



Canon U.S.A., Inc.
One Canon Park
Melville, NY 11747
Tel: 631.330.5000

February 1, 2023

City of Menifee
29844 Haun Rd
Menifee, CA 92586

To Whom It May Concern:

Innovative Document Solutions Inc, located at 26855 Jefferson Ave, Ste F, Murrieta, CA 92562, is a non-exclusive authorized Canon imageRUNNER 1643iF/1643i/1643P, Color imageRUNNER ADVANCE DX C3800 series, DX C5800 series, DX C7700 series, imageRUNNER ADVANCE DX C357iF/C257iF, C568/C478, DX 4800 series, DX 6000i, DX 6700 series, DX 6800 series, DX 8700 series, DX 717iF/617iF/527iF, imagePRESS, varioPRINT, Large Format and Software Dealer.

Under the terms of the Canon (OI) Office Imaging Retail Dealer Agreement, this Dealer is presently authorized to sell and service the Canon imageRUNNER 1643iF/1643i/1643P, Color imageRUNNER ADVANCE DX C3800 series, DX C5800 series, DX C7700 series, imageRUNNER ADVANCE DX C357iF/C257iF, C568/C468, DX 4800 series, DX 6000i, DX 6700 series, DX 6800 series, DX 8700 series, DX 717iF/617iF/527iF, imagePRESS, varioPRINT, Large Format and Software products listed on its Schedule A to the aforementioned Agreement, and related Canon imageRUNNER 1643iF/1643i/1643P, Color imageRUNNER ADVANCE DX C3700 series, DX C5800 series, DX C7700 series, imageRUNNER ADVANCE DX C357iF/C257iF, DX C568/478, DX 4800 series, DX 6000i, DX 6700 series, DX 6800 series, DX 8700 series, DX 717iF/617iF/527iF, imagePRESS, varioPRINT, Large Format and Software supplies and parts. In addition, the Dealer is obligated to perform such service within a four-hour response time.

The Agreement requires that the Dealer enroll technicians in Canon service training programs to enable the Dealer to properly maintain each model of the products it is authorized to sell. The Agreement also provides that the Dealer shall maintain an adequate inventory of parts and supplies to service all the Canon imageRUNNER 1643iF/1643i/1643P, Color imageRUNNER ADVANCE DX C3800 series, DX C5800 series, DX C7700 series, imageRUNNER ADVANCE DX C357iF/C257iF, DX C568/C478, DX 4800 series, DX 6000i, DX 6700 series, DX 6800 series, DX 8700 series, DX 717iF/617iF/527iF, imagePRESS, varioPRINT and Large Format machines sold by it. The contractual commitments by the Dealer have been established by Canon to afford the user of the Canon imageRUNNER 1643iF/1643i/1643P, Color imageRUNNER ADVANCE DX C3800 series, DX C5800 series, DX C7700 series, imageRUNNER ADVANCE DX C357iF/C257iF, DX C568/C478, DX 4800 series, DX 6000i, DX 6700 series, DX 6800 series, DX 8700 series, DX 717iF/617iF/527iF, imagePRESS, varioPRINT, Large Format and Software products adequate service facilities to maintain these products at high standard.

In the unlikely event that Innovative Document Solutions Inc. should not continue in business as an authorized Canon 1643iF/1643i/1643P, Color imageRUNNER ADVANCE DX C3800 series, DX C5800 series, DX C7700 series, imageRUNNER ADVANCE DX C357iF/C257iF, DX C568/C478, DX 4800 series, DX 6000i, DX 6700 series, DX 6800 series, DX 8700 series, DX 717iF/617iF/527iF, imagePRESS, varioPRINT, Large Format and Software Dealer, Canon U.S.A., Inc. will use its best efforts to make arrangements to find a suitable replacement service facility.

If there are further questions, please contact the Canon Regional Office.

Sincerely,

CANON U.S.A., INC.

Lori Hargrave

Lori Hargrave
Pricing Administration Manager
Business Information Communications Group

Proposers must respond to the Copier Consolidation requirements included herein. Attachment should be submitted in Excel format. Proposers are to respond to each of these requirements with one of the following response codes:

- Y = Meets Requirements
- N = Does Not Meet Requirements
- F = Planned for Future Release
- W/C = Workaround Proposed or Customization Needed to Meet Requirement
- T = Third-Party Solution to Meet Requirement

Response Codes "Y" and "N" do not require written responses unless the Proposers wish to present additional benefits or opportunities related to their solution and the requirement. However, response codes "F", "W/C" and "T" do require written responses. For

Functions and Features	Required/Highly Desired/Desired/Optional Feature	Includes Feature (Yes or No)	Vendor Functions and Features Explained
COPIER UNITS			
Color Laser Multifunctional Copier	REQUIRED	Yes	
Core functions of the unit are Print, Copy, Scan, Send, Store	REQUIRED	Yes	
Fax	OPTIONAL FEATURE	Yes	
Minimum 10" touchscreen	REQUIRED	Yes	
Can print up to 60 pages-per-minute	REQUIRED	Yes	
Paper Deck Unit	OPTIONAL FEATURE	Yes	
Collate, Group, Offset, Staple, Hole Punch, Staple-free Staple	REQUIRED	Yes	
5-year warranty	REQUIRED	Yes	
DESKTOP UNITS (PRINTER)			
Color Laser Multifunctional Desk Printer	REQUIRED	Yes	
Core functions of the unit are Print, Copy, Scan, Send, Store	REQUIRED	Yes	
Can print up to 27 pages-per-minute	REQUIRED	Yes	
Mobile Printing	REQUIRED	Yes	
Wireless and Ethernet network capabilities	REQUIRED	Yes	
Minimum 4" touchscreen	REQUIRED	Yes	
5-year warranty	REQUIRED	Yes	
Single-pass two-sided scanning	REQUIRED	Yes	
Fax	OPTIONAL FEATURE	Yes	
Print Quality up to 1200 x 1200 dpi	REQUIRED	Yes	
Print Resolution up to 600 x 600 dpi	REQUIRED	Yes	
Touch & Print (NFC)	OPTIONAL FEATURE	Yes	
Print from USB memory key (JPEG/TIFF/PDF)	REQUIRED	Yes	
250-sheet cassette		Yes	
DESKTOP UNITS (SCANNER)			
Can scan up to 60 pages-per-minute	REQUIRED	Yes	
Document Feeder Capacity of 80 sheets minimum	REQUIRED	Yes	
Duplexing	REQUIRED	Yes	
Max Document Size up to 8.5" x 14"	REQUIRED	Yes	
5-year warranty	REQUIRED	Yes	
Scanner Resolution of 600 dpi minimum	REQUIRED	Yes	
PLOTTER UNITS			
Print Resolution up to 2400 x 1200 dpi	REQUIRED		Not In Bid
5-Color 36" Printer and Scanner	REQUIRED		Not In Bid
Scan accuracy +/- 0.1% minimum	REQUIRED		Not In Bid
5-year warranty	REQUIRED		Not In Bid
SERVICE & SUPPORT			
Service on all devices to include but not limited to: loading toner, removing paper jams, part replacements	REQUIRED	Yes	
Automated Supply Fulfillment at no additional cost	REQUIRED	Yes	
Fleet Optimization & Re-Deployment at no additional cost	REQUIRED	Yes	
Expert Assessment & Recommendations (Network, Hardware, Billing, and Administrative) at no additional cost	REQUIRED	Yes	
Service calls must be responded to within two (2) hours, 24/7/365	REQUIRED	Yes	
Remote Monitoring & Management of all devices to view but not limited to: consumables, print usage, and firmware version	REQUIRED	Yes	
Software updates for print management software (as they become available)	REQUIRED	Yes	
Prospective vendors must provide unlimited technical support 24/7/365 through online or in-person training methods at no additional cost	REQUIRED	Yes	
Training for administrators both at initial deployment and on-going	REQUIRED	Yes	
Training for users both at initial deployment and on-going	REQUIRED	Yes	
Service Provider to enable work-from-home employees to setup their office printers in any location and automatically replenish printer cartridges when they run low.	DESIRED	Yes	
REPORTING			
One monthly invoice for all devices including printing costs	HIGHLY DESIRED	Yes	
Service Provider must support the Chief Information Officer (and other relevant stakeholders or decision makers) by having regular strategic business reviews in developing an outcomes-based improvement roadmap for the future. This ensures everyone is aligned on the priorities, roadmap plans, performance metrics and provides visibility to progressive results.	REQUIRED	Yes	
Service Provider must provide print fleet performance data and analytics that can help the City achieve sustainability goals (i.e., reducing carbon footprint).	REQUIRED	Yes	
SECURITY			
Solution must support current privacy laws	REQUIRED	Yes	
Describe how the solution and equipment are protected from cyber threats as well as detecting cyber attacks	REQUIRED	Yes	See Attached
Describe how the solution and equipment applies role-based information access across an organization (i.e., limits the levels of information access for documents sent from a sever-connected printer, which are also stored in the printer's hard drive.)	REQUIRED	Yes	See Attached
AVAILABILITY			
Service Provider can guarantee that the solution, equipment, and supplies proposed will be physically available and ready for deployment by no later than June 1, 2023	REQUIRED	Yes	
Service Provider must provide a truly cloud-ready solution (i.e., printers are designed to function within a large enterprise endpoint environment based on cloud infrastructure, with cloud-connected workflow solutions to go alongside.)	REQUIRED	Yes	

Security Answers

1.

Canon copiers are equipped with multiple security features to protect against cyber threats and detect potential attacks. These include network security through encryption and firewalls, user authentication, hard disk drive encryption, scan to email security, regular software updates, and integration with security information and event management systems. These measures help ensure the protection of sensitive information and prevent unauthorized access to the device and its network. Canon copiers provide a secure environment for storing and transmitting sensitive information.

2.

Canon copiers can limit access to information stored on the device's hard drive through role-based access control. User authentication methods, such as password authentication and smart card authentication, are used to control access to the device. The copiers can be configured to limit access to information based on the user's role in the organization, ensuring that confidential information is only accessible by authorized personnel. This helps to enforce security policies and protect sensitive information from unauthorized access.

ATTACHMENT B COST PROPOSAL

The Cost Proposal prices shall be all-inclusive, and shall include, without limitation, all costs for providing all newly manufactured copiers, desktop printers and scanners with no used or refurbished parts. The Service Provider shall provide the services for including regulatory fees and permits, insurance and equipment maintenance, general and administrative support costs, materials, overhead(s), profit, supplies, sale and use taxes, shipping and handling, etc.

*Include specification sheet for each model and any removal costs / end of life fees at the end of the contract.

Price offer shall be firm for a 3-year period. On option years 4 and 5 the Fee Schedule shall be increased based on the most recent previous 12-month period published by the Consumer Price Index (CPI) rate for all indices, Riverside County or by 5% whichever is less.

EQUIPMENT LEASE

Item #	Specifications	Proposed Make/Model	Quarterly Fee
1	COPIER (See attached Standard Specifications)	Canon C5860	\$ 473.61
2	Add-On Fee: Main Unit Paper Sources - 2,700-sheet Paper Deck	Paper Deck	\$ 72.75
3	Add-On Fee: Fax Resolution Up to 400 dpi Sending Size - Up to Ledger Features - Original Type Selection, Two-sided Original, Book to Two Pages, Different-size Originals, Density for Scanning, Sharpness, Copy Ratio, Erase Frame, Job Build, Specifying the Sender's Name (when sending fax), Sender's Name (TTI), Select Line, Selecting the Telephone Line (when sending fax), Direct Send, Delayed Send, Preview, Finished Stamp, Job Done Notice, TX Report, Detect Feeder Multi Sheet Feed	Fax	\$ 28.56
4	Add-On Fee: Security Authentication - Uniflow (or equivalent solution) Data - Hard Disk Drive Mirroring, Hard Disk Drive removal, IEEE 2600.2 Common Criteria Certification, Data Loss Prevention (Requires uniflow or equivalent solution) Document - Encrypted PDF, Encrypted Secure Print, User and Device signatures, Secure Watermarks, Document Scan locking		\$ Included

ATTACHMENT B COST PROPOSAL

EQUIPMENT LEASE (continued)

Item #	Specifications	Proposed Make/Model	Quarterly Fee
5	DESKTOP PRINTER Standard Features Print/Send (Duplex) - 40 PPM B/W (Letter) 250-sheet Paper Cassette, 100-sheet Multipurpose Tray Prints up to 8-1/2" x 14" Networked, Wi-Fi Direct Print from USB 600 dpi Resolution	Canon LBP 1538C	\$ 49.30
6	Add-On Fee: Copy/Scan/Fax/Store - 40 PPM Color (Letter)	Canon MFP Add On	\$ 36.02
7	Add-On Fee: Mobile Connectivity (AirPrint)		\$
8	Add-On Fee: Expandable Paper Capacity - 550-sheet Paper Cassette DESKTOP SCANNER Standard Features Scan (Duplex) - 60 PPM B/W and 60 PPM Color ADF 80 Sheets 600 dpi Resolution USB 3.1 Can scan passports	550 Sheet Cassette	\$ 13.50
9		Canon DR-M260	\$ 48.93
10	One Time Delivery and Installation Fee		\$ 0

MAINTENANCE

Full coverage maintenance for equipment listed above, all locations, including all supplies, parts and labor, unlimited service calls.

Current Service and Supply Agreement Has No Base or Copies Included. Pay Quarterly for Actual Usage

Based on Cost Per Copy Rates.

Monthly Charge: \$ 0

ATTACHMENT B COST PROPOSAL

TRAINING

Vendor to provide four (4) training sessions at a minimum of four (4) hours each, scheduled by and at the convenience of the City

Charge per training session: \$ Included

CLICK COSTS (Proposer can submit cost per click without an identified allowable limit.)

Allows	Actual Usage	Copies per Month (B/W)
	Actual Usage	Copies per Month (color)
Overage	\$.0074	Per B/W Copy
	\$.05	Per Color Copy

Removal Costs/ End of Life Fees

\$ Included
\$ _____

This Fee Schedule Offer has been executed by a duly authorized representative of the Bidder as indicated below:

Company Name: Innovative Document Solutions
 Authorized Signature: Darlene Spaulding
 Name: Darlene Spaulding
 Title: VP of Sales
 Date: 2/1/23

INNOVATIVE DOCUMENT SOLUTIONS

Service Pricing Canon NASPO “Zero Base Service and Supplies Pricing” (for Canon iRC5860 & Canon 1538C)

BW images produced billed at **.0074** and includes ALL toner, drums, parts, repairs, consumables except paper and staples.

and...

COLOR images produced billed at **.05** and includes ALL toners (C,M,Y, K), drums, parts, repairs, consumables except paper and staples.

Images billed in arrears, based on ACTUAL use only, with **NO** base minimum usage requirements, administration fees, shipping fees, or additional charges. You simply pay for what you produce

ATTACHMENT C: ACCEPTANCE OF PROPOSED AGREEMENT

(PLEASE READ AND MARK EACH CHECKBOX CONFIRM ACKNOWLEDGEMENT AND AGREEANCE WITH THE INDICATED STATEMENTS)

- The Proposal Cost provided in Attachment B reflects all possible direct and indirect costs, travel, insurance, overhead, labor, profit, rebates, contingent commissions, renewal commissions, service fees, and any other expenses.
- The Proposal provided reflects any additional addendum(s) issued with respect to this RFP.
- My signature certifies that this firm has no business or personal relationships with any other companies or person that could be considered a conflict of interest, or potential conflict of interest to the City of Menifee, pertaining to any and all work or services to be performed as a result of this request and any resulting Agreement/Contract with the City.

ACCEPTANCE OF PROPOSED AGREEMENT/CONTRACT:

- Submittal of this proposal indicates we have reviewed the proposed written agreement (Exhibit A) and if selected would accept all terms of the proposed agreement. Proposer, in submitting a response to this RFP, warrants that it has full power and authority to comply with the requirements specified herein and will hold the City harmless from and against any and all loss, cost, liability, and expense (including reasonable attorney fees) arising out of any breach of this warranty.

INNOVATIVE DOCUMENT SOLUTIONS
 Company Name

26855 JEFFERSON AVE # F
 Address

MURRIETA, CA. 92562
 City State Zip Code

(951) 676-8885 Telephone Number (951) 296-2675 Fax Number

Company Type:

- Corporation Partnership Trust/Estate Limited Liability Company (LLC)
- Individual/Sole Proprietor or single member LLC Other: _____

Darlene Spaulding
 Signed By

DARLENE SPAULDING Print Name V.P. OF SALES Title

ATTACHMENT D.1: ACKNOWLEDGMENT OF INSURANCE REQUIREMENTS AND CERTIFICATION OF ABILITY TO PROVIDE COVERAGES SPECIFIED

I, DARLENE SPAULDING (Print Name), the
VP OF SALES (President; Secretary; Owner or Representative) of the
INNOVATIVE DOCUMENT SOLUTIONS (Company Name or Corporation, or
Owner), certify that the Insurance Requirements set forth in Attachment B and the Proposed
Agreement have been read and understood that our insurance company(ies)
BULLEN + ASSOCIATES (Name(s) of insurance company(ies)) (is/are) able to
provide the coverages specified.

Darlene Spaulding
Signature of President, Secretary, Partner, Owner or Representative

2-2-23
Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/2/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Bulen & Associates Insurance Services 40750 Symphony Park Ln. Suite 101 Murrieta CA 92562	CONTACT NAME: Veronica Raya PHONE (A/C, No, Ext): (951) 674-0675 FAX (A/C, No): (951) 674-2375 E-MAIL ADDRESS: veronica@bulen.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED Innovative Document Solutions 26855 Jefferson Ave Ste F Murrieta CA 92562	INSURER A: sentinel Insurance	11000
	INSURER B: Nationwide Mutual Insurance Co	23787
	INSURER C: Preferred Employers Ins. Co.	10900
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL232241204 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			72SBABF8551	1/24/2023	1/24/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OPAGG \$ 4,000,000 Employee Benefits \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			ACP7881746108	1/24/2023	1/24/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist combined single \$ 500,000
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WKN 146463-11	4/1/2022	4/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

EVIDENCE OF INSURANCE

CERTIFICATE HOLDER

CANCELLATION

EVIDENCE OF INSURANCE	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Veronica Raya/VERONI <i>Veronica Raya</i>

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ADDITIONAL COVERAGES

Ref #	Description	Coverage Code	Form No.	Edition Date
	CBRFX	CBRFX		
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
				Premium
	Fellow employee liability	FELIA		
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
				Premium
	Surcharges	SURC		
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
				Premium \$15.84
	Uninsured motorist property damage	UMPD		
Limit 1 3,500	Limit 2	Limit 3	Deductible Amount	Deductible Type
				Premium
	Waiver of Subrogation	WWSUB		
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
				Premium
	Premium discount	PDIS		
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
				Premium -\$114.00
	State Surcharges	STSR#		
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
				Premium \$440.00
	Foreign Coverage	FORGN		
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
				Premium \$161.00
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
				Premium
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
				Premium
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
				Premium

ATTACHMENT E: CERTIFICATION OF NON-COLLUSION

Made to: City of Meniffee

(a) By submitting this proposal, each proposer and each person signing on behalf of any firm certifies, and in the case of a joint proposal, each party therefore certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:

- (1) The fees and terms in this proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such fees and terms with any other proposer or with any other competitor; and
- (2) Unless otherwise required by law, the fees and terms which have been quoted in this proposal have not been knowingly disclosed by the proposer prior to the opening, directly or indirectly, to any other proposer or to any competitor; and
- (3) No attempt has been made by the proposer or will be made to induce any other persons, partnership or corporation to submit or not submit a proposal for the purpose of restricting competition.

DARLENE SPAULDING VP OF SALES
Printed Name and Title

Darlene Spaulding
Signature

INNOVATIVE DOCUMENT SOLUTIONS
Name of Firm/Company/Corporation

951-676-8885
Telephone Number

20855 JEFFERSON AVE #F
Street Address

MURRIETA, CA 92562
City, State, Zip

Darlene@IDSPRINTWISE.COM
Email Address

2-2-23
Date

ATTACHMENT F: PREVIOUS CONTRACT PERFORMANCE & LITIGATION STATEMENT

The City will evaluate the facts and may, at its sole discretion, reject Proposer's response if the facts discovered indicate that completion of a contract resulting from this Request for Proposal may be jeopardized by the selection of Proposer. If no such terminations for default have been experienced by Proposer in the last five years, so indicate. The City shall reject any Proposer's response if it discovers any contract terminations within the stated period that were not disclosed.

PREVIOUS CONTRACT PERFORMANCE:

- a) Submit details of all terminations for default experienced by Proposer during the past three (3) years including the other party's name, address and telephone number. Termination for default is defined as a notice to stop performance due to Proposer's nonperformance or poor performance and the issue was either (a) not litigated or (b) litigated and such litigation determined Proposer to be in default. Present a description of the facts surrounding each incident and include Proposer's position on the matter. Exclude garnishments and similar routine matters that do not affect contract performance. Indicate whether or not the Proposer or principals have ever been suspended or debarred by any government agency. State "NONE," if none. Use additional sheets as necessary.

NONE

- a) Indicate whether or not the Proposer or principals have ever been involved in any kind of bankruptcy proceedings. Give a summary of all proceedings and provide a listing of all significant outstanding claims or judgments. State "NONE," if none. Use additional sheets as necessary.

NONE

LITIGATION HISTORY:

Check One:

- The undersigned firm has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.
- The undersigned firm, by attachment to this form, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

COMPANY: INNOVATIVE DOCUMENT SOLUTIONS

SIGNATURE: Darlene Spaulding

NAME: DARLENE SPAULDING

TITLE: VP OF SALES

DATE: 2-2-23

Failure to check the appropriate blocks above may result in disqualification of your proposal. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your proposal.

INNOVATIVE DOCUMENT SOLUTIONS

Sample Professional Services Agreement

Innovative Document Solutions will offer the city a comprehensive solution for the replacement of their existing copiers, desktop printers, and scanners, which will encompass the supply and installation of new equipment, removal and disposal of the old equipment, user and maintenance training, a one-year warranty for the new equipment, data transfer and connectivity services to ensure seamless integration with the city's network infrastructure, and on-site repair and maintenance services throughout the warranty period. All equipment provided will meet the latest industry standards for energy efficiency and environmental sustainability, be compatible with the city's existing network infrastructure, user-friendly, and data transfer and connectivity services will be executed in accordance with relevant data privacy and security regulations. Furthermore, all removal and disposal activities will be performed in compliance with local, state, and federal environmental regulations.

IDS, if awarded the contract, will securely remove and dispose of the city's existing copier equipment by collecting and transporting it to a secure facility, removing the hard drives and having them securely destroyed by a certified third-party vendor, and disposing of the remaining equipment components in compliance with all local, state, and federal environmental regulations, and provide the City Technology Department with a certificate of destruction attesting to the secure destruction of the hard drives and proper disposal of the equipment.

Pre-Delivery Walkthrough

IDS will perform a pre-delivery walkthrough of each site and equipment location to assess access and power requirements and ensure they are acceptable prior to the installation of the new copiers, printers, and scanners, which will involve visiting each site, evaluating the location and power requirements, communicating and collaborating with the city, and resolving any potential issues to minimize the risk of delays and disruptions during the installation process.

Operator Manual / Training

IDS, as part of the cost of the lease, will provide operator manuals with each machine and conduct at least four training sessions of minimum four hours each, on-site, to ensure that city employees are equipped with the knowledge and skills to effectively operate and maintain the new copiers, printers, and scanners.