CITY OF NEWTON

PURCHASING DEPARTMENT

REQUEST FOR PROPOSAL:

SUPPLY AND DELIVER PRINTER MANAGEMENT SERVICES AND SUPPLIES TO THE NEWTON PUBLIC SCHOOLS

RFP #26-23

Submittal Due Date: November 20, 2025, at 10:00 a.m.

OCTOBER 2025

Ruthanne Fuller, Mayor

CITY OF NEWTON
PURCHASING DEPARTMENT

REQUEST FOR PROPOSAL #26-23

The City of Newton (City) invites sealed proposals in accordance with M.G.L. c.30B, §6 from Contractors for

Supply and Deliver Printer Management Services and Supplies to the Newton Public Schools

Proposals will be received until: 10:00 a.m., Thursday, November 20, 2025
at the Purchasing Department, Room 108, Newton City Hall, 1000 Commonwealth Ave., Newton, MA 02459. Immediately following the deadline for bids, all proposals received within the time specified will be opened.

There will be no public opening of submitted proposals. Following the deadline for receipt, the Chief Procurement Officer will open the Technical Proposals and prepare a register of those firms submitting proposals which shall be available for public inspection. All proposal content shall be confidential until the evaluation is final and award has been made.

Documents associated with this Request For Proposals (RFP) will be available online at the City's Website: **www.newton.ma.gov/bids**, after **10:00 a.m., October 30, 2025**. Bid surety is not required for this bid.

Proposers are responsible for downloading the specifications from the City's website at **www.newtonma.gov/bids.** Proposers are requested to email the Purchasing Department (purchasing@newtonma.gov) with their Company Name, Address, Email address, Phone & Facsimile number and what RFP # (i.e. #26-23) they have downloaded.

As this is an RFP, proposers shall submit (i) a Technical, or non-price Proposal, which includes everything responsive to this RFP except the proposed contract price, and (ii) a Price Proposal.

The RFP Price Proposal includes two (2) Alternates.[1] The Alternate 1 Price Proposal is computed by multiplying a copier page price times an estimated number of copies times 12. For the Alternate 2 Price Proposal the proposer will provide a one year contract price based on NPS's number of copiers (700). An Alternate 2 Price Proposal shall include an explnanation of how the one year price was calculated.

Proposers may provide a price for just one Alternate.

There is no specific form for the Technical Proposal, although it should be responsive to all non-price information requested in the RFP. The Price Proposal shall be submitted on the Price Proposal #26-23 form (p. 14-16) included in this RFP.
All proposals shall be submitted (i) for the Technical Proposal, **one (1) ORIGINAL and FOUR (4) COPIES** and (ii) for the Price Proposal, **ONE (1) ORIGINAL and TWO (2) COPIES**. In addition, proposers should submit **ONE** (1) thumb drive (or other digital copy) of its Technical Proposal.

The term of the awarded contract **shall extend from February 1, 2026, through January 31, 2027.** The City shall have the option, at its sole discretion, to extend the agreement for two (2) additional one (1) year terms with no change in the contract price[2] and terms and conditions.

Time is of the essence in the performance of the work of this contract. Work shall begin the later of (i) February 1, 2026 or (ii) the date on which the contract is fully executed.

Proposers' attention is directed to the requirements of the City's Supplemental Equal Employment Opportunity, Anti-Discrimination and Affirmative Action Program and also to the Minority/Women Owned Business Enterprise Plan from December 1999, all of which are available on the Purchasing Department's web page. In the event of conflict between any of the above listed policies, the stricter policy shall apply.

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[1] It is the City's intent to award one (1) contract to the responsible and responsive bidder offering the most advantageous proposal based on a proposer's Technical Proposal and Price Proposal, using whichever Alternate the City shall elect.

[2] Please note that as older printers are replaced with new printers under a manufacturers' one year warranty and/or if through the management of printers, the printer inventory is significantly reduced, NPS reserves the right to negotiate a decrease in the renewed contract price with contractor if warranted. The exercise of each option to renew shall be subject to appropriation and /or continuation of funding.

All City of Newton bids are available on the City's web site, **www.newtonma.gov/bids**. It is the sole responsibility of the contractor downloading the RFP to have received any and all addenda prior to the bid opening. Addenda will be available on the City website.

In accordance with the provisions of M.G.L. c.30B, §9, the City reserves the right to cancel the RFP or to reject in whole or in part any and all RFP if the City determines that cancellation or rejection serves the best interest of the City.

In the event that any person wishes to attend a bid opening or pre-bid meeting, accessible and reasonable accommodations will be provided to persons requiring assistance. If you need a reasonable accommodation, please contact the city of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: jfairley@newtonma.gov or (617) 796-1253. For Telecommunications Relay Service, please dial 711.

CITY OF NEWTON

Nicholas Read
Chief Procurement Officer
October 30, 2025

CITY OF NEWTON
PURCHASING DEPARTMENT
REQUEST FOR PROPOSAL #26-23

SUPPLY AND DELIVER PRINTER MANAGEMENT SERVICES AND SUPPLIES TO THE NEWTON PUBLIC SCHOOLS

I. TIMELINE & DECISION TO USE A REQUEST FOR PROPOSALS

The *Chief Procurement Officer* has determined that in order to select the most advantageous proposal for the implementation and support of Printer Management Services and Supplies (collectively, the "Services") for the Newton Public Schools (NPS), comparative judgments of technical factors and features offered will be necessary. The City believes an advantageous Services provider must have extensive experience in implementing and supporting Printer Management Services and Supplies in a large public school district, as well as features that provide the best match for the needs of the NPS.

NPS intends to award one contract to the most advantageous proposer for Printer Management Services and Supplies. Pricing for the Services for the initial term and the two (2) optional extension terms should be provided in Section C(1) of the Price Proposal (p. 14).

The RFP process will allow the City to assign comparative ratings to proposers based on the feature set offered by the proposer and on-going support available throughout use of the Services. Further, the RFP selection process will enable NPS to select a proposer that has provided references confirming features set and use cases similar to the Services proposed.

The City will establish an Evaluation Committee to evaluate the proposals. The Evaluation Committee will review the proposals and meet with all proposers for a services overview who have been deemed responsive and responsible with reference checks to follow. The proposer identified as most advantageous will be expected to develop an implementation plan in accordance with the proposal requirements as further described herein, no later than thirty (30) days upon notification of award.

II. BACKGROUND AND GENERAL INFORMATION ON NEWTON PUBLIC SCHOOLS NEEDS FOR PRINTER MANAGEMENT SERVICES AND SUPPLIES

NPS uses over 700 printers (*See* **Appendix A** for a listing of current printers and usage) throughout the district for both administrative and instructional functions. These printers include a combination of color and black & white laser printers. The printers are located throughout the district's schools and offices. The vast majority of these printers are manufactured by Hewlett Packard. The Services to be provided under this contract include:

- tracking and monitoring laser printer assets and their use
- automatic delivery of consumables such as print toners and maintenance kits
- printer repair services including parts and labor
- options for annual preventive maintenance during summer vacation in preparation for the start of the school year
- monthly and quarterly reports on printer usage and recommendations on use and maintenance for improved efficiency of all printer operations

All supplies and parts (including but not limited to toner, maintenance kits, cleaning kits, and replacement parts) are expected to be Original Equipment Manufactured (OEM) and are to be provided by the awarded contractor ("contractor" or "vendor") as a part of this contract. Repair and toner replenishment response time of two (2) business days are required with services and delivery occurring Monday-Friday 8:00 AM to 4:00 PM.

A contract will be awarded for a period **from February 1, 2026, through January 31, 2027** based on the criteria established in Section VI. **Prices submitted in this bid shall remain firm for the duration of the initial and extension terms, if any.** The City, at its sole discretion, shall have the option to **extend the contract for two (2) additional one (1) year terms with no change in the contract price and terms and conditions.** The exercise of each option to renew shall be subject to appropriation and /or continuation of funding.

The City reserves the right to terminate this contract prior to the expiration date in the event total expenditures reach the above stated contract total. If for any part thereof during the term of the contract, funds for the discharge of the City's obligations thereunder are not appropriated and authorized, or funds so appropriated and authorized are reduced or withdrawn, then the contract shall terminate.

III. INSTRUCTIONS TO THE PROPOSER

A. GOVERNING LAW and DEADLINE FOR SUBMISSION: All proposals must be submitted in accordance with Massachusetts General Laws Chapter 30B, §6, to the *Chief Procurement Officer* in the Purchasing Department, Newton City Hall, 1000 Commonwealth Avenue, Room 108, Newton, MA 02459, **no later than 10:00 a.m., November 20, 2025**.

Proposers shall provide in separate sealed envelopes:

(i) ONE (1) ORIGINAL and FOUR (4) COPIES and, ONE (1) thumb drive or other digital copy of the TECHNICAL PROPOSAL and

(ii) ONE (1) ORIGINAL and TWO (2) COPIES of the PRICE PROPOSAL in separate sealed envelopes.

Envelopes shall be marked:

"**TECHNICAL PROPOSAL – RFP #26-23 – SUPPLY AND DELIVER PRINTER MANAGEMENT SERVICES AND SUPPLIES** "

Technical Proposals must have information submitted under the categories as listed in Section II-F as outlined below.

"**PRICE PROPOSAL – RFP #26-23 – SUPPLY AND DELIVER PRINTER MANAGEMENT SERVICES AND SUPPLIES** "

IF PRICE IS INCLUDED IN THE TECHNICAL PROPOSAL, THE PROPOSAL MAY BE DISQUALIFIED.

Faxed or emailed proposals will not be accepted.

If you wish to receive notification of any addenda or other notices, please email your company information to purchasing@newtonma.gov. Otherwise, you may view all City of Newton public bids online at: www.newtonma.gov/bids .

B. QUESTIONS/ADDENDA: Inquiries involving procedural or technical matters should be directed in writing, no later than Friday, **November 14, 2025, at 12:00 noon** to:

purchasing@newtonma.gov

or by mail to

Purchasing Department
Room 108
City of Newton
1000 Commonwealth Avenue
Newton, MA 02459

ADDENDA: Each proposer is required to acknowledge any/all Addenda. Proposers shall place their acknowledgement as the first line of its Technical Proposal Transmittal/Cover Page, which shall be placed as the first page of the "Technical Proposal" as well as in the designated line of the "Price Proposal".

Addenda will be posted online and emailed to every individual or firm on record as having received a set of bid documents. If you have downloaded the RFP from the internet, you must make your company known to the City Purchasing Department by emailing or faxing your company's name, address, phone, fax and email address and include the RFP number (#26-23) and project title. It is the contractor's sole responsibility to ensure that it has received all addenda prior to the RFP submittal date. Copies of addenda will be made available at the Purchasing Department and on the City's website: www.newtonma.gov/bids

C. EXAMINATION OF DOCUMENTS: The proposer shall be familiar with the bid documents before submitting the proposals in order that no misunderstanding shall exist in regard to the nature and character of the contemplated services to be performed. No allowance will be made for any claim that the proposal is based on incomplete information as to the nature and character of the area or contemplated service.

D. The City will reject any and all proposals when required to do so by the above referenced General Laws. In addition, the City reserves the right to waive any informality in any or all proposals, or to reject any or all proposals, in whole or in part, if it be in the public interest to do so.

E. TIMELINE:

RFP Process	Date
Release of RFP and post to City of Newton website:	October 30, 2025, at 10:00 a.m.
Final questions to be submitted in writing no later than:	Friday, November 14, 2025, at 12:00 noon Email address: purchasing@newtonma.gov
Answers to all questions will be by Addendum issued on:	On or Before Monday, November 17, 2025
Proposals Submission Date	Thursday November 20, 2025, at 10:00 a.m.
Proposals to be reviewed.	TBD
Proposal Evaluation Completed	TBD
Contract Award Date	TBD
Printer Management Services and Supplies Start Date	February 1, 2026

F. Each proposer's **Technical Proposal** must contain a section for each of the following:

1. **Transmittal Sheet** including acknowledgement of any Addenda for this RFP.

2. A one-page **Letter of Interest** including a brief narrative of your company's history with **Printer Management Services and Supplies.**

3. A **Minimum Requirements Section** including Minimum Requirements Checklist (*See* Section IV), completed forms and any needed additional explanatory narratives to explain the criteria as outlined in Section IV below.

4. **Comparative Criteria** section addressing the items in Section VII.

G. **Price Proposal**

Vendor must submit price proposal using the Price Proposal form attached to these bid documents. Please follow all specifications for submitting price proposal III.A.

IV. EVALUATION OF PROPOSALS

There will be no public opening of submitted proposals. Following the deadline for receipt, the *Chief Procurement Officer* will open the Technical Proposals and prepare a register of those firms submitting proposals which shall be available for public inspection. All proposal contents shall be confidential until the evaluation is final and award has been made.

The Technical Proposals shall be evaluated by an evaluation committee designated by the *Chief Procurement Officer* who shall prepare their evaluation instructions based on the criteria contained herein (*see* section VII). The evaluation committee may also meet with each vendor meeting the minimum criteria and conduct reference checks as part of the evaluation of proposals.

Upon completion of the technical evaluation, the *Chief Procurement Officer* will open and evaluate the Price Proposals. A contract will be awarded to the responsive and responsible proposer (i) whose proposal is determined to be most advantageous (based on the Technical Proposal) taking into consideration cost and evaluative criteria and (ii) who presents an acceptable plan of services. The City reserves the right to reject any and all proposals if it is determined to be in the best interests of the City.

All proposals shall remain firm for sixty (60) calendar days after the proposal opening.

V. MINIMUM CRITERIA CHECKLIST

All proposals must have a section in their proposal labeled Minimum Criteria and must provide all necessary documentation as evidence that they meet each of the following Minimum Criteria in order to be considered for further evaluation. If you have placed your documentation elsewhere in this Technical Proposal, you shall indicate the page number where that documentation can be found within your Technical Proposal. If the documentation or identification of page number is not clearly evident for each criterion, the proposal may be deemed unresponsive.

The proposer and/or those employees of the proposer who will be assigned to this project shall provide evidence of the following:

1. _____ Full Printer Service Provider meeting the following criteria:

    a. _____HP Authorized Service Provider with at least five (5) years of documented business experience servicing Hewlett Packard printer equipment.

    b. _____Service Provider with at least five (5) years of documented business experience servicing various types of both networked and local standalone printers.

    c. _____The contractor has an established presence in the Metro-West and Boston areas, demonstrating a track record of providing print management services as outlined to local school districts.

    Bidders must provide a minimum of three (3) successful references of educational institutions for which the bidder performed comparable printer management and repair service contracts (*see* NPS Inventory Summary **Appendix A**) within the five (5) years preceding the date of the bid.

    d. _____Work within the scope of this contract cannot be subcontracted to another company or individuals who are not in the direct employ of the awarded bidder.

2. _____Vendor agrees to all Minimum Scope of Work Requirements as outlined in Section VI: Minimum Scope of Work Requirements.

3. _____Proposer has included and addressed all areas of the Narrative Proposal as outlined in Section VI: Minimum Scope of Work Requirements.

4. Required forms and questions

    a. _____Proposer's Qualifications and References Form, 2 pages

    b. _____Non-Collusion Form, 1 page

    c. _____Certification of Tax Compliance, 1 page

    d. _____Certificate of Foreign Corporation (if applicable), 1 page

    e. _____Debarment Letter, 1 page

    f. _____IRS W-9 Form, 1 page

    g. _____Business Category Information Form, 1 page

    h. _____Vendor Payment Security Questionnaire, 1 page

To the extent that a Minimum Criterion requires the certification of fact, the proposer's certification as to that fact shall be an adequate response provided, however, that on request the proposer shall provide to the City such evidence as the City may request to support that fact.

VI. MINIMUM SCOPE OF WORK REQUIREMENTS

1.0 Full-Service Maintenance

Full-service management applies to all laser printer equipment included in the inventory table, as well as networked or local laser printers documented in the initial audit.[3] Full-service management includes all labor, parts and printer supplies.

[3] The vendors initial audit is an on-site inspection that confirms **Appendix A** is accurate.

An initial annual audit is required at the start of the contract (*see* section VII). If the initial audit finds a significant difference in the inventory, the contractor is still responsible for honoring the bid price laser printer maintenance and management services originally offered. Contractors have the right to retract bid if a significant (>10% - 15%) difference in the inventory is found within 15 days of the audit at which point NPS will move to the next qualified contractor. Over the life of this contract, printer inventory may change as devices are added and removed from service, and subsequent costs as outlined in this contract will adjust accordingly.

Contract pricing must include all shipping and travel expenses. The cost shall be a fixed price per the contractor's bid.

1.1 Vendor will use FMAudit or approved equal software print management software to track print usage.

1.1.1 Vendor shall provide a demonstration of how to use print management software prior to the contract award.

1.1.2 Vendor will fully support the installation, testing, troubleshooting and maintain the current version of print management software on an ongoing basis.

1.1.3 Vendor shall provide hardware requirements for installing the print management software.

1.1.4 Vendor shall provide on-site training during the life of the contract to the NPS Tech Support Staff in the use of print management software over the life of the initial contract.

1.2 Consumables

1.2.1 All consumables, toners, parts, and maintenance kits shall be OEM.

1.2.2 Vendor must provide automatic delivery of consumables such as toner, fuser assemblies and maintenance kits for network printers and ensure due diligence that these are delivered in a timely manner relative to need (for example, prior to devices needing new toner).

1.2.3 In the event that an exception occurs and network connected printers run out of consumables before a replacement is provided, vendor shall provide the toner on-site within two (2) business days following notification.

1.2.4 Vendor will provide 1 extra toner in advance for every local non-network printer.

1.2.5 Service applies throughout the entire 12 months of this contract, including school vacations and summer months.

1.2.7 No travel reimbursement or other expenses will be allowed under this contract.

1.2.8 Contract costs must include toner recycling provided by the bidder or bidder must include information on free toner recycling from the OEM.

1.3 Printer Servicing/Repairs

1.3.1 The Information Technology department will notify the contractor via e-mail or through the vendor's request system of all necessary repairs. If the vendor employs a ticketing system, it must provide an email or other electronic copy of the request to the Newton Public Schools for record keeping. A repair ticket acknowledging that the work has been completed shall be forwarded through email or the vendor ticketing system to the NPS IT Dept. NPS reserves the right to adjust how completed printer ticket acknowledgments are communicated. Vendor must outline within the Technical Proposal section of this bid (see section VII) the method of submitting a repair ticket and how Newton Public Schools will receive updates on ticket completion.

1.3.2 Service shall apply to all laser printer equipment. Work shall be assessed and/or completed within two (2) business days following notification. For major repairs, work will be completed within 5 business days or notice provided to NPS with expected completion date. A comparable loaner printer may be requested if repairs cannot be completed within five (5) business days.

1.3.3 If vendor is not able to make the repair, the vendor will provide NPS with a working equivalent printer from the same manufacturer as a replacement (see 1.3.6 for restrictions on this requirement).

1.3.4 If the vendor damages the printer during the repair, the Vendor shall provide NPS with a working equivalent printer from the same manufacturer as replacement. NPS reserves the right to accept or deny printer replacement.

1.3.5 No travel reimbursement or other expenses will be allowed under this contract.

1.3.6 Vendor must stipulate in their submission any restrictions on the repair of printers based on age, etc. Otherwise, it is assumed the vendor will perform repairs on all printers and/or replace them with a working equivalent model.

1.3.7 The vendor must e-mail the NPS IT Department a monthly 'Repair Log' including the service date, school, room number, equipment identification, symptoms, work performed, parts, loaner, and technician.

1.3.8 The vendor shall be responsible for all manufacturers' warranty service at no additional cost to NPS. The manufacturer's standard warranty terms and conditions shall apply.

1.3.9 Service applies throughout the year including school vacations and summer months.

2.0 Billing, Reporting, Communication and Regular Check-Ins

2.1 Billing and Reporting: Full-Service Maintenance shall be invoiced monthly to the attention of Carol Stockdale, Newton Public Schools, 100 Walnut Street, Newtonville, MA 02460.

2.1.1 Monthly billing shall be broken down by each school location and provided in spreadsheet form listing building, location within building, department (where applicable), type of charge (i.e. local, network, black & white, color), meter reads before and after**,** print page count, and charge totals.

2.1.2 NPS may request/adjust how print billing is provided.

2.1.3 No travel reimbursement or other expenses will be allowed under this contract.

2.2 Regular Check-Ins

2.2.2 Quarterly check-in meetings between vendor and NPS IT Department to review quality of work, communications, and contract requirements.

2.2.3 Vendor will supply at least yearly an audit report including suggestions for improving efficiency and areas for cast savings. An initial report will be provided within 9 months of the contract start date. Suggestions in the audit report will be considered recommendations and not in any way binding upon this contract.

3.0 Vendor Employees

3.1 Vendor employees must demonstrate a professional appearance and demeanor while on any school premises.

3.2 Vendor shall be responsible for ensuring their employees meet all legal requirements for employment in the United States and the Commonwealth of Massachusetts.

3.3 The Vendor shall provide the NPS IT Department with the names of all Vendor employees working at Newton Public Schools in advance of assignment to the account.

3.4 Each employee shall carry an identification card, to be worn in a visible location on their person at all times while performing services on Newton Public Schools premises. Employees must identify themselves at all main offices upon entrance of any school building.

3.5 All employees of the awarded bidder **must** pass both CORI and SORI checks **before** they will be allowed entry to any of the district buildings to deliver the required repair services of this contract. Vendor will provide a list of staff members who will have access to NPS' school buildings. This list will be updated twice a year. All CORI and SORI checks are performed through the NPS Human Resources Department. NPS reserves the right to remove any staff member.

4.0 Description and Quality

4.1 Wherever items are specified by trade name, manufacturer, or dealer's catalog number, or by any other reference, it shall be taken to mean the items as this described or any other item equal thereto in quality, finish, durability, compatibility, safety and serviceability for the purpose for which it is intended. If an alternate item is being proposed, the bidder shall so indicate by providing a full description of the proposed substitute as well as provide data sheets, catalog cuts, performance and test data, and any other information which will support or otherwise prove equality; such proof rests entirely with the bidder. When the bidder does not state the brand, it is understood that the offer is exactly as specified. Final decisions concerning the quality of items, other than those specifically designated, is to rest with NPS whose determination shall be final and conclusive. Vendors shall guarantee quality control of all goods at no additional cost to the City. Samples shall be furnished free-of-charge upon request and may be retained for future comparisons. Samples and literature must be provided within three (3) days after the request.

4.2 The City encourages environmentally preferable products, i.e., products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal of the product or service:

1) emphasis on multiple environmental considerations such as recycled content, energy and water efficiency, renewable resource use and toxicity considerations rather than any single environmental feature;

2) evaluation of environmental impacts throughout the life cycle of the product which includes impacts during the manufacture, use and disposal of the product; and

3) recognition of cost and performance remain critical factors in all purchasing decisions. All products must be latex free and nut free.

4.3 Material Safety Data Sheets must be forwarded to the NPS at

Newton Public Schools
Education Center
100 Walnut Street
Newtonville, MA 02460
Attn: Information Technology Department

within thirty (30) days after the bid award. All products must be properly labeled with the product name, manufacturer's name, address and emergency telephone number, ingredients, cautions, warnings, hazard rating and first aid.

5.0 Delivery of Services

5.1 Services shall be provided promptly from the time an order is placed via on-line, telephone or email as outlined in section 2 of this document. An exception is only allowed with pre-approval in writing by an authorized employee.

5.2 Services shall be provided during normal business hours (8 AM - 4 PM), Monday through Friday.

5.3 The equipment used in the transportation and delivery of supplies procured shall be maintained in a sanitary condition at all times. The equipment shall be subject to unannounced inspections by a City or NPS representative at any time. All vehicles must turn off their engines while services are being provided.

6.0 Payment

6.1 Invoices shall be billed to:

Newton Public Schools
Accounts Payable Dept.
100 Walnut Street
Newtonville, MA 02460
npsaccounting@newton.k12.ma.us

6.2 Invoices must be in duplicate, by department, including the a) purchase order number, b) department name, c) item number, d) quantities, e) description, f) unit price and g) totals.

VII. COMPARATIVE CRITERIA

Proposals from bidders who meet or exceed the minimum criteria will be further evaluated and rated on the basis of the following Comparative Criteria. The City reserves the right to ask any respondent to provide additional supporting documentation in order to verify its response. **An in-person meeting with the vendor will be scheduled with all proposers deemed to have met all the minimum criteria. The purpose of this meeting will be to receive an overview of the bidder's proposal and clarify NPS questions about the bidder's proposal.**

Ratings of Highly Advantageous (HA); Advantageous (A) or Not Advantageous (NA) will be given to each of the following six (6) criteria for each respondent. A composite rating will then be determined. A composite rating of Highly Advantageous or Advantageous may be assigned only if a proposal has received at least one such rating among the criteria listed below.

To the extent that an Evaluation Criterion requires the certification of fact, the proposer's certification as to that fact shall be an adequate response provided, however, that on request the proposer shall provide to the City such evidence as the City may require proposer to support that fact.

All proposals must have a section labeled COMPARATIVE CRITERIA and must provide all necessary documentation with respect to each of the following criteria. If you have placed your documentation elsewhere in this Technical Proposal, you shall indicate the page number(s) where that documentation can be found. If documentation or identification of the page number(s) is not clearly evident for each criterion, the proposal may be deemed non-responsive. The evaluation of the Technical Proposals will be based on the "evaluation criteria" described in this section. A proposal will receive the appropriate rating based on the foregoing and no consideration shall be given to materials and features not requested by the criterion.

1. Implementation and Onboarding Plan:

Bidders must describe an implementation and onboarding plan including proposed calendar and meeting schedule to ensure this contract can begin as of the contract start date. This proposal should include:

- Meeting schedule between NPS and Vendor representatives; Vendor contacts
- Full initial inventory, tagging and audit of printer fleet
- Communication workflow to ensure seamless transition (for example, status reports and shared project plan which is kept current and published regularly).
- Technical requirements for and deployment plan for tracking printer usage (such as FMAudit)

Highly Advantageous: The bidder provides a detailed, well-structured, and realistic project plan with a clear timeline. It includes a specific meeting schedule, defined roles and contact information for both vendor and NPS representatives, and a robust communication workflow with a shared project plan and regular status reports. The plan for the initial inventory and deployment of tracking software is also comprehensive and clearly explained.

Advantageous: The bidder provides a solid implementation plan with a proposed timeline. It includes a general meeting schedule and an outline of communication workflows. The plan for initial inventory and software deployment is present but may lack some specific details, such as named contacts or a very granular timeline.

Not Advantageous: The bidder's plan is vague or incomplete. It may not include a clear timeline, specific meeting schedules, or a detailed communication workflow. The proposal lacks a thorough description of how they will handle the initial inventory, tagging, and software deployment.

NPS reserves the right to adjust the proposed go live schedule in consultation with the final contract awardee.

2. Experience:

Bidders are required to submit a company resume containing information relative to the bidders' experience in the management and maintenance field of the applicable printer equipment including date of incorporation, organization, headquarters, company size and workforce, management structure, technical staff resumes and a list of all current and canceled printer managed service contracts within the last three (3) years.

Highly Advantageous: The bidder provides a comprehensive company resume that clearly demonstrates extensive, relevant experience in printer managed services. They list multiple current and recently completed contracts with similar organizations, and the provided technical staff resumes show deep expertise. The company's structure, size, and history are well-documented, inspiring confidence in their stability and capability.

Advantageous: The bidder provides a company resume that shows relevant experience, but it may not be as extensive or detailed as a highly advantageous proposal. They may have fewer recent contracts, or the resumes provided for technical staff are less impressive. The information is sufficient to meet the requirements but does not necessarily set them apart.

Not Advantageous: The bidder's resume is incomplete or lacks relevant experience. They may not provide the requested information, such as canceled contracts, or the experience they do have is not directly applicable to a school district or similar-sized organization.

3. Supply and Repair Workflow Description:

Bidders must provide a detailed description of expected workflow for toner replenishment and repairs. This description must include a description of how toner automated delivery will work, and a description of how NPS submits repair tickets and receives repair status updates including any electronic system used by the vendor for submitting and tracking of ticket progress. Communications systems must be able to include NPS technology staff in progress updates.

Highly Advantageous: The bidder provides a highly detailed, efficient, and user-friendly workflow for toner and repairs. The proposal describes an automated, proactive toner replenishment system. For repairs, it outlines a clear, easy-to-use system for submitting tickets, provides multiple communication channels, and ensures NPS technology staff can receive real-time status updates through a dedicated electronic system.

Advantageous: The bidder describes a functional workflow for supplies and repairs. Toner replenishment is likely automated, and there is a system for submitting repair tickets. However, the process may not be as streamlined or transparent as a highly advantageous proposal. The method for including NPS staff in updates may be less integrated or more manual.

Not Advantageous: The bidder's description of the workflow is confusing, incomplete, or manual. The process for toner delivery and repair requests seems inefficient, and there is no clear plan for providing timely status updates to NPS staff.

4. Audits and Recommendations for Cost Savings:

Bidders must demonstrate that they have a record of working with other local school districts to provide recommendations after the initial audit to support district initiative to cut costs, including but not limited to printer placement and printer types (i.e. larger printers for heavy use, smaller printers for lower use, reduced reliance on stand-alone printers) etc. Examples or descriptions of such audit reports should be provided in the Narrative Proposal Section. As detailed in minimum requirements Vendor shall provide NPS with an audit, strategy and project plan for print cost saving strategies nine (9) months of executed contract date.

Highly Advantageous: The bidder provides compelling evidence of their ability to deliver significant cost savings. They submit concrete examples or detailed descriptions of successful audits and recommendations they have provided to other school districts. The proposal clearly outlines their methodology for the required nine-month audit, strategy, and project plan, demonstrating a proactive approach to cost optimization.

Advantageous: The bidder confirms their ability to perform the requested audit and provides recommendations. They may provide a general description of their process or a less detailed example of past work. The proposal meets the requirement but does not provide strong, specific evidence of past success.

Not Advantageous: The bidder provides little to no evidence of their experience with cost-saving audits for similar organizations. The proposal may lack a clear plan for the nine-month audit, or it fails to demonstrate a track record of providing actionable, impactful recommendations.

5. Vendor Capabilities:

Though not currently employed in the district, the bidder must support print queue management software such as Papercut©. Bidder should describe their capabilities to support such services including which services are supported. It is Newton Public School's discretion when and if this type of system would be implemented and who would be awarded the contract for supplying and supporting such a system, but the vendor needs to verify its capabilities and that they are able to support such a system.

Highly Advantageous: The bidder not only confirms their ability to support Papercut© or similar print queue management software but also provides a detailed description of their capabilities. They outline the specific services they can support, demonstrate a deep understanding of the software's functionalities, and possibly offer a range of additional services or expertise that would be beneficial if the system were implemented.

Advantageous: The bidder simply confirms that they can support the specified software. Their description is brief and meets the basic requirement without offering additional detail on their expertise or specific services they can provide.

Not Advantageous: The bidder fails to confirm their ability to support the required software or provides a vague, non-committal response. This indicates a lack of experience or capacity to handle this potential future requirement.

6. References

A designated evaluator will check references of all proposers asking the same questions of each reference. A report of the references will be created and reviewed amongst the evaluators**.**

Highly advantageous: All references contacted spoke favorably of the vendor, its capabilities and reliability; all would use the vendor again without hesitation.

Advantageous: The great majority of references spoke favorably of the vendor, its capabilities and reliability; a great majority would use the vendor again without hesitation.

Not Advantageous: One or more references stated that there had been significant difficulties with the vendor and/or services (support, reliability, etc.) provided, or no references were provided. Information provided by vendors contraindicated claims made by vendor in the vendor's proposal.

VIII. AWARD OF CONTRACT

The *Chief Procurement Officer* shall determine the most advantageous proposal from a responsible and responsive Printer Maintenance and Supplies proposer taking into consideration price and the evaluation criteria set forth in the RFP. Any award shall be subject to negotiation of a mutually acceptable plan of services.

In accordance with the provisions of G. L. C. 30B, §9, the City of Newton reserves the right to waive any informalities in any or all proposals, or to reject any or all proposals, in whole or in part, if it be in the public interest to do so.

IX. TERM OF CONTRACT

The term of the awarded contract shall extend from February 1, 2026, through January 31, 2027, and may be renewed by the City at its discretion for two (2) additional one (1) year terms with no change in the contract price, terms and conditions. The continuation of any contract for a fiscal year shall be subject to vendor performance and appropriation and/or continuation of funding for any fiscal year or any part thereof during the term of thereof. If funds for the discharge of the City's obligations under the contract are not appropriated and authorized, or funds so appropriated and authorized are reduced or withdrawn, then the contract shall terminate.

END OF SECTION

CITY OF NEWTON

PURCHASING DEPARTMENT

PRICE PROPOSAL #26-23

A. The undersigned proposes to supply the services specified below in full accordance with the Contract Documents and Project Manual supplied by the City of Newton entitled:

SUPPLY AND DELIVER PRINTER MANAGEMENT SERVICES AND SUPPLIES

for the contract price(s) specified below, subject to additions and deduction according to the terms of the specifications.

B. This bid includes addenda number(s) _____, _____, _____, _____,

C. The contract price(s) will be as follows:

Alternate 1:[4] Annual cost: Per page price x estimated pages x 12

(LINES 01, 02, 03, 04): Laser Printer Management Services (*includes audit management tracking, assessment and recommendations*), Repair Services *(maintenance and all parts and labor for general repairs)* and Delivery of Supplies (*such as toners, cleaning kits*) as described in the Technical Proposal):

LINE 01: Networked Laser Printer Management Services based on an estimated 320,000 **black/white** printed pages per month (*see* Summary of Estimated Laser Printer Inventory By School ("Inventory") [5] at p. 36): $ _____per **BW** page X estimated 320,000 pages per month = $_____ X 12 months = $_____ per Contract Year. Actual invoices will reflect actual page usage.

LINE 02: Networked Laser Printer Management Services based on an estimated 75,000 **color** pages per month (*see* Inventory): $ _____ per **color** page X estimated 75,000 **color** pages per month = $_____ X 12 months = $_____ per Contract Year. Actual invoices will reflect actual page usage**.**

LINE 03: Local (non-networked) Laser Printer Management Services based on a flat fee per **BW** printer per month: Estimate 30 printers (*see* Inventory) $_____ per printer X 30 printers per month X 10 Months* = $_____

LINE 04: Local (non-networked) Laser Printer Management Services based on a flat fee per **color** printer per month: Estimate 10 printers (*see* Inventory): $_____per printer X 10 printers per month X 10 Months* = $_____

*Local printers are not billed over months of July and August. Please build this into your pricing.

[4] Alternates are options for which the bidders submit separate prices. The City reserves the right to select or reject an alternate at its discretion. This Price Proposal includes two (2) alternates. The Alternate 1 Price Proposal is computed by multiplying a copier page price times an estimated number of copies times 12. For the Alternate 2 Price Proposal the proposer will provide a one year contract price for all NPS copiers (700). An Alternate 2 Price Proposal shall include an explnanation of how the one year price was calculated. Proposers may provide a price for just one Alternate.

[5] More detailed inventories of printer types and printer locations by Count of Make/Model and Manufacturer are attached on **Appendix A**.

TOTAL ALTERNATE 1 BID PRICE (YEARLY COST)
(LINE 01 Contract Year + LINE 02 Contract Year + LINE 03 10 Months+ LINE 04 12 Months)

_____

(Written in words Total Alternate 1)

$_____

OR

Alternate 2: Annual cost: Total price per printer per year

Proposer shall provide a 12-month printer maintenance price for NPS's 700 printers. The services rendered shall be the same as for Alternate 1. Proposer must provide an outline explaining its pricing methodology in order to be considered. The proposer may provide the outline in a separate document submitted with its Price Proposal. In any event, the total yearly cost shall be provided on the line below. Pricing proposals must include all services set forth in the RFP. Proposals that are not adequately explained or lacking in the total cost comparability may require further clarification and/or may be disqualified at the discretion of the Newton Public Schools and City of Newton.

TOTAL ALTERNATE 2 BID PRICE (YEARLY COST)

_____

(Written in words Total Alternate 2)

$_____

D. Prompt Payment Discounts. Bidders are encouraged to offer discounts in exchange for an expedited payment. Payments may be issued earlier than the general goal of within 30 days of receipt of the invoice only when in exchange for discounted prices. Discounts will not be considered in determining the lowest responsible bidder.

Prompt Payment Discount _____%_____Days
Prompt Payment Discount_____%_____ Days
Prompt Payment Discount _____%_____Days

E. The undersigned has completed and submits herewith the following documents:

- Signed Price Proposal, 3 pages
- Bidders Qualifications and References Form, 2 pages
- Certificate of Non-Collusion, 1 page
- Certification of Tax Compliance, 1 page
- Certificate of Foreign Corporation (if applicable), 1 page
- Debarment Letter, 1 page
- IRS W-9 Form, 1 page
- Business Category Information Form , 1 page
- Vendor Payment Security Questionnaire, 1 page

F. The undersigned agrees that, if selected as contractor, s/he will within five days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the City of Newton, execute a contract in accordance with the terms of this bid. The undersigned hereby certifies that s/he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work and that's/he will comply fully with all laws and regulations applicable to awards made subject to M.G.L. Chapter 30B.

The undersigned further certifies under the penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this section the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from public contracting or subcontracting in the

Commonwealth under the provisions of M.G.L. Chapter 29, Section 29F or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

Date _____

_____
(Name of Bidder)

BY: _____

_____
(Printed Name and Title of Signatory)

_____
(Business Address)

_____
(City, State Zip)

_____
(Phone / FAX)

_____
(Email Address)

NOTE: If the bidder is a corporation, indicate state of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses of all partners; if an individual, give residential address if different from business address; and, if operating as a d/b/a give full legal identity. Attach additional pages as necessary.

END OF SECTION

CITY OF NEWTON
BIDDER'S QUALIFICATIONS AND REFERENCES FORM

All questions must be answered, and the data given must be clear and comprehensive. Please type or print legibly. If necessary, add additional sheet for starred items. This information will be utilized by the City of Newton for purposes of determining bidder responsiveness and responsibility with regard to the requirements and specifications of the Contract.

1. FIRM NAME: _____

2. WHEN ORGANIZED: _____

3 INCORPORATED? _____ YES _____ NO DATE AND STATE OF INCORPORATION: _____

4. IS YOUR BUSINESS A **MBE**? _____YES _____NO **WBE**? _____YES _____NO or **MWBE**? _____YES _____NO

* 5. LIST ALL CONTRACTS CURRENTLY ON HAND, SHOWING CONTRACT AMOUNT AND ANTICIPATED DATE OFCOMPLETION:

_____

_____

_____

_____

_____

* 6. HAVE YOU EVER FAILED TO COMPLETE A CONTRACT AWARDED TO YOU?
_____ YES _____ NO
IF YES, WHERE AND WHY?

_____

_____

* 7. HAVE YOU EVER DEFAULTED ON A CONTRACT? _____ YES _____ NO
IF YES, PROVIDE DETAILS.

_____

_____

* 8. LIST YOUR VEHICLES/EQUIPMENT AVAILABLE FOR THIS CONTRACT:

_____

_____

_____

_____

_____

_____

_____

* 9. IN THE SPACES FOLLOWING, PROVIDE INFORMATION REGARDING CONTRACTS COMPLETED BY YOUR FIRM SIMILAR IN NATURE TO THE PROJECT BEING BID. A MINIMUM OF FIVE (5) CONTRACTS SHALL BE LISTED. PUBLICLY BID CONTRACTS ARE PREFERRED, BUT NOT MANDATORY.

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: $ _____ DATE COMPLETED: _____
PUBLICLY BID? _____YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: ____)_____

CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)
PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: $ _____ DATE COMPLETED: _____
PUBLICLY BID? _____YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: ____)_____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

_____

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: $ _____ DATE COMPLETED: _____
PUBLICLY BID? _____YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____)_____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

_____

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: $ _____ DATE COMPLETED: _____
PUBLICLY BID? _____YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON:_____ TELEPHONE #: (____)_____
CONTACT PERSON'S RELATION TO PROJECT?:_____
(i.e., contract manager, purchasing agent, etc.)

_____

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: $ _____ DATE COMPLETED: _____
PUBLICLY BID? _____YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #:(____)_____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

10. The undersigned certifies that the information contained herein is complete and accurate and hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the City of Newton in verification of the recitals comprising this statement of Bidder's qualifications and experience.

DATE: _____ BIDDER: _____

SIGNATURE: _____

PRINTED NAME: _____ TITLE: _____

END OF SECTION

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee club, or other organization, entity, or group or individuals.

_____
(Signature of individual)

_____

Name of Business

CERTIFICATION OF TAX COMPLIANCE**

Pursuant to M.G.L. c.62C, §49A and requirements of the City, the undersigned acting on behalf of the Contractor certifies under the penalties of perjury that the Contractor is in compliance with all laws of the Commonwealth relating to taxes including payment of all local taxes, fees, assessments, betterments and any other local or municipal charges (unless the Contractor has a pending abatement application or has entered into a payment agreement with the entity to which such charges were owed), reporting of employees and contractors, and withholding and remitting child support.*

_____ _____
Signature of Individual (Mandatory) *** Contractor's Social Security Number
or Federal Identification Number

Print Name:_____ Date:_____

_____
Corporate Name

By: _____ Date: _____
Corporate Officer
(Mandatory, if applicable)

Print Officer Name:_____

* The provision in this Certification relating to child support applies only when the Contractor is an individual.

** Approval of a contract or other agreement will not be granted until the City receives a signed copy of this Certification.

*** Your social security number may be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended.

CERTIFICATE OF FOREIGN CORPORATION

The undersigned hereby certifies that it has been duly established, organized, or chartered as a corporation under the laws of:

(Jurisdiction)

The undersigned further certifies that it has complied with the requirements of M.G.L. c. 30, §39L (if applicable) and with the requirements of M.G.L. c. 156D, §15.03 relative to the registration and operation of foreign corporations within the Commonwealth of Massachusetts.

Name of person signing proposal

Signature of person signing proposal

Name of Business (Please Print or Type)

Affix Corporate Seal here

City of Newton

Purchasing Department
Nicholas Read @ *Chief Procurement Officer*
1000 Commonwealth Avenue
Newton Centre, MA 02459-1449
purchasing@newtonma.gov

Telephone
(617) 796-1220
Fax:
(617) 796-1227
TDD/TTY
(617) 796-1089

Mayor
Ruthanne Fuller

Date

Vendor

Re: Debarment Letter for Request For Proposal #26-23

As a potential vendor on the above contract, the City requires that you provide a debarment/suspension certification indicating that you are in compliance with the below Federal Executive Order. Certification can be done by completing and signing this form.

Debarment:

Federal Executive Order (E.O.) 12549 "Debarment and Suspension" requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

I hereby certify under pains and penalties of perjury that neither I nor any principal(s) of the Company identified below is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

_____ (Name)
_____ (Company)
_____ (Address)
_____ (Address)
PHONE _____ FAX _____
EMAIL _____

_____Signature

_____Date

If you have questions, please contact Nicholas Read, *Chief Procurement Officer* at (617) 796-1220.

Form **W-9**
(Rev. October 2007)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ _____
☐ Other (see instructions) ▶

X Exempt payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here **Signature of U.S. person ▶** **Date ▶** Name

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Business Category Information Form*

IFB No. 26-23

Supply & Deliver Printer Management Services and Supplies to the Newton Public Schools

Business Type Categories*	Select All That Apply
MBE: Minority-Owned Business Enterprise	
WBE: Women-Owned Business Enterprise	
VBE: Veteran Business Enterprise	
SDVOBE: Service-Disabled Veteran-Owned Business Enterprises	
DOBE: Disability-Owned Business Enterprise	
LGBTBE: Lesbian, Gay, Bisexual, Transgender Business Enterprise	

*Information is being collected as part of a City initiative to open contract opportunities to underrepresented vendors.

□ I do not wish to complete this form.

There is no penalty for persons who do not complete this Form, and whether or not the Form is completed will not be taken into consideration in awarding a bid.

I certify that the foregoing information is true and correct.

Company Name:_____

By: _____

Date:_____

CITY OF NEWTON, MASSACHUSETTS
TREASURY DEPARTMENT

Office: (617) 796-1330
Email: treasury@newtonma.gov

Ruthanne Fuller, Mayor

M. Ronald Mendes, Esq. CMMT, CMMC
City Treasurer/Collector

Purchasing Dept. use only
Please Enter Vendor ID #: _____

VENDOR PAYMENT SECURITY QUESTIONNAIRE

Vendor Legal Name and Address:

_____

_____

Principal Contact Person for financial matters (i.e. Chief Financial Officer):

Name: _____

Phone: _____

Email: _____

Principal Contact Person for Invoice Payments:

Name: _____

Phone: _____

Email: _____

Taxpayer EIN: _____

Invoice & Payment Instructions:

Typical Payment Terms: _____

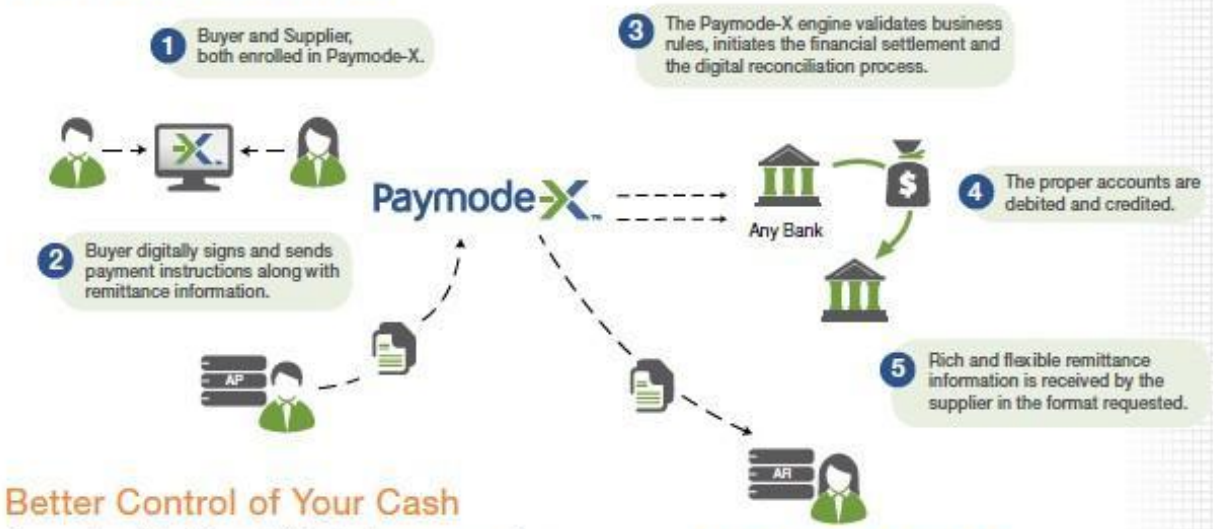
Payment Remittance Address: _____

Thank you for this information. If your company is the selected bidder, a representative of Newton Treasury will be contacting you to verbally confirm this information and to conduct a brief interview on payment security.

Please be advised that the City of Newton partners with Bottomline Technologies, Inc. to provide a secure invoice payment platform called Paymode-X. In order to participate in this secure payment platform, vendors must enroll with Paymode-X. In order to facilitate enrollment, Newton Treasury will provide your contact information to the Enrollment Team at Paymode-X. You should expect to receive contact from a representative of Paymode-X soon.

Please see the brochure on the next page for more information on this important service.

How Paymode-X Works



Better Control of Your Cash

As a member of the Paymode-X network, you can receive payment and digital remittance information electronically in a secure online environment, simplifying your reconciliation process. Paymode-X allows you to track inbound payments in real-time with an array of online reports, so you can better manage your cash flow. You can start receiving payments through Paymode-X without purchasing any software, modifying your existing accounts receivable systems or changing banks or bank accounts. Paymode-X features the highest levels of security available to ensure privacy, protection and control.

Paymode-X...

- Is easy to enroll and easy to use
- Enables better control and predictability of cash flow
- Works with any bank
- Fits your existing systems and banking practices
- Utilizes state-of-the-art security
- Includes unlimited digital remittance capabilities
- Notifies you electronically when payments are received
- Provides dedicated customer support

How to Get Started

Enroll in just 10 minutes via our secure Paymode-X web site.

What You'll Need:

- EIN (Tax ID number)
- Bank transit routing number
- Bank account number

Paymode-X offers the flexibility of sending your digital remittance information via ACH (CCD, CCD+ or CTX) via online download options or direct accounts receivable integration.

For more information call: 1.800-331-0974 or visit: http://www.Paymode-X.com

CITY OF NEWTON, MASSACHUSETTS

PURCHASING DEPARTMENT

GENERAL TERMS AND CONDITIONS

1. The right is reserved to reject any and all bids, in whole or in part, to waive informalities, and to make award as may be determined to be in the best interest of the City of Newton.

2. Prices quoted must include delivery to the City, as specified on the Purchase Order.

3. No charges will be allowed for packing, crating, freight, Express or cartage unless specifically stated and included in the bid.

4. The award to the successful bidder may be canceled if successful bidder shall fail to prosecute the work with promptness and diligence.

5. Time in connection with discount offered will be computed from the date of delivery to the City, as specified on purchase order, or from date correct invoice is received by the City, if the latter date is later than the date of delivery.

6. The successful bidder shall replace, repair or make good, without cost to the City, any defects or faults arising within one (1) year after date of acceptance of articles furnished hereunder (acceptance not to be unreasonably delayed) resulting from imperfect or defective work done or materials furnished by the Seller.

7. The Seller shall indemnify and save harmless the City and all persons acting for on behalf of it from all suits and claims against them, or any of them, arising from or occasioned by the use of any material, equipment or apparatus, or any part thereof, which infringes or is alleged to infringe on any patent rights. In case such material, equipment or apparatus, or any part thereof, in any such suit is held to constitute infringement, the Seller, within a reasonable time, will at its expense, and as the City may elect, replace such material, equipment or apparatus with non-infringing material, equipment or apparatus, or remove the material, equipment or apparatus, and refund the sums paid therefor.

8. The successful bidder shall comply with all applicable Federal State and Local laws and regulations.

9. Purchases made by the City are exempt from Federal excise taxes and proposal prices must exclude any such taxes. Tax exemption certificates will be furnished upon request.

10. If so stated in the Request for Proposal, the successful bidder will be required to furnish a performance and/or a labor and material payment bond, in an amount, in a form and with a surety satisfactory to the City. The bidder shall be responsible for the cost of the bond(s).

11. If the Request for Proposal requires bid surety, this surety shall be in the form of a cash, bid bond, cashier's check, treasurer's check, or certified check on a responsible bank, payable to the City of Newton, and must be filed with the original proposal in the Office of the Purchasing Agent. Failure to do so will lead to rejection of proposal. The bid surety will be returned to the successful bidder within seven (7) days execution of awarded, and approval by the City of performance and/or payment bond(s). In case of default, the bid surety shall be forfeited to the City.

12. Verbal orders are not binding on the City and deliveries made or work done without formal Purchase Order or Contract are at the risk of the Seller or Contractor and may result in an unenforceable claim.

13. The Seller shall agree to indemnify, defend and hold the City harmless from any and all claims arising out of the performance of this contract.

14. "Equality - An item equal to that named or described in the specifications of the contract may be furnished by the Vendor and the naming of any commercial name, trademark or other identification shall not be construed to exclude any item or manufacturer not mentioned by name or as limiting competition but shall establish a standard of equality only. An item shall be considered equal to the item so named or described if (1) it is at least equal in quality, durability, appearance, strength and design; (2) it will perform at least equally the function imposed by the general design for the work being contracted for or the material being purchased; and (3) it conforms substantially, even with deviations, to the detailed requirements for the item in the specifications.

The name and identification of all materials other than the one specifically named shall be submitted to the City in writing for approval, prior to purchase, use or fabrication of such items. Subject to the provisions of M.G.L., Ch. 30, Sec. 39J, approval shall be at the sole discretion of the City, shall be in writing to be effective, and the decision of the City shall be final. The City may require tests of all materials so submitted to establish quality standards at the Vendor's expense. All directions, specifications and recommendations by manufacturers for installation, handling, storing, adjustment and operation of their equipment shall be complied with; responsibility for proper performance shall continue to rest with the Vendor.

For the use of material other than the one specified, the Vendor shall assume the cost of and responsibility for satisfactorily accomplishing all changes in the work as shown. If no manufacturer is named, the Vendor shall submit the product he intends to use for approval of the City.

Except as otherwise provided for by the provisions of M.G.L., Ch. 30, Sec. 39J, the Vendor shall not have any right of appeal from the decision of the City condemning any materials furnished if the Vendor fails to obtain the approval for substitution under this clause. If any substitution is more costly, the Vendor shall pay for such costs."

15. Notice is hereby given that the City of Newton Minority/Women Business Enterprise Plan dated December 1999 is applicable to all City of Newton contracts for materials and supplies. A copy of this plan may be obtained from the Purchasing Department.

16. Right To Know:

Any vendor who receives an order or orders resulting from this invitation agrees to submit a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance, pursuant to M.G.L., Ch. 111F, SS8, 9 and 10 and the regulations contained in 441 CMR SS 21.06 when deliveries are made. The vendor agrees to deliver all containers properly labeled pursuant to M.G.L. Ch. 111F, SS 7 and the regulations contained in 441 CMR SS 21.05. Failure to submit an MSDS and/or label on each container will place the vendor in noncompliance with the purchase order. Failure to furnish MSDSs and/or labels on each container may result in civil or criminal penalties, including bid debarment and action to prevent the vendor from selling said substances or mixtures containing said substances within the Commonwealth. All vendors furnishing substances or mixtures subject to Chapter 111F of the M.G.L. are cautioned to obtain and read the law and rules and regulations referred to above. Copies can be obtained from the State House Book Store, Secretary of State, State House, Room 117, Boston, MA 02133, (617-727-2834) for $2.00 plus $.65 postage.

FAILURE TO COMPLY WITH THESE TERMS AND CONDITIONS COULD RESULT IN THE CANCELLATION OF YOUR CONTRACT.

END OF SECTION

CONTRACT FORMS

The awarded bidder will be required to complete and submit documents substantially similar in form to the following.

These forms may need to be modified on account of changed circumstances, and are provided for informational purposes only.

CITY - CONTRACTOR AGREEMENT

CONTRACT NO. _____

THIS AGREEMENT made this _____ day of _____ in the year Two Thousand and Twenty-Six by and between the CITY OF NEWTON, a municipal corporation organized and existing under the laws of the Commonwealth of Massachusetts, hereinafter referred to as the CITY, acting through its Chief Procurement Officer, but without personal liability to him, and hereinafter referred to as the CONTRACTOR.

The parties hereto for the considerations hereinafter set forth agree as follows:

I. **SCOPE OF WORK.** The Contractor agrees to furnish and to deliver to the City at such times, at such place or places, in such manner, and in such quantities as the City may direct, and at the unit prices quoted in the Contractor's proposal the following item or items:

SUPPLY & DELIVER PRINTER MANAGEMENT SERVICES AND SUPPLIES TO THE NEWTON PUBLIC SCHOOLS

II. **CONTRACT DOCUMENTS.** The Contract Documents consist of the following documents, which are either attached to this Agreement or are incorporated herein by reference:

a. This CITY-CONTRACTOR Agreement;

b. The City's Request for Proposal #26-23 issued by the Purchasing Department;

c. The Project Manual for **Supply and Deliver Printer Management Services and Supplies to the Newton Public Schools** including Specifications, and if included or referenced therein, any Standard Terms and Conditions, Special Conditions, Drawings or Descriptive Materials;

d. Addenda Number(s) _____;

e. The Proposal Response of the CONTRACTOR submitted for this Project and accompanying documents and certifications;

f. Certificate(s) of Insurance and surety bond(s), if any, submitted by the CONTRACTOR in connection with this Project;

g. Duly authorized and executed Amendments, Change Orders or Work Orders issued by the CITY after execution of this CITY-CONTRACTOR Agreement.

This CITY-CONTRACTOR Agreement, together with the other documents enumerated in this Article, constitute the entire Agreement between the CITY and the CONTRACTOR. The CONTRACTOR represents that its bid was made without condition, qualification or reservation of any kind, except upon the written acknowledgement and consent of the CITY.

III. **PRIORITY OF DOCUMENTS.** In the event of inconsistency between the terms of this CITY -CONTRACTOR Agreement and the Project Manual, the terms of this Agreement shall prevail.

IV. **APPLICABLE STATUTES.** All applicable federal, state and local laws and regulations are incorporated herein by reference and the Contractor agrees to comply with same.

V. **CONTRACT TERM**. The term of this contract shall **extend from February 1, 2026, through January 31, 2027, and may be renewed by the City at its discretion for two (2) additional one (1) year terms.** The dollar value of the contract may not be increased by an amount more than twenty-five percent (25%) of the contract total.

VI. **QUANTITIES.** The quantities specified in the Project Manual are approximate and are based on previous consumption. It is specifically understood that the City does not agree to purchase any specific quantity, and purchases will be made to cover actual requirements only. The City may increase or decrease the quantity of any item specified without change in price per unit of quantity as stated in the Contractor's Proposal Response.

VII. **MATERIALS.** The Contractor agrees, unless otherwise specified, that all equipment, materials and supplies furnished under this contract are to be first quality, new and unused.

VIII. **AUTHORIZATION OF AND PAYMENT FOR WORK PERFORMED.** The execution of this contract does not constitute a notice to proceed or authorization to perform work or make deliveries. No work shall be commenced or deliveries made unless authorized by a written Work Order issued by the City specifying the equipment, materials or supplies to be delivered. The Contractor will be paid following completed delivery and acceptance of the equipment, materials or supplies ordered in accordance with the Contract. The City will use best efforts to pay within thirty (30) days of receipt of an invoice for the delivered equipment, materials or supplies or acceptance of same whichever date is later.

IX. **CLAIMS FOR MATERIALS OR LABOR.** In the event any claims have been filed with the City for material or labor delivered or performed pursuant to this contract, the City shall be under no obligation to make any payment until such claims are adjusted to the satisfaction of the City. Any and all liens for supplies may be paid off by the City within twenty (20) days after the filing for record as provided by law of a notice of such liens, except where the claim on which the lien is filed is being litigated by the Contractor, and in such case the City may pay the amount of any final judgment or decree on any such claim. All money paid by the City in settlement of liens and claims as aforesaid, with the costs and expenses incurred by the City in connection therewith shall be charged to the Seller, bearing interest at the rate of six percent (6%) per annum, and be deducted from the next payment falling due the Seller under the terms of this contract.

X. **UNIT PRICES.** It is agreed that the unit prices listed are maximum prices and that the City shall be entitled to take advantage of any decreasing market conditions, decreases to be governed by the manufacturers' price listing as might be generally adopted in the trade, or by the same percentage that the Seller may reduce prices to others who purchase in similar quantities and under similar conditions.

XI. **RESPONSIBILITY FOR THE WORK/INDEMNIFICATION.** In the performance of any work, including the delivery of equipment, materials or supplies, pursuant to this Contract, the Contractor shall take all responsibility for the work, and shall take all precautions for preventing injuries to persons and property in or about the work and shall defend, indemnify and hold the City harmless from all loss, cost, damage or expense arising from injuries to persons or property in or about the work. The Contractor shall be responsible for any damage, which may be caused by the failure or insufficiency of any temporary works. He shall effectively protect his work and shall be liable for all damage and loss by delay or otherwise caused by his neglect or failure so to do.

XII. **WARRANTY.** Except as may be otherwise provided in the Project Manual, the Contractor shall replace, repair or make good, without cost to the City, any defects or faults arising within one (1) year after date of acceptance of equipment, materials or supplies furnished hereunder (acceptance not to be unreasonably delayed) resulting from imperfect or defective work done or materials furnished by the Contractor.

XIII. **PATENT INDEMNIFICATION.** The Contractor agrees to assume the defense of and shall indemnify and save harmless the City and all persons acting for or on behalf of it from all suits and claims against them, or any of them, arising from or occasioned by the use of any material, equipment or apparatus, or any part thereof which infringes or is alleged to infringe on any patent rights. In case such material, equipment or apparatus, or any part thereof, in any such suit is held to constitute infringement, the Contractor, within a reasonable time, shall at its own expense, and as the City may elect, replace such material, equipment or apparatus with non-infringing material, equipment or apparatus, or remove the material, equipment, or apparatus and refund the sums paid therefor.

XIV. **INSPECTION.** For the purposes of inspection of the equipment, materials and supplies covered by this contract, the Contractor shall give the City free access to his works and furnish every facility for properly inspecting such equipment, materials and supplies, and shall furnish full information, whenever requested, relating thereto. Approval by any inspector of the City shall not relieve the Contractor from his obligation to comply in all respects with the contract.

XV. ASSIGNMENT/SUB-CONTRACTING. The Contractor agrees that he will not sell, assign or transfer this Contract or any part thereof or interest therein without the prior written consent of the City.

XVI. INSTALLATION. If any of the equipment, materials and supplies covered by this contract is to be installed by either the Contractor or the City, the Contractor shall, upon request of the City, furnish a competent employee to supervise the installation without expense to the City, unless otherwise provided herein. Such supervisor, or other employees furnished by the Contractor, shall be the agents of the Contractor and not of the City, and the Contractor hereby agrees to indemnify the City and hold it harmless from and against any and all loss, costs, damage, and expense sustained as the result of negligence or other conduct on the part of such supervisor or employee.

XVII. TERMINATION. The City of Newton may, by written notice of default to the Contractor, terminate the whole or any part of this Contract or any Work or Purchase Order issued pursuant thereto in any one of the following circumstances:

a. If the Contractor fails to make delivery of the equipment, goods or supplies or to perform the services within the time specified herein or any extension thereof;

b. If the Contractor fails to perform any of the other provisions of this contract or, if in the opinion of the City, Contractor so fails to make progress as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances does not correct such failure within thirty (30) days (or such longer period as the City may authorize in writing) after receipt of notice from the City specifying such failure.

XVIII. INSURANCE REQUIREMENTS. The Contractor shall provide insurance coverage as listed below. This insurance shall be provided at the Contractor's expense and shall be in full force and effect during the full term of this Contract.

WORKER'S COMPENSATION	
Worker's Compensation:	Per M.G.L. c.l49, §34 and c. l52 as amended.
COMMERCIAL GENERAL LIABILITY	
Personal Injury	$500,000 each occurrence $1,000,000 aggregate
Property Damage	$500,000 each occurrence $1,000,000 aggregate
VEHICLE LIABILITY	
Personal Injury	$500,000 each person $1,000,000 aggregate
Property Damage	$300,000 each occurrence $500,000 aggregate

The City shall be named as additional insureds on the Contractor's Liability Policies.

The Contractor shall not commence the work until proof of compliance with this has been furnished to the City by submitting one copy of a properly endorsed insurance certificate issued by a company authorized to write insurance in the Commonwealth. This certificate shall indicate that the contractual liability coverage is in force. The Contractor shall file the original and one certified copy of all policies with the City within ten (10) days after contract award. If the City is damaged by the Contractor's failure to maintain such insurance and to so notify the City, then the Contractor shall be responsible for all reasonable costs attributable thereto.

Cancellation of any insurance required by this contract, whether by the insurer or the insured, shall not be valid unless written notice thereof is given by the party proposing cancellation to the other party and City at least thirty days prior to the effective date thereof, which shall be expressed in said notice.

XIX. COMPLIANCE WITH CITY ORDINANCES

A. The Contractor shall comply with and give notices required by laws, ordinances rules, regulations, and lawful orders of the City bearing on performance hereunder.

B. If the Contractor performs work that it knows or reasonably should know is contrary to City laws, statutes, ordinances, building codes, and rules and regulations without giving prior notice to the City, it shall assume full responsibility for such work and shall be responsible for all costs attributable thereto.

C. Seasonal use of leaf blowers or related equipment must comply with the City's Noise Ordinance, which provides that gas blowers are only permissible from Labor Day to Memorial Day and must not exceed 65 decibels, and that from Memorial Day to Labor Day only battery powered blowers will be allowed.

D. This section shall be superseded to extent of any specific Ordinance requirements set forth in the IFB scope of services, conditions or specifications.

XX. GOVERNING LAW. This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.

XXI. SEVERABILITY. The provisions of this Contract are severable. If any section, paragraph, clause or provision of this Contract shall be finally adjudicated by a court of competent jurisdiction to be invalid, the remainder of this Contract shall be unaffected by such adjudication and all of the remaining provisions of this Contract shall remain in full force and effect as though such section, paragraph, clause or provision, or any part thereof so adjudicated to be invalid, had not been included herein, unless such remaining provisions, standing alone, are incomplete and incapable of being executed in accordance with the intent of the parties to this Contract.

XXII. AMENDMENTS TO THIS CONTRACT. This Contract may not be amended except in writing executed in the same manner as this CITY-CONTRACTOR Agreement.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed under seal the day and year first above written.

CONTRACTOR

By_____

Print Name_____

Title_____

Date_____

Affix Corporate Seal Here

Certified that City funds are available in the following account number:

95706390-524050_____

I further certify that the Mayor, or her designee, is authorized to execute contracts and approve change orders.

By_____
Comptroller of Accounts

Date _____

CITY OF NEWTON

By_____
Chief Procurement Officer

Date_____

By_____
Assistant Superintendent, CFAO

Date_____

Approved as to Legal Form and Character

By_____
Associate City Solicitor

Date _____

CONTRACT APPROVED

By_____
Mayor or her designee

Date_____

CERTIFICATE OF AUTHORITY – CORPORATE

1. I hereby certify that I am the Clerk/Secretary of _____
(insert full name of Corporation)

2. corporation, and that _____
(insert the name of officer who signed the **contract and bonds**.)

3. is the duly elected _____
(insert the title of the officer in line 2)

4. of said corporation, and that on _____
(insert a date that is ***ON OR BEFORE*** the date the officer signed the **contract and bonds**.)

at a duly authorized meeting of the Board of Directors of said corporation, at which all the directors were present or waived notice, it was voted that

5._____ _____ the _____
(insert **name** from line 2) (insert **title** from line 3)

of this corporation be and hereby is authorized to execute contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name and on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

6. ATTEST: _____ *AFFIX CORPORATE SEAL HERE*
(Signature of **Clerk or Secretary**)*

7. Name: _____
(Please print or type name in line 6)*

8. Date: _____
(insert a date that is ***ON OR AFTER*** the date the officer signed the **contract and bonds**.)

* The name and signature inserted in lines 6 & 7 must be that of the Clerk or Secretary of the corporation.

CERTIFICATION OF TAX COMPLIANCE**

Pursuant to M.G.L. c.62C, §49A and requirements of the City, the undersigned acting on behalf of the Contractor certifies under the penalties of perjury that the Contractor is in compliance with all laws of the Commonwealth relating to taxes including payment of all local taxes, fees, assessments, betterments and any other local or municipal charges (unless the Contractor has a pending abatement application or has entered into a payment agreement with the entity to which such charges were owed), reporting of employees and contractors, and withholding and remitting child support.*

_____ _____
Signature of Individual (Mandatory) *** Contractor's Social Security Number
or Federal Identification Number

Print Name:_____ Date:_____

_____
Corporate Name

By: _____ Date: _____
Corporate Officer
(Mandatory, if applicable)

Print Officer Name:_____

* The provision in this Certification relating to child support applies only when the Contractor is an individual.

** Approval of a contract or other agreement will not be granted until the City receives a signed copy of this Certification.

*** Your social security number may be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended.

Appendix A

Networked Printers

Serial	Model	BU	Usage May '24 through April '25
CND0402002	HP Color LaserJet CP1518	BURR	841
CNDS200803	HP Color LaserJet CP2025	ECTR	192
CNDSC01162	HP Color LaserJet CP2025	FDAY	3,435
CNCCC682TX	HP Color LaserJet CP3525	ECTR	5936
CNCC9DC02L	HP Color LaserJet CP3525	OAKH	16,447
JPDCF2N12R	HP Color LaserJet CP4525	LINC	22,570
JPBCS8T1LQ	HP Color LaserJet Enterprise 5700DN	ECTR	2284
JPBCR4N0BN	HP Color LaserJet Enterprise 5700DN	MEMO	14,640
VND3N16520	HP Color LaserJet Enterprise M455dn	FRNK	12,084
JPCCL4C0R5	HP Color LaserJet Enterprise M553	WARD	1,319
JPCCMCN438	HP Color LaserJet Enterprise M553	ECTR	1480
JPCCL7Y1CJ	HP Color LaserJet Enterprise M553	MASN	1,481
JPBCJB201K	HP Color LaserJet Enterprise M553	ECTR	3784
JPCCM6S1S4	HP Color LaserJet Enterprise M553	CBOT	5,179
JPCCL4C0R2	HP Color LaserJet Enterprise M553	UNDR	5,830
JPBCK9S084	HP Color LaserJet Enterprise M553	ECTR	7148
JPCCM7J4XR	HP Color LaserJet Enterprise M553	FDAY	8,234
JPBCK791F6	HP Color LaserJet Enterprise M553	ECTR	9536
JPCCMCN3XW	HP Color LaserJet Enterprise M553	ECTR	10068
JPBCJBS0QG	HP Color LaserJet Enterprise M553	NSHS	10,722
JPCCM7J50J	HP Color LaserJet Enterprise M553	FDAY	13,431
JPCCL4C0R9	HP Color LaserJet Enterprise M553	FRNK	14,559
JPCCL950M8	HP Color LaserJet Enterprise M553	WARD	20,201
JPBCJBS0QD	HP Color LaserJet Enterprise M553	PEIR	20,438
JPCCL4C0RR	HP Color LaserJet Enterprise M553	LINC	23,558
JPCCM1J1J1	HP Color LaserJet Enterprise M553	MASN	24,758
JPCCL5122W	HP Color LaserJet Enterprise M553	ECTR	26556
JPCCL7Y1CH	HP Color LaserJet Enterprise M553	WILL	26,874
JPCCL4C0S3	HP Color LaserJet Enterprise M553	ZERV	28,060
JPCCL520MR	HP Color LaserJet Enterprise M553	ECTR	28460
JPCCL4C0RC	HP Color LaserJet Enterprise M553	BURR	34,089
JPCCL520JR	HP Color LaserJet Enterprise M553	MEMO	38,464
JPCCL4C0RB	HP Color LaserJet Enterprise M553	HRCE	41,556
JPCCM6S2RT	HP Color LaserJet Enterprise M553	CBOT	45,510
CNCCG1615S	HP Color LaserJet M551	ECTR	0
JPCCDBL0BL	HP Color LaserJet M551	FDAY	1,902

CNCCF5R02Y	HP Color LaserJet M551	ECTR	2888
CNCCFCB076	HP Color LaserJet M551	BRWN	3,080
CNCCG2T09W	HP Color LaserJet M551	CTRY	8,623
CNCCG3V0FF	HP Color LaserJet M551	NECP	10928
CNCCG2K0L8	HP Color LaserJet M551	UNDR	12,500
CNCCG3N1K1	HP Color LaserJet M551	ECTR	17336
JPBCQ8J1NJ	HP Color LaserJet M554	ECTR	3228
JPBCND70TH	HP Color LaserJet M554	ECTR	6196
JPBCS4S01N	HP Color LaserJet M554	ECTR	8388
JPBCND70SK	HP Color LaserJet M554	ECTR	25004
JPBCQ9F1D0	HP Color LaserJet M555	NNHS	1356
JPBCQD01MG	HP Color LaserJet M555	NECP	10028
JPBCR190RM	HP Color LaserJet M555	WARD	14,540
JPBCQC60PM	HP Color LaserJet M555	ANGR	17,745
JPBCQ660KT	HP Color LaserJet M555	CTRY	37,324
JPBCQBG1GT	HP Color LaserJet M555	ECTR	41836
JPBCK9721W	HP Color LaserJet M652	NSHS	1,766
JPBCMD20XB	HP Color LaserJet M652	NSHS	10,325
JPBCL5N0TS	HP Color LaserJet M652	ECTR	32480
CNCRR4N7NS	HP Color LaserJet MFP M480	ECTR	2284
CNCRS8527F	HP Color LaserJet MFP M480	NNHS	14508
VNB6J08558	HP Color LaserJet Pro 4201DW	NSHS	1120
VNB3J03215	HP Color LaserJet Pro 4201DW	WARD	7508
VNB3K45473	HP Color LaserJet Pro M182	OAKH	5,189
CND1H59684	HP Color LaserJet Pro M251	NNHS	2,040
VNB3B75577	HP Color LaserJet Pro M252	NNHS	1,919
VNB3S58072	HP Color LaserJet Pro M255	NNHS	6,356
VNB3M38037	HP Color LaserJet Pro M255	ECTR	11736
VNBNM596CB	HP Color LaserJet Pro M281	NNHS	21576
CNDF298695	HP Color LaserJet Pro M451	OAKH	1,772
CNDF323678	HP Color LaserJet Pro M451	MEMO	2,662
CNDF327341	HP Color LaserJet Pro M451	WILL	4,576
JPBDQ17900	HP Color LaserJet Pro M451	BIGE	8,484
CNDF303430	HP Color LaserJet Pro M451	NNHS	9,362
JPBDQ15254	HP Color LaserJet Pro M452	BRWN	443
VNB3B71941	HP Color LaserJet Pro M452	WILL	456
VNB3B71933	HP Color LaserJet Pro M452	PEIR	616
VNB3K16970	HP Color LaserJet Pro M452	CTRY	876
VNB3B71947	HP Color LaserJet Pro M452	CBOT	887

VNB3K16977	HP Color LaserJet Pro M452	PEIR	948
VNB3B71889	HP Color LaserJet Pro M452	ANGR	996
VNB3K08003	HP Color LaserJet Pro M452	OAKH	1,125
JPDDQ00385	HP Color LaserJet Pro M452	FDAY	1,427
JPBDQ15252	HP Color LaserJet Pro M452	OAKH	1,700
VNB3B71942	HP Color LaserJet Pro M452	ZERV	1,896
VNB3B71925	HP Color LaserJet Pro M452	UNDR	1,971
VNB3B71939	HP Color LaserJet Pro M452	BURR	2,156
VNB3B71944	HP Color LaserJet Pro M452	CTRY	2,626
VNB3K05857	HP Color LaserJet Pro M452	ECTR	2752
JPBDQ15069	HP Color LaserJet Pro M452	FDAY	3,548
VNB3B71936	HP Color LaserJet Pro M452	FRNK	4,101
VNB3K17036	HP Color LaserJet Pro M452	BWEN	4,298
JPBDQ15248	HP Color LaserJet Pro M452	BIGE	5,664
VNB3K08008	HP Color LaserJet Pro M452	BIGE	6,434
VNB3K07996	HP Color LaserJet Pro M452	BRWN	6,790
VNB3B07874	HP Color LaserJet Pro M452	OAKH	6,889
VNB3K17133	HP Color LaserJet Pro M452	WILL	7,956
VNB3K16971	HP Color LaserJet Pro M452	NSHS	8,285
VNG3P03429	HP Color LaserJet Pro M452	OAKH	8,747
VNB3B08787	HP Color LaserJet Pro M452	ECTR	10880
VNB3C27283	HP Color LaserJet Pro M452	NNHS	11,095
VNB3K08009	HP Color LaserJet Pro M452	FDAY	11,458
VNB3M06581	HP Color LaserJet Pro M452	BRWN	11,672
JPBDQ06459	HP Color LaserJet Pro M452	ZERV	17,810
VNB3B71937	HP Color LaserJet Pro M452	FRNK	20,697
VNG3X04737	HP Color LaserJet Pro M452	UNDR	20,819
VNB3C60167	HP Color LaserJet Pro M454	BIGE	1,964
VNB3K27147	HP Color LaserJet Pro M454	ANGR	5,096
VNB3K47799	HP Color LaserJet Pro M454	NNHS	7,275
VNB3C02835	HP Color LaserJet Pro M454	HRCE	12,893
VNB3C04501	HP Color LaserJet Pro M454	NECP	216376
VNBKL6P8F4	HP Color LaserJet Pro M477	ECTR	880
CNCKL81321	HP Color LaserJet Pro M570	ECTR	10252
VND3G06492	HP Color LaserJet Pro MFP 3301	NNHS	96
CNDCJ6G203	HP LaserJet M606DN	NECP	17144
CNCB237127	HP LaserJet 1300	BWEN	1,207
CNCB150308	HP LaserJet 1300	MEMO	4,571
CNHC57W1SM	HP LaserJet 1320	BURR	3,117

CNFC539147	HP LaserJet 1320	BRWN	3,127
CNRC6BB11N	HP LaserJet 1320	LINC	3,784
CNJ1N25776	HP LaserJet 3005	WARD	3,581
USBB279794	HP LaserJet 4050	ECTR	1356
USDNL14348	HP LaserJet 4200	NSHS	0
USGNP12349	HP LaserJet 4200	NNHS	691
USGNS30643	HP LaserJet 4200	NSHS	1,090
USDNP09121	HP LaserJet 4200	NNHS	1,196
USDNP09123	HP LaserJet 4200	NNHS	2,451
USDNL09221	HP LaserJet 4200	NNHS	3,727
USDNS00844	HP LaserJet 4200	NNHS	5,688
USGNS30650	HP LaserJet 4200	NSHS	5,819
USDNP00831	HP LaserJet 4200	NNHS	8,752
USDNN15141	HP LaserJet 4200	NSHS	22,223
CNRXS61456	HP LaserJet 4240	NSHS	425
CNGXJ16335	HP LaserJet 4240	OAKH	605
CNGXF55672	HP LaserJet 4240	BRWN	650
CNRXR77531	HP LaserJet 4240	NSHS	3,307
CNDXD11722	HP LaserJet 4250	FRNK	1,280
USBXN03731	HP LaserJet 4250	BIGE	1,731
USBXP18012	HP LaserJet 4250	NSHS	1,803
USBXM03033	HP LaserJet 4250	FDAY	1,985
CNRXL74745	HP LaserJet 4250	NSHS	2,013
CNRXR30875	HP LaserJet 4250	FDAY	2,821
USBXP18026	HP LaserJet 4250	NSHS	7,108
CNGXD67258	HP LaserJet 4250	NNHS	7,588
CNRXY50899	HP LaserJet 4250	NNHS	9,361
CNBXC15612	HP LaserJet 4250	NSHS	10,917
USBXP18019	HP LaserJet 4250	NSHS	12,971
CNGXF13927	HP LaserJet 4250	BWEN	15,051
CNBXD24134	HP LaserJet 4250	NSHS	27,613
CNDY400636	HP LaserJet 4300	NSHS	812
PHBBG67694	HP LaserJet M406dn	BRWN	276
PHBBG51656	HP LaserJet M406dn	BRWN	625
PHBBG51635	HP LaserJet M406dn	BRWN	1752
PHBBG51636	HP LaserJet M406dn	BRWN	2040
PHBBG51563	HP LaserJet M406dn	BRWN	2196
PHBBG22239	HP LaserJet M406dn	OAKH	2,771
PHBBG22251	HP LaserJet M406dn	OAKH	2,844

PHBBG27326	HP LaserJet M406dn	NNHS	3,294
PHBBG61120	HP LaserJet M406dn	OAKH	4368
PHBBG51637	HP LaserJet M406dn	NSHS	4800
PHBBG51686	HP LaserJet M406dn	OAKH	4,856
PHBBG49964	HP LaserJet M406dn	MEMO	4888
PHBBG22264	HP LaserJet M406dn	OAKH	5,517
PHBBY03849	HP LaserJet M406dn	BRWN	5872
PHBBG31610	HP LaserJet M406dn	BRWN	7,090
PHBBG22253	HP LaserJet M406dn	OAKH	7,359
PHBBG51694	HP LaserJet M406dn	BRWN	8460
PHBBG86658	HP LaserJet M406dn	OAKH	9224
JPBDS16029	HP LaserJet M506	BIGE	1,459
PHBGT21272	HP LaserJet M506	NECP	14560
PHCCQ9C0DH	HP LaserJet M507	ECTR	7672
VNCCQ950GR	HP LaserJet M507	BRWN	8,437
JPCCQ9V12F	HP LaserJet M507	ECTR	11700
PHBCM9W0WW	HP LaserJet M507	NSHS	12,937
CNCCG4T0C4	HP LaserJet M601	BIGE	432
CNDCG7P19N	HP LaserJet M601	ZERV	506
CNDCGB80GF	HP LaserJet M601	LINC	941
CNCCG4T0C6	HP LaserJet M601	BIGE	1,441
CNCCG1R0J4	HP LaserJet M601	BURR	1,521
CNCCG1R0HP	HP LaserJet M601	OAKH	2,581
CNCCG1R0HH	HP LaserJet M601	BIGE	3,537
CNBCD3N2MQ	HP LaserJet M601	BRWN	4,244
CNDCH1X0BJ	HP LaserJet M601	NECP	5168
CNCCG4T0BN	HP LaserJet M601	BRWN	5,986
CNBCD740DX	HP LaserJet M601	FDAY	6,229
CNCCG4T0CQ	HP LaserJet M601	FDAY	7,135
CNCCG1R0HW	HP LaserJet M601	BRWN	7,206
CNBCD740DZ	HP LaserJet M601	BIGE	8,171
CNDCG8F03C	HP LaserJet M601	FDAY	8,618
CNCCG5C16Z	HP LaserJet M601	ECTR	8876
CNCCG1R0J1	HP LaserJet M601	CTRY	9,337
CNBCD740D1	HP LaserJet M601	BRWN	10,758
CNCCG1R0GP	HP LaserJet M601	BRWN	12,049
CNCCG4T0C7	HP LaserJet M601	NSHS	13,188
CNDCG940GV	HP LaserJet M601	PEIR	13,975
CNDCG871LY	HP LaserJet M601	CTRY	14,007

CNCCG1R0HS	HP LaserJet M601	BIGE	14,124
CNCCG4T0CB	HP LaserJet M601	FDAY	14,576
CNCCG1K0LB	HP LaserJet M601	OAKH	14,809
CNCCG1R0HR	HP LaserJet M601	LINC	16,904
CNCCG3K0DK	HP LaserJet M601	BURR	17,371
CNBCD740F2	HP LaserJet M601	OAKH	18,430
CNCCG1R0HM	HP LaserJet M601	FDAY	19,369
CNCCG1R0HY	HP LaserJet M601	FDAY	19,375
CNCCG4T0C3	HP LaserJet M601	BWEN	20,340
CNDCG932QL	HP LaserJet M601	BRWN	23,367
CNCCFB70DF	HP LaserJet M601	BRWN	23,929
CNCCF9B10K	HP LaserJet M601	BIGE	31,258
CNCCG4T0BX	HP LaserJet M601	NSHS	43,292
CNCCG470DM	HP LaserJet M602	OAKH	12,082
JPCCG3L2DN	HP LaserJet M602	OAKH	14,160
JPCCG3L2F0	HP LaserJet M602	OAKH	24,029
CNBCH2R0WT	HP LaserJet M604	WARD	183
CNBCH700PL	HP LaserJet M604	NNHS	4,560
CNBCH700Q9	HP LaserJet M604	NNHS	5,386
CNDCJB40J3	HP LaserJet M604	ECTR	6068
CNDCK4D15X	HP LaserJet M604	ZERV	8,691
CNDCJB40H1	HP LaserJet M604	WARD	10,569
CNBCH700QK	HP LaserJet M604	NNHS	10,850
CNDCJ9D1VZ	HP LaserJet M604	FDAY	12,138
CNDCK4D13N	HP LaserJet M604	ZERV	12,773
CNBCH5609V	HP LaserJet M604	CTRY	12,829
CNDCK4D16V	HP LaserJet M604	ZERV	13,776
CNDCK4D16P	HP LaserJet M604	ZERV	14,064
CNDCK4D16M	HP LaserJet M604	ZERV	15,769
CNDCK4D15W	HP LaserJet M604	ZERV	18,414
CNBCH6K0KF	HP LaserJet M604	HRCE	26,891
CNBCHB4024	HP LaserJet M605	ANGR	2,142
CNBCH7M1MC	HP LaserJet M605	NSHS	6284
CNBCHB4027	HP LaserJet M605	ANGR	7,748
CNBCHB401V	HP LaserJet M605	ECTR	8592
CNBCHB400J	HP LaserJet M605	ANGR	17,479
CNBCHB401S	HP LaserJet M605	ANGR	18,551
CNBCHB401W	HP LaserJet M605	ANGR	19,557
CNDCK2D258	HP LaserJet M605	NSHS	27,675

CNBCHB401B	HP LaserJet M605	ECTR	32960
CNBCHB401L	HP LaserJet M605	ANGR	36,725
CNBCL8H0KX	HP LaserJet M607	ECTR	4
CNBCN2T0QY	HP LaserJet M607	OAKH	757
CNBCQ9K076	HP LaserJet M607	ECTR	3116
CNBCN2T0RG	HP LaserJet M607	OAKH	3,126
CNBCM8216K	HP LaserJet M607	HRCE	4,576
CNBCN2T0RB	HP LaserJet M607	OAKH	4,848
CNBCL1P12F	HP LaserJet M607	FDAY	5,291
CNBCMDM22C	HP LaserJet M607	ECTR	5464
PHBCQ9L0H7	HP LaserJet M607	PEIR	6,200
CNBCM8216H	HP LaserJet M607	HRCE	7,861
PHBCQ9L0H8	HP LaserJet M607	CTRY	7,875
PHBCQ9L0HD	HP LaserJet M607	FRNK	9,196
CNBCN351KZ	HP LaserJet M607	OAKH	9,817
CNBCN2T0R9	HP LaserJet M607	OAKH	11,560
CNBCQ9L0FM	HP LaserJet M607	PEIR	11,562
PHBCQ9L0H5	HP LaserJet M607	PEIR	11,929
PHBCQ9L0HB	HP LaserJet M607	FRNK	13,020
CNBCM8216N	HP LaserJet M607	HRCE	14,742
PHBCQ9L0H2	HP LaserJet M607	CTRY	15,709
CNBCQ9L0D8	HP LaserJet M607	CTRY	21,228
CNBCKC2048	HP LaserJet M607	NNHS	22,401
CNBCM6W3KC	HP LaserJet M608	CBOT	5,181
CNBCM6W3KX	HP LaserJet M608	CBOT	13,454
CNBCM6C0SC	HP LaserJet M608	CBOT	16,970
CNBCM6W3KK	HP LaserJet M608	CBOT	19,954
CNBCK6G027	HP LaserJet M608	ZERV	23,773
CNBCM6W3JY	HP LaserJet M608	CBOT	27,793
CNBCM6W3L1	HP LaserJet M608	CBOT	32,375
CNBCLB8031	HP LaserJet M608	NSHS	56,735
PHBCQ8Q0S7	HP LaserJet M610	MEMO	4,209
CNBCP2C112	HP LaserJet M610	NSHS	6,301
PHBCR3P1CR	HP LaserJet M610	WARD	9300
PHBCR3P1CW	HP LaserJet M610	WARD	10,229
PHBC1BFJ23	HP LaserJet M610	NSHS	11,899
PHBCR5J1H9	HP LaserJet M610	MASN	19,965
PHBC1BGGF3	HP LaserJet M610	MEMO	31,745
JPCCH6P1M7	HP LaserJet M806	NNHS	12,391

CNBJS95389	HP LaserJet P2015	OAKH	1,819
CNB9T52669	HP LaserJet P2035n	NNHS	1
CNB9T53210	HP LaserJet P2035n	NNHS	2
CNB9T52658	HP LaserJet P2035n	NNHS	20
CNB9S40864	HP LaserJet P2035n	NNHS	42
CNB9T53184	HP LaserJet P2035n	NNHS	46
CNB9T53203	HP LaserJet P2035n	NNHS	105
CNB9T52876	HP LaserJet P2035n	NNHS	130
CNB9T53189	HP LaserJet P2035n	NNHS	157
CNB9T52656	HP LaserJet P2035n	NNHS	207
CNB9X49672	HP LaserJet P2035n	FDAY	231
CNB9T53201	HP LaserJet P2035n	NNHS	248
CNB9T53194	HP LaserJet P2035n	NNHS	264
CNB9T53213	HP LaserJet P2035n	NNHS	356
CNB9T52670	HP LaserJet P2035n	NNHS	373
CNB9T53147	HP LaserJet P2035n	NNHS	377
CNB9T52666	HP LaserJet P2035n	NNHS	474
CNB9T52661	HP LaserJet P2035n	NNHS	476
CNB9X49676	HP LaserJet P2035n	NNHS	508
CNB9T52659	HP LaserJet P2035n	NNHS	586
CNB9T53216	HP LaserJet P2035n	NNHS	603
CNB9T53197	HP LaserJet P2035n	NNHS	618
CNB9T53185	HP LaserJet P2035n	NNHS	638
CNB9X49675	HP LaserJet P2035n	NNHS	643
CNB9T52660	HP LaserJet P2035n	NNHS	735
CNB9T53199	HP LaserJet P2035n	NNHS	802
CNB9T53206	HP LaserJet P2035n	NNHS	873
CNB9T53187	HP LaserJet P2035n	NNHS	917
CNB9T53196	HP LaserJet P2035n	NNHS	1,111
CNB9T53190	HP LaserJet P2035n	NNHS	1,228
CNB9X49674	HP LaserJet P2035n	NNHS	1,273
CNB9X49669	HP LaserJet P2035n	NNHS	2,207
CNB9T52662	HP LaserJet P2035n	NNHS	2,286
CNB9T52668	HP LaserJet P2035n	NNHS	2,381
CNB9D09335	HP LaserJet P2035n	NNHS	2,459
CNB9T53215	HP LaserJet P2035n	NNHS	2,537
CNB9T53188	HP LaserJet P2035n	NNHS	2,633
CNB9T53195	HP LaserJet P2035n	NNHS	2,819
CNB9T52664	HP LaserJet P2035n	NNHS	3,229

CNB9X49670	HP LaserJet P2035n	NNHS	3,352
CNB9T53211	HP LaserJet P2035n	NNHS	3,905
CNB9X27678	HP LaserJet P2035n	NNHS	3960
CNB9X49678	HP LaserJet P2035n	NNHS	4,359
CNB9T53208	HP LaserJet P2035n	NNHS	4,611
CNB9T53218	HP LaserJet P2035n	NNHS	6,295
CNB9T52663	HP LaserJet P2035n	NNHS	6,626
CNB9T53212	HP LaserJet P2035n	NNHS	7,725
CNB9T52846	HP LaserJet P2035n	NNHS	7,795
CNB9D34002	HP LaserJet P2035n	NNHS	9280
JPBF964139	HP LaserJet P2055	NNHS	53
JPBF936419	HP LaserJet P2055	NNHS	181
CNB1704587	HP LaserJet P2055	OAKH	1,703
VNB3S21365	HP LaserJet P2055	FDAY	2,394
VNB3106316	HP LaserJet P2055	OAKH	2,594
CNB9P14696	HP LaserJet P2055	BIGE	4,313
JPBF924964	HP LaserJet P2055	BRWN	4,438
VNB3R20537	HP LaserJet P2055	ECTR	5032
CND1R46383	HP LaserJet P3005	BURR	268
CND1S42307	HP LaserJet P3005	FDAY	299
CND1R41321	HP LaserJet P3005	BIGE	982
CND1S46380	HP LaserJet P3005	BIGE	1,068
CND1P02209	HP LaserJet P3005	CTRY	2,293
CND1S43551	HP LaserJet P3005	OAKH	4,614
CNJ1S75864	HP LaserJet P3005	FDAY	5,875
CND1P03289	HP LaserJet P3005	FDAY	6,172
CND1S43626	HP LaserJet P3005	BIGE	7,290
CND1N03956	HP LaserJet P3005	BWEN	9,194
CND1S54544	HP LaserJet P3005	BRWN	11,089
VNB3134685	HP LaserJet P3015	NSHS	0
JPBCC791H0	HP LaserJet P3015	ECTR	152
VNL0504375	HP LaserJet P3015	NSHS	760
VNB3Y22605	HP LaserJet P3015	BRWN	761
VNB3Y23078	HP LaserJet P3015	ECTR	824
VNB3Y22572	HP LaserJet P3015	WARD	1,337
VNB4G07155	HP LaserJet P3015	NNHS	1,577
VNBCBD71L0	HP LaserJet P3015	BIGE	2,230
VNBCB3L0TR	HP LaserJet P3015	PEIR	2,820
VNB4G07152	HP LaserJet P3015	NNHS	3,316

VNB4G07147	HP LaserJet P3015	NNHS	4,017
VNB3124915	HP LaserJet P3015	PEIR	4,933
JPBDS16099	HP LaserJet P3015	LINC	5,050
VNBCB1P171	HP LaserJet P3015	PEIR	5,062
VNB4G07145	HP LaserJet P3015	NSHS	5,184
VNB4G07160	HP LaserJet P3015	NNHS	5,442
VNB3S02751	HP LaserJet P3015	NSHS	6,147
VNB4G07153	HP LaserJet P3015	NNHS	8,160
VNB3S02749	HP LaserJet P3015	NSHS	9,520
VNB4G07144	HP LaserJet P3015	NSHS	12,021
VNB3134688	HP LaserJet P3015	NSHS	12,153
VNB3R39153	HP LaserJet P3015	NECP	13268
VNB4G07143	HP LaserJet P3015	NSHS	16,472
VNB3R18672	HP LaserJet P3015	CTRY	16,889
VNB4G07148	HP LaserJet P3015	NSHS	19,136
VNB4G07158	HP LaserJet P3015	NSHS	22,741
VNB4G07150	HP LaserJet P3015	NSHS	28,481
VNB3134684	HP LaserJet P3015	NSHS	31384
VNB4G07159	HP LaserJet P3015	NSHS	33,933
VNB4G07140	HP LaserJet P3015	NSHS	39,084
CNDX161150	HP LaserJet P4014	NNHS	286
CNDX160753	HP LaserJet P4014	NNHS	433
CNDX160591	HP LaserJet P4014	NNHS	592
CNDX312321	HP LaserJet P4014	ECTR	960
CNDX157414	HP LaserJet P4014	NNHS	1,340
CNBX201146	HP LaserJet P4014	NNHS	1,439
CNDX160750	HP LaserJet P4014	NNHS	1,817
CNDX161101	HP LaserJet P4014	NNHS	1,987
CNDX312341	HP LaserJet P4014	LINC	2,631
JPDF053435	HP LaserJet P4014	MEMO	3,179
CNDX161149	HP LaserJet P4014	NNHS	3,578
CNDX161100	HP LaserJet P4014	NNHS	4,114
CNDX160592	HP LaserJet P4014	NNHS	4,266
CNDX161146	HP LaserJet P4014	NNHS	6,108
CNDX157802	HP LaserJet P4014	NNHS	6,430
CNDX160590	HP LaserJet P4014	NNHS	7,491
CNDX161117	HP LaserJet P4014	NNHS	9,096
CNDX157783	HP LaserJet P4014	NNHS	9,765
CNDX161145	HP LaserJet P4014	NNHS	10,276

CNDX160725	HP LaserJet P4014	NNHS	11,454
CNDX160587	HP LaserJet P4014	NNHS	11,491
CNDX160742	HP LaserJet P4014	NNHS	12,174
CNDX157552	HP LaserJet P4014	NNHS	12,203
CNDX157410	HP LaserJet P4014	NNHS	21,392
CNDX157811	HP LaserJet P4014	NNHS	22,284
CNDX161143	HP LaserJet P4014	NNHS	26,764
JPDF053779	HP LaserJet P4014	BWEN	31,313
CNDX161140	HP LaserJet P4014	NNHS	31,495
CNDX157409	HP LaserJet P4014	NNHS	37,430
CNDY139759	HP LaserJet P4015	NSHS	16,838
VNL0505761	HP LaserJet Pro 4001DN	NSHS	4344
PHLHS10166	HP LaserJet Pro 4001DN	NECP	17660
VNG3G22329	HP LaserJet Pro M227	FDAY	17
VNG3700948	HP LaserJet Pro M401	HRCE	0
PHGFG59710	HP LaserJet Pro M401	HRCE	87
PHGGC10084	HP LaserJet Pro M401	ANGR	131
PHGGG04189	HP LaserJet Pro M401	ANGR	163
PHGGG04218	HP LaserJet Pro M401	ANGR	174
PHGGG04222	HP LaserJet Pro M401	ANGR	209
PHGGG04225	HP LaserJet Pro M401	ANGR	232
JPGFH37838	HP LaserJet Pro M401	ECTR	344
PHGFC79703	HP LaserJet Pro M401	HRCE	370
PHGFG63443	HP LaserJet Pro M401	NNHS	460
PHGFG63441	HP LaserJet Pro M401	NNHS	513
VNG4S04273	HP LaserJet Pro M401	NSHS	598
PHGFC07603	HP LaserJet Pro M401	OAKH	691
VNG4821893	HP LaserJet Pro M401	CTRY	762
PHGFC27760	HP LaserJet Pro M401	WARD	791
PHGFC23283	HP LaserJet Pro M401	OAKH	900
PHGFB16495	HP LaserJet Pro M401	BURR	1,042
PHGFG53861	HP LaserJet Pro M401	ECTR	1240
PHGGB11803	HP LaserJet Pro M401	ANGR	1,322
VNG3H15831	HP LaserJet Pro M401	HRCE	1,342
PHGFG63451	HP LaserJet Pro M401	NNHS	1,356
JPGFH19400	HP LaserJet Pro M401	OAKH	1,394
VNG3M01042	HP LaserJet Pro M401	PEIR	1,407
PHGFC79716	HP LaserJet Pro M401	HRCE	1,451
PHGFB11607	HP LaserJet Pro M401	MEMO	1,486

PHGFC51686	HP LaserJet Pro M401	LINC	1,626
PHGGB11802	HP LaserJet Pro M401	ANGR	1,750
PHGGC10076	HP LaserJet Pro M401	ANGR	1,820
VNG4S04280	HP LaserJet Pro M401	NNHS	1,828
PHGFB49909	HP LaserJet Pro M401	WARD	1,920
PHGGG04190	HP LaserJet Pro M401	ANGR	2,064
JPGFH20710	HP LaserJet Pro M401	OAKH	2,265
PHGFC27830	HP LaserJet Pro M401	MASN	2,339
VNG5K02803	HP LaserJet Pro M401	PEIR	2,457
PHGFC27836	HP LaserJet Pro M401	MASN	2,625
PHGFB11603	HP LaserJet Pro M401	MEMO	2,714
PHGFB35036	HP LaserJet Pro M401	FRNK	2,748
PHGFG59767	HP LaserJet Pro M401	NSHS	2,762
VNG3707671	HP LaserJet Pro M401	ECTR	2924
JPGFH34135	HP LaserJet Pro M401	LINC	2,973
VNG4S04272	HP LaserJet Pro M401	NNHS	3,036
PHGFG63440	HP LaserJet Pro M401	NNHS	3,047
PHGFC27758	HP LaserJet Pro M401	WARD	3,208
VNG4X20795	HP LaserJet Pro M401	UNDR	3,273
VNG4N01307	HP LaserJet Pro M401	BIGE	3,417
VNB4F05252	HP LaserJet Pro M401	BURR	3,513
PHGFB35038	HP LaserJet Pro M401	CTRY	3,878
VNG3700961	HP LaserJet Pro M401	WARD	3,948
PHGFC48499	HP LaserJet Pro M401	MASN	4,450
PHGFC27773	HP LaserJet Pro M401	WARD	4,612
PHGFC23255	HP LaserJet Pro M401	OAKH	4,782
PHGFF64148	HP LaserJet Pro M401	BWEN	5,214
PHGFG59947	HP LaserJet Pro M401	FRNK	5,262
PHGFC34519	HP LaserJet Pro M401	BRWN	5,465
VNB3B02878	HP LaserJet Pro M401	FDAY	5,911
PHGFC46690	HP LaserJet Pro M401	CTRY	6,144
PHGFG63444	HP LaserJet Pro M401	NNHS	6,162
JPGFH19409	HP LaserJet Pro M401	FDAY	6,284
PHGFB35037	HP LaserJet Pro M401	CTRY	6,358
PHGFG11465	HP LaserJet Pro M401	BURR	6,412
JPGFH20700	HP LaserJet Pro M401	FDAY	6,494
PHGFD27091	HP LaserJet Pro M401	CTRY	6,616
PHGFC27846	HP LaserJet Pro M401	MASN	6,784
PHGFC35703	HP LaserJet Pro M401	WILL	7,297

VNB3N25067	HP LaserJet Pro M401	MEMO	7,858
PHGFB49891	HP LaserJet Pro M401	MASN	8,476
JPGFH19422	HP LaserJet Pro M401	FDAY	8,532
PHGFC27835	HP LaserJet Pro M401	MASN	8,730
VNG4J05994	HP LaserJet Pro M401	FDAY	8,730
PHGFF63322	HP LaserJet Pro M401	WILL	8,741
PHGFD11855	HP LaserJet Pro M401	BWEN	8,899
VNB3N25073	HP LaserJet Pro M401	MEMO	8,934
PHGGB10842	HP LaserJet Pro M401	ANGR	8,990
PHGFD63536	HP LaserJet Pro M401	BWEN	9,016
VNG4J05984	HP LaserJet Pro M401	FDAY	10,072
PHGGB10847	HP LaserJet Pro M401	FDAY	10,111
PHGFC51683	HP LaserJet Pro M401	LINC	11,415
VNG4J05516	HP LaserJet Pro M401	BRWN	11,533
VNG4N01319	HP LaserJet Pro M401	BRWN	16,152
VNB4J18930	HP LaserJet Pro M401	ECTR	16160
JPGFH20713	HP LaserJet Pro M401	FDAY	16,566
VNG4X20796	HP LaserJet Pro M401	UNDR	19,973
PHGFB47759	HP LaserJet Pro M401	NNHS	20,898
PHBQG07083	HP LaserJet Pro M402	UNDR	17
PHBV706242	HP LaserJet Pro M402	CBOT	142
PHBQF10485	HP LaserJet Pro M402	WILL	203
JPBDZ42126	HP LaserJet Pro M402	NNHS	211
PHB5F45913	HP LaserJet Pro M402	WARD	216
PHB5C27809	HP LaserJet Pro M402	ECTR	344
PHB5H01095	HP LaserJet Pro M402	BIGE	429
PHB5D19930	HP LaserJet Pro M402	ZERV	463
PHBQC29323	HP LaserJet Pro M402	FDAY	517
PHBQC29007	HP LaserJet Pro M402	NECP	576
JPBDZ09291	HP LaserJet Pro M402	ZERV	627
JPBDZ16632	HP LaserJet Pro M402	WILL	753
PHBQH16559	HP LaserJet Pro M402	FDAY	826
PHB5H20924	HP LaserJet Pro M402	ECTR	992
PHBVH21230	HP LaserJet Pro M402	CBOT	1,098
PHBQH16549	HP LaserJet Pro M402	LINC	1,106
PHB5F08664	HP LaserJet Pro M402	LINC	1,151
PHB5D19925	HP LaserJet Pro M402	ZERV	1,378
PHBV706245	HP LaserJet Pro M402	CBOT	1,610
PHBV706247	HP LaserJet Pro M402	CBOT	1,623

PHB5D19934	HP LaserJet Pro M402	ZERV	1,694
PHB5H08375	HP LaserJet Pro M402	ZERV	1,719
PHB5B37293	HP LaserJet Pro M402	MEMO	1,843
PHBQC16918	HP LaserJet Pro M402	FDAY	1,877
PHB5B85743	HP LaserJet Pro M402	MASN	2,066
PHB5H08390	HP LaserJet Pro M402	ZERV	2,131
PHBVH21231	HP LaserJet Pro M402	CBOT	2,236
PHBQB21857	HP LaserJet Pro M402	FRNK	2,250
PHBQB28001	HP LaserJet Pro M402	NSHS	2,382
PHBV706246	HP LaserJet Pro M402	CBOT	2,468
PHB5H08378	HP LaserJet Pro M402	ZERV	2,560
PHB5C06637	HP LaserJet Pro M402	FRNK	2,578
PHBQB16112	HP LaserJet Pro M402	FRNK	2,687
PHBQF12974	HP LaserJet Pro M402	FDAY	2,780
PHBHG14082	HP LaserJet Pro M402	NSHS	2,828
PHB5H08374	HP LaserJet Pro M402	ZERV	2,994
PHBQH04535	HP LaserJet Pro M402	FDAY	3,506
PHBQC16967	HP LaserJet Pro M402	FDAY	3,704
PHB5H08380	HP LaserJet Pro M402	ZERV	3,935
JPBDY00801	HP LaserJet Pro M402	FRNK	4,060
PHB5H08383	HP LaserJet Pro M402	ZERV	4,071
PHB5H37774	HP LaserJet Pro M402	FDAY	4,210
PHB5D05311	HP LaserJet Pro M402	MEMO	5,070
PHBQC14364	HP LaserJet Pro M402	FRNK	5,160
PHB5H08387	HP LaserJet Pro M402	ZERV	5,482
JPBDZ00432	HP LaserJet Pro M402	WARD	6,236
PHBQG13218	HP LaserJet Pro M402	BIGE	6,448
PHB5B94070	HP LaserJet Pro M402	BRWN	7,417
PHBQH09479	HP LaserJet Pro M402	WILL	7,498
PHBQB21713	HP LaserJet Pro M402	FRNK	7,505
PHBQC39950	HP LaserJet Pro M402	ECTR	8080
PHBQF41328	HP LaserJet Pro M402	WARD	8,538
PHB5B56272	HP LaserJet Pro M402	BIGE	9,526
PHB5H08381	HP LaserJet Pro M402	ZERV	9,950
PHB5H20915	HP LaserJet Pro M402	HRCE	10368
PHBQF10469	HP LaserJet Pro M402	WILL	10,442
PHBVH21239	HP LaserJet Pro M402	CBOT	10,900
PHBQH04450	HP LaserJet Pro M402	ECTR	11564
JPBDZ42120	HP LaserJet Pro M402	HRCE	11,699

JPBDY01631	HP LaserJet Pro M402	FRNK	12,223
PHBVH26760	HP LaserJet Pro M402	BURR	12,988
JPBDY16382	HP LaserJet Pro M402	WILL	14,978
PHBQH04447	HP LaserJet Pro M402	FDAY	16,215
PHBVH26772	HP LaserJet Pro M402	BURR	20,497
PHBVH26755	HP LaserJet Pro M402	BURR	23,565
PHDBB01760	HP LaserJet Pro M404	BRWN	5
PHBBK13381	HP LaserJet Pro M404	ECTR	188
PHDBC00628	HP LaserJet Pro M404	OAKH	443
PHDBC10375	HP LaserJet Pro M404	OAKH	1,279
PHDBB01770	HP LaserJet Pro M404	FDAY	1,910
PHBB403123	HP LaserJet Pro M404	HRCE	2,155
PHDBC10338	HP LaserJet Pro M404	OAKH	3,275
PHDBC00601	HP LaserJet Pro M404	MASN	3,599
PHDBB33580	HP LaserJet Pro M404	BRWN	3,619
JPDDM15918	HP LaserJet Pro M404	BIGE	3628
PHBB403119	HP LaserJet Pro M404	HRCE	3,690
VNG3B17058	HP LaserJet Pro M404	MEMO	3,884
VNG3B17045	HP LaserJet Pro M404	MEMO	4,652
PHBB403020	HP LaserJet Pro M404	NSHS	5,210
PHBBK12615	HP LaserJet Pro M404	MASN	5,827
VNG3B04074	HP LaserJet Pro M404	NSHS	6,383
JPDDM16076	HP LaserJet Pro M404	BRWN	9,919
PHDBC10363	HP LaserJet Pro M404	OAKH	10,498
PHDBH19833	HP LaserJet Pro M404	BRWN	13,810
PHBTR72437	HP LaserJet Pro M501	UNDR	1,447
PHBTR85713	HP LaserJet Pro M501	LINC	4,214
PHBTT02331	HP LaserJet Pro M501	OAKH	5,258
PHBTR72439	HP LaserJet Pro M501	UNDR	8,209
CNDKL8T1TJ	HP LaserJet Pro M521	ECTR	200
CNDKN364ZF	HP LaserJet Pro M521	ECTR	492
CNB7HCF3ZZ	HP LaserJet Pro M521	ZERV	1,418
RXD131756	Xerox Phaser 7500	NNHS	391
2YX043082	Xerox Versalink C8000	NNHS	1,391
5AV792569	Xerox WorkCentre 6515	NSHS	14784

Local - Non Networked Printers

Serial	Model	BU	Usage May '24 through April '25

CNDF209716	CE957A#BGJ-HP	OAKH	Local
CNDCG7Q0J0	CE990A#BGJ	WILL	Local
VNB3N25075	CF278A#BGJ	MEMO	Local
VNG3L13351	G3Q75A#BGJ	NNHS	Local
JPCCL4C0S7	HEWLASERJET M553N	BWEN	Local
VNB3J07298	HEWLASERJET4201DN	MASN	Local
CNDXB07085	HEWLASERJET4250	NSHS	Local
CNGXB20910	HEWLASERJET4250N	NNHS	Local
CNGSB14576	HEWLASERJETCP2025N	NNHS	Local
PHGFC27753	HEWLASERJETM401DNE	WARD	Local
VNG4S04271	HEWLASERJETM401N	NSHS	Local
JPBDZ42118	HEWLASERJETM402DNE	CBOT	Local
CNBRP7F2PK	HEWLASERJETM430	ECTR	Local
JPBCJBS0QL	HEWLASERJETM553N	BIGE	Local
VNB3202420	HEWLASERJETP2035	OAKH	Local
VNB3202422	HEWLASERJETP2035	NSHS	Local
VNB3202423	HEWLASERJETP2035	NSHS	Local
CNB9T52671	HEWLASERJETP2035N	NNHS	Local
CNB9X09238	HEWLASERJETP2035N	NECP	Local
CNB9001874	HEWLASERJETP2055DN	BIGE	Local
CNB9001889	HEWLASERJETP2055DN	BIGE	Local
CNB9339211	HEWLASERJETP2055DN	NNHS	Local
JPBF936421	HEWLASERJETP2055DN	WILL	Local
VNB4G07157	HEWLASERJETP3015DN	NSHS	Local
PHB5C88173	HEWLASERJETPROM402DW	LINC	Local
JPDDM13910	HEWLASERJETPROM404DN	ECTR	Local
PHBB616804	HEWLASERJETPROM404DN	BRWN	Local
PHBBJ04792	HEWLASERJETPROM404DN	BRWN	Local
PHDBB01718	HEWLASERJETPROM404DN	BWEN	Local
PHDBB01761	HEWLASERJETPROM404DN	WARD	Local
PHDBC13638	HEWLASERJETPROM404DN	FRNK	Local
VND3F22514	HEWLASERJETPROM404DN	ANGR	Local
VNB3B71940	HEWLASERJETPROM452DN	BWEN	Local
VNB3B71943	HEWLASERJETPROM452DN	LINC	Local
VNB3B71946	HEWLASERJETPROM452DN	HRCE	Local
VNB3B71949	HEWLASERJETPROM452DN	MEMO	Local
VNB3K11769	HEWLASERJETPROM452DN	PEIR	Local
VNB3P17218	HP Color LaserJet Pro M452	NNHS	Local
PHBBG51631	HP LaserJet M406dn	OAKH	Local

CNCRS2J2M7	HP LaserJet Pro MFP 4101FDWE	ECTR	Local