



CONTRACT DATA SHEET

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

TITLE: BLUEPRINTING SERVICES

CONTRACT #: BP608-10

CONTRACT DATES: 7/6/10-5/31/15

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

VENDOR(S): CONTACT PRINTING SOLUTIONS
1322 CULVER RD.
ROCHESTER, NY 14609
PHONE: 585/288-7700
FAX: 585/288-2264

TERMS AND CONDITIONS

BID ITEM: **BLUEPRINTING SERVICES**

FOR: **MONROE COUNTY DEPARTMENT OF ENVIRONMENTAL SERVICES**

DEPARTMENT CONTACT: **Scott McCarthy, (585) 753-7502**

DUPLICATE COPIES: PLEASE SUBMIT YOUR BID IN DUPLICATE; THE ORIGINAL AND ONE (1) COPY.

BID INFORMATION: At the time of bid, the bidder shall supply detailed specifications covering the item(s) contained herein and shall clearly indicate any areas in which item or items offered do not fully comply with the specifications contained herein.

SUBMITTAL OF FORMAL PROPOSAL: Bid proposal must be legible and submitted in the original form, bearing an original signature. **EMAILS AND FACSIMILES ARE NOT ACCEPTABLE.**

All bidders must submit proof that they have obtained the required **Workers' Compensation** and **disability benefits** coverage or proof that they are exempt.

SPECIFICATION ALTERATIONS: Specifications will be construed to be complete and be considered the entire description of the goods or services upon which Monroe County is now seeking bids. **Only formal written addenda can materially alter this set of specifications.** No verbal statement made by a Monroe County employee or anyone else is binding nor shall such statement be considered an official part of this public bid proposal.

QUALIFIED BIDDER: Each bidder must be prepared to present satisfactory proof of his capacity and ability to perform this contract. Such proof may include, but is not limited to, an inspection of the bidder's facilities and equipment, financial statements, references and performance of similar contracts. **The Purchasing Manager reserves the right to reject any bid where the bidder cannot satisfy the County as to his ability to perform.** Monroe County reserves the right to reject any and all bids if the Monroe County Purchasing Manager deems said action to be in the best interests of Monroe County.

METHOD OF AWARD: Monroe County intends to award the bid to the lowest responsive and responsible bidder, based on the **TOTAL**. Bidder must bid on all items to be considered. **The County reserves the right to reject any and all bids** if the Purchasing Manager deems said action to be in the best interest of the County.

CONTRACT TERM: Contract will start with the date of the contract award and run through **May 31, 2011** with the option to renew the contract up to four (4) additional twelve (12) month periods with the mutual consent of both parties.

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

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

PICKUP/DELIVERY: Delivery is to be F.O.B. Monroe County as specified by a purchase order. Delivery is to be made within two (2) days after the successful contractor picks up the order. A delivery time frame beyond this may be grounds for rejecting a bid. Delivery is usually made to two (2) locations for each order. All pickup and delivery charges are to be included in unit prices bid.

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

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

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

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

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

OTHER AGENCIES: The Contractor(s) must honor the prices, terms and conditions of this contract with political subdivisions, school districts, fire districts or other district or public authority located entirely or partly within Monroe County. Usage of this contract by any of these other political subdivisions or agencies or corporations will have to be coordinated between that subdivision or agency or corporations and the contractor. Orders placed against this contract between any subdivision or agency or corporation will be contracts solely between the Contractor(s) and those entities. Monroe County will not be responsible for, nor will it have any liability or other obligation for, such contract between the Contractor(s) and any third party.

INDEMNIFICATION:

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

BLUEPRINTING SERVICES SPECIFICATIONS

1.00 GENERAL:

1.01 SCOPE:

Monroe County is seeking a qualified bidder to provide Blueprinting Services and the reproduction of bid proposals and specification books used in the public bidding process by various County departments, primarily Department of Environmental Services and Department of Transportation. All documents will need to be picked up or delivered to various county facilities during the life of the contract at no charge.

Notwithstanding the details presented in these specifications, it is the responsibility of the bidder to verify the completeness of material lists and suitability of devices to meet the intent of the specifications. Any additional equipment or service required even if not mentioned herein shall be provided by the Bidder without claims for additional payment, satisfactory to the County, is required.

1.02 CONTACT PERSON:

Scott McCarty
Monroe County Department of Environmental Services
City Place
50 West Main Street
Rochester, NY 14614
(585) 753-7502 - Office
E-mail: smccarty@monroecounty.gov

1.03 BILLING PROCEDURE:

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

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

2.00 BID ITEMS:

BID ITEMS ARE DEFINED AS FOLLOWS:

1. Xerographic Bond

Shall include the following:

Large format bond printing in sizes from ANSI C to Architect E size documents. Also, all documents will be bound with staples and a binding strip.

2. CD Copies

Shall include the following:

CDs of a job may be required if the originals are hard copies. This will aid in creation of future documents.

3. Screw Posts and Hole Punching

Shall include the following:

For each book, 3 aluminum Chicago Style Screw posts are required for each specification document.

4. Stapling of Proposals - 8 ½ x 11 20#

Shall include the following:

During the bidding phase a second copy of the proposal pages are copied, stapled and placed behind the front cover as an insert. There will be the same amount of proposals as specification books.

5. Raster Scanning

Shall include the following:

Depending on the original media of a project, the printer may be required to scan the documents for reproduction. This includes all large format and small format documents.

6. Card Stock Printing - 90# Index

Shall include the following:

Various colors and used as cover sheet and back sheet for each specification book. Printing on front side only.

7. 8.5" x 11" Copies

Shall include the following:

Documents for the specification book will contain either single or double-sided originals. All reproduction of the documents will be double sided, bound with screw posts and with cover sheets. The paper weight shall be 20 lb.

8. 11x17 Prints

Shall include the following:

Specification books containing 11x17 will be printed single sided and inserted in the specification book at the appropriate location. The paper shall be 20 lb., white.

UNIT PRICE SHEET

<u>PART #</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>
1.	Xerographic Bond	\$.029/sq/ft.
2.	CD Copies	NO CHARGE
3.	Screw Posts & 3 Hole Punching	NO CHARGE
4.	Stapling of Proposals	NO CHARGE
5.	Raster Scanning	NO CHARGE
6.	Card Stock/Printing	NO CHARGE
7.	8.5" x 11" Copies	\$.021/page
8.	11 x 17 Prints	\$.036/page

MONROE COUNTY PURCHASING
Vendor Performance Survey

Contract Title:

Contract Number:

Vendor:

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

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

Survey Completed by:

Name:

Title:

Agency:

Telephone: _____ **Fax:**

E-mail:

Please submit this survey to Monroe County Purchasing.