



REQUEST FOR PROPOSALS (RFP)

ISSUE DATE: July 14, 2016 COMMODITY CODE(S): 96618, 91528, 91558, 60072
RFP NUMBER & TITLE: RFP 16-524 MANAGED PRINT/COPY/MAILING/SHIPPING RETAIL OPERATION SERVICES
ISSUING AGENCY & ADDRESS: University of Mary Washington
Procurement Services, Eagle Village Executive Offices, Suite 480
1125 Jefferson Davis Hwy., Fredericksburg, VA 22401
WORK LOCATION: Fredericksburg, Virginia
PROPOSAL DUE DATE & TIME: August 10, 2016; 3:00PM
PRE-PROPOSAL CONFERENCE: [ ] Optional X Mandatory [ ] N/A PRE-PROPOSAL LOCATION: Woodard Hall, Room 133
PRE-PROPOSAL DATE/TIME: July 26, 2016; 9:30 AM
CONTRACT OFFICER: Melva A. H. Kishpau, VCO, CUPO EMAIL: mkishpau@umw.edu
PERIOD OF CONTRACT: Date of award through four (4) years, with optional two (2) four- year renewals, or as negotiated.

QUESTIONS/INQUIRIES: All inquiries for information shall only be directed via email to the contract officer listed above, referencing the solicitation by name and number. Communications with others outside of the Procurement office during the solicitation process may result in the ultimate rejection of a proposal. No questions will be accepted after July 29, 2016; 5:00PM.

PROPOSALS: Sealed Proposals must reach the above address and department by the deadline stated in order to be considered. It is the responsibility of the offeror to ensure that the proposal is submitted in an envelope or container that clearly identifies the contents as a proposal submission in response to this Request for Proposals. Also reference section XI herein. UMW requires the inclusion of a clearly marked redacted proposal if any portion of the Offeror's proposal contains proprietary information; Reference Section VI.3 stipulations. All contracts will be made available through UMW's Public Contracts Gateway https://umw.cobblestonesystems.com/public/.

MANDATORY PRE-PROPOSAL CONFERENCE: (see XI, RFP SPECIAL TERMS AND CONDITIONS)

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Firm Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation and the Undersigned Firm hereby certifies that all information provided below and in schedule or attachment of this document is true, correct and complete.

THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL.

Name of Offering Firm: \_\_\_\_\_
Address of Offering Firm: \_\_\_\_\_
Check All That Apply: [ ] Micro Business [ ] Small Business [ ] Woman-Owned Business [ ] Minority-Owned Business
DSBSD Certification No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
Virginia Contractor License No. : \_\_\_\_\_ Class: \_\_\_\_\_
Specialty Codes: \_\_\_\_\_ SCC No.: \_\_\_\_\_
eVA Vendor ID or DUNS No.: \_\_\_\_\_ FEIN/TIN: \_\_\_\_\_
Submitted By (Print Name & Title): \_\_\_\_\_
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_
Website: \_\_\_\_\_ Fax: \_\_\_\_\_
Signature (In Ink): \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

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- I. **PURPOSE:** The University of Mary Washington is soliciting proposals from highly qualified vendors for the purpose of establishing a renewable term contract to provide on-site management of student and faculty/staff mail, express mail, copying, simple bindery services, scanning, minimal document destruction, network print, cloud print, and related services, within a designated space on the Fredericksburg campus.
  
- II. **ORGANIZATIONAL OVERVIEW:** The University of Mary Washington is a coeducational, state-supported institution of the Commonwealth of Virginia enrolling a total of approximately 4,300 undergraduate and graduate students. The institution currently consists of three academic campuses (Fredericksburg, Stafford, and Dahlgren) and three colleges – Arts and Sciences, Business, and Education, as well as a Center for Economic Development, which connects faculty and students with regional initiatives and businesses seeking their assistance. <http://www.umw.edu/about/fast-facts/>.

In August 2014, UMW opened a new Information Technology Convergence Center, subsequently named Hurley Convergence Center “HCC”, and in August 2015, UMW opened a 105,000 SQFT University Center “UC”. With the opening of HCC and UC, numerous departments and offices were relocated. Initially, the campus post office was slated to move into UC, but those plans changed during the building design process and the post office remains in Woodard Center. As a result of various campus office moves, the Copy Center was relocated to vacant space in Lee Hall in February, 2016.

**Definitions:** Throughout this RFP, the words copier, multifunction device, and MFD may be used interchangeably. In all cases, the intent is a digital device which incorporates the functionality of multiple devices in one to provide photocopier, printer, scanner, and the option of fax (fax is utilized in limited locations).

**Decentralized MFDs:** These are MFDs that are supplied and maintained by the contractor in individual departments outside of the central copy center space.

**EagleOne:** University of Mary Washington’s “Onecard” system. All members of the university receive an official identification card “EagleOne” Card. UMW currently contracts with Blackboard “Bb” for the transaction system that underlies the EagleOne program. The EagleOne card includes a debit function allowing students, faculty and staff to deposit funds and use EagleOne dollars at point-of-sale locations throughout campus. Through use of a transaction interface agent “TIA”, EagleOne dollars are accepted in the campus post office and campus copy center.

- III. **BACKGROUND:** The University has outsourced mail and copy center operations since approximately 1995. The synergy of the two operations support one another to provide an efficient and service oriented workflow for document production and distribution on campus, and mail delivery on and beyond the campus boundaries. Services range from electronic submission of campus copy jobs, production of documents, confidential handling of records, delivery of copy jobs, cleansing of databases for external mail jobs and at-times, design consulting as related to support of USPS needs, and internal charge-back procedures. UMW pays the contractor a monthly facilities management fee that incorporates all contracted services. University offices incur charge-backs to their departmental accounts. A general overview of current operations is provided below. A copy of historical expenses is provided in attachment (E1).

A. **Copy Center Operations-Centralized:**

The Contractor provides on-site staffing, equipment, and management of a central copy center (for high volume production and finishing work), and maintains 55 decentralized networked multifunction devices distributed throughout the campus. Established thresholds define minimum number of copies that are included in monthly fee structure (See Attachment E-2). The Copy Center is located within Lee Hall found in Copy Center floor plan, Attachment (J). Copy jobs are accepted online, through campus

mail, or through walk-up counter service. Completed jobs are delivered by campus post office delivery staff and are included in daily mail runs; a copy center job pickup counter is also available.

Although a small percentage of work performed, the copy center also accepts retail jobs for campus clients; retail jobs are not discounted. Retail purchases are made with cash, check or EagleOne dollars. UMW Receives 75% of the revenue from all retail transactions in the Copy Center. The types and volumes of jobs produced in the Copy Center are identified on Attachment G-1. Campus jobs shall always take priority over retail jobs. In the event of a conflict, the Contract Administrator will prioritize job requests.

**Current Copy Center Hours:**

Monday – Thursday	8:00AM – 7:00PM
Friday	8:00AM – 5:00PM
Summer Hours	8:00AM – 5:00PM
<i>During University holidays or closures, the Copy Center is closed.</i>	

**B. Decentralized MFDs**

The Contractor owns and maintains a decentralized group of MFDs. There are currently 55 networked decentralized MFDs, five eligible for public use, one of which accepts EagleOne only. The Contractor is responsible for setup, maintenance, repair, toner replenishment, usage tracking and chargeback submittals for individual departments. Attachment G-2 provides detail on the decentralized copier (MFD) inventory, building location, and usage.

Cloud printing functionality was introduced by UMW, through Pharos, and supported by current contractor in fall 2014, for use on five (5) specified MFDs located in Simpson Library (1 black & white and 1 color machine), Trinkle Hall, Combs Hall and Stafford Library. Pharos is the supporting software for cloud printing from a mobile device. Students are instructed to send jobs from electronic devices to one of two urls (one for color, one for black & white prints). Students use their EagleOne card at the machines to release the job and charge their EagleOne account. 100% of Revenue from public copiers reverts to UMW.

Public Copier per copy cost, B&W	.10
Public Copier per copy cost, Color	.30

**C. Campus Post Office “UMW PO”**

The contracted mail services include daily management of a physical post office located within 1490 SQFT of Woodard Campus Center with a customer window for handling transactions and a bank of mailboxes (Attachment F-3) that are shared by students. Student mail is largely centralized from this location with the exception of Eagle Landing (upper class apartments), where a second bank of mailboxes is located. Faculty/Staff/Departmental mail is delivered to numerous locations daily, M-F, by the post office staff according to an established mail-run schedule. The mail-run includes several remote sites within close proximity of the Fredericksburg campus, see Attachment F-2. The mail operation offers express delivery, management of bulk mail, pre-sort, and USPS Mail innovations. Retail services are available; including sales of stamps, shipping of domestic and international packages, certified, registered, insured, and express mail services. Services by volume are included on Attachment F-1. Retail sales accept cash, check and EagleOne cards.

As required by USPS, bulk mail is transported to and mailed from the Stafford, Rt. 17 post office location, by the Contractor. The Contractor owns and operates all vehicles used in the delivery of campus mail. A parking space is reserved within Alvey parking deck for the contractor owned electric golf cart used for campus deliveries, and a parking space at Woodard Hall is reserved for a second mail vehicle. Although not physically delivered through this contract, mail for the Stafford Campus is sorted by the UMW PO

and picked up daily by UMW Courier. Mail for the Dahlgren campus is gathered in the UMW PO and mailed to Dahlgren once per week.

A retail postal kiosk was added to the campus in fall 2014 and located in Lee Hall. The kiosk only accepts credit card payment.

Postal services for UMW are cyclical in nature and require a Contractor to adapt and respond to the university schedule and needs. Special events requiring flexibility include: fall move-in, Winter Break, spring (January) Rush, Summer Break (including summer mail forwarding). The operation is serviced and mail sorted and available for pickup during the winter break, and Eagle Landing mail is delivered during the winter break.

Current Woodard Post Office Hours:

Monday – Friday	8:00AM – 5:00PM	Window Hours	10:00AM – 4:30PM
During each new semester, the operation opens for limited hours for two Saturdays.			

**D. Pay-to-Print**

UMW employs a pay-to-print strategy in several print labs throughout campus. Pharos Mobile Print is a UMW contracted function. UMW is currently utilizing Pharos version 9. The migration to version 9 enabled lab print stations to also utilize the Cloud print functionality. Campus users send jobs to the Contractor’s black and white or color printing queue the job will appear on all stations throughout campus after an EagleOne card or cash is inserted and the user must then pick their job for printing. See Attachment H-1 for Pharos stations, this information is provided for awareness of campus pay-to-print environment.

**IV. CONTRACT GOALS**

The overall goal of UMW in soliciting an outside contractor is to provide copy and mail services utilizing the latest affordable technology, comprehensive copying and mailing services and to enhance and continuously improve upon that level of service and satisfaction on campus, while operating within a compact campus footprint, and in a fiscally responsible manner.

It is essential that these services to the University are managed with a maximum sensitivity to the needs and concerns of the UMW community. Products, prices, location of services, types of facilities, and special promotions must all be responsive to consumer demand.

UMW is also seeking cost containment and budget control in the copy and mailing services throughout campus, and ideally an automated charge-back system. To this end, Offerors should exemplify fiscal integrity, sound business practice, and a high level of quality control in any re-organization of present services. The Offeror should exhibit a thorough knowledge of the industry and the changes that are being provided through new technology.

The University desires to reduce the physical footprint of the Copy Center and co-locate the operation with the campus Bookstore, as well as to enhance and expand on its sustainability values and practices.

In order to achieve its goals, UMW is seeking a Contractor who has timely and innovative ideas, who will aggressively survey the user population, who will take the initiative in instituting improvements in copy and mailing services, and who will engage in self-examination to bring about effective programs in UMW’s copy and mailing services. Willingness by the Contractor to explore new innovations and ideas and ways of implementing these is essential to the relationship that UMW is seeking.

The following is a list of examples that are by no means an all-inclusive list of tasks which could benefit UMW overall program goals:

- Ongoing marketing and training of all faculty and staff in the use of the networked MFDs as the primary print device.

- Reduction of desktop printers: Any change of this nature will require full institutional support and are not expected within the first year of the contract.
  - Within the campus environment, there are numerous networked laser printers that are owned by individual departments on campus. The laser printers are mainly a mixture of HP and Dell and supplies are purchased by the departments. Support for Dell printers under warranty is currently provided by UMW IT.
  - Throughout campus there is also an unknown number of locally connected inkjet and small desktop laser printers that are owned, supplied and maintained (or replaced) by individual departments.
  - It is possible that during the course of a new contract, the University and Contractor partner will consider alternative solutions to minimize the use of desktop printers and rely upon the decentralized MFDs to manage campus needs.

**V. SCOPE OF SERVICES (STATEMENT OF WORK):** The selected firm shall provide services that include but are not limited to the following:

**A. PROGRAM OBJECTIVES:**

1. The Offeror shall be employed as an independent Contractor (*ref: XII Special Terms and Conditions*) to furnish all labor and resources necessary to manage and operate UMW's copy and postal services and maintain its decentralized copiers in a professional manner, providing the highest caliber service to the UMW community.
2. All equipment and furniture and supplies housed in this facility are expected to be owned and maintained by the vendor. Basic housekeeping services, telephone hardware and internet connections are provided by UMW, Contractor will pay line charges (see C.5).

**B. MASTER PLAN:**

Offerors should provide a plan for UMW that includes continuation of current service levels at or above existing levels; including a one-for-one replacement of decentralized copiers within their present locations. Offerors may propose a creative solution to copy/mail services at UMW using available technology, seeking cost containment options, and altering current equipment placement. A capital investment should be included to support initial establishment of relocated/renovated Copy Center operations. The proposed plan shall discuss the following categories: 1. A Central Copy Center, 2. Decentralized MFDs, 3. Mail Services, 4. Use of Technology, 5. Education and Marketing, 6. Financial Package: Reporting, Invoicing, Information flow, Financial Proposal, 7. Employment Policy and Training/Implementation Schedule, and 8. Space Utilization (ref. Master Plan Checklist).

1. A Central Copy Center: The primary responsibility of the Copy Center is to the faculty, staff and students of UMW; to provide production and finishing service for volume jobs. The Center also serves as a retail operation for personal copy jobs for the faculty, staff, students, and the community at large. Recognizing that students have different printing and copying needs from those of faculty and staff; the Contractor should describe the scope of services available for retail sales.
  - a. Operational - Offerors should:
    - i. Identify their ability to perform services in an efficient manner.
    - ii. Present an equipment list to match the decentralized machine count depicted on Attachment G-2.
    - iii. Accept special orders and sales of generic letterhead and envelopes, specialty papers and other services.
    - iv. Be able to offer consulting services for non-standard jobs. Consultation should include options for cost savings ideas.

- v. Ensure compliance in handling of confidential information (including but not limited to PCI compliance), equipment and deliverables.
  - vi. Guarantee turn-around time of 24 hours for standard jobs. An exception to this must be guaranteed in the case of course-pak reprints required by the UMW Bookstore, which may or may not be copyright protected. IMMEDIATE reproduction of these requests is required. Copyright clearance and documentation will be provided by the UMW Bookstore if required, but the Copy Center is expected to maintain a copy on file for immediate reproduction.
  - vii. Provide a simple standardized price list for the cost of basic services provided for UMW use.
  - viii. Market services throughout the campus.
- b. Retail - Offerors should at minimum include:
- i. A simple standardized price list for retail sales including costs for basic copying as well as finishing to include binding, folding cutting, padding, and other services.
  - ii. The Copy Center should be equipped to receive payment by cash and EagleOne.
  - iii. Retail services should be profitably run and prove advantageous to both UMW and the Contractor. All prices for retail operations are subject to mutual agreement between UMW and the Contractor.
  - iv. A commission should be paid based on gross receipts of all retail sales.
  - v. The cost of the paper used in the Copy Center will be incurred by the Contractor and should be included in the per copy charges to UMW. UMW reserves the right to have the Contractor purchase paper on an established contract, or, if necessary, to have UMW purchase and invoice to the Contractor. That determination will be made based on a published price list with standard discount and ability to order special papers, which should be provided by the Offeror. This list should include the papers and price range that will be considered in the standard base rate and papers and price range of special papers which would require an additional charge. The Offeror's proposal should also contain an explanation of charges and billing for special order or customer supplied papers.
  - vi. The level of customer service offered in the Copy Center shall be of the high quality and should meet the expectations of UMW. Any copy center job deemed unsatisfactory by UMW shall be reproduced at no cost.
2. Decentralized Multifunction Devices (MFD): UMW desires to achieve economies of scale by using one vendor to provide MFDs throughout the campus. The program objectives for decentralized copiers are as follows:
- a. To provide new multifunction devices in various locations on campus.
  - b. To charge on a cost-effective, cost-per-copy pricing based on number of copies produced per department;
  - c. To streamline monthly billing and reporting and to minimize administrative overhead associated with billing and reporting;
  - d. To evaluate copier utilization throughout UMW and to determine the most efficient and effective placement of copiers, using the successful Contractor's recommendation; and
  - e. To ensure optimum customer service and satisfaction with the copier features, quality, reliability, service and price, and to conduct periodic end-user surveys (please indicate frequency in which these would occur) which will be regularly reviewed with the UMW Contract Administrator.
  - f. Decentralized MFDs shall produce high-quality copies acceptable to the University. Each copier shall be capable of making high-quality copies on recycled paper, without feed problems.
    - i. All electrical equipment shall be grounded and meet the standards established by nationally recognized testing laboratories.

- ii. Each copier shall be equipped with a non-resettable counter.
  - iii. Each copier shall be equipped with a power-saving feature which reduces power consumption.
  - iv. Each copier shall be fully-serviced and ready for operation when delivered. This requirement shall include a full charge of developer, toner, etc.
  - v. Contractor's cost-per-copy prices shall include copier delivery, installation, and setup (ready for use) with all packaging materials removed from the premises.
  - vi. Any copier used by two or more departments shall be technologically equipped to distinguish between cost centers.
- g. Coin/Debit Card-operated copiers - (Coin/Debit Card-operated equipment available for UMW community use.) The locations for Coin/Debit Card-op machines are Simpson library, Combs Hall, Trinkle Hall lobby (EagleOne only), and Stafford Library. The final placement of these machines will be determined upon award, by the Contract Administrator and the Contractor. The machines should provide a coin-op device and be equipped to handle UMW's EagleOne Debit Card/ID. The Contractor should detail the commission structure that will be offered to UMW from coin-op machines.
- i. Contractor should own and maintain (as needed) coin towers (one in Stafford, one in Combs, and one in Library.)
- h. The Contractor should address the capability of using card readers on the Decentralized MFDs.
- i. UMW reserves the right to reduce or increase the number of MFDs on campus as determined to be in its best interest.
- j. Equipment Maintenance and Service
- i. Response Times: Successful Contractor shall respond to service calls within four (4) UMW business hours. UMW's business hours are from 8 a.m. - 5 p.m. M- F. *Note Copy Center hours.*
  - ii. Service Technician Certification: Each technician servicing copiers shall be certified by the equipment's manufacturer. UMW reserves the right to request proof of certification at any time during the contract.
  - iii. Chronic Copier Problems: In the event a copier is inoperable or experiences chronic problems (such as paper jams) for more than two consecutive UMW business days; problems that are not a result of operator errors; the Contractor shall supply a temporary replacement. UMW shall not be charged for the meter charges on the loaner copier. If the problem is not corrected within five UMW business days, the contractor shall replace the copier with a new machine, having, at a minimum, the same features and capabilities.
  - iv. Copier Maintenance: All test copies run by the assigned copier technician shall be deducted from the cost to UMW. The technician shall supply paper for use in repair and maintenance work.
  - v. Copier Replacement: UMW reserves the right to have a copier replaced or removed at any time if the copier in place does not meet the customer's needs or UMW's quality and dependability standards as determined by the Contract Administrator.
  - vi. Copier Moves: After initial installation, UMW may request the Contractor to move the copier to an alternate location within UMW. The Contractor shall provide moves equivalent to no more than one move per copier per year and shall complete the copier move and full set-up (ready for operation) within seven (7) business days after receipt of a request from the Contract Administrator.
  - vii. Quality Service Required: Contractor shall provide service of a high quality at all times and shall adhere strictly to the above service requirements. UMW reserves the right to terminate the contract, with no penalty, if service requirements are not adequately met.

- viii. The Contractor shall submit a maintenance history report to the Contract Administrator on a monthly basis. The report shall detail the maintenance work performed on all copiers during the previous month and shall be in a format approved by the Contract Administrator.
  - ix. Trial Period: Any copier placed under this contract shall be subject to a trial period, with a maximum of 30 days, by UMW. If during or at the end of that trial period, the unit is judged to be unacceptable by UMW it shall be removed without further cost to UMW. The trial period shall start when the contractor has completed the installation and makes the copier ready for normal use. UMW will be responsible only for the cost per copy charges for copies made.
  - k. Training and Administrative Support
    - i. The Contractor shall conduct training sessions for decentralized copiers within a mutually agreeable time period after initial installation or after installation of a replacement copier with new features. The training shall be conducted at the installation site or at a location mutually agreeable to the contractor and the Contract Administrator. Contractor shall coordinate training times with the Contractor Administrator and the UMW using department.
    - ii. UMW employee computers should be configured to be able to print to decentralized MFD; for this to happen, print drivers and other configuration is necessary. Contractor should be prepared to manage initial setup for employees to print to networked MFDs.
    - iii. UMW may require follow-up training sessions during the term of this contract.
    - iv. Customer Service and Satisfaction: Contractor shall be responsible for ensuring that their equipment, installations, training, supplies, services, and maintenance meet the needs of UMW copy customers. User complaints--which include but are not limited to copy quality, copier reliability, down-time, or supplies; shall be responded to within four (4) business hours.
3. Mail Services: The current program objectives for the area of mail services are summarized as follows:
- a. Sort and deliver incoming USPS mail for faculty/staff and students.
  - b. Accept Post Office mail delivery twice each day, as delivered by U.S. Postal Service.
  - c. Sort and deliver inter-campus/intra-campus mail and USPS once each day to all departments on campus
  - d. Sort and deliver Accountable mail (including certified, registered, insured, and all other mail courier services). Signatures shall be obtained from recipient or departmental contact and maintained per State and Federal records retention requirements.
  - e. Sort and deliver USPS/UPS and all other delivery service parcels to staff and faculty and students.
  - f. Process outgoing mail--domestic/international;
  - g. Provide consultation and process outgoing bulk mail and related documentation.
  - h. Provide other outgoing delivery services using UMW designated contract(s) for ground and air services.
  - i. Process monthly chargebacks to UMW departments.
  - j. Manage the storage and replenishment of postal funds and USPS Permit Accounts, which are funded by UMW.
  - k. The Contractor shall be responsible for ensuring all postal accounts are maintained and the renewal of accounts is performed in a timely manner and at the Contractor's cost.
  - l. Provide counter services including: stamp sales, consultations, mail and package processing, and other information.
  - m. Deliver outgoing mail to the USPS each afternoon.
  - n. In addition to the above mentioned services currently being offered, UMW is seeking expertise and advice in streamlining the mail for enhanced service and efficiency.

- o. Contractor shall be fully liable for and shall replace to the satisfaction of UMW any items lost or damaged while in the Contractor's possession.
  - p. The Post Office should be equipped to take payment for services to students by cash, check and EagleOne Card.
  - q. Any postage affixed will be billed, by department, to UMW at actual cost. Certification of number of pieces mailed is required and notification shall be made to the department upon completion of the job.
4. Use of Technology:
- a. Offeror should address ability to provide mobile print functionality and the use of the cloud.
  - b. The Contractor should identify affordable technology to facilitate the preparation of large mailings and the use of standard mailing rates and what role such equipment would play in this contract.
  - c. The Contractor should identify technologies available to simplify the billing process in both the Copy Center and the Post Office. The Contractor shall provide an automated electronic internal charge-back software solution to charge accounts in a format that is compatible with Ellucian/Banner (to capture department budget codes, etc.) to recover the Contractor's postage charges to the University.
  - d. Equipment and upgrades
    - i. Identify the manufacturer(s) of all print management hardware provided or supported.
    - ii. Describe the refresh strategy (i.e., how often, how managed, implementation plan, etc.)
    - iii. Describe the ongoing process for continued assessment and optimization of managed print services.
    - iv. Identify any work necessary to reconfigure UMW systems to utilize upgraded or replaced equipment, and how that work would be completed in a timely manner (for example, installation of print drivers to utilize new MFDs).
  - e. Technical Specifications: Provide detailed information relative to the following points:
    - i. Describe the software and hardware required to support the Print Management Program: Detail all features and functionality associated with printing, scanning, faxing, and copying, including the capability for specialized print.
    - ii. Describe all special printing features and functionalities associated with printing.
    - iii. Describe how the proposed solution will adapt to future technology.
    - iv. Describe the administration tool and capabilities. Identify University personnel required to support system administration and describe functions.
    - v. Describe capability for wireless print.
    - vi. Describe capability for remote management of equipment, how this is performed, and by whom.
    - vii. Describe network and physical security features.
    - viii. Describe the process for management of users, rights, and security and identify personnel required to perform this function. Describe the process for authentication.
    - ix. Provide a list of operating system platforms the proposed devices work with or support (e.g., Windows, Linux, Macintosh, iOS, Android, etc.).
    - x. Identify any client side software/agents/drivers that need to be installed on end user machines. Describe the process for mapping print drivers to end user machines and who performs the work.
    - xi. Confirm that all proposed equipment utilizes print controller language (PCL) and PostScript versions of the print drivers.
    - xii. Address direct printing via IP address or printing via a print server.
    - xiii. Identify the frequency of software upgrades and the impact to the University during upgrades. Confirm that application and operating system upgrades are included in the proposed solution.

- xiv. The contractor shall be required to provide its own computer(s) for use related to any contract resulting from this solicitation. All contract equipment and services shall meet UMW IT standards and policies, and may be subject to UMW prior approval.
5. Education and Marketing: The contractor should discuss a plan to train users on decentralized machines and promote capabilities of the copy center on a regularly scheduled basis to ensure the campus community is aware of and able to take advantage of offered services. Contractor also should:
    - a. Discuss a plan for Annual consultation with high-volume print departments including but not limited to the following: University Relations, Alumni Relations, Admissions, Athletics, Student Affairs
    - b. Provide advanced communication to contract administrator of USPS or other rate changes.
  6. Financial Package: Reporting, Information flow, Financial Proposal: UMW will require from the Contractor frequent reports which provide a clear picture of the financial transactions and usage figures associated with the copy and mailing in the areas covered by this contract. Specific formats and details of the reports will be mutually agreed upon by the Contractor and the Contract Administrator to allow easy oversight and audit by UMW. The following information is required.
    - a. Daily shipping reports (contractor shall maintain).
    - b. The Contractor shall process charges electronically to the University and potentially others on a monthly basis or as instructed by the Contract administrator.
    - c. Any accounting system proposed should support a smooth interface with Ellucian/Banner.
    - d. The Contractor shall be required to meet monthly with the UMW Contract Administrator to review data on daily operations, service usage, customer complaints, invoice processing, and revenue figures for the period, and other issues deemed necessary by UMW and/or the Contractor, including continuous analysis and reporting to the Contract Administrator regarding trends, process and other improvements, market information and revenue.
    - e. Itemized monthly statements using UMW codes for decentralized copiers, Copy Center operations and mail services
    - f. Any credits received by the Contractor for trade, cash, quantity discounts, and advertising allowances should be passed on to UMW.
    - g. Financial Proposal (Use Pricing Schedule, Attachment K) include the following parts:
      - i. Recommended equipment and the cost for departments to lease or rent.
      - ii. Any cost-savings programs or initiatives that may be provided as part of the contract and how it would benefit the University over the entire term of the contract including potential renewals.
      - iii. Pricing structure with an all-inclusive cost per impression (CPI) to include service, timely repairs, software and supplies, excluding paper.
      - iv. Sample proposed invoicing documents.
      - v. Commission structure for retail sales.
  7. Employment policy; training and potential implementation schedule: Explain the process for analysis of the University's needs in respect to the scope of work.
    - a. The Contractor shall be responsible for staffing of the mail and Copy Center and shall employ all other personnel associated with the copy and mailing services of UMW.
    - b. The Contractor shall provide program manager requirements, a staffing plan, background of employees, job descriptions and required training programs (including but not limited to PCI compliance data-handling procedures for all staff).
    - c. The Contractor is encouraged to employ students wherever possible. Contractor is responsible for hiring, employment, and training of these student employees. All FICA, Workmen's Compensation and other employment-related expenses shall be borne by the Contractor.
    - d. Identify the implementation team, including the University roles necessary (particularly IT).

- e. Describe in a step-by-step manner, inclusive of all team members' responsibilities, and with an approximated time line, the transition plan from signed contract to "Go Live."
8. **Space Utilization:** The University reserves the unilateral right to add, delete or change the location of any existing or future space provided by the University under this contract. The University pledges to work with the Contractor relative to notice and operational matters that may be associated with any such space changes. Current space provided at contract commencement includes existing Mail Services space at Woodard Campus Center, it is likely that the Copy Center Operation will begin the contract within existing space in Lee Hall with the expectation that through this contract, the Bookstore Space will be reconfigured and the Copy Center will be moved into the Bookstore, at the earliest available time.
  - a. The Contractor shall maintain assigned space in a clean and safe condition and return it to the University in the same or better condition as when received, normal wear and tear excluded.
  - b. The Contractor shall not do or permit anything to be done to the premises beyond the scope of this RFP without the prior written approval of the University (Contract Administrator). Work approved by the University shall be completed at the Contractor's expense.

### **C. RESPONSIBILITIES OF THE CONTRACTOR**

1. The Contractor is responsible for the cost of voice and data lines on-site and shall reimburse UMW monthly. The current structure includes one analog line in the Copy Center and one line in the Post Office at the rate of \$22 per line for monthly recurring service. Long Distance is five cents per minute and other charges may apply. There are three Voice over Internet Protocol (VOIP) Lines in the Copy Center and two in the Post Office; also at a rate of \$22 per line with five cents per minute long distance. In total, with no additional charges, the combined monthly total for both locations is \$154. These costs may fluctuate over the term of the contract. The Contractor shall maintain an analog connection. UMW will provide a designated VLAN for Contractor to maintain IT Security standards. All contractor staff must adhere to the University's Network and Computer Use policy. <https://www.google.com/url?q=http://www.boarddocs.com/va/umw/Board.nsf/files/8XUKM6521E61/%24file/E.4.4.%2520Network%2520and%2520Computer%2520Use%2520Policy.pdf&sa=U&ved=0ahUKewiNrMGE6u7NAhVB5yYKHb6LBVoQFggMAE&client=internal-uds-cse&usg=AFQjCNG1QjQYeRfT-sDkfjps5hYm1moRVg>
2. The contractor is responsible for maintaining PCI compliance which may be subject to UMW audit on an annual basis.
3. All members of the UMW Community are required to obtain and display a parking decal. At the present time, all University employees and Contractor decals are free. If, at a future time, UMW assesses a parking fee, Contractors will be responsible for ensuring their employees adhere to campus parking regulations and pay any incidental fees.
4. The Contractor shall be responsible for the upkeep of the post office operation and copy center; including all equipment, and vehicles, all of which shall be kept clean and in a state of good repair.
5. UMW will maintain responsibility for the spaces' walls, windows, painting, electrical and plumbing, HVAC, and exterior upkeep, excluding repairs due to damage caused by the Contractor's negligence or destruction. Any necessary repairs or problems identified in these areas are to be noted by the Contractor and should be reported to the Contract Administrator immediately.
6. UMW will be responsible for basic housekeeping duties; such as vacuuming, trash removal, and recycling; this does not include the disposal of toner cartridges. Contractor shall be charged with responsibly recycling all toner cartridges used within its operation. Contractor shall be responsible for gathering trash and other recyclables for UMW housekeeping pick-up and disposal with exception of aforementioned toner cartridges.
7. UMW will conduct periodic inspections of facilities for quality control, maintenance performance, conservation efforts, and overall operational effectiveness.

## VI. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

### A. GENERAL REQUIREMENTS FOR PROPOSAL PREPARATION:

1. All information requested must be submitted. Failure to submit all information requested may result in the purchasing vendor requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Offerors may be given an opportunity to correct a deficiency in their proposals, within an appropriate period of time, as determined by the procurement office. Offerors who fail to submit required documentation or meet mandatory requirements, in such time for evaluation purposes may be eliminated from further consideration.
2. This Request for Proposal creates no obligation on the part of the University to award a contract or to compensate vendors for proposal preparation expenses. The University will not be responsible for any costs incurred by any vendor in preparing and submitting a proposal. The University reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this RFP, to waive minor informalities, or to negotiate with all responsible vendors in any manner necessary to serve the best interests of the University. However, the University has the right to accept the best proposal as submitted, without negotiation, and may do so; therefore, vendors should not rely on having a chance to negotiate and adjust their proposals.
3. Trade secrets or proprietary information submitted for a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of Code of Virginia, § 2.2-4342F, in writing, prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary. *However, the classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or as a trade secret is not acceptable. If, after being given reasonable time, the offeror refuses to withdraw an entire classification designation, the proposal will be rejected.*
  - a. *Please note that UMW's Public Contract Gateway will publish contract documents, in their redacted digital version as provided by the contractor. No contractor-indicated proprietary data, in compliance with the stipulations detailed above, will be made publically available by UMW.*
  - b. *Please also note that University contracts are written for cooperative use (see special terms and conditions, section XI.)*
4. In order to be considered for selection, Offerors must submit to Procurement Services a complete response to the RFP; including one printed (1) original and an electronic media version (DVD, CD, Flash Drive) of each proposal. If your proposal includes proprietary information and you are invoking protection from disclosure under § 2.2-4342F of the Code of Virginia, *you must submit one (1) redacted copy of the proposal clearly marked with the words "REDACTED COPY" on the cover and in the title of any electronic file. No other distribution of the proposals shall be made by the offeror to any other party.*
5. Proposals should be as thorough and detailed as possible so that the University of Mary Washington may properly evaluate the Offeror's capabilities to provide the required services. Offerors are required to submit the following information/items as part of a complete proposal:
  - a) The RFP Cover sheet, and any addenda, must be completed and signed by an authorized representative (able to be contractually obligated) of the offering vendor and returned with the RFP package.
  - b) A brief background statement describing the company should be enclosed.
  - c) Specific Format: Proposals, in accordance with the university's sustainability initiatives, must be prepared simply, economically, and with the ability to be recycled. A simple staple, a binder clip, or if necessary, a re-usable 3-ring binder are all university-preferred methods to hold dual-side printed proposal documents. Only send the quantity of copies requested in the RFP. It is preferable that semi-permanent bindings made of non-recyclable materials (i.e.

plastic combs, spiral wire) are not used to bind documents. Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume. Emphasis should be on completeness and clarity of content; providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP.

6. Include any other information which the vendor feels the university should consider in evaluating its proposal.
7. Vendors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the university. This will provide an opportunity for the vendor to clarify or elaborate on the proposal. This is a fact-finding and explanation session only and does not include negotiation. *Oral presentations are an option of the university and may not be conducted. Therefore, proposals should be complete.*

**B. SPECIFIC SUBMISSION REQUIREMENTS FOR THE RFP PACKAGE:** The Offeror should provide the following information tabbed as follows:

1. Signed cover sheet; acknowledged and signed addenda
2. Please identify the amount of sales your company has had (if any) during the last twelve months with each public Higher Education Institution within the Commonwealth of Virginia.
3. Any relationship as a result of this RFP will be governed by a Contract that the Vendor must execute with the University. If it is determined by the University that any part of this RFP is in conflict between the terms of the Contract and this RFP, the terms of the Contract shall prevail. Vendors should review the Contract (which will include General and Special terms and conditions detailed in this document) and if there are any proposed changes, submit a Word format redline markup as part of the RFP response, either as an embedded document or as an email attachment.
4. Provide detailed information specific to the Master Plan (Section V.B.1-8, pages 6-12; see checklist page 20).

**VII. TIME LINES AND KEY DATES:**

- A. Optional Pre-Proposal Conference: July 25, 2016; 10:00 AM
- B. Questions from Offerors accepted only through July 29, 2016; 5:00 PM
- C. Proposals are Due: August 10, 2016; 3:00 PM

**VIII. EVALUATION CRITERIA:** The selected vendor(s) must have the demonstrated ability to successfully conduct the type of work specified in the objectives.

- A. Evaluation Criteria: Proposals shall be evaluated by the University of Mary Washington Evaluation Committee using the following criteria:

Criteria	Point Value
Offeror’s capability – Experience in a University setting, References, Proposed Staff resumes, Technicians’ experience / credentials	20
Quality of proposal including advising, and innovation	30
Service responsiveness	15
Pricing: Financial Proposal	25
Small Business Subcontracting Plan	10
<b>Total</b>	<b>100</b>

**IX. CONTRACT ADMINISTRATION:**

1301 College Avenue  
 Fredericksburg, VA 22401-5300  
 adminfinance.umw.edu/procurement

Tel: (540) 654-1127  
 Fax: (540) 654-1168  
 procure@umw.edu

- A. The AVP of Business Services shall be identified by the University as the Contract Administrator and shall use all powers under the contract to enforce its faithfulness and performance in conjunction with the University's Purchasing Department.
- B. The Contract Administrator shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator shall not have authority to approve changes in the services which alter the concept or which call for an extension of the contract term. Any modifications made to the contract must be authorized by the University Purchasing Department through a written two-party modification to the contract.

X. **GENERAL TERMS AND CONDITIONS:** Please refer to the link to follow regarding Required General Terms and Conditions of this Solicitation which are a mandatory part of the resulting contract: <http://adminfinance.umw.edu/procurement/files/2014/11/UMW-General-Terms-and-Conditions-Nov14.pdf>

XI. **RFP SPECIAL TERMS AND CONDITIONS:**

**AWARD:** Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The University may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Governing Rules §16*). Should the University determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

**CLARIFICATION OF TERMS:** If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the contract officer whose name appears on the face of the solicitation no later than five (5) days prior to the due date for receipt of proposals. Any revisions to the solicitation and any answers to questions posed by offerors will be made only by written addendum issued by the contract officer and posted on eVA (VBO).

**IDENTIFICATION OF PROPOSAL ENVELOPE:** The signed proposal should be returned in a separate envelope or package, sealed and identified as follows (on the outside of the package):

RFP#	RFP TITLE	DATE/TIME RFP CLOSES
OFFEROR NAME	OFFEROR ADDRESS; CITY, STATE, ZIP	

**DURATION OF OFFER:** Proposals shall be valid for a minimum of 120 days following the closing date of this RFP. If an award is not made during that period, the proposal shall automatically extend for another 120 days, unless the Contractor gives specific written notice to the Contract Officer specified on the front page of the solicitation at least 15 days before the expiration of the then current 120 day period. Proposals shall automatically renew for an additional 120 days until such time as an award is made or proper written notice is given to the University of Contractor's intent to withdraw its proposal. By submission of a proposal, Contractor guarantees that its offer shall be firm for the period specified above.

**LATE PROPOSALS:** To be considered for selection, proposals must be received by the Office of Procurement prior to the designated date and hour. The official time used in the receipt of proposals is that time on the automatic time stamp machine in the Office of Procurement. Proposals received in the Office of Procurement after the date and hour designated are automatically disqualified and will not be considered. The University is not responsible for delays in the delivery of mail by the U.S. Postal Service, express services, or the internal University mail system. It is the sole responsibility of the Offeror to ensure that its proposal reaches the Office of Procurement by the designated date and hour. *Proposal receipts and openings scheduled during a period of suspended state business operations will be rescheduled for processing at the same time on the next regular business day.*

**MANDATORY PREPROPOSAL CONFERENCE:** A **mandatory preproposal conference will be held at 9:30 AM on Tuesday, July 26, 2016, in Woodard Hall, Room 133.** The purpose of this conference is to allow potential offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation. Due to the importance of all offerors having a clear understanding of the scope of work and requirements of this solicitation, attendance at this conference will be a prerequisite for submitting a proposal. Proposals will only be accepted from those offerors that are represented at this preproposal conference. Attendance at the conference will be evidenced by the representative's signature on the attendance roster. **No one will be admitted after 9:30 AM.** Refer to map link below for directions to pre-proposal location.

<http://adminfinance.umw.edu/procurement?search-choice=google&s=campus+map>

Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

## **XII. CONTRACT SPECIAL TERMS AND CONDITIONS:**

**AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

**ADDITIONAL GOODS AND SERVICES:** The contract should include provisions to acquire goods or services that the supplier provides other than those specifically solicited. The University reserves the right to request from the contractor to provide additional Goods and/or Services under similar and market-based pricing, terms, and conditions, and to make modifications or enhancements to existing services. Such additional Goods and Services may include other products, components, accessories, subsystems or related services that are newly introduced during the term of the Agreement. Such newly introduced additional Services will be provided to the University at favored nations pricing, terms, and conditions.

**CANCELLATION OF CONTRACT:** The University reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon sixty (60) days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial twelve (12) months of the contract period, upon sixty (60) days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

**CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION:** The contractor assures that information and data obtained as to personal facts and circumstances related to patients or clients will be collected and

held confidential, during and following the term of this agreement, and will not be divulged without the individual's and the agency's written consent and only in accordance with federal law or the Code of Virginia. Contractors who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the agency of any breach or suspected breach in the security of such information. Contractors shall allow the agency to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Contractors and their employees working on this project may be required to sign a confidentiality statement.

**CONTINUITY OF SERVICES:** The Contractor recognizes that the services under this contract are vital to the University and must be continued without interruption and that, upon contract expiration, a successor, either the University or another contractor, may continue them. The Contractor agrees:

- (i) To exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor;
- (ii) To make all Agency owned facilities, equipment, and data available to any successor at an appropriate time prior to the expiration of the contract to facilitate transition to successor; and
- (iii) That the University Contracting Officer shall have final authority to resolve disputes related to the transition of the contract from the Contractor to its successor.

The Contractor shall, upon written notice from the University, furnish phase-in/phase-out services for up to ninety (90) days after this contract expires and shall negotiate in good faith a plan with the successor to execute the phase-in/phase-out services. This plan shall be subject to the University's approval.

The Contractor shall be reimbursed for all reasonable, pre-approved phase-in/phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract. All phase-in/phase-out work fees must be approved by the University in writing (purchase order) prior to commencement of said work.

**COOPERATIVE PROCUREMENT/ADDITIONAL USERS - USE OF AGREEMENT BY THIRD PARTIES:** It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body (to include government/state agencies, political subdivisions, etc.), cooperative purchasing organizations, public or private health or educational institutions, or any University affiliated agency and/or corporation may access any resulting contract if authorized by the Contractor. Use of this Agreement does not preclude any participating entity from using other agreements or competitive processes.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) will be extended to the entities indicated above to purchase goods and services in accordance with contract terms. As a separate contractual relationship, the participating entity will place its own orders directly with the contractor(s) and shall fully and independently administer its use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the University. No modification of this contract or execution of a separate agreement is required to participate; however, the participating entity and the contractor may modify the terms and conditions of this contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor.

The Contractor will notify the University in writing of any such entities accessing this Contract. The Contractor will provide semi-annual usage reports for all entities accessing the Contract. The University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the Contract. It is understood and agreed that the University is not responsible for the acts or omissions of any entity, and will not be considered in default of the Contract no matter the circumstances.

The Contractor is strongly encouraged to offer additional discounts to all contract participants as the result of increasing aggregated spend among all entities accessing the contract. A plan for extending deeper discounts among all contract participants will be requested during negotiations.

**E-VERIFY PROGRAM:** Effective 12/1/2013, and pursuant to Code of Virginia, §2.2-4308.2., any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract. Any such employer who fails to comply with these provisions shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer's registration and participation in the E-Verify program. *If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.*

**FRATERNIZATION:** The University is entrusted with the safety of all students at all times. Any behavior by any contractor employee that is determined to be inappropriate by the Contract Administrator may be cause for request for removal of the contractor's employee from University property, at minimum, if applicable, and/or result in contract termination.

**INDEMNIFICATION:** Contractor agrees to indemnify, defend and hold harmless the University, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of materials, goods, or of any kind or nature furnished by the Contractor/any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, goods or equipment delivered.

**INDEPENDENT CONTRACTOR:** The selected Offeror shall not be an employee of the University, but shall be an independent Contractor. The Contractor shall indemnify and hold the University harmless with respect to all withholding, social security, unemployment compensation and all other taxes or amounts of any kind relating to employment of any labor or other persons providing services to the University under this agreement. Nothing in this agreement shall be construed as authority for the Contractor to make commitments which shall bind the University or to otherwise act on behalf of the University, except as the University may expressly authorize in writing.

**PRIME CONTRACTOR RESPONSIBILITIES:** The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

**RENEWAL OF CONTRACT:** This contract may be renewed by the Commonwealth for two (2) successive four-year periods, *under the terms and conditions of the original contract*. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention regarding renewal shall be given approximately 90 days (or more) prior to the expiration date of each contract period.

**SEVERABILITY:** If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms or provisions hereof or the whole of this Agreement, but such term or provision shall be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable, and the rights and obligations of the

parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties herein set forth.

**SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the University. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the University the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.

**STANDARDS OF CONDUCT IN THE WORKPLACE:** The University of Mary Washington, an agency of the Commonwealth of Virginia, strictly forbids harassment of any employee, applicant for employment, vendor, contractor or volunteer in the workplace\*, on the basis of an individual's race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation or disability. The Commonwealth will not tolerate any form of retaliation directed against an employee or third party\* who either complains about harassment or who participates in any investigation concerning harassment.

[http://web1.dhrm.virginia.gov/itech/hrpolicy/pol1\\_80.html](http://web1.dhrm.virginia.gov/itech/hrpolicy/pol1_80.html)

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*pursuant to the authority provided in Chapter 10 and 12,  
Title 2.2 of the Code of Virginia*

**WARRANTY:** All goods and services shall be fully guaranteed against defects in material and workmanship. Should any defect be noted by the University, the contractor will be notified of such defect or non-conformance. Notification will state either (1) that the contractor shall replace or correct, or (2) the owner does not require replacement or correction, but an equitable adjustment to the contract price will be negotiated. If the contractor is required to correct or replace, it shall be at no cost to the University and shall be subject to all provisions of this clause to the same extent as materials initially delivered. If the contractor fails or refuses to replace or correct the deficiency, the University may have the materials corrected or replaced with similar items and charge the contractor the costs occasioned thereby or obtain an equitable adjustment in the contract price.

**WORK SITE DAMAGES:** Any damages to existing utilities, equipment, finished surfaces and to the College's property caused by the acts of omissions of the Contractor's agents, employees or invites shall be repair/restored to the University's satisfaction at the Contractor's expense.

**XIII. IT SPECIAL TERMS AND CONDITIONS (as determined applicable during contract negotiations)**

**XIV. METHOD OF PAYMENT:** To be considered eligible for payment, all invoices should be received at the following address and should reference the eVA purchase order and UMW contract numbers. *The Contract Administrator should be sent a duplicate invoice for approval.*

University of Mary Washington  
Attn.: Accounts Payable  
1301 University Avenue  
Fredericksburg, VA 22401

**A.** The contractor will be paid using one of the following three methods:

1. P-card (Charge Card): At the time of verified receipt of goods or services, if the Contractor accepts credit cards in payment, the University will authorize payment by P-card, currently Bank of America Visa. Any "Check-out fees" imposed by the contractor must be disclosed prior to the purchase and shall be detailed in a separate line item on the receipt at point of sale. No check-out fee or surcharge may be greater than 4% of the total sale. *If the contractor's eVA profile indicates acceptance of a credit card in payment, the Commonwealth will pay via credit card for invoices \$50,000.00 or less.*

2. "ePayables" through Bank of America: All payments under ePayables will have a *net 16* payment term. For more information about this payment option, please view <http://www.bankofamerica.com/epayablesvendors> or contact UMW's Accounts Payables department at [payables@umw.edu](mailto:payables@umw.edu).
3. Payment (by check or ACH) will be made 30 days after satisfactory performance of the contract in all provisions thereof and upon receipt of a properly completed invoice, whichever is later; in accordance with the Virginia Prompt Payment Act. Ref.: Code of Virginia, Sections 11-62.1 through 11-62.9; "Prompt Payment Act" memorandum issued by the Office of the Comptroller, June 27, 1984

**XV.** Offerors should provide all information as components of the RFP Response as indicated in the CHECKLIST below. Respond to requirements in this order by section number and name. (Refer to Section V.B Master Plan)

<b>SECTION 1 – CENTRAL COPY CENTER</b>	
	Provide operational plan, detailing efficiencies and compliance with specifications and requirements
	Provide list of equipment and services available for campus community including retail sales
	Detail PCI compliance confidentiality compliance
	Provide quality assurance plan: client satisfaction guarantee
	Provide description of benefit to UMW
	Provide demonstration of potential cost savings
	Detail campus marketing ideas/examples
	Explain charges and billing for special order or customer supplied papers
	Detail innovative ideas
<b>SECTION 2 – DECENTRALIZED MULTIFUNCTION DEVICES (MFD)</b>	
	Identify MFDs: include brochures/cut sheets
	Evaluate current plan and Provide recommendations for MFD placement/location
	Provide plans for continuous analysis of efficiency of program and end-user satisfaction, Quality control
	Detail: Use of card readers
	Detail: move/repair/replace program description
	Detail: Supplies, inventory, plan, paper usage/testing
	Detail Equipment Training Plan including follow-up
	Detail: Service plan incl. certification of technicians
	Detail: Technical support plan, including monthly reporting of maintenance history
<b>SECTION 3 – MAIL SERVICES</b>	
	Provide a plan to deliver required services.
	Provide expertise and advice in streamlining the mail for enhanced service and efficiency to deliver required services
<b>SECTION 4 – USE OF TECHNOLOGY</b>	
	Provide plan for best use of technology to support necessary programming within UMW requirements
	address ability to provide mobile print functionality and the use of the cloud
	Provide detail of Equipment (hardware) and upgrades (strategy) to provide services
	List operating system platforms supported by proposed devices
	Identify affordable technology to support programs, including how systems will be kept current with future technology
	Identify connectivity requirements for UMW.
	Identify technologies available to simplify the billing process
	Provide Technical specifications detail: hardware, software & processes, upgrades (i- xiv)
	Describe all security features.

<b>SECTION 5 – EDUCATION AND MARKETING</b>	
	Provide training plan for campus users on MFDs , and process of mapping of computers to MFDs
	Provide plan for annual consultation with high volume departments
	Provide plan for promotion of all program services to campus community
<b>SECTION 6 – FINANCIAL PACKAGE: Reporting, Invoicing, Information Flow, Pricing</b>	
	Provide sample invoice
	Provide sample shipping report
	Provide agenda/sample schedule for regular meetings w/CA and the typical flow of information
	Include equipment proposed and comparison of lease or rent.
	Provide documentation regarding Banner interface
	Provide sample monthly statements
	Provide sample chargeback report
	Include financial proposal in format requested which includes all pricing (Pricing Schedule)
	Include any/all pricing for services offered but not included in requirements
	Include any cost-saving initiatives for program in financial package, detailing benefit to UMW over total life of contract.
<b>SECTION 7 – EMPLOYMENT POLICY &amp; TRAINING/IMPLEMENTATION SCHEDULE</b>	
	Explain the process for analysis of the University’s needs in respect to the scope of work.
	Provide background of proposed staff.
	Provide job descriptions for all staff (incl. students) and required training programs.
	Provide a complete program staffing plan, including that for student hires
	Provide program manager requirements
	Identify the implementation team.
	Describe in a step-by-step manner, inclusive of all team members’ responsibilities, and with an approximated time line, the transition plan from signed contract to “Go Live.”
	Detail UMW required roles in implementation, particularly UMW IT
<b>SECTION 8 – SPACE UTILIZATION: BASED ON FOOTPRINT PROVIDED</b>	
	Provide a plan to use the Bookstore space effectively within the program plan requirements, and maintaining condition of space.

**XVI. ATTACHMENTS**

Attachment #

Greetings:

The quality of service the University of Mary Washington is able to deliver to its customers is directly related to the excellent support we receive from you and many other outstanding suppliers of goods and services. Without you, we would not be able to fulfill our educational mission. An important part of our procurement program involves our commitment to doing business with small, women-owned and minority-owned (SWaM) businesses. We look to you to help us achieve this objective.

We conduct substantial business with small firms and have a particular institutional focus on developing long-term business relationships with women-owned and minority-owned businesses. We count on our majority firms to help us achieve our goal.

I seek your assistance in two areas. First, I ask that you involve small, women-owned and minority-owned businesses in the delivery of goods/services you provide to UMW. The Procurement Services office is able to assist you in identifying qualified diverse business partners. Second, I seek your help in reporting your results through monthly/quarterly subcontracting reports. The terms and conditions previously provided to your organization outlined this process.

As a state agency, this effort is important to us. This is another way that UMW can partner with your company to make things better.

A SWaM reporting template is located on our Procurement Services website at <http://adminfinance.umw.edu/procurement/vendors-2/swam-reporting>.

Sincerely,



Richard R. Pearce  
Vice President for Administration and Finance and CFO

1301 College Avenue  
Fredericksburg, VA 22401-5300  
adminfinance.umw.edu/procurement

Tel: 540/654-1127  
Fax: 540/564-1168

SMALL BUSINESS USAGE REPORTING:

<http://adminfinance.umw.edu/procurement/vendors-2/swam-reporting/>

REPORTING TEMPLATE:

<http://adminfinance.umw.edu/procurement/files/2013/07/SWaM-Reporting-Template1.xlsx>

**SMALL BUSINESS SUBCONTRACTING PLAN**  
**MUST BE COMPLETED AND RETURNED WITH BID OR PROPOSAL PACKAGE**

All small businesses must be certified by the Commonwealth of Virginia, Department of Small Business and Supplier Diversity (SBSD) by the due date of the solicitation to participate in the SWAM program. Certification applications are available through SBSB at <http://sbsd.virginia.gov/>

**DEFINITIONS:**

**"Small business"** means a business independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business. *Note: SBSB-certified women- and minority-owned businesses shall also be considered small businesses when they have received SBSB small business certification. (Code of Virginia, § 2.2-4310)*

**"Woman-owned business"** means a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women. *(Code of Virginia, § 2.2-4310)*

**"Minority-owned business"** means a business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals. *(Code of Virginia, § 2.2-4310)*

**Bidder Name:** \_\_\_\_\_

**Preparer Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**INSTRUCTIONS:**

- A. If you are certified by SBSB as a small business, complete only Section A of this form. This shall not exclude SBSB-certified women-owned and minority-owned businesses when they have received SBSB small business certification.
- B. If you are not a SBSB-certified small business, complete Section B of this form. For the bid/offer to be considered and the bidder/offeror to be declared responsive, the bidder/offeror shall identify the portions of the contract that will be subcontracted to SBSB-certified small business in Section B.

**Section A**

If your firm is certified by SBSB, are you certified as a:

**Check Only One:**    Small Business    Small and Woman-Owned Business    Small and Minority-Owned Business

SBSB Certification No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Section B**

Populate the table below to show your vendor's plans for utilization of SBSB-certified small businesses in the performance of this contract. This shall not exclude SBSB-certified women-owned and minority-owned businesses that have received the SBSB small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

**Plans for Utilization of SBSB-Certified Small Businesses for this Procurement**

Small Business Name, Address & SBSB Certificate #	Indicate if also: Women (W) or Minority (M)	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Involvement During Initial Period of the Contract	Planned Contract Dollars During Initial Period of the Contract
<b>Total Planned Subcontracting Spend (\$)</b>					

# University of Mary Washington

## Interoperability Security Agreement (ISA) Memorandum of Understanding

TO BE COMPLETED AT TIME OF AWARD  
DO NOT SUBMIT WITH BID

Date: DATE

This Memorandum of Understanding comprises an Interoperability Security Agreement (ISA) between the System Owners of the   [Contractor System Name]   "owned" by   [Contractor Company Name]   and the   data   "owned" by the University of Mary Washington. The interoperability between   [Contractor Company Name]   and the University of Mary Washington provides   [short description of service]  . The table below outlines the nature of the sensitive data shared between the systems:

Type of Data	Sensitivity Ratings			Data Flow
	Confidentiality	Integrity	Availability	To/from/both

The Contractor System Owner of the IT system above agrees to the following:

- Annually provide UMW, at their request, with documentation describing the current state of   [Contractor Company's]   security program and controls. Documentation could take the form of a SOC-1 Type II report or similar security audit documentation.
- To inform UMW, in a timely and deliberate manner, of any security breaches that affect UMW data.

This ISA shall remain in force until Contract Termination unless jointly re-accomplished by the ISOs.

Contractor Contacts:

\_\_\_\_\_

Printed Name and Signature Date

\_\_\_\_\_

Email Phone

## Contracted Monthly Expenditures

PBMS/Novitex Invoices per Budget Reports

FY 16			<b>** Exp include:</b>		
Exp **	Rev	Base	Supplies & Misc	Pharos License Credit	
Jul-15	\$ 46,910.84	\$ 1,103.37	\$ 44,833.72	\$ 2,077.12	\$ -
Aug-15	\$ 47,881.99	\$ 613.13	\$ 44,833.72	\$ 3,048.27	\$ -
Sep-15	\$ 47,471.61	\$ 1,292.44	\$ 44,833.72	\$ 2,637.89	\$ -
Oct-15	\$ 47,781.96	\$ 2,593.66	\$ 44,833.72	\$ 2,948.24	\$ 416.66
Nov-15	\$ 45,581.01	\$ 1,895.41	\$ 44,833.72	\$ 747.29	\$ 476.19
Dec-15	\$ 44,505.28	\$ 751.71	\$ 44,833.72	\$ (328.44)	\$ 476.19
Jan-16	\$ 46,672.53	\$ 1,393.18	\$ 44,833.72	\$ 1,838.81	\$ 476.19
Feb-16	\$ 45,468.77	\$ 1,648.05	\$ 44,833.72	\$ 635.05	\$ 476.19
Mar-16	\$ 48,183.06	\$ 1,742.21	\$ 44,833.72	\$ 3,349.34	\$ 476.19
Apr-16	\$ 44,978.77	\$ 1,118.60	\$ 44,833.72	\$ 145.05	\$ 476.19
May-16	\$ 46,777.86	\$ 695.64	\$ 44,833.72	\$ 1,944.14	\$ 476.19
Jun-16	\$ 47,624.85	\$ 2,542.44	\$ 44,833.72	\$ 2,791.13	\$ -
<b>TOTALS:</b>	<b>\$ 559,838.53</b>	<b>\$ 17,389.84</b>	<b>\$ 538,004.64</b>	<b>\$ 21,833.89</b>	<b>\$ 3,749.99</b>

FY 15			<b>** Exp include:</b>		
Exp **	Rev	Base	Supplies & Misc	Admissions UPS	
Jul-14	\$ 45,109.33	\$ 435.03	\$ 44,833.72	\$ 275.61	\$ -
Aug-14	\$ 47,860.61	\$ 1,019.35	\$ 44,833.72	\$ 3,026.89	\$ -
Sep-14	\$ 49,391.10	\$ 1,986.68	\$ 44,833.72	\$ 4,557.38	\$ -
Oct-14	\$ 47,381.67	\$ 3,984.54	\$ 44,833.72	\$ 2,547.95	\$ -
Nov-14	\$ 53,481.23	\$ 1,217.99	\$ 44,833.72	\$ 427.13	\$ 8,220.38
Dec-14	\$ 50,889.37	\$ 1,565.76	\$ 44,833.72	\$ 1,252.69	\$ 4,802.96
Jan-15	\$ 52,011.39	\$ 1,564.24	\$ 44,833.72	\$ 3,296.28	\$ 3,881.39
Feb-15	\$ 48,296.18	\$ 1,344.62	\$ 44,833.72	\$ 1,159.68	\$ 2,302.78
Mar-15	\$ 51,117.90	\$ 1,570.33	\$ 44,833.72	\$ 2,809.31	\$ 3,474.87
Apr-15	\$ 46,483.02	\$ 3,137.74	\$ 44,833.72	\$ 957.42	\$ 691.88
May-15	\$ 48,649.52	\$ 1,959.96	\$ 44,833.72	\$ 3,815.80	\$ -
Jun-15	\$ 47,135.77	\$ 2,653.98	\$ 44,833.72	\$ 2,302.05	\$ -
	<b>\$ 587,807.09</b>	<b>\$ 22,440.22</b>	<b>\$ 538,004.64</b>	<b>\$ 26,428.19</b>	<b>\$ 23,374.26</b>

## Contracted Monthly Expenditures

PBMS/Novitex Invoices per Budget Reports

FY 14			FY 13		
	Exp	Rev		Exp	Rev
Jul-13	\$ 46,876.21	\$ 1,336.50	Jul-12	\$ 45,272.15	\$ 663.96
Aug-13	\$ 45,621.05	\$ 882.12	Aug-12	\$ 44,615.88	\$ 567.77
Sep-13	\$ 47,888.54	\$ 2,168.88	Sep-12	\$ 45,673.24	\$ 3,395.46
Oct-13	\$ 47,631.89	\$ 1,404.21	Oct-12	\$ 47,869.78	\$ 1,427.25
Nov-13	\$ 45,375.69	\$ 2,063.97	Nov-12	\$ 46,182.15	\$ 1,561.02
Dec-13	\$ 45,346.33	\$ 2,145.26	Dec-12	\$ 45,482.92	\$ 1,884.56
Jan-14	\$ 43,123.26	\$ 1,722.76	Jan-13	\$ 46,913.09	\$ 2,354.02
Feb-14	\$ 46,414.31	\$ 1,661.42	Feb-13	\$ 46,462.57	\$ 2,125.91
Mar-14	\$ 45,087.62	\$ 3,166.24	Mar-13	\$ 46,201.74	\$ 1,254.79
Apr-14	\$ 45,577.88	\$ 1,336.27	Apr-13	\$ 46,888.75	\$ 1,564.57
May-15	\$ 46,568.90	\$ 3,385.39	May-13	\$ 45,796.77	\$ 5,785.23
Jun-14	\$ 45,153.25	\$ 2,788.24	Jun-13	\$ 44,973.04	\$ 1,277.77
	<b>\$ 550,664.93</b>	<b>\$ 24,061.26</b>		<b>\$ 596,826.47</b>	<b>\$ 26,715.92</b>

## Spring 2016 Click Reconciliation

<u>Convenience Copiers</u>		<u>Color</u>		<u>Copy Center</u>	
6 Month Actual		6 Month Actual		6 Month Actual	
Dec-15	85,996	Dec-15	5,404	Dec-15	116,396
Jan-16	69,624	Jan-16	12,846	Jan-16	297,521
Feb-16	117,839	Feb-16	14,834	Feb-16	130,443
Mar-16	87,032	Mar-16	16,823	Mar-16	89,697
Apr-16	119,517	Apr-16	16,252	Apr-16	115,655
May-16		May-16		May-16	
<b>Total</b>	<b>480,008</b>	<b>Total</b>	<b>66,159</b>	<b>Total</b>	<b>749,712</b>
<b>Under-utilized by</b>	<b>419,992</b>	<b>Over-utilized by</b>	<b>-6,159</b>	<b>Under-utilized by</b>	<b>1,350,288</b>

Convenience Copiers    900,000 (150,000/month)    .020 overage

Color Copier    60,000 (10,000 month)    .18 overage

Copy Center    2,100,000 (350,000 month)    .0075 overage

## Fall 2015 Click Reconciliation

<u>Convenience Copiers</u>		<u>Color</u>		<u>Copy Center</u>	
6 Month Actual	6 Month Actual	6 Month Actual	6 Month Actual	6 Month Actual	6 Month Actual
Jun-15	53,503	Jun-15	17,948	Jun-15	68,021
Jul-15	53,920	Jul-15	17,298	Jul-15	44,133
Aug-15	55,735	Aug-15	23,910	Aug-15	145,681
Sep-15	139,998	Sep-15	32,734	Sep-15	287,897
Oct-15	162,052	Oct-15	14,144	Oct-15	91,273
Nov-15	92,362	Nov-15	16,154	Nov-15	131,813
<b>Total</b>	<b>557,570</b>	<b>Total</b>	<b>122,188</b>	<b>Total</b>	<b>768,818</b>
<b>Under-utilized by</b>	<b>342,430</b>	<b>Over-utilized by</b>	<b>62,188</b>	<b>Under-utilized by</b>	<b>1,331,182</b>

Convenience Copiers 900,000 (150,000/month) .020 overage

Color Copier 60,000 (10,000 month) .18 overage

Copy Center 2,100,000 (350,000 month) .0075 overage

<b>INCOMING, Mail (All)</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>
Letters					
Flats					
Parcels					
USPS, Priority					
USPS, Accountable					
UPS					
FedEx					
DHL/Other					
<b>INCOMING, Faculty &amp; Staff</b>	<b><u>134,611</u></b>	<b><u>164,457</u></b>	<b><u>184,118</u></b>	<b><u>189,660</u></b>	<b><u>173,051</u></b>
Letters	62,378	87,293	120,739	112,692	118,155
Flats	66,642	92,523	164,142	107,516	191,041
Parcels	0	4	309	283	655
USPS, Priority	3,580	3,090	2,683	1,636	760
USPS, Accountable	943	1,142	903	1,376	1,877
UPS	604	630	674	748	943
FedEx	366	280	256	419	384
DHL/Other	159	268	263	2,364	2,792
<b>Total</b>	<b>134,672</b>	<b>185,230</b>	<b>289,969</b>	<b>227,034</b>	<b>316,607</b>
<b>INCOMING, Student = 1435 boxes</b>					
1061 on campus boxes & 372 Commuter boxes					
Letters	30,641	35,549	37,067	50,336	39,977
Flats	33,917	38,148	44,144	51,262	38,536
Parcels	0	11	1,479	1,396	4,048
USPS, Priority	21,703	18,714	16,586	11,078	7,898
USPS, Accountable	3,860	4,596	3,030	9,823	7,077
UPS	6,933	8,046	8,500	8,147	7,694
FedEx	1,488	2,139	1,638	2,711	1,570
DHL/Other	1,765	1,832	374	1,185	1,205
<b>Total</b>	<b>100,307</b>	<b>109,035</b>	<b>112,818</b>	<b>135,938</b>	<b>108,005</b>
<b>INCOMING, Eagle Landing = 156 boxes</b>					
Letters	41,592	41,615	26,312	26,632	14,919
Flats	44,453	44,616	31,884	26,880	10,004
Parcels	0	25	205	233	478
USPS, Priority	4,394	2,888	8	308	720
USPS, Accountable	888	2,583	2,055	1,219	689
UPS	1,360	1,397	1,031	640	826
FedEx	549	354	191	218	216
DHL/Other	41	324	52	122	32
<b>Total</b>	<b>93,277</b>	<b>93,802</b>	<b>61,738</b>	<b>56,252</b>	<b>27,884</b>
<b>*Incoming Student Packages</b>	<b>42,981</b>	<b>42,909</b>	<b>35,149</b>	<b>37,080</b>	<b>32,453</b>
<b>Grand Total, Incoming Mail</b>	<b>328,256</b>	<b>388,067</b>	<b>464,525</b>	<b>419,224</b>	<b>452,496</b>
<b>Textbooks</b>	<b>21,208</b>	<b>18,169</b>	<b>23,121</b>	<b>13,360</b>	<b>5,780</b>

<b>OUTGOING</b>					
Letters	51,428	48,648	50,319	50,644	106,733
Flats	28,332	20,648	17,043	13,828	13,695
Express Mail	1	3	36	189	140
Presort Bulk	291,612	229,570	34,993	53,840	47,916
Priority	1,360	1,405	2,580	2,328	2,750
International Mail	294	467	628	949	624
Stamped Mail	22,552	27,771	55,789	49,148	55,400
Post Cards	561	2,373	4,390	3,314	3,152
UPS Mail Innovations	0	0	0	0	0
PSI Presort, Letters	28,291	51,257	36,589	33,503	0
Smart Mail	37,208	37,988	147,736	192,505	76,189
UPS Mail Innovations	0	12,663			
3000 account, metered	1,817	4,579	8,860	10,660	14,529
<b>Total</b>	<b>463,456</b>	<b>437,372</b>	<b>358,963</b>	<b>410,908</b>	<b>335,496</b>
First class/ Total Mail %	22.08%	22.19%	34.31%	27.65%	56.69%
Intracampus Mail	101,720	141,246	126,636	124,171	94,985
<b>OUTGOING MAIL EXPENSE</b>					
Letters	\$ 30,126.01	\$ 27,260.12	\$ 28,183.55	\$ 23,889.80	\$ 50,437.21
Flats	\$ 46,327.96	\$ 38,674.70	\$ 42,116.62	\$ 24,587.99	\$ 32,311.20
Express Mail	\$ -	\$ 82.72	\$ 362.97	\$ 1,321.73	\$ 980.18
Presort Bulk	\$ 63,698.14	\$ 49,259.19	\$ 7,589.92	\$ 9,967.11	\$ 4,470.32
Priority	\$ 9,985.50	\$ 8,633.20	\$ 15,606.02	\$ 14,857.14	\$ 8,186.51
International Mail	\$ 1,790.46	\$ 2,156.46	\$ 6,099.29	\$ 4,305.34	\$ 14,002.38
UPS Mail Innovations	\$ -	\$ -	\$ -	\$ -	\$ 3,258.89
PSI Presort, Letters	\$ 12,964.39	\$ 22,953.03	\$ 15,366.31	\$ 14,094.73	\$ -
Smart Mail	\$ 8,083.27	\$ 8,877.07	\$ 18,831.76	\$ 14,581.17	\$ -
UPS Mail Innovations	\$ -	\$ 21,796.72			\$ 13,723.64
3000 account, metered	\$ 5,517.55	\$ 12,258.44	\$ 18,202.06	\$ 18,319.29	\$ 28,049.30
<b>Total</b>	<b>\$ 178,493.28</b>	<b>\$ 191,951.65</b>	<b>\$ 115,324.68</b>	<b>\$ 93,023.84</b>	<b>\$ 113,646.69</b>
Cost per piece	\$ 0.41	\$ 0.47	\$ 0.39	\$ 0.26	\$ 0.41
Smart Mail Savings	\$ 6,727.45	\$ 7,978.94	\$ 19,182.55	\$ 23,221.96	\$ 15,121.02
PSI Presort Savings	\$ 1,556.01	\$ 2,819.14	\$ 1,973.73	\$ 1,828.47	\$ -
UPS Mail Innovations Savings		\$ 6,621.04			
<b>Total Savings</b>	<b>\$ 8,283.46</b>	<b>\$ 17,419.12</b>	<b>\$ 21,156.28</b>	<b>\$ 25,050.43</b>	<b>\$ 15,121.02</b>
<b>Postal Operations</b>					
Stamps on Hand	\$ 11,583.35	\$ 15,170.60	\$ 19,455.58	\$ 15,452.20	\$ 13,543.30
Register Stamps	\$ 5,299.36	\$ 5,677.34	\$ 1,425.19	\$ 2,133.42	\$ 2,548.64
<b>Total Stamps</b>	<b>\$ 16,882.71</b>	<b>\$ 20,847.94</b>	<b>\$ 20,880.77</b>	<b>\$ 17,585.62</b>	<b>\$ 16,091.94</b>
Petty Cash	\$ 1,279.96	\$ 1,733.74	\$ 1,413.82	\$ 1,068.57	\$ 1,203.36
Cash In Register	\$ 2,000.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
Cash Postage Due	\$ -	\$ 64.05	\$ 3.60	\$ 75.88	\$ 55.48
<b>Total Cash</b>	<b>\$ 3,279.96</b>	<b>\$ 4,197.79</b>	<b>\$ 3,817.42</b>	<b>\$ 3,544.45</b>	<b>\$ 3,658.84</b>

How much metered	\$ 106,461.68	\$ 109,506.21			
Postage Due	\$ 565.48	\$ 1,580.97			
BRM-203	\$ 91.72	\$ 186.55			
Bulk-227	\$ 70,421.75	\$ 51,993.98			
Permit fees	\$ -	\$ -			
Total	\$ 177,540.63	\$ 163,267.71			
Cash Deposit	\$ 5,712.55	\$ 8,214.21	\$ 11,690.97	\$ 12,699.79	\$ 13,306.56
Checks Deposit	\$ 2,869.49	\$ 7,396.93	\$ 5,069.69	\$ 7,843.80	\$ 8,974.98
Total Deposit	\$ 8,582.04	\$ 15,611.14	\$ 16,760.66	\$ 20,543.59	\$ 22,281.54
UPS Svc.Fee	\$ 1,389.78	\$ 1,889.84	\$ 2,671.76	\$ 5,501.92	\$ 1,868.66
Envelopes/Pop Up Cards	\$ 273.27	\$ 1,925.52	\$ 778.51	\$ 1,368.88	\$ 1,679.98
Total Comm. Sales	\$ 8,582.04	\$ 15,611.14	\$ 3,450.27	\$ 7,125.93	\$ 3,548.64
UMW Commissions	\$ 6,436.53	\$ 11,708.36	\$ 2,587.70	\$ 5,344.45	\$ 2,661.48
(EagleOne)	\$ 4,808.67	\$ 6,803.68	\$ 9,579.14	\$ 9,810.65	\$ 9,761.28
Account Balances					
CAPS Starting Balance	\$ 224,267.03	\$ 293,804.14	\$ 259,940.46	\$ 247,901.54	\$ 152,323.62
DM 1000 Starting balance	\$ 29,942.68	\$ 26,614.47	\$ 30,505.42	\$ 32,358.91	\$ 53,109.21
DM 1000, Metered	\$ 106,461.68	\$ 109,509.21	\$ 126,449.46	\$ 110,516.78	
Total Accounts	\$ 326,135.12	\$ 391,780.57	\$ 376,639.02	\$ 288,786.53	\$ 205,432.83
Register Stamp Purchases	\$ 2,356.20	\$ 3,735.51	\$ 4,030.90	\$ 4,931.56	\$ 5,264.25
Department Stamp Request	\$ 3,039.69	\$ 1,307.90	\$ 9,556.38	\$ 2,362.08	\$ 3,556.03
Total Stamps Purchased	\$ 5,395.89	\$ 5,043.41	\$ 13,587.28	\$ 7,293.64	\$ 8,820.28
Bookstore Stamps \$	\$ 392.00	\$ 666.40	\$ 460.00	\$ 764.40	\$ 773.00
# of Booklets	40	73	50	84	87
Total Window Sales	\$ 12,901.77	\$ 6,976.48	\$ 9,210.10	\$ 12,000.52	\$ 11,520.19
DM 1000 Charges	\$ 106,461.68	\$ 109,509.21	\$ 126,449.46	\$ 110,516.78	\$ 108,159.21
Check Stamp Purchase	\$ 4,762.00	\$ -	\$ 13,510.00	\$ 9,210.00	\$ 8,373.62
Smart Mailer Charges	\$ 8,083.27	\$ 8,877.07	\$ 17,545.90	\$ 14,881.44	\$ 13,723.64
Smart Mailer Savings	\$ 6,727.45	\$ 7,978.94	\$ 19,182.55	\$ 23,221.96	\$ 15,121.02

**CAMPUS MAIL RUN TIMES BY BUILDING**

(Times may vary by 15 minutes)

**WOODARD CAMPUS CENTER****OFF CAMPUS RUN**

JMM (James Monroe Museum), E-CON (Economics), Simpson Library, Music in Pollard Hall

**Executive Offices at Eagle Villages**

Foundation, University Relations, SBDC, Administration &amp; Finance (training &amp; support, Purchasing, Internal Audit, Payroll, Accounts Payable)

Stone House

Hanover St. (Physical Plant, Tennis Center &amp; Alumni Center)

UMW Apartments

Revised 12/2015

8:30 – 9:30 AM

**WOODARD CAMPUS CENTER ON CAMPUS RUN****MONROE HALL**2<sup>nd</sup> Fl: History & American Studies, Political Science,3<sup>rd</sup> Fl: Geography, Sociology & Anthropology

10:00-10:15 AM

**LEE HALL****Basement/1<sup>st</sup> Fl:** Counseling & Psychological Services, Eagle One Card Center, Student Health**4<sup>th</sup> Fl:** Admissions staff office pick up only, CIE (Center for International Education) & BLS, Disability Resource.**3<sup>rd</sup> Fl:** Kiosk, Bookstore.**2<sup>nd</sup> Fl:** Assistant Provost (Tim O'Donnell), Parking Management, Students Accounts & Cashiers, Academic & Career Services, Registrar, Accounting Financial Aid & Student Employment

10:15 -10:45 AM

**TRINKLE****1<sup>st</sup> fl:** NLE (National Latin Exam), Mathematics**2<sup>nd</sup> Fl:** COE (College of Education), CPR (Classic Philosophy)**Basement Level:** Computer Science

10:45-11:00 AM

**MARYE HOUSE**

Dean of Student Life, Residential Life, Judicial Affairs

11:00-11:10

**BRENT HALL**

Police, Public Safety, Emergency Management

11:10-11:15

**GEORGE WASHINGTON HALL****Basement Level:** IT Department**3<sup>rd</sup> Fl:** Provost, Chief Information Office (CIO), VP of Student Affairs, Diversity & Inclusion, Associate Dean of College for Arts & Science**1<sup>st</sup> Fl:** Events, Conferencing, Dodd Auditorium, Budget & Finance Analysis, VP for Administration & Finance, Office of the President

11:15-11:30

**COMBS****1<sup>st</sup> Fl:** Diversity & Inclusion, Dean of COE (College of Education), Historic Preservation**3<sup>rd</sup> Fl:** ELC (English, Language & Communications)**2<sup>nd</sup> Fl:** MDFL (Modern Foreign Languages)

11:30-11:45

**TYLER HALL****2<sup>nd</sup> Fl:** Business Services**1<sup>st</sup> Fl:** HR Pick-Up ONLY

11:45-11:50

**FAIRFAX HOUSE**

Human Resources

11:50-11:55

**HAMLET HOUSE**

Phonathon Center

11:55-12:00

**Woodard**

COB (College of Business)

12:00-12:05

<b>CAMPUS MAIL RUN TIMES BY BUILDING</b> (Times may vary by 15 minutes)	<b>Revised 12/2015</b>
<b>SIMPSON LIBRARY</b>	1:10-1:20 PM
<b>CONVERGENCE CENTER</b>  IT Business	1:20-1:30 PM
<b>JEPSON</b>  Biology, Environment Science, Geology, Physics, Chemistry	1:30-1:35 PM
<b>FITNESS CENTER</b>	1:35-1:40 PM
<b>ATHLETICS &amp; PHYSICAL EDUCATION</b>	1:40-1:50 PM
<b>DUPONT, THEATRE</b>	1:50-1:55 PM
<b>MELCHER'S, ART &amp; ART HISTORY</b>	1:55-2:00 PM
<b>GALLERIES</b>	2:00-2:05 PM
<b>SODEXO DINING</b>	2:05-2:10 PM
<b>SEACOBEC HALL/COPY CENTER</b>	2:10-2:20 PM
<b>ADMISSIONS ONLY- Lee Hall</b>	2:20-2:30 PM
<b>MERCER- Psychology</b>	2:30-2:40 PM

Number of Students per box

FY 2016	Boxes	Total students assigned to a box
Eagle Landing: Occupancy is 4 per box	156	608
152 filled w/4		
5 under filled by 1		15
<b>Total for EL</b>		<b>623</b>
Residential: Occupancy is 2 per box	106	Total students assigned to a box
706 filled w/2		1412
124 over filled by 1		372
235 under filled by 1		235
<b>Total for Residential</b>		<b>2019</b>
Commuters: Occupancy is 4 per box	372	Total students assigned to a box
108 filled w/4		432
265 over filled by 1		1325
<b>Total for Commuter</b>		<b>1757</b>

**Total students assigned to a box**

**4399**

**COPY CENTER SERVICES BY VOLUME**

COPY CENTER	2016	2015	2014	2013	2012
Total Jobs	6,509	8,263	8,710	9,311	8,932
Retail Jobs	534	875	1,031	1,109	985
E-mailed jobs	4,254	5,382	4,840	5,010	4,202
Cutting	528	622	699	722	741
Folding	212	274	310	280	196
# of folds	56,842	86,661	102,124	99,664	75,663
Padding	7	14	16	9	11
Laminating	205	289	274	216	213
GBC Binding	103	204	177	183	166
# of books	1,556	2,065	2,405	2,947	3,172
Saddle Stitching	49	39	29	28	33
# of books saddle stitched	5,682	5,323	3,546	7,844	9,097
Exams	1,558	2,088	2,341	2,408	2,139
Fax Service	47	66	141	156	175
Coursepacks - In house	108	91	85	111	121
Color Copy Jobs	1,122	1,634	1,378	1,143	940
Inserting Jobs	13	14	22	4	7
# of pieces inserted	7,823	10,094	18,374	2,042	3,187
Scanning	63	93	100	102	157
# of pages scanned	2,123	3,613	7,844	2,727	4,262
Copy Retail Sales	\$ 7,889.09	\$ 11,098.88	\$ 12,806.00	\$ 5,939.13	\$ 4,183.29
EagleOne Sales	\$ 749.98	\$ 1,080.26	\$ 1,211.37	\$ 1,438.72	\$ 1,390.62
Total	\$ 8,639.07	\$ 12,179.14	\$ 14,017.37	\$ 7,377.85	\$ 5,573.91

Equipment Analysis FY 2016

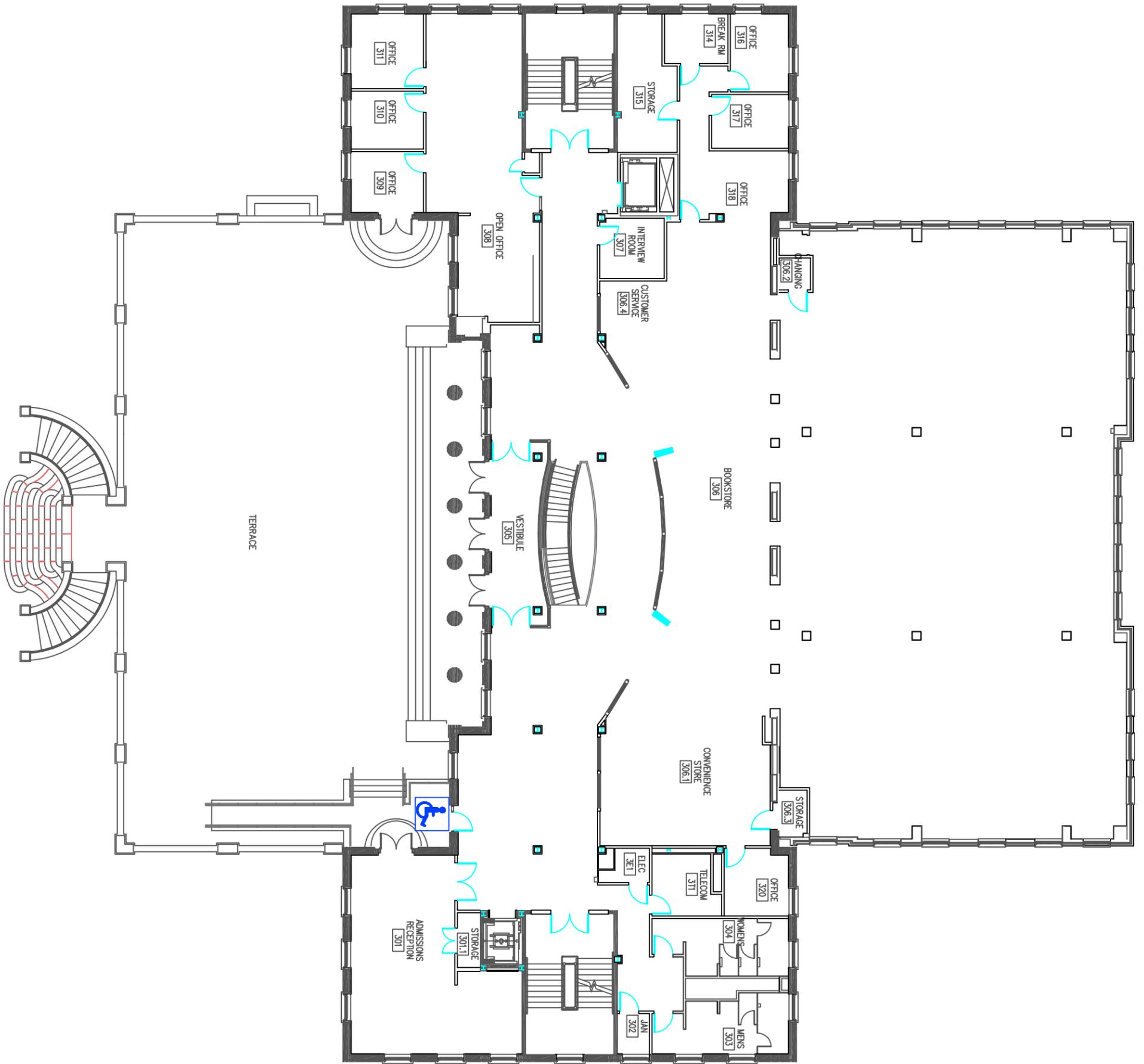
Make	Model	Serial Number	Location	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Monthly Average	Total	YTD FY 15
Konica	1051, P	AOG9011000061	Copy Center (Pebbles)	19,242	36,150	114,650	34,881	81,055	72,518	76,754	68,714	49,963	27,147			48,423	581,074	689,479
Konica	1051, B	AOG9011000003	Copy Center (Bam Bam)	19,684	108,220	168,488	52,935	50,494	41,236	220,466	60,391	38,799	85,642			70,530	846,355	755,712
Konica	7100, Sabor	A1DU011001261A	Copy Center (Sabor, B&W)	5,207	1,311	4,759	3,457	264	2,642	301	1,338	935	2,866			1,923	23,080	21,052
<b>Total Copy Center B&amp;W Copiers</b>				<b>44,133</b>	<b>145,681</b>	<b>287,897</b>	<b>91,273</b>	<b>131,813</b>	<b>116,396</b>	<b>297,521</b>	<b>130,443</b>	<b>89,697</b>	<b>115,655</b>	<b>0</b>	<b>0</b>	<b>120,876</b>	<b>1,450,509</b>	<b>1,466,243</b>
Konica	7100	A1DU011001261	Copy Center (Sabor, Color)	17,298	23,910	32,734	14,144	16,154	5,404	12,846	14,834	16,823	16,252			14,200	170,399	160,010
<b>Total Copy Center Color Copiers</b>				<b>17,298</b>	<b>23,910</b>	<b>32,734</b>	<b>14,144</b>	<b>16,154</b>	<b>5,404</b>	<b>12,846</b>	<b>14,834</b>	<b>16,823</b>	<b>16,252</b>	<b>0</b>	<b>0</b>	<b>14,200</b>	<b>170,399</b>	<b>160,010</b>
Konica	223/F	A1UG011001326	AEC - Bus. Ctr	212	0	0	465	157	516	254	81	98	512			191	2,295	2,354
Konica	223	A1UG011001390	AEC -Alumni-BSMT	879	0	0	7,722	779	1,019	1,466	3,138	540	1,657			1,433	17,200	15,845
Konica	223	A1UG011001385	AEC Coll.Advance-3rd Flr	431	0	0	2,587	651	406	1,600	781	736	842			670	8,034	10,036
Konica	423	A1UD011000086	Annex A	93	648	589	0	625	361	656	631	215	1,146			414	4,964	16,124
Konica	223	A1UG011001377	Belmont	0	0	0	0	1,423	149	770	229	403	335			276	3,309	3,263
Konica	283	A1UF011000853	Brent - Police	3,050	1,993	4,321	4,131	4,565	4,206	3,457	6,610	3,503	3,271			3,259	39,107	42,536
Konica	223	A1UG011001325	Combs 1st Floor	1,123	754	3,931	6,242	3,216	4,824	1,403	3,814	4,692	4,155			2,846	34,154	33,614
Konica	423	A1UD011000914	Combs 208	1,699	1,218	8,575	5,483	3,583	4,394	1,682	3,951	2,510	4,743			3,153	37,838	39,188
Konica	423	A1UG011010486	Combs 3rd Floor	616	416	2,672	1,593	1,438	1,746	1,241	2,705	1,235	1,151			1,234	14,813	32,979
Konica	223	A1UG011001315	Combs Lobby -Public	5	0	361	745	58	0	19	16	3	280			124	1,487	1,130
Konica	283	A1UF011009222	Dahlgren 2nd floor	276	0	0	2,584	559	240	168	404	1,733	1,150			593	7,114	6,606
Konica	283	A1UF011001249	Dupont 325	451	395	5,163	2,693	1,599	3,393	1,779	3,312	2,665	3,907			2,113	25,357	23,480
Konica	223	A1UG011001362	Eagle Village, Centre Court	3,667	0	0	10,665	2,455	2,250	3,043	3,402	2,912	3,277			2,639	31,671	31,708
Konica	223	A1UG011006265	Eagle Village, Des Ser	1,271	0	0	0	1,782	468	1,472	525	493	690			558	6,701	4,474
Konica	224	A1UG011013286	Eagle Village, SBDC	581	0	0	1,510	199	236	66	195	238	756			315	3,781	6,904
Konica	223	A1UG011001393	Fairfax	930	1,050	1,791	1,383	849	901	1,038	1,023	1,458	946			947	11,369	10,349
Konica	223	A1UG011001302	Goolrick 106A	821	1,709	1,217	1,724	620	789	968	1,231	300	592			831	9,971	9,483
Konica	223	A1UG011001338	Goolrick 212	2,403	17,180	5,033	2,225	1,747	1,419	2,174	3,776	2,738	3,975			3,556	42,670	25,328
Konica	423	A1UD011001247	GW 103, Presidents Office	891	1,093	1,525	1,671	1,129	1,107	534	1,555	1,811	2,167			1,124	13,483	8,051
Konica	223	A1UG011001320	GW 111	0	535	879	247	609	190	500	640	601	984			432	5,185	5,544
Konica	423	A1UD011001270	GW 306	1,572	1,261	2,233	1,657	2,884	2,138	2,460	3,221	2,123	4,568			2,010	24,117	21,263
Konica	423	A1UD011000255	Jepson 202	5,944	1,782	27,473	22,574	19,641	16,622	7,508	19,774	15,068	21,499			13,157	157,885	139,938
Konica	223	A1UG011001330	JMC Law Offices	0	76	0	290	124	256	56	49	107	71			86	1,029	1,578
Konica	223	A1UG011001351	Lee Hall 1st floor, CAPS	185	257	192	174	76	106	152	133	117	156			129	1,548	1,572
Konica	223	A1UG011001345	Lee Hall 206, Registrar	45	1,065	4,482	1,887	1,989	814	1,303	2,378	1,918	3,989			1,656	19,870	11,966

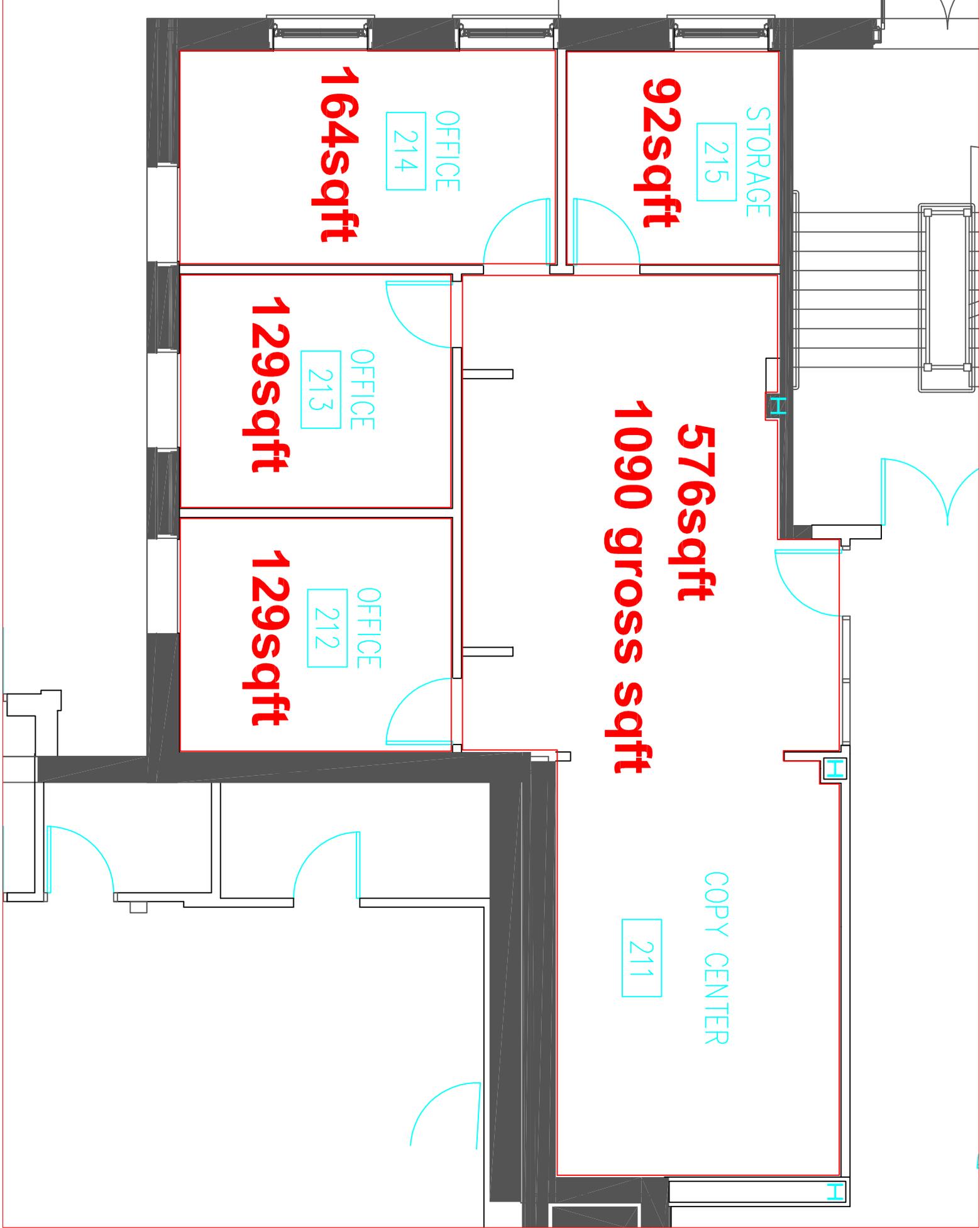
Equipment Analysis FY 2016

Make	Model	Serial Number	Location	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Monthly Average	Total	YTD FY 15
Konica	223	A1UG011001343	Lee Hall 211, Multicultural	511	157	860	599	574	365	77	1,341	419	1,168			506	6,071	6,405
Konica	223/F	A1UG011001363	Lee Hall 217, Acad Services	6,272	1,792	2,827	3,284	734	849	1,251	993	1,323	1,255			1,715	20,580	24,963
Konica	223	A1UG011001313	Lee Hall 232, Fin Aid	3,180	1,649	4,851	2,674	1,695	1,109	3,183	3,539	1,461	1,228			2,047	24,569	25,609
Konica	223	A1UG011001350	Lee Hall 308, Car Services	783	481	1,996	2,836	977	114	116	295	58	301			663	7,957	13,404
Konica	283	A1UF011000032	Lee Hall 4th floor, Admissions	1,810	2,589	6,348	2,933	1,165	1,683	745	3,029	1,337	2,469			2,009	24,108	33,515
Konica	223	A1UG011001309	Lee Hall, Bookstore	602	731	1,025	615	673	814	771	844	844	568			624	7,487	7,049
Konica	223	A1UG011001049	Marye House	1,677	1,158	3,052	1,301	1,005	803	1,482	1,699	1,011	2,103			1,274	15,291	11,758
Konica	223	A1UG011001317	Mercer, Psych	112	73	297	526	216	227	212	402	683	259			251	3,007	4,213
Konica	423	A1UD011000966	Monroe 2nd floor	57	85	3,469	2,188	1,645	1,761	1,488	2,019	1,487	1,857			1,338	16,056	16,904
Konica	423	A1UD011000768	Monroe 3rd floor	635	574	9,004	8,282	4,745	5,975	4,139	8,397	4,660	8,815			4,602	55,226	56,020
Konica	283	A1UF011001261	Physical Plant	856	0	0	6,652	1,902	1,293	1,751	2,111	2,018	1,642			1,519	18,225	17,740
Konica	283	A1UF011001204	Pollard nr rm 205 in cls	10	97	3,664	1,685	1,104	1,504	1,379	1,423	1,151	2,333			1,196	14,350	15,537
Konica	223	A1UG011001263	Seacobeck	1,786	707	4,610	1,111	2,126	898	1,076	1,303	1,341	2,811			1,481	17,769	17,561
Konica	223N	A1UG011001270	Simpson Lib. Rm.107	1,060	946	2,179	1,231	1,169	1,118	994	1,262	615	1,601			1,015	12,175	20,090
Konica	223N	A1UG011001314	Simpson library 2nd fl	951	1,023	1,125	1,433	1,282	974	1,161	1,429	847	1,286			959	11,511	14,106
Sharp	MX3100	95043015	Simpson Library Public-Color	0	40	139	47	69	198	0	68	117	75			63	753	746
Konica	423N	A1UG011001140	Simpson Library Public-L	69	9,043	0	0	0	0	0	0	0	0			759	9,112	14,790
Konica	423N	A1UD011001267	Simpson Library Public-R	0	23	239	323	562	460	40	344	57	182			186	2,230	1,407
Konica	223	A1UG011001349	Simpson library rm 113	622	413	5,203	3,456	1,477	1,338	1,708	2,495	761	1,190			1,555	18,663	20,968
Konica	223	A1UD011001344	Stafford Library	52	0	0	172	142	99	19	47	68	41			53	640	1,071
Konica	423	A1UD011000052	Stafford North	2,316	0	0	19,704	3,740	3,212	3,475	4,884	4,523	3,936			3,816	45,790	42,380
Konica	423	A1UD011001230	Stafford South	380	0	0	911	314	359	218	260	1,601	1,266			442	5,309	5,948
Konica	223	A1UG011001353	Tennis Center	0	0	0	4,027	1,184	1,290	683	730	710	0			719	8,624	11,015
Konica	423	A1UD011001255	Trinkle Hall 121	602	178	2,351	2,748	1,955	2,736	1,153	3,466	1,701	2,607			1,625	19,497	29,466
Konica	423	A1UD011000748	Trinkle Hall 226	1,281	1,816	13,837	9,813	6,833	5,334	5,215	8,391	7,109	8,089			5,643	67,718	58,381
Konica	223	A1UG011001732	Trinkle Hall near 104	0	0	282	379	302	659	30	804	102	345			242	2,903	1,098
Konica	223N	A1UG011001357	Tyler Hall	700	446	730	872	508	601	327	579	459	555			481	5,777	6,947
Konica	223	A1UG011001306	Warsaw	100	85	0	189	85	115	187	135	0	1,068			164	1,964	2,663
Sharp	237	5500410Y	Woodard P.O.	55	0	0	0	0	0	0	0	0	8			5	63	497
Konica	223	A1UG011001352	Woodard, BUAD	296	197	1,473	1,809	1,422	1,558	975	1,976	2,450	4,152			1,359	16,308	10,304
<b>Total Convenience Copiers</b>				<b>53,708</b>	<b>55,735</b>	<b>139,998</b>	<b>161,587</b>	<b>92,205</b>	<b>85,480</b>	<b>69,370</b>	<b>117,758</b>	<b>87,032</b>	<b>119,517</b>	<b>0</b>	<b>0</b>	<b>81,866</b>	<b>982,390</b>	<b>995,514</b>
<b>TOTAL ALL COPIERS</b>				<b>115,139</b>	<b>225,326</b>	<b>460,629</b>	<b>267,004</b>	<b>240,172</b>	<b>207,280</b>	<b>379,737</b>	<b>263,035</b>	<b>193,552</b>	<b>251,424</b>	<b>0</b>	<b>0</b>	<b>216,942</b>	<b>2,603,298</b>	<b>2,167,215</b>

Pharos Sales

<u>Location</u>	FY13-14		FY14-15	
	<u>EagleOne \$</u>	<u>Cash</u>	<u>EagleOne \$</u>	<u>Cash</u>
Pharos-Jep308	\$302.10		\$199.10	
Pharos-B124	\$121.00		\$0.50	
Pharos-AnB105	\$280.60		\$200.80	
Pharos-LibCirc	\$3,739.30		\$3,982.00	
Pharos-LibRef	\$10,600.10	\$4,822.65	\$9,258.60	\$4,938.55
Pharos-TrnB12	\$608.20		\$180.20	
Pharos-B125	\$4.20		\$2.90	
Pharos-Cmb349	\$187.60		\$72.40	
Pharos-Mon320	\$301.40		\$379.30	
Pharos-Cmb011	\$0.10		\$78.70	
Pharos-Mon114	\$494.10		\$396.60	
Pharos-Cmb211	\$1,896.60		\$1,265.10	
Pharos-Jep108	\$1,805.90		\$1,158.70	
Pharos-Mel209	\$587.90		\$552.70	
Pharos-AnA109b	\$743.90		\$510.30	
Pharos-SFDLib	\$193.80	\$613.15	\$259.80	\$528.55
Pharos-TrnB9	\$297.90		\$192.90	
Pharos-B123	\$2.60		\$0.60	
ITCC-Lab130			\$944.40	
ITCC-Lab200			\$2,660.50	
Old-106MONR4050			\$475.50	
<b>TOTALS:</b>	<b>\$22,167.30</b>	<b>\$5,435.80</b>	<b>\$22,771.60</b>	<b>\$5,467.10</b>





Pricing Schedule

**Directions for Completing Pricing Schedule:**

1. Assuming the total current average volume for mail, copy, and decentralized MFDs identified in Attachments (F.1, G.1, G.2), pricing must include: proposed equipment, supplies, maintenance, staffing, reporting, and management systems.
2. Please provide the following fixed fee and variable fee (unit based or other) pricing for all services and equipment.

**Required**

**1. Fixed monthly fee, Year 1**     \$

This fee must include staffing for mail and copy, management, contingent labor, proposed equipment, service (parts, labor, supplies), software fees, equipment including leases. Cost analysis should be included in multi-year schedule below, in section 5 below.

Impressions	#	Overage
1. Number of B&W impressions in Copy Center*		\$ -
2. Number of Color impressions in the Copy Center*		\$ -
3. Number of B&W impressions**		\$ -

\*Included in monthly fixed fee

\*\*Included for decentralized MFDs on a monthly basis; attach an itemized MFD inventory

**2. Impact to contract for additional MFDs that are added during life of contract**

	MFD Type	Increase to Monthly Fee
1		\$ -
2		\$ -
3		\$ -

**3. Financial Start-up Capital Contribution to support Copy Center relocation**     \$

Costs will be incurred by Contractor. Contractor shall provide auditable invoice copies to UMW.

**4. MFD Option for Accessing Entities**  
Four year renewal cycle

	MFD Type	# Impressions	Monthly Cost	Overage Cost
1			\$ -	\$ -
2			\$ -	\$ -
3			\$ -	\$ -

\*This form must be completed and returned with the proposal.  
Any differing financial proposal should be included as a separate document and marked as "Alternate."

Pricing Schedule

**5. Cost Analysis Detail and Renewal Costs, Offeror should complete matrix below:**

					Optional Renewal				Optional Renewal			
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
<b>Section 1. Copy Center</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor for CC & MFD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating/Admin/Profit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fixed Annual Fee to UMW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Section 2. Post Office</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating/Admin/Profit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fixed Fee to UMW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Annual Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Section 3. Decentralized MFDs</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cost for proposed fleet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**6. Commission**

Copy Center: Commission on retail jobs (% or \$)


Public MFDs: Commission on copies (% or \$)

Other commission offered:

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**\*This form must be completed and returned with the proposal.**

**Any differing financial proposal should be included as a separate document and marked as "Alternate."**