

BID TABULATION COPIER REPAIR 2016 BID OPENING DATE 11-3-15	CDS OFFICE TECHNOLOGIES, INC.	DA-COM CORPORATION
	13625 LAKEFRONT DR EARTH CITY MO 63045	5317 KNIGHTS OF COLUMBUS ST LOUIS MO 63119
REPAIR COST PER HOUR FOR THE FIRST HOUR:	\$85.00	\$99.00
COST PER HOUR FOR EACH ADDITIONAL HOUR WITH 15 MINUTE INCREMENTS:	\$20.00	\$25.00
ADDITIONAL COMMENTS:		CAN ONLY SERVICE AND SUPPORT THE TOSHIBA EQUIPMENT LISTED
REQUIRED DOCUMENTS		
NOTARIZED WORK AFFIDAVIT COMPLETED	Y	Y
E-VERIFICATION DOCUMENTATION (Y/N):	N	Y
COPY OF INSURANCE PROVIDED	INCLUDED BUT EXPIRED	Y
TAX RECEIPTS OR NOTARIZED LETTER STATING NO REAL OR PERSONAL PROPERTY OWNED IN JEFFERSON COUNTY	Y	Y
COOPERATIVE BID FORM (Y/N)	Y	Y
COOPERATIVE CONTACT INFO:	Y	Y
COMPANY INFORMATION AND SIGNATURE	Y	Y
BID DEPOSIT REQUIRED	N/A	N/A
COMMENTS:	SEE ATTACHED	SEE ATTACHED



JEFFERSON COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
 729 MAPLE ST / PO BOX 100
 HILLSBORO MO 63050
 WWW.JEFFCOMO.ORG

Invitation for Bid: COPIER REPAIR 2016

Date Issued: 10-2-15

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, NOVEMBER 3, 2015, AT 2:00 P.M. LOCAL TIME.

**Specification
 Contact:**

VICKIE PRATT
 Department of Administrative Services
 636-797-5380
 vpratt@jeffcomo.org

**Contract
 Contact:**

VICKIE PRATT
 Department of Administrative Services
 636-797-5380

**Mail (3) Three
 Complete Copies
 With Vendor And
 Bid Information As
 Shown In Sample:**

SAMPLE ENVELOPE

<i>VENDOR NAME</i>	
<i>VENDOR ADDRESS</i>	
<i>CONTACT NUMBER</i>	DEPARTMENT OF THE COUNTY CLERK
	JEFFERSON COUNTY MISSOURI
	729 MAPLE ST / PO BOX 100
	HILLSBORO MO 63050-0100
SEALED BID: (<i>BID NAME</i>)	

Contract Term:
 UPON APPROVAL OF THE
 COUNTY COUNCIL AND
 COUNTY EXECUTIVE

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Bid, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for two additional one-year terms with the written consent of the successful Bidder. Price increases for renewals are not authorized unless approved in writing by the County.

**Vendor
 Information:**

CDS Office Technologies, Inc.	Joe O'Coin	
Company Name	Authorized Agent (Print)	
13625 Lakefront Drive		
Address	Signature	
Earth City, MO 63045	Sales Manager	
City/State/Zip Code	Title	
314.739.4093 x 1331	10/16/2015	37-1052665
Telephone #	Date	Tax ID #
jocoin@cdsot.com	314.739.0040	
E-mail		Fax #

COPIER REPAIR SPECIFICATIONS

All repairs are based on the repair bid price for Labor Only.

- A. Copier Repair, based on Labor only.
- B. Supplier is authorized to make repairs only on Copiers that its Technicians are certified on by the Manufacturer.
- C. Consumables are to be billed on the same invoice as labor repair at a rate not to exceed 10% over suppliers cost.
- D. Cost per hour starts upon arrival of Service Technician at County Location.
- E. Upon completion of repairs a detailed invoice shall be submitted stating cost of items repaired or replaced, description of parts replaced, warranty of parts replaced.
- F. If supplier is recalled to repair the same machine within 10 working days of repairs the County shall only be liable for the cost of additional consumables.
- G. The County will pay only cost for labor and parts/consumables. No surcharges will be applicable; this includes mileage/fuel fees.
- H. The County has the option to renew this agreement for two additional one-year terms.

Listed models that are currently on inventory for the County of Jefferson Departments

Sharp Models: S455UCT, AR-M355UA, AR-M237, AR-M277, AR-M350U, AR-M700U, MXM503N, MXM264N, MX3501-N, MX-M564N, S455U, ARM 455 U, AR-M 355A, MX-M354, ARM350N, ARM355 N, ARM S237, ARM 277 DIGITAL, AR-M620U, AR-M620U DIGITAL, MXB402 BW

Panasonic Models: DP1810, DP2310,

Toshiba Models: E Studio 655, E Studio 603 MP4004, E Studio 665, E Studio 657

Minolta Models: Bizhub 222, Bizhub C554E

Xerox Models: Phaser 8560MFP

The General Services Department will be the ONLY AUTHORIZED office to issue a job order number for repairs. The date of service call, department name, and meter reading shall be noted on the invoice. The copy of the repair ticket must be faxed to 636-797-5067 to Vickie Pratt upon completion of repair.

Repair cost per hour for the first hour. \$ 85.00

Cost per hour for each additional hour with 15 minute increments \$ 20.00

Comments



JEFFERSON COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
 729 MAPLE ST / PO BOX 100
 HILLSBORO MO 63050
 WWW.JEFFCOMO.ORG

Invitation for Bid: COPIER REPAIR 2016

Date Issued: 10-2-15

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, NOVEMBER 3, 2015, AT 2:00 P.M. LOCAL TIME.

**Specification
 Contact:**

VICKIE PRATT
 Department of Administrative Services
 636-797-5380
 vpratt@jeffcomo.org

**Contract
 Contact:**

VICKIE PRATT
 Department of Administrative Services
 636-797-5380

**Mail (3) Three
 Complete Copies
 With Vendor And
 Bid Information As
 Shown In Sample:**

SAMPLE ENVELOPE

<i>VENDOR NAME</i>	
<i>VENDOR ADDRESS</i>	
<i>CONTACT NUMBER</i>	DEPARTMENT OF THE COUNTY CLERK
	JEFFERSON COUNTY MISSOURI
	729 MAPLE ST / PO BOX 100
	HILLSBORO MO 63050-0100
<i>SEALED BID: (BID NAME)</i>	

**Contract Term:
 UPON APPROVAL OF THE
 COUNTY COUNCIL AND
 COUNTY EXECUTIVE**

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Bid, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for two additional one-year terms with the written consent of the successful Bidder. Price increases for renewals are not authorized unless approved in writing by the County.

**Vendor
 Information:**

Da-com Corporation	Robert Thompson
Company Name	Authorized Agent (Print)
5317 Knights of Columbus	
Address	Signature
St. Louis, MO. 63119	Service Manager
City/State/Zip Code	Title
(314) 442-2800	10/8/2015
Telephone #	Date
bthompson@da-com.com	430737942
E-mail	Tax ID #
	(314) 442-2873
	Fax #

COPIER REPAIR SPECIFICATIONS

All repairs are based on the repair bid price for Labor Only.

- A. Copier Repair, based on Labor only.
- B. Supplier is authorized to make repairs only on Copiers that its Technicians are certified on by the Manufacturer.
- C. Consumables are to be billed on the same invoice as labor repair at a rate not to exceed 10% over suppliers cost.
- D. Cost per hour starts upon arrival of Service Technician at County Location.
- E. Upon completion of repairs a detailed invoice shall be submitted stating cost of items repaired or replaced, description of parts replaced, warranty of parts replaced.
- F. If supplier is recalled to repair the same machine within 10 working days of repairs the County shall only be liable for the cost of additional consumables.
- G. The County will pay only cost for labor and parts/consumables. No surcharges will be applicable; this includes mileage/fuel fees.
- H. The County has the option to renew this agreement for two additional one-year terms.

Listed models that are currently on inventory for the County of Jefferson Departments

Sharp Models: S455UCT, AR-M355UA, AR-M237, AR-M277, AR-M350U, AR-M700U MXM503N, MXM264N, MX3501-N, MX-M564N, S455U, ARM 455 U, AR-M 355A, MX-M354 ARM350N, ARM355 N, ARM S237, ARM 277 DIGITAL, AR-M620U, AR-M620U DIGITAL, MXB402 BW

Panasonic Models: DP1810, DP2310

Toshiba Models: E Studio 655, E Studio 603 MP4004, E Studio 665, E Studio 657

Minolta Models: Bizhub 222, Bizhub C554E

Xerox Models: Phaser 8560MFP

The General Services Department will be the ONLY AUTHORIZED office to issue a job order number for repairs. The date of service call, department name, and meter reading shall be noted on the invoice. The copy of the repair ticket must be faxed to 636-797-5067 to Vickie Pratt upon completion of repair.

Repair cost per hour for the first hour, \$ 99.00

Cost per hour for each additional hour with 15 minute increments \$ 25.00

Comments

Da-com Corporation can only support and Service the Toshiba equipment listed in the copier repair specifications.
