

STATE OF NEW HAMPSHIRE
BUREAU OF PURCHASE AND PROPERTY
STATE HOUSE ANNEX
CONCORD, NEW HAMPSHIRE 03301

JULY 15, 2016

NOTICE OF CONTRACT
REVISION

COMMODITY: FAX MACHINES

CONTRACT # 8001648

NIGP CODE: 600-6100

CONTRACTOR: COMPUTER HUT OF N.E. INC. D/B/A I.T. INSIDERS #155697
358 MAIN ST., SUITE 2
NASHUA, NH 03060

CONTACT: KAMAL MASAND
TEL. 889-7625 FAX (603)-889-2840
E-MAIL: info@itinh.com

DELIVERY: 5 WORK DAYS
MANUFACTURER: BROTHER

CONTRACT PERIOD: FEBRUARY 1, 2015 THROUGH JANUARY 31, 2018

TERMS: NET 30 DAYS FROM DATE OF ACCEPTED DELIVERY OR RECEIPT OF INVOICE,
WHICHEVER IS LATER. VENDOR MAY OFFER PAYMENT DISCOUNT FOR EARLIER
PAYMENT. CONTRACT NUMBER MUST BE SHOWN ON ALL DOCUMENTS.

DELIVERY TERMS: F.O.B. DESTINATION TO ANY POINT WITHIN NEW HAMPSHIRE

DELIVERY TIME: THE SUCCESSFUL BIDDER SHALL BE REQUIRED TO ACCOMPLISH DELIVERY OF ANY
ITEM ORDERED UNDER THE CONTRACT WITHIN FIVE BUSINESS DAYS FROM THE
RECEIPT OF ORDER.

RESTRICTIONS: CONTRACTS ARE:
• FOR THE PURCHASE OF FAX MACHINES ONLY
• LIMITED TO ONLY THOSE MODELS APPROVED FOR EACH VENDOR

APPROVED MODELS: BROTHER LOW VOLUME – INTELLI FAX 2840 \$215.80
BROTHER MEDIUM VOLUME – INTELLI FAX 4100e \$335.80
BROTHER HIGH VOLUME – **MFCL5900DW** \$449.80

ELIGIBLE PARTICIPANTS:

Political sub-divisions (counties, cities, towns, school districts, special district or precinct, or any other governmental organization), or any nonprofit agency under the provisions of section 501c of the federal internal revenue code, are eligible to participate under this contract whenever said sub-division or nonprofit agency so desires. These entities are autonomous and may participate at their sole discretion. In doing so, they are entitled to the prices established under the contract. However, they are solely responsible for their association with the successful Vendor. The State of New Hampshire assumes no liability between the successful Vendor and any of these entities.

TERMINATION:

The State of New Hampshire shall have the right to terminate the contract at any time by giving the successful Vendor a thirty (30) day written notice.

ABILITY TO PROVIDE:

Contractor shall be capable of providing each State of New Hampshire agencies and eligible participants with their entire requirements of the items required in this bid invitation and any resulting contract without any delay or substitution. There can be no change in the Brand, Make or Model of Fax Machines offered in this RFB during the term of the contract without the prior approval of the Bureau of Purchase and Property.

ORDERING PROCEDURE:

The Bureau of Purchase and Property will issue purchase orders on behalf of the State agencies.

Agencies may place orders with a total value of \$500.00 or less by issuing a State Field Purchase Order directly to the vendor.

Eligible participants will utilize their own individually established ordering procedures.

QUARTERLY REPORTS

Contractor shall be required to report quarterly to the Bureau of Purchase and Property an accurate accounting of sales of all products and quantities ordered by each agency and institution and political sub-division for that quarter.

AUDITS AND ACCOUNTING:

Contractor shall allow representatives of the State of New Hampshire to have complete access to all records for the purpose of determining compliance with the terms and conditions of this contract.

At intervals during the contract term, and prior to the termination of the contract, the Contractor may be required to provide a complete and accurate accounting of all products and quantities ordered by each agency and institution and by political sub-divisions and authorized non-profit organizations.

DELIVERY TIME:

Contractor shall be required to accomplish delivery of any item ordered under the contract within five (5) working days from the placement of the order. Delivery is to be made FOB destination for any order.

Material received damaged or "Dead on Arrival" shall be replaced within four business days of notification by the Agency.

The use of a private carrier to make delivery **does not** relieve the successful Vendor from the responsibility of meeting the delivery requirement.

ESTABLISHMENT OF ACCOUNTS:

Each State of New Hampshire agency must have its own individual customer account number. There will be instances where sub-sections of an agency will need their own individual customer account number. Should any State of New Hampshire agency place an order under the contract, the Contractor agrees to establish an account within three (3) working days from the date the order is placed. However, there must be no delay in any shipment; the agency must receive the items ordered in accordance with the delivery time required under the "Delivery Time" section of this bid invitation, as if an account already exists for them.

RETURNED GOODS:

Contractor shall resolve all order and invoice discrepancies within five business days from notification. Products returned due to quality issues, duplicate shipments, over-shipments, etc. must be picked up by the successful Vendor within five business days of notification with no restocking or freight charges, and must be replaced with

specified products or the agency will be refunded/credited for the full purchase price. Unauthorized substitutions for any products are not allowed.

Standard stock products ordered in error by the State of New Hampshire must be returned for full credit within fifteen days of receipt. Products must be in re-saleable condition (original container, unused) and there will be no restocking fee charged for these products. The using agency will be responsible for any freight charges to return these items to the Contractor.

INVOICING:

Invoicing shall be done to the Agency Remit Account on the basis of each order completed. Invoices shall clearly indicate the quantity, description, packaging, date delivered, and contract price. Invoicing for eligible participants will be in accordance with their individual requirements.

WARRANTY REQUIREMENTS:

Contractor shall be required to warranty all of the equipment awarded, for a period of not less than one year, from the date the items are received, inspected and accepted by the State of New Hampshire. The warranty shall cover 100% of all parts, shipping, labor, travel, lodging and expenses.

SUBCONTRACTORS

Contractor shall be solely responsible for meeting all requirements and terms and conditions of this contract.

TRAINING

Contractor shall provide installation, setup, and training, which must be completed within 5 workdays of delivery or at the convenience of the Agency.

FOR FURTHER INFORMATION, CONTACT:
BOB LAWSON, PURCHASING AGENT
(603) 271-3147
robert.Lawson@nh.gov