



JEFFERSON COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
 729 MAPLE ST / PO BOX 100
 HILLSBORO MO 63050
 WWW.JEFFCOMO.ORG

Invitation for Bid: **PRINTER, COPIER & FAX SUPPLIES 2011** **Date Issued:** **9-21-10**

BIDS SHALL BE ACCEPTED UNTIL: **TUESDAY, OCTOBER 19, 2010**, AT 2:00 P.M. LOCAL TIME.

Specification Contact: **TABITHA CONNER**
 Department of Administrative Services
 636-797-5380

Contract Contact: **VICKIE PRATT**
 Department of Administrative Services
 636-797-5382

Mail (3) Three Complete Copies With Vendor And Bid Information As Shown In Sample:

SAMPLE ENVELOPE

<i>VENDOR NAME</i>	
<i>VENDOR ADDRESS</i>	
<i>CONTACT NUMBER</i>	DEPARTMENT OF THE COUNTY CLERK
	JEFFERSON COUNTY MISSOURI
	729 MAPLE ST / PO BOX 100
	HILLSBORO MO 63050-0100
<i>SEALED BID: (BID NAME)</i>	

Contract Term:
1-1-11 to 12-31-11

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful bidder. Price increases for renewals are not authorized unless approved in writing by the County.

Vendor Information:

Company Name	Authorized Agent (Print)
Address	Signature
City/State/Zip Code	Title
Telephone #	Date Tax ID #
E-mail	Fax #

TABLE OF CONTENTS:

Legal Notice and Invitation for Bid	Page 1
Table of Contents	Page 2
Bid Requirements	Page 3
Bidders Response and Contract	Page 5
Affidavit	Page 8
Specifications	Page 9
Exceptions to Bid	Page 9

1.0 BID REQUIREMENTS

Bidder shall initial all pages and return where the Bid Document denotes “**BIDDER’S INITIALS:** _____”

1.1 BID SUBMISSION:

Submit bid form in triplicate (three copies) with specification pages, if applicable. No facsimile bids shall be accepted and shall be rejected. The Vendor prior to the submission dead line as stated on page 1 must submit all bids. Late bids will not be accepted and returned to the vendor unopened. The County reserves the right to request additional written or oral information from Respondents in order to obtain clarification. A fully executed Affidavit is required by Section 285.530 RSMo and shall be submitted with the bid form. A copy of the Affidavit is attached hereto. Failure to execute the Affidavit shall result in the bid being rejected.

1.2 BASIS OF BID AWARD:

Award may be made on an item-by-item basis to the lowest and best bidder(s) or award may be made to the lowest and best bid total, whichever provides the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, ability to deliver, or any other reason deemed to be in the best interest of the County. Quantities stated herein represent an estimate for the period stated. Orders shall be placed for actual requirements as needed. The County may reject any or all bids for any reason and may waive any informality. Bids submitted from a Missouri State Contract shall include a copy of the State Contract with the bid. Bid award does not constitute an order or obligation to order by the County. The issuance of a Purchase Order Number shall be construed as acceptance of a Contract with all terms, conditions, and prices firm during the length of the agreement terms.

1.3 BID AWARD:

It is further agreed that the Contract shall not be valid and binding upon the County until approved by the County Counselor, as to legal form and is subject to the Ordinances, Resolutions and Orders of Jefferson County, Missouri, and State and Federal Law. If no Bid or Bids have been awarded by the County Council within thirty (30) days following the opening of the bids then all bids will be deemed Rejected.

1.4 BID PREPARATION:

1. Bidders are responsible for examination of drawings, specifications, schedules and instructions. Failure to do so will be at the bidder’s risk..
2. Each bidder shall furnish the information required by the invitation. The bidder shall sign all required documents. All deletions and erasures shall be initialed
3. Alternate bids for supplies or services other than specified shall not be considered unless authorized by invitation.
4. Bidder shall state a definite time for delivery of goods or for performance of services unless otherwise specified in the invitation for bid.
5. When specified, samples must be timely submitted and at no expense to the County.
6. Failure to adhere to all requirements may result in the response being disqualified as non-responsive.

1.5 MODIFICATION OR WITHDRAWAL OF BIDS:

Bids may be modified or withdrawn prior to the exact hour and date specified for receipt of bids, provided the modification or withdrawal is in writing and is delivered in the same manner as a bid submission.

1.6 LATE BIDS:

It is the responsibility of the bidder to deliver his bid or bid modification on or before the date and time of the bid closing to the Department of the County Clerk. Bids received late will be rejected and returned unopened to the bidder.

1.7 BID DEPOSITS:

Bid Deposits are not required unless specified in the specifications.

1.8 MATERIAL AVAILABILITY:

Bidders must accept responsibility for verification of material availability, product schedules and other pertinent data prior to submission of bid and delivery time. It is the responsibility of the bidder to notify the County immediately if the materials specified are discontinued, replaced, or not available for an extended period of time. All materials ordered by the County, shall be as needed. A sample of materials may be requested.

1.9 ALTERNATE BIDS:

Alternate Bids for items will be accepted except when stated “**NO SUBSTITUTIONS**”. Bidders must submit complete specifications on all alternate bids with the bid form. Alternate bids without complete specifications may be rejected.

Alternate bids and exceptions to bid clauses must be clearly noted on the bid form. The County may accept or reject alternate bids; whatever is most advantageous to the County.

1.10 INCORPORATION OF DOCUMENTS:

The terms of the Bid Invitation, Bid Specifications, Bid Form are incorporated into the contract as if fully setout therein.

1.11 ADDENDA:

Addenda to bid specifications are incorporated by reference as if fully setout herein. It is the responsibility of the vendor to insure and verify that they are in receipt of and completed all attached addenda's prior to submission of bid forms. Verification is made by contacting the Office of Contracts and Grants at (636) 797-5382, or by reviewing the County Web Site. (www.jeffcomo.org).

1.12 INSURANCE:

The Vendor/Contractor shall purchase and maintain in force, with an insurance company licensed to do business in the State of Missouri, at it's own expense, such insurance as will protect the Vendor/Contractor from claims which may arise out of or result from the Vendor/Contractor's execution of the work, whether such execution be by himself, his employees, agents, or by anyone for whose acts any of them may be liable. If any such work covered by the Contract is to be performed on County owned or leased premises, the Vendor agrees to carry liability and workman's compensation insurance, satisfactory to the County, and to indemnify the County against all liability, loss, and damage arising out of any injuries to persons and property caused by the Vendor, his sub-contractors, employees or agents. The insurance coverage shall be such as to fully protect the County and the general public from any and all claims for injury and damage resulting by any actions on the part of the Vendor/Contractor or its' forces as enumerated above. All policies must name the County as an additional insured and provide for thirty (30) days written prior to any material changes or cancellation.

THE COUNTY REQUIRES ORIGINAL CERTIFICATES OF INSURANCE BEFORE THE CONTRACT IS AWARDED.

A. Required Not Required **Comprehensive General Liability Insurance**

The Vendor/Contractor shall maintain and keep in force of this Contract such comprehensive general liability insurance as shall protect them from claims which may arise from operations under this Contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.

B. Required Not Required **Professional Liability Insurance**

The Vendor/Contractor shall provide the County with proof of Professional Liability Insurance, which shall protect the County against any and all claims, which might arise as a result of the operation of the Vendor/Contractor in fulfilling the terms of this Contract during the life of the Contract. The minimum amounts of such insurance will be \$1,000,000.00. Should any work be subcontracted, these limits will also apply.

C. Required Not Required **Worker's Compensation Insurance:**
per Missouri Revised Statutes Chapter 287

The Vendor/Contractor shall maintain and keep in force of this Contract such worker's compensation insurance limits as required by the statues of the State of Missouri and Employer's Liability with limits no less than \$500,000.00.

1.13 BID SUBMISSIONS

Bids submitted on separate forms are NOT acceptable unless specified in the Bid Document. Failure to complete bid forms to the satisfaction of the County may result in rejection of your bid. It is the responsibility of each bidder before submitting a bid to examine ALL documents thoroughly, and request written or oral interpretation of clarifications soon after discovering any conflicts, ambiguities, errors, or omissions in the bidding documents. Request for clarification must be received prior to bid openings.

1.14 BID OPENINGS

Bids will be publicly opened and read aloud at the time indicated on page 1. The bidders and the public are invited but not required to attend the formal opening of the bids. No decisions relating to the award of a contract or agreement will be made at the opening.

1.15 BID TABULATIONS

Bid Tabulations are not available for 5 to 7 business days following the Bid Opening. Bid submissions are open for public review at the time of the Bid Opening. Bid tabulations are posted on the County's web-site address, www.jeffcomo.org. **NO COPIES** of bid tabulations are sent to vendors.

2.0 BID RESPONSE AND CONTRACT

2.1 BIDDER REPRESENTATIONS:

The Bidder, by executing the Bid form certifies that:

- A. The bid complies with Invitation for Bid form and Bid Specifications.
- B. Bidder is not debarred or suspended from participation in Federal Assistance programs.

2.2 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

- A. The prices in the bid shall be independently determined, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to price with any bidder or other person.
- B. Unless otherwise required by law, the prices shall not have been knowingly disclosed by the bidder prior to opening.
- C. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid.

2.3 PRICE:

The price(s) specified in this bid shall be firm and not subject to contingency or reservation. If the Vendor fails to honor stated prices as submitted in the Bid Form or Contract, the County reserves the right to obtain the same items from the next lower vendor who submitted a bid price for the item. The original vendor shall be responsible for the difference in price and required to make restitution to the County for the difference in price. The bidder represents prices specified in the bid do not exceed current selling price for the same or substantially similar good or service, and are the same as or lower than other prices charged to the bidder's most favored customer. In the event the stated prices are determined to be higher than the prices for which Supplier has sold the items, or services, to others, this contract price shall be reduced accordingly. **Bid prices are ALL INCLUSIVE: (Shipping, Handling, Delivery, and Assembly to locations specified by the County). Prices shall be firm for ALL County departments and locations for term of the agreement.**

2.4 MISSOURI DOMESTIC PRODUCT PROCUREMENT ACT:

Bidder represents that the goods provided comply with Sections 34.350 to 34.359, RSMo, known as the Domestic Product Procurement Act. The Act encourages the purchase of products manufactured or produced in the United States, State of Missouri, and Jefferson County, Missouri. Bidder shall include proof of compliance with the Act with the bid when requested.

2.5 NON-EXCLUSIVE AGREEMENT:

The contractor shall understand and agree that the contract shall not be construed as an exclusive agreement and further agrees that the County may secure identical and/or similar services or products from other sources at anytime in conjunction with or in replacement of the contractor's services.

2.6 DEFINITIONS:

- A. The term "County" means the Jefferson County, Missouri and its designated representatives.
- B. The term "Vendor" means Supplier, Contractor, and Seller and includes designated representatives.
- C. The term "IFB" means Invitation for Bid.
- D. The term "Agreement/Contract" means Binding Agreement, Contract, Request for Purchase, Order.

2.7 INSPECTION, ACCEPTANCE AND APPROVALS:

Goods shall at all times and places, including the period of manufacture, are subject to inspection and test by County. County will accept or give notice of rejection of goods delivered within a reasonable time after receipt. Acceptance shall not waive any warranty. All goods supplied are subject to final inspection and acceptance by County notwithstanding payment, prior inspections or approvals. County may require prompt replacement or correction of rejected goods at Supplier's expense, including a reduction in price for rejected goods. Supplier shall not resubmit rejected goods to County without prior written approval and instructions from County. In addition, Supplier shall identify resubmitted goods as previously rejected. Supplier shall provide and maintain a quality assurance and control system acceptable to County.

2.8 WARRANTY:

Unless otherwise agreed to in writing by the parties, Supplier warrants that items ordered to specifications will conform thereto and to any drawings, samples or other descriptions furnished or adopted by County, or, if not ordered to specifications will be fit and sufficient for the purpose intended, and that all items will be new, merchantable, of good material and workmanship, and free from defect. Such warranties, together with Supplier's service warranties and guarantees, if any, shall survive inspection, test, acceptance of, and payment for the items and shall run to County and its assigns. Except for latent defects, the County shall give notice of any nonconformity to the Supplier within one (1) year after acceptance. County may return for credit or require prompt correction or replacement of the defective or non-conforming goods or have the defective good corrected or replaced at Supplier's expense. Return to Supplier of any defective or non-conforming goods and delivery to County of any corrected or replaced goods shall be at Supplier's expense. Defective or non-conforming items shall not be corrected or replaced without written authorization by County. Goods required to be corrected or replaced shall be subject to the provisions of this clause and the clause hereof entitled "Inspection, Acceptance and Approvals" in the same manner and to the same extent as goods originally delivered under this contract.

2.9 PAYMENT:

County will pay Supplier for goods upon delivery to, submission of certified invoices and acceptance. The County will not be responsible for articles or services furnished without a purchase order. Price is tax-exempt.

2.10 CHANGE ORDER:

County may make changes within the general scope of this contract. If any such changes cause an increase or decrease in the cost of or the time required for the performance of any part of the work, whether changed or not changed by any such order, an equitable adjustment shall be made in the price or delivery schedule or both, and any change order shall be in writing. Any claim by a Supplier for adjustment under this clause shall be asserted within fifteen (15) days from the date of receipt of this written order directing the change, provided, however, County, if it decides that the facts justify such action, may receive and act upon such claim asserted at any time prior to final payment.

2.11 DELIVERIES:

Deliveries shall be made in strict accordance with any delivery schedule contained in the bid specification or contract and in the exact quantity ordered. Failure to adhere to delivery schedule is reason for termination in accordance with the "termination" clause. Deliveries are to be made at locations specified by the County at time of Order.

2.12 RESPONSIBILITY FOR SUPPLIES:

Pursuant to Section 290.560 RSMo, Supplier/Contractor shall employ only Missouri laborers and laborers from nonrestrictive states except that other laborers may be used when Missouri laborers or laborers from nonrestrictive states are not available, or are incapable of performing the particular type of work involved, if so certified by the contractor and approved by the County. Except as otherwise provided, Supplier shall be responsible and bear all risks for loss and damage to goods until delivery at County's facilities, regardless of F.O.B. point, point of inspection or acceptance; and if the goods are rejected.

2.13 SUBCONTRACTS:

Supplier shall not enter into any subcontract(s) in excess of \$25,000 or 20% of this contract price; whichever is less, for any goods without County's prior written approval.

2.14 CHOICE OF LAW:

This bid and contract shall be governed and interpreted according to the laws of the State of Missouri. Venue for any court action shall be in Jefferson County, Missouri.

2.15 TERMINATION:

- A. General: Performance of work may be terminated by the County in whole, or from time to time in part, whenever County shall determine that such termination is in the best interests of County with a thirty (30) day written notice. The Vendor may terminate the Agreement/Contract upon a sixty (60) day prior notice in writing. In the event of any termination of the Agreement/Contract by the Vendor, the County may purchase such supplies and/or services similar to those terminated and for the duration of the Agreement/Contract period the Vendor will be liable for all costs in excess of the established contract pricing.

- B. Bankruptcy or Insolvency: In the event bankruptcy proceedings are commenced by or against Supplier or under any provisions of the United States Bankruptcy Act or for the appointment of a receiver or trustee or a general assignment for the benefit of creditors of either party, County shall be entitled to terminate without further cost or liability. The County may cancel the Agreement/Contract or affirm the Contract and hold the Vendor responsible for damages.

- C. Default: County may terminate the whole Contract or any part in either of the following circumstances:
 - C-1. If supplier fails to deliver the items required by the contract within the time specified; or
 - C-2. If supplier fails to perform any of the other provisions of the contract, or so fails to make progress as to endanger performance of the contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of ten (10) days after notice from County specifying such failure. In the event of termination under subparagraph 1, County shall have the right to procure, on such terms and in such manner as it may deem appropriate, items similar to those terminated, and to recover from Supplier the excess cost for such similar items provided, however, Supplier shall not be liable for such excess costs where the failure upon which the termination is based has arisen out of causes beyond the control of Supplier and without the fault or negligence of Supplier. Such causes shall be deemed to include fires, floods, earthquakes, strikes, and acts of the public enemy. The rights of County provided in subparagraph 1 shall be in addition to any other rights provided by law or the contract.
 - C-3. In the event of the Supplier's non-compliance with the provisions as set forth, this Contract may be cancelled, terminated or suspended in whole or in part and the supplier may be declared ineligible for further County contracts. The rights and remedies of the County provided in this paragraph shall not be exclusive but are in addition to any remedies provided in this Contract or as provided for by law.

2.16 NOTICE AND SERVICE THEREOF:

Any notice from the County shall be in writing and considered delivered and the service thereof completed when said notice is posted, by certified or regular mail, to the Supplier, at the address stated on the bid form.

2.17 CONTRACT TERM:

Performance shall be governed solely by the terms and conditions as set forth in the Invitation for Bid, Bid Specifications, Bid Form and the Contract notwithstanding any language contained on any invoice, shipping order, bill of lading or other document furnished the Seller at any time and the acceptance by the County for any goods furnished.

2.18 COMPLIANCE WITH APPLICABLE LAWS:

Supplier warrants it has complied with all applicable laws, rules and ordinances of the United States, Missouri or any other Governmental authority or agency in the manufacture or sale of the goods, including but not limited to all provisions of the Fair Labor Standards Act of 1938, as amended, including provisions of the Home Rule Charter of Jefferson County, Missouri requiring all workers performing work under any contract with Jefferson County be paid a wage that is at least the prevailing hourly rate of wages for work of a similar character in Jefferson County.

2.19 ACTS OF GOD:

No party shall be liable for delays, nor defaults due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, governmental actions of any kind or any other causes of a similar character beyond its control and without its fault or negligence.

2.20 SELLER'S INVOICES:

Invoices shall contain the following information. Contract number (if any), Purchase Order Number, Item number, contract description of goods or services, sizes, quantities, unit prices and extended totals. Invoices for and inquiries regarding payment should be addressed to the County Accounts Payable Clerk.

2.21 APPROVAL:

It is agreed the acceptance of a Bid shall not be valid and binding upon the County until approved by the County Purchasing Agent, County Council, and the County Counselor.

2.22 RENEWAL OPTION:

The County reserves the right to negotiate the contract for one (1) additional one-year term with the written consent of the awarded vendor. If the contractor/vendor request an increase in compensation for any renewal period, the vendor shall notify the Office of Contracts and Grants no less than 60 days prior to the end of the contract period. The County shall notify the Vendor of the intent to exercise the renewal option. However, failure to notify the Vendor does not waive the County's right to exercise the renewal option.

2.23 INDIVIDUAL, PARTNERSHIPS, CORPORATIONS:

Indicate: [] Individual: [] Partnership: [] Corporation.

Incorporated in the State of _____.

EXHIBIT C

AFFIDAVIT OF WORK AUTHORIZATION:

The grantee, sub grantee, contractor or subcontractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative) as _____ (Position/Title) first being duly sworn on my oath, affirm _____ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to _____ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services related to _____ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contract, or subcontract, if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Authorized Representative's Signature

Printed Name

Title

Date

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)

_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary

Date

EXHIBIT C
(Continued)

BOX B – CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

Authorized Business Entity
Representative's Name
(Please Print)

Authorized Business Entity
Representative's Signature

Business Entity Name

Date

As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- Enroll and participate in the E-Verify federal work authorization program (Website: http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm; Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;
AND

- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee's, subgrantee's, contractor's, or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).

PRINTER, COPIER & FAX SUPPLIES SPECIFICATIONS

1. Items listed under Proposed Manufacture with a (*). These items CAN NOT be substituted.
2. UOM (Unit of Measure) the following units of measure can only be used.
 - a. Ea. (each).
 - b. St. (set).
 - c. Cs. (case) must indicate number per case.
 - d. Pk. (package) must indicate number per package.
 - e. Bx. (box) must indicate number per box.
 - f. Btl. (bottle) must indicate number of oz. Per bottle.
 - g. Ctn. (carton) must indicate number per carton.
3. Deliveries are to be NEXT DAY service after order is placed. (Delivery times and Order time to be set with awarded vendors).
4. Prices are ALL INCLUSIVE: (Shipping, Handling, Delivery, and Assembly to locations specified by the County. Refer to section "2.4"). All prices are firm, this includes all CPI (Consumer Price Index) cost fluctuations.
5. If the proposed unit of measure varies from the amount listed, mark through the listed amount and fill in the appropriate unit of measure to reflect the cost per unit of measure.
6. If the suggested manufacturer or the manufacturer item number is different, mark through the listed information to reflect the correct information.

CTY ID	ITEM DESCRIPTION	SUGGESTED MANUFACTURE	SUGGESTED ITEM #	UNIT OF MEASURE	CURRENT USAGE	COMMENTS	BID COST PER UNIT OF MEASURE
13511	Copier Staples - Sharp copiers, 3 bxs/ctn	Sharp	SF-Sc11	BOX	3		
13512	Copier Staples - Sharp AR-M237 copier, 3/bx	Sharp	AR-SC1	BOX	4		
13513	Copier Staples - Sharp AR-M277 copier, 3/bx	Sharp	AR-SC1	BOX	1		
13514	Copier Staples - Sharp AR-M350 copier AG559, 3/bx	Sharp	AR-SC1	BOX	2		
13515	Copier Staples - Sharp AR-M620 copier, 3/bx	Sharp	SC11	BOX	0		
13520	Copier Staples - Canon Copier E-1 staple cartridge for use in Canon NP 6050 copier & Toshiba 3560; 5,000/cs	Canon E-1	0251A001AA	CASE	0		
13523	Copier Staples - Ricoh Aficio 270 copier, also for Toshiba Studio E 35, Savin Type G 320R-AM, cartridges/3cs	Savin	Type G 9670	CASE	0		
13527	Copier Staples - Toshiba 2570 copier, 3/bx	Toshiba	Staple 600	BOX	0		
13551	Copier Staples - staple cartridge for use in Panasonic DP2500, 3/ctn	Panasonic	DQSS200	CARTON	0		
13552	Copier Staples - staple cartridge for use in Panasonic DP4510 & DP6010 & DP4520 & D6020H, Toshiba Estudio 603 T700 staple cartridge, bx	Panasonic	FQSS66	BOX	0		
13553	Copier Staples - staple cartridge for use in Panasonic DP3510	Panasonic	FQSS32	CARTON	0		
14204	Toner - Copier for Sharp AR270 NT1 also AR310NT	Sharp*	AR310NT	EACH	9		
14205	Toner - Copier for Sharp AR450U	Sharp*	AR450NT	EACH	3		
14206	Toner - Copier for Sharp ARM620U	Sharp*	AR-621NT	EACH	6		
14207	Toner - Copier for Sharp ARM255N	Sharp*	AR455NT	EACH	14		
14301	Toner - Gestetner 3222/3227 P7027	Gestetner *	3222/3227/P7027	EACH	2		
14303	TONER - XEROX MFP 8560 COLOR, CYAN, 6/PK, PK	XEROX*	108R00723	PACKAGE	2		
14304	TONER - XEROX MFC 8560 COLOR, MAGENTA, 6/PK., PK	XEROX*	108R00724	PACKAGE	2		
14305	TONER - XEROX MFC 8560 COLOR, YELLOW, 6/PK., PK	XEROX*	108R00725	PACKAGE	2		
14306	TONER - XEROX MFC 8560 COLOR, BLACK, 6/PK., PK	XEROX*	108R00726	PACKAGE	1		
14307	TONER - XEROX MFC 8560 COLOR, BLACK, 6/PK., PK	XEROX*	108R00727	PACKAGE	2		
14509	Toner-Toshiba T3500 Studio E35 and Studio E34, 4 cartridges/bx, ea	Toshiba	T3500	EACH	0		
14601	Toner - Copier for Toshiba E-studio 555/655 copier, ea	*Toshiba	T8550	EACH	1		
14602	Toner - Toshiba DP 5540 copier	Toshiba* T5540/6550	T6550	EACH	0		

CTY ID	ITEM DESCRIPTION	SUGGESTED MANUFACTURE	SUGGESTED ITEM #	UNIT OF MEASURE	CURRENT USAGE	COMMENTS	BID COST PER UNIT OF MEASURE
14603	Toner - Copier for Toshiba E-studio 603 copier, Assessor id# 17620, PZ id# 17475, PW id# 17617, ea	TOSHIBA*	T7200	EACH	5		
14604	Toner - Toshiba 2060 copier	Toshiba*	T-2060	EACH	0		
14608	Toner - Toshiba DP 2570	Toshiba*	T2460	EACH	4		
14702	Toner - Panasonic DP2500 copier	Panasonic*	DQRK18B	EACH	4		
14703	Toner - Panasonic DP18 WORKIO /DP1810P	Panasonic*	DQTU10C	EACH	2		
14704	Toner - Panasonic DP6010 COPIER	Panasonic*	DQ-TU35D	EACH	0		
14705	Toner - Panasonic DP4510, DP3510; black, ea	Panasonic*	DQTU24D	EACH	4		
14706	Toner - Panasonic DP4520, ea	Panasonic*	DQ-TU33G	EACH	3		
14707	Toner - Panasonic DP2310, copier toner	PANASONIC	DQTU15E	EACH	1		
15103	Laser toner - HP LaserJet 4V,4MV black	HP *	HEWC3900A	EACH	1		
15104	Laser toner - HP LaserJet, 1012, 1020, 1022, 3020, & 3030 series, 2000 yield, black, ea	HP*	Q2612A	EACH	8		
15107	Laser Toner - HP LaserJet 4200 series, ea	HP*	HEWQ1338A	EACH	8		
15108	Laser toner - hp 8100dn printer, black	HP *	HEWC4182X	EACH	2		
15109	Laser toner - Hewlett Packard 4000, 4000N, 4000sE	HP *	HEWC4127X	EACH	6		
15112	Laser toner - hp 8500 printer, magenta	HP *	C4151A	EACH	0		
15114	Laser toner - HP Color Laser Jet 4500 and 4550N Series, black toner	HP *	C4191A	EACH	6		
15115	Laser toner - HP Color Laser Jet 4500 and 4550N Series, cyan toner	HP *	C4192A	EACH	2		
15116	Laser toner - HP Color Laser Jet 4500 and 4550N Series, magenta toner	HP *	C4193A	EACH	2		
15117	Laser toner - HP Color Laser Jet 4500 and 4550N Series, yellow toner	HP *	C4194A	EACH	3		
15118	Drum - HP Color Laser Jet 4500 and 4550N Series	HP *	C4195A	EACH	3		
15119	Laser toner - HP 2100 Series, black toner	HP *	HEWC4096A	EACH	1		
15120	Laser toner - HP 4100 Series, black toner	HP *	HEWC8061X	EACH	18		
15121	Laser toner - HP Laserjet 1000 series, black toner	HP *	HEW ISC7115A	EACH	26		
15122	Transfer Kit - for use in HP 4550 color printer	HP *	C4196A	EACH	2		
15123	Fuser Kit - for use in HP 4550 color printer	HP *	C4197A	EACH	0		

CTY ID	ITEM DESCRIPTION	SUGGESTED MANUFACTURE	SUGGESTED ITEM #	UNIT OF MEASURE	CURRENT USAGE	COMMENTS	BID COST PER UNIT OF MEASURE
15124	Laser toner - HP Laserjet 5500 color printer, black	HP*	C9730A	EACH	1		
15125	Laser toner - HP Laserjet 5500 color printer, cyan	HP*	C9731A	EACH	1		
15126	Laser toner - HP Laserjet 5500 color printer, yellow	HP*	C9732A	EACH	2		
15127	Laser toner - HP Laserjet 5500 color printer, magenta	HP*	C9733A	EACH	2		
15135	Laser toner - HP Laserjet 4600 color printer, black	HP*	C9720A	EACH	6		
15136	Laser toner - HP Laserjet 4600 color printer, cyan	HP*	C9721A	EACH	3		
15137	Laser toner - HP Laserjet 4600 color printer, yellow	HP*	C9722A	EACH	3		
15138	Laser toner - HP Laserjet 4600 color printer, magenta	HP*	C9723A	EACH	3		
15139	Laser toner - HP Laserjet 2550N color printer, black	HP*	Q3960A	EACH	9		
15140	Laser toner - HP Laserjet 2550N color printer, cyan	HP*	Q3961A	EACH	6		
15141	Laser toner - HP Laserjet 2550N color printer, yellow	HP*	Q3962A	EACH	7		
15142	Laser toner - HP Laserjet 2550N color printer, magenta	HP*	Q3963A	EACH	5		
15143	Drum unit - HP Laserjet 2550N color printer	HP*	Q3964A	EACH	5		
15145	Laser toner - HP Laserjet 4300 printer, black	HP*	Q1339A	EACH	2		
15146	Drum unit - HP Laserjet 8500 color printer	HP*	C4153A	EACH	0		
15147	Laser toner - HP Laserjet 4250 printer, black	HP*	Q5942X	EACH	16		
15148	Laser Toner - HP Laserjet 2400 series, 12,000 yield, ea	HP*	Q6511X	EACH	2		
15149	Laser toner - HP Q7551A laser toner cartridge for use in P3005 or M3035 printer, black	HP*	Q7551A	EACH	25		
15152	Laser toner - Lexmark IBM Optra S 1250, 1255, 1620, 1625, 1650, 1855, 2420, 2450, and 2455; black	Lexmark *	LEX1382925	EACH	1		
15155	Laser toner - Lexmark IBM 4039 10PLUS, 4049, black	Lexmark *	LEX1382150	EACH	1		
15157	Laser Toner - Lexmark E234N, black	Lexmark*	24015SA	EACH	2		
15158	LASER TONER - LEXMARK T650, PRINTER, 7,000 YIELD, EA	LEXMARK*	LEX T650A11A	EACH	0		
15159	Laser toner - Lexmark T520, T522 printer, 20,000 yield ea	Lexmark *	LEX12A6735	EACH	1		
15160	Laser Toner - HP Laserjet 1100 series, 3200 series, 2500 yield, black, ea	HP*	C4092A	EACH	0		
15170	Laser toner - HP LaserJet 3600 cartridge, 6,000 yield, black, ea	HP*	Q2670A	EACH	6		

CTY ID	ITEM DESCRIPTION	SUGGESTED MANUFACTURE	SUGGESTED ITEM #	UNIT OF MEASURE	CURRENT USAGE	COMMENTS	BID COST PER UNIT OF MEASURE
15171	Laser toner - Hewlett Packard LaserJet 3600, 4,000 yield, cyan, ea	HP*	Q2671A	EACH	5		
15172	Laser toner - HP LaserJet 3600, yellow, 4,000 yield, ea	HP*	Q2672a	EACH	5		
15173	Laser toner - HP LaserJet 3600, magenta, yield 4,000, ea	HP*	Q2673A	EACH	5		
15179	Laser Toner - HP Laserjet 1160, 1320 series, 6,000 yield, black, ea	HP*	Q5949X	EACH	3		
15180	Laser Toner - HP Color Laserjet 3800N, black , ea	Hewlett Packard*	Q6470A	EACH	13		
15184	Toner cartridge - HP Laserjet 3600 & 3800, Cyan, ea	HP*	Q6471A	EACH	8		
15185	Toner cartridge - HP Laserjet 3600 & 3800, yellow, ea	HP*	C6472A	EACH	8		
15186	Toner cartridge - HP Laserjet 3600 & 3800, magenta, ea	HP*	Q6473A	EACH	9		
15187	Toner Cartridge - HP Laserjet P2015DN printer, black , ea	HP*	Q7553A	EACH	0		
15188	Laser Toner - HP Laserjet P1505, black, ea	HP*	CB436A	EACH	23		
15189	Toner cartridge - HP Laserjet FOR USE IN4240 ONLY, black, ea	HP*	Q5942A	EACH	0		
15190	Toner Cartridge - HP Laserjet 4013 AND 4014,est. 10,000 yield, black, ea	HP*	CC364A	EACH	37		
15198	Laser toner - Sharp AL-1661CS printer, black, ea	SHARP	AL-110TD	EACH	0		
15199	Drum unit - Sharp AL-1661CS printer, ea	SHARP	AL-100DR	EACH	0		
15200	Laser toner-Sharp AL1655CS printer, black, ea	SHARP	AL1655	EACH	2		
15201	Drum unit - Sharp AL-1655CS printer, ea	SHARP*	AL-1655 DR	EACH	0		
15300	Laser toner - Ricoh Aficio SP C811DN printer toner, black, 10,000 yield, ea	Ricoh*	820000	EACH	3		
15301	Laser toner - Ricoh Aficio SP C811Dn printer toner, yellow, 10,000 yield, ea	Ricoh*	820008	EACH	2		
15302	Laser toner - Ricoh Aficio SP C811DN printer toner, magenta, 10,000 yield, ea	Ricoh*	820016	EACH	1		
15303	Laser toner - Ridoh Aficio SP C811DN printer toner, cyan, 10,000 yield, ea	Ricoh*	820024	EACH	1		
15305	Laser toner - HP Laserjet CP1215/1515 color, yield 2200, black, ea	HP*	CB540A	EACH	8		
15306	Laser toner - HP Laserjet CP1215/1515 color printer,1400 PAGE YIELD, cyan, ea	HP*	CB541A	EACH	4		
15307	Laser toner - HP Lserjet CP1215/1515 color printer, 1400 page yield, magenta	HP*	CB543A	EACH	3		
15308	Laser printer - HP Laserjet CP1215/1515 printer, 1400 page yield, yellow, ea	HP*	CB542A	EACH	2		
15309	Laser Toner - HP Laserjet P1005, HP35, black, ea	HP*	CB435A	EACH	5		
15310	Laser toner - HP Laserjet Q7553X, black, ea	HP*	Q7553X	EACH	2		

CTY ID	ITEM DESCRIPTION	SUGGESTED MANUFACTURE	SUGGESTED ITEM #	UNIT OF MEASURE	CURRENT USAGE	COMMENTS	BID COST PER UNIT OF MEASURE
15311	Laser Toner - HP Laserjet P2035,black, ea	HP*	CE505A	EACH	47		
15312	Laser toner - HP Laserjet 5000 series, for use in Canon FP400 printer, black, ea	HP*	C4129X	EACH	1		
15409	Ink cartridge - HP, black	HP *	C51645A	EACH	27		
15411	Ink cartridge - HP 23A tri-color cartridge	HP *	C1823D	EACH	6		
15412	Ink cartridge - HP-2000C OR 2500C and 2200/2250 printers, black	HP *	C4844A	EACH	26		
15420	Inkjet - HP Business Inkjet 2200/2250 & Design Jet 500/800, cyan	HP *	C4836A	EACH	18		
15421	Inkjet - HP Business Inkjet 2200/2250 & Design Jet 500/800, magenta	HP *	C4837A	EACH	18		
15422	Inkjet - HP Business Inkjet 2200/2250 & Design Jet 500/800, yellow	HP *	C4838A	EACH	15		
15423	Printhead - HP Business Inkjet 2200/2250 & Design Jet 500/800, black	HP *	C4810A	EACH	1		
15424	Printhead - HP Business Inkjet 2200/2250 & Design Jet 500/800, cyan	HP *	C4811A	EACH	3		
15425	Printhead - HP Business Inkjet 2200/2250 & Design Jet 500/800, magenta	HP *	C4812A	EACH	3		
15426	Printhead - HP Business Inkjet 2200/2250 & Design Jet 500/800, yellow	HP *	C4813A	EACH	6		
15427	Ink jet - HP 600c, black	HP *	C51629A	EACH	0		
15428	Ink jet - Hewlett Packard; for use in Desk jet 970C, Photosmart P1000, P1100; ea	HP *	C6578DN	EACH	7		
15430	Ink jet - Hewlett Packard; for use in Desk jet 610 & HP Fax 1120, 1120xi, black cartridge; ea	HP*	C6614DN	EACH	6		
15432	Ink jet - Hewlett Packard; for use in Officejet 6110, 6110xi, MFC psc 1210, 2110, 2210, black ink jet cartridge, ea	HP*	C6656AN	EACH	38		
15433	Ink jet - Hewlett Packard; for use in Officejet 6110, 6110xi, MFC psc 1210, 2110, 2210, tricolor ink jet cartridge, ea	HP*	C6657AN	EACH	12		
15436	Ink cartridge - HP Officejet 940XL C4906AN, Option 140, black, ea	HP*	902-C4096AN140	EACH	1		
15437	Ink cartridge - HP Officejet 940XL C4907AN, Option 140, cyan, ea	HP*	902-C4907AN140	EACH	1		
15438	Ink cartridge - HP Officejet 940XL C4908An, Option 140, magenta, ea	HP*	902-C4908AN140	EACH	1		
15439	Ink cartridge - HP Officejet 940XL C4909AN, Option 140, yellow, ea	HP*	902-C4909AN140	EACH	1		
15468	Ink jet - Hewlett Packard; for use in Design Jet 500 Plotter; CYAN, ea	HP*	C4911A	EACH	0		
15469	Ink jet - Hewlett Packard; for use in Design Jet 500 Plotter; MAGNETA, ea	HP*	C4912A	EACH	0		
15470	Ink jet - Hewlett Packard; for use in Design Jet 500 Plotter; YELLOW, ea	HP*	C4913A	EACH	1		
15474	Ink jet - Hewlett Packard; for use in Office Jet 7210; HP94 BLACK, ea	HP*	C8765WN	EACH	2		

CTY ID	ITEM DESCRIPTION	SUGGESTED MANUFACTURE	SUGGESTED ITEM #	UNIT OF MEASURE	CURRENT USAGE	COMMENTS	BID COST PER UNIT OF MEASURE
15475	Ink jet - Hewlett Packard; for use in Office Jet 7210; HP97 TRI-COLOR, ea	HP*	C9363WN	EACH	127		
15476	Ink jet - Hewlett Packard; for use in Office Jet 7210; HP 100 GRAY PHOTO, ea	HP*	C9368WN	EACH	6		
15477	Ink jet - Hewlett Packard; for use in Office Jet 7210; HP 96 BLACK, ea	HP*	C8767WN	EACH	170		
15478	Ink jet - Hewlett Packard; for use in Office Jet 7210; HP 99 BLACK PHOTO, ea	HP*	C9369WN	EACH	3		
15482	Inkjet - HP Deskjet 4140 printer, HP21, black, ea	HP*	C9351AN	EACH	7		
15484	Ink Cartridge - HP Officejet 88XL, black	HP*	C9396AN	EACH	6		
15485	Ink cartridge - HP Officejet 88XL cyan	HP*	C9386AN	EACH	2		
15486	Ink cartridge - HP Officejet 88XL, magenta	HP*	C9392AN	EACH	2		
15487	Ink cartridge - HP Officejet 88XL yellow	HP*	C9393AN	EACH	3		
15489	Ink cartridge - HP; HP 22, for use in Deskjet F4140, tri-color, ea	HP*	C3952AN	EACH	5		
15495	Printhead - Hewlett Packard, for use in HP Officejet Pro L7680, HP88, black/yellow, ea	HP*	C9381A	EACH	0		
15496	Printhead - Hewlett Packard; for use in HP Officejet Pro L7680, HP 88, magenta/cyan, ea	HP*	C9382A	EACH	0		
15502	Ink Jet - Black cartridge, Epson Photo R 300 Photo printer, ea	Epson *	T048120	EACH	3		
15503	Ink Jet - Color cartridge, Epson Photo R 300 Photo printer, cyan, ea	Epson *	T048220	EACH	2		
15504	Ink Jet - Color cartridge, Epson Photo R 300 Photo printer, light cyan, ea	Epson *	T048520	EACH	2		
15505	Ink Jet - Color cartridge, Epson Photo R 300 Photo printer, magenta, ea	Epson *	T048320	EACH	2		
15506	Ink Jet - Color cartridge, Epson Photo R 300 Photo printer, light magenta, ea	Epson *	T048620	EACH	2		
15507	Ink Jet - Color cartridge, Epson Photo R 300 Photo printer, yellow, ea	Epson *	T048420	EACH	2		
15531	Ink jet - Lexmark #17 black cartridge, ea	Lexmark*	10N0217	EACH	1		
15588	Ink Jet cartridge - HP 6540 series, 5740 series, tri-color, ea	HP*	C8766WN	EACH	1		
15589	Ink cartridge - HP, black, ea	HP*	Q2612A	EACH	2		
15602	Ribbon - printer, IBM, ea	Lexmark*	LEX1040930	EACH	5		
15609	RIBBON - OKIDATA MICROLINE 420 PRINTER SERIES, EA	OKIDATA	OKI42377801	EACH	28		
16103	Cartridge - fax Brother PPF 4750, high yield, REPLACES TN430 laser cartridge, black, ea	BROTHER*	BRTTN460	EACH	8		
16104	Cartridge - fax, Brother PFC1170, 1270, 1570, 1770, 1870, 1970MC, thermal ribbon, ea	BROTHER*	BRTPC201	EACH	38		
16107	Drum Cartridge - fax Brother drum cartridge for 4750, ea	BROTHER*	BRTDR400	EACH	1		

CTY ID	ITEM DESCRIPTION	SUGGESTED MANUFACTURE	SUGGESTED ITEM #	UNIT OF MEASURE	CURRENT USAGE	COMMENTS	BID COST PER UNIT OF MEASURE
16108	Cartridge - fax Brother 775, thermal ribbon, ea	BROTHER*	BRTPC301	EACH	1		
16109	Drum Cartridge - fax Brother drum cartridge for 2800, ea	BROTHER*	BRTDR250	EACH	1		
16110	Cartridge - Fax , for a Brother DCP 7020, MFC-7220, 2,500 YIELD, EA	BROTHER*	BRTTN350	EACH	9		
16111	Fax Cartridge - Brother TN 550, for use in Brother 950C, black, ea	BROTHER*	BRTTN550	EACH	10		
16115	Cartridge - Fax/copier Brother dcp-8020, ea., black	BROTHER*	BRTTN530	EACH	0		
16116	Fax cartridge - Brother 540 black cartridge, ea	BROTHER*	BRT540TN	EACH	10		
16117	Drum cartridge - fax Brother, ea	BROTHER*	DR-510	EACH	2		
16118	Drum - Brother DR350, ea	BROTHER*	DR350	EACH	1		
16119	Drum cartridge for Brother 520 fax machine, ea	BROTHER*	DR-520	EACH	0		
16120	Cartridge - fax, HP	HP *	HEW51626A	EACH	0		
16123	Fax cartridge-Brother MFC 8480DN, black, ea	BROTHER*	BRT TN620	EACH	8		
16124	Drum - Brother DCP 8025D DR500, laser, black, ea	BROTHER*	DR500	EACH	1		
16135	Cartridge - fax, imaging film for Sharp UX355L	Sharp *	UX3CR	EACH	4		