STATE OF NEW HAMPSHIRE BID TRANSMITTAL LETTER

Date: _____

Bid Transmittal From (company name & address):

_____

_____

_____

Re: Bid Title: **Graphic Equipment Repair & Maintenance Contract**
Bid Number: **GRAPHICS 2016-02**
Bid Opening Date: **November 17, 2015**
Time of Bid Opening: **11:00 A.M. EST**

Attn: Daniel Ostroth, Creative Services Manager
NH Bureau of Graphic Services
Telephone (603) 271-3205
Fax (603) 271-1949

Dear Daniel Ostroth:

As authorized agent of the above-named company and in its name, I hereby submit an offer to the State of New Hampshire in response to **Request for Bid #GRAPHICS 2016-02, "Graphic Equipment Repair & Maintenance Contract"** as contained in the accompanying written bid submission ("Bid") at the price(s) quoted therein and in complete accordance with the provisions of the full bid document. I affirm that:

1. The Vendor has read this bid, fully understands it, and agrees to be bound by the Bid in the event of receiving the contract award.
2. The Vendor has not altered any of the language or other provisions contained in the Bid document.
3. The Bid is effective for a period of 120 calendar days from the Bid Opening date as indicated above.
4. The prices Vendor has quoted in the Bid were established without collusion with other vendors.
5. In accordance with RSA 21-I:11-c, the undersigned Vendor certifies that neither the Vendor nor any of its subsidiaries, affiliates or principal officers (principal officers refers to individuals with management responsibility for the entity or association):
   a. Has, within the past 2 years, been convicted of, or pleaded guilty to, a violation of RSA 356:2, RSA 356:4, or any state or federal law or county or municipal ordinance prohibiting specified bidding practices, or involving antitrust violations, which has not been annulled;
   b. Has been prohibited, either permanently or temporarily, from participating in any public works project pursuant to RSA 638:20;
   c. Has previously provided false, deceptive, or fraudulent information on a vendor code number application form, or any other document submitted to the state of New Hampshire, which information was not corrected as of the time of the filing a bid, proposal, or quotation;
   d. Is currently debarred from performing work on any project of the federal government or the government of any state;
   e. Has, within the past 2 years, failed to cure a default on any contract with the federal government or the government of any state;
   f. Is presently subject to any order of the department of labor, the department of employment security, or any other state department, agency, board, or commission, finding that the applicant is not in compliance with the requirements of the laws or rules that the department, agency, board, or commission is charged with implementing;
   g. Is presently subject to any sanction or penalty finally issued by the department of labor, the department of employment security, or any other state department, agency, board, or commission, which sanction or penalty has not been fully discharged or fulfilled;
   h. Is currently serving a sentence or is subject to a continuing or unfulfilled penalty for any crime or violation noted in this section;
   i. Has failed or neglected to advise the division of any conviction, plea of guilty, or finding relative to any crime or violation noted in this section, or of any debarment, within 30 days of such conviction, plea, finding, or debarment; or
   j. Has been placed on the debarred parties list described in RSA 21-I:11-c within the past year.

Authorized Signor's Signature: _____

Authorized Signor's Name, Printed: _____

Official point of contact (if other than Signor): _____

Telephone: _____ Fax: _____ Email: _____

NOTARIZATION (All bid submissions must be notarized.)

County: _____ State: _____ , to wit:

On the _____ day of _____ , 2015, there appeared before me, in the state and

county foresaid, a person who satisfactorily identified him/herself as _____,

and I acknowledge that he/she executed this document indicated above.

In witness thereof, I hereunto set my hand and official seal:

_____
(Notary Public/Justice of the Peace)

My commission expires: _____ (Date)

STATE OF NEW HAMPSHIRE
DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF PROCUREMENT AND SUPPORT SERVICES
BUREAU OF GRAPHIC SERVICES

BID GRAPHICS 2016-02:
GRAPHIC EQUIPMENT REPAIR AND MAINTENANCE CONTRACT

Section 1: Bid Information and Submission Instructions

1.1 PURPOSE OF BID

The purpose of this Request for Bid (RFB) is to establish a contract in the form of a purchase order for supplying the NH Bureau of Graphic Services with equipment maintenance and repair services for certain items of press and bindery equipment at the Bureau's print production facility in Concord, NH.

1.2 NOTE TO VENDORS

Read and follow these instructions carefully. Many bid responses are submitted incorrectly due to vendor failure to read and follow instructions. If questions arise, please refer to section 1.4 below, "RFB Inquiries".

1.3 SPECIFICATION COMPLIANCE

Vendors may request clarifications or changes to the specifications up until 3:00 p.m. Friday, November 13, 2015. By 12:00 noon on Monday, November 16, any addenda resulting from such requests will be posted to the State of NH bid website. No alterations will be made to any of the provisions of this bid after that time. Bid offers must then meet the finalized bid specifications as written, including any addenda. Any bid offer not conforming strictly to these finalized provisions shall be subject to disqualification.

1.4 RFB INQUIRIES

A. This RFB is administered by the NH Bureau of Graphic Services, the sole point of contact for the State of New Hampshire during the bid process. Submit all inquiries by e-mail to the bid administrator, Daniel Ostroth, at the following address: Daniel.Ostroth@nh.gov.
B. Inquiries should only be made by individuals who have the authority to contractually commit their organization to the Terms and Conditions of this RFB. Submissions must clearly identify the RFB Number, the Vendor's name & address and the name of the person submitting the question.
C. Please take time to read the RFB carefully before submitting inquiries. Make any inquiries as clear as possible, and numerically reference the section of the RFB in question. Submit inquiries or change requests in writing.

1.5 ADDENDA

In the event it becomes necessary to add to or revise any part of this RFB prior to the bid submission deadline, the bid administrator will publish an addendum on the NH Purchase and Property web site. Before making your bid submission, check this site for any addenda or other information that would affect your submission. **It is the bidder's responsibility to check the website, stay apprised of any addenda, and submit a bid that takes account of the latest addendum.** The site is at http://das.nh.gov/purchasing/bids_posteddte.asp. Once there, the bid and any addenda may be located by doing a search on Bid #Graphics 2016-02.

1.6 VENDOR CERTIFICATIONS

All bidders must duly register as vendors authorized to conduct business in the State of New Hampshire. **Two different registrations are required**, as follows:

A. **State of New Hampshire Vendor Application**: By no later than the date and hour of the bid submission deadline, bidder must have a completed Vendor Application and Alt. W-9 Form with the NH Bureau of Purchase and Property. These forms may be filled out and submitted online at no cost. Visit https://das.nh.gov/purchasing/vendorregistration/welcome.aspx. Do not include these registration forms with your bid submission.

B. **New Hampshire Secretary of State Registration**: by state law, a person or persons conducting business under any name other than his/her own legal name must register with the NH Secretary of State. Businesses are classified as 'Domestic' (in-state) or 'Foreign' (out-of-state). There is a cost for this registration. Please visit http://sos.nh.gov/corp_div.aspx to download application forms and find other relevant information. Or call the Secretary of State Corporate Division at (603) 271-3246.

1.7 BID SUBMISSION

A. You may submit your bid by e-mail or in hard copy form.

B. If submitting by e-mail, send to printing.bids@nh.gov with a subject line of "Bid Graphics 2016-02".

C. If submitting in hard copy form, send or deliver to:

NH Bureau of Graphic Services
12 Hills Avenue
Concord NH 03301

1. Any bid delivered to any other location of the State may not be honored as received.
2. Send bid in an opaque, well-sealed envelope or package, with the following information indelibly marked on the outside:
   - "SEALED BID: #2016-02: Graphic Equipment Repair & Maintenance Contract"
   - "Bid Submission Deadline: 11:00 a.m. EST November 17, 2015"
   - (Submitting vendor's name)

D. **Bids must be received at the NH Bureau of Graphic Services no later than the bid submission deadline** indicated on the first page of this bid in the State of New Hampshire Bid Transmittal Letter. Vendors mailing their responses must allow sufficient time for delivery to meet the deadline. Bids received later than the specified date and time at the Bureau of Graphic Services will not be considered.

E. The bid submission must include the following or, if e-mailing, scans of the following:
1. Copies of any addenda, if applicable, in numerical sequence; completed and signed;
2. The bid transmittal letter, completed, signed and notarized;
3. The entire original RFB specifications document, **all sheets and sides**.
4. The vendor's bid offer, filled out on the Vendor's Bid Response form. No other form will be accepted in lieu of the provided response sheet for purposes of submitting a bid offer.
   - The Vendor's Bid Response must be either typewritten or legibly printed.
   - Any change, strikeover or other alteration to bid information provided by bidder on the Price Response Sheet must be initialed by the bid signer.

1.8 SUBCONTRACTORS

A. Bidders must describe in their bid any intended use of third (3rd) parties or subcontractors. **Subcontractors may not be used without State knowledge and pre-approval**.

B. If a subcontractor is used, the primary contractor shall be solely responsible and completely accountable to the State for meeting all requirements, terms and conditions specified in this RFB, its response and any resulting contract, regardless of who is doing the work.

C. The State shall not be required to receive invoices from or make payments to any subcontractor. The State shall not act as liaison or coordinator in any business relationship between the contractor and any subcontractor.

1.9 VENDOR ATTENDANCE AT OPENING OF THE BIDS

Attendance at the opening of the bids is permitted; however only the names of the vendors submitting responses will be revealed at this time. By law, bid amounts may not be revealed until a contract award is made. A bid summary will be published on the State of NH bid website if and when an award is made.

1.10 ADDITIONAL INFORMATION

The State reserves the right to make written requests for additional information from any bidder, to be provided back in writing to assist in understanding or clarifying the vendor's bid response.

1.11 RIGHT TO REJECT

The State reserves the right to reject any or all bids or any part thereof.

1.12 RIGHT TO CANCEL

The State reserves the right to cancel this solicitation at any time prior to contract award, in which case all related bid responses will be rejected.

1.13 CONTRACT AWARD

A. There are 21 items of equipment referenced in this bid. Contract award may be made by individual item if there is a cost advantage to the State in doing so.

B. There are two coverage scenario options in this bid. For any given equipment item, contract award shall be based upon the lowest projected cost for that item under the coverage scenario chosen by the State.

1.14 BID RESULTS

By state law, bid amounts may not be made public until after the contract has been awarded. At that time, bid results will be posted at: http://das.nh.gov/purchasing/bids_posteddte.asp . Please note that in this case, if a Governor & Council approval is required to put the contract(s) into effect, then the posting of bid results could lag 1 – 2 months behind the date of the bid submission deadline.

1.15 ADDITIONAL DOCUMENTS REQUIRED OF PROSPECTIVE CONTRACT AWARDEES

Upon receipt of contract award notification, a prospective awardee shall be required to furnish the following:

A. A signed and completed P-37 General Provisions, Terms and Conditions Form. The P-37 shall be an integral part of this procurement and, taken together with the General Provisions in Section 2 of this bid and the Specifications in Section 3 of this bid, shall form the basis of the contract. A copy of this form is provided for informational purposes in Section 4, Appendix A of this bid. Please note that completion of this form would only be required if you are notified to do so after the bid submission date.

B. A signed and notarized copy of a Certificate of Vote or Authority: This is a document supplied by a company slated to receive a contract award. It legally confirms that the individual executing the contract agreement on the company's behalf is authorized by the company at the time of signing to contractually bind that company. The contract signor may not self-authorize except if the company is a sole proprietorship, and he/she is contracting in his/her individual capacity as the proprietor. An example of such a form may be found in Section 4, Appendix B.

C. A Certificate of Comprehensive General Liability Insurance in the amount of $2 million or more **for each occurrence.** This must be stated on the certificate in the per claim or occurrence section. The certificate must identify the State of New Hampshire, Department of Administrative Services, Bureau of Graphic Services, 12 Hills Avenue, Concord NH 03301 as the Certificate Holder.
D. Proof of Worker's Compensation to cover the contracted Vendor, any Subvendors of the contracted Vendor (if applicable) and any employees of the contracted Vendor for any services provided. **The State shall not be responsible for payment of any Workers' Compensation premiums** or for any other claim or benefit for the Vendor, or any Subvendor or employee of the Vendor which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of any service.
E. A Certificate of Authority or Good Standing from the New Hampshire Secretary of State, Corporation Division, dated on or after April 1, 2015.

NOTE: IN ORDER FOR YOUR BID TO BE CONSIDERED, YOU MUST INCLUDE A SIGNED BID TRANSMITTAL LETTER WITH IT.

STATE OF NEW HAMPSHIRE
DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF PROCUREMENT AND SUPPORT SERVICES
BUREAU OF GRAPHIC SERVICES

BID GRAPHICS 2016-02: GRAPHIC EQUIPMENT REPAIR AND MAINTENANCE CONTRACT

Section 2: General Bid Provisions

2.1 CONTRACTUAL OBLIGATION OF THE AWARDEE

The awarded vendor(s) shall be legally bound to adhere to:

A. All applicable specifications as set forth in Section 3.0 of this bid document.
B. All general terms and conditions set forth in the P-37 form found in Section 4.0, Appendix A of this bid document.
C. Any failure to follow the contract provisions may be considered by the State to be an event of default.

2.2 NON-ALTERATION

Neither bidders nor contract awardees may make alterations or take exception to any of the provisions of this bid or to any contract resulting from this bid at any time. Any bid that takes exception to any of the terms and conditions set forth herein or that stipulates any terms and conditions other than these may be subject to disqualification.

2.3 PUBLIC DISCLOSURE

A. Introduction

The State of New Hampshire has made it a priority through the Right-to-Know law (RSA 91-A), the TransparentNH initiative, and other statutes and practices to ensure that government activity is open and transparent. In general, these requirements allow for public review, disclosure and posting of government and public records. As such, the State is obligated to make public the information submitted in response to this RFB, any resulting contract, and information provided during the contractual relationship. The Right-to-Know law obligates the State to conduct an independent analysis of the confidentiality of the information submitted, regardless of whether it is marked confidential.

B. Disclosure of Information Submitted in Response to RFB

1. Information submitted in response to this request for bid (RFB) is subject to public disclosure under the Right-to-Know law **after a contract is actually awarded**. Notwithstanding the Right-to-Know law, no information concerning the contracting process, including but not limited to information related to bids, communications between the parties or contract negotiations, shall be available until a contract is actually awarded.

2. Confidential, commercial or financial information may be exempt from public disclosure under RSA 91-A:5, IV. If you believe any information submitted in response to this request for bid should be kept confidential, you must specifically identify that information where it appears in your submission in a manner that draws attention to the designation. You must also provide a letter to the person listed as the point of contact for this RFB, identifying the specific page number(s) and section(s) of the information you consider to be confidential, commercial or financial and providing your rationale for each designation. Marking or designating an entire bid, proposal, attachment or section as confidential will not be accepted or honored by the State.
3. **Pricing and other information that relates to your contractual obligations in your bid or any subsequently awarded contract shall be subject to public disclosure upon the effective date of any resulting contract, regardless of whether it is marked as confidential.**
4. Notwithstanding a bidder's designations, the State is obligated by the Right-to-Know law to conduct an independent analysis of the confidentiality of the information submitted in a bid or proposal. If a request is made to the State by any person or entity to view or receive copies of any portion of your bid or proposal, the State shall first assess what information it is obligated to release. It will then notify you that a request has been made, indicate what, if any, information the State has assessed is confidential and will not be released, and specify the planned release date of the remaining portions of the proposal. To halt the release of information by the State, a bidder must obtain and provide to the State, prior to the date specified in the notice, a court order valid and enforceable in the State of New Hampshire, at its sole expense, enjoining the release of the requested information.

C. By submitting a bid, you acknowledge and agree that:
1. The State may disclose any and all portions of the bid or related materials which are not marked as confidential and/or which have not been specifically explained in the letter to the person identified as the point of contact for this RFB;
2. The State is not obligated to comply with your designations regarding confidentiality and must conduct an independent analysis to assess the confidentiality of the information submitted in your bid or proposal; and
3. The State may, unless otherwise prohibited by court order, release the information on the date specified in the notice described above without any liability to you.

2.4 NON-EXCLUSIVITY

The contract(s) established through this bid shall be construed to be Non-Exclusive, i.e., the State may, at its sole discretion, retain other contractors to provide similar repair and maintenance services whenever its best interests are served by doing so.

2.5 NONAPPROPRIATION CLAUSE (Conditional nature of any agreement that may result from this RFB)

Notwithstanding anything in this agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this agreement immediately upon giving the Vendor notice of such termination. The State shall not be required to transfer funds from any other account.

STATE OF NEW HAMPSHIRE
DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF PROCUREMENT AND SUPPORT SERVICES
BUREAU OF GRAPHIC SERVICES

BID GRAPHICS 2016-02: GRAPHIC EQUIPMENT REPAIR AND MAINTENANCE CONTRACT

Section 3: Bid Specifications

3.1 PURPOSE

The purpose of this Request for Bid is to establish a contract(s) for repair and maintenance services for specific pieces of printing and bindery equipment at the New Hampshire Bureau of Graphic Services Print Shop.

A. Contract(s) shall have a duration of one year, beginning on the date of issue of a purchase order or other contract-forming document, and ending on the same date one year later.
B. A list of equipment to be covered by contract is provided below in section 3.2.
C. Vendors may bid on any or all items on the list. Contract award(s) will be made by individual item where there is a cost advantage in doing so; multiple contractors may be engaged to cover the full list.
D. Vendors are invited to make bid offers on either or both of two possible types of contract arrangements:
    1) Time and materials – Service visits only made upon receipt of a service request; contractor agrees to respond within stated time parameters when called; billing is per-incident and based on pre-quoted rates for travel time, on-site labor and replacement parts.
    2) Flat rate full coverage – Contractor provides scheduled preventive maintenance as well as on-call repair service; contractor agrees to respond within stated time parameters when called; billing is based on an all-inclusive flat rate established at contract inception.

3.2 EQUIPMENT TO BE COVERED

1 Hamada H-234C two-color offset press
2 Royse 6000-11 fountain chiller/recirculator for Hamada H-234C
3 Ryobi 3304HA 4-color offset press + PCS-F console and IVS computer
4 Royse 6002-2YCD fountain chiller/recirculator for Ryobi 3304
5 Ryobi 3200 one-color offset press
6 Ryobi 3200 one-color offset press
7 AB Dick 9920 one-color offset press
8 Townsend T-51 AE 2nd color unit for AB Dick 9920
9 Astro 2000 envelope feeder
10 Astro 1200 envelope feeder
11 Two (2) Astro CD-100 delivery conveyors
12 Baumfolder Mark II 20 x 26 buckle folder parallel unit w/ pile feeder
13 Baumfolder Mark II 8-page right angle unit
14 Baumfolder Mark II 16-page right angle unit
15 Rosback 220 TrueLine vacuum-fed scoring & perforating unit
16 Swanek Pro-Cut 320 programmable guillotine paper cutter

17 Challenge EH-34 three-spindle paper drill w/ hydraulic pedal
18 Baum BA714 tabletop folder
19 Duplo two-tower vacuum feed collator/bookletmaker
20 Count Accunumber numbering machine
21 Presstek TX 52 Vector metal platesetter and file server computer

3.3 CURRENT CONDITION OF EQUIPMENT

All machines to be covered under the contract are in good to excellent condition. Each piece has been maintained under a professional maintenance and repair contract for several years at least. Bidders who wish to view the equipment may do so by appointment. Contact the Print Shop Supervisor, Brian Cummings, at (603) 271-3240 to make arrangements for viewing or to ask specific questions about the subject equipment of this bid.

3.4 LOCATION OF SERVICE

All services and repair parts for this contract are to be delivered to the in-plant print shop at:

NH Bureau of Graphic Services
12 Hills Ave.
Concord, NH 03224.

3.5 TIME AND MATERIALS COVERAGE OPTION

A. Provisions of a Time and Materials contract:
   1) Contractor performs service only on a per-request basis; no routine of pre-scheduled visits.
   2) Contractor agrees to respond to any service call timely as defined in section 3.5 C. below.
   3) Contractor charges per-incident for travel, on-site labor and materials at rates established by this bid and held constant for the duration of the contract.
B. In a Time and Materials bid offer, you must quote:
   1) How much you would charge per service call for technician travel to and from the job site.
   2) How much you would charge per hour for labor.
   3) How much you would charge for repair parts, expressed as a percentage of list price.
C. Agreement on time and timeliness of service:
   1) The Contractor shall provide repair services as needed during regular service hours of 8:00 a.m. to 5:00 p.m., Monday – Friday, and shall charge for service performed within those hours at the regular rates offered in this bid.
   2) Upon receipt of a service request from Bureau of Graphic Services, the contractor must reply within one (1) hour to acknowledge the request and schedule a technical support visit.
   3) Unless otherwise arranged with Bureau of Graphic Services during the contractor's initial response call, the contractor shall have a repair technician on-site at Bureau of Graphic Services by no later than 12:00 noon on the day after the service request was placed.

3.6 FLAT RATE FULL COVERAGE OPTION

A. Provisions of a Flat Rate Full Coverage contract:
   1) Contractor performs two kinds of service: preventive maintenance (hereafter "PM") on a predetermined schedule; and repair service upon request. Duties of PM Service may be found in section 3.6 C. below. Stipulated PM schedule for each piece of equipment may be found in section 3.6 D. below.
   2) Contractor agrees to respond timely to any repair service request as set forth in section 3.6 E. below, "Agreement on Response Time".
   3) Other miscellaneous provisions of the Flat Rate Full Coverage contract option may be found in section 3.6 F. below.
   4) Contractor will invoice for all aspects of the service (travel, labor, parts, parts delivery for both scheduled and unscheduled service calls) at a flat rate established by this bid.

B. In a Flat Rate Full Coverage bid offer, you must quote a single, non-variable, annualized price for the full service coverage specified (to include both the indicated amount of PMs and any required repair service).

C. Duties of the PM (Preventive Maintenance) Service

In each PM service, the contractor shall provide:

1) Lubrication – comprehensive lubrication of all manufacturer-indicated oil & grease points on the subject equipment.
2) Adjustment – testing, tuning, adjusting and specialized cleaning, as needed to ensure optimal machine performance, range of motion and ease of use.
3) Inspection, Evaluation and Parts replacement – timely replacement of all parts whose level of wear or structural weakness is judged by either the Print Shop Supervisor or the service technician or both to present a risk of breaking, hindering correct machine operation or adversely affecting output quality or quantity before the next scheduled PM visit.
4) In the case of PCs (see items 3 & 21 in the section 3.6 D. list below) and other microelectronics, PM service shall include technical support, software upgrades and calibration as needed.

D. PM Schedule Required for Each Machine in the Flat Rate Full Coverage Option

For any piece of equipment for which the Flat Rate Full Coverage Option is chosen, the contractor will be expected to follow the PM routine indicated below, and prices offered in the bid must include that.

ITEM	EQUIPMENT	PM ROUTINE	PMs IN THE CONTRACT
1	Hamada H-234C two-color offset press	QUARTERLY	4
2	Royse 6000-11 fountain chiller/recirculator for Hamada H-234C	SEMI-ANNUALLY	2
3	Ryobi 3304HA 4-color offset press + PCS-F console and IVS computer	BI-MONTHLY	6
4	Royse 6002-2YCD fountain chiller/recirculator for Ryobi 3304	SEMI-ANNUALLY	2
5	Ryobi 3200 one-color offset press	BI-MONTHLY	6
6	Ryobi 3200 one-color offset press	BI-MONTHLY	6
7	AB Dick 9920 one-color offset press	BI-MONTHLY	6
8	Townsend T-51 AE 2nd color unit for AB Dick 9920	SEMI-ANNUALLY	2
9	Astro 2000 envelope feeder	SEMI-ANNUALLY	2
10	Astro 1200 envelope feeder	SEMI-ANNUALLY	2
11	Two (2) Astro CD-100 delivery conveyors	SEMI-ANNUALLY	2
12	Baumfolder Mark II 20 x 26 buckle folder parallel unit w/ pile feeder	ANNUALLY	1
13	Baumfolder Mark II 8-page right angle unit	ANNUALLY	1
14	Baumfolder Mark II 16-page right angle unit	ANNUALLY	1
15	Rosback 220 TrueLine vacuum-fed scoring & perforating unit	ANNUALLY	1
16	Swanek Pro-Cut 320 programmable guillotine paper cutter	ANNUALLY	1
17	Challenge EH-34 three-spindle paper drill w/ hydraulic pedal	ANNUALLY	1
18	Baum BA714 tabletop folder	QUARTERLY	4
19	Duplo two-tower vacuum feed collator/bookletmaker	QUARTERLY	4
20	Count Accunumber numbering machine	ANNUALLY	1
21	Presstek TX 52 Vector metal platesetter and file server computer	QUARTERLY	4

D. Agreement on time and timeliness of service:
   1) The Contractor shall provide repair services as needed during regular service hours of 8:00 a.m. to 5:00 p.m., Monday – Friday, and shall consider any work performed within these hours to be covered and included under the flat rate coverage arrangement.
   2) Upon receipt of a service request from Bureau of Graphic Services, the contractor must reply within one (1) hour to acknowledge the request and schedule a technical support visit.
   3) Unless otherwise arranged with Bureau of Graphic Services during the contractor's initial response call, the contractor shall have a repair technician on-site at Bureau of Graphic Services by no later than 12:00 noon on the day after the service request was placed.

F. Other Provisions of the Flat Rate Full Coverage Contract Option
   1) Labor, Mileage and Travel Time Included – All on-site labor performed during regular service hours is to be included in the flat rate bid amount. All mileage and technician travel time, even before or after the regular service hours, shall be included in the bid amount and may not be billed as extra.
   2) Repair Parts Included – Repair parts shall be considered as included in the contract bid amount, except for consumable parts and materials. For purposes of this contract, consumable parts and materials such as offset blankets, rubber rollers, dampening sleeves, Kompac seals, lamps, glass, etc., will be procured separately and are not covered by the contract.
   3) OEM Parts Required – All repair parts must be new and from the original equipment manufacturer (OEM) except in specific instances where the installation of another brand or used part has been approved by the Bureau of Graphic Services Print Shop Supervisor.
   4) Parts Delivery Included – Delivery of any repair parts or other materials covered under this contract shall be included in the bid amount. Any parts or materials covered by the contract shall be transported to the Bureau of Graphic Services on an FOB basis, paid by the contractor and not billed as extra.
   5) Computer Technical Support Included – Two of the items listed for contract coverage have a PC at the front end: the Ryobi 3304HA has one to run the Ink Volume Setting software, and the Presstek TX52 platesetter has one to manage, RIP and serve the image files to be plated. Service under this contract shall include technical support, software upgrades and calibration on these computers as needed.
   6) Mid-Contract Reduction or Restoral of Service – Bureau of Graphic Services may elect, for any reason at any time during the effective period of the contract, to reduce or remove contract coverage on any or all pieces of equipment. In such a case, the contractor shall reduce invoicing on a pro rata basis, effective 14 days after notification of the reduction or removal by Bureau of Graphic Services. Conversely, within the contract period, the Bureau may also request to restore any service that had been previously reduced or removed, and in such case, invoicing shall be resumed at the rates established in the contract, picking up from the time of the restoral request.

3.7 INVOICING

A. In the Case of a Time and Materials Coverage Contract – Any charges incurred through service requests made under a Time and Materials Coverage arrangement may be billed in the contractor's normal monthly billing cycle. Payment will be made by bank draft or by ACH direct deposit.

B. In the Case of a Flat Rate Full Coverage Contract – Upon contract issuance, contractor shall invoice monthly for contract services at a rate of $1/12^{th}$ of the annualized contract amount per month. Payment will be made by bank draft or by ACH direct deposit.

STATE OF NEW HAMPSHIRE
DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF PLANT & PROPERTY MANAGEMENT
BUREAU OF GRAPHIC SERVICES

BID GRAPHICS 2016-01: GRAPHIC EQUIPMENT REPAIR AND MAINTENANCE CONTRACT

Section 4: Appendices

4.1 SUMMARY OF APPENDICES

Appendix A – The P-37 Agreement and General Provisions Form: This form contains the general provisions, terms and conditions referenced in Section 1.15 A and 2.1 B of this bid document. It must be completed by the successful bidder(s) upon receipt of notification.

Appendix B – Certificate of Authority or Vote: As referenced in section 1.15 B, some version of this form must be supplied by the winning bidder, but it may look different than shown here. This is just an example of what such a form might look like.

4.2 APPENDICES

Please see the next four pages for Appendix A, and the next page after that for Appendix B.

APPENDIX A – P-37 FORM, PAGE 1

FORM NUMBER P-37 (version 5/8/15)

Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name		1.2 State Agency Address	
1.3 Contractor Name		1.4 Contractor Address	
1.5 Contractor Phone Number	1.6 Account Number	1.7 Completion Date	1.8 Price Limitation
1.9 Contracting Officer for State Agency		1.10 State Agency Telephone Number	
1.11 Contractor Signature		1.12 Name and Title of Contractor Signatory	
1.13 Acknowledgement: State of , County of On , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal]			
1.13.2 Name and Title of Notary or Justice of the Peace			
1.14 State Agency Signature Date:		1.15 Name and Title of State Agency Signatory	
1.16 Approval by the N.H. Department of Administration, Division of Personnel *(if applicable)* By: Director, On:			
1.17 Approval by the Attorney General (Form, Substance and Execution) *(if applicable)* By: On:			
1.18 Approval by the Governor and Executive Council *(if applicable)* By: On:			

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2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.
3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("Effective Date").
3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.
Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.
5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.
5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.
5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.
5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.
6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. In addition, the Contractor shall comply with all applicable copyright laws.
6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.
6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.
7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.
7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this

Contractor Initials _____
Date_____

Agreement. This provision shall survive termination of this Agreement.
7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.
8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):
8.1.1 failure to perform the Services satisfactorily or on schedule;
8.1.2 failure to submit any report required hereunder; and/or
8.1.3 failure to perform any other covenant, term or condition of this Agreement.
8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;
8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;
8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or
8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/ PRESERVATION.
9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.
9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.
9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.
The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and consent of the State.

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.
14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:
14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than $1,000,000per occurrence and $2,000,000 aggregate ; and
14.1.2 special cause of loss coverage form covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.
14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

Contractor Initials _____
Date_____

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.
15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A *("Workers' Compensation").*
15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

19. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

Contractor Initials _____
Date_____

APPENDIX B – CERTIFICATE OF AUTHORITY (EXAMPLE)

Appendix B – Clerk's Certificate

CERTIFICATE

(Corporation with Seal)

I, _____, Clerk/Secretary of _____ do hereby certify that:
(Company Name)

(1) I am the duly elected and acting Clerk/Secretary of the _____, a

_____ corporation (hereafter the "Corporation");
(State of Incorporation)

(2) I maintain and have custody of and am familiar with the seal and minute books of the Corporation;

(3) I am duly authorized to issue certificates with respect to the contents of such books and to affix such seal to such certificates with respect to the contents of such books and to affix such seal to such certificates;

(4) The following are true, accurate and complete copies of the resolutions adopted by the Board of Directors of the Corporation at a meeting of the said Board of Directors held the _____ day of _____, 2015, which meeting was duly held in accordance with _____ law and the by-laws of the Corporation:
(State of Incorporation)

RESOLVED: That this Corporation enter into a contract with the State of New Hampshire, acting by and through the Department of Administrative Services, providing for the performance by the Corporation of certain _____ services, and that the President (any Vice President) (and the Treasurer) (or any of them acting singly) be and hereby (is) (are) authorized and directed for and on behalf of this Corporation to enter into the said contract with the State and to take any and all such actions and to execute, seal, acknowledge and deliver for and on behalf of this Corporation any and all documents, agreements and other instruments (and any amendments, revisions or modifications thereto) as (he/she) (any of them) may deem necessary, desirable or appropriate to accomplish the same;

RESOLVED: That the signature of any officer of this Corporation affixed to any instrument or document described in or contemplated by these resolutions shall be conclusive evidence of the authority of said officer to bind this Corporation thereby;

(5) The foregoing resolutions have not been revoked, annulled or amended in any manner whatsoever, and remain in full force and effect as of the date hereof;

(6) The following person(s) (has) (have) been duly elected and now occupy the office(s) indicated below.

_____ President _____ Vice President

_____Treasurer

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk/Secretary of the Corporation and have affixed its corporate seal this _____ day of _____, 2015.

(Seal)

_____
Clerk/Secretary

STATE OF NEW HAMPSHIRE, BUREAU OF GRAPHIC SERVICES

VENDOR'S BID RESPONSE

Bid 2016-02 Graphic Equipment Repair and Maintenance Contract

Vendor: _____

Contact Person: _____ Phone: _____

Rules of Bidding:

1. Bidders may choose which items of equipment they offer service on. Bids on one, many or all items are acceptable. Awards may be made by individual item if there is a cost advantage.
2. Bidders may make offers on either or both of two kinds of contracts:
   A. Time and Materials - provisions in section 3.5; bid in table provided on this page.
   B. Flat Rate Full Coverage – provisions in section 3.6; bid in table provided on next page.
3. All bid amounts must be expressed in U.S. dollars, less federal excise tax.

TIME AND MATERIALS BIDS - Use table below to make a bid offer:

ITEM	EQUIPMENT	TRAVEL CHARGE PER SERVICE CALL	LABOR RATE PER HOUR	PARTS CHARGE (SHOW AS % OF LIST PRICE)
1	Hamada H-234C two-color offset press			
2	Royse 6000-11 fountain chiller/recirculator for Hamada H-234C			
3	Ryobi 3304HA 4-color offset press + PCS-F console and IVS computer			
4	Royse 6002-2YCD fountain chiller/recirculator for Ryobi 3304			
5	Ryobi 3200 one-color offset press			
6	Ryobi 3200 one-color offset press			
7	AB Dick 9920 one-color offset press			
8	Townsend T-51 AE 2nd color unit for AB Dick 9920			
9	Astro 2000 envelope feeder			
10	Astro 1200 envelope feeder			
11	Two (2) Astro CD-100 delivery conveyors			
12	Baumfolder Mark II 20 x 26 buckle folder parallel unit w/ pile feeder			
13	Baumfolder Mark II 8-page right angle unit			
14	Baumfolder Mark II 16-page right angle unit			
15	Rosback 220 TrueLine vacuum-fed scoring & perforating unit			
16	Swanek Pro-Cut 320 programmable guillotine paper cutter			
17	Challenge EH-34 three-spindle paper drill w/ hydraulic pedal			
18	Baum BA714 tabletop folder			
19	Duplo two-tower vacuum feed collator/bookletmaker			
20	Count Accunumber numbering machine			
21	Presstek TX 52 Vector metal platesetter and file server computer			

Vendor's Bid Response, Page 2, Bid 2016-02 Graphic Equipment Repair and Maintenance Contract

Vendor: _____

FLAT RATE FULL COVERAGE BIDS - Use table below to submit bids:

ITEM	EQUIPMENT	ONE YEAR CONTRACT AMOUNT, ALL-INCLUSIVE*
1	Hamada H-234C two-color offset press	
2	Royse 6000-11 fountain chiller/recirculator for Hamada H-234C	
3	Ryobi 3304HA 4-color offset press + PCS-F console and IVS computer	
4	Royse 6002-2YCD fountain chiller/recirculator for Ryobi 3304	
5	Ryobi 3200 one-color offset press	
6	Ryobi 3200 one-color offset press	
7	AB Dick 9920 one-color offset press	
8	Townsend T-51 AE 2nd color unit for AB Dick 9920	
9	Astro 2000 envelope feeder	
10	Astro 1200 envelope feeder	
11	Two (2) Astro CD-100 delivery conveyors	
12	Baumfolder Mark II 20 x 26 buckle folder parallel unit w/ pile feeder	
13	Baumfolder Mark II 8-page right angle unit	
14	Baumfolder Mark II 16-page right angle unit	
15	Rosback 220 TrueLine vacuum-fed scoring & perforating unit	
16	Swanek Pro-Cut 320 programmable guillotine paper cutter	
17	Challenge EH-34 three-spindle paper drill w/ hydraulic pedal	
18	Baum BA714 tabletop folder	
19	Duplo two-tower vacuum feed collator/bookletmaker	
20	Count Accunumber numbering machine	
21	Presstek TX 52 Vector metal platesetter and file server computer	

*** Pricing must include all parts, travel time, labor and periodic preventive maintenance as set forth in sections 3.6 A. – 3.6 F.**

Any use of subcontractors planned? _____

_____

Additional Vendor Comments: _____

_____

_____

BID RESULTS WILL BE POSTED AT OUR WEBSITE AFTER A PURCHASE ORDER HAS BEEN ISSUED.