

LEGISLATIVE ADMINISTRATION

The meeting was called to order by Chairman Metcalf, and roll call was taken with all of the members being present. Also attending the meeting were Martha McGee, Chief Clerk of the House of Representatives; Diana Dowling, Executive Director of the Legislative Council; and Art Noonan, Assistant Chief Clerk; also Dick Meyer, Sergeant-at-arms.

Chairman Metcalf introduced Stephen Turkiewicz, who was invited to the meeting to inform the members about telephone rates. Mr. Turkiewicz is in Marketing with Mountain Bell, and gave a resume of the costs of retaining telephones in the House during the interum, versus the costs of having them newly installed for each session. The cost of having the telephones retained during the interum far exceeded the cost of having them installed for each session, and the members made no recommendations to change the present situation.

The next item of business was the service and maintenance of the voting machine and sound system. Mr. Don Liles spoke to the members regarding the services rendered. He said the service contract provides for complete service, including the replacement of light bulbs in the entire House. Mr. Liles said he was paid directly by Dacronics Inc., and that other than vandalism or stealing, they would cover complete maintenance. He also recommended that two additional speakers be installed in the House, and said the cost would be \$290.00 for the installation thereof. Rep. Quilici moved that this committee order the two speakers; Rep. Magone seconded the motion, and the members voted unanimously that the two speakers be installed.

Senator Kolstad attended the meeting for a short time, and at this point asked if he might inquire as to the decision of this committee to allow \$75,000 for travel allowance during the session, and whether that amount was for the Senate and the House. There was a brief discussion regarding this matter, and the members determined to resolve that at the meeting on January 3, 1979, which will be a joint meeting of the House and Senate Legislative Administration Committees.

The next item of business was a report by the Sergeant-at-arms regarding the servicing of the sound system by the Department of Administration. It was learned that they did not have the facilities to service the voting machine, and after considerable discussion the members agreed to continue the contract with Don Liles to service and maintain the voting system and sound system. The members voted and it was unanimous.

The Sergeant-at-arms, Dick Meyer, then reported on his additional proposed hiring of staff, and the committee members unanimously approved the hiring thereof. Mr. Meyer also suggested that the badges for the pages be abolished, as the cost was prohibitive. The members decided the pages should have the badges, as it would be a nice remembrance for them. He inquired as to the ordering of the stationery for the Legislators, and otherwise informed the members as to general information and availability of materials for the Legislators.

Rep. Meyer made a motion that the contract with Dacronics be continued, and Rep. Quilici seconded this motion. The members voted unanimously to continue the contract with Dacronics-Don Liles being their representative here.

(attachment re 8th paragraph from page 4 - January 3, 1979)

Mr. Davis: I can get the automatic copiers but it will cost more. In the bid, I've met all the conditions in my opinion and I feel I should be exempt from having to conform to the ninth paragraph of the Terms of the Award.

It was my understanding that the machine I provided did provide 20 copies per minute..the bid did not specify 20 original copies per minute, and I feel that this was a misunderstanding in the writing of the bid, and not my fault.

Martha McGee: It depends on how you look at the contract. We expected machines that could copy 20 original pages per minute, and we find that the machines we have now simply cannot do that and will not meet our needs for the session.

Senator Rasmussen: It looks like the bid was not written properly, but that isn't Davis' fault.

Rep. Quilici: Will the machines you are planning to give us put out 20 copies per minute? That is, 20 original copies? During the session we need to have one that will make more than the one we have now..it simply isn't adequate.

Martha McGee: and with our printing being at the Liquor Warehouse, we really have to count on the machines to do a great deal more of our copying than we have in the past.

Senator Kolstad: What action would you propose we take at this time?

Martha McGee: I would not like to be a party to expending more money for these machines than what the bid called for. Are you aware that this will cost \$3,500 more, over and above the \$17,340.00?

Rep. Meyer: (to Davis) Do you have another machine available?

Mr. Davis: I have 1 here, 1 in Bozeman that I could bring over, and there are 2 designated for the Federal Building that I may be able to give to you, if they are agreeable. But I do think it will be more like 20 days before I can provide all of the machines requested.

Senator Hazelbaker: Shouldn't the Department of Administration be asked about this matter?

Diana Dowling: This is the first time that the copy machines were let out on bids this way, and I'll admit the specs don't mean a thing to me. But as I see it, we are bound by the contract and just up the purchase order if necessary.

Senator Hazelbaker: I make a motion that we authorize the Department of Administration to order the automatic machines we need and to update the contract and also to have verification on immediate shipping date for the machines.

Senator Rasmussen: I second the motion

Senator Kolstad: Question

(the members voted and it was unanimous)

Senator Graham: Shouldn't we have something in writing to assure the shipment of these machines?

Davis : I can send a telegram immediately.

Senator Kolstad: There should be some sort of a dead-line for the arrival date.

Rep. Quilici: Be sure to specify, automatic machines..

Chairman Metcalf called on Martha McGee to report on the copy machines. Martha gave a resume of both the IBM and SAVIN copiers, explaining what each machine does and what can be expected of them. (Attached is a copy of this report) Mrs. McGee then made recommendations to the committee members regarding the two machines, and strongly recommended that she be allowed to obtain an IBM copier for the Chief Clerk's Office, explaining that though the bid was awarded to the Davis Business Machines Inc., for their SAVIN machines, their Model #770 which was delivered and installed in the Chief Clerk's Office, did not have automatic feed and in no way would be able to fulfill the work-load for the session.

The Chief Clerk further explained that the great quantity of copies made in her office necessitated a machine that would make at least 20 copies per minute, and that the SAVIN, Model #770, only made 10 to 12 copies per minute. Martha said Davis Business Machines had agreed to deliver a machine that would produce 20 copies per minute in the contract with the Department of Administration, but that, in fact, it did not. She also said that Mr. Davis would take back the four manual machines, and would install one automatic-feed machine immediately, and the other three in about two weeks.

Martha suggested that perhaps the bid with Davis Business Machines was invalid, as in reality they failed to fulfill that contract by not supplying a machine, specified in the contract, that would produce the necessary copies within a minute. The members were supplied with a copy of the contract (attached hereto) and Martha pointed out that item. She further requested that she be allowed to order an IBM copier, and in order to fulfill the conditions of the Davis Business Machine Contract, keep the machine that was installed in the Chief Clerk's Office, and install it for the use of John LaFaver, who also would be needing a copy machine for the session.

Diana Dowling said that actually the IBM bid was lower than the bid with Davis Business Machines, but that the IBM people could not guarantee 24-hour service as specified in the bid.

Chairman Metcalf inquired as to the system of letting bids for these machines and why it was done, and Diana informed him that the Legislators put this into law.

Rep. Quilici said he was quite certain that the presently installed machine in the Chief Clerk's office would not suffice—that he watched as the copies were being made this morning, and that it was very slow.

Diana Dowling said that Davis Business Machines agreed to put in automatic feed machines, but Martha McGee pointed out that they would charge an extra \$1,800, over and above the original bid of \$17,340.00, for the installation thereof.

Rep. Quilici asked why, if the IBM copier would put out 20 copies per minute and was the lower bidder, weren't they given the bid, and Diana said they couldn't guarantee the 24-hour service, but that in the past their service was certainly adequate, and that should have been taken into consideration. She also said that the contract specifications were not met, in her opinion, since the machine provided did not meet those specifications, and that appeared to be reason enough to make the contract invalid. However, she did inform the members that Davis had informed her that they would sue, if an IBM machine was purchased for the session.

More discussion followed regarding the folly of doing business in this manner for the session, the reason being that there was no time for bidding between the time the Chief Clerk was elected and the session began. The members agreed that something should be done to change this for the next session. Diana Dowling said it took several months for the bids to be written, and that it was not possible for her to order these things earlier.

The members agreed that the specifications in the contract with Davis Business Machines were not met, and they discussed further as to how this should be handled. They came to a conclusion that it was up to the Department of Administration to deal with that matter, since they were the department who had approved the contract, written the specifications etc. It was determined that Martha McGee would bring this to their attention.

Rep. Quilici moved that Martha McGee, Chief Clerk, be authorized by this committee to order an IBM copier for the Chief Clerk's Office to be used for this Legislative Session. Rep. Magone seconded the motion, and it was unanimous.

Chairman Metcalf next introduced a representative from the Richards Telephone Answering Service, who gave a brief talk and demonstration of their service. (see attached) It was decided that this committee would not be ordering any for the Legislators.

Chairman Metcalf then directed the members' attention back to legislative business; he called on Martha McGee to explain the proposed pay-plan for the attaches. Martha passed out sheets prepared by John LaFaver, showing the proposed increases and grades etc. (see attached) There was discussion regarding the workers who had worked previous sessions and the job descriptions thereof. They referred to HJR #6 regarding the Chief Clerk's pay rate, and it was determined that her job classification would be at least a Grade 20.

Dick Meyer, Sergeant-at-arms, inquired as to the pay rate for the security guard, and it was decided it would be the same as the doormen. He also inquired as to the pay rate of Jim Flynn, who was to be in charge of the Pages for the session, and they agreed he would be a grade 5, but that the step could be determined later.

Martha McGee also presented other proposed personnel for the approval thereof, and some changes of the staff, previously approved. (see attached)

Rep. Lory made a motion that the proposed pay plan be accepted by this committee and that the proposed personnel for the House also be accepted, and Rep. Quilici seconded the motion. It was unanimous.

By mutual consent of the committee, they agreed to give the security guards 10-day period of working so that more people could be involved in having some employment for the session.

Dick Meyer then asked about the ordering of the names on the Legislators' stationery, and after some discussion regarding this matter, Rep. Lory moved to have the envelopes with Legislators' names printed thereon. The motion was seconded by Rep. Quilici, and the members voted. Rep. Meyer voted NO. The Motion passed.

Chairman Metcalf brought up the issue of permanent pages for the leadership of the House. After some discussion, the members, by mutual consent, decided that only the Chief Clerk's Office needed to have a permanent page, and that the Speaker and Minority Leader could have the use of pages from the floor.

Diana Dowling reported on how she planned to set up the feed bill. She said it was her intention to set up the charges for the mail room, printing room etc. in the Legislative Council. She further explained that this would result in the Council portion of the feed bill appearing to be greatly inflated over past sessions, but Senate and House amounts will be less. In the past Rosie had charged two-thirds to the House and one-third to the Senate for these expenses.

There being no further business, the meeting was adjourned until January 3, 1979, at 9:00 A.M.

Secretary, Zorka DaSilva

Chairman Metcalf

December 22, 1978

AGENDA

Legislative Administration Room - 139

1. 1:00 - Call to order/roll call
2. Resource/information people
 - (a) Phone representative - *Steve Thelander*
 - (b) Don Liles - sound system/voting machine
 - (c) Jerry - *bagging system.*
3. Martha McGee - Chief Clerk
 - (a) House copy machines
 - (b) attache salaries and changes in staff
4. Dick Meyer - Sargent-at-arms



RICHARDS

Telephone Answering Service

P O BOX 359
HELENA, MONTANA
406 - 443-4400

PROPOSAL OF RICHARDS TELEPHONE ANSWERING SERVICE TO THE MONTANA LEGISLATURE

INSTANT COMMUNICATION ANYWHERE IN THE CAPITAL COMPLEX OR ANYWHERE IN HELENA. That's what Richards offers with its one-way radio paging service. During the busy, hectic days of the legislative assembly, key legislative employees, as well as legislators, are often needed at a moments notice. If the legislative employee or legislator is wearing a Motorola pager from Richards, instant communication can be provided. A fast, accurate communications system means a more efficient legislative assembly. With a record number of bills being filed this year, every few minutes saved are important.

HOW DOES THE RICHARDS SYSTEM WORK? Whenever you wish to get in touch with an individual carrying a Richards pager, you, or the legislative secretary, calls Richards Answering Service at 443-4400. Inform the operator that you have a message to pager 135, for example. The operator will then activate the pager and give the message twice. (Examples: call Mr. Smith at 4497777; a vote on H.B. 317 will be at 3:30; Mr. Jones will meet you at the committee hearing; etc.)

The legislators and your key employees will always be in constant communications with the legislative office. This will lead to a better utilization of time and a more efficient legislature.

Richards can provide up to 15 paging units for the 1979 Montana Legislative Session. The costs of this system, which include a pager, charging unit, 24 hour paging service in addition to a written record of all messages given are: \$30.00 per unit per month.

Therefore the charges would break down as follows:

8 pagers	-	\$240/mo	-	\$720/3 mos.
10 pagers	-	\$300/mo	-	\$900/3 mos.
12 pagers	-	\$360/mo	-	\$1080/3 mos.

When the benefits are analyzed, the cost to the state is minimal. The Legislature can have instant 24 hour communication with any key individual for less than a dollar per day. This breaks down to a cost of .04 per hour for instant, accurate communications.

If you have any questions, please ask our sales representatives present at this committee meeting.

NO. 1 -

IBM COPIER II - Automatic Feed

23 copies per minute

RENT - \$265.00 per month, includes first 8,000 copies

8,000 - 20,000 copies - .02. ea

20,000 - 47,000 copies - .0165 ea

Shipping Charge - \$110.00 X 2 (both ways)

Supplies - 30,000 copies -\$96.77

Delivery Date: by placing order immediately could get 1 (one) IBM

Copier between 12/27/78 and 1/4/79

Service - Same as last session - no charge Monday through Fridays if
called Saturday ro Sunday - charged as last session.

***** Bid 14,907.08

SAVIN - Model 770 - manual operated - lift cover

10-12 copies per minute

Rent -\$318.00 per month, includes 10,000 copies

Bid total for 4 of above was \$17,340.00

Model 780 - automatic feed - 20 copies per minute

10,000 - 30,000 - .013 ea

Shipping Charge - \$50.00

Supplies for 30,000 copies \$279.00

CHIEF CLERK'S RECOMMENDATIONS:

What I do suggest is that the Clerk's Office order an IBM

Copier II today - delivery by 1/4/78.

The Bid was awarded to Davis Buiness Machines - 4 Model 770's were
delivered 12/15/78.

The Model 770 does not have automatic feed and can in no way handle our
workload in the Clerk's Office..

Representatives' requests, plus our work to into session..handle all introduction of bills, probably around 1,000 House Bills, plus copies of all votes, which public information.

On the bid-copy it states Model 770 can produce 20 copies. This is not true. Loren Davis, owner of Davis Business, who was awarded the bid says "770 can copy 10 to 12 copies per minute. The 780 - 20 copies per minute. Davis Business would take back the 4 manual machines & would install 1 automatic feed immediately - other 3 in about 2 weeks, or sooner if possible. (bid could be invalid because of misrepresentation of copies?) The bid would increase an additional \$1,800.00 however.

Let Davis Business replace the Model 770 in the Clerk's Office with the automatic feed model 780 immediately - so we at least have one to start the session.

When the IBM Copier is installed we would replace 1 of the manual machines with it. It came to my attention that John LaFaver's Office usually either orders or needs access to a copier during the session - this could be placed outside the House Appropriations Committee Room 108 - Senate Finance and Claims - Room 104 - and close to John LaFaver's . The cost of rent and supplies - shipping could be shared - and copies run by each with an auditron (key) so each would pay for their own copies used.

The other House copier would be placed upstairs close to House Steno Pool, like it was last session.

The Senate should be made aware of this situation to handle replacement of their machines - Also it should be known that IBM could only deliver 1 more machine perhaps in a few weeks - others are at least 2 months away.



STATE OF MONTANA

Office of the Legislative Fiscal Analyst

STATE CAPITOL
HELENA, MONTANA 59601
406/449-2986

JOHN D. LaFAVER
LEGISLATIVE FISCAL ANALYST

December 15, 1978

TO: Representative Jerald L. Metcalf, Chairman
House Legislative Administration Committee

FROM: John D. LaFaver, Legislative Fiscal Analyst

SUBJECT: Legislative Attache Pay Increases

A handwritten signature, likely of John D. LaFaver, is written in ink to the right of the "FROM:" line.

As your committee instructed, I have calculated pay scales for legislative attaches using the following assumptions.

1. Attache pay scales are to increase the same percentages and amounts the state pay plan increased since 1977;
2. Added health insurance contribution for regular state employees is added to attache wages (about 12¢ per hour);
3. Those employees that are retained from last session in the same job would receive an added step (or about 2.5 percent more increase than a new employee).

The enclosed table details the specific salaries entailed. It should be noted that some experienced employees were classified higher than step 1 last session. These employees, if retained, would receive a higher salary than shown.

Please let me know if you would like further information.

JDL:sl

Hourly Rates

<u>Grade-Step</u>	<u>Fiscal 1977</u>	<u>Committee Alternative</u>	
		<u>New Employee</u>	<u>Retained Employee</u>
1-6	\$ 2.32	\$ 2.88	\$ 2.88
5-1	2.99	3.53	3.61
6-1	3.28	3.82	3.91
7-1	3.61	4.14	4.24
8-1	3.95	4.49	4.59
9-1	4.34	4.87	4.99
10-1	4.76	5.30	5.42
11-1	5.22	5.76	5.89
12-1	5.73	6.27	6.41
14-1	6.89	7.43	7.60
17-1	9.10	9.63	9.86
19-1	10.95	11.49	11.75

Percentage Pay Increases

1-6	24.1%	24.1%
5-1	18.1	20.7
6-1	16.5	19.2
7-1	14.7	17.5
8-1	13.7	16.2
9-1	12.2	15.0
10-1	11.3	13.9
11-1	10.3	12.8
12-1	9.4	11.9
14-1	7.8	10.3
17-1	5.8	8.4
19-1	4.9	7.3

PROPOSED LEGISLATIVE ATTACHE STAFF -- 1979 Positions - Grade & Step Levels

<u>Position</u>	<u>Grade</u>	<u>Step</u>	<u>1977</u>	<u>Fiscal 1979 Matr Proposed Level</u>
Chief Clerk	20	3	441.80	525 per week
Sergeant-at-Arms	17	6	360.00	425 per week
Chaplain	14	2		15.20 per day
Assistant Chief Clerk	12	5	6.29	6.722 + .12 = 6.842
	12	6		6.87 + .12 = 6.99
Bills Clerk	11	5	5.73	6.161 + .12 = 6.281
	11	6		6.29 + .12 = 6.41
Assistant Bills Clerk	10	1	4.76	5.18 + .12 = 5.30
	10	2		5.30 + .12 = 5.42
Journal Clerk	11	5	5.73	6.161 + .12 = 6.281
	11	6		6.29 + .12 = 6.41
Assistant Journal Clerk	10	1	4.76	5.18 + .12 = 5.30
	10	2		5.30 + .12 = 5.42
Steno/Status Input Tech	7	11	4.47	4.979 + .12 = 5.099
	7	12		5.048 + .12 = 5.168
(Reading Clerks	8	3	4.14	4.576 + .12 = 4.696
	8	4		4.675 + .12 = 4.795
Posting Clerk	7	10	3.95	4.876 + .12 = 4.996
	7	11		4.97 + .12 = 5.09
Bills Coordinator	10	2	4.87	5.30 + .12 = 5.42
	10	3		5.42 + .12 = 5.54
Assistant Bills Coordinator	9	3	4.55	4.979 + .12 = 5.099
	9	4		5.087 + .12 = 5.207
Proofreaders	6	3	3.44	3.875 + .12 = 3.995
	6	4		3.95 + .12 = 4.07
Proofreaders	6	2	3.36	3.792 + .12 = 3.912
	6	3		3.875 + .12 = 3.995
Proofreaders	6	1	3.28	3.70 + .12 = 3.82
Pages	1	6	2.32	2.769 + .12 = 2.889
	1	7		2.813 + .12 = 2.933
Chief Stenographer	11	5	5.73	6.161 + .12 = 6.281
	11	6		6.29 + .12 = 6.41

<u>Position</u>	<u>Grade</u>	<u>Step</u>	<u>1977</u>	<u>Fiscal 1977 Matrix Proposed Level</u>
Assistant Chief Stenographer	10	4	5.10	5.540 + .12 = 5.6
	10	5		5.659 + .12 = 5.7
Stenographers	7	6	4.04	4.483 + .12 = 4.6
	7	7		4.576 + .12 = 4.6
Stenographers	7	11	4.47	4.979 + .12 = 5.0
	7	12		5.048 + .12 = 5.1
Researchers II	12	3	6.00	6.438 + .12 = 6.5
	12	4		6.577 + .12 = 6.6
Researchers I	9	11	5.38	5.903 + .12 = 6.0
	9	12		5.986 + .12 = 6.1
Committee Secretaries (Light Work Load)	10	1	4.76	5.180 + .12 = 5.3
	10	2		5.30 + .12 = 5.4
Committee Secretaries (Experienced-Heavy Work Load)	10	6	5.34	5.781 + .12 = 5.9
	10	7		5.903 + .12 = 6.0
Secretaries to Officers Speaker	10	8	5.60	6.032 + .12 = 6.1
	10	9		6.16 + .12 = 6.2
Majority	10	7	5.47	5.903 + .12 = 6.0
	10	8		6.032 + .12 = 6.1
Minority	10	8	5.60	6.032 + .12 = 6.1
	10	9		6.16 + .12 = 6.2
Chief Clerk	10	8	5.60	6.032 + .12 = 6.1
	10	9		6.16 + .12 = 6.2
Majority Whip	10	6	5.34	5.781 + .12 = 5.9
	10	7	5.47	5.90 + .12 = 6.0
Assistant Secretary to Minority Leader	10	6	5.34	5.781 + .12 = 5.9
	10	7	5.47	5.90 + .12 = 6.0
Secretary to the Assistant Chief Clerk	10	6	5.34	5.781 + .12 = 5.9
	10	7	5.47	5.90 + .12 = 6.0
Clerk Typists	6	1	3.28	3.705 + .12 = 3.8
	6	2		3.792 + .12 = 3.9
Amendments Coordinator	10	1	5.30	5.18 + .12 = 5.3
	10	2	4.87	5.30 + .12 = 5.4
Assistant Amendments Coordinator	8	3	4.14	4.576 + .12 = 4.6
	8	4		4.67 + .12 = 4.7

<u>Position</u>	<u>Grade</u>	<u>Step</u>	<u>1977</u>	Fiscal 1977 Matr <u>Proposed Level</u>
Aid to Representative Bud Gould				900 per month
Assistant Sergeant-at-Arms	11	1	5.34	5.640 + .12 = 5.76
	11	2		5.77 + .12 = 5.89
Doorman	5	3	3.13	3.572 + .12 = 3.692
	5	4		3.64 + .12 = 3.76
	5	2		3.495 + .12 = 3.615
	5	1	2.99	3.415 + .12 = 3.535

Security guards.

Page - supervisors

Recommended Staff Changes

Amendments Coordinator -

Withdrawn - Terri Blattspieler
Recommend - Richard Newby

Committee Secretary -

Recommend - Judy Mook for Representative Day and Agriculture Committee; she is resigning her job to come to work for the Legislature. She was recommended before but was uncertain about leave.

Stenographers -

Withdrawn - Helen Dunbar
Recommend - Virginia Ratleff
Patricia Hatfield - High test scores and could possibly be re-classification later to Committee Secretary position.

Trial/Probation -

Roxie Harding) Low Test Grades
Lynda L. Murphy)
These applicants will be hired under 2 week trial or probation - to improve - and we can see their ability to work under pressure.



The Big Sky Country

MONTANA STATE HOUSE OF REPRESENTATIVES

House of Representatives
46th Legislative Assembly

MEMORANDUM

TO: All Representatives
DATE: December 22, 1978
SUBJECT: Legislative Business

For your information and directions:

1. Identification Badges:

Your identification badge has been presented to you, as a courtesy of the Montana Council of Cooperatives.

2. Stationary Imprints:

A maximum of five hundred sheets will be imprinted for each legislator. Relative to printing on the stationary, we would appreciate it if you would file two sheets with my office, indicating thereon how you wish your identification to be imprinted.

3. Telephone Directions:

State Government telephone directories are available in the office of Sergeant-at-Arms, room 426.

4. Duplicating:

It is more economical to have the State Printing Duplicating Division duplicate any paper material for which you need more than 10 copies. Quick Copy is located in the basement of the Capitol.

5. Taylor's Encyclopedia of Government Officials is available in Room 366 for use of legislation in the House or the Senate.



The Big Sky Country

MONTANA STATE HOUSE OF REPRESENTATIVES

Charles R. "Dick" Meyer
Sergeant - at - Arms

MEMORANDUM

TO: Legislative Administration Committee

DATE: December 22, 1978

SUBJECT: Communications and Services

Curt Wheeling has submitted an analysis of costs and services for the feed bill, and during the 46th legislative session. If acceptable, by the Legislative Administration Committee and/or the House as a body, if applicable, we will control to the extent possible the enormous costs of communication.

The sum of \$1500 is an estimated, total labor cost; based upon day to day services performed or needed to assume microphone and speaker functioning. The \$15.75 or \$18.50 per hour costs for services will prevail, and there could be a total cost of \$100 during the session; if no major breakdown happens.

By using state phones for in-state or out-of-state calls, the costs relative to credit calls, would be 20% to 50% less for the legislation.

Comments:



the Bill Book
MONTANA STATE HOUSE OF REPRESENTATIVES

Charles R. "Dick" Meyer
Sergeant - at - Arms

MEMORANDUM

TO: Legislative Administration Committee
DATE: December 22, 1978
SUBJECT: Personnel Roster

Assistant Sergeant-at-Arms	-	Stephen Huntington
Assistant Sergeant-at-Arms	-	Clyde Neu
Doorman - House Chambers 3rd Floor	-	Mr. Joe Langenfus
Doorman - House 4th Floor	-	Mr. Clifford Cate
Supply Clerk - House	-	Alice Hanley
Page Supervisor	-	Tim Flynn

Security Guards:

Day Shift:	Kevin Oyer
Afternoon Shift:	Joe Floreen
(Split Shift)	Michael Hagen
Night Shift:	Steve Clark

Pages:

Pages will be hired as needed throughout the legislative session. Six pages will be hired for the first eight or nine days of the session.

Comments:

Sergeant - at - Arms
Charles R. "Dick" Meyer
House of Representatives
46th Legislative Assembly

SECURITY GUARDS
Work Schedule

<u>GUARDS</u>	<u>FROM</u>	<u>TO</u>
Kevin Oyer	7:00 a.m.	3:00 p.m.

Note: Day Shift Security Guards Duties will include:

7:00 a.m. to 9:00 a.m. police Capitol
Parking Areas.

9:00 a.m. to 12:00 noon Capitol
Security - House of Representatives.

12:00 noon to 2:00 p.m. police
Capitol Parking Areas.

2:00 p.m. to 3:00 p.m. Capitol
Security - House of Representatives.

Joe Floreen	3:00 p.m.	7:00 p.m.
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Capitol Security - House of Representatives.

Michael Hagen	7:00 p.m.	11:00 p.m.
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Capitol Security - House of Representatives.

Steve Clark	11:00 p.m.	7:00 a.m.
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Capitol Security - House of Representatives.

PLEASE NOTE: The prime job of each Security Guards is to police the Capitol Area and the House of Representatives. There may be other duties assigned to employees from time to time, by myself or the Speaker of the House.

CONTRACT

For

ROLL CALL AND SOUND EQUIPMENT
MONTANA STATE HOUSE OF REPRESENTATIVES
MONTANA STATE CAPITOL, HELENA, MONTANA 59601

THIS AGREEMENT, made and entered into this 16th day of July, 1971, by and between the STATE OF MONTANA, hereinafter called the Owner, and DAKTRONICS, Inc., a Corporation of the State of South Dakota, hereinafter called the Contractor, whose address is P. O. Box 596, Brookings, South Dakota, 57006.

WITNESSETH: WHEREAS, the Owner intends to have furnished and installed Roll Call and Sound Equipment in the Chambers of the House of Representatives, Montana Capitol, Helena, Montana.

NOW THEREFORE, the Owner and the Contractor for the considerations hereinafter provided, agree as follows:

ARTICLE 1. SCOPE OF WORK. The work to be performed is that outlined in the contractor's June 19, 1971 letter to Senator Keenan, Chairman of the Subcommittee on Roll Call and Sound System Equipment. The system to be provided includes i) Basic Electronic Voting System, ii) Back Lighted Main Displays with black letters on a white field, and iii) Sound System.

ARTICLE 2. TIME OF COMPLETION. The work under this contract shall be commenced upon authorization to do so and shall be completed on or before November 15, 1971.

ARTICLE 3. CONTRACT SUM. The Owner agrees to pay and the Contractor agrees to accept in full performance of this contract, the sum of NINETY THREE THOUSAND FIVE HUNDRED AND EIGHTY FIVE DOLLARS AND NO CENTS (\$93,585.00), which is the base bid, and includes the Basic Electronic Voting System, Back Lighted Main Displays, Sound System, and which sum also includes the cost of a 10% performance Bond.

ARTICLE 4. GUARANTEE. Daktronics, Inc. warrants its Roll Call and Sound Equipment to be free from defects in material and workmanship. This warranty is effective for one year from the date of issuance of a certificate of substantial completion by the Owner. The warranty is limited to servicing or replacement of defective parts. If the fault has been caused by misuse or unauthorized tampering of equipment, repairs will be billed at cost. In this case, an estimate will be submitted before the work is started. All servicing shall be accomplished by Daktronics, Inc. personnel or its authorized representative unless otherwise specifically stated in writing.

ARTICLE 5. SUPERVISION. General supervision of the installation will be handled by the General Services Division, Department of Administration, State Capitol, Helena, Montana.

ARTICLE 6. TRADE-IN ALLOWANCE. Trade-in allowance for present equipment will be equal to the amount allowed Daktronics, Inc. by International Roll Call Company.

ARTICLE 7. BIENNIAL SERVICE AND MAINTENANCE. Biennial service and maintenance on the roll call and sound systems, to include pre printed voting sheets for the regular legislative sessions will be performed for a fee of \$1,500 per biennium to be paid at the end of each regular legislative session for six years at which time the fee is to be renegotiated making allowance for inflation.

ARTICLE 8. PAYMENT. The Owner agrees to pay the Contractor from time to time as the work progresses in accordance with the following schedule:

Initial Payment of 25% of the contract amount paid within fifteen days of authorization to proceed.

Second Payment of 25% of the contract amount paid when the equipment is on site.

Third Payment of 40% of the contract amount paid when the system is installed.

Final Payment of 10% of the contract amount paid when final acceptance of the system is made.

ARTICLE 9. ADDITIONAL WORK. It is understood and agreed by the parties hereto that the Contractor is not obligated to furnish any additional labor or materials unless a new contract in writing or a modification hereof for such additional materials or labor has been executed by Owner and Contractor.

ARTICLE 10. ACCEPTANCE. The work shall be inspected for acceptance by the Owner promptly upon receipt of notice from the Contractor that the work is complete and ready for inspection.

ARTICLE 11. DISPUTES PERTAINING TO PAYMENT FOR WORK. Should disputes arise respecting the value of any work done, or any work omitted, or of any extra work which said Contractor may be required to perform, or respecting any other elements involved in this contract, said dispute shall be decided by the General Agreement between the Contractor and the Owner, acting as the Owner and his decision shall be final and conclusive.

ARTICLE 12. LIABILITY. DAKTRONICS, INC. agrees that it/he shall at all times protect and indemnify and save harmless, the State of Montana and the HOUSE OF REPRESENTATIVES, from any and all claims damages of every kind and nature made, rendered or incurred by or in behalf of any person or corporation whatsoever, including the parties hereto and their employees that may arise, occur or grow out of any acts, actions, work or other activity done by the said contractor in the performance and execution of this contract.

The Contractor and the Owner, for themselves, their heirs, successors, executors and administrators, hereby agree to the full performance of the covenants herein contained.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

ATTEST: (SEAL)

CONTRACTOR:

By: Quinn E. Sanders
(Secretary of Corporation)

By: Arthur J. Kusterbach
Title: PRESIDENT

ATTEST:

STATE OF MONTANA

By: John C. McEwan

By: Francis Bauland

Title: Staff Attorney, Legislative Council Title: Chairman, Legislative Council

Contract

Page 3

STATE OF SOUTH DAKOTA)
County of Brookings) ss

On the 1st day of July 1, 1971, personally appeared before me Aelred J. Kurtenbach, who being by me duly sworn, did say that he is President of Daktronics, Inc., a Corporation, and that the above instrument was signed in behalf of said corporation by authority of a resolution of its Board of Directors, and said Aelred J. Kurtenbach, acknowledged to me that said corporation executed the same.

Carl H. Heringer
Notary Public

Brookings, South Dakota
Address

My Commission Expires: June 14, 1976

INVOICE

P.O. BOX 299
BROOKINGS, S. D. 57006
TELEPHONE (605) 692-6145

Systems Displays
Scoreboards Timers



INVOICE 4222

Same as 'Sold to' If Blank

INVOICE DATE: October 25, 1978

Mrs. Rose Weber
Executive Director
Montana Legislative Council
State Capitol
Helena, Montana 59601

Make Payment from this Invoice

No Statement Sent Unless Requested

No Return Goods Accepted Without

Prior Authorization

Customer Order No.	Sold By	Terms		Our Order No.	
O B. Point	Shipped Via	Prepaid	Collect	Shipping Date	
Quantity and Unit	Description			Unit Price	Amount
	Payment due on Maintenance agreement for electronic voting system as per contract agreement as updated July 23, 1973, plus additional sum agreed upon for the Sycor unit as stated in agreement dated September 15, 1976.				2225.00
				PAY THIS AMOUNT	\$ 2225.00



P.O. BOX 299

BROOKINGS, SOUTH DAKOTA 57006

RECEIVED

TELEPHONE 601-1273

MONTANA LEGISLATIVE
COUNCIL

July 23, 1973

Mrs. Rose Weber
Executive Director
Montana Legislative Council
State Capitol
Helena, MT 59601

Re: Service and Maintenance of House roll call and sound systems

Dear Rosie:

There have been two changes plus the proposed change in procedure for obtaining paper that affect the service and maintenance contract. Now, annual sessions are held instead of biennial sessions. Also, the bill calendar has been added to the system and requires maintenance, especially bulb replacement.

Our cost for paper last year was \$302.00. We normally allow 10% overhead to handle ordering, invoicing, etc. Therefore, the contract amount should be adjusted down by \$332.00 if you handle the paper procurement directly.

The voting, page, and sound control board have a total of 1546 lamp bulbs while the bill calendar has 3600 lamp bulbs. I estimate that these will all have to be replaced over a four to five year period at a cost of 33¢ each plus labor. In addition, there is a minimal amount of maintenance anticipated on the electronics. Consequently, I estimate an annual maintenance charge of \$550.00 for the bill calendars.

Summarizing these changes and taking into account the change to annual sessions we have:

Present Cost	\$1850.00
Allowance for	
Bill Calendar	<u>\$ 550.00</u>
	\$2400.00
Deletion of	
paper provi-	
sion	<u>\$ 350.00</u>
	\$2050.00/yr.

SYSTEMS

SCOREBOARDS AND TIMERS

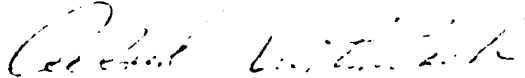
DISPL

July 23, 1973

As in the present contract, this amount is to be paid at the end of each regular legislative session.

Please contact me if you have questions.

Sincerely yours,
DAKTRONICS, INC.



Aelred J. Kurtenbach
President

AJK/pb

REQUEST FOR QUOTATION

DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
RM. 165 MITCHELL BUILDING
HELENA, MONTANA 59601

DEBTERS MUST USE THIS FORM ONLY IN SUBMITTING PRICES

THIS IS NOT AN ORDER

VENDOR

Date October 19, 1978

Req. No. 000001 & 000002

P.R. 1635-G

Return bids to: Department of Administration, Purchasing Division, Rm. 165 Mitchell Bldg., Helena, MT 59601

Sealed bids will be received by the undersigned up to 10 A.M. MST Thursday 2 November, 1978.

Day

Month

to be then publicly opened in the offices of the State Purchasing Division.

MARK LOWER LEFT
CORNER OF YOUR
ENVELOPE AS FOLLOWS

P.R. 1635-G
November 2, 1978

REQUEST
FOR QUOTE
ISSUED BY:

Luther Glenn
LUTHER GLENN, Administrator

F.O.B. Montana Legislative Council, Capitol Building, Helena, Montana 59601

Item	Quantity	Brand & Model No.	Unit Price	Extension
PHOTOCOPY MACHINES				
<p>Sealed bids will be received by the Department of Administration, Purchasing Division up to 10:00 A.M., MST, Thursday, November 2, 1978 for the rental of four (4) only Photocopy Machines to be provided to the State of Montana, Legislative Council, Capitol Building, Helena, Montana for the contract period beginning December 15, 1978 through May 15, 1979.</p> <p>Delivery will be required furnished and installed, ready for operation, by December 15, 1978. All prospective suppliers are advised to bid accordingly.</p>				
<p>12/18/78 COPIES PER YOUR REQUEST <i>[Signature]</i></p>				

Page 1 of 5 Pages.

THIS SECTION MUST BE COMPLETED IN FULL AND SIGNED

VERY DATE:

TERMS:

NAME:

ONE

Signature: *[Signature]*

IMPORTANT:

SEE REVERSE SIDE FOR TERMS
AND CONDITIONS.

RIVER VALLEY COLLEGE
STANDARD TERMS AND CONDITIONS

COMPETITION

The State of Montana encourages free and open competition among bidders. Whenever possible specifications, bid conditions and conditions are designed to accomplish this objective, consistent with the necessity to satisfy the State's needs and the accomplishment of a sound economical operation.

The bidder's signature on this proposal guarantees that the prices quoted have been established without collusion with other eligible bidders and without effort to preclude the State of Montana from obtaining the lowest possible competitive price. The award will be made to the lowest responsible bidder meeting specifications and all bid terms and conditions.

SEPARATION OF BIDS

Bids will be written in ink and/or typewritten on bid forms furnished herewith. Erasures and alterations must be initialed by the bidder in ink. Telegraphic bids will be accepted only if they fully comply with all other conditions of the invitation to bid. No verbal bids shall be accepted.

Bid quotations will be firm for thirty days, unless otherwise stipulated by bidder.

GOOD ITEMS

The bidder warrants articles offered to conform to the specifications herein requested, to be fit and sufficient for the purpose manufactured, of good material and workmanship and free from defect.

QUAL BRANDS

Brand name items or descriptions used in this proposal are specified solely for the purpose of indicating standards of quality, performance and/or use desired. Any bid offering goods or sources which deviate from the specifications must be clearly indicated by the bidder, otherwise it will be considered that the bid is in strict compliance with all terms and conditions. Substitutions must be identified by manufacturer and stock number and complete descriptive literature must be included with the bid. Goods delivered which do not conform to the contract terms, conditions or specifications may be rejected and returned at the vendor's expense. Any bid for foreign produced products shall be so indicated and the source of supply noted for each item.

PACKAGING

No charges will be allowed for packing, wrapping, boxing, crimping, etc., etc., unless otherwise stipulated. All items shall be packed in accordance with prevailing commercial practices and in such a manner as to insure delivery in good condition and as specified herein.

CONTRACT REFERENCE

The contract (purchase order) number shall be referred to on all invoices, packages, packing lists, shipping notices and all correspondence relating to the Purchase Order.

DELIVERY SHIPPING

It shall be shipped prepaid, f.o.b. destination, to the address specified in the contract terms specify f.o.b. shipping point, shipping charges will be prepaid and itemized as a separate item on invoice. Full payment shall be made by the State of Montana within the time specified. The State of Montana reserves the right to refuse to accept any C.O.D. shipments.

CASH DISCOUNT

Bidders may quote a cash discount, provided it is based on a period of twenty (20) days or more. A shorter period will not be considered in determination of a low bid. Any cash discounts as part of this contract will be computed from the date of receipt of a properly executed claim or the date of completion of delivery of all items in a satisfactory condition whichever is later.

EXCISE TAXES

The State of Montana is exempt from Federal Excise Taxes. Exemption certificates will be furnished upon request.

SAMPLES

Samples of items must be furnished by the bidder if stipulated herein. Transportation costs, both to and from the Purchasing Division, will be assumed by the bidder. Each sample must be labeled with the bidder's name and the quotation and item numbers.

ACCEPTANCE/REJECTION OF BIDS

The State of Montana reserves the right to accept or reject any or all bids, wholly or in part, to make awards in any manner deemed in the best interest of the State.

ALL OR NONE PROPOSALS

Bidders may submit alternate proposals on an "all-or-none" basis, but are requested to submit a primary quotation on a item-by-item basis to be considered for either type of award.

TABULATION

In the event that a quotation is entered in which the unit price and extension do not agree, the unit price shall prevail.

NON DISCRIMINATION

In accordance with federal and state laws, the bidder agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, creed, color, national origin, sex or age with regard to, but not limited to, the following: employment or upgrading, demotion or transfer, recruitment or recruitment advertising, lay-offs or termination, rates of pay or other forms of compensation, selection for training or rendition of services.

It is further understood that any vendor who is in violation of this clause shall be barred forthwith from receiving award of any purchase from the State of Montana, unless a written explanation is made to the purchasing practices by which the recurrence of such acts is unlikely.

EQUIPMENT

All copiers proposed must meet or exceed the following minimum equipment requirements.

Copiers may be either new, remanufactured or used but the successful vendor will be required to provide a new equipment warranty.

The machine must be capable of providing copies on plain bond paper, gummed labels and color stock.

Capable of copying onto 8" x 10", up to 8-1/2" x 14" paper stock.

Machines may be either desk type or mobile unit. Each copy machine must be accompanied by suitable stand or mobile base. All costs of the complete unit ready for operation must be included in the minimum monthly rental charge.

No firm amount of copies to be used per month is implied or guaranteed; however, a minimum capacity of 30,000 copies per month will be required.

First copy speed, with or without warm up, of under eight (8) seconds, and additional copies at the minimum rate of twenty (20) copies per minute is required.

A flat copying platen is required to allow for the copying of bound documents and books.

The equipment must be U. L. approved and be capable of operation within a 110 or 220 volt electrical system.

The State will furnish suitable electric current to operate the equipment with properly grounded receptacles.

The State may not permit alterations to the equipment nor remove the machines without the successful vendor's written authorization.

Should relocation of the rental equipment be necessary, the vendor will perform this move and charges may be billed as an open market item.

TERMS OF AWARD

Delivery will be required F.O.B. the Legislative Council, Capitol Building, Helena, Montana, on or before December 15, 1978.

This contract will cover the five (5) month rental period of December 15, 1978 through May 15, 1979.

The contract may be cancelled by either vendor or State without penalty, after a thirty (30) day written notification of intent.

All quotations for hardware costs such as meter charges, service charges or special features, must be presented as a firm bid. Proposals subject to escalation clauses or price increases will not be accepted.

Cost of both equipment placement and removal shall be presented as a single charge.

Instructions in the operation of the equipment will be required to be presented by qualified representatives of the vendor.

Twenty-four (24) hour per day full service maintenance is required of the successful vendor.

Service must be provided within two (2) hours of notification.

A fifty dollar (\$50.00) penalty may be deducted from monthly rental charges for four (4) continuous hours of machine "down time" occurring within the regular office hours of 8:00 A.M. to 5:00 P.M.

The right is reserved under this rental contract for Photocopy Machines to use such supplies of paper, toner, etc. from other suppliers as deemed to be in the best interest of the State.

Any deviations from the specified conditions of this proposal must be clearly indicated by the bidder. Unless so noted, it will be considered that bid is presented in strict compliance.

Failure of any vendor to submit a proposal in the manner which allows for bid evaluation as specified herein will constitute reason for the rejection of the bid.

Each proposal must be properly identified by brand name, model number, attached specifications or brochures and include responses to all inquiries completed.

Rental charges will be paid per the vendor's monthly billing with the exception of the first month in which billing will not be processed until after January 15, 1979.

PHOTOCOPY MACHINES

Machine Brand: _____

Model: _____

Electrical Volt Requirements: _____

Number of Copies Per Minute: _____

Capacity of Copier Per Month: _____

Specifications or brochures are attached: Yes _____ No _____

I agree to cancellation by 30-day written notification: Yes _____ No _____

I agree to 24 hour service and maintenance: Yes _____ No _____

Delivery of four (4) Photocopy Machines is guaranteed by: _____

QUOTING:

	<u>Monthly Unit Charge</u>	<u>Extension</u>
Monthly Rental for Machine including first 10,000 copies	\$ _____ One Unit	\$ _____ Four Units
Charge per copy from 10,000 to 30,000 (per estimated monthly useage)	\$ _____ Single Copy	\$ _____ Approximately 20,000 Copies
		\$ _____ Approximately 80,000 Copies

Monthly Supply Charge for requirements of toner, developer, paper & drums for an estimated total of 30,000 copies per month	\$ _____ One Unit	\$ _____ Four Units
SUBTOTAL	\$ _____	\$ _____

One time installation and removal charge	\$ _____ One Unit	\$ _____ Four Units
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Estimated total Cost to State	\$ _____	\$ _____
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Estimated Total Cost 4 Units Per 5 Month Rental Period		\$ _____
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Optional Proposals, not to be a consideration of award will also be considered:

Auditron Accessory	\$ _____ Monthly Unit Charge
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Coin-Op Accessory	\$ _____ Monthly Unit Charge
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International Business Machines Corporation

130 Neill Avenue
Helena, Montana 59601
406/442-1160

October 25, 1978

Mr. Luther Glenn, Administrator
Department of Administration
Purchasing Division
Mitchell Building - Room 165
Helena, MT 59601

Dear Mr. Glenn:

The attached information outlines IBM's bid for copiers to be located at the Montana Legislative Council.

There are some considerations we need to address as outlined in your terms of award.

1. We cannot guarantee 24-hour service. We can provide the same service we have in past years which has been satisfactory.
2. We cannot abide by the \$50 penalty for not responding within 4 hours. We do not anticipate ever arriving later than 4 hours after a service call is placed, however, we cannot agree to such a penalty.
3. The GSA contract (copy attached) does not provide for a month-to-month rental. The prices provided are to be accepted on an open-market basis.

The Terms and Conditions of the current GSA Contract #GS-00S-4135 apply to this quotation.

Thank you for your consideration. If you require any additional information, please contact me as soon as possible.

Sincerely,



C.A. Ahlstrom
Copier Specialist
Office Products Division

CAA/pw

Attachments

PHOTOCOPY MACHINES

Machine Brand: OBM

Model: Copy II

Electrical Volt Requirements: 220

Number of Copies Per Minute: 23

Capacity of Copies Per Month: 50,000 +

Specifications or brochures are attached: Yes ☒ No ☐

I agree to cancellation by 30-day written notification: Yes ☒ No ☐

I agree to 24 hour service and maintenance: Yes ☒ No ☒

Delivery of four (4) Photocopy Machines is guaranteed by: OBM

QUOTING:

Minimum Monthly Rental for Machine
including first 10,000 copies:

\$ 307
One Month

\$ 1535
Five Months

Charge per copy from 10,000 to 30,000
(per estimated monthly usage):

\$.01875
Single Copy

\$.375 x 5 = 1875
Approximately 20,000 copies

Monthly supply charge for requirements
of toner, developer, paper and drums
for an estimated total of 30,000 copies
per month:

$$\frac{5}{150,000 \text{ copies}} \times .006451 =$$

\$ 96.71

Installation and Removal Charge:

\$ two hundred twenty
hours each
\$ 110 each way
in & out

\$ 220
hours

Estimated Total Cost to State,
Four (4) Units per Five (5) Months
Rental:

\$ 14,907⁰⁸

Optional proposals, not to be a consideration of award, will also be considered:

Addition Accessory

Monthly Charge: \$ 15⁰⁰

Coin-Op Accessory

Monthly Charge: \$ 25⁰⁰

REQUEST FOR QUOTATION

THIS IS NOT AN ORDER

BIDDERS MUST USE THIS FORM ONLY IN SUBMITTING PRICES

Date October 19, 1978Req. No. 000001 & 000002P.R. 1635-GVendor
Davis Business Machines
637 Helena Avenue
Helena, Montana 59601

Return bids to: Department of Administration, Purchasing Division, Rm. 165 Mitchell Bldg., Helena, MT 59601

Sealed bids will be received by the undersigned up to 10 A.M. MT Thursday 2 November, 1978.
Day Month

to be then publicly opened in the offices of the State Purchasing Division.

MARK LOWER LEFT
CORNER OF YOUR
ENVELOPE AS FOLLOWSP.R. 1635-G
November 2, 1978REQUEST
FOR QUOTE
ISSUED BY:*Luther Glenn*
LUTHER GLENN, Administrator

to: Montana Legislative Council, Capitol Building, Helena, Montana 59601

Item	Quantity	Brand & Model No.	Unit Price	Ext.
Bid				
<u>PHOTOCOPY MACHINES</u>				
Sealed bids will be received by the Department of Administration, Purchasing Division up to 10:00 A.M., MST, Thursday, November 2, 1978 for the rental of four (4) only Photocopy Machines to be provided to the State of Montana, Legislative Council, Capitol Building, Helena, Montana for the contract period beginning December 15, 1978 through May 15, 1979.				
Delivery will be required furnished and installed, ready for operation, by December 15, 1978. All prospective suppliers are advised to bid accordingly.				
<div style="position: absolute; left: 500px; top: 50px;"> <i>PO</i> <i>388994</i> <i>388995</i> <i>11/3/78</i> <i>PS</i> </div>				

Page 1 of 5 Pages.

This document must be completed in full and signed by

DATE: 12/15, 1978 ISSUED BY:
Davis Business Machines, Inc.*Luther Glenn* DATE: 11/1/78

W. BOGNAME

SEE REVERSE SIDE FOR TERMS
AND CONDITIONS.

PHOTOCOPY MACHINES

Machine Brand: SAVIN

Model: 770

Electrical Volt Requirements: 110

Number of Copies Per Minute: 20

Capacity of Copies Per Month: 100,000

Specifications or brochures are attached: Yes X No

I agree to cancellation by 30-day written notification: Yes X No

I agree to 24 hour service and maintenance: Yes X No

Delivery of four (4) Photocopy Machines is guaranteed by: December 15, 1978

QUOTING:

Minimum Monthly Rental for Machine
including first 10,000 copies:

\$ 318.00
One Month

\$ \$1,590.00
Five Months

Charge per copy from 10,000 to 30,000
(per estimated monthly usage):

\$.013
Single Copy

\$ \$260.00
Approximately 20,000 copies

Monthly supply charge for requirements
of toner, developer, paper and drums
for an estimated total of 30,000 copies
per month:

\$ \$279.00

Installation and Removal Charge: Fifty Dollars
Words

\$ \$ 50.00
Numerals

Estimated Total Cost to State.

Four (4) Units per Five (5) Month

Rental: Four machines, 30,000 copies \$ 17,340.00
including supplies

Optional proposals, not to be a consideration of award, will also be considered:

Audiotex Accessory Monthly Charge: \$ 7.50 per key, per month

Coin-Op Accessory Monthly Charge: \$ 85.00 per month rental