

CITY OF NIAGARA FALLS

NEW YORK

REQUEST FOR QUOTATION QUOTATION #21A-11

Quotations on items as specified herein will be accepted at City Hall until 4:00 P.M., on June 11, 2011.

COMPANY NAME	
ADDRESS	
ADDRESS	
CITY, STATE, ZIP	

Quotations must state when delivery can be made.

All quotations are subject to delivery as stated herein.

If a quotation is submitted on an article intended as a substitute for a grade or brand specified, the vendor must state the grade or brand of the substitution, otherwise it will be assumed that the quotation is based on the grade or brand specified.

The City reserves the right to accept this quotation by items, or as a whole, or to reject any or all quotations or waive informalities.

Prices are to be shown NET. Cash discounts are to be stated, if any.

All quotations must be accompanied by the requisite bid bond IF SO STATED IN THE SPECIFICATIONS.

Provision of any required performance bond is the responsibility of the successful vendor.

Prices must be filled in with typewriter or ink.

MAIL QUOTATIONS TO:

CITY OF NIAGARA FALLS
PURCHASING DIVISION ROOM 14-B
PO BOX 69
NIAGARA FALLS, NY 14302-0069

OR

DELIVER QUOTATIONS TO:

CITY OF NIAGARA FALLS
PURCHASING DIVISION ROOM 14-B
745 MAIN STREET
NIAGARA FALLS, NY 14302-0069

***** PLEASE BE SURE TO FILL IN ALL INFORMATION BELOW *****

***** YOUR QUOTATION MUST BE SIGNED AND DATED *****

TOTAL NET PRICE		DELIVERY PROMISED	
\$			
CONTACT PERSON FOR QUESTIONS REGARDING THIS QUOTATION:		PHONE #	
		()	
AUTHORIZED SIGNATURE		DATE:	
PRINT NAME AND TITLE:			

CITY OF NIAGARA FALLS, NEW YORK

**SPECIFICATIONS FOR MAINTENANCE SERVICE AGREEMENTS
ON ELECTRIC AND ELECTRONIC TYPEWRITERS**

1. Work performed shall consist of one (1) regular preventive maintenance inspection per year plus all service calls required prior to and subsequent to regular preventive maintenance inspections during the term of the contract. Work performed shall be in accordance with manufacturer's commercial practice and shall include, but not be limited to cleaning, oiling, adjusting, replacing of parts where needed and keeping the machine in good operating condition.
2. The cost of preventive maintenance service shall also include all labor, mileage, travel time, pickup and delivery charges, as well as parts. Excluded are platens, typing elements IBM heads, ribbons and electrical cords.
3. Vendor must have an adequate inventory of parts to service makes of machines on which quotations are submitted and a satisfactory source of supply for such parts as may be needed in the performance of the contracts. Replacement parts furnished by the vendor shall be new and equal to the original manufacturer's parts.
4. The vendor will service or pick up machines for repairs within eight (8) working hours after a written or oral order is received. Those machines repaired in the vendor's shop shall be returned to the ordering department within ten (10) days.
5. A work day shall be construed as the normal eight (8) hour work day of the ordering department within a work week, Monday through Friday, except holidays observed at the City's installation.
6. In each instance where a machine is down in a department's office waiting for a part under order, or removed from the department location and taken into the vendor's shop for repair, the vendor shall furnish, without additional cost to the City, the loan of a similar type machine in good operating condition when and if the ordering office requires and requests such a loan.
7. To be considered for award, vendor must be regularly engaged in typewriter and servicing business, or if newly entering the field, he must submit to the City evidence that all necessary prior arrangements (written commitments) for space, equipment and establishment(s), equipment and financial responsibility of the vendor will be subject to pre-award inspection.
8. Vendor may be rejected on responsibility grounds if facilities, number of employees, equipment, tools, and/or financial responsibility are determined inadequate for the proper performance of the services covered by this bid.
9. Billing: one (1) billing annually for each typewriter. Billing for services will take place after the initial preventive maintenance inspection. The vendor must furnish with each invoice such information as: make and serial number of each machine serviced, the City department in which the machine is located, proof of inspection and purchase order number. The vendor must submit a separate invoice for each typewriter.

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