

**OFFICE OF THE CIRCUIT EXECUTIVE**

**United States Third Circuit**

601 Market Street

22409 United States Courthouse  
Philadelphia, Pennsylvania 19106-1790

Tel: (215) 597-0718

Fax: (215) 597-8656

**Margaret A. Wiegand**  
Circuit Executive

TO:

This is a request for **Open Market Pricing**.

Quotes may be mailed or emailed to the below listed address by **September 9, 2016 at 12:00 Noon, Eastern Daylight Time**. However, hand carried quotes are to be delivered by the same time at **601 Market Street, Rm. 22409, Philadelphia, PA, ATTENTION: Mark Soltys**.

Submit a technical proposal describing your approach and project management in accordance with the attached statement of work. Use the attached quote sheet for a price quotation broken down by task with any supporting documentation for the price attached. Award will be made by **September 14, 2016**.

**A fixed price award from the RFQ will be made based on the lowest priced, technically acceptable offer.**

Quotes and questions concerning this RFQ should be addressed to Mark Soltys, U.S. Court of Appeals, 601 Market Street, Philadelphia, PA 19106. Phone Number: 267-299-4225, FAX Number: 215-597-8656, E-Mail Address: [Mark\\_Soltys@ca3.uscourts.gov](mailto:Mark_Soltys@ca3.uscourts.gov) (Use underscore between first and last name).

The **Mailing Address** for this project will be:

U.S. Court of Appeals  
601 Market Street, Room 22409  
Philadelphia, PA 19106

## **Network Print Device Maintenance**

### **1. Purpose**

To procure a single maintenance contract for all of the U.S. Third Circuit Court of Appeals (hereafter "Court of Appeals") networked print devices, including Multi-Function Devices (MFDs)/photocopiers.

### **2. Requirements**

- Maintenance must cover all makes and models and include toner and any service or repairs. The brands represented are Hewlett Packard printers and Konica copiers/printers/scanners. (List attached)
- Maintenance must be proactive with automated notification of toner and maintenance needs for networked devices. The method for facilitating device status via the Internet must be technically acceptable to the Court of Appeals.
- The contract must provide for replacement, installation and configuration of printers if repairs are not possible.
- Service response time must be four (4) hours or less to ALL listed Court of Appeals locations.
- Service calls may be placed by authorized individuals at each Court of Appeals location. (List of authorized callers will be provided by COA.)
- Billing for MFDs and printers must be through a single invoice and there is a preference for a single contract.
- The Court of Appeals must have the option to configure the contract for either monthly or quarterly payments.
- Billing format must be customizable to Court of Appeals needs.
- The Court of Appeals must be able to add and remove covered devices to the contract as needed.

### **3. Scope**

The contract must provide for coverage of all print devices owned by the Court of Appeals in the following locations:

844 N. King St., Wilmington DE  
1 John F. Gerry Plaza, Camden N.J.  
2 Federal Square, Newark NJ  
50 Walnut St., Newark NJ  
402 E. State St., Trenton NJ  
6<sup>th</sup> and Market Sts., Phila. PA

6<sup>th</sup> and Arch Sts., Phila. PA  
235 N. Washington Ave., Scranton PA  
1798 Old Route 220 North, Duncansville PA  
700 Grant St., Pittsburgh PA  
17 South Park Row, Erie PA  
3rd & Walnut Streets, Harrisburg, PA  
3013 Estate Golden Rock, Christiansted, St. Croix, USVI  
5500 Veterans Drive, St Thomas, USVI

#### **4. Billing**

On a monthly or quarterly basis (as determined by the COA) the contractor will submit a billing statement for payment. The statement will include a breakdown of any maintenance calls, onsite repairs, and equipment replacements.

#### **5. Pricing Model**

The Court of Appeals will add and remove printers from the contract as necessary with the understanding that pricing will then vary. For the purposes of this proposal, pricing should reflect the current list of devices (attached) and be quoted as “per page.”

#### **6. Period of Performance**

The period of performance for this SOW is from the date of award. The COA will award a one (1) year contract effective on the date of award.

Offers will be evaluated and award made solely on the basis of prices offered on the year’s requirements.

#### **7. Solicitation Provisions Incorporated by Reference (Provision B-1, Sept. 2010)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

#### **8. Clauses Incorporated by Reference (Clause B-5, Sept. 2010)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>

Clause

Title

Date

**9. Evaluation Inclusive of Options** (Provision 2-85A, Jan. 2003)

(a) The judiciary will evaluate offers for purposes of award by adding the total price for all options to the total price for the basic requirement. Evaluation of options does not obligate the judiciary to exercise the option(s).

(b) Any offer that is materially unbalanced as to prices for basic and option quantities may be rejected. An unbalanced offer is one that is based on prices significantly less than cost for some work and prices that are significantly overstated for other work.

Quote Sheet for Printer Maintenance RFQ  
For One Year

Meter	Initial Monthly Volume	Initial Minimum Monthly Volume	Cost Per Print	Minimum Monthly Charge
B/W Printers				
Color Printers - Black				
Color Printers - Color				
			<b>TOTAL</b>	

Meter	Initial Monthly Volume	Initial Minimum Monthly Volume	Cost Per Print	Minimum Monthly Charge
B/W MFPs				
Color MFPs - Black				
Color MFPs - Color				
			<b>TOTAL</b>	

		<b>TOTAL MINIMUM MONTHLY CHARGE</b>	
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\_\_\_\_\_  
Signature of Person Authorized to Sign Quote

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed or Typed Name of Signator

# Court of Appeals Print Device Inventory

NOTE: This list is only representative of the current inventory, devices will be removed and added throughout the course of the service contract.

Vendor	Model	Serial #	Address	City	State
HP	HPLJ	CNDY819464	235 N WASHINGTON AVE	SCRANTON	PA
HP	HPLJ	CNDY819439	235 N WASHINGTON AVE	SCRANTON	PA
HP	HPLJM603DN	JPDCG780K9	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJ	CNDYB09887	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJM603DN	CNCCG4913M	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJM603DN	CNCCG361FX	601 MARKET ST.	PHILADELPHIA	PA
HP	HPLJ	CNDY352133	601 MARKET ST.	PHILADELPHIA	PA
HP	HPLJ4350	CNGXD82919	601 MARKET ST.	PHILADELPHIA	PA
HP	HPLJ4350	USBXM02361	402 E STATE ST	TRENTON	NJ
HP	HPLJM603DN	CNBCD3Q033	402 E STATE ST	TRENTON	NJ
HP	HP LJ ENTERPRISE 600 M603DN	CNBCD3Q033	402 E STATE ST	PHILADELPHIA	PA
HP	HPLJ	CNDY444497	402 E STATE ST	TRENTON	NJ
HP	HP COLOR LJ CP4525DN	JPDCGB20BD	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJ	CNDY394750	2 FEDERAL SQ	NEWARK	NJ
HP	HPLJ	CNDY394505	2 FEDERAL SQ	NEWARK	NJ
HP	HPLJ	CNDY822156	2 FEDERAL SQ	NEWARK	NJ
HP	HP LJ ENTERPRISE 600 M603DN	JPDCG780M6	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJ4350	CNRXR16158	2 FEDERAL SQ	NEWARK	NJ
HP	HPLJ4350	CNGXD41266	2 FEDERAL SQ	NEWARK	NJ
HP	HPLJM601	CNCCF3W1WV	2 FEDERAL SQ	NEWARK	NJ
HP	HPLJ	CNDY193545	50 WALNUT ST.	NEWARK	NJ
HP	HPLJ	CNDYB35609	50 WALNUT ST	NEWARK	NJ
HP	HPLJ4515	CNDY455400	50 WALNUT ST	NEWARK	NJ

HP	HP LJ ENTERPRISE 600 M603DN	CNDCGDD14R	2 FEDERAL SQ	NEWARK	PA
HP	HPLJ	CNDY193595	2 FEDERAL SQ	NEWARK	NJ
HP	HP COLOR LJ CP4525DN	JPDCGBD1V5	United States Courts Library Martin Luther King, Jr. Federal Bldg. & U.S. Courthouse, 5th Floor P.O. Box 1068, 50 Walnut Street	PHILADELPHIA	PA
HP	HPLJP4515TN	CNDY938258	2 FEDERAL SQ	NEWARK	NJ
HP	HPLJM601	CNCCDBH17B	17 S ROW PARK	ERIE	PA
HP	HPLJ4300	CNDY504956	1798 OLD RTE N 220	DUNCANSVILLE	PA
HP	HPLJP4515TN	CNDY260250	1798 OLD RTE N 220	DUNCANSVILLE	PA
HP	HP LJ ENTERPRISE 600 M603DN	JPDCG780MC	Allegheny Professional Center, Suite 203 1798 Old Route 220 North	PHILADELPHIA	PA
HP	HPLJ	CNDY873520	101 LARRY HOLMES DR.	EASTON	PA
HP	HPLJ	CNDY258481	101 LARRY HOLMES DR.	EASTON	PA
HP	HPLJ4300	CNGY500878	700 GRANT ST	PITTSBURGH	PA
HP	HP LJ M606DN	CNBCH850ZF	Suite 5360, U.S. Courthouse 700 Grant Street	PHILADELPHIA	PA
HP	HP COLOR LJ CP4525DN	JPDCGBD1TC	Room 5150 U.S. Courthouse 700 Grant Street	PHILADELPHIA	PA
HP	HPLJ4350	CNRXC84718	700 GRANT ST.	PITTSBURGH	PA
HP	HPLJ4350	CNRXB91410	700 GRANT ST.	PITTSBURGH	PA
HP	HPLJ4350	CNRXC84715	700 GRANT ST.	PITTSBURGH	PA
HP	HPLJ4300	CNGY500303	844 KING ST.	WILMINGTON	DE
HP	HPLJ4350	USBXM01044	844 KING ST.	WILMINGTON	DE
HP	HPLJ	CNDYC51908	844 KING ST.	WILMINGTON	DE
HP	HPLJ4350	USBXN00746	844 KING ST.	WILMINGTON	DE
HP	HP COLOR LJ CP4525DN	JPDCGBD1VL	United States Courts Library Rm 5122 Federal Building 844 King Street Unit 43	WILMINGTON	DE
HP	HPLJ	CNDY861297	844 KING ST.	WILMINGTON	DE
HP	HPLJ	CNDYB08506	844 KING ST.	WILMINGTON	DE

HP	HPLJ	CNDY828135	844 KING ST.	WILMINGTON	DE
HP	HPLJ2055DN	CNCJB3PWKQ	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJ2055DN	CNB9734331	601 MARKET ST.	PHILADELPHIA	PA
HP	HPLJ2055DN	CNB9N64241	601 MARKET ST.	PHILADELPHIA	PA
HP	HPLJ2055DN	CNCJB3PWLX	601 MARKET ST.	PHILADELPHIA	PA
HP	HP LJ P3015N	VND3R27952	U.S. Courthouse 601 Market Street Room 22409	PHILADELPHIA	PA
HP	HPLJ4350	CNRXL38389	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJ	CNDY455776	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJ2055DN	CNCJB3PWFT	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJ	CNDY315145	601 MARKET ST	PHILADELPHIA	PA
HP	HP LJ Pro 400 M401n	PHGFD75561	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJ	CNDY354109	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJ2055DN	JPBF922935	601 MARKET ST.	PHILADELPHIA	PA
HP	HPLJP2055D	CNB9913724	600 ARCH ST.	PHILADELPHIA	PA
HP	HPLJM603DN	JPDCG780MD	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJ4350	CNGXD83194	600 ARCH ST	PHILADELPHIA	PA
HP	HPLJ2055DN	JPBF936893	600 ARCH ST	PHILADELPHIA	PA
HP	HPLJ4350	CNRXB91172	601 MARKET ST.	PHILADELPHIA	PA
HP	HP COLOR LJ CP4525DN	JPDCGBD22P	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJ	CNDY409420	601 MARKET ST.	PHILADELPHIA	PA
HP	HEWLETT-PACKARD LJ M855	CNDCGB60VM	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJ4350	CNRXT14532	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJ2055DN	CNB9N90449	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJ4300	CNGY439874	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJ4350	USBXM02677	601 MARKET ST	PHILADELPHIA	PA
HP	HP COLOR LJ CP4525DN	CNCJB3PWFT	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJ	CNDY400610	601 MARKET ST	PHILADELPHIA	PA



HP	HPLJ	CNDY397221	601 MARKET ST.	PHILADELPHIA	PA
HP	HPLJ	CNDY820408	601 MARKET ST.	PHILADELPHIA	PA
HP	HPLJ4300	CNGY400278	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJ4350	CNRXY07641	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJ4300	CNGY500210	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJ4350	CNGXG28718	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJ	CNDY154110	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJ4350	CNRXJ86028	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJM601	CNCCDCN1DW	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJM601DN	CNCCDCN1DZ	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJ4300	JPDF287104	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJ	CNDY216398	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJ4350	CNRXH82924	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJ4350	CNRXT13595	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJ4350	CNRXL38382	601 MARKET ST	PHILADELPHIA	PA
HP	HPLJ	JPDF291455	601 MARKET ST	PHILADELPHIA	PA
Konica	C284	A4FK011003195	400 COOPER ST	CAMDEN	NJ
Konica	C284	A4FK011003126	844 N KING ST	WILMINGTON	DE
Konica	C454	A4FJ011002108	601 MARKET ST	PHILADELPHIA	PA
Konica	C452	A0P2011007856	235 N WASHINGTON AVE	SCRANTON	PA
Konica	C454E	A5C0011003772	601 MARKET ST	PHILADELPHIA	PA
Konica	C454E	A5C0011003742	601 MARKET ST.	PHILADELPHIA	PA
Konica	BIZ501	A0R5011008030	601 MARKET ST	PHILADELPHIA	PA
Konica	BIZ25	DC436090151018	601 MARKET ST	PHILADELPHIA	PA
Konica	C552	A0P1012000476	601 MARKET ST	PHILADELPHIA	PA
Konica	BIZ420	42GJ00502	402 E STATE ST	TRENTON	NJ
Konica	BIZ420	42GJ00421	402 E STATE ST	TRENTON	NJ
Konica	C284	A4FK011002537	402 E. STATE ST.	TRENTON	NJ
Konica	C454	A4FJ011001764	50 WALNUT ST.	NEWARK	NJ

Konica	C454	A4FJ011001804	50 WALNUT ST	NEWARK	NJ
Konica	C452	A0P2011007327	2 FEDERAL SQ	NEWARK	NJ
Konica	C454	A4FJ011002126	2 FEDERAL SQ	NEWARK	NJ
Konica	BIZ420	42GJ00428	2 FEDERAL SQ	NEWARK	NJ
Konica	C454E	A5C0011000619	50 WALNUT ST	NEWARK	NJ
Konica	BIZ421	A0R6012000267	17 S ROW PARK	ERIE	PA
Konica	C452	A0P2011014964	1798 OLD RTE N 220	DUNCANSVILLE	PA
Konica	BIZ421	A0R6012000238	101 LARRY HOLMES DR	EASTON	PA
Konica	C454	A4FJ011001493	700 GRANT ST	PITTSBURGH	PA
Konica	C454	A4FJ011002015	700 GRANT ST.	PITTSBURGH	PA
Konica	C452	A0P2011006401	700 GRANT ST	PITTSBURGH	PA
Konica	C454E	A5C0012000057	844 KING ST	WILMINGTON	DE
Konica	C452	A0P2011007236	844 N KING ST	WILMINGTON	DE
Konica	C654	A2X1011002892	600 ARCH ST	PHILADELPHIA	PA
Konica	C284	A4FK011002532	601 MARKET ST	PHILADELPHIA	PA
Konica	C35	A121011018180	601 MARKET ST	PHILADELPHIA	PA
Konica	BIZ25E	DD136120020018	601 MARKET ST	PHILADELPHIA	PA
Konica	C454E	A5C0012000052	601 MARKET ST	PHILADELPHIA	PA
Konica	BIZ421	A0R6012000188	600 ARCH ST	PHILADELPHIA	PA
Konica	BIZ601	A0PP012000102	600 ARCH ST	PHILADELPHIA	PA
Konica	C452	A0P2011007188	601 MARKET ST	PHILADELPHIA	PA
Konica	C452	A0P2011007096	601 MARKET ST	PHILADELPHIA	PA
Konica	C452	A0P2011014394	601 MARKET ST	PHILADELPHIA	PA
Konica	C452	A0P2011014606	601 MARKET ST	PHILADELPHIA	PA
Konica	C454	A4FJ011000900	601 MARKET ST	PHILADELPHIA	PA
Konica	C552	A0P1012000475	601 MARKET ST.	PHILADELPHIA	PA