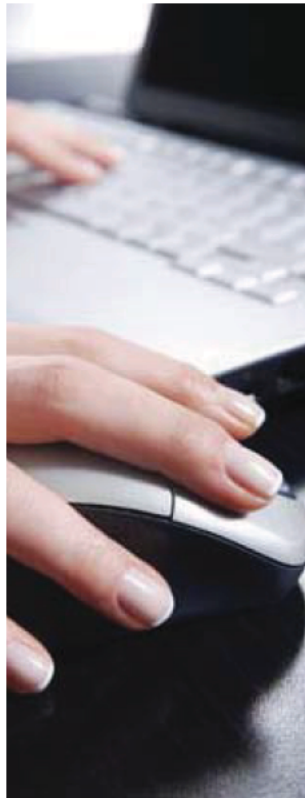
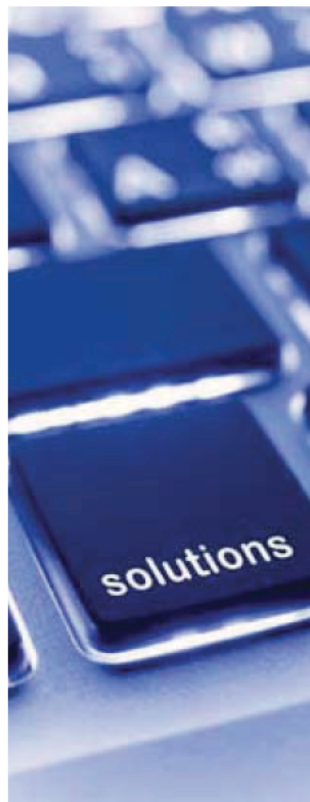


Technical Proposal
for Howard County Public Schools
RFP No. 010.20.B5
Tab 1-Proposal Overview



2.1.1 TRANSMITTAL LETTER

September 20th, 2019

Howard County Public School System
10910 Clarksville Pike
Ellicott City, MD 21042
Phone: (410) 313-5644

Subject: Request for Proposal No. 010.20.B5 High Speed/High-Volume Black/White Production
Printer Lease/Purchase plus Maintenance/Service

To the reviewing RFP Committee:

We are pleased to submit our proposal for the opportunity of providing and supporting your new OCE VarioPrint 6000 Titan. We feel the included submission demonstrates our capabilities not just as an elite service provider, but also as a partner and a resource to your organization. The below value propositions are those which UBT offers, that we feel will be of the greatest value to your school system:

- **Independently Owned and Locally Operated:** As an independently owned company, we don't have the bureaucratic "red tape" that would prohibit us from ensuring you are always satisfied with the devices and UBT's support services. UBT has over a 96% retention rate for all clients, this is based on our ability to provide a unique set of service guarantees and to uphold those guarantees for the duration of the contract.
- **Recognized as a leading OCE/Canon Provider:** UBT is the largest independent copier and managed print provider in the Baltimore/Washington DC marketplace. We are also consistently recognized year-after-year as one of the largest (5) five independent Canon providers in the country.
- **Unparalleled Flexibility:** UBT provides our customers with complete flexibility offering customized solutions, invoicing and service level agreements to meet our customers unique needs and ensure we tailor our solution to their environment.
- **Extensive Production/High-Speed Copier Experience:** UBT's production service/support team averages over 25 years of experience, solely working on the OCE/Canon branded production devices. This technical team is able to quickly diagnose issues and fix the problem correctly the first time. They also have direct lines of communication to the Canon engineers that produce the VarioPrint product line.

The remainder of this response contains the sections requested in the solicitation and additional information regarding UBT's support programs. We look forward to establishing a partnership and supporting your organization.

Sincerely,



Stu Wise
President and COO
United Business Technologies
9218 Gaither Rd.
Gaithersburg, MD 20877

*Howard County Public School System
Request or Proposal No 010.20.B5*

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End of 2.1.1 TRANSMITTAL LETTER

2.1.2 TECHNICAL REQUIREMENTS

Describe in detail how the offeror meets HCPSS' Technical Requirements provided in section 4, Scope of Work in the order provided. Identify all exceptions and/or added value.

UBT has proposed, as requested, the Océ VarioPrint 6000 Titan. The device has been configured as the 6180 version with output accessories listed in Section 4. #14 through #22. The specific device configuration is below.

Item #	Description
2428C004AA	Vario Print 6000 TITAN base model set
2582C002AA	Vario Print 6180 Base Lic set
2429C010AA	Paper Input Module Std B1
2429C024AA	High Capacity Stacker 2.1 with set finisher B2
8221B009AA	3 phase 30 amp
2429C011AA	Paper input module optional B1
2429C022AA	Additional High Capacity Stacker with Top Cover-B2
5414B001AA	DFD2 at iHCS for Online Finishing
9115B009AA	SRA PCL6

Although not included in this proposal UBT would also recommend that HCPSS explore the temporary speed upgrade licenses. The licenses will allow you to upgrade the speed of the device for short durations of time (30 days) to meet increased workloads. This can ensure that no additional labor hours or shifts are required for HCPSS staff that operate these devices. This also has the inherent benefit of HCPSS not having to purchase the faster speed versions of the time and not utilizing the machine to it's capacity.

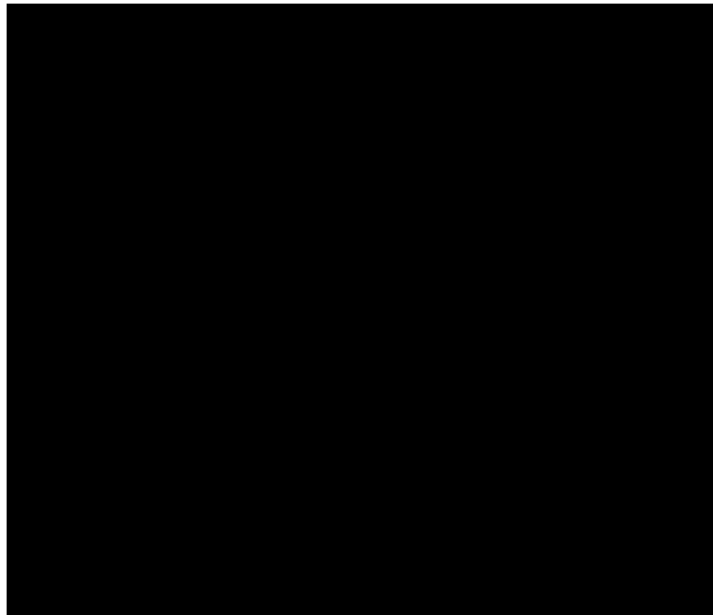
Item #	Description
2583C008AA	Temporary Speed Upgrade from VarioPrint 6180 VarioPrint 6220 to VarioPrint 6270 (30 days)
2583C009AA	Temporary Speed Upgrade from VP6180/6220/6270 to VP6330 (30 days)





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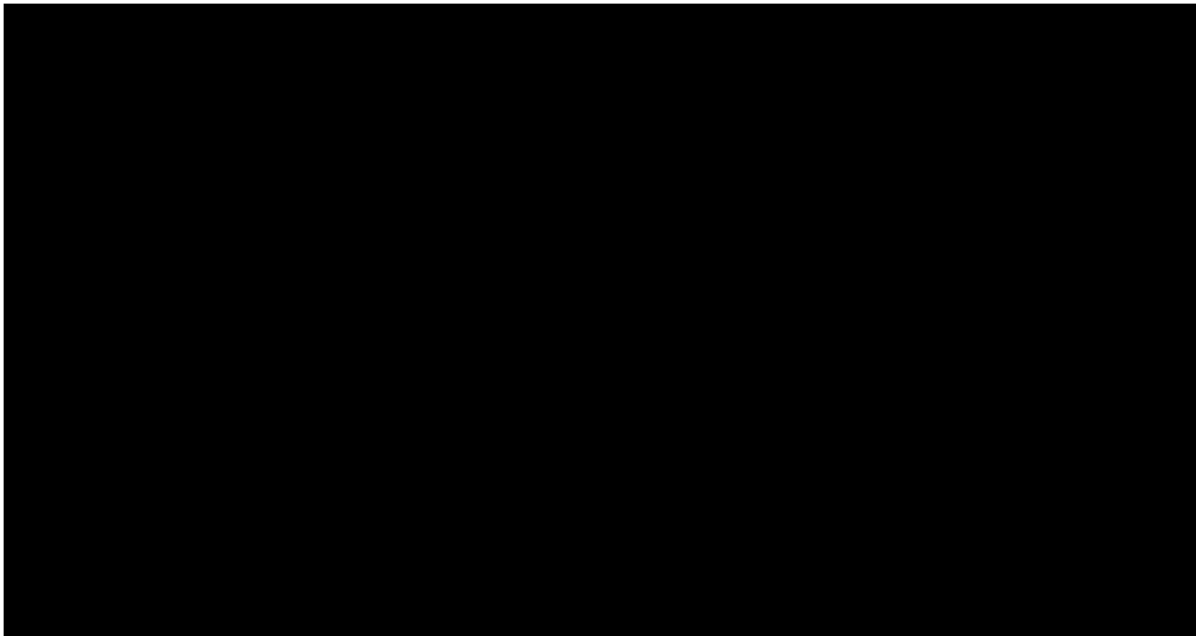
End of 2.1.2 Technical Requirements

2.1.3 SERVICE REQUIREMENTS

UBT acknowledges and will be able to meet all requirements as outlined in Section 5. Maintenance and Support. The additional information in this section describes UBT's unique service philosophy which will ensure that HCPSS receives the highest level of service through the duration of the contract



NET CALL INCENTIVE & MEASUREMENT SYSTEM		
	GROSS CALLS	Total monthly service calls performed
	- RECALLS	Any repeat service call placed for any reason within 45 days of the original call being placed
	- INCOMPLETES	Any service call which cannot be completed on the first visit due to lack of on-hand parts.
	NET SERVICE CALLS	Quality service calls performed; superior service calls which minimize recalls and incomplete calls, minimizing customer inconvenience and maximizing machine uptime.



All-Inclusive

Prices offered are inclusive of all overhead, profit, labor, tools, supplies, parts (including drums), travel, accommodations, administrative fees, direct and indirect costs, training and incidental services or materials for on-site maintenance. As noted in the addendum, the stitch wire for the BLM 550 will be purchased separately from HCPSS.

Service Level Agreements

The request for the service level of 150,000 impressions between service calls, is the minimum UBT would expect on this device.

Online Service Requests and Dispatch

HCPSS will have access to UBT's online portal which allows for 24-hour placement of service calls. Once the call has been dispatched, the portal site is updated to reflect the technician in-route. UBT also answers our service dispatch line between the hours of 8am-8pm EST. At HCPSS' request UBT will set-up a system where within 30 minutes of the call being dispatched, a technician or dispatch operator will reach back out to the HCPSS to ensure that we have all the information required for the technician to fix the issue correctly upon his arrival.

Preventative Maintenance Schedule

Canon produces a recommended preventative maintenance schedule based on usage of the VarioPrint 6000 Titan. UBT abides by this preventative maintenance schedule but we also implement a more rigorous set of standard in regards to our approach to preventative maintenance.

OEM Parts

As part of UBT's agreement with Canon USA we are only permitted to use OEM parts unless unavailable.



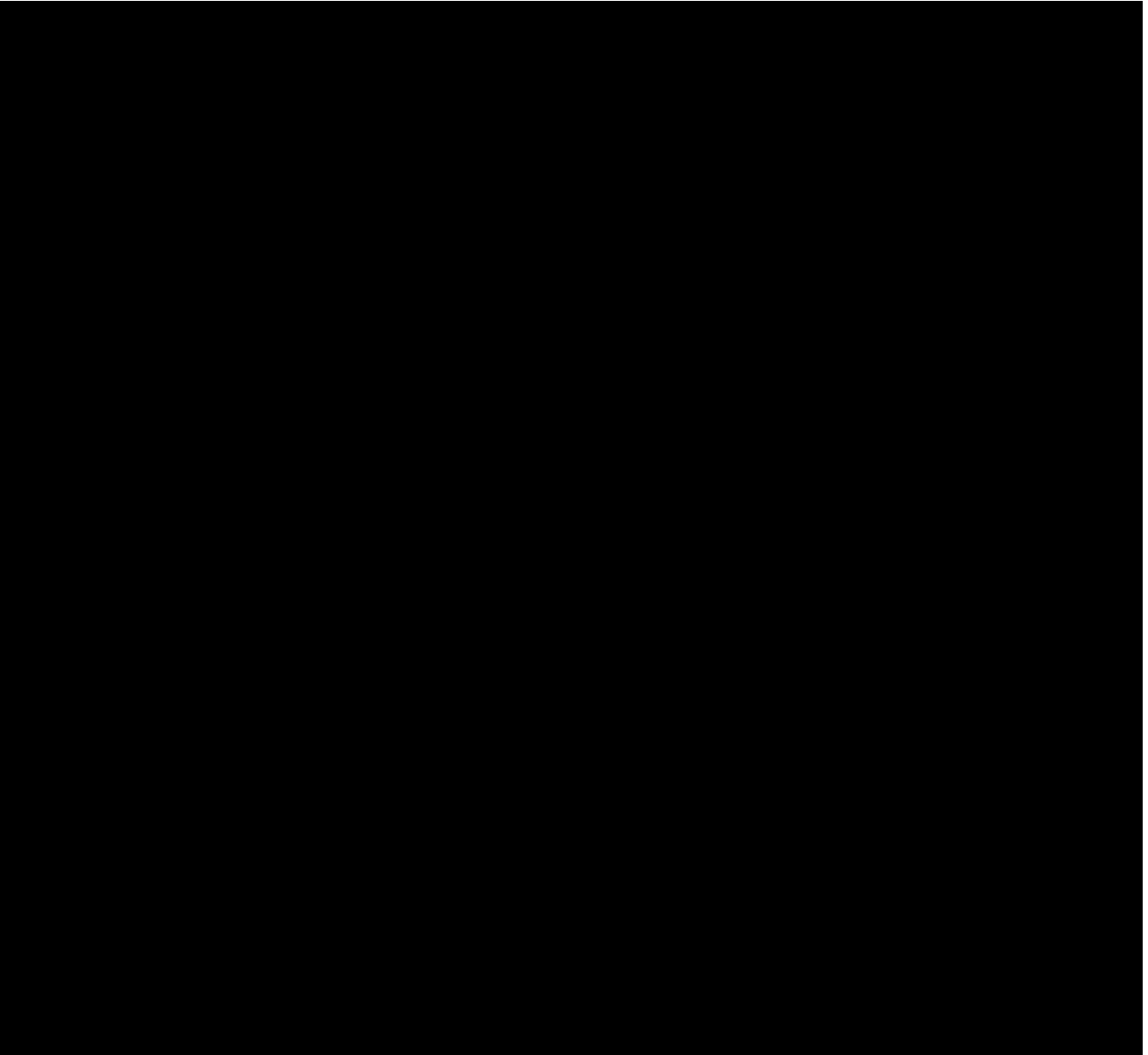
Certified Technicians

All technicians that will be dispatched to HCPSS have been certified by Canon USA to service and support the OCE VarioPrint 6000 Titan product. Each technician has over 5 years of experience supporting the VarioPrint 6000 and the BLM finishers. In the event any of these technicians were to leave or retire, UBT would hire technicians with the same minimum experience on this product line.

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End of 2.1.3 Service Requirements

2.1.4 STAFFING QUALIFICATIONS



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End of 2.1.4 Staffing Qualifications

2.1.5 SERVICE TECHNICIANS

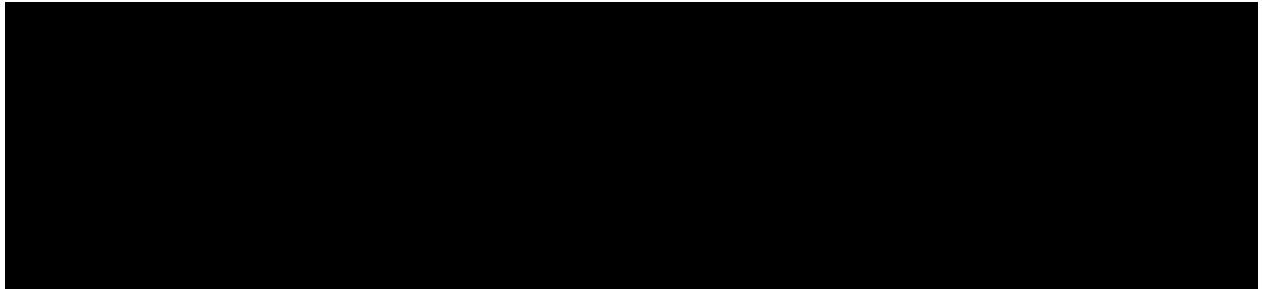
All UBT technicians that will be supporting through onsite maintenance and repair will be trained and certified in the OCE VarioPrint 6000 Titan product and all associated equipment.

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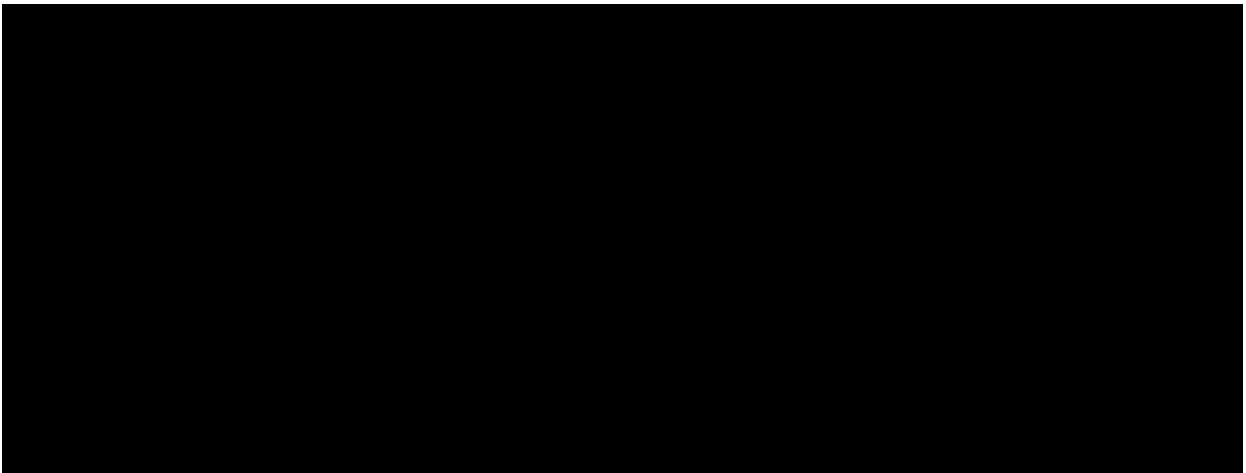
End of 2.1.5 Service Technicians

2.1.6 COMPANY PROFILE/DEMONSTRATION OF PRIOR WORK

2.1.6.1-The offeror shall demonstrate and certify that it possesses at a minimum five (5) years of experience providing product and services as described in this document to institutions similar to HCPSS in scale.

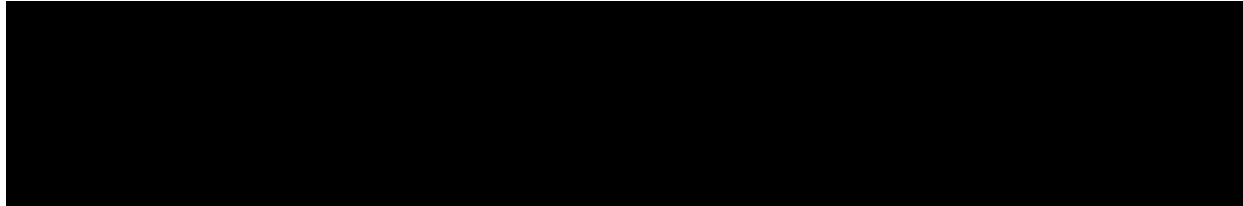


2.1.6.2-The offeror shall provide company history, number of employees, and number of similar repair contracts and provide satisfactory evidence that Offeror is a qualified dealer or manufacturer of the equipment offered.



Appendix A includes a letter from Canon USA that shows that UBT is authorized a qualified dealer for the OCE VarioPrint 6000 Titan product.

2.1.6.3-The offeror shall maintain a regularly established place of business. An authorized representative of HCPSS may visit any prospective Bidder's place of business to determine ability, capacity, reliability, financial stability and other factors necessary to perform the contract.



2.1.6.4 -The offeror shall provide letters from both the Manufacturer(s) and offeror which guarantee the equipment will be supported for a minimum of five years from installation cutover date.

Please see **Appendix B** which include the manufacturers and UBT's guarantee the equipment will be supported.

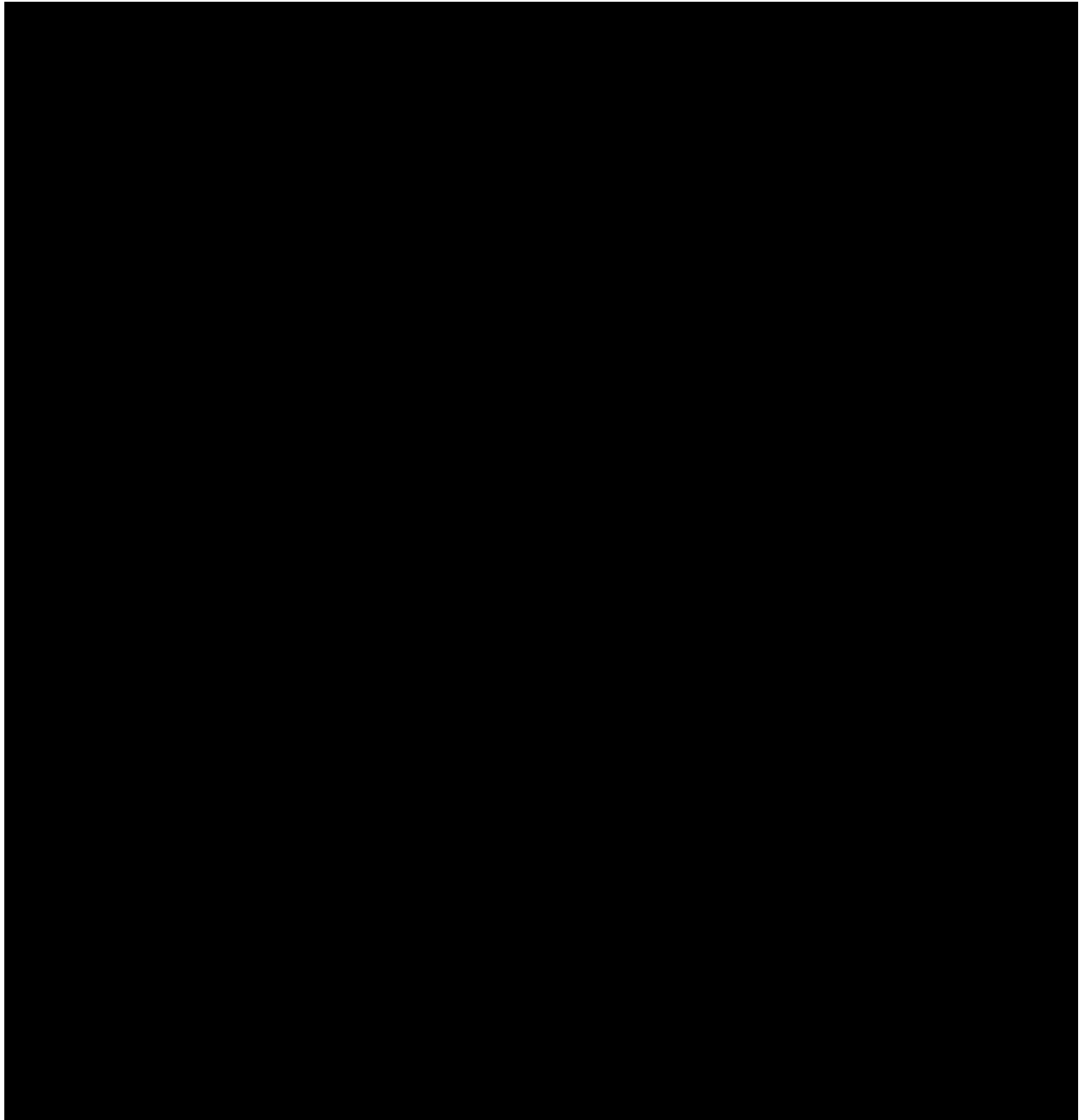
2.1.6.5 -The offeror shall reference any Maryland State or other Government/Association/Agency contracts that HCPSS may be eligible to utilize if it deems in its best interest.

UBT was awarded as Maryland State contract holder to provide devices, services, and support for Canon/OCE equipment. The Blanket Purchase Order number for this contract is 001B3400196. see **Appendix C** which include the specific proof of UBT being a Maryland State contract holder.

2.1.6.6 The offeror shall provide certifications and/or letter(s) from manufacturers(s) that the offer is an authorized reseller and service provider for all proposed equipment and services.

Please see **Appendix A** which includes a letter from the Canon USA confirming that UBT is an authorized reseller and service provider for the proposed equipment and services.

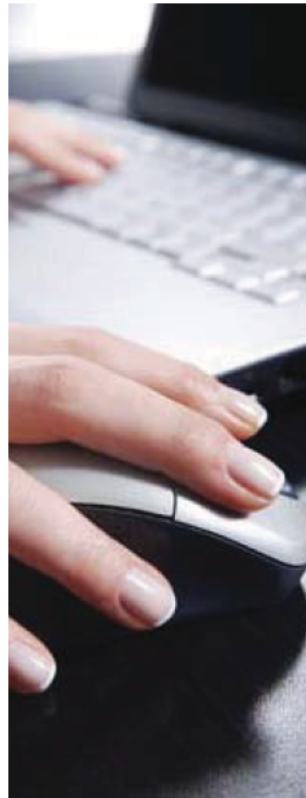
2.1.6.7 References: The offeror shall provide references for a minimum of three contracts of similar size and scope. References shall include contact person's name, e-mail and telephone number, dates of services, type of personnel supplies, and the descriptions of services performed . Work performed for K-12 education institutions should be included.



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End of 2.1.6 Company Profile/Demonstration of Prior Work

Technical Proposal
for Howard County Public Schools
RFP No. 010.20.B5
Tab 2-Required Documents



ATTACHMENT A

SIGNATURE SHEET

A. Offeror's Certification

I/we hereby propose to furnish and deliver supplies and or services, in accordance with specifications and stipulations contained herein, and at the prices quoted. I/we certify that this bid is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same supplies, materials, or Lumber and is in all respects fair and without collusion or fraud.

I/we certify that this bid is made without having contacted any employee within HCPSS unless such contacts were previously authorized by the Purchasing Officer.

I/we certify that this bid is genuine and not collusive or sham; that said offeror has not colluded, conspired, connived and agreed, directly or indirectly, with any offeror or person to put in a sham bid or to refrain from bidding and is not in any manner, directly or indirectly, sought by agreement of collusion or communication or conference, with any person to fix the bid prices of the affidavit or any other offeror, or to fix any overhead, profit or cost element of said bid price, or that of any offeror, or to secure any advantage against the Board of Education of Howard County or any other person interested in the proposed contract; and that all statements in said proposal or bid are true.

I affirm that this firm will not knowingly employ an individual to work at a school if the individual is a Registered Sexual Offender, pursuant to section 11-722 (C) of the Criminal Procedure Article of the Annotate Code of Maryland. A firm or person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 5 years or a fine not exceeding \$5,000 or both.

I hereby certify that I am authorized to sign for the offeror.

B. Vendor/Contractor Disqualification - Bribery

A person convicted for bribery, attempted bribery, or conspiracy to bribe shall be disqualified from entering into a contract with any county or other subdivision of the state. Every business entity upon submitting a bid or otherwise applying for a contract shall submit an affidavit stating whether it, its officers, directors, or partners, or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government.

Submitted by:

United Business Technologies

(company name)

9218 Gaither Road

(street address)

Gaithersburg, MD 20877

(city, state and zip)

703.917.0100

(company telephone number)

Doris Green

(name of person authorized to sign bid)

VP Finance

(title of authorized representative)

(signature of authorized representative) (Date)

dagreen@ubti.com 301.330.9981

(e-mail of authorized representative) (telephone number of representative)



CLIENT DATA SHARING AGREEMENT:

APPLICABLE TO HOWARD COUNTY PUBLIC SCHOOL SYSTEM USERS/MEMBERS

This is an agreement between United Business Techn ("VENDOR", or "Company") and the Howard County Public School System ("HCPSS," "System," or "CLIENT") for term beginning on TBA and ending on TBA.

name of company
date

HCPSS, as a Government entity, is required when entering into agreements with other parties to follow all applicable laws and regulations, including those related to data privacy and security; accessibility; and records retention. Accordingly, the VENDOR's Terms of Service (TOS) are hereby modified by this Amendment as they pertain to HCPSS's use of the Company's Site and/or Services.

- A. **Purpose of the Agreement:** Under this agreement, the VENDOR will be providing the following services:
VarioPrint Titan 6000 with related supplies, parts and maintenance labor
-
- B. **Definition of "CLIENT DATA":** Under this agreement, CLIENT DATA is defined as: (1) all Personally Identifiable Information (PII) contained in a student's "education record" as defined by the Family Educational Rights and Privacy Act (FERPA) (34 CFR Part 99); and (2) other non-public information that include, but are not limited to: personally identifiable personnel data, personally identifiable student data, personally identifiable metadata, and personally identifiable user content.
- C. **Data Collection and Use:** VENDOR will collect and use CLIENT DATA only for the purpose of fulfilling its duties and providing services under this Agreement as defined in Section A, and for improving services under this Agreement.
- D. **Education Records:** If VENDOR will have access to "education records" as defined under the Family Educational Rights and Privacy Act (FERPA) (34 CFR Part 99), the VENDOR acknowledges that for the purpose of this Agreement it will be designated as a 'school official' with 'legitimate educational interests' and will use the data only for the purpose of fulfilling its duties under this Agreement.
- E. **Data De-Identification:** VENDOR may use de-identified Data for product development or other internal purposes only. De-identified Data will have all direct and indirect personal identifiers removed. This includes, but is not limited to: name, ID numbers, date of birth, demographic information, location information, and school ID. Furthermore, VENDOR agrees not to attempt to re-identify de-identified Data.
- F. **Data Mining, Marketing and Advertising:** Except as indicated in Section E above, VENDOR is prohibited from mining CLIENT DATA for any purposes other than those agreed to by the parties. **Data mining or scanning of user content for the purpose of advertising or marketing to students or their parents is prohibited.** Any and all forms of advertisement, directed towards children, parents, guardians, or District Employees will be strictly prohibited unless allowed with express written consent of the

District.

- G. **Modification of Terms of Service:** VENDOR will not change how CLIENT DATA are collected, used, or shared under the terms of this Agreement in any way without advance notice to the CLIENT. This Agreement is the entire agreement between the CLIENT (including all District end users) and the VENDOR. All other agreements or understandings, whether electronic, click-through, verbal or in writing, with District Employees or other End Users shall be null and void.
- H. **Data Sharing:** VENDOR will not share CLIENT DATA with or disclose it to any third party, except to affiliated subcontractors, agents, or third-party service providers of the VENDOR as required to fulfill the purpose of this agreement, without prior specific and informed written consent of the CLIENT, except as required by law.
- I. **Data Storage:** CLIENT DATA will not be stored outside of the United States without prior, specific and informed written consent from the CLIENT.
- J. **Data Deletion:** Upon termination or completion of the Services hereunder and at the request of the CLIENT, VENDOR will delete the CLIENT DATA, provided that VENDOR may maintain archival copies for audit purposes and dispute resolution purposes. If VENDOR maintains archival copies of CLIENT DATA, VENDOR shall remain under the contractual obligations of this agreement regarding the maintenance and use of CLIENT DATA. This Section shall survive the termination of this Agreement.
- K. **Terms, Data Transfer, Survival and Destruction:** The CLIENT may immediately terminate the Agreement if the CLIENT determines the VENDOR has breached this Agreement. The Agreement will automatically terminate at the expiration date. However, the VENDOR's obligations shall survive termination of this Agreement until ALL CLIENT Data has been returned and/or securely removed or destroyed. VENDOR will ensure that all Data in its possession and in the possession of any subcontractors, or agents to which the VENDOR may have transferred Data, are destroyed.
- L. **Rights and License:** All goods, products, materials, documents, reports, writings, video images, photographs, papers and intellectual property of any nature including software or computer images prepared by the VENDOR (or subcontractors) for the CLIENT or from CLIENT-provided material will not be disclosed to any other person or entity and remains the property of the CLIENT. All student-produced work remains the property of the CLIENT or that eligible student. The VENDOR has a limited, nonexclusive license to the data described herein solely for the purpose of performing its obligations as outlined in the Agreement. This Agreement does not give VENDOR any rights, implied or otherwise, to CLIENT Data, content, or intellectual property, except as expressly stated in the Agreement, including any right to sell or trade CLIENT Data. VENDOR will not use CLIENT's NAME or CLIENT DATA in any publications, without prior and specific writing authorization from the CLIENT. No part of this clause will prevent the VENDOR from sharing its open educational resources developed for public distribution on its platform.
- M. **Access:** Except as otherwise expressly prohibited by law, the VENDOR will immediately notify the CLIENT of any subpoenas, warrants, or other legal orders, demands or requests, including Audits, and governmental requests and demands, received by the VENDOR seeking CLIENT Data. If the CLIENT receives a similar request, the VENDOR will promptly provide the CLIENT with a copy of official request and the records or information required by the CLIENT to respond.
- N. **Security Controls and Risk Management:** VENDOR will store and process CLIENT Data in accordance with

industry best practices. This includes appropriate administrative, physical, and technical safeguards to: 1) ensure the security and confidentiality of CLIENT DATA; 2) protect against any anticipated threats or hazards to the security or integrity of CLIENT DATA; 3) protect against unauthorized access to or use of CLIENT DATA that could result in substantial harm or inconvenience to any customer or to any client employee and/or student; and 4) dispose of CLIENT DATA Information in a secure manner.

1. To comply with the safeguard obligations generally described above, VENDOR has (a) designated an employee to coordinate its information security program, (b) identified reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of CLIENT DATA that could result in the unauthorized disclosure, misuse, alteration, destruction, or other compromise of such data, and assessed the sufficiency of any safeguards in place to control these risks, and (c) designed and implemented information safeguards to control the risks identified through the risk assessment, and regularly tests or otherwise monitors the effectiveness of safeguards' key controls, systems and procedures.
 2. VENDOR will conduct periodic risk assessments and remediate any identified security vulnerabilities in a timely manner. VENDOR will also have a written incident response plan, to include prompt notification of HCPSS in the event of a security or privacy incident, as well as best practices for responding to a breach of PII.
- O. **Data Breaches:** VENDOR shall notify CLIENT in writing as soon as commercially practicable, however no later than forty-eight (48) hours, after VENDOR has either actual or constructive knowledge of a breach which affects the confidentiality, integrity, and/or availability of CLIENT's DATA (an "Incident") unless it is determined by law enforcement that such notification would impede or delay their investigation. VENDOR shall have actual or constructive knowledge of an Incident if VENDOR actually knows there has been an Incident or if VENDOR has reasonable basis in facts or circumstances, whether acts or omissions, for its belief that an Incident has occurred. The notification required by this section shall be made as soon as commercially practicable after the law enforcement agency determines that notification will not impede or compromise the investigation. VENDOR shall cooperate with law enforcement in accordance with applicable law provided however, that such cooperation shall not result in or cause an undue delay to remediation of the Incident. VENDOR shall promptly take appropriate action to mitigate such risk or potential problem at VENDOR's expense. In the event of an Incident, VENDOR shall, at its sole cost and expense, restore the Confidential Information, to as close its original state as practical, including, without limitation any and all Data, and institute appropriate measures to prevent any recurrence of the problem as soon as is commercially practicable.
- P. **Employee and Subcontractor Qualifications:** VENDOR shall ensure that its employees and all subcontractors who have potential access to CLIENT DATA possess all needed qualifications to comply with the terms of this Agreement. Further, all employees and subcontractors are subject to the same FERPA compliance in relation to the 'school official' designation, and shall be trained that the re-disclosure of PII and/or Confidential Information will violate federal and state laws and may result in criminal and/or civil penalties.
- Q. **Governing Law:** This agreement shall be governed by and construed in accordance with the laws of Maryland, excluding its choice of law rules. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the appropriate Maryland Court. VENDOR will comply with Maryland Education Code ANN. § 4-131, "Operators of School Internet Web sites, Online Services, Online Applications, and Mobile Applications." VENDOR agrees to be bound as an "operator" under the law regardless of the VENDOR's exemptions that may exist in Maryland Education Code ANN. §

4-131(a)(3).

- R. **Compliance:** In addition to complying with FERPA and the Maryland Education Code cited above, the VENDOR shall ensure that its products and services comply with the Federal Protection of Pupil Rights Act (34 CFR Part 98), the Federal Children's Internet Protection Act (47 CFR 54.520), and the Federal Children's Online Privacy and Protection Act (16 CFR Part 312).
- S. **Indemnification:** VENDOR agrees to indemnify and hold harmless the Board of Education of Howard County for any damages or costs, including reasonable attorney's fees, which arise out of any negligence or misconduct by VENDOR, its agents and employees concerning its obligations under the terms of this Data Sharing Agreement.
- T. **Limitation of Liability:** VENDOR shall be liable for any and all damages, costs and attorneys' fees which CLIENT may incur as a result of any claims, suits and judgments against CLIENT which arise out of any breach of this Agreement of the VENDOR, its employees, servants, representatives or agents under the term of this Agreement.
- U. **Monitoring:** VENDOR agrees to allow CLIENT the ability to audit VENDOR's use of CLIENT DATA to ensure compliance with the terms of the Agreements.

Signatures are on the next page.

CLIENT:

By:

Signature

Printed Name

Title

Date

Howard County Public School System
10910 Clarksville Pike
Ellicott City, MD 21042

VENDOR:

By:



Signature

Doris Green, VP Finance

Printed Name

Title

09.19.19

Date

United Business Technologies

Vendor Name

9218 Gaither Rd

Address

Gaithersburg

MD

20877

City

State

Zip Code

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END OF ADDENDUM

ATTACHMENT C

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.: 06.20.85

TECHNICAL PROPOSAL DUE DATE: 9-20-2019 @ 2pm

RFP FOR: Howard County public schools - responded by HBT

NAME OF OFFEROR: **ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

The undersigned hereby acknowledges the receipt of the following addenda:

Addendum No. 1

dated 9/18/2019

Addendum No. _____

dated _____

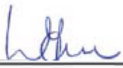
Addendum No. _____

dated _____

Addendum No. _____

dated _____

As stated in the RFP documents, this form is included in our Technical Proposal.

 Signature
Doreen Green Printed Name
VP of Finance Title

ATTACHMENT D

BID/PROPOSAL AFFIDAVIT

Special Instructions: An authorized representative of the bidder shall complete the following affidavit in accordance with these bid documents and insert an answer to paragraphs 1 and 3.

Statutory Affidavit and Non-Collusion Certification

I, DORIS GREEN, being duly sworn, depose and state:

1. I am the VP FINANCE (officer) and duly authorized representative of the organization named United Business Technologies whose address is 9218 Gaither Rd, Gaithersburg, MD 20877 and that I possess the authority to make this affidavit and certification on behalf of myself and the firm for which I am acting.
2. Except as described in Paragraph 3 below, neither I, nor to the best of my knowledge, the above firm, nor any of its officers, directors, or partners, or any of its employees who are directly involved in obtaining or performing contracts with any public bodies has:
 - (a.) Been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any state of the federal government;
 - (b.) Been convicted under the laws of the state, another state, or the United States of: a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;
 - (c.) Been convicted of a criminal violation of an antitrust statute of the State of Maryland, another state, or the United States;
 - (d.) Been convicted of a violation of the Racketeer Influenced and Corrupt Organization Act, or the Mail Fraud Act, for acts in connection with the submission of bids or proposals for a public or private contract;
 - (e.) Been convicted of any felony offenses connected with obtaining, holding, or maintaining a minority business enterprise certification, as prohibited by Section 14-308 of the State Finance and Procurement Article;
 - (f.) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction under any of the laws or statutes described in Paragraph (a) through (e) above; or
 - (g.) Been found civilly liable under an antitrust statute of this State, another state, or the United States for acts or omissions in connection with the submission of bids or proposals for a public or private contract.
3. The only conviction, plea, or admission by any officer, director, partner, or employee of this firm to involvement in any of the conduct described in Paragraph 2 above is as follows:

If none, write "None" below. If involvement, list the date, count, or charge, official or administrative body, the individuals, their position with the firm, and the sentence or disposition of the charge.

None

(you may attach an explanation as necessary)
4. I affirm that this firm will not knowingly enter into a contract with a public body under which a person or business debarred or suspended under Maryland State Finance and Procurement Title 16, subtitle 3, Annotated Code of Maryland, as amended, will provide, directly or indirectly, supplies, services, architectural services, construction-related services, leases of real property, or construction.
5. I affirm that this proposal or bid to the Board of Education of Howard County Maryland is genuine and not collusive or a sham; that said bidder has not colluded, conspired, connived and agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding and is not in any manner, directly or indirectly, sought by agreement of collusion or communication or conference, with any person to fix the bid prices of the affidavit or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that if any bidder, or to secure an advantage against the Board of Education of Howard County Maryland or any other person interested in the proposed contract; and that all statements in the proposal or bid are true. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Board of Education of Howard County Maryland may terminate any contract awarded and take any other appropriate action.

6. I affirm that this firm will not knowingly employ an individual to work at a school if the individual is a Registered Sexual Offender, pursuant to section 11-722 (C) of the Criminal Procedure Article of the Annotate Code of Maryland. A firm or person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 5 years or a fine not exceeding \$5,000 or both.

The statements contained in this affidavit shall be incorporated into the awarded contract as material provisions and shall be effective throughout the life of the contract. The firm has a continuing obligation through the life of the contract to submit a revised affidavit should the firm discover information, or events occur, which render the contents of this affidavit erroneous or incomplete or which would result in the firm providing a different response. The firm's failure to submit a revised affidavit within three (3) working days of either its awareness of any error, change of circumstances, incompleteness, etc., or request by the owner shall constitute breach of contract. Upon submission of a revised affidavit, the owner has the right to take such actions as may be necessary, in the judgement of the owner, to maintain and enforce the provisions of the affidavit, including termination of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM under the penalties of perjury that the contents of these affidavits (Statutory and Non-Collusion) are true and correct, that I am executing this Affidavit in compliance with Section 16-311 of the State Finance and Procurement Article, Annotated Code of Maryland, and the Non-Collusion Certification in compliance with requirements of the Board of Education of Howard County Maryland, and that I am executing and submitting this Form of Proposal on behalf of and as authorized by the bidder named below.

[Signature]
(Signature of Bidder)

September 19, 2019
(Date)

VP Finance
(Title)

SUBSCRIBED AND SWORN to before me on this 19 day of September, 2019.

NOTARY PUBLIC

Name [Signature]

Seal: _____

My Commission Expires 9/24/23

United Business Technologies
(Legal Name of Company)

9218 Gaither Rd
(Address)

Gaithersburg MD 20877
(City) (State) (Zip)

703.917.0100 301.212.9764
(Telephone) (Fax)

dagreen@ubti.com
(E-mail address)

Contractor's License Number # N/A

We are/I am licensed to do business in the State of Maryland as a:

(☒) Corporation (☐) Partnership (☐) Individual (☐) Other



Canon U.S.A., Inc.

One Canon Park

Melville, NY 11747

Tel: 631.330.5000

September 19, 2019

Mr. Ted Ludicke
 Purchasing Officer
 Howard County Public School System
 10910 Clarksville Pike
 Ellicott City, MD 21042

Dear Mr. Ludicke:

United Business Machines, Inc., located at 9218 Gaither Road, Gaithersburg, MD 20877, is a non-exclusive authorized imageRUNNER, Color imageRUNNER, Color imageRUNNER Advance C2000 series, Color imageRUNNER 3530i II series, Color imageRUNNER Advance C5000 series, imageRUNNER Advance C7000 series, Color imageRUNNER Advance C9000 PRO series, imageRUNNER Advance 6000 series, imageRUNNER Advance 8000 series, imagePROGRAF, imagePRESS, Color imagePRESS, VarioPrint DP Series, Facsimile, and Software Dealer.

Under the terms of the Canon (OI) Office Imaging Retail Dealer Agreement, this Dealer is presently authorized to sell and service the Canon imageRUNNER, Color imageRUNNER, Color imageRUNNER Advance C2000 series, Color imageRUNNER 3530i II series, Color imageRUNNER Advance C5000 series, imageRUNNER Advance C7000 series, Color imageRUNNER Advance C9000 PRO series, imageRUNNER Advance 6000 series, imageRUNNER Advance 8000 series, imagePROGRAF, imagePRESS, Color imagePRESS, VarioPrint DP Series, Océ VarioPrint 6000 TITAN Series, Facsimile and Software products listed on its Schedule A to the aforementioned Agreement, and related Canon imageRUNNER, Color imageRUNNER, Color imageRUNNER 3530i II series, Color imageRUNNER Advance C2000 series, Color imageRUNNER Advance C5000 series, imageRUNNER Advance C7000 series, Color imageRUNNER Advance C9000 PRO series, imageRUNNER Advance 6000 series, imageRUNNER Advance 8000 series, imagePROGRAF, imagePRESS, Color imagePRESS, VarioPrint DP Series, Océ VarioPrint 6000 TITAN Series, Facsimile, and Software supplies and parts. In addition, the Dealer is obligated to perform such service within a four-hour response time.

The Agreement requires that the Dealer enroll technicians in Canon service training programs to enable the Dealer to properly maintain each model of the products it is authorized to sell. The agreement also provides that the Dealer shall maintain an adequate inventory of parts and supplies to service all the Canon imageRUNNER, Color imageRUNNER, Color imageRUNNER Advance C2000 series, Color imageRUNNER 3530i II series, Color imageRUNNER Advance C5000 series, imageRUNNER Advance C7000 series, Color imageRUNNER Advance C9000 PRO series, imageRUNNER Advance 6000 series, imageRUNNER Advance 8000 series, imagePROGRAF, imagePRESS, Color imagePRESS, VarioPrint DP Series, Facsimile, and Software machines sold by it. The contractual commitments by the Dealer have been established by Canon to afford the user of the Canon imageRUNNER, Color imageRUNNER, Color imageRUNNER 3530i II series, Color imageRUNNER Advance C2000 series, Color imageRUNNER Advance C5000 series, imageRUNNER Advance C7000 series, Color imageRUNNER Advance C9000 PRO series, imageRUNNER Advance 6000 series, imageRUNNER Advance 8000 series, imagePROGRAF, imagePRESS, Color imagePRESS, VarioPrint DP Series, Facsimile, and Software products adequate service facilities to maintain these products at high standard.

In the unlikely event that United Business Machines, Inc. should not continue in business as an authorized Canon imageRUNNER, Color imageRUNNER, Color imageRUNNER Advance C2000 series, Color imageRUNNER 3530i II series, Color imageRUNNER Advance C5000 series, imageRUNNER Advance C7000 series, Color imageRUNNER Advance C9000 PRO series, imageRUNNER Advance 6000 series, imageRUNNER Advance 8000 series, imagePROGRAF, imagePRESS, Color imagePRESS, VarioPrint DP Series, Océ VarioPrint 6000 TITAN Series, Facsimile, and Software Dealer, Canon U.S.A., Inc. will use its best efforts to make arrangements to find a suitable replacement service facility.

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

Sincerely,

CANON U.S.A., INC.

Linda Petronzio
 Senior Manager
 Strategic Price Management
 Business Information Communications Group

Appendix B Confirmation of Support

September 20th, 2019

Howard County Public School System
10910 Clarksville Pike
Ellicott City, MD 21042
Phone: (410) 313-5644

Subject: Confirmation of Support for OCE VarioPrint 6000 Titan

To the reviewing RFP Committee:

As an authorized service provider for Canon USA, United Business Technologies guarantees that we will support the device for a minimum of five years from the installation cutover date. Canon USA provides parts for up to 7 years from the time the machine was released to market.

Please feel free to contact UBT should you have any further questions or need additional information.

Sincerely,



Stu Wise
President and COO
United Business Technologies
9218 Gaither Rd.
Gaithersburg, MD 20877

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B3400196**PRINT DATE:** 08/13/18**PAGE:** 01**SHIP TO:**

AS SPECIFIED ON INDIVIDUAL ORDERS

VENDOR ID:UNITED BUSINESS TECHNOLOGIES
9218 GAITHER RDGAITHERSBURG, MD
(703) 917-5665

20877

REFER QUESTIONS TO:LISA FORTUNE MCDONALD
(410) 767-4084
LISA.MCDONALD@MARYLAND.GOV**ITB:** 001IT818846**EXPR DATE:** 12/31/19
POST DATE: 10/15/12**DISCOUNT TERMS:** . NET 30 DAY
CONTRACT AMOUNT: 1,000,000.00**TERMS:**

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

=====

THIS CONTRACT IS IN ACCORDANCE WITH THE CONTRACT SPECIFICATIONS AND ALL STATE OF MARYLAND TERMS & CONDITIONS EXCLUDING ANY CONTRACTOR'S TERMS & CONDITIONS.

THE SOLICITATION AND RESULTING CONTRACT INCLUDES LEASE AGREEMENTS WITH ONE (1), TWO (2), THREE (3), FOUR (4) AND FIVE (5) YEAR OPTIONS WITH COSTS THAT REFLECT THE RESPECTIVE TERM LENGTH.

EACH LEASE OPTION IS AVAILABLE THROUGHOUT THE ENTIRE TERM OF THE CONTRACT, AND LEASES UNDER THE CONTRACT WILL EXPIRE UPON THE EXPIRATION OF THE FULL TERM OF THE RESPECTIVE OPTION.

PLEASE SEE THE ATTACHED CHANGES FOR UPDATED COPIERS FOR UNITED BUSINESS TECHNOLOGIES EFFECTIVE DECEMBER, 2014

=====

PLEASE SEETHE ATTACHED CHANGES FOR UPDATED COPIERS FOR UNITED BUSINESS TECHNOLOGIES EFFECTIVE JANUARY, 2014

VENDOR CONTACT:

SARAH CULLEN

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B3400196

PRINT DATE: 08/13/18

PAGE: 02

TERMS (cont'd):

VENDOR'S TELEPHONE NO. 703-917-5665
EMAIL: SJCULLEN@UBTI.COM

MODIFICATION #1: CONTRACT HAS BEEN EXTENDED UNTIL 12/31/19.

```
*****
*   S T A T E W I D E       C O N T R A C T   *
*   =====                 *
*                                     *
*                               FOR              *
*                                     *
*   DOCUMENT IMAGING EQUIPMENT                *
*                                     *
*****
```

SIX YEAR PERIOD BEGINNING DATE OF AWARD THROUGH OCTOBER 31, 2018.
CONTRACT IS FOR SALE AND TERM RENTAL OF IDENTIFIED EQUIPMENT.

AS REQUIRED BY ARTICLE 41, SECTION 18-201, ALL BIDDERS ARE TO ACCEPT ORDERS PLACED AGAINST THIS CONTRACT BY ANY STATE OF MARYLAND GOVERNMENTAL AGENCY INCLUDING THE UNIVERSITY OF MARYLAND SYSTEM; ANY COUNTY OR BALTIMORE CITY; ANY MUNICIPAL CORPORATION; ANY PUBLIC OR QUASI-PUBLIC AGENCY THAT RECEIVES STATE MONEY AND IS EXEMPT FROM TAXATION UNDER 501 (C) (3) OF THE IRS CODE. COPIES OF THE CONTRACT WILL BE MADE AVAILABLE, UPON REQUEST, TO ALL OF THE ABOVE ENTITIES BY THE SUCCESSFUL VENDOR.

QUOTED PRICES ARE NET 30 DAYS F.O.B. STATE USING AUTHORITIES.
ALL DISCOUNTS ARE DEDUCTED AND REFLECTED IN NET PRICES.

THIS CONTRACT DOES NOT OBLIGATE THE STATE OF MARYLAND TO PURCHASE ANY MINIMUM QUANTITY THROUGH THE CONTRACT PERIOD. ORDERS AS REQUIRED, WILL BE PLACED DIRECT TO SUPPLIER BY THE USING AUTHORITIES, INDICATING PROCESSING FEE

1.

CONTRACTOR SHALL PAY A PROCESSING FEE TO THE STATE IN THE AMOUNT OF ONE PERCENT (1%) OF THE TOTAL CONTRACT SALES. THE PROCESSING FEE IS CALCULATED BASED ON ALL SALES TRANSACTED UNDER THE CONTRACT, MINUS, ANY RETURNS OR CREDITS. THE PROCESSING FEE SHALL NOT BE CHARGED DIRECTLY TO THE CUSTOMER, E.G., AS A SEPARATE LINE ITEM, FEE OR SURCHARGE, BUT SHALL BE INCLUDED IN THE CONTRACTS UNIT PRICES.

2.

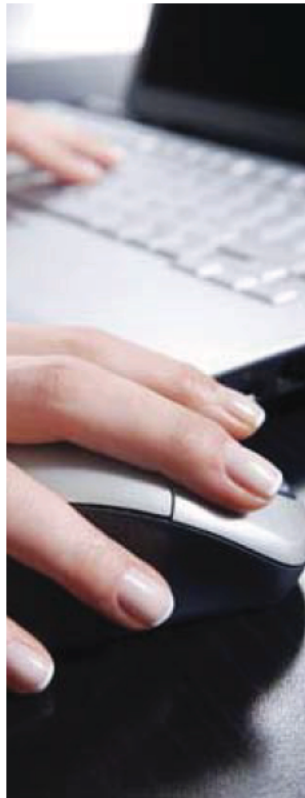
THE PROCESSING FEE SHALL BE SUBMITTED TO THE DEPARTMENT OF GENERAL

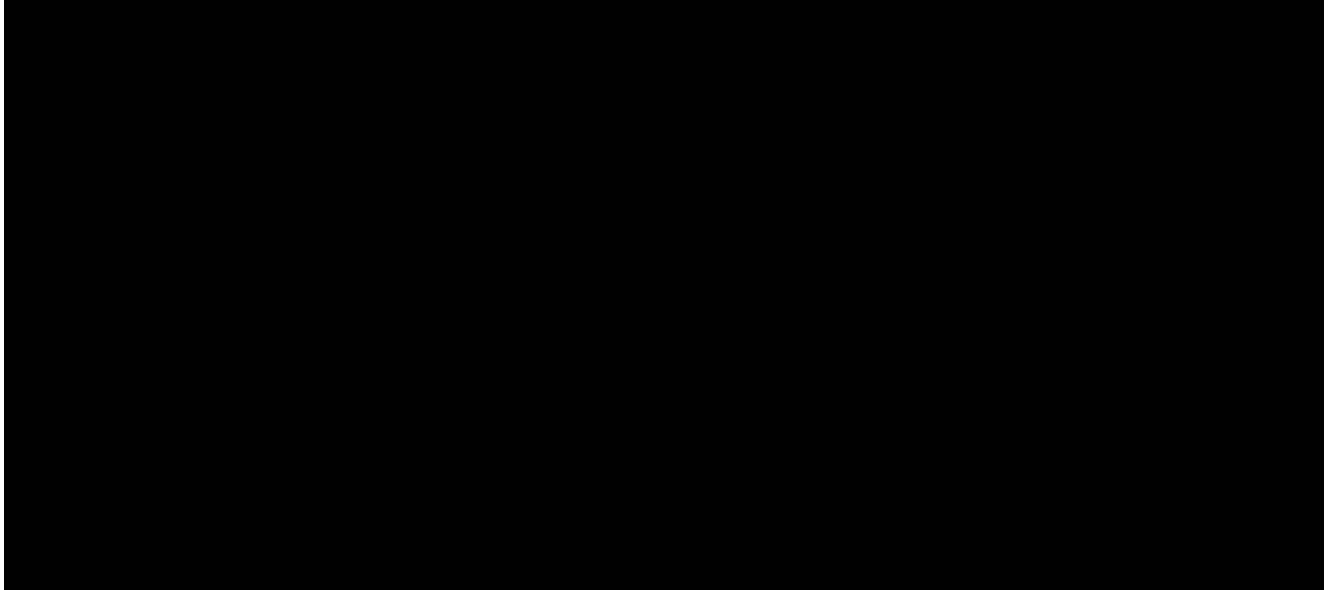
*** CONTINUED, NEXT PAGE ***

RFP 010.20.B5 Questions

1. How many of the Titan 6000 series copiers do you currently service? And, what is the average response time?
 - a. I'm not sure on the specific number of Titan and or predecessor models, but the average response time is four business hours. We expect our technicians to be arriving within four business hours.
2. Do your technicians that service the Titan 6000 also service other model copiers?
 - a. Yes, all of my TITAN technicians handle VarioPrint and ImagePress devices in addition to the Titan.
3. We currently own the BLM 550 and will be using this with the new copier. Do your technicians have experience servicing this model booklet maker?
 - a. Yes, we service the BLM550 and have techs fully trained on this.
4. Can you explain the configuration of what will be included for the new copier?
 - a. Staple Finishing, 2 Paper Input Modules, 2 High Cap Stackers.
5. Our current copier is an OCE 6250, which we produced 7.6 million impressions on in FY19. We expect impressions to increase in FY20. Is it more cost effective to increase speed as needed or increase the base speed of the copier?
 - a. It's really dependent on how many times you expect the need for the increased speed. Our analysis of your volume (which was reported on an annual basis and not showing fluctuation on a monthly basis) warrants the 180ppm unit. If you were to require the higher 270ppm more than three times a year for 30 day periods it would warrant a permanent speed license over the temporary speed license.

Price Proposal
for Howard County Public Schools
RFP No. 010.20.B5





Configuration of OCE VarioPrint 6180 Titan:

Item #	Description
2428C004AA	Vario Print 6000 TITAN base model set
2582C002AA	Vario Print 6180 Base License Set
2429C010AA	Paper Input Module Standard B1
2429C024AA	High Capacity Stacker 2.1 with Set Finisher B2
8221B009AA	3 Phase 30 Amp
2429C011AA	Paper Input Module Optional B1
2429C022AA	Additional High Capacity Stacker with Top Cover-B2
5414B001AA	DFD2 at iHCS for Online Finishing
9115B009AA	SRA PCL6

Jesse Goldstein

To: Ted Ludicke
Subject: RE: Best and Final Offer Request, RFP 010.20.B5

BEST AND FINAL OFFER

Proposed Model Name: OCE VarioPrint 6000 Titan Series

Proposed Model Number: VarioPrint 6270

RFP PRICING:	Annual Cost
<u>Annual Cost of 60-Month Equipment Lease</u> for one (1) High-Speed/High-Volume Production Printer	\$22,798.90
<u>Annual Cost of 5-Year Maintenance/Service</u> for one (1) High-Speed/High-Volume Production Printer including supplies (toner, staples, NO PAPER)	\$26,040.00 annually includes 8,400,000 impressions annually
<u>Annual Cost of 5-Year Licenses</u> 6270	\$8,787.10
RFP PRICING:	Cost Per Impression
<u>Cost Per Color Impression</u>	N/A
<u>Cost Per Black and White Impression</u>	\$.0031 per impression over 8,400,000

Company Name: United Business Technologies

Signature:  - President + COO

Printed Name: Stu Wise

Best Regards,

Jesse Goldstein
United Business Technologies
Direct: 703.917.5676
Mobile: 571.289.5355
jgoldstein@ubti.com

Ask me about our Referral Rewards Program today!

From: Ted Ludicke <Ted_Ludicke@hcpss.org>
Sent: Wednesday, October 2, 2019 1:43 PM
To: Jesse Goldstein <jgoldstein@ubti.com>
Subject: Best and Final Offer Request, RFP 010.20.B5
Importance: High

Jesse -

The Howard County Public School System is currently in the technical evaluation and cost review phase of solicitation RFP 010.20.B5, High-Speed/High-Volume Black/White Production Printer Lease/Purchase plus Maintenance/Service.