

SPECIFICATIONS

1. GENERAL REQUIREMENTS

It is the intent of these specifications to define the **PRINTER REPAIR SERVICES** that the County of Union requires in order to repair various makes and models of printers throughout the County that are not under warranty.

The County of Union has various makes and models of printers throughout its buildings. It is necessary from time to time to repair these printers and such that our in-house staff does not have the necessary parts and labor to repair.

From this point on the printer repair contractor will be referred to as the “service contractor”.

The service contractor must provide documentation as to their expertise in the fields of service specified include any authorization to service Hewitt Packard and provide Hewitt Packard parts. This may include Certificates of Training and Education, together with government client references. Due to the nature of this service and where these printers are located, the service contractor must have experience in the repair of printers at government and law enforcement facilities in New Jersey.

The service contractor will be expected to have experience in the fields of service specified herein and to provide documentation of that experience in the Experience page provided in this bid package.

1.1 GUARANTEE

The service contractor will provide in its response the length of the guarantee of the repaired printer against defects in material and workmanship. All labor and material will be provided at no expense to the County of Union.

The service contractor must be authorized to provide full manufacturers warranty privileges for all parts supplied.

1.2 TERMS

The service contractor will provide printer repair service for the County of Union for twenty-four (24) months with the option of extending the contract for an additional twenty-four (24) month term. The extension requires a separate contract to be signed and a Resolution awarding this contract.

2. REQUESTS FOR SERVICES

The service contractor will have the capability of responding to a request for printer repair service within one (1) day of request.

The County will authorize the County personnel who will have the authority to make calls to the service contractor after the bid is awarded. The list of authorized personnel will be provided to the service contractor after the award of the bid.

No hours shall be billable without corresponding work order sheets properly signed.

3. FURNISHING PARTS & AUTHORIZED EQUIPMENT

The service contractor will advise the County of any material or parts required to perform the necessary repair.

The awarded contract will contain a provision for the parts that may be necessary during the initial term, in the amount of \$20,000. This figure represents an estimate of potential service parts as outlined in this section and will not be construed as a guarantee. **TONER CARTRIDGES CANNOT BE PURCHASED UNDER THIS CONTRACT.**

Bid packages should include literature with specifications of the parts that the service contractor intends to supply. The successful vendor will supply price lists, and subsequent updates as they occur, post bid being used to establish prices for each line identified on the bid form pages.

The following is a general description of make and model of printers that are included in this printer repair services.

Hewlett Packard Model 1100
Hewlett Packard Design Jet T1100mfp
Hewlett Packard Design Jet T1100PS
Hewlett Packard Model 1200
Hewlett Packard Model 1200D
Hewlett Packard Model 1200NR
Hewlett Packard Model 1300
Hewlett Packard Model 1300N
Hewlett Packard Model 1320
Hewlett Packard Model 2100
Hewlett Packard Model P2015
Hewlett Packard Model CP2025
Hewlett Packard Model CP2025N
Hewlett Packard Model 2100TN
Hewlett Packard Model 2200
Hewlett Packard Model 2200D
Hewlett Packard Model T2300
Hewlett Packard Model 2300
Hewlett Packard Model 2300D
Hewlett Packard Model 2300DTN
Hewlett Packard Model 2410
Hewlett Packard Model 2420
Hewlett Packard Model 2430
Hewlett Packard Model 2500C
Hewlett Packard Model 2500CM
Hewlett Packard Model 2550L
Hewlett Packard Model 2550N
Hewlett Packard Model 2600CM
Hewlett Packard Model 3525
Hewlett Packard Model 3525N
Hewlett Packard Model 3700CN
Hewlett Packard Model 3700DTN
Hewlett Packard Model P4014N
Hewlett Packard Model 4050
Hewlett Packard Model 4050N

Hewlett Packard Model 4050T
Hewlett Packard Model 4050TN
Hewlett Packard Model CP4025
Hewlett Packard Model 4100
Hewlett Packard Model 4100N
Hewlett Packard Model 4200
Hewlett Packard Model 4200N
Hewlett Packard Model 4200TN
Hewlett Packard Model 4250
Hewlett Packard Model 4250DTN
Hewlett Packard Model 4300
Hewlett Packard Model 4300N
Hewlett Packard Model 4300TN
Hewlett Packard Model 4500DN
Hewlett Packard Model 4500N
Hewlett Packard Model 4510
Hewlett Packard Model 4515N
Hewlett Packard Model 4530
Hewlett Packard Model 4550
Hewlett Packard Model 4550N
Hewlett Packard Model 4600
Hewlett Packard Model 4600N
Hewlett Packard Model 4650DTN
Hewlett Packard Model 5000N
Hewlett Packard Model 5550DN
Hewlett Packard Model 6122
Hewlett Packard Model 8000
Hewlett Packard Model 9300
Hewlett Packard Model CP1700
Hewlett Packard Model 2420
Hewlett Packard Model CP3525
Hewlett Packard Model P3015
Hewlett Packard Model 8000
Hewlett Packard Model 8500

For all parts for any County printers that are not Hewlett Packard and where directed to furnish parts, the service contractor will estimate in writing the cost for the parts to be provided. If the County asks the service contractor to supply parts to complete a repair, the service contractor must provide them at **Contractor's Wholesale Pricing**. All invoices submitted to the County for payment by the service contractor that contain charges for approved material and parts must be accompanied by the invoice indicating his purchase from the supplier clearly marked with the Contractor's Wholesale Price. The service contractor will be allowed a mark-up of 10 % to be added to the Wholesale price.

All parts must be consistent with those required by the appropriate manufacturer. The service contractor will maintain the necessary spare parts in the proper proportion as recommended by each equipment manufacturer to maintain, service and repair the systems during the warranty period. A list of material and parts must be submitted to the County of Union prior to the acceptance of Bid.

Prior to the repair of any printer to the County, the service contractor will provide a quote to the County's authorized representative for approval. The quote should detail the Manufacturer's Suggested List Price and the

applicable discount agreed upon under the terms of this bid. The approved quote should be included in any request for payment, together with signed time sheets for labor.

4. ADDITIONAL PRINTER REPAIR SERVICES

The service contractor will repair printers only at the written or Verbal request of the County of Union, who agrees to pay the appropriate charges in accordance with the service contractors rates established in bid. Note: the verbal authorization must be indicated on the service contractor's service sheets.

5. PAYMENT FOR SERVICES

Payment to Vendor is to be made within forty- five (45) days after the receipt of Vendor's invoice and a signed County voucher attesting to the delivery of the goods and services by some officer or duly designated employee of the using County entity and after approval of the appropriate Department head. The Vendor will prepare invoices and will submit them to the office/designated employee of the using County entity. Any requested service as part of this bid will be paid at the contracted hourly rates for the time on the job site only. No travel time should be included. Billing must be accompanied with an itemized list of any parts that have been specifically ordered and used to complete the work with the supplier's invoice clearly marked that the prices reflect either the list price and discount and /or the Contractor Wholesale Pricing whichever is applicable, location of the site, and work that was performed. The vendor must include service reports with signed invoices.

The vendor will not provide any goods and/or services without a valid and current purchase order from the County unit indicating account number and encumbrance.

It is the policy of the County of Union to avoid scheduling work on Saturdays, Sundays and Holidays. Therefore, the successful bidder will be determined by the regular hourly rate bid. In the rare event that the County asks the service contractor to work after regular hours, the allowance of time and a half and double-time will be allowed.

6. OPEN END CONTRACT STATEMENT

Please note that the ensuing contract is intended to be an open end contract as allowed under N.J.A.C. 5:30 et seq. and, in accordance with the rules, the minimum number set on the bid shall be zero (0) hours and the maximum shall be 500 hours and the minimum for the material and parts provision shall be zero (0) and the maximum: \$20,000.

7. ESTIMATE OF WORK HOURS

500 TOTAL ESTIMATED HOURS - For 24 months of contract.

THE COUNTY DOES NOT AND WILL NOT WARRANT OR GUARANTEE THE AMOUNT OF WORK HOURS TO BE SUPPLIED, REQUIRED IN ANY GIVEN DAY, WEEK, MONTH OR YEAR OR IN THE AGGREGATE PURSUANT TO ANY CONTRACTUAL AGREEMENT AWARDED UNDER THESE BID SPECIFICATIONS. NOTHING CONTAINED IN ANY OF THE BID DOCUMENTS SHALL BE CONSTRUED TO GUARANTEE OR WARRANT ANY AMOUNT OF WORK HOURS. THE WORK HOURS SET FORTH HEREIN CONSTITUTE EITHER HISTORIC INFORMATION OR ESTIMATES OF FUTURE NEEDS AND MAY NOT BE INDICATIVE OF THE ACTUAL WORK HOURS TO BE EXPERIENCED IN THE FUTURE.

NOTHING HEREIN SHALL ENTITLE THE SUCCESSFUL BIDDER TO ANY CLAIM TO AN HOURLY PRICE INCREASE FOR LOST PROFITS OR FOR ANY OTHER COMPENSATION WHATSOEVER IN

THE EVENT THAT THE ACTUAL WORK HOURS SUPPLIED/ REQUIRED UNDER THIS AGREEMENT ARE MORE OR LESS THAN HISTORICAL WORK HOURS OR ANY PROJECTION OF FUTURE WORK HOURS THAT MAY BE CONTAINED HEREIN.

8. INSTRUCTIONS FOR 1.B ON BID FORM PAGE

For the purpose of this Bid: assume repair parts and materials estimate of \$20,000.00. Calculate percentage of discount off charges if any discount will be given on wholesale cost of repair parts by multiplying \$20,000.00 by your standard discount off %, subtract that product to \$20,000.00 and put that sum on the appropriate line of the bid form page.

e.g $\$1,000 \times 1\% = \10 . Subtracting that to \$1,000 would give you a sum of \$990.

9. OTHER

Any questions regarding the bid can be emailed to ucbids@ucnj.org or faxed to the Division of Purchasing, clearly marked with the BID # and BID NAME, at (908) 558-2548. If necessary, the Purchasing Director will then issue a clarification.

BID FORM PAGE 1 of 1

HAVING CAREFULLY READ THE NOTICE TO BIDDERS, SPECIFICATIONS AND INSTRUCTIONS TO BIDDERS, THE UNDERSIGNED HEREBY AGREES TO PROVIDE **PRINTER REPAIR SERVICES** FOR THE DIVISION OF INFORMATION TECHNOLOGIES, BUREAU OF DATA PROCESSING AND TELECOMMUNICATIONS OF THE COUNTY OF UNION IN ACCORDANCE TO THE SPECIFICATIONS. DO NOT ALTER THE FORMAT OF THE BID FORM PAGE IN ANY MANNER UNDER THE PENALTY OF DISQUALIFICATION.

<u>ITEM#</u>		<u>UNIT PRICE</u>	<u>SUB-TOTAL</u>
1a:	500 Estimated Hours More or Less	X	\$ _____ = \$ _____ Hourly Rate
1b:	(\$20,000.00 x _____%) Discount off listing price*	-	\$20,000.00 = \$ _____
(Sum of Items #1a + 1b)		=	\$ _____ Not To Exceed GRAND TOTAL

* HEWLETT PACKARD PARTS (TONERS NOT INCLUDED)

VENDOR IS TO SUPPLY AN ORIGINAL MANUFACTURER PARTS CATALOG OR LISTING WITH ITS BID SUBMISSION. THE DISCOUNT OFF LIST PRICING ABOVE SHALL BE OFF OF THESE LIST PRICES.

NAME OF BIDDER _____

EXTENSION FORM FOR UNION COUNTY
COOPERATIVE CONTRACT PURCHASING SYSTEM

ACCOMMODATION OF LOCAL CONTRACTING UNITS WITHIN THE COUNTY OF UNION:

[] **CHECK HERE** IF WILLING TO PROVIDE THE GOODS AND SERVICES HEREIN BID UPON TO LOCAL GOVERNMENTAL CONTRACTING UNITS LOCATED WITHIN THE COUNTY OF UNION, UNION COUNTY COOPERATIVE CONTRACT PURCHASING SYSTEM # **CK-06-UNION** WITHOUT SUBSTITUTION OR DEVIATION FROM SPECIFICATIONS, SIZE FEATURES, QUALITY, PRICE OR AVAILABILITY AS HEREIN SET FORTH. IT IS UNDERSTOOD THAT ORDERS WILL BE PLACED DIRECTLY BY THE CONTRACTING UNITS, SUBJECT TO THE OVERALL TERMS OF THE CONTRACT TO BE AWARDED BY THE COUNTY OF UNION, AND THAT NO ADDITIONAL SERVICE OR DELIVERY CHARGES WILL BE ALLOWED EXCEPT AS PERMITTED BY THESE SPECIFICATIONS.

[] **CHECK HERE** IF **NOT** WILLING TO EXTEND PRICES TO CONTRACTING UNITS LOCATED IN THE COUNTY OF UNION. THIS WILL NOT AFFECT CONSIDERATION OF THIS BID WITH RESPECT TO THE NEEDS OF THE COUNTY OF UNION.

IF THE LOWEST RESPONSIBLE RESPONSIVE BIDDER DOES NOT EXTEND HIS PRICES TO THE REGISTERED MEMBERS, THE CONTRACT FOR THE STATED NEEDS OF UNION COUNTY WILL BE AWARDED TO SAID LOWEST RESPONSIBLE RESPONSIVE BIDDER AND SPECIFICALLY **NOT** MADE AVAILABLE TO CONTRACTING UNITS WITHIN THE COUNTY.

Initial

NAME OF BIDDER: _____

EXPERIENCE STATEMENT

Each bidder will submit with their bid an experience statement naming facilities presently under contract with similar equipment along with the names and phone numbers of the main contact person at each facility. The service contractor must have experience in the repair of printers at government and law enforcement facilities in New Jersey and provide the same for government client references.

NAME OF BIDDER _____

EXPERTISE STATEMENT

Provide copies of Certificates of Training and Education.

NAME OF BIDDER _____

LITERATURE WITH SPECIFICATIONS

The bidder should provide literature with specifications of the parts that the service contractor intends to supply.

NAME OF BIDDER _____

GUARANTEE

The service contractor will provide in its response the length of the guarantee of the repaired printer against defects in material and workmanship.

NAME OF BIDDER _____