



INVITATION TO SUBMIT PROPOSALS

The State Bar of Texas (the State Bar) is requesting Proposals from a contractor to provide multifunction copier lease and maintenance services. If you are interested in submitting a proposal, please adhere to the **General Instructions** and the **Proposal Stipulations and Requirements** as outlined in the enclosed Request for Proposal (RFP).

Vendors should pay particular attention to all **INSTRUCTIONS, REQUIREMENTS and DEADLINES** indicated in the attached documents and should govern themselves accordingly. In accepting proposals, the State Bar reserves the right to reject any and all proposals, to waive formalities and reasonable irregularities in submitted documents, and to waive any requirements in order to take the action, which it deems to be in the best interest of the State Bar and is not obligated to accept the lowest proposal.

At the time and place established for receipt of the proposal, the State Bar will only release the names of the vendors. No other information will be released until after the State Bar has evaluated the proposals and an award has been made and approved by the State Bar Executive Director.

We greatly appreciate your efforts and look forward to reviewing your submission.

**STATE BAR OF TEXAS
1414 Colorado St.
Austin, Texas 78701**

THE STATE BAR OF TEXAS

The State Bar is established under Tex. Govt. Code Ch. 81 as an administrative agency of the judicial department of Texas state government and reports directly to the Supreme Court of Texas. It is governed by a statewide Board of Directors and is headed by the Executive Director of the State Bar. The State Bar is funded solely by membership dues, compliance fees, and revenue generating services. Unlike other state agencies, the State Bar's budget is subject to approval by the Texas Supreme Court.

The State Bar's purposes are (1) to aid the courts in carrying on and improving the administration of justice; (2) to advance the quality of legal services to the public and to foster the role of the legal profession in serving the public; (3) to foster and maintain on the part of those engaged in the practice of law high ideals and integrity, learning, competence in public service, and high standards of conduct; (4) to provide proper professional services to the members of the State Bar; (5) to encourage the formation of and activities of local bar associations; (6) to provide forums for the discussion of subjects pertaining to the practice of law, the science of jurisprudence and law reform, and the relationship of the State Bar to the public; and (7) to publish information relating to the subjects listed in subdivision (6).

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SECTION 1. RFP REFERENCE NUMBER, TIMELINE AND EVENTS

RFP Reference Number:	SBOT PF2026-002
Request For Proposal Issuance Date:	August 15, 2025
Deadline for Submission of Questions:	Friday August 22, 2025, by 1:00 p.m.
Deadline for Submission of Proposals:	Friday September 5, 2025, by 1:00pm
Contract Award Date on or before	Tuesday September 23, 2025
Anticipated Contract Start Date	on or before Wednesday October 1, 2025

SECTION 2. GENERAL INSTRUCTIONS

A. Questions

Deadline for Questions from Vendors is Friday August 22, 2025 by 1:00 p.m.

All questions concerning the specifications for proposals must be in writing, by email, addressed to the following:

Ann Nuñez
ann.nunez@texasbar.com

cc:
Keith Meyer
keith.meyer@texasbar.com

B. Submittal Procedure

Deadline for Submission of Proposals is Friday September 5, 2025 by 1:00 p.m.
No Proposals will be accepted or considered after the stated deadline.

Proposals, subject to all specifications and conditions contained in this RFP, must be signed by a person or officer of the company submitting the proposal that is authorized to enter into contractual obligations and agreements on behalf of the company. ***Proposals received unsigned will be deemed non-responsive and will not be accepted or considered.***

The original proposal must be emailed to

Ann Nuñez
Ann.nunez@texasbar.com

Cc:
Keith Meyer
keith.meyer@texasbar.com

Submissions by facsimile or mailed will not be accepted or considered. The State Bar will not be responsible for submissions lost or not delivered **before the deadline** for any reason.

Submissions that do not contain all the materials and documentation duly executed will not be accepted or considered.

C. Non-Discrimination Policy Statement

The State Bar of Texas does not discriminate against any individual or vendor with respect to compensation, terms, conditions, or award of contract because of race, color, religion, sex, national origin, age, disability, political affiliation, or limit, segregate, or classify candidates for award of contract in any way which would deprive or tend to deprive any individual or company of business opportunities or otherwise adversely affect status as a vendor because of race, color, religion, sex, national origin, age, disability, or political affiliation.

D. Proposal Guarantee/Award Procedure

***It is anticipated that a recommendation for award under this RFP
will be made on or before Tuesday September 23, 2025***

All interested parties are required to guarantee their proposals as **irrevocable offers valid for one hundred eighty days (180) days after the Deadline for Submission of Proposals**. The State Bar, in its sole and absolute discretion, shall have the right to award any proposal for any or all items and services listed in each proposal, to reject any and all proposals as it deems to be in its best interests, to waive formalities and reasonable irregularities in submitted documents, to accept the total proposal of any one vendor, and shall not be bound to accept the lowest proposal.

SECTION 3. PROPOSAL STIPULATIONS AND REQUIREMENTS

A. Modification or Withdrawal of Proposal

Any proposal may be modified or withdrawn prior to the Deadline for Submission of Proposals, provided such modification or withdrawal is submitted in writing and received by the State Bar prior to such Deadline. Any modification or withdrawal received after such Deadline will not be considered.

B. Offer and Acceptance Period

All proposals must be irrevocable offers valid for one hundred eighty (180) days after the Deadline for Submission of Proposals.

C. Irregularities in Proposals

Except as otherwise stated in this RFP, evaluation of all proposals will be based solely on information contained in the written proposal. The State Bar shall not be held responsible for any errors, omissions, or oversights in any submitted proposal. The State Bar, in its sole discretion, may waive any technical irregularities in a proposal which does not affect quality of services offered or pricing.

The State Bar may reject any proposal containing a statement, representation, warranty, or certification which the State Bar determines to be materially incorrect, false, misleading, or incomplete. Additionally, any errors, omissions, or oversights in any proposal may constitute grounds for rejection of the proposal by the State Bar.

The inability of a vendor to provide one or more of the components or specified features or capabilities required by this RFP does not, in and of itself, preclude acceptance by the State Bar of a proposal. All proposals will be evaluated as a whole by the State Bar in keeping with the best interests of the State Bar.

D. References

Proposals must be accompanied by a comprehensive list of references. Vendors are required to provide a minimum of three (3) references to whom the vendor has provided services similar to those set forth in this request for proposals. The references must include the name, address, contact person, telephone, email address, the services provided by the vendor, and the dates those services were performed.

E. Oral Presentations

Any vendor that submits a proposal may be requested by the State Bar to make an oral presentation for further clarification of the proposal.

F. Amendments and Revisions to this Request for Proposal

If the State Bar determines it advisable or necessary to amend or revise this RFP, the amendment or revision will be provided to each vendor by email.

G. Disclosure of Proposals

The State Bar of Texas is subject to the Texas Public Information Act, *Tex. Govt. Code Ch. 552* (the TPIA). Once proposals are opened and the contract is awarded, all or part of the proposals may be subject to disclosure to the public upon request. The TPIA, however, does not require disclosure of trade secrets or confidential commercial or financial information obtained from a vendor. If the State Bar receives a request for disclosure of a proposal under the TPIA, the State Bar will send a notice to the vendor submitting the proposal within ten days after receipt of the request. The notice will inform the vendor of its rights under the TPIA. More information concerning the applicability of the TPIA to proposals can be obtained from the Texas Attorney General or from the Attorney General's website at <http://www.texasattorneygeneral.gov>.

H. Retention of Proposals

All proposals submitted to the State Bar shall become the property of the State Bar and will not be returned to the vendor submitting the proposal.

I. Expenses

The State Bar shall not be responsible for expenses incurred by a vendor in preparing and submitting a proposal.

J. Term of Contract

The initial term of the awarded contract will be for Sixty (60) Months from its effective date.

SECTION 4. PROPOSAL CONTENTS AND FORMAT

A. Contents

Each proposal shall contain the following:

1. Title Page

- Name of Vendor
- Mailing Address
- Main Telephone Number
- Website Address (if any)

- Contact Name
- Contact's Telephone Number
- Contact's Facsimile Number
- Contact's Email Address

2. Table of Contents

3. At least three references, including:

- Name
- Address
- Contact person
- Telephone number
- Email address
- Services provided by Vendor and dates such services were provided

4. Description of Vendor and Personnel

- Brief history of vendor and ownership
- Date vendor began business
- Current total number of employees
- Current subcontractors

5. Description of services provided by vendor

6. Completed Cost Proposal Form (see Section 8)

7. Description of experience addressing professionalism, contract performance, experience and quality of personnel, responsiveness and flexibility, and any other information addressing vendor's capability to achieve overall customer satisfaction.

8. Proof of insurance meeting the conditions provided in this RFP (See Section 7)

9. Policy and procedure used to perform criminal background checks of vendor personnel and/or subcontractors that would gain entrance to the State Bar's facility or would provide services to the State Bar.

10. Completed Form W-9

11. Any additional descriptive literature which might be of assistance in the proposal consideration process.

12. Deviation Form (See Section 9)

13. Vendor's Certification and Signature Page (see Section 10)

SECTION 5. SCOPE OF WORK

The State Bar seeks a Contractor to provide new commercial grade multifunction copiers and to provide site maintenance services, and supplies.

EQUIPMENT:

- The Contractor shall provide factory brand new equipment, commercial grade with entirely new components, and in excellent working condition. No used, refurbished demo machines will be accepted.
- All hard drives and memory of equipment shall be erased and removed as appropriately at the end of the contract. The Contractor will provide a written notice that the hard drive and memory has been erased and removed from each copier at no additional cost to the State Bar. All copiers will be removed at Contractor's expense.

DEPARTMENTS AND CURRENT MODEL:

- Location No. 1: **The Texas Law Center**
Address: 1414 Colorado Street, Austin Texas
Current Copier: Ricoh IMC 4500 – 3 each
Ricoh MP 9003 – 1 each
Ricoh MP 6055 – 6 each
- Location No. 2: **CDC Dallas**
Address: 4201 Spring Valley Road, Ste. 400, Farmers Branch Texas
Current Copier: Ricoh MP 6055 – 2 each
- Location No. 3: **CDC Houston**
Address: 4801 Woodway, Ste. 315-W, Houston Texas
Current Copier: Ricoh MP 6055 – 2 each
- Location No. 4: **CDC San Antonio**
Address: 9311 San Pedro Ave., Ste. 1000, San Antonio Texas
Current Copier: Ricoh MP 6055 – 2 each

COST:

Cost shall include all equipment, documentation, insurance, delivery, installation, training, maintenance, and removal of equipment at the end of the contract term. The State Bar will not pay for the removal of any equipment to be replaced for the entire length of the

contract. The removal shall be within (10) business days after written notice to remove the equipment.

An increase to the contract will not be permitted.

TERM:

The initial contract shall be sixty (60) months commencing from the notice to proceed date.

SUPPLIES:

All supplies necessary to operate the copiers except for paper shall be included in the contract. Supplies are all toners, staples, and waste toner bottles (if applicable) will be supplied, as needed.

PARTS:

All parts shall be included in the Contractor's service coverage. All items are parts and not considered consumable supplies.

The Contractor must have on hand an adequate supply of repair parts, which enables the Contractor to fulfill service requirements as needed and be carried in stock.

NETWORKING:

Copiers must be network ready, with printing capabilities from any other networked computer and able to send scanned documents to any user on the network, in color. The copiers should be programmable for over 200 accounting codes.

REPORTING:

Copiers should come equipped for administrative oversight from a central workstation or laptop, for the administrator to access monthly usage, by accounting code, in addition to receiving trouble alarms, low supplies or requests for service.

SERVICE REQUIREMENT:

The Contractor will respond to service calls within two (2) hours after notification during normal business hours from 8:00 am to 5:00 pm Monday through Friday. If the Contractor is unable to monitor an electronic repair, the Contractor shall do an on-site service repair within four (4) hours during normal working hours. All maintenance will be performed by fully trained and certified technicians. All services shall be at no additional cost to the State Bar. Copiers shall remain in the installed locations of the State Bar during repair / or maintenance.

Contractor agrees to replace any faulty machines at Contractor's expense. Faulty means three (3) repetitive service calls for the same problem or for a machine not operable. The replacement copier must be identical or better than the faulty machine.

REPLACEMENT AND BACK-UP EQUIPMENT:

Back-up devices (loaners) are defined as device(s) that will be installed on a temporary basis while the malfunctioning device(s) is repaired or until a replacement device(s) is installed. Back-up equipment will be required after a device has been down for five (5) consecutive business days. Back-up equipment will be replaced within 30 days with the original device or a new replacement of equal capabilities and features to the original device. Back-up equipment may not be new.

RISK OF LOSS OR DAMAGE:

The State Bar shall be relieved from risks of loss or damage to all equipment leased during the period of transportation, installation, or during the entire term of the equipment is in the possession of the State Bar, except when loss or damage is due to fault or negligence of the State Bar.

DELIVERY:

The Contractor shall deliver and install all equipment necessary to fulfill this contract. Partial deliveries will result in no lease payment being made until all equipment is installed and in working order.

WARRANTY INFORMATION:

The Contractor must submit warranty information and service contract information together with the proposal. Failure to provide such information may be cause for rejection of the proposal. Implied warranty of merchantability and implied warranty of fitness for a particular purpose shall apply to all purchases initiated by this document. The Contractor shall assume all liabilities incurred within the scope of consequential damages and incidental exposures as set forth in the Uniform Commercial Code, which result from either delivery or use of product, herein shall apply and

SECTION 6. MINIMUM SPECIFICATIONS

LOCATION NO. 1 – SIX (6) EACH 60 PAGE PER MINUTE (PPM) **LASER MULTIFUNCTION COPIER**

LOCATION: THE TEXAS LAW CENTER – 1414 COLORADO ST, AUSTIN TEXAS

CURRENT USAGE:

Average Monthly Volume – Black & White Copies	5,000 each
Average Monthly Volume – Color Scans	5,000 each

Hardware:

1. Multifunction: Print, Copy, Scan
2. Black & White print, Color Scan
3. Continuous output speed 60 ppm B/W
4. Automatic duplex 2-sided copy/scan feature
5. Memory: Standard 2 GBPM
6. HDD: Standard: 320 GBs
7. Paper three (3) to four (4) drawers:
 - a. One tray for 8.5" x 11"
 - b. One tray for universal paper for 8.5" x 11", 8.5" x 14", 11" x 17", or envelopes
 - c. One large capacity tray that holds a minimum of 3 reams of 8.5" x 11" paper

Scanner:

1. 1,200 x 1,200 dpi max print resolution
2. User scan/copy features which include reduce, enlarge, darkness control
3. OCR with blank page removal when on a two-sided scanning or equal
4. "Build a Job" capability

Software:

1. Easy user-friendly control panel
2. Easy access user directory / address book with configurable quick access directory
3. Configurable print / copy job presets

Finisher:

1. 1,000 Sheet Finisher
2. Hole Punch Finisher Feature
3. Collate and Stack Feature
4. Staple Unit (50 sheets)

LOCATION NO. 1 – ONE (1) EACH 90 PAGE PER MINUTE (PPM)
LASER MULTIFUNCTION COPIER

LOCATION: THE TEXAS LAW CENTER – 1414 COLORADO ST, AUSTIN TEXAS

CURRENT USAGE:

Average Monthly Volume – Black & White	5,000
Average Monthly Volume – Color Scans	2,000

Hardware:

1. Multifunction: Print, Copy, Scan
2. Black & White print, Color Scan
3. Continuous output speed 90 ppm B/W
4. Automatic duplex 2-sided copy/scan feature
5. Memory: Standard 2 GBPM
6. HDD: Standard: 320 GBs
7. Folding bypass tray
8. Paper three (3) to four (4) drawers:
 - a. One tray for 8.5" x 11"
 - b. One tray for universal paper for 8.5" x 11", 8.5" x 14", 11" x 17", or envelopes
 - c. One large capacity tray that holds a minimum of 5 reams of 8.5" x 11" paper

Scanner:

1. 1,200 x 1,200 dpi max print resolution
2. User scan/copy features which include reduce, enlarge, darkness control
3. OCR with blank page removal when on a two-sided scanning or equal
4. "Build a Job" capability

Software:

1. Easy user-friendly control panel
2. Easy access user directory / address book with configurable quick access directory
3. Configurable print / copy job presets

Finisher:

1. 1,000 Sheet Finisher
2. Hole Punch Finisher Feature
3. Collate and Stack Feature
4. Staple Unit (50 sheets)
5. Folding options (Z fold, Letter Fold-Out, Letter Fold-In, Half Fold)

LOCATION NO. 1 – THREE (3) EACH 45 PAGE PER MINUTE (PPM)
LASER MULTIFUNCTION COPIER

LOCATION: THE TEXAS LAW CENTER – 1414 COLORADO ST, AUSTIN TEXAS

CURRENT USAGE:

Average Monthly Volume – Black & White	2,000 each
Average Monthly Volume – Color	3,000 each
Average Monthly Volume – Color Scans	3,000 each

Hardware:

1. Multifunction: Print, Copy, Scan
2. Black & White and Color
3. Continuous output speed 45 ppm B/W
4. Automatic duplex 2-sided copy/scan feature
5. Memory: Standard 2 GBPM
6. HDD: Standard: 320 GBs
7. Paper three (3) to four (4) drawers:
 - a. One tray for 8.5" x 11"
 - b. One tray for universal paper for 8.5" x 11", 8.5" x 14", 11" x 17", or envelopes
 - c. One large capacity tray that holds a minimum of 3 reams of 8.5" x 11" paper

Scanner:

1. 1,200 x 1,200 dpi max print resolution
2. User scan/copy features which include reduce, enlarge, darkness control
3. OCR with blank page removal when on a two-sided scanning or equal
4. "Build a Job" capability

Software:

1. Easy user-friendly control panel
2. Easy access user directory / address book with configurable quick access directory
3. Configurable print / copy job presets

Finisher:

1. 1,000 Sheet Finisher
2. Hole Punch Finisher Feature
3. Collate and Stack Feature
4. Staple Unit (50 sheets)

LOCATION NO. 2 – TWO (2) EACH 60 PAGE PER MINUTE (PPM)
LASER MULTIFUNCTION COPIER

LOCATION: CDC DALLAS – 4201 SPRING VALLEY ROAD, STE. 400, FARMERS BRANCH, TEXAS

CURRENT USAGE:

Average Monthly Volume – Black & White	4,000 each
Average Monthly Volume – Color Scans	1,000 each

Hardware:

1. Multifunction: Print, Copy, Scan
2. Black & White print, Color Scan
3. Continuous output speed 60 ppm B/W
4. Automatic duplex 2-sided copy/scan feature
5. Memory: Standard 2 GBPM
6. HDD: Standard: 320 GBs
7. Paper three (3) to four (4) drawers:
 - a. One tray for 8.5” x 11”
 - b. One tray for universal paper for 8.5” x 11”, 8.5” x 14”, 11” x 17”, or envelopes
 - c. One large capacity tray that holds a minimum of 3 reams of 8.5” x 11” paper

Scanner:

1. 1,200 x 1,200 dpi max print resolution
2. User scan/copy features which include reduce, enlarge, darkness control
3. OCR with blank page removal when on a two-sided scanning or equal
4. “Build a Job” capability

Software:

1. Easy user-friendly control panel
2. Easy access user directory / address book with configurable quick access directory
3. Configurable print / copy job presets

Finisher:

1. 1,000 Sheet Finisher
2. Hole Punch Finisher Feature
3. Collate and Stack Feature
4. Staple Unit (50 sheets)

LOCATION NO. 3 – Two (2) EACH 60 PAGE PER MINUTE (PPM)
LASER MULTIFUNCTION COPIER

LOCATION: CDC HOUSTON – 4801 WOODWAY, STE 315-W, HOUSTON, TEXAS

CURRENT USAGE:

Average Monthly Volume – Black & White	3,000 each
Average Monthly Volume – Color Scans	1,000 each

Hardware:

1. Multifunction: Print, Copy, Scan
2. Black & White print, Color Scan
3. Continuous output speed 60 ppm B/W
4. Automatic duplex 2-sided copy/scan feature
5. Memory: Standard 2 GBPM
6. HDD: Standard: 320 GBs
7. Paper three (3) to four (4) drawers:
 - a. One tray for 8.5" x 11"
 - b. One tray for universal paper for 8.5" x 11", 8.5" x 14", 11" x 17", or envelopes
 - c. One large capacity tray that holds a minimum of 3 reams of 8.5" x 11" paper

Scanner:

1. 1,200 x 1,200 dpi max print resolution
2. User scan/copy features which include reduce, enlarge, darkness control
3. OCR with blank page removal when on a two-sided scanning or equal
4. "Build a Job" capability

Software:

1. Easy user-friendly control panel
2. Easy access user directory / address book with configurable quick access directory
3. Configurable print / copy job presets

Finisher:

1. 1,000 Sheet Finisher
2. Hole Punch Finisher Feature
3. Collate and Stack Feature
4. Staple Unit (50 sheets)

LOCATION NO. 4 – TWO (2) EACH 60 PAGE PER MINUTE (PPM)
LASER MULTIFUNCTION COPIER

LOCATION: CDC SAN ANTONIO – 9311 SAN PEDRO AVE. STE 1000, SAN ANTONIO, TEXAS

CURRENT USAGE:

Average Monthly Volume – Black & White	2,000 each
Average Monthly Volume – Color Scans	1,000 each

Hardware:

1. Multifunction: Print, Copy, Scan
2. Black & White print, Color Scan
3. Continuous output speed 60 ppm B/W
4. Automatic duplex 2-sided copy/scan feature
5. Memory: Standard 2 GBPM
6. HDD: Standard: 320 GBs
7. Paper three (3) to four (4) drawers:
 - a. One tray for 8.5" x 11"
 - b. One tray for universal paper for 8.5" x 11", 8.5" x 14", 11" x 17", or envelopes
 - c. One large capacity tray that holds a minimum of 3 reams of 8.5" x 11" paper

Scanner:

1. 1,200 x 1,200 dpi max print resolution
2. User scan/copy features which include reduce, enlarge, darkness control
3. OCR with blank page removal when on a two-sided scanning or equal
4. "Build a Job" capability

Software:

1. Easy user-friendly control panel
2. Easy access user directory / address book with configurable quick access directory
3. Configurable print / copy job presets

Finisher:

1. 1,000 Sheet Finisher
2. Hole Punch Finisher Feature
3. Collate and Stack Feature
4. Staple Unit (50 sheets)

SECTION 7. INSURANCE REQUIREMENTS

A. Policies, Coverage, and Endorsements

A Current Certificate of Insurance Must Accompany All Proposals

The vendor must maintain, and cause any subcontractors providing services under the awarded contract to maintain, at its sole cost and expense the following insurance policies, with the specified coverage and limits, to protect and insure the State Bar and vendor against any claim for damages arising in connection with vendor's and its personnel's responsibilities and provision of services under the awarded contract and all extensions and amendments thereto.

1. Workers' Compensation
Statutory requirements
2. Employer's Liability
\$500,000.00
3. Comprehensive General Liability
\$1,000,000.00 aggregate
\$1,000,000.00 each occurrence
4. Comprehensive Automobile Liability (any automobile, hired automobile, non-owned automobile)
 - a. Bodily injury: \$1,000,000.00 each person
\$1,000,000.00 each occurrence
 - b. Property damage: \$1,000,000.00 each occurrence
5. Owner's and Contractor's Protective
\$1,000,000.00
6. Professional Liability
Minimum \$1,000,000.00 with terms and carrier acceptable to the State Bar

B. Insured Parties

All policies must contain a provision naming the State Bar of Texas, its officers, directors, agents, and employees, as Additional Insured parties on the original policy and all renewals and replacement policies during the term, including extensions, of the awarded contract.

C. Subrogation

All policies must contain a Waiver of Subrogation endorsement to the effect that the issuer waives any claim or right in the nature of subrogation to recover against the State Bar of Texas, its officers, directors, agents, or employees.

D. Proof of Insurance

The policies, coverage and endorsements required by this provision shall be shown on a Certificate of Insurance on which the State Bar of Texas must be listed as the Certificate Holder and which should be furnished to the State Bar of Texas prior to the commencement of the awarded contract. All such insurance shall be secured and maintained with an insurance company, or companies, licensed to do business in the State of Texas. The State Bar may withhold payments under the terms of the awarded contract until the vendor furnishes the State Bar copies of all Certificates of Insurance from the insurance carrier, or carriers, showing that such insurance is in full force and effect.

E. Renewal and Cancellation

New Certificates of Insurance shall be furnished to the State Bar at the renewal date of all policies named on these Certificates. Vendor shall give the State Bar thirty (30) days prior written notice of any proposed cancellation of any of the above described insurance policies.

F. Indemnification

To the extent permitted under the Constitution and the laws of the State of Texas, vendor agrees to indemnify and hold harmless the State Bar and all of its directors, officers, employees, and agents from all suits, actions, claims or cost of any character, type, or description brought or made on account of any injuries, death, or damage received or sustained by any person or persons or property, including but not limited to clients, arising out of or occasioned by any acts or negligence of vendor or vendor's personnel, if any, or its agents or employees whether occurring during the performance of the services under the awarded contract or in the execution of the performance of any of its duties under contract.

SECTION 8. COST PROPOSAL

PRICE FORM & QUESTIONNAIRE

**ITEM NO. 1- SIX (6) EACH 60 PAGE PER MINUTE (PPM)
LASER MULTIFUNCTION COPIER**

LOCATION: THE TEXAS LAW CENTER – 1414 COLORADO ST, AUSTIN TEXAS

PROPOSAL:

MONTHLY COST OF COPIER LEASE, MAINTENANCE, AND AVERAGE VOLUME
COPIES: \$ _____

Model Name & No. _____

Overall Dimensions: _____

Multifunction features? Yes _____ No _____ 60 PPM or More: _____ PPM

Auto Duplex 2-Sided Copy/Scan Feature? Yes _____ No _____ Staple Unit _____ Sheets

Hole Punch, Collate and Stack Features? Yes _____ No _____ # of Paper Drawers _____

Monthly Allowance Black & White Copy with lease per month: _____

Overage Fee: _____

Are there any exceptions to the specifications listed above? Yes _____ No _____

If Yes, please list the exceptions: _____

ANNUAL COST:

Lease and Maintenance Service Cost: \$ _____ Year One (1)

Lease and Maintenance Service Cost: \$ _____ Year Two (2)

Lease and Maintenance Service Cost: \$ _____ Year Three (3)

Lease and Maintenance Service Cost: \$ _____ Year Four (4)

Lease and Maintenance Service Cost: \$ _____ Year Five (5)

PRICE FORM & QUESTIONNAIRE

**ITEM NO. 2- ONE (1) EACH 90 PAGE PER MINUTE (PPM)
LASER MULTIFUNCTION COPIER**

LOCATION: THE TEXAS LAW CENTER – 1414 COLORADO ST, AUSTIN TEXAS

PROPOSAL:

MONTHLY COST OF COPIER LEASE, MAINTENANCE, AND AVERAGE VOLUME
COPIES: \$ _____

Model Name & No. _____

Overall Dimensions: _____

Multifunction features? Yes _____ No _____ 90 PPM or More: _____ PPM

Auto Duplex 2-Sided Copy/Scan Feature? Yes _____ No _____ Staple Unit _____ Sheets

Hole Punch, Collate and Stack Features? Yes _____ No _____ # of Paper Drawers _____

Folding Options? Yes _____ No _____

Monthly Allowance Black & White Copy with lease per month: _____

Overage Fee: _____

Are there any exceptions to the specifications listed above? Yes _____ No _____

If Yes, please list the exceptions: _____

ANNUAL COST:

Lease and Maintenance Service Cost: \$ _____ Year One (1)

Lease and Maintenance Service Cost: \$ _____ Year Two (2)

Lease and Maintenance Service Cost: \$ _____ Year Three (3)

Lease and Maintenance Service Cost: \$ _____ Year Four (4)

Lease and Maintenance Service Cost: \$ _____ Year Five (5)

PRICE FORM & QUESTIONNAIRE

**ITEM NO. 3- THREE (3) EACH 45 PAGE PER MINUTE (PPM)
LASER MULTIFUNCTION COPIER**

LOCATION: THE TEXAS LAW CENTER – 1414 COLORADO ST, AUSTIN TEXAS

PROPOSAL:

MONTHLY COST OF COPIER LEASE, MAINTENANCE, AND AVERAGE VOLUME
COPIES: \$ _____

Model Name & No. _____

Overall Dimensions: _____

Multifunction features? Yes _____ No _____ 45 PPM or More: _____ PPM

Auto Duplex 2-Sided Copy/Scan Feature? Yes _____ No _____ Staple Unit _____ Sheets

Hole Punch, Collate and Stack Features? Yes _____ No _____ # of Paper Drawers _____

Monthly Allowance Black & White Copy with lease per month: _____

Monthly Allowance Color Copy with lease per month: _____

Overage B&W Fee: _____ Overage Color Fee: _____

Are there any exceptions to the specifications listed above? Yes _____ No _____

If Yes, please list the exceptions: _____

ANNUAL COST:

Lease and Maintenance Service Cost: \$ _____ Year One (1)

Lease and Maintenance Service Cost: \$ _____ Year Two (2)

Lease and Maintenance Service Cost: \$ _____ Year Three (3)

Lease and Maintenance Service Cost: \$ _____ Year Four (4)

Lease and Maintenance Service Cost: \$ _____ Year Five (5)

PRICE FORM & QUESTIONNAIRE

**ITEM NO. 4- TWO (2) EACH 60 PAGE PER MINUTE (PPM)
LASER MULTIFUNCTION COPIER**

LOCATION: CDC DALLAS – 4201 SPRING VALLEY ROAD, STE. 400, FARMERS BRANCH, TEXAS

PROPOSAL:

MONTHLY COST OF COPIER LEASE, MAINTENANCE, AND AVERAGE VOLUME
COPIES: \$ _____

Model Name & No. _____

Overall Dimensions: _____

Multifunction features? Yes _____ No _____ 60 PPM or More: _____ PPM

Auto Duplex 2-Sided Copy/Scan Feature? Yes _____ No _____ Staple Unit _____ Sheets

Hole Punch, Collate and Stack Features? Yes _____ No _____ # of Paper Drawers _____

Monthly Allowance Black & White Copy with lease per month: _____

Overage Fee: _____

Are there any exceptions to the specifications listed above? Yes _____ No _____

If Yes, please list the exceptions: _____

ANNUAL COST:

Lease and Maintenance Service Cost: \$ _____ Year One (1)

Lease and Maintenance Service Cost: \$ _____ Year Two (2)

Lease and Maintenance Service Cost: \$ _____ Year Three (3)

Lease and Maintenance Service Cost: \$ _____ Year Four (4)

Lease and Maintenance Service Cost: \$ _____ Year Five (5)

PRICE FORM & QUESTIONNAIRE

**ITEM NO. 5- TWO (2) EACH 60 PAGE PER MINUTE (PPM)
LASER MULTIFUNCTION COPIER**

LOCATION: CDC HOUSTON – 4801 WOODWAY, STE 315-W, HOUSTON, TEXAS

PROPOSAL:

MONTHLY COST OF COPIER LEASE, MAINTENANCE, AND AVERAGE VOLUME
COPIES: \$ _____

Model Name & No. _____

Overall Dimensions: _____

Multifunction features? Yes _____ No _____ 60 PPM or More: _____ PPM

Auto Duplex 2-Sided Copy/Scan Feature? Yes _____ No _____ Staple Unit _____ Sheets

Hole Punch, Collate and Stack Features? Yes _____ No _____ # of Paper Drawers _____

Monthly Allowance Black & White Copy with lease per month: _____

Overage Fee: _____

Are there any exceptions to the specifications listed above? Yes _____ No _____

If Yes, please list the exceptions: _____

ANNUAL COST:

Lease and Maintenance Service Cost: \$ _____ Year One (1)

Lease and Maintenance Service Cost: \$ _____ Year Two (2)

Lease and Maintenance Service Cost: \$ _____ Year Three (3)

Lease and Maintenance Service Cost: \$ _____ Year Four (4)

Lease and Maintenance Service Cost: \$ _____ Year Five (5)

PRICE FORM & QUESTIONNAIRE

**ITEM NO. 6- TWO (2) EACH 60 PAGE PER MINUTE (PPM)
LASER MULTIFUNCTION COPIER**

LOCATION: CDC SAN ANTONIO – 9311 SAN PEDRO AVE. STE 1000, SAN ANTONIO, TEXAS

PROPOSAL:

MONTHLY COST OF COPIER LEASE, MAINTENANCE, AND AVERAGE VOLUME
COPIES: \$ _____

Model Name & No. _____

Overall Dimensions: _____

Multifunction features? Yes _____ No _____ 60 PPM or More: _____ PPM

Auto Duplex 2-Sided Copy/Scan Feature? Yes _____ No _____ Staple Unit _____ Sheets

Hole Punch, Collate and Stack Features? Yes _____ No _____ # of Paper Drawers _____

Monthly Allowance Black & White Copy with lease per month: _____

Overage Fee: _____

Are there any exceptions to the specifications listed above? Yes _____ No _____

If Yes, please list the exceptions: _____

ANNUAL COST:

Lease and Maintenance Service Cost: \$ _____ Year One (1)

Lease and Maintenance Service Cost: \$ _____ Year Two (2)

Lease and Maintenance Service Cost: \$ _____ Year Three (3)

Lease and Maintenance Service Cost: \$ _____ Year Four (4)

Lease and Maintenance Service Cost: \$ _____ Year Five (5)

SECTION 9. DEVIATION FORM

***All Deviations to Any Portions of This RFP
Must Be Noted on This Form and Included in any Proposal***

All proposed deviations by the vendor to the specifications and terms and conditions of this RFP must be noted on this Deviation Form. In the absence of any entry on this Deviation Form, the vendor assures the State Bar of its full agreement and compliance with all specifications and terms and conditions of this RFP. This Deviation Form must be signed by a representative of the vendor who is duly authorized to contractually bind the vendor.

Note: this form is for the proposal for any work outside of the scope listed and should be filled out if the contractor deviates from any portion of the listed scope.

RFP DEVIATIONS		
Section Number	Page Number	Deviation

Vendor: _____ By: _____ Date: _____

Name: _____

Title: _____

SECTION 10. CERTIFICATION AND SIGNATURE PAGE

This submission of proposal in response to the State Bar of Texas RFP Reference No. SBOT PF2026-002 is guaranteed as an irrevocable offer commencing on the deadline date for submission of proposals and continuing for a period of one hundred eighty (180) days.

By signing this document, Vendor agrees to provide the items and services described in its proposal and certifies as follows:

1. That all terms and conditions listed in or made a part of this RFP, including this document, will be met.
2. That Vendor has not given, offered to give, nor intends to give at any time any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, service or other inducement to a public servant in connection with the submitted offer.
3. That no employee of the State Bar has a direct interest in the proceeds from any contract awarded as a result of this RFP, and that no employee of the State Bar is related within the second degree of consanguinity or affinity to anyone who has a direct interest in the proceeds of any contract awarded as a result of this RFP.
4. That Vendor, its owner(s), officers, directors, or personnel have not been employed by the State Bar at any time within the two years preceding the submission of Vendor's proposal except as noted below:

Name	Dates of Employment with the State Bar	Position Held at the State Bar	Annual Rate of Compensation at Termination of Employment

5. That Vendor and its principals are eligible to participate in this transaction under all laws and regulations of any federal, state, or local governmental body or agency.
6. That Vendor is not currently delinquent in the payment of any franchise tax owed to the State of Texas.
7. That Vendor and its principals are not eligible to receive the specified payment under Tex. Family Code Section 231.006 (relating to child support) and that any contract awarded pursuant to this RFP may be terminated and/or payment may be withheld if such certification is inaccurate.
8. That neither Vendor nor its principals have been found guilty of unfair business practices in a judicial, state, or federal agency proceeding during the year immediately preceding the submission of Vendor's proposal.

9. That neither Vendor nor its principals, nor anyone acting on their behalf, has violated state or federal antitrust laws.

10. That Vendor has disclosed to the State Bar any existing or potential conflict of interest relative to the performance of this contract, and that failure to make such disclosure will be grounds for termination of any contract awarded pursuant to this RFP.

11. That Vendor nor anyone acting on its behalf have communicated its bid or proposal pursuant to this RFP directly or indirectly to any competitor or any other person engaged in providing the same or similar services provided by Vendor.

Vendor:

Name of Company

Number & Street Address

_____, _____
City State Zip Code

Telephone Number

Facsimile Number

By my signature, I represent that I am duly authorized to legally and contractually bind the vendor named above.

By: _____
Signature

Name: _____
(Typed or printed)

Title: _____
(Typed or printed)