



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO, CPPB
PURCHASING AGENT

GWEN MCLAREN, CPPB
ASST. PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
GALVESTON, TEXAS 77550
(409) 770-5371

July 30, 2018

PROJECT NAME: Enterprise Multi-Function Device Management & Implementation Services

RFP NO: B182021

RE: ADDENDUM #1

To All Prospective Proposers,

The following information is being provided to aid in preparation of your proposal submittal(s):

ADDITIONAL INFORMATION

The models currently being used throughout the County are listed within this addendum. All proposers must present the County with comparable options in regard to maximum volume capabilities for each model listed. The quantity may vary depending on number of users and dimensions of each county department.

Question #1: *Can we get a list of your current Xerox equipment? Are you wanting us to quote comparable models based on your current fleet of equipment?*

Response: The following XEROX models are currently in production: WC5330, 5335, 5845, 5865, W7845, D110 and XC560. Yes, models that are comparable in size and capabilities are a requirement for the BID. The average monthly volume for black and white printers combined, is approximately 26,000. The average monthly volume for color printers combined is approximately 14,000. The production black and white machine averages 840,000 copies per month and the color machine averages 625,000 copies per month.

Question #2: *Can we get a list of your current printer fleet?*

Response: There are a total of 120 active MFDs of the models listed above. That amount could possibly fluctuate due to each department having the proper amount of machines based on quantity of users and the foot print of the department.

Question #3: *I did not see a pricing page in your bid for equipment – would you like each vendor to create one?*

Response: Yes. The County is expecting each bidder to create a pricing page.

Question #4: *Listed in Special Provisions – you state that All multifunction copier/scanner/printer/fax machines must be from the same manufacturer and operate in a manner similar to one another – can the Production unit be from a different manufacturer?*

Response: Unfortunately, the County needs ALL equipment to be from the same manufacturer for preventative maintenance and training purposes, including the Production printer.

Question #5: *Just to make sure – all equipment must be new?*

Response: Yes, all equipment for this RFP must be new. The County of Galveston will not accept refurbished or remanufactured equipment and or toner.

Question #6: *How many users within the County of Galveston?*

Response: The County of Galveston will have approximately 1300 users utilizing the selected MFDs.

Question #7: *How would you like Managed Print Services structured? Cost per copy rate? Copies included with overages?*

Response: Managed Print Services should allow the County to see the big picture of printing services. There is the need to cut cost, free up I.T. resources, and optimize efficiency. There is not a need for cost per copy rate or a cost for overages since at this time the County does not charge for printing services.

Question #8: *Under Q. Required Services – you state that the County intends to reduce its current footprint of printers – what does that look like to the County?*

Response: The County's main goal is to reduce printing cost by decreasing the usage of desktop printers and fully utilizing the appropriate amount of Multi-Function devices. Our intentions are to position the correct printers with the accurate volume of users, hopefully reducing the overall footprint and cost of printing services for the County of Galveston.

Question #9: *Special Provisions – 5) Scanning and Workflow Automation – Questions – Will you be using Secure Access Control and Active Directory Authentication just for scanning or for print release as well?*

Response: Both

Question #10: *Special Provisions – R. Print Center Requirements – Question – How many Xerox RDO files will need to be converted?*

Response: At this time, there is less than 10 RDO files that need converting.

Question #11: *Special Provisions – R. Print Center Requirements – Question – On the Production unit will you need to scan to PDF/A?*

Response: Yes, the production unit will need the capability to scan to PDF/A.

Question #12: *Can you please provide us with your current fleet information (models, configurations if possible, etc)? Also can you please provide us with the number of copies/prints per device, so that we can provide the most accurate pricing?*

Response: Please see response to questions 1 and 15.

Question #13: *Can you please provide fleet information on the printers that you would like to be included? We would need models, quantities and print volumes.*

Response: Please see the response to question 1.

Question #14: *What is the quantity of the 60 ppm MFP (along with current make and models of existing units) and your total monthly average volume of the Fleet?*

Response: Please see the response to questions 1 and 2.

Question #15: *What are the make and model of all desktop printers and your total monthly average volume of the Fleet?*

Response: The current makeup of desktop printers is 380 of the following models: HP M401, HP 3015, and HP M602. The average volume varies depending on the time of the year and the department. However, each printer maximizes its printing volume frequently. A 3 month average of desktop prints are approximately 18,250 copies.

Question #16: *Hard Drives - Will the Production Print Center be located in a secure room and require both Hard Drive data overwrite? (Most Print rooms are secure. We have removable hard drive is that enough?)*

Response: Yes. Data overwriting capabilities is preferred. If you have removable hard drives for the production machines, that is acceptable too.

Question #17: *Scanning – File format that Smartsend application requires? Will the Production Print Center also require integration with OnBase Document Management System and Right Fax? And status of current network set-up and complete workflow of OnBase Document Management System and Right Fax.*

Response: A comparable application to SmartSend should require PDF/JPEG/TIFF format. Yes, the production printer will need to be integrated with OnBase but not RightFax.

Question #18: *Print Center Black & White – What are the models for all of the production machines both color and b/w. Convert Xerox RDO files – is this a one-time conversion or on-going? What is the number of files that required to be converted? Carbonless Print monthly volume and parts? What is your total monthly average volume & your highest monthly volume? Z and C fold monthly volume? Monthly Envelope volume?*

Response: Please see questions 1 and 10. The average amount of carbon prints is 41,000. The average amount of Z and C folds 9000. The average envelope volume is 65,000.

Question #19: *Print Center – What is your total monthly average volume & your highest monthly volume? Monthly Envelope volume? *(We scan to file, USB, email & server, how & why do you use DocBox today?)*

Response: Please see the response to question 1. The monthly volume of envelopes averages

Question #20: *B&W Wide Format – How wide? (we do not have product to fit this)*

Response: A comparable machine must have the printing and scanning output size of 11" - 36" / 297 - 914 mm and length of Length: 20' / 6 m (standard), 500' / 152 m (optional). The printing resolution should be comparable to 600 x 2400 dpi.

Question #21: *With the new scanning software, can you describe the workflow needed, and the destinations in Onbase. Will there be routing in Onbase or just go to a hot folder for Onbase to pick up.*

Response: With the new scanning software, documents will be routed to networked folders for OnBase to pick up.

Question #22: *Is barcode and Zonal ocr indexing required?*

Response: Indexing will be required on select machines at various locations.

Question #23: *Do you have a sql server, or do we need to provide the sql express version?*

Response: If the awarded/selected machines can run on SQL Express the County will look at this as an option. If not, a SQL server will be provided.

Question #24: *Do you need any other connectors besides righfax and Onbase?*

Response: No, there are no other connectors needed.

Question #25: *Is the advanced scanning software to be installed on all the MFPs?*

Response: Yes, all MFPs should have the intelligent scanning software installed.

Question #26: *The MFP Fleet Machines (not Print Center) Minimum Equipment Specifications ask about the speed, paper handling, etc. However I don't see anything about the necessity for color output. But, in section Q "Required Services" (sub-section b), the bid states that color toner must be OEM. So, are these machines to be color or B/W devices for the fleet?*

Response: There will a combination of color and black/white printers needed for each location in the County depending on its business use. Yes, color printers are a requirement.

Question #27: *Section P – Minimum Equipment Specifications - Are fax boards required on the multi-function devices, or is all faxing done through the RightFax server?*

Response: All faxing is done through the RightFax server.

Question #28: *Section Q. – Required Services a through d – is a financial consideration response required for this managed print services section?*

Response: The County intends to reduce its current footprint of printers, moving printer volume to the proposed multifunction copier/scanner/printer/fax machines as noted in the requirements. In order to satisfy this vision, a financial consideration response is required for all items under required services in the RFP.

Question #29: *Scanning and Workflow Automation – What version of OnBase and Rightfax are you currently using?*

Response: Currently, the County is using version 2015 of OnBase and version 10.6 of RightFax. There will be an upgrade to RightFax to version 10.7 by the end of the year

Question #30: *How is OnBase currently configured? (Scanning into hot folders, or connector?)*

Response: OnBase is configured through scanning into networked folders as well as with connectors. In reference to this RFP, scanning into folders is the only configuration needed.

Question #31: *Are you using Card Authentication. If so, what type of card (HID..etc)?*

Response: The County as a whole does not use Card authentication. This is a service we are looking to maximize.

Question #32: *For "Audit trail at user lever", what do you want to track? How are you currently doing so, what application?*

Response: It is our goal to use the audit trail to allow users the ability to see what they print.

Question #33: *Will your OnBase administrator be engaged in the implementation of the OnBase connectors?*

Response: Yes, OnBase personnel will be available to be of assistance during this time.

Question #34: *What business applications does SmartSend scan into?*

Response: Today, SmartSend scans into networked folders and email.

Question #35: *Section R-Print Center Requirements – How many user licenses are included in your current FreeFlow software?*

Response: There are 2 license.

Question #36: *Can you tell us more about your envelope requirement on the black and white production unit-the volume and sizes of envelopes?*

Response: The monthly average of envelopes is 65,000. The ability to print size 10 envelopes is the only necessity to complete this requirement.

Question #37: *Can you please provide us with your current fleet information (models, configurations if possible, etc)? Also, can you please provide us with the number of copies/prints per device, so that we can provide the most accurate pricing?*

Response: Please see the response to question 1.

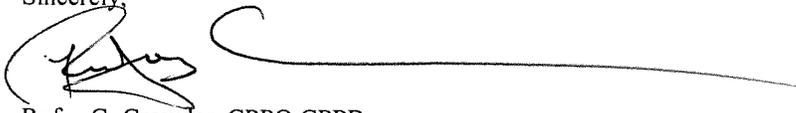
As a reminder, all questions regarding this bid must be submitted in writing to:

Rufus G. Crowder, CPPO CPPB
Galveston County Purchasing Agent
722 Moody, Fifth (5th) Floor
Galveston, Texas 77550
E-mail: rufus.crowder2@co.galveston.tx.us

If you have any further questions regarding this RFP, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at rufus.crowder2@co.galveston.tx.us, or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,



Rufus G. Crowder, CPPO CPPB
Purchasing Agent
Galveston County



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO, CPPB
PURCHASING AGENT

GWEN MCLAREN, CPPB
ASST. PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
GALVESTON, TEXAS 77550
(409) 770-5371

August 3, 2018

PROJECT NAME: Enterprise Multi-Function Device Management & Implementation Services

RFP NO: B182021

RE: ADDENDUM #2

To All Prospective Proposers,

The following information is being provided to aid in preparation of your proposal submittal(s):

OPENING DATE:

RFP #B182021, Enterprise Multi-Function Device Management & Implementation Services originally scheduled to be opened on Thursday, August 9, 2018 at 2:00 P.M has been re-scheduled. The new deadline for submitting a proposal is as follows:

Date: Thursday, August 16, 2018
Time: 2:15 P.M.

Please send proposal submittals to:
Galveston County Purchasing Agent
Attention: Rufus Crowder, CPPO CPPB
722 Moody (21st Street), Fifth (5th) Floor
Galveston, Texas 77550

Question #1: *In Question #22 I had a few clarifying questions about indexing. I see that you will be requiring indexing. But can you tell me if you expect to do that manually or need the functionality of Zonal OCR and/or Bar code recognition to perform the indexing automatically? If you need to do zonal OCR can you tell me approximately how many different types of documents, and how many index fields per doc type we would need to set up the workflow for? (This will help me know how many hours are needed to set up the workflow for automatic indexing?)*

Response: The County has decided not to do indexing at the moment. If it is needed on select machines, it will be conducted manually.

Question #2: *Can you please send me the information on the quantity of each model in the Galveston County fleet? For example, you said that you have WC 5330 models, but I don't know how many of those that are in your fleet. This information is vital for me to apply for the pricing discounts that we need to provide you with our best offer.*

Response: It is approximately (85) 53 series models and (20) 7 series models. The rest are production fleet.

Question 3: *Section S – Evaluation and Criteria and Award, Page 12. Page 12 states “Please create a separate tab for each individual item.” Question: To avoid any confusion, will the County please clarify which items separate tabs are needed for and please define “item”?*

Response: Under section 1 and 2 in the RFP, each criteria specified in that particular section should be addressed individually in the bidders response.

Question #4: *General Provisions, 12. Pricing, Page 4. Page 4 states "Proposals will be either lump sum or unit prices as shown on the proposal sheet." Question: Is there a preferred Pricing sheet, form, or template?*

Response: The County is expecting each bidder to create a pricing page.

Question #5: *General Provisions, 25. Termination of Convenience, Page 10. Question: Would this term be exercised for non-performance or funding issues only? Question: Will the county provide written notice at an industry-standard minimum of 30 days as an opportunity to cure prior to exercising a default remedy?*

Response: The County will request termination of this contract, with a 30 day notice, in the event the Commissioners Court is not satisfied with the service that would be guaranteed in the awarded contract with the vendor.

Question #6: *General Provision, 4. Supplies, Page 7 and Q. REQUIRED Services, b. ii Supply expectations, Page 8. Question: In the interest of environmental responsibility, toner cartridges are typically recycled. Please confirm this environmentally responsible practice is acceptable to the County.*

Response: Yes, it is.

Question #7: *What are the quantities (total 120) of the different models of each WC5330/5335/5865/W7845 and D110/XC560.*

Response: The variation of models needed will vary since the requirements for the departments have adjusted its usage. Please see question 2.

Question #8: *That issue also includes the different number (total 380) of desktop printers models HP M401, HP3015, and HPM602.*

Response: There are approximately (200) HP401 models, (100) HP 3015 models and approximately (80) M602 models.

Question #9: *Can I get the quantity of each model of the MFD units and each model of desktop printers?*

Response: Please see question 7 and 8.

Question #10: *Special Provisions, R. Print Center Requirements. Question: Will the County provide any necessary workstations or server resources for any required on-premise software?*

Response: Yes.

Question #11: *R. Print Center Requirements. Page 11 states, "Scan to file, usb, email, DocBox". Question: In reference to DocBox, will the County please clarify and itemize the functionality required?*

Response: DocBox is currently used as a file sharing application from the production printer to an email address and vice versa. The printer should be configured to have this functionality. If a comparable option is available from each vendor, that should be included in the proposal.

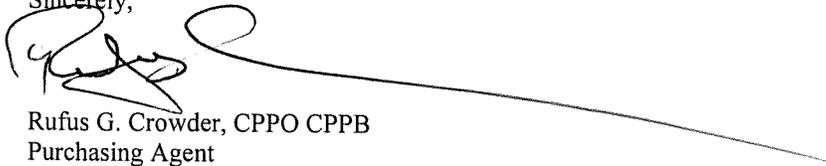
As a reminder, all questions regarding this bid must be submitted in writing to:

Rufus G. Crowder, CPPO CPPB
Galveston County Purchasing Agent
722 Moody, Fifth (5th) Floor
Galveston, Texas 77550
E-mail: rufus.crowder2@co.galveston.tx.us

If you have any further questions regarding this RFP, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at rufus.crowder2@co.galveston.tx.us, or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rufus', with a long, sweeping horizontal line extending to the right across the page.

Rufus G. Crowder, CPPO CPPB
Purchasing Agent
Galveston County



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO, CPPB
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COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
GALVESTON, TEXAS 77550
(409) 770-5371

August 9, 2018

PROJECT NAME: Enterprise Multi-Function Device Management & Implementation Services

RFP NO: B182021

RE: ADDENDUM #3

To All Prospective Proposers,

The following information is being provided to aid in preparation of your proposal submittal(s):

Question #1: *You say that the average monthly volume for B&W printers "combined" is 26,000. Does that mean that over approximately 100 B&W Xerox machines, you are only doing 26,000 prints and copies per month? If so, that would mean that you would only be averaging 250-300 copies/prints per month per device. Or, is the volume per machine per month?*

Response: The approximate count of black and white printers is 85. On a monthly average, those printers produce 26,000 copies. There are some departments that produce more than that amount and there are some departments that produce less than the average. However volume of WC-f Series models is 26,000 per month. There is approximately 380 desktop printers. The quarterly report we produce shows \$18,250. Therefore, the desktop printers average 6100 per month.

Question #2: *You say that the average monthly volume for color printers "combined" is 14,000. Does that mean that over approximately 20 color Xerox machines, you are only doing 14,000 prints and copies per month? If so, that would mean that you would only be averaging 700 copies/prints per month per device. Or, is this the volume per machine per month? Also the color devices will print/copy in both color and B&W. Can you please let me know what the ratio of the color and B&W volume is? So, out of the 14,000 is 50% of that volume color or more or less?*

Response: Please see the response to question #1.

Question 3: *You say that the production B&W machine (D110) average monthly volume is 840,000. I wanted to make sure that the volume is verified, as you are exceeding Xerox's recommended monthly volume on that machine.*

Response: Please see the response to question #1.

Question #4: *You say that the production color machine (XC560) averages 625,000 per month. What is the color to B&W ratio? Is this 100% color volume, or is there B&W volume in that number as well. Also, I wanted to make sure that the volume is verified, as you are tremendously exceeding Xerox's recommended monthly volume (50,000) on that machine.*

Response: Please see the response to question #1.

Question #5: *If the volumes on the production units are correct, do you have multiple units of any mode?*

Response: Please see the response to question #1.

Question #6: *According to the Answer to question #15 on Addendum 1, the average total of prints over a 3 month period for the 380 printers is 18,250. Is this:*

1. *18,250 per month for all 380? Or (48 per printer per month)*
2. *18,250 per month per printer? Or (18,350 per printer per month)*
3. *18,250 for 3 months for all 380? Or (16 per printer per month)*
4. *18,250 per 3 month per printer? (6,083 per printer per month)*

Response: Please see the response to question #1.

As a reminder, all questions regarding this bid must be submitted in writing to:

Rufus G. Crowder, CPPO CPPB
Galveston County Purchasing Agent
722 Moody, Fifth (5th) Floor
Galveston, Texas 77550
E-mail: rufus.crowder2@co.galveston.tx.us

If you have any further questions regarding this RFP, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at rufus.crowder2@co.galveston.tx.us, or contact the Purchasing Department at (409) 770-5371.

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Sincerely,



Rufus G. Crowder, CPPO CPPB
Purchasing Agent
Galveston County



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO, CPPB
PURCHASING AGENT

GWEN MCLAREN, CPPB
ASST. PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
GALVESTON, TEXAS 77550
(409) 770-5371

August 13, 2018

PROJECT NAME: Enterprise Multi-Function Device Management & Implementation Services

RFP NO: B182021

RE: ADDENDUM #4

To All Prospective Proposers,

The following information is being provided to aid in preparation of your proposal submittal(s):

OPENING DATE:

RFP #B182021, Enterprise Multi-Function Device Management & Implementation Services scheduled to be opened on Thursday, August 16, 2018 at 2:15 P.M has been re-scheduled. The new deadline for submitting a proposal is as follows:

Date: Thursday, August 23, 2018

Time: 2:45 P.M.

Please send proposal submittals to:
Galveston County Purchasing Agent
Attention: Rufus Crowder, CPPO CPPB
722 Moody (21st Street), Fifth (5th) Floor
Galveston, Texas 77550

As a reminder, all questions regarding this bid must be submitted in writing to:

Rufus G. Crowder, CPPO CPPB
Galveston County Purchasing Agent
722 Moody, Fifth (5th) Floor
Galveston, Texas 77550
E-mail: rufus.crowder2@co.galveston.tx.us

If you have any further questions regarding this RFP, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at rufus.crowder2@co.galveston.tx.us, or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,


Rufus G. Crowder, CPPO CPPB
Purchasing Agent
Galveston County



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO, CPPB
PURCHASING AGENT

GWEN MCLAREN, CPPB
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COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
GALVESTON, TEXAS 77550
(409) 770-5371

August 16, 2018

PROJECT NAME: Enterprise Multi-Function Device Management & Implementation Services

RFP NO: B182021

RE: ADDENDUM #5

To All Prospective Proposers,

The following information is being provided to aid in preparation of your proposal submittal(s):

ATTACHMENT:

The attached spreadsheet provides detail (models, quantity, monthly volumes, etc.) regarding the current fleet of multi-function devices used by Galveston County departments.

As a reminder, all questions regarding this bid must be submitted in writing to:

Rufus G. Crowder, CPPO CPPB
Galveston County Purchasing Agent
722 Moody, Fifth (5th) Floor
Galveston, Texas 77550
E-mail: purchasing.bids@co.galveston.tx.us

If you have any further questions regarding this RFP, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at purchasing.bids@co.galveston.tx.us, or contact the Purchasing Department at (409) 770-5371.

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Sincerely,

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Rufus G. Crowder, CPPO CPPB
Purchasing Agent
Galveston County



#REF!

Current Monthly Page Count Volumes												Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
												687,693	670,496	542,329	590,810	551,312	612,177	547,454	0	0	0	0	0

Equipment Information								Quarterly Averages				Current Year Total Print Volumes												YTD Volumes	
Index	City	State	Location	Floor/Room	Manufacturer	Model	Serial Number	Q1AVG	Q2AVG	Q3AVG	Q4AVG	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Avg Volume	YTD Total Volume
1	Galveston	TX	600 59TH ST STE 1001		Xerox	WorkCentre 5330 Copier	AE9139934	1,039	1,397	1,773		964	1,373	781	1,202	1,344	1,644	1,773						1,297	9,081
2	Galveston	TX	600 59TH ST STE 1001		Xerox	WorkCentre 5335 Copier	AE9208228	5,300	5,659	6,307		4,649	5,211	6,039	4,654	5,035	7,287	6,307						5,597	39,182
3	Galveston	TX	722 21ST ST		Xerox	WorkCentre 5330 Copier	AE9892976	89	16	0		8	29	229	11	31	7	0						45	315
4	Galveston	TX	722 MOODY AVE		Xerox	WorkCentre 5330 Copier	AE9893253	6,420	7,755	8,492		6,044	6,157	7,060	6,125	8,271	8,870	8,492						7,288	51,019
5	Galveston	TX	600 59TH ST	1	Xerox	WorkCentre 5330 Copier	AE9893618	20,160	16,716	16,179		18,205	20,366	21,909	19,500	15,348	15,300	16,179						18,115	126,807
6	Galveston	TX	600 59Th St	4	Xerox	WorkCentre 5330 Copier	AE9893628	1,133	1,346	821		928	1,145	1,326	1,255	1,431	1,353	821						1,180	8,259
7	Galveston	TX	600 69Th St	4	Xerox	WorkCentre 5330 Copier	AE9893648	2,110	2,633	2,288		1,833	2,386	2,112	2,592	2,418	2,890	2,288						2,360	16,519
8	Galveston	TX	600 69Th St		Xerox	WorkCentre 5330 Copier	AE9893696	0	0	2		0	0	0	0	0	1	2						0	3
9	Galveston	TX	722 21ST ST		Xerox	WorkCentre 5330 Copier	AE9893713	1,174	2,070	2,032		757	1,025	1,739	1,994	1,602	2,613	2,032						1,680	11,762
10	Galveston	TX	722 21ST ST		Xerox	WorkCentre 5330 Copier	AE9893740	1,080	1,764	1,086		836	1,297	1,106	1,531	1,626	2,135	1,086						1,374	9,617
11	Galveston	TX	600 59TH ST STE 1001		Xerox	WorkCentre 5330 Copier	AE9894608	3,780	4,181	3,694		3,522	4,116	3,702	4,419	4,335	3,790	3,694						3,940	27,578
12	Texas City	TX	2516 Texas Ave		Xerox	WorkCentre 5330 Copier	AE9895049	2,940	2,708	2,045		2,884	3,077	2,860	2,916	2,660	2,547	2,045						2,713	18,989
13	Galveston	TX	600 59TH ST STE 1001		Xerox	WorkCentre 5330 Copier	AE9895190	3,686	3,944	4,002		3,889	3,798	3,370	4,374	3,997	3,461	4,002						3,842	26,891
14	Texas City	TX	2516 Texas Ave		Xerox	WorkCentre 5330 Copier	AE9895200	316	289	18		149	644	154	251	240	377	18						262	1,833
15	Crystal City	TX	946 Noblecarl Rd		Xerox	WorkCentre 5330 Copier	AE9895204	562	630	491		460	731	495	981	359	549	491						581	4,066
16	Galveston	TX	601 54Th St		Xerox	WorkCentre 5330 Copier	AE9895209	644	678	834		541	684	706	807	649	577	834						685	4,798
17	Texas City	TX	5101 Attwater		Xerox	WorkCentre 5330 Copier	AE9895211	2,462	1,694	411		1,696	2,995	2,696	2,395	2,146	541	411						1,840	12,880
18	Galveston	TX	601 54Th St		Xerox	WorkCentre 5330 Copier	AE9895212	151	100	33		328	7	117	26	261	12	33						112	784
19	Texas City	TX	2516 Texas Ave # 3Tx		Xerox	WorkCentre 5330 Copier/Printer/Scanner	AE9895213	1,019	1,138	878		1,308	862	887	941	1,454	1,020	878						1,050	7,350
20	League City	TX	174 Calder Dr		Xerox	WorkCentre 5330 Copier	AE9895214	9,029	9,187	9,082		8,163	9,073	9,852	9,141	8,625	9,795	9,082						9,104	63,731
21	Galveston	TX	600 59TH ST STE 1001		Xerox	WorkCentre 5330 Copier	AE9895216	2,938	3,501	3,817		3,111	2,708	2,994	3,850	3,450	3,204	3,817						3,305	23,134
22	Dickinson	TX	5115 HIGHWAY 3		Xerox	WorkCentre 5330 Copier	AE9895219	1,149	958	1,685		368	1,180	1,900	922	1,024	927	1,685						1,144	8,006
23	Galveston	TX	600 59Th St	2	Xerox	WorkCentre 5330 Copier	AE9895220	2,031	2,650	1,824		3,464	1,303	1,325	1,389	4,671	1,891	1,824						2,267	15,867
24	Galveston	TX	600 59TH ST STE 1001		Xerox	WorkCentre 5330 Copier	AE9895221	4,083	4,748	6,558		3,682	4,561	4,007	5,616	5,364	3,263	6,558						4,722	33,051
25	Galveston	TX	5700 Ave H	1	Xerox	WorkCentre 5330 Copier	AE9895222	14,002	15,140	18,088		11,461	17,224	13,320	14,051	13,672	17,698	18,088						15,073	105,514
26	Galveston	TX	600 59TH ST STE 1001		Xerox	WorkCentre 5330 Copier	AE9895223	2,727	2,855	2,618		2,397	3,092	2,691	3,818	2,793	1,953	2,618						2,766	19,362
27	Galveston	TX	722 MOODY AVE		Xerox	WorkCentre 5330 Copier	AE9895224	1,435	2,171	1,459		1,502	1,795	1,007	2,030	2,035	2,448	1,459						1,754	12,276
28	Galveston	TX	600 59TH ST STE 1001		Xerox	WorkCentre 5330 Copier	AE9895226	2,183	2,227	2,944		2,039	2,995	1,516	2,057	1,466	3,157	2,944						2,311	16,174
29	Crystal City	TX	946 Noblecarl Rd		Xerox	WorkCentre 5330 Copier	AE9895227	931	1,184	855		944	971	877	1,185	1,026	1,341	855						1,028	7,199
30	Galveston	TX	601 54Th St		Xerox	WorkCentre 5330 Copier	AE9895229	1,308	1,210	1,599		1,198	1,718	1,007	1,304	1,299	1,028	1,599						1,308	9,153
31	Galveston	TX	600 59TH ST STE 1001		Xerox	WorkCentre 5330 Copier	AE9895230	0	16,894	10,435		0	0	0	0	0	50,682	10,435						8,731	61,117
32	Galveston	TX	600 59Th St	4	Xerox	WorkCentre 5330 Copier	AE9895231	2,806	3,564	2,599		2,746	2,897	2,776	3,443	3,688	3,560	2,599						3,101	21,709
33	Texas City	TX	9850 Emmett F Lowry		Xerox	WorkCentre 5330 Copier	AE9895232	342	293	219		512	171	343	442	299	138	219						303	2,124
34	Galveston	TX	1922 Sealy St		Xerox	WorkCentre 5330 Copier	AE9895233	475	373	493		418	291	716	549	295	274	493						434	3,036
35	Galveston	TX	601 54Th St		Xerox	WorkCentre 5330 Copier	AE9895235	1,587	2,367	1,654		992	2,112	1,658	2,071	2,904	2,126	1,654						1,931	13,517
36	Galveston	TX	601 54Th St		Xerox	WorkCentre 5330 Copier	AE9895236	6,563	4,152	4,742		4,970	8,206	6,514	4,103	3,158	5,195	4,742						5,270	36,888
37	Texas City	TX	2516 Texas Ave		Xerox	WorkCentre 5330 Copier	AE9895238	4,667	4,311	3,981		5,528	4,597	3,875	4,645	4,206	4,082	3,981						4,416	30,914
38	Galveston	TX	600 59TH ST STE 1001		Xerox	WorkCentre 5330 Copier	AE9895365	2,402	2,139	2,193		1,920	2,477	2,810	2,258	1,937	2,221	2,193						2,259	15,816
39	Galveston	TX	722 MOODY AVE		Xerox	WorkCentre 5330 Copier	AE9895368	1,114	1,007	1,000		550	1,501	1,290	1,035	533	1,452	1,000						1,052	7,361
40	Bacliff	TX	4500 10TH ST		Xerox	WorkCentre 5330 Copier	AE9895369	2,187	2,870	3,082		2,152	2,307	2,101	2,977	3,058	2,574	3,082						2,607	18,251
41	Galveston	TX	5700 Ave H	1	Xerox	WorkCentre 5330 Copier	AE9895394	1,471	1,757	2,123		1,899	1,842	672	885	1,365	3,021	2,123						1,687	11,807
42	Texas City	TX	2516 Texas Ave		Xerox	WorkCentre 5330 Copier	AE9895397	5,346	6,331	6,584		5,129	5,131	5,777	6,059	6,285	6,648	6,584						5,945	41,613
43	Galveston	TX	600 59Th St	2	Xerox	WorkCentre 5330 Copier	AE9895402	2,484	2,991	3,172		2,153	2,608	2,692	2,967	2,817	3,189	3,172						2,800	19,598
44	Galveston	TX	1922 Sealy St		Xerox	WorkCentre 5330 Copier	AE9895405	2,972	3,223	2,601		2,356	3,156	3,405	3,105	2,742	3,822	2,601						3,027	21,187
45	Galveston	TX	600 59TH ST STE 1001		Xerox	WorkCentre 5330 Copier	AE9895413	8,142	5,793	6,525		8,832	8,190	7,403	5,876	5,089	6,415	6,525						6,904	48,330
46	Galveston	TX	600 59TH ST STE 1001		Xerox	WorkCentre 5330 Copier	AE9895414	2,130	1,863	1,815		1,803	2,757	1,831	2,057	1,682	1,851	1,815						1,971	13,796
47	Galveston	TX	722 MOODY AVE		Xerox	WorkCentre 5330 Copier	AE9895415	153	0	0		460	0	0	0	0	0	0						66	460
48	Galveston	TX	11730 Highway 6		Xerox	WorkCentre 5330 Copier	AE9895595	3,916	3,881	4,267		4,101	3,929	3,717	3,556	4,182	3,906	4,267						3,951	27,658
49	Galveston	TX	1922 Sealy St		Xerox	WorkCentre 5330 Copier	AE9895598	154	127	94		167	166	129	71	75	236	94						134	938
50	League City	TX	174 Calder Dr		Xerox	WorkCentre 5330 Copier	AE9895609	953	876	901		1,118	928	814	978	851	800	901						913	6,390
51	Galveston	TX	601 54Th St		Xerox	WorkCentre 5330 Copier	AE9895694	2,929	2,440	3,067		2,222	3,949	2,617	2,059	2,676	2,584	3,067						2,739	19,174
52	Galveston	TX	601 54Th St		Xerox	WorkCentre 5330 Copier	AE9895853	2,147	1,802	1,897		1,774	2,456	2,211	1,795	1,720	1,892	1,897						1,964	13,745



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Current Monthly Page Count Volumes											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
687,693	670,496	542,329	590,810	551,312	612,177	547,454	0	0	0	0	0

Equipment Information							Quarterly Averages				Current Year Total Print Volumes												YTD Volumes		
Index	City	State	Location	Floor/Room	Manufacturer	Model	Serial Number	Q1AVG	Q2AVG	Q3AVG	Q4AVG	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Avg Volume	YTD Total Volume
53	Dickinson	TX	1620 GILL RD		Xerox	WorkCentre 5330 Copier	AE9896529	1,900	2,220	1,496		1,869	1,707	2,124	1,583	1,608	3,469	1,496						1,979	13,856
54	Galveston	TX	600 59TH ST STE 1001		Xerox	WorkCentre 5330 Copier	AE9897426	2,453	2,367	2,053		3,505	2,289	1,566	1,814	3,332	1,954	2,053						2,359	16,513
55	La Marque	TX	203 VAUTHIER ST		Xerox	WorkCentre 5330 Copier	AE9897531	2,079	2,712	2,649		1,584	2,217	2,437	2,194	2,429	3,512	2,649						2,432	17,022
56	League City	TX	174 Calder Dr		Xerox	WorkCentre 5335 Copier	AE9899617	2,813	4,319	5,884		2,770	2,829	2,839	3,102	4,411	5,443	5,884						3,897	27,278
57	Bacliff	TX	4500 10TH ST		Xerox	WorkCentre 5330 Copier	AE9904468	1,652	1,459	1,551		2,011	1,287	1,658	1,522	1,182	1,674	1,551						1,555	10,885
58	Texas City	TX	5500 Attwater		Xerox	WorkCentre 5330 Copier	AE9905521	640	466	584		890	496	533	456	468	475	584						557	3,902
59	Galveston	TX	722 21ST ST		Xerox	D110 Copier/Printer with Integrated	BG0963596	48,322	0	0		144,965	0	0	0	0	0	0						20,709	144,965
60	Galveston	TX	601 54Th St		Xerox	WorkCentre 5845	EX7393266	1,931	1,821	2,013		2,458	1,478	1,858	2,067	1,954	1,442	2,013						1,896	13,270
61	Galveston	TX	722 21ST ST		Xerox	WorkCentre 5845	EX7393338	8,748	6,560	5,112		11,962	6,383	7,898	7,929	5,995	5,755	5,112						7,291	51,034
62	League City	TX	174 Calder Dr		Xerox	WorkCentre 5845	EX7393356	7,300	6,565	6,422		7,233	6,447	8,220	8,316	6,157	5,222	6,422						6,860	48,017
63	League City	TX	174 Calder Dr		Xerox	WorkCentre 5845	EX7393448	1,531	1,763	2,118		1,361	1,629	1,604	1,563	1,735	1,992	2,118						1,715	12,002
64	Galveston	TX	600 59TH ST STE 1001		Xerox	WorkCentre 5845	EX7393452	1,842	1,886	764		1,369	1,167	2,989	1,664	2,774	1,220	764						1,707	11,947
65	Texas City	TX	9850 Emmett F Lowry		Xerox	WorkCentre 5845	EX7393501	1,583	2,695	1,350		783	2,471	1,496	2,546	2,010	3,528	1,350						2,026	14,184
66	Galveston	TX	5700 Ave H		Xerox	WorkCentre 5845	EX7393551	1,911	2,370	1,997		2,168	1,664	1,900	2,893	2,342	1,874	1,997						2,120	14,838
67	Crystal City	TX	946 Noblecarl Rd		Xerox	WorkCentre 5845	EX7393554	549	802	678		160	445	1,043	364	1,234	808	678						676	4,732
68	League City	TX	174 Calder Dr		Xerox	WorkCentre 5845	EX7393572	5,617	5,961	5,102		4,905	6,225	5,720	6,869	5,554	5,460	5,102						5,691	39,835
69	Galveston	TX	600 59TH ST	5	Xerox	WorkCentre 5845	EX7393586	17,270	6,834	6,060		6,953	23,950	20,907	7,559	6,438	6,506	6,060						11,196	78,373
70	Galveston	TX	600 59TH ST STE 1001		Xerox	WorkCentre 5845	EX7393602	4,103	4,979	4,261		3,857	4,002	4,450	5,385	4,462	5,089	4,261						4,501	31,506
71	Galveston	TX	600 59TH ST STE 1001		Xerox	WorkCentre 5845	EX7398109	2,366	2,787	892		1,888	2,087	3,124	2,653	3,160	2,549	892						2,336	16,353
72	Galveston	TX	600 59Th St	4	Xerox	WorkCentre 5845	EX7398164	12,217	13,148	15,920		10,631	12,646	13,375	13,952	11,992	13,499	15,920						13,145	92,015
73	Galveston	TX	600 59TH ST STE 1001		Xerox	WorkCentre 5845	EX7398166	3,382	3,386	4,410		2,866	3,899	3,381	4,859	3,008	2,290	4,410						3,530	24,713
74	Galveston	TX	5700 Ave H		Xerox	WorkCentre 5845	EX7398170	23,206	26,155	26,469		20,165	25,224	24,230	29,144	23,539	25,782	26,469						24,936	174,553
75	Galveston	TX	11730 Highway 6		Xerox	WorkCentre 5845	EX7398192	2,400	749	222		1,859	3,041	2,301	651	442	1,155	222						1,382	9,671
76	Dickinson	TX	1353 Fm 646		Xerox	WorkCentre 5845	EX7398194	1,455	1,417	6		1,736	974	1,656	1,290	2,649	311	6						1,232	8,622
77	La Marque	TX	203 VAUTHIER ST		Xerox	WorkCentre 5845	EX7398200	962	1,426	1,478		732	1,162	993	2,468	921	889	1,478						1,235	8,643
78	Galveston	TX	722 Moody St	2	Xerox	WorkCentre 5845	EX7398240	5,604	6,726	6,063		4,510	6,447	5,856	5,967	7,086	7,104	6,063						6,150	43,053
79	Galveston	TX	600 59TH ST STE 1001		Xerox	WorkCentre 5845	EX7398358	1,402	1,482	679		1,310	1,274	1,621	1,697	1,240	1,510	679						1,333	9,331
80	Galveston	TX	600 59TH ST STE 1001		Xerox	WorkCentre 5865	EX9284682	15,881	21,458	21,675		16,533	14,916	16,194	17,289	23,462	23,622	21,675						19,099	133,691
81	Galveston	TX	600 59TH ST STE 1001		Xerox	WorkCentre 5865	EX9286176	9,164	11,046	8,602		8,329	10,993	8,170	11,030	9,495	12,613	8,602						9,890	69,232
82	Texas City	TX	6101 ATTWATER AVE	1	Xerox	WorkCentre 5865	EX9286590	18,914	17,524	14,267		20,551	18,398	17,792	18,795	17,556	16,221	14,267						17,654	123,580
83	Galveston	TX	722 21ST Street Moody Ave	2	Xerox	WorkCentre 5865	EX9286597	14,688	14,303	12,231		13,925	13,058	17,080	20,824	11,388	10,696	12,231						14,172	99,202
84	Galveston	TX	722 21ST ST		Xerox	WorkCentre 5865	EX9286622	7,340	6,603	10,198		5,545	6,666	9,809	4,078	7,007	8,724	10,198						7,432	52,027
85	Galveston	TX	722 21st Street Moody Ave	4	Xerox	WorkCentre 5865	EX9286629	7,543	6,039	9,259		5,103	9,169	8,358	9,113	4,285	4,719	9,259						7,144	50,006
86	Galveston	TX	600 59Th St	2	Xerox	WorkCentre 5865	EX9286665	4,668	5,664	4,341		3,752	5,176	5,077	5,565	5,111	6,317	4,341						5,048	35,339
87	La Marque	TX	4102 Main St		Xerox	WorkCentre 5865	EX9286672	1,258	1,945	1,204		1,236	1,069	1,469	2,566	1,319	1,950	1,204						1,545	10,813
88	Galveston	TX	5700 Ave H		Xerox	WorkCentre 5865	EX9286679	23,514	28,744	33,560		36,402	34,139	0	16,274	36,443	33,515	33,560						27,190	190,333
89	Galveston	TX	601 54Th St		Xerox	WorkCentre 5865	EX9286698	4,102	3,605	2,848		5,885	3,381	3,041	3,320	3,783	3,712	2,848						3,710	25,970
90	Galveston	TX	600 59TH ST STE 1001		Xerox	WorkCentre 5865	EX9286711	17,697	20,216	24,738		18,055	20,320	14,715	19,527	19,040	22,081	24,738						19,782	138,476
91	Galveston	TX	722 21ST ST	4	Xerox	WorkCentre 5865	EX9286751	2,727	2,141	2,232		2,946	2,629	2,605	3,205	1,127	2,092	2,232						2,405	16,836
92	Galveston	TX	715 19th street		Xerox	WorkCentre 5865	EX9286842	10,467	10,060	7,571		9,053	11,315	11,034	9,401	10,415	10,365	7,571						9,879	69,154
93	Galveston	TX	722 21ST ST		Xerox	WorkCentre 5865	EX9286959	2,139	4,707	3,308		2,074	3,125	1,219	2,001	7,249	4,870	3,308						3,407	23,846
94	Galveston	TX	600 59Th St	3	Xerox	WorkCentre 5865	EX9287365	12,923	10,687	9,356		10,913	16,063	11,794	13,261	9,958	8,842	9,356						11,455	80,187
95	Texas City	TX	6101 ATTWATER AVE	1	Xerox	WorkCentre 5865	EX9291685	11,788	12,729	10,490		9,293	10,408	15,664	14,477	12,620	11,091	10,490						12,006	84,043
96	Galveston	TX	600 59TH ST STE 1001		Xerox	WorkCentre 5865	EX9300005	8,798	10,639	770		4,983	12,784	8,626	20,169	9,850	1,898	770						8,440	59,080
97	Galveston	TX	601 54Th St	2	Xerox	WorkCentre 7855	MX4133294	5,482	4,912	2,694		7,027	5,050	4,368	4,345	3,642	6,749	2,694						4,839	33,875
98	Dickinson	TX	1299 Fm 646 Rd W		Xerox	WorkCentre 7845	MX4325296	2,827	2,930	2,090		1,628	1,993	4,860	3,868	2,714	2,207	2,090						2,766	19,360
99	Galveston	TX	722 21ST ST		Xerox	WorkCentre 7845	MX4325302	806	825	1,076		530	1,077	812	760	844	872	1,076						853	5,971
100	Galveston	TX	600 59TH ST STE 1001		Xerox	WorkCentre 7845	MX4325304	24,800	22,690	22,482		22,959	33,588	17,854	21,477	22,953	23,639	22,482						23,565	164,952
101	Galveston	TX	722 21ST ST		Xerox	WorkCentre 7845	MX4325335	0	0	0		0	0	0	0	0	0	0						0	0
102	Galveston	TX	722 21ST ST		Xerox	WorkCentre 7845	MX4325336	4,764	5,171	5,210		3,472	3,801	7,019	3,909	6,395	5,208	5,210						5,002	35,014
103	Galveston	TX	601 54Th St		Xerox	WorkCentre 7845	MX4325344	2,630	2,186	3,797		2,391	3,366	2,134	1,765	2,319	2,473	3,797						2,606	18,245
104	Galveston	TX	600 59TH ST STE 1001		Xerox	WorkCentre 7845	MX4325850	4,120	3,966	4,365		7,066	2,536	2,757	3,584	3,923	4,391	4,365						4,089	28,622



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Current Monthly Page Count Volumes											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
687,693	670,496	542,329	590,810	551,312	612,177	547,454	0	0	0	0	0

Equipment Information							Quarterly Averages				Current Year Total Print Volumes												YTD Volumes															
Index	City	State	Location	Floor/Room	Manufacturer	Model	Serial Number	Q1AVG	Q2AVG	Q3AVG	Q4AVG	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Avg Volume	YTD Total Volume													
105	Galveston	TX	722 21ST ST		Xerox	WorkCentre 7845	MX4325853	6,868	4,267	3,662		3,569	14,201	2,835	3,250	3,701	5,851	3,662							5,296	37,069												
106	Dickinson	TX	5115 HIGHWAY 3		Xerox	WorkCentre 7845	MX4325874	4,004	5,201	3,567		3,703	4,186	4,123	5,273	4,711	5,620	3,567							4,455	31,183												
107	Galveston	TX	722 21ST ST		Xerox	WorkCentre 7845	MX4325894	8,564	10,979	10,298		7,682	10,482	7,528	9,040	13,176	10,720	10,298							9,847	68,926												
108	Galveston	TX	5700 Ave H		Xerox	WorkCentre 7845	MX4325897	7,626	7,650	6,039		7,688	8,538	6,653	7,324	8,368	7,258	6,039							7,410	51,868												
109	Galveston	TX	722 21ST ST		Xerox	WorkCentre 7845	MX4325899	1,372	878	1,227		908	2,006	1,201	991	1,118	524	1,227							1,139	7,975												
110	Galveston	TX	722 MOODY AVE		Xerox	WorkCentre 7855	MX4749174	4,602	7,202	7,143		3,714	5,273	4,819	7,466	7,259	6,881	7,143							6,079	42,555												
111	Galveston	TX	722 21ST ST		Xerox	Color 560	XPN547347	0	0	0		0	0	0	0	0	0	0							0	0												
112	La Marque	TX	4102 FM 519 Main St	1	Xerox	Color 560	XPN551154	65,369	29,315	25,562		55,146	95,156	45,805	36,584	23,765	27,597	25,562							44,231	309,615												
113	Galveston	TX	5700 Ave H	1	Xerox	AltaLink C8045-PGPK	8TB573956		5,828	0					17,484	0	0	0							4,371	17,484												
												Totals:																										
												Monthly Averages:												6,140	5,987	4,842	5,228	4,879	5,417	4,845							5,329	37,188

1st Quarter	
Total	1,900,518
Max	144,965
Avg.	5,656
Min	0

2nd Quarter	
Total	1,754,299
Max	50,682
Avg.	5,175
Min	0

3rd Quarter	
Total	547,454
Max	33,560
Avg.	4,845
Min	0

4th Quarter		Full Year	
Total		Total	4,202,271
Max		Max	144,965
Avg.		Avg.	5,333
Min		Min	0