

THE BOARD OF EDUCATION OF MONTGOMERY COUNTY
MONTGOMERY COUNTY PUBLIC SCHOOLS
DIVISION OF PROCUREMENT
850 Hungerford Drive, Room 162
Rockville, Maryland 20850-1747
301-279-3097
October 14, 2009

INVITATION FOR BID
7195.1, Computer Supplies

Bid Opening Time: 2:00 p.m.

Bid Opening Date: November 10, 2009

NOTE: In the event of emergency closing of Board of Education offices, this bid will open at the same time on the next regular working day.

BIDS RECEIVED AFTER THE BID OPENING TIME AND DATE WILL NOT BE ACCEPTED.

COMPANY NAME: _____

1. Term of Contract: January 13, 2010 through January 12, 2011
2. Terms of Delivery: 14 Days
3. Delivery Destination: Other
4. Bid Security Required: None
Bid Security must be made payable to Montgomery County Board of Education
5. Performance Bond Required: None
- 6a. Samples Required: Yes No
- 6b. Sample Delivery Requirements:
 - Deliver to Division of Procurement
 - Deliver to Supply and Property Management
 - Deliver to the Food Service Warehouse
 - Other
- 6c. Sample Delivery Time:
 - Prior to bid opening
 - At time of bid opening
 - Subsequent to bid opening

NOTICE TO BIDDERS

The appropriate items below must be completed as part of the bid. Failure to comply may disqualify your bid. Type or print legibly in ink.

I. BIDDER INFORMATION: As appropriate, check and/or complete one of the items below.

- 1. Legal name (as shown on your income tax return) _____
- 2. Business Name (if different from above) _____
- 3. Tax Identification Number _____

A copy of your W-9 must be submitted with this bid response.

II. BIDDER'S CONTACT INFORMATION: This will be filed as your permanent contact information.

- 1. Company Name _____
- 2. Address _____
- 3. Bid Representative's Name _____
- 4. Phone Number/Extension _____
- 5. Fax Number _____
- 6. Toll Free Number _____
- 7. Email Address _____
- 8. Website _____

III. PURCHASE ORDER ADDRESS: Please complete if different from Bidder's Contact Information.

- 1. Purchase Order Address _____
- 2. Representative's Name _____
- 3. Phone Number/Extension _____
- 4. Fax Number _____
- 5. Toll Free Number _____
- 6. Email Address _____

IV. PROMPT PAYMENT DISCOUNT: MCPS may consider prompt payment discounts as part of the award process; however, the Board reserves the right to make awards according to the best interests of MCPS.

_____ Prompt payment discounts of less than twenty (20) days will not be considered.

V. **PURCHASING CARD PROGRAM:** MCPS is currently utilizing a purchasing card program through American Express. Please check the appropriate box below.

Yes, we accept American Express No, we do not accept American Express

VI. **PURCHASE ORDER PREFERENCE:** Montgomery County Public Schools (MCPS) is in the process of issuing orders via Facsimile or US Mail. MCPS prefers facsimile. Please check your preference below. If your company has the capability of receiving orders via Electronic Data Interface (EDI), please contact the Division of Procurement to determine if the system is compatible with MCPS.

Facsimile US Mail EDI Email

VII. **SLMBE (SMALL, LOCAL AND MINORITY BUSINESS ENTERPRISE):** Check the appropriate box below.

African American Asian American Hispanic Native American
 Female Disabled None

VIII. **BIDDER'S CERTIFICATION:** Upon notification of award, this document in its entirety is the awarded vendors contract with MCPS. By signing below, the undersigned acknowledges that s/he is entering into a contract with MCPS.

A. The undersigned proposes to furnish and deliver supplies, equipment, or services, in accordance with specifications and stipulations contained herein, and at the prices quoted. This certifies that this bid is made without any previous understanding, agreement or connection with any person, firm, or corporation making a bid for the same supplies, materials, or equipment, and is in all respects fair and without collusion or fraud.

B. I hereby certify that I am authorized to sign for the bidder. (Bidders are cautioned to read the material under Section XXVII, signature to Bids, and to comply with its stipulations.) I/We certify that none of this company's officers, directors, partners, or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government; and that no member of the Board of Education of the Montgomery County Public Schools, Administrative or Supervisory Personnel, or other employees of the Board of Education has any interest in the bidding company except as follows:

By (Signature) _____

Name and Title _____

Witness Name and Title _____

**Metropolitan Washington Council of Governments Rider Clause
 Invitation For Bid 7195.1, Computer Supplies**

USE OF CONTRACT(S) BY MEMBERS COMPRISING THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS CHIEF PURCHASING OFFICERS COMMITTEE.

- A. If authorized by the bidder(s), resultant contract(s) will be extended to any or all of the listed members as designated by the bidder to purchase at contract prices in accordance with contract terms.
- B. Any member utilizing such contract(s) will place its own order(s) directly with the successful contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).
- C. A negative reply will not adversely affect consideration of your bid/proposal.
- D. It is the awarded vendor's responsibility to notify the members shown below of the availability of the Contract(s).
- E. Each participating jurisdiction has the option of executing a separate contract with the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.
- F. The issuing jurisdiction shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction by the awardee.

BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:

YES NO JURISDICTION

- ___ Alexandria, Virginia
- ___ Alexandria Public Schools
- ___ Alexandria Sanitation Authority
- ___ Arlington County, Virginia
- ___ Arlington County Public Schools
- ___ Bladensburg, Maryland
- ___ Bowie, Maryland
- ___ Charles County Public Schools
- ___ College Park, Maryland
- ___ Culpeper County, Virginia
- ___ District of Columbia
- ___ District of Columbia Courts
- ___ District of Columbia Public Schools
- ___ District of Columbia Water & Sewer Auth.
- ___ Fairfax, Virginia
- ___ Fairfax County, Virginia
- ___ Fairfax County Water Authority
- ___ Falls Church, Virginia
- ___ Fauquier County Schools & Government, Virginia
- ___ Frederick, Maryland
- ___ Frederick County, Maryland
- ___ Gaithersburg, Maryland
- ___ Greenbelt, Maryland
- ___ Herndon, Virginia
- ___ Leesburg, Virginia
- ___ Loudoun County, Virginia
- ___ Loudoun County Public Schools
- ___ Loudoun County Sanitation Authority
- ___ Manassas, Virginia
- ___ City of Manassas Public Schools

YES NO JURISDICTION

- ___ Manassas Park, Virginia
- ___ Maryland-National Capital Park & Planning Comm.
- ___ Maryland Department of Transportation
- ___ Metropolitan Washington Airports Authority
- ___ Metropolitan Washington Council of Governments
- ___ Montgomery College
- ___ Montgomery County, Maryland
- ___ Montgomery County Public Schools
- ___ Northern Virginia Community College
- ___ OmniRide
- ___ Potomac & Rappahannock Trans. Commission
- ___ Prince George's County, Maryland
- ___ Prince George's Public Schools
- ___ Prince William County, Virginia
- ___ Prince William County Public Schools
- ___ Prince William County Service Authority
- ___ Rockville, Maryland
- ___ Spotsylvania County Schools
- ___ Stafford County, Virginia
- ___ Takoma Park, Maryland
- ___ Upper Occoquan Service Authority
- ___ Vienna, Virginia
- ___ Virginia Railway Express
- ___ Washington Metropolitan Area Transit Authority
- ___ Washington Suburban Sanitary Commission
- ___ Winchester, Virginia
- ___ Winchester Public Schools

MONTGOMERY COUNTY PUBLIC SCHOOLS

Division of Procurement – Room 162

850 Hungerford Drive

Rockville, Maryland 20850-1747

General Stipulations and Instructions To Bidders

I. Invitation For Bid

The Board of Education of Montgomery County Maryland, herein after referred to as The Board of Education, will receive sealed proposals until the date and time indicated on the cover of the Invitation For Bid. Bids must be delivered to the Division of Procurement at the above address where it will be opened and publicly read at the stated time. Bids must be delivered in sealed opaque envelopes. Envelopes shall be clearly marked on the outside lower left corner with the bid number and bid opening date and time.

II. Intent

These specifications are intended to cover the furnishing and delivery of said materials, supplies, or services as hereinafter shown to any or to each of the various public schools, offices, or to any designated warehouse or warehouses in Montgomery County, Maryland, whichever is specified, in quantities to be determined subsequent to the bid opening.

III. Right To Cancel Or Reject Bids

- A. The Board of Education reserves the right to cancel any contract if, in its opinion, there is a failure at any time to perform adequately the stipulations of this Invitation For Bid, or if the general conditions and specifications which are attached and made part of this bid are not fulfilled, or if in any case there is any attempt to willfully impose upon the Board of Education materials or products or workmanship which are in the opinion of the Board of Education of an unacceptable quality. Any action taken in pursuance of this latter stipulation shall not affect or impair any rights or claims of the Board of Education to damages for the breach of any covenants of the contract by the contractor. The Board of Education also reserves the right to reject the bid of any bidder who has previously failed to perform adequately after having once been awarded a prior bid for furnishing materials or services similar in nature to those mentioned in this bid.
- B. The Board of Education reserves the right to reject any or all bids in whole or in part; to make partial awards; to waive any irregularity in any quotation; to increase or decrease quantities if quantities are listed in the bid; to reject any bid that shows any omissions, alterations of form, and additions, conditions, or alternate proposals not called for; and to make any such award as is deemed to be in the best interests of the Board of Education.
- C. All items furnished must be completely new and free from defects. No others will be accepted under the terms and intent of this bid.

IV. Right To Purchase In The Open Market

Should the contractor fail to comply with the conditions of this contract or fail to complete the required work within the time stipulated in the contract, The Board of Education reserves the right to purchase in the open market, or to complete the required work, at the expense of the contractor or by recourse to provisions of the faithful performance bond if such bond is required under the conditions of the bid.

V. Failure To Furnish Item(s)

Should the contractor fail to furnish any item or items, or to complete the required work included in this contract, The Board of Education reserves the right to withdraw such items or required work from the operation of this contract without incurring further liabilities on the part of the Board of Education.

VI. Employer Information Report EEO-1

The Board of Education requires that each successful bidder be liable for compliance with the provisions of Title VII of the Civil Rights Act of 1964. In order to fully comply with Title VII, a company must file Employer Information Report EEO-1 with the Joint Report Committee, 1800 G Street, NW, Washington, D.C. 20036. Only companies that fall within the following categories are required to file the Employer Information Report EEO-1:

The entire company has at least 100 employees on the payroll. The company is affiliated through centralized ownership and/or centralized management, and the group legally constitutes a single enterprise employing a total of 100 or more employees.

If your company has already filed an EEO-1 by virtue of supplying materials or services under Federal Government Contracts, it is necessary to submit only a copy of your most recent EEO-1 report to the Division of Procurement. If you are filing a report for the first time, send a copy of EEO-1 to the Division of Procurement. Please note that purchase orders will not be issued to companies that fall into the above categories until proof of EEO-1 reporting has been received.

VII. Preparation Of Bid

Bids must be submitted on the copy provided. Bidders may wish to reproduce and retain one copy for its files. Bids must be signed by an authorized representative of the company submitting a bid. It is the intent of this solicitation that should a given bid be accepted, it will automatically become the contract. Notification of the bid award will be made by letter. Bidders shall submit its bids and specifications on the appropriate specification sheets that show the schedule of items to be purchased. Bidders may attach a letter of explanation to its bid if it so desire.

Prices quoted shall not exceed the prices established under any governmental price control regulations. Bidders will be required if requested by The Board of Education, to furnish satisfactory evidence that they are qualified as manufacturers or dealers in the items listed and have a regularly established place of business. An inspection of any bidder's place of business may be made to determine the bidder's ability to perform.

VIII. Discounts

The Board of Education reserves the right to consider discounts in computing the bid.

A. Trade Discounts

All prices offered must be the lowest net price after trade discounts have been considered. Bids offering a percentage off list prices will not be accepted unless: (1) specifically requested in that manner; (2) two copies of the referenced price list accompany the bid.

B. Payment Discounts

Prompt payment discounts are solicited and will be treated as follows:

- (1) Unless specifically stated otherwise, discounts offered which allow a minimum of twenty (20) days to qualify will be deducted from prices offered in the bid for the purpose of determining the lowest price offered.
- (2) Discounts offering less than twenty (20) calendar days will not be deducted from price offered for the purpose of determining the lowest price, but will be taken if payment is made within the discount period.

IX. "Or Equal" Interpretation

Unless the specifications and/or conditions state a specific brand and substitutions will not be considered, the Board of Education will consider other brands or the product of other manufacturers as long as the product meets the same specifications, standards, and quality of the material being solicited through the bid. On all such bids the bidder shall indicate clearly the product on which it is bidding and shall supply sufficient data on its own letterhead to enable an intelligent comparison to be made with the particular brand or manufacturer specified.

Whenever the specifications indicate a product of a particular manufacturer, model, or brand and in the absence of any written statement to the contrary by the bidder, the bid will be interpreted as being for the exact brand, model, or manufacturer specified, together with all accessories enumerated in the specifications.

X. Consideration of Prior Service

Awards on this bid will be made after consideration has been given to any previous performance for The Board of Education as to quality of service and/or merchandise and with regard to the bidder's ability to perform should it be awarded the bid.

XI. Delivery

The bidder agrees to furnish and deliver during the period of the contract the items and articles which may be awarded to the bidder in such amounts and quantities within the terms of the contract. **All Deliveries Must Be Prepaid FOB Destination, And In No Case Will Shipments Collect Or Sidewalk Deliveries Be Accepted.** Bidders shall uncrate, completely assemble, and set in designated place all equipment and furniture. All delivery cost shall be included in the bid unit price.

XII. Packing Slips And Delivery Tickets

All materials delivered on this contract shall be packed in a substantial manner in accordance with accepted trade practices. No charges may be made over and above the bid price for packaging or for deposits on containers. All deliveries shall be accompanied by delivery tickets or packing slips. Tickets shall contain the following information for each item delivered: the quantity, bid number, and the name of the contractor.

XIII. Invoices

All invoices are to be in duplicate and mailed to the Division of Accounting. Every invoice must include the following information:

- A. The purchase order number
- B. The invoice number
- C. Bid number
- D. The ship to address

E. The quantity and description of each item shipped

F. The unit price and extended price for each item shipped and the invoice total.

Prices quoted **Shall Not** include **Federal Excise** or **State Sales and Use Taxes**. Exemption certificates will be furnished upon request.

XIV. Bid Security

If bid security is required, it must be payable to: "Montgomery County Board of Education."

Such bid security will be returned to all except the successful bidder(s) within five business days after awards have been made. The bid security of the successful bidder(s) will be returned upon receipt of the performance bond if such bond is required under the terms of the award. If no award is made within 60 days after the date of the opening of the bids, bid security will be returned to any bidder upon demand of the bidder at any time after the 60-day period so long as it have not been notified of the acceptance of its bid. Written notification of the acceptance of any bid will be made to the successful bidder(s).

XV. Performance Bonds

If required, the successful bidder or bidders on this bid must furnish a performance bond in the amount indicated in the bid document, made out to Montgomery County Board of Education and prepared on an approved performance bond form as security for the faithful performance of its contract. The performance bond shall be submitted within ten business days of the notification that the bid has been awarded. The surety thereon must be such surety company or companies as are acceptable to The Board of Education and as are authorized to transact business in the State of Maryland. Attorneys in fact who sign bid bonds must file with each bond a certified copy of its power of attorney to sign said bonds. Should the bidder fail or refuse to furnish the required performance bond within ten business days after notification the bidder shall pay to The Board of Education as liquidated damages for such failure or refusal an amount in cash equal to the security deposited with its bid.

XVI. Provision For Municipal Offices

Each bidder agrees when submitting its bid that it will make available to every office and department of the Montgomery County Government the bid prices submitted on this bid should any such department or office wish to take advantage of the bid prices submitted to The Board of Education.

XVII. Product Testing During Time of Contract

Material delivered on any contract resulting from this Invitation For Bid may be tested for compliance with the specification stipulated herein. Any shipment failing to fully meet or comply with the specification requirements will be promptly rejected.

The cost of testing a representative sample of an order or shipment for acceptance shall be borne by the Board of Education except if the order or shipment is rejected for failure to meet the requirements of the specification. In case of failure to meet the requirements of the specification the cost of testing will be charged to the contractor.

XVIII. Safety Standards

All work performed and all items supplied shall be in compliance with applicable federal and state safety standards. (OSHA-MOSHA). Material Safety Data Sheets shall be included in all shipments.

XIX. General Guaranty

The contractor agrees to:

- A.** Save the Board of Education, its agents, and employees harmless from liability of any nature or any kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article, or appliance furnished or used in the performance of the contract of which the contractor is not patented assignee, licensee, or owner.
- B.** Protect the Board of Education against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery.
- C.** Furnish adequate protection against damage to all work and to repair damages of any kind, to the building or equipment, to its own work or to the work of the contractors for which it or its workers are responsible.
- D.** Pay for all permits, licenses, and fees and give all notices and comply with all laws, ordinances, rules, and regulations of the Board of Education and of the State of Maryland.

XX. Indemnity

The contractor shall indemnify, keep, and save harmless the Board of Education, its agents, officials, and employees against all injuries, death, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in any way occur against them in consequence of the granting of this contract or which may in any way result therefrom, whether or not it shall be alleged or determined that the act was caused through negligence or omission of the contractor or its employees, except to the extent of the negligence of the Board of Education, its agents, officials and employees. The contractor shall, at its own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the Board of Education in any such action based on the actions and/or negligence of the contractor, its agents and employees, the contractor shall at its own expense satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the contractor, shall in no way limit the responsibility to indemnify, keep, and save harmless and defend the Board of Education as herein provided.

XXI. Insurance

The contractor shall maintain Comprehensive Business Insurance for protection from claims under the Workmen's Compensation Act, claims for damage because of bodily injury, death, or property damage to others, including employees of the Board of Education; and claims for damages arising out of the operation of motor vehicles, which may arise during the performance of the contract whether caused by the contractor or by any subcontractor or anyone directly or indirectly employed by either of them. The contractor shall also maintain product liability insurance. The aforementioned insurance shall cover the duration of the contract period, including all periods of the time and all places where work is performed under an expressed or implied warranty. The limits of such liability insurance for each occurrence shall be equal to or greater than \$500,000 for Bodily Injury and \$100,000 for Property Damage. The certificate on the insurance, indicating coverage for the term of the contract, shall be made in favor and provided to The Board of Education prior to commencement of the contract. A company duly licensed by the Maryland Insurance Commissioner and qualified to sell insurance in Maryland shall issue all insurance policies.

XXII. Inspection Of Premises

Before submitting a bid for any construction or installation work in any building or on the premises of the Board of Education, the bidder should carefully examine the premises and upon submitting its bid will be considered to have examined the premises, building, or buildings where the work is to be done. For any work or installation requiring the use of labor, the successful bidder before starting work must provide sufficient evidence of insurance showing that it is adequately covered for Workmen's Compensation and Public Liability insurance.

XXIII. Patents

The contractor shall hold and save the Board of Education, its officers, agents, servants, and employees harmless from liability of any nature or kind, including costs and expenses for or on account of any patented or unpatented inventions, articles, process, or appliance manufactured or used in performance of this contract including its use by Montgomery County, unless otherwise specifically stipulated in this contract.

XXIV. Samples And Catalog Cuts

A. Requirements and Delivery

Sample requirements and sample delivery stipulations are indicated in the bid document. Further details concerning samples may also be indicated in the detailed specification portion of the invitation. Bidders shall make all arrangements for delivery of samples to location indicated.

B. Sample Identification

All sample packages shall be marked "Samples" and each sample shall bear the name of the bidder, item number, and bid number and shall be carefully tagged or marked in a substantial manner. Failure of the bidder to clearly identify samples as indicated may be considered sufficient reason for rejection of its bid.

C. Testing or Comparing Samples

Samples are requested for the purpose of testing or comparing with detailed specifications. Therefore, The Board of Education reserves the right to retain or destroy the articles or materials submitted as samples for the purpose of testing. Accordingly, The Board of Education shall be free from any change or claim on the part of the bidder or contractor if any articles or materials furnished as samples are lost or destroyed. Materials such as food may be tested from the raw, uncooked, baked, or canned sample being submitted at the time of bid opening or subsequent to bid opening. Food tests shall consider specification factors such as contents, weight, size, taste, texture, appearance, uniformity of color, and defects, if any.

D. Retention and Removal of Samples

The samples submitted by bidders on items on which it have received an award will be retained by The Board of Education until the delivery of contracted items is completed and accepted. Bidders whose samples are retained will be notified when its samples may be removed. Samples on which bidders are unsuccessful must be removed as soon as possible but not more than 15 calendar days after notification that the award has been made by The Board of Education. The Board of Education will not be responsible for such samples if not removed by the bidder within 15 calendar days after the notification of award has been made.

E. Sample Quantities

Samples are required in the exact packaging and size as stated in the item description unless otherwise indicated in the bid document or it is determined that a smaller quantity is sufficient for adequate testing.

F. Descriptive Literature

All bidders are required to furnish with the bid proposal a brochure, properly bound and labeled, showing full illustrations and specifications on each item offered, if bidding other than specified; or if specifically requested. These cuts and specifications are to be arranged and labeled with the item number in the same sequence as the items appear in the specifications and attached on separate pages of a brochure. The cover of the brochure shall contain:

1. Vendor's name, address, and phone number
2. Bid number

XXV. Time of Completion

The Board of Education reserves the right to revise the starting and completion dates for delivery and installation of equipment to new schools and additions as stated below if the bid is wholly or in part for the furnishing of new schools and additions to existing buildings. At least 60 days prior to the date scheduled for delivery and installation for each project, the Board of Education will notify the contractor whether or not any change will be required in the dates for the beginning and completion of delivery. The right is reserved to specify beginning dates and completion dates two weeks earlier than listed above or to postpone the beginning and completion dates for not more than 30 days later than the dates as listed. These changes in delivery dates, if any, for new schools and additions to older buildings will be applicable to individual projects as specified and not to all projects as a whole. The estimated dates on which deliveries may be begun and which time deliveries and installations must be completed have been estimated as carefully as possible; and if any change is required by circumstances beyond the control of the Board of Education, the revised delivery dates as established by the procedures outlined immediately above will become the definite schedule for completion of the contract as if it had been set in the original schedule as outlined.

XXVI. Guarantee

The contractor shall unconditionally guarantee the materials and workmanship on all equipment furnished by it for a period of one year from date of acceptance of the items delivered and installed. If, within the guarantee period, any defects or signs of deterioration are noted which in the opinion of The Board of Education are due to faulty design and installation, workmanship, or materials, upon ratification, the contractor, at its expense, shall repair or adjust the equipment or parts to correct the condition: or it shall replace the part or entire unit to the complete satisfaction of the Board of Education. These repairs, replacements, or adjustments shall be made only at such times as will be designated by the Board of Education as least detrimental to the instructional programs.

XXVII. Signature To Bids

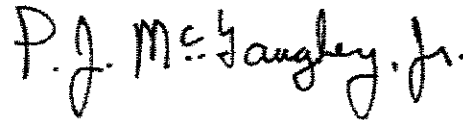
Each bid must show the full business address and telephone number of the bidder and be signed by the person or persons legally authorized to sign contracts. All correspondence concerning the bid and contract, including Notice of Award, Copy of Contract, and Purchase Order, will be mailed or delivered to the address shown on the bid in the absence of written instructions from the bidder or contractor to the contrary. Bids by partnerships must be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing, who shall also state the names of individuals composing the partnership. Bids by corporations must be signed with the name of the corporation, followed by the signature and designation of the officer having authority to sign. When required, satisfactory evidence of authority of the officer signing in behalf of the corporation shall be furnished. Anyone signing the bid as agent shall file satisfactory evidence of its authority to do so.

XXVIII. Errors In Bids

Bidders, or its authorized representatives, are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids; failure to do so will be at the bidder's own risk and the bidder cannot secure relief on the plea of error. Neither law nor regulations make allowance for errors either of omission or commission on the part of the bidders.

XXIX. Inquiries

Should any bidder have any question as to the intent or meaning of any part of this bid, it must contact the undersigned to receive a written reply before submitting its bid. Inquires must be submitted in writing no later than four business days prior to bid opening date.



Philip J. McGaughey, Jr., CPPB, CIA, CGAP
Director, Division of Procurement

**MONTGOMERY COUNTY PUBLIC SCHOOLS
DIVISION OF PROCUREMENT
850 Hungerford Drive, Room 162
Rockville, Maryland 20850-1747**

SPECIAL INSTRUCTIONS TO VENDORS FOR MAILING BIDS

Bids must be delivered in sealed, opaque envelopes, and labeled clearly as follows:

SAMPLE BID RESPONSE ENVELOPE

(Return Address) _____

Division of Procurement
MONTGOMERY COUNTY PUBLIC SCHOOLS
Carver Educational Services Center
850 Hungerford Drive, Room 162
Rockville, Maryland 20850-1747

BID NO. _____
BID NAME _____
OPENING DATE _____
OPENING TIME _____

Vendor name and address must appear on the upper left hand corner of the bid envelope.
The specific bid number, opening date, and time must appear in the lower left hand corner of the bid envelope.
It is suggested that vendors utilize a tracking service to insure prompt delivery.

ATTACHMENT A

NOTICE

New Procedure for Submitting Bid Pricing

Instructions to Bidders:

Montgomery County Public Schools has improved the processing of bidder responses. The item specifications are now provided in Microsoft Excel and can be saved on a diskette. Bidders may now input their pricing, brands and models in Excel and submit them via the 3.5" diskette enclosed. **If you do not have access to a computer, you may submit your pricing on the Item Specification sheets that are contained in the original bid document. If you do not have a diskette drive and wish to submit your pricing on a CD, please contact Laurie Checco, at 301-279-3097 for further information.**

Please follow the directions below. **NOTE: Bidders are instructed not to alter the format of the spreadsheet.** Enter pricing, brand and model information in the corresponding cells indicated.

Diskette Instructions:

- 1.) Insert the diskette into your computer
- 2.) Open the file in Microsoft Excel
- 3.) Fill in your company name where indicated
- 4.) Enter the Bid Price, Brand and Model in the appropriate cells. Please **DO NOT** use dollar signs (\$) and do not make alterations to any other columns
- 5.) For "No-Bid" items, please **DO NOT** enter zero, "no bid," or letters, leave **BLANK**
- 6.) Save File to diskette (you may wish to save an additional copy to your computer)
- 7.) Print two copies of the Excel diskette file to accompany the original bid document (completed yellow pages, general conditions and rider clause), discard the original Item Specification pages and replace with your printed Excel pages
- 8.) Remove diskette and include it in your bid package

Your bid response must include the completed contract documents, a hard copy of the pricing sheets and the pricing diskette.

In the event that the diskette information does not match printed or handwritten material, the printed or handwritten material will be accepted as the correct information.

**Department of Materials Management
Procurement Office
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland**

Invitation For Bid #7195.1, Computer Supplies

GENERAL CONDITIONS

A. Intent

The specifications contained herein are intended to cover the furnishing and delivery of computer supplies. Deliveries are to be made to Montgomery County Public Schools (MCPS) individual locations and member jurisdictions of the Metropolitan Washington Council of Governments (COG) and the Baltimore Regional Cooperative Purchasing Council (BRCPC).

This is a cooperative Invitation For Bid issued by MCPS on behalf of the members of the COG and BRCPC Purchasing Groups for the purchase of their respective estimated known and future annual requirements for toner cartridges. MCPS is acting as the "Soliciting Agent" for the jurisdictions concerned and shall not be held liable for any costs, damages, etc, incurred by any other jurisdiction. Known participating member jurisdictions and their agencies, commissions, departments and addresses are listed on page 6. Others may be added from time to time in the future. Other jurisdictions and agencies participating in this cooperative Invitation For Bid are herein after referred to as "Jurisdictions".

Each jurisdiction will execute its own contract(s) in accordance with each jurisdiction's purchasing laws, policy and procedures. Individual contracts will contain contractual requirements that are unique to the jurisdiction; to include but not be limited to Non-Discrimination in Employment, Officials not to Benefit, Registering of Corporations, Bidders Qualification Statement, etc."

B. Delivery

Delivery for MCPS orders shall be required within fourteen (14) days after receipt by the successful bidder(s) of a purchase order issued and signed by the director of the Division of Procurement or an order placed by an authorized representative using the MCPS purchase card.

C. Awards

It is the intention to award this contract to the bidder(s) submitting the most favorable unit prices with consideration being given to any previous performance for the Board of Education as to quality of service and acceptable merchandise, and with regard to the bidder(s) ability to perform should it be awarded the contract. Awards may be made to one (1) successful vendor submitting the lowest aggregate quotation on items of a similar nature or on an individual item basis. However, the Board reserves the right to make awards according to the best interests of the Board of Education of Montgomery County, Maryland.

D. Contract Term

The term of contract shall be for one (1) year as stipulated on the Invitation For Bid. However, the contract may not begin until one day after approval by the Board of Education and will conclude as stated under the contract term. MCPS reserves the right to extend this contract at existing prices, terms and conditions for up to three (3) additional terms. Written notice indicating MCPS' intention to pursue the extension of the contract will be issued to the successful vendor(s) 90 days prior to the expiration of the original contract. The vendor(s) shall have ten (10) days from the date of notification to return the notice acknowledging its intent to accept or reject the extension. Once all responses are evaluated, MCPS staff may make a recommendation to the Board of Education to extend the contract or decide to rebid. If the contract is extended by the Board of Education a contract amendment will be issued.

E. Provision For Price Adjustment

Unit prices quoted herein are subject to price adjustment downward in accordance with decreases in prices announced by the manufacturer of the subject item anytime prior to award. Recommendations for awards, however, shall be made based on the original bid submission only.

Subsequent to award, the unit prices quoted herein are subject to price adjustment upward or downward in accordance with increases or decreases announced by the manufacturer after the contract award. The successful bidder must notify the director of the Department of Materials Management of any announced manufacturer's price reductions and give immediate benefit to MCPS in a proportionate amount.

Price increases will not be considered for the first 180 days of the contract. Thereafter the successful vendor must submit a written request for price relief. The request for a price increase shall include documentation from the manufacturer to verify the basis for such request. MCPS reserves the right to accept or reject the request as may be determined to be in the best interest of MCPS. Any orders received prior to a request for a price increase shall be honored at the original contract price.

F. Descriptive Literature

All bidders are required to furnish with their bid proposal literature properly bound and labeled showing full illustrations and detailed specifications on items bid. The literature and specifications are to be arranged and labeled according to item sequence. The literature shall be clearly marked with the bid number, item number and company name. Vendors shall show the manufacturer's code and catalog number of the item offered. **Failure to submit marked descriptive literature may result in automatic disqualification.**

G. Brand Names

The brand names and code or model numbers in the attached specifications are the exclusive brands desired and substitutions will not be considered at this time.

In the brand column state the brand name, code or model number on each item being offered, even if bidding the specified brand. If a brand and code or model number is not shown your bid may not be considered.

G. Brand Names (Cont.)

Commodity descriptions that state “Only a specified brand will be considered” are brands that have been evaluated and tested for inclusion on this bid and are the only brands acceptable at this time. Other brands will be evaluated and tested by MCPS if materials are submitted at no cost to MCPS.

Testing normally requires a minimum of sixty (60) days to complete; therefore, your samples for testing may be approved for a future bid if the evaluation is satisfactory.

The following procedures should be followed for evaluations and testing of other brands:

1. Vendors must send requests in writing to the procurement office to request evaluation.
2. Procurement will notify the vendor when and where the sample must be delivered.
3. Samples will be submitted at no cost to MCPS-Procurement
4. MCPS will notify the vendor if the evaluation is satisfactory and accepted for future bids

H. Interpretation

The commodities listed are specified to meet our minimum requirements. Therefore, vendors are informed that they must provide the items in conformance to quality standards equal to the brand specified.

I. Deviations

All bids meeting the intent of the invitation will be considered for award. Bidders offering and quoting on substitutions or who are deviating from the terms, conditions, and/or specifications shall list such and explain fully on a separate sheet to be submitted with its bid. The absence of such a sheet shall indicate that the bidder has taken no exception and shall be held responsible for performing in accordance with the terms, conditions and specifications as stated herein.

J. Quotations

No bidder will be allowed to offer more than one (1) price on each item even though it may feel that it has two (2) or more types of styles that will meet specifications. Bidders must determine for themselves which to offer. If said bidder should submit more than one (1) price on any item, all prices for that item will be rejected. However, this stipulation does not preclude the offering of new products which do not meet specifications in every respect from being offered as a separate item for consideration for future bids. Such product should be identified as a new product and a brief explanation written as a part of the offer detailing the advantages, which can normally be expected of this product over the product specified.

A bidder may restrict its bid to consideration in the aggregate by so stating, but shall name a unit price on each item bid upon. Any bid in which the bidder names a total price for all the articles without quoting a price on each and every separate item may be considered informal. If there is any discrepancy between the unit cost and total cost, the unit cost shall prevail.

K. Warranty

The supplier warrants the items delivered to be of the highest quality, complying with specifications and free from all defects whatsoever in workmanship and materials. The supplier agrees that any replacements and/or adjustments made necessary because of such defects will be made promptly without any cost to MCPS and to the satisfaction of MCPS.

L. Quantities

MCPS shall not be obligated to purchase any specific quantity. Quantities in this request are subject to change and purchases are dependent upon the requirements of MCPS and on budgetary limitations.

M. Telephone Numbers

All vendors shall provide a toll free telephone number or provide a collect call service. Please indicate the name of the person to contact on collect calls. Failure to provide no cost telephone service for product clarification or to place an order may result in a no award.

Telephone Number	Sales Representative
Fax Number	

N. Customer References

Bidders are required to provide three (3) references. The references shall have company name, contact person, address and phone number of three (3) current customers for which a contract for similar size and products have been provided. If the reference information is not accurate and MCPS cannot contact the person(s) named then your bid may not be considered.

<u>Company Name & Address</u>	<u>Contact Person</u>	<u>Phone Number</u>	<u>Contract Number</u>
1. _____			
2. _____			
3. _____			

O. Award Criteria

1. Conformance to specifications
2. Ability to perform
3. Price
4. Past performance

P. Submission of Bids

One original and one copy of the bid are requested. The cover page of each copy must be clearly marked original or copy. Bidders may wish to reproduce and retain an additional copy for your files.

Vendor shall be a manufacturer's authorized reseller for the items offered. Written certification shall be submitted with bid response.

Q. Vendor Obligation**Contractors' and sub-contractors' responsibility regarding registered sex offenders:**

A new Maryland Law that became effective June 22, 2006, requires that any person who enters a contract with a county board of education or a non-public school "may not knowingly employ an individual to work at a school" if the individual is a registered sex offender. An employer who violates this requirement is guilty of a misdemeanor and if convicted may be subject to up to five years imprisonment and/or a \$5000 fine.

Each contractor shall screen their work-forces to ensure that a registered sex offender does not perform work at a county public school and also ensure that a subcontractor and independent contractor conducts screening of its personnel who may work at a school. The term "work-force" is intended to refer to all of the contractor's direct employees and subcontractors and/or independent contractors it used to perform the work. Violation of this provision may cause MCPS to take action against the contractor up to and including termination of the contract.

R. eMaryland Marketplace

As of June 1, 2008 Maryland law requires local and state agencies to post solicitations on eMaryland Marketplace. Registration with eMaryland Marketplace is free. It is recommended that any interested supplier register at www.eMarylandMarketplace.com, regardless of the award outcome for this procurement as it is a valuable resource for upcoming bid notifications for municipalities throughout Maryland.

S. Electronic Picture File

MCPS has instituted a new Financial Management System which allows MCPS end-users to view an electronic picture of the items available for purchase. Upon determination of award, all suppliers submitting a response to this Invitation For Bid (IFB) will be sent a Pre-Award Notification, which will detail the recommended awards that will be presented to the Board of Education. Upon receipt of the Final Award Notification, it is requested that suppliers email a GIF or JPEG electronic picture file, no more than 100x100 pixels in size, to Procurement@mcpsmd.org. Each file name must include the product model #; IFB #; and the full, legal name of the supplier.

T. Multi-Agency Participation

MCPS reserves the right to extend the terms and conditions of this solicitation to any and all other agencies within the state of Maryland as well as any other federal, state, municipal, county, or local governmental agency under the jurisdiction of the United States and its territories. This shall include

T. Multi-Agency Participation (cont'd)

but not be limited to private schools, parochial schools, non-public schools such as charter schools, special districts, intermediate units, non-profit agencies providing services on behalf of government, and/or state, community and/or private colleges/universities that required these goods, commodities

and/or services. Use of this solicitation by other agencies may be dependent on special local/state requirements attached to and made a part of the solicitation at time of contracting. The supplier/contractor agrees to notify the issuing agency of those entities that wish to use any contract resulting from this bid and will also provide usage information, which may be requested. A copy of the contract pricing and the bid requirements incorporated in this contract will be supplied to requesting agencies. Each participating jurisdiction or agency shall enter into its own contract with the Award Bidder(s) and this contract shall be binding only upon the principals signing such an agreement. Invoices shall be submitted "directly" to the ordering jurisdiction for each unit purchased. Disputes over the execution of any contract shall be the responsibility of the participating jurisdiction or agency that entered into that contract. Disputes must be resolved solely between the participating agency and the Award Bidder. MCPS assumes no authority, liability, or obligation on behalf of any other public or non-public entity that may use any contract resulting from this bid MCPS pricing is based on the specifications provided in this solicitation.

U. Addenda/Errata

Changes and addenda to a solicitation may occur prior to the solicitation opening date and time. It is the sole responsibility of the vendor to check the "Event Calendar" on the MCPS Procurement website <http://montgomeryschoolsmd.org/departments/procurement/> or contact Laurie Checco in the Division of Procurement at 301-279-3097, to verify whether addenda/errata have been issued. Failure to provide the signed acknowledgement of the addenda/errata may result in the bid being deemed non-responsive.

V. Inquiries

All inquiries concerning this bid must be submitted in writing to: Laurie Checco, CPPB, Buyer II, Montgomery County Public Schools, Division of Procurement, Room 162, 850 Hungerford Drive, Rockville, Maryland 20850 or via fax at 301 279-3173. All inquiries must be received four (4) business days prior to the bid due date in order to receive a reply prior to submitting its bid. The Board of Education will not be responsible for any oral or telephone explanation or interpretation. Vendor contact with any other MCPS employee regarding this solicitation will be considered by MCPS as an attempt to obtain an unfair advantage and result in non-consideration of its bid. The MCPS Procurement website address is <http://montgomeryschoolsmd.org/departments/procurement/>.

W. Jurisdiction Information

Baltimore County Public Schools, 200 E. North Avenue, Room 401, Baltimore MD 21202, Mr. John Egerton, Buyer, 443-984-3389

Frederick County Public Schools, 33 Thomas Johnson Drive, Frederick, MD 21702, Mr. Stephen P. Starmer, C.P.M., 301-644-5074

W. Jurisdiction Information (cont'd)

Howard County Public Schools, 10910 Route 108, Ellicott City, MD 21042, Ms. CeCe Clement, CPPO, CPPB, Purchasing Manager, 410 313-6724

The Community College of Baltimore County, 7200 Sollers Point Road, Baltimore, MD 21222
Ms. Nickie Copinger 443 840-3553

City of Rockville, 111 Maryland Avenue, Rockville, MD 20850-2364, Mr. Jonathan Pierson, C.P.M., Contract Specialist, 240 314-8433

Company Name: _____

Group/ Seq No	Item/ Whse/ Qtd	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
38020		Q2612X Black OEM Toner for HP 1012, 1022, 1319, 3020, 3050 Printer(s), 3000 Yield (MCPS; Other Jurisdictions)	100	Each				
38021		Q7553X Black OEM Toner for HP 2015 Printer(s), 7000 Yield (MCPS; Other Jurisdictions)	75	Each				
38022		CC364X Black OEM Toner for HP 4015 Printer(s), 24000 Yield (MCPS; Other Jurisdictions)	40	Each				
38023		C4092A Black OEM Toner for HP 1100 Printer(s), 2500 Yield (MCPS; Other Jurisdictions)	25	Each				
38024		C7115A Black OEM Toner for HP 1200, 1220 Printer(s), 2500 Yield (MCPS; Other Jurisdictions)	200	Each				
38025		Q2613A Black OEM Toner for HP 1300 Printer(s), 2500 Yield (MCPS; Other Jurisdictions)	75	Each				
38026		Q5949X Black OEM Toner for HP 1320 Printer(s), 6000 Yield (MCPS; Other Jurisdictions)	250	Each				
38027		CB436A Black OEM Toner for HP 1505, 1522 Printer(s), 2000 Yield (MCPS; Other Jurisdictions)	125	Each				
38028		CC530A Black OEM Toner for HP 2025 Printer(s), 3500 Yield (MCPS; Other Jurisdictions)	40	Each				
38029		CC531A Cyan OEM Toner for HP 2025 Printer(s), 2800 Yield (MCPS; Other Jurisdictions)	20	Each				

Company Name: _____

Group/ Seq No	Item/ Whsel/ Ord	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
	38030	CC533A Magenta OEM Toner for HP 2025 Printer(s), 2800 Yield (MCPS; Other Jurisdictions)	20	Each				
	38031	CC532A Yellow OEM Toner for HP 2025 Printer(s), 2800 Yield (MCPS; Other Jurisdictions)	20	Each				
	38033	Q6511X Black OEM Toner for HP 2420, 2430 Printer(s), 12000 Yield (MCPS; Other Jurisdictions)	225	Each				
	38034	Q6000A Black OEM Toner for HP 2600, 2605 Printer(s), 2500 Yield (MCPS; Other Jurisdictions)	225	Each				
	38035	Q6001A Cyan OEM Toner for HP 2600, 2605 Printer(s), 2000 Yield (MCPS; Other Jurisdictions)	50	Each				
	38036	Q6003A Magenta OEM Toner for HP 2600, 2605 Printer(s), 2000 Yield (MCPS; Other Jurisdictions)	50	Each				
	38037	Q6002A Yellow OEM Toner for HP 2600, 2605 Printer(s), 2000 Yield (MCPS; Other Jurisdictions)	50	Each				
	38038	Q7551X Black OEM Toner for HP 3005, 3035 Printer(s), 13000 Yield (MCPS; Other Jurisdictions)	325	Each				
	38039	CE505X Black OEM Toner for HP 2055 Printer(s), 6500 Yield (MCPS; Other Jurisdictions)	30	Each				
	38041	CE484A OEM Fuser Kit for HP 3525, 3530 Printer(s), 40000 Yield (MCPS; Other Jurisdictions)	5	Each				

Company Name: _____

Group/ Seq No	Item/ Whse/ Old	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
38042		CE250X Black OEM Toner for HP 3525, 3530 Printer(s), 10500 Yield (MCPS; Other Jurisdictions)	300	Each				
38043		CE251A Cyan OEM Toner for HP 3525, 3530 Printer(s), 7000 Yield (MCPS; Other Jurisdictions)	150	Each				
38044		CE253A Magenta OEM Toner for HP 3525, 3530 Printer(s), 7000 Yield (MCPS; Other Jurisdictions)	150	Each				
38045		CE252A Yellow OEM Toner for HP 3525, 3530 Printer(s), 7000 Yield (MCPS; Other Jurisdictions)	150	Each				
38046		C4127X Black OEM Toner for HP 4000, 4050 Printer(s), 10000 Yield (MCPS; Other Jurisdictions)	150	Each				
38047		C8061X Black OEM Toner for HP 4100 Printer(s), 10000 Yield (MCPS; Other Jurisdictions)	350	Each				
38048		Q1338A Black OEM Toner for HP 4200 Printer(s), 12000 Yield (MCPS; Other Jurisdictions)	400	Each				
38050		Q5945A Black OEM Toner for HP 4345 Printer(s), 18000 Yield (MCPS; Other Jurisdictions)	5	Each				
38051		C9720A Black OEM Toner for HP 4600, 4650 Printer(s), 9000 Yield (MCPS; Other Jurisdictions)	100	Each				
38052		C9721A Cyan OEM Toner for HP 4600, 4650 Printer(s), 8000 Yield (MCPS; Other Jurisdictions)	60	Each				

Company Name: _____

Group/ Seq No	Item/ Whsel Ord	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
38053	C9723A	Magenta OEM Toner for HP 4600, 4650 Printer(s), 8000 Yield (MCPS; Other Jurisdictions)	60	Each				
38054	C9722A	Yellow OEM Toner for HP 4600, 4650 Printer(s), 8000 Yield (MCPS; Other Jurisdictions)	60	Each				
38055	Q7502A	OEM Fuser Kit for HP 4700, 4730 Printer(s), 120000 Yield (MCPS; Other Jurisdictions;	5	Each				
38056	Q5950A	Black OEM Toner for HP 4700 Printer(s), 11000 Yield (MCPS; Other Jurisdictions)	50	Each				
38057	Q5951A	Cyan OEM Toner for HP 4700 Printer(s), 10000 Yield (MCPS; Other Jurisdictions)	75	Each				
38058	Q5953A	Magenta OEM Toner for HP 4700 Printer(s), 10000 Yield (MCPS; Other Jurisdictions)	75	Each				
38059	Q5952A	Yellow OEM Toner for HP 4700 Printer(s), 10000 Yield (MCPS; Other Jurisdictions)	75	Each				
38060	Q7504A	OEM Transfer Kit for HP 4700, 4730 Printer(s), 120000 Yield (MCPS; Other Jurisdictions;	5	Each				
38062	Q6460A	Black OEM Toner for HP 4730 Printer(s), 12000 Yield (MCPS; Other Jurisdictions)	100	Each				
38063	Q6461A	Cyan OEM Toner for HP 4730 Printer(s), 12000 Yield (MCPS; Other Jurisdictions)	75	Each				

Company Name: _____

Group/ Seq No	Item/ Whse/ Qid	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
38064	Q6463A	Magenta OEM Toner for HP 4730 Printer(s), 12000 Yield (MCPS; Other Jurisdictions)	75	Each				
38065	Q6462A	Yellow OEM Toner for HP 4730 Printer(s), 12000 Yield (MCPS; Other Jurisdictions)	75	Each				
38202	C8091A	Staple Cartridge for HP 4345, 4730 MFP Stapler/Stacker, 5000 Staples (MCPS; Other Jurisdictions)	10	Each				
38066	C9396AN	Black OEM Ink for HP 5400 Printer(s), 2000 Yield (MCPS; Other Jurisdictions)	1900	Each				
38067	C9391AN	Cyan OEM Ink for HP 5400 Printer(s), 1540 Yield (MCPS; Other Jurisdictions)	1000	Each				
38068	C9393AN	Magenta OEM Ink for HP 5400 Printer(s), 1200 Yield (MCPS; Other Jurisdictions)	1000	Each				
38069	C9392AN	Yellow OEM Ink for HP 5400 Printer(s), 1980 Yield (MCPS; Other Jurisdictions)	1000	Each				
38070	C9381A	Black OEM Print Head for HP 5400 Printer(s), 41500 Yield (MCPS; Other Jurisdictions)	250	Each				
38071	C9382A	Magenta OEM Print Head for HP 5400 Printer(s), 41500 Yield (MCPS; Other Jurisdictions)	250	Each				
38072	Q3984A	OEM Fuser Kit for HP 5500, 5550 Printer(s), 150000 Yield (MCPS; Other Jurisdictions)	75	Each				

Cycle No: 1

Computer Supplies

Company Name: _____

Group/ Seq No	Item/ Whse/ Ord	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
38073		C9730A Black OEM Toner for HP 5500, 5550 Printer(s), 13000 Yield (MCPS; Other Jurisdictions)	800	Each				
38074		C9731A Cyan OEM Toner for HP 5500, 5550 Printer(s), 12000 Yield (MCPS; Other Jurisdictions)	500	Each				
38075		C9733A Magenta OEM Toner for HP 5500, 5550 Printer(s), 12000 Yield (MCPS; Other Jurisdictions)	500	Each				
38076		C9732A Yellow OEM Toner for HP 5500, 5550 Printer(s), 12000 Yield (MCPS; Other Jurisdictions)	500	Each				
38077		C9734B OEM Transfer Kit for HP 5500, 5550 Printer(s), 120000 Yield (MCPS; Other Jurisdictions;	75	Each				
38078		C3903A Black OEM Toner for HP 6P, 2100 Printer(s), 4000 Yield (MCPS; Other Jurisdictions)	150	Each				
38079		C3909X Black OEM Toner for HP 8000 Printer(s), 17100 Yield (MCPS; Other Jurisdictions)	10	Each				
38080		C4906A Black OEM Ink for HP 8000, 8500 Printer(s), 2200 Yield (MCPS; Other Jurisdictions)	2000	Each				
38081		C4907A Cyan OEM Ink for HP 8000, 8500 Printer(s), 1400 Yield (MCPS; Other Jurisdictions)	1000	Each				
38082		C4908A Magenta OEM Ink for HP 8000, 8500 Printer(s), 1400 Yield (MCPS; Other Jurisdictions)	1000	Each				

Company Name: _____

Group/ Seq No	Item/ Whse/ Old	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
38083	C4909A	Yellow OEM Ink for HP 8000, 8500 Printer(s), 1400 Yield (MCPS; Other Jurisdictions)	1000	Each				
38084	C4900A	Black and Yellow OEM Print Head for HP 8000, 8500 Printer(s), 41500 Yield (MCPS; Other Jurisdictions)	250	Each				
38085	C4901A	Cyan and Magenta OEM Print Head for HP 8000, 8500 Printer(s), 41500 Yield (MCPS; Other Jurisdictions)	250	Each				
38086	TN580	Black OEM Toner for Brother 8060 Printer(s), 7000 Yield (MCPS; Other Jurisdictions)	175	Each				
38087	C4182X	Black OEM Toner for HP 8100, 8150 Printer(s), 20000 Yield (MCPS; Other Jurisdictions)	60	Each				
38088	C4844A	Black OEM Ink for HP BIJ 1200D Printer(s), 1750 Yield (MCPS; Other Jurisdictions)	400	Each				
38089	C4836AN	Cyan OEM Ink for HP BIJ 1200D Printer(s), 1750 Yield (MCPS; Other Jurisdictions)	1600	Each				
38090	C4838AN	Magenta OEM Ink for HP BIJ 1200D Printer(s), 1750 Yield (MCPS; Other Jurisdictions)	1600	Each				
38091	C4837AN	Yellow OEM Ink for HP BIJ 1200D Printer(s), 1750 Yield (MCPS; Other Jurisdictions)	1600	Each				
38092	C4810A	Black OEM Print Head for HP BIJ 1200D Printer(s), 16000 Yield (MCPS; Other Jurisdictions)	400	Each				

Company Name: _____

Group/ Seq No	Item/ Whse/ Ord	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
38093	C4811A	Cyan OEM Print Head for HP BIJ 1200D Printer(s), 16000 Yield (MCPS; Other Jurisdictions)	400	Each				
38094	C4812A	Magenta OEM Print Head for HP BIJ 1200D Printer(s), 16000 Yield (MCPS; Other Jurisdictions)	400	Each				
38095	C4813A	Yellow OEM Print Head for HP BIJ 1200D Printer(s), 16000 Yield (MCPS; Other Jurisdictions)	400	Each				
38096	T087020	OEM Ink Gloss Optimizer 4-Pack for Epson 1900 Printer(s), N/A Yield (MCPS; Other Jurisdictions)	5	Each				
38097	T087220	Cyan OEM Ink for Epson 1900 Printer(s), 915 Yield (MCPS; Other Jurisdictions)	5	Each				
38098	T087320	Magenta OEM Ink for Epson 1900 Printer(s), 915 Yield (MCPS; Other Jurisdictions)	5	Each				
38099	T087820	Matte Black OEM Ink for Epson 1900 Printer(s), 520 Yield (MCPS; Other Jurisdictions)	5	Each				
38100	T087920	Orange OEM Ink for Epson 1900 Printer(s), 915 Yield (MCPS; Other Jurisdictions)	5	Each				
38101	T087120	Photo Black OEM Ink for Epson 1900 Printer(s), 520 Yield (MCPS; Other Jurisdictions)	5	Each				
38102	T087720	Red OEM Ink for Epson 1900 Printer(s), 915 Yield (MCPS; Other Jurisdictions)	5	Each				

Company Name: _____

Group/ Seq No	Item/ Whse/ Ord	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
38103	T087420	Yellow OEM Ink for Epson 1900 Printer(s), 915 Yield (MCPS; Other Jurisdictions)	5	Each				
38117	C4096A	Black OEM for HP LJ 2100 & 2200 series, 5000 Yield (MCPS; Other Jurisdictions)	120	Each				
38111	C8543X	Black OEM Toner for HP LaserJet 9000, 9040, 9050 Printer(s), 30000 Yield (Other Jurisdictions)	30	Each				
38112	C6470	Black OEM Toner for HP 3600, 3800 Printer(s), 10000 Yield (Other Jurisdictions)	125	Each				
38113	C8767WN	Black OEM Ink # 96 for HP Printer(s), 860 Yield (Other Jurisdictions)	10	Each				
38115	Q5949A	Black OEM for HP 1160, 1312 & 3390 series, 2500 Yield (Other Jurisdictions)	225	Each				
38116	Q6511A	Black for HP 2400 series, 6000 Yield (Other Jurisdictions)	125	Each				
38118	Q7582A	Yellow OEM for HP LJ 3800 series, 6000 Yield (Other Jurisdictions)	50	Each				
38119	Q2619A	Black OEM for HP LJ 2300 series, 6000 Yield (Other Jurisdictions)	75	Each				
38120	Q7583	Magenta OEM for HP LJ 3800 series, 6000 Yield (Other Jurisdictions)	50	Each				

Company Name: _____

Group/ Seq No	Item/ Whsel/ Old	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
38121	Q5942X	Black OEM for HP LJ 4250 series, 20000 Yield (Other Jurisdictions)	50	Each				
38122	Q7581A	Cyan OEM for HP LJ 3800 series, 6000 Yield (Other Jurisdictions)	50	Each				
38126	C6653BN	Black Twin Pack Ink No. 15 for HP Deskjet 810, 812, 825, 840, 842, 843, 845, 920, 940, 950495 (Other Jurisdictions)	20	Each				
38127	HP	Black Ink No. 15 for HP Deskjet 810, 812, 825, 840, 842, 843, 845, 920, 940, 950 - 15, 600 (Other Jurisdictions)	200	Each				
38128	C8721WN	Black Ink No. 2 for HP Photosmart 8250, 3210, 3310 Series (Vivera) (Other Jurisdictions)	40	Each				
38129	C8771WN	Cyan Ink No. 2 for HP Photosmart 8250, 3210, 3310 Series (Vivera) (Other Jurisdictions)	25	Each				
38130	C8772WN	Magenta Ink No. 2 for HP Photosmart 8250, 3210, 3310 Series (Vivera), 350 (Other Jurisdictions)	25	Each				
38131	C8773WN	Yellow Ink No. 2 for HP Photosmart 8250, 3210, 3310 Series (Vivera), 490 (Other Jurisdictions)	25	Each				
38132	C8774WN	Light Cyan Ink No. 2 for HP Photosmart 8250, 3210, 3310 Series (Vivera), 240 (Other Jurisdictions)	25	Each				

Company Name: _____

Group/ Seq. No	Item/ Whse/ Old	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
38133		C8775WN Light Magenta Ink No. 2 for HP Photosmart 8250, 3210, 3310 Series (Vivera), 240 (Other Jurisdictions)	25	Each				
38134		C6614DN Black Ink No. 20 for HP Deskjet 610, 612, 630, 632, 640, 642, 648; HP Fax 925, 500 (Other Jurisdictions)	50	Each				
38135		C1823D Tri-Color: Cyan/Magenta/Yellow Ink No. 23 for HP Deskjet 700 Series, 640 (Other Jurisdictions)	50	Each				
38136		51629A Black Ink No. 29 for HP Deskjet 600C, 660C, 670C, 680C, 690C; Deskwriter 600, 660, 680, 720 (Other Jurisdictions)	30	Each				
38137		51645A Black Ink No. 45 for HP Deskjet 700, 1600 Series, 830 (Other Jurisdictions)	900	Each				
38138		C6650BN Black Twin Pack Ink No. 45 for HP Deskjet 700, 1600 Series, 830 (Other Jurisdictions)	40	Each				
38139		51649A Tri-Color Ink No. 49 for HP Deskjet 350 Series, 600C; 610, 660C, 670, 680C, 690C Series, 350 (Other Jurisdictions)	40	Each				
38140		C6656AN Black Ink No. 56 for HP Deskjet 450cbi, 5150, 5550, 5650, 5850, 9650, 9670, 9680, 520 (Other Jurisdictions)	550	Each				
38141		C6657AN Tri-Color Ink No. 57 for HP Deskjet 450cbi, 5150, 5550, 5650, 5850, 9650, 9670, 9680, 500 (Other Jurisdictions)	300	Each				

Company Name: _____

Group/ Seq No	Item/ Whsel/ Qld	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
38142	C6657AN	Tri-Color: Cyan/Magenta/Yellow, 391, Twin Pack Ink No. 57 for HP Deskjet 450cbi, 5150, 5550, 5650, 5850, 9650, 9670, 9680, 391 (Other Jurisdictions)	20	Each				
38143	C6578AN	Tri-Color Ink No. 78 for HP Deskjet 930, 932, 935, 950, 952, 970, 1220, HP Photosmart P1000, 970 (Other Jurisdictions)	100	Each				
38144	C6578DN	Tri-Color Ink No. 78 for HP Deskjet 930, 932, 935, 950, 952, 970, 1220, HP Photosmart P1000, 450 (Other Jurisdictions)	500	Each				
38145	C8766WN	Tri-Color Ink No. 95 for Deskjet 5740, 6520, 6540, 6840 Series, Photosmart, 260 (Other Jurisdictions)	25	Box				
38146	Q6511A	Black for HP LJ 2420, 2420D 2420D, 2430TN, 2430DTN, 6000 (Other Jurisdictions)	25	Each				
38147	Q7561A	Cyan Toner for HP Color LaserJet 3800DN, 3800DTN, 3800N, 6000 (Other Jurisdictions)	25	Each				
38148	Q7562A	Yellow Toner for HP Color LaserJet 3800DN, 3800DTN, 3800N, 6000 (Other Jurisdictions)	25	Each				
38149	Q7563A	Magenta Toner for HP Color LaserJet 3800DN, 3800DTN, 3800N, 6000 (Other Jurisdictions)	25	Each				

Company Name: _____

Group/ Seq No	Item/ Whse/ Ord	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
38151	92298A	Black Toner for HP LaserJet 4, 4 Plus, 4M, 4M Plus, 5, 5M, 5N, 5SE, 6800 (Other Jurisdictions)	25	Each				
38152	92298X	Black Toner for HP LaserJet 4, 4 Plus, 4M, 4M Plus, 5, 5M, 5N, 5SE, 8800 (Other Jurisdictions)	25	Each				
38153	C4127A	Black Toner for HP LaserJet 4000, 4050 Series, 6000 (Other Jurisdictions)	100	Each				
38154	C8061A	Black Toner for HP LaserJet 4100 Series, 6000 (Other Jurisdictions)	50	Each				
38155	Q7551A	Black Toner for HP LaserJet P3005/D/ND/X, 6500 (Other Jurisdictions)	50	Each				
38156	016-1827-00	Yellow Xerox 850 Toner (Other Jurisdictions)	40	Each				
38157	016-1828-00	Xerox 850 Toner, 5 Magenta, 2 black - Colorstix (Other Jurisdictions)	40	Each				
38158	108R00591	Imaging Unit for Xerox Phaser 6250, 30000 (Other Jurisdictions)	20	Each				
38159	108R00645	Xerox Phaser 6300 & 6360 Imaging Unit (Other Jurisdictions)	20	Box				
38160	108R00646	Xerox Phaser 6300 & 6360 Transfer Roller (Other Jurisdictions)	20	Each				

Company Name: _____

Group/ Seq No	Item/ Whse/ Old	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
38161	115R00035	Xerox Phaser 6300 & 6360 Fuser Kit (Other Jurisdictions)	20	Each				
38162	6200-016-2005-00	Toner for Xerox Phaser Cyan (Other Jurisdictions)	75	Each				
38163	6200-016-2006-00	Toner for Xerox Phaser Magenta (Other Jurisdictions)	75	Each				
38164	6200-016-2007-00	Toner for Xerox Phaser Yellow (Other Jurisdictions)	75	Each				
38165	6200-016-2008-00	Xerox Phaser Black (Other Jurisdictions)	75	Each				
38166	6200-016-2012-00	Imaging Unit for Xerox Phaser (Other Jurisdictions)	20	Each				
38167	6200-016-2013-00	Transfer Roller for Xerox Phaser (Other Jurisdictions)	20	Each				
38168	6200-016-2014-00	Fuser Kit for Xerox Phaser (Other Jurisdictions)	20	Each				
38169	6200-016-1845-00	Cleaning Kit for Xerox Phaser (Other Jurisdictions)	10	Each				
38170	6300-106R01082	Toner for Xerox Phaser Cyan (Other Jurisdictions)	75	Each				

Company Name: _____

Group/ Seq No	Item/ Whse/ Ord	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
38171	6300-106R01083	Toner for Xerox Phaser Magenta (Other Jurisdictions)	75	Each				
38172	6300-106R01085	Toner for Xerox Phaser Black (Other Jurisdictions)	75	Each				
38173	6360-106R01214	Toner for Xerox Phaser Cyan (Other Jurisdictions)	75	Each				
38174	6360-106R01215	Toner for Xerox Phaser Magenta (Other Jurisdictions)	75	Each				
38175	6360-106R01216	Toner for Xerox Phaser Yellow (Other Jurisdictions)	75	Each				
38176	6360-106R01217	Toner for Xerox Phaser Black (Other Jurisdictions)	757	Each				
38177	8200-016-2044-00	Toner for Xerox Phaser Black (Other Jurisdictions)	75	Each				
38178	8200-016-2045-00	Toner for Xerox Phaser Cyan (Other Jurisdictions)	75	Each				
38179	8200-016-2046-00	Toner for Xerox Phaser Magenta (Other Jurisdictions)	75	Each				
38180	8200-016-2047-00	Toner for Xerox Phaser Yellow (Other Jurisdictions)	75	Each				

Item Specification
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Bid No: 7195
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Company Name: _____

Group/ Seq No	Item/ Whse/ Old	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
38181		850-016-1825-00 Toner for Xerox Phaser Cyan (Other Jurisdictions)	75	Each				
38182		850-4088 Maintenance Kit for Xerox Phaser (Other Jurisdictions)	20	Each				
38183		106R00671 Toner for Xerox Phaser 6250 Series, Black (Other Jurisdictions)	25	Each				
38184		106R00672 Toner for Xerox Phaser 6250 Series Cyan, 8000 (Other Jurisdictions)	50	Each				
38185		106R00673 Toner for Xerox Phaser 6250 Series Magenta, 8000 (Other Jurisdictions)	50	Each				
38186		106R00674 Toner for Xerox Phaser 6250 Series Yellow, 8000 (Other Jurisdictions)	50	Each				
38187		106R00675 Toner for Xerox Phaser 6250 Series Black, 8000 (Other Jurisdictions)	50	Each				
38188		106R01073 Toner for Xerox Phaser 6300, 6350 Cyan, 4000 (Other Jurisdictions)	25	Each				
38189		106R01074 Toner for Xerox Phaser 6300, 6350 Magenta, 4000 (Other Jurisdictions)	25	Each				
38190		106R01075 Toner for Xerox Phaser 6300, 6350 Yellow, 4000 (Other Jurisdictions)	25	Each				

Company Name: _____

Group/ Seq No	Item/ Whse/ Old	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
38191	016-1932-00	Xerox 8200 Maintenance Kit (Other Jurisdictions)	25	Each				
38192	T054020	Ink for Epson Stylus Photo R800, Gloss, 400, Optimizer (Other Jurisdictions)	25	Each				
38193	T054120	Ink for Epson Stylus Photo R800, Photo, Black, 400 (Other Jurisdictions)	50	Each				
38194	T054220	Ink for Epson Stylus Photo R800, Cyan, 400 (Other Jurisdictions)	60	Each				
38195	T054320	Ink for Epson Stylus Photo R800, Magenta, 400 (Other Jurisdictions)	50	Each				
38196	T054420	Ink for Epson Stylus Photo R800, Yellow, 400 (Other Jurisdictions)	50	Each				
38197	T054720	Ink for Epson Stylus Photo R800, Red, 400 (Other Jurisdictions)	50	Each				
38198	T054820	Ink for Epson Stylus Photo R800, Matte Black, 400 (Other Jurisdictions)	50	Each				
38199	T054920	Ink for Epson Stylus Photo R800, Blue, 400 (Other Jurisdictions)	50	Each				
38203	016-1973-00	Cyan OEM Toner (Other Jurisdictions)	5	Each				

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Bid No: 7195
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Company Name: _____

Group/ Seq No	Item/ Whse/ Ord	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
38204	016-1974-00	Magenta OEM Toner (Other Jurisdictions)	5	Each				
38205	016-1975-00	Yellow OEM Toner (Other Jurisdictions)	5	Each				
38206	016-1976-00	Black OEM Toner (Other Jurisdictions)	5	Each				
38207	016-1997-00	Kit (Other Jurisdictions)	5	Each				
38208	108R00669	Cyan OEM Toner (Other Jurisdictions)	5	Each				
38209	108R00670	Magenta OEM Toner (Other Jurisdictions)	5	Each				
38210	108R00672	Black OEM Toner (Other Jurisdictions)	5	Each				
38211	108R00723	Cyan OEM Toner (Other Jurisdictions)	5	Each				
38212	108R00724	Magenta OEM Toner (Other Jurisdictions)	5	Each				
38213	108R00725	Yellow OEM Toner (Other Jurisdictions)	5	Each				
38214	108R00727	Black OEM Toner (Other Jurisdictions)	5	Each				

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Company Name: _____

Group/ Seq No	Item/ Whse/ Old	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
	38215	92298A OEM Toner (Other Jurisdictions)	5	Each				
	38216	C4129X Black OEM Toner (Other Jurisdictions)	5	Each				
	38217	C4195A OEM Toner (Other Jurisdictions)	5	Each				
	38218	C4836A Cyan OEM Toner (Other Jurisdictions)	5	Each				
	38219	C4837A Magenta OEM Toner (Other Jurisdictions)	5	Each				
	38220	C4838A Yellow OEM Toner (Other Jurisdictions)	5	Each				
	38221	C4841A Cyan OEM Toner (Other Jurisdictions)	5	Each				
	38222	C4842A Yellow OEM Toner (Other Jurisdictions)	5	Each				
	38223	C4843A Magenta OEM Toner (Other Jurisdictions)	5	Each				
	38224	C4920A Black OEM Toner (Other Jurisdictions)	5	Each				
	38225	C4921A Cyan OEM Toner (Other Jurisdictions)	5	Each				
	38226	C4922A Magenta OEM Toner (Other Jurisdictions)	5	Each				
	38227	C4923A Yellow OEM Toner (Other Jurisdictions)	5	Each				

Company Name: _____

Group/ Seq No	Item/ Whse/ Old	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
38228	C5010DN	Tri-color OEM Toner (Other Jurisdictions)	5	Each				
38229	C6625A	Tri-color OEM Toner (Other Jurisdictions)	5	Each				
38230	C7115X	OEM Toner (Other Jurisdictions)	5	Each				
38231	C8061A	Black OEM Toner (Other Jurisdictions)	5	Each				
38232	C8727AN	OEM Toner (Other Jurisdictions)	5	Box				
38233	C8788BN	Combo Pack OEM Toner (Other Jurisdictions)	5	Each				
38234	C9321FN	Combo Pack OEM Toner (Other Jurisdictions)	5	Each				
38235	C9321FN	Combo Pack OEM Toner (Other Jurisdictions)	5	Each				
38236	C9361WN	Tri-color OEM Toner (Other Jurisdictions)	5	Each				
38237	C9363WN	Tri-color OEM Toner (Other Jurisdictions)	10	Each				
38238	C9364WN	Black OEM Toner (Other Jurisdictions)	5	Each				
38239	C9385AN	Black OEM Toner (Other Jurisdictions)	10	Each				

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Group/ Seq No	Item/ Whse/ Old	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
38240	C9386AN	Cyan OEM Toner (Other Jurisdictions)	5	Each				
38241	C9387AN	Magenta OEM Toner (Other Jurisdictions)	5	Each				
38242	C9388AN	Yellow OEM Toner (Other Jurisdictions)	5	Each				
38243	CB278AN	Color OEM Toner (Other Jurisdictions)	5	Each				
38244	CB335WN	Black OEM Toner (Other Jurisdictions)	25	Each				
38245	CB337WN	Tri-color OEM Toner (Other Jurisdictions)	5	Each				
38246	CB540A	Black OEM Toner (Other Jurisdictions)	5	Each				
38247	CC364A	Black OEM Toner (Other Jurisdictions)	30	Each				
38248	CC644WN	Black OEM Toner (Other Jurisdictions)	5	Each				
38249	CE505A	Black OEM Toner (Other Jurisdictions)	5	Each				
38250	CD942FN	Black/Multi Ink 3pk OEM Toner (Other Jurisdictions)	5	Each				
38251	CEB27XR	OEM Toner (Other Jurisdictions)	5	Each				

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Computer Supplies

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Company Name: _____

Group/ Seq No	Item/ Whse/ Old	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
38252		CEB61AR OEM Toner (Other Jurisdictions)	5	Each				
38253		Q1338D OEM Toner (Other Jurisdictions)	5	Each				
38254		Q1339A OEM Toner (Other Jurisdictions)	5	Each				
38255		Q2610A Black OEM Toner (Other Jurisdictions)	5	Each				
38256		Q2612A Black OEM Toner (Other Jurisdictions)	5	Each				
38257		Q2612AD Black OEM Toner (Other Jurisdictions)	5	Each				
38258		Q2670A OEM Toner (Other Jurisdictions)	5	Each				
38259		Q2671A Cyan OEM Toner (Other Jurisdictions)	5	Each				
38260		Q2672A Yellow OEM Toner (Other Jurisdictions)	5	Each				
38261		Q2673A Magenta OEM Toner (Other Jurisdictions)	5	Each				
38262		Q3960A Black OEM Toner (Other Jurisdictions)	5	Each				
38263		Q3964A OEM Toner (Other Jurisdictions)	5	Each				
38264		Q3971A Cyan OEM Toner (Other Jurisdictions)	5	Each				

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Bid No: 7195
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Company Name: _____

Group/ Seq No	Item/ Whse/ Ord	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
38265	Q3972A	Yellow OEM Toner (Other Jurisdictions)	5	Each				
38266	Q3973A	Magenta OEM Toner (Other Jurisdictions)	5	Each				
38267	Q6470A	Black OEM Toner (Other Jurisdictions)	5	Each				
38268	Q6472A	OEM Toner (Other Jurisdictions)	5	Each				
38269	Q7516A	OEM Toner (Other Jurisdictions)	5	Each				
38270	Q7553A	OEM Toner (Other Jurisdictions)	5	Each				
38271	TK18	OEM Toner (Other Jurisdictions)	5	Each				
38272	TN350	Black OEM Toner (Other Jurisdictions)	5	Each				
38273	TN360	Black OEM Toner (Other Jurisdictions)	100	Each				
38274	Percentage off Manufacturer's List Price for HP Products (MCPS; Other Jurisdictions)			Percent				
38276	Percentage off Manufacturer's List Price for Epson Products (MCPS; Other Jurisdictions)			Percent				
38277	Percentage off Manufacturer's List Price for Brother Products (MCPS; Other Jurisdictions)			Percent				

Company Name: _____

Group/ Seq No	Item/ Whse/ Old	Description	Quantity to Bid	Bid Unit	Unit Price	Brand	Model	Specification Deviations
38278		Percentage off Manufacturer's List Price for Lexmark Products (MCPS; Other Jurisdictions)		Percent				
38279		Percentage off Manufacturer's List Price for Xerox Products (MCPS; Other Jurisdictions)		Percent				

241 Items Sort Seq: Document Sequence No. within Group Number