</u>	<u>Add Large Side Tray</u>	Keyboard & Bracket	<u>CPI BLK</u>	<u>CPI CLR</u>
Current Qty-34	50 PPM BLK	Canon iRA500iF											
Proposed													
Current Qty-27	35 PPM BLK	Canon iRA4235/ Canon iRA4535											
Proposed													
Current Qty-13	45 PPM BLK	Canon iRA4245/ Canon iRA4545											
Proposed													
Current Qty-22	55 PPM BLK	Canon iRA6255/Canon iRA6555i											
Proposed													
Current Qty-7	75 PPM BLK	Canon iRA6275/Canon iRA6575i											
Proposed													
Current Qty-0	95 PPM BLK	Canon iRA8295/Canon iRA8595i											
Proposed													
Current Qty-91	35 PPM CLR	Canon iRAC5235(A)/ Canon iRAC5535											
Proposed													

<u>Proposal Pricing</u> (Est. Qty)	<u>Description</u>	<u>MFP Options</u>	<u>Base Price</u>	<u>Authorized Send</u>	<u>Add Finisher</u>	<u>Add Booklet Finisher</u>	<u>Add Punch</u>	<u>Add Fax</u>	<u>Add 2 Drawers</u>	<u>Add Large Side Tray</u>	<u>Keyboard & Bracket</u>	<u>CPI BLK</u>	<u>CPI CLR</u>
Current Qty-55	50 PPM CLR	Canon iRAC5250/Canon iRAC5550											
Proposed													
Current Qty-20	60 PPM CLR	Canon iRAC7260(B)/Canon iRAC7565											
Proposed													
Proposed-Additional													
Proposed-Additional													
Proposed-Additional													
Proposed-Additional													
Proposed-Additional													
Proposed-Additional													
Proposed-Additional													
Proposed-Additional													

- ***Any equipment added during the term of the MPC shall be prorated on the first invoice per contract pricing for the five year term to co-terminate with this MPC***
- ***All Printer/Scanner CPI rates include all parts, labor and consumable toner. Consumables such as, but not limited to staples, ink stamps, paper or specialty media are excluded***

Exhibit A-1
Rental Printer/Scanner Price List-Contractor Provided Machines

Printers

<u>Proposal Pricing</u>	<u>Description</u>	<u>MFP Options</u>	<u>Monthly Price</u>	<u>Add Extra Drawer</u>	<u>Add Fax</u>	<u>CPI BLK</u>	<u>CPI CLR</u>
Current	47 PPM BLK	Samsung M4580FX (Print, Scan, Copy, Fax)					
Proposed							
Current	55 PPM BLK	Samsung ML-5515ND					
Proposed							
Current	65 PPM BLK	Samsung ML-6515ND					
Proposed							
Current	40 PPM BLK	Samsung M3820DW					
Proposed							
Current	42 PPM BLK	Samsung M4020ND					
Proposed							
Current	33 PPM CLR	Samsung CLP-775ND					
Proposed							

- ***Any equipment added during the term of the MPC shall be prorated on the first invoice per contract pricing for the five year term to co-terminate with this MPC***
- ***All Printer/Scanner CPI rates include all parts, labor and consumable toner. Consumables such as, but not limited to staples, ink stamps, paper or specialty media are excluded***

Scanners

<u>Proposal Pricing</u>	<u>Description</u>	<u>Scanner</u>	<u>Monthly Price</u>
	25 PPM	DR-C240	
	60 PPM	DR-M160II	
	60 PPM	DR-6010C	
	80 PPM	DR-6030C	
	100 PPM	DR-G1100	
	130 PPM	DR-G1130	
	130 PPM	DR-X10C	

- *Any equipment added during the term of the MPC shall be prorated on the first invoice per contract pricing for the five year term to co-terminate with this MPC*
- *All Printer/Scanner CPI rates include all parts, labor and consumable toner. Consumables such as, but not limited to staples, ink stamps, paper or specialty media are excluded*

Exhibit A-2
Printer/Scanner Price List
County Owned Machines

<u>Proposal Pricing</u> (Est. Qty)	SMALL PRINTER/SCANNERS AT DESS Chico and Oroville Locations County Owned Printer/Scanners	Quantity	Per Copy Price Black and White	Per Copy Price Color
Current	DELL/DELL C1760	1		
Proposed				
Current	HP/HP P4015	18		
Proposed				
Current	HP/HP 4250	8		
Proposed				
Current	HP/HP 4350	20		
Proposed				
Current	HP/HP M601	2		
Proposed				
Current	HP/HP M602	43		
Proposed				
Current	HP/HP M605	2		
Proposed				
Current	HP/HP P4014	1		
Proposed				
Current	HP/HP CP3505	1		
Proposed				
Current	HP/HP CP3525	1		
Proposed				

****Any equipment added during the term of the MPC shall be prorated on the first invoice per contract pricing for the five year term to coterminate with this MPC***

****All Printer/Scanner CPI rates include all parts, labor and consumable toner. Consumables such as, but not limited to staples, ink stamps, paper or specialty media are excluded***

Exhibit A-3
As Needed MFD Equipment Options and Price List

<u>Proposal Pricing</u> (Est. Qty)	<u>Description</u>	<u>MFP Options</u>	<u>Base Price</u>	<u>Authorized Send</u>	<u>Add Finisher</u>	<u>Add Booklet Finisher</u>	<u>Add Punch</u>	<u>Add Fax</u>	<u>Add 2 Drawers</u>	<u>Add Large Side Tray</u>	<u>Keyboard & Bracket</u>	<u>CPI BLK</u>	<u>CPI CLR</u>
Current Qty-34	50 PPM BLK	Canon iRA500iF											
Proposed													
Current Qty-27	35 PPM BLK	Canon iRA4235/ Canon iRA4535											
Proposed													
Current Qty-13	45 PPM BLK	Canon iRA4245/ Canon iRA4545											
Proposed													
Current Qty-22	55 PPM BLK	Canon iRA6255/Canon iRA6555i											
Proposed													
Current Qty-7	75 PPM BLK	Canon iRA6275/Canon iRA6575i											
Proposed													
Current Qty-0	95 PPM BLK	Canon iRA8295/Canon iRA8595i											
Proposed													
Current Qty-91	35 PPM CLR	Canon iRAC5235(A)/ Canon iRAC5535											
Proposed													

<u>Proposal Pricing</u> (Est. Qty)	<u>Description</u>	<u>MFP Options</u>	<u>Base Price</u>	<u>Authorized Send</u>	<u>Add Finisher</u>	<u>Add Booklet Finisher</u>	<u>Add Punch</u>	<u>Add Fax</u>	<u>Add 2 Drawers</u>	<u>Add Large Side Tray</u>	<u>Keyboard & Bracket</u>	<u>CPI BLK</u>	<u>CPI CLR</u>
Current Qty-55	50 PPM CLR	Canon iRAC5250/Canon iRAC5550											
Proposed													
Current Qty-20	60 PPM CLR	Canon iRAC7260(B)/Canon iRAC7565											
Proposed													
Proposed-Additional													
Proposed-Additional													
Proposed-Additional													
Proposed-Additional													
Proposed-Additional													
Proposed-Additional													
Proposed-Additional													
Proposed-Additional													

- ***Any equipment added during the term of the MPC shall be on an “As Needed Basis”***
- ***All Printer/Scanner CPI rates include all parts, labor and consumable toner. Consumables such as, but not limited to staples, ink stamps, paper or specialty media are excluded***

Exhibit B
Existing Site Locations and Multi-Function Device Machines

Line #	Customer Name1	Address	City	Location1	Location2	Item	Meter
1	Butte County Administration	25 County Center Dr	Oroville		Administration	IR C5250	BW109
2		Ste 213					
3	Butte County Administration	25 County Center Dr	Oroville		Administration	IR C5250	CLR124
		Ste 213					
4	Butte County Administration	25 County Center Dr	Oroville	Ste 200	Administration	IR C7270B	BW109
		Ste 213					
5	Butte County Administration	25 County Center Dr	Oroville	Ste 200	Administration	IR C7270B	CLR124
		Ste 213					
6	Butte County Agriculture	196 Memorial Way	Chico		Ag	IR C5235A	BW109
7	Butte County Agriculture	196 Memorial Way	Chico		Ag	IR C5235A	CLR124
8	Butte County Agriculture	239 Sycamore St	Gridley		Ag	IR C5235A	BW109
9	Butte County Agriculture	239 Sycamore St	Gridley		Ag	IR C5235A	CLR124
10	Butte County Agriculture	316 Nelson Ave	Oroville		Ag	IR C5235A	BW109
11	Butte County Agriculture	316 Nelson Ave	Oroville		Ag	IR C5235A	CLR124
12	Butte County Assessor	196 Memorial Way	Chico		Assessor	IR C5235A	BW109
13	Butte County Assessor	196 Memorial Way	Chico		Assessor	IR C5235A	CLR124
14	Butte County Assessor	25 County Center Dr	Oroville		Assessor	IR C5250	BW109
		Ste 100					
15	Butte County Assessor	25 County Center Dr	Oroville		Assessor	IR C5250	CLR124
		Ste 100					
16	Butte County Assessor	25 County Center Dr	Oroville		Assessor	IR C7260B	BW109
		Ste 100					
17	Butte County Assessor	25 County Center Dr	Oroville		Assessor	IR C7260B	CLR124
		Ste 100					
18	Butte County Auditor	25 County Center Dr	Oroville		Auditor	IR 6555I	BW101
		Ste 120					
19	Butte County Behavioral Health	109 Parmac	Chico		BH	IR 500IF	BW101

20	Butte County Behavioral Health	3217 Cohasset Rd	Chico		BH	IR 6555I	BW101
21	Butte County Behavioral Health	3217 Cohasset Rd	Chico	Admin	BH	IR C5250	BW109
22	Butte County Behavioral Health	3217 Cohasset Rd	Chico	Admin	BH	IR C5250	CLR124
23	Butte County Behavioral Health	3217 Cohasset Rd	Chico	ASD Billing	BH	IR 500IF	BW101
24	Butte County Behavioral Health	3217 Cohasset Rd	Chico	ASD Color Copy room	BH	IR C5235A	BW109
25	Butte County Behavioral Health	3217 Cohasset Rd	Chico	ASD Color Copy room	BH	IR C5235A	CLR124
26	Butte County Behavioral Health	3217 Cohasset Rd	Chico	ASD Contracts & Fiscal	BH	IR 500IF	BW101
27	Butte County Behavioral Health	560 Cohasset Rd	Chico	CAS - Med Room	BH	IR 500IF	BW101
		Ste 180					
28	Butte County Behavioral Health	560 Cohasset Rd	Chico	CAS Clerical	BH	IR C7260B	BW109
		Ste 175					
29	Butte County Behavioral Health	560 Cohasset Rd	Chico	CAS Clerical	BH	IR C7260B	CLR124
		Ste 175					
30	Butte County Behavioral Health	560 Cohasset Rd	Chico	CAS Closet	BH	IR 500IF	BW101
		Ste 180					
31	Butte County Behavioral Health	560 Cohasset Rd	Chico	CAS Group Room suite 175	BH	IR 500IF	BW101
		Ste 180					
32	Butte County Behavioral Health	592 Rio Lindo Ave	Chico	CCCC Clerical	BH	IR 500IF	BW101
33	Butte County Behavioral Health	560 Cohasset Rd	Chico	CCCC Hallway	BH	IR 500IF	BW101
		Ste 180					
34	Butte County Behavioral Health	560 Cohasset Rd	Chico	CS Main Area	BH	IR 6555I	BW101
		Ste 180					
35	Butte County Behavioral Health	109 Parmac	Chico	CSU Main Area	BH	IR 500IF	BW101
36	Butte County Behavioral Health	592 Rio Lindo Ave	Chico	HERE Main Area	BH	IR 500IF	BW101
37	Butte County Behavioral Health	3217 Cohasset Rd	Chico	HR Printer/Scanner	BH	IR 500IF	BW101
38	Butte County Behavioral Health	1196 E Lassen Ave	Chico	IT	BH	IR C5250	BW109
		Ste 120					
39	Butte County Behavioral Health	1196 E Lassen Ave	Chico	IT	BH	IR C5250	CLR124
		Ste 120					
40	Butte County Behavioral Health	492 Rio Lindo Ave	Chico	Iversen	BH	IR 500IF	BW101
41	Butte County Behavioral Health	3217 Cohasset Rd	Chico	PCCC	BH	IR 500IF	BW101
42	Butte County Behavioral Health	1196 E Lassen Ave	Chico	QM Back Office	BH	IR C5235A	BW109

		Ste 130					
43	Butte County Behavioral Health	1196 E Lassen Ave	Chico	QM Back Office	BH	IR C5235A	CLR124
		Ste 130					
44	Butte County Behavioral Health	109 Parmac	Chico	QM Front Office	BH	IR 500IF	BW101
45	Butte County Behavioral Health	3221 Cohasset Rd	Chico	Reporting	BH	IR C5250	BW109
		Ste 100					
46	Butte County Behavioral Health	3221 Cohasset Rd	Chico	Reporting	BH	IR C5250	CLR124
		Ste 100					
47	Butte County Behavioral Health	109 Parmac	Chico	Ste 1	BH	IR C5235A	BW109
48	Butte County Behavioral Health	109 Parmac	Chico	Ste 1	BH	IR C5235A	CLR124
49	Butte County Behavioral Health	560 Cohasset Rd	Chico	STE 165	BH	IR 500IF	BW101
50	Butte County Behavioral Health	560 Cohasset Rd	Chico	Ste 185 Prevention	BH	IR C7260B	BW109
		Ste 185					
51	Butte County Behavioral Health	560 Cohasset Rd	Chico	Ste 185 Prevention	BH	IR C7260B	CLR124
		Ste 185					
52	Butte County Behavioral Health	560 Cohasset Rd	Chico	Suite 140	BH	IR 500IF	BW101
53	Butte County Behavioral Health	560 Cohasset Rd	Chico	Suite 165	BH	IR C5235A	BW109
54	Butte County Behavioral Health	560 Cohasset Rd	Chico	Suite 165	BH	IR C5235A	CLR124
55	Butte County Behavioral Health	560 Cohasset Rd	Chico	Suite 175	BH	IR 500IF	BW101
56	Butte County Behavioral Health	560 Cohasset Rd	Chico	Suite 180 - Archives	BH	IR 500IF	BW101
57	Butte County Behavioral Health	560 Cohasset Rd	Chico	WIN Program	BH	IR C5250	BW109
		Ste 180					
58	Butte County Behavioral Health	560 Cohasset Rd	Chico	WIN Program	BH	IR C5250	CLR124
		Ste 180					
59	Butte County Behavioral Health	592 Rio Lindo Ave	Chico	Copy Room	BH	IR 6555I	BW101
60	Butte County Behavioral Health Eggers Building	590 Hazel St	Gridley		BH	IR C5235A	BW109
61	Butte County Behavioral Health Eggers Building	590 Hazel St	Gridley		BH	IR C5235A	CLR124
62	Butte County Behavioral Health	995 Spruce	Gridley		BH	IR C5235A	BW109
63	Butte County Behavioral Health	995 Spruce	Gridley		BH	IR C5235A	CLR124
64	Butte County Behavioral Health	995 Spruce	Gridley	GCCC Clerical	BH	IR C5235A	BW109
65	Butte County Behavioral Health	995 Spruce	Gridley	GCCC Clerical	BH	IR C5235A	CLR124

66	Butte County Behavioral Health Forest	2430 Bird St	Oroville		BH	IR C5235A	BW109
67	Butte County Behavioral Health Forest	2430 Bird St	Oroville		BH	IR C5235A	CLR124
68	Butte County Behavioral Health	18 County Center Dr	Oroville	HR	BH	IR 500IF	BW101
		Ste C					
69	Butte County Behavioral Health	2167 Montgomery St	Oroville	Live Spot Oroville	BH	IR 500IF	BW101
		Ste B					
70	Butte County Behavioral Health	2167 Montgomery St	Oroville	Live Spot Suite B	BH	IR C5250	BW109
		Ste B					
71	Butte County Behavioral Health	2167 Montgomery St	Oroville	Live Spot Suite B	BH	IR C5250	CLR124
		Ste B					
72	Butte County Behavioral Health	865 Mitchell Ave	Oroville	Mitchell Clerical	BH	IR 500IF	BW101
73	Butte County Behavioral Health	88 Table Mountain Blvd	Oroville	OCCC Clerical	BH	IR C5235A	BW109
74	Butte County Behavioral Health	88 Table Mountain Blvd	Oroville	OCCC Clerical	BH	IR C5235A	CLR124
75	Butte County Behavioral Health	88 Table Mountain Blvd	Oroville	OCCC East Wing	BH	IR 500IF	BW101
76	Butte County Behavioral Health	88 Table Mountain Blvd	Oroville	OCCC Kitchen	BH	IR 500IF	BW101
77	Butte County Behavioral Health	18 County Center Dr	Oroville	OOP Clerical	BH	IR C7260B	BW109
		Ste C					
78	Butte County Behavioral Health	18 County Center Dr	Oroville	OOP Clerical	BH	IR C7260B	CLR124
		Ste C					
79	Butte County Behavioral Health	18 County Center Dr	Oroville	OOP Search Office	BH	IR 500IF	BW101
		Ste C					
80	Butte County Behavioral Health	18 County Center Dr	Oroville	SSCC South Side (Server Room) 560 Cohasset Rd Ste 180	BH	IR 500IF	BW101
		Ste C					
81	Butte County Behavioral Health Forest	2430 Bird St	Oroville	Stepping Stones Oroville	BH	IR 500IF	BW101
82	Butte County Behavioral Health	2243 Del Oro Residence 1	Oroville	Wellness Clerical	BH	IR 500IF	BW101

83	Butte County Behavioral Health	7200 Skyway	Paradise		BH	IR C5235A	BW109
84	Butte County Behavioral Health	7200 Skyway	Paradise		BH	IR C5235A	CLR124
85	Supervisor Connelly	2020 Lincoln St	Oroville		Board of Supervisors	IR C5535I	BW109
86	Supervisor Connelly	2020 Lincoln St	Oroville		Board of Supervisors	IR C5535I	CLR124
87	Supervisor Teeter	747 Elliott Rd Office	Paradise		Board of Supervisors	IR C5235A	BW109
88	Supervisor Teeter	747 Elliott Rd Office	Paradise		Board of Supervisors	IR C5235A	CLR124
89	Butte County Counsel	25 County Center Dr	Oroville		County Counsel	IR C5250	BW109
		Ste 210					
90	Butte County Counsel	25 County Center Dr	Oroville		County Counsel	IR C5250	CLR124
		Ste 210					
91	Butte County Child Support Services	78 Table Mountain Blvd	Oroville	Fiscal	CSS	IR C5250	BW109
92	Butte County Child Support Services	78 Table Mountain Blvd	Oroville	Fiscal	CSS	IR C5250	CLR124
93	Butte County Child Support Services	78 Table Mountain Blvd	Oroville	Admin	CSS	IR C5250	BW109
94	Butte County Child Support Services	78 Table Mountain Blvd	Oroville	Admin	CSS	IR C5250	CLR124
95	Butte County Child Support Services	78 Table Mountain Blvd	Oroville	Call Center	CSS	IR 4235	BW101
96	Butte County Child Support Services	78 Table Mountain Blvd	Oroville	Legal 1	CSS	IR 6555I	BW101
97	Butte County Child Support Services	78 Table Mountain Blvd	Oroville	Legal 2	CSS	IR 4235	BW101
98	Butte County Child Support Services	78 Table Mountain Blvd	Oroville	OPS 2	CSS	IR 4235	BW101
99	Butte County Child Support Services	78 Table Mountain Blvd	Oroville	OPS 3	CSS	IR 4235	BW101
100	Butte County Child Support Services	78 Table Mountain Blvd	Oroville	Support Services	CSS	IR 6555I	BW101
101	Butte County District Attorney	25 County Center Dr	Oroville		DA	IR 6555I	BW101
		Ste 220					
102	Butte County District Attorney	25 County Center Dr	Oroville		DA	IR 6555I	BW101
		Ste 245					

103	Butte County District Attorney	25 County Center Dr	Oroville		DA	IR 6575I	BW101
		Ste 245					
104	Butte County District Attorney	25 County Center Dr	Oroville		DA	IR C5550I	BW109
		Ste 245					
105	Butte County District Attorney	25 County Center Dr	Oroville		DA	IR C5550I	CLR124
		Ste 245					
106	Butte County District Attorney	25 County Center Dr	Oroville		DA	IR C5550I	BW109
107	Butte County District Attorney	25 County Center Dr	Oroville		DA	IR C5550I	CLR124
108	Butte County District Attorney	25 County Center Dr	Oroville		DA	IR C5550I	BW109
109	Butte County District Attorney	25 County Center Dr	Oroville		DA	IR C5550I	CLR124
110	Butte County District Attorney	25 County Center Dr	Oroville	Ste 105 Major Crimes	DA	IR 6575I	BW101
111	Butte County DESS	765 East Ave	Chico	231	DESS	IR 6555I	BW101
		Ste 200					
112	Butte County DESS	765 East Ave	Chico		DESS	IR C5250	BW109
		Ste 100					
113	Butte County DESS	765 East Ave	Chico		DESS	IR C5250	CLR124
		Ste 100					
114	Butte County DESS	765 East Ave	Chico	ADMIN	DESS	IR C5250	BW109
		Ste 180					
115	Butte County DESS	765 East Ave	Chico	ADMIN	DESS	IR C5250	CLR124
		Ste 180					
116	Butte County DESS	965 East Ave	Chico	CUBICLE 281	DESS	IR 4245	BW101
		Ste 180					
117	Butte County DESS	765 East Ave	Chico	CUBICLE 291	DESS	IR 6555I	BW101
		Ste 200					
118	Butte County DESS	2445 Carmichael Dr	Chico	CUBICLE 36	DESS	IR 4235	BW101
119	Butte County DESS	965 East Ave	Chico	MAILROOM	DESS	IR 6555I	BW101
		Ste 180					
120	Butte County DESS	765 East Ave	Chico	OAK ROOM	DESS	IR 6555I	BW101

		Ste 200					
121	Butte County DESS	765 East Ave	Chico	Office	DESS	IR 4235	BW101
		Ste 180					
122	Butte County DESS	965 East Ave	Chico	Office	DESS	IR 6575I	BW
		Ste 180					
123	Butte County DESS	765 East Ave	Chico	RECEPTION	DESS	IR 6555I	BW101
		Ste 200					
124	Butte County DESS	965 East Ave	Chico	VSO	DESS	IR 6555I	BW101
		Ste 180					
125	Butte County DESS	205 Mira Loma Dr Ste 50	Oroville		DESS	IR C5235A	BW109
126	Butte County DESS	205 Mira Loma Dr Ste 50	Oroville		DESS	IR C5235A	CLR124
127	Butte County DESS	78 Table Mountain Blvd	Oroville		DESS	IR C7260B	BW109
128	Butte County DESS	78 Table Mountain Blvd	Oroville		DESS	IR C7260B	CLR124
129	Butte County DESS	202 Mira Loma Dr	Oroville	ADMIN PRINTING ROOM	DESS	IR C7260B	BW109
130	Butte County DESS	202 Mira Loma Dr	Oroville	ADMIN PRINTING ROOM	DESS	IR C7260B	CLR124
131	Butte County DESS	202 Mira Loma Dr	Oroville	ADMIN RECEPTION	DESS	IR C5250	BW109
132	Butte County DESS	202 Mira Loma Dr	Oroville	ADMIN RECEPTION	DESS	IR C5250	CLR124
133	Butte County DESS	78 Table Mountain Blvd	Oroville	ADMIN RM 508	DESS	IR C5250	BW109
134	Butte County DESS	78 Table Mountain Blvd	Oroville	ADMIN RM 508	DESS	IR C5250	CLR124
135	Butte County DESS	202 Mira Loma Dr	Oroville	ADMIN ROOM 84	DESS	IR 6555I	BW101
136	Butte County DESS	205 Mira Loma Dr Ste 20	Oroville	ADOPTION SERVICES	DESS	IR C5250	BW109
137	Butte County DESS	205 Mira Loma Dr Ste 20	Oroville	ADOPTION SERVICES	DESS	IR C5250	CLR124
138	Butte County DESS	78 Table Mountain Blvd	Oroville	CSD 482	DESS	IR 8595I	BW101
139	Butte County DESS	78 Table Mountain Blvd	Oroville	CUBICLE 248	DESS	IR 4235	BW101
140	Butte County DESS	78 Table Mountain Blvd	Oroville	CUBICLE 273	DESS	IR 4235	BW101
141	Butte County DESS	78 Table Mountain Blvd	Oroville	CUBICLE 309	DESS	IR 4235	BW101

142	Butte County DESS	78 Table Mountain Blvd	Oroville	CUBICLE 426	DESS	IR 4235	BW101
143	Butte County DESS	78 Table Mountain Blvd	Oroville	CUBICLE 431	DESS	IR 6555I	BW101
144	Butte County DESS	205 Mira Loma	Oroville	NEXT TO JANITOR CLOSET	DESS	IR 6555I	BW101
		Ste 10					
145	Butte County DESS	205 Mira Loma Dr Ste 20	Oroville	PROCESSING UNIT	DESS	IR 4245	BW101
146	Butte County DESS	78 Table Mountain Blvd	Oroville	RESOURCE WS 152	DESS	IR 4245	BW101
147	Butte County DESS	78 Table Mountain Blvd	Oroville	WFU 496	DESS	IR 4245	BW101
148	Butte County DESS	205 Mira Loma Dr	Oroville	Ste 50	DESS	IR C5235A	BW109
149	Butte County DESS	205 Mira Loma Dr	Oroville	Ste 50	DESS	IR C5235A	CLR124
150	Butte County DESS	7204 Skyway	Paradise	KLAMATH RM 225	DESS	IR 4245	BW101
151	Butte County Development Services	7 County Center Dr	Oroville		Development Service	IR 6555I	BW101
152	Butte County Elections	155 Nelson Ave	Oroville		Elections	IR 6555I	BW101
153	Butte County Elections	155 Nelson Ave	Oroville	Clerk Recorder	Elections	IR 4245	BW101
154	Butte County Farm Advisor	5 County Center Dr	Oroville		Farm Home 4-H	IR 6255B	BW101
155	Butte County Fire Division 42	10 Frontier Cir	Chico		Fire	IR 500IF	BW101
156	Butte County Fire	2334 Fair St	Chico	Fire Station 44	Fire	IR 500IF	BW101
157	Butte County Fire Station 45	2367 Campbell St	Durham		Fire	IR 500IF	BW101
158	Butte County Fire Station 33	14164 Skyway	Magalia		Fire	IR 500IF	BW101
159	Butte County Fire	176 Nelson Ave	Oroville	Fire Prevention	Fire	IR C5250	BW109
160	Butte County Fire	176 Nelson Ave	Oroville	Fire Prevention	Fire	IR C5250	CLR124
161	Butte County Fire	220 Grand Ave	Oroville	Fire Prevention	Fire	IR C5250	BW109
162	Butte County Fire	220 Grand Ave	Oroville	Fire Prevention	Fire	IR C5250	CLR124
163	Butte County Fire	176 Nelson Ave	Oroville	Fire Station 63	Fire	IR 4235	BW101
164	Butte County Fire Kelly Ridge	22 Walnut Ave	Oroville	Fire Station 64	Fire	IR 4235	BW101
165	Butte County Fire Station 72	2290 Palermo Rd	Palermo		Fire	IR 500IF	BW101
166	Butte County Facilities Services	2081 2nd St	Oroville	General Services	General Services	IR 4245	BW101
167	Butte County Facilities Services	2081 2nd St	Oroville	General Services	General Services	IR 4245	BW101
168	Butte County Facilities Services	2081 2nd St	Oroville	General Services	General Services	IR C5250	BW109

169	Butte County Facilities Services	2081 2nd St	Oroville	General Services	General Services	IR C5250	CLR124
170	Butte County Facilities Services	2081 2nd St	Oroville	General Services	General Services	IR C5250	BW109
171	Butte County Facilities Services	2081 2nd St	Oroville	General Services	General Services	IR C5250	CLR124
172	Butte County Human Resources	3 County Center Dr	Oroville	Main Office	Human Resources	IR 4235	BW101
173	Butte County Human Resources	3 County Center Dr	Oroville	Main Office	Human Resources	IR C7260B	BW109
174	Butte County Human Resources	3 County Center Dr	Oroville	Main Office	Human Resources	IR C7260B	CLR124
175	Butte County Information Services	308 Nelson Ave	Oroville		IS	IR C5235A	BW109
176	Butte County Information Services	308 Nelson Ave	Oroville		IS	IR C5235A	CLR124
177	Butte County Local Agency Formation Commission	1453 Downer St	Oroville		LAFCO	IR C5535I	CLR124
		Ste C					
178	Butte County Local Agency Formation Commission	1453 Downer St	Oroville		LAFO	IR C5535I	BW109
		Ste C					
179	Chico Library	1108 Sherman Ave	Chico	LIBRARY	Library	IR C5250	BW109
180	Chico Library	1108 Sherman Ave	Chico	LIBRARY	Library	IR C5250	CLR124
181	Butte County Library Gridley	299 Spruce St	Gridley		Library	IR C5250	BW109
182	Butte County Library Gridley	299 Spruce St	Gridley		Library	IR C5250	CLR124
183	Butte County Library	1820 Mitchell Ave	Oroville		Library	IR C5250	BW109
184	Butte County Library	1820 Mitchell Ave	Oroville		Library	IR C5250	CLR124
185	Butte County Library Paradise	5922 Clark Rd	Paradise		Library	IR C5250	BW109
186	Butte County Library Paradise	5922 Clark Rd	Paradise		Library	IR C5250	CLR124
187	Butte County Of Law Library	1675 Montgomery St	Oroville		Misc Grand Jury	IR 4535I	BW101
188	Butte County Childrens Services	2080 E 20th St	Chico		PH	IR 4235	BW101
		Ste 180					
189	Butte County Children's Services	2080 E 20th St	Chico		PH	IR 4235	BW101
		Ste 180					
190	Butte County Children's Services	2080 E 20th St	Chico		PH	IR C5235A	BW109
		Ste 180					
191	Butte County Children's Services	2080 E 20th St	Chico		PH	IR C5235A	CLR124
		Ste 180					

192	Butte County Public Health	695 Oleander Ave	Chico		PH	IR 4235	BW101
193	Butte County Public Health	695 Oleander Ave	Chico		PH	IR 4235	BW101
194	Butte County Public Health	695 Oleander Ave	Chico		PH	IR 4235	BW101
195	Butte County Public Health	202 Mira Loma Dr	Oroville		PH	IR C5235A	BW109
196	Butte County Public Health	202 Mira Loma Dr	Oroville		PH	IR C5235A	CLR124
197	Butte County Public Health	202 Mira Loma Dr	Oroville		PH	IR C5235A	BW109
198	Butte County Public Health	202 Mira Loma Dr	Oroville		PH	IR C5235A	CLR124
199	Butte County Public Health	202 Mira Loma Dr	Oroville		PH	IR C7260B	BW109
200	Butte County Public Health	202 Mira Loma Dr	Oroville		PH	IR C7260B	CLR124
201	Butte County Public Health	82 Table Mountain Blvd	Oroville		PH	IR C5235A	BW109
202	Butte County Public Health	82 Table Mountain Blvd	Oroville		PH	IR C5235A	CLR124
203	Butte County Public Health	202 Mira Loma Dr	Oroville	Copy Room	PH	IR C5235A	BW109
204	Butte County Public Health	202 Mira Loma Dr	Oroville	Copy Room	PH	IR C5235A	CLR124
205	Butte County Public Health	78 Table Mountain Blvd	Oroville	Copy Room	PH	IR C5235A	BW109
206	Butte County Public Health	78 Table Mountain Blvd	Oroville	Copy Room	PH	IR C5235A	CLR124
207	Butte County Public Health	82 Table Mountain Blvd	Oroville	Front Lobby WIC Office	PH	IR 4235	BW101
208	Butte County Probation	1370 Ridgewood Dr	Chico		Probation	IR 6555I	BW101
		Ste 22					
209	Butte County of Chico Probation Office	1370 Ridgewood	Chico		Probation	IR 6555I	BW101
		Ste 20					
210	Butte County Juvenile Hall	41 County Center Dr	Oroville		Probation	IR C5235A	BW109
211	Butte County Juvenile Hall	41 County Center Dr	Oroville		Probation	IR C5235A	CLR124
212	Butte County Juvenile Hall	41 County Center Dr	Oroville		Probation	IR C5250	BW109
213	Butte County Juvenile Hall	41 County Center Dr	Oroville		Probation	IR C5250	CLR124
214	Butte County Probation Dept	42 County Center Dr	Oroville		Probation	IR 4235	BW101
215	Butte County Probation Dept	42 County Center Dr	Oroville		Probation	IR 6575I	BW101
216	Butte County Probation Dept	42 County Center Dr	Oroville		Probation	IR 6575I	BW101

217	Butte County Probation Dept	42 County Center Dr	Oroville		Probation	IR C5250	BW109
218	Butte County Probation Dept	42 County Center Dr	Oroville		Probation	IR C5250	CLR124
219	Butte County Probation Dept	42 County Center Dr	Oroville	East Trailer	Probation	IR 6575I	BW101
220	Butte County Probation Dept	42 County Center Dr	Oroville	Main Distribution	Probation	IR 6575I	BW101
221	Butte County Chico Public Works Yard	7 County Center Drive	Oroville		PW	IR C5235A	BW109
222	Butte County Chico Public Works Yard	7 County Center Drive	Oroville		PW	IR C5235A	CLR124
223	Butte County Public Works	9 County Center Dr	Oroville		PW	IR C5235A	BW108
224	Butte County Public Works	9 County Center Dr	Oroville		PW	IR C5235A	CLR105
225	Butte County Public Works	7 County Center Dr	Oroville	Copy Room	PW	IR C7260B	BW109
226	Butte County Public Works	7 County Center Dr	Oroville	Copy Room	PW	IR C7260B	CLR124
227	Butte County Neal Road Landfill	1023 Neal Rd	Paradise	main office server room	PW	IR C5235A	BW109
228	Butte County Neal Road Landfill	1023 Neal Rd	Paradise	main office server room	PW	IR C5235A	CLR124
229	Butte County Sheriff	479 E Park Ave	Chico	Chico Sub	SO	IR C5235A	BW109
230	Butte County Sheriff	479 E Park Ave	Chico	Chico Sub	SO	IR C5235A	CLR124
231	Butte County Probation Bintf	413 Southgate Ave	Chico		Probation	IR C5235A	BW109
232	Butte County Probation BINTF	413 Southgate Ave	Chico		Probation	IR C5235A	CLR124
233	Butte County Sheriff	14166 Skyway	Magalia	Magalia Sub	SO	IR 4235	BW101
234	Butte County Sheriff Records Dept	5 Gillick Way	Oroville	Admin	SO	IR C5235A	BW109
235	Butte County Sheriff Records Dept	5 Gillick Way	Oroville	Admin	SO	IR C5235A	CLR124
236	Butte County Sheriff	1 Gillick Way	Oroville	Evidence	SO	IR C5235A	BW109
237	Butte County Sheriff	1 Gillick Way	Oroville	Evidence	SO	IR C5235A	CLR124
238	Butte County Sheriff	5 Gillick Way	Oroville	Secretary	SO	IR C5235A	BW109
239	Butte County Sheriff	5 Gillick Way	Oroville	Secretary	SO	IR C5235A	CLR124
240	Butte County Jail	3 Gillick Way	Oroville	Sheriff Accounting	SO	IR C5235A	BW109
241	Butte County Jail	3 Gillick Way	Oroville	Sheriff Accounting	SO	IR C5235A	CLR124
242	Butte County Civil Department	5 Gillick Way	Oroville		SO	IR C5235A	BW109

243	Butte County Civil Department	5 Gillick Way	Oroville		SO	IR C5235A	CLR124
244	Butte County Civil Department	5 Gillick Way	Oroville	CANNOT LINK SN# 00036A4B TO THIS HOST.CJH	SO	IR C5235A	BW109
245	Butte County Civil Department	5 Gillick Way	Oroville	CANNOT LINK SN# 00036A4B TO THIS HOST.CJH	SO	IR C5235A	CLR124
246	Butte County Sheriff	5 Gillick Way	Oroville		SO	IR C5235A	BW109
247	Butte County Sheriff	5 Gillick Way	Oroville		SO	IR C5235A	CLR124
248	Butte County Sheriff	5 Gillick Way	Oroville	bottom copy room	SO	IR 4245	BW101
249	Butte County Sheriff	5 Gillick Dr	Oroville	Dispatch	SO	IR C5235A	BW109
250	Butte County Sheriff	5 Gillick Dr	Oroville	Dispatch	SO	IR C5235A	CLR124
251	Butte County Sheriff Records Dept	5 Gillick Way	Oroville	Investigations	SO	IR C5235A	BW109
252	Butte County Sheriff Records Dept	5 Gillick Way	Oroville	Investigations	SO	IR C5235A	CLR124
253	Butte County Instructional	5 County Center Dr	Oroville	BINTF	SO	IR C5235	BW109
254	Butte County Instructional	5 County Center Dr	Oroville	BINTF	SO	IR C5235	CLR124
255	Butte County Sheriff Special Enforcement	5 County Center Dr	Oroville		SO	IR C5240A	BW109
256	Butte County Sheriff Special Enforcement	5 County Center Dr	Oroville		SO	IR C5240A	CLR124
257	Butte County Jail	7 Gillick Way	Oroville	Classification	SO	IR 4235	BW101
258	Butte County Jail	7 Gillick Way	Oroville	CLIC	SO	IR 4245	BW101
259	Butte County Sheriff	3 Gillick Dr	Oroville	East Facility	SO	IR 4235	BW101
260	Butte County of Jail	7 Gillick Way	Oroville	Medical Unit	SO	IR 4235	BW101
261	Butte County Jail	5 Gillick Way	Oroville	Office	SO	IR C5235A	BW109
262	Butte County Jail	5 Gillick Way	Oroville	Office	SO	IR C5235A	CLR124
263	Butte County Jail	7 Gillick Way	Oroville	Records Scanner	SO	IR 4245	BW101
264	Butte County Jail	7 Gillick Way	Oroville	Sergeants	SO	IR 4235	BW101
265	Butte County Jail	7 Gillick Way	Oroville	Transportation	SO	IR 4235	BW101
266	Butte County Juvenile Hall	51 County Center Dr	Oroville	Day Reporting Center	SO	IR C5235A	BW109
267	Butte County Juvenile Hall	51 County Center Dr	Oroville	Day Reporting Center	SO	IR C5235A	CLR124
268	Butte County Sheriff Marine Unit	405 Chuck Yeager Way	Oroville	Office	SO	IR C5235A	BW109
269	Butte County Sheriff Marine Unit	405 Chuck Yeager Way	Oroville	Office	SO	IR C5235A	CLR124

270	Butte County Treasurer/Tax Collector	25 County Center Dr	Oroville		Treasurer/Tax Collector	IR 4245	BW101
		Ste 125					
271	Butte County Water Resources Dept	308 Nelson Ave	Oroville	Hallway	Water	IR C5235	BW109
272	Butte County Water Resources Dept	308 Nelson Ave	Oroville	Hallway	Water	IR C5235	CLR124

Exhibit C-Sample Order Release Form

Release Approval Butte County Managed Procurement Contract

Release against MPC Number:

Release Number:

Release Date:

Amount Released: (includes all applicable taxes, freight, installation and any other fees)

County Department and Contact:		
	Department	Email
	Contact/Project Manager	Phone

Address:

Vendor Name:

Address:

Commodities or Services:

Quantity Released:

Quote Number and Date:

Deliver No Later Than:

Additional Specific Instructions:

Please reference MPC Number and Release Number on all invoices.

Attachments Included? Yes ☐ No ☐

Number of Pages Including Release:

Ship-to Address (If Different from above Address):

Released By:

Name

Released Via: Email ☐ Fax ☐

By acceptance of this Release Approval, Vendor certifies that all work contained herein denotes acceptance of terms as defined within the Managed Procurement Contract reference above and within the Additional Specific Instructions Section.