

## STATEMENT OF WORK FOR PRINTER/COPIER MAINTENANCE AND SUPPORT SERVICES

### C.1 SCOPE

**C.1.1** The Government of the District of Columbia (District), Office of the Chief Technology Officer (OCTO) requires a Contractor to provide Printer/Copier Maintenance and Support Services.

The District intends to make a single contract award for the maintenance and support of printers and multifunction printer devices. The contractor will oversee the day-to-day maintenance and repair of all OCTO networked printer/copiers/multifunction devices listed in the equipment schedule provided at Exhibit 1 (networked) and Exhibit 2 (locally-attached) printers, facsimile machines, scanners and copiers. Remote network access may be made available at the discretion of OCTO for the purpose of monitoring networked devices.

Although subject to the same maintenance and repair services, locally-attached devices are herein treated as a distinct group for which inclusion in the contract is optional and will be awarded at the discretion of the Contract Officer.

OCTO also seeks to purchase along with maintenance and repair services delivery to each site of toner, paper and related consumable supplies for the equipment associated with the equipment listed in this solicitation. The purchase of consumable supplies is also herein treated as a distinct group for which inclusion in the contract is optional and will be awarded at the discretion of the Contract Officer.

### C.2 DEFINITIONS

Networked	Printers, plotters and multifunction printers connected to the DC Government local area network, communicating by Ethernet protocols using hard-wired or wireless connection. A representative listing is provided at SOW Exhibit 1.
Locally-attached	Printers, plotters and multifunction printers that are directly connected only to a end-user computer using parallel, serial, USB or “fire-wire” cable or using wireless communication such as RF, IR or “Bluetooth”. A representative listing is provided at SOW Exhibit 2.
Consumable Supplies	User-installable supplies such as paper and toner cartridges consumed to produce printer/copier output.
Maintenance	Factory-recommended replacement of worn parts based on time or throughput on machine. Includes “preventive maintenance”. Does not, clearing of minor paper jams or configuring the system for network or computer communication. Includes vacuuming inside of printer as needed.
Repairs	Vendor action needed to effect the continued operation of the system in accordance with manufacturers’ specifications. Includes diagnostics, providing and installing replacement parts, clearing persistent or severe paper jams and correcting the cause any error messages indicating a defect in the machine.

POC	Point of Contact. Person designated by the COTR to initiate requests for maintenance, repairs or supplies and authorized to verify or accept receipt of services and supplies furnished under this contract.
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### C.3 BACKGROUND

**C.3.1** The Office of the Chief Technology Officer (OCTO) seeks a proposal to provide maintenance and repair services for approximately eighty (80) networked and approximately fifty (56) locally-attached printers, multi-functional devices, and faxes located among five (5) OCTO locations within the District of Columbia. OCTO also seeks to purchase along with maintenance and repair services delivery to each site of toner, paper and related consumable supplies for the equipment associated with the equipment listed in this solicitation.

### C.4 GENERAL REQUIREMENTS

#### C.4.1 Discovery and Planning

The Contractor shall work with the District to validate the number and type of devices to be covered under this contract at each of the five locations. The discovery shall include the type of devices to be maintained i.e. - printers, faxes, scanners, copiers, large format printers, etc; and specified configuration details or data points to be gathered for each device type. The output of this effort will be the “Discovery Report” as described in **Section C.6.2.4 Reports** which identifies the equipment subject to the services provided under this contract. The Contractor shall work with the District to develop a schedule for discovery and design, and to plan an approach that incurs minimal disruption to the District workforce.

#### C.4.2 Printer Maintenance and Support

The Contractor shall maintain all printers in accordance with the manufacturer’s recommendations. All work shall be performed on District premises unless specifically authorized. The Contractor is responsible for providing maintenance for all networked equipment at the five locations identified in Exhibits 1 and 2. The District may choose not to award a contract for the portions of work associated with locally-attached devices: Offerors are requested to submit a proposal for maintenance on the locally attached devices.

**C.4.2.1** The Contractor shall provide an annual scheduled maintenance and periodic maintenance plan for individual equipment. The Contractor shall provide recommendations for upgrade or replacement of equipment based on periodic maintenance and/or other factors based on the hardware manufacturer’s specification, provide a schedule for individual equipment billable replacement parts associated with periodic maintenance. The Contractor shall provide ‘maintenance kits’ for equipment upon arrival for periodic maintenance as specified by the manufacturer. Specifically excluded from maintenance requirements are ink/toner and paper. All other maintenance parts are included. Specific details are provided in **Section C.6.2.1 Maintenance**.

**C.4.2.2** The Contractor shall respond to onsite service calls with qualified technicians within four (4) working hours, 8:30 a.m. to 5:30 p.m. Monday through Friday, excluding

District Government holidays for equipment identified as critical or high priority. Not more than ten (10) percent of the printers will be identified by the District as critical. The response time measurement starts when the Contractor receives the call from an authorized District employee or if available, online remote monitoring system. The Contractor shall provide as standard eight-business-hour response (same-day or next day) for all other equipment covered in this contract.

### **C.4.3 Provide Repair Services**

**C.4.3.1** The Contractor shall provide estimates of turnaround to repair equipment where a replacement part must be specially ordered. Allow for inclusion of newly-acquired equipment and removal of de-commissioned equipment from the schedule. The Contractor shall perform all work on District premises unless specifically authorized. Provide recommendations for displacement, upgrade or replacement of equipment. Specific details are provided in **Section C.6.2.2 Repairs**. The District may choose not to award a contract for the portions of work associated with locally-attached devices: Offerors are requested to submit a proposal for repairs the locally attached devices.

### **C.4.4 Consumable Supplies**

The Contractor shall provide all consumable supplies required for copying, printing, and scanning for leased devices. Consumables shall consist of and are not limited to toner, developer, printer heads, black and color cartridges, etc. The Contractor shall automatically replenish consumable supply inventories based on monthly production levels and established need. For the purpose of estimating costs, assume an average monthly production volume of 5,000 each standard size pages for networked printers, 200 each E-sized pages for plotters and 400 each standard-size pages for locally-attached printers. Specific details are provided in **Section C.6.2.3 Provide Consumable Supplies**. The District may choose not to award a contract for the portions of work associated with furnishing consumable supplies: Bidders are requested to submit a proposal for furnishing consumable supplies.

### **C.4.5 Meter Reading and Reports**

**C.4.5.1** The Contractor shall be responsible for providing meter readings for all networked equipment. The Contractor shall outline its approach in tracking the number of pages used per client/per unit and provide monthly reports for management review. The Contractor shall prepare quarterly reports listing all equipment on the periodic maintenance schedule. Additional reporting requirements are detailed in **Section C.6.2.4 Reports**.

## **C.5 PERFORMANCE LOCATIONS**

### **C.5.1 The five locations of performance are:**

- 441 -4<sup>th</sup> Street, NW, (OJS) 9<sup>th</sup> Floor, 10<sup>th</sup> Floor and 1C level
- 1100 15<sup>th</sup> Street, NW, 9<sup>th</sup> floor (HSMP Program) and 10<sup>th</sup> Floor (Call Center)

- 3919 Benning Road, NE (ODC One)
- 222 Massachusetts Avenue, NW (ODC Two)
- 1133 – 15<sup>th</sup> Street, NW (DC Net)
- Location for special event support requirements to be determined

## **C.6 DELIVERABLES**

**C.6.1** Where documents are required, the Contractor shall provide electronic documents to the COTR using standard Microsoft Office Suite applications (or other District-established project management standards tools), unless otherwise agreed to. The Contractor shall only provide printed material when required for meetings or other specific events, unless otherwise agreed to.

### **C.6.2 Specific Deliverables and Processes**

#### **C.6.2.1 Maintenance**

Maintenance defined as factory-recommended replacement of worn parts based on time or throughput on machine. Includes “preventive maintenance”. Machine may still be operable. Does not, clear minor paper jams or configuring the system for network or computer communication. Includes vacuuming inside of printer as needed.

- i) Need for vendor action is identified by any of the following:
  - (1) Contractor’s remote monitoring if available, or POC-verified estimate.
  - (2) Contact initiated by POC/user
  - (3) Contractor’s on-site inspection
- ii) Need is addressed by vendor
  - (1) Schedule with POC a site visit to perform maintenance work
  - (2) Perform maintenance work as scheduled.
  - (3) Record site visit including machine ID, date and work performed.
- iii) Fulfillment of need is recognized by POC
  - (1) Sign-off on successful completion of work performed.

**C.6.2.2 Repairs**, defined as Contractor action needed to effect the continued operation of the system in accordance with manufacturers’ specifications. Machine is not fully operable. Includes diagnostics, providing and installing replacement parts, clearing persistent or severe paper jams and correcting any error messages indicating a defect in the machine’s operation. Standard response is eight (8) business hours, High priority response is four (4) business hours for devices identified in advance by the COTR.

- i) Need is identified by any of the following:
  - (1) Contractor’s remote monitoring of the device if available
  - (2) Contact initiated by POC/user
  - (3) Contractor’s on-site inspection
- ii) Identification by the POC or prior agreement whether high-priority response (within 4 hours) is required.
- iii) Need is addressed by Contractor
  - (1) Schedule with POC site visit to perform repair

- (2) Provides any necessary parts.
  - (3) Record site visit or delivery including machine ID, date, and work performed.
  - (4) Repeat 2.c.i – 2.c.iii above if return visit is needed to complete repairs.
  - (5) Records labor and parts to be invoiced.
- iv) Fulfillment of need is recognized by POC
- (1) Sign-off on successful completion of repair, including labor time.
  - (2) Evidence of repair (e.g. test print of document, not test page) in hand.

**C.6.2.3 Provide Consumable Supplies** defined as user-installable supplies such as paper and toner cartridges consumed in printer/copier output. Includes delivery to each site of paper, ribbons and ink/toner modules and replaceable print heads. For the purpose of estimating costs, assume an average monthly production volume of 5,000 each standard size pages for networked printers, 200 each E-1 sized pages for plotters and 400 each standard-size pages for locally-attached printers.

- i) Need is identified by any of the following:
  - (1) By way of Contractor's remote monitoring if available and/or verified estimation
  - (2) By way of call from POC/user
  - (3) By Contractor on-site inspection
- ii) Need is addressed by Contractor
  - (1) Initiates delivery of supplies or consumables (paper & ink/toner)
  - (2) Notify POC of expected delivery of supplies or consumables
  - (3) Records bill of supplies or consumables to be invoiced
- iii) Fulfillment of need is recognized by POC
  - (1) Receipt of supplies or consumables
  - (2) Sign-off on delivery receipt of supplies or consumables

**C.6.2.4 Reports.** In addition to the documentation in support of service and delivery invoices described above, the Contractor shall furnish the following:

- i) Discovery Report. "Discovery" is the initial phase where the DC Government COTR and the Contractor will survey the sites to validate inventory of equipment to be covered in the contract. All subsequent reports are based on the Discovery Report as updated.
  - (1) Provide to COTR within 30 days of contract award
  - (2) Indicates the following data:
    - (a) Location address and room number
    - (b) Networked or locally-attached, if applicable
    - (c) Make, model, serial and manufacturer's part number
    - (d) printer functionality verified
- ii) Quarterly inventory indicating:
  - (1) Items listed C.6.2.4.i.2.a-c above for equipment covered by this contract
  - (2) Items listed C.6.2.4.i.2.a-c above for equipment added to this contract, including date added.
  - (3) Items listed C.6.2.4.i.2.a-c above for equipment removed from this contract, including date removed.
  - (4) Dates and types of service (maintenance or repair) for each device covered by the contract.
  - (5) Summary of consumables cost per printer model

- iii) Annual and Semi-annual inventory report indicating:
  - (1) Dates and types of service (maintenance or repair) for each device covered by the contract.
  - (2) Any recommendations for replacement or removal of equipment covered under the contract including an appropriate replacement model.
  - (3) Summary of consumables cost per printer model
- iv) Items C.6.2.4.i through C.6.2.4.iii above for each option year exercised

<b>MILESTONE DESCRIPTION</b>	<b>MILESTONE DATE</b>
Discovery inventory report	30 days after award
Quarterly inventory report	90 days after award
Quarterly inventory report	180 days after award
Recommendation for equipment overhaul or replacement	180 days after award
Quarterly inventory report	270 days after award
Recommendation for equipment overhaul or replacement	330 days after award
Annual report (includes quarterly data)	330 days after award

**Exhibit 1: Networked Printers, Faxes and Multifunction Devices**

Item	MFG	Model #	Description	Address	Room	Serial #
1	HP	LaserJet 8550DN	Color Printer	441 4th St	930B	JPMB031737
2	HP	LaserJet 8000N	B&W Printer	441 4th St	930F	USBB026662
3	HP	LaserJet 4500DN	Color Printer	441 4th St	930B	115302
4	HP	LaserJet 8150DN	B&W Printer	441 4th St	930B	JPBLR09214
5	HP	LaserJet 4600N	Color Printer	441 4th St	930B	JPGMD49566
6	Xerox	745 WorkCentre	Fax	441 4th St	930B	2217FA-E
7	HP	LaserJet 3380	Fax/Scanner/Printer	441 4th St	930-HR	CNJJ808503
8	Xerox	WorkCentre Pro M15i	Fax/Scanner	441 4th St	930B	PDE128583
9	Xerox	Workcenter 7740	Color Printer	441 4th St	930B	WMY502092
10	Canon	DR9080C	Scanner	441 4th St	930B	CZ307373
11	Xerox	WorkCentre Pro 785	Fax	441 4th St	920	RCO-0011018
12	HP	Designjet 800	Plotter	1100 15th St	9th Floor	SG42L61017
13	HP	LaserJet 4550HDN	Color Printer	441 4th St	920	JPQKG12974
14	HP	LaserJet 5000N	B&W Printer	441 4th St	920	USB 1035637
15	HP	LaserJet 3380	Fax/Scanner/Printer	441 4th St	920	CNGJ821647
16	HP	LaserJet 4S50IIDN	Color Printer	1100 15th St	920	JPQKG05441
17	Brother	Intellifax	Fax	441 4th St	920	U60283A4J227493
18	HP	LaserJet 5500DTN	Color Printer	1100 15th St	9th Floor	JPHR002185
19	HP	LaserJet 2300L	B&W Printer	441 4th St	920	
20	HP	LaserJet 2300L	B&W Printer	441 4th St	920	
21	HP	LaserJet 4600HDN	Color-Printer	441 4th St	1045	JPAKC07121
22	HP	DesignJet 1050c	Plotter	441 4th St	1045	SGIA613128
23	HP	LaserJet 5000N	B&W Printer	441 4th St	1045	USB 1035533
24	HP	LaserJet 5000N	B&W Printer	441 4th St	1045	USC1027024
25	HP	LaserJet 4300	B&W Printer	441 4th St	1045	
26	HP	LaserJet 4650	Color Printer	441 4th St	1045	JPFAB12109
27	HP	LaserJet 4600dn	Color Printer	441 4th St	1045	JPGMB50531
28	HP	LaserJet 4300	Blk&Wht-Printer	441 4th St	1000	
29	HP	LaserJet 4650	Color Printer	441 4th St	1000	JPDAB02718
30	Canon	DR9080C	Scanner	441 4th St	1000	CZ309982
31	HP	LaserJet 4500N	Color Printer	441 4th St	1045	JPCDI08474
32	Xerox	745 WorkCentre	Fax	441 4th St	1045	
33	Xerox	745 WorkCentre	Fax	441 4th St	1045	
34	HP	LaserJet 8150DN	B&W Printer	441 4th St	CN30	USBF017125
35	HP	LaserJet 8550N	Color Printer	441 4th St	CN30	JPMB033168
36	HP	LaserJet 4500-4550	Color Printer	441 4th St	CN30	JPPKH05586
37	HP	LaserJet 1220	Laser Multi	441 4th St	CN30	MYIC5D605T
38	HP	Digital Sender	Digital Sender	441 4th St	CN30	JPU6000604
39	HP	LaserJet 9000DN	B&W Printer	1100 15th St.	9th Floor	1JFBRY06856

Item	MFG	Model #	Description	Address	Room	Serial #
40	HP	LaserJet 2200DN	B&W Printer	441 4th St	971	CNGRH24240
41	HP	LaserJet 5100TN	B&W Printer	441 4th St	971	CNBR121601
42	HP	LaserJet 4550HDN	Color Printer	441 4th St	707	JPQKH05506
43	HP	LaserJet 5000N	B&W Printer	441 4th St	707	USC1035038
44	HP	LaserJet 5500DTN	Color Printer	441 4th St	960	JPFK003510
45	Xerox	WorkCentre Pro M15i	Fax/Scanner	441 4th St	960	PDE-103421
46	Xerox I	WorkCentre Pro M15i	Fax/Scanner	441 4th St	960	PDE 129524
47	Canon	DR9080C	Scanner	441 4th St	960	CZ307575
48	HP	LaserJet 5000N	B&W Printer	441 4th St	960	USC1027022
49	HP	LaserJet 8000N	B&W Printer	441 4th St	IC070	USBBO06443
50	Brother	2750	Intellifax	441 4th St	IC070	U56359AOU121995
51	Lexmar	Optra SC 1275	Color Printer	441 4th St	IC070	plate cover
52	HP	LaserJet 8000N	B&W Printer	441 4th St	IC30A	USBB0615190
53	HP	LaserJet 4550N	Color Printer	441 4th St	IC30A	JPPKH05586
54	Brother	2750	Intellifax	441 4th St	IC30A	U56359M9U111210
55	Lexmark	Optra S 2420	B&W Printer	441 4th St	IC30A	I1R6877
56	HP	LaserJet 8550N	Color Printer	655 15th st		JPMB037781
57	HP	LaserJet 8150DN	Blk&Wht-Printer	441 4th St	ICS34	JPBLL62045
58	Brother	4750E	Intellifax	441 4th St	ICS34	U60283H2J623560
59	HP	LaserJet 9000N	B&W Printer	441 4th St	1050	JPBMI6972
60	HP	LaserJet 8000DN	B&W Printer	441 4th St	1050	USGJ026315
61	HP	LaserJet 4100N	B&W Printer	441 4th St	1050	
62	Brother	Brother 310DC	Touch Labeler	441 4th St	1050	U5658IE2N326681
63	Xerox	WorkCentre Pro M15i	Fax/Scanner	441 4th St	1050	PDE133056
64	HP	LaserJet 4600N	Color Printer	441 4th St	1050	JPBKB20970
65	HP	LaserJet 4600N	Color Printer	441 4th St	CS12	JPCBK33884
66	Xerox	Workcenter 7400	Color Printer	1100 15th St	9th Floor	WMY600863
67	Xerox	M24	Copier/Color	1100 15th St	9th Floor	
68	Xerox	M15i	Fax/Scanner	1100 15th St	9th Floor	
69	Xerox	M15i	Fax/Scanner	1100 15th St	9th Floor	
70	Xerox	5500	B&W Printer	1100 15th St	9th Floor	
71	Xerox	WorkCenter 7665	Copier	441 4th St	1030	
72	MFC	C9800	Fax	441 4th St	1030	
73	Xerox	Work Center Pro 90	Copier/black&white	441 4th St	930S	MTE020578
74	Xerox	DocuColor 3535	Copier/Color	441 4th St	930S OJS	LVG254849
75	Xerox	Phaser 7400	Copier/black&white	441 4th St	ICS34 OJS	WMY600863
76	HP	DesignJetI050C	Plotter	441 4th St	IC30a OJS	SG66CC312J
77	HP	DesignJet 80 PS	Plotter	441 4th St	IC30a OJS	C6074B MY72EF304G
78	HP	DeskJet 430	Printer/Plotter	441 4th St	707N OJS	CA714ASG55D1100M
79	HP	Laserjet 4550P	Color Printer	1100 15th St	10th Floor	
80	Xerox	Workcenter 240 PS	Printer/Scanner	1100 15th St	10th Floor	

## Exhibit 2: Locally-attached Printers, Faxes and Multifunction Devices

Device	location
HP LaserJet 1100 (MS)	ODC2
HP Officejet 7300 series	ODC2
HP LaserJet 1100 (MS)	ODC2
HP LaserJet 4	ODC2
HP PSC 2400 series	ODC2
HP DeskJet 895Cxi	TBD
HP DeskJet 895Cse	TBD
HP DeskJet 880C	TBD
HP DeskJet 950C/952C/959C	TBD
HP Deskjet 6940 series	OAG 1100 15th st
HP DeskJet 6940 series	OAG 1100 15th st
HP Color LaserJet 2600n	OAG 1100 15th st
HP LaserJet P2015 Series PCL 5e	TBD
HP Color LaserJet 1600	TBD
HP Business Inkjet 1200 Series	TBD
HP LaserJet 2100 PCL6	TBD
HP Officejet Pro L7600 Series	TBD
Apple LaserWriter 8500	OJS 1CS
HP LaserJet 2200 Series PCL	OJS 5th Floor
HP LaserJet 3050 Series PCL 6	OJS 5th Floor
HP Officejet 7300 series	OJS 5th Floor
HP LaserJet 2200 Series PCL	OJS 5th Floor
HP LaserJet 3050 Series PCL 6	OJS 5th Floor
HP LaserJet 3050 Series PCL 6	OJS 5th Floor
HP LaserJet 3050 Series PCL 6	ServUS 7th FI
HP LaserJet 2200 Series PCL	OCTO 840N
HP Color LaserJet 3800 PS	OCTO 840N
HP LaserJet 2300 Series PCL 6	OCTO 840N
HP LaserJet 1022	OCTO 840N
HP Color LaserJet 2600n	OJS 9th FI
HP LaserJet 2300 Series PCL 5e	OJS 10th FI
HP Color LaserJet 4500	OJS 10th FI
HP LaserJet P3005 PCL 5e	OJS 10th FI
HP Photosmart C6100 series	OJS 10th FI
HP Color LaserJet 2600n	OJS 10th FI
HP LaserJet 3050 Series PS	TBD
Canon MP600 Printer	TBD
HP Officejet Pro K550 Series	TBD
HP Color LaserJet 1600	TBD
Brother QL-570	TBD
HP LaserJet 3050 Series PCL 6	TBD
HP LaserJet 3380 PCL 6	TBD
HP Color LaserJet 3800 PS	TBD

<b>Device</b>	<b>location</b>
HP Deskjet F4200 series	TBD
HP Officejet J3600 series	TBD
AGFA-AccuSet v52.3	TBD
Canon MF6500 Series UFR II LT	TBD
Brother MFC-3360C USB Printer	TBD
HP Deskjet 6127 series	OJS 11th Fl
Canon i80	TBD
Lexmark X6100 Series	TBD
HP OfficeJet V40	TBD
Fax Lexmark 9300 Series Printer	TBD
Epson ActionLaser 1500	TBD
HP LaserJet 5000 Series PCL6	TBD

**PRICE SCHEDULE**

**B.3.1 BASE YEAR (Date of Award thru One Year Thereafter)**

CLIN	Description	Unit of Issue	Qty	Unit Price	Total Amount
<b>0001</b>	<b>Printer/Copier Maintenance and Support</b>				
<b>0001A</b>	Maintenance and Support of Networked Devices S.O.W. C.4.2 and C.6.2.1	Month	12	\$ _____	\$ _____
<b>0001B</b>	Maintenance and Support of Locally Attached Devices (optional) S.O.W. C.4.2 and C.6.2.1	Month	12	\$ _____	\$ _____
<b>0001C</b>	Labor for Printer/Copier Repairs S.O.W C.4.3 and C.6.2.2	Hour	100	\$ _____	\$ _____
<b>0001D</b>	Consumable Supplies, with prices delineated for each consumable supply item S.O.W C.4.4 and C.6.2.3	Month	12	\$ _____	\$ _____
<b>Grand Total - Base Year:</b>					\$ _____

**B.3.2 OPTION YEAR ONE**

CLIN	Description	Unit of Issue	Qty	Unit Price	Total Amount
<b>1001</b>	<b>Printer/Copier Maintenance and Support</b>				
<b>1001A</b>	Maintenance and Support of Networked Devices S.O.W. C.4.2 and C.6.2.1	Month	12	\$ _____	\$ _____
<b>1001B</b>	Maintenance and Support of Locally Attached devices (optional) S.O.W. C.4.2 and C.6.2.1	Month	12	\$ _____	\$ _____
<b>1001C</b>	Labor for Printer/Copier Repairs S.O.W C.4.3 and C.6.2.2	Hour	100	\$ _____	\$ _____
<b>1001D</b>	Consumable Supplies, with prices delineated for each consumable supply item S.O.W. C.4.4 and C.6.2.3	Month	12	\$ _____	\$ _____
<b>Grand Total - Option Year One:</b>					\$ _____

**B.3.3 OPTION YEAR TWO**

<b>CLIN</b>	<b>Description</b>	<b>Unit of Issue</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total Amount</b>
<b>2001</b>	<b>Printer/Copier Maintenance and Support</b>				
<b>2001A</b>	<b>Maintenance and Support of Networked Devices S.O.W. C.4.2 and C.6.2.1</b>	<b>Month</b>	<b>12</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>2001B</b>	<b>Maintenance and Support of Locally Attached devices (optional) S.O.W. C.4.2 and C.6.2.1</b>	<b>Month</b>	<b>12</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>2001C</b>	<b>Labor for Printer/Copier Repairs S.O.W C.4.3 and C.6.2.2</b>	<b>Hour</b>	<b>100</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>2001D</b>	<b>Consumable Supplies, with prices delineated for each consumable supply item S.O.W. C.4.4 and C.6.2.3</b>	<b>Month</b>	<b>12</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>Grand Total – Option Year Two:</b>					<b>\$ _____</b>

**B.3.4 PRICE SUMMARY**

<b>Contract Period</b>	<b>Total</b>
Base Year	\$ _____
Option Year One	\$ _____
Option Year Two	\$ _____
Three-Year Contract Total	\$ _____

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
OFFICE OF TAX AND REVENUE



## TAX CERTIFICATION AFFIDAVIT

**THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.**

Date: \_\_\_\_\_

Name of Organization/Entity: \_\_\_\_\_

Address: \_\_\_\_\_

Business Telephone No.: \_\_\_\_\_

Principal Officer: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Federal Identification No.: \_\_\_\_\_

Contract No.: \_\_\_\_\_

Unemployment Insurance Account No.: \_\_\_\_\_

I hereby certify that:

1. I have complied with the applicable tax filing and licensing requirements of the District of Columbia.
2. The following information is true and correct concerning tax compliance for the following taxes for the past five (5) years:

	<u>Current</u>	<u>Not Current</u>	<u>Not Applicable</u>
District: Sales and Use	( )	( )	( )
Employment Withholding	( )	( )	( )
Ballpark Fee	( )	( )	( )
Corporation Franchise	( )	( )	( )
Unincorporated Franchise	( )	( )	( )
Personal Property	( )	( )	( )
Real Property	( )	( )	( )
Individual Income	( )	( )	( )

**The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities. The penalty for making false statements is a fine not to exceed \$5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code § 47-4106.**

**This affidavit must be notarized and becomes void if not submitted within 90 days of the date notarized.**

\_\_\_\_\_  
Signature of Authorizing Agent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

Notary: DISTRICT OF COLUMBIA, ss:

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ Month  
and Year

Notary Public: \_\_\_\_\_

My Commission

Expires: \_\_\_\_\_