



UAN Printer Refresh

July 12th, 2019

Prepared for:

Ohio Auditor of State

Prepared by:

Susan Harrah



5532 Shier Rings Rd
Dublin, Ohio 43016
614-973-7400



July 12th, 2019

Auditor of State of Ohio
Tim Moloney
88 East Broad Street
5th Floor
Columbus, OH 43215

On behalf of Xtek Partners please accept this response for the UAN Printer Refresh.

Xtek accepts all terms and conditions contained in Request for Quote: UAN Printer Refresh

Account Manager Contact:

Susan Harrah
sharrah@xtekpartners.com
614-973-7400

Project Manager Contact:

Tom Grove
tgrove@xtekpartners.com
614-973-7400

Xtek Company Info:

Incorporated: Ohio, November 2003
Federal Tax ID # 20-0976157
WBENC/WBE Certified
SBA 8(m) Certified
Ohio EDGE Certified

Xtek has grown strategically based on the relationships we have built and customer recommendations. We take a tremendous amount of pride in offering superior customer service coupled with cost effective solutions for our customer's IT projects.

Thank you,

A handwritten signature in black ink, appearing to read 'Susan Harrah'.

Susan Harrah

About Xtek Partners

Established in 2003, Xtek Partners is Ohio's premier information technology solutions provider. Xtek Partners was founded by a partnership of IT professionals who recognized the market need for better, reliable and talented service offerings to Ohio Government, Education and Private Sector. Xtek has grown strategically based on relationships and customer reference recommendations. Our goal and commitment is to deliver highly qualified and professional engineers and technicians to your organization. We have four strategic lines of business, on site or remote IT Services, Hardware and Software Resale, Managed Services and Break/Fix Service Repair.

Products (Pricing per item shown on attached quote with Services)

- Single Function Printer - HP M404dw (W1A56A#BGJ) - Approximately 24lbs
Extra Tray – HP LaserJet Pro Sheet Feeder 5 – C5F97A - Approximately 10lbs
Warranty – 4-Year Next-Business-Day Advance Exchange
- Multifunction Printer - HP M428fdw (W1A30A#BGJ) - Approximately 35lbs
Extra Tray – HP LaserJet Pro Sheet Feeder 5 – C5F97A - Approximately 10lbs
Warranty – 4-Year Next-Business-Day Advance Exchange

Project Summary

- Approximately 2009 units to be delivered.
- Delivery of all hardware is scheduled to begin on or around October 1, 2019 and the final delivery must be completed by October 30, 2019.
- Tom Grove will be assigned to the rollout project to serve as the project manager and as the single point of contact to the Auditor of State.
- The UAN client will have the ability to select, confirm, or modify their delivery date and delivery time window.

Delivery Services

- Desired on/by August 15th Purchase Order receipt to ensure product fulfillment in the requested date ranges.
- Requested final address list by September 15th.
- Once product has been received, Xtek will coordinate initial notification of printer and tray project via email requesting desired delivery date.
- UAN or end user can specify the address they wish for us to ship the product to (work address or home address).
- Fedex will deliver the shipment between 9am - 8pm on the requested delivery day, Monday through Saturday.

- Shipping label is created, asset/serial/location/shipment info noted, and email to end user is automatically generated with tracking information.
- UAN is to be provided with accurate and timely reporting of the delivery progress that includes the serial number of the printer, location, end user, asset info (if required) and any other relevant information required by UAN through a real time updated cloud based spreadsheet (Google Docs or Office 365 options available).
- Direct Signature Required: FedEx obtains a signature from someone at the delivery address. If no one is at the address, Fedex will attempt redelivery or package can be picked up at the nearest Fedex facility (end user discretion).
 - *Indirect Signature Required option available* - FedEx obtains a signature from someone at the delivery address; from a neighbor, building manager or someone at a neighboring address; or the recipient can also leave a FedEx Door Tag authorizing release of the package without anyone present.
 - *Adult Signature Required option available* - FedEx obtains a signature from someone at least 21 years old (and possessing the required government-issued photo ID) at the delivery address. If no one eligible is at the address, Fedex will reattempt delivery.
- End users will be notified via email from Fedex on all or some of the options below (UAN discretion).
 - Tendered - Notify when a shipment has been taken into FedEx possession
 - Exception - Notify when a clearance delay or a delivery exception (unexpected events that could possibly interrupt package movement or delivery) occurs.
 - Estimated Delivery - Send reminder the day before scheduled delivery and on the day of delivery. Also notify if/when FedEx updates the scheduled delivery date and/or time.
 - Delivery - Notify when a shipment has been delivered.
- Printer and tray boxes are combined into one shipment (Fedex allows boxes to be securely taped together).
- Any missed deliveries due to Xtek or Fedex shipping delays will be expedited for same day/next day delivery by Xtek personnel (dependent on location, end user availability and circumstances). Xtek will make all attempts to track delivery on each shipment during each day of the project to ensure deliveries are on track, end user will be provided with an Xtek email address and phone # to contact if any concerns/questions/problems.
- In the circumstance where an end user address is not serviceable by Fedex, Xtek will facilitate delivery by a badged employee.
- Packages will be insured with Fedex for value of the printer and tray in case of shipping damage. If shipping damage occurs to either unit, a full replacement will be provided and Xtek will facilitate pickup of the damaged unit and work directly with Fedex on the insurance claim.
- If end user is not available to sign for the package, Fedex will leave a missed delivery notice at end user location and will attempt delivery the following day OR the end user can pick up from the closest Fedex facility at their earliest convenience (this location will be noted on the missed delivery notice left by Fedex).

Xtek will be responsible and will work directly with HP to ensure the printer warranty is transferred to UAN with the appropriate start and end date.

Xtek will be responsible and will work directly with HP to ensure the start and end dates for the warranty is the same for each printer.

Xtek will be responsible and will work directly with HP to ensure the start date for the warranty coincides with the date that the first printer is delivered to a UAN client.

Xtek will be responsible and will work directly with HP to ensure the ownership of the printers is transferred to "UAN – Ohio Auditor of State".

Accepted Penalties

A delay in completing the delivery of printers (based on your proposed project schedule) to UAN clients that is not directly caused by UAN will result in a 1% penalty of the total cost of the contract.

If a delay is encountered at the beginning of the delivery process that results in a penalty then an equal delay will be allowable to the completion of the delivery process before this penalty would be enforced.

A failure to follow the delivery process described in your response to the RFQ, where the deviation is not agreed to by UAN, will result in a 3% penalty of the total cost of the contract.

Xtek Partners References / Prior Experience

Ohio Auditor - Desktop Deployment - 2017 - Approximately 2000 systems

Hilliard City School District - District wide - Desktop imaging, asset tagging, deployment.

Rich Boettner
Chief Technology Officer
Hilliard City Schools
614-921-7042
Rich_Boettner@hboe.org

Columbus Metro Library - 23 locations - Desktop imaging, asset tagging, deployment.

Scott Harmon | Service Desk Supervisor
Columbus Metropolitan Library
101 S. Stygler Rd. | Gahanna, OH 43230
614.479.3028 Office | 614.817.2004 Cell
SHarmon@Columbuslibrary.org

Delivery / Payment

Minimum Orders / Transportation Charges: No minimum order required, all shipping charges included in per unit price.

Terms: Invoice(s) for hardware and services will be provided at NET30 terms.



5532 Shier Rings Rd, Dublin, Ohio 43016
 t. 614-973-7400 f. 614-652-2694

QUOTE

Number XTKQ44398

Date Jul 11, 2019

Sold To

Ohio Auditor of State
 Tim Moloney
 88 East Broad Street
 5th Floor
 Columbus, Ohio 43215

Ship To

Ohio Auditor of State
 Tim Moloney
 88 East Broad Street
 5th Floor
 Columbus, Ohio 43215

Contact Info

quotes@xtekpartners.com

| Part # | Qty | Description | Unit Price | Ext. Price |
|------------------|-----|---|------------|------------|
| W1A56A#BGJ | 1 | HP LaserJet Pro M404 M404dw Laser Printer - Monochrome - 40 ppm Mono - 1200 dpi Print - Automatic Duplex Print - 350 Sheets Input - Gigabit Ethernet - Wireless LAN - HP ePrint, Apple AirPrint, Mopria, Wi-Fi Direct, Google Cloud Print | \$234.00 | \$234.00 |
| D9P29A | 1 | HP LaserJet Pro 550-Sheet Feeder Tray - 1 x 550 Sheet | \$104.00 | \$104.00 |
| M404-4YRWARRANTY | 1 | HP Laserjet M404 NBD Exchange Service - 4 Years | \$56.00 | \$56.00 |
| W1A30A#BGJ | 1 | HP LaserJet Pro M428 M428fdw Laser Multifunction Printer - Monochrome - Copier/Fax/Printer/Scanner - 40 ppm Mono Print - 4800 x 600 dpi Print - Automatic Duplex Print - 1200 dpi Optical Scan - 350 sheets Input - Gigabit Ethernet - Wireless LAN - HP ePrint, Apple AirPrint, Mopria, Wi-Fi Direct, Google Cloud Print | \$305.00 | \$305.00 |
| D9P29A | 1 | HP LaserJet Pro 550-Sheet Feeder Tray - 1 x 550 Sheet | \$104.00 | \$104.00 |
| M428-4YRWARRANTY | 1 | HP Laserjet M428 NBD Exchange Service - 4 Years | \$120.00 | \$120.00 |
| <i>SERVICES</i> | | | | |
| SERVICE - DEPOT | 1 | Project Management Fee - Per Shipment | \$15.00 | \$15.00 |
| SHIPPING | 1 | Fedex Ground Shipping (Printer & Tray) Signature Required / Package Insurance - Per Shipment | \$38.00 | \$38.00 |

Shipping charges may apply for orders <\$500

| | |
|-----------------|-----------------|
| SubTotal | \$976.00 |
| Tax | \$0.00 |
| Shipping | \$0.00 |
| Total | \$976.00 |

Pricing valid for 30 days unless otherwise noted.
 Minimum 15% restocking fee w/sealed original packaging.
 Ground shipping included in line item pricing unless otherwise noted.
 Refurbished items are non returnable