

STATE OF NEW YORK

JUDICIARY

—REQUEST FOR BID—

(This is not an order)  
**BID MUST BE MADE ON THIS SHEET  
 OR AS OTHERWISE SPECIFIED**

NYS OFFICE OF COURT ADMINISTRATION  
 CONTRACT & PROCUREMENT ADMINISTRATION  
 42 KARNER ROAD  
 ALBANY, NY 12205

Direct Inquiries to: Gabrielle Tanski  
 Telephone No. : (518) 285-5011  
 Email: [GTANSKI@courts.state.ny.us](mailto:GTANSKI@courts.state.ny.us)

Price to include delivery to (describe exact location and method of delivery)

PER ATTACHED SPECIFICATIONS

<b>Bid Number:</b> <b>OCA/CP-154</b>	<b>Commodity Group:</b>
<b>Opening Date: June 8, 2010</b> <b>Time: 2pm</b>	<b>Commodity Name:</b> <b>PC &amp; Peripheral Maintenance</b>

OFFICE OF GENERAL SERVICES "GENERAL SPECIFICATIONS" (DECEMBER 1998) ARE FULLY INCORPORATED HEREIN.

Agency's Specification of item(s) Required (include quantities)	Bidder's Quotation and Specific Description of Item Offered
<b><u>UCS ATTACHMENT I, III, and IV ARE MADE A PART AND INCORPORATED HEREIN.</u></b>	ALL PRICING <b>MUST</b> BE ENTERED ONLY ON ATTACHED EQUIPMENT PROFILE & BID FORMS UNLESS OTHERWISE SPECIFIED HEREIN.
<b><u>ESTIMATED QUANTITY</u></b> TERM CONTRACT FOR THE PROVISION OF MAINTENANCE FOR PC & RELATED ITEMS	

**NOTICE TO BIDDERS**

Pursuant to the Rules and Regulations of the Chief Administrator for the Courts, sealed bids for furnishing the item(s) in this Request for Bid will be received at the above address. When submitting a bid, you must:

1. Complete this form in its entirety using ink or typewriter and return with all other documents.
2. Explain any deviations or qualifications if your bid deviates from the specifications. If necessary, attach a separate sheet setting forth such explanations.

3. Sign the bid. The bid must be completed in the name of the bidder (corporate or other) and must be fully and properly executed by an authorized person.

4. INDICATE THE BID NUMBER, THE BID OPENING DATE AND TIME ON THE ENVELOPE CONTAINING THE SEALED BID.

5. Mail the bid to the above agency address in sufficient time for it to be received before the specified bid opening. **LATE BIDS WILL BE REJECTED.**

BIDDER HEREBY CERTIFIES THAT THE ABOVE QUOTED (OR OTHERWISE NOTED) PRICES ARE APPLICABLE TO ALL CUSTOMERS FOR COMPARABLE QUANTITIES, QUALITY, STYLES OR SERVICES.

**BIDS MUST BE SIGNED**

Bidder's Firm Name:		Employer's Federal Identification Number	
Address Street	City	State	Zip
Bidder's Signature		Official Title	
Printed or Typed Copy of Signature		Area Code/ Telephone Number E-mail Address	

**DOCUMENT ENCLOSURE CHECKLIST**

\_\_\_ Fully executed Pricing Sheet: **The Equipment Profile/Bid Form must be included in bidder's response or it will be disqualified.**

The following documents must be fully executed and included in bidder's response. Failure to do so (including failure to provide the requested number of copies) may disqualify bidder's response:

- \_\_\_ UCS Request for Bid Form with original signature
- \_\_\_ Attachment I, p.3 - Non-Collusive Bidding Certificate
- \_\_\_ Attachment I, p.4 - Corporate Acknowledgment
- \_\_\_ Attachment III - Vendor Responsibility Questionnaire
  - paper questionnaire
  - questionnaire file online via OSC VendRep System
- \_\_\_ Attachment IV - Procurement Lobbying Forms
  - Disclosure of Prior Non-Responsibility Determination (UCS 420)
  - Affirmation of Understanding and Agreement (UCS 421)
  - Termination Clause (UCS 423)
- \_\_\_ Copies of bidder's certificate(s) of insurance or other adequate proof evidencing the insurance coverages required by the bid specifications
- \_\_\_ Bidder's organizational chart
- \_\_\_ List of at least three (3) references (names, contacts, addresses, phone numbers, emails)
- \_\_\_ List of service locations (primary and satellite) and current number of trained technicians.
- \_\_\_ Original bid response + five (5) complete copies
- \_\_\_ Signed Document Enclosure Checklist

NB: There is no Attachment II

**To be complete, a bidder's bid response must include ALL the above documents. This RFB/RFP Form must be submitted, executed where indicated below. All documents requiring an original signature must bear the BLUE INK signature of the same authorized individual. Signatory notarization must be that of the person whose signature is affixed to all required documents.**

Company Name: \_\_\_\_\_

Authorized Officer's Name and Title:

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\* GENERAL SPECIFICATIONS \*\*\***

**I. The RFB/RFP Process**

**Note to Bidders**

**1. Attachment I - Standard Request for Bid Clauses & Forms and Attachment IV- Procurement Lobbying Law required forms**

In addition to such other specifications and criteria as are presented herein, the NYS Unified Court System Attachment I - Standard Request for Bid Clauses & Forms, and Attachment IV - Disclosure of Prior Non-Responsibility Determination (UCS 420) as well as Affirmation of Understanding and Agreement (UCS 421) and Termination Clause (UCS 423) pursuant to the Procurement Lobbying Act, which must be downloaded or printed from the UCS Contract & Procurement website under "Addenda" for the appropriate solicitation, are incorporated and made a part of this solicitation.

**2. Attachment III - Vendor Responsibility Questionnaire**

The NYS Unified Court System (UCS) is required to conduct a review of a prospective contractor to provide reasonable assurances that the vendor is responsible. The required Vendor Responsibility Questionnaire is designed to provide information to assist UCS in assessing a vendor's responsibility prior to entering into a contract with the vendor. Vendor responsibility is determined by a review of each prospective contractor's legal authority to do business in New York State, business integrity, financial and organizational resources, and performance history (including references).

Bidders are invited to file the required Vendor Responsibility Questionnaire online via the New York State VendRep System or may choose to complete and submit a paper questionnaire. To enroll and use the New York State VendRep System, see the VendRep System Instructions available at [www.osc.state.ny.us/vendrep](http://www.osc.state.ny.us/vendrep) or go directly to the VendRep System online at <https://portal.osc.state.ny.us>. For direct VendRep System user assistance, the OSC Help Desk may be reached at (866) 370-4672 or (518) 408-4672 or by email at [helpdesk@osc.state.ny.us](mailto:helpdesk@osc.state.ny.us). Vendors opting to file a paper questionnaire can obtain the appropriate questionnaire from the VendRep website [www.osc.state.ny.us/vendrep](http://www.osc.state.ny.us/vendrep) or may contact the Unified Court System or the Office of the State Comptroller for a copy of the paper form.

Bidders who file the Vendor Responsibility Questionnaire online via the OSC VendRep System are requested to checkmark the appropriate box on the Document Enclosure Checklist. If bidder files the Vendor Responsibility Questionnaire online, a paper copy is not required to be submitted with the bid. Bidders' authorized signature of the RRB/RFP Form will serve as confirmation that bidders have knowingly filed their questionnaire online if the paper questionnaire is not included with the bidder's submission.

**Online RFB/RFP Package : Disclaimer**

Bidders accessing any Unified Court System/Office of Court Administration (hereafter "UCS/OCA") solicitations and related documents from the New York State UCS website [www.nycourts.gov/admin/bids](http://www.nycourts.gov/admin/bids) under "Current Solicitations" shall remain solely and wholly responsible for reviewing the respective solicitation & bid documents on the Internet regularly, up to the scheduled date and time of the bid/proposal due date, to ensure their knowledge of any amendments, addenda, modifications or other information affecting the solicitation or bid documents in question.

**Bid Response/Proposal: Original and Copies**

Bidders shall submit all the following required **original RFB/RFP documents**: Bid/Proposal; Executed RFB/RFP Form; Attachment I - pages 3 and 4 of 10; Attachment III - Vendor Responsibility Questionnaire (questionnaire may be filed electronically with OSC); Attachment IV - Disclosure of Prior Non-Responsibility Determinations UCS 420, Affirmation of Understanding and Agreement UCS 421 as well as Termination Clause UCS 423; and any other required documentation,

brochures, etc. listed on the Document Enclosure Checklist. Failure to provide all original documents and the requested number of copies may result in disqualification of a bidder's response.

**Binding Nature of Bid/Proposal on Bidders**

All bids/proposals shall remain binding on bidders until such time as the Office of Court Administration (hereafter "OCA") provides written notification of its intent to award the contract to a specific bidder or until the bidder withdraws its bid/proposal in writing, whichever occurs first.

**Packaging, Identifying and Delivering of Bids/Proposals**

Bidders may not submit their bid/proposal responses online.  
Bids/Proposals must be clearly addressed and submitted to:

Gabrielle Tanski  
Senior Court Analyst  
Office of Court Administration  
Contracts & Procurement Unit  
42 Karner Road  
Albany, NY 12205

All envelopes/cartons must also be labeled with the following information on two sides:

"Deliver immediately to Gabrielle Tanski"  
"Sealed bid - Do not open"  
"OCA/CP-154 due June 8, 2010 at 2:00 p.m."

Failure to seal and mark the bid/proposal as prescribed may result in non-delivery and/or rejection of the bid/proposal. Please note that bids/proposals must be received by the above-named OCA-designated person by June 8, 2010 at 2 p.m. at the latest or bids will be declared a "late bid" and they will be disqualified. It is recommended that bidders allow several extra days for shipping in order to meet the deadline.

**No-Bids**

Bidders are requested to send a no-bid letter to OCA, Attn: Gabrielle Tanski, at the above address, should they decide not to answer this solicitation. The envelope shall be clearly marked in the lower left corner as follows: OCA/CP-154.

**Estimated Quantities**

Any requirements specified in this solicitation constitutes estimates only, and accordingly no commitment or guarantee to reach any specified volume of business is made or implied. The UCS does not guarantee that any specific number of components shall be serviced nor that any specific number of courts and administrative offices will participate.

**Rejected and Unacceptable Bids/Proposals**

UCS reserves the right to reject any and all proposals or bids submitted in response to this solicitation. In addition, UCS may reject any bid/proposal from any bidder who is in arrears to the State of New York upon any debt or in the performance of any contract; or who has previously defaulted on any contractual obligation, (as vendor, surety or otherwise), or other

obligation to the State of New York; or who has been declared not responsible or disqualified by any agency of the State of New York; or who has any proceeding pending against them relating to the responsibility or qualification to receive or perform public contracts; or whose proposal is incomplete in any material respect .

OCA also reserves the right to reject any bidder: (i) whose facilities and/or resources are, in the opinion of OCA, inadequate, too remote from the UCS locations to render services in a timely manner in accordance with all requirements of this solicitation; (ii) who does not provide references in accordance with the bid specifications, or whose references report significant failure to comply with specifications; or (iii) who are otherwise, in the opinion of OCA, unable to meet specifications.

### **Responsible Bidder**

A bidder shall be defined as “responsible” in accordance with, but not limited to, references, past performance history, financial stability, the criteria set forth in paragraph 2 of the General Specifications (Attachment III-Vendor Responsibility Questionnaire), and the criteria set forth in the paragraph headed “Rejected and Unacceptable Bids/Proposals” as well as any other criteria necessary and reasonable to establish the bidder’s responsibility.

### **References**

Bidders must submit with their bid response the names of at least three (3) client references (private, or governmental entities other than UCS) for whom bidder delivered similar services in the past **three** (3) years, including contact persons, telephone and fax numbers, and email addresses .

### **Financial Stability**

Upon request by OCA, bidder shall provide its audited financial statements prepared in accordance with Generally Accepted Accounting Principles for the past three (3) consecutive years and a copy of its last three (3) annual reports.

### **Insurance Requirements :**

Awarded contractor(s) shall be required to maintain during the term of the contract, at their own cost and expense, workers’ compensation and disability benefits insurance coverage as required under NYS law. Each bidder must provide with its proposal proof of such workers’ compensation and disability benefits insurance coverage or, if it is legally exempt from such coverage, proof of exemption. Bidder must obtain the appropriate Workers’ Compensation Board forms from its insurance carrier or licensed agent, or must follow the procedures set forth by the Workers’ Compensation Board for obtaining an exemption from coverage. A manual listing required forms and procedures may be obtained on the Workers’ Compensation Board website at: <http://www.wcb.state.ny.us/content/main/Employers/IM.pdf>. Bidders without web access may contact the Workers’ Compensation Advocate for Business office at (800) 628-3331 for additional information. Please note that an ACORD Certificate of Insurance is NOT acceptable proof of New York State workers’ compensation or disability benefits insurance coverage. Only the proper forms as prescribed by the NYS Workers’ Compensation Board shall be acceptable.

Commercial General Liability Insurance (bodily injury and property damage on an occurrence basis), contractual and products/completed operations liability coverage, and auto liability with minimum limits as follows:

Bodily Injury and Property Damage	\$1 million, per occurrence, \$2 million, aggregate
Personal Injury and Advertising:	\$1 million aggregate
Contractual and Products/ Completed Operations Liability	\$2 million aggregate
Auto Liability, Combined single limits	\$1 million

Professional liability insurance in the minimum amount of \$1,000,000.00 per occurrence and \$3,000,000 aggregate coverage, with appropriate tail coverage.

All insurance coverages shall be obtained from commercial insurance carriers licensed to do business in the State of New York and shall name UCS as an additional insured or loss payee as appropriate, and shall provide for at least thirty (30) days advance written notice to UCS of cancellation or non-renewal.

**Confidentiality**

Bidder acknowledges that any and all information, records, files, documents or reports contained in any media format provided to the bidder by the court, or which may be otherwise encountered by bidder shall be considered extremely confidential and shall be handled accordingly at all times. Neither the bidder nor any of its employees, servants, contractors, agents or volunteers shall at any time be permitted to utilize such confidential information for any purpose outside the scope of any resulting agreement without the express prior written authorization of the OCA. Any breach of this confidentiality by the bidder or by any of its employees, servants, subcontractors, agents, or volunteers may result in the immediate termination of any resulting agreement by the OCA and may subject the bidder to further penalties.

**Independent Contractor Status**

It is expressly understood and agreed that the awarded contractor's status shall be that of an independent provider of services and that no officer, employee, servant or subcontractor of the contractor is an employee of the UCS, OCA or State of New York. The awarded contractor shall be solely responsible for the work, assignment, compensation, benefits and personal conduct and standards of all such persons assigned to the provision of services. Nothing herein shall be construed to impose any liability or duty on the UCS, OCA or State of New York to persons, firms, consultants or corporations employed or engaged by the awarded contractor either directly or indirectly in any capacity whatsoever, nor shall the UCS, OCA or State of New York be liable for any acts, omissions, liabilities, obligations or taxes of any nature including, but not limited to, unemployment and Workers' Compensation insurance of the awarded contractor or any of its employees or subcontractors.

**Subcontracting**

If Bidder intends to subcontract any of the services or portion thereof required by the RFB/RFP, all subcontractors must be identified in bidder's proposal with a description of the services to be performed by the particular subcontractor.

Any changes in subcontractors by awarded contractor, will be subject to the prior written approval of OCA. The names must be submitted in ample time to permit acceptance or rejection of each proposed subcontractor by UCS/OCA without causing delay in the services required by this contract.

The awarded contractor will be the prime contractor and will be responsible for all services required by this RFB/RFP. The UCS will communicate only with awarded contractor and the awarded contractor shall remain wholly liable for the performance by and payment to any such subcontractors, their employees, agents, consultants or representatives.

**Compliance with Laws**

Awarded contractor(s) must comply with all applicable federal, state and local laws, rules and regulations, including, but not limited to, fire, health and safety codes, prior to and during the provision of all services under the contract resulting from this RFB/RFP

**Implied requirements:**

Products and services that are not specifically requested in this solicitation, but which are necessary to provide the functional capabilities proposed by the bidder, shall be included in the offer except as specified herein.

**Silence of specifications:**

The apparent silence of the specifications contained as a part of this package as to any detail or to the apparent omission of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

**Pre-bid conference:**

There will be a pre-bid conference at the NYS Office of Court Administration, Contract & Procurement Unit, 42 Karner Road, Albany, NY 12205 at 11:00 a.m. sharp on May 21, 2010. While attendance is not mandatory, it is strongly recommended. Please advise of planned attendance by 4:00 pm on May 20, 2010.

**Questions:**

Any and all questions bidder may have in connection with this solicitation are to be directed **by email only** to the attention of:

Gabrielle Tanski

Email: [GTANSKI@courts.state.ny.us](mailto:GTANSKI@courts.state.ny.us)

Please indicate in "Subject" field: OCA/CP-154 Question(s)

The deadline to submit questions is May 18, 2010 before 4:00 pm. No questions will be entertained after this deadline. A written response to all submitted questions in the form of a Questions & Answers (Q&A) sheet will be provided at the pre-bid conference. A revised Q&A listing all the questions received and their answers, including new questions and answers handled at the pre-bid conference, will be posted on the UCS website at [www.nycourts.gov/admin/bids](http://www.nycourts.gov/admin/bids) in the addenda column for the appropriate solicitation, after the pre-bid conference. **No questions will be entertained after the pre-bid conference.**

**IMPORTANT:** All questions regarding this solicitation must be **in writing** and directed solely to the attention of the above-designated person. Contact by any prospective bidder, or any representative thereof, with any other personnel of the UCS/OCA in connection with this RFB/RFP may violate the Procurement Lobbying Act of 2005 (see Attachment IV), will jeopardize the respective bidder's standing and may cause rejection of its proposal.

**II. RFB # OCA/CP-154**

**Purpose and scope:**

The UCS/OCA intends to award one or more contractual agreements to provide on-site microcomputer and printer maintenance services, including parts and labor, for existing and/or anticipated equipment for courts, court-related and administrative offices of the UCS. The terms "hardware" and "equipment" may be used interchangeably throughout this solicitation.

**Term of Award:**

One or several contract(s) will be awarded for an initial term of three (3) years with two (2) one-year renewals. UCS/OCA shall also have the option to extend the contract for a maximum of one hundred and eighty (180) days after either the initial term or the first renewal term exercised by UCS/OCA. The renewal term and the extension period shall be optional at the sole discretion of UCS/OCA and shall be upon the same terms and conditions, including pricing.

**Method of award:**

**An award shall be made to the lowest dollar cost, responsive and responsible bidder by region (See “Designated Regions”).** Bidder must be responsive to and in compliance with the general and detailed specifications of this solicitation. Bidder must also be responsible as defined in section I.2 of the General Specifications and in the paragraphs headed “Rejected and Unacceptable Bids/Proposals” as well as “Responsible Bidder.”

Lowest dollar cost is defined as the lowest grand total estimated annual cost per region bid.

**Equipment Profile/Bid Form:**

Bidders shall quote their maintenance services pricing on an annual per-component-rate basis to include parts and labor. Bidders shall compute the estimated annual cost per component (annual rate per component x number of components) and the total estimated annual cost per region. In case of bidders errors in computation, the annual rate-per-unit will prevail. Bidders must quote a price for all components or indicate “No Charge” or “N/C”. UCS will consider any blank spaces on the Equipment Profile/Bid Form where pricing is requested, to indicate no charge for that specific component.

The Equipment Profile/Bid Form shows the estimated number of components, existing and/or anticipated, per category and per region. A breakdown of equipment for each participating court, court-related and administrative office within each region (including contact person & phone number, addresses and inventory) will be made available upon approval the contract(s) by the Office of the State Comptroller (hereafter “OSC”).

**Designated Regions (I, II, III and IV):**

Bidders may submit responses for one, all or any number of regions, but must bid and provide full service for all locations and equipment in the region bid. Regions and related courts and UCS offices for which an award may be made are listed below. Please note that all UCS courts and court-related offices have the right to participate in any contract(s) resulting from this solicitation, however they are not required to participate. For a complete listing of all courts by zip code which may participate within the listed regions, please see Exhibit C on the UCS website ([www.nycourts.gov/admin/bids](http://www.nycourts.gov/admin/bids) under “Current Solicitations” RFB# OCA/CP-154, in the “Addenda” column.)

**Region I:**

All UCS courts and court-related offices located within the counties of: Bronx, Kings, Nassau, New York, Queens, Richmond and Suffolk. Including, but not limited to:

Appellate Division - 1<sup>st</sup> Department

Appellate Division - 2<sup>nd</sup> Department

Court of Claims

Mental Hygiene Legal Services (MHLS) - 2<sup>nd</sup> Department

NYC Courts and Agencies

Office of Court Administration - NYC locations

10<sup>th</sup> Judicial District - Nassau County

10<sup>th</sup> Judicial District - Suffolk County

**Region II:**

All UCS courts and court-related offices located in the 3<sup>rd</sup> Judicial Districts within the counties of: Albany, Columbia, Greene, Rensselaer, Schoharie, Sullivan, Ulster and the 9<sup>th</sup> Judicial District within the counties of Dutchess, Orange, Putnam, Rockland, Westchester. Including, but not limited to:

Court of Claims

MHLS - 2<sup>nd</sup> Department (9<sup>th</sup> Judicial District)

Office of Court Administration - Capitol Region

3<sup>rd</sup> Judicial District

9<sup>th</sup> Judicial District

**Region III:**

All UCS courts and court-related offices located in the 4<sup>th</sup> Judicial Districts within the counties of: Clinton, Essex, Franklin, Fulton, Hamilton, Montgomery, Saratoga, Schenectady, St. Lawrence, Warren, and Washington; the 5<sup>th</sup> Judicial District within the counties of: Herkimer, Jefferson, Lewis, Oneida, Onondaga, and Oswego and the 6<sup>th</sup> Judicial District within the counties of Broome, Chemung, Chenango, Cortland, Delaware, Madison, Otsego, Schuyler, Tioga, and Tompkins. Including, but not limited to:

Appellate Division - 4<sup>th</sup> Department (Syracuse)

Court of Claims

4<sup>th</sup> Judicial District

5<sup>th</sup> Judicial District

6<sup>th</sup> Judicial District

**Region IV:**

All UCS courts and court-related offices located in the 7<sup>th</sup> Judicial Districts within the counties of: Cayuga, Livingston, Monroe, Ontario, Seneca, Steuben, Wayne, Yates and the 8<sup>th</sup> Judicial District within the counties of Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming. Including, but not limited to:

Appellate Division - 4<sup>th</sup> Department (Rochester, Buffalo)

Court of Claims

7<sup>th</sup> Judicial District

8<sup>th</sup> Judicial District

**Additional court/agency participants:**

Upon written notification to the awarded vendor(s), UCS reserves the right to add additional courts, court-related agencies or administrative offices within an awarded region. They shall be covered for services pursuant to the same contract terms, conditions and pricing.

**Removal, relocation and addition of components:**

UCS reserves the right to remove from operation any components that will be subject to the awarded contract(s) as well as add components. The UCS also reserves the right to move components to new locations within the regions covered under the awarded contract(s). The UCS shall inform in writing the awarded contractor(s) of such removals, relocations and additions.

**Additional types of components:**

Upon written notification to the awarded vendor(s), UCS reserves the right to add additional types of component(s) purchased during the life of the awarded contract to the inventory of components within a category. These additional types of components shall have the same operating characteristics as the components listed within a category. Pricing for additional components shall be mutually negotiated and agreed upon between UCS and the awarded contractor(s) and it shall be subject to the approval of the Office of the State Comptroller (OSC).

**Inventories:**

It will be the responsibility of each awarded contractor to obtain a copy of the respective inventory(ies) of the participating courts/offices for the region awarded and to be familiar with the physical aspects of such courts/offices. The inventory(ies) and specific site data will be provided by the courts and offices upon contract award(s).

**Sample inventory:**

Enclosed (for informational purposes only) is a partial inventory (Exhibit "A") of the Office of Court Administration which is representative of the inventories that will be available from various participating courts and offices. The information on this inventory list is not complete and may contain inaccuracies.

**Non-serviceability:**

In the event that replacement parts become unavailable for certain components, the awarded contractor(s) shall continue to service these components for the duration of the initial term of the contract. Upon ninety (90) days written notification to UCS by the awarded contractor and upon the written agreement of UCS and the respective locations, such components shall be removed from the inventory under contract.

**Administration:**

Each awarded contract, or contracts, will be administered by the respective courts, court-related or administrative offices with respect to; required service calls, initial inventory, additions/deletions, billing, payments and problem resolution. Awarded contractor(s) will interface directly with the designated personnel in the respective courts, court-related or administrative offices. However, OCA shall assist in all matters necessary to the proper performance and administration of the awarded contract(s).

**Judiciary use:**

Awarded contract(s) shall be for the sole use of the NYS Judiciary and not subject to use by other state agencies or political sub-divisions. This provision is not intended to prohibit another government entity from using the awarded contract(s) as the basis for its own contract (“piggybacking”).

**Qualification of bidders:**

Bidders must maintain adequate resources including service facilities, trained personnel qualified to service the components described in this solicitation, manuals, parts and replacement components. Bidders must be capable of providing timely services to all UCS courts, court-related or administrative offices. Bidders must demonstrate the successful provision of microcomputer maintenance services for equipment equal to or greater in numbers and comparable in terms of technical specifications, to one or more corporate or government accounts for at least the three (3) years prior to this solicitation. Upon request, bidder must provide documentation in support of these requirements. Bidders must be capable of assuring the performance of all aspects of the services described in this solicitation

**Pricing:**

Bidders shall quote their maintenance services pricing on an annual rate-per-component basis inclusive of all charges for parts and labor. These rates shall remain firm throughout both the initial term of the contract and any of its renewals or extension.

**Price Decrease:**

UCS reserves the right to negotiate a decrease in the price of maintenance services when and where the total quantity of components within a covered Region exceeds by twenty-five percent (25%) the actual inventory of record as of the date the contract will be awarded.

**Additional Types of Components - Charges:**

Charges for maintenance of any types of components changed or added during the contract period shall be determined by mutual agreement between UCS and the awarded contractor(s) and shall be subject to the approval of the Office of the State Comptroller (OSC.)

**Removal/Addition of Components:**

Charges or credits for maintenance services for components added or removed from operations shall be based on the annual rate-per-component charges and shall be pro-rated from the date of written notification by UCS to the awarded contractor of addition or removal.

**Billing and Payment Procedure:**

Billing format and procedure shall be agreed upon between the respective courts, court-related and administrative offices and the awarded contractor(s), and shall be in compliance with the rules of OSC.

**Status reporting:**

The awarded contractor(s) shall provide the respective courts, court-related and administrative offices with such status reports as may be reasonably and occasionally requested. Reports shall indicate UCS reference numbers, name and telephone number of the requesting party.

**Trade names/logos:**

Any trade name or logos noted in these specifications are for identification purposes only.

**Pricing for chargeable services:**

Chargeable services are considered to be any services or replacement parts/components not provided for under the terms of the agreement and/or the specifications provided herein. **Important:** on the Equipment Profile/Bid Forms, bidders are to provide an hourly labor rate and the percentage of discount from the retail price of non-covered parts and components. These figures are to provide a discounted price to the UCS in the event that any chargeable services need to be provided during the duration of any resulting contract(s), and will not be a part of the Method of Award used to determine the lowest cost, responsible bidder for each Region.

**\*\*\*DETAILED SPECIFICATIONS\*\*\***

**Operating environment:**

The UCS uses microcomputers and related components throughout the state at every level of operations. Judges, support staff and administrative offices rely heavily on the application(s) of these systems which cover every aspect of daily court functions such as; initialization of cases, scheduling, case tracking & monitoring, disposition and reporting.

**For informational purposes only:** the software now running statewide consists of Groupwise 7.x, 8.x, Corel Suite 8, 9, 10, 11, 12, X3, X4, Novell, Windows Server 2003, Windows Server 2008, Windows 2000, XP, Vista. All systems are “mission critical” to the judiciary.

**Scope of services to be provided:**

A. Awarded contractor shall provide on-site full service maintenance of all system components for all components listed on the equipment profile/bid form. Maintenance service shall encompass on-call remedial maintenance.

B. In the event that additional components are added during the term of the awarded contract(s), or any renewal or extension thereof, the court or district/administrative office shall notify the respective contractor in writing. Such notice shall provide the type, serial number and initial location of such component which shall henceforth be covered by the terms of the contract and incorporated by reference into the respective inventory.

Maintenance costs for add-on units shall be on a pro-rated basis at the per component rate, from date of written notification with the awarded contract rate.

In the event that components are removed from operation by the court or district/administrative office, such office shall notify contractor in writing. Such notice shall provide the type, serial number and location of each component to be deleted. Maintenance costs for deleted units shall be credited on a pro-rated basis at the per component rate from date of written notification with the awarded contract rate. The court or district/administrative office shall also and immediately notify contractor of the relocation of any covered component.

C. Following is a description of covered equipment and peripherals. However, standard equipment, interfaces and peripherals must be included in pricing stated, even if not separately noted except when covered under separate category herein.

**Category A:**

**Microcomputer** - desktop computer, includes all CPU workstations. IBM or IBM compatible microcomputer with local bus and PCI, hard disk, memory, CMOS battery, floppy drives, internal or external CD ROM, CD-R, CD-RW, DVD, DVD-R, and/or DVD-RW, parallel ports, serial ports, USB ports, mouse port, mouse, modem, power supply, keyboard, network interface, sound card.

Types:

1. Pentium III
2. Pentium IV
3. Pentium D
4. Core 2 Duo

**Category B:**

**Portable microcomputer** - laptop or notebook with associated attachments including port replicator, standard internal/external modem, hard disk, internal or external CD, CDR, CD/RW, DVD, DVD-R and/or DVD-RW, floppy drives, modem, PCMCIA card(s), color/active display and network interface, excluding principal power supply battery.

Types:

1. Pentium III
2. Pentium IV
3. Pentium M
4. Core Solo
5. Core Duo
6. Core2 Duo

**Category C:**

**Microcomputer** - file server, all internal components including hard drives, floppy drives, CD ROM drive, processors, raid controllers, power supplies and network interface card excluding tape drives which must be covered separately. See Category G.

Types:

1. Value of \$ 00 - \$ 5,000
2. Value of \$ 5,000.01 - \$ 10,000
3. Value of \$ 10,000.01 - \$ 15,000

**Category D:**

**Microcomputer monitors** - all types

Types: Standard (tube type)

1. 17" or less
2. 18" - 19"
3. 20" or greater

Types: Flat screen (LCD)

1. Up to 15"
2. 16" - 17"
3. 18" - 19"
4. 20" or greater

**Category E:**

**Microcomputer printers** - with sheet feeder(s), tractor feeder and associated attachments.

Types:

**Dot matrix:**

1. 9 - 24 pin. Original value less than \$ 1,000.00

2. Standard high speed, original value less than \$ 5,000.00

**Ink jet:**

3. Original value less than \$ 500.00

4. Original value \$ 500.01 - \$ 1,000.00

5. Original value \$ 1,000.01 - \$ 3,000.00

**Laser (Black):** (all laser printers include base unit)

6. Black laser, original value \$ 00.00 - \$ 1,000.00

7. Black laser, original value \$ 1,000.01 - \$ 2,000.00

8. Black laser, original value \$ 2,000.01 - \$ 4,000.00

9. Black laser, original value \$ 4,000.01 - \$ 7,000.00

10. Black laser, original value \$ 7,000.01 - \$10,000.00

**Laser (Color):**

11. Color laser, original value \$ 00.00 - \$ 2,000.00

12. Color laser, original value \$ 2,000.01 - \$ 4,000.00

13. Color laser, original value \$ 4,000.01 - \$ 6,000.00

14. Color laser, original value \$ 6,000.01 - \$ 8,000.00

15. Color laser, original value \$ 8,000.01 - \$10,000.00

**Multifunction (fax/copy/printer):**

16. Original value \$ 00.00 - \$ 500.00

17. Original value \$ 500.01 - \$ 1,000.00

18. Original value \$ 1,000.01 - \$ 3,500.00

**Category F:**

**Removable media storage devices** - including internal/external model and interface.

Types:

1. Zip drive - 100mb - 250mb
2. Jaz drive - 1 - 2 gb

**Category G:**

**Mass storage tape** - backup devices and controllers, both internal and external.

Type: **DAT**

1. Low end, initial value less than \$ 1,000.00
2. High end, initial value \$ 1,000.01 or greater

Type: **DLT**

3. Original value \$ 00.00 - \$ 2,500.00
4. Original value \$ 2,500.01 - \$ 5,000.00

Type: **VXA**

5. Original value \$ 00.00 - \$ 2,500.00

Type: **LTO**

6. Original value \$ 00.00 - \$ 2,500.00

**Category H:**

**Scanners** - flatbed scanners and scanners with document feeders

Types:

1. Monochromatic - original value \$ 0.00 - \$ 1,000.00
2. Color - original value \$ 0.00 - \$ 1,000.00
3. Digital sender (sheet feeder) - original value \$ 0.00 - \$ 2,600.00
4. Scanner (sheet feeder) - original value \$ 2,600.01 - \$ 8,000.00

**Category I:**

**Uninterrupted power supplies** - UPS with up to 3,000 watt capacity and associated interface, **excluding** battery:

Types:

1. 700 watts or less
2. 701 watts - 1500 watts
3. 1501 watts - 3000 watts

**Category J:**

**Cash drawers and interface cable, receipt printer and validator.**

1. Cash drawer
2. Receipt printer
3. Validator

D. Awarded contractor(s) shall provide a toll-free telephone number for use by the respective locations for the purpose of initiating service requests.

E. A location requesting on-site service shall notify contractor by phone and state the type, serial number, UCS reference number, contact name, phone number and exact location of the component requiring service.

F. Contractor(s) shall provide on-site maintenance service during normal court hours, Monday - Friday, 9:00a.m. - 5:00 p.m., and shall respond within twenty-four (24) hours of a request for service. The response must result in complete repair and return to service of respective component. Should replacement parts not be immediately available, contractor must return by 9:00 a.m. the next business day to effect repair(s) or provide a fully operational and comparable replacement component(s) within the same time period at no cost to the UCS. All replacement parts or components must be fully compatible with the software used by the location and operate identically to the replaced part or component without requiring any software changes.

G. Should any component be removed from its location for repair, the contractor must provide a comparable replacement component at no additional cost. Such replacement component(s) must be in place and operational simultaneous with the removal of the component(s) to be repaired and without requiring any software change.

H. It is the sole responsibility of the bidder to become familiar with the components reflected on the equipment profile/bid forms and the software programs in use.

I. Bidder understands and agrees to provide any and all replacement parts required to maintain the components in a proper, continuous mode of operation without additional costs. Only those parts which are equal to, or greater than, the quality of the original manufacturer's parts will be acceptable. Bidder further agrees to provide any supporting documentation in this regard. Specifically excluded from this provision are those parts which are commonly recognized and accepted as consumable (i.e. diskettes, printer ribbons). Should a dispute arise over the term "consumable", the manufacturer's literature shall prevail.

J. Bidders submitting a response must maintain adequate service resources (trained personnel, manuals, parts, replacement components) and be capable of providing timely coverage to all locations within the region(s) for which a bid is offered. Therefore, bidder's must include with their response a complete listing of service locations (primary and satellite) and current number of trained technicians at each site. Failure to provide this information may be cause for rejection of bid response.

K. Exhibit "B" is attached for informational purposes only. It depicts the geographic jurisdictions of the district/administrative offices and respective counties therein.

L. Exhibit "C" is attached for informational purposes only. It lists the courts and court-related offices within each Region by zip code. The UCS does not guarantee that any specific number of components shall be serviced nor that any specific number of courts and administrative offices will participate.

**IMPORTANT NOTICE REGARDING THE EQUIPMENT PROFILE/BID FORM:**

Computers listed as Pentium include all speeds, and Pentium is used for all types of processors including Athelon, Celeron and/or other brand name or type.

Pricing noted in categories listed by price, is based on manufacturer's list price at time of purchase.

Pricing is required for all items listed. For peripherals and accessories included in pricing, please refer to the detailed specifications. If there is No Charge for a component, please put “N/C” or “No Charge” in the space provided. UCS will consider any blank spaces on the Equipment Profile/Bid Form where pricing is requested, to indicate no charge for that specific component.

Chargeable Services: In the event that a service call is for an item which is not covered in the contract, please provide both your pricing for service (labor) and the percentage discount from retail for non-covered parts and components. Chargeable Services will not be included in the Grand Total Annual Cost. These figures are to provide a discounted price to the UCS in the event that any chargeable services need to be provided during the duration of any resulting contract(s), and will not be a part of the Method of Award used to determine the lowest cost, responsible bidder for each Region.

REGION I

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**EQUIPMENT PROFILE & BID FORM**

All UCS courts and court-related offices located within the counties of: Bronx, Kings, Nassau, New York, Queens, Richmond and Suffolk, including, but not limited to:

- Appellate Division - 1<sup>st</sup> Department
- Appellate Division - 2<sup>nd</sup> Department
- Court of Claims
- Mental Hygiene Legal Services (MHLS) - 2<sup>nd</sup> Department
- NYC Courts and Agencies
- Office of Court Administration - NYC locations
- 10<sup>th</sup> Judicial District - Nassau County
- 10<sup>th</sup> Judicial District - Suffolk County

**Important: Bidder must service all categories and types of components listed. Any item for which the bidder does not indicate a price or “N/C” will be considered as “no charge” (“N/C”) items. Annual Rate is on a per component basis.**

**CATEGORY A: MICROCOMPUTER**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
1. Pentium III	<b>56</b>	X	\$ _____ = \$ _____	
2. Pentium IV	<b>2897</b>	X	\$ _____ = \$ _____	
3. Pentium D	<b>542</b>	X	\$ _____ = \$ _____	
4. Core 2 Duo	<b>1230</b>	X	\$ _____ = \$ _____	

**CATEGORY B: PORTABLE MICROCOMPUTER**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
1. Pentium III	<b>38</b>	X	\$ _____ = \$ _____	
2. Pentium IV	<b>9</b>	X	\$ _____ = \$ _____	
3. Pentium M	<b>185</b>	X	\$ _____ = \$ _____	
4. Core Solo	<b>1</b>	X	\$ _____ = \$ _____	

**REGION I**

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**EQUIPMENT PROFILE & BID FORM**

**CATEGORY B: PORTABLE MICROCOMPUTER (CONTINUED)**

5. Core Duo	<b>36</b>	X	\$ _____	= \$ _____
6. Core2 Duo	<b>52</b>	X	\$ _____	= \$ _____

**CATEGORY C: MICROCOMPUTER - FILE SERVER**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
1.\$ 00 - \$ 5,000	<b>14</b>	X	\$ _____	= \$ _____
2.\$ 5,000.01 - \$ 10,000	<b>27</b>	X	\$ _____	= \$ _____
3.\$ 10,000.01- \$ 15,000	<b>4</b>	X	\$ _____	= \$ _____

**CATEGORY D: MICROCOMPUTER MONITORS**

**STANDARD TUBE:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
1. 17" or less	<b>1098</b>	X	\$ _____	= \$ _____
2. 18" - 19"	<b>24</b>	X	\$ _____	= \$ _____
3. 20" or greater	<b>2</b>	X	\$ _____	= \$ _____

**FLAT SCREEN (LCD):**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
1. Up to 15"	<b>168</b>	X	\$ _____	= \$ _____
2. 16" - 17"	<b>3066</b>	X	\$ _____	= \$ _____

**REGION I**

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**EQUIPMENT PROFILE & BID FORM**

**CATEGORY D: MICROCOMPUTER MONITORS (CONTINUED)**

3. 18" - 19"	<b>40</b>	X	\$ _____	= \$ _____
4. 20" or greater	<b>140</b>	X	\$ _____	= \$ _____

**CATEGORY E: MICROCOMPUTER PRINTERS**

**DOT MATRIX:**

Types:	Est. # of components:		Annual Rate	Est. Annual Cost
1. 9 to 24 pin - Less than \$ 1,000	<b>90</b>	X	\$ _____	= \$ _____
2. Standard high speed - Less than \$ 5,000	<b>36</b>	X	\$ _____	= \$ _____

**INK JET:**

Types:	Est. # of components:		Annual Rate	Est. Annual Cost
3. \$ 00 - \$ 500	<b>49</b>	X	\$ _____	= \$ _____
4. \$ 500.01 - \$ 1,000	<b>1</b>	X	\$ _____	= \$ _____
5. \$ 1,000.01 - \$ 3,000	<b>1</b>	X	\$ _____	= \$ _____

**BLACK LASER:**

Types:	Est. # of components:		Annual Rate	Est. Annual Cost
6. \$ 00 - \$ 1,000	<b>3038</b>	X	\$ _____	= \$ _____
7. \$ 1,000.01 - \$ 2,000	<b>692</b>	X	\$ _____	= \$ _____

**REGION I**

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**EQUIPMENT PROFILE & BID FORM**

**CATEGORY E: MICROCOMPUTER PRINTERS (CONTINUED)**

8. \$ 2,000.01 - \$ 4,000	<b>503</b>	X	\$ _____	= \$ _____
9. \$ 4,000.01 - \$ 7,000	<b>4</b>	X	\$ _____	= \$ _____
10. \$ 7,000.01 - \$10,000	<b>1</b>	X	\$ _____	= \$ _____

**COLOR LASER:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
11. \$ 00 - \$ 2,000	<b>53</b>	X	\$ _____	= \$ _____
12. \$ 2,000.01 - \$ 4,000	<b>15</b>	X	\$ _____	= \$ _____
13. \$ 4,000.01 - \$ 6,000	<b>12</b>	X	\$ _____	= \$ _____
14. \$ 6,000.01 - \$ 8,000	<b>1</b>	X	\$ _____	= \$ _____
15. \$ 8,000.01 - \$10,000	<b>11</b>	X	\$ _____	= \$ _____

**MULTI FUNCTION (FAX/COPIER/PRINTER):**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
16. \$ 00 - \$ 500	<b>200</b>	X	\$ _____	= \$ _____
17. \$ 500.01 - \$ 1,000	<b>19</b>	X	\$ _____	= \$ _____
18. \$ 1,000.01 - \$ 3,500	<b>36</b>	X	\$ _____	= \$ _____

**REGION I**

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**EQUIPMENT PROFILE & BID FORM**

**CATEGORY F: REMOVABLE MEDIA & STORAGE DEVICES**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
1. Zip drive	1	X	\$ _____	= \$ _____
2. Jaz drive	1	X	\$ _____	= \$ _____

**CATEGORY G: MASS STORAGE TAPE**

**DAT:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
1. \$ 00 - \$ 1,000	1	X	\$ _____	= \$ _____
2. \$ 1,000.01 or greater	1	X	\$ _____	= \$ _____

**DLT:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
3. \$ 00 - \$ 2,500	20	X	\$ _____	= \$ _____
4. \$ 2,500.01 - \$ 5,000	1	X	\$ _____	= \$ _____

**VXA:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
5. \$ 00 - \$ 2,500	1	X	\$ _____	= \$ _____

**LTO:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
6. \$ 00 - \$ 2,500	1	X	\$ _____	= \$ _____

**REGION I**

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**EQUIPMENT PROFILE & BID FORM**

**CATEGORY H: SCANNERS**

**MONOCHROMATIC:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
1. \$ 00 - \$ 1,000	<b>40</b>	X	\$ _____	= \$ _____

**COLOR:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
2. \$ 00 - \$ 1,000	<b>44</b>	X	\$ _____	= \$ _____

**DIGITAL SENDER (SHEET FEEDER):**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
3. \$ 00 - \$ 2,600	<b>563</b>	X	\$ _____	= \$ _____

**SCANNER (SHEET FEEDER):**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
4. \$ 2,601 - \$ 8,000	<b>233</b>	X	\$ _____	= \$ _____

**CATEGORY I: UNINTERRUPTIBLE POWER SUPPLIES:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
1. 700 watts or less	<b>41</b>	X	\$ _____	= \$ _____
2. 701 - 1500 watts	<b>36</b>	X	\$ _____	= \$ _____
3. 1501 - 3000 watts	<b>24</b>	X	\$ _____	= \$ _____

**REGION I**  
**EQUIPMENT PROFILE & BID FORM**

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**CATEGORY J: CASH DRAWERS, CABLE, RECEIPT PRINTER AND VALIDATOR:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>		<b>Est. Annual Cost</b>
1. Cash drawer	<b>44</b>	X	\$ _____	= \$	_____
2. Receipt drawer	<b>66</b>	X	\$ _____	= \$	_____
3. Validator	<b>72</b>	X	\$ _____	= \$	_____

**GRAND TOTAL ESTIMATED ANNUAL COST:** \_\_\_\_\_

Note: The estimated quantities listed hereon are a composite total of the components reported by each participating court/office within the region. Actual inventories will be provided to awarded contractor(s).

Chargeable Services:

Pricing for service (hourly labor rate) for non-covered parts and components: \_\_\_\_\_.

Percentage of discount from retail for non-covered parts and components (not covered by the preceding Categories): \_\_\_\_\_ %

The following section must be completed and all pages for Region I (1-7) returned with all other required documents.

\_\_\_\_\_  
 Name of Company

\_\_\_\_\_  
 Authorized signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name and Title

**REGION II**

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**EQUIPMENT PROFILE & BID FORM**

All UCS courts and court-related offices located in the 3<sup>rd</sup> Judicial Districts within the counties of: Albany, Columbia, Greene, Rensselaer, Schoharie, Sullivan, Ulster and the 9<sup>th</sup> Judicial District within the counties of Dutchess, Orange, Putnam, Rockland, Westchester, including, but not limited to:

- Court of Claims
- MHLS - 2<sup>nd</sup> Department (9<sup>th</sup> Judicial District)
- Office of Court Administration - Capitol Region
- 3<sup>rd</sup> Judicial District
- 9<sup>th</sup> Judicial District

**Important: Bidder must service all categories and types of components listed. Any item for which the bidder does not indicate a price or “N/C” will be considered as “no charge” (“N/C”) items. Annual Rate is on a per component basis.**

**CATEGORY A: MICROCOMPUTER**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>		<b>Est. Annual Cost</b>
1. Pentium III	<b>1</b>	X	\$ _____	=	\$ _____
2. Pentium IV	<b>1119</b>	X	\$ _____	=	\$ _____
3. Pentium D	<b>712</b>	X	\$ _____	=	\$ _____
3. Core2 Duo	<b>281</b>	X	\$ _____	=	\$ _____

**CATEGORY B: PORTABLE MICROCOMPUTER**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>		<b>Est. Annual Cost</b>
1. Pentium I	<b>5</b>	X	\$ _____	=	\$ _____
2. Pentium II	<b>9</b>	X	\$ _____	=	\$ _____
3. Pentium III	<b>113</b>	X	\$ _____	=	\$ _____
4. Core Solo	<b>4</b>	X	\$ _____	=	\$ _____

**REGION II**

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**EQUIPMENT PROFILE & BID FORM**

**CATEGORY B: PORTABLE MICROCOMPUTER (CONTINUED)**

5. Core Duo	2	X	\$ _____	=	\$ _____
6. Core2 Duo	20	X	\$ _____	=	\$ _____

**CATEGORY C: MICROCOMPUTER - FILE SERVER**

Types:	Est. # of components:		Annual Rate		Est. Annual Cost
1.\$ 00 - \$ 5,000	98	X	\$ _____	=	\$ _____
2.\$ 5,000.01 - \$ 10,000	39	X	\$ _____	=	\$ _____
3.\$ 10,000.01 - \$ 15,000	1	X	\$ _____	=	\$ _____

**CATEGORY D: MICROCOMPUTER MONITORS**

**STANDARD TUBE:**

Types:	Est. # of components:		Annual Rate		Est. Annual Cost
1. 17" or less	650	X	\$ _____	=	\$ _____
2. 18" - 19"	1	X	\$ _____	=	\$ _____
3. 20" or greater	1	X	\$ _____	=	\$ _____

**FLAT SCREEN (LCD):**

Types:	Est. # of components:		Annual Rate		Est. Annual Cost
1. Up to 15"	43	X	\$ _____	=	\$ _____
2. 16" - 17"	1396	X	\$ _____	=	\$ _____

**REGION II**  
**EQUIPMENT PROFILE & BID FORM**

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**CATEGORY D: MICROCOMPUTER MONITORS (CONTINUED)**

3. 18" - 19"	<b>28</b>	X	\$ _____	= \$ _____
4. 20" or greater	<b>1</b>	X	\$ _____	= \$ _____

**CATEGORY E: MICROCOMPUTER PRINTERS**

**DOT MATRIX:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
1. 9 to 24 pin - Less than \$ 1,000	<b>8</b>	X	\$ _____	= \$ _____
2. Standard high speed - Less than \$ 5,000	<b>6</b>	X	\$ _____	= \$ _____

**INK JET:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
3. \$ 00 - \$ 500	<b>27</b>	X	\$ _____	= \$ _____
4. \$ 500.01 - \$ 1,000	<b>3</b>	X	\$ _____	= \$ _____
5. \$ 1,000.01 - \$ 3,000	<b>3</b>	X	\$ _____	= \$ _____

**BLACK LASER:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
6. \$ 00 - \$ 1,000	<b>1280</b>	X	\$ _____	= \$ _____
7. \$ 1,000.01 - \$ 2,000	<b>647</b>	X	\$ _____	= \$ _____

REGION II

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**EQUIPMENT PROFILE & BID FORM**

**CATEGORY E: MICROCOMPUTER PRINTERS (CONTINUED)**

8. \$ 2,000.01 - \$ 4,000	<b>8</b>	X	\$ _____	= \$ _____
9. \$ 4,000.01 - \$ 7,000	<b>3</b>	X	\$ _____	= \$ _____
10. \$ 7,000.01 - \$10,000	<b>2</b>	X	\$ _____	= \$ _____

**COLOR LASER:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
11. \$ 00 - \$ 2,000	<b>17</b>	X	\$ _____	= \$ _____
12. \$ 2,000.01 - \$ 4,000	<b>15</b>	X	\$ _____	= \$ _____
13. \$ 4,000.01 - \$ 6,000	<b>7</b>	X	\$ _____	= \$ _____
14. \$ 6,000.01 - \$ 8,000	<b>1</b>	X	\$ _____	= \$ _____
15. \$ 8,000.01 - \$10,000	<b>1</b>	X	\$ _____	= \$ _____

**MULTI FUNCTION (FAX/COPIER/PRINTER):**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
16. \$ 00 - \$ 500	<b>515</b>	X	\$ _____	= \$ _____
17. \$ 500.01 - \$ 1,000	<b>1</b>	X	\$ _____	= \$ _____
18. \$ 1,000.01 - \$ 3,500	<b>2</b>	X	\$ _____	= \$ _____

REGION II

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**EQUIPMENT PROFILE & BID FORM**

**CATEGORY F: REMOVABLE MEDIA & STORAGE DEVICES**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
1. Zip drive	1	X	\$ _____	= \$ _____
2. Jaz drive	1	X	\$ _____	= \$ _____

**CATEGORY G: MASS STORAGE TAPE**

**DAT:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
1. \$ 00 - \$ 1,000	1	X	\$ _____	= \$ _____
2. \$ 1,000.01 or greater	1	X	\$ _____	= \$ _____

**DLT:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
3. \$ 00 - \$ 2,500	1	X	\$ _____	= \$ _____
4. \$ 2,500.01 - \$ 5,000	1	X	\$ _____	= \$ _____

**VXA:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
5. \$ 00 - \$ 2,500	1	X	\$ _____	= \$ _____

**LTO:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
6. \$ 00 - \$ 2,500	6	X	\$ _____	= \$ _____

**REGION II**

(Page 6 of 7)

**EQUIPMENT PROFILE & BID FORM**

**CATEGORY H: SCANNERS**

**MONOCHROMATIC:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>		<b>Est. Annual Cost</b>
1. \$ 00 - \$ 1,000	<b>37</b>	X	\$ _____	=	\$ _____

**COLOR:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>		<b>Est. Annual Cost</b>
2. \$ 00 - \$ 1,000	<b>49</b>	X	\$ _____	=	\$ _____

**DIGITAL SENDER (SHEET FEEDER):**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>		<b>Est. Annual Cost</b>
3. \$ 00 - \$ 2,600	<b>207</b>	X	\$ _____	=	\$ _____

**SCANNER (SHEET FEEDER):**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>		<b>Est. Annual Cost</b>
4. \$ 2,600.01 - \$ 8,000	<b>14</b>	X	\$ _____	=	\$ _____

**CATEGORY I: UNINTERRUPTIBLE POWER SUPPLIES:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>		<b>Est. Annual Cost</b>
1. 700 watts or less	<b>11</b>	X	\$ _____	=	\$ _____
2. 701 - 1500 watts	<b>13</b>	X	\$ _____	=	\$ _____
3. 1501 - 3000 watts	<b>24</b>	X	\$ _____	=	\$ _____

**REGION II**  
**EQUIPMENT PROFILE & BID FORM**

(Page 7 of 7)

**CATEGORY J: CASH DRAWERS, CABLE, RECEIPT PRINTER AND VALIDATOR:**

<b>Types:</b>	<b>Est. # of components:</b>	<b>Annual Rate</b>	<b>Est. Annual Cost</b>
1. Cash drawer	<b>76</b>	X \$ _____	= \$ _____
2. Receipt drawer	<b>70</b>	X \$ _____	= \$ _____
3. Validator	<b>46</b>	X \$ _____	= \$ _____

**GRAND TOTAL ESTIMATED ANNUAL COST:** \_\_\_\_\_

Note: The estimated quantities listed hereon are a composite total of the components reported by each participating court/office within the region. Actual inventories will be provided to awarded contractor(s).

Chargeable Services:

Pricing for service (hourly labor rate) for non-covered parts and components: \_\_\_\_\_.

Percentage of discount from retail for non-covered parts and components (not covered by the preceding Categories): \_\_\_\_\_ %

The following section must be completed and all pages for Region II (1-7) returned with all other required documents.

\_\_\_\_\_  
 Name of Company

\_\_\_\_\_  
 Authorized signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name and Title

**REGION III**

(Page 1 of 7)

**EQUIPMENT PROFILE & BID FORM**

All UCS courts and court-related offices located in the 4<sup>th</sup> Judicial Districts within the counties of: Clinton, Essex, Franklin, Fulton, Hamilton, Montgomery, Saratoga, Schenectady, St. Lawrence, Warren, and Washington; the 5<sup>th</sup> Judicial District within the counties of: Herkimer, Jefferson, Lewis, Oneida, Onondaga, and Oswego and the 6<sup>th</sup> Judicial District within the counties of Broome, Chemung, Chenango, Cortland, Delaware, Madison, Otsego, Schuyler, Tioga, and Tompkins, including, but not limited to:

Appellate Division - 4<sup>th</sup> Department (Syracuse)

Court of Claims

4<sup>th</sup> Judicial District

5<sup>th</sup> Judicial District

6<sup>th</sup> Judicial District

**Important: Bidder must service all categories and types of components listed. Any item for which the bidder does not indicate a price or "N/C" will be considered as "no charge" ("N/C") items. Annual Rate is on a per component basis.**

**CATEGORY A: MICROCOMPUTER**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>		<b>Est. Annual Cost</b>
1. Pentium III	7	X	\$ _____	=	\$ _____
2. Pentium IV	800	X	\$ _____	=	\$ _____
3. Pentium D	275	X	\$ _____	=	\$ _____
3. Core2 Duo	140	X	\$ _____	=	\$ _____

**CATEGORY B: PORTABLE MICROCOMPUTER**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>		<b>Est. Annual Cost</b>
1. Pentium I	9	X	\$ _____	=	\$ _____
2. Pentium II	11	X	\$ _____	=	\$ _____
3. Pentium III	144	X	\$ _____	=	\$ _____
4. Core Solo	1	X	\$ _____	=	\$ _____

**REGION III**

(Page 2 of 7)

**EQUIPMENT PROFILE & BID FORM**

**CATEGORY B: PORTABLE MICROCOMPUTER (CONTINUED)**

5. Core Duo	3	X	\$ _____	=	\$ _____
6. Core2 Duo	50	X	\$ _____	=	\$ _____

**CATEGORY C: MICROCOMPUTER - FILE SERVER**

Types:	Est. # of components:		Annual Rate		Est. Annual Cost
1.\$ 00 - \$ 5,000	1	X	\$ _____	=	\$ _____
2.\$ 5,000.01 - \$ 10,000	1	X	\$ _____	=	\$ _____
3.\$ 10,000.01 - \$ 15,000	13	X	\$ _____	=	\$ _____

**CATEGORY D: MICROCOMPUTER MONITORS**

**STANDARD TUBE:**

Types:	Est. # of components:		Annual Rate		Est. Annual Cost
1. 17" or less	529	X	\$ _____	=	\$ _____
2. 18" - 19"	1	X	\$ _____	=	\$ _____
3. 20" or greater	1	X	\$ _____	=	\$ _____

**FLAT SCREEN (LCD):**

Types:	Est. # of components:		Annual Rate		Est. Annual Cost
1. Up to 15"	13	X	\$ _____	=	\$ _____
2. 16" - 17"	399	X	\$ _____	=	\$ _____

**REGION III**  
**EQUIPMENT PROFILE & BID FORM**

(Page 3 of 7)

**CATEGORY D: MICROCOMPUTER MONITORS (CONTINUED)**

3. 18" - 19"	<b>1</b>	X	\$ _____	= \$ _____
4. 20" or greater	<b>7</b>	X	\$ _____	= \$ _____

**CATEGORY E: MICROCOMPUTER PRINTERS**

**DOT MATRIX:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
1. 9 to 24 pin - Less than \$ 1,000	<b>1</b>	X	\$ _____	= \$ _____
2. Standard high speed - Less than \$ 5,000	<b>1</b>	X	\$ _____	= \$ _____

**INK JET:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
3. \$ 00 - \$ 500	<b>59</b>	X	\$ _____	= \$ _____
4. \$ 500.01 - \$ 1,000	<b>1</b>	X	\$ _____	= \$ _____
5. \$ 1,000.01 - \$ 3,000	<b>1</b>	X	\$ _____	= \$ _____

**BLACK LASER:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
6. \$ 00 - \$ 1,000	<b>689</b>	X	\$ _____	= \$ _____
7. \$ 1,000.01 - \$ 2,000	<b>359</b>	X	\$ _____	= \$ _____

**REGION III**

(Page 4 of 7)

**EQUIPMENT PROFILE & BID FORM**

**CATEGORY E: MICROCOMPUTER PRINTERS (CONTINUED)**

8. \$ 2,000.01 - \$ 4,000	<b>1</b>	X	\$ _____	= \$ _____
9. \$ 4,000.01 - \$ 7,000	<b>1</b>	X	\$ _____	= \$ _____
10. \$ 7,000.01 - \$10,000	<b>1</b>	X	\$ _____	= \$ _____

**COLOR LASER:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
11. \$ 00 - \$ 2,000	<b>4</b>	X	\$ _____	= \$ _____
12. \$ 2,000.01 - \$ 4,000	<b>1</b>	X	\$ _____	= \$ _____
13. \$ 4,000.01 - \$ 6,000	<b>25</b>	X	\$ _____	= \$ _____
14. \$ 6,000.01 - \$ 8,000	<b>1</b>	X	\$ _____	= \$ _____
15. \$ 8,000.01 - \$10,000	<b>1</b>	X	\$ _____	= \$ _____

**MULTI FUNCTION (FAX/COPIER/PRINTER):**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
16. \$ 00 - \$ 500	<b>201</b>	X	\$ _____	= \$ _____
17. \$ 500.01 - \$ 1,000	<b>1</b>	X	\$ _____	= \$ _____
18. \$ 1,000.01 - \$ 3,500	<b>1</b>	X	\$ _____	= \$ _____

**REGION III**

(Page 5 of 7)

**EQUIPMENT PROFILE & BID FORM**

**CATEGORY F: REMOVABLE MEDIA & STORAGE DEVICES**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>		<b>Est. Annual Cost</b>
1. Zip drive	1	X	\$ _____	=	\$ _____
2. Jaz drive	1	X	\$ _____	=	\$ _____

**CATEGORY G: MASS STORAGE TAPE**

**DAT:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>		<b>Est. Annual Cost</b>
1. \$ 00 - \$ 1,000	1	X	\$ _____	=	\$ _____
2. \$ 1,000.01 or greater	1	X	\$ _____	=	\$ _____

**DLT:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>		<b>Est. Annual Cost</b>
3. \$ 00 - \$ 2,500	5	X	\$ _____	=	\$ _____
4. \$ 2,500.01 - \$ 5,000	1	X	\$ _____	=	\$ _____

**VXA:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>		<b>Est. Annual Cost</b>
5. \$ 00 - \$ 2,500	1	X	\$ _____	=	\$ _____

**LTO:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>		<b>Est. Annual Cost</b>
6. \$ 00 - \$ 2,500	20	X	\$ _____	=	\$ _____

**REGION III**  
**EQUIPMENT PROFILE & BID FORM**

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**CATEGORY H: SCANNERS**

**MONOCHROMATIC:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
1. \$ 00 - \$ 1,000	1	X	\$ _____	= \$ _____

**COLOR:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
2. \$ 00 - \$ 1,000	77	X	\$ _____	= \$ _____

**DIGITAL SENDER (SHEET FEEDER):**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
3. \$ 00 - \$ 2,600	125	X	\$ _____	= \$ _____

**SCANNER (SHEET FEEDER):**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
4. \$ 2,600.01 - \$ 8,000	70	X	\$ _____	= \$ _____

**CATEGORY I: UNINTERRUPTIBLE POWER SUPPLIES:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
1. 700 watts or less	18	X	\$ _____	= \$ _____
2. 701 - 1500 watts	32	X	\$ _____	= \$ _____
3. 1501 - 3000 watts	1	X	\$ _____	= \$ _____

**REGION III**

(Page 7 of 7)

**EQUIPMENT PROFILE & BID FORM**

**CATEGORY J: CASH DRAWERS, CABLE, RECEIPT PRINTER AND VALIDATOR:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>		<b>Est. Annual Cost</b>
1. Cash drawer	<b>27</b>	X	\$ _____	=	\$ _____
2. Receipt drawer	<b>22</b>	X	\$ _____	=	\$ _____
3. Validator	<b>14</b>	X	\$ _____	=	\$ _____

**GRAND TOTAL ESTIMATED ANNUAL COST:** \_\_\_\_\_

Note: The estimated quantities listed hereon are a composite total of the components reported by each participating court/office within the region. Actual inventories will be provided to awarded contractor(s).

Chargeable Services:

Pricing for service (hourly labor rate) for non-covered parts and components: \_\_\_\_\_.

Percentage of discount from retail for non-covered parts and components (not covered by the preceding Categories): \_\_\_\_\_ %

The following section must be completed and all pages for Region III (1-7) returned with all other required documents.

\_\_\_\_\_  
 Name of Company

\_\_\_\_\_  
 Authorized signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name and Title

REGION IV

(Page 1 of 7)

**EQUIPMENT PROFILE & BID FORM**

All UCS courts and court-related offices located in the 7<sup>th</sup> Judicial Districts within the counties of: Cayuga, Livingston, Monroe, Ontario, Seneca, Steuben, Wayne, Yates and the 8<sup>th</sup> Judicial District within the counties of Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming, including, but not limited to:

Appellate Division - 4<sup>th</sup> Department (Rochester, Buffalo)

Court of Claims

7<sup>th</sup> Judicial District

8<sup>th</sup> Judicial District

**Important: Bidder must service all categories and types of components listed. Any item for which the bidder does not indicate a price or "N/C" will be considered as "no charge" ("N/C") items. Annual Rate is on a per component basis.**

**CATEGORY A: MICROCOMPUTER**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>		<b>Est. Annual Cost</b>
1. Pentium III	<b>1</b>	X	\$ _____	=	\$ _____
2. Pentium IV	<b>527</b>	X	\$ _____	=	\$ _____
3. Pentium D	<b>380</b>	X	\$ _____	=	\$ _____
3. Core2 Duo	<b>156</b>	X	\$ _____	=	\$ _____

**CATEGORY B: PORTABLE MICROCOMPUTER**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>		<b>Est. Annual Cost</b>
1. Pentium I	<b>1</b>	X	\$ _____	=	\$ _____
2. Pentium II	<b>1</b>	X	\$ _____	=	\$ _____
3. Pentium III	<b>54</b>	X	\$ _____	=	\$ _____
4. Core Solo	<b>3</b>	X	\$ _____	=	\$ _____

REGION IV

(Page 2 of 7)

**EQUIPMENT PROFILE & BID FORM**

**CATEGORY B: PORTABLE MICROCOMPUTER (CONTINUED)**

5. Core Duo	<b>17</b>	X	\$ _____	=	\$ _____
6. Core2 Duo	<b>1</b>	X	\$ _____	=	\$ _____

**CATEGORY C: MICROCOMPUTER - FILE SERVER**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>		<b>Est. Annual Cost</b>
1.\$ 00 - \$ 5,000	<b>15</b>	X	\$ _____	=	\$ _____
2.\$ 5,000.01 - \$ 10,000	<b>14</b>	X	\$ _____	=	\$ _____
3.\$ 10,000.01 - \$ 15,000	<b>1</b>	X	\$ _____	=	\$ _____

**CATEGORY D: MICROCOMPUTER MONITORS**

**STANDARD TUBE:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>		<b>Est. Annual Cost</b>
1. 17" or less	<b>13</b>	X	\$ _____	=	\$ _____
2. 18" - 19"	<b>2</b>	X	\$ _____	=	\$ _____
3. 20" or greater	<b>1</b>	X	\$ _____	=	\$ _____

**FLAT SCREEN (LCD):**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>		<b>Est. Annual Cost</b>
1. Up to 15"	<b>1</b>	X	\$ _____	=	\$ _____
2. 16" - 17"	<b>247</b>	X	\$ _____	=	\$ _____

REGION IV

(Page 3 of 7)

**EQUIPMENT PROFILE & BID FORM**

**CATEGORY D: MICROCOMPUTER MONITORS (CONTINUED)**

3. 18" - 19"	<b>14</b>	X	\$ _____	= \$ _____
4. 20" or greater	<b>2</b>	X	\$ _____	= \$ _____

**CATEGORY E: MICROCOMPUTER PRINTERS**

**DOT MATRIX:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
1. 9 to 24 pin - Less than \$ 1,000	<b>17</b>	X	\$ _____	= \$ _____
2. Standard high speed - Less than \$ 5,000	<b>1</b>	X	\$ _____	= \$ _____

**INK JET:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
3. \$ 00 - \$ 500	<b>8</b>	X	\$ _____	= \$ _____
4. \$ 500.01 - \$ 1,000	<b>30</b>	X	\$ _____	= \$ _____
5. \$ 1,000.01 - \$ 3,000	<b>1</b>	X	\$ _____	= \$ _____

**BLACK LASER:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
6. \$ 00 - \$ 1,000	<b>1816</b>	X	\$ _____	= \$ _____
7. \$ 1,000.01 - \$ 2,000	<b>48</b>	X	\$ _____	= \$ _____

REGION IV

(Page 4 of 7)

**EQUIPMENT PROFILE & BID FORM**

**CATEGORY E: MICROCOMPUTER PRINTERS (CONTINUED)**

8. \$ 2,000.01 - \$ 4,000	<b>1</b>	X	\$ _____	= \$ _____
9. \$ 4,000.01 - \$ 7,000	<b>1</b>	X	\$ _____	= \$ _____
10. \$ 7,000.01 - \$10,000	<b>1</b>	X	\$ _____	= \$ _____

**COLOR LASER:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
11. \$ 00 - \$ 2,000	<b>30</b>	X	\$ _____	= \$ _____
12. \$ 2,000.01 - \$ 4,000	<b>6</b>	X	\$ _____	= \$ _____
13. \$ 4,000.01 - \$ 6,000	<b>1</b>	X	\$ _____	= \$ _____
14. \$ 6,000.01 - \$ 8,000	<b>1</b>	X	\$ _____	= \$ _____
15. \$ 8,000.01 - \$10,000	<b>1</b>	X	\$ _____	= \$ _____

**MULTI FUNCTION (FAX/COPIER/PRINTER):**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
16. \$ 00 - \$ 500	<b>131</b>	X	\$ _____	= \$ _____
17. \$ 500.01 - \$ 1,000	<b>1</b>	X	\$ _____	= \$ _____
18. \$ 1,000.01 - \$ 3,500	<b>1</b>	X	\$ _____	= \$ _____

REGION IV

(Page 5 of 7)

**EQUIPMENT PROFILE & BID FORM**

**CATEGORY F: REMOVABLE MEDIA & STORAGE DEVICES**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>		<b>Est. Annual Cost</b>
1. Zip drive	1	X	\$ _____	=	\$ _____
2. Jaz drive	1	X	\$ _____	=	\$ _____

**CATEGORY G: MASS STORAGE TAPE**

**DAT:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>		<b>Est. Annual Cost</b>
1. \$ 00 - \$ 1,000	1	X	\$ _____	=	\$ _____
2. \$ 1,000.01 or greater	1	X	\$ _____	=	\$ _____

**DLT:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>		<b>Est. Annual Cost</b>
3. \$ 00 - \$ 2,500	1	X	\$ _____	=	\$ _____
4. \$ 2,500.01 - \$ 5,000	1	X	\$ _____	=	\$ _____

**VXA:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>		<b>Est. Annual Cost</b>
5. \$ 00 - \$ 2,500	1	X	\$ _____	=	\$ _____

**LTO:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>		<b>Est. Annual Cost</b>
6. \$ 00 - \$ 2,500	15	X	\$ _____	=	\$ _____

**REGION IV**

(Page 6 of 7)

**EQUIPMENT PROFILE & BID FORM**

**CATEGORY H: SCANNERS**

**MONOCHROMATIC:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
1. \$ 00 - \$ 1,000	12	X	\$ _____	= \$ _____

**COLOR:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
2. \$ 00 - \$ 1,000	12	X	\$ _____	= \$ _____

**DIGITAL SENDER (SHEET FEEDER):**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
3. \$ 00 - \$ 2,600	111	X	\$ _____	= \$ _____

**SCANNER (SHEET FEEDER):**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
4. \$ 2,600.01 - \$ 8,000	166	X	\$ _____	= \$ _____

**CATEGORY I: UNINTERRUPTIBLE POWER SUPPLIES:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>	<b>Est. Annual Cost</b>
1. 700 watts or less	13	X	\$ _____	= \$ _____
2. 701 - 1500 watts	37	X	\$ _____	= \$ _____
3. 1501 - 3000 watts	2	X	\$ _____	= \$ _____

REGION IV

(Page 7 of 7)

**EQUIPMENT PROFILE & BID FORM**

**CATEGORY J: CASH DRAWERS, CABLE, RECEIPT PRINTER AND VALIDATOR:**

<b>Types:</b>	<b>Est. # of components:</b>		<b>Annual Rate</b>		<b>Est. Annual Cost</b>
1. Cash drawer	<b>27</b>	X	\$ _____	=	\$ _____
2. Receipt drawer	<b>12</b>	X	\$ _____	=	\$ _____
3. Validator	<b>15</b>	X	\$ _____	=	\$ _____

**GRAND TOTAL (ESTIMATED ANNUAL COST):** \_\_\_\_\_

Note: The estimated quantities listed hereon are a composite total of the components reported by each participating court/office within the region. Actual inventories will be provided to awarded contractor(s).

Chargeable Services:

Pricing for service (hourly labor rate) for non-covered parts and components: \_\_\_\_\_.

Percentage of discount from retail for non-covered parts and components (not covered by the preceding Categories): \_\_\_\_\_ %

The following section must be completed and all pages for Region IV (1-7) returned with all other required documents.

\_\_\_\_\_  
 Name of Company

\_\_\_\_\_  
 Authorized signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name and Title