



CONTRACT DATA SHEET

Monroe County Division of Purchasing
200 County Office Building, Rochester NY 14614

TITLE: BLUEPRINTING SERVICES

CONTRACT #: 511-15

CONTRACT DATES: 7/1/15-5/31/19

BUYER: WALTER B. LARAUS
PHONE: 585/753-1121
FAX: 585/753-1104

VENDOR(S): DATAFLOW REPROGRAPHICS
320 N. GOODMAN ST., SUITE 200
ROCHESTER, NY 14607
PHONE: 585/271-5730
FAX: 585/271-3752

TERMS AND CONDITIONS

| | |
|---|--|
| <u>BID ITEM:</u> | Blueprinting Services |
| <u>FOR:</u> | Department of Environmental Services |
| <u>PURCHASING CONTACT:</u> | Walter B. LaRaus, (585) 753-1121 |
| <u>DUPLICATE COPIES:</u> | <u>PLEASE SUBMIT YOUR BID IN DUPLICATE; THE ORIGINAL AND ONE (1) COPY.</u> |
| <u>BID INFORMATION:</u> | At the time of bid, the bidder shall supply detailed specifications covering the item(s) contained herein and shall clearly indicate any areas in which item or items offered do not fully comply with the specifications contained herein. |
| <u>SUBMITTAL OF FORMAL PROPOSAL:</u> | <p>Bid proposal must be legible and submitted in the original form, bearing an original signature. EMAILS AND FACSIMILES ARE NOT ACCEPTABLE.</p> <p>All bidders must submit proof that they have obtained the required Workers' Compensation and disability benefits coverage or proof that they are exempt.</p> |
| <u>SPECIFICATION ALTERATIONS:</u> | Specifications will be construed to be complete and be considered the entire description of the goods or services upon which Monroe County is now seeking bids. Only formal written addenda can materially alter this set of specifications. No verbal statement made by a Monroe County employee or anyone else is binding nor shall such statement be considered an official part of this public bid proposal. |
| <u>QUANTITIES:</u> | The quantities listed are the estimated <u>annual</u> requirements and should not be construed to represent either maximum or minimum quantities to be ordered during the contract term. |
| <u>QUALIFIED BIDDER:</u> | Each bidder must be prepared to present satisfactory proof of his capacity and ability to perform this contract. Such proof may include, but is not limited to, an inspection of the bidder's facilities and equipment, financial statements, references and performance of similar contracts. The Purchasing Manager reserves the right to reject any bid where the bidder cannot satisfy the County as to their ability to perform. Monroe County reserves the right to reject any and all bids if the Monroe County Purchasing Manager deems said action to be in the best interests of Monroe County. |
| <u>METHOD OF AWARD:</u> | Monroe County intends to award the bid to the lowest responsive and responsible bidder, based on the TOTAL . <u>Bidder must bid on all items in order to be considered.</u> The County reserves the right to reject any and all bids if the Purchasing Manager deems said action to be in the best interest of the County. |
| <u>BUYER CONTACT:</u> | <p>The Buyer, identified below, is the sole point of contact regarding this Bid from the date of issuance until the bids are opened and the results made public.</p> <p>Walter B. LaRaus Monroe County Division of Purchasing 200 County Office Building 39 West Main Street Rochester, NY 14614 Email: wlaraus@monroecounty.gov</p> <p>All requests for bid clarification must be submitted in writing to the Buyer referenced above and received no later than close of business (5:00 PM Eastern Standard Time) on June 1, 2015</p> |

All questions will be answered and documented in writing as an Addendum to the Bid. These will be sent out to all Bidders who received the original Bid no later than **June 8, 2015**.

CONTRACT TERM:

Contract will start with the date of the contract award and run through **May 31, 2016**, with the option to renew the contract up to four (4) additional twelve (12) month periods with the mutual consent of both parties.

PRICE CHANGES:

Price changes may be proposed by either party no later than forty-five (45) days prior to contract extension, based upon manufacturer price changes which must be supported with documentation. Should price changes not be acceptable to both parties, the contract will not be extended. Prices may change only at the time of extension.

MINIMUM ORDER:

No minimum order is specified for this contract. Agencies must be able to order as needed. **Political subdivisions and others authorized by law may participate in this contract.**

DELIVERY:

All deliveries to be F.O.B. Monroe County to agency as specified by a Purchase Order. Delivery costs must be built into the unit prices bid. Deliveries must be made within **one (1) day** after receipt of purchase order number. The County reserves the right to terminate the contract in the event the specified delivery time is not met.

**PURCHASE ORDER
ISSUANCE:**

Delivery of services may be directed by the receipt of a Purchase Order only. **Items that are not part of this bid will not be paid for by Monroe County.** As to all purchase orders issued by Monroe County, exceptions may only be authorized, in writing, by the Purchasing Manager or her authorized agent prior to delivery.

**BILLING
PROCEDURE:**

All invoices for items sold any authorized agency as a result of this contract must be billed in the following manner: Purchase Order #, Quantity, Description of Item Purchased, BP#, Item #, Extension and Total. **ALL INVOICES MUST BE MARKED WITH THE PURCHASE ORDER NUMBER. INVOICES WITHOUT THIS INFORMATION WILL NOT BE PROCESSED FOR PAYMENT.**

**UNCONTEMPLATED
PURCHASES:**

Monroe County reserves the right to request separate bids for such quantities of items on this contract that may be best procured via separate public bid offering and to otherwise act in furthering its own best interests.

**SECURITIES AND
INSURANCE:**

Any Certificates of Insurance, Bonds or other forms of security required by this bid are to be submitted to the Purchasing Manager no later than ten (10) normal business days following the date of notification of award. Documents must be received by the close of business, 5:00 pm on that day.

SUBCONTRACT:

The Contractor shall not subcontract any work without first obtaining the written consent of the Monroe County Purchasing Manager.

RELATED ITEMS:

The County reserves the right to add miscellaneous related items to this contract during the contract term upon agreement by both parties as to the price. Approval must be given in writing by the Purchasing Manager or her Designee.

**REPORT OF
PURCHASE:**

The Contractor must, upon request, provide the County Purchasing Manager with detailed information showing how much of each item was delivered to any and all agencies under this contract. This includes deliveries to not only the County but any other municipality or agency which orders from this contract.

OTHER AGENCIES:

The Contractor(s) **must** honor the prices, terms and conditions of this contract with political subdivisions or districts located in whole or in part within Monroe County. In addition, the contractor **may**, but is not required to, extend the prices, terms and conditions of this contract to any political subdivision or district. Usage of this contract by any of these other political subdivisions or districts will have to be coordinated between that subdivision or district and the contractor. Orders placed against this contract between any subdivision or district will be contracts solely between the Contractor(s) and those entities. Monroe County will not be responsible for, nor will it have any liability or other obligation for, such contract between the Contractor(s) and any third party.

INDEMNIFICATION:

The Contractor shall defend, indemnify and save harmless the County, its officers, agents, and employees from and against all liability, damages, costs or expenses, causes of actions, suits, judgments, losses, and claims of every name not described, including attorneys' fees and disbursements, brought against the County which may arise, be sustained, or occasioned directly or indirectly by any person, firm or corporation arising out of or resulting from the performance of the services by the Contractor, its agents or employees, the provision of any products by the Contractor, its agents or employees, arising from any act, omission or negligence of the Contractor, its agents or employees, or arising from any breach or default by the Contractor, its agents or employees under the Agreement. Nothing herein is intended to relieve the County from its own negligence or misfeasance or to assume any such liability for the County by the Contractor.

BLUEPRINTING SERVICES
SPECIFICATIONS

1.00 GENERAL:

1.01 SCOPE:

The Monroe County Department of Environmental Services is seeking a qualified bidder to provide Blueprinting Services. All documents will need to be picked up or delivered to various County facilities during the life of the contract at no charge.

1.02 BILLING PROCEDURE:

ALL INVOICES MUST BE IN THE FOLLOWING FORMAT AND CONTAIN ALL THE INFORMATION LISTED BELOW. INVOICES WITHOUT THIS INFORMATION WILL NOT BE PROCESSED FOR PAYMENT.

- a. Bidder will supply separate invoicing for each agency work order.
- b. All invoices for items sold any authorized agency as a result of this contract must be billed in the following manner:
 - 1) Agency work order number
 - 2) Purchase order number
 - 3) Item description
 - 4) Quantity
 - 5) Unit Price
 - 6) Extended Price
 - 7) Total
- c. All invoices shall be supported by a copy of the "job ticket" or "packing list" signed by the County's Supervisor or his designee attached.
- d. Any parts supplied by the bidder under this contract shall be supported by a copy of the bidder's actual invoice showing their cost.

2.00 BID ITEMS:

BID ITEMS ARE DEFINED AS FOLLOWS:

- 1. **Xerographic Bond**
Large format bond printing in sizes from ANSI C to Architect E size documents, also all documents will be bound with staples and a binding strip.
- 2. **CD/DVD Copies**
CD/DVDs of a job may be created and/or required if the originals are hard copies. This will aid in creation of future documents.
- 3. **Screw Posts and Hole Punching**
For each book three (3) aluminum Chicago Style screw posts are required for each specification document.

- 4. Stapling of Proposals**
During the bidding phase, a second copy of the proposal pages are copied, stapled and placed behind the front cover as an insert. There will be the same amount of proposals as specification books.
- 5. Raster Scanning**
Depending on the original media of a project, the printer may be required to scan the documents for reproduction. This includes all large format and small format documents.
- 6. Card Stock Printing**
Various colors and used as cover sheet and back sheet for each project, printing on front side only.
- 7. 8.5 x 11 Copies**
Documents for the spec book will contain either single or double-sided originals. All reproduction of the documents will be double sided, bound with screw posts and with cover sheets. The paper weight shall be 20 lb.
- 8. 11 x 17 Prints**
Specification books containing 11 x 17 paper will be printed single sided and inserted in the specification book at the appropriate location. The paper weight shall be 20 lb.

UNIT PRICE SHEET

| | <u>DESCRIPTION</u> | <u>UNIT PRICE</u> |
|-----|---------------------------|--------------------------|
| 1. | Xerographic Bond | \$.039/cents/sq. ft. |
| 2. | CD Copies | \$5.00/each |
| 3. | DVD Copies | \$5.00/each |
| 4. | Screw Posts | \$.05/each post |
| 5. | Hole Punching | \$0/punching |
| 6. | Stapling of Proposals | \$.02/cents/staple |
| 7. | Raster Scanning | \$0/cents/sq. ft. |
| 8. | Card Stock Printing | \$.15/cents/sq. ft. |
| 9. | 8.5 x 11 Copies | \$.0204/page |
| 10. | 11 x 17 Prints | \$.0408/page |

MONROE COUNTY PURCHASING **Vendor Performance Survey**

Contract Title:

Contract Number:

Vendor:

Please rank the vendor performing the contract specified on a scale from "1" to "10" with "1" being poor, "5" average and "10" excellent. Please include any additional comments or suggestions in the space provided below. Monroe County Purchasing appreciates your input.

| | Poor | | | | Average | | | | | Excellent |
|--|------|---|---|---|---------|---|---|---|---|-----------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Item(s) supplied met specifications | | | | | | | | | | |
| Product provided value (taking into account price, quality, etc.) | | | | | | | | | | |
| Timeliness of delivery | | | | | | | | | | |
| Completeness and accuracy of order | | | | | | | | | | |
| Ability to contact representatives of vendor when needed? (If unavailable was call back prompt?) | | | | | | | | | | |
| Invoices received promptly and accurately | | | | | | | | | | |
| Recommendations received from the vendor (i.e. product information, cost saving strategies, ideas for better use of resources, etc.) | | | | | | | | | | |

Survey Completed by:

Name:

Title:

Agency:

Telephone: _____ **Fax:**

E-mail:

Please submit this survey to Monroe County Purchasing.