



Contract Last updated 1/30/2012

Revision number:

PURCHASING AGENT: BRENDA VELDEVERE
(801) 538-3142
bveldevere@utah.gov**ITEM: MAIL ROOM EQUIPMENT, SUPPLIES & MAINTENANCE (WSCA)
INSERTER PRODUCTIONS • HIGH VOLUME FOLDER-INSERTER • PRODUCTION FOLDER-INSERTER • PRE-SORTING EQUIPMENT**

VENDOR: 82552A

BELL AND HOWELL, LLC
3791 S ALSTON AVE
DURHAM NC 27713

INTERNET ADDRESS:

www.bellhowell.net

GENERAL CONTACT:

MARJORIE MCDERMOTT

TELEPHONE:

(801) 930-5402 OR CELL NUMBER: (801) 349-6191

FAX NUMBER:

(866) 593-1694

EMAIL ADDRESS:

Marjorie.mcdermott@bhemail.com

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MARJORIE MCDERMOTT

TELEPHONE

(801) 930-5402

FAX NUMBER:

(866) 593-1694

EMAIL ADDRESS:

Marjorie.mcdermott@bhemail.com

REPORTING TYPE:

LINE ITEM

BRAND:

PRICE:

SEE ATTACHED PRICE SCHEDULE

TERMS:

NET 30

EFFECTIVE DATES:**01/30/2012 THROUGH 10/12/2013
(Potential Contract Renewals through 10/12/2016)**

DAYS REQUIRED FOR DELIVERY:

PRICE GUARANTEE PERIOD:

MINIMUM ORDER:

ORIGINATING SOLICITATION:

WSCA/NASPO MAIL ROOM EQUIPMENT, SUPPLIES & MAINTENANCE

BRAND NEW CONTRACT.

TO USE THIS CONTRACT, PRE-AUTHORIZATION IS REQUIRED.**Per 63A-2-103 Utah Code****Any State Agency that wants to purchase any mail related items from this contract must first request in writing permission to do so. Your written request needs to be emailed to Tim Walden, State Mail Manager, at twalden@utah.gov.**



PLEASE NOTE:

ALL PURCHASE ORDERS MUST INCLUDE STATE CONTRACT #AR175 AND THE LEAD STATE PRICE AGREEMENT NUMBER ADSPO11-00000411-1.

INSERTERS	
Percentage(%) Discount off MSRP/Catalog	17.00%
Percentage (%) Discount off Accessories	17.00%
Percentage (%) Discount off Supplies and Consumables (does not include paper)	17.00%
Percentage (%) Discount off Mailing Furniture	17.00%
Maintenance	
Maintenance- Fixed for years 2-5	Equipment MSRP Price * 12%
If end user is utilizing Time and Materials maintenance	
Time and Materials- regular business hours	\$162 per hr (includes 10% discount)
Time and Materials- outside business hours, weekends, and holidays	\$243 per hr. Mon-Sat; \$324 per hr Sunday/Holidays (includes 10% discount and will honor all state holidays)
Percentage discounts of Parts for Time and Materials	3% parts discount; 5% discount for annual parts purchases > \$50K

FOLDER/INSERTERS, HIGH VOLUME	
Percentage(%) Discount off MSRP/Catalog	17.00%
Percentage (%) Discount off Accessories	17.00%
Percentage (%) Discount off Supplies and Consumables (does not include paper)	17.00%
Percentage (%) Discount off Mailing Furniture	17.00%
Maintenance	
Maintenance- Fixed for years 2-5	Equipment MSRP Price * 12%
If end user is utilizing Time and Materials maintenance	
Time and Materials- regular business hours	\$162 per hr (includes 10% discount)
Time and Materials- outside business hours, weekends, and holidays	\$243 per hr. Mon-Sat; \$324 per hr Sunday/Holidays (includes 10% discount and will honor all state holidays)
Percentage discounts of Parts for Time and Materials	3% parts discount; 5% discount for annual parts purchases > \$50K



FOLDER/INSERTERS, PRODUCTION	
Percentage(%) Discount off MSRP/Catalog	17.00%
Percentage (%) Discount off Accessories	17.00%
Percentage (%) Discount off Supplies and Consumables (does not include paper)	17.00%
Percentage (%) Discount off Mailing Furniture	17.00%
Maintenance	
Maintenance- Fixed for years 2-5	Equipment MSRP Price * 12%
If end user is utilizing Time and Materials maintenance	
Time and Materials- regular business hours	\$162 per hr (includes 10% discount)
Time and Materials- outside business hours, weekends, and holidays	\$243 per hr. Mon-Sat; \$324 per hr Sunday/Holidays (includes 10% discount and will honor all state holidays)
Percentage discounts of Parts for Time and Materials	3% parts discount; 5% discount for annual parts purchases > \$50K

PRESSURE SEALING, PRODUCTION	
Percentage(%) Discount off MSRP/Catalog	14.00%
Percentage (%) Discount off Accessories	14.00%
Percentage (%) Discount off Supplies and Consumables (does not include paper)	14.00%
Percentage (%) Discount off Mailing Furniture	14.00%
Maintenance	
Maintenance- Fixed for years 2-5	Equipment MSRP Price * 12%
If end user is utilizing Time and Materials maintenance	
Time and Materials- regular business hours	\$162 per hr (includes 10% discount)
Time and Materials- outside business hours, weekends, and holidays	\$243 per hr. Mon-Sat; \$324 per hr Sunday/Holidays (includes 10% discount and will honor all state holidays)
Percentage discounts of Parts for Time and Materials	3% parts discount; 5% discount for annual parts purchases > \$50K



PRE-SORTING EQUIPMENT, PRODUCTION	
Percentage(%) Discount off MSRP/Catalog	17.00%
Percentage (%) Discount off Accessories	17.00%
Percentage (%) Discount off Supplies and Consumables (does not include paper)	17.00%
Percentage (%) Discount off Mailing Furniture	17.00%
Maintenance	
Maintenance- Fixed for years 2-5	Equipment MSRP Price * 10%
If end user is utilizing Time and Materials maintenance	
Time and Materials- regular business hours	\$162 per hr (includes 10% discount)
Time and Materials- outside business hours, weekends, and holidays	\$243 per hr. Mon-Sat; \$324 per hr Sunday/Holidays (includes 10% discount and will honor all state holidays)
Percentage discounts of Parts for Time and Materials	3% parts discount; 5% discount for annual parts purchases > \$50K

INSTALLATION-ASSEMBLY-SOFTWARE INTEGRATION, PRODUCTION ONLY	
Hourly rate - Total number of hours agreed to in writing by both parties before any Installation work is started.	\$180 per hr. Software Professional Services
Hourly rate for Installation performed outside business hours, weekends, and holidays. Total number of hours agreed to in writing by both parties before any Installation work is started	\$270 per hr. Software Professional Services After 5 PM Local Time; Sunday/Holidays (will honor State Holiday schedule)

FINET COMMODITY CODE:

60067000000 – LETTER EXTRACTION AND INSERTION MACHINES, MAILROOM

61553000000 – LETTER FOLDERS AND OPENERS

93952000000 – MAILING MACHINES AND EQUIPMENT MAINTENANCE AND REPAIR

THIS CONTRACT COVERS ONLY THOSE ITEMS LISTED IN THE PRICE SCHEDULE. IT IS THE RESPONSIBILITY OF THE AGENCY TO ENSURE THAT OTHER ITEMS PURCHASED ARE INVOICED SEPARATELY. STATE AGENCIES WILL PLACE ORDERS DIRECTLY WITH THE VENDOR (CREATING A PG IN FINET) AND MAKE PAYMENTS FOR THE SAME ON A PV REFERENCING THE ORIGINAL PG. AGENCIES WILL RETURN TO THE VENDOR ANY INVOICE WHICH REFLECTS INCORRECT PRICING.

CONTRACT REVISION HISTORY