

CITY COUNCIL**The City of Orange Township, New Jersey**DATE September 19, 2023NUMBER 374-2023

TITLE: RESOLUTION AUTHORIZING AND RATIFYING A CONTRACT WITH STEWART BUSINESS SYSTEMS, LLC 6000 IRWIN ROAD, SUITE A, MT LAUREL, NEW JERSEY 08054, UNDER STATE CONTRACT G-2075 FOR SUPPLIES, MAINTENANCE, AND MANAGEMENT OF PRINTERS AND MULTIFUNCTIONAL DEVICES FOR THE PERIOD JANUARY 1, 2023 - JULY 31, 2023 IN AN AMOUNT NOT TO EXCEED \$123,673.47

WHEREAS, there exists a need in the City of Orange Township for qualitative printer services, and supplies relating to the management for our desktop printers and multifunctional devices; and

WHEREAS, the City of Orange Township is currently operating with a mixed asset fleet supplied by Stewart Business Systems and Xerox; and

WHEREAS, Stewart Business Systems continues to supply the entire printer asset fleet in the City of Orange Township at a fixed cost per month; and

WHEREAS, Stewart Business Systems provides the services and supplies as part of State Contract no. G-2075; and

WHEREAS, the Chief Financial Officer of the City of Orange Township has prepared the necessary Certificate of Availability of Funds, a copy of which is attached hereto certifying that funds will be available for this purpose in Account No. 3-01-20-102-000-508, contingent upon Council approval and inclusion of said item in the Temporary Budget and adopted 2023 Budget, there will be sufficient funds to contract Stewart Business Systems, LLC.

NOW, THEREFORE, BE IT RESOLVED by the Municipal Council of the City of Orange Township, be and hereby ratifies and approves the awarding of a supply and maintenance contract to Stewart Business Systems, LLC in an amount not to exceed \$123,673.47.

Adopted: September 19, 2023

Joyce L. Lanier
City Clerk

Tency A. Eason
Council President



CITY OF ORANGE TOWNSHIP
FINANCE DEPARTMENT

CERTIFICATION OF FUNDS
NEXT BUDGET - CURRENT FUND

I, Nile Clements, Chief Financial Officer for the City of Orange Township, do hereby confirm that based on the Quote or RFP, RFQ, bid results or "extraordinary unspecifiable services" without competitive bids for 2023 service contract, and the resolution to be presented to the Council for approval, and contingent upon Council approval and inclusion of said item in the Temporary Budget and adopted 2023 Budget, there will be sufficient funds to contract with:

Vendor Name: Stewart Business Systems LLC

Address: 6000 Irwin Road
Suite A

City: Mt. Laurel
State: New Jersey
Zip Code: 08054

Purpose: Supplies, Maintenance and Management of printers
January - July 2023

Vendor ID: STEWA060

Fund: Current Fund
Line Description ADM - Administration - Rentals and Leases
Account Numbers(s): CY'23 3-01-20-102-000-508 \$ 123,673.47

Purchase Order # : 23-00303

Amount not to exceed: \$ 123,673.47

Division Head	Date
<i>Nile Clements</i>	9/14/2023
Chief Financial Officer	Date

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Stewart Business Systems, LLC</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ <u> C </u></p> <p style="font-size: x-small;">Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: x-small;">(Applies to accounts maintained outside the U.S.)</p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions. 3001 Irwin Road Suite B</p> <p>6 City, state, and ZIP code Mount Laurel NJ 08054</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
OR									
Employer identification number									
2	2	-	3	0	3	0	9	3	5

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ <u> 1-4-2023 </u>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 287
TREASURY BUILDING
TREASURY

TAXPAYER NAME:
STANLEY BUSINESS SYSTEMS, LLC

TRADE NAME:
SMART INDUSTRIES

ADDRESS:
6000 IRWIN ROAD SUITE A
MT LAUREL NJ 08054
EFFECTIVE DATE:
11/12/12

SEQUENCE NUMBER:
123

ISSUANCE DATE:
07/18/17

James J. ...
Director
New Jersey Division of Revenue

STATE OF NEW JERSEY
DEPARTMENT OF TREASURY
DIVISION OF REVENUE
BUSINESS REGISTRATION CERTIFICATE
NO. 123456789
ISSUED 07/18/17
EFFECTIVE 11/12/12
STANLEY BUSINESS SYSTEMS, LLC
SMART INDUSTRIES
6000 IRWIN ROAD SUITE A
MT LAUREL NJ 08054



State of New Jersey

PHILIP D. MURPHY
Governor

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
PROCUREMENT BUREAU
33 WEST STATE STREET
P. O. BOX 230
TRENTON, NEW JERSEY 08625-0230
<https://www.njstart.gov>

ELIZABETH MAHER MUOIO
State Treasurer

SHEILA Y. OLIVER
Lt. Governor

AMY F. DAVIS, ESQ.
Acting Director

METHOD OF OPERATION

G-2075, 16-R-24223

Updated 5/4/2023

Copiers & Multi-Function Devices: Purchase, Lease, Cost per Copy, Maintenance, Supplies and Managed Print Services

Any New Jersey State using agency utilizing a Contractor to purchase reprographic equipment or services from the GSA schedules is required to comply with the State's Method of Operation regarding acquisition. The following procedures must be used in order to obtain competitive pricing and be properly documented for auditing/contract compliance purposes.

Contract	Contract Number
Canon USA Inc.	40462
Konica Minolta Business Solutions USA Inc.	40464
HP Inc.	40463*
Ricoh USA Inc.	40467
Xerox Corporation	40469
Kyocera Document Solutions	40465

*Please note that this contract is open for continuation of payments only for any existing lease agreements. No new lease agreements are to be made under this contract.

The GSA FSS Schedule 36 can be found at the following web link: <https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules/gsa-schedule-offerings/mas-categories/office-management-category> (UPDATED LINK)

The Contractor may only provide the following Special Item Numbers (SIN) from Schedule 36, and the awarded SIN's by Contractor are listed at the end of this Method of Operation.

532420LTOP (Old SIN 51 58) Lease to Ownership Plans (LTOP) Copiers

Lease-to-Ownership Plans (LTOP) are intended for agencies who want to lease all types of copiers to secure ownership. At the end of the lease period and upon final payment of all charges due, the Title: and the leased equipment is immediately transferred from the Contractor to the government agency. The lease rate does not include the cost of maintenance or consumable supplies

532420LC (Old SIN 51 58A) Operating Lease Plan for Copiers

Includes Operating Lease plans applicable to copiers only. An operating Lease plan allows agencies to lease the equipment for a monthly rate over a period of time, with NO intent to purchase the equipment at the end of the lease agreement period. Ownership of the asset remains with the Contractor.

333316PC (Old SIN 51 100) Copiers

Includes analog, engineering, digital/multi-functional copiers having single-color and/or full-color imaging in both desktop and console configurations. Analog copiers have only copying capability. Digital/Multifunctional copiers have capabilities such as copying, printing, faxing, scanning to print/file, and/or facsimile with, post finishing solutions connected to individual and network stations with solutions. The Multi-functional digital copier may have integrated functional capabilities or modular expansion capabilities that permit functional upgrading. Both analog and digital/multifunctional

333316C (Old SIN 51 229) Digital Duplicating Equipment

Digital duplicators scan original documents and automatically form an intermediate stencil master that transfers liquid ink to the paper to produce the desired number of copies at speeds up to 150+ copies per minute. Digital duplicators are capable of fast, large-size copying runs in single- color and/or full-color. When connected directly to a digital computer for desktop publishing applications, many digital duplicators can operate as high-speed (e.g., 120 copies per minute), high-quality printers capable of producing copies equivalent to those produced on high-speed, laser-quality printers with high resolution prints. Digital duplicators fill the gap between conventional copiers, which are used for a small number of copies and offset presses, which are used for a large number of copies. This SIN includes directly related supplies, accessories and attachments (e.g., cabinets, digital duplicator and color drums, automatic document feeders, edit boards, computer interface equipment, paper tray, tape marker, high capacity sheet feeders, interface kits, sorters, tape dispensers, and controllers for imaging processing, spirit fluids, spirit correction fluids, masters, black and color inks, job separator colored tape).

339940 (Old SIN 51 101 2) Consumable Supplies for Copiers, Computers Printers and Fax Machines

Includes directly related supplies (e.g., toner developer, dry ink, dry imager, fuser oil and fusing rollers, cleaning blades, pickoff fingers, photoconductors, photoreceptor belts and drums, staples wire, binder material, binder adhesive) for the copier equipment available under SIN 333316PC (Old SIN 51 100). Other directly related consumable supplies for computer printers and fax machines are toner, developer, and new manufactured single-and full-color toner cartridges) for laser and inkjet computer printers, fax machines and systems. This SIN does not include copier paper or transparency films for copiers. Transparency films are available under SIN 51 101 7. Agencies wishing to purchase consumable supplies only can do so under Schedule 75 – Office Products/Supplies and Service and New Products/Technology, SIN 75 200 Office Products.

811212SA (Old SIN 51 57) Maintenance Service Agreement for Copiers

This SIN includes a maintenance service agreement consisting of preventative and repair (remedial) services. Preventative consists of those scheduled service calls necessary to maintain the equipment in first-class operating condition (e.g., cleaning, lubricating, adjusting, and replacing parts when needed). Repair (remedial) services consist of those unscheduled service calls necessary for repairs not caused by fire, water, accident, and fluctuations in electrical power or agency's abuse. The Maintenance Service Agreement and Repair Service include the cost of labor, transportation, replacement/spare parts, (excluding consumable operating supplies). The greater the distance from the maintenance facility to the user the higher the monthly fees. In the event the Government's equipment requires initial repair or overhaul prior to acceptance by the Contractor for coverage under a maintenance service agreement, the charges for such repairs, including replacement parts and labor, and for a complete rebuilding or overhauling of Government's equipment are usually not included in the preventative service agreement.

811212R (Old SIN 51 56) Repair of Government-Owned Equipment (all equipment covered under this schedule) for equipment not under Maintenance Service Agreement

This SIN covers repair of any type of copier equipment offered under this schedule and not covered under a maintenance service agreement. Includes directly related attachments, supplies and accessories.

541611MPS (Old SIN 51 500) Managed Print Services

Managed Print Services (MPS) includes equipment and services required to manage imaging output that may include printing, scanning, copying, and fax devices in a system that monitors and reports status, needs and usage trends on regular basis. The MPS plan may be based on a needs analysis completed under SIN 51 501. Services may include but are not limited to creating a business plan solution that incorporates recommendations for each existing piece of equipment (including removing/retirement/recycling/disposal). The plan may be phased to allow for an orderly progression to the new output environment. The plan should take into account the usage and floor plan of the equipment.

333316CPC (Old SIN 51 100C) Cost-Per-Copy Plan for Copiers (to include Analog, Digital, Multifunctional & Engineer Copiers)

Includes cost-per-copy plans; the agency identifies the guaranteed minimum number of copies required per month and the required functional capability of the copier equipment. As necessary to satisfy the agency requirements, the Contractor provides the required copier equipment, including accessories, attachments, copy-control devices and systems, all consumable supplies (except copying paper and transparency films), and full-service maintenance including repair parts. The agency pays a fixed monthly fee based on the agency's guaranteed minimum number of copies per month. For copies over the guaranteed minimum, the agency pays an additional fee for each copy made.

333316F (Old SIN 51 100F) Flat-Rate Monthly Fee Copying Plan for Copiers

Includes flat-rate monthly-fee plans; the agency identifies the approximate number of copies required per month (i.e., monthly volume level) and the required functional capability of the copier equipment. As necessary to satisfy the agency requirements, the Contractor provides the required copier equipment, accessories, attachments, copy-control devices and systems, all consumable supplies (except copying paper and transparency films), and full maintenance services including repair parts. The agency pays a flat-rate monthly fee for copier, regardless of the number of copies made each month.

333244 (Old SIN 51 212) Post Copying/Finishing Equipment and Supplies

Includes paper folding, paper gathering, inserting, collating and finishing, paper cutting and all other related equipment.

561439 (Old SIN 51 505) Document Production On-site and Off-site Services

Document production on-site and off-site services provide agencies a practical turn-key solution to an agency's requirements for production of documents. A typical document production service would include the required equipment (e.g., high-volume digital color copiers, scanners) and Contractor provided operational and management personnel required for effective on-site/off-site document production.

CONTRACTOR RESPONSIBILITIES

The Contractor must assume total responsibility for the execution of its contract, which, at a minimum, must include the following:

- 1) Delivery, FOB Destination, installation of all items ordered and use training; and
- 2) Submission under the Contractor's name only of all invoicing in compliance with the State Purchase Bureau standard terms and conditions. Invoicing under a Dealer/Subcontractor name shall NOT be allowed.

A Subcontractor/dealer employed by the Contractor cannot directly assume these responsibilities. The Contractor is responsible for the actions and quality of work performed by the Subcontractor. Any dealings in connection with this contract award will be between the State and the Contractor only.

Subcontracting to dealers by the Contractor to install equipment or provide maintenance is not permitted without written notification and approval of the subcontractor by the Procurement Bureau. Those approved Subcontractors will be published on the Notice of Award on the DPP web page.

INSTALLATION PROCEDURES

The Contractor shall provide the following installation service as a minimum:

- 1) Contractor shall spot, install, and make ready to use all equipment and accessories ordered by using agencies as part of the FOB destination delivered price in accordance with the delivery section of this RFP;
- 2) Work shall be performed and completed during the work schedule developed with the Using Agency. Delivery is required within 30 calendar days or less of receipt of Purchase Order or faxed copy thereof;
- 3) The Contractor shall supply all materials and tools necessary to perform this service;
- 4) The State will furnish suitable electric current at its expense to operate equipment. All equipment furnished should be UL listed;
- 5) The Contractor shall be responsible for all safety precautions while performing the work. After all work is completed, the area shall be cleaned from any soil or waste of any nature caused by the Contractor during the performance of his service. All packing materials and waste items shall be disposed of by the Contractor; and
- 6) Work performed under this contract must comply with all appropriate OSHA standards.

CONTRACT PRICE QUOTATION REQUIREMENTS

When responding to an agency request for a contract price proposal, Contractors must provide the following minimum information, as a written proposal on their letterhead or proposal form.

Proposals submitted by a Contractor's representative (i.e., dealer, distributor, etc.) may be on representative's letterhead or proposal form, but must list the contract holder's complete name, address, and contact information for a representative from the contract holder's staff for information concerning the proposal. For those price proposals provided by a Subcontractor/Dealer, a confirming letter/email from the contract holder MUST accompany the submitted proposal confirming the quotation submitted.

All proposals submitted to a State Agency or Cooperative Purchasing partner MUST include, at a minimum, the following:

- Name of the New Jersey State contract holder;
- The New Jersey State contract number;

- For Equipment: Detailed listing of all Items (individually) to be delivered and installed by model number/description and unit list price for each item, identified with page and line number reference of the GSA/FSS contract price list as the ceiling price. Then provide the quotation price to the State;
- For Service and/or Supplies: Complete listing of items including item or SKU number, identified with page and line number reference of the GSA/FSS contract price list as the ceiling price. Then provide the quotation price to the State;
- Delivery and installation dates;
- Type of equipment acquisition plan;
- Agencies must be provided a copy of the Federal Supply Service (FSS) Schedule or schedule page used in preparing the Contractor's price quotation identifying the ordered item(s) in order to verify the ceiling price;
- Note: Proposals submitted, not complying with the requirements listed above will be rejected and require re-submission before the purchase order can be issued;
- Quotations provided by approved Sub Contractors must also provide the quotation to the contract holder for compliance; and
- Company invoices submitted for payment must also list the above referenced requirements.

USING AGENCY REQUIREMENT

Agencies using this contract will select equipment that is most appropriate to each agency's needs, and according to each machine and model's performance.

Agencies will request at least two (2) Contractor quotes, where available, to result in a mini bid, with the published GSA Schedule costs provided by the Contractor to validate the ceiling price versus the quoted price. The criteria listed below will determine which equipment best meets the needs of the agency: The criteria include, but are not limited to:

- Cost;
- Ease of operation;
- Equipment performance;
- Past experience with equipment;
- Space requirements;
- Equipment compatibility;
- Diagnostics;
- Configuration;
- Available accessories;
- Speed; and
- Duplexing efficiency.

Delivery must be made within thirty (30) calendar days of the Contractor's receipt of an order. The Contractor must provide notice to the Using Agency contact person within three (3) working days, of receipt of an order, whether or not it will be able to make delivery within thirty (30) days.

Contractors will provide options for such things as hard drive removal, deletion, encryption and overwriting. It is the responsibility of the Using Agency to ensure electronic data contained on copiers are secure.

Using agencies must refer to State of New Jersey IT Circular #152 - Information Disposal and Media Sanitization.

DELIVERY

The Contractor shall be responsible for all delivery, unloading and installation of equipment as well as spotted delivery of supplies. All maintenance services shall be provided in the time frames established by the applicable GSA/FSS contract.

The Contractor shall notify the State at least 48 hours in advance of shipment of equipment and/or supplies. The State will provide specific and timely authorization for the delivery. The Contractor may not proceed with delivery unless it has been given expressed approval to commence with delivery.

All normal deliveries and installation work shall be performed during regular working hours, usually 8:00 AM to 5:00 PM. Changes thereto may be granted by the Using agency. At times, certain using agencies may require weekend or night service due to critical timeframes.

All items provided must be strictly in accordance with those contained in the GSA/FSS reprographics contract schedule. Agencies are authorized to order and Contractors are authorized to ship only those items covered by the contract. If a review of the orders placed by an agency reveals that items other than those covered by the contract have been ordered and delivered, the

Director may take such steps as necessary to have the items returned by the agency, regardless of the time elapsed between the date of the delivery and the discovery of the violation. Full credit will be required. Violation may result in the contract cancellation for cause.

Each lease and/or service provided starts from the date of installation and acceptance by the State.

BILLING

The Contractor must submit billing monthly, quarterly or every six months with the agreement of the Using Agency.

Excess copies are to be reconciled at the end of the billing period.

The payment voucher must contain a description, the contract number and contract line number, model number and contract price for each item being invoiced. The invoice must show the guaranteed minimum cost and the cost for additional copies.

The Contractor's billing for equipment will not begin until the equipment is made fully operational and is accepted by the Using Agency.

CONTINUATION OF PAYMENTS

Using Agencies entering into new service agreements prior to the contract term expiration date will be allowed to continue making payments on those leases following contract expiration. Lease agreements entered into on or before the contract expiration date shall not exceed five (5) years in length.

PRODUCT SUBSTITUTIONS AND REPLACEMENTS

All product substitutions, additions, deletions and replacements shall be approved and posted on the GSA web site or on the State Notice of Award as an Amendment.

EQUIPMENT TRANSFER AND RELOCATION

In the event of relocation within the same building, the Contractor must provide the prompt relocation of all copiers at no cost to the State. The Contractor's expertise and service personnel assistance is important whenever relocation is required.

The State reserves the right to transfer any copiers, after notification to the Contractor, to any facility or Agency other than the original place of installation. The Contractor must prepare the equipment, move the equipment, and re-installation of the equipment. The Contractor will be reimbursed by the State or other using agency. Damages resulting from any transfer of Contractor's equipment between State Agencies shall not be the State's responsibility.

DEALER/SUBCONTRACTOR LISTING

All dealers must be registered with the State Division of Revenue and a copy of each respective New Jersey Business Registration Certificate must be supplied upon submission. If approved, the dealer/subcontractor will be listed on the State Notice of Award. If a dealer/subcontractor is not listed, it was not approved under the contract.

Any future additions or modifications to the list may be supplied quarterly, or as requested by the Procurement Specialist, and will require Procurement Bureau notification, review and approval.

FAILURE TO PERFORM PROVISION

The Contractor must replace any copier that fails to perform as specified, at no additional charge. The Agency also reserves the right to have the machine removed permanently by the Contractor and replaced with another brand. The State's Contract Manager shall be notified, as well as the Division's Contract Compliance Unit, if a Failure to Perform situation cannot be resolved. The Contractor shall have five business days to replace/remove the copier once it is determined the unit is not capable of performing the task.

MAINTENANCE OF RECORDS/CONTRACTOR MEETING

In conjunction with the standard record keeping requirements of this contract as listed in New Jersey's Standard Terms and Conditions, Contractor(s) must provide, on a semiannual basis or as requested by the State, a record of placements made under contract. This information shall be provided in an Excel spreadsheet columnar format which shall list the following:

- Name of the ordering agency indicating whether the ordering agency is a State agency or a political subdivision

(non-State agency);

- A Cooperative Purchasing Partner schedule shall be kept separately;
- Indicate as a minimum, city and zip code for each site;
- A listing of models installed including a description and/or product/model number for each location;
- The speed band for each machine; and
- A purchase summary showing the total quantity of each model installed with total dollar amount.

Submitting copies of purchase orders, confirmations or invoices for all items does not fulfill this contract requirement. Failure to provide this information in the defined format, as requested, may be cause for not awarding future contracts to the Contractor.

ADDITIONAL REQUIREMENTS

The State currently only uses Recycled Paper on its copiers. The paper is 20lb. copy bond. Therefore, all copiers offered must efficiently run the recycled paper available in today's market place.

SIN's Awarded by Contractor:

SIN's Available	Canon	HP	Konica	Kyocera	Lexmark	Ricoh	Sharp	Xerox
532420LTOP LeaseTo Ownership Plan LTOP Copiers	x		x			x		x
532420LC Operating Lease Plan For Copiers	x		x	x		x		x
333316PC Copiers	x	x	x	x		x		x
333316C Digital Duplicating Equipment						x		
339940 Consumable Supplies for Copiers, Computers Printers and Fax Machines	x		x	x		x		x
811212SA Maintenance Service Agreement for Copiers	x		x	x		x		x
811212R Repair of Government Owned Equipment (All equipment covered under this schedule for equipment not covered under a maintenance agreement.								
541611MPS Managed Print Services	x	x	x	x		x		x
333316CPC Cost Per Copy Plan for Copiers (Includes Analog, Digital, MFD & Engineer Copiers)			x			x		
333316F Flat Rate Monthly Fee Copying Plan for Copiers	x		x			x		

333244 Post Copying/Finishing Equipment and Supplies								
561439 Document Production On-site and Off-site Services						x		x