

MODIFICATION

State of Maine



Master Agreement

Effective Date: 07/26/19

Expiration Date: 07/25/21

Master Agreement Description: New Lexmark Copiers & Service Agreement

Buyer Information

Justin Franzose 207-624-7337 ext. justin.franzose@maine.gov

Issuer Information

TERESA BELANGER 207-624-9854 ext. teresa.c.belanger@maine.gov

Requestor Information

Teresa Belanger 207-624-9854 ext. teresa.c.belanger@maine.gov

Authorized Departments

18F FINANCIAL SERVICES

Vendor Information

Vendor Line #: 1

Vendor ID

VS0000000007

Vendor Name

A-Copi Imaging Systems

Alias/DBA

Vendor Address Information

34 Market Street

Gardiner, ME 04345

US

Vendor Contact Information

BEN SPENSER

207-623-2674 ext.

BSPENCER@A-COPI.COM

Commodity Information

Vendor Line #: 1

Vendor Name: A-Copi Imaging Systems

Commodity Line #: 1

Commodity Code: 20477

Commodity Description: 19 New Lexmark Devices

Commodity Specifications:

Commodity Extended Description: 19 New Lexmark Devices

Quantity 0.00000	UOM	Unit Price \$0.00
Delivery Days 5	Free on Board	
Contract Amount \$0.00	Service Start Date 07/26/19	Service End Date 07/25/21
Catalog Name	Discount 0.0000 %	
	Discount Start Date	Discount End Date

Commodity Information

Vendor Line #: 1

Vendor Name: A-Copi Imaging Systems

Commodity Line #: 2

Commodity Code: 20477

Commodity Description: Service Agreement for 21 devices

Commodity Specifications:

Commodity Extended Description: Service Agreement for 21 devices (19 new devices and 2 currently owned devices)

Quantity 0.00000	UOM	Unit Price \$0.00
Delivery Days 1	Free on Board	
Contract Amount \$0.00	Service Start Date 07/26/19	Service End Date 07/25/21
Catalog Name	Discount 0.0000 %	
	Discount Start Date	Discount End Date

Appendix B

**STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES**

DETAILED SPECIFICATIONS

RFQ # 18F 1906060000000000363

New Lexmark Copiers & Service Agreement

Equivalent items may be bid, however all equivalent item bids **MUST** include documentation to prove equivalency. The final decision on equivalency will be determined by the requesting Department.

INSTRUCTIONS FOR COMPLETING TECHNICAL SPECIFICATION SHEET

Please complete the checklist for technical specifications set forth below. Each Bidder must indicate whether it can meet the technical specifications by inserting an "X" next to each specification. The "X" will demonstrate that the Bidder's offering meets the technical specification. If a Bidder cannot meet a technical specification, then the Bidder must give an explanation for each exception and for equipment that is not available. All explanations must be provided in detail on separate pages along with the justification as to why the alternative equipment or deliverables will be as good as the equipment or deliverables described in the detailed specifications for desired items. A copy of the vendor specification proposal must be provided. Following these instructions is essential for proper bid evaluation. If a Bidder fails to provide requested information or if information on a quote is found to be false or misleading, the quote will be rejected as unresponsive.

The following abbreviations must be used by interested Bidders:

X	Meeting Specification
N/A	Not Available
AE	Approved equal process

The award will be made on a best value basis to the vendor that either meets or most closely meets the specifications, while taking price and delivery into consideration.

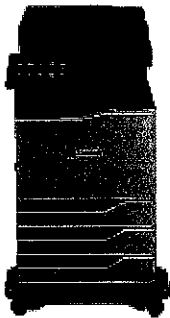
LEXMARK MX826ADXE

- 70 ppm B&W
- Print, Copy, Scan, fax
- Full color touch screen
- (1) 100 bypass
- (1) 550 sheet paper trays
- (1) 2,100 sheet tray
- Duplex



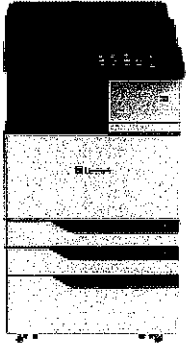
LEXMARK CX825DTE

- 55 PPM B&W and Color
- Print, Copy, Scan, Fax
- Full color touch screen
- (1) 100 sheet bypass
- (3) 550 sheet paper trays
- Duplex



LEXMARK CX924dx

- 65 ppm B&W and Color
- Print, Copy, Scan, fax
- Full color touch screen
- 150 sheet bypass
- (2) 500 sheet paper trays
- (1) 2,500 sheet paper tray
- Duplex
- 11x17 capable



19 New Lexmark devices:

New Model	Printer Location	Price	Stapler	Technical Specifications Abbreviation
MX826adx	Service Center	4,517.70		X
MX826adx	ASED/Info Poll	4,517.70		X
MX826adx	TCU	4,517.70		X
MX826adx	TSI Compliance	4,517.70		X
MX826adx	Admin	4,517.70		X
MX826adx	Income tax near 123	4,517.70	350.00	X
MX826adx	TSI Admin	4,517.70		X
MX826adx	Compliance	4,517.70		X
MX826adx	Compliance admin	4,517.70		X
MX826adx	Sales Audit	4,517.70		X
CX825ste	OPS/RPC	4,719.00		X
MX826adx	ASED/Certmail	4,517.70		X
CX825ste	Admin Color	4,719.00		X
CX825ste	Sales Tax	4,719.00		X
CX825ste	Income Tax Near 217	4,719.00		X
CX825ste	System QA	4,719.00		X
CX825ste	OIT APP/Dev	4,719.00		X
CX924dx	Property	9,510.00		X
CX924dx	Criminal	9,510.00		X
	Total	97,378.70		

Price Includes:

- Delivery of new equipment
- Initial Networking assistance
- Unlimited Training on new equipment
- Removal of old equipment
- Removal of Hard drives
- Automatic Toner Replenishment
- Free toner recycling program

Service Agreement:

- Providing all Maintenance and support including parts, repairs and all other cost associated with

running the printers. Excluding Toner, Staples, Paper and all associated connections between the devices and Maine Revenues network.

- Support and repair technicians will be located within thirty (30) miles of 51 Commerce Drive, Augusta, Maine. All support and repair work will be performed between 8:00 a.m. – 5:00 p.m. on days when MRS is open for business. All support and repair technicians will sign a Confidentiality Agreement and be accompanied by a state employee while on site at any of the above locations.
- Cost per year for service agreement for all 21 (19 new and 2 current) Lexmark devices:
\$ 10,203.00 per year

Appendix C

A-COPI IMAGING SYSTEMS



Rhonda,

Thank you for the opportunity to continue business with Maine Revenue Services. Below I have quoted the requested 19 new Lexmark devices with service. A-COPI is Maine's largest independent office dealer with a commitment to service. Please let me know if you have any questions or concerns with the below proposal.

Proposed equipment:

LEXAMRK MX826ADXE

- 70 ppm B&W
- Print, Copy, Scan, fax
- Full color touch screen
- (1) 100 bypass
- (1) 550 sheet paper trays
- (1) 2,100 sheet tray



- Duplex

LEXMARK CX825DTE

- 55 PPM B&W and Color
- Print, Copy, Scan, Fax
- Full color touch screen
- (1) 100 sheet bypass
- (3) 550 sheet paper trays
- Duplex



LEXMARK CX924dxe

- 65 ppm B&W and Color
- Print, Copy, Scan, fax
- Full color touch screen
- 150 sheet bypass
- (2) 500 sheet paper trays
- (1) 2,500 sheet paper tray
- Duplex
- 11x17 capable



Pricing:

New Model	Printer Location	Price	Stapler
MX826adx	Service Center	\$4,517.70	
MX826adx	ASED/Info poll	\$4,517.70	
MX826adx	TCU	\$4,517.70	
MX826adx	TSI Compliance	\$4,517.70	
MX826adx	Admin	\$4,517.70	
MX826adx	Income tax near 213	\$4,517.70	\$350.00
MX826adx	TSI Admin	\$4,517.70	
MX826adx	Compliance	\$4,517.70	
MX826adx	Compliance admin	\$4,517.70	
MX826adx	Sales Audit	\$4,517.70	
CX825ste	OPS/RPC	\$4,719.00	
mX826adx	ASED/ Certmail	\$4,517.70	
cX825ste	Admin Color	\$4,719.00	
cX825ste	Sales Tax	\$4,719.00	
cX825ste	Income Tax Near 217	\$4,719.00	
cX825ste	System QA	\$4,719.00	
cX825ste	OIT APP/ Dev	\$4,719.00	
CX924dx	Property	\$9,510.00	
CX924dx	Criminal	\$9,510.00	

Total

\$97,378.70

Price Includes:

- Delivery of new equipment
- Initial Networking assistance
- Unlimited Training on new equipment
- Removal of old equipment
- Removal of Hard drives
- *Automatic Toner Replenishment*
- *Free toner recycling program*

Service:

Service Agreement:

A-COPI will service all 21 (19 new and 2 current) Lexmark devices for \$10,203.00 per year.

- Providing all Maintenance and support including parts, repairs and all other cost associated with running the printers. Excluding Toner, Staples, Paper and all associated connections between the devices and Maine Revenues network.
- Support and repair technicians will be located within thirty (30) miles of 51 Commerce Drive, Augusta, Maine. All support and repair work will be performed between 8:00 a.m. – 5:00 p.m. on days when MRS is open for business. All support and repair technicians will sign a Confidentiality Agreement and be accompanied by a state employee while on site at any of the above locations.

Please let me know if you have any questions!

Ben Spencer

A-COPI Imaging Systems

34 Market St

Gardiner, ME 04345

Ph: 207-623-2674 Cell: 207-485-4473

BSpencer@A-COPI.com

www.a-copi.com

STATE OF MAINE

GENERAL TERMS AND CONDITIONS FOR GOODS AND/OR SERVICES UNDER BUYER PURCHASE ORDERS (BPOs) AND MASTER AGREEMENTS (MAs)

1. **DEFINITIONS:** The following definitions are applicable to these standard terms and conditions:
 - a. The term “Buyer” or “State” shall refer to the Government of the State of Maine or a person representing the Government of the State of Maine.
 - b. The term “Department” or “DAFS” shall refer to the State of Maine Department of Administrative and Financial Services.
 - c. The term “Bureau” or “BGS” shall refer to the State of Maine Bureau of General Services.
 - d. The term “Division” shall refer to the State of Maine Division of Purchases.
 - e. The term “Contractor”, “Vendor”, or “Provider” shall refer to the organization that is providing goods and/or services through the contract to which these standard terms and conditions have been attached and incorporated.
 - f. The term “Contract” or “Agreement” shall refer to the contract document to which these standard terms and conditions apply, taking the format of a Buyer Purchase Order (BPO) or Master Agreement (MA) or other contractual document that is mutually agreed upon between the State and the Contractor.

2. **WARRANTY:** The Contractor warrants the following:
 - a. That all goods and services to be supplied by it under this Contract are fit and sufficient for the purpose intended, and
 - b. That all goods and services covered by this Contract will conform to the specifications, drawing samples, symbols or other description specified by the Division, and
 - c. That such articles are merchantable, good quality, and free from defects whether patent or latent in material and workmanship, and
 - d. That all workmanship, materials, and articles to be provided are of the best grade and quality, and
 - e. That it has good and clear title to all articles to be supplied by it and the same are free and clear from all liens, encumbrances and security interest.

Neither the final certificate of payment nor any provision herein, nor partial nor entire use of the articles provided shall constitute an acceptance of work not done in accordance with this agreement or relieve the Contractor liability in respect of any warranties or responsibility for faulty material or workmanship. The Contractor shall remedy any defects in the work and pay any damage to other work resulting therefrom, which shall appear within one year from the date of final acceptance of the work provided hereunder. The Division of Purchases shall give written notice of observed defects with reasonable promptness.

3. **TAXES:** Contractor agrees that, unless otherwise indicated in the order, the prices herein do not include federal, state, or local sales or use tax from which an exemption is available for purposes of this order. Contractor agrees to accept and use tax exemption certificates when supplied by the Division as applicable. In case it shall ever be determined that any tax included in the prices herein was not required to be paid by Contractor, Contractor agrees to notify the Division and to make prompt application for the refund thereof, to take all proper steps to procure the same and when received to pay the same to the Division.

4. **PACKING AND SHIPMENT:** Deliveries shall be made as specified without charge for boxing, carting, or storage, unless otherwise specified. Articles shall be suitably packed to secure lowest

transportation cost and to conform to the requirements of common carriers and any applicable specifications. Order numbers and symbols must be plainly marked on all invoices, packages, bills of lading, and shipping orders. Bill of lading should accompany each invoice. Count or weight shall be final and conclusive on shipments not accompanied by packing lists.

5. DELIVERY: Delivery should be strictly in accordance with delivery schedule. If Contractor's deliveries fail to meet such schedule, the Division, without limiting its other remedies, may direct expedited routing and the difference between the expedited routing and the order routing costs shall be paid by the Contractor. Articles fabricated beyond the Division's releases are at Contractor's risk. Contractor shall not make material commitments or production arrangements in excess of the amount or in advance of the time necessary to meet delivery schedule, and, unless otherwise specified herein, no deliveries shall be made in advance of the Division's delivery schedule. Neither party shall be liable for excess costs of deliveries or defaults due to the causes beyond its control and without its fault or negligence, provided, however, that when the Contractor has reason to believe that the deliveries will not be made as scheduled, written notice setting forth the cause of the anticipated delay will be given immediately to the Division. If the Contractor's delay or default is caused by the delay or default of a subcontractor, such delay or default shall be excusable only if it arose out of causes beyond the control of both Contractor and subcontractor and without fault of negligence or either of them and the articles or services to be furnished were not obtainable from other sources in sufficient time to permit Contractor to meet the required delivery schedule.

6. FORCE MAJEURE: The State may, at its discretion, excuse the performance of an obligation by a party under this Agreement in the event that performance of that obligation by that party is prevented by an act of God, act of war, riot, fire, explosion, flood or other catastrophe, sabotage, severe shortage of fuel, power or raw materials, change in law, court order, national defense requirement, or strike or labor dispute, provided that any such event and the delay caused thereby is beyond the control of, and could not reasonably be avoided by, that party. The State may, at its discretion, extend the time period for performance of the obligation excused under this section by the period of the excused delay together with a reasonable period to reinstate compliance with the terms of this Agreement.

7. INSPECTION: All articles and work will be subject to final inspection and approval after delivery, notwithstanding prior payment, it being expressly agreed that payment will not constitute final acceptance. The Division of Purchases, at its option, may either reject any article or work not in conformity with the requirements and terms of this order, or re-work the same at Contractor's expense. The Division may reject the entire shipment where it consists of a quantity of similar articles and sample inspection discloses that ten (10%) percent of the articles inspected are defective, unless Contractor agrees to reimburse the Division for the cost of a complete inspection of the articles included in such shipment. Rejected material may be returned at Contractor's risk and expense at the full invoice price plus applicable incoming transportation charges, if any. No replacement of defective articles of work shall be made unless specified by the Division.

8. INVOICE: The original and duplicate invoices covering each and every shipment made against this order showing Contract number, Vendor number, and other essential particulars, must be forwarded promptly to the ordering agency concerned by the Vendor to whom the order is issued. Delays in receiving invoice and also errors and omissions on statements will be considered just cause for withholding settlement without losing discount privileges. All accounts are to be carried in the name of the agency or institution receiving the goods, and not in the name of the Division of Purchases.

9. ALTERATIONS: The Division reserves the right to increase or decrease all or any portion of the work and the articles required by the bidding documents or this agreements, or to eliminate all or any portion of such work or articles or to change delivery date hereon without invalidating this Agreement. All such alterations shall be in writing. If any such alterations are made, the contract amount or amounts shall be adjusted accordingly. In no event shall Contractor fail or refuse to continue the performance of the work in providing of articles under this Agreement because of the inability of the parties to agree on an adjustment or adjustments.

10. TERMINATION: The Division may terminate the whole or any part of this Agreement in any one of the following circumstances:

- a. The Contractor fails to make delivery of articles, or to perform services within the time or times specified herein, or
- b. If Contractor fails to deliver specified materials or services, or
- c. If Contractor fails to perform any of the provisions of this Agreement, or
- d. If Contractor so fails to make progress as to endanger the performance of this Agreement in accordance with its terms, or
- e. If Contractor is adjudged bankrupt, or if it makes a general assignment for the benefit of its creditors or if a receiver is appointed on account of its insolvency, or
- f. Whenever for any reason the State shall determine that such termination is in the best interest of the State to do so.

In the event that the Division terminates this Agreement in whole or in part, pursuant to this paragraph with the exception of 8(f), the Division may procure (articles and services similar to those so terminated) upon such terms and in such manner as the Division deems appropriate, and Contractor shall be liable to the Division for any excess cost of such similar articles or services.

11. NON-APPROPRIATION: Notwithstanding any other provision of this Agreement, if the State does not receive sufficient funds to fund this Agreement and other obligations of the State, if funds are de-appropriated, or if the State does not receive legal authority to expend funds from the Maine State Legislature or Maine courts, then the State is not obligated to make payment under this Agreement.

12. COMPLIANCE WITH APPLICABLE LAWS: Contractor agrees that, in the performance hereof, it will comply with applicable laws, including, but not limited to statutes, rules, regulations or orders of the United States Government or of any state or political subdivision(s) thereof, and the same shall be deemed incorporated herein by reference. Awarding agency requirements and regulations pertaining to copyrights and rights in data. Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers and records of the Contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions. Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed. Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h), section 508 of the Clean Water Act, (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000). Mandatory standards and policies relating to energy efficiency which are

contained in the state energy conservation plan issued in compliance with Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

13. INTERPRETATION: This Agreement shall be governed by the laws of the State of Maine as to interpretation and performance.

14. DISPUTES: The Division will decide any and all questions which may arise as to the quality and acceptability of articles provided and installation of such articles, and as to the manner of performance and rate of progress under this Contract. The Division will decide all questions, which may arise as to the interpretation of the terms of this Agreement and the fulfillment of this Agreement on the part of the Contractor.

15. ASSIGNMENT: None of the sums due or to become due nor any of the work to be performed under this order shall be assigned nor shall Contractor subcontract for completed or substantially completed articles called for by this order without the Division's prior written consent. No subcontract or transfer of agreement shall in any case release the Contractor of its obligations and liabilities under this Agreement.

16. STATE HELD HARMLESS: The Contractor agrees to indemnify, defend, and save harmless the State, its officers, agents, and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, material men, laborers and other persons, firm or corporation furnishing or supplying work, services, articles, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Contractor in the performance of this Agreement.

17. SOLICITATION: The Contractor warrants that it has not employed or written any company or person, other than a bona fide employee working solely for the Contractor to solicit or secure this Agreement, and it has not paid, or agreed to pay any company, or person, other than a bona fide employee working solely for the Contractor any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon, or resulting from the award for making this Agreement. For breach or violation of this warranty, the Division shall have the absolute right to annul this agreement or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gifts, or contingent fee.

18. WAIVER: The failure of the Division to insist, in any one or more instances, upon the performance of any of the terms, covenants, or conditions of this order or to exercise any right hereunder, shall not be construed as a waiver or relinquishment of the future performance of any such term, covenant, or condition or the future exercise of such right, but the obligation of Contractor with respect to such future performance shall continue in full force and effect.

19. MATERIAL SAFETY: All manufacturers, importers, suppliers, or distributors of hazardous chemicals doing business in this State must provide a copy of the current Material Safety Data Sheet (MSDS) for any hazardous chemical to their direct purchasers of that chemical.

20. COMPETITION: By accepting this Contract, Contractor agrees that no collusion or other restraint of free competitive bidding, either directly or indirectly, has occurred in connection with this award by the Division of Purchases.

21. INTEGRATION: All terms of this Contract are to be interpreted in such a way as to be consistent at all times with this Standard Terms and Conditions document, and this document shall take precedence over any other terms, conditions, or provisions incorporated into the Contract.