

**TOWNSHIP OF EAST HANOVER**  
**REQUEST FOR QUOTATION ~ POSTED ON FRIDAY, DECEMBER 20<sup>TH</sup>, 2019**  
**MAINTENANCE AND REPAIR OF PHOTOCOPY AND FACSIMILE MACHINES**

**INVITATION**

Vendors are invited to quote on the items listed below in accordance with the Quote Specifications and the standard Township terms and conditions.

Quotation responses and any information regarding general quote conditions must be emailed to the IT Manager, Alfred Vizzone, at [alfredv@easthanovertownship.com](mailto:alfredv@easthanovertownship.com).

**Quotation responses must be received by 4pm, on Monday, December 30, 2019 via email at [alfredv@easthanovertownship.com](mailto:alfredv@easthanovertownship.com).** The vendor must also include their NJ Business Registration Certificate with their quotation response.

**GENERAL TERMS**

Vendor is to deliver all specified services under the direction of the IT Manager, and to assist in placing in service all services, materials and equipment contracted for the Township. The Township specifically reserves the right to inspect, at its convenience, all services, materials and equipment delivered and to run what acceptance tests it may deem appropriate.

**DELIVER**

Services and materials shall be delivered as provided in the detailed requirements.

**TERM OF SERVICE AND LENGTH OF CONTRACT**

Services shall be rendered during the contract period beginning January 1, 2020 and ending December 31, 2020 with an option of renewing a second year under the prices awarded if in agreement with the vendor.

**QUALITY**

The Township requires quality service, material and equipment. When delivered, if the service, materials and equipment do not meet the Township quality standards, or where the materials and equipment delivered are incomplete or damaged, the Township reserves the right to refuse delivery and the right to return the unsatisfactory item.

**TAXES**

The Owner is exempt from any local, state or federal sales, use or excise tax. Township Tax ID # 22-6001763

**PAYMENT PROCEDURE**

Payment will be rendered on a quarterly basis during the term of services, providing all necessary vouchers have been properly executed by the successful contractor, prevailing wage sheets if applicable, and all other necessary documentation has been submitted to the Township.

**SPECIFICATIONS**  
**MAINTENANCE AND REPAIR OF PHOTOCOPY AND FACSIMILE MACHINES**

**1. SCOPE OF WORK**

The Township of East Hanover is seeking a qualified Contractor to provide a full-service maintenance to photocopy and facsimile machines located in various departments and locations within the Township. The equipment to be included in this contract is set forth in Quotation Response and Schedule of Copier & Facsimile Machines attached hereto. Potential respondents are welcome to visit the sites and inspect the equipment and may do so by calling the I.T. Manager at 973-888-6015 to schedule an appointment.

**2. DEFINITIONS**

As used in this Request for Quote, the following words and phrases shall have the meaning hereinafter set forth with reference to photocopy machines.

- **Central Dispatch System:** A system provided at contractor's location where all calls for maintenance services would be reported by Township Personnel.
- **Equipment:** An all-inclusive term that refers to individual photocopy machines be they wide format or multi-function and associated features; synonymous with "hardware."
- **Equipment Failure:** A malfunction in any piece of photocopy equipment covered under this proposal that delays or prevents productive use of the said equipment.
- **Full-Service Maintenance:** All parts and labor required for periodic inspection, adjustment, repairs, support and replacement of all broken, defective, missing and worn parts of all equipment and features.
- **Maintenance Plan:** Maintenance service with supplies included. Contractor must guarantee all service and parts including staples during the full term of the contract along with freight costs for shipping supplies to the Township.
- **Period of Maintenance Coverage:** The term in years or months during which maintenance services are provided for a fixed charge.
- **Preventative Maintenance:** Maintenance performed under contract on a Township approved scheduled basis that is designed to keep the equipment in proper operating condition. The time required for this maintenance shall be reviewed and pre-approved by the Township, especially where it involves downtime.
- **Principal Period of Maintenance (PPM):** The period maintenance coverage required for the equipment listed in this request for quotation which is between the hours of 8:30 a.m. and 4:30 p.m. during Township business days.
- **Remedial Maintenance:** Maintenance to be performed by the contractor that results from equipment failure and is performed as required.
- **Response Time:** Total time elapsed from initial notification of the problem to the contractor until the arrival of the technician.
- **Site:** The location where each unit of equipment is or will be situated, including all locations within the Township of East Hanover.
- **Technician:** A person properly trained to maintain each piece of equipment assigned.

**3. RESPONSIBILITIES OF CONTRACTOR**

3.1 Contractor is required to perform maintenance service and provide sufficient supplies for the operation of all equipment for which they are awarded a contract.

3.2 Maintenance service on any equipment covered by this quotation shall be rendered by the

Contractor on service calls Monday through Friday during Township working hours.

- 3.3 Contractor must determine and schedule preventative maintenance for all devices requiring it. The actual times for preventative maintenance to be performed are to be agreed upon with the Township in advance of the actual performance. Actual times of preventative maintenance performance shall be at any time during the PPM. All preventative maintenance activity must also be entered in the site service log.
- 3.4 The Contractor must provide thoroughly trained technicians for each model equipment they propose to service. Technicians shall be available between 8:30 a.m. and 4:30 p.m. during the Township's normal business day.

#### **4. SUPPLIES**

- 4.1 Supplies must meet performance and compatibility requirements of the Township equipment and conform to all OSHA and right-to-know regulations.
- 4.2 The material supplied must be compatible with all parts with which it comes in physical contact in such a manner that there is no acceleration or deterioration; abrasion or scratching; caking and coating; or residue; clogging, bead or dust carry-out and buildup; undue electrostatic condition change; or other adverse action, reaction or condition which would reduce the effectiveness of the operation, increase the cost of maintenance or result in additional down time, and in any way require more frequent maintenance cycles, adjustments, replacement of components or replenishment of products.
- 4.3 Suppliers include are defined as any and all toners, developers, dispersants, concentrates, fuser oils and any other consumable item needed to produce copies except paper. Drums and staples are included as maintenance or supply items under this contract including the freight and cost of delivery of all supply items to the Township.
- 4.4 Contractors products shall not cause undesirable or excessive residual accumulation which would reduce the copy quality and yield or increase maintenance costs.
- 4.5 A Contractor whose supplies result in any of the above conditions may be held responsible for the cost of any corrective action deemed necessary by the Township and/or may be subject to cancellation of the contract. A contractor whose contract is cancelled will be required to accept the return of any unused supplies and to refund to the Township the cost of those supplies. Such contractor shall also be responsible for additional costs incurred by the Township in securing alternative maintenance services.
- 4.6 Respondents in the Maintenance Plan who are not OEMs must guarantee the supplies used will be equivalent to OEM specifications and not detrimentally affect machine production and will not be substituted with another brand at any time during the life of the contract.

#### **5. RESPONSE TIMES**

- 5.1 The contractor shall furnish a central dispatch number to which using departments will place all calls for service. The contractor must ensure that sufficient telephone lines and personnel are in place at its central dispatch office to receive and respond to all calls for maintenance placed by the Township during the PPM.
- 5.2 Contractor shall respond to service calls within (8) working hours of the call. Continued failure to so will lead to cancellation of the contract.
- 5.3 If a call is placed during contractual hours, service must continue at no additional charge until the equipment is operational or two hours beyond the PPM have elapsed, whichever is sooner. Based on the Township's determination, service will thereafter either continue indefinitely until repairs are completed, as non-contract service, or the technician will be dispatched for the first call next day to finish.

## **6. COST COMPUTATION**

- 6.1 The cost of maintenance service shall include unlimited replacement parts, consumable supplies including staples, photoreceptors, drums and any other such imaging components, delivery, equipment freight, supply freight, and transportation. Only new or certified as new OEM parts shall be used when replacement parts are required.
- 6.2 All costs of maintenance services must include unlimited service calls during the PPM or other contracted periods of coverage as defined in the Request for Quotation and must be all-inclusive. At a minimum and without limitation it must cover parts, labor, delivery, travel and preventative maintenance. The Township will not accept any other charges under the contract during the PPM.
- 6.3 All prices quoted shall be firm to include all costs including travel time, freight charges, maintenance and supplies and shall not be subject to an increase during the prior covered by this contract and the duration of any acquisition agreement entered into for an individual machine.
- 6.4 If a change of circumstance occurs and a machine is no longer in use or is upgraded, a prorated credit is due to the Township.
- 6.5 The annual contract cost for each machine shall be stated on the quotation response chart attached hereto with the summation of the costs shall equal the total annual service cost for the contract.

## **7. ON-SITE REQUIREMENTS**

- 7.1 All personnel must observe all regulations in effect at the Township agency. While on Township property, employees shall be subject to control of the Township, but under no circumstances shall such person be deemed to be employees of the Township. The Contractor or its personnel shall not represent themselves as employees of the Township.
- 7.2 The I.T. Manager may request that the Contractor remove from the work crew any employee found to be incompetent and/or prone to theft.
- 7.3 The Contractor shall furnish each employee with an identification card which shall contain at a minimum the name of the Contractor's firm and the name of the employee.
- 7.4 All contractor's employees shall be subject to such security clearance as the Township Administrator & IT Manager shall require.
- 7.5 The Contractor shall at all times during the progress of the work keep the premises and the job site free from the accumulation of all refuse, rubbish, scrap materials and debris caused by the work, to the end that at all times, the premises and site shall present a neat, orderly and workmanlike appearance.
- 7.6 The Contractor shall remove all marks, undesirable stains, fingerprints, other soil, dirt or dust from painted, stained or decorated woodwork, plaster or plasterboard surfaces, metal, acoustic tile, equipment surfaces or floors.

## **8. FAILURE TO PERFORM**

In the event that the Contractor shall fail to comply with any of the conditions herein provided, and as covered by the contract, the Township Administrator shall notify the Contractor to remedy the same within a stated period. If the Contractor fails to comply, the Township Administrator may take steps to terminate the contract and may authorize the service to be performed or materials delivered by any available means, with the difference between the actual cost and the bid of the defaulting contractor to be deducted from any money due the defaulting contractor.

**QUOTATION RESPONSE AND SCHEDULE OF COPY & FAX MACHINES**

MAKE	MODEL #	SERIAL #	EST. VOLUME	LOCATION	ANNUAL COST \$\$
KYOCERA	CS-5501i	L7J4102964	75,000	CONSTRUCTION	
KYOCERA	5002i		100,000	ADMINISTRATION	
KYOCERA	4002i		100,000	RECREATION	
KYOCERA	FS-6530	NWV4502791	25,000	HEALTH	
KYOCERA	CS-2550	AKA3010638	8,000	FIRST AID	
KYOCERA	4002i		15,000	FIRE	
KYOCERA	Mita TA 3553 Ci		40,000	PUBLIC WORKS	
KYOCERA	M3540idn	LSH4300143	15,000	POLICE	
KYOCERA	M6526cdn	LWF4200628	2,000	POLICE	
KYOCERA	CS420i	QVV0100435	25,000	POLICE	

The undersigned, having carefully examined the specifications and with full understating thereof, **offers to furnish, provide and deliver the following:**

**Annual Service of Maintenance & Repair of Photocopy & Facsimile Machines for the total price of:**

\$ \_\_\_\_\_  
**Total Amount in numbers**

\_\_\_\_\_  
**Total Amount written in letters**

It is understood that the attached specifications are an integral part of the proposal. The undersigned vendor agrees to provide the services quoted upon in accord with said specifications. The respondent's signature on this proposal attests to the fact that he/she/they can and will provide the required services. The respondent's signature further attests to his/her/their agreement to comply with all requirements of the specifications as well as the requirements of vendors conducting business with the Township of East Hanover.

\_\_\_\_\_  
**Signature of Bidder**

\_\_\_\_\_  
**Street Address**

\_\_\_\_\_  
**Print name of Bidder**

\_\_\_\_\_  
**Municipality, State, Zip Code**

\_\_\_\_\_  
**Title of person whose signature appears above**

\_\_\_\_\_  
**Date**

**REQUIREMENTS OF VENDORS OF VENDORS CONDUCTING BUSINESS WITH THE  
TOWNSHIP OF EAST HANOVER**

**PURCHASING POLICY:**

1. No official, employee or agent of the Township of East Hanover is permitted to accept gifts from vendors or others conducting business with the Township of East Hanover.
2. All materials or services furnished on this Purchase Order are specific and subject to Township inspection and approval within a reasonable time after delivery at the East Hanover Ship To destination on the Purchase Order.
3. Packages must be marked plainly with shipper's name and Township's delivery destination.
4. Failure of a Bidder to execute a Purchase Order awarded to him/her or to comply with any of the terms and conditions therein, may disqualify him/her from receiving future orders and shall be considered a breach.
5. The Township of East Hanover when requesting a price quotation, shall request your most competitive price per item(s) only once. All prices quoted shall include all transportation, delivery and unloading costs fully prepaid, F.O.B. destination.
6. All materials, supplies, equipment and vehicles shall be shipped F.O.B. destination, unloaded, and delivered inside. Deliveries shall be made between 8:30 and 3:30 p.m. Monday through Friday at the location indicated on the ship to address on the purchase order.
7. The Township can only purchase materials, supplies, services, equipment and vehicles via a fully executed Township of East Hanover Purchase Order. Employees or officials do not have the authority to purchase on behalf of the Township of East Hanover.
8. All materials and supplies purchase must be labeled according to the NJ Worker & Community Right To Know Act, N.J.S.A. 34:5-1 et. Seq. Specifically, 34:5A-30. Labels and MSDS sheets must be supplied upon delivery of the materials and/or supplies.
9. Vendor accepting this purchase order certifies compliance with federal and state regulations regarding equal employment opportunity without regard to race, religion, sex, national origin, creed, color, ancestry, age, marital status, or sexual orientation, familial status, liability for service in the Armed Forces of the United States or nationality and prohibits discrimination on the basis of disability.
10. Your Business Registration Certificate according to P.L. 2004, C57 must be submitted to the municipality prior to conducting business with the Township.
11. All vendors must submit a completed W-9 Form Request for the Taxpayer ID# and Certification.
12. The vendor shall pay prevailing wage rates where applicable for public work.
13. Only the conditions of the Municipal Purchase Order will govern this transaction. The vendor shall not attach any other conditions.

**PAYMENT POLICY FOR NON-CONSTRUCTION SERVICES AND GOODS:**

1. Vendor must sign the Township of East Hanover voucher (White copy of the Purchase Order), certifying that their claim for payment is correct and the vendor accepts the terms and conditions as set forth herein.
2. The East Hanover Department Head who received the item(s) or service (s) is required to sign the Purchase Order, certifying all items were received in full as listed on the Purchase Order.
3. Payments are approved by the Township Council at its business meetings held on the first Monday of each month. Completed and signed Township vouchers must be submitted to the Finance Department at least one (1) week prior to the aforementioned meeting dates for payment consideration.
4. Vendors may receive payment via ACH Electronic Funds Transfer after completing and filing the EFT Payment Authorization Form available under Finance Forms on the East Hanover Township Website [www.easthanovertownship.com](http://www.easthanovertownship.com).
5. The Township of East Hanover does not pay any late fees or interest charges.
6. The Township of East Hanover is tax-exempt from Federal or State taxes under the provision of the New Jersey Sales & Use Tax Act (Chapter 30, Laws of 1960).
7. The Townships Tax ID No. is 22-6001763.