

INVITATION TO BID

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.		BIDDER NAME	
BID NUMBER RS902713	OPENING DATE (1:00 p.m.) MARCH 1, 2013	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		CITY STATE ZIP	
		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ()	TOLL FREE NO. 1 - ()
		CONTACT PERSON	FAX NO. ()
REQ./INDEX NO. MAC009	BID NOTICE DATE FEBRUARY 25, 2013	CONTRACTOR'S E-MAIL ADDRESS	
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)			
<input type="checkbox"/> E-Mail <input type="checkbox"/> Fax			
In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%,10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". ____%, ____ Days, Net 30 Days			
<p>PARTICIPATING AGENCY(IES): ALL STATE AGENCIES, AND PROPERLY REGISTERED COUNTIES, TOWNSHIPS, MUNICIPAL CORPORATIONS, REGIONAL TRANSIT AUTHORITIES, REGIONAL AIRPORT AUTHORITIES, PORT AUTHORITIES, SCHOOL DISTRICTS CONSERVANCY DISTRICTS, TOWNSHIP PARK DISTRICTS AND PARK DISTRICTS, PURSUANT TO SECTION 125.04(B) OF THE OHIO REVISED CODE, THE COOPERATIVE PURCHASING ACT. STATE UNIVERSITIES, STATE VOCATIONAL SCHOOLS, STATE COMMUNITY COLLEGES OR OTHER INSTITUTIONS OF HIGHER EDUCATION MAY USE THESE CONTRACTS. SUCH USE HOWEVER, IS BASED UPON EACH ENTITY'S PROCUREMENT AUTHORITY.</p>			
ADDENDUM FOR CHANGE ADDENDUM NO.: 2 REVISION DATE: 02/22/13			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR: COST-PER-COPY SERVICES			
Attached is page 10 to this Invitation to Bid. Remove the corresponding page from the existing bid and replace with the attached.			
As indicated herein this addendum is issued to update the bid to reflect Specification (J) that was moved from page 9 to page 10 when Addendum # 1 was done.			

SPECIFICATIONS (Cont'd.)

- J. *Contractor shall ensure that all equipment and supplies will be delivered to the sites in accordance with the contract. Delivery shall be within ten (10) working days after receipt of order (ARO) for Categories 1-3 and 12-19, fifteen (15) working days ARO for Categories 4-6 and twenty (20) working days ARO for Categories 7-11. Delivery receipt must be e-mailed to State Printing within five (5) working days after delivery of the equipment and supplies; invoices will not be approved for payment unless delivery (via a receipt) has been confirmed for all equipment and supplies listed on the invoice. Proof of delivery must be given to State Printing. Invoices will not be paid until proof of delivery is given.
- K. Contractor shall provide and pay for all material, labor, tools, transportation and handling necessary for the furnishing, delivery, and assembly plus inspection before, during and after installation of all items specified herein.
- L. The Contractor shall be responsible for any damage to the premises of any site as a result of the installation and shall repair and restore to the original condition, any area so damaged, within the time frame designated by DAS.
- M. Contractor shall at all times keep the site premises and the areas in which the work is performed free from accumulation of waste materials or rubbish, tools, installation equipment, machinery and surplus materials during the work process until completion. The Contractor shall remove all crates, wrappings and other flammable waste material or trash from the building.
- N. Contractor must have access to manufacturer's technical resources for problems that are beyond the ability of the Contractor's personnel to resolve. Such assistance shall be available at no additional cost to the state of Ohio, or to the Co-op member.
- O. Contractor shall furnish Quarterly reports to State Purchasing (Attention: CPC Purchasing Assistant) not later than ten (10) working days after the end of each quarter. Such reports shall include:
1. Make, model, state agency or Co-op member and location of all installed equipment.
 2. Monthly meter readings and volume of copies produced by machine.
 3. Total billing for all copier/printer services provided.
 4. Average monthly usage by machine for the contract period to date.
 5. Number of service calls per quarter per unit.
 6. Average response time to service calls.
 7. Average downtime per service call.
- Each Contractor may be required to attend Quarterly Performance Review sessions based on results from the above report. Review sessions will be held at 4200 Surface Road, Columbus, OH 43228.
- P. Contractor must report the quarterly dollar value of sales under this contract to the Department of Administrative Services (DAS) in accordance with the procedures as described on Page 5 (Contractor Quarterly Sales Report).
- Q. The Contractor shall provide an Operator Training Program for the key operators and an operations demonstration for the casual users at each site of placement. Contractor shall also provide training for the customer's personnel designated on the MOU as responsible for Meter Reads. All training must be scheduled at mutually agreeable times for the initial installation and as-needed thereafter. Key operators shall be trained in the removal of simple mis-feeds, the addition of supplies and toner, and the cleaning guidelines required of the specific machines. Each key operator must be instructed in the routine necessary to schedule service and be provided with a list of phone numbers to call and people to reach for both routine maintenance and in emergency situations.
- R. The maximum service response time, for on-site maintenance is the maximum time before a certified factory-trained technician appears on-site and is fully prepared to effect all of the necessary repairs. For Categories 1-15, that response time shall not exceed four (4) hours from the time that the Department and/or agency and/or Co-op member places the call to the Contractor's repair office. For Categories 16-19, that response time shall be not later than the next business day. The service times will be associated with normal State working hours and follow the State holiday schedule.
- S. The Contractor shall be responsible for collecting meter reads from each copier/printer site. Standard meter reading procedures will be acceptable for this contract (E-mail, Web). All networked units should utilize Auto Meter Read, if available. The first placement month shall only include charges for actual copies made, and should be included in the first quarter's billing.
- T. The Contractor shall be responsible for the distribution of supplies to each copier/printer location to ensure adequate amounts of supplies are always on hand for individual locations.

*Reflects specification (J) that was moved from page 9 to page 10 when Addendum #1 was done.