



CTI - Cartridge Technologies, Inc
8(m) Certified Disadvantage Woman-Owned Small Business
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General Services Administration - Federal Supply Service

INFORMATION TECHNOLOGY SCHEDULE PRICE LIST
70 - GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES

GSA SCHEDULE 70 – GS-35F-0708J



**LASER PRINTERS – SERVICE FOR FAX MACHINES – SERVICE FOR COLOR
PRINTERS – MULTIFUNCTION EQUIPMENT - COPIERS - ADP SUPPLIES & PARTS**

132.12 Service Maintenance and Repairs
132.51 IT Professional Services

Cage Code:	068Z8
Fed ID:	521732990
DUNS #:	556978807
VETS-100:	W05776
SAM Registration:	Current

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Includes Modification P0018 dated June 27, 2014

**AUTHORIZED
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES**

**Maintenance and Repairs for Laser Printers, Facsimile, Copiers, Plotters, Wide
format Printers, Multifunction equipment (MFP), ADP parts and supplies**

Special Item No. 132-12 Equipment Maintenance
Special Item No. 132-51 Information Technology Professional Services

Note: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

SPECIAL ITEM NUMBER 132-12 - EQUIPMENT MAINTENANCE (FPDS Code J070 - Maintenance and Repair Service)(Repair Parts/Spare Parts - See FSC Class for basic equipment)

- Maintenance
- Repair Service
- Repair Parts/Spare Parts
- Third Party Maintenance

SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301 IT Facility Operation and Maintenance
FPDS Code D306 IT Systems Analysis Services
FPDS Code D316 IT Network Management Services
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

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15738 Crabbs Branch Way, Rockville, MD 20855-2620
Telephone Number (301) 417-7202 Fax (301) 417-7204
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Contract Number: GS-35F-0708J

Period Covered by Contract: 8/25/2014 – 8/24/2019

General Services Administration
Federal Acquisition Service

Pricelist current through Modification PO-0018 date 06/27/2014.
Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsadvantage.gov>).

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Information for Ordering Activities

Schedule # GS-35F-0708J

From: 08/25/2009 to 08/24/2019

1. Maximum Order Limitation: 132-12. Maximum \$500,000 per order
132.51. Maximum \$500,000 per order
2. Minimum Order Limitation: \$100.00 per order
3. Geographic Coverage: 48 contiguous states and Washington DC. The geographic scope for on-call maintenance is the District of Columbia and government agencies within one hundred (100) miles radius.
4. Net Prices: As stated
5. Quantity Discounts: 2% - for 500 pieces of equipment of any combination such as multifunction equipment(MFP), laser printers, facsimile and under the same contract with Cartridge Technologies, Inc.
6. Dollar Volume Discount: 10% - additional discount for purchases that go over \$500,000 a year in a given Purchase Order. Government Educational Institutions. Same volume and dollar discount will apply.
7. Prompt Payment Discount: Net 30
8. Terms: Net 30 terms
9. Credit Card Discount: None
10. Warranty: 90 day manufacturer warranty on all parts.
11. FOB Point: Destination. No charge for desktop delivery
12. Delivery Charge: No charge, unless is expedited. When expedited it is charged according to the method of shipment UPS Red, FedEx
13. Payment Address: Cartridge Technologies, Inc.
P.O. Box 9136
Gaithersburg, MD 20898-9136
14. Ordering Address: Cartridge Technologies, Inc.
15738 Crabbs Branch Way
Rockville, MD 20855-2620
Fax: 301-417-7204
Toll Free 800-869-8570
15. Delivery Time: 1-3 days ARO.

INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.gsadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.
- The Geographic Scope of Contract will be overseas delivery only.
- The Geographic Scope of Contract will be domestic delivery only.

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Ordering Address: CTI – Cartridge Technologies, Inc.
15738 Crabbs Branch Way
Rockville, MD 20855-2620
Telephone (301) 417-7202
Toll Free (800) 869-8570
Email: services@ctimd.com

Payment Address: CTI – Cartridge Technologies, Inc.
P.O. Box 9136
Gaithersburg, MD 20898-9136

Contractor will accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. CTI and the ordering agency will agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

Telephone: (301) 417-7202
Toll Free: (800) 869-8570
Email: services@ctimd.com
Webpage: www.ctimd.com

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: **556978807**
Block 30: Type of Contractor: **Small Woman-Owned Disadvantaged Business**
Block 31: Woman-Owned Small Business: **Yes**
Block 36: Contractor's Taxpayer Identification Number (TIN): **521732990**

4a. CAGE Code: **068Z8**
4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132.12	Next Business Day
132.51	Next Business Day

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: 0% - Net 30days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity Discount: 2% discount for purchases of 500 or more pieces of equipment in a given Purchase Order or BPA
- c. Dollar Volume: 2% discount for purchases that go over \$50,000 a year in a given Purchase Order or BPA
- d. Government Educational Institutions: Same volume and dollar discounts will apply to government educational institutions
- e. Other: Option Years Discount: 15% to 25% discount on equipment fleet when contract has option years and it exceeds the volume discount of 500 pieces of equipment.

8. TRADE AGREEMENTS ACT OF 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

10. Small Requirements: The minimum dollar value of orders to be issued is \$100 per order:

11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:
Special Item Number 132-12 - Equipment Maintenance
Special Item Number 132-51 - Information Technology Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

REQUIREMENTS: ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule.

Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

- (c) **Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) **Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) **Personnel:** The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) **Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) **Availability of Funds:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) **Overtime:** For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

16. GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.gsaadvantage.gov>

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition

of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below: Alaska, Hawaii, Puerto Rico, Overseas locations

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

23. SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

Webpage: www.ctimd.com

The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
- (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

TERMS AND CONDITIONS APPLICABLE TO MAINTENANCE, REPAIR SERVICE AND REPAIR PARTS/SPARE PARTS FOR GOVERNMENT-OWNED GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, RADIO/TELEPHONE EQUIPMENT, (AFTER EXPIRATION OF GUARANTEE/WARRANTY PROVISIONS AND/OR WHEN REQUIRED SERVICE IS NOT COVERED BY GUARANTEE/WARRANTY PROVISIONS) AND FOR LEASED EQUIPMENT (SPECIAL ITEM NUMBER 132-12)

1. SERVICE AREAS

- a. The maintenance and repair service rates listed herein are applicable to any ordering activity location within a 50 mile radius of the Contractor's service points. If any additional charge is to apply because of the greater distance from the Contractor's service locations, the mileage rate or other distance factor shall be stated in paragraphs 8.d and 9.d of this Special Item Number 132-12.
- b. When repair services cannot be performed at the ordering activity installation site, the repair services will be performed at the Contractor's plant(s) listed below:

CTI- Cartridge Technologies, Inc.
15738 Crabbs Branch Way Rockville, MD 20855-2622
Toll Free: 1-800-869-8570
Phone: 301-417-7202 Fax: 301-417-7204
Email: services@ctimd.com Website: <http://www.ctimd.com>

2. MAINTENANCE ORDER

- a. Agencies may use written orders, EDI orders, credit card orders, or BPAs, for ordering maintenance under this contract. The Contractor shall confirm orders within fifteen (15) calendar days from the date of receipt, except that confirmation of orders shall be considered automatic for renewals for maintenance (Special Item Number 132-12). Automatic acceptance of order renewals for maintenance service shall apply for machines which may have been discontinued from use for temporary periods of time not longer than 120 calendar days. If the order is not confirmed by the Contractor as prescribed by this paragraph, the order shall be considered to be confirmed by the Contractor.
- b. The Contractor shall honor orders for maintenance for the duration of the contract period or a lesser period of time, for the equipment shown in the pricelist. Maintenance service shall commence on a mutually agreed upon date, which will be written into the maintenance order. Maintenance orders shall not be made effective before the expiration of any applicable maintenance and parts guarantee/warranty period associated with the purchase of equipment. Orders for maintenance service shall not extend beyond the end of the contract period.
- c. Maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice, or shorter notice when agreed to by the Contractor; such notice to become effective thirty (30) calendar days from the date on the notification. However, the ordering activity may extend the original discontinuance date upon written notice to the Contractor, provided that such notice is furnished at least ten (10) calendar days prior to the original discontinuance date.
- d. Annual Funding. When annually appropriated funds are cited on a maintenance order, the period of maintenance shall automatically expire on September 30th of the contract period, or at the end of the contract period, whichever occurs first. Renewal of a maintenance order citing the new appropriation shall be required, if maintenance is to continue during any remainder of the contract period.
- e. Cross-year Funding Within Contract Period. Where an ordering activity's specific appropriation authority provides for funds in excess of a 12 month, fiscal year period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.
- f. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of maintenance service, if maintenance is to be terminated at that time. Orders for continued maintenance will be required if maintenance is to be continued during the subsequent period.

3. REPAIR SERVICE AND REPAIR PARTS/SPARE PARTS ORDERS

- a. Agencies may use written orders, EDI orders, credit card orders, blanket purchase agreements (BPAs), or small order procedures for ordering repair service and/or repair parts/spare parts under this contract. Orders for repair service shall not extend beyond the end of the contract period.

b. When repair service is ordered, only one chargeable repairman shall be dispatched to perform repair service, unless the ordering activity agrees, in advance, that additional repair personnel are required to effect repairs.

4. LOSS OR DAMAGE

When the Contractor removes equipment to his establishment for repairs, the Contractor shall be responsible for any damage or loss, from the time the equipment is removed from the ordering activity installation, until the equipment is returned to such installation.

5. SCOPE

a. The Contractor shall provide maintenance for all equipment listed herein, as requested by the ordering activity during the contract term. Repair service and repair parts/spare parts shall apply exclusively to the equipment types/models within the scope of this Information Technology Schedule.

b. Equipment placed under maintenance service shall be in good operating condition.

(1) In order to determine that the equipment is in good operating condition, the equipment shall be subject to inspection by the Contractor, without charge to the ordering activity.

(2) Costs of any repairs performed for the purpose of placing the equipment in good operating condition shall be borne by the Contractor, if the equipment was under the Contractor's guarantee/warranty or maintenance responsibility prior to the effective date of the maintenance order.

(3) If the equipment was not under the Contractor's responsibility, the costs necessary to place the equipment in proper operating condition are to be borne by the ordering activity, in accordance with the provisions of Special Item Number 132-12 (or outside the scope of this contract).

6. RESPONSIBILITIES OF THE ORDERING ACTIVITY

a. Ordering activity personnel shall not perform maintenance or attempt repairs to equipment while such equipment is under the purview of a maintenance order, unless agreed to by the Contractor.

b. Subject to security regulations, the ordering activity shall permit access to the equipment which is to be maintained or repaired.

7. RESPONSIBILITIES OF THE CONTRACTOR

For equipment not covered by a maintenance contract or warranty, the Contractor's repair service personnel shall complete repairs as soon as possible after notification by the ordering activity that service is required. Within the service areas, this repair service should normally be done within 4 hours after notification.

8. MAINTENANCE RATE PROVISIONS

a. The Contractor shall bear all costs of maintenance, including labor, parts, and such other expenses as are necessary to keep the equipment in good operating condition, provided that the required repairs are not occasioned by fault or negligence of the ordering activity.

b. REGULAR HOURS

The basic monthly rate for each make and model of equipment shall entitle the ordering activity to maintenance service during a mutually agreed upon nine (9) hour principal period of maintenance, Monday through Friday, exclusive of holidays observed at the ordering activity location.

c. AFTER HOURS

Should the ordering activity require that maintenance be performed outside of Regular Hours, charges for such maintenance, if any, will be specified in the pricelist. Periods of less than one hour will be prorated to the nearest quarter hour.

d. TRAVEL AND TRANSPORTATION

If any charge is to apply, over and above the regular maintenance rates, because of the distance between the ordering activity location and the Contractor's service area, the charge will be:

(Outside Established Service Areas)

(a) The repair service rates listed for subparagraph (2) above apply, except that a travel charge of .55 cents per mile for repairmen will apply to the round-trip distance between the geographic limits of the applicable service area and the ordering activity location. Such charge will apply as an additional charge, but it will be limited to one round trip for each request that is made by the ordering activity for repair service, regardless of whether repairs are performed at the ordering activity location or at the Contractor's shop.

(b) When the overall travel charge computed at the above mileage rate is unreasonable (considering the time required for travel, actual and necessary transportation costs, and the allowable ordering activity per diem rate for each night the repairman is required to remain overnight at the ordering activity location), the ordering activity shall have the option of reimbursing the Contractor for actual costs, provided that the actual costs are reasonable and allowable. The Contractor shall furnish the ordering activity with a report of travel performed and related expenses incurred. The report shall include departure and arrival dates, times, and the applicable mode of travel.

e. **QUANTITY DISCOUNTS**

Quantity discounts from listed maintenance service rates for multiple equipment owned and/or leased by a ordering activity are indicated below:

Quantity Range	Discounts
100 Units	1%
200- 400Units	1.5%
500 Units	2%

9. REPAIR SERVICE RATE PROVISIONS

a. **CHARGES.** Charges for repair service will include the labor charge, computed at the rates set forth below, for the time during which repairmen are actually engaged in work, and, when applicable, the charge for travel or transportation.

b. **MULTIPLE MACHINES.** When repairs are ordered by a ordering activity on two or more machines located in one or more buildings within walking distance of each other, the charges will be computed from the time the repairman commences work on the first machine, until the work is completed on the last machine. The time required to go from one machine to another, or from one building to another, will be considered actual work performance, and chargeable to the ordering activity, provided the time consumed in going between machines (or buildings) is reasonable.

c. **TRAVEL OR TRANSPORTATION**

(1) **AT THE CONTRACTOR'S SHOP**

(a) When equipment is returned to the Contractor's shop for adjustments or repairs which are not covered by the guarantee/warranty provision, the cost of transportation, packing, etc., from the ordering activity location to the Contractor's plant, and return to the ordering activity location, shall be borne by the ordering activity.

(b) The ordering activity should not return defective equipment to the Contractor for adjustments and repairs or replacement without his prior consultation and instruction.

(2) **AT THE ORDERING ACTIVITY LOCATION (Within Established Service Areas)**

When equipment is repaired at the ordering activity location, and repair service rates are established for service areas or zones, the listed rates are applicable to any ordering activity location within such service areas or zones. No extra charge, time, or expense will be allowed for travel or transportation of repairmen or machines to or from the ordering activity office; such overhead is included in the repair service rates listed.

(3) **AT THE ORDERING ACTIVITY LOCATION (Outside Established Service Areas)**

(a) The repair service rates listed for subparagraph (2) above apply, except that a travel charge of .55 per mile for repairmen will apply to the round-trip distance between the geographic limits of the applicable service area and the ordering activity location. Such charge will apply as an additional charge, but it will be limited to one round trip for each request that is made by the ordering activity for repair service, regardless of whether repairs are performed at the ordering activity location or at the Contractor's shop.

(b) When the overall travel charge computed at the above mileage rate is unreasonable (considering the time required for travel, actual and necessary transportation costs, and the allowable ordering activity per diem rate for each night the repairman is required to remain overnight at the ordering activity location), the ordering activity shall have the option of reimbursing the Contractor for actual costs, provided that the actual costs are reasonable and allowable. The Contractor shall furnish the ordering activity with a report of travel performed and related expenses incurred. The report shall include departure and arrival dates, times, and the applicable mode of travel.

d. **LABOR RATES**

(1) **REGULAR HOURS**

The Regular Hours repair service rates listed herein shall entitle the ordering activity to repair service during the period 8:00 a.m. to 5:00 p.m., Monday through Friday, exclusive of holidays observed at the ordering activity location. There shall be no additional charge for repair service which was requested during Regular Hours, but performed outside the Regular Hours defined above, at the convenience of the Contractor.

(2) AFTER HOURS

When the ordering activity requires that repair service be performed outside the Regular Hours defined above, except Sundays and Holidays observed at the ordering activity location, the After Hours repair service rates listed herein shall apply. The Regular Hours rates defined above shall apply when repair service is requested during Regular Hours, but performed After Hours at the convenience of the Contractor.

(3) SUNDAYS AND HOLIDAYS

When the ordering activity requires that repair service be performed on Sundays and Holidays observed at the ordering activity location, the Sundays and Holidays repair service rates listed herein shall apply. When repair service is requested to be performed during Regular Hours and/or After Hours, but is performed at the convenience of the Contractor on Sundays or Holidays observed at the ordering activity location, the Regular Hours and/or After Hours repair service rates, as applicable, shall apply.

Repair Service Rates	Minimum Charge per Hour*	Regular Hours Charge per Hour**	After Hours Charge per Hour**	Sundays/Holidays Charge per Hour
LOCATION				
WITHIN CONTRACTOR'S SHOP	\$65.00	\$75.00	\$85.00	\$100.00
WITHIN ESTABLISHED SERVICE AREAS	\$91.28	\$91.28	\$100.00	\$145.00
Service for Monochrome Laser Printers	\$91.28	\$91.28	\$100.00	\$145.00
Color Laser Printers	\$117.57	\$117.57	\$140.00	\$180.00
Service for Monochrome Inkjet Printers	\$90.85	\$90.85	\$140.00	\$180.00
Facsimile and Scanner Machines	\$105.85	\$105.85	\$140.00	\$180.00
Plotter Wide Format Printers	\$133.61	\$133.61	\$140.00	\$180.00
Service for Monochrome MFP (Copier/Printer/Fax/Scan) Below 25 ppm	\$132.61	\$132.61	\$140.00	\$180.00
Service for Monochrome MFP (Copier/Printer/Fax/Scan) Above 25 ppm	\$160.33	\$160.33	\$140.00	\$180.00
Color MFP (Copier/Printer/Fax/Scan) Below 25 ppm	\$153.83	\$153.83	\$180.00	\$200.00
Color MFP (Copier/Printer/Fax/Scan) Above 25 ppm	\$169.74	\$169.74	\$190.00	\$210.00
OUTSIDE ESTABLISHED SERVICE AREAS	\$125.74	\$125.74	\$160.00	\$190.00

*MINIMUM CHARGES INCLUDE 1 FULL HOURS ON THE JOB.

**FRACTIONAL HOURS, AT THE END OF THE JOB, WILL BE PRORATED TO THE NEAREST QUARTER HOUR.

10. REPAIR PARTS/SPARE PARTS RATE PROVISIONS

All parts, furnished as spares or as repair parts in connection with the repair of equipment, unless otherwise indicated in this pricelist, shall be new, standard parts manufactured by the equipment manufacturer. All parts shall be furnished at prices indicated in the Contractor's commercial pricelist dated 7/7/2009, at a discount of 10% from such listed prices.

11. GUARANTEE/WARRANTY—REPAIR SERVICE AND REPAIR PARTS/SPARE PARTS

a. REPAIR SERVICE

All repair work will be guaranteed/warranted for a period of 60 days.

b. REPAIR PARTS/SPARE PARTS

All parts, furnished either as spares or repairs parts will be guaranteed/warranted for a period of 60 days.

12. INVOICES AND PAYMENTS

a. Maintenance Service

(1) Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). **PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.**

(2) Payment for maintenance service of less than one month's duration shall be prorated at 1/30th of the monthly rate for each calendar day.

b. Repair Service and Repair Parts/Spare Parts

Invoices for repair service and parts shall be submitted by the Contractor as soon as possible after completion of work. Payment under blanket purchase agreements will be made quarterly or monthly, except where cash payment procedures are used. Invoices shall be submitted separately to each ordering activity office ordering services under the contract. The cost of repair parts shall be shown as a separate item on the invoice, and shall be priced in accordance with paragraph #10, above. **PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.**

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)

1. SCOPE

a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.

b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

CTI- Cartridge Technologies, Inc.
15738 Crabbs Branch Way Rockville, MD 20855-2622
Toll Free: 1-800-869-8570
Phone: 301-417-7202 Fax: 301-417-7204
Email: services@ctimd.com Website: <http://www.ctimd.com>

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.

b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of

the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) (Deviation 1 – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (May 2001) (Deviation 1 – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

9. INDEPENDENT CONTRACTOR

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

Labor Category 12.2

Commercial Job Title: Senior Technician

Minimum/General Experience: Eight (8) years experience working with copiers, printers and/or facsimile equipment. Requires competence on all phases of digital printing and networking techniques, concepts and methods. Also requires knowledge of available hardware, system software, input/output devices and printing solutions.

Functional Responsibility: Serves as Senior field engineer supervising other technicians assigned to the site. Performs various and difficult tasks under minimum supervision. Possess knowledge and understanding of digital – analog copiers, digital Service for Monochrome laser printers, digital Service for color printers including solid ink, laser and inkjet based. Plotter equipment including wide-format, facsimile equipment including secure fax, multifunction printers and copiers, network set up, trouble shooting and repairing, , LAN cabling systems, media, preparation for installation of hardware and software, cable testing, cable trouble shooting. May perform administrative tasks such as, documenting results, completing daily reports, inventory of materials and supplies.

Minimum Education and Experience Requirements: Technical certifications in any of the following brands: Hewlett Packard, Xerox, Brother, Panasonic, Canon, Lexmark, Sharp, Ricoh, Savin and IBM. Plus a Graduate from a Technical/Vocational school and or completion of Associate s Degree (or equivalent), or a project-related IT or telecommunications technical certification.

Labor Category 12.3

Commercial Job Title: Technician

Minimum/General Experience: Five (5) years experience working with copiers, printers and/or facsimile equipment. Requires competence on all phases of digital printing and networking techniques, concepts and methods. Also requires knowledge of available hardware, system software, input/output devices and printing solutions.

Functional Responsibility: Serves as field engineer. Performs various and difficult tasks under minimum supervision. Possess knowledge and understanding of digital – analog copiers, digital Service for Monochrome laser printers, digital Service for color printers including solid ink, laser and inkjet based. Plotter equipment including wide-format, facsimile equipment including secure fax, multifunction printers and copiers, network set up, trouble shooting and repairing, , LAN cabling systems, media, preparation for installation of hardware and software, cable testing, cable trouble shooting. May perform administrative tasks such as, documenting results, completing daily reports, inventory of materials and supplies.

Minimum Education and Experience Requirements: Technical certifications in any of the following brands: Hewlett Packard, Xerox, Brother, Panasonic, Canon, Lexmark, Sharp, Ricoh, Savin and IBM. A minimum of 4 years experience working with copiers, printers and/or facsimile equipment. Plus a Graduate from a Technical/Vocational school and or completion of Associate s Degree (or equivalent), or a project-related IT or telecommunications technical certification.

Labor Category 12.4

Commercial Job Title: Associate Technician

Minimum/General Experience: Three years experience working with copiers, printers and/or facsimile equipment. Requires competence on all phases of supply management for copiers, printers and/or facsimile equipment. Must have experience recognizing and installing consumable supplies.

Functional Responsibility: Serve as an on-site Associate to be the initial point of contact to receive and troubleshoot equipment service repair calls. Associate will be stationed at the customer site and will report every morning to the COTR or the designated project manager, Senior Technician or Technician depending on the organizational set up and customer needs. Some of the daily duties will include: maintain a copier/printer/fax service call log for all machines at the location, perform preventative maintenance, diagnose and correct common image quality problems. clear paper jams, trouble shoot problems. Contact and arrange for higher level technician to solve higher end service calls.

Maintain parts and supplies inventory, deliver supplies as needed. Pick up empty toner cartridges from designated locations.

Minimum Education and Experience Requirements: Technical certifications in any of the following brands: Hewlett Packard, Xerox, Brother, Panasonic, Canon, Lexmark, Sharp, Ricoh, Savin and IBM. A minimum of 3 years experience working with copiers, printers and/or facsimile equipment and or graduate from a Technical/Vocational school and or completion of Associate s Degree (or equivalent), or a project-related IT or telecommunications technical certification.

<u>Labor Code</u>	<u>Labor Description</u>	GSA Schedule
		Hourly Fee
12.2	Senior Technician	\$45.03
12.3	Technician	\$38.17
12.4	Associate Technician	\$36.68
12.5	Managed Print Services Specialist	\$47.33
12.6	Managed Print Services Manager	\$76.36
12.7	Project Manager	\$81.41

Price List
132.12 Maintenance Repair and Service

<u>Equipment Model – Description – Maintenance for Government Owned Equipment</u>	
SIN 132-12: Maintenance without Supplies: Service includes:Parts, Labor and Technical Support. Excludes: Consumables supplies and paper.	GSA Price
Service for Monochrome Laser Printer (8 to 30 ppm)	\$13.04
Service for Monochrome Laser Printer (31 to 50 ppm)	\$14.49
Service for Monochrome Laser Printer (51 to 75 ppm)	\$17.88
Service for Monochrome Inkjet Printers (all speeds)	\$12.08
Color Laser Printers (8 to 30 ppm)	\$35.27
Color Laser Printers (31 to 40 ppm)	\$55.56
Color Laser Printers (41 to 75 ppm)	\$91.79
Service for Monochrome Multifunction equipment - Copier/Printer/Fax/Scanner (16 to 25 ppm)	\$46.86
Service for Monochrome Multifunction equipment - Copier/Printer/Fax/Scanner (26 to 35 ppm)	\$91.79
Service for Monochrome Multifunction equipment - Copier/Printer/Fax/Scanner (36 to 45 ppm)	\$140.09
Service for Monochrome Multifunction equipment - Copier/Printer/Fax/Scanner (46 to 55 ppm)	\$193.04
Service for Monochrome Multifunction equipment - Copier/Printer/Fax/Scanner (56 to 65 ppm)	\$251.10
Service for Monochrome Multifunction equipment - Copier/Printer/Fax/Scanner (66 to 75 ppm)	\$376.71
Service for Monochrome Multifunction equipment - Copier/Printer/Fax/Scanner (76 to 85 ppm)	\$443.27
Service for Monochrome Multifunction equipment - Copier/Printer/Fax/Scanner (86 to 105 ppm)	\$556.42
Color Multifunction equipment - Copier/Printer/Fax/Scanner (16 to 25 ppm)	\$163.91
Color Multifunction equipment - Copier/Printer/Fax/Scanner (26 to 35 ppm)	\$207.62
Color Multifunction equipment - Copier/Printer/Fax/Scanner (36 to 45 ppm)	\$255.70
Color Multifunction equipment - Copier/Printer/Fax/Scanner (46 to 55 ppm)	\$382.45
Color Multifunction equipment - Copier/Printer/Fax/Scanner (56 to 65 ppm)	\$458.95
Color Multifunction equipment - Copier/Printer/Fax/Scanner (66 to 75 ppm)	\$677.49
Color Multifunction equipment - Copier/Printer/Fax/Scanner (76 to 85 ppm)	\$872.00
Color Multifunction equipment - Copier/Printer/Fax/Scanner (86 to 105 ppm)	\$977.99
Plotters	\$132.84
Facsimile	\$18.84
<u>Maintenance Service for Government Owned Accessories</u>	
High capacity paper deck	\$18.98
Finisher	\$21.90
Tandem Tray	\$22.88
Stapler	\$19.95
Bypass tray	\$19.27
Hole Punch	\$12.21
Fax Board	\$10.70
Scanner Board	\$11.38
Printer Board	\$11.81

<u>Equipment Model – Description – Maintenance for Government Owned Equipment</u>	
SIN 132-12: Maintenance with Supplies: Service includes: Parts, Labor, Consumable Supplies. Excludes: Transparencies and paper.	GSA Price
Service for Monochrome Laser Printer (8 to 30 ppm)	\$30.66
Service for Monochrome Laser Printer (31 to 50 ppm)	\$18.36
Service for Monochrome Laser Printer (51 to 75 ppm)	\$21.26
Service for Monochrome Inkjet Printers (all speeds)	\$22.39
Color Laser Printers (8 to 30 ppm)	\$79.33
Color Laser Printers (31 to 40 ppm)	\$108.53
Color Laser Printers (41 to 75 ppm)	\$152.34
Service for Monochrome Multifunction equipment - Copier/Printer/Fax/Scanner (16 to 25 ppm)	\$49.76
Service for Monochrome Multifunction equipment - Copier/Printer/Fax/Scanner (26 to 35 ppm)	\$120.22
Service for Monochrome Multifunction equipment - Copier/Printer/Fax/Scanner (36 to 45 ppm)	\$171.81
Service for Monochrome Multifunction equipment - Copier/Printer/Fax/Scanner (46 to 55 ppm)	\$230.99
Service for Monochrome Multifunction equipment - Copier/Printer/Fax/Scanner (56 to 65 ppm)	\$295.33
Service for Monochrome Multifunction equipment - Copier/Printer/Fax/Scanner (66 to 75 ppm)	\$424.79
Service for Monochrome Multifunction equipment - Copier/Printer/Fax/Scanner (76 to 85 ppm)	\$494.78
Service for Monochrome Multifunction equipment - Copier/Printer/Fax/Scanner (86 to 105 ppm)	\$627.33
Color Multifunction equipment - Copier/Printer/Fax/Scanner (16 to 25 ppm)	\$208.78
Color Multifunction equipment - Copier/Printer/Fax/Scanner (26 to 35 ppm)	\$240.40
Color Multifunction equipment - Copier/Printer/Fax/Scanner (36 to 45 ppm)	\$343.58
Color Multifunction equipment - Copier/Printer/Fax/Scanner (46 to 55 ppm)	\$461.94
Color Multifunction equipment - Copier/Printer/Fax/Scanner (56 to 65 ppm)	\$590.07
Color Multifunction equipment - Copier/Printer/Fax/Scanner (66 to 75 ppm)	\$847.96
Color Multifunction equipment - Copier/Printer/Fax/Scanner (76 to 85 ppm)	\$950.67
Color Multifunction equipment - Copier/Printer/Fax/Scanner (86 to 105 ppm)	\$1,070.87
Plotters	\$173.27
Facsimile	\$45.26
<u>Maintenance Service for Government Owned Accessories</u>	
High capacity paper deck	\$18.98
Finisher	\$21.90
Tandem Tray	\$22.88
Stapler	\$28.72
Bypass tray	\$19.27
Hole Punch	\$12.21
Fax Board	\$10.70
Scanner Board	\$11.38
Printer Board	\$11.81

SIN 132-12: Time Plus Material Repair Service: The minimum charge will be the hourly rate. Time will be calculated on increments of 15 minutes after the 1st hour. The travel cost for service areas within the 50 mile radius from CTI's headquarters is \$25. For travel areas outside of the 50 mile radius is \$80.

Equipment Model – Labor Service to Repair Government Owned Equipment	GSA Price
Service for Monochrome Laser Printers	\$99.75
Service Color Laser Printers	\$128.49
Service for Monochrome Inkjet Printers	\$99.29
Service Color Inkjet Printers	\$128.49
Service Facsimile machines	\$115.64
Service Plotter equipment	\$146.01
Service for Monochrome MFP - Copier/Printer/Fax/Scanner (below 25 ppm)	\$144.92
Service for Monochrome MFP - Copier/Printer/Fax/Scanner (above 26 ppm)	\$175.21
Color Multifunction equipment - Copier/Printer/Fax/Scanner (below 25 ppm)	\$168.11
Color Multifunction equipment - Copier/Printer/Fax/Scanner (above 26 ppm)	\$185.50

SIN 132-51: On-site Professional Services: CTI shall provide services at the customer's site. Services will be performed during regular working hours, Monday through Friday. A traveling fee of \$50 will be added for locations outside of the 50 mile radius.

<u>Labor Code</u>	<u>Labor Description</u>	GSA Price
12.2	Senior Technician	\$45.03
12.3	Technician	\$38.17
12.4	Associate Technician	\$36.68
12.5	Managed Print Services Specialist	\$39.44
12.6	Managed Print Services Manager	\$63.63
12.7	Project Manager	\$67.84

SIN 132-12: Black/White Laser Printer Preventative Maintenance Service	GSA Price
33 PPM Laser Printer Preventive Maintenance	\$139.00
50 PPM Laser Printer Preventive Maintenance	\$199.00
50 PPM Laser Printer (Extended) Preventive Maintenance	\$259.00
60 PPM Laser Printer Preventive Maintenance	\$310.07
45 PPM Laser Printer Preventive Maintenance	\$171.00
24 PPM Laser Printer Preventive Maintenance	\$161.48
20 PPM Laser Printer Preventive Maintenance	\$235.00
25 PPM Laser Printer Preventive Maintenance	\$161.48
27 PPM Laser Printer Preventive Maintenance	\$138.32

30 PPM Laser Printer (Color) Preventive Maintenance	\$267.00
31 PPM Laser Printer (Color) Preventive Maintenance	\$179.84
52 PPM Laser Printer Preventive Maintenance	\$179.12
50 PPM Laser Printer (MFP) Preventive Maintenance	\$339.00

GSA Schedule GS-35F-0708J

SIN 132-12 – Maintenance Service and Supplies Program

Maintenance includes: Labor, Parts, Preventative Maintenance and three toner cartridges at no additional cost.

Manufacturer Name	Service Provider Part Number	Service for Government Owned Printers - Listed by Product Name	GSA Price	Warranty	SIN
CTI	NPTC7115A-O	Service for Monochrome Printer	\$319.96	3 months	132-12
		Service for Service for HP LaserJet 1000, 1200, 1220 (3)			
CTI	NPTC4092A-O	Service for Monochrome Printer	\$281.70	3 months	132-12
		Service for HP LaserJet 1100, 3200 (3)			
CTI	NPTC4096A-O	Service for Monochrome Printer	\$396.47	3 months	132-12
		Service for HP LaserJet 2100, 2200 (3)			
CTI	NPT92298A-O	Service for Monochrome Printer	\$344.30	3 months	132-12
		Service for HP LaserJet 4, 4M, 5, 5M, 5N (3)			
CTI	NPTC4127X-O	Service for Monochrome Printer	\$504.30	3 months	132-12
		Service for HP LaserJet 4000, 4050, TN (3)			
CTI	NPTC8061X-O	Service for Monochrome Printer	\$542.55	3 months	132-12
		Service for HP LaserJet 4100 (3)			
CTI	NPT92274A-O	Service for Monochrome Printer	\$260.82	3 months	132-12
		Service for HP LaserJet 4L, 4ML, 4P, 4MP (3)			
CTI	NPTC3900A-O	Service for Monochrome Printer	\$521.68	3 months	132-12
		Service for HP LaserJet 4MV, 4V (3)			
CTI	NPT92291A-O	Service for Monochrome Printer	\$452.10	3 months	132-12
		Service for HP LaserJet 4Si, 3Si, 4Si-MX (3)			
CTI	NPTC4129X-O	Service for Monochrome Printer	\$587.75	3 months	132-12
		Service for HP LaserJet 5000, 5000N, 5000GN (3)			
CTI	NPTC3906A-O	Service for Monochrome Printer	\$295.61	3 months	132-12
		Service for HP LaserJet 5L, 6L, 3100, 3150 (3)			
CTI	NPTC3903A-O	Service for Monochrome Printer	\$309.52	3 months	132-12
		Service for HP LaserJet 5P, 5MP, 6P, 6MP (3)			
CTI	NPTC3909A-O	Service for Monochrome Printer	\$685.14	3 months	132-12
		Service for HP LaserJet 5Si, 5Si-MX, 8000 (3)			
CTI	NPTC4182X-O	Service for Monochrome Printer	\$834.66	3 months	132-12
		Service for HP LaserJet 8100, 8150 (3)			
CTI	NPTC8543X-O	Service for Monochrome Printer	\$736.38	3 months	132-12
		Service for HP LaserJet 9000N, 9000DN (3)			
CTI	NPTC8543X-O-	Service for Monochrome Printer	\$382.41	3 months	132-12
		Service for HP LaserJet 9000MFP (3)			
CTI	NPT92295A-O	Service for Monochrome Printer	\$239.98	3 months	132-12

		Service for HP LaserJet II, IID, III, IIID (3)			
CTI	NPT92275A-O	Service for Monochrome Printer	\$264.32	3 months	132-12
		Service for HP LaserJet IIP, IIIP (3)			
CTI	NPTC4191A-O	Service for color printer	\$372.12	3 months	132-12
		Service for HP 4500, 4550 (Black) (4)			
CTI	NPTC4192A-O	Service for color printer	\$434.72	3 months	132-12
		Service for HP 4500, 4550 (Cyan) (4)			
CTI	NPTC4193A-O	Service for color printer	\$434.72	3 months	132-12
		Service for HP 4500, 4550 (Magenta) (4)			
CTI	NPTC4194A-O	Service for color printer	\$434.72	3 months	132-12
		Service for HP 4500, 4550 (Yellow) (4)			
CTI	NPTFX1-O	Service for Fax Machine	\$340.84	3 months	132-12
		Canon 700, 775, 785, 790, L3300 (4)			
CTI	NPTFX2-O	Service for Fax Machine	\$340.84	3 months	132-12
		Canon 5000, 5500, 7000, 7500, 7700 (4)			
CTI	NPTFX3-O	Service for Fax Machine	\$375.59	3 months	132-12
		Canon 2060, 3500, L4000 (4)			
CTI	NPTFX4-O	Service for Fax Machine	\$375.59	3 months	132-12
		Canon 9000, 9500, 8500 (4)			
CTI	NPTFX5-O	Service for Fax Machine	\$552.96	3 months	132-12
		Canon 8000 (4)			
CTI	NPTFX6-O	Service for Fax Machine	\$559.93	3 months	132-12
		Canon 3170, 3175 (4)			
CTI	NPTFX7-O	Service for Fax Machine	\$500.80	3 months	132-12
		Canon LC710, 720I, 730I (4)			

**USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS**

PREAMBLE

(Name of Company) provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact :

CTI - Cartridge Technologies, Inc.
15738 Crabbs Branch Way
Rockville, MD 20855
Point of Contact: Ana Maria Castro
E-mail: anamaria@ctimd.com

Phone: 301- 417-7202 Fax: 301- 417-7204
E-mail: services@ctimd.com
Website: <http://www.ctimd.com>