

Appendix A Technical Specifications

97071 KIP Printer and HP Plotter Full Service Maintenance

SCOPE OF WORK

The purpose of this Invitation to Negotiate (the "ITN") is to evaluate and select a vendor for KIP Printer and HP Plotter Full Service Maintenance that can provide the items contained within Appendix B – Response Workbook and provide the best value to JEA (the "Work" or "Services"). "Best Value" means the highest overall value to JEA with regards to pricing, quality, design, and workmanship.

Scope of Responsibility

Full Service Maintenance - 8 KIP Wide Format Printers and their Integrated Scan Systems

Service is to include parts, service, training, software, hardware and all consumables (except for paper).

Service provider will be responsible for installation of all parts, software and hardware, this includes existing or any upgrades required to continue acceptable operation on the JEA network system.

Parts (including software/hardware) installed will be new and KIP OEM parts, including consumables. Receipt of items installed must be forwarded to JEA Team Lead responsible for all JEA KIP wide format printers.

Service provider must be and provide proof that they are a KIP Authorized dealer and service provider of the KIP 7170 and 7100 and the supporting Scan Systems. Service provider will provide proof that the technicians assigned to JEA KIPs are trained on the above equipment. Service provider will maintain KIP authorization and its staff will maintain KIP authorization for the life of the service agreement. Service provider will respond to service calls within 1 hour and be on site within 6 hours. Any parts that must be ordered will be installed the following business day.

Service provider will remove all used toners and developers and dispose/recycle properly should toner be spilled inside the unit.

Service provider will remove/clean as a priority service call at no additional charge.

The term of the contract is from 10/1/19 through 9/30/22 with 2 renewable options for 12 months each or the JEA informal purchase limit, whichever occurs first.

Invoicing will be quarterly beginning 1/1/20.

Full Service Maintenance - 17 HP Wide Format Plotters

Service is to include parts, service, training, software, hardware.

Service provider will be responsible for installation of all parts, software or hardware, this includes existing or any upgrades required to continue acceptable operation on the JEA network system.

Parts (including software/hardware) installed will be new HP OEM parts. Receipt of items installed must be forwarded to JEA Team Lead responsible for all JEA HP wide format plotters.

Service provider must be and provide proof that they are a HP Authorized dealer and service provider of the HP T790, T795, DesignJet 1100, 2300, and 4500. Service provider will provide proof that the technicians assigned to JEA HPs is trained on the above equipment. Service provider will maintain HP authorization and its staff will maintain HP authorization (on above equipment) for the life of the service agreement. Service provider will respond

to service calls within 1 hour and be on site within 6 hours. Any parts that must be ordered will be installed the following business day.

Service provider will remove all used inks and print heads and dispose/recycle properly should ink be spilled inside the unit.

Service provider will remove/clean as a priority service call at no additional charge.

Additional Requirements and known specs:**KIP Machines**

Location	Printer Name	Address	Model	Serial Number
Pearl Street	PRL01KIP7001	2434 North Pearl Street 32206	KIP 7100	12401414
Customer Center 6 th Floor	CC06KIP	21 West Church Street 32202	KIP 7170	13402047
Northside Generating Station	NGS02MPKIP	4377 Heckscher Drive 32226	KIP 7170	13401985
Tower 4	TWR04KIP	21 West Church Street 32202	KIP 7170	13402049
Tower 5	TWR05KIP	21 West Church Street 32202	KIP 7170	13402046
Tower 9	TWR09KIP	21 West Church Street 32202	KIP 7170	13402076
Tower 10	TWR10KIP	21 West Church Street 32202	KIP 7170	13402057
Ridenour	RID01KIP	102 N Kernan Boulevard	KIP 7170	13401984

Plotters

Location	Printer Name	Address	Model	Serial Number
Tower 5	TWR05PL	21 West Church Street 32202	HP DesignJet T795	CN46LJH03Z
Tower 2	TWR02PL	21 West Church Street 32202	HP DesignJet T795	CN46LJH04B
Tower 9	TWR09CRPL	21 West Church Street 32202	HP DesignJet T795	CN44NJK013
Tower 9	TWR09PL	21 West Church Street 32202	HP DesignJet T795	CN47PKH03Z
Tower 9	TWR09PL2	21 West Church Street 32202	HP DesignJet T795	CN46LJH043
Ridenour	RID01PL	102 N Kernan Boulevard	HP DesignJet T795	CN47PKH03F
Pearl Street	PRL01WSPL	2434 North Pearl Street 32206	HP DesignJet T795	CN46NJH00K
Commonwealth - Substation	CSCSSPL	6674 Commonwealth Avenue	HP DesignJet T795	CN45FJH01S
Commonwealth - Relay	CSCRLPL	6674 Commonwealth Avenue	HP DesignJet T795	CN44NJK02B
Brandy Branch – Control room	BB01CRPL	15701 West Beaver Street	HP DesignJet T795	CN45GJK035
Tower 13	TWR13NEPL	21 West Church Street 32202	HP DesignJet T790	CN39OGH024
Customer Center –	CC06NWPL	21 West Church Street	HP DesignJet T790	CN3CQGK003

6 th Floor		32202		
Northside Generating Station	NGS02TWPL	4377 Heckscher Drive 32226	HP DesignJet T2300	CN15U3K003
Tower 4	TWR04PL	21 West Church Street 32202	HP DesignJet T2300	CN23S8K00C
Tower 5	SPARE	21 West Church Street 32202	HP DesignJet T795	Unknown
SOCC	SOC01ECSPL	7720 Ramona Boulevard	HP DesignJet T1100	Unknown
Greenland Energy Center	GECTRLPL	6850 Energy Center Drive Jacksonville, FL 32258	HP DesignJet 4500	Unknown

Appendix B - Minimum Qualification Form
#97071 KIP Printer and HP Plotter Full Service Maintenance

GENERAL

THE MINIMUM QUALIFICATIONS SHALL BE SUBMITTED ON THIS FORM. IN ORDER TO BE CONSIDERED A QUALIFIED BIDDER BY JEA YOU MUST MEET THE MINIMUM QUALIFICATIONS LISTED BELOW, AND BE ABLE TO PROVIDE ALL THE SERVICES LISTED IN THIS SOLICITATION.

THE BIDDER MUST COMPLETE THE BIDDER INFORMATION SECTION BELOW AND PROVIDE ANY OTHER INFORMATION OR REFERENCE REQUESTED. THE BIDDER MUST ALSO PROVIDE ANY ATTACHMENTS REQUESTED WITH THIS MINIMUM QUALIFICATIONS FORM.

PLEASE SUBMIT VIA EMAIL TO: GARLJB@JEA.COM

RESPONDENT INFORMATION

COMPANY NAME: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____

FAX: _____

E-MAIL: _____

PRINT NAME OF AUTHORIZED REPRESENTATIVE: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE: _____

MINIMUM QUALIFICATIONS:

- Respondent should be a KIP/HP authorized service provider and dealer with technician certified to work on the listed devices. Documentation must be provided.
- Respondent shall provide evidence of successful completion of two (2) similar Printer/Plotter contracts within the last five (5) years of the Response Due Date. The contracts shall be of similar complexity as specified in Appendix A – Technical Specifications.

Please note, any Respondent whose contract with JEA was terminated for default within the last two (2) years shall have their Response rejected.

Description of Project and how the project/contract is similar to JEA's Technical Specifications_____

Description of Project and how the project/contract is similar to JEA's Technical Specifications_____

97071 APPENDIX B – RESPONSE FORM
KIP Printer and HP Plotter Full Service Maintenance

The Respondent shall submit all documents via email to: Brooke Garland at: garljb@jea.com.

Company Name: _____

Company's Address _____

Phone Number: _____ FAX No: _____ Email Address: _____

BID SECURITY REQUIREMENTS

- ☒ None required
☐ Certified Check or Bond Five Percent (5%)

TERM OF CONTRACT

- ☐ One-Time Purchase
☒ Annual Requirements
☐ Other, Specify- Project Completion

SAMPLE REQUIREMENTS

- ☒ None required
☐ Samples required prior to Response Opening
☐ Samples may be required subsequent to Bid Opening

SECTION 255.05, FLORIDA STATUTES CONTRACT BOND

- ☒ None required
☐ Bond required 100% of Bid Award

QUANTITIES

- ☐ Quantities indicated are exacting
☒ Quantities indicated reflect the approximate quantities to be purchased Throughout the Contract period and are subject to fluctuation in accordance with actual requirements.

INSURANCE REQUIREMENTS

Insurance required

PAYMENT DISCOUNTS

- ☐ 1% 20, net 30
☐ 2% 10, net 30
☐ Other _____
☐ None Offered

Item No.	ENTER YOUR BID FOR THE FOLLOWING DESCRIBED ARTICLES OR SERVICES KIP Printer and HP Plotter Full Service Maintenance	TOTAL BID PRICE
	TOTAL BID PRICE (Transfer from Appendix B - Response Workbook)	\$<<insert TOTAL BID PRICE here>>

☐ **I have read and understood the Sunshine Law/Public Records clauses contained within this solicitation. I understand that in the absence of a redacted copy my proposal will be disclosed to the public “as-is”.**

RESPONDENT CERTIFICATION

By submitting this Response, the Respondent certifies that it has read and reviewed all of the documents pertaining to this Solicitation, that the person signing below is an authorized representative of the Respondent Company, that the Company is legally authorized to do business in the State of Florida, and that the Company maintains in active status an appropriate contractor's license for the work (if applicable). The Respondent also certifies that it complies with all sections (including but not limited to Conflict Of Interest and Ethics) of this Solicitation.

We have received addenda _____

_____ Handwritten Signature of Authorized Officer of Company or Agent _____ Date

_____ through _____

_____ Printed Name and Title