

## **EXHIBIT A SCOPE OF WORK**

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### **I. Location of Services**

County of Monterey Information Technology  
1590 Moffett Street  
Salinas, Ca. 93905

County of Monterey Information Technology  
855 E. Laurel Drive, Bldg. D  
Salinas, Ca. 93905

### **II. Scope of Services**

Provide support and maintenance of the SHARP BP-70C36, the SHARP BP-70C45, and the SHARP BP-50C26.

1. Contractor shall:

- a. Complete all required preventative maintenance and emergency service necessary to keep the equipment in efficient operating order. It will be performed by Contractor during regular business hours (8:00 am to 5:00 pm, Monday through Friday, except Holidays).
- b. Replace without charge, parts which have been broken or worn through normal use and are necessary to machine servicing and maintenance adjustments, including consumables, such as toner, developer drums and fuser rollers within the limits of their suggested yield.

2. County shall:

- a. Provide a key operator who shall be responsible for normal operator functions, such as; daily care and cleaning of the top glass, dusting equipment, replenishing toner, clearing obvious paper jams and scheduled reporting of meter reads from each printer.
  - i. If current meter reading is not submitted after repeated requests from Contractor, Contractor will use an estimated meter reading based on service history.
- b. Provide reasonable access to all equipment covered in this agreement. County shall agree that Contractor will not be held accountable to make adjustments, repairs, or replacements if Contractor is not provided reasonable access to the equipment.

### III. Rates

<b>Equipment – For ITD Moffett Street</b>	<b>Cost</b>
<b>Sharp BP-70C36</b>	<b>\$310.17 monthly</b>
Sharp BP-FN13 Finisher	Included
Sharp BP-DE15 Paper Deck	Included
Sharp BP-RB10 Paper Pass	Included
Sharp AR-D5143NT Surge Suppressor	Included
Sharp MX-SC11 Staples	Included
Sharp BP50C Toner Kit	Included
Sharp MX-PN14B Hole Punch	Included
<b>Total Cost including tax</b>	<b>\$310.17 per month - \$3,722.04 annually</b>

All maintenance and repair costs shall be included in pricing above, including drums & rollers

All delivery, installation, and machine pick-up shall be included in pricing above

Toner included as needed, no limitations

Staples included as needed, no limitations

2,500 black/white copies/prints/month

1,250 color copies/prints/month

Cost per copy is \$.0077 per copy – black/white

\$.0456 per copy – color

<b>Equipment – For ITD Moffett Street</b>	<b>Cost</b>
<b>Sharp BP-70C45</b>	<b>\$403.77 monthly</b>
Sharp BP-FN13 Finisher	Included
Sharp BP-DE15 Paper Deck	Included
Sharp BP-RB10 Paper Pass	Included
Sharp AR-D5143NT Surge Suppressor	Included
Sharp MX-SC11 Staples	Included
Sharp BP50C Toner Kit	Included
Sharp MX-PN14B Hole Punch	Included
<b>Total Cost including tax</b>	<b>\$403.77 per month - \$4,845.24 annually</b>

All maintenance and repair costs shall be included in pricing above, including drums & rollers

All delivery, installation, and machine pick-up shall be included in pricing above

Toner included as needed, no limitations

Staples included as needed, no limitations

4,000 black/white copies/prints/month

2,000 color/prints/month

Cost per copy is \$.0077 per copy – black/white

\$.0456 per copy – color

<b>Equipment – for Radio Shop Laurel Drive</b>	<b>Cost</b>
<b>Sharp BP-50C26</b>	<b>\$ 188.18 monthly</b>
Sharp BP-TU10 Exit Tray	Included
Sharp BP-DE13 Paper Deck	Included
Sharp MX-PK13L Postscript	Included
Sharp AR-D5143NT Surge Suppressor	Included
Sharp BP50C Toner Kit	Included
<b>Total Cost including tax</b>	<b>\$188.18 per month - \$2,258.16 annually</b>

2000 black/white copies/prints/month

1000 color/prints/month

Cost per copy is \$.0079 per copy – black/white

\$.0474 per copy – color

**Total Costs – Printers and Copies**

<b>Equipment/Copies</b>	<b>Annual</b>	<b>3 – Year, Term of Agreement</b>
<b>Sharp BP-70C36</b>	\$3,722.04	\$11,166.12
<b>Sharp BP-70C45</b>	\$4,845.24	\$14,535.72
<b>Sharp BP-50C26</b>	\$2,258.16	\$6,774.48
<b>Overage Charges if needed</b>	\$300.00	\$900.00

**IV. Payment Provisions**

- a. Invoices shall be mailed to:

County of Monterey Information Technology  
1590 Moffett Street  
Salinas, Ca. 93905  
Attn: Accounts Payable