

**EXHIBIT A**

**DESCRIPTION OF GOODS AND SERVICES FOR Microscopes and Accessories**

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**I. Training:**

- A. Any on-site, as well as off-site training for correct product use must be fully arranged in advance between client agency and the contractor.
- B. Availability of in-service programs may be a factor in award of contract, as well as, the ability to provide a complete product line.
- C. Any additional training costs, not normally included with purchase of instrumentation, are to be fully explained by the contractor, and put in formal, written and detailed context prior to issuance, or at time of issuance, of valid purchase order by Client Agency.

**II. Deliveries:**

- A. All goods must be delivered in first-class condition.
- B. Damaged or imperfect items will be rejected and are to be replaced by the contractor.
- C. Deliveries shall be made as specified by the ordering Client Agency (bench delivery, etc.) and during normal receiving hours of such Client Agency.
- D. All equipment must be new not refurbished or re-manufactured unless as specified on purchase order.
- E. Contractor may offer demo/refurbished equipment on a limited basis.
- F. If any equipment is classified as demo/refurbished, Client Agency must be made fully aware of warranty policies, etc, in writing prior to agency's issuance of purchase order.

**III. Trade-ins:**

- A. Any allowable trade-ins or decommissioning of old instrumentation must be scheduled properly between contract and Client Agency.
- B. Contractor is entirely responsible for all pick-ups, shipping, and crating, etc to their (contractor's) required facility/location.
- C. No additional costs will be incurred by any State of Connecticut Client Agencies.

**IV. Packing:**

- A. No additional charges shall be made for packing or packages.
- B. All items in the proposed contract must be in the original packages as prepared by the manufacturer.
- C. Any broken, repacked and/or partial packages will not be acceptable.
- D. All products and packages must be labeled as to contents and products.

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**V. Manufacturer Warranty:**

- A. Contractors are to indicate all manufacturer's warranties, which apply to the model or instrumentation line they are offering.
- B. All contractors must stipulate if they are offering any additional warranties with their bid submittal, example – multiple year extended service warranties.
- C. These periods of extended warranties may be quoted by contractor(s) for periods of time past the initial warranty period – up to a period of possibly three (3) years or longer – as specifically quoted by the contractor.
- D. These extended service warranties will apply to one (1) particular unit of equipment but may be customized by contractor and Client Agency if need be.

**VI. Service Agreements:**

- A. Contractor guarantees majority (bidder is to list any exception(s) of the equipment for one (1) year minimum against defects in material and workmanship.
- B. All warranties are to include parts, labor and travel portal to portal.
- C. All warranties should not commence until actual installation or delivery of equipment.

**VII. Maintenance and Repair:**

- A. Contractor must submit with and make a part of this bid submittal, a general repair and maintenance contract.
- B. Contract shall include general prices for repair and maintenance.

**VIII. Product Line:**

- A. Completeness of product line will be taken into consideration when making the contract award.
- B. Contractors not supplying a complete line – may not be considered for an award.
- C. Basic line(s) compound, stereo, monocular, binocular, etc.

**IX. Consumables:**

- A. Any consumable being offered must have reasonable and current/latest dating (expiration) possible to insure longer shelf life as applicable.

**X. Catalogs:**

- A. Contractors must submit electronic copy of their current catalog and complete price list shall be submitted with your on-line bid submittal.
- B. Contractor will be required to furnish each Client Agency with catalogs and price lists as requested.

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- C. All items listed in the manufacturer's catalog will be purchased on a discount from list basis reduced to a single (whole) percentage.
- D. Contractors are to list categories and discount for certain product lines – example: 5% (1 to 4 units), 10% (5 to 10 units), etc.
- C. Contractors are to attach a separate page/s and upload along with bid documents via BizNet as “other documents”, if necessary, list off all categories bid and applicable discounts offered.
- D. The contractor shall quote their discount from list and submit a current price list to which the quoted discount applies – including price column – if necessary.

**XI. Authorization:**

- A. Other than manufacturer, contractors submitting bids should be manufacturer's factory authorized representatives or distributors for the products (both sales and service) for this Contract Award.
- B. Distributors may want to offer their own “in house brands” on certain items or groups of items within a product line.
- C. Please submit proof of authenticity along with bid submittal listed and upload through Biznet as “other documents”.