

TO: HARBOR DEPARTMENT PURCHASING OFFICE
500 Pier "A" Street
Berth 161
Wilmington, CA 90744

BID NO. F-863 Page 1
Show this number on envelope

Contract No. 39706

1. COMPLETE CONTRACT

This entire Bid Request shall become the contract upon its execution by the Executive Director on behalf of the Harbor Department of the City of Los Angeles. The complete contract shall consist of the entire Bid (including Specifications), this page and the reverse side, any addendums and when required, CONTRACTOR'S BOND. Contractor will be provided with a copy of the executed contract.

2. GOODS AND SERVICES TO BE PROVIDED BY THE CONTRACTOR

The Contractor agrees, upon acceptance of this offer by the City, to furnish the goods and services herein specified according to the terms and conditions as set forth herein.

3. AMOUNT TO BE PAID

The City agrees to pay the contractor for the goods or services in the manner described in the paragraph entitled "PAYMENTS" on the reverse side of this form. Unless otherwise indicated by the Bidder, remittance by the City for goods or services will be made to the address below.

4. CHOICE OF ALTERNATIVE PROVISIONS; OPTIONS; NOTIFICATION

When alternative provisions are requested, or options are offered, the contractor will be notified as to which provision, or option, is being accepted when notification is sent that the Contractor is the successful bidder.

5. DECLARATION OF NON-COLLUSION

The undersigned certifies (or declares) under penalty of perjury that this bid is genuine and not sham or collusive, or made in the interest or on behalf of any person, firm, or corporation not herein named; that the bidder has not directly or indirectly induced or solicited any other bidder to put up a sham bid, or any other person, firm or corporation to refrain from bidding, and that the bidder has not in any manner sought by collusion to secure any advantage over other bidders.

6. LEGAL JUSTIFICATION

This agreement shall be deemed entered into in Los Angeles, California, and shall be governed and construed in accordance with the laws of the State of California.

EXECUTED AT: Melville, New York ON THE 15 DAY OF July, 2014
City, State Date Month Year

BIDDER MUST COMPLETE AND SIGN BELOW:

Firm Name Canon Solutions America, Inc.

Phone (800) 815-4000 Fax (800) 220-4002

Address One Canon Park Melville NY 11747
Street City State Zip

Signature [Signature] Printed Name Trace Sokol Printed Title VP Marketing

Signature [Signature] Printed Name Seymour Liebman Printed Title _____

(Approved Corporate Signature Methods)

a) **Two signatures:** One by Chairman of Board of Directors, President, or a Vice-President **AND** one by Secretary, Assistant Officer or an Assistant Treasurer.

b) **One signature:** By corporate designated individual together with properly attested resolution of Board of Directors authorizing person to sign



NOTARIZATION: Bids executed outside the State of California must be sworn to and notarized below.

County of Suffolk
State of NEW YORK S.S.
Subscribed and sworn this date July 15, 2014
ANTHONY BONACORDA
Notary Public, State of New York
No. 01BO6284267
Qualified in Suffolk County
Commission Expires December 16, 2017

In witness whereof the Board of Harbor Commissioners of the City of Los Angeles has caused this contract to be executed by the Executive Director of the Harbor Department of said City and said Contractor has executed this contract the day and year written below.
By _____
Executive Director Harbor Department
Date _____

Approved as to form and legality
9/5, 2014
City Attorney
BY [Signature]
Deputy

[Signature]

FORMAL REQUEST FOR BID

CITY OF LOS ANGELES
HARBOR DEPARTMENT

BID NO. F-863

SUBMIT BID TO :

Los Angeles Harbor Department
Purchasing Office, 1st Floor
500 Pier A Street
Wilmington, CA 90744

**BID DUE BEFORE
2:00 P.M.
May 23, 2014**

Buyer: Juan Benitez, Procurement Supervisor (310) 732-3890
Email: JBenitez@portla.org

**BIDS WILL BE PUBLICLY
OPENED**

ALL ITEMS REQUESTED MAY BE QUOTED AS "OR EQUAL".
AFFIRMATIVE ACTION - AN APPROVED AA PLAN OR CERTIFICATION, IF NOT ON FILE, WILL BE REQUIRED PRIOR TO AWARD OF CONTRACT.

QUANTITY AND UNIT	ITEMS and DESCRIPTION	UNIT PRICE QUOTED	EXTENSION
-------------------	-----------------------	-------------------	-----------

This order is in accordance with County of Los Angeles Contract # MA-IS-1140181-1 for the annual requirements of the Los Angeles Harbor Department for **PHOTOCOPY EQUIPMENT** to be furnished and delivered for a period of **one-year** from the date of contract execution, including two, one-year renewal options, subject to the approval of the Executive Director.

PRICES QUOTED ARE IN ACCORDANCE WITH COUNTY OF LOS ANGELES # MA-IS-1140181-1, COOPERATIVE PURCHASE ARRANGEMENT PER THE CITY OF LOS ANGELES ADMINISTRATIVE CODE DIVISION 10, CHAPTER 1, ARTICLE 2, SECTION 10.15 (a) (8).

This contract is awarded for the following: **PHOTOCOPIER EQUIPMENT**

1. 1 Ea Each \$ _____ \$ _____
PHOTOCOPIER- TERM LEASE /RENTAL INCLUDES ALL MODELS AND MULTIFUNCTIONAL DEVICES- CANON

COMMODITY CODE: 985-26-0-037062

Price to include all charges and fees excluding sales tax.

State Make, Model, and Model Year Quoting: _____

REQ. NO.: S-15-002
NOTIFY:
5/16/14 JB: bh
PAGE 2

STATE TIME OF DELIVERY: _____ DAYS AFTER RECEIPT OF ORDER
TERMS _____ % DISCOUNT FOR PAYMENT WITHIN _____ DAYS.
BIDDER MUST SIGN THIS BID ON PAGE 1

FORMAL REQUEST FOR BID

CITY OF LOS ANGELES
HARBOR DEPARTMENT

BID NO. F-863
(SHOW THIS NUMBER ON ENVELOPE)

BID DUE BEFORE 2:00 PM ON: May 23, 2014

- See Attached Schedule A and additional equipment list
2. 1 Ea Each \$ _____ \$ _____
**PHOTOCOPIER- TERM LEASE /RENTAL INCLUDES ALL MODELS AND
MULTIFUNCTIONAL DEVICES- CANON**
- COMMODITY CODE: 985-26-00-041621**
- Price to include all charges and fees excluding sales tax.
- State Make, Model, and Model Year Quoting: See Attached Schedule A and additional equipment list
- See Attached Schedule A and additional equipment list
3. 1 Ea Each \$ _____ \$ _____
**PHOTOCOPIER- FULL SERVICE MAINTENANCE- INCLUDES REPLINISHMENT OF ALL
TONER/COPY CARTRIDGE/DEVELOPER AND FUSER LUBRICANTS.**
- COMMODITY CODE: 939-27-00-041622**
- Price to include all charges and fees excluding sales tax.
- State Make, Model, and Model Year Quoting: See Attached Schedule A and additional equipment list
- See Attached Schedule A and additional equipment list
4. 1 Ea Each \$ _____ \$ _____
**PHOTOCOPIER- CHEMICALS & SUPPLIES- FOR BOND PAPER TYPE COPY MACHINES-
CANON**
- COMMODITY CODE: 015-15-00-041623**
- Price to include all charges and fees excluding sales tax.
- State Make, Model, and Model Year Quoting: See Attached Schedule A and additional equipment list
- See Attached Schedule A and additional equipment list
5. 1 Ea Each \$ _____ \$ _____
**PHOTOCOPIER- PURCHASE ALL MODELS AND MULTIFUNCTIONAL DEVICES –
INCLUDES PARTS AND ACCESSORIES –CANON.**
- COMMODITY CODE: 600-38-00-041624**
- Price to include all charges and fees excluding sales tax.
- State Make, Model, and Model Year Quoting: See Attached Schedule A and additional equipment list

FORMAL REQUEST FOR BID

**CITY OF LOS ANGELES
HARBOR DEPARTMENT**

BID NO. F-863
(SHOW THIS NUMBER ON ENVELOPE)

BID DUE BEFORE 2:00 PM ON: May 23, 2014

6. 1 Ea See Attached Schedule A and additional equipment list
Each \$ _____ \$ _____
**FAX MACHINES – PURCHASE-ALL MODELS –INCLUDES PARTS AND ACCESSORIES –
CANON**

COMMODITY CODE: 600-61-00-041625

Price to include all charges and fees excluding sales tax.

State Make, Model, and Model Year Quoting: See Attached Schedule A and additional equipment list

7. 1 Ea See Attached Schedule A and additional equipment list
Each \$ _____ \$ _____
DELIVERY AND SETUP FOR PHOTOCOPIER & FAX MACHINES – NO CHARGE

NOTE: PRICING INCLUDES NORMAL DELIVERY, INSTALLATION AND SET UP.

COMMODITY CODE: 962-46-00-041626

Price to include all charges and fees excluding sales tax.

State Make, Model, and Model Year Quoting: See Attached Schedule A and additional equipment list

REQUEST FOR QUOTATION BIDDER RESPONSIVENESS. In order to be responsive, bidders shall complete and return all Quotation documents requested by the Port, including addenda, specifications, drawings and all forms.

It shall be the bidder's responsibility to **provide one (1) original and one (1) copy** of the completed Quotation documents. The original and all copies shall include all quotation documents requested by the Port, including addenda, specifications, drawings and all forms.

The Purchasing Agent may deem a bidder non-responsive if the bidder fails to provide all Quotation documents requested by the Port at the Quotation closing date and time.

ADDENDUMS. From time to time, the Harbor Department may deem it necessary to issue an addendum(s) to modify or cancel a Bid Request. Such addendum(s) will be available on the Port of Los Angeles internet website – www.portoflosangeles.org and the Los Angeles Business Assistance Virtual Network website – www.labavn.org. It is the responsibility of the bidder to be aware of and respond to any such addendum(s) before the deadline of the applicable bid request. Failure to do so may deem the bid non-responsive.

BID SUBMITTAL TIMELINESS

FORMAL REQUEST FOR BID

CITY OF LOS ANGELES
HARBOR DEPARTMENT

BID NO. F-863

(SHOW THIS NUMBER ON ENVELOPE)

BID DUE BEFORE 2:00 PM ON: May 23, 2014

Bidders solely are responsible for the timeliness of their submittals. As such, bidders are cautioned to budget adequate time to ensure that their bids are delivered at the location designated at or before the deadline set forth above. Bidders are cautioned that matters including, but not limited to, traffic congestion, security measures and/or events in or around the Harbor Department, may lengthen the amount of time necessary to deliver the bid, whether the bid is submitted in person or by mail.

AWARD. The Harbor Department reserves the right to reject any or all Bids, award Bid as a whole, split award or delete line items, as it may deem necessary, unless otherwise stated herein.

SUPPLIER CONTACT INFORMATION:

Contact Person: Debra Brinkman

Title: Major Account Executive

Telephone No.: 949-453-6962

Fax No.: 310-715-7043

E-Mail Address: DBrinkman@csa.canon.com

24 Hour Contact No.: 949-413-1616

MAKES, MODELS & BRAND NAMES. Makes, Models & Brand Names referenced are for illustrative or descriptive purposes only, and are not intended to be restrictive to any particular product. If bidder proposes to furnish another product equal in quality and purpose, such bids will be considered as long as they materially comply with the specifications. Alternate Make, Model, Brand Names, and/or Catalog Number(s) must be indicated opposite each item in the space provided.

The specified Make, Model, and Brand Name must be furnished unless otherwise specified by bidder.

ILLUSTRATIVE AND TECHNICAL DATA. When quoting other than the specified brand or when no brand is indicated, Bidder must submit with bid, complete illustrative and technical data on materials or equipment proposed to be furnished. Failure to furnish such data may void bid.

DEVIATION FROM SPECIFICATIONS. Specifications contained herein are to describe the construction, design, size, and quality of the desired product and are not intended to be restrictive to any particular product. If bidder proposes to furnish another product equal in quality and purpose, such bids will be considered as long as they materially comply with the specifications. Each deviation from the specifications must be stated in a letter, attached to bidder's submittal. Failure to do so may void bid.

NEW AND UNUSED. The equipment furnished shall be new and unused, current model.

FORMAL REQUEST FOR BID

CITY OF LOS ANGELES
HARBOR DEPARTMENT

BID NO. F-863
(SHOW THIS NUMBER ON ENVELOPE)

BID DUE BEFORE 2:00 PM ON: May 23, 2014

SURVIVABILITY – Placements made using the authority provided by this Contract will survive the Contract itself. Those Customers purchasing, renting or leasing the equipment will continue to receive ongoing service from the Successful Vendor at the agreed upon Contract rate through the term of their placement contract agreement. The Contract terms and conditions will survive the authorizing contract through that final term and any subsequent renewals and extensions.

Those Customers purchasing equipment will receive ongoing service from the Successful Vendor at the agreed upon Contract rate until the expiration of the Service Contract.

Upon the Contract termination, Customers and Successful Vendors may agree to further extend a placement. Such further extensions shall not be for more than twelve month terms, and the Customer will reserve the right to terminate these placements with 30 days written notice and without termination penalties.

ESTIMATED EXPENDITURE: Total expenditures under this contract are estimated to be **\$ 273,000** annually. No guarantee can be given that this total will be reached or that it will not be exceeded. Vendor agrees to furnish more or less at the unit prices quoted in accordance with actual requirements throughout the contract period, however, this amount may not be exceeded without prior written approval from the Director of Contracts & Purchasing and/or the Board of Harbor Commissioners in the event the amount exceeds \$150,000.

AUTHORIZED DISTRIBUTOR/DEALER:

Bidder must indicate if it is an authorized factory distributor/dealer for the manufacturer being quoted (please initial).

Yes: X No: _____

If bidder is not an authorized distributor/dealer, the bidder shall submit with its Quotation a formal Letter of Certification from the manufacturer, stating that the manufacturer will honor any warranty claims by the City for equipment, parts, and/or materials provided by the bidder.

The manufacturer will be responsible for any default of the supplier that is not corrected by the supplier in a timely and efficient manner. This responsibility includes replacing incorrect or defective parts, trouble shooting, and correcting problems that are traceable to the manufacturer.

INDEMNIFICATION AND INSURANCE:

Indemnification

Except for the sole negligence or willful misconduct of the City, or any of its Boards, Officers, Agents, Employees, Assigns and Successors in Interest, Vendor undertakes and agrees to defend, indemnify and hold harmless the City and any of its Boards, Officers, Agents, Employees, Assigns, and Successors in Interest from and against all suits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees (both in house and outside counsel) and cost of

FORMAL REQUEST FOR BID

CITY OF LOS ANGELES
HARBOR DEPARTMENT

BID NO. F-863
(SHOW THIS NUMBER ON ENVELOPE)

BID DUE BEFORE 2:00 PM ON: May 23, 2014

litigation (including all actual litigation costs incurred by the City, including but not limited to, costs of experts and consultants), damages or liability of any nature whatsoever, for death or injury to any person, including Vendor's employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of the negligent acts, errors, omissions or willful misconduct incident to the performance of this Purchase Order by Vendor or its subcontractors of any tier. Rights and remedies available to the City under this provision are cumulative of those provided for elsewhere in this Purchase Order and those allowed under the laws of the United States, the State of California, and the City.

Acceptable Evidence and Approval of Insurance

Electronic submission is the required method of submitting Vendor's insurance documents. Track4LA[®] is the City's online insurance compliance system and is designed to make the experience of submitting and retrieving insurance information quick and easy. The system is designed to be used primarily by insurance brokers and agents as they submit client insurance certificates directly to the City. It uses the standard insurance industry form known as the ACORD 25 Certificate of Liability Insurance in electronic format. The advantages of Track4LA[®] include standardized, universally accepted forms, paperless approval transactions (24 hours, 7 days per week), and security checks and balances. Vendor's insurance broker or agent shall obtain access to Track4LA[®] at <http://track4la.lacity.org/> and follow the instructions to register and submit the appropriate proof of insurance on Vendor's behalf.

PRIMARY COVERAGE

The coverages submitted must be primary with respect to any insurance or self insurance of the City of Los Angeles Harbor Department. The City of Los Angeles Harbor Department's program shall be excess of this insurance and non-contributing.

ADDITIONAL INSURED

The City of Los Angeles Harbor Department, its officers, agents, and employees must be included as additional insureds in applicable liability policies to cover the City of Los Angeles Harbor Department's vicarious liability for the acts or omissions of the named insured. Such coverage is not expected to respond to the active negligence of the City of Los Angeles Harbor Department.

NOTICE OF CANCELLATION

By terms of the contract, the contracting company agrees to maintain all required insurance in full force for the duration of the contractor's business with the City of Los Angeles Harbor Department. All such policies shall contain language that they cannot be cancelled, non-renewed, or coverage reduced where contracting company cannot maintain the minimum requirements set forth in this agreement, except after (30) days prior notice to contracting company. If contracting company receives any such notice of cancellation, non-renewal or reduction in coverage, contracting company shall within ten (10) days of its receipt notify City of Los Angeles Harbor Department of such notice and provide it to Los Angeles Harbor Department with a copy of such notice by registered mail addressed to 425 S. Palos Verdes Street, San Pedro, California 90731.

RENEWAL

When an existing policy is timely renewed, you are encouraged to submit your renewal policy as soon as it is available to Track4LA[®]. All renewals must continue to meet the policy conditions listed above. As a courtesy, Risk Management sends notifications of expiring or expired insurance. However, it is the

FORMAL REQUEST FOR BID

CITY OF LOS ANGELES
HARBOR DEPARTMENT

BID NO. F-863
(SHOW THIS NUMBER ON ENVELOPE)

BID DUE BEFORE 2:00 PM ON: May 23, 2014

responsibility of the contracting company to ensure evidence of insurance remains effective for the duration of the contract.

For further clarification on Insurance procedures, coverage information and documentation please go to <http://www.portoflosangeles.org/business/risk.asp>.

Vendor will be required to furnish, at its own expense and within TEN (10) days of notification of pending award, proof of insurance, in accordance with the types and in the minimum limits shown below:

NOTE
FAILURE TO SUBMIT PROOF OF INSURANCE WITHIN (10) DAYS UPON RECEIPT OF NOTICE OF INTENT TO AWARD WILL DEEM THE BIDDER NON- RESPONSIVE AND THE PROSPECTIVE AWARD MAY BE CANCELLED.

General Liability Insurance

Vendor shall procure and maintain in effect throughout the term of this Purchase Order, without requiring additional compensation from the City, commercial general liability insurance covering personal and advertising injury, bodily injury, and property damage providing contractual liability, independent contractors, products and completed operations, and premises/operations coverage written by an insurance company authorized to do business in the State of California rated VII, A- or better in Best's Insurance Guide (or an alternate guide acceptable to City if Best's is not available) within Vendor's normal limits of liability but not less than One Million Dollars (\$1,000,000.00) combined single limit for injury or claim. Said limits shall provide first dollar coverage except that Executive Director may permit a self-insured retention or self-insurance in those cases where, in his or her judgment, such retention or self-insurance is justified by the net worth of Vendor. The retention or self-insurance provided shall provide that any other insurance maintained by the Harbor Department shall be excess of Vendor's insurance and shall not contribute to it. In all cases, regardless of any deductible or retention, said insurance shall contain a defense of suits provision and a severability of interest clause. Additionally, each policy shall include an additional insured endorsement (CG 2010 or equivalent) naming the City of Los Angeles Harbor Department, its officers, agents and employees as additional insureds. Vendor's insurance broker or agent shall submit for approval on Vendor's behalf said insurance to the City's online insurance compliance system Track4LA[®] at <http://track4la.lacity.org/>.

Auto Liability Insurance

Vendor shall procure and maintain at its expense and keep in force at all times during the term of this Purchase Order, automobile liability insurance written by an insurance company authorized to do business in the State of California rated VII, A- or better in Best's Insurance Guide (or an alternate guide acceptable to City if Best's is not available) within Consultant's normal limits of liability but not less than Five Hundred Thousand Dollars (\$500,000.00) covering damages, injuries or death resulting from each accident or claim arising out of any one claim or accident. Said insurance shall protect against claims arising from actions or operations of the insured, or by its employees. Coverage shall contain a defense of suits provision and a severability of interest clause. Additionally, each policy shall include an additional insured endorsement (CG 2010 or equivalent) naming the City of Los Angeles Harbor Department, its officers, agents and employees as Primary additional insureds. Vendor's insurance broker or agent shall submit for approval on Vendor's behalf said insurance to the City's online

FORMAL REQUEST FOR BID

CITY OF LOS ANGELES
HARBOR DEPARTMENT

BID NO. F-863

(SHOW THIS NUMBER ON ENVELOPE)

BID DUE BEFORE 2:00 PM ON: May 23, 2014

insurance compliance system Track4LA[®] at <http://track4la.lacity.org/>.

Workers' Compensation and Employer's Liability

Vendor shall certify that it is aware of the provisions of Section 3700 of the California Labor code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and that Vendor shall comply with such provisions before commencing the performance of the tasks under this Purchase Order. Coverage for claims under U.S. Longshore and Harbor Workers' Compensation Act, if required under applicable law, shall be included. Vendor's Workers' Compensation policies whether underwritten by the state insurance fund or private carrier, shall provide that the public or private carrier waives its right of subrogation against the City in any circumstance in which it is alleged that actions or omissions of the City contributed to the accident. Such Worker's Compensation and occupational disease requirements shall include coverage for all employees of Vendor, and for all employees of any subcontractor or other vendor retained by Vendor. Vendor's insurance broker or agent shall submit for approval on Vendor's behalf said insurance to the City's online insurance compliance system Track4LA[®] at <http://track4la.lacity.org/>.

INITIAL HERE ACKNOWLEDGING INSURANCE REQUIREMENTS:

_____ (initial)

Upon approval of insurance, contractor will receive written authorization to proceed.

NO WORK MAY BE PERFORMED WITHOUT SUCH WRITTEN AUTHORIZATION TO PROCEED

BILLING DISCOUNT TERMS. Billing Discount terms offering 20 days or more will be considered in making evaluation for award.

SALES TAXES. Do not include Sales Taxes in your Bid. Sales Taxes will be added at time of order.

FEDERAL EXCISE TAX. The City of Los Angeles Harbor Department is exempt from payment of Federal Excise Taxes, and will furnish vendor with a Tax Exemption Certificate. **PRICING NOT TO INCLUDE ANY FEDERAL EXCISE TAX.**

SALES TAX PERMIT. Vendor's California State Board of Equalization Permit No. required to collect California State Sales Tax. Permit Number: 100231507.

DELIVERY POINT. Prices to include all delivery charges, F.O.B. the Harbor Department, Various locations.

DELIVERY. Delivery is desired within 60 days after vendor receives order. If this time cannot be met, show in the space provided on the Bid Sheet the best delivery time you can guarantee. The Harbor Department reserves the right to make award based on delivery time quoted.

FORMAL REQUEST FOR BID

CITY OF LOS ANGELES
HARBOR DEPARTMENT

BID NO. F-863
(SHOW THIS NUMBER ON ENVELOPE)

BID DUE BEFORE 2:00 PM ON: May 23, 2014

VENDOR PAYMENT. Please note. Vendor name and address must be submitted exactly as it will appear on the invoice. If invoice remitt to (remittance) name and address are different from the bid name and address, please indicate:

REMIT TO: NAME: CANON Solutions America

ADDRESS: File 51075

Los Angeles, CA 90074-1075

Invoices submitted for payment where the invoice name and address does not match the name as it appears on the purchase order or as indicated in the space above, will not be processed and will be returned to the vendor.

DELIVERY POINT. PRICES TO INCLUDE ALL DELIVERY CHARGES, F.O.B. Port of Los Angeles, 425 S. Palos Verde, San Pedro, CA 90731.

DELIVERY. Delivery is required no later than 2 weeks ARO or sooner. The Harbor Department reserves the right to make award based on delivery time quoted.

COMPLIANCE WITH LAWS. Vendor shall comply with all applicable Ordinances, laws, Rules and Regulations of the City and of any County, State or Federal Government, or subdivision thereof.

DEFAULT BY SUPPLIER. In case of default by Vendor, the City reserves the right to procure the articles or services from other sources and to hold the vendor responsible for any excess costs occasioned to the City thereby.

EQUAL BENEFITS POLICY. The Board of Harbor Commissioner of the City of Los Angeles adopted Resolution No. 6328 on January 12, 2005, agreeing to adopt the provisions of Los Angeles City Ordinance 172,908, as amended, relating to Equal Benefits (Section 10.8.2 et seq. of the Los Angeles Administrative Code) as a policy of the Harbor Department. Bidder shall comply with the policy whenever applicable. Violation of the policy shall entitle the City to terminate any agreement with Bidder and pursue any or all other legal remedies that may be available.

MINORITY, WOMEN, AND OTHER BUSINESS ENTERPRISE (MBE/WBE/OBE). It is the policy of the Los Angeles Harbor Department to provide minority (MBE), women (WBE) and all other (OBE) business enterprises an equal opportunity to participate in the performance of all Harbor Department contracts. Such opportunities have resulted in combined M/WBE participation of over 20%. Bidders are encouraged to continue assisting the Department in implementing this policy by taking all reasonable steps to ensure that all available business enterprises have an equal opportunity to compete for and participate in Department contracts. All bidders are encouraged to reach out to M/W/OBEs when opportunities are available.

FORMAL REQUEST FOR BID

CITY OF LOS ANGELES
HARBOR DEPARTMENT

BID NO. F-863
(SHOW THIS NUMBER ON ENVELOPE)

BID DUE BEFORE 2:00 PM ON: May 23, 2014

CONTRACT SOLICITATIONS CHARTER SECTION 470 (C) (12). Persons who submit a response to this solicitation (bidders) are subject to Charter section 470 (c) (12) and related ordinances. As a result, bidders may not make campaign contributions to and or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit the bid until either the contract is approved or, for successful bidders, 12 months after the contract is signed. The bidder's principals and subcontractors performing \$100,000 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

Bidders must submit City Ethics Commission (CEC) Form 55 to the awarding authority at the same time the bid is submitted (See Attachment). The form requires bidders to identify their principals, their subcontractors performing \$100,000 or more in work on the contract, and the principals of those subcontractors. Bidders must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Responses submitted without a completed CEC Form 55 may be deemed nonresponsive. Proposers who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or ethics.lacity.org.

BUSINESS TAX REGISTRATION CERTIFICATE (BTRC). In accordance with the City of Los Angeles Municipal Code, a Business Tax Registration Certificate may be required of persons engaged in business activity within the City. The Office of Finance, Tax and Permit Division, (213) 473-5901, has sole authority in determining a firm's tax requirements and in issuing Business Tax Registration Certificates or Business Tax Exemption Numbers. Accordingly, firm's current Business Tax Registration Certificate or Business Tax Exemption Number must be clearly shown on all invoices submitted for payment. Bidder, in submitting this bid, acknowledges and accepts the above requirements and recognizes that no invoice will be processed for payment without inclusion of the Business Tax Registration Certificate or Business Tax Exemption Number.

TAXPAYER IDENTIFICATION NUMBER. Contractor declares that it has an authorized Taxpayer Identification Number (TIN), which must be indicated on all invoices. No payments will be made under this agreement without a valid TIN number.

SPECIAL NOTE. If you are not bidding, please state reason for not bidding and return bid to the Purchasing Office:

FORMAL REQUEST FOR BID

CITY OF LOS ANGELES
HARBOR DEPARTMENT

BID NO. F-863

(SHOW THIS NUMBER ON ENVELOPE)

BID DUE BEFORE 2:00 PM ON: May 23, 2014

GENERAL CONDITIONS READ CAREFULLY

1. **FORM OF BID AND SIGNATURE.** The Bid must be made on this form only, and is limited to the Terms and Conditions contained herein, unless expressly agreed otherwise in writing by the City. No telephonic or facsimile bid is acceptable, unless otherwise indicated. Bid should be enclosed in a sealed envelope, showing the Bid No. in the lower left corner, and addressed to the Port of Los Angeles Contracts and Purchasing Division, 500 Pier "A" Street, Wilmington, CA 90744. Bids must be signed with the firm's corporate name or DBA and by a responsible officer or authorized employee. In case of error in extension of prices, unit price will govern. All prices must be firm unless the specification provides for adjustment.
2. **TAXES:** Do not include any Sales or Federal Excise Tax in prices unless the specifications specifically require that they be included. Sales tax will be added by the City at time of award. The City will furnish Federal Excise Tax Exemption Certificate to Supplier. Any other taxes must be included in bid prices.
3. **SPECIFICATION CHANGES.** Bidder may request in writing that specifications be modified if its provisions restrict bidder from bidding. Such request must be received by the Director of Purchasing at least five (5) working days before bid opening date. All bidders will be notified by Addendum of any approved changes in the specifications.
4. **BRAND NAMES AND SPECIFICATIONS.** The detailed specifications and/or brand name references are descriptive and indicate quality, design, and construction of items required. Offers will be considered to supply articles substantially the same as those described therein but with minor variations. Bidder must describe variations in their Bid.
5. **AWARD OF CONTRACT.** Bid shall be subject to acceptance by the City for a period of three (3) months unless a lesser period is prescribed in the quotation by the bidder. The City may make combined award of all items complete to one bidder or may award separate items to various bidders. Bidders may submit alternate prices, a lump sum or a discount conditional on receiving an award for two or more items. The right is reserved to reject any, or all, bids and to waive informality in bids.
6. **PURCHASE AGREEMENT.** A copy of the Bid, Specifications and General Conditions will remain on file in the Purchasing Office. All material or services supplied by the Contractor shall conform to the applicable requirements of the City Charter, City Ordinances, and all applicable State and Federal Laws, as well as conforming to the Specifications, Terms and Conditions contained herein.
7. **PRICE GUARANTEE.** If during the term of any agreement awarded pursuant to this Bid, the supplier sells the same materials or services under similar quantity and delivery conditions, at prices below those stated herein, such lower prices are to immediately be extended to the City.
8. **DEFAULT BY SUPPLIER.** In case of default by supplier, the City reserves the right to procure the articles or services from other sources and to hold the supplier responsible for any excess costs incurred by the City.
9. **PAYMENTS.** Payment terms are NET 30 days unless bidder quotes otherwise. Cash discounts allowing less than 20 days or 20th Proxima will not be considered by the City when evaluating Bids. All Cash Discounts are computed from the date of delivery in full or completion and acceptance of the work or material, or from date of receipt of invoice, whichever is latest. Partial payments may be made by the City on delivery and acceptance of goods and on receipt of vendor's invoice. Invoices must be submitted as specified on the Purchase Order or Notice to Proceed.
10. **ASSIGNMENT.** The supplier shall not assign or transfer by operation of law any obligation without the prior written consent of the Director of Purchasing.
11. **NONDISCRIMINATION.** During the performance of this contract, the contractor shall not discriminate in employment practices against any employee or applicant for employment because of the employee's race, religion, national origin, ancestry, sex, sexual orientation, age, disability, marital status, domestic partner status or medical condition, in accordance with L.A. Admin. Code Sections 10.8 to 10.13, whose provisions are incorporated herein. All subcontracts awarded under any such contract shall contain a like nondiscrimination provision.
12. **SAFETY APPROVAL.** Articles supplied under this contract will not be accepted unless they comply with current safety regulations of the City Department of Building and Safety, U.L., the Safety Orders of the California Division of Occupation Safety and Health (CalOSHA) and OSHA requirements.
13. **PREVAILING WAGES.** Where labor is required for public work as a part of this contract, pursuant to the provisions of the Labor Code of the State of California, contractor shall pay no less than the general prevailing wages for the area as determined by the Director of the Department of Industrial Relations, State of California. Copy of wage schedule is obtainable from the Office of the Board of Public Works, City Hall, Los Angeles.
14. **CONTRACTOR'S LIABILITY.** The contractor agrees to, at all times, relieve, protect, save harmless, and fully indemnify the City of Los Angeles, its officers, agents and employees from any and all liability whatsoever that may arise or be claimed by reason of any acts of said contractor, contractor's employees and agents, in connection with the work to be performed under the contract.
15. **PATENT RIGHTS.** The person, firm, or corporation, upon whom this order is drawn, does, in case the materials or supplies to be furnished are covered wholly or in part by U.S. Letters Patent, by the acceptance of this order agrees to indemnify and hold the City of Los Angeles harmless from any and all injuries or damage which the City may sustain by reason of the sale to or use by it of such materials or supplies and arising out of the alleged or actual infringement of said letters patent.
16. **LEGAL JUSTIFICATION.** This agreement shall be deemed entered into in Los Angeles, California, and shall be governed and construed in accordance with the laws of the State of California.
17. **TERMINATION FOR NON-APPROPRIATION.** The Harbor Department of the City of Los Angeles' (City's) obligation to pay any amount hereunder, for any City fiscal year after the current fiscal year is contingent upon City's appropriation of funds for that purpose. The City's fiscal year ends on June 30th of each calendar year. Accordingly, anything to the contrary notwithstanding, the City may terminate this contract and future monetary obligations hereunder as of the end of any fiscal year.
18. **CANCELLATION.** The contract may be terminated in whole or in part by the Harbor Department of the City of Los Angeles (City) for its convenience, without penalty, provided that the Bidder is given not less than 30 days written notice (delivered by certified mail, return receipt requested) of the intent to terminate. The City will pay for that portion of the orders fulfilled or work performed. The City has the right to cancel the contract for cause at any time.

END

No. 285 Rev. 10/12-116

**Port of Los Angeles
Canon Business Solutions**

Schedule A -36 Month FMV Lease Payment

REVISED 11/10/2010
Updated 2/22/11

Port of Los Angeles -Refresh Quote		QTY.	Sell Price		CFS FMV 3 Yr.		CFS FMV 3 Yr.		Service BW CPC	Service Color CPC
Item Code	Description		Each	Extended Total	Lease Each	Extended Lease Total				
Copy Center										
3618B008	imageRUNNER ADVANCE C990 PRO Base Model	2	\$ 16,053.00	\$ 32,106.00	\$ 445.16	\$ 890.30	\$ 0.0080	\$ 0.0450		
3692B002	PD Deck Ltr-A1	2	\$ 2,046.00	\$ 4,092.00	\$ 96.74	\$ 193.48				
3703B002	Booklet Finisher-A1	2	\$ 3,577.00	\$ 7,154.00	\$ 180.19	\$ 360.38				
3668B001	Additional Memory Type B (12MB)	2	\$ 111.00	\$ 222.00	\$ 3.08	\$ 6.16				
4002B002	Data Image Kit-C1	2	\$ 175.00	\$ 350.00	\$ 4.85	\$ 9.70				
3718B002	HDD Data Encryption and Mirroring Kit-C1	2	\$ 243.00	\$ 486.00	\$ 6.74	\$ 13.48				
3393B001	imagePASS-A1	2	\$ 3,719.00	\$ 7,438.00	\$ 103.13	\$ 206.26				
0448A030	12MB Option Memory (for imagePASS-A1)	2	\$ 127.00	\$ 254.00	\$ 3.32	\$ 6.64				
2988B001	INHER BOOKLET TRIMMER-A1	2	\$ 2,790.00	\$ 5,580.00	\$ 77.37	\$ 154.74				
			\$	\$ 57,682.00	\$ 788.76	\$ 1,599.54				
Copy Center										
3877B009	imageRUNNER ADVANCE 6100 Available Color Universal Seed	2	\$ 13,612.00	\$ 27,224.00	\$ 377.48	\$ 754.92	\$ 0.0037			
3890B001	imagePASS-L1	2	\$ 5,068.00	\$ 10,136.00	\$ 140.54	\$ 281.07				
3668B001	Additional Memory Type B (12MB)	2	\$ 111.00	\$ 222.00	\$ 3.08	\$ 6.16				
3884B002	Booklet Finisher-D1	2	\$ 4,225.00	\$ 8,450.00	\$ 117.16	\$ 234.32				
3692B002	PD Deck Ltr-A1	2	\$ 2,046.00	\$ 4,092.00	\$ 96.74	\$ 193.47				
2988B001	INHER BOOKLET TRIMMER-A1	2	\$ 2,790.00	\$ 5,580.00	\$ 77.37	\$ 154.74				
4002B002	Data Image Kit-C1	2	\$ 175.00	\$ 350.00	\$ 4.85	\$ 9.70				
3910B002	HDD Data Encryption and Mirroring Kit-C1	2	\$ 247.00	\$ 494.00	\$ 6.85	\$ 13.70				
			\$	\$ 56,548.00	\$ 784.04	\$ 1,568.08				
Fleet										
2534B004	imageRUNNER 2145 Available Color Universal Seed, PCL, Post Script	10	\$ 4,155.00	\$ 41,550.00	\$ 116.22	\$ 1,152.20	\$ 0.0074			
8695A005	Customs Funding Unit-Y3	10	\$ 432.00	\$ 4,320.00	\$ 11.08	\$ 110.80				
9563A001	Finisher-S1	10	\$ 531.00	\$ 5,310.00	\$ 14.72	\$ 147.25				
2717B002	SUPER G1 FAX BOARD-AC1	NA								
2725B001	SYSTEM UPGRADE RAM-A1 (Optional for 6000PI Color Scanning/3000PI STD)	NA								
2345B002	HDD Data Image Kit-B2	10	\$ 180.00	\$ 1,800.00	\$ 4.99	\$ 49.90				
2730B002	HDD Data Encryption Kit-B2	10	\$ 191.00	\$ 1,910.00	\$ 5.30	\$ 52.96				
			\$	\$ 54,890.00	\$ 152.21	\$ 1,522.11				
Fleet										
2535B004	imageRUNNER 2145 Available Color Universal Seed, PCL, Post Script	24	\$ 3,484.00	\$ 83,616.00	\$ 96.61	\$ 2,318.67	\$ 0.0076			
8695A005	Customs Funding Unit-Y7	24	\$ 432.00	\$ 10,368.00	\$ 11.98	\$ 287.50				
9563A001	Finisher-S1	\$	\$ 531.00	\$ 12,744.00	\$ 14.72	\$ 353.39				
2717B002	SUPER G1 FAX BOARD-AC1	NA								
2725B001	SYSTEM UPGRADE RAM-A1 (Optional for 6000PI Color Scanning/3000PI STD)	NA								
2345B002	HDD Data Image Kit-B2	24	\$ 180.00	\$ 4,320.00	\$ 4.99	\$ 119.79				
2730B002	HDD Data Encryption Kit-B2	24	\$ 191.00	\$ 4,584.00	\$ 5.30	\$ 127.11				
			\$	\$ 115,632.00	\$ 133.60	\$ 3,208.46				

Fleet											
3893B010	ImageRENDER ADVANCE 8055 (includes Color Universal Toner)	20	\$	6,673.00	\$	133,460.00	\$	185.04	\$	3,700.80	\$0.0059
3894B001	Single Finisher 01	20	\$	933.00	\$	18,660.00	\$	25.87	\$	517.40	
3906B001	PS Printer Kit-A11	20	\$	372.00	\$	7,440.00	\$	10.32	\$	206.40	
3906B002	PS Printer Kit-A11	20	\$	495.00	\$	9,900.00	\$	13.73	\$	274.60	
3910B002	HD10 Data Envelope and Mailing Kit-C1	20	\$	247.00	\$	4,940.00	\$	6.85	\$	137.00	
4002B002	Data Envs Kit-C1	20	\$	175.00	\$	3,500.00	\$	4.85	\$	97.00	
3975B001	REMOVABLE HD10 KIT-AD1	NA									
3907B002	SUPPLY TAX (01-011-A1)	NA									
				\$		\$	177,900.00	\$	246.66	\$	4,933.20
SUMMARY											
CFS 36 Month FMV Lease Payment: \$12,829.39 plus tax											

*NOTE: Lease includes Includes Property Tax and Net 30 Terms
** Note: Service includes all Parts,Labor and Toner. Excludes Staples and Paper

Port of Los Angeles Copiers
CBS RD143 Customer Machine/Contract Report

Contract Num	Service Categ	Serial Num	Current Loc Party	Current Loc Address1	Current Loc Address2	Current Loc City	Current Loc Sta	Current Loc Postal C
1185088	ADVC9065	GNO10293	LOS ANGELES, PORT OF	425 S PALOS VERDES ST FL 4	GRAPHICS	SAN PEDRO	CA	90731-3309
1185088	IRADV8105	HMU10276	LOS ANGELES, PORT OF	425 S PALOS VERDES ST H FL 4	COPY CENTER B	SAN PEDRO	CA	90731-3309
1185088	IR3235	DGA25557	LOS ANGELES, PORT OF	954 S SEASIDE AVE FL 1	PORT OLICE DIVE HOUSE	SAN PEDRO	CA	90731-7332
1185088	IR3235	DGA27730	LOS ANGELES, PORT OF	BERTH 87 TOWER		SAN PEDRO	CA	90731
1185088	IR3235	DGA27732	LOS ANGELES, PORT OF	330 S CENTRE ST 1ST FL	PORT POLICE HQ REPORTING WRIT	SAN PEDRO	CA	90731-2712
1185088	IR3235	DGA25962	LOS ANGELES, PORT OF	425 S PALOS VERDES ST FL 4	COPY CENTER	SAN PEDRO	CA	90731-3309
1185088	IR3235	DGA25968	LOS ANGELES, PORT OF	330 S CENTRE ST 1ST FL	PORT POLICE HQ TACTICAL PLAN	SAN PEDRO	CA	90731-2712
1185088	IR3235	DGA25979	LOS ANGELES, PORT OF	330 CENTRE ST PORT POLICE	R&D	SAN PEDRO	CA	90731-2712
1185088	IR3245	DHK14691	LOS ANGELES, PORT OF	425 S PALOS VERDES ST H FL 2	INFO SYSTEMS	SAN PEDRO	CA	90731-3309
1185088	IR3235	DGA25971	LOS ANGELES, PORT OF	330 S CENTRE ST 2ND FL	PORT POLICE HQ	SAN PEDRO	CA	90731-2712
1185088	IR3235	DGA27734	LOS ANGELES, PORT OF	330 CENTRE ST PORT POLICE	FIELD OPS & INFO	SAN PEDRO	CA	90731-2712
1185088	IR3235	DGA27736	LOS ANGELES, PORT OF	330 CENTRE ST PORT POLICE	HALLWAY NEAR FIRING RANGE	SAN PEDRO	CA	90731-2712
1185088	IR3235	DGA26591	LOS ANGELES, PORT OF	379 E SWINFORD ST	INSPECTION OFFICE	SAN PEDRO	CA	90731
1185088	IR3235	DGA26612	LOS ANGELES, PORT OF	500 PIER A ST FL 1ST	CARPENTERS SHOP	WILMINGTON	CA	90744-6210
1185088	IR3235	DGA26657	LOS ANGELES, PORT OF	425 S PALOS VERDES ST	ERP CONSULTANTS 2ND FL	LOS ANGELES	CA	90731-3309
1185088	IR3245	DHK14728	LOS ANGELES, PORT OF	425 S PALOS VERDES ST H FL 4	HR	SAN PEDRO	CA	90731-3309
1185088	IR3245	DHK14754	LOS ANGELES, PORT OF	500 PIER A FL 2 CRANE SHOP	CONSTRUCT & MAINT SEC	WILMINGTON	CA	90744-6210
1185088	IR3245	DHK14688	LOS ANGELES, PORT OF	500 PIER A FL 1 GARDNERS	CONSTRUCT & MAINT GAR	WILMINGTON	CA	90744-6210
1185088	IR3245	DHK14751	LOS ANGELES, PORT OF	500 PIER A FL 2ND	CONSTRUCT & MAINT SECURITY OLD	WILMINGTON	CA	90744-6210
1185088	IR3245	DHK14738	LOS ANGELES, PORT OF	239 N AVALON BLVD 2ND FL CTIP	POLICE OFC 2N C TIP UPSTAIRS	WILMINGTON	CA	90744-5823
1185088	IR3245	DHK17136	LOS ANGELES, PORT OF	BERTH 93 TOWER PML 105 RM 104		WILMINGTON	CA	90744
1185088	IR3245	DHK14597	LOS ANGELES, PORT OF	WORLD CRUISE CENTER BERTH 93	FL 1 RM PCL 103	EAST SAN PED	CA	90731
1185088	IR3245	DHK17132	LOS ANGELES, PORT OF	22ND ST & SIGNAL ST BERTH 98	2ND FL PILOT STATION	SAN PEDRO	CA	90731
1185088	IR3245	DHK17045	LOS ANGELES, PORT OF	330 CENTRE ST PORT POLICE	DISPATCH	SAN PEDRO	CA	90731-2712
1185088	IRADV6055	HTT15045	LOS ANGELES, PORT OF	425 S PALOS VERDES ST H FL 1	PORT POLICE	SAN PEDRO	CA	90731-3309
1185088	IRADV6055	HTT15993	LOS ANGELES, PORT OF	425 S PALOS VERDES ST FL 4	HARBOR ADMIN REVENUE	SAN PEDRO	CA	90731-3309
1185088	IRADV6055	HTT15986	LOS ANGELES, PORT OF	425 S PALOS VERDES ST FL 3	HARB ENG	SAN PEDRO	CA	90731-3309
1185088	IRADV6055	HTT15405	LOS ANGELES, PORT OF	425 S PALOS VERDES ST M FL 2	PORT WARDEN	SAN PEDRO	CA	90731-3309
1185088	IRADV6055	HTT15864	LOS ANGELES, PORT OF	425 S PALOS VERDES ST FL 4	HARBORS DEPT ACCTS PAYABLE	SAN PEDRO	CA	90731-3309
1185088	ADVC9065	GNO10065	LOS ANGELES, PORT OF	425 S PALOS VERDES ST FL 4	COPT CENTER	SAN PEDRO	CA	90731-3309
1185088	IRADV6055	HTT15982	LOS ANGELES, PORT OF	425 S PALOS VERDES ST H FL 4	WHARFINGER	SAN PEDRO	CA	90731-3309
1185088	IRADV6055	HTT15842	LOS ANGELES, PORT OF	425 S PALOS VERDES ST FL 3	HARBOR ADMIN SPECIAL PROJECTS	SAN PEDRO	CA	90731-3309
1185088	IRADV6055	HTT15992	LOS ANGELES, PORT OF	425 S PALOS VERDES ST FL 3	HARBOR ADMIN ENG	SAN PEDRO	CA	90731-3309
1185088	IRADV6055	HTT15898	LOS ANGELES, PORT OF	425 S PALOS VERDES ST H FL 3	CLERICAL FILES	SAN PEDRO	CA	90731-3309
1185088	IRADV6055	HTT15899	LOS ANGELES, PORT OF	425 S PALOS VERDES ST H FL 5	CITY ATTORNEY	SAN PEDRO	CA	90731-3309
1185088	IRADV6055	HTT15837	LOS ANGELES, PORT OF	425 S PALOS VERDES ST FL 5	HARBOR DEPT COMMISSION OFFICE	SAN PEDRO	CA	90731-3309
1185088	IRADV6055	HTT15996	LOS ANGELES, PORT OF	425 S PALOS VERDES ST FL 3	HARB ENG	SAN PEDRO	CA	90731-3309
1185088	IRADV6055	HTT16074	LOS ANGELES, PORT OF	500 PIER A FL 2ND	CONSTRUCT & MAINT	WILMINGTON	CA	90744-6210
1185088	IRADV6055	HTT16105	LOS ANGELES, PORT OF	300 E WATER ST 1ST FL	PORT POLICE BLDG	WILMINGTON	CA	90744-6500
1185088	IRADV6055	HTT16140	LOS ANGELES, PORT OF	500 PIER A ST FL 1ST	PURCHASING CONSTRUCTION & MAI	WILMINGTON	CA	90744-6210
1185088	IRADV6055	HTT16079	LOS ANGELES, PORT OF	500 PIER A FL 2ND G&M	CONSTRUCT & MAINT BACK MACHINE	WILMINGTON	CA	90744-6210
1185088	IRADV6055	HTT16075	LOS ANGELES, PORT OF	222 W 6TH ST PACIFIC PL BLDG	9TH FL STE 900 REAL ESTATE	SAN PEDRO	CA	90731-3316
1185088	IRADV6055	HTT16139	LOS ANGELES, PORT OF	222 W 6TH ST PACIFIC PL BLDG	9TH FL ENVIRON MARKETING	SAN PEDRO	CA	90731-3316
1185088	IRADV6055	HTT16073	LOS ANGELES, PORT OF	222 W 6TH ST PACIFIC PL BLDG	10TH FL STE 1070 HALL ENVIRON	SAN PEDRO	CA	90731-3316
1185088	IRADV6055	HTT16077	LOS ANGELES, PORT OF	222 W 6TH ST PACIFIC PL BLDG	10TH FL FILE RM ENVIRON	SAN PEDRO	CA	90731-3316
1185088	IRADV8105	HMU10101	LOS ANGELES, PORT OF	425 S PALOS VERDES ST H	COPY CENTER A	SAN PEDRO	CA	90731-3309
1185088	IR3235	DGA27738	LOS ANGELES, PORT OF	425 S PALOS VERDES ST M FL 2	CENTRAL FILES	SAN PEDRO	CA	90731-3309
1185088	IR3235	DGA27727	LOS ANGELES, PORT OF	425 S PALOS VERDES ST M FL 4	PAYROLL	SAN PEDRO	CA	90731-3309
1185088	IR3235	DGA26604	LOS ANGELES, PORT OF	500 PIER A FL 1 PLUMBER SHOP	CONSTRUCT & MAINT PLU	WILMINGTON	CA	90744-6210
1185088	IR3235	DGA26611	LOS ANGELES, PORT OF	500 PIER A FL 1 WAREHOUSE	CONSTRUCT & MAINT	WILMINGTON	CA	90744-6210
1185088	IR3235	DGA26656	LOS ANGELES, PORT OF	500 PIER A FL 1 TEST LAB	CONSTRUCT & MAINT	WILMINGTON	CA	90744-6210
1185088	IR3235	DGA26616	LOS ANGELES, PORT OF	500 PIER A ST ROOFERS	CONSTRUCT & MAINTENANCE	WILMINGTON	CA	90744-6210

1185088	IR3235	DGA26603	LOS ANGELES, PORT OF	500 PIER A FL 1 HVAC		WILMINGTON	CA	90744-6210
1185088	IR3235	DGA26600	LOS ANGELES, PORT OF	500 PIER A FL 1 PAINT SHOP		WILMINGTON	CA	90744-6210
1185088	IR3235	DGA26593	LOS ANGELES, PORT OF	272 N FRIES AVE 1ST FL	ARCHIVES	WILMINGTON	CA	90744
1185088	IR3235	DGA27020	LOS ANGELES, PORT OF	222 W 6TH ST PACIFIC PL BLDG	HOMELAND SECURITY	SAN PEDRO	CA	90731-3316
1185088	IR3235	DGA26737	LOS ANGELES, PORT OF	239 N AVALON BLVD 1ST FL CTIP	POLICE OFC 1S C TIP DOWNSTAIRS	WILMINGTON	CA	90744-5823
1185088	IR3235	DGA27021	LOS ANGELES, PORT OF	WORLD CRUISE CENTER BERTH 93	FL 2 RM PCL 103	SAN PEDRO	CA	90731
1185088	IR3235	DGA26740	LOS ANGELES, PORT OF	700 EARLE ST INSPECTION OFC		TERMINAL ISL	CA	90731
1289060	ADVC2030	EZS17018	LOS ANGELES, PORT OF	500 PIER A ST FL 1ST		WILMINGTON	CA	90744-6210
1289060	ADVC2030	EZS18307	LOS ANGELES, PORT OF	500 PIER A ST FL 1ST		WILMINGTON	CA	90744-6210
1284808	IR3245	DHK17983	LOS ANGELES, PORT OF	330 CENTRE ST PORT POLICE		SAN PEDRO	CA	90731-2712
1284808	IR3245	DHK19667	LOS ANGELES, PORT OF	330 CENTRE ST PORT POLICE		SAN PEDRO	CA	90731-2712

Port of Los Angeles Canon Business Solutions

Schedule A -36 Month FMV Lease Payment

REVISED 11/10/2010
Updated 2/22/11

Port of Los Angeles -Refresh Quote		QTY.	Sell Price Each	Sell Price Extended Total	CFS FMV 3 Yr. Lease Each	CFS FMV 3 Yr. Extended Lease Total	Service BW CPC	Service Color CPC
Item Code	Description							
Copy Center								
3619B009	imageRUNNER ADVANCE C7065 PRO Base Model	2	\$ 16,053.00	\$ 32,106.00	\$ 445.15	\$ 890.30	\$0.0080	\$0.0450
3692B002	POD Deck Lite-A1	2	\$ 2,046.00	\$ 4,092.00	\$ 56.74	\$ 113.48		
3703B002	Booklet Finisher-A1	2	\$ 3,577.00	\$ 7,154.00	\$ 99.19	\$ 198.38		
3668B001	Additional Memory Type B (512MB)	2	\$ 111.00	\$ 222.00	\$ 3.08	\$ 6.16		
4002B002	Data Erase Kit-C1	2	\$ 175.00	\$ 350.00	\$ 4.85	\$ 9.70		
3718B002	HDD Data Encryption and Mirroring Kit-C1	2	\$ 243.00	\$ 486.00	\$ 6.74	\$ 13.48		
3393B001	imagePASS-A1	2	\$ 3,719.00	\$ 7,438.00	\$ 103.13	\$ 206.26		
044BA030	512MB Option Memory (for imagePASS-A1)	2	\$ 127.00	\$ 254.00	\$ 3.62	\$ 7.04		
2988B001	INNER BOOKLET TRIMMER-A1	2	\$ 2,790.00	\$ 5,580.00	\$ 77.37	\$ 154.74		
			\$	\$ 57,682.00	\$ 795.76	\$ 1,599.54		
Copy Center								
3877B009	imageRUNNER ADVANCE 3105 /includes Color Universal Send	2	\$ 13,612.00	\$ 27,224.00	\$ 377.46	\$ 754.92	\$0.0037	
3890B001	imagePASS-U1	2	\$ 5,068.00	\$ 10,136.00	\$ 140.54	\$ 281.07		
3668B001	Additional Memory Type B (512MB)	2	\$ 111.00	\$ 222.00	\$ 3.08	\$ 6.16		
3884B002	Booklet Finisher-D1	2	\$ 4,225.00	\$ 8,450.00	\$ 117.16	\$ 234.32		
3692B002	POD Deck Lite-A1	2	\$ 2,046.00	\$ 4,092.00	\$ 56.74	\$ 113.47		
2988B001	INNER BOOKLET TRIMMER-A1	2	\$ 2,790.00	\$ 5,580.00	\$ 77.37	\$ 154.74		
4002B002	Data Erase Kit-C1	2	\$ 175.00	\$ 350.00	\$ 4.85	\$ 9.70		
3910B002	HDD Data Encryption and Mirroring Kit-C2	2	\$ 247.00	\$ 494.00	\$ 6.85	\$ 13.70		
			\$	\$ 56,548.00	\$ 784.04	\$ 1,568.08		
Fleet								
2534B004	imageRUNNER 3245 /includes Color Universal Send, PCL, Post Script	10	\$ 4,155.00	\$ 41,550.00	\$ 115.22	\$ 1,152.20	\$0.0074	
8695A005	Cassette Feeding Unit-Y3	10	\$ 432.00	\$ 4,320.00	\$ 11.98	\$ 119.80		
9563A001	Finisher-S1	10	\$ 531.00	\$ 5,310.00	\$ 14.72	\$ 147.25		
2717B002	SUPER G3 FAX BOARD-AC1	NA						
2725B001	SYSTEM UPGRADE RAM-A1 (Needed for 600DPI Color Scanning/300DPI STD)	NA						
2345B002	HDD Data Erase Kit-B2	10	\$ 180.00	\$ 1,800.00	\$ 4.99	\$ 49.90		
2730B002	HDD Data Encryption Kit-B5	10	\$ 191.00	\$ 1,910.00	\$ 5.30	\$ 52.96		
			\$	\$ 54,890.00	\$ 152.21	\$ 1,522.11		
Fleet								
2535B004	imageRUNNER 3235 /includes Color Universal Send, PCL, Post Script	24	\$ 3,484.00	\$ 83,616.00	\$ 96.61	\$ 2,318.67	\$0.0076	
8695A005	Cassette Feeding Unit-Y3	24	\$ 432.00	\$ 10,368.00	\$ 11.98	\$ 287.50		
9563A001	Finisher-S1	\$	\$ 531.00	\$ 12,744.00	\$ 14.72	\$ 353.39		
2717B002	SUPER G3 FAX BOARD-AC1	NA						
2725B001	SYSTEM UPGRADE RAM-A1 (Needed for 600DPI Color Scanning/300DPI STD)	NA						
2345B002	HDD Data Erase Kit-B2	24	\$ 180.00	\$ 4,320.00	\$ 4.99	\$ 119.79		
2730B002	HDD Data Encryption Kit-B5	24	\$ 191.00	\$ 4,584.00	\$ 5.30	\$ 127.11		
			\$	\$ 115,632.00	\$ 133.60	\$ 3,206.46		

		<u>Fleet</u>									
3893B010	ImageRUNNER ADVANCE 6855 (includes Color Universal Seed)	20	\$	6,673.00	\$	133,460.00	\$	185.04	\$	3,700.80	\$0.0059
3894B001	Staple Finisher-E1	20	\$	933.00	\$	18,660.00	\$	25.87	\$	517.40	
3905B001	PCL Printer Kit-A1	20	\$	372.00	\$	7,440.00	\$	10.32	\$	206.40	
3906B002	PS Printer Kit-A1	20	\$	495.00	\$	9,900.00	\$	13.73	\$	274.60	
3910B002	HDD Data Encryption and Mirroring Kit-C2	20	\$	247.00	\$	4,940.00	\$	6.85	\$	137.00	
4002B002	Data Erase Kit-C1	20	\$	175.00	\$	3,500.00	\$	4.85	\$	97.00	
3975B001	REMOVABLE HDD KIT-A1	NA									
3907B002	SUPER G3 FAX BOARD-A1	NA									
				\$		177,900.00	\$	246.66	\$	4,833.20	
<u>SUMMARY</u>											
CFS 36 Month FMV Lease Payment: \$12,829.39 plus tax											

*NOTE: Lease includes Includes Property Tax and Net 30 Terms
 ** Note: Service includes all Parts, Labor and Toner. Excludes Staples and Paper

Port of Los Angeles /Canon Business Solutions:

Additional Equipment/ Services list

1. ADD: QTY: (1)

"Canon" Photocopier/Scanner/Printer

Make/Model: "Canon" 3235i

\$123.31 /month

Adding Copier/Scanner/Printer for the ERP consultants on 2nd floor, HAB. (Note: use Account No. 54230, Cost Center No. 0520).

(as per POC#3- K#39585)

2. ADD to copier contract #39595, referencing POC #3:

QTY: (1)

HDD Data Erase Kit – B2

\$4.99 /month

QTY: (1)

HDD Data Encryption Kit – B5

\$5.30 /month

Adding erase kit and encryption kit to Copier/Scanner/Printer as referenced on POC #3 for the ERP consultants on 2nd floor, HAB. (Note: use Account No. 54230, Cost Center No. 0520).

(as per POC #4 –K#39585)

3. **ADD:**

Two (2) Image Runner 3245i

Total of Leasing: \$481.08 / mo

Term 27 months.

Per Image charge in excess of B & W is 0.0074.

Also reference Canon Lease and Maintenance Agreement #S0106195 with product descriptions and image charges.

See Price List " Quote for Port Police 2- IR 3245i

Add Two (2) Image Runner 3245I copiers for a term of 28 months at Port Police Headquarters.

(as per POC#7 – K339585)

4. ADD:

Two (2) Image Runner Advance C2030 I

Equipment configuration per Canon Business Solutions Acquisition Agreement S0113693.

Total of Leasing: \$ 689.21 / mo

Service : No minimum Contract

Term 26 months.

Per Image charge in excess of B & W is 0.01250 and Color \$ 0.07910 fixed for (26) months with no monthly minimum.

Also reference Canon Lease and Maintenance Agreement #S0113693 with product descriptions and image charges.

See Price List " quote for CPD named "Quote for Port of Los Angeles- IR Adv C 2030 (dated 8/14/12)" .

Add Two (2) Image Runner Advance C2030 copiers for a term of 26 months at Contract and Purchasing Division.

(as per POC#8- K#39585)



City Ethics Commission
 200 N Spring Street
 City Hall — 24th Floor
 Los Angeles, CA 90012
 Mail Stop 129
 (213) 978-1960

Prohibited Contributors (Bidders)

CEC Form 55

This form must be completed in its entirety and submitted to the awarding authority with your bid or proposal for the contract noted below. A bid or proposal that does not include a completed form will be deemed nonresponsive. Please write legibly.

Original filing Amended filing (original signed on _____; last amendment signed on _____)

Bid/Contract/BAVN Number (or other identifying information if no number):
 F-863 / 39706

Date Bid Submitted:
 6/24/2014

Description of Contract:
 To fulfill the annual requirements of the Los Angeles Harbor Dept. for Photocopier Equ

Awarding Authority (Department):
 Los Angeles Harbor Department

BIDDER

Name: Canon Solutions America, Inc.

Address: One Canon Park Melville, NY 11747

Email (optional): _____ Phone: (800) 355-1385

State Contractor ID: 100-231507

State ID must be disclosed for identification purposes, even if not performing work on this contract under that license. If the bidder does not have a state contractor ID, indicate "not applicable".

PRINCIPALS

Please identify the names and titles of all principals (attach additional sheets if necessary). Principals include a bidder's board chair, president, chief executive officer, chief operating officer, and individuals who serve in the functional equivalent of one or more of those positions. Principals also include individuals who hold an ownership interest in the bidder of at least 20 percent and employees of the bidder who are authorized by the bid or proposal to represent the bidder before the City.

Name: Yoroku Adachi Title: Chairman and CEO

Address: One Canon Park Melville, NY 11747

Name: Yuichi Ishizuka Title: President and COO

Address: One Canon Park Melville, NY 11747

Name: Toyotsugu Kuwamura Title: President and CEO

Address: One Canon Park Melville, NY 11747

Name: _____ Title: _____

Address: _____

_____ additional sheets are attached. Bidder is an individual and no other principals exist.



City Ethics Commission
 200 N Spring Street
 City Hall — 24th Floor
 Los Angeles, CA 90012
 Mail Stop 129
 (213) 978-1960

Prohibited Contributors (Bidders) CEC Form 55

SUBCONTRACTORS

Please identify all subcontractors whose subcontracts are worth \$100,000 or more (attach additional sheets if necessary). If the subcontractor has a state contractor license, the ID must be disclosed for identification purposes, even if the subcontractor is not performing work on this contract under that license.

Subcontractor: Not Applicable

Address: _____

State Contractor ID (for identification purposes; if none, indicate "not applicable"): _____

Subcontractor: _____

Address: _____

State Contractor ID (for identification purposes; if none, indicate "not applicable"): _____

Subcontractor: _____

Address: _____

State Contractor ID (for identification purposes; if none, indicate "not applicable"): _____

Subcontractor: _____

Address: _____

State Contractor ID (for identification purposes; if none, indicate "not applicable"): _____

Subcontractor: _____

Address: _____

State Contractor ID (for identification purposes; if none, indicate "not applicable"): _____

Subcontractor: _____

Address: _____

State Contractor ID (for identification purposes; if none, indicate "not applicable"): _____

Subcontractor: _____

Address: _____

State Contractor ID (for identification purposes; if none, indicate "not applicable"): _____

Subcontractor: _____

Address: _____

State Contractor ID (for identification purposes; if none, indicate "not applicable"): _____

Subcontractor: _____

Address: _____

State Contractor ID (for identification purposes; if none, indicate "not applicable"): _____

_____ additional sheets are attached.

Bidder has no subcontractors on this bid or proposal whose subcontracts are worth \$100,000 or more.



City Ethics Commission
 200 N Spring Street
 City Hall — 24th Floor
 Los Angeles, CA 90012
 Mail Stop 129
 (213) 978-1960

Prohibited Contributors (Bidders)

CEC Form 55

PRINCIPALS OF SUBCONTRACTORS

Please identify the names and titles of all principals for each subcontractor identified on page 2 (attach additional sheets if necessary). Principals include a subcontractor's board chair, president, chief executive officer, chief operating officer, and individuals who serve in the functional equivalent of one or more of those positions. Principals also include individuals who hold an ownership interest in the subcontractor of at least 20 percent and employees of the subcontractor who are authorized by the bid or proposal to represent the subcontractor before the City.

Name: Not Applicable Title: _____

Address: _____

Subcontractor: _____

Name: _____ Title: _____

Address: _____

Subcontractor: _____

Name: _____ Title: _____

Address: _____

Subcontractor: _____

Name: _____ Title: _____

Address: _____

Subcontractor: _____

Name: _____ Title: _____

Address: _____

Subcontractor: _____

Of the subcontractors identified on page 2, the following are individuals and no other principals exist (attach additional sheets if necessary):

Subcontractor: _____

Subcontractor: _____

_____ additional sheets are attached.

Bidder has no subcontractors on this bid or proposal whose subcontracts are worth \$100,000 or more.

CERTIFICATION

I certify that I understand, will comply with, and have notified my principals and subcontractors of the requirements and restrictions in Los Angeles City Charter section 470(c)(12) and any related ordinances. I understand that I must amend this form within ten business days if the information above changes. I certify under penalty of perjury under the laws of the City of Los Angeles and the state of California that the information provided above is true and complete.

Date: 6/25/14

Signature: [Handwritten Signature]

Name: TRACIE SOLLO

Title: VP Marketing

Under Los Angeles City Charter § 470(c)(12), this form must be submitted to the awarding authority with your bid or proposal. A bid or proposal that does not include a completed Form 55 will be deemed nonresponsive.