

CK09MERCER2009-01 OPEN END MAINTENANCE FOR BLACK AND WHITE AND COLOR COPIERS FOR COUNTY COOP FOR A PERIOD OF TWO YEARS	
BID RESULTS	
DATE: JANUARY 7, 2009	
CONTRACT PERIOD: FEBRUARY 26, 2009 - FEBRUARY 25, 2011	
VENDOR MUST PROVIDE ALL PARTS AND TONER AND STAPLES AS DEFINED IN SPECIFICATIONS; MUST REpond WITHIN FOUR HOURS AND PROVIDE ONSITE REPAIR WITHIN 48 HOURS OF NOTIFICATION; FOR REVIEW BY DAVE MILLER	RESOLUTION # 2009-19
NAME OF BIDDER	DITTO COPY SYSTEMS
ADDRESS	209 E. ELIZABETH AVENUE
CITY, STATE, ZIP	LINDEN, NJ 07036
CONTACT	NICOLA MORIELLO
TELEPHONE	908 925 9090
FAX	908 925 9099
EMAIL	<a href="mailto:DITTOCOPY@COMCAST.NET">DITTOCOPY@COMCAST.NET</a>
EXTEND TO COOP	YES
EXHIBIT A	INCLUDED
AFFIRMATIVE ACTION CERTIFICATE	#31723 EXPIRES 12/15/15
STOCKHOLDER DISCLOSURE	OK
NJ BUSINESS REGISTRATION CERTIFICATE	OK
PROPOSAL SHEET SIGNED	OK
DETAILED PLAN FOR SERVICE WITH NUMBER OF DEDICATED TECHS FOR CONTRACT	YES AND WON US LOCAL BUSINESS ASSOCIATION, BEST OF LINDEN 2008 FOR COPYING MACHINE SERVICE AND REPAIR
PROPOSAL PAGE SIGNED	YES
<b>BLACK AND WHITE COPIES OVER TWO YEAR PERIOD:</b>	
COST PER COPY	\$0.0074
2,700,000 COPIES	\$19,980.00
<b>COLOR COPIES OVER A TWO YEAR PERIOD:</b>	
COST PER COPY	\$0.0091
134,000 COPIES	\$1,219.40
<b>GRAND TOTAL</b>	<b>\$21,199.40</b>
EXCEPTIONS	NONE
FATAL FLAW	NO

**SPECIFICATIONS FOR OPEN-END MAINTENANCE, SERVICE AND SUPPLIES FOR  
COLOR AND BLACK AND WHITE COPIERS AND DUPLICATORS  
FOR ALL COUNTY AGENCIES AND THE COOPERATIVE CONTRACT PURCHASING  
SYSTEM**

**SCOPE OF WORK**

The County of Mercer requests bids for copier and duplicator preventative maintenance service and repair for a period of two years. The maintenance shall be performed on digital or analog, black and white and color copiers and duplicators owned by Mercer County. The Contractor must maintain the brands and models referenced on the attached inventory. Machines may be added or retired throughout the life of the contract.

With the approval of both Mercer County and the vendor, contracting units located within the geographic boundary of Mercer County may purchase under this contract subject to its specifications, terms and conditions.

The Contractor must provide trained technicians for each model copier. Contractor must be available to provide services between the hours of 8:00 A.M. and 4:30 P.M Monday through Friday.

Bidders must provide an all-inclusive cost per copy for black and white and color copiers. The Contractor shall provide all parts, including but not limited to, lamps, drums, masters, photo conductors, coronas, roller and microprocessor boards, all supplies, including but not limited to toner, developer, fuser oil and staples. The County is responsible for all paper supplies.

**MAINTENANCE SERVICES AND PARTS**

Parts may be NEW or REMANUFACTURED. If equipment listed becomes obsolete during the term of the contract, it may be replaced with a machine of equal or lower cost or the County reserves the right to replace the equipment.

The maintenance must include, as a minimum, one preventive maintenance checkup annually and all other maintenance services on an as needed basis. All service must include parts, with the exception of paper. Contractors must respond to service calls within four (4) working hours of the call regardless of geographic locations. Contractors must render all repairs within 48 hours of notification by the Using Agency.

Contractors must determine and schedule preventive maintenance. All preventive maintenance activity must be entered in the site service log and recorded by the contractor. The cost of maintenance service shall include repair work and transportation. The Contractor shall be responsible for all costs associated with parts acquisition. New, certified OEM or remanufactured past shall be used when replacement parts are required. Contractors are to furnish a central dispatch number and dispatch services.

Contractors are to be sufficiently staffed to provide maintenance services to all County agencies. All costs of maintenance service must include unlimited service calls during the period of maintenance as defined.

The County has generated approximately 1,350, 000 black and white and 67,000 color copies in the past year. A copy of the current inventory and usage is included.

Supplies shall be delivered directly to each individual department on an as needed basis. The contractor shall maintain equipment at all County agencies and locations. The bidder will provide a detailed plan for providing service, which will include the number of technicians dedicated to the County of Mercer. Billing for maintenance and supplies shall be submitted on a monthly basis. The billing statement shall reflect the date and actual usage taken from counters on each machine.

The awarded vendor shall provide to the Budget Office an updated inventory listing of machines and readings at the commencement of the contract and again one month prior to the contract expiration date. This inventory listing will include County Department, Location, County Contact Name and Phone Number, Machine Model, Machine Serial Number, Current Meter Reading, Number of Service Calls made for each machine and date of drum replacement if required.

**BIDDERS SHALL PROVIDE THE FOLLOWING WITH THEIR BID PROPOSAL:**

Detailed plan for providing service, which will include the number of technicians dedicated to the County of Mercer.

Estimated Quantities (Open-End Contracts): The County has attempted to identify the number of copies generated in the past year; however, the right is reserved to decrease or increase the quantities based upon requirements pursuant to N.J.A.C. 5:30-11.2 and 11.10. The County will pay for the actual number of copies produced.