

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
 (Agency Name and Address)

Direct Inquiries to: BETTY FALTERMEIER
 Telephone No.: (518) 869-4732

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

PER ATTACHED SPECIFICATIONS

Bid Number: OCA/CPA-316	Commodity Group:
Opening Date: 10/06/05 Time: 11:00 AM	Commodity Name: PC & PERIPHERAL MAINTENANCE

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

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

DOCUMENT ENCLOSURE CHECKLIST

ALL OF THE FOLLOWING DOCUMENTS AND INFORMATION MUST BE EXECUTED AND RETURNED AS SPECIFIED. FAILURE TO INCLUDE ANY OF THE REQUIRED DOCUMENTS OR INFORMATION MAY RESULT IN REJECTION OF THE BIDDER'S PROPOSAL:

_____ FULLY EXECUTED JUDICIARY REQUEST FOR BID FORM

_____ FULLY EXECUTED ATTACHMENT I PAGE 3 OF 10

_____ FULLY EXECUTED ATTACHMENT I PAGE 4 OF 10

_____ FULLY EXECUTED ATTACHMENT II

_____ FULLY EXECUTED BID RESPONSE FORM FOR EACH REGION BID

NOTE: ALL DOCUMENTS WHICH REQUIRE SIGNATURES, MUST BEAR THE ORIGINAL SIGNATURE OF THE SAME AUTHORIZED INDIVIDUAL AND SIGNATORY NOTARIZATION MUST BE THAT OF THE PERSON WHOSE SIGNATURE IS AFFIXED TO REQUIRED DOCUMENTS.

***** GENERAL SPECIFICATIONS *****

**RFB# OCA/CPA-316
MICROCOMPUTER & PRINTER MAINTENANCE**

**BID OPENING: 11:00 AM
OCTOBER 6, 2005**

NOTE: IN ADDITION TO SUCH OTHER SPECIFICATIONS AND CRITERIA PRESENTED HEREIN, THE NYS UNIFIED COURT SYSTEM STANDARD REQUEST FOR BID CLAUSES & FORMS - ATTACHMENT I AND CONTRACTOR CERTIFICATION, ST-220 MUST BE DOWNLOADED FROM THE CONTRACT & PROCUREMENT WEB SITE UNDER ADDENDA FOR THE APPROPRIATE SOLICITATION AND ARE INCORPORATED AND MADE A PART HEREOF.

PURPOSE AND SCOPE:

IT IS THE INTENTION OF THE OFFICE OF COURT ADMINISTRATION - CONTRACT & PROCUREMENT ADMINISTRATION UNIT (HEREIN AFTER OCA-CPA), TO AWARD **ONE OR MORE** CONTRACTUAL AGREEMENTS ON BEHALF OF PARTICIPATING COURT, DISTRICT AND ADMINISTRATIVE OPERATIONS STATEWIDE FOR THE PURPOSE OF PROVIDING ON-SITE MICROCOMPUTER & PRINTER MAINTENANCE SERVICES, INCLUDING PARTS AND LABOR, FOR EXISTING AND/OR ANTICIPATED EQUIPMENT FOR COURTS AND OFFICES OF THE NEW YORK STATE UNIFIED COURT SYSTEM. THE TERMS "HARDWARE" AND "EQUIPMENT" MAY BE USED INTERCHANGEABLY THROUGHOUT THIS CONTRACT AND RELATED DOCUMENTS.

PRE-BID CONFERENCE:

THERE WILL BE A PRE-BID CONFERENCE AT THE OFFICES OF OCA CONTRACT AND PROCUREMENT, CONFERENCE ROOM, 42 KARNER ROAD, ALBANY, NY 12205 AT 11:00 A.M. **SHARP** ON SEPTEMBER 20, 2005. WHILE ATTENDANCE IS NOT MANDATORY, IT IS STRONGLY RECOMMENDED.

ALL QUESTIONS MUST BE PROVIDED IN WRITING BY SEPTEMBER 15, 2005, 4:00 PM TO THE ATTENTION OF:

BETTY FALTERMEIER
COURT ANALYST
OCA CONTRACT & PROCUREMENT
42 KARNER ROAD
ALBANY, NY 12205
EMAIL: BFALTERM@COURTS.STATE.NY.US
FAX: (518) 869-4735

QUESTIONS WILL RECEIVE A WRITTEN RESPONSE IN THE FORM OF A Q&A SHEET AVAILABLE AT THE PRE-BID CONFERENCE. THOSE AND ANY OTHER QUESTIONS AND CLARIFICATIONS WILL APPEAR ON OUR WEB SITE, [HTTP://WWW.NYCOURTS.GOV/ADMIN/BIDS](http://www.nycourts.gov/admin/bids) , IN THE ADDENDA COLUMN FOR THE APPROPRIATE SOLICITATION, AFTER THE PRE-BID CONFERENCE. PLEASE ADVISE OF PLANNED ATTENDANCE BY SEPTEMBER 15, 2005 AT 4:00 PM.

METHOD OF AWARD:

AWARD SHALL BE MADE TO THE LOWEST RESPONSIBLE BIDDER(S) BY REGION AS DEFINED HEREIN AND ON THE EQUIPMENT PROFILE/BID FORMS. RESPONSIBLE SHALL BE DEFINED TO INCLUDE, BUT NOT BE LIMITED TO, COMPLIANCE WITH THESE SPECIFICATIONS, REFERENCES, BIDDER'S PERFORMANCE HISTORY, FINANCIAL STABILITY, SERVICING RESOURCES, COST FACTORS AND EXPERIENCE WITH COMPARABLE AWARDS/CONTRACTS.

ACCORDINGLY, BIDDERS MAY SUBMIT RESPONSES FOR ONE OR ALL REGIONS, BUT MUST BID AND PROVIDE FULL SERVICE FOR ALL LOCATIONS AND EQUIPMENT IN THE REGION BID.

ALTHOUGH PRICING FOR ITEMS WITH A ZERO QUANTITY WILL NOT REFLECT IN THE FINAL TOTAL FOR THE REGION; **REASONABLE PRICING** SHOULD BE PROVIDED FOR THOSE ITEMS.

UNACCEPTABLE BIDS/PROPOSALS:

THE UCS MAY REJECT ANY PROPOSALS FROM BIDDERS WHO PREVIOUSLY DEFAULTED ON CONTRACT OBLIGATIONS, AS SURETY OR OTHERWISE, UPON ANY OBLIGATION TO THE STATE OF NEW YORK; WHO HAVE BEEN DECLARED NOT RESPONSIBLE, OR DISQUALIFIED, BY ANY AGENCY OF THE STATE OF NEW YORK; OR HAVE ANY PROCEEDING PENDING RELATING TO THE RESPONSIBILITY OR QUALIFICATION OF THE BIDDERS TO RECEIVE PUBLIC CONTRACTS.

DETERMINATION OF COST:

THE COST OF EACH BIDDER'S OFFERING SHALL BE DETERMINED BY THE **ESTIMATED GRAND TOTAL ANNUAL COST** NOTED ON THE BIDDER'S RESPECTIVE REGION EQUIPMENT PROFILE/BID FORM. BIDDERS ARE CAUTIONED TO BE **THOROUGH AND ACCURATE** IN ALL CALCULATIONS. THE NOTED **ANNUAL RATE PER UNIT** (UNIT PRICE) SHALL PREVAIL WITH RESPECT TO ANY DISCREPANCIES.

PRICES OFFERED SHALL REFLECT THE FULL SCOPE OF WORK AS DEFINED PER THE RFB DOCUMENTS, INCLUSIVE OF ALL ASSOCIATED COSTS.

CONTRACT PERIOD:

AWARDED CONTRACT(S) WILL BE FOR AN INITIAL PERIOD OF TWO (2) YEARS COMMENCING ON/ABOUT **FEBRUARY 1, 2006 TO JANUARY 31, 2008** OCA-CPA RESERVES THE RIGHT TO **RENEW** FOR AN ADDITIONAL ONE (1) YEAR PERIOD. **PRICING, TERMS AND CONDITIONS SHALL REMAIN FIRM THROUGHOUT THE CONTRACT PERIOD AND ANY RENEWAL OR EXTENSION THEREOF.** THE OCA-CPA FURTHER RESERVES THE RIGHT TO **EXTEND** THE CONTRACT FOR A PERIOD NOT TO EXCEED 180 DAYS UPON WRITTEN NOTIFICATION TO CONTRACTOR PRIOR TO CONTRACT TERMINATION DATE,

OR ANY RENEWAL PERIOD THEREOF. ANY SUCH RENEWAL OR EXTENSION SHALL BE SUBJECT TO APPROVAL BY THE OFFICE OF THE STATE COMPTROLLER (HEREAFTER, OSC.

DESIGNATED REGIONS:

REGIONS FOR WHICH AN AWARD MAY BE MADE ARE DEFINED AS FOLLOWS:

REGION I - OFFICE OF COURT ADMINISTRATION - NYC
NYC COURTS & AGENCIES (5 COUNTIES)
10TH JUDICIAL DISTRICT - NASSAU COUNTY
10TH JUDICIAL DISTRICT - SUFFOLK COUNTY
MHLS - 2ND DEPT. (NASSAU & SUFFOLK)
COURT OF CLAIMS (SUFFOLK, NASSAU, NYC)

REGION II - OFFICE OF COURT ADMINISTRATION - CAPITOL REGION
3RD JUDICIAL DISTRICT (SEVEN COUNTIES)
9TH JUDICIAL DISTRICT (5 COUNTIES)
MHLS - 2ND DEPT. (NINTH DISTRICT)
COURT OF CLAIMS (ALBANY, SCHOHARIE, WHITE PLAINS)

REGION III - 4TH JUDICIAL DISTRICT (11 COUNTIES)
5TH JUDICIAL DISTRICT (6 COUNTIES)
APPELLATE DIVISION - 4TH DEPT. (SYRACUSE)
COURT OF CLAIMS (PLATTSBURGH, SARATOGA, BINGHAMTON, UTICA, SYRACUSE)

REGION IV - APPELLATE DIVISION - 4TH DEPT. (ROCHESTER, BUFFALO)
COURT OF CLAIMS (ROCHESTER, BUFFALO, SENECA FALLS)
8TH JUDICIAL DISTRICT

ADDITIONAL COURT/AGENCY PARTICIPANTS:

THE OCA-CPA RESERVES THE RIGHT TO INCORPORATE ADDITIONAL COURTS, RELATED AGENCIES OR ADMINISTRATIVE OFFICES **WITHIN AN AWARDED REGION UNDER THE RESPECTIVE CONTRACT** PURSUANT TO THE SAME CONTRACT TERMS, CONDITIONS AND PRICING.

AMENDED CATEGORIES:

RECOGNIZING THE NATURE OF CHANGING TECHNOLOGY, OCA/CPA RESERVES THE RIGHT TO AMEND THE **TYPES** OF COMPONENT(S) LISTED WITHIN A **CATEGORY** PROVIDED SUCH ADDITIONAL OR ADD-ON COMPONENT TYPE(S) HAVE THE SAME OPERATING CHARACTERISTICS OF LIKE COMPONENTS WITHIN THE RESPECTIVE CATEGORY. PRICING FOR ANY SUCH AMENDMENTS SHALL BE AS MUTUALLY NEGOTIATED AND AGREED BETWEEN OCA/CPA AND CONTRACTOR(S) AND SUBJECT TO

OFFICE OF THE ATTORNEY GENERAL (OAG) AND OFFICE OF THE STATE COMPTROLLER (OSC) APPROVAL.

ESTIMATED QUANTITIES:

ALL QUANTITIES STATED HEREIN OR LISTED ON THE EQUIPMENT PROFILE/BID FORM ARE ESTIMATED ONLY. NO GUARANTEES OF ANY SPECIFIC AMOUNTS ARE IMPLIED AND NONE WILL BE GIVEN. CONTRACT(S) WILL BE FOR ACTUAL INVENTORIES AS PROVIDED AND MODIFIED BY THE RESPECTIVE COURT OR ADMINISTRATIVE OFFICE.

ACTUAL INVENTORY(S):

IT WILL BE THE RESPONSIBILITY OF EACH **AWARDED CONTRACTOR** TO OBTAIN A COPY OF THE RESPECTIVE INVENTORY(S) OF PARTICIPATING COURTS/OFFICES FOR THE REGION AWARDED AND BE FAMILIAR WITH THE PHYSICAL ASPECTS OF THE COURTS/OFFICES WITHIN THE JURISDICTION(S). THE INVENTORY(S) 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 THE VARIOUS PARTICIPATING COURTS AND OFFICES. THE INFORMATION ON THIS INVENTORY IS **NOT** ACCURATE.

NON-SERVICEABILITY:

SHOULD ANY COMPONENT BECOME UNSERVICEABLE DUE TO LACK OF PARTS AS DEFINED HEREIN, THE FOLLOWING SHALL PREVAIL; CONTRACTOR MUST CONTINUE TO SERVICE SUCH COMPONENT FOR THE DURATION OF THE INITIAL TWO (2) YEAR CONTRACT PERIOD. UPON NINETY (90) DAYS WRITTEN NOTICE TO OCA/CPA BY CONTRACTOR PRIOR TO THE END OF THE INITIAL CONTRACT TERM OF ANY COMPONENT DEEMED UNSERVICEABLE DUE TO LACK OF PART(S) **AND UPON THE WRITTEN AGREEMENT OF THE RESPECTIVE LOCATION(S) AND OCA/CPA** , SUCH COMPONENT(S) WILL BE DELETED FROM SERVICE REQUIREMENTS FOR ANY RENEWAL OR EXTENSION PERIOD.

ADMINISTRATION:

EACH AWARDED CONTRACT, OR CONTRACTS, WILL BE ADMINISTERED BY THE RESPECTIVE DISTRICT/ADMINISTRATIVE OFFICE 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 JURISDICTION.

HOWEVER, OCA-CPA 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.

PRICING:

ALL PRICING OFFERED PURSUANT TO THIS SOLICITATION SHALL BE NET AND INCLUSIVE OF ALL PROVISIONS OF THE SPECIFICATIONS AND SHALL BE FIRM THROUGHOUT THE CONTRACT PERIOD AND ANY RENEWAL OR EXTENSION THEREOF. BIDDERS ARE TO ENTER ALL PRICING ON THE ATTACHED EQUIPMENT PROFILE/BID FORM(S).

ALL PRICING IS TO BE ANNUALIZED; COST PER YEAR PER COMPONENT.

PRICE DECREASES:

OCA-CPA RESERVES THE RIGHT TO NEGOTIATE A DECREASE IN CONTRACT PRICES WHEN AND WHERE THE TOTAL QUANTITY OF EQUIPMENT WITHIN A REGION EXCEEDS THE ACTUAL INVENTORY OF RECORD AT TIME OF CONTRACT AWARD BY TWENTY-FIVE PERCENT (25%).

QUALIFICATION OF BIDDERS:

BIDS WILL BE ACCEPTED ONLY FROM THOSE BIDDERS CAPABLE OF ASSURING THE PERFORMANCE OF ALL ASPECTS OF THE SERVICES DESCRIBED HEREIN. IN THE EVENT A BID IS SUBMITTED BY A QUALIFIED BIDDER OTHER THAN THE MANUFACTURER OF THE EQUIPMENT MODELS INDICATED, THE BIDDER GUARANTEES THE AVAILABILITY OF REPLACEMENT PARTS WHICH ARE WHOLLY COMPATIBLE WITH THE MODELS LISTED AND FURTHER AGREES AND GUARANTEES THAT NO REPLACEMENT PARTS WILL BE USED WHICH ARE CONTRARY TO THE MANUFACTURER'S SPECIFICATIONS.

ADDITIONALLY, NO BID WILL BE CONSIDERED UNLESS THE FIRM SUBMITTING THE BID MAINTAINS ADEQUATE SERVICE FACILITY(S) AND HAS TRAINED PERSONNEL QUALIFIED TO SERVICE THE EQUIPMENT SPECIFIED ON EQUIPMENT PROFILE/BID FORM AND AS OUTLINED UNDER "DETAILED SPECIFICATIONS - SCOPE OF SERVICES TO BE PROVIDED, SECTION C", AND CAN DEMONSTRATE THE SUCCESSFUL PROVISION OF MICROCOMPUTER MAINTENANCE SERVICES TO ONE OR MORE LARGE QUANTITY ACCOUNTS FOR AT LEAST THE PRECEDING TWO (2) YEAR PERIOD. UPON REQUEST, BIDDER MUST PROVIDE ANY AND ALL DOCUMENTATION IN SUPPORT OF THESE REQUIREMENT.

SUBCONTRACTING:

SUBCONTRACTING WILL BE ALLOWED SUBJECT TO THE FOLLOWING CRITERIA:

1. BIDDER MUST CLEARLY NOTE IN THEIR PROPOSAL:
 - A. PROPOSED AREA OR GEOGRAPHIC LOCATION(S) AND/OR COMPONENTS TO BE SUBCONTRACTED.
 - B. NAME OF PROPOSED SUBCONTRACTOR.
 - C. SIZE, EXPERIENCE AND BACKGROUND OF SUBCONTRACTOR, INCLUDING, BUT NOT LIMITED TO, TRAINING, CERTIFICATION, QUALIFICATIONS.
 - D. IDENTIFICATION AND CIRCUMSTANCES OF ANY PRIOR CONTRACT WORK NOT COMPLETED BY SUBCONTRACTOR,
2. AWARDED BIDDER SHALL BE THE PRIMARY CONTRACTOR AND WHOLLY RESPONSIBLE FOR PERFORMANCE OF ANY SUBCONTRACTOR AT ALL TIMES,
3. SUBCONTRACTING AND/OR SUBCONTRACTOR SHALL BE SUBJECT TO APPROVAL BY OCA CPA.

REFERENCES:

BIDDERS MUST INCLUDE WITH THEIR RESPONSE , THE NAMES OF AT LEAST TWO (2) CLIENTS (INCLUDING CONTACT PERSONS AND PHONE NUMBERS) OTHER THAN THE NYS UNIFIED COURT SYSTEM, FOR WHOM THE SPECIFIED SERVICES **INVOLVING SIGNIFICANT QUANTITIES OF HARDWARE** HAVE BEEN PROVIDED **WITHIN THE PAST TWELVE (12) MONTHS IN NEW YORK STATE.**

STATUS REPORTING:

CONTRACTOR SHALL PROVIDE THE RESPECTIVE DISTRICT/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.

BILLING & PAYMENT PROCEDURE:

THE FORMAT SELECTED SHALL BE AS AGREED BY THE RESPECTIVE COURT OR

DISTRICT/ADMINISTRATIVE OFFICE AND RESPECTIVE CONTRACTOR, BUT SHALL BE IN COMPLIANCE WITH THE RULES OF OSC.

LIABILITY - PROPERTY DAMAGE:

AWARDED CONTRACTOR SHALL BE LIABLE FOR DAMAGES CAUSED TO ANY EQUIPMENT/FURNISHINGS OF THE COURT/AGENCY CAUSED BY THE NEGLIGENCE OR ABUSIVE ACTS OF ITS EMPLOYEES OR SUBCONTRACTORS. RESTORATION OR REPLACEMENT OF THE ITEM(S) DAMAGED SHALL BE TO THE SATISFACTION OF THE COURT OR DISTRICT/ADMINISTRATIVE OFFICE.

PROOF OF INSURANCE:

AWARDED CONTRACTOR WILL BE REQUIRED TO PROVIDE PROOF OF ADEQUATE LIABILITY AND COMPREHENSIVE INSURANCE COVERAGE IN THE FORM OF A CERTIFICATE OF INSURANCE. A MINIMUM OF \$1,000,000.00 IS REQUIRED. A PHOTOCOPY OF SUCH CERTIFICATE IS ACCEPTABLE.

TRADE NAMES/LOGOS:

ANY TRADE NAMES OR LOGOS NOTED HEREIN ARE FOR IDENTIFICATION PURPOSES ONLY.

EQUIPMENT PROFILE/BID FORMS:

ATTACHED IS AN **EQUIPMENT PROFILE/BID FORM** FOR EACH OF THE REGIONS TO BE AWARDED WHICH SHOWS THE **ESTIMATED TOTAL NUMBER OF CATEGORICAL COMPONENTS, EXISTING AND/OR ANTICIPATED, FOR THE REGION.** A BREAKDOWN OF EACH PARTICIPATING COURT/OFFICE WITHIN THAT REGION (INCLUDING CONTACT PERSON & PHONE NUMBER, ADDRESSES & INVENTORY WILL BE MADE AVAILABLE UPON AWARD.

ONLY THE EQUIPMENT PROFILE/BID FORM SHALL SERVE AS THE FORM UPON WHICH BIDDERS ARE TO ENTER THEIR BID PRICES AS RATE PER YEAR PER COMPONENT.! **BIDDERS MUST ALSO COMPLETE PRICE EXTENSIONS (ANNUAL RATE PER COMPONENT TIMES (X) ESTIMATED NUMBER OF COMPONENTS) AND TOTAL ESTIMATED ANNUAL COST.** BIDDERS MUST SUBMIT A PRICE FOR ALL COMPONENTS NOTED ON THE RESPECTIVE FORMS. IF BIDDER INTENDS THERE BE NO COST ATTACHED TO A COMPONENT, THE DESIGNATION “NO CHARGE” OR “N/C” MUST BE CLEARLY ENTERED.

IMPORTANT: FAILURE OF BIDDER TO COMPLETE ALL CALCULATIONS REQUIRED IN AN ACCURATE MANNER MAY RESULT IN REJECTION OF BID !!

REQUIRED COPIES:

IN ADDITION TO ALL REQUIRED ORIGINAL RFB DOCUMENTS (EXECUTED RFB FORM, NON-COLLUSIVE BIDDER CERTIFICATE, ACKNOWLEDGMENT, ST-220 (ATTACHMENT II), EQUIPMENT PROFILE/BID FORM) AND ANY OTHER REQUIRED DOCUMENTATION, BROCHURES, ETC. **BIDDER MUST INCLUDE FOUR (4) COPIES OF ALL SUCH MATERIAL. FAILURE TO PROVIDE SAME MAY RESULT IN DISQUALIFICATION OF BIDDER'S RESPONSE !!**

PLEASE NOTE: ORIGINAL AND COPIES OF THE BID DOCUMENTS, FORMS, BROCHURES, ETC. SHOULD NOT BE SUBMITTED IN A THREE-RING BINDER, OR IN ANY OTHER BOUND FASHION. PLEASE SUBMIT THE ORIGINAL AND COPIES BOUND ONLY BY RUBBER BANDS, CLIPS OR SIMILAR DEVICES.

COMPLETE THE PAPERWORK ON THE FORMS PROVIDED WITH THIS SOLICITATION. UNLESS OTHERWISE SPECIFIED HEREIN, **DO NOT RETYPE OR AMEND ANY PORTION OF THIS SOLICITATION. FAILURE TO COMPLY MAY RESULT IN DISQUALIFICATION OF BIDDER'S RESPONSE.**

COMPLIANCE WITH LAWS:

CONTRACTORS SHALL BE COMPLIANT WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS, RULES AND REGULATIONS.

PRICING FOR CHARGEABLE SERVICES:

IMPORTANT: BIDDERS ARE TO PROVIDE COMPLETE PRICING FOR ALL SERVICE CALLS WHICH ARE NOT COVERED UNDER THE TERMS OF THE AGREEMENT AND/OR SPECIFICATIONS HEREIN AS AN **ATTACHMENT TO THE EQUIPMENT PROFILE/BID FORMS.** BIDDERS MUST ALSO INDICATE THE PERCENTAGE OF DISCOUNT FROM THE RETAIL PRICE FOR PARTS THAT ARE NOT COVERED UNDER THE TERMS OF THE CONTRACT AND/OR SPECIFICATIONS HEREIN.

IMPLIED REQUIREMENTS:

PRODUCTS AND SERVICES THAT ARE NOT SPECIFICALLY REQUESTED IN THE RFB, 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.

INQUIRIES:

PROSPECTIVE BIDDERS ARE TO DIRECT ANY INQUIRIES REGARDING THIS SOLICITATION IN WRITING AND SOLELY TO THE ATTENTION OF:

BETTY FALTERMEIER
COURT ANALYST
OFFICE OF COURT ADMINISTRATION
42 KARNER ROAD
ALBANY, NY 12205

FAX: (518) 869-4735

E-MAIL: BFALTERM@COURTS.STATE.NY.US

IMPORTANT NOTE:

ONLINE RFB PACKAGE: DISCLAIMER:

BIDDERS ACCESSING ANY UCS/OCA SOLICITATIONS AND RELATED DOCUMENTS FROM THE NYS UCS WEBSITE [HTTP://WWW.NYCOURTS.GOV/ADMIN/BIIDS](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.

SUBMISSION OF PAPERWORK:

BIDS MUST BE SUBMITTED IN A SEALED ENVELOPE OR CARTON FOR DELIVERY ON OR BEFORE OCTOBER 6, 2005, 11:00 A.M. THE FOLLOWING STATEMENT CLEARLY MARKED ON THE EXTERIOR, "SEAL**ED PROPOSAL DELIVER IMMEDIATELY - DO NOT OPEN. RFP#OCA/CPA-316 DUE DATE 11:00 AM, OCTOBER 6, 2005**". AND MAILED TO THE ATTENTION OF:

BETTY FALTERMEIER
COURT ANALYST
OFFICE OF COURT ADMINISTRATION
42 KARNER ROAD
ALBANY, NY 12205

PHONE: (518) 869-4732

E-MAIL: BFALTERM@COURTS.STATE.NY.US

**ALL TIMES INDICATED ARE E.S.T. OR E.D.S.T.
(EASTERN STANDARD TIME OR EASTERN DAYLIGHT SAVINGS TIME)**

BID RESPONSES MUST BE IN ENGLISH.

PLEASE READ "BID INSTRUCTIONS - GENERAL REQUIREMENTS" ON THE BID INSTRUCTION PAGE OF THE PROCUREMENT & CONTRACT OPPORTUNITIES SITE ([HTTP://WWW.NYCOURTS.GOV/ADMIN/BIIDS](http://www.nycourts.gov/admin/bids)) CAREFULLY.

***** DETAILED SPECIFICATIONS *****
RFB# OCA/CPA-316

OPERATING ENVIRONMENT:

THE NEW YORK STATE UNIFIED COURT SYSTEM 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 COVERS 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 6.X, COREL SUITE 8, 9, 10, 12 NOVELL, WINDOWS NT, 2000, XP. 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 FORMS.**

MAINTENANCE SERVICE SHALL ENCOMPASS ON-CALL REMEDIAL MAINTENANCE.

- B. IN THE EVENT THAT ADDITIONAL LIKE COMPONENTS ARE ADDED DURING THE TERM OF THE AWARDED CONTRACT, 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 FROM DATE OF WRITTEN NOTIFICATION COMMENSURATE 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 FROM DATE OF WRITTEN NOTIFICATION COMMENSURATE 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 A 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 II - ALL SPEEDS
2. PENTIUM III - ALL SPEEDS
3. PENTIUM IV AND/OR CURRENT- ALL SPEEDS

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 I - ALL SPEEDS
2. PENTIUM II - ALL SPEEDS
3. PENTIUM III - ALL SPEEDS
4. PENTIUM IV OR CURRENT - ALL SPEEDS

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 \$ 00.00 - \$ 5,000
2. VALUE OF \$ 5,001 - \$10,000
3. VALUE OF \$10,001 - \$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. 15" OR LESS
2. 16" - 17"
3. 18" - 19"

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 \$ 501.00 - \$1,000.00
5. ORIGINAL VALUE \$1,001.00 - \$3,000.00

LASER: (ALL LASER PRINTERS INCLUDE BASE UNIT)

BLACK:

6. BLACK LASER, ORIGINAL VALUE \$ 00.00 - \$ 1,000.00
7. BLACK LASER, ORIGINAL VALUE \$ 1,001.00 - \$ 2,000.00
8. BLACK LASER, ORIGINAL VALUE \$ 2,001.00 - \$ 4,000.00
9. BLACK LASER, ORIGINAL VALUE \$ 4,001.00 - \$ 7,000.00
10. BLACK LASER, ORIGINAL VALUE \$ 7,001.00 - \$10,000.00

COLOR:

11. COLOR LASER, ORIGINAL VALUE \$ 00.00 - \$ 2,000.00
12. COLOR LASER, ORIGINAL VALUE \$ 2,001.00- \$ 4,000.00
13. COLOR LASER, ORIGINAL VALUE \$ 4,001.00- \$ 6,000.00
14. COLOR LASER, ORIGINAL VALUE \$ 8,001.00- \$10,000.00

MULTIFUNCTION (FAX/COPY/PRINTER):

15. ORIGINAL VALUE \$ 0.00 - \$ 500.00
16. ORIGINAL VALUE \$ 501.00 - \$1,000.00
17. ORIGINAL VALUE \$1,001.00 - \$3,500.00

CATEGORY F:

REMOVABLE MEDIA STORAGE DEVICES - INCLUDING INTERNAL/EXTERNAL MODEL AND INTERFACE.

1. ZIP DRIVE - 100MB - 250MB
2. JAZ DRIVE - 1 TO 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 \$1,001 OR GREATER

TYPE: **DLT**

3. ORIGINAL VALUE \$ 0.00 - \$ 2,500.00
4. ORIGINAL VALUE \$ 2,501.00 - \$ 5,000.00

TYPE: **VXA**

5. ORIGINAL VALUE \$ 0.00 - \$ 2,500.00

TYPE: **LTO**

6. ORIGINAL VALUE \$ 0.00 - \$ 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) - \$ 0.00 - \$2,600.00
4. SCANNER (SHEET FEEDER) - \$2,601.00 - \$8,000.00

CATEGORY I:

UNINTERRUPTIBLE 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. 1500 WATTS - 3000 WATTS

CATEGORY J:

CASH DRAWERS AND INTERFACE CABLE, RECEIPT PRINTER AND VALIDATOR.

1. CASH DRAWER
 2. RECEIPT PRINTER
 3. VALIDATOR
-
- A. AWARDED CONTRACTOR SHALL PROVIDE A TOLL-FREE TELEPHONE NUMBER FOR USE BY RESPECTIVE LOCATIONS FOR THE PURPOSE OF INITIATING SERVICE REQUESTS.
 - B. 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.
 - C. CONTRACTOR SHALL PROVIDE ON-SITE MAINTENANCE SERVICE DURING NORMAL COURT HOURS, MONDAY - FRIDAY, 9:00AM - 5:00PM, 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 THE RESPECTIVE COMPONENT. SHOULD REPLACEMENT PARTS NOT BE IMMEDIATELY AVAILABLE, CONTRACTOR **MUST** RETURN BY 9:00AM 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 CAUSING ANY SOFTWARE CHANGES.**

- D. 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 CAUSING ANY SOFTWARE CHANGES.**
- E. 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. **SITE VISITS ARE STRONGLY RECOMMENDED!** REPRESENTATIVE LOCATIONS MAY BE VISITED ON AN APPOINTMENT BASIS ONLY BY CONTACTING THE RESPECTIVE COURT OR DISTRICT/ADMINISTRATIVE OFFICE(S) WITHIN THE SPECIFIED REGIONS.
- F. 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.
- G. 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, BIDDERS 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.**
- H. EXHIBIT "B" IS ATTACHED FOR INFORMATIONAL PURPOSES ONLY. IT DEPICTS THE GEOGRAPHIC JURISDICTIONS OF THE DISTRICT/ADMINISTRATIVE OFFICES AND RESPECTIVE COUNTIES THEREIN.

IMPORTANT NOTICE REGARDING THE EQUIPMENT PROFILE/BID FORMS:

COMPUTERS LISTED AS PENTIUM®, INCLUDE ALL SPEEDS AND PENTIUM® IS USED FOR ALL TYPES OF PROCESSORS INCLUDING ATHELON®, CELERON® AND/OR ANY 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.

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 AND THE PERCENTAGE DISCOUNT FROM RETAIL FOR PARTS.

NOTICE: INQUIRIES REGARDING ANY ASPECT OF THE SPECIFICATIONS AND REQUIREMENTS PRESENTED HEREIN ARE TO BE ADDRESSED SOLELY TO:

BETTY FALTERMEIER
COURT ANALYST
OFFICE OF COURT ADMINISTRATION
DIVISION OF ADMINISTRATIVE SERVICES
42 KARNER ROAD
ALBANY, NY 12205

(518) 869-4732

FAX: (518) 869-4735

EMAIL: BFALTERM@COURTS.STATE.NY.US

RFB# OCA/CPA-316

REGION I

MICROCOMPUTER SERVICES
EQUIPMENT PROFILE & BID FORM

COURTS & ADMINISTRATIVE OFFICES WITHIN THE REGION:

OFFICE OF COURT ADMINISTRATION - NYC
NYC COURTS & OFFICES (5 COUNTIES)
10TH DISTRICT - NASSAU COUNTY
10TH DISTRICT - SUFFOLK
COURT OF CLAIMS (NYC, NASSAU, SUFFOLK)
MHLS - 2ND DEPT (NASSAU, SUFFOLK)

IMPORTANT: **BIDDER MUST SERVICE ALL CATEGORIES AND TYPES OF COMPONENTS LISTED. ANY ITEM FOR WHICH BIDDER DOES NOT INDICATE A PRICE OR "N/C" WILL BE CONSIDERED AS "NO CHARGE" ("N/C") ITEMS.**

CATEGORY A: MICROCOMPUTER

TYPES:

1. PENTIUM® II	13	X	\$ _____	= \$ _____
2. PENTIUM® III	334	X	\$ _____	= \$ _____
3. PENTIUM® IV	2562	X	\$ _____	= \$ _____
AND/OR CURRENT				

CATEGORY B: PORTABLE MICROCOMPUTER.

TYPES:

1. PENTIUM® I	0	X	\$ _____	= \$ _____
2. PENTIUM® II	1	X	\$ _____	= \$ _____
3. PENTIUM® III	158	X	\$ _____	= \$ _____
4. PENTIUM® IV	2051	X	\$ _____	= \$ _____
(AND THEN CURRENT)				

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REGION I

MICROCOMPUTER SERVICES
EQUIPMENT PROFILE & BID FORM

CATEGORY C: MICROCOMPUTER - FILE SERVER

TYPES:

1. \$00.00 - \$5,000	17	X	\$ _____	= \$ _____
2. \$5,001 - \$10,000	17	X	\$ _____	= \$ _____
3. \$10,001-\$15,000	4	X	\$ _____	= \$ _____

CATEGORY D: MICROCOMPUTER MONITORS

TYPES - STANDARD TUBE TYPE:

1. 17" OR LESS	2309	X	\$ _____	= \$ _____
2. 18" - 19"	800	X	\$ _____	= \$ _____
3. 20" OR GREATER	36	X	\$ _____	= \$ _____

TYPES - FLAT SCREEN (LCD):

1. UP TO 15"	89	X	\$ _____	= \$ _____
2. 16" - 17"	165	X	\$ _____	= \$ _____
3. 18" - 19"	1	X	\$ _____	= \$ _____

CATEGORY E: MICROCOMPUTER PRINTERS

TYPE - DOT MATRIX:

1. 9 TO 24 PIN - LESS THAN \$1,000	106	X	\$ _____	= \$ _____
2. STANDARD HIGH SPEED LESS THAN \$5,000	14	X	\$ _____	= \$ _____

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REGION I

CATEGORY E CONTINUED:

TYPE - INK JET:

3. \$0.00 - \$500.00	<u>32</u>	X	\$ _____	= \$ _____
4. \$501 - \$1,000	<u>7</u>	X	\$ _____	= \$ _____
5. \$1,001 - \$3,000	<u>5</u>	X	\$ _____	= \$ _____

TYPE - BLACK LASER:

6. \$0.00 - \$1,000	<u>1418</u>	X	\$ _____	= \$ _____
7. \$1,001 - \$2,000	<u>1153</u>	X	\$ _____	= \$ _____
8. \$2,001 - \$4,000	<u>737</u>	X	\$ _____	= \$ _____
9. \$4,001 - \$7,000	<u>7</u>	X	\$ _____	= \$ _____
10. \$7,001-\$10,000	<u>3</u>	X	\$ _____	= \$ _____

TYPE - COLOR LASER:

11. \$0.00 - \$2,000	<u>20</u>	X	\$ _____	= \$ _____
12. \$2,001 - \$4,000	<u>20</u>	X	\$ _____	= \$ _____
13. \$4,001 - \$6,000	<u>3</u>	X	\$ _____	= \$ _____
14. \$8,001-\$10,000	<u>1</u>	X	\$ _____	= \$ _____

TYPE - MULTI FUNCTION (FAX/COPY/PRINTER):

15. \$0.00 - \$ 500	<u>69</u>	X	\$ _____	= \$ _____
16. \$501 - \$1,000	<u>19</u>	X	\$ _____	= \$ _____
17. \$1,001 - \$3,500	<u>0</u>	X	\$ _____	= \$ _____

CATEGORY F: REMOVABLE MEDIA & STORAGE DEVICES

1. ZIP DRIVE	<u>0</u>	X	\$ _____	= \$ _____
2. JAZ DRIVE	<u>2</u>	X	\$ _____	= \$ _____

CATEGORY G: MASS STORAGE TAPE

TYPE - DAT:

1. \$0.00 - \$1,000	<u>3</u>	X	\$ _____	= \$ _____
2. \$1,001 OR GREATER	<u>8</u>	X	\$ _____	= \$ _____

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REGION II

**MICROCOMPUTER SERVICES
EQUIPMENT PROFILE & BID FORM**

COURTS & ADMINISTRATIVE OFFICES WITHIN THE REGION:

OFFICE OF COURT ADMINISTRATION - NYC
 NYC COURTS & OFFICES (5 COUNTIES)
 10TH DISTRICT - NASSAU COUNTY
 10TH DISTRICT - SUFFOLK
 COURT OF CLAIMS (NYC, NASSAU, SUFFOLK)
 MHLS - 2ND DEPT (NASSAU, SUFFOLK)

IMPORTANT: **BIDDER MUST SERVICE ALL CATEGORIES AND TYPES OF COMPONENTS LISTED. ANY ITEM FOR WHICH BIDDER DOES NOT INDICATE A PRICE OR "N/C" WILL BE CONSIDERED AS "NO CHARGE" ("N/C") ITEMS.**

CATEGORY A: MICROCOMPUTER

TYPES:

1. PENTIUM® II	0	X	\$ _____	= \$ _____
2. PENTIUM® III	191	X	\$ _____	= \$ _____
3. PENTIUM® IV	185	X	\$ _____	= \$ _____
AND/OR CURRENT				

CATEGORY B: PORTABLE MICROCOMPUTER.

TYPES:

1. PENTIUM® I	0	X	\$ _____	= \$ _____
2. PENTIUM® II	3	X	\$ _____	= \$ _____
3. PENTIUM® III	54	X	\$ _____	= \$ _____
4. PENTIUM® IV	17	X	\$ _____	= \$ _____
(AND THEN CURRENT)				

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REGION II

**MICROCOMPUTER SERVICES
EQUIPMENT PROFILE & BID FORM**

CATEGORY C: MICROCOMPUTER - FILE SERVER

TYPES:

1. \$00.00 - \$5,000	0	X	\$ _____	= \$ _____
2. \$5,001 - \$10,000	31	X	\$ _____	= \$ _____
3. \$10,001-\$15,000	0	X	\$ _____	= \$ _____

CATEGORY D: MICROCOMPUTER MONITORS

TYPES - STANDARD TUBE TYPE:

1. 17" OR LESS	1023	X	\$ _____	= \$ _____
2. 18" - 19"	0	X	\$ _____	= \$ _____
3. 20" OR GREATER	1	X	\$ _____	= \$ _____

TYPES - FLAT SCREEN (LCD):

1. UP TO 15"	32	X	\$ _____	= \$ _____
2. 16" - 17"	16	X	\$ _____	= \$ _____
3. 18" - 19"	0	X	\$ _____	= \$ _____

CATEGORY E: MICROCOMPUTER PRINTERS

TYPE - DOT MATRIX:

1. 9 TO 24 PIN - LESS THAN \$1,000	19	X	\$ _____	= \$ _____
2. STANDARD HIGH SPEED LESS THAN \$5,000	2	X	\$ _____	= \$ _____

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REGION II**CATEGORY E CONTINUED:****TYPE - INK JET:**

3. \$0.00 - \$500.00	<u>13</u>	X	\$ _____	= \$ _____
4. \$501 - \$1,000	<u>3</u>	X	\$ _____	= \$ _____
5. \$1,001 - \$3,000	<u>1</u>	X	\$ _____	= \$ _____

TYPE - BLACK LASER:

6. \$0.00 - \$1,000	<u>677</u>	X	\$ _____	= \$ _____
7. \$1,001 - \$2,000	<u>323</u>	X	\$ _____	= \$ _____
8. \$2,001 - \$4,000	<u>154</u>	X	\$ _____	= \$ _____
9. \$4,001 - \$7,000	<u>2</u>	X	\$ _____	= \$ _____
10. \$7,001-\$10,000	<u>1</u>	X	\$ _____	= \$ _____

TYPE - COLOR LASER:

11. \$0.00 - \$2,000	<u>3</u>	X	\$ _____	= \$ _____
12. \$2,001 - \$4,000	<u>5</u>	X	\$ _____	= \$ _____
13. \$4,001 - \$6,000	<u>0</u>	X	\$ _____	= \$ _____
14. \$8,001-\$10,000	<u>0</u>	X	\$ _____	= \$ _____

TYPE - MULTI FUNCTION (FAX/COPY/PRINTER):

15. \$0.00 - \$ 500	<u>6</u>	X	\$ _____	= \$ _____
16. \$501 - \$1,000	<u>5</u>	X	\$ _____	= \$ _____
17. \$1,001 - \$3,500	<u>1</u>	X	\$ _____	= \$ _____

CATEGORY F: REMOVABLE MEDIA & STORAGE DEVICES

1. ZIP DRIVE	<u>1</u>	X	\$ _____	= \$ _____
2. JAZ DRIVE	<u>0</u>	X	\$ _____	= \$ _____

CATEGORY G: MASS STORAGE TAPE**TYPE - DAT:**

1. \$0.00 - \$1,000	<u>1</u>	X	\$ _____	= \$ _____
2. \$1,001 OR GREATER	<u>0</u>	X	\$ _____	= \$ _____

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REGION II

TYPE- DLT:

3. \$0.00 - \$2,500	0	X	\$ _____	= \$ _____
4. \$2,501 - \$5,000	0	X	\$ _____	= \$ _____

TYPE: VXA:

5. \$0.00 - \$2,500	0	X	\$ _____	= \$ _____
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TYPE: LTO:

6. \$0.00 - \$2,500	0	X	\$ _____	= \$ _____
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CATEGORY H: SCANNERS

TYPE - MONOCHROMATIC:

1. \$0.00 - \$1,000	3	X	\$ _____	= \$ _____
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TYPE - COLOR

2. \$0.00 - \$1,000	11	X	\$ _____	= \$ _____
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TYPE - DIGITAL SENDER (SHEET FEEDER)

3. \$0.00 - \$2,600	74	X	\$ _____	= \$ _____
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TYPE - SCANNER (SHEET FEEDER)

4. \$2,601 - \$8,000	30	X	\$ _____	= \$ _____
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CATEGORY I: UNINTERRUPTIBLE POWER SUPPLIES

TYPES:

1. 700 WATTS OR LESS	10	X	\$ _____	= \$ _____
2. 701 - 1500 WATTS	47	X	\$ _____	= \$ _____
3. 1500 - 3000 WATTS	2	X	\$ _____	= \$ _____

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REGION III

**MICROCOMPUTER SERVICES
EQUIPMENT PROFILE & BID FORM**

COURTS & ADMINISTRATIVE OFFICES WITHIN THE REGION:

OFFICE OF COURT ADMINISTRATION - NYC
 NYC COURTS & OFFICES (5 COUNTIES)
 10TH DISTRICT - NASSAU COUNTY
 10TH DISTRICT - SUFFOLK
 COURT OF CLAIMS (NYC, NASSAU, SUFFOLK)
 MHLS - 2ND DEPT (NASSAU, SUFFOLK)

IMPORTANT: BIDDER MUST SERVICE ALL CATEGORIES AND TYPES OF COMPONENTS LISTED. ANY ITEM FOR WHICH BIDDER DOES NOT INDICATE A PRICE OR "N/C" WILL BE CONSIDERED AS "NO CHARGE" ("N/C") ITEMS.

CATEGORY A: MICROCOMPUTER

TYPES:

1. PENTIUM® II	12	X	\$ _____	= \$ _____
2. PENTIUM® III	195	X	\$ _____	= \$ _____
3. PENTIUM® IV	444	X	\$ _____	= \$ _____
AND/OR CURRENT				

CATEGORY B: PORTABLE MICROCOMPUTER.

TYPES:

1. PENTIUM® I	6	X	\$ _____	= \$ _____
2. PENTIUM® II	0	X	\$ _____	= \$ _____
3. PENTIUM® III	32	X	\$ _____	= \$ _____
4. PENTIUM® IV	20	X	\$ _____	= \$ _____
(AND THEN CURRENT)				

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REGION III

**MICROCOMPUTER SERVICES
EQUIPMENT PROFILE & BID FORM**

CATEGORY C: MICROCOMPUTER - FILE SERVER

TYPES:

1. \$00.00 - \$5,000	2	X	\$ _____	= \$ _____
2. \$5,001 - \$10,000	15	X	\$ _____	= \$ _____
3. \$10,001-\$15,000	1	X	\$ _____	= \$ _____

CATEGORY D: MICROCOMPUTER MONITORS

TYPES - STANDARD TUBE TYPE:

1. 17" OR LESS	801	X	\$ _____	= \$ _____
2. 18" - 19"	1	X	\$ _____	= \$ _____
3. 20" OR GREATER	0	X	\$ _____	= \$ _____

TYPES - FLAT SCREEN (LCD):

1. UP TO 15"	15	X	\$ _____	= \$ _____
2. 16" - 17"	19	X	\$ _____	= \$ _____
3. 18" - 19"	0	X	\$ _____	= \$ _____

CATEGORY E: MICROCOMPUTER PRINTERS

TYPE - DOT MATRIX:

1. 9 TO 24 PIN - LESS THAN \$1,000	0	X	\$ _____	= \$ _____
2. STANDARD HIGH SPEED LESS THAN \$5,000	0	X	\$ _____	= \$ _____

REGION III

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CATEGORY E CONTINUED:**TYPE - INK JET:**

3. \$0.00 - \$500.00	60	X	\$ _____	= \$ _____
4. \$501 - \$1,000	1	X	\$ _____	= \$ _____
5. \$1,001 - \$3,000	0	X	\$ _____	= \$ _____

TYPE - BLACK LASER:

6. \$0.00 - \$1,000	330	X	\$ _____	= \$ _____
7. \$1,001 - \$2,000	109	X	\$ _____	= \$ _____
8. \$2,001 - \$4,000	76	X	\$ _____	= \$ _____
9. \$4,001 - \$7,000	0	X	\$ _____	= \$ _____
10. \$7,001-\$10,000	0	X	\$ _____	= \$ _____

TYPE - COLOR LASER:

11. \$0.00 - \$2,000	2	X	\$ _____	= \$ _____
12. \$2,001 - \$4,000	3	X	\$ _____	= \$ _____
13. \$4,001 - \$6,000	0	X	\$ _____	= \$ _____
14. \$8,001-\$10,000	0	X	\$ _____	= \$ _____

TYPE - MULTI FUNCTION (FAX/COPY/PRINTER):

15. \$0.00 - \$ 500	0	X	\$ _____	= \$ _____
16. \$501 - \$1,000	1	X	\$ _____	= \$ _____
17. \$1,001 - \$3,500	0	X	\$ _____	= \$ _____

CATEGORY F: REMOVABLE MEDIA & STORAGE DEVICES

1. ZIP DRIVE	0	X	\$ _____	= \$ _____
2. JAZ DRIVE	2	X	\$ _____	= \$ _____

CATEGORY G: MASS STORAGE TAPE**TYPE - DAT:**

1. \$0.00 -\$1,000	0	X	\$ _____	= \$ _____
2. \$1,001 OR GREATER	0	X	\$ _____	= \$ _____

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REGION III**TYPE- DLT:**

3. \$0.00 - \$2,500	0	X	\$ _____	= \$ _____
4. \$2,501 - \$5,000	0	X	\$ _____	= \$ _____

TYPE: VXA:

5. \$0.00 - \$2,500	6	X	\$ _____	= \$ _____
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TYPE: LTO:

6. \$0.00 - \$2,500	0	X	\$ _____	= \$ _____
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CATEGORY H: SCANNERS**TYPE - MONOCHROMATIC:**

1. \$0.00 - \$1,000	0	X	\$ _____	= \$ _____
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TYPE - COLOR

2. \$0.00 - \$1,000	6	X	\$ _____	= \$ _____
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TYPE - DIGITAL SENDER (SHEET FEEDER)

3. \$0.00 - \$2,600	39	X	\$ _____	= \$ _____
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TYPE - SCANNER (SHEET FEEDER)

4. \$2,601 - \$8,000	26	X	\$ _____	= \$ _____
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CATEGORY I: UNINTERRUPTIBLE POWER SUPPLIES**TYPES:**

1. 700 WATTS OR LESS	29	X	\$ _____	= \$ _____
2. 701 - 1500 WATTS	27	X	\$ _____	= \$ _____
3. 1500 - 3000 WATTS	0	X	\$ _____	= \$ _____

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REGION III

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

TYPES:

1. CASH DRAWER	9	X	\$	_____	= \$	_____
2. RECEIPT PRINTER	20	X	\$	_____	= \$	_____
3. VALIDATOR	20	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).

PERCENTAGE OF DISCOUNT FROM RETAIL FOR CHARGEABLE PARTS _____%
ATTACH LIST OF LABOR PRICING FOR EQUIPMENT NOT UNDER MAINTENANCE.

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RFB# OCA/CPA-316

REGION IV

**MICROCOMPUTER SERVICES
EQUIPMENT PROFILE & BID FORM**

COURTS & ADMINISTRATIVE OFFICES WITHIN THE REGION:

OFFICE OF COURT ADMINISTRATION - NYC
 NYC COURTS & OFFICES (5 COUNTIES)
 10TH DISTRICT - NASSAU COUNTY
 10TH DISTRICT - SUFFOLK
 COURT OF CLAIMS (NYC, NASSAU, SUFFOLK)
 MHLS - 2ND DEPT (NASSAU, SUFFOLK)

IMPORTANT: **BIDDER MUST SERVICE ALL CATEGORIES AND TYPES OF COMPONENTS LISTED. ANY ITEM FOR WHICH BIDDER DOES NOT INDICATE A PRICE OR "N/C" WILL BE CONSIDERED AS "NO CHARGE" ("N/C") ITEMS.**

CATEGORY A: MICROCOMPUTER

TYPES:

1. PENTIUM® II	0	X	\$ _____	= \$ _____
2. PENTIUM® III	19	X	\$ _____	= \$ _____
3. PENTIUM® IV	180	X	\$ _____	= \$ _____
AND/OR CURRENT				

CATEGORY B: PORTABLE MICROCOMPUTER.

TYPES:

1. PENTIUM® I	0	X	\$ _____	= \$ _____
2. PENTIUM® II	0	X	\$ _____	= \$ _____
3. PENTIUM® III	25	X	\$ _____	= \$ _____
4. PENTIUM® IV	1	X	\$ _____	= \$ _____
(AND THEN CURRENT)				

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REGION IV

**MICROCOMPUTER SERVICES
EQUIPMENT PROFILE & BID FORM**

CATEGORY C: MICROCOMPUTER - FILE SERVER

TYPES:

1. \$00.00 - \$5,000	8	X	\$ _____	= \$ _____
2. \$5,001 - \$10,000	2	X	\$ _____	= \$ _____
3. \$10,001-\$15,000	0	X	\$ _____	= \$ _____

CATEGORY D: MICROCOMPUTER MONITORS

TYPES - STANDARD TUBE TYPE:

1. 17" OR LESS	44	X	\$ _____	= \$ _____
2. 18" - 19"	5	X	\$ _____	= \$ _____
3. 20" OR GREATER	0	X	\$ _____	= \$ _____

TYPES - FLAT SCREEN (LCD):

1. UP TO 15"	28	X	\$ _____	= \$ _____
2. 16" - 17"	73	X	\$ _____	= \$ _____
3. 18" - 19"	0	X	\$ _____	= \$ _____

CATEGORY E: MICROCOMPUTER PRINTERS

TYPE - DOT MATRIX:

1. 9 TO 24 PIN - LESS THAN \$1,000	24	X	\$ _____	= \$ _____
2. STANDARD HIGH SPEED LESS THAN \$5,000	5	X	\$ _____	= \$ _____

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CATEGORY E CONTINUED:

TYPE - INK JET:

3. \$0.00 - \$500.00	6	X	\$ _____	= \$ _____
4. \$501 - \$1,000	17	X	\$ _____	= \$ _____
5. \$1,001 - \$3,000	7	X	\$ _____	= \$ _____

TYPE - BLACK LASER:

6. \$0.00 - \$1,000	767	X	\$ _____	= \$ _____
7. \$1,001 - \$2,000	52	X	\$ _____	= \$ _____
8. \$2,001 - \$4,000	1	X	\$ _____	= \$ _____
9. \$4,001 - \$7,000	0	X	\$ _____	= \$ _____
10. \$7,001-\$10,000	0	X	\$ _____	= \$ _____

TYPE - COLOR LASER:

11. \$0.00 - \$2,000	1	X	\$ _____	= \$ _____
12. \$2,001 - \$4,000	2	X	\$ _____	= \$ _____
13. \$4,001 - \$6,000	0	X	\$ _____	= \$ _____
14. \$8,001-\$10,000	0	X	\$ _____	= \$ _____

TYPE - MULTI FUNCTION (FAX/COPY/PRINTER):

15. \$0.00 - \$ 500	2	X	\$ _____	= \$ _____
16. \$501 - \$1,000	1	X	\$ _____	= \$ _____
17. \$1,001 - \$3,500	0	X	\$ _____	= \$ _____

CATEGORY F: REMOVABLE MEDIA & STORAGE DEVICES

1. ZIP DRIVE	1	X	\$ _____	= \$ _____
2. JAZ DRIVE	0	X	\$ _____	= \$ _____

CATEGORY G: MASS STORAGE TAPE

TYPE - DAT:

1. \$0.00 - \$1,000	0	X	\$ _____	= \$ _____
2. \$1,001 OR GREATER	0	X	\$ _____	= \$ _____

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TYPE- DLT:

3. \$0.00 - \$2,500	0	X	\$ _____	= \$ _____
4. \$2,501 - \$5,000	0	X	\$ _____	= \$ _____

TYPE: VXA:

5. \$0.00 - \$2,500	0	X	\$ _____	= \$ _____
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TYPE: LTO:

6. \$0.00 - \$2,500	0	X	\$ _____	= \$ _____
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CATEGORY H: SCANNERS

TYPE - MONOCHROMATIC:

1. \$0.00 - \$1,000	0	X	\$ _____	= \$ _____
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TYPE - COLOR

2. \$0.00 - \$1,000	12	X	\$ _____	= \$ _____
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TYPE - DIGITAL SENDER (SHEET FEEDER)

3. \$0.00 - \$2,600	40	X	\$ _____	= \$ _____
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TYPE - SCANNER (SHEET FEEDER)

4. \$2,601 - \$8,000	31	X	\$ _____	= \$ _____
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CATEGORY I: UNINTERRUPTIBLE POWER SUPPLIES

TYPES:

1. 700 WATTS OR LESS	24	X	\$ _____	= \$ _____
2. 701 - 1500 WATTS	12	X	\$ _____	= \$ _____
3. 1500 - 3000 WATTS	0	X	\$ _____	= \$ _____

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

TYPES:

1. CASH DRAWER	15	X	\$	_____	= \$	_____
2. RECEIPT PRINTER	5	X	\$	_____	= \$	_____
3. VALIDATOR	2	X	\$	_____	= \$	_____

GRAND TOTAL (ESTIMATED ANNUAL COST): \$ _____

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