



THE CITY OF WINNIPEG

REQUEST FOR PROPOSAL

RFP NO. 209-2010

PRINT SOLUTIONS AND RELATED SERVICES

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 PRINT SOLUTIONS AND RELATED SERVICES

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, August 6, 2010.

B2.2 Proposals determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned upon request.

B2.3 The Contract Administrator or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B2.1.

B3. INTENT OF PROJECT

B3.1 The City of Winnipeg is undertaking a comprehensive review of their entire print fleet environment including photocopiers, printers, scanners and fax machines. Based on an initial high level study that was conducted back in 2009, it is suggested that the City can reduce its overall print fleet and in turn reduce its annual operating expenditures for print by a minimum of 24%. The initial study was based on a small sample size and the results have been included in Appendix B. The City of Winnipeg is hoping to award a five (5) year contract to a Contractor who will assist with the design, rollout and ongoing management of a new enterprise print strategy which will include consistent enterprise print polices. The City is not looking to acquire hardware only. The intent is to award a services Contract which could include a fully managed print environment to a partially managed print environment or somewhere in between. The project will be structured in two phases.

B3.2 In phase one the Contractor will conduct a detailed assessment by department and by location – floor by floor - to fully document the current state and proposed end state leveraging the new enterprise print polices. The Contractor will be required to demonstrate that the new proposed end state will be more cost effective for the City while not impacting any operational business needs. Only after the Contractor can demonstrate the expected cost savings will the City begin phase two of the project. The City anticipates phase one taking approx four (4) months in duration with formal sign off required from every department. Phase two is estimated to start in January 2011 and will be the rollout and ongoing management of the new print environment.

B3.3 The RFP has a separate section that focuses on the print needs in our Libraries. The City would prefer that all Bidders provide a bid/solution that includes Libraries but is not mandatory. Bidders can choose to bid just on the City scope, just on the Library scope or both.

B4. BIDDERS' CONFERENCE

B4.1 The Contract Administrator will hold a Bidders' Conference at 185 King Street from 9:00 a.m. to 11:30 a.m. on July 20, 2010.

B4.2 The Bidder is advised that, at the Bidders' conference, a brief overview of the City requirements will be presented and Bidder's are encouraged to bring questions regarding aspects of the RFP document.

B4.3 The Bidder shall not be entitled to rely on any information or interpretation received at the Bidders' conference unless that information or interpretation is provided by the Contract Administrator in writing.

B5. ENQUIRIES

B5.1 All enquiries shall be directed to the Contract Administrator identified in D4.1.

- B5.2 If the Bidder finds errors, discrepancies or omissions in the Request for Proposal, or is unsure of the meaning or intent of any provision therein, the Bidder shall promptly notify the Contract Administrator of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.
- B5.3 If the Bidder is unsure of the meaning or intent of any provision therein, the Bidder should request clarification as to the meaning or intent prior to the Submission Deadline.
- B5.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the Request for Proposal will be provided by the Contract Administrator to all Bidders by issuing an addendum.
- B5.5 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the Request for Proposal will be provided by the Contract Administrator only to the Bidder who made the enquiry.
- B5.6 The Bidder shall not be entitled to rely on any response or interpretation received pursuant to B5 unless that response or interpretation is provided by the Contract Administrator in writing.

B6. CONFIDENTIALITY

- B6.1 Information provided to a Bidder by the City or acquired by a Bidder by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator.
- B6.2 The Bidder shall not make any statement of fact or opinion regarding any aspect of the Request for Proposals to the media or any member of the public without the prior written authorization of the Contract Administrator.

B7. ADDENDA

- B7.1 The Contract Administrator may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the Request for Proposal, or clarifying the meaning or intent of any provision therein.
- B7.2 The Contract Administrator will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.
- B7.2.1 Addenda will be available on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/bidopp.asp>
- B7.2.2 The Bidder is responsible for ensuring that he has received all addenda and is advised to check the Materials Management Division website for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.
- B7.3 The Bidder shall acknowledge receipt of each addendum in Paragraph 9 of Form A: Proposal. Failure to acknowledge receipt of an addendum may render a Proposal non-responsive.

B8. SUBSTITUTES

- B8.1 The Work is based on the Plant, Materials and methods specified in the Request for Proposal.
- B8.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.
- B8.3 Requests for approval of a substitute will not be considered unless received in writing by the Contract Administrator at least five (5) Business Days prior to the Submission Deadline.
- B8.4 The Bidder shall ensure that any and all requests for approval of a substitute:

- (a) provide sufficient information and details to enable the Contract Administrator to determine the acceptability of the Plant, Material or method as either an approved equal or alternative;
 - (b) identify any and all changes required in the applicable Work, and all changes to any other Work, which would become necessary to accommodate the substitute;
 - (c) identify any anticipated cost or time savings that may be associated with the substitute;
 - (d) certify that, in the case of a request for approval as an approved equal, the substitute will fully perform the functions called for by the general design, be of equal or superior substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract;
 - (e) certify that, in the case of a request for approval as an approved alternative, the substitute will adequately perform the functions called for by the general design, be similar in substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract.
- B8.5 The Contract Administrator, after assessing the request for approval of a substitute, may in his sole discretion grant approval for the use of a substitute as an “approved equal” or as an “approved alternative”, or may refuse to grant approval of the substitute.
- B8.6 The Contract Administrator will provide a response in writing, at least two (2) Business Days prior to the Submission Deadline, only to the Bidder who requested approval of the substitute.
- B8.6.1 The Bidder requesting and obtaining the approval of a substitute shall be entirely responsible for disseminating information regarding the approval to any person or persons he wishes to inform.
- B8.7 If the Contract Administrator approves a substitute as an “approved equal”, any Bidder may use the approved equal in place of the specified item.
- B8.8 If the Contract Administrator approves a substitute as an “approved alternative”, any Bidder bidding that approved alternative may base his Total Bid Price upon the specified item but may also indicate an alternative price based upon the approved alternative. Such alternatives will be evaluated in accordance with B21.1.
- B8.9 No later claim by the Contractor for an addition to the Total Bid Price because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.
- B8.10 Notwithstanding B8.2 to B8.9 and in accordance with B9.7, deviations inconsistent with the Request for Proposal document shall be evaluated in accordance with B22.1(a).

B9. PROPOSAL SUBMISSION

- B9.1 The Proposal shall consist of the following components:
- (a) SECTION 1: Form A: Proposal,
 - (b) SECTION 2: Form B: Prices,
 - (c) SECTION 3: Form N: Existing Devices (see B12);
 - (d) SECTION 4: Decision Factors (see B14),
 - (e) SECTION 5: Technical Factors (see B15),
 - (f) SECTION 6: Experience (see B16).
- B9.2 Further to B9.1, the Bidder should include the written correspondence from the Contract Administrator approving a substitute in accordance with B8.

- B9.3 All components of the Proposal shall be fully completed or provided, and submitted by the Bidder no later than the Submission Deadline, with all required entries made clearly and completely, to constitute a responsive Proposal.
- B9.4 Bidders should submit one (1) unbound original (marked "original") and five (5) copies plus one (1) copy in an MSOffice compatible electronic format on a standard CD. If there is any discrepancy between the electronic version and the original hard copy, the original hard copy shall take precedence.
- B9.4.1 Each requirement should be addressed in a separate section clearly marked with the corresponding number.
- B9.5 The City reserves the right to make additional copies of all Submissions for its internal review process and to provide such copies to its staff.
- B9.6 Bidders are advised not to include any information/literature except as requested in accordance with B9.1.
- B9.7 Bidders are advised that inclusion of terms and conditions inconsistent with the Proposal document, including the General Conditions, will be evaluated in accordance with B22.1(a).
- B9.8 The Proposal should be submitted enclosed and sealed in an envelope clearly marked with the RFP number and the Bidder's name and address.
- B9.8.1 Samples or other components of the Proposal Submission which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the RFP number, the Bidder's name and address, and an indication that the contents are part of the Bidder's Proposal Submission.
- B9.9 Proposals submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.
- B9.10 Proposals shall be submitted to:
The City of Winnipeg
Corporate Finance Department
Materials Management Division
185 King Street, Main Floor
Winnipeg MB R3B 1J1

B10. PROPOSAL

- B10.1 The Bidder shall complete Form A: Proposal, making all required entries.
- B10.2 Paragraph 2 of Form A: Proposal shall be completed in accordance with the following requirements:
- (a) if the Bidder is a sole proprietor carrying on business in his own name, his name shall be inserted;
 - (b) if the Bidder is a partnership, the full name of the partnership shall be inserted;
 - (c) if the Bidder is a corporation, the full name of the corporation shall be inserted;
 - (d) if the Bidder is carrying on business under a name other than his own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.
- B10.2.1 If a Proposal is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B10.2.
- B10.3 In Paragraph 3 of Form A: Proposal, the Bidder shall identify a contact person who is authorized to represent the Bidder for purposes of the Proposal.

- B10.4 Paragraph 11 of Form A: Proposal shall be signed in accordance with the following requirements:
- (a) if the Bidder is a sole proprietor carrying on business in his own name, it shall be signed by the Bidder;
 - (b) if the Bidder is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
 - (c) if the Bidder is a corporation, it shall be signed by its duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;
 - (d) if the Bidder is carrying on business under a name other than his own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.
- B10.4.1 The name and official capacity of all individuals signing Form A: Proposal should be printed below such signatures.
- B10.5 If a Proposal is submitted jointly by two or more persons, the word "Bidder" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Bidders in the Proposal and the Contract, when awarded, shall be both joint and several.
- B11. PRICES**
- B11.1 Bidders shall submit a lump sum fee, in Canadian funds, for Phase I of the Contract.
- B11.2 For Phase 2, the Bidder shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.
- B11.2.1 The devices listed on Form B: Prices shall be for new equipment only. It does not include any devices that are currently in operation at the City locations.
- B11.2.2 Notwithstanding C11.1.1, prices on Form B: Prices shall not include the Goods and Services Tax (GST) or Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable.
- B11.3 The quantities for which payment will be made to the Contractor are to be determined by the Work actually performed and completed by the Contractor, to be measured as specified in the applicable Specifications.
- B11.4 Prices from Non-Resident Bidders are subject to a Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada).
- B11.5 Bidders shall complete the printing table for all three volume class devices for both black & white and colour. The City seeks the greatest flexibility possible. It is mandatory that at least one device within each volume category include all the desired options. However, if a lower cost solution can be provided that does not include all the options please indicate as well.
- B11.6 The Bidder shall state print behaviour software costs on Form B: Prices (Phase 2) as Yearly Costs, Lump Sum Costs, or Included in price/page.
- B11.7 Cost per page (B&W) - please indicate the cost per page (black and white pages on black & white and colour devices) based on a five (5) year term.
- B11.8 Cost per page (Colour) – please indicate the cost per page (colour pages on colour devices) based on a 5 year term.
- B11.9 Cost per page (short term) - please indicate the cost per page based on a short term rental. From time to time, the City may require additional technology for short term events.
- B11.10 Monthly lease – The City may consider a monthly lease fee versus a cost per page option. Please provide the monthly lease fee based on a five (5) year term.

B11.11 Buy out at Contract end – The City may wish to purchase the asset at Contract completion. Please indicate the cost to purchase the asset at Contract completion.

B12. FORM N: EXISTING DEVICES

B12.1 The Bidder shall complete Form N with approximate numbers of existing devices that will remain in the City fleet grouped by low, medium and high volume classes. The pricing model column shall also be completed as per B14.10.2. Total pricing from Form N will be added to the Total Bid Price for the entire Contract.

B13. QUALIFICATION

B13.1 The Bidder shall:

- (a) undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Bidder does not carry on business in Manitoba, in the jurisdiction where the Bidder does carry on business; and
- (b) be financially capable of carrying out the terms of the Contract; and
- (c) have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract.

B13.2 The Bidder and any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:

- (a) be responsible and not be suspended, debarred or in default of any obligations to the City. A list of suspended or debarred individuals and companies is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/debar.stm>

B13.3 The Bidder and/or any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:

- (a) have successfully carried out work similar in nature, scope and value to the Work; and
- (b) be fully capable of performing the Work required to be in strict accordance with the terms and provisions of the Contract; and
- (c) have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba);

B13.4 The Bidder shall submit, within three (3) Business Days of a request by the Contract Administrator, proof satisfactory to the Contract Administrator of the qualifications of the Bidder and of any proposed Subcontractor.

B13.5 The Bidder shall provide, on the request of the Contract Administrator, full access to any of the Bidder's equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Bidder's equipment and facilities are adequate to perform the Work.

B14. DECISION FACTORS

B14.1 **Print Assessment:**

B14.1.1 The Bidder shall provide an in depth description as to how he will conduct and carry out optimization assessments. The explanation shall include, but not be limited to the following:

- (i) methodologies, tools and processes that will be employed to execute the assessment including project management, change management and communications processes;
- (ii) examples of questionnaires used for querying staff;

- (iii) examples of similar optimization assessments previously completed;
- (iv) processes and examples of print policies.

B14.2 Fleet Management:

B14.2.1 Bidders shall provide an in depth description regarding their methodology, tools / management software and processes utilized. The explanation shall include, but not be limited to, the following:

- (i) Fleet device asset management;
- (ii) Device deployment / configuration management;
- (iii) Remote support / management;
- (iv) Plan and associated process for secure removal and disposal of any of the existing fleet that does not meet the criteria (as set out by the City of Winnipeg) of being redeployed for the term of the contract as well as any of the new equipment proposed that may need to be removed/disposed of for any reason;

B14.3 Print Usage Tracking/Reporting

B14.3.1 Bidders shall provide an in depth description as to how their solution could address print usage tracking/reporting. The explanation shall include, but not be limited to, the following:

- (i) Devices must have ability to authenticate users simply on walk-up usage. eg. pin code, card reader, etc;
- (ii) Reporting on print usage by user, by device, by office location, by Department;
- (iii) Reporting on types of print jobs, letter, legal, duplex, colour, etc.;
- (iv) Description detailing how this would be done, types of tools utilized and how often it could be executed along with how long it would take to do this on a monthly basis;
- (v) Provide examples of all reporting metrics.

B14.4 Training

B14.4.1 Bidders shall provide in depth details as to how their solution would address potential training requirements. The explanation shall include, but not be limited to, the following:

- (i) End user client operator training;
 - (i) at device deployment;
 - (ii) to address knowledge gaps as a result of new staff coming into an area;
- (ii) Technical support training for Department IT staff and or, if required, Network Support staff;
- (iii) Potential train-the-trainer solution;
- (iv) a plan for how the Bidder, in partnership with the City, will secure end user buy-in regarding the proposed print optimization strategy;
- (v) Bidders are asked to be specific as to how this training would be carried out, by whom and a sample of what areas would be covered in these training sessions.

B14.5 Service Management Reporting

B14.5.1 Bidders shall provide a thorough description of their service management reporting capabilities. The explanation shall include, but not be limited to, the following:

- (i) Ability to track and report on all trouble calls by individual device, by location, by Department;
- (ii) Ability to track call type, i.e. hardware issue, software issue, type of paper being used issue, user fault issues etc.;
- (iii) Ability to track mean print impressions between trouble calls;
- (iv) Proactive service reporting, network access monitoring to devices;
- (v) How frequently these reports would be made available to the City and in what format.

B14.6 Consumable Supply Management

B14.6.1 Bidders shall provide a thorough description of how their solution would address consumable supply management. The explanation shall include, but not be limited to, the following:

- (i) Ensure an adequate level of consumable supplies for each device is kept on-site;
- (ii) Provide a well defined process for end user clients to return spent consumable cartridges back to the Bidder to ensure they are disposed of in an environmentally conscious fashion;
- (iii) Bidders are to describe what they will do with all spent consumable cartridges and how their process would be environmentally friendly;
- (iv) Define responsibilities for consumable replenishment in the devices;
- (v) Detail what if any costs would be applicable to this area for the City.

B14.7 Billing Processes

B14.7.1 Bidders shall provide details as to how their billing processes would look. The explanation shall include, but not be limited to, the following:

- (i) How the services are billed - monthly, quarterly, etc;
- (ii) Ability to bill for print usage by User, by device, by location, by Department then rolled up into a single invoice to the City;
- (iii) A sample of what an invoice for this type of service would look like.

B14.8 Service Delivery

(a) Bidders shall provide an in depth description as to how they will handle a service call. The explanation should include, but not be limited to, the following:

- (i) A solution to electronically accept a trouble ticket from the City;
- (ii) Tools used to record and track the trouble;
- (iii) Process used to resolve the trouble;
- (iv) Method to provide trouble ticket status updates;
- (v) Method to inform the City of trouble resolution.
- (vi) The City expects next business day (8 business hours) problem resolution.

B14.9 Security

(a) Bidders shall describe within its response, how its devices and related systems will achieve security compliance. Explanations should include, but not be limited to, the following:

- (i) Data retention and data storage destruction at disposal;
- (ii) Auditing capabilities;
- (iii) Authentication and authorization;
- (iv) Configuration management model;
- (v) Physical security of data storage devices.

B14.10 Existing Fleet:

B14.10.1 Bidders shall provide details as to how they would address the existing fleet. The explanation shall include, but not be limited to the following:

- (i) the plan and associated process for secure removal and disposal of the existing fleet determined as end-of-life (ie. Equipment not meeting criteria in this RFP and is not fully sustainable for the life of the contract) including hard drive sanitation and/or destruction;
- (ii) the Bidder's ability to support the existing print devices that are not of the Bidder's brand, that will be redeployed as part of the print solution;
- (iii) access to OEM parts, service manuals and qualified service technicians for redeployed devices.

- (iv) indication of which devices will be retained and group into low, mid and high volume classes

B14.10.2 Pricing models (for sustaining existing devices) of interest would be:

- (i) All-inclusive price-per-page (excluding paper);
- (ii) Minimum monthly fee + price-per-page (excluding paper);
- (iii) Other innovative pricing models (excluding paper).

B14.10.3 Bidders will need to use the information in the following appendices to aid in determining their pricing strategies:

- (i) Appendix B – Existing fleet descriptions and locations.

B14.11 **Print Behaviour Software**

B14.11.1 The Bidder shall provide details of their software solution that helps improve user print behavior. ie. Advises users which printer is most cost effective for their document, etc. Also, how will your solution help the City reduce its overall printing costs? Details should include the licensing model. ie. Per user, per site, per seat, enterprise or included. Costs should be noted in Form B: Prices as Yearly Costs, Lump Sum Costs, or Included in price/page.

B14.12 **Project Plan**

B14.12.1 The Bidder shall provide a high-level project plan for the assessment phase.

B14.12.2 The Bidder shall provide a high-level project plan for the implementation phase.

B14.12.3 If desired, the Bidder may include a proposed statement of work (SOW) that will form part of the final contract. The SOW must only focus on the service delivery aspects of the solution and must not include any terms and conditions. All terms and conditions have already been included in this RFP.

B15. TECHNICAL FACTORS

B15.1 The Bidder shall complete Form B: Prices indicating technical device information in space provided. Indicate Yes or No in each cell for each optional feature.

B16. EXPERIENCE

B16.1 The Bidder shall submit documentation regarding work similar in nature, scope and value to the Work and provide three (3) Canadian references, one preferably municipal government (but not mandatory), that the City will contact. The reference information shall include the following:

- (a) company name;
- (b) contact person;
- (c) phone number;
- (d) email address.

B17. OPENING OF PROPOSALS AND RELEASE OF INFORMATION

B17.1 Proposals will not be opened publicly.

B17.2 After award of Contract, the name(s) of the successful Bidder(s) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt>

B17.3 To the extent permitted, the City shall treat all Proposal Submissions as confidential, however the Bidder is advised that any information contained in any Proposal may be released if required by City policy or procedures, by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law.

B17.4 Following the award of Contract, a Bidder will be provided with information related to the evaluation of his submission upon written request to the Contract Administrator.

B18. IRREVOCABLE OFFER

B18.1 The Proposal(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 10 of Form A: Proposal.

B18.2 The acceptance by the City of any Proposal shall not release the Proposals of the other responsive Bidders and these Bidders shall be bound by their offers on such Work until a Contract for the Work has been duly executed and the performance security furnished as herein provided, but any offer shall be deemed to have lapsed unless accepted within the time period specified in Paragraph 10 of Form A: Proposal.

B19. WITHDRAWAL OF OFFERS

B19.1 A Bidder may withdraw his Proposal without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.

B19.1.1 Notwithstanding C22.5, the time and date of receipt of any notice withdrawing a Proposal shall be the time and date of receipt as determined by the Manager of Materials.

B19.1.2 The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Proposal or the Bidder's authorized representatives named in Paragraph 11 of Form A: Proposal, and only such person, has authority to give notice of withdrawal.

B19.1.3 If a Bidder gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials will:

- (a) retain the Proposal until after the Submission Deadline has elapsed;
- (b) open the Proposal to identify the contact person named in Paragraph 3 of Form A: Proposal and the Bidder's authorized representatives named in Paragraph 11 of Form A: Proposal; and
- (c) if the notice has been given by any one of the persons specified in B19.1.3(b), declare the Proposal withdrawn.

B19.2 A Bidder who withdraws his Proposal after the Submission Deadline but before his offer has been released or has lapsed as provided for in B18.2 shall be liable for such damages as are imposed upon the Bidder by law and subject to such sanctions as the Chief Administrative Officer considers appropriate in the circumstances. The City, in such event, shall be entitled to all rights and remedies available to it at law.

B20. INTERVIEWS

B20.1 The Contract Administrator may, in his sole discretion, interview Bidders during the evaluation process.

B21. NEGOTIATIONS

B21.1 The City reserves the right to negotiate details of the Contract with any Bidder. Bidders are advised to present their best offer, not a starting point for negotiations in their Proposal Submission.

B21.2 The City may negotiate with the Bidders submitting, in the City's opinion, the most advantageous Proposals. The City may enter into negotiations with one or more Bidders without being obligated to offer the same opportunity to any other Bidders. Negotiations may be concurrent and will involve each Bidder individually. The City shall incur no liability to any Bidder as a result of such negotiations.

B21.3 If, in the course of negotiations pursuant to B21.2 or otherwise, the Bidder amends or modifies a Proposal after the Submission Deadline, the City may consider the amended Proposal as an alternative to the Proposal already submitted without releasing the Bidder from the Proposal as originally submitted.

B22. EVALUATION OF PROPOSALS

B22.1 Award of the Contract shall be based on the following evaluation criteria:

- (a) compliance by the Bidder with the requirements of the Request for Proposal or acceptable deviation therefrom:
 - (i) mandatory requirements (pass/fail);
- (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B13:
 - (i) mandatory qualifications (pass/fail);
- (c) Total Bid Price 45%;
- (d) Decision Factors (section B14) 30%;
- (e) Technical Factors (print device functionality, section B15) 20%;
- (f) Experience (section B16) 5%;
- (g) economic analysis of any approved alternative pursuant to B8;
- (h) costs to the City of administering multiple contracts.

B22.2 Further to B22.1(a), the Award Authority may reject a Proposal as being non-responsive if the Proposal is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Proposal, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.

B22.3 Further to B22.1(b), the Award Authority shall reject any Proposal submitted by a Bidder who does not demonstrate, in his Proposal or in other information required to be submitted, that he is responsible and qualified.

B22.4 Further to B22.1(c), the Total Bid Price shall be the sum of the quantities multiplied by the unit prices for each item shown on Form B: Prices PLUS quantities multiplied by the pricing model unit prices on Form N: Existing Devices.

B22.4.1 Further to B22.4, the City will use the following quantities for evaluation purposes only (10% being colour):

- (a) Low volume – 6,000,000 copies 250 devices (225 Black & White, 25 Colour);
- (b) Mid volume – 16,000,000 copies 800 devices; (720 Black & White, 80 Colour)
- (c) High volume – 6,000,000 copies 250 devices. (225 Black & White, 25 Colour);

Options will be evaluated using the quantities of copies and quantities of devices equally divided among the options proposed for each class.

B22.5 Further to B22.1(d), Existing Fleet will be evaluated considering the information provided on Form N: Existing Devices.

B22.6 Further to B22.1(d), Decision Factors will be evaluated considering the information submitted.

B22.7 Further to B22.1(e), Technical Factors will be evaluated considering the information submitted.

B22.8 Further to B22.1(f), Experience will be evaluated considering the information submitted.

- B22.9 This Contract may be awarded as a whole (Alternative 1) or separately in sections (Alternative 2) as identified on Form B: Prices.
- B22.9.1 Five (5) bonus points will be award to Bidders who bid on Award As A Whole.
- B22.9.2 Notwithstanding B11.1, the Bidder may, but is not required to, bid on both alternatives, or on any one or more sections in Alternative 2.
- B22.9.3 Notwithstanding B23.3, the City shall not be obligated to award any section to the responsible Bidder submitting the most advantageous offer for that section and shall have the right to choose the alternative which is in its best interests. If the Bidder has not bid on both alternatives or on all sections in Alternative 2, he shall have no claim against the City if his partial offer is rejected in favour of an award of the Contract on the basis of an alternative or section upon which he has not bid.
- B22.10 If, in the sole opinion of the City, a Proposal does not achieve a pass rating for B22.1(a) and B22.1(b), the Proposal will be determined to be non-responsive and will not be further evaluated.
- B22.11 The City may choose to terminate the Contract after Phase I has been completed. We anticipate that if the Contract is terminated after Phase I, the Bidder would be paid as per the Assessment Phase Unit Price. If the Contract continues to Phase II, the Phase II pricing will already have included the Assessment costs. Phase I Unit Prices will be included in the evaluation of the Total Bid Price.

B23. AWARD OF CONTRACT

- B23.1 The City will give notice of the award of the Contract, or will give notice that no award will be made.
- B23.2 The City will have no obligation to award a Contract to a Bidder, even though one or all of the Bidders are determined to be responsible and qualified, and the Proposals are determined to be responsive.
- B23.2.1 Without limiting the generality of B23.2, the City will have no obligation to award a Contract where:
- (a) the prices exceed the available City funds for the Work;
 - (b) the prices are materially in excess of the prices received for similar work in the past;
 - (c) the prices are materially in excess of the City's cost to perform the Work, or a significant portion thereof, with its own forces;
 - (d) only one Proposal is received; or
 - (e) in the judgment of the Award Authority, the interests of the City would best be served by not awarding a Contract.
- B23.3 Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Bidder submitting the most advantageous offer.
- B23.3.1 Following the award of contract, a Bidder will be provided with information related to the evaluation of his Proposal upon written request to the Contract Administrator.

PART C - GENERAL CONDITIONS

C0. GENERAL CONDITIONS

- C0.2 The *General Conditions for Supply of Services* (Revision 2007 04 12) are applicable to the Work of the Contract.
- C0.2.1 The *General Conditions for Supply of Services* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at http://www.winnipeg.ca/matmgt/gen_cond.stm
- C0.2.2 A reference in the Request for Proposal to a section, clause or subclause with the prefix “**C**” designates a section, clause or subclause in the *General Conditions for Supply of Services*

PART D - SUPPLEMENTAL CONDITIONS

GENERAL

D1. GENERAL CONDITIONS

D1.1 In addition to the *General Conditions for Supply of Services*, these Supplemental Conditions are applicable to the Work of the Contract.

D2. SCOPE OF WORK

D2.1 The scope of the Work includes;

- (a) All imaging devices (including printers, fax units, copiers, scanners, multi-function printers, public printing/photocopiers) (excluding receipt printers, plotters, high volume printers, large print, line printers);
- (b) All network software required to encourage change behaviour across the organization, by providing cost/impact information on network printing requests.
- (c) All departments including Special Operating Agencies (SOA's);
- (d) All related consumables (excluding paper);
- (e) All networking and electrical costs will be the responsibility of the City;
- (f) See section E2 for further information.

D2.1.1 Phase 1 - Assessment - shall be for a period not to exceed four (4) months.

D2.1.2 Phase 2 – Implementation - shall consist of the provisioning of print solutions and related services for the period from post assessment phase plus 5 years.

D2.2 The Work shall be done on an "as required" basis during the term of the Contract.

D2.2.1 The type and quantity of Work to be performed under this Contract shall be as authorized from time to time by the Contract Administrator and/or Users.

D2.2.2 Subject to C7.2, the City shall have no obligation under the Contract to purchase any quantity of any item in excess of its actual operational requirements.

D2.3 Notwithstanding D2.1, the type and quantity of Work to be performed under this Contract is subject to annual approval of monies therefore in a budget by Council. Bidders are advised that monies have been approved for work up to and including December 31, 2010.

D2.4 Notwithstanding D2.1, in the event that operational changes result in substantial changes to the requirements for Work, the City reserves the right to alter the type or quantity of work performed under this Contract, or to terminate the Contract, upon thirty (30) Calendar Days written notice by the Contract Administrator. In such an event, no claim may be made for damages on the ground of loss of anticipated profit on Work.

D3. DEFINITIONS

D3.1 When used in this Request for Proposal:

- (a) "**copier**" means a device that has copy capability only and is not connected to the network;
- (b) "**downtime**" downtime is defined as the time that any unit is unavailable for use during business hours. Downtime starts when the City representative reports the incident and ends when the unit is operational again. Business closed hours are excluded from the time calculation. Total downtime for a device is the sum of all downtimes that occurred during the quarter for that device. Preventative maintenance time is not included in downtime.
- (c) "**may**" indicates an allowable action or feature which will not be evaluated;

- (d) “**MFP**” means multi-function printer (device) - a device that has copy, print, fax and scan capability and is connected to the network;
- (e) “**must**” or “**shall**” indicates a mandatory requirement which will be evaluated on a pass/fail basis;
- (f) “**Proposal**” means the offer contained in the Proposal Submission;
- (g) “**Proposal Submission**” means that portion of the Request for Proposal which must be completed or provided and submitted by the Submission Deadline in order to constitute a responsive Proposal;
- (h) “**Request for Proposal**” means the Proposal Submission, the Bidding Procedures, these General Conditions, the Supplemental Conditions, the Specifications, the Drawings and all addenda;
- (i) “**should**” indicates a desirable action or feature which will be evaluated on a relative scale;

D4. CONTRACT ADMINISTRATOR

D4.1 The Contract Administrator is:

Carl Harris
Information Technology Coordinator
2nd Floor, 65 Garry Street

Telephone No. (204) 986-2887

Facsimile No. (204) 944-8476

Email: charris@winnipeg.ca

D4.2 At the pre-commencement meeting, the Contract Administrator will identify additional personnel representing the Contract Administrator and their respective roles and responsibilities for the Work.

D5. CONTRACTOR'S SUPERVISOR

D5.1 Further to C6.19, the Contractor shall employ (implementation phase only), a competent supervisor and assistants, if necessary, acceptable to the Contract Administrator. The supervisor shall represent the Contractor on the Site. The supervisor shall not be replaced without the prior consent of the Contract Administrator unless the supervisor proves to be unsatisfactory to the Contractor and ceases to be in his employ.

D5.2 Before commencement of Work, the Contractor shall identify his designated supervisor and any additional personnel representing the Contractor and their respective roles and responsibilities for the Work.

D5.2.1 Further to C5.5 Contract Administrator may give instructions or orders to the Contractor's supervisor and such instructions or orders shall be deemed to have been given to the Contractor.

D6. CONFIDENTIALITY AND OWNERSHIP OF INFORMATION

D6.1 Information provided to the Contractor by the City or acquired by the Contractor during the course of the Work is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator.

D6.2 The Contract, all deliverables produced or developed, and information provided to or acquired by the Contractor are the property of the City. The Contractor shall not disclose or appropriate to its own use, or to the use of any third party, all or any part thereof without the prior written consent of the Contract Administrator.

D6.3 The Contractor shall not make any statement of fact or opinion regarding any aspect of the Contract to the media or any member of the public without the prior written authorization of the Contract Administrator.

D7. NOTICES

- D7.1 Notwithstanding C22.3, all notices of appeal to the Chief Administrative Officer shall be sent to the attention of the Chief Financial Officer at the following address or facsimile number:

The City of Winnipeg
Chief Financial Officer
Administration Building, 3rd Floor
510 Main Street
Winnipeg MB R3B 1B9
Facsimile No.: (204) 949-1174

SUBMISSIONS

D8. AUTHORITY TO CARRY ON BUSINESS

- D8.1 The Contractor shall be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Contractor does not carry on business in Manitoba, in the jurisdiction where the Contractor does carry on business, throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

D9. SAFE WORK PLAN

- D9.1 The Contractor shall provide the Contract Administrator with a Safe Work Plan at least five (5) Business Days prior to the commencement of any Work on the Site but in no event later than the date specified in C4.1 for the return of the executed Contract.
- D9.2 The Safe Work Plan should be prepared and submitted in the format shown in the City's template which is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/safety/default.stm>

D10. INSURANCE

- D10.1 The Contractor shall provide and maintain the following insurance coverage:
- (a) commercial general liability insurance, in the amount of at least two million dollars (\$2,000,000.00) inclusive, with The City of Winnipeg added as an additional insured; such liability policy to also contain a cross-liability clause, non-owned automobile liability and products and completed operations cover, to remain in place at all times during the performance of the Work;
 - (b) if required, automobile liability insurance for owned automobiles used for or in connection with the Work in the amount of at least two million dollars (\$2,000,000.00), to remain in place at all times during the performance of the Work;
- D10.2 Deductibles shall be borne by the Contractor.
- D10.3 The Contractor shall provide the Contract Administrator with a certificate(s) of insurance, in a form satisfactory to the City Solicitor, at least two (2) Business Days prior to the commencement of any Work on the Site.
- D10.4 The Contractor shall not cancel, materially alter, or cause the policy to lapse without providing at least thirty (30) Calendar Days prior written notice to the Contract Administrator.
- D10.5 The City shall have the right to alter the limits and/or coverages as reasonably required from time to time during the continuance of this agreement.

D11. PERFORMANCE SECURITY

D11.1 The Contractor shall provide and maintain performance security for the term of the Contract:

- (a) a performance bond of a company registered to conduct the business of a surety in Manitoba, in the form attached to these Supplemental Conditions (Form H1: Performance Bond), in the amount of \$250,000; or
- (b) an irrevocable standby letter of credit issued by a bank or other financial institution registered to conduct business in Manitoba and drawn on a branch located in Winnipeg, in the form attached to these Supplemental Conditions (Form H2: Irrevocable Standby Letter of Credit), in the amount of \$250,000; or
- (c) a certified cheque or draft payable to "The City of Winnipeg", drawn on a bank or other financial institution registered to conduct business in Manitoba, in the amount of \$250,000.

D11.1.1 Where the performance security is in the form of a certified cheque or draft, it will be deposited by the City. The City will not pay any interest on certified cheques or drafts furnished as performance security.

D11.2 The Contractor shall provide the City Solicitor with the required performance security within seven (7) Calendar Days of notification of the award and prior to the commencement of any Work on the Site.

D12. SUBCONTRACTOR LIST

D12.1 The Contractor shall provide the Contract Administrator with a complete list of the Subcontractors whom the Contractor proposes to engage (Form J: Subcontractor List) at least two (2) Business Days prior to the commencement of any Work on the Site.

D13. SECURITY CLEARANCE

D13.1 Each individual proposed to perform Work under the Contract shall be required to obtain a Criminal Record Search Certificate from the police service having jurisdiction at his place of residence.

D13.2 The Criminal Record Search shall include a Vulnerable Sector Search. This can be obtained by completing and providing the following in person to the Winnipeg Police Service Bureau of Police Records, 4th Floor, 151 Princess Street:

- (a) Form P-612 Check the following boxes: Vulnerable Sector; and Other by inputting the Request for Proposal Number in the space provided. This form can be found on the website at:
www.winnipeg.ca/police/BPR/forms/Criminal_Record_Check_P612.doc
 - (i) Individuals will need to state in Section 2 of the form, that they may be working in City of Winnipeg pools, libraries and community centres;
 - (ii) Individuals will need to sign and date Section 3 of the form.
- (b) Two (2) pieces of identification as stated in Bureau of Police Records on the website at:
www.winnipeg.ca/police/BPR/id.stm
- (c) Fee for each individual applying for a Criminal Record Search. Fee schedule can be found on the website at:
www.winnipeg.ca/police/BPR/fees.stm

D13.2.1 The original Criminal Record Search Certificate (Form P-253) will be provided by the Winnipeg Police Service to the individual applicant. The original has a validation sticker from the Winnipeg Police Service in the top right hand corner. The applicant shall:

- (a) Provide the original Criminal Record Search Certificate (Form P-253) to the Contract Administrator.

D13.3 Prior to the commencement of any Work, and during the term of the Contract if additional or replacement individuals are proposed to perform Work, the Contractor shall supply the Contract

Administrator with a Criminal Record Search Certificate obtained not earlier than one (1) year prior to the Submission Deadline, or a certified true copy thereof, for each individual proposed to perform the Work.

- D13.4 Any individual for whom a Criminal Record Search Certificate is not provided, or for whom a Criminal Record Search Certificate indicates any convictions or pending charges related to property offences or crimes against another person, will not be permitted to perform any Work.
- D13.5 Any Criminal Record Search Certificate obtained thereby will be deemed valid for the duration of the Contract subject to a repeated records search as hereinafter specified.
- D13.6 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require an updated criminal records search. Any individual who fails to provide a satisfactory Criminal Record Search Certificate as a result of a repeated criminal records search will not be permitted to continue to perform any Work.
- D13.7 Each individual proposed to perform the following portions of the Work:
- (a) City of Winnipeg Library locations;
 - (b) City of Winnipeg pool locations;
- shall be required to obtain a Child Abuse Registry check from the Manitoba Child Abuse Registry.
- D13.8 Prior to the commencement of any Work specified in D13.7, and during the term of the Contract if additional or replacement individuals are proposed to perform Work, the Contractor shall supply the Contract Administrator with a satisfactory *Child Abuse Registry Self-Check – Information and Results* obtained not earlier than one (1) year prior to the Submission Deadline, or a certified true copy thereof, for each individual proposed to perform such Work.
- D13.9 Any individual for whom a Child Abuse Registry result is not provided, or for whom a Child Abuse Registry result indicates the subject is listed on the Manitoba Child Abuse Registry, will not be permitted to perform any Work specified in D13.7.
- D13.10 Any Child Abuse Registry result obtained thereby will be deemed valid for the duration of the Contract subject to a repeated Child Abuse Registry check as hereinafter specified.
- D13.11 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require an updated Child Abuse Registry check. Any individual who fails to provide a satisfactory Child Abuse Registry result as a result of a repeated Child Abuse Registry check will not be permitted to continue to perform any Work specified in D13.7.
- D13.12 The Contractor shall provide the Contract Administrator with a list of individuals proposed to perform Work under the Contract at Winnipeg Police Service facilities:
- (a) within five (5) Business Days of the Award of Contract; or
 - (b) in the case of additional or replacement individuals during the term of the Contract, at least thirty (30) Calendar Days before each individual is proposed to commence Work at Winnipeg Police Service facilities.
- D13.13 Each individual or Contractor proposed to perform Work under the Contract at Winnipeg Police Service facilities shall provide:
- (a) A list of names (including maiden names), addresses, dates of birth and telephone numbers of all immediate family members including stepbrothers, stepsisters, half-brothers and half-sisters, and their spouses, common-law spouses, boyfriends, girlfriends and their family members. The list should be typed in the following format:

John James SMITH	Dob: 45 Aug 24 (father)
123 Anywhere Street	555-5555
Winnipeg, Manitoba	

- (b) A list of names, addresses, dates of birth and telephone numbers of four closest friends. Include information indicating when, where and how they met. The list should be typed in the following format:

Joseph James SMITH Dob: 46 Aug 4 (best friend)
789 Anywhere Street 555-5555
Winnipeg, Manitoba
When they met:
Where they met:
How they met:

- (c) The name, title or position, and telephone number of the immediate supervisor.
- (d) A list of every past address, including the dates of residence, the names of any persons with whom the residence was shared and the reason for moving.
- (e) Identification - driver's license (with photo), birth certificate or social insurance number (SIN).
- (a) Photocopies of the identification must be legible, signed as true copies and witnessed by the contact person stated on Paragraph 3 of Form A: Proposal.
- (f) A completed Form P-608: Security Clearance Check authorization form.
- (a) Signature of Witness shall be signed by the contact person stated on Paragraph 3 of Form A: Proposal.

D13.14 Each individual shall submit the required information and form to the Winnipeg Police Service Division 30 Clerk at Main Floor, 151 Princess Street:

- (a) within five (5) Business Days of the Award of Contract; or
- (b) in the case of an additional or replacement individual during the term of the Contract, at least thirty (30) Calendar Days before the individual is proposed to commence Work at Winnipeg Police Service facilities.

D13.15 Any individual for whom a satisfactory Level Two Security Clearance is not obtained will not be permitted to perform any Work within Winnipeg Police Service facilities.

D13.16 Any satisfactory Security Clearance obtained thereby will be deemed valid for two (2) years from the date of clearance, subject to a repeated Security Clearance Check as hereinafter specified.

- (a) Each individual doing Work in a Winnipeg Police Service Facility shall provide identification upon entry to verify they have received a Level Two security clearance.

D13.17 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require a further Security Clearance Check. Any individual who fails to obtain a satisfactory Security Clearance Check as a result of a repeated Security Clearance Check will not be permitted to continue to perform Work under the Contract at Winnipeg Police Service Facilities.

D13.18 Any individual who fails to obtain a satisfactory Security Clearance Check may request reconsideration by writing to:

Winnipeg Police Service
Division 30
Service Security
Attn: Service Security Officer
151 Princess Street
Winnipeg, Manitoba
R3B 1L1

CONTROL OF WORK

D14. COMMENCEMENT

- D14.1 The Contractor shall not commence any Work until he is in receipt of a notice of award from the City authorizing the commencement of the Work.
- D14.2 The Contractor shall not commence any Work on the Site until:
- (a) the Contract Administrator has confirmed receipt and approval of:
 - (i) evidence of authority to carry on business specified in D8;
 - (ii) evidence of the workers compensation coverage specified in C6.14;
 - (iii) the Safe Work Plan specified in D9;
 - (iv) evidence of the insurance specified in D10;
 - (v) the performance security specified in D11;
 - (vi) the Subcontractor list specified in D12; and
 - (vii) the security clearances specified in D13.
 - (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.
- D14.2.1 Further to D14.2(a)(vii), subject to all other requirements being met, the Contractor may commence Work prior to submitting the security clearances.
- D14.3 The Contractor shall commence the Work on the Site within seven (7) Working Days of receipt of the notice of award.

D15. LIQUIDATED DAMAGES

- D15.1 Implementation
- (a) If the Contractor fails to achieve the Work of the Contract in accordance with D2, the Contractor shall pay the City one hundred dollars (\$100) per Working Day, per device, for each and every Working Day following the day fixed herein until the Work is complete.
 - (b) The amount specified for liquidated damages in D15.1(a) is based on a genuine pre-estimate of the City's damages in the event that the Contractor does not achieve the Work of the Contract.
 - (c) The City may reduce any payment to the Contractor by the amount of any liquidated damages assessed.

D16. ORDERS

- D16.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for service may be placed.

D17. RECORDS

- D17.1 The Contractor shall keep detailed records of the services supplied under the Contract.
- D17.2 The Contractor shall record, as a minimum, for each item listed on Form B: Prices:
- (a) user name(s) and addresses;
 - (b) order date(s);
 - (c) service date(s); and
 - (d) description and quantity of services provided.
- D17.3 The Contractor shall provide the Contract Administrator with a copy of the records for each quarter year within fifteen (15) Calendar Days of the end of that quarter.

MEASUREMENT AND PAYMENT

D18. INVOICES

D18.1 Further to C11, the Contractor shall submit an invoice for each order delivered to:

The City of Winnipeg
Corporate Finance - Accounts Payable
4th Floor, Administration Building, 510 Main Street
Winnipeg MB R3B 1B9

Facsimile No.: (204) 949-0864
Email: CityWpgAP@winnipeg.ca

D18.2 Invoices must clearly indicate, as a minimum:

- (a) the City's purchase order number;
- (b) date of delivery;
- (c) delivery address;
- (d) type and quantity of goods delivered;
- (e) the amount payable with GST and MRST shown as separate amounts; and
- (f) the Contractor's GST registration number.

D18.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

D19. PAYMENT

D19.1 Further to C11, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

D19.2 Further to C11, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

FORM H1: PERFORMANCE BOND
(See D11)

KNOW ALL MEN BY THESE PRESENTS THAT

_____ ,
(hereinafter called the "Principal"), and

_____ ,
(hereinafter called the "Surety"), are held and firmly bound unto **THE CITY OF WINNIPEG** (hereinafter called the "Obligee"), in the sum of

_____ dollars (\$_____.)

of lawful money of Canada to be paid to the Obligee, or its successors or assigns, for the payment of which sum the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Principal has entered into a written contract with the Obligee for

RFP NO. 209-2010

PRINT SOLUTIONS AND RELATED SERVICES

which is by reference made part hereof and is hereinafter referred to as the "Contract".

NOW THEREFORE the condition of the above obligation is such that if the Principal shall:

- (a) carry out and perform the Contract and every part thereof in the manner and within the times set forth in the Contract and in accordance with the terms and conditions specified in the Contract;
- (b) perform the Work in a good, proper, workmanlike manner;
- (c) make all the payments whether to the Obligee or to others as therein provided;
- (d) in every other respect comply with the conditions and perform the covenants contained in the Contract; and
- (e) indemnify and save harmless the Obligee against and from all loss, costs, damages, claims, and demands of every description as set forth in the Contract, and from all penalties, assessments, claims, actions for loss, damages or compensation whether arising under "The Workers Compensation Act", or any other Act or otherwise arising out of or in any way connected with the performance or non-performance of the Contract or any part thereof during the term of the Contract and the warranty period provided for therein;

THEN THIS OBLIGATION SHALL BE VOID, but otherwise shall remain in full force and effect. The Surety shall not, however, be liable for a greater sum than the sum specified above.

AND IT IS HEREBY DECLARED AND AGREED that the Surety shall be liable as Principal, and that nothing of any kind or matter whatsoever that will not discharge the Principal shall operate as a discharge or release of liability of the Surety, any law or usage relating to the liability of Sureties to the contrary notwithstanding.

IN WITNESS WHEREOF the Principal and Surety have signed and sealed this bond the

_____ day of _____, 20____.

SIGNED AND SEALED
in the presence of:

(Witness as to Principal if no seal)

(Name of Principal)

Per: _____ (Seal)

Per: _____

(Name of Surety)

By: _____ (Seal)
(Attorney-in-Fact)

**FORM H2: IRREVOCABLE STANDBY LETTER OF CREDIT
(PERFORMANCE SECURITY)
(See D11)**

(Date)

The City of Winnipeg
Internal Services Department
Legal Services Division
185 King Street, 3rd Floor
Winnipeg MB R3B 1J1

RE: PERFORMANCE SECURITY – RFP NO. 209-2010

PRINT SOLUTIONS AND RELATED SERVICES

Pursuant to the request of and for the account of our customer,

(Name of Contractor)

(Address of Contractor)

WE HEREBY ESTABLISH in your favour our irrevocable Standby Letter of Credit for a sum not exceeding in the aggregate

_____ Canadian dollars.

This Standby Letter of Credit may be drawn on by you at any time and from time to time upon written demand for payment made upon us by you. It is understood that we are obligated under this Standby Letter of Credit for the payment of monies only and we hereby agree that we shall honour your demand for payment without inquiring whether you have a right as between yourself and our customer to make such demand and without recognizing any claim of our customer or objection by the customer to payment by us.

The amount of this Standby Letter of Credit may be reduced from time to time only by amounts drawn upon it by you or by formal notice in writing given to us by you if you desire such reduction or are willing that it be made.

Partial drawings are permitted.

We engage with you that all demands for payment made within the terms and currency of this Standby Letter of Credit will be duly honoured if presented to us at:

(Address)

and we confirm and hereby undertake to ensure that all demands for payment will be duly honoured by us.

All demands for payment shall specifically state that they are drawn under this Standby Letter of Credit.

Subject to the condition hereinafter set forth, this Standby Letter of Credit will expire on

(Date)

It is a condition of this Standby Letter of Credit that it shall be deemed to be automatically extended from year to year without amendment from the present or any future expiry date, unless at least 30 days prior to the present or any future expiry date, we notify you in writing that we elect not to consider this Standby Letter of Credit to be renewable for any additional period.

This Standby Letter of Credit may not be revoked or amended without your prior written approval.

This credit is subject to the Uniform Customs and Practice for Documentary Credit (1993 Revision), International Chamber of Commerce Publication Number 500.

(Name of bank or financial institution)

Per: _____
(Authorized Signing Officer)

Per: _____
(Authorized Signing Officer)



**WINNIPEG POLICE SERVICE
SECURITY CLEARANCE CHECK
SERVICES – DIVISION 30**

**NAME OF EMPLOYER &
BUSINESS ADDRESS:**

NATURE OF WORK BEING DONE FOR WINNIPEG POLICE SERVICE:
PRINT SOLUTIONS AND RELATED SERVICES
CONTRACT ADMINISTRATOR: Carl Harris – charris@winnipeg.ca

WARNING: ANY FALSE OR INCOMPLETE INFORMATION MAY RESULT IN REJECTION OF THIS APPLICATION

EMPLOYEE INFORMATION

LAST NAME: _____ GIVEN NAMES: _____

BIRTH NAME OR OTHER NAME(S) USED: _____
(if different from above)

MALE FEMALE

DATE OF BIRTH: _____
Y M D

BIRTH PLACE: _____

ADDRESS: _____ CITY: _____ PROVINCE: _____

POSTAL CODE: _____ RESIDENTIAL PHONE: _____

AUTHORIZATION

I, _____ hereby consent to the Winnipeg Police Service collecting my personal Information from any public body, person, employer, or government institution for the purposes of conducting a security check in connection with my contract or association with the Winnipeg Police Service. This authorization, including a copy of facsimile thereof, is my consent to any public body, person, employer or government institution to release true copies of any records containing my personal information to the Winnipeg Police Service.

Signature of Witness

Signature of Applicant

This personal information will be collected pursuant to *The Freedom of Information and Protection of Privacy Act* C.C.S. M.cF175 _____ (title, name, phone number of person who) can answer questions about the collection of this information.

Date

WINNIPEG POLICE SERVICE - FOR OFFICE USE ONLY

RESULT OF CHECK:

_____ NO POLICE RECORD OF CRIMINAL CONVICTIONS WAS ASSOCIATED TO ANY SUBJECT WITH THE SAME NAME AND DATE OF BIRTH.

_____ AN OUTSTANDING CRIMINAL CHARGE AWAITING COURT DISPOSITION WAS ASSOCIATED TO A SUBJECT WITH THE SAME NAME AND DATE OF BIRTH.

_____ A POLICE RECORD OF CRIMINAL CONVICTIONS WAS ASSOCIATED TO A SUBJECT WITH THE SAME NAME AND DATE OF BIRTH.

PROCESSED BY: _____
Clerk WPS#

Date

PART E - SPECIFICATIONS

GENERAL

E1. APPLICABLE SPECIFICATIONS

- E1.1 These Specifications shall apply to the Work.
- E1.2 Bidders are reminded that requests for approval of substitutes as an approved equal or an approved alternative shall be made in accordance with B8.

E2. PROJECT SUMMARY

- E2.1 The City currently has approximately 1734 printers, scanners, faxes and photocopiers located at various locations within City facilities.
- E2.2 Most devices (excluding photocopiers) are owned by the City and more than half are five (5) years or older.
- E2.3 The City has almost two hundred (200) different models of printers/copiers/fax/photocopiers across many manufacturers and product lines.
- E2.4 The City would like to optimize its entire fleet of print devices as well as enhance and consolidate the current print environment.
- E2.5 The City currently has a distributed set of helpdesk solutions including Remedy, Clientele, etc.
- E2.6 The City would like to effect change behaviour across the organization by providing users with the tools to make cost effective decisions relating to network printing.
- E2.7 Through this RFP, the City is seeking to select a print solution (from fully managed to unmanaged and full spectrum in between) which is expected to provide the following benefits:
 - (a) Reduced number of overall print devices;
 - (b) Reduced print volume;
 - (c) Reduced TCO print and support costs;
 - (d) Increased device utilization;
 - (e) A knowledgeable and empowered workforce able to continually reduce costs and waste;
 - (f) Environmental;
 - (i) Reduced energy consumption;
 - (ii) Improved cartridge recycling and disposal;
 - (iii) Reduced paper consumption;
 - (g) Simple management of IMAC (install, move, add, change) and break-fix processes;
 - (h) Provisioning of training methodology and materials;
 - (i) Centralized device management (possibly including consumables);
 - (j) Continuous improvement with cost take-out each year;
 - (k) Optimize and leverage existing equipment where possible;
 - (l) Detailed utilization reporting and billing;
 - (m) Detailed service incident reporting;
 - (n) Advanced protection of print documents including private printing and security of hard drives in devices;
 - (o) Enterprise print strategy including governance and design principles;
 - (p) Comprehensive service level agreement;

- (q) Coterminous expiration for all proposed and additional equipment throughout term of Contract;
- (r) Outlined transition strategy at termination of Contract.

E3. CITY LOCATIONS OTHER THAN LIBRARIES

E3.1 The Contractor shall provide print solutions and related services in accordance with the requirements hereinafter specified.

E3.2 Print Optimization Assessments

- (a) The Contractor will be required to conduct a detailed print optimization assessment for each of the City facilities per floor. Each assessment shall include – but not be limited to – the following:
 - (i) assess and report on current print environment;
 - (ii) identify usage requirements for printing, scanning, copying and faxing;
 - (iii) identify device floor plan layouts (as-is and proposed);
 - (iv) identify areas for reduction in number of print devices;
 - (v) identify areas to improve operational efficiencies;
 - (vi) provide optimized print strategy plan;
 - (vii) develop physical print device deployment strategy and implementation plan;
 - (viii) provide governance and design principles for our end state;
 - (ix) provide necessary documentation and assistance to the Contract Administrator in obtaining individual Departmental sign-off for end state design;
- (b) With the size and complexity of this undertaking, it is expected that the initial print optimization assessments and following implementation will be coordinated and scheduled in staged deployment. The City will work with the Contractor to determine an optimal deployment strategy.

E3.3 Hardware Provisioning, Deployment and Related Responsibilities

- (a) The solution that the City envisions is one in which the Contractor is completely responsible for the print devices throughout the lifetime of the device.
- (b) Responsibilities of the Contractor will include, but not be limited to, the following:
 - (i) Provisioning of hardware. At point of original implementation, only new hardware may be deployed. In the final year of Contract only, refurbis are allowed.
 - (ii) All toner for all devices must be OEM.
 - (iii) For all locations, the Contractor will deliver the equipment to a designated staging area, uncrate it, configure it, prepare it for installation, deliver it to its floor location, connect it to the network, and test it. The City will be responsible for provisioning, installing and testing the required network connection and electrical outlet.
 - (iv) All garbage / packaging resulting from equipment delivery is the responsibility of the Contractor and must be removed from Site in an environmentally responsible manner in accordance with local environmental regulations. The City will not be responsible for re-packaging and/or the associated packaging costs for those devices that may have to be moved or returned during the term of the Contract. Additionally, the Contractor will be responsible for any fines or other penalties that are assessed due to a failure by the Contractor to meet local environment disposal regulations.
 - (v) If a piece of equipment is not fully functional at least ninety eight percent (98%) of the time during a quarter period based on nine (9) hours per day (8AM – 5PM) or if there are more than four (4) service calls in a thirty (30) Calendar Day period, the City will have the option of having the Contractor replace the current faulty device with a new piece of comparable equipment with equal or greater functionality. If the

same model is no longer available, a current model with equal or greater functionality will be required within ten (10) Business Days.

- (vi) If a piece of equipment is not fully operational at least ninety eight percent (98%) of the time during a 365 day period based on a nine (9) hour work day (8AM – 5PM) or if there are more than eight (8) service calls in a 365 day period, the City will have the option of having the Contractor replace the current faulty device with a new piece of comparable equipment with equal or greater functionality. If the same model is no longer available, a current model with equal or greater functionality will be required within ten (10) Business Days.
- (vii) In addition to E3.3(b)(v), for each additional percent (or portion thereof) that total downtime exceeds the two percent (2%) limit, the price per page for all copies and prints shall be decreased (at the discretion of the City) by ten percent (10%) for the quarter. The same reduction will apply to any monthly lease charges

E3.4 Changes to Fleet Volumes

- (a) For leases under this Contract, the City of Winnipeg shall make every effort to establish the length of lease period when placing an order with the Contractor; however, the City of Winnipeg reserves the right to return print devices prior to the lease period end date stated to the Contractor originally. Under these circumstances the City of Winnipeg agrees to provide the Contractor with a notice of return by a telephone call seven (7) days prior to the return at no cost to the City. The City expects that a minimum of 90% of the post-implementation fleet will remain in operation for the term of the Contract.

E3.5 Fleet Management

- (a) Refer to Appendix B for a complete list of the City's existing fleet. An understanding of the print device fleet is imperative to successfully achieving the City's goals. The City requires that the Contractor will provide a solid fleet management solution to aid the City in meeting its responsibilities.

E3.6 Existing Fleet

- (a) It is expected that the Contractor will assess the existing fleet of owned or leased equipment and provide to the City a detailed plan for deployment and/or utilization of this equipment. See Appendix B for more detail regarding existing fleet numbers.

E4. LIBRARIES

GENERAL

- E4.1 These Specifications shall apply to the Work related to the Libraries. The Work is composed of two parts:
 - (a) staff printing only as outlined in E3; and
 - (b) public printing/copying and staff copying as outline in E4. As outline below, staff functionality can be combined with public services where it's deemed reasonable by the Library.
- E4.2 Table A1 is provided for information purposes only, and indicates estimated annual copy volumes per location. Table A2 is provided for information purposes only, and indicates the estimated annual public print volumes per branch.
- E4.3 Table B lists the category of devices required and intended locations.
- E4.4 Table C lists the library hours, and the Library Services Division reserves the right to revise Library operating hours at any or all locations during the term of the Contract.
- E4.5 Devices shall be available with English and/or French language control labelling and instructions at the option of the City.

- E4.5.1 Currently the St. Boniface Branch is the only location which requires English/French control labelling and instruction. The Contractor shall have the ability to supply additional English/French devices.
- E4.6 If the average number of copies (per device per month at a Site) based on a three-month period, exceeds or falls behind the category range specified, the Contract Administrator may request that:
- (a) the Contractor increase /decrease the number of devices;
 - (b) exchange the device for a device of the appropriate category.
- E4.7 The Contractor shall provide each location with a copy of Material Safety Data Sheets (MSDSs) in accordance with Workplace Hazardous Materials Information System (WHMIS) requirements for all controlled products supplied.

HISTORY

- E4.8 The Library Services Division currently has approximately forty-one (41) photocopier machines.
- (a) the public photocopiers contain monies from photocopying.
 - (b) the Contractor pays approximately \$15.00 per annum for license fees for coin operated machines (revenue generating).
 - (c) at installation, each revenue generating machine includes a float of \$24.00 (which is in various coins), and is supplied by the Contractor.
 - (d) the Contractor supplies a float to Library staff to facilitate change for and to reimburse patrons (for should the machine not produce a copy when coin is inserted), in the amount of between \$50.00 and \$75.00 per float.
 - (e) four (4) floats are supplied to Millennium Library; and one (1) to each of the other libraries,
 - (f) the Contractor remits the applicable taxes to the government.
- E4.9 Administration of the monies collected:
- (a) the Contractor currently collects the money (Deposits) from the public photocopiers.
 - (b) the Contractor totals the number of staff and patron copies (multiplied by the applicable cost per unit) to arrive at a pre-tax total. Tax is included to arrive at a Billable Total.
 - (i) If Billable Total is greater than Deposits, the difference is revenue (payable) to the Contractor.
 - (ii) If Deposits is greater than Billable Total, the difference is a credit owing to the Library.
 - (c) the Contractor keeps and submits a monthly record of invoicing, bank deposit, and usage summary, in accordance with E4.15.

CITY RESPONSIBILITIES

- E4.10 The City shall:
- (a) provide space and power supply for the devices;
 - (b) provide at least one (1) cubic metre of storage space, at each location, for supplies;
 - (c) provide its own paper, fill paper trays and change toner as necessary;
 - (d) make reasonable attempts to clear paper jams;
 - (e) perform minor problem identification;
 - (f) report problems to the Contractor;
 - (g) assist patrons in operating the devices;
 - (h) make change for patrons to the extent of the available change float;
 - (i) maintain a record of all refunds and the reasons therefore.

- (j) provide the hardware, software and support for the public printing system that will integrate with the provided public access devices. The Bidder has the option of Bidding on this service as an option to the Library proposal,
- (k) provide a 15amp power outlet,
- (l) provide a network connection, if required.

CONTRACTOR RESPONSIBILITIES

E4.11 EQUIPMENT AND SUPPLIES

E4.11.1 The Contractor shall:

- (a) supply and install devices at the locations and in the quantities indicated by Table B;
- (b) be responsible for annual license fees for the revenue generating machines;
- (c) obtain a Criminal Record Search Certificate from the Police Service in accordance with D13.
- (d) ensure that every revenue generating machine is equipped with a coin operating unit, preferable mounted on the front of the device;
- (e) provide and maintain a suitable float in each revenue generating machine at installation time;
- (f) provide and maintain a suitable float to Library staff personnel to facilitate change for patrons and for patron refunds for spoiled copies;
- (g) provide all necessary supplies including toner (excluding paper), and be responsible for removing used toner cartridges.

E4.12 MAINTENANCE AND SERVICE

E4.12.1 The Contractor shall provide:

- (a) full service for all devices, including coin collection and counting;
- (b) scheduled inspection/preventative maintenance;
- (c) adjustment and repair of device malfunction,
- (d) a replacement unit of equal or higher category (at no cost to the City.) if a device is expected to be or has been not fully functional for more than two (2) Library Business Days;
- (e) shall promptly report any delay or change to the service of a piece of equipment to the person requesting the service call;
- (f) a local Winnipeg, or toll-free, telephone number at which requests for service or technical support may be placed;
- (g) the means to receive requests by any of the means identified in E4.12.1(f) above, at all times during Library business hours;
- (h) that the Work shall be performed between 8:30 a.m. and 4:30 p.m. on weekdays unless library operation schedule allows otherwise;
- (i) service shall be available to be performed during Library hours including Saturdays and Sundays. See Table C for Library hours of operation;
- (j) response time for service calls shall not exceed four (4) hours from notification by telephone to commencement of Work on Site except as otherwise agreed at the time of notification. Where notification is given less than five (5) hours from closing time, commencement of Work on Site shall be not later than one-half (1/2) hour after opening time the following working day.

E4.13 PROMOTIONAL SIGNAGE

E4.13.1 The Contractor:

- (a) May supply promotional signage subject to prior approval by the City.

- (i) all signs shall be the same general style and colours as are currently in place.

E4.14 PAYMENT TO THE CITY OF WINNIPEG

E4.14.1 The Contractor:

- (a) shall make payment to the City on a monthly basis.
- (b) shall deliver payment to the City no later than thirty (30) Calendar Days following each reporting period.

E4.14.2 Payment to the City is calculated as:

- (a) appropriate unit price per page multiplied by the total number of copies.
 - (i) the amount due is calculated using the payment formula; and the amount of any applicable Provincial or Federal taxes, including the Federal Goods and Services Tax, collectable by the City (less remittable taxes that the Contractor must pay directly to the Provincial and/or Federal governments.)
- (b) The Contractor shall make payment for any unit price per page (UPPP) adjustment with the last monthly payment of each quarter.
 - (i) the UPPP adjustment shall be deemed to be liquidated damages for loss of Library materials, loss of Library staff time and loss of patronage and not a penalty.
- (c) The Contractor shall make payment directly to the Provincial and/or Federal governments for all applicable taxes remittable by the Contractor.

E4.15 INVOICING AND RECORDS

E4.15.1 The Contractor shall provide the records in both hard copy and machine readable form for use with a spreadsheet software package such as Microsoft Excel.

E4.15.2 Invoicing - the Contractor shall keep a record of, and submit the breakdown for:

- (a) patron copies and staff copies,
- (b) less patron refunds;
- (c) billable totals;
- (d) deposits;
- (e) invoice total or credit total.

E4.15.3 Bank Deposits - the Contractor shall keep a record of, and submit the breakdown by location and device, which shall include, but not be limited to, the following information:

- (a) model and device number;
- (b) serial number;
- (c) cash in device (less float);
- (d) total deposits.

E4.15.4 Usage Summary - the Contractor shall keep a record of and submit the breakdown by device for:

- (a) cash transactions;
- (b) total patron copies;
- (c) total patron prints;
- (d) total patron payable;
- (e) staff by-pass usage;
- (f) total staff payable;
- (g) total payable.

E4.15.5 PAYMENT FORMULA

- (a) Total downtime in a quarter shall not exceed one percent (1%) of the total number of Library hours for that quarter.
- (b) For each additional percent (or portion thereof) that total downtime exceeds the one percent (1%) limit, the UPPP for all copies and prints shall be decreased by ten percent (10%) for the quarter. The same reduction will apply to any monthly lease charges.
- (c) Downtime is defined as the time that any unit is unavailable for use during Library hours. Downtime starts when the Library reports the incident and ends when the unit is operational again. Library closed hours are excluded from the time calculation. Total downtime is the sum of all downtimes that occurred during the quarter. Preventative maintenance time is not included in downtime.

E4.15.6 PAYMENT FORMULA EXAMPLE – This example assumes that monthly lease charges are not part of the proposed payment plan, only a unit price per page (UPPP).

- (a) Payment to the City (Gross Revenue):
 - (i) Bid UPPP for Staff copies multiplied by number of staff copies;
 - (ii) Bid UPPP for patron copies multiplied by number of patron copies;
 - (iii) Bid UPPP for patron prints multiplied by number of patron prints;
- (b) Downtime:
 - (i) Library hours per quarter = 12,406.00 hours for all twenty branches;
 - (ii) Allowable total downtime (1% of 12,406) = 124 hours;
 - (iii) If the actual total downtime = 310.00 hours then total downtime percentage $(310/12406 \times 100) = 2.5\%$;
- (c) Excess downtime percentage:
 - (i) Total downtime percentage less allowable downtime percent $(2.5\% - 1\%) = 1.5\%$;
- (d) Percentage decrease in UPPP:
 - (i) Excess downtime percentage multiplied by $(1.5\% \times 10) = 15\%$;
- (e) Adjusted Unit price per page (UPPP):
 - (i) Bid UPPP minus 15% decrease in UPPP;
 - (ii) Assume the UPPP for staff copies is \$0.04;
 - (iii) Assume the UPPP-for patron copies or prints is \$0.08;
 - (iv) The adjusted UPPP and the subsequent payment to the City for the quarter in question would be calculated as follows:
 - (A) Adjusted UPPP for staff copies: $\$0.04 \text{ minus } (15\% \text{ of } \$0.04) = \$0.04 - \$0.006 = \$0.034$;
 - (B) Adjusted UPPP for patron copies and prints: $\$0.08 \text{ minus } (15\% \text{ of } \$0.08) = \$0.08 - \$0.012 = \$0.068$.

E4.16 REVENUE GENERATING DEVICES

E4.16.1 CATEGORY – R

- (a) Intended for use by the general public in coin-operated or other payment options as provided by the integrated public printing system (LPT:ONE). Intended for use by the library staff in payment-bypass mode.
- (b) Every revenue generating machine requires a coin operating unit and device that will interface with the public printing system (LPT:ONE).
- (c) Charge per copy for revenue generating devices shall be set to the following, which shall include all applicable federal and provincial taxes.
 - (i) \$0.20 per page when using coins.

- (ii) The Contractor is advised that Library Services shall be solely responsible to control the charges imposed on the public.
 - (A) The Contractor shall be responsible for the cost of and the effort required to change all supplied equipment to the adjusted page charge.
- (d) Required Features:
 - (i) be new or have been fully reconditioned with models no older than the manufacture's discontinued date;
 - (ii) operate on 15 Ampere, 115 volt AC, 60 Hertz power supply;
 - (iii) be a console type or a desk-top type complete with suitable stand;
 - (iv) have a height adjustable document feeder to prevent breakage of book spines;
 - (v) copy onto plain (untreated) paper;
 - (vi) use dry chemicals only;
 - (vii) provide double-sided copying or printing capability;
 - (viii) have a warning light indicating low toner before becoming inoperable;
 - (ix) have user and troubleshooting guides;
 - (x) be coin operated with a coin mechanism adjustable from \$0.10 to \$0.95 per page in \$0.05 increments, accepting at least \$0.05, \$0.10, \$0.25, \$1.00, \$2.00 Canadian coins, and providing change;
 - (xi) have a payment bypass mechanism for use by Library staff;
 - (xii) have a copy quantity selection of 1 to 99 minimum;
 - (xiii) have preset enlargement and reduction settings for 8 ½" x 11" to 8 ½" x 14" and vice versa;
 - (xiv) have a minimum paper supply capacity of 500 sheets of 8 ½" x 11" and 250 sheets of 8 1/2" x 14" in push button selectable trays;
 - (xv) have a first copy/print time not exceeding seven (7) seconds based on 8 ½" x 11" full size copy;
 - (xvi) have a multiple copy speed of not less than twenty-five (25) copies per minute based on 8 ½" x 11" full size copy;
 - (xvii) manual contrast adjustments.
- (e) Desirable Features:
 - (i) automatic power saving setting when not in use;
 - (ii) have an ITC coin box model number of 5400 or higher that enables a cable connection to the public print management PC running the LPT:ONE software.
 - (iii) have a communication connection on the device that enables a cable connection to the public print management PC running the LPT:ONE software to enable public printing.

E4.17 NON REVENUE GENERATING DEVICES

E4.17.1 CATEGORY - N1 AND N2

- (a) Intended for use by library staff only. The Bidder is encouraged to propose additional features to the below lists such as those outlined in E4.16.1 c iii. Any associated costs should be specified on Form B.
- (b) Required features - N1:
 - (i) be new or have been fully reconditioned with models no older than the manufacture's discontinued date.
 - (ii) operate on 15 Ampere, 115 volt AC, 60 Hertz power supply;
 - (iii) be a console type or a desk-top type complete with suitable stand;
 - (iv) copy onto plain (untreated) paper;
 - (v) use dry chemicals only;
 - (vi) have a warning light indicating low toner before becoming inoperable;

- (vii) have user and troubleshooting guides;
 - (viii) have a duplex automatic document feed;
 - (ix) double-sided copying capability;
 - (x) be able to sort and staple;
 - (xi) have a height adjustable document feeder to prevent breakage of book spines;
 - (xii) automatic power saving setting when not in use;
 - (xiii) additional reduction and enlargement capabilities;
 - (xiv) additional manual paper feed for transparencies, etc.;
 - (xv) have a copy quantity selection of 1 to 99 minimum;
 - (xvi) have a preset enlargement and reduction settings for at least:
 - (A) 8 1/2" x 11" to 8 1/2" x 14" and vice versa;
 - (B) 8 1/2" x 11" to 11" x 17" and vice versa;
 - (C) 8 1/2" x 14" to 11" x 17" and vice versa;
 - (xvii) have a minimum paper supply capacity of 500 sheets of 8 1/2" x 11" 250 sheets of 8 1/2" x 14" and 250 sheets of 11" x 17" in push button selectable trays;
 - (xviii) have a first copy time not exceeding seven (7) seconds based on 8 1/2" x 11" full size copy;
 - (xix) have a multiple copy speed of not less than twenty-five (25) copies per minute based on 8 1/2" x 11" full size copy;
 - (xx) manual contrast adjustments.
- (c) Required features - N2 shall:
- (i) be utilized in the business office located at the Millennium Library;
 - (A) only one (1) N2 machine is presently required,.
 - (ii) be new or have been fully reconditioned with models no older than the manufacture's discontinued date;
 - (iii) operate on 15 Ampere, 115 volt AC, 60 Hertz power supply;
 - (iv) be a console type or a desk-top type complete with suitable stand;
 - (v) copy onto plain (untreated) paper;
 - (vi) use dry chemicals only;
 - (vii) have a warning light indicating low toner before becoming inoperable;
 - (viii) have user and troubleshooting guides;
 - (ix) have a duplex automatic document feeder;
 - (x) have a height adjustable document feeder to prevent breakage of book spines;
 - (xi) automatic power saving setting when not in use;
 - (xii) additional reduction and enlargement capabilities;
 - (xiii) additional manual paper feed for transparencies, etc.;
 - (xiv) have a copy quantity selection of 1 to 99 minimum;
 - (xv) have preset enlargement and reduction settings for at least:
 - (A) 8 1/2" x 11" to 8 1/2" x 14" and vice versa;
 - (B) 8 1/2" x 11" to 11" x 17" and vice versa;
 - (C) 8 1/2" x 14" to 11" x 17" and vice versa;
 - (xvi) have a minimum paper supply capacity of 500 sheets of 8 1/2" x 11" 250 sheets of 8 1/2" x 14" and 250 sheets of 11" x 17" in push button selectable trays;
 - (xvii) have a first copy time not exceeding seven (7) seconds based on 8 1/2" x 11" full size copy;
 - (xviii) have a multiple copy speed of not less than thirty (30) copies per minute based on 8 1/2" x 11" full size copy;
 - (xix) manual contrast adjustments;

(xx) be able to stagger sort, staple, and hole-punch.

E4.18 TRAINING

- (a) The Contractor shall provide training for Library staff at each location.
- (b) Training shall include:
 - (i) general operation of all equipment supplied at each location;
 - (ii) removing, filling and replacement of paper trays for devices, and toner replacement;
 - (iii) problem identification and reporting methods;
 - (iv) minor problem correction methods, e.g. device paper jam clearing;
 - (v) refund criteria.

E4.19 DELIVERY

- (a) Goods shall be delivered, fob destination, freight prepaid to the various Library locations.
 - (i) Delivery time shall be coordinated with branch personnel, and the branch personnel shall be contacted at least two (2) business days prior to delivery.
 - (ii) The Contractor shall be solely responsible for the off-load of goods, as directed at the delivery location.
 - (iii) The Contractor shall ensure he has the necessary equipment to move the Goods from any access ramp or loading area to its required destination.

TABLE A1

COPY VOLUMES FOR LIBRARY PHOTOCOPIERS		TABLE A1			
2009					
BRANCH	FLOOR	SECTION	NUMBER OF COPIERS	STAFF COPIES	PUBLIC COPIES
Millennium Library / 251 Donald Street	Floor 1	CIRCULATION	1	33,396	0
Millennium Library / 251 Donald Street	Floor 1	CHILDRENS	2	18,504	2,004
Millennium Library / 251 Donald Street	Floor 1	READER SERVICES	2	480	27,528
Millennium Library / 251 Donald Street	Floor 2	SPECIAL SERVICES	2	14,232	1,044
Millennium Library / 251 Donald Street	Floor 3	BUSINESS OFFICE	1	60,732	0
Millennium Library / 251 Donald Street	Floor 3	MICROMEDIA SERVICES	4	9,180	14,076
Millennium Library / 251 Donald Street	Floor 3	SUPPORT SERVICES	2	48,840	0
Millennium Library / 251 Donald Street	Floor 4	REFERENCE SERVICES	2	180	21,756
Charleswood Library / 5014 Roblin Blvd	Floor 1		1	4,392	2,748
Cornish Library / 20 West Gate	Floor 1		1	3,660	2,580
Fort Garry Library / 1360 Pembina Highway	Floor 1		1	5,100	4,416
Henderson Library / 1-1050 Henderson Highway	Floor 1		2	5,904	14,016
Louis Riel Library / 1168 Dakota Street	Floor 1		1	9,516	6,480
Munroe Library / 489 London Street	Floor 1		1	4,056	6,180
Osborne Library / 625 Osborne Street	Floor 1		1	2,220	3,672
Pembina Trail Library / 2724 Pembina Highway	Floor 1		1	9,060	4,620
River Heights Library / 1520 Corydon Avenue	Basement		1	3,312	492
River Heights Library / 1520 Corydon Avenue	Floor 1		1	3,360	4,356
St. Boniface Library / 100-131 Boul. Provencher	Floor 1		1	1,404	4,764
St. Boniface Library / 100-131 Boul. Provencher	Floor 2		1	180	708
St. James Library / 1910 Portage Avenue	Floor 1		1	1,548	6,156
St. James Library / 1910 Portage Avenue	Floor 2		1	3,396	4,476
St. John's Library / 500 Salter Street	Floor 1		1	4,080	744
St. Vital Library / 6 Fermor Avenue	Floor 1		1	3,540	7,932
Sir William Stephenson Library / 765 Keewatin	Floor 1		1	7,440	8,280
Transcona Library / 111 Victoria Avenue West	Floor 1		1	8,952	6,252
West End Library / 999 Sargent Avenue	Floor 1		1	4,848	4,044
West Kildonan Library / 365 Jefferson Avenue	Floor 1		1	8,268	4,020
Westwood Library / 66 Allard Avenue	Floor 1		1	3,060	4,500
Windsor Park Library / 955 Cottonwood Road	Floor 1		1	2,316	3,780
TOTALS				285,156	171,624

TABLE A2
LIBRARY PUBLIC PRINTING VOLUMES - 2009

Month	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.	Totals
CENT .2009	4,308	3,799	3,911	3,534	3,724	4,820	4,076	3,963	3,862	3,960	3,796	2,614	46,367
CHAS .2009	219	155	241	284	174	198	249	166	276	354	295	256	2,867
CNSH .2009	429	90	246	210	293	264	281	114	284	366	241	140	2,958
HEND .2009	821	835	1,653	1,126	1,378	1,144	998	698	961	1,454	804	1,049	12,921
MUNR .2009	484	301	279	503	564	372	683	357	256	280	488	408	4,975
OSBN .2009	361	480	252	439	295	269	291	373	292	286	276	336	3,950
PEMB .2009	461	596	523	505	584	919	449	494	754	748	720	521	7,274
RIEL .2009	415	528	628	434	491	523	356	407	568	564	590	510	6,014
RIVH .2009	336	278	362	451	215	593	387	310	296	288	240	213	3,969
SBON .2009	364	719	564	808	767	1,026	653	829	1,084	719	681	546	8,760
SJAS .2009	543	702	719	682	634	834	580	525	568	673	698	579	7,737
STJN .2009	124	157	249	181	301	277	119	155	152	163	310	188	2,376
SVTL .2009	485	289	446	831	612	470	413	376	426	650	500	509	6,007
SWST .2009	1,057	901	1,068	1,043	975	1,336	1,493	1,559	1,523	1,522	1,588	1,065	15,130
TRAN .2009	226	413	262	255	397	445	580	357	506	251	417	428	4,537
WKDN .2009	984	1,011	1,322	1,120	946	1,078	1,049	1,245	926	1,156	992	926	12,755
WNSP .2009	132	138	127	190	192	293	238	108	150	219	189	119	2,095
WSTN .2009	221	172	577	421	429	566	356	333	590	614	587	686	5,552
WSWD .2009	270	387	279	322	224	184	235	125	331	280	191	148	2,976
Totals	12,240	11,951	13,708	13,339	13,195	15,611	13,486	12,494	13,805	14,547	13,603	11,241	159,220

Table B

LIBRARY AND CATEGORY OF DEVICE REQUIRED

LOCATION	QUANTITY	CATEGORY
Millenium	9	R
	5	N2
	1	N1
	1	R (colour)
Charleswood	1	R
Cornish	1	R
Fort Garry	1	R
Henderson	2	R
Louis Riel	1	R
Munroe	1	R
Osborne	1	R
Pembina Trails	1	R
River Heights	2	R
St. Boniface	2	R
St. James	2	R
		R
St. John's	1	R
St Vital	1	R
Sir William Stevenson	2	R
Transcona	2	R
West End	1	R
West Kildonan	1	R
Westwood	1	R
Windsor	1	R
Total	41	

TABLE C

Open from Labour Day to Victoria Day

Charleswood, 5014 Roblin Blvd.

Monday & Tuesday:	10 a.m. - 8:30 p.m.
Wednesday:	Closed
Thursday:	10 a.m. - 8:30 p.m.
Friday & *Saturday:	10 a.m. - 5 p.m.
Sunday:	Closed

Cornish, 20 West Gate

Monday & Tuesday:	1 - 8:30 p.m.
Wednesday:	Closed
Thursday:	1 - 8:30 p.m.
Friday & *Saturday:	10 a.m. - 5 p.m.
Sunday:	Closed

Fort Garry, 1360 Pembina Hwy.

Monday & Tuesday:	10 a.m. - 8:30 p.m.
Wednesday:	10 a.m. - 5 p.m.
Thursday:	10 a.m. - 8:30 p.m.
Friday & *Saturday:	10 a.m. - 5 p.m.
Sunday:	Closed

Henderson, 1-1050 Henderson Hwy.

Monday & Tuesday:	10 a.m. - 8:30 p.m.
Wednesday:	10 a.m. - 5 p.m.
Thursday:	10 a.m. - 8:30 p.m.
Friday & *Saturday:	10 a.m. - 5 p.m.
*Sunday:	1 - 5 p.m.

Louis Riel, 1168 Dakota St.

Monday & Tuesday:	10 a.m. - 8:30 p.m.
Wednesday:	Closed
Thursday:	10 a.m. - 8:30 p.m.
Friday & *Saturday:	10 a.m. - 5 p.m.
Sunday:	Closed

Millennium, 251 Donald St.

Monday - Thursday:	10 a.m. - 9 p.m.
Friday & Saturday:	10 a.m. - 5 p.m.
*Sunday:	1 - 5 p.m.

TABLE C

Open from Labour Day to Victoria Day

Munroe, 489 London St.

Monday & Tuesday:	1 - 8:30 p.m.
Wednesday:	Closed
Thursday:	1 - 8:30 p.m.
Friday & *Saturday:	10 a.m. - 5 p.m.
Sunday:	Closed

Osborne, 625 Osborne St.

Monday & Tuesday:	1 - 8:30 p.m.
Wednesday:	Closed
Thursday:	1 - 8:30 p.m.
Friday & *Saturday:	10 a.m. - 5 p.m.
Sunday:	Closed

Pembina Trail, 2724 Pembina Hwy.

Monday & Tuesday:	10 a.m. - 8:30 p.m.
Wednesday:	Closed
Thursday:	10 a.m. - 8:30 p.m.
Friday & *Saturday:	10 a.m. - 5 p.m.
*Sunday:	1 - 5 p.m.

River Heights, 1520 Corydon Ave.

Monday & Tuesday:	10 a.m. - 8:30 p.m.
Wednesday:	Closed
Thursday:	10 a.m. - 8:30 p.m.
Friday & *Saturday:	10 a.m. - 5 p.m.
Sunday:	Closed

St-Boniface, 131 Provencher Blvd.

Monday - Thursday:	10 a.m. - 9 p.m.
Friday & Saturday:	10 a.m. - 5 p.m.
*Sunday:	Closed

St. James-Assiniboia, 1910 Portage Ave.

Monday & Tuesday:	10 a.m. - 8:30 p.m.
Wednesday:	10 a.m. - 5 p.m.
Thursday:	10 a.m. - 8:30 p.m.
Friday & *Saturday:	10 a.m. - 5 p.m.
Sunday:	Closed

TABLE C

Open from Labour Day to Victoria Day

St. John's, 500 Salter St.

Monday & Tuesday:	1 - 8:30 p.m.
Wednesday:	Closed
Thursday:	1 - 8:30 p.m.
Friday & *Saturday:	10 a.m. - 5 p.m.
Sunday:	Closed

St. Vital, 6 Fermor Ave.

Monday & Tuesday:	10 a.m. - 8:30 p.m.
Wednesday:	10 a.m. - 5 p.m.
Thursday:	10 a.m. - 8:30 p.m.
Friday & *Saturday:	10 a.m. - 5 p.m.
Sunday:	Closed

Sir William Stephenson, 765 Keewatin St.

Monday:	Closed
Tuesday - Thursday:	10 a.m. - 9 p.m.
Friday & Saturday:	10 a.m. - 5 p.m.
*Sunday:	1 - 5 p.m.

Transcona, 111 Victoria Ave. W

Monday & Tuesday:	10 a.m. - 8:30 p.m.
Wednesday:	Closed
Thursday:	10 a.m. - 8:30 p.m.
Friday & *Saturday:	10 a.m. - 5 p.m.
Sunday:	Closed

West End, 999 Sargent Ave.

Monday:	10 a.m. - 5 p.m.
Tuesday - Thursday:	1 - 8:30 p.m.
Friday & *Saturday:	10 a.m. - 6 p.m.
Sunday:	Closed

West Kildonan, 365 Jefferson Ave.

Monday & Tuesday:	10 a.m. - 8:30 p.m.
Wednesday:	10 a.m. - 5 p.m.
Thursday:	10 a.m. - 8:30 p.m.
Friday & *Saturday:	10 a.m. - 5 p.m.
Sunday:	Closed

TABLE C
Open from Labour Day to Victoria Day

Westwood, 66 Allard Ave.

Monday & Tuesday:	10 a.m. - 8:30 p.m.
Wednesday:	Closed
Thursday:	10 a.m. - 8:30 p.m.
Friday & *Saturday:	10 a.m. - 5 p.m.
*Sunday:	1 – 5 p.m.

Windsor Park, 955 Cottonwood Rd.

Monday & Tuesday:	1 - 8:30 p.m.
Wednesday:	Closed
Thursday:	1 - 8:30 p.m.
Friday & *Saturday:	10 a.m. - 5 p.m.
Sunday:	Closed

Appendix A

Assessment Results City of Winnipeg

Assessment Methodology

- Phase 1: Data Collection
 - Site walkthrough, device inventory, mapping & quantitative data collection
 - User Interviews for qualitative data collection
- Phase 2: Analysis
 - Derive current state TCO
 - Design future fleet
- Phase 3: Solution
 - Presentation outlining recommendations

City of Winnipeg Assessment Study Overview

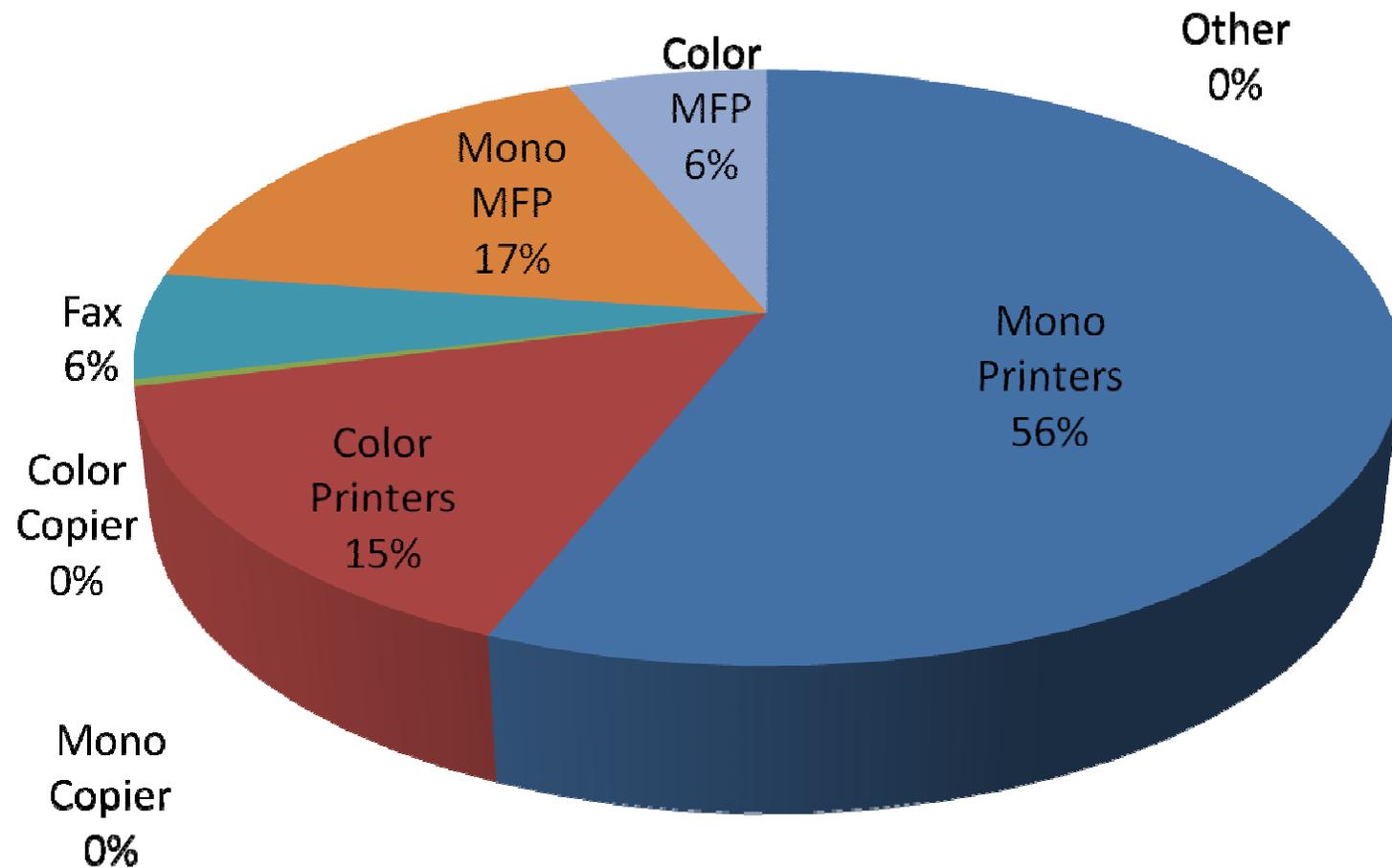
- 29 Different City of Winnipeg Office Locations Mapped
 - Library, Fire Departments, Police, Engineering, etc.
- 900-1100 users
- offices and city services environment
- discovered 539 print, copy & fax devices
- 11.349M pages annually
- 946 printed pages per person per month
- user-to-device ratio: 1.9:1
- 171 different print/copy/fax models
- 55% of the devices 5 years or older

Device Statistics

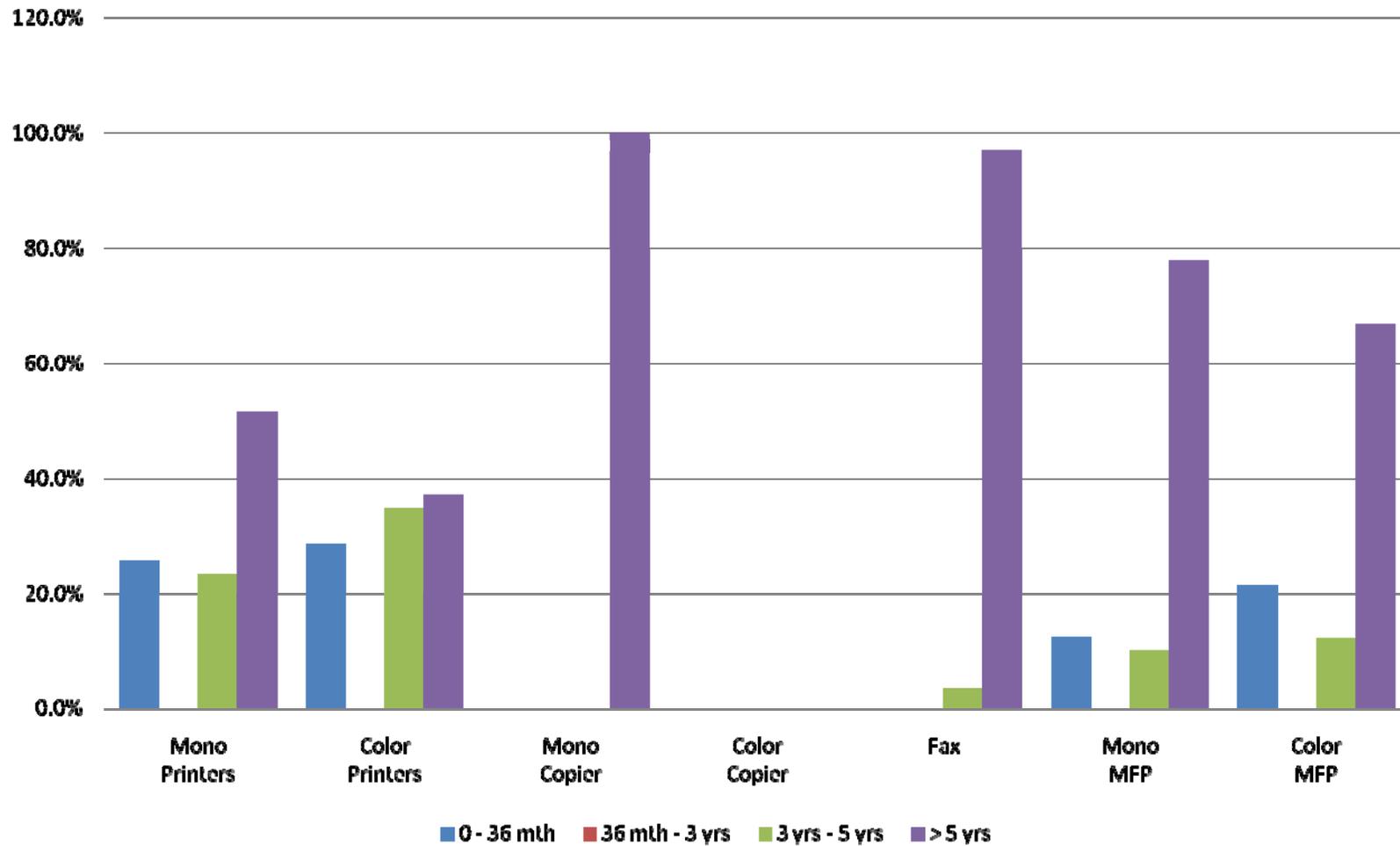
- Printers & MFPs*
 - 383 printers, 123 MFP
 - 392 mono, 114 color
 - 236 network, 270 local connect
 - 171 models
 - 110 mono, 61 color
 - 10 unique manufacturers
 - 203 unique toner cartridges
 - 11,302,440 pages/year
 - 99% of total pages
 - 55% of the printers are 5 years or older
 - User to device ratio – 2.0 : 1
- Copiers*
 - 2 Copiers
 - 2 models
 - Same manufacturers
 - 15,447 pages/year
 - 0.6% of total pages
 - User to device ratio – 0.0 : 1
- Fax
 - 31 fax machines
 - 46,872 pages/year
 - 0.6% of total pages
 - User to device ratio – 32.3 : 1

* Large percentage of existing multi-function devices are not networked thus acting as stand-alone copiers, but they are still MFPs

Fleet Distribution by Device Type



Fleet Obsolescence



TCO Contributors

Industry Contributors	Description	Source
Hardware	Acquisition costs (lease or purchase), hardware upgrades	Industry Standards + some City-supplied copier lease information
Supplies	Toner & Ink	Industry Standards
Maintenance	Maintenance kits, drum units, print heads, etc.	Industry Standards
Service & Support	Maintenance contract costs, warranty costs, time and materials services	Industry Standards
Energy	Power costs	Industry Standards
Paper	Paper costs	City-supplied
Purchasing Costs, Stocking, Logistics	Cost to create a purchase order and pay an invoice, cost of unused toner and other supplies stored and around devices	Industry Standards
IT Operations	Print administration, installation and configuration, disposal, asset administration, Help Desk costs, analog fax lines	Industry Standard

Paper Impact

- Paper Study:
 - 32,379,750.00 Total Pages
 - 102.94 Per Pack overall
 - 363,500 forms and lower per pack (250)
 - 9,450,000 standard tabloid-size (11" x 17") pages
 - 32,016,250 standard letter-size (8.5" x 11") pages
 - 88.08 per pack forms and lower
 - 14.86 per pack standard 20 lb. paper
 - \$0.02972 per page cost of paper
- To reduce paper costs:
 - Implement or fully utilize the digital workflow projects underway
 - Implement a city wide digital fax strategy

End-user feedback

- Copiers are not reliable
 - “Break early – break often”
- Older print devices are too slow
- Don’t have a way to collate/staple at the MFP/printer
- Sorting through print jobs is frustrating
- Don’t print multiple originals because...
 - Copiers are less expensive to use (User Perception)
 - Didn’t know I could
- Problems with auto feeder, paper jams



January 18, 2010



January 18, 2010

CAT Club
Sept
Jan 16/10
~~10/15/10~~
Aug 16/10

DON'T
USE FOR

PHOTOCOPYING



January 18, 2010

13





January 18, 2010

15

Carbon footprint analysis

Annual Carbon Footprint	Current Fleet	Future Fleet
Printing Power (kWh)	107,797	
Printing Carbon Emissions (kg)	1,509	
Paper (kg)	52,207	
Print Server Power (kWh)	9,700	
Print Server Carbon Emissions (kg)	136	
Print and Server Power Cost	\$11,863	

LAN fax solution savings versus desktop fax (examples)

Labour cost	Manual fax machine	Fax server
Time to fax (minutes)	8	1
X number of faxes/day	180	180
= Total time (hours)	24	3
X average labor costs	\$22/hr	\$22/hr
Total cost per day	\$528	\$66

Source: Davidson Consulting

Major Recommendations

- Centralize the output fleet operating budget
 - You cannot effectively implement policy changes without budgetary control
- Appoint an “Output Czar”
 - Put someone in charge of the overall fleet (see Gartner document HARD-WW-DP-0576 for additional recommendations)
- Update the fleet
 - With 55% of devices 5 years old or older, ongoing maintenance costs and time required are higher than necessary
- Network all devices
 - Today, large percentage of existing multi-function devices are not networked thus acting as stand-alone copiers
 - You cannot effectively manage what you cannot measure

Major Recommendations (2)

- Adjust City network firewall rules
 - From within the City, there was no single location that had visibility to all networked devices in the City fleet
- Get out of the “printer/copier business”
 - Contract a qualified third-party to manage and maintain the updated City fleet
- Better understand the digital workflow projects already in-place/underway
 - existing LAN-based fax solutions
 - HP Autostore

Fleet Design Recommendations

- Enforce a City-wide output design strategy
 - Put in place appropriate policies for shared & personal print
 - Move user-to-device ratio from the current 1.9:1 to a shared networked environment with at least 3.9:1 on average
 - Develop a City-wide list of standard equipment
 - leverage consistent supplies where appropriate
- Enable electronic sending capabilities using multi-function devices
 - Implement a city-wide digital fax strategy to reduce analog fax lines
 - Reduce/eliminate standalone fax machines in favour of this digital strategy
- Consider secure access technologies like smart cards or proximity cards where security is paramount
 - for example, police stations
- Deploy monochrome and colour printers to satisfy remaining output requirements
- Re-deploy existing devices where appropriate

Other Operational Recommendations

- Centralize fleet management through industry-best tools
 - The City has many locations, centralized management would help reduce costs of managing so many devices wide spread out across the organization
- Create a proactive management strategy versus reactive management
 - Use fleet management tools to enable consistent configuration of devices across the fleet
- Move to an automatic just-in-time supplies delivery model
 - reduce inventory carrying costs, eliminate risk of supplies obsolescence, and storage space requirements

<i>Department</i>						<i>Floor</i>	<i>Staff</i>	<i>Total Printers/MFPs</i>	<i># Printers w/ Info</i>	<i>Total Volume</i>
Audit										
	East Side - 185 King Street					3	7	4	4	6600
	Audit reports, research, working papers.									
		Printer	HP 4300dtn							
		Printer	HP 4600n							
		Printer	HP P3015							
		Printer	HP 5si							
		Fax	4100							
		Scanner	fi-5530c2							
		Copier	KM 2050							
							7	4	4	6600

<u>Department</u>						<u>Floor</u>	<u>Staff</u>	<u>Total Printers/MFPs</u>	<u># Printers w/ Info</u>	<u>Total Volume</u>
Clerks										
	510 Main St.					1	21	5	3	30780
	Administrative									
		Printer	Lexmark E322							
		Printer	Lexmark T642	16248						
		Printer	Xerox 8550	1266						
		Printer	Xerox 8550	13266						
		Fax	Pitney Bowes 3500							
		MFP	HP Laserjet 3020							
		MFP	KM-5050							
		MFP	KM-C3232							
		MFP	KM-5035							
	510 Main St.					Basement	1	1	0	
	Administrative									
		Printer	Lexmark E340							
	380 William Ave.					1	9	3	2	3624
	Administrative									
		Printer	Canon File Print 470							
		Printer	Xerox Phaser 8560	930						
		Printer	Lexmark T622	2694						
		Fax	Brother Intellifax 1270							
		MFP	KM-5035							
	311 Ross Ave.					2	0	1	0	
		Printer	Lexmark T630							
	311 Ross Ave.					3	0	1	0	
		Printer	Lexmark T616							
	1-756 Pembina Hwy					1	9	1	1	25842
	Administrative									
		Printer	Lexmark T642	25842						
		Fax	Brother 4100e							
		MFP	KM-3035							
		MFP	KM-5050							
	510 Main St.					1	27	2	2	26562
	Council									
		Printer	Lexmark T632	6642						
		Printer	Lexmark T632	19920						
		MFP	KM-C3232E							
	510 Main St.					2	0	2	0	
	Council									
		Printer	Lexmark 332n							
		Printer	Lexmark 332n							
	510 Main St.					Mezz	6	1	0	
	Council									
		Printer	Lexmark T632							
	510 Main St.					Council Chamber	0	1	0	
	Council									
		Printer	Lexmark 332n							
							73	18	8	86808

Department					Floor	Staff	Total Printers/MFPs	# Printers w/ Info	Total Volume	Public Volume
Community Services										
1057 Logan Avenue					1	13	4	4	118,863	
Animal Services - Admin/Bi-Law Enforcement										
		Printer	Deskjet 970Cse							
		Printer	Laserjet 2300dtn							
		Printer	Laserjet 4200dtn							
		Printer	Laserjet 5p							
		Fax	Bros. Intellifax 4750							
		Scanner	Scanjet 6300C							
		Copier	KYOCERA-KM3040							
1101 Wabasha Street					1	6	2	2	6,601	
Transcona Centennial Pool										
		Printer	Laserjet 2200							
		Printer	Laserjet 4250dtn							
1215 Archibald Street					1	13	3	3	33,150	
Bonivital Pool										
		Printer	Laserjet 2200							
		Printer	Laserjet 2200							
		Printer	Laserjet 4250dtn							
		Copier	KYOCERA-KM3035							
1400 Rothesay Avenue					1	1	1	1	15,140	
Chief Peguis Fitness Center										
		Printer	Laserjet 1320n							
		Fax	Canon Class 2050P							
1539 Waverley Street					1	4	3	3	26,505	
Insect Control - Research Section										
		Printer	Color Laserjet 3700dn							
		Printer	Color Laserjet cp3525n (Heliport part of the year)							
		Printer	Laserjet 5p (almost at end of life)							
		Fax	LaserClass 8500							
		Scanner	Scanjet 5370C							
		Copier	KYOCERA-KB2035							
1887 Pacific Avenue West					1	3	1	0		
Eldon Ross Pool										
		Printer	Laserjet 2100							
		Fax	Bros.Intel 360							
200 Isabel Street					1	3	1	1	7,058	
Freight House Recreation and Leisure Centre										
		Printer	Laserjet P3005n							
		Fax	Bros. Intellifax 1270e							
		Copier	KYOCERA-KM3035							
200 Isabel Street					2		1	1	731	
Freight House Recreation and Leisure Centre										
		Printer	Color Laserjet cp2025x							
2055 Ness Avenue					1	12	3	3	27,147	
St. James Civic Centre										
		Printer	Laserjet 2100							
		Printer	Business Inkjet 2250tn							
		Printer	Laserjet 4250dtn							
		Copier	KYOCERA-KM3040							
25 Poseidon Bay					1	41	2	2	18,025	
Pan Am Pool										
		Printer	Laserjet 4250dtn							
		Printer	Laserjet 4250dtn							
		Copier	KYOCERA-KM2050							
25 Poseidon Bay					2		5	0		
Pan Am Pool										
		Printer	CP1700d Color Inkjet							
		Printer	Laserjet 2200							
		Printer	Laserjet P3015x							
		Printer	Laserjet P3005dn							
		Printer	Laserjet 2300							
		Fax	HP1040							
		Copier	KYOCERA-KM3035							
25 Poseidon Bay					3		1	0		
Pan Am Pool										
		Printer	Laserjet 3005dn							
		Fax	Panafax UF 790							
		Copier	KYOCERA-KM3035							
3 Grey Street					1	7	4	4	21,637	
Insect Control - Operations Section										
		Printer	Business Inkjet 2800							
		Printer	Color Laserjet 3800dn							
		Printer	Deskjet 960Cse							
		Printer	Laserjet 2100							
		Fax	Canon Class 9000							
		Copier	KYOCERA-KM3035							
18-30 Fort					1	12	6	6	56,565	
Community By-law Enforcement Division - License Services										
		Printer	Laserjet 2200dtn							
		Printer	Laserjet 4250dtn							
		Printer	Laserjet 4250dtn							
		Printer	Laserjet 4250dtn							
		Printer	Color Laserjet cp3525dn							
		Printer	Inkjet Photosmart 7150							
		Fax	Canon Class 710							

		Scanner	Scanjet N6350 networked						
		Scanner	Scanjet 3570C flatbed						
		Scanner	Scanjet 3570C flatbed						
		Scanner	Scanjet 3570C flatbed						
		Scanner	Scanjet 3570C flatbed						
		Scanner	Scanjet 3570C flatbed						
		Copier	KYOCERA-KM3035						
		381 Sherbrook Street Sherbrook Pool		1	9	1	1	3,208	
		Printer	Laserjet 4250dtn						
		Fax	Brother Intelifax2820						
		Copier	KYOCERA-KM3040						
		395 Main Street Community By-law Enforcement Division/Community Development and Recreation Services		1	19	6	6	52,160	
		Printer	Laserjet 2200						
		Printer	Laserjet 2200						
		Printer	Laserjet 2200						
		Printer	Color Laserjet 3800dtn						
		Printer	Laserjet 4250dtn						
		Printer	Deskjet 960Cse (near end of life)						
		Fax	Canon Laser 2050						
		Copier	KYOCERA-KM3040						
		395 Main Street Office of the Director/Strategic and Information Systems Services		2	10	5	5	60,793	
		Printer	Business Inkjet 2800dtn						
		Printer	DesignJet100						
		Printer	Laserjet 2200dn						
		Printer	Laserjet 4200dtn						
		Printer	Laserjet 6p						
		Fax	Canon G# - JJX 04354						
		Copier	KYOCERA-KM3035						
		395 Main Street Finance and Administrative Services/Strategic and Information Systems Services		3	19	5	5	94,640	
		Printer	Laserjet 4250dtn						
		Printer	Laserjet 4250dtn						
		Printer	Laserjet 4250dtn						
		Printer	Laserjet P3005x						
		Printer	Color Laserjet 2605dn						
		Fax	Canon H12249						
		Scanner	Scanjet 5490C						
		Copier	KYOCERAY-KM3040						
		395 Main Street Human Resource Strategy and Services		4	15	6	6	132,691	
		Printer	Color Laserjet 2600n						
		Printer	Laserjet 4250dtn						
		Printer	Laserjet 4250dtn						
		Printer	Laserjet 4300dtn						
		Printer	Laserjet 4p						
		Printer	Laserjet P3005x						
		Fax	Canon H12228						
		Scanner	Scanjet N6310						
		Copier	KYOCERA-KM3040						
		395 Main Street Community By-law Enforcement/Strategic and Informations Systems Services		5	24	3	3	14,761	
		Printer	Color Laserjet cp3525x						
		Printer	Laserjet 4250dtn						
		Printer	Deskjet 960Cse						
		Fax	Canon Super G3						
		Copier	KYOCERA-KM3035						
		395 Main Street Community Development and Recreation Services		6	17	5	5	62,150	
		Printer	Color Laserjet 2600n						
		Printer	Color Lasejet 5550dtn						
		Printer	Epson Stylus Color 3000						
		Printer	Laserjet 2100tn						
		Printer	Laserjet 2300						
		Fax	Canon H12249						
		Scanner	Scanjet 5590 flatbed						
		Copier	KYOCERA-KM3035						
		395 Main Street Community Development and Recreation Services		7	17	7	7	99,696	
		Printer	Laserjet P3005dn						
		Printer	Color Laserjet 4600dtn						
		Printer	Laserjet 2200						
		Printer	Laserjet 2200						
		Printer	Laserjet 2200						
		Printer	Laserjet 2200d						
		Printer	Deskjet 960Cse (not in use)						
		Fax	Canon 2050P						
		Copier	KYOCERA-KM5035						
		395 Main Street Community Development and Recreation Services		8	15	3	3	43,598	
		Printer	Laserjet 4250dtn						
		Printer	Laserjet 2200						
		Printer	Laserjet 5P						
		Fax	Canon Laser Class2060						
		Copier	KYOCERA-KM5050						
		395 Main Street		9	14	3	3	47,029	

Community Development and Recreation Services							
		Printer	Business Inkjet 1200d				
		Printer	Laserjet 4250dtn				
		Printer	Laserjet 4250dtn				
		Fax	Canon Class 2050P				
		Copier	KYOCERA-KM4050				
430 Langside Street				1	4	1	0
Magnus Eliason Recreation Centre							
		Printer	Laserjet 3015x				
		Copier	KYOCERA-KM3035				
430 Langside Street				2	1	1	0
Magnus Eliason Recreation Centre							
		Printer	Color Laserjet cp2025x				
444 Adsum Drive				1	15	4	4
Seven Oaks Pool							
		Printer	Inkjet CP1700d				
		Printer	Laserjet 2200				
		Printer	Laserjet 4250dtn				
		Printer	Laserjet P3005dn				
		Copier	KYOCERA-KM2030				
510 King Street				1	4	1	0
Turtle Island Neighbourhood Centre							
		Printer	Laserjet 3005dn				
		Fax	Bros. #2820				
		Copier	KYOCERA-KM3035				
510 King Street				2	2	1	0
Turtle Island Neighbourhood Centre							
		Printer	Color Laserjet cp2025x				
545 Watt Street				1	18	3	3
Community Development and Recreation Services							
		Printer	Deskjet 6122				
		Printer	Laserjet 4050t				
		Printer	Laserjet 4250dtn				
		Fax	Canon Super G3				
		Copier	KYOCERA-KM3035				
565 Watt Street				1	6	1	1
Community Development and Recreation Services							
		Printer	Laserjet 2100m				
		Fax	Canon - CFX-L4000				
		Copier	KYOCERA-KM3035				
575 Larsen				1	1	0	0
East End Cultural Center							
		Copier	KYOCERA-KM2035				
601 Aikins				1	2	1	1
St. John's Leisure Centre							
		Printer	Laserjet 3005n				
		Fax	Canon 2050P				
		Copier	KYOCERA-KM3040				
614 Des Meurons Street				1	2	1	1
Bilingual Service Centre							
		Printer	Laserjet 4050				
		Fax	Bros.Intellifax775				
625 Osborne Street				1	4	2	2
Fort Rouge Leisure Centre							
		Printer	Deskjet 6988dt				
		Printer	Laserjet 5p				
		Fax	Canon #L120-F147400				
		Copier	KYOCERA-KM3035				
625 Osborne Street				2	5	1	1
Fort Rouge Leisure Centre							
		Printer	Laserjet 5p				
644 Parkdale Street				1	18	5	5
St. James Centennial Pool							
		Printer	Color Laserjet cp2025dn				
		Printer	Laserjet 2200				
		Printer	Laserjet 2300				
		Printer	Laserjet 4250dtn				
		Printer	Laserjet 6p				
		Copier	KYOCERA-KM3040				
685 Dalhousie Drive				1	9	3	3
Margaret Grant Pool							
		Printer	Inkjet CP1700d				
		Printer	Laserjet 3015x				
		Printer	Laserjet 4250dtn				
		Copier	KYOCERA-KM2035				
90 Sinclair Street				1	11	1	0
North Centennial Pool - currently closed for renovations							
		Printer	Laserjet 2430dtn				
		Fax	(in storage)				
		Copier	KYOCERA-KM2035				
909 Concordia Avenue				1	16	1	1
Elmwood Kildonan Pool							
		Printer	Laserjet 4250dtn				
		Copier	KYOCERA-KM2035				
909 Concordia Avenue				2	1	1	0
Elmwood Kildonan Pool							
		Printer	Inkjet CP1700d				
999 Sargent Avenue				1	22	3	3
41,344							

	Printer	6620								
	Printer	2100 M								
	Fax	UF-595								
	Copier	FT 5535								
	St. James Library / 1910 Portage Avenue				2	1	1	1		
	Printer	2100 M								
	Copier	KM 2020								
	St. John's Library / 500 Salter Street				Bsmt	0	1	1		
	Printer	P2015								
	St. John's Library / 500 Salter Street				1	3	3	3	5,268	2,376
	Printer	6940								
	Printer	6940								
	Printer	2100								
	Fax	UF-490								
	Copier	FT 4522								
	St. Vital Library / 6 Fermor Avenue				1	7	3	3	4,896	6,007
	Printer	6940								
	Printer	6940								
	Printer	2100 M								
	Fax	UF-595								
	Copier	AF 650								
	Sir William Stephenson Library / 765 Keewatin				1	8	6	6	12,816	15,130
	Printer	6120								
	Printer	1160								
	Printer	6P								
	Printer	P2015								
	Printer	1150								
	Printer	6P								
	Fax	UF-585/595								
	Copier	KM 2030								
	Transcona Library / 111 Victoria Avenue West				Bsmt	3	1	1		
	Printer	895 CXI								
	Transcona Library / 111 Victoria Avenue West				1	5	2	2	4,524	4,537
	Printer	6940								
	Printer	2100 M								
	Fax	2050P								
	Copier	KM 2030								
	West End Library / 999 Sargent Avenue				1	4	3	3	3,588	5,552
	Printer	P2015								
	Printer	6122								
	Printer	2100 M								
	Fax	UF-585								
	Copier	KM 2030								
	West Kildonan Library / 365 Jefferson Avenue				Bsmt	3	1	1		
	Printer	6940								
	West Kildonan Library / 365 Jefferson Avenue				1	5	3	3	6,288	12,755
	Printer	1160								
	Printer	895 CXI								
	Printer	2100 M								
	Fax	UF-595								
	Copier	AF 1022								
	Westwood Library / 66 Allard Avenue				Bsmt	3	1	1		
	Printer	6940								
	Westwood Library / 66 Allard Avenue				1	5	2	2	6,324	2,976
	Printer	6940								
	Printer	2100 M								
	Fax	UF-595								
	Copier	FT 5535								
	Windsor Park Library / 955 Cottonwood Road				Bsmt	2	1	1		
	Printer	895 CXI								
	Windsor Park Library / 955 Cottonwood Road				1	3	2	2	1,836	2,095
	Printer	840 C								
	Printer	2100 M								
	Fax	UF-322								
	Copier	FT 5535								
					681	239	226	1,901,066	163192	

Department						Floor	Staff	Total Printers/MFPs	# Printers w/ Info	Total Volume
Corporate Support Services										
510 Main						1	3	1	1	11,706
CSS - FilmCulture										
		MFP	HP LaserJet M2727	11,706						
510 Main						2	13	6	4	118,848
CSS - CAO Office										
		Printer	HP Color LaserJet 4650	5,334						
		Printer	HP LaserJet P3005	7,158						
		Printer	HP LaserJet P3005	12,198						
		Printer	Lexmark E320							
		Printer	Lexmark E321							
		MFP	Xerox WorkCentre 7346	94,158						
		Copier	KM - 3035 cw 170							
510 Main						3	5	1	1	19,932
CSS - French Translation										
		Printer	HP LaserJet P3005x	19,932						
		Fax	HP Fax 1240							
510 Main						3	8	2	0	
CSS - Staffing Branch										
		Printer	HP LaserJet P3005							
		Printer	HP Color LaserJet 2840							
		Fax	HP OfficeJet 7110 AIO							
		Scanner	HP ScanJet 5590							
		Copier	KM5035 - CW143-115111							
510 Main						3	6	2	0	
CSS - Desktop										
		Printer	Lexmark T614							
		Printer	HP LaserJet 6L							
		Scanner	HP ScanJet 5590							
510 Main						5	9	1	1	31,116
HR Systems										
		Printer	HP LaserJet P3005	31,116						
		Scanner	HP ScanJet 8250							
510 Main						5	3	1	1	9,600
HR, IT										
		Printer	HP LaserJet 1320	9,600						
		Fax	Canon LaserClass 2060 P Super G3							
		Scanner	HP ScanJet 4070 Photo Smart							
		Copier	KM5035 - CW36-114697-02							
		Copier	KM5035 - CW68-114812-01							
510 Main						5	7	2	2	47,766
Labour Relations and Total Compensation										
		Printer	HP Color LaserJet 3700	10,590						
		Printer	HP LaserJet 4350	37,176						
		Fax	Panafax UF-550							
510 Main						5	60			
HR, IT										
		Printer	HP LaserJet 1320	9,600						
		Printer	HP LaserJet P3005	61,398						
		Printer	HP Color LaserJet 3800	55,794						
510 Main						6	51	3	2	100,530
IT										
		Printer	HP Color LaserJet 8550 - <i>not hooked up? Retired?</i>							
		Printer	HP Color LaserJet 5550	69,990						
		Printer	HP LaserJet P3005	30,540						
		Scanner	HP9200 Digital Sender							
		Copier	Kyocera KM 5035							
510 Main						7				
		Printer	LaserJet 900dn							
		Printer	LaserJet 900dn							
		Printer	LaserJet 900dn							
Council Building (Print Shop)						Bsmt	11	4	1	22,794
CSS - Print Shop & Mail Room										
		Printer	HP LaserJet 1320	22,794						
		Printer	HP LaserJet 1020							
		Printer	Lexmark E210							
		Printer	HP LaserJet 4MV							
		Fax	Canon Laser Class 720i							
		Scanner	Microtek ScanMaker 1000 XL							
		Copier	Ricoh, model: Aficio 1027							
421 Osborne						1		2	2	41,736
IT										
		Printer	HP LaserJet 1320tn	30,918						
		Printer	HP LaserJet 4000	10,818						
		Scanner	HP9200 Digital Sender							
		MFP	KM2030							
234 Donald						3		2	0	
CSS - 311										
		Printer	HP Color LaserJet CP3505							
		Scanner	HP LaserJet M4345 MFP							
		MFP	HP LaserJet 3035 MFP							
180 King						4	16	4	4	103,284
CSS - HRD										

Department					Floor	Staff	Total Printers/MFPs	# Printers w/ Info	Total Volume
Fire Paramedic Service									
185 King Street Adminstration.					2		19	0	
		Printer	044100						
		Printer	Ink jet 1100						
		Printer	Ink jet 1100						
		Printer	CP2025						
		Printer	Deskjet 460						
		Printer	HL-2070N						
		Printer	HL-2140						
		Printer	HL-2170W						
		Printer	Laserjet 5P						
		Printer	P2015						
		Printer	Photo 1400						
		Printer	Laserjet CP3505X						
		Printer	LASERJET 4700 DTN						
		Printer	LASERJET 4700 DTN						
		Printer	LASERJET 4700 DTN						
		Printer	2430DTN						
		Printer	4200DTN						
		Printer	LASERJET 2430 DTN						
		Scanner	CANOSCAN LIDE80						
		Scanner	F90910						
		MFP	MFC 210C						
		Copier	KM3050						
		Copier	KM5035						
2546 McPhillips Street Fleet services, stores, Fire/EMS training.					1		17	0	
		Printer	CP1518ni						
		Printer	DESKJET 3550						
		Printer	DESKJET 3650						
		Printer	DESKJET 5650						
		Printer	DESKJET 6540						
		Printer	DESKJET 6940						
		Printer	DESKJET 930C						
		Printer	HL-1230 LASER						
		Printer	HL-2070						
		Printer	HL-2070N						
		Printer	HL-2070N						
		Printer	HL-2070N						
		Printer	LASERJET 3800DTN						
		Printer	LASERJET 2430DTN						
		Printer	LASERJET 2430DTN						
		MFP	LASERJET 3050						
		MFP	MFC-440CN						
		Copier	KM5035						
		Copier	KM3035						
		Copier	KM3035						
604 St. Mary's Road Fire Prevention.					1		6	0	
		Printer	DESKJET 6940						
		Printer	K550						
		Printer	LASERJET CP3505X						
		Printer	LASERJET 2300 DTN						
		Scanner	C9850A						
		MFP	MFC-420CN						
		MFP	MFC-440CN						
		Copier	KM5050						
65 Ellen Street Duty Office.					1		7	0	
		Printer	HL-5040						
		Printer	JET DIRECT 172X						
		Printer	KX-P1150						
		Printer	PHOTO SMART C4680						
		Printer	PHOTO SMART C4680						
		MFP	MC-420C						
		MFP	M2727nf MFP						
		Copier	KM3035						
726 Furby Street Fire Station.					1		1	0	
		Printer	KX-P1150						
1446 Regent Avenue Fire Station.					1		3	0	
		Printer	KX-P1150						
		Printer	240						

		MFP	MFC-420CN						
700 Assiniboine Avenue EMS Communications.						1		4	0
		Printer	3600dn						
		Printer	HL-2070N						
		Printer	HL-2070N						
		Printer	HL2170W						
640 Kimberly Avenue Fire Station.						1		2	0
		Printer	Deskjet 6940						
		Printer	KX-P1150						
799 Lilac Fire Station.						1		4	0
		Printer	DESKJET 990 CXI						
		Printer	HL-2070N						
		Printer	KX-P1150						
		MFP	MFC-420Cn						
337 Des Meurons Steet Fire Station.						1		2	0
		Printer	DESKJET 990 CXI						
		Printer	KX-P1150						
1354 Border Street Fire Station.						1		2	0
		Printer	DESKJET 990 CXI						
		Printer	KX-P1150						
10 Allan Blye Drive Fire Station.						1		2	0
		Printer	HL-2070N						
		Printer	KX-P1150						
701 Day Street Fire Station.						1		2	0
		Printer	HL-2070N						
		Printer	KX-P1150						
1501 Church Avenue Fire Station.						1		2	0
		Printer	HL-2070N						
		Printer	KX-P1150						
524 Osbourne Street Fire Investigations.						1		2	0
		Printer	KX-P1150						
		Printer	LASERJET 2605DTN						
		Copier	KM3035						
150 Osbourne Street Fire Station.						1		2	0
		Printer	KX-P1150						
		Printer	KX-P1150						
320 Whytefold Road Fire Station.						1		1	0
		Printer	KX-P1150						
1665 Rothesay Street Fire Station.						1		1	0
		Printer	KX-P1150						
2490 Portage Avenue Fire Station.						1		1	0
		Printer	KX-P1150						
5000 Roblin Boulevard Fire Station.						1		1	0
		Printer	KX-P1150						
200 Berry Street Fire Station.						1		1	0
		Printer	KX-P1150						
1710 Grosvenor Avenue Fire Station.						1		1	0
		Printer	KX-P1150						
525 Banting Drive Fire Station.						1		1	0
		Printer	KX-P1150						
1057 St. Mary's Road Fire Station.						1		1	0
		Printer	KX-P1150						
845 Sargent Avenue Fire Station.						1		1	0
		Printer	KX-P1150						
864 Marion Street Fire Station.						1		1	0
		Printer	KX-P1150						
1083 Autumnwood Drive						1		1	0

Department						Floor	Staff	Total Printers/MFPs	# Printers w/ Info	Total Volume
PPD										
65 Garry						2	56	9	7	185,300
	Real Estate, IT, Geomatics, Mapping									
			Printer	HP 5200DTN	18,000					
			Printer	HP 5100DTN	31,000					
			Scanner	Epson GT-10000+						
			Scanner	Fujitsu F14530C						
			Printer	HP 5100TN	13,000					
			Printer	HP 5500DN Color	17,000					
			Scanner	HP Scanjet 5590						
			MFP	Kyocera 3050						
			Printer	HP 4100DTN	66,000					
			Printer	HP 4100DTN	36,300					
			Printer	HP 1160						
			Printer	HP 2015x	4,000					
			Printer	HP 2035						
			Scanner	HP Scanjet 5590						
			MFP	Kyocera 3035						
15-30 Fort						1	47	10	7	233,500
	Planning and Land Use									
			Printer	HP 1012						
			Printer	HP 5200DTN	72,400					
			Printer	HP 5200DTN	37,200					
			Printer	HP 2015X	9,400					
			Printer	HP 5550DN color	92,400					
			Printer	HP 4000T	10,000					
			Printer	HP 1200						
			Printer	HP P2015	2,100					
			Printer	HP 5	10,000					
			Printer	HP 5si						
			MFP	Kyocera 5050						
			MFP	Kyocera 5035						
			Fax	Panafax UF-770						
			Fax	Canon 9000L						
			Scanner	Epson GT-10000+						
311 Ross						1	1	1	0	
	City Relocation Specialist									
			Printer	HP P2035n						
Golf Services - 65 Garry, Kildonan, Windsor, Crescent Golf Courses						Mezz, GC's	11	5	0	
			Printer	HP 1160						
			Printer	HP 1200						
			Fax	Brother MFC-240C						
			Fax	?						
			Fax	?						
			Printer	HP P1505						
			Printer	HP P1505						
			Printer	HP P1505						
65 Garry						3	40	11	7	120,200
	Office of Director, Finance, Civic Accommodations									
			Printer	HP 4100DTN	6,500					
			Printer	HP Deskjet 3845						
			Printer	HP 5500DN Color						
			Printer	HP 1150	2,000					
			Printer	HP 1160						
			Printer	HP 5						
			Printer	HP P2015	6,100					
			Printer	HP 1200	2,000					
			Printer	HP 8000	38,600					
			Scanner	HP Scanjet 5550C						
			Scanner	HP Scanjet 8200						
			MFP	Kyocera 5050						
			Printer	HP 5100TN	50,000					
			Printer	HP 1200	15,000					
			MFP	Kyocera 3035						
			Fax	Panafax UF-790						
65 Garry						4	52	4	4	156,000
	Inspections and HR scanning									
			Printer	HP 5200DTN	48,000					
			Printer	HP 5200TN	52,000					
			Printer	HP P4015N	29,000					
			Printer	HP P2015D	27,000					
			Scanner	Fujitsu F14530C						
			Scanner	Fujitsu F14530C						
			Scanner	HP 5490C						
			Fax	Panafax UF-770						
			MFP	Kyocera 3035						

		MFP	Kyocera 5050							
31-30 Fort					1	40		18	10	205,000
Zoning & Permits										
		Printer	HP 2550n color	5,700						
		Printer	HP 1300							
		Printer	HP 4015TN	15,700						
		Printer	HP 1160							
		Printer	HP 4000	1,200						
		Printer	HP 4000	11,800						
		Printer	HP 4200n	34,000						
		Printer	HP 5200DTN	46,000						
		Printer	HP 4000	20,400						
		Printer	HP 4200	13,600						
		Printer	HP 1200							
		Printer	HP 2200DTN							
		Printer	HP 4000	11,600						
		Printer	HP 8000	45,000						
		Printer	HP 4050							
		Printer	HP 4000							
		Printer	HP 4000							
		Printer	HP 2035							
		Scanner	Fujitsu FI5530C							
		Scanner	HP Scanjet 5550C							
		MFP	Kyocera 5050							
		MFP	Kyocera 5050							
65 Garry St					Mezz	16		3	1	17,000
Plan Examination										
		Printer	HP P2015							
		Printer	HP 4000	17,000						
		Printer	HP 1200							
		MFP	Kyocera 3035							
65 Garry St					Mezz	6		0	0	
HR										
		Scanner	Fujitsu FI5530C							
		MFP	Kyocera 3035							
65 Garry St					1	10		2	1	50,000
Land Development										
		Printer	HP 4p							
		Printer	HP 5200DTN	50,000						
		MFP	Kyocera 5050							
3001 Notre Dame					1	5		3	0	
Brookside cemetery.										
		Printer	HP 2550n color							
		Printer	HP 1320tn							
		Printer	HP 1320tn							
		MFP	Kyocera 2530							
361 Hargrave					1	10		2	0	
Winnipeg Housing Branch										
		Printer	HP 3525DN color							
		Printer	HP 5100DTN							
		MFP	Kyocera 3035							
Municipal Accommodations 185 King Street					4	40		24	0	
Administration and Contract Services Offices for the Municipal Accommodations Division										
		Printer	1100							
		Printer	c5580							
		Printer	1100							
		Printer	2015dn							
		Printer	5							
		Printer	5100							
		Printer	2800							
		Printer	4250							
		Printer	1200							
		Printer	1200							
		Printer	1100							
		Printer	1300							
		Printer	1300							
		Printer	1300							
		Printer	1320							
		Printer	1320							
		Printer	4100							
		Printer	1200							
		Printer	5510							
		Printer	1100							
		Printer	1160							
		Printer	2210							
		Printer	6980							
		Printer	C5580							
		Fax	W1163							

		Fax	2600						
		Scanner	5590						
		Scanner	5590						
		Scanner	15000						
		Copier	Aficio 557						
Municipal Accommodations; 510 Main Street (Central Control & Tech Shop)				Bsmt	20		7	0	
Facilities maintenance - Central Control office & Tech shop									
		Fax	UF490						
		Copier	KM-3035						
		Printer	5100 HP						
		Printer	1300 HP						
		Printer	2605 HP						
		Printer	6980 HP						
		Printer	6980 HP						
		Printer	7960 HP						
		Printer	PSC500 HP						
Municipal Accommodations; 752 McGee							9	0	
Facilities maintenance branch									
		Printer	P2015						
		Printer	P-2015						
		Printer	P-2015						
		Printer	P-2015						
		Printer	4050T						
		Printer	4050T						
		Printer	960C						
		Printer	HP Photosmart C5580						
		Printer	HP Laserjet 400N						
		Fax	UF - 790						
		Fax	UF-885						
		MFP	KM 3040						
Seven Oaks Pool				1	2		1	0	
Pool Engineer's office - Administrative duties									
		Printer	hp deskjet 990c						
		Fax	Panafax UF-790						
Boni Vital Pool				1	2		2	0	
Pool Engineer's office - Administrative duties									
		Printer	hp deskjet 6122						
		Printer	hp laserjet 1020						
East Kildonan Pool				1	2		1	0	
Pool Engineer's office - Administrative duties									
		Printer	Hp deskjet 6122						
		Fax	Panafax UF-790						
St. James Centennial Pool				1	2		1	0	
Pool Engineer's office - Administrative duties									
		Printer	HP Deskjet6940						
		Fax	Panafax UF-750						
Cindy Klassen Recreational Centre				1	4		1	0	
Pool Engineer's office - Administrative duties									
		Printer	HP Deskjet 640						
		Fax	Panfax UF790						
Pan-Am Pool 25 Poseidon Bay				Bsmt	4		1	0	
Engineer's office - Administrative duties									
		Printer	hp Deskjet 6122						
		Fax	Brother intellifax 2820						
Bertrand Arena - 294 Bertrand				1	1		0	0	
Facility maintenance staff									
		Fax	UF-595						
Century Arena 1377 Clarence				1	1		0	0	
Facility maintenance staff									
		Fax	UF-585						
Eric Coy Arena 535 Oakdale				1	1		0	0	
Facility maintenance staff									
		Fax	UF-585						
Charles Barbour Arena 500 Nathaniel				1	1		0	0	
Facility maintenance staff									
		Fax	UF-585						
Maginot Arena 910 Maginot				1	1		0	0	
Facility maintenance staff									
		Fax	UF-585						
Roland Michener Arena - 1121 Wabasha				1	1		0	0	
Facility maintenance staff									
		Fax	UF-585						
Billy Mosienko Arena 709 Keewatin				1	1		0	0	
Facility maintenance staff									
		Fax	UF-550						
Old Ex Arena				1	1		0	0	
Facility maintenance staff									
		Fax	UF-585						

Department					Floor	Staff	Total Printers/MFPs	# Printers w/ Info	Total Volume		
PWD											
	821 Elgin Ave.						42	4	0		Medium
	Traffic Signals Office										
		Printer	HP 800 PS Plotter (net)								
		Printer	HP 8550								
		Printer	LJ 2300 DTN								
		Printer	DJ 6940								
		Fax	Canon Laser Class 2060								
		Scanner	HP 5590 SCANJET								
		MFP	Kyocera MFP								
		Copier	Kyocera KM-3035								
	1 Midland Ave.						4	1	0		Medium
	Parks North Area - Foreman Office										
		Printer	LJ P2055X (net)								
		Fax	Brother Itellifax 1360								
		Copier	Kyocera KM - 2050								
	421 Osborne Ave.						12	6	0		Medium - High
	Streets Maintenance Division, Traffic Services & Administration Branches										
		Printer	LJ 2200								
		Printer	LJ 1320N (net)								
		Printer	LJ 2430TN (net)								
		Printer	LJ 4250N (net)								
		Printer	OJ Pro K8600								
		Printer	HP DJ 6988								
		Copier	Kyocera KM3035								
	590 St. Annes						4	2	0		Low
	Streets Maintenance - Maintenance/Supervision										
		Printer	LJ 2055DN (net)								
		Printer	Bus IJ 2800								
		Copier	Kyocera KM2030								
	190 River Rd.						2	2	0		Light
	St. Vital Park Office										
		Printer	LJ 1200								
		Printer	Deskjet 6122								
		Fax	Canon 2050P								
	565 Watt Street						3	2	0		Light
	POS Foreman's Office										
		Printer	LJ 1200								
		Printer	DJ 5600								
		Fax	Brother Intellifax 1360								
		Copier	Kyocera TM 2020								
	700 Assiniboine Avenue						1	2	0		Light
	(7-10) - Parks Ambassadors will be working at this location										
		Printer	LJ 2035								
		Printer	LJ 2035N (net)								
		Fax	F152800 -J02095								
	700 Assiniboine						3	2	0		Light
	(7-10) people working as Park Ambassadors										
		Printer	LJ 2035								
		Printer	LJ 2035N (net)								
		Fax	Canon J02095								
	659 1/2 Wellington						4	1	0		Heavy
	Forman and seasonal staff										
		Printer	LJ 1320								
		Fax	Brother Intellifax 1360								
		Copier	Kyocera KM 3035								
	825 Tache						10	2	0		Medium
	Parks CPS - Carl Woloshyn - including Seasonal Foreman										
		Printer	LJ 1160								
		Printer	1200								
		Fax	Canon 2050P								
		Copier	Kyocera Mita KM 4030								
	849 Ravelston Ave.						18	3	0	43,000	High
	Streets Maintenance Division - Administration & Maintenance/Supervision										
		Printer	LJ 4250DTN (net)								
		Printer	LJ P4014 DN (net)								
		Printer	Bus IJ 2800 (net)								
		Copier	Kyocera KM3035								
	1155 Pacific Ave.					Rm 103	6	3	0		Heavy
	Director of Public Works Office										
		Printer	LJ CP2025xC (net)								
		Printer	LJ 1200								
		Printer	LJ4P								
		Scanner	Scanjet 5590								
	1155 Pacific Ave.					Rm 102	18	9	0		Heavy
	Human Resources & Finance/Administration										
		Printer	LJ 3700C (net)								
		Printer	LJ 4014DN (net)								
		Fax	Panasonic UF-560								
		Scanner	Scanjet N6310								
		Copier	Kyocera KM-3050								
		Printer	LJ 2500C (net)								
		Printer	LJ 1320 (net)								
		Printer	LJ P2055x (net)								
		Printer	LJ P2015DN (net)								
		Printer	LP Lazer Jet 5								

		Printer	LP Lazer Jet 4P							
		MFP	Canon 710							
		Copier	Kyocera KM-5035							
1155 Pacific Ave. Information Systems				Rm 108	3	2	0			Light-Medium
		Printer	LJ 4014DN (net)							
		Printer	Bus. IJ 2800DTN (net)							
1155 Pacific Ave. Customer Services & Underground Structures Division, Transportation,				Rm 107	21	7	0			Medium
		Printer	LJ 2430DTN (net)							
		Printer	LJ 2430DTN (net)							
		Printer	LJ 2430DTN (net)							
		Printer	LJ 4250 (net)							
		Printer	LJ P2015 (net)							
		Fax	Laser Class 710							
		Fax	Laser Class 9000L							
		MFP	Canon 710							
		MFP	Canon 9000L							
		Copier	Kyocera KM-350							
1155 Pacific Ave. Parks - Supervisors - Clerical Staff - Technicians				Rm 105	29	11	0			Heavy
		Printer	LJ 2550N (net)							
		Printer	DJ 1220C							
		Printer	DJ 5650							
		Printer	DJ 895CXI							
		Printer	LJ 2100							
		Printer	LJ 2430DTN (net)							
		Printer	LJ 4000 (net)							
		Printer	LJ 4250 (net)							
		Printer	LJ 4250 (net)							
		Printer	LJ 5000N (net)							
		Printer	OJ Pro K550							
		Fax	Canon 12425							
		Scanner	ScanjetG4010							
		Copier	Kyocera KM-305							
1155 Pacific Ave. Office related work (Reports, Drawings, Charts, Letters, Memos etc.)Public Works - Transportation Department				Rm 101	28	8	0			Medium-Heavy
		Printer	LJ 2100 (net)							
		Printer	LJ P2015DN (net)							
		Printer	Bus IJ 1200							
		Printer	LJ CP3505C (net)							
		Printer	DJ 890CSE							
		Printer	DJ 930C							
		Printer	LJ 2300 (net)							
		Printer	OJ Pro K550							
		Scanner	Scanjet 5590							
		Scanner	Scanjet 8300							
		Scanner	Scanjet Scanner							
		Copier	Kyocera KM-2030							
		Copier	Kyocera KM-3025							
1155 Pacific Ave. Engineering - Bridges- Asset Mgmt- Technology Services				Rm 106	55	18	0			Heavy
		Printer	LJ 2605DN							
		Printer	LJ 2605DN							
		Printer	LJ 4650C (net)							
		Printer	DJ 1220C							
		Printer	DJ 895CXI							
		Printer	DJ 895CXI							
		Printer	DJ 895CXI							
		Printer	DJ 970CSE							
		Printer	LJ 1022N							
		Printer	LJ 1200							
		Printer	LJ 2100 (net)							
		Printer	LJ 2200 (net)							
		Printer	LJ 2300							
		Printer	LJ 2420							
		Printer	LJ 4 (net)							
		Printer	LJ 4P							
		Printer	LJ 5100 (net)							
		Printer	OJ H470B							
		Fax	Brother Fax 1350M							
		Scanner	Scanjet 5370C							
		Scanner	Scanjet 5530							
		Scanner	Scanjet 8290							
		Copier	Kyocera C850C (net)							
1155 Pacific Ave. Streets Maintenance Division - Administration & Technology Services				Rm 104	20	10	0	40,000		Heavy
		Printer	Canon CLC500							
		Printer	LJ 3800C (net)							
		Printer	LJ 2100							
		Printer	LJ 2100							
		Printer	LJ 2300DN							
		Printer	LJ 2430DTN							
		Printer	LJ 4050 (net)							
		Printer	LJ 4050 (net)							
		Printer	OJ Pro K550							
		Printer	OJ Pro K550							
		Fax	Panasonic UF-560							

Department						Floor	Staff	Total Printers/MFPs	# Printers w/ Info	Total Volume
Water and Waste										
	7740 Wilkes						7	2	0	
	Treatment plant administration and support staff									
		Printer	HP LaserJet 5100dtn							
		Printer	HP LaserJet 1300							
		Fax	Brother Intellifax 2820							
		Copier	Kyocera KM 2530							
	7740 Wilkes						7	1	0	
	Electrical and Instrumentation staff									
		Printer	HP LaserJet 1100							
	180 King Street						14	2	0	
	Water and Waste Meter readers and administrative staff									
		Printer	HP LaserJet p3005dtn							
		MFP	HP 3380							
	185 King						45	5	0	
	Water and Waste billing and production, payment processing, financial services, administrative support									
		Printer	HP LaserJet 5200dtn							
		Printer	HP LaserJet P3005x							
		Printer	Pertech 5351							
		Printer	Pertech 5351							
		Printer	Pertech 5351							
		Fax	Canon 2060P							
		Fax	Canon G3 H 12228							
		MFP	Kyocera KM3050							
	185 King						42	3	0	
	Water and Waste call centre and administrative support									
		Printer	HP LaserJet 4100							
		Printer	HP LaserJet p3005x							
		Printer	HP LaserJet p2015x							
	360 McPhillips						5	3	0	
	Wastewater field staff and administrative support									
		Printer	HP LaserJet 1200							
		Printer	HP Color LaserJet cp1210							
		MFP	HP T45							
	375 Oak Point Highway						2	2	0	
	BFI currently picks up residential/apartment/small commercial garbage									
		Printer	HP LaserJet p2015x							
		Printer	HP LaserJet 2055dn							
	457 Main Street						7	1	0	
	CISS project team (IT)									
		Printer	HP LaserJet 2200dtn							
	457 Main Street						38	2	0	
	CISS Project team (business)									
		Printer	HP LaserJet 5100dtn							
		MFP	HP Color Laser Jet 2840							
		Copier	Kyocera KM 3530							
		Copier	Kyocera Mita DF 71U Finisher							
	510 Main						4	5	0	
	Cashiers for the general public for various City of Winnipeg bills									
		Printer	HP LaserJet 4250dtn							
		Printer	Ithaca PJ1500-I-S							
		Printer	Ithaca PJ1500-I-S							
		Printer	Ithaca PJ1500-I-S							
		Printer	Ithaca PJ1500-I-S							
	552 Plinquet						16	2	0	
	Water Services general administration: Management, Systems and clerical support									
		Printer	HP Color LaserJet 5550							
		Printer	HP Designjet 750C plus							
		Fax	Panafax UF 790							
		Scanner	HP ScanJet G4010 Photo Scanner							
		MFP	Kyocera KM 1650							
	552 Plinquet						24	3	0	
	Yard clerks; Water, Sewer and Land Drainage foremen and supervisors, clerical support									
		Printer	HP Laserjet 5200							
		Printer	HP Laserjet 2300dtn							
		Printer	HP Laserjet 2300dtn							
		Fax	Panafax UF 790							
		Scanner	HP ScanJet G3110							
	552 Plinquet						6	1	0	
	Emergency dispatch, supervisor									
		Printer	HP LaserJet 2100TN							
		Fax	Panafax UF 595							
		Copier	Kyocera KM 1650							
	552 Plinquet						75	1	0	
	Water Services Field Staff									
		Printer	HP LaserJet 2055dn							
	552 Plinquet						12	1	0	
	Departmental training facility									
		Printer	HP LaserJet 2100							

552 Plinquet				6	1	0
Storekeeping, stock reports						
	Printer	HP LaserJet 2200DN				
	Fax	LaserJet HP 3030				
598 Plinquet				6	1	0
Wastewater civil maintenance staff						
	Printer	HP LaserJet p2055x				
598 Plinquet				6	1	0
Wastewater Administrative staff						
	Printer	HP LaserJet 5000 Series				
	Fax	HP 6210				
	Copier	Kyocera KM 2020				
598 Plinquet				6	1	0
Electronic and Instrumentation staff for Wastewater						
	Scanner	HP ScanJet G300c				
	MFP	HP LaserJet M5035 MFP				
598 Plinquet				5	1	0
Stores for the Wastewater Division						
	Printer	HP LaserJet 2200				
	Fax	Pitney Bowes 2500				
	Copier	Kyocera KM 2530				
875 Lagimodiere Boulevard				1	1	0
Water pumping station maintenance						
	Printer	HP LaserJet p2015x				
1029 Henry Street				1	1	0
Recycling supervision						
	Printer	HP LaserJet 1160				
1029 Henry Street				1	1	0
Emterra (Solid Waste Business Partner)						
	Printer	HP LaserJet p2015x				
1199 Pacific Avenue				14	1	0
Departmental Desktop and Major System IT Administration						
	Printer	HP LaserJet 5sl				
1199 Pacific Avenue				22	2	0
Departmental HR Administration						
	Printer	HP LaserJet 5200dtn				
	Printer	HP Colour LaserJet cp3525				
	MFP	Kyocera KM-4050				
1199 Pacific Avenue				20	3	0
Departmental FA Administration						
	Printer	HP LaserJet 5100dtn				
	Printer	HP LaserJet 2200dtn				
	Printer	Fargo Direct to Card PC400				
1199 Pacific Avenue				2	1	0
Front receptionist for 1199 Pacific						
	Printer	HP LaserJet P2015x				
	Fax	Canon Laser Class 710				
1199 Pacific Avenue				2	1	0
Shared photocopier/colour printer room						
	Printer	HP Colour LaserJet 5550hdn				
	MFP	Kyocera KM 5035				
1199 Pacific Avenue				1	1	0
Departmental filing records						
	Printer	HP LaserJet P2015x				
	MFP	Kyocera KM 5035				
1199 Pacific Avenue				8	2	0
Departmental Library						
	Printer	HP LaserJet 2460dtn				
	Printer	HP LaserJet 1160				
	Scanner	HP ScanJet 8270				
1199 Pacific Avenue				5	1	0
Departmental Customer Service Administration						
	Printer	HP Inkjet 2200				
	Scanner	HP ScanJet 6300c				
1199 Pacific Avenue				10	1	0
Wastewater Administration						
	Printer	HP LaserJet 5100dtn				
1199 Pacific Avenue				71	3	0
Departmental Engineering services						
	Printer	HP LaserJet 5200dtn				
	Printer	HP LaserJet 5550hdn				
	Printer	HP LaserJet 4p				
	Fax	Panafax UF 560				
	MFP	Kyocera KM5035				
1199 Pacific Avenue				48	0	0
Departmental Engineering services						
	Fax	Panafax UF 595				
	Fax	MFC-8480DN				
	MFP	Kyocera KM4035				
1199 Pacific Avenue				2	0	0
Shared large format plotting and scanning room						

		Printer	HP DesignJet 4500ps								
		Printer	HP DesignJet 1050c								
		Scanner	Xerox 3050								
		Scanner	HP ScanJet 7710c								
		Scanner	Graphtec IS200								
1199 Pacific Avenue								0	0		
Shared microfilm/scanner room											
		Scanner	HP ScanJet 7450c								
1199 Pacific Avenue								16	3	0	
Solid Waste Administration and Accounts Receivable											
		Printer	HP LaserJet 5200dtn								
		Printer	HP LaserJet 4350dtn								
		Printer	HP LaserJet p3005x								
		Fax	Panafax UF 885								
		Copier	Kyocera KM 5035								
NEWPCC - 2230 Main Street								1	12	2	0
Wastewater Maintenance staff and clerical support											
		Printer	HP LaserJet 4000tn								
		Printer	HP Color LaserJet 5550dtn								
		Fax	Canon 2060								
		MFP	KM 3050								
NEWPCC - 2230 Main Street								1	14	3	0
Laboratory testing and reporting											
		Printer	HP LaserJet 4050tn								
		Printer	Tiger Label Printer								
		Printer	Tiger Label Printer								
NEWPCC - 2230 Main Street								1	6	1	0
Laboratory testing and reporting											
		Printer	HP LaserJet 4050tn								
		Fax	Canon 2060								
		MFP	KM 3050								
NEWPCC - 2230 Main Street								30	1	0	
Control room for NEWPCC											
		Printer	HP Color LaserJet 3800dtn								
NEWPCC - 2230 Main Street								2	19	0	0
Wastewater and Environmental Standards Administration											
		Fax	Canon 2060								
		MFP	KM 3050								
NEWPCC - 2230 Main Street								7	1	0	
Electrical and Instrumentation staff											
		Fax	HP V40								
		MFP	HP LaserJet M5035 MFP								
NEWPCC - 2230 Main Street								10	0	0	
Mechanical shop for the treatment plant											
		Fax	HP V40								
Brady Road								2	2	0	
Monitors traffic in and out of the Landfill and charges appropriate disposal fees											
		Printer	Star Micronics TSP700								
		Printer	Star Micronics TSP700 II								
Brady Road								2	2	0	
Landfill Administration and workforce											
		Printer	HP LaserJet p2015x								
		Printer	HP LaserJet p2015x								
		Fax	Panasonic UF-790								
		Copier	Kyocera KM1820								
Hadashville, Manitoba								1	1	0	
Water Services maintenance crews											
		Printer	HP DeskJet 5550								
		Fax	HP OfficeJet J4580								
100 Ed Spencer Drive								10	2	0	
Treatment Plant Administration											
		Printer	HP LaserJet 5100 Series								
		Printer	HP LaserJet P2015 DN								
		Fax	Brother Intellifax 2820								
		Copier	Kyocera KM 2530								
100 Ed Spencer Drive								10	1	0	
Electrical and Instrumentation staff											
		Scanner	Epson 1500								
		MFP	HP Color LaserJet cm1312								
Shoal Lake								14	2	0	
Maintenance workers at the Intake											
		Printer	HP DeskJet 5550								
		MFP	HP OfficeJet 6300								
Water Treatment Plant - Provincial Rd 207, Springfield MB								15	2	0	
Water treatment plant administration and field staff											
		Printer	HP Color LaserJet 5550dtn								
		MFP	Xerox Work Centre 5632								
Water Treatment Plant - Provincial Rd 207, Springfield MB								2	2	0	
Receptionist for WTP											
		Printer	HP LaserJet p2055								
		MFP	Xerox Work Centre 5632								

Water Treatment Plant - Provincial Rd 207, Springfield MB				30	2	0
Water treatment plant administration and field staff						
		Printer	HP Color LaserJet 5550dtn			
		MFP	Xerox Work Centre 5632			
Water Treatment Plant - Provincial Rd 207, Springfield MB					1	0
Main Control room for WTP						
		Printer	HP LaserJet p3005x			
Water Treatment Plant - Provincial Rd 207, Springfield MB				25	2	0
Operations and Maintenance workers for the WTP						
		Printer	HP LaserJet p2055			
		MFP	Xerox Work Centre 5632			
				750	90	0

<i>Department</i>						<i>Floor</i>	<i>Staff</i>	<i>Total Printers/MFPs</i>	<i># Printers w/ Info</i>	<i>Total Volume</i>
Winnipeg Parking Authority										
	495 Portage Avenue					1/Bsmt	29	1	1	167,258
	Parking Permit									
		Printer	HP Color Laser Jet 5550 dn							
		Printer	HP DeskJet 6500	33,882						
		MFP	HP LaserJet 4345 MFP							
		MFP	KM 5050							
		MFP	KMC 4035E							
							29	1	1	167,258

Department						Floor	Staff	Total Printers/MFPs	# Printers w/ Info	Total Volume
Winnipeg Police Service										
	55 Princess					1	9	0	0	
	WPS Vehicle Services (copy accident reports, checklists, vehicle movements, inspections)									
		Fax	MFC 8460N							
		Copier	KM2020							
	55 Princess					2	58	12	0	
	Div 42 Stolen Auto, Pawn, Admin									
		Printer	HP 2600N							
		Printer	HP 2550N							
		Printer	HP LJ4700DN							
		Printer	HP Jet 70							
		Printer	HP 800							
		Printer	HP 1320TN							
		Printer	HP 2420DN							
		Printer	HP 2430DTN							
		Printer	HP 4050TN							
		Printer	HP Pro K850DN							
		Printer	Zebra LP2844 Label							
		Printer	HP 2600N							
		Fax	MFC4800							
		Fax	MFC782							
		Fax	Intellifax 4100e							
		Scanner	Fujiasu FI-6230							
		Scanner	HP Sender 9200C 10/100							
		Scanner	Unitech MS-830-WU							
		Copier	km2020							
		Copier	KM2050							
		Copier	KM2035							
	210 Lyle - Division 12 District 2					1	100	8	0	
		Printer	HP 2600N							
		Printer	HP 2500TN							
		Printer	HP 2605DTN							
		Printer	HP 1320TN							
		Printer	HP 1320TN							
		Printer	HP 2200DN							
		Printer	HP 4050TN							
		Printer	HP 4100TN							
		Fax	MFC4800							
		Scanner	Fujitsu FI-6230							
		Scanner	fujitsu FI-5220C							
		Copier	KM3035							
	2000 WELLINGTON					1		2	0	
		Printer	Epson 880							
		Printer	HP P2015X							
		Scanner	Fujitsu FI-5220C							
		Scanner	HP laserjet 3100							
		Scanner	SCANPRO 6							
	130 Allard WPS Training Academy					1	33	12	0	
		Printer	Epson C88+							
		Printer	HP 2300DTN							
		Printer	HP 1600							
		Printer	HP 2550N							
		Printer	HP 6122							
		Printer	HP 1320TN							
		Printer	HP 2300 DTN							
		Printer	HP 4100TN							
		Printer	HP P2015X							
		Printer	HP P2015X							
		Printer	HP P2015X							
		Printer	Olympus P330N							
		Fax	MFC7840W							
		Copier	KM5050							
	130 Allard WPS Training Academy					2	33	0	0	
		Copier	KM3035							
	260 Hartford Div 13					1	120	9	0	
		Printer	Epson Stylus 720D							
		Printer	Epson Stylus C88+							
		Printer	HP 1200DTN							
		Printer	HP 2500TN							
		Printer	HP 2605DTN							
		Printer	HP 1320TN							
		Printer	HP 4050TN							
		Printer	HP CP4525DN							
		Printer	HP 4100TN							
		Fax	Canon Laser 510							
		Fax	MFC 7820N							
		Copier	KM3035							

		Copier	KM3035						
300-211 Bannatyne Ave						3	20	12	0
Community Services/Victim Services									
		Printer	HP 2300DTN						
		Printer	HP 2600N						
		Printer	HP 2600N						
		Printer	HP2600N						
		Printer	HP1320N						
		Printer	HP 2100TN						
		Printer	HP 2430DTN						
		Printer	HP 2430DTN						
		Printer	HP 4050TN						
		Printer	HP2015X						
		Printer	HP 1320N						
		Printer	HP LJ3100						
		Fax	Epson 1240 U						
		Copier	KM3040						
		Copier	KM3035						
457 Main St						1	15	4	0
Professional Services									
		Printer	Epson Color 860						
		Printer	HP 2600N						
		Printer	HP 1100						
		Printer	HP 2430DTN						
		Fax	MFC7840W						
		Scanner	FujiSU FI-6230						
		Scanner	FujiSU FI-6230						
		Copier	KM 4035						
472 Notre Dame						1	5	0	0
WPS Quartermaster Stores (copy PO's, Quotes, packing lists, store recs)									
		Fax	MFC-7840W						
		Scanner	HP Scanjet 4370						
		Copier	KM2030						
700 Assiniboine						1	26	4	0
Commercial Crime Unit									
		Printer	Epson 740						
		Printer	HP 1600						
		Printer	HP CP3505X						
		Printer	HP P2015DN						
		Fax	HP3390						
		Fax	HP3390						
		Scanner	Expression Ex 800						
		Copier	KM-4050						
700 Assiniboine						2	10	6	0
Communications									
		Printer	HP 1200DTN						
		Printer	HP 3800 DTN						
		Printer	HP 3800 DTN						
		Printer	HP2605DTN						
		Printer	HP P2015X						
		Printer	Olympus P330N						
		Fax	HP3390						
		Copier	IR400S						
850 Empress						1	20	15	0
Evidence Control									
		Printer	Label Printer TLP2742						
		Printer	Label Printer TLP2742						
		Printer	Label Printer TLP2742						
		Printer	HP 1100						
		Printer	HP 1320N						
		Printer	Zebra Barcode						
		Printer	Zebra Barcode						
		Printer	Zebra Barcode						
		Printer	Zebra LP2844						
		Printer	Zebra LP2844						
		Printer	Zebra LP2844						
		Printer	Zebra LP2844						
		Printer	Zebra LP2844						
		Printer	Zebra LP2844						
		Scanner	Ex Tracker Sc/Pr						
		Scanner	Unitech MS-3830						
		Scanner	Unitech MS-3830						
		Copier	KM3035						
850 Empress						2	19	6	0
Organizational Development, Audit, Accreditation, R & D									
		Printer	Epson 740						
		Printer	HP 2600N						
		Printer	HP 2500TN						
		Printer	HP 1100						
		Printer	HP 4050TN						
		Printer	HP 4100TN						
		Fax	HP 3100						

		Scanner	Epson 1240U						
		Scanner	Hplaserjet 3100						
		Copier	km2030						
1086 St. Marys Service Center				1	5	0	0		
		Fax	Brother MFC4800						
		Scanner	Fujitsu FI-6230						
		Copier	KM2020						
1350 Pembina Hwy				1	103	10	0		
		Printer	Epson 720D						
		Printer	HP1320TN						
		Printer	HP4050TN						
		Printer	HP4050TN						
		Printer	HP CC494A						
		Printer	HP P2015X						
		Printer	HP P2055X						
		Printer	HP P2015DN						
		Printer	Lexmark M410N						
		Printer	HP1320TN						
		Fax	MGC 7840W						
		Scanner	Fujitsu FI-5220C						
		Copier	KM 3035						
		Copier	KM 3035						
1400 Henderson Div 14 Service Center				1		2	0		
		Printer	HP H470WBT						
		Printer	HP 1320TN						
		Fax	lkon						
		Scanner	Fujitsu FI-6230						
		Copier	KM2020						
1750 Dugald - EDS EDS				1	170	16	0		
		Printer	HP P2015DN						
		Printer	HP P2015DN						
		Printer	HP P2015DN						
		Printer	HP P2015DN						
		Printer	HP P2015DN						
		Printer	HP P2015DN						
		Printer	HP P2015DN						
		Printer	HP P2015X						
		Printer	HP 4100TN						
		Printer	HP 4050TN						
		Printer	HP 1320TN						
		Printer	HP LJ4700DN						
		Printer	HP LJ4700DN						
		Printer	HP LJ4700DN						
		Printer	HP 2500TN						
		Fax	MFC7820N						
		Fax	MFC7840W						
		Scanner	Epson CX4600						
		Scanner	Fujitsu FI-5220C						
		Copier	km3035						
		Copier	km3035						
280 William Avenue WPS Recruiting/Behavioral Health Services				1	33	4	0		
		Printer	HP 2605DTN						
		Printer	HP 1100						
		Printer	HP 1320TN						
		Printer	HP 2430DTN						
		Fax	Brother MFC-7840W						
		Fax	MFC 4600						
		Copier	Kyocera KM-3035						
		Copier	KM2530						
280 William Avenue WPS HR Department				2	15	5	0		
		Printer	Dot Matrix LQ570						
		Printer	HP 3800 DTN						
		Printer	HP 2550N						
		Printer	HP 4100TN						
		Printer	HP P2015DN						
		Fax	Brother MFC-7840W						
		Scanner	HP Sender 9100C 10/100						
		Copier	Kyocera KM-3040						
151 Princess St - PSB Traffic, Finance				1	87	28	0		
		Printer	Epson 3000						
		Printer	Epson 880						
		Printer	HP 2600N						
		Printer	HP 2600N						
		Printer	HP 2600N						
		Printer	HP 3800DTN						
		Printer	HP 2550N						

		Printer	HP 2605DTN						
		Printer	HP 2605DTN						
		Printer	HP 130NR						
		Printer	HP 695C						
		Printer	HP Fuser						
		Printer	HP 2600N						
		Printer	HP 1320TN						
		Printer	HP 1320TN						
		Printer	HP 2100TN						
		Printer	HP 2100TN						
		Printer	HP 2100TN						
		Printer	HP 2100TN						
		Printer	HP 2300DN						
		Printer	HP 2050TN						
		Printer	HP 4100TN						
		Printer	HP P2015X						
		Printer	HP P2015X						
		Printer	HP P2015X						
		Printer	Dot Matrix LQ750+						
		Printer	HP L7680 AIO						
		Printer	Epson Stylus C88+						
		Fax	MFC 7820N						
		Fax	HP LJ 3100						
		Fax	MFC 7820N						
		Scanner	Espon 1200U						
		Scanner	HP Laserjet 3100						
		Scanner	HP Scanjet 2300C						
		Scanner	HP Scanjet 2300C						
		Scanner	HP scanjet 4040						
		Scanner	HP scanjet G3010						
		Copier	km6230						
		Copier	km5035						
		Copier	km 2030						
	151 Princess Forensics & Div 40			2	143	24	0		
		Printer	HP Stylus Color 1270						
		Printer	HP 2500N						
		Printer	HP 2550N						
		Printer	HP 2550N						
		Printer	HP 2605DTN						
		Printer	HP 2605DTN						
		Printer	HP 3600N						
		Printer	HP 4500						
		Printer	HP H470B						
		Printer	HP 1320 TN						
		Printer	HP 1320 TN						
		Printer	HP 2100TN						
		Printer	HP 2100TN						
		Printer	HP 2300DN						
		Printer	HP 4050TN						
		Printer	HP 4050TN						
		Printer	HP 4100TN						
		Printer	HP M1522MFP						
		Printer	HP P2015X						
		Printer	HP P3005X						
		Printer	HP P2015DN						
		Printer	Lexmark M410N						
		Printer	Sony Color Video Printer						
		Printer	HP 3800DTN						
		Fax	Laser Class 710/Super G3 (Ident)						
		Fax	Brother MFC 4800						
		Fax	MFC4800						
		Fax	PROL7650						
		Scanner	Astra Scanner						
		Scanner	Epson Pro 4900						
		Scanner	Epson V700						
		Scanner	Epson V700						
		Scanner	HP 9100 C 10/100						
		Scanner	HP 8300 professional						
		Scanner	Kyocera KMC2520						
		Scanner	Polaroid SprintsScan 400)						
		Scanner	Powerlock III Scanner						
		Copier	CW131 -Black & White (Ident)						
		Copier	CW-140 Color (Ident)						
		Copier	KM 5035						
	151 Princess Division 11 & Div 41			3	229	15	0		
		Printer	Epson C3000						
		Printer	Epson Stylus						
		Printer	Epson Color 700						
		Printer	HP620N Ethernet						
		Printer	HP 2550N						
		Printer	HP 1320TN						

		Printer	HP 2550N						
		Printer	HP 2550N						
		Printer	HP 1320TN						
		Printer	HP 2300DN						
		Printer	HP 4100TN						
		Printer	HP 2100TN						
		Printer	HP 8000						
		Printer	Zebra LP2844 Label						
		Fax	MFC4800						
		Scanner	Fujitsu FI-5220C						
		Scanner	HP Scanjet 2300C						
		Scanner	HP Scanjet 4570C						
		Scanner	HP Scanjet 5590						
		Scanner	HP Scanjet 5590						
		Copier	KM1810						
	151 Princess			Basement	16		17		0
	Court Unit, Arrest Processing Unit								
		Printer	HP 4350DTN						
		Printer	HP 2100TN						
		Printer	HP 2300DTN						
		Printer	HP 2430DTN						
		Printer	HP 2430DTN						
		Printer	HP 4300DTN						
		Printer	HP 4350DTN						
		Printer	HP 4350DTN						
		Printer	HP 4350DTN						
		Printer	HP 4350DTN						
		Printer	HP 4300DTN						
		Printer	HP 4350DTN						
		Printer	HP P4515TN						
		Printer	HP P4515TN						
		Printer	HP P4515X						
		Printer	HP P2015DN						
		Printer	HP Jet6310						
		Fax	MFC7820N						
		Copier	KM3035						
		Copier	KM3035						
	Red River Exhibition Grounds			1	24		11		0
		Printer	Epson C88+						
		Printer	HP 2300DTN						
		Printer	HP 1600						
		Printer	HP 2550N						
		Printer	HP 6122						
		Printer	HP 1320TN						
		Printer	HP 2300 DTN						
		Printer	HP 4100TN						
		Printer	HP P2015X						
		Printer	HP P2015X						
		Printer	HP P2015X						
		Fax	Olympus P330N						
		Copier	KM3530						
					1492		266		0