



Lincoln  
Intermediate  
Unit

12

Leadership • Expertise • Innovation

**REQUEST FOR INFORMATION**  
**FOR**  
**HIGH VOLUME COPIERS AND MULTIFUNCTION PRINTERS**

**ISSUE DATE: December 14, 2018**

**Responses must be received by: January 18, 2019**

**Deliver Responses to: Thomas Weaver at [tjweaver@iu12.org](mailto:tjweaver@iu12.org)**

Lincoln Intermediate Unit 12  
65 Billerbeck Street  
PO Box 70  
New Oxford, PA 17350

## REQUEST FOR INFORMATION

The Lincoln Intermediate Unit 12 invites proposals for leasing high volume copiers and multifunction printers for its facilities. See [Appendix A](#).

Proposals will be received electronically until 12:00 PM, EST on Friday, January 18, 2019, to Mr. Thomas Weaver, Manager of Facilities and Purchasing Consortium, via email, ([tjweaver@iu12.org](mailto:tjweaver@iu12.org)).

The proposal must be valid for a period of ninety (90) days from the date of submission.

The LIU reserves the right to reject any or all proposals and to waive, at its discretion, any irregularities, mistakes, omissions or informalities relative thereto.

Information and specifications may be obtained from Mr. Thomas Weaver, Manager of Facilities and Purchasing Consortium at the above address or by calling (717)624-6408.

### TIMELINE

December 14, 2018	Request for Information Public Release
January 10, 2019	Pre-proposal Conference
January 18, 2019	Proposal Due Date
February 5, 2019	Proposal Board Approval*

\*Tentative

## Lincoln Intermediate Unit 12

### Notice to Responders

December 14, 2018

The LIU invites proposals on high volume copiers and multifunction printers and specific items detailed in the attached documents. General proposal conditions are listed below. It is the responsibility of each respondent to read and be aware of the conditions for submitting a proposal.

These specifications outline general conditions for responding. Some items may not be applicable to a specific proposal. Entities responding must be a member of one or more of the following purchasing groups: CoStars, PEPPM, U.S. Communities.

#### **A. GENERAL REQUIREMENTS**

1. **Advertisement:** The LIU will accept electronic proposals for the purpose of leasing high volume copiers and multifunction printers until 12:00 PM, EST on Friday, January 18, 2019. Specifications and information can be obtained by contacting Mr. Thomas Weaver, Manager of Facilities and Purchasing Consortium, 65 Billerbeck Street, P.O. Box 70 New Oxford, PA 17350. Proposals must be clearly marked “**COPIER PROPOSALS**” in the subject line of the electronic submission, via email to Mr. Tom Weaver, Manager of Facilities and Purchasing Consortium, at [tjweaver@iu12.org](mailto:tjweaver@iu12.org).
2. **Signature:** Each proposal must be signed by an authorized company representative giving his/her title and date.
3. **Definitions:** For the purposes of these specifications, the term “**Vendor**” shall be the successful respondent or company.
4. **Reservation:** The LIU reserves the right to reject any or all proposals or parts of proposals and may waive any informalities, technicalities, or irregularities, and to negotiate any corresponding escalation or de-escalation of items and/or price.
5. **Right-to-Know:** LIU has the right to use any or all ideas presented in any proposal. Selection or rejection of the proposal does not affect this right. Financial disclosures that are considered of a proprietary and confidential nature by the provider shall be returned to any non-winning provider upon written request by that provider. The LIU is a public educational entity and is therefore subject to all Right-to-Know and Freedom of Information Act requirements regarding any and all information submitted by service providers.
6. **Unit Pricing:** Proposals on equipment and supplies must show unit and total prices and where the figures are irreconcilable; awards will be made on the basis of the unit

prices. Such prices will be deemed to include all charges whatsoever and the LIU shall not be liable for any additional taxes, fees, and/or surcharges other than shown on the proposal.

7. **Tax-Exempt**: The LIU is exempt from Pennsylvania sales tax and Federal taxes and will complete the appropriate certification upon request.
8. **Vendor Preferences**: Any reference in our specifications to a certain vendor is to ease the proposal process and to establish a minimum standard of quality. This reference does not indicate a preference to that vendor, but provides you an additional reference to ensure your proposals are for the proper items.
9. **No Cash Allowances**: No cash allowances for any purpose are included in the specifications of this project.
10. **Competent Workmen**: For projects with a total cost of \$25,000 or less. According to Section 752 of the Pennsylvania Public School Code of 1949, no person shall be employed to do work under such contract except competent and first class workmen and mechanics. No workmen shall be regarded as competent first class, within the meaning of this Act, except those who are duly skilled in their respective branches of labor, and who shall be paid not less than such rates of wages and for such hours' work as shall be established and current rates of wages paid for such hours by employers of organized labor in doing of similar work in the district where work is being done.
11. **Discrimination Prohibited**: According to 62 Pa. C. S. A. Section 3701, the contractor agrees:
  1. In the hiring of employees for the performance of work under the contract or any subcontract, no contractor, subcontractor or any person acting on behalf of the contractor or subcontractor shall by reason of gender, race, creed or color discriminate against any citizen of the Commonwealth who is qualified and available to perform work to which the employment relates.
  2. No contractor or subcontractor or any person on their behalf shall in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on account of gender, race, creed or color.
  3. The contract may be canceled or terminated by the government agency and all money due or to become due under the contract may be forfeited for a violation of the terms or conditions of that portion of the contract.
12. **Human Relations Act**: The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 (P.L. 744) (43 P.S. Section 951, et. seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, contractors and others. The

contractor shall agree to comply with the provisions of this Act as amended that is made part of this specification. Your attention is directed to the language of the Commonwealth's non-discrimination clause in 16 PA. Code 49.101.

13. **Standard of Quality:** The various materials and products specified in the specifications by name or description are given to establish a standard of quality and of cost for proposal purposes. Any deviation from these specifications must be documented. It is not the intent to limit the respondent, the proposal or the evaluation of the proposal to any one material or product specified but rather to describe the minimum standard. When proprietary names are used, they shall be followed by the words "or alternatives of the quality necessary to meet the specifications." A proposal containing an alternative, which does not meet the specifications, may be declared non-responsive. A proposal containing an alternative may be accepted but, if an award is made to that respondent, the respondent will be required to replace any alternatives, which do not meet the specifications. A LIU representative shall be the sole judge in making determinations as to the quality.
14. **Asbestos:** No asbestos containing products will be used in the scope of this project.
15. **Compliance with Laws and Agency Mandates:** The Vendor shall be responsible for all costs and compliance with all laws, regulations and permits of local, state and federal governments, PA D.E.R., and the E.P.A. regulations. The Contractor shall be fully responsible for compliance with construction safety requirements of the PA Department of Labor and Industry and the U.S. Department of Labor Occupational Safety and Health Administration and the rules and provisions relating to the avoidance, use of, handling, and disposal of hazardous materials or waste as promulgated by federal, state, and local governmental entities. All applicable laws shall be deemed to be part of these specifications and the contract shall be enforced as though they were included.
16. **Procurement of Applicable Building Permit(s):** The Owner shall secure and pay for the building permit(s) if needed.
17. **Insurance Requirements:**
  - A. Insurance Needed – From signing of the Contract until final payment, the Vendor shall at their expense, purchase and maintain the following insurance in companies properly licensed, having a Best Rating of A or A+, and satisfactory to the Owner. All insurance shall be carried with companies that are financially responsible. If any such insurance is due to expire during the construction period, the Vendor shall not permit the coverage to lapse and shall furnish evidence of coverage to the Owner.
    - 1) Workmen's Compensation, including Occupational Disease, and Employer's Liability Insurance:

- a) Statutory – Amounts and coverage as required by Commonwealth of Pennsylvania Workmen’s Compensation laws.
  - b) Employer’s Liability at least \$500,000 each accident; \$500,000 disease policy limits; \$500,000 disease each employee.
- 2) Public Liability including coverage for direct operations, sublet work, personal and advertising injury, bodily injury, property damage with explosion, collapse, and underground hazard coverage (X, C, U) contractual liability, products, and completed operations with limits not less than those states below.
- a) General Aggregate (Other than Products and Completed Operations) \$1,000,000
  - b) Products and Completed Operations Aggregate \$1,000,000
  - c) Personal and Advertising Injury \$1,000,000
  - d) Each Occurrence \$1,000,000
- 3) Comprehensive Automobile Liability Insurance including coverage for owned, non-owned, and hired vehicles with limits not less than those stated below.
- a) Bodily Injury and Property Damage Combined \$1,000,000
- 4) Umbrella Liability policy minimum coverage \$1,000,000 each occurrence to override all Comprehensive Liability Policies.
- 5) Include the Owner and, as applicable, the construction manager and the Architect/Engineer, as an additional insured under Contractor’s Public Liability and Umbrella Excess Liability Policies.
- 6) Vendor shall submit to the Owner within five (5) days of the award of a contract, an appropriate Certificate of Insurance which certifies that the company is covered by insurance requirements as stated in sections A, 1) – 5) above. A notarized letter shall accompany certificate of Insurance from the Vendor’s insurance carrier advising the Owner to what degree the aggregate limit has been impaired. Further, the Vendor fully understands that failure to timely submit the Certificate of Insurance shall give the Owner the option to withdraw the award.
- a) Vendor’s Certificate of Insurance shall be submitted to the Owner on the standard ‘Acord’ Form.

- b) The Vendor shall require the Insurance Company to modify the cancellation reporting policy (as written in the lower right-hand of the 'Acord' Form) to read as follows:

Should any of the above-described policies be cancelled before the expiration date thereof, the issuing company will mail sixty (60) days written notice to the certificate holder named to the left.

- B. In accord with the provisions of this Article, the Owner hereby notifies the Vendors that the Owner does not intend to carry Property Insurance on construction materials, stored on or off site, or in transit, nor construction equipment stored or in transit.
  - C. Installation Floater (Builder's Risk) – The Contractor will provide all risk coverage with a deductible not higher than \$1,000, per occurrence. The Owner will not supply coverage for Vendor's equipment and/or tools.
18. **Site Restoration:** Contractor shall be responsible to restore the site to the site's original condition upon completion of the installation work.
  19. **Use of Property:** Vendor shall limit the use of the property to delivery and support activities in areas designated as required to perform the project. Keep driveways, fire lanes, handicap parking, vestibules and entrances clear at all times; do not use these areas for parking or storage of materials. Schedule deliveries to minimize requirements of storage of materials.
  20. **Tobacco, Alcohol and Drugs:** The LIU's official policies prohibit the possession, use, or distribution of alcohol or drugs on office property, and the use of tobacco on office property. Vendors shall ensure that all workmen, delivery persons, inspectors, and subcontractors comply with these Board Policies.
  21. **Contact Person(s):** All respondents are directed to contact Mr. Thomas Weaver ([tjweaver@iu12.org](mailto:tjweaver@iu12.org)), Manager of Facilities and Purchasing Consortium for questions regarding the detailed specifications for the high volume copiers. Questions regarding the general proposal requirements should also be directed to Mr. Thomas Weaver, Manager of Facilities and Purchasing Consortium.
  22. **Compatibility of Work to Existing Conditions:** The vendor shall replace or repair any damage to surroundings caused by operations under this contract. As the case may be, all furnishings and loose equipment remain the property of the Owner .
  23. **Pre-qualification of Respondent:** Vendors responding on this project at the time of the submission of proposals shall submit a list of references where similar products have been provided including name and telephone number of a contact person.

24. **Delivery Schedule:** Orders will be placed within 5-business of contract signing and delivery to LIU locations within 30-days of contract signing, with at least 72 hours prior notice. The vendor must notify Mr. Thomas Weaver, Manager of Facilities and Purchasing Consortium, so that an LIU representative can be present when the equipment is received. All prices shall include shipping for equipment and supplies.
25. **Sub-Contracts:** The successful respondent shall not assign, transfer, or sublet proposals without prior written approval by the LIU.
26. **Payment:** Payment shall be approved upon receipt of the invoice and all units and service in a condition acceptable to the LIU at its sole discretion where said payment has been approved by the LIU Board of School Directors.
27. **Liability:** Vendor will be responsible for any damage to property caused by the Vendor or his agents. Vendor further covenants and agrees to assume and does hereby assume all liability for, and shall and does agree to indemnify and save harmless the LIU against any and all loss, costs, suits, claims, charges, or damages, or injuries, torts, or trespasses happening in and about, or in any way incident to, or by reason of the performance of this contract and the performance of said work and labor, including costs, counsel fees, and all expenses of defense.
28. **Clearances:** Act 34 and Act 151 forms (Criminal Background and Child Abuse) along with Act 24 and FBI fingerprinting, must be supplied for all vendor employees, contractors, and subcontractors scheduled to work on the job site when school is in session.
29. **Proposal/Price Dates:** No respondent may withdraw their proposal for a period of 90 days after the date set for opening proposal.
30. **Samples:** The LIU reserves the right to require the respondent to ship sample unit(s) at the respondent's expense and to require the responder to remove sample unit(s) at responder's expense. The LIU reserves the right to reject sample unit(s) as not meeting specifications at its sole discretion
31. **Setup and Removal:** Respondents price includes cost of delivery, setup, removal per LIU instructions and removal of shipping/packaging materials from the LIU premises. Upon termination of contract between LIU and Vendor, all equipment and supplies must be scheduled for removal within 30-days.
32. **Alternates:** Alternates must be clearly indicated on the proposal response. If proposing an alternate, the LIU reserves the right to request the vendor provides a sample unit for a two-week testing period, at no cost to the LIU.
33. **Non-Collusion Affidavit:** The enclosed Non-Collusion Affidavit must be executed and submitted with the proposal document.

34. **Default:** Failure to conform to proposal conditions or contract documents or purchase order shall result in the respondent being required to remove said item and repair or replace at no cost to the LIU. If the respondent does not correct non-conformance within a specified time by the LIU, the LIU has the right to remove and/or replace with items or services from the open market and any costs shall be the responsibility of the respondent.
35. **Site Visit:** The respondent shall be responsible to visit the office buildings where the current copiers are located to acquaint themselves with local conditions at that location so that note can be made of anything that might affect their proposals. **The respondent shall verify all measurements and power supply requirements.**
36. **Number of Units to be Ordered:** The LIU is interested in leasing high volume copier and multifunction printers to be located at various facilities within the LIU. We request that 3 of the existing black and white units be replaced with color units, those units are 17-A5094, 17-A5117 and 17-A2899. We are also requesting the addition of envelope trays on units 17-A5130 and 17-A5122. See [appendix A](#) for device usage and performance specifications .

## Specifications:

The chosen vendor will deploy the necessary technology to be able to centrally collect and report the required monthly print meter readings and service alerts for all leased units.

The LIU will provide network setting information for all devices in order to assist with pre-delivery configuration. The vendor is responsible for securing the management accounts on all devices. The LIU will provide the requested credentials to the vendor upon agreement of contract

The supplied devices must be capable of operating on normal grid power. If the devices require additional surge suppression or power conditioning, that hardware shall be supplied by the vendor as part of the agreement.

The vendor is responsible for updating the copiers and ensuring that the firmware is up to date. Within 14 days of any security notice issuance by the manufacturer or public CVE, the awarded vendor will update the firmware on all leased hardware to the latest version that addresses the vulnerability.

Attached are detailed specifications and requirements for the copiers. The LIU is interested in receiving quotes for a five-year lease option. The LIU invites quotation for supplying 49 copiers for the locations listed on the next page. The units will be a digital copier with the ability to handle monthly volumes at least 20% higher than the current average monthly volumes. The page per minute rating must be at least 20% higher than the rating of the current devices. The LIU desires quotation for new production machines that are at least similar in specification and capability, if not better than, the current copiers. Price for lease, licensing and maintenance service shall be fixed for the term of the lease.

The majority of the devices requested are workgroup or office sized units. The LIU currently has one print center device, a Lanier 8100s, 17-A5093 . The existing configuration is provided in [appendix B](#) . The AMV for this device is 37,500 . The LIU is interested in a device that meets the currently available functionality, AMV + 20% and speed in excess of 100ppm

## Minimum Requirements

- Network - 100/1000 ethernet interface. Support for tcp IPv4 and IPv6 and any requirement that Papercut may have
- First page time <6 seconds
- Automatic duplex support
- Bypass tray
- Standard tray capacity of at least 500 pages
- Support for paper up to 11x17
- Scan to email - PDF
- Scan to email - OCR
- Fax capability via IP and POTS

- Workgroup sized copiers, defined as larger than existing Lanier 301sp devices, will have finishers capable of 50 sheet single staple
- Workgroup sized copiers will have 2 standard capacity trays and 1 high capacity tray
- Minimum 6” lcd touchscreen
- Minimum print and copy resolution of 600 dpi

The Lincoln Intermediate Unit would like to deploy Papercut for print auditing and access control. Any quotation for copier units shall include all required Papercut licensing, support and deployment for the term of the lease. The LIU will provide a Windows 2016 virtual server for Papercut installation. All leased units shall come equipped with RFID readers capable of reading the current LIU issued building access FOBs and prox cards. Papercut will be licensed for 1000 end users and all leased copier hardware.

### Appendix A

#### Copier Information

<b>Current Equipment Details</b>	<b>AMV - B&amp;W</b>	<b>AMV-Color</b>
LINCOLN INTERMEDIATE UNIT # 12 : 65 BILLERBECK STREET P O BOX 70		
17-A2525[ Ricoh/Lanier/2550F/Lanier LD425BWSPF]	2064	
<b>17-A2555</b> [ Ricoh/Lanier/171SP/Lanier LD117SPF]	4050	
<b>17-A2871</b> [ Ricoh/Lanier/2800F/Lanier LD528C]	934	40
<b>17-A5093</b> [ Ricoh/Lanier/8100S]	37485	
<b>17-A5096</b> [ Ricoh/Lanier/4002P]	20140	
<b>17-A5097</b> [ Ricoh/Lanier/4002P]	9021	
<b>17-A5102</b> [ Ricoh/Lanier/3003C]	4679	8835
<b>17-A5103</b> [ Ricoh/Lanier/2553P]	1953	
<b>17-A5104</b> [ Ricoh/Lanier/2553P]	1917	
<b>17-A5108</b> [ Ricoh/Lanier/2553P]	5315	
<b>17-A5110</b> [ Ricoh/Lanier/2553P]	1765	
<b>17-A5111</b> [ Ricoh/Lanier/2553P]	4519	
<b>17-A5112</b> [ Ricoh/Lanier/2553P]	244	
<b>17-A5114</b> [ Ricoh/Lanier/2553P]	5356	
<b>17-A5123</b> [ Ricoh/Lanier/6002P]	13252	
<b>17-A5125</b> [ Ricoh/Lanier/301SP]	847	
<b>17-A5126</b> [ Ricoh/Lanier/301SP]	1243	

17-A5127[ Ricoh/Lanier/301SP]	89	
17-A5128[ Ricoh/Lanier/301SP]	102	
17-A5135[ Ricoh/Lanier/301SP]	340	
17-A5147[ Ricoh/Lanier/2553P]	2792	
17-A5148[ Ricoh/Lanier/2553P]	2561	
LIU : 1685 BALTIMORE PIKE		
17-A5106[ Ricoh/Lanier/2553P]	3012	
LIU - ACT 89 DELONE : 206 SOUTH OXFORD AVENUE		
17-A5149[ Ricoh/Lanier/2553P]	1359	
LIU - ACT 89 YORK CATHOLIC : 601 EAST SPRINGETTSBURY		
17-A5109[ Ricoh/Lanier/2553P]	1116	
LIU - ADAMS COUNTY PRISON : 45 MAJOR BELL LANE		
17-A5131[ Ricoh/Lanier/301SP]	97	
LIU - FLC : 2397 LOOP ROAD		
17-A2899[ Lanier/LANIER LD360SP] - Replace with color capable device	28662	
17-A5119[ Ricoh/Lanier/6002P]	22310	
17-A5122[ Ricoh/Lanier/6002P] - Add envelope tray	16712	
17-A5133[ Ricoh/Lanier/301SP]	348	
LIU - MIGRANT/ERIC MANDE : 300 E 7TH AVE		
17-A5107[ Ricoh/Lanier/2553P]		
LIU - PARADISE SCHOOL : 6156 WEST CANAL ROAD		
17-A5095[ Ricoh/Lanier/4002P]	13869	
17-A5101[ Ricoh/Lanier/2501P]	7120	
17-A5113[ Ricoh/Lanier/2553P]	4550	
LIU - SPEC PROJ ALT LEARN : 140 NORTH BEAVER STREET		
17-A5105[ Ricoh/Lanier/2553P]	4463	
LIU - SPEC PROJECT NOEL : 102 N. Main St		
17-A5115[ Ricoh/Lanier/2553P]	1279	
LIU - SPEC PROJECT PRISON : 3400 CONCORD ROAD		
17-A5100[ Ricoh/Lanier/2501P]	1932	
LIU - York : 300 E 7TH AVE		
17-A5094[ Ricoh/Lanier/4002P] - Replace with color capable device	9300	
17-A5099[ Ricoh/Lanier/2501P]	4321	
17-A5107[ Ricoh/Lanier/2553P]	2065	
17-A5116[ Ricoh/Lanier/2553P]	3256	

<b>17-A5117</b> [ Ricoh/Lanier/2553P] - Replace with color capable device	6574	
<b>17-A5118</b> [ Ricoh/Lanier/6002P]	31418	
<b>17-A5120</b> [ Ricoh/Lanier/6002P]	10536	
<b>17-A5121</b> [ Ricoh/Lanier/6002P]	26584	
<b>17-A5124</b> [ Ricoh/Lanier/301SP]	254	
<b>17-A5130</b> [ Ricoh/Lanier/301SP] - Add envelope drawer	125	
<b>17-B6076</b> [ Ricoh/Lanier/301SP]	1360	
LIU ACT 89 ST ROSE LIMA SCHOOL : 115 NORTH BEISEKER ROAD		
<b>17-A5132</b> [ Ricoh/Lanier/301SP]	427	
LIU CHILDREN'S AID SOCIETY : 255 MILLER ST		
<b>17-A1849</b> [ Gestetner/GESTETNER 525] <a href="#">Rental</a>	2000	294

## Appendix B

Configuration Page		LANIER Pro 8100S	
<b>System Reference</b>		Dec. 14, 2018 09:49:23AM	
Machine ID	E803C960075	Total Memory	1973 MB
Total Counter	186542		
Firmware Version	Printer[2.05 / D7265701N], System[2.08 / D1795760V], Engine[4.11:08 / D1795404Z], LCDC[2.01 / D1797290H], NIR[12.76 / D1795769H]		
Device Connection	-		
HDD: Font/Macro Download	Free Space 5104704 KB , Disk Capacity 5104716 KB		
Printer Language	Adobe PostScript 3 [1.07], Adobe PDF [1.07], RPCS [3.13.31], PCL 5e [1.09], PCL XL [1.09]		
Attached Equipment	LCT, Tray 7, Booklet Finisher SR5060, Multi-hole Punch Unit		
<b>Paper Input</b>			
Tray Priority	Tray 1		
Tray 1	11 x 8 1/2 Plain Paper		
Tray 2	11 x 8 1/2 Cardstock		
Tray 3	8 1/2 x 11 Plain Paper		
Tray 4	11 x 8 1/2 Tab Stock, Tray Locked, Duplex Unavailable		
Tray 5	11 x 8 1/2 Cardstock		
Tray 6	11 x 8 1/2 Plain Paper, Tray Locked		
Tray 7	11 x 8 1/2 Cardstock		
<b>Data Management</b>			
Auto Del. Temp. Print Jobs	Off	Hours to Delete	8
Auto Del Stored Print Jobs	On	Days to Delete	3
<b>System</b> <span style="float: right;">* indicates a non-default setting.</span>			
Print Error Report	Off	Auto Continue	Off
Store and Skip Errored Job	Off	No. of pages to judge jobs	3
Memory Overflow	Do not Print	AutoCan Conf forPDL ErrJob	Do not Display
AutoCan for Prt Job on Err	Off	Job Separation	Off
Rotate Srt: Auto Ppr Contn	Off	Rotate by 180 Degrees	Off
Print Compressed Data	Off	Memory Usage	Frame Priority
Duplex	Off	Copies	1
Blank Page Print	On	Toner Saving	Off
Spool Image	Off	Reserved Job Waiting Time	Short Wait
Printer Language	Auto	Sub Paper Size	Auto
Page Size	8 1/2 x 11	Letterhead Setting	Auto Detect
Tray 1	Machine Setting(s)	Tray 2	Machine Setting(s)
Tray 3	Machine Setting(s)	Tray 4	Machine Setting(s)
Tray 5	Machine Setting(s)	Tray 6	Machine Setting(s)
Tray 7	Machine Setting(s)	Edge to Edge Print	Off
Default Printer Language	PCL	Tray Switching	Off
Extend Auto Tray Switching	Off	Jobs Not Prntd As Mach Off	Do not Print
Restrict Direct Print Jobs	Off	Switch Initial Screen	Job List
<b>PCL Menu</b>			
Orientation	Portrait	Form Lines	60
Font Source	Resident	Font Number	0
Point Size	12.00	Font Pkch	10.00
Symbol Set	PC-8	Courier Font	Regular
Extend A4 Width	Off	Append CR to LF	Off
Resolution	600 dpi		
<b>PS Menu</b>			
Job Timeout	Use Driver/Command	Job Timeout Time (Seconds)	0
Wait Timeout	Use Driver/Command	Wait Timeout Time (Seconds)	300
Paper Selection Method	Select Paper Tray	Switchng bwn 1&2 Side Prnt	Active
Data Format	TBCP	Resolution	600 dpi
Orientation Auto Detect	On		
<b>PDF Menu</b>			
Reverse Order Printing	Off	Resolution	600 dpi
Orientation Auto Detect	On		
<b>Host Interface</b>			
I/O Buffer	128 KB	I/O Timeout	15 seconds
DHCP	*Off	IPv4 Address	10.100. 64. 67
Sub-net Mask	255.255.255. 0	IPv4 Gateway Address	10.100. 64. 1
IPv6 Stateless Setting	Active	IPv4	Active
IPv6	Inactive	SMB	Active
Ethernet Speed	Auto Select: Disable 1Gbps	Fixed USB Port	Off
<b>Interface Information</b>			
MAC Address	00.26.73.6d.55.b2	Host Name	RNP0026736D55B2
Workgroups Name (SMB)	WORKGROUP	Network Path Name (SMB)	\\RNP0026736D55B2\\Pro8100S
Invalid Interface	Not Detected		

## INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this proposal. According to the Pennsylvania Antirigging Act, 73 P.S. §§ 1611 et. seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with proposals.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the respondent who makes the final decision on prices and the amount quoted in the proposal.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids or proposals are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the respondent with responsibilities for the preparation, approval or submission of the proposal.
4. In the case of a proposal submitted by a joint venture, each party to the venture must be identified in the response documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of proposals higher than the proposal of another firm, any intentionally high or noncompetitive proposal, and any other form of the proposal submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the proposal.

NON-COLLUSION AFFIDAVIT

Proposal Name \_\_\_\_\_  
State of \_\_\_\_\_  
County of \_\_\_\_\_

I state that I am \_\_\_\_\_ of \_\_\_\_\_  
[Title] [Name of my firm]

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this proposal.

I state that:

- (1) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, vendor or potential respondent.
- (2) Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a respondent or potential respondent, and they will not be disclosed before proposal opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from responding on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- (4) The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- (5) \_\_\_\_\_ its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that \_\_\_\_\_ understands and acknowledges that the  
[Name of my firm]  
above representations are material and important, and will be relied on by LIU 12 in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from LIU 12 of the true facts relating to the submission of proposals for this contract.

\_\_\_\_\_  
[Name and Company Position]

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_/\_\_\_\_/\_\_\_\_