



COUNTY OF ERIE
DIVISION OF PURCHASE
MEMORANDUM

TO: All Requisitioners
FROM: Lorraine M. Kolb, Buyer
DATE: 01-05-09
SUBJECT: **“TYPEWRITER MAINTENANCE” BID # 280460-005**



The Division of Purchase has awarded the Typewriter Maintenance Bid for the period of 01-01-09 through 12-31-09.

Bid No. 280460-005
Vendor No.: 109042
Vendor: Town & Country Office Machines Inc
3110 Genesee Street
Cheektowaga NY 14225
Telephone No.: 716-893-4774
Contact Person: Marc D. Connelly, President
Terms: Net 15
Effective Dates: January 1, 2009 through December 31, 2009
Pricing: Attached

If you have any questions, please feel free to contact me at Ext. 6340.

lmk

BID PRICE SHEET

<u>MAKE</u>	<u>ANNUAL MAINTENANCE</u>
ADLER	\$18.55
AT & T	\$18.55
BROTHER	\$18.55
CANON	\$18.55
FACIT	\$49.50
IBM	\$18.55
INTERNATIONAL	\$18.55
OLIVETTI	\$35.50
OLYMPIA	\$18.55
PANASONIC	\$18.55
REMINGTON	\$18.55
ROYAL	\$18.55
SHARP	\$18.55
SILVER REED	\$28.75
SMITH CORONA	\$18.55
SWINTEC	\$18.55
XEROX	\$39.60

SPECIFICATIONS

TYPEWRITER MAINTENANCE AGREEMENT
FOR ALL COUNTY DEPARTMENTS
FOR THE PERIOD OF JANUARY 1, 2009 - DECEMBER 31, 2009

This bid shall provide for the all-inclusive annual maintenance of typewriters in all Erie County departments. Erie County will not be held liable for the actual number of typewriters placed on maintenance agreements. No manual typewriters are included in this bid.

The Vendor must provide one inspection per year, all parts, labor and travel to repair and maintain each typewriter in excellent working condition for the contract period. This agreement can be utilized by all County departments and may be entered into at any time during the contracted year, at the full annual rate.

All bidders shall provide one price for annual maintenance for each brand of typewriter listed. This price is inclusive of all models under that manufacturer's name, whether or not the model number is included on the enclosed listing.

Vendor's response must be within 24 hours of the department's call. If the typewriter cannot be repaired at the time of the first call at the County site, (example: Vendor needs to take typewriter into the service shop for extensive repairs; Vendor needs to order a part, etc.) - The Vendor must supply a loaner machine within 24 hours if requested by the department. This loaner must be in good working order and will remain with the County until our typewriter is repaired and returned.

Vendors submitting bids MUST BE CERTIFIED-TRAINED REPAIR PERSONNEL for each Manufacturer's line of typewriter being bid. **Before the formal award of this bid is completed, the lowest responsible vendors submitting bids will be required to submit written proof that repair personnel have received Certified Training.** This written proof is not required at the time of the bid opening. Vendors submitting the lowest bids will be required to supply this information within 30 days of the bid opening.

Award of this contract may be made to the lowest responsible vendor in each manufacturer's line or to one vendor for all manufacturers', at the complete discretion of the Erie County Division of Purchase.

This bid is to be returned intact and complete. Any documents or informational material is to be inserted at the end of these specifications.

Vendors: Please insert your bid price (s) for each manufacturer's line of typewriters on Page 2C of 6. Please list the cost per machine per year for annual maintenance, including all parts and labor. Erie County will not be responsible for any further charges above the annual maintenance cost.

If a typewriter requires extensive service or overhauling, a written quote must be supplied to Erie County and the County's prior approval, in writing, is necessary before repair work can begin.

COUNTY OF ERIE, STATE OF NEW YORK
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95 Franklin Street, Room 1254
Buffalo, New York 14202

<u>MAKE</u>	<u>EST. NO. OF MACHINES</u>	<u>MODELS</u>
ADLER	24	315 131 SE1000 SE1005 EM-411 EM-501 EM-601 EM-811
AT&T	1	NP7700
BROTHER	88	EM-411 EM-501 EM-601 EM-811
CANON	48	AP-110 AP-340 AP-9417 AP-200 AP-350 AP-810
FACIT	1	1828
IBM	348	Selectric I Selectric II Selectric III IBM WW3 IBM WW5 IBM WW6
International	6	II 1040
Olivetti	9	Editor 4 ET121 Techne 3 Underwood

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<u>MAKE</u>	<u>EST. NO. OF MACHINES</u>	<u>MODELS</u>
OLYMPIA	59	SG3 SL3L 120 50 210 65 ES-95 ES-100 ES-101 EX-101 Startype
PANASONIC	229	KX-E3100 KX-E7000 Jetwriter III Jetwriter IV KX-E500 KX-E601 KX-E700M KX-E708 KX-E3000 KX-E3008
REMINGTON	2	SR101
ROYAL	20	SE5005 5005XL Manual Satellite III SE5000 SE5005
SHARP	16	ZX403

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<u>MAKE</u>	<u>EST. NO. OF MACHINES</u>	<u>MODELS</u>
SILVER REED	110	225C EX 50 EX 55 EX 60 EX 77 EZ 50
SMITH CORONA	10	250 EX 600
SWINTEC	58	M-85 8012 1186
XEROX	34	MemoryWriter 6010