



*John P. Kelly, Director
Frank Sadeghi, Deputy Director
Robert S. Arace, Commissioner
Jennifer Bacchione, Commissioner
Virginia E. Haines, Commissioner*

*Tristin J. Collins, Director, Management & Budget
Jennifer L. Bowens, Purchasing Agent*

*County of Ocean
Administration Building
101 Hooper Avenue
Toms River, NJ 08754*

BID
PRINTER CARTRIDGES

2025

***ADVERTISEMENT DATE: January 22, 2025
OPENING: February 11, 2025, 11:00 am***

Bid Category: 08- Computers, Software, Supplies and Services

Notice to Bidders

NOTICE IS HEREBY GIVEN that sealed bids for the furnishing and delivery of **PRINTER CARTRIDGES** for the County of Ocean, will be received by the Purchasing Agent of the County of Ocean on **Tuesday, February 11, 2025 at 11:00 am**, prevailing time.

Bids will be received electronically via the County's Online Procurement Portal. Specifications are available on the Procurement Portal or for viewing only, in the Department of Purchase, Room #224, Administration Building, 101 Hooper Avenue, Toms River, New Jersey. Direct all inquiries to Jennifer L. Bowens, Purchasing Agent.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.) regarding equal employment opportunities and with the requirements of P.L. 1977 C.33 regarding corporate and/or partnership ownership.

The right to reject any and all bids is reserved in accordance with applicable law.

By order of the Board of Commissioners of the County of Ocean.

Signed:

JOHN P. KELLY, Director

JENNIFER L. BOWENS, Purchasing Agent

Contact Information and Project Timeline

Summary

The purpose of this bid package is to provide the County of Ocean with a Contractor who will supply the goods or services described and specified herein.

Contact Information

For further information regarding these specifications, contact

Jessica Hannold

Senior Buyer

101 Hooper Ave.

Room 224

Toms River, NJ 08753

Email: ocpurchasing@co.ocean.nj.us

Phone: [\(732\) 929-2103](tel:(732)929-2103)

Department:

Purchasing

Timeline

Advertising Date	January 22, 2025
Bid Opening Date	February 11, 2025, 11:00am Administration Building, 101 Hooper Ave., Room 119, Toms River, NJ, 08753

Important Instructions for Electronic Submittal

Instructions for Electronic Bid Submission

The County is accepting electronic bid submissions with Open Gov by following these instructions:

Sign up for a FREE account at <https://procurement.opengov.com/portal/oceancounty>

Once you have completed account registration, browse back to this page: [County's OpenGov Electronic Bid Portal \(https://procurement.opengov.com/portal/oceancounty/\)](https://procurement.opengov.com/portal/oceancounty/)

Click on the bid of interest, then click "Draft Response".

Follow the instructions to submit the electronic bid.

It is important to note that this process should be completed well in advance of the bid deadline / bid opening. DO NOT WAIT UNTIL THE LAST MINUTE. The County's electronic submission system will not allow electronic bids to be submitted once the deadline has passed, even if you've already started the process. The deadline is based on the countdown timer found on the OpenGov bid submission page.

Instructions to Bidders

Bid Opening

All bids will be opened publicly in the Administration Building, Room 119, 101 Hooper Avenue, Toms River, New Jersey, commencing at 11:00 am, prevailing time on Tuesday, February 11, 2025.

Electronic Bid Submissions

Bids must be submitted electronically through Ocean County's Procurement Portal by the date and time stipulated in the Notice to Bidders.

Deadline Instructions

The County will not be responsible for late bids, and no bids will be accepted if received after the time stipulated in the notice to bidders.

Completion of all Documents

Bidders shall complete all documents and acknowledge all terms included with the bid package. All documents should be from this bid package and must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

NOTE: In order to access any DocuSign forms in this solicitation, you must first click "Draft Response". Instructions on how to access the forms through DocuSign are available in the Attachments. Please note that in order to view the forms as a .pdf document, you must access DocuSign first. Once you access DocuSign, the option to download, save, print and complete the forms becomes available

Right to Reject

The County reserves the right to reject all bids in accordance with N.J.S.A. 40A:11-13.2, to waive any informalities in the bid and to accept the lowest responsible bid in accordance with applicable law.

Bidder Default

In case of default by the bidder or contractor, the County of Ocean may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.

Indemnity

The bidder, if awarded a contract, agrees to protect, defend and save harmless the County against any damage for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract, and he further agrees to indemnify and save harmless the County from suits or actions of every nature and description brought against it, for, or on account of injuries or damages received or sustained by any party or parties by, or from any of the negligent acts of the contractor, his servants or agents.

Specifications

It is to be understood by the bidder that this bid is submitted on the basis of specifications prepared by the County and the fact that any bidder is not familiar with these specifications or conditions will not be accepted as an excuse.

Bid Security

NO BID SECURITY

Performance Bond

NO PERFORMANCE BOND

Pricing Proposal

Bidders must use the pricing proposal provided in the bid specifications. Failure to use the pricing proposal in the bid specifications shall be cause for rejection of the bid.

Pricing

Insert prices for furnishing all of the material and/or labor described or required. Prices shall be net, including any charges for packing, crating, containers, etc. and all transportation charges fully prepaid by the contractor F.O.B. destination and placement at locations specified by the County. No additional charges will be allowed for any transportation costs resulting from partial shipments made at the vendor's convenience when a single shipment is ordered.

Payment

Payments will be made upon the approval of vouchers submitted by the successful bidders in accordance with the requirements of the Board of Commissioners and subject to the Board of Commissioners customary procedures. The County will not pay interest or late fees regardless of language provided.

Discrepancy in Pricing

In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall prevail. In the event there is an error of the summation of the extended totals, the computation by the OWNER of the extended totals shall govern.

Award Timeframe

Award will be made by Ocean County Board of Commissioners within sixty (60) days after receipt of bids.

Equal or Tie Bids

The County of Ocean reserves the right to award at their discretion to any one of the tie bidders where it is most advantageous for the County to do so, pursuant to N.J.S.A. 40A:11-6.1.

Tax Exempt

The County of Ocean is exempt from any State sales tax or Federal excise tax.

Equivalent Product

When offering an equivalent product, the bidder must clearly specify any variations from the stated specifications, regardless of how minor. The County will determine whether the proposed item meets or exceeds the specified product based on its quality, performance, and suitability for the intended use. Where equivalent equipment is offered, the County will determine if the proposed item is equal to or better than specified.

Evaluation

In addition to pricing, evaluation will include an assessment of quality, adherence to specifications, suitability for the County's needs, delivery terms, and warranty provisions. If no deviations from the specifications are noted, the bid will be assumed to be fully compliant with the stated requirements.

Quantities

The quantities shown on the pricing proposal are **estimates only**, and Ocean County will not guarantee any minimum purchase. The County reserves the right to decrease or omit quantities as needed over the course of the contract. The county will not consider any minimum requirements imposed on order quantities. The County also reserves the right to increase quantities to twenty (20) percent of the maximum quantities listed at the unit price bid, in accordance with N.J.A.C. 5:30-11.3. *Note: Actual orders are placed upon receipt of a Purchase Order, on an as needed basis. The County will not be responsible to pay for any product that was not ordered through a Purchase Order.*

Delivery of Goods and Services

Delivery of items shall only be made upon receipt of a Purchase Order issued by the Ocean County Department of Purchase, upon which delivery locations and needed quantities shall be indicated.

American Goods and Products

All contractors must comply with the provisions of New Jersey Statute Title 40A:11-18, when applicable.

No Assignment

This agreement shall not be assigned without the written consent of the County of Ocean.

NJ One Call

By presenting a bid, contractor declares that he is aware of and, if required, will comply with the requirements of the "Underground Facility Protection Act (Public Law 1994, Chapter 118)" prior to commencing any intended excavation. The telephone number to call is 1-800-272-1000.

Public Works Contractor Registration Act, N.J.S.A. 34:11-56.48 et seq

The bidder must comply with the provisions of "The Public Works Contractor Registration Act", if applicable.

- All named contractors must be registered with the Department of Labor and Workforce Development pursuant to the Public Works Contractor Registration Act at the time the proposal is received, or the proposal will be

determined to be non-responsive.

- Any non-listed contractor must be registered with the Department of Labor and Workforce Development prior to physically starting work. It is the responsibility of the General Contractor to insure that all non-listed sub-contractors comply.
- Contractors are encouraged to submit their and all named sub-contractors' Public Works Contractor Registration Certificates with the bid.

Prevailing Wage & Labor Laws

The New Jersey Prevailing Wage Act (P.L. 1963, Chapter 150) and provisions of the State Labor Laws must be complied with by the successful bidder, if applicable. The current Prevailing Wage Rates can be found online at <https://www.nj.gov/labor/wageandhour/prevailing-rates/public-works/currentprevailingwage.shtml>

All Certified Payrolls for Public Works Projects **must** be submitted online via the New Jersey Wage Hub website which can be accessed through the following link: <https://njwages.nj.gov/>. Certified payrolls must be submitted within ten (10) days of the payment of wages for each pay period, **both** online via New Jersey Wage Hub and hard copy to the contracting unit.

Special Surety Bid Requirements for Certain Construction Projects

The attention of the bidder is called to the provisions of N.J.S.A. 2A:44-143 which requires that the County of Ocean shall only accept performance and payment bonds from surety companies meeting the requirements of that statute. The bidder shall deliver with its bid a Consent of Surety. The Bidder's Surety Company shall complete the "Certificate of Surety Company" which bidder shall submit with its bid.

New Jersey Business Registration Requirements

Pursuant to N.J.S.A. 52:32-44, Ocean County ("Contracting Agency") is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.

(3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

Pay to Play Requirements

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

Statement of Ownership

The provisions of N.J.S.A. 52:25-24.2 applies to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.

Disclosure of Investment Activities in Iran

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on Treasury's website at www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

The Chapter 25 list must be reviewed prior to completing the certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may provided by law, rule or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party. Prior to contract award or authorization, the contractor shall provide the Contracting Agency with a completed Certification on Disclosure of Investment Activities in Iran.

Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons

list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

Insurance Requirements

The contractor shall maintain primary insurance to protect against all claims under Workmen's Compensation, Comprehensive General Liability and Automobile. Except for Workmen's Compensation, all coverage shall apply as primary coverage with respect to any other insurance or self-insurance program afforded to the County. There shall be no endorsement or modification of this coverage to make it excess over other available insurance/coverage; alternatively, if the CGL and umbrella, excess of reinsurance states that it is pro rata, it shall be endorsed to be primary with respect to the County. Primary Coverage shall be subject to approval for adequacy of protection as per the following limits:

Worker's Compensation

1. Limits according to Worker's compensation Laws of the State of New Jersey.
2. Contractor's Liability not less than \$100,000.

Comprehensive General Liability

1. Bodily Injury - \$500,000 per person; \$1,000,000 per occurrence.
2. Property Damage - \$1,000,000 per occurrence.

Comprehensive General Liability Details

Comprehensive Automobile Liability shall include the following:

Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:

- A. Liability arising out of the ownership, maintenance or use of any auto;
- B. Auto non-ownership and hired car coverage.
- C. Contractor's Worker's Compensation, Comprehensive General Liability and
- D. Comprehensive Automobile Liability arising out of subcontractor's operations shall be identical as that listed above.

Proof of Insurance

Copies of each insurance certificate shall be furnished to the County when requested.

Open Public Records Act (OPRA)

** ATTENTION**

Responses received pursuant to this solicitation are subject to complete disclosure pursuant to the Open Public Records Act. Please note that disclosure includes any and all attachments and addenda supplementing the

solicitation response. Accordingly, please do not include personal identifying information in any supplementary documents submitted with the solicitation response.

County Cooperative Contract Purchasing System

The County has established a "COUNTY COOPERATIVE CONTRACT PURCHASING SYSTEM" pursuant to N.J.S.A. 40a:11-1 et seq...

The IDENTIFIER for this system is:

CK-02-OC

This system allows local government contracting entities located within the geographical boundaries of the County to purchase goods and services awarded as a result of this bid proposal if it is extended by the low bidder.

Goods and services must be made available without substitution or deviation from specifications, size, features, quality, price or availability as herein set forth. It is understood that orders, if any, will be placed directly by contracting units, subject to the overall terms of the contract to be awarded by the County of Ocean.

The estimated quantities listed in this specification reflect only the needs of the agencies under the direct control of the Ocean County Board of Commissioners. If the vendor chooses to extend the resulting contract to all other contracting units, the quantities could be higher.

Please check (✓) the YES or NO box in the Vendor Questionnaire to indicate whether or not you will extend contract prices to all contracting units.

Award Method

Contract will be awarded on a lump sum by section basis, except for Section H which will be awarded on a line item basis. Submit a unit and total price for each item and a total lump sum price for each section (A-G) bid upon. Bidders may quote on any or all of the sections however **BIDDER MUST QUOTE ALL ITEMS IN ANY ONE SECTION (SECTIONS A - G). PARTIAL BIDS WILL NOT BE CONSIDERED.** *Please note that this does not apply to Section H as it will be awarded on a line item basis.*

Specifications and Scope of Work

SCOPE OF WORK FOR PRINTER CARTRIDGES

Please see “Attachments”, “Project Documents” for detailed project specifications.

Intent

CONTRACT TERMS

The contract shall be from May 1, 2025 through April 30, 2027, or until delivery is complete unless otherwise stated. The County reserves the right to extend the term of the contract pursuant to N.J.S.A. 40A:11-15.

INTENT

The purpose of this bid package is to provide the County of Ocean with a Contractor who will supply the materials described and specified herein.

BID REVIEW

Bids may be reviewed at the bid opening and results will be made available online through the County's procurement portal once the bid meeting has concluded. Additionally, bid results are available in the Ocean County Purchasing Department on the day following the bid openings for any interested party that may wish to review them.

AVAILABILITY OF FUNDS

The County's obligation hereunder is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the County for payment of any money shall arise unless, and until funds are made available each year to the Ocean County Purchasing Agent.

MODIFICATIONS AND WITHDRAWALS

Bids may be withdrawn from the bidder prior to the time fixed for opening. No right for withdrawal exists after the bid has been opened. Written request for withdrawal shall be signed by the bidder or proper corporate officers.

USE OF OTHER NAMES AND REFERENCES

Unless otherwise stated, the use of manufacturers' names and product numbers are for descriptive purposes, and establishing general quality levels only. They are not intended to be restrictive. Bidders are required to state exactly what they intend to furnish, otherwise it is fully understood that they shall furnish all items as stated.

QUALITY

The materials and supplies called for herein, shall be the best of their grade and types, prepared according to the best available standards or accepted formulas, and thoroughly tested and subjected to rigid examinations and standardization. Items not meeting these requirements shall be replaced at no cost to the County upon due notice of deficiency.

WARRANTY

Manufacturer's warranty shall apply.

MODEL INFORMATION REQUIRED

The manufacturer, make or exact models proposed as substitutes shall also be submitted on bidder's letterhead with any proposal contended to be "equivalent."

AVAILABILITY AND DELIVERY

The bidder should indicate the number of days required for the delivery After Receipt of Order (A.R.O.). If not submitted with the bid proposal, the County reserves the right to request this information prior to the award of contract.

TRANSITIONAL PERIOD

In the event services are terminated by contract expiration or by voluntary termination by either the Contractor or the County of Ocean, the Contractor shall continue all terms and conditions of said contract for a period not to exceed one (1) month at the County's request.

CURRENT BID RESULTS

If there is a current contract in place for this bid, those results may be obtained by accessing our procurement portal at the below link:

<https://procurement.opengov.com/portal/oceancounty>

Once you have clicked the link, click "Advanced Search" to begin searching for the current opportunity.

Americans with Disabilities Act

Equal Opportunity For Individuals With Disabilities

The CONTRACTOR and the COUNTY do hereby agree that the provisions of title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the COUNTY pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the COUNTY in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect and save harmless the COUNTY, its agents, servants and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the COUNTY'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the COUNTY which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the COUNTY or if the COUNTY incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The COUNTY shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the COUNTY or any of its agents, servants and employees, the COUNTY shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the COUNTY or its representatives.

It is expressly agreed and understood that any approval by the COUNTY of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect and save harmless the COUNTY pursuant to this paragraph.

It is further agreed and understood that the COUNTY assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provision of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the COUNTY from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

Mandatory Equal Employment Opportunity

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual

orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

Vendor Questionnaire

OpenGov Vendor Account Verification*

I hereby confirm that I am logged into OpenGov using an account directly associated with the Business Name (and corresponding Tax ID number) as provided in all solicitation documentation. I fully understand that, if awarded a contract with Ocean County, the company information listed in the Contract Information Field will be used for the preparation of all contract documents. *Failure to adhere to these requirements may result in the rejection of this bid.*

Please confirm

*Response required

County Cooperative Contract Purchasing System*

Vendor will extend contract prices to "County Cooperative Contract Purchasing System" Participants as described in [Instruction to Bidders](#) .

Yes

No

*Response required

DOCUMENTS TO BE EXECUTED*

Documents include:

- Signature Page
- Non-Collusion Certification
- Affirmative Action Questionnaire
- **Statement of Ownership (N.J.S.A. 52:25-24.2) (Mandatory Document)**
- Disclosure of Investment Activities in Iran
- Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

FAILURE TO SUBMIT ANY OF THESE DOCUMENTS MAY BE CAUSE FOR REJECTION OF YOUR PROPOSAL.

All documents should be from this proposal package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising.

NOTE: For detailed instructions on how to complete the forms via DocuSign, please access the "Instructions for Completing Forms in DocuSign" document available in the Attachments.

Please note: The County's preferred method of submission is DocuSign.

[Click here to go to the form](#)

*Response required

CONTRACT INFORMATION*

Should your company be awarded a contract with Ocean County, please provide the contact name and physical mailing address where the contract documents should be mailed. *(no email addresses, please!)*

*Response required

Copy of Bidder's Certificate of Employee Information Report

Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, a Contractor should present one of the following to the County of Ocean:

- (a) An existing federally approved or sanctioned affirmative action program.
- (b) A New Jersey Certificate of Employee Information Report Approval.
- (c) If the Contractor cannot present "a" or "b", the Contractor is required to submit a completed Employee Information Report (Form AA302 for Goods and Services; Form AA201 for Construction). This form is available [here](#).

QUESTIONS BELOW MUST BE ANSWERED BY ALL CONTRACTORS ON THE AFFIRMATIVE ACTION DOCUMENT:

1. Do you have a Federally approved or sanctioned Affirmative Action Program?

If yes, please upload a photocopy of such approval.

2. Do you have a State of New Jersey "Certificate of Employee Information Report" approval?

If yes, please upload a photocopy of such certificate.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

Copy of Bidder's New Jersey Business Registration Certificate

Please use this area to upload your company's BRC.

Use this link to verify your company's BRC:

https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp

Please note that a BRC is not required at the time of bid submission but shall be required prior to the award of a contract.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

Mandatory Equal Employment Opportunity Statement*

Does the BIDDER comply with the [#Mandatory Equal Employment Opportunity Statement?](#)

Yes

No

*Response required

Americans with Disabilities Act Provisions*

Does the BIDDER comply with the [#Americans with Disabilities Act Provisions?](#)

Yes

No

*Response required

Catalogs/Price Lists*

Please submit Catalogs/Price Lists for items bid.

If mailing the Catalogs/Price Lists, please send to:

Purchasing Department
101 Hooper Ave., Room 224
Toms River, NJ 08753

If uploading Catalogs/Price Lists, please upload under the "ADDITIONAL VENDOR DOCUMENTATION" question of the Vendor Questionnaire. Please note that a digital copy or a PDF copy of Catalogs/Price Lists with fixed pricing **are acceptable**.

Links or Website Addresses to Online Catalogs, where pricing is subject to change is **not acceptable and will not be considered**.

DO NOT submit a copy of your bid along with your catalogs/price lists. The box or envelope containing the catalogs/price lists must be clearly labeled with the BID NAME ("PRINTER CARTRIDGES")/CATALOG/PRICE LIST and BID OPENING DATE ("Tuesday, February 11, 2025"). Submitting a copy of your bid with your catalog is cause for rejection of your bid.

Bidder understands that Catalogs/Price Lists are requested to be submitted as part of this bid package. Failure to supply the proper Catalogs/Price Lists as requested may be cause for rejection of the bid.

If uploading your Catalog/Price List, please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

Select all that apply

Bidder has included a copy of the Catalog/Price List with this bid package, and has uploaded it to the "ADDITIONAL VENDOR DOCUMENTATION" question.

Bidder has mailed a hard copy of the Catalog/Price List to the Purchasing Department at the address above.

Bidder has not included Catalogs/Price Lists and acknowledges that not submitting catalogs/price lists may be cause for rejection of the bid.

Catalogs/Price Lists are not required for the items my company is bidding.

*Response required

ADDITIONAL DOCUMENTATION

Please add any additional documentation you wish to be considered here.

Acknowledgement of Submission of Forms from Current Bid Package*

Bidders shall complete all documents and acknowledge all terms included with the bid package. All documents should be from this bid package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

Please confirm

*Response required

Submission of Bid Package*

By submitting a response to this solicitation, the Vendor understands and acknowledges that all required documents to this solicitation must be submitted and that failure to do so may be cause for rejection.

Bidder also understands that only one (1) bid submission shall be considered. Please DO NOT Submit a manual bid response. Submitting a manual response in addition to the electronic response is cause for rejection of your bid.

Please confirm

*Response required

Pricing Proposal

SECTION A - INKJET CARTRIDGES AND VALUE PACKS - CANON (NO SUBSTITUTIONS)

Line Item	Description	Quantity	Unit of Measure	Unit Price	Total Price	No Bid	Comments	Mfr./Pkg	Delivery, A.R.O.
1	CL 241 - Color	20	EA						
2	PG 240XL - Black	20	EA						
3	PGI 35 - Black	10	EA						
TOTAL									

SECTION B - INKJET CARTRIDGES - EPSON (NO SUBSTITUTIONS)

Line Item	Description	Quantity	Unit of Measure	Unit Price	Total Price	No Bid	Comments	Mfr./Pkg	Delivery, A.R.O.
4	EPS T676XL120 - Black	20	EA						
5	EPS T676XL220 - Cyan	20	EA						
6	EPS T676XL320 - Magenta	20	EA						
7	EPS T676XL420 - Yellow	20	EA						
8	Epson 502, (3-Pack: CMY Bottles) (T502520-S)	30	EA						
9	Epson 502, Black (T502120-S)	40	EA						
10	Epson 502, Cyan (T502220-S)	20	EA						
11	Epson 502, Magenta (T502320-S)	20	EA						
12	Epson 502, Yellow (T502420-S)	20	EA						

Line Item	Description	Quantity	Unit of Measure	Unit Price	Total Price	No Bid	Comments	Mfr./Pkg	Delivery, A.R.O.
13	Epson T542, Black Ink Bottle	40	EA						
14	Epson T542, Cyan Ink Bottle	20	EA						
15	Epson T542, Magenta Ink Bottle	20	EA						
16	Epson T542, Yellow Ink Bottle	20	EA						
17	Epson T542, (3-Pack: CMY Bottles)	30	EA						
TOTAL									

SECTION C - INKJET CARTRIDGES AND VALUE PACKS - HEWLETT PACKARD (NO SUBSTITUTIONS)

Line Item	Description	Quantity	Unit of Measure	Unit Price	Total Price	No Bid	Comments	Mfr./Pkg	Delivery, A.R.O.
18	3JA00AN#140 - Cyan (HP 962XL)	150	EA						
19	3JA01AN#140 - Magenta (HP 962XL)	130	EA						
20	3JA02AN#140 - Yellow (HP 962XL)	160	EA						
21	3JA03AN#140 - Black (HP 962XL)	150	EA						
22	3YQ26AN#140 - (4-Pack: CMYK) (HP 910)	70	EA						
23	B6Y15A - Matte Black (HP 771A)	20	EA						
24	B6Y17A - Magenta (HP 771A)	20	EA						
25	B6Y18A - Yellow (HP 771A)	20	EA						

Line Item	Description	Quantity	Unit of Measure	Unit Price	Total Price	No Bid	Comments	Mfr./Pkg	Delivery, A.R.O.
26	B6Y19A - Lt. Magenta (HP 771A)	20	EA						
27	B6Y20A - Lt. Cyan (HP 771A)	20	EA						
28	B6Y21A - Photo Black (HP 771A)	20	EA						
29	B6Y22A - Lt. Grey (HP 771A)	20	EA						
30	C2PO4AN - Black (HP 62)	200	EA						
31	C2P05AN - Black (HP 62XL)	50	EA						
32	C2PO6AN - Tri Color (HP 62)	200	EA						
33	C2P07AN - (Tri-Color: CMY) (HP 62XL)	50	EA						
34	C2P23AN - Black (HP 934XL) (High Yield)	90	EA						
35	C2P24AN - Cyan (HP 935XL)	70	EA						
36	C2P25AN - Magenta (HP 935XL)	70	EA						
37	C2P26AN - Yellow (HP 935XL)	70	EA						
38	C6656A - Black (HP 56)	40	EA						
39	C6656AN - Black (HP 56) (High Yield)	60	EA						
40	C6657A - (Tri-Color: CMY) (HP 57)	30	EA						
41	C6657AN - (Tri-Color: CMY) (HP 57)	50	EA						

Line Item	Description	Quantity	Unit of Measure	Unit Price	Total Price	No Bid	Comments	Mfr./Pkg	Delivery, A.R.O.
42	C8766WN - (Tri-Color: CMY) (HP 95)	20	EA						
43	C8767WN - Black (HP 96)	40	EA						
44	C9353FN - (2-Pack: CMYK) (HP 96 Black & HP 97 Tri-Color)	40	EA						
45	C9363WN - Color (HP 97)	40	EA						
46	C9364WN - Black (HP 98)	30	EA						
47	CH644A Maintenance Cartridge (HP 771)	20	EA						
48	CN045AN - Black (HP950 XL)	50	EA						
49	CN046AN - Cyan (HP 951 XL)	60	EA						
50	CN047AN - Magenta (HP 951 XL)	60	EA						
51	CN048AN - Yellow (HP 951 XL)	60	EA						
52	CN049AN - Black (HP 950)	40	EA						
53	CN050AN - Cyan (HP 951)	30	EA						
54	CN051 - Magenta (HP 951 XL)	30	EA						
55	CN051AN - Magenta (HP 951)	30	EA						
56	CN052AN - Yellow (HP 951)	30	EA						
57	CN053AN - Black (HP 932 XL)	50	EA						
58	CN054AN - Cyan (HP 933XL)	50	EA						

Line Item	Description	Quantity	Unit of Measure	Unit Price	Total Price	No Bid	Comments	Mfr./Pkg	Delivery, A.R.O.
59	CN055AN - Magenta (HP 933XL)	50	EA						
60	CN056AN - Yellow (HP 933XL)	50	EA						
61	CN058AN - Cyan (HP 933)	10	EA						
62	CN626AM - Black	40	EA						
63	CN627AM - Magenta	40	EA						
64	CN628AM - Yellow	40	EA						
65	CN625AM - Cyan	40	EA						
66	F6U15AN - Black (HP 952)	270	EA						
67	L0S49AN#140 - Cyan (HP 952)	230	EA						
68	L0S52AN#140 - Magenta (HP 952)	200	EA						
69	L0S55AN#140 - Yellow (HP 952)	200	EA						
70	N9K27AN - (3-Pack: CMY) (HP 952) (High Yield)	100	EA						
71	T0A39AN - (4-Pack: CMYK) (HP 902)	30	EA						
72	T6M02AN (HP 902 XL) - Cyan	10	EA						
73	T6M06AN (HP 902 XL) - Magenta	10	EA						
74	T6M10AN (HP 902 XL) - Yellow	10	EA						
75	T6M14AN (HP 902XL) - Black	10	EA						
76	X4E07AN - (4-Pack: CMYK) (HP 952)	10	EA						

Line Item	Description	Quantity	Unit of Measure	Unit Price	Total Price	No Bid	Comments	Mfr./Pkg	Delivery, A.R.O.
TOTAL									

SECTION D - LASER – TONER CARTRIDGES - CANON (NO SUBSTITUTIONS)

Line Item	Description	Quantity	Unit of Measure	Unit Price	Total Price	No Bid	Comments	Mfr./Pkg	Delivery, A.R.O.
77	120 - Black	20	EA						
78	128 - Black	20	EA						
TOTAL									

SECTION E - LASER – TONER CARTRIDGES - HEWLETT PACKARD (NO SUBSTITUTIONS)

Line Item	Description	Quantity	Unit of Measure	Unit Price	Total Price	No Bid	Comments	Mfr./Pkg	Delivery, A.R.O.
79	C4129X - Black (HP 29X)	20	EA						
80	C4182X - Black (HP 8150)	4	EA						
81	C8061X - Black (HP 61X)	4	EA						
82	C9720A - Black	4	EA						
83	C9721A - Cyan	4	EA						
84	C9722A - Yellow	4	EA						
85	C9723A - Magenta	4	EA						
86	CB400A - Black	4	EA						
87	CB401A - Cyan	4	EA						
88	CB402A - Yellow	4	EA						
89	CB403A - Magenta	4	EA						
90	CC364A - Black	10	EA						
91	CC530A - Black	40	EA						
92	CC531A - Cyan	40	EA						
93	CC532A - Yellow	40	EA						
94	CC533A - Magenta	40	EA						
95	CE90X - Black (High Yield)	70	EA						
96	CE255A - Black	30	EA						

Line Item	Description	Quantity	Unit of Measure	Unit Price	Total Price	No Bid	Comments	Mfr./Pkg	Delivery, A.R.O.
97	CE255X - Black (High Yield)	30	EA						
98	CE390A - Black	4	EA						
99	CE400A - Black	20	EA						
100	CE401A - Cyan	10	EA						
101	CE402A - Yellow	10	EA						
102	CE403A - Magenta	10	EA						
103	CE410A - Black	50	EA						
104	CE411A - Cyan	50	EA						
105	CE412A - Yellow	50	EA						
106	CE413A - Magenta	50	EA						
107	CE505A - Black	30	EA						
108	CE505X - Black (High Yield)	10	EA						
109	CE740A - Black	50	EA						
110	CE741A - Cyan	30	EA						
111	CE742A - Yellow	230	EA						
112	CE743A - Magenta	230	EA						
113	CF226A - Black	30	EA						
114	CF230A - Black	150	EA						
115	CF230X - Black (High Yield)	80	EA						
116	CF232A - Black	70	EA						
117	CF237A - Black	80	EA						
118	CF237X - Black (High Yield)	50	EA						
119	CF258A - Black	40	EA						
120	CF281A - Black	80	EA						
121	CF281X - Black (High Yield)	50	EA						
122	CF287X - Black (High Yield)	40	EA						

Line Item	Description	Quantity	Unit of Measure	Unit Price	Total Price	No Bid	Comments	Mfr./Pkg	Delivery, A.R.O.
123	HP89X (CF289X) - Original High Yield - Black	10	EA						
124	CF360A - Black	70	EA						
125	CF360X - Black (High Yield)	90	EA						
126	CF361A - Cyan	40	EA						
127	CF361X - Cyan (High Yield)	70	EA						
128	CF362A - Yellow	40	EA						
129	CF362X - Yellow (High Yield)	70	EA						
130	CF363A - Magenta	40	EA						
131	CF363X - Magenta (High Yield)	70	EA						
132	CF410A - Black	40	EA						
133	CF410X - Black (High Yield)	30	EA						
134	CF410XD - (2- Pack: High Yield Black)	30	EA						
135	CF411A - Cyan	30	EA						
136	CF411X - Cyan (High Yield)	30	EA						
137	CF412A- Yellow	30	EA						
138	CF412X - Yellow (High Yield)	30	EA						
139	CF413A- Magenta	30	EA						
140	CF413X - Magenta (High Yield)	30	EA						
141	CF450A - Black (HP 655A)	30	EA						
142	CF451A - Cyan (HP 655A)	30	EA						
143	CF452A - Yellow (HP 655A)	30	EA						
144	CF453A - Magenta (HP 655A)	30	EA						

Line Item	Description	Quantity	Unit of Measure	Unit Price	Total Price	No Bid	Comments	Mfr./Pkg	Delivery, A.R.O.
145	CF460X - (High Yield: Black) (HP 656X)	30	EA						
146	CF461X - (High Yield: Cyan) (HP 656X)	30	EA						
147	CF462X - (High Yield: Yellow) (HP 656X)	30	EA						
148	CF463X - (High Yield: Magenta) (HP 656X)	30	EA						
149	CF500A - Black	20	EA						
150	CF500X - (High Yield: Black) (HP 202X)	100	EA						
151	CF501A - Cyan	20	EA						
152	CF501X - (High Yield: Cyan) (HP 202X)	100	EA						
153	CF502A - Yellow	20	EA						
154	CF502X - (High Yield: Yellow) (HP 202X)	100	EA						
155	CF503A- Magenta	20	EA						
156	CF503X - (High Yield: Magenta) (HP 202X)	100	EA						
157	Q2612A - Black (HP 12A)	10	EA						
158	Q7551A / 51A - Black	10	EA						
159	Q7553X / 53X - Black	10	EA						
160	W1120A - Black	10	EA						
161	W2020A Black	120	EA						
162	W2020X (High Yield: Black)	180	EA						
163	W2021A Cyan	100	EA						
164	W2021X - (High Yield: Cyan)	150	EA						
165	W2022A Yellow	90	EA						

Line Item	Description	Quantity	Unit of Measure	Unit Price	Total Price	No Bid	Comments	Mfr./Pkg	Delivery, A.R.O.
166	W2022X - (High Yield: Yellow)	150	EA						
167	W2023A Magenta	100	EA						
168	W2023X - (High Yield: Magenta)	100	EA						
169	W2060A - Black	10	EA						
170	W2061A - Cyan	10	EA						
171	W2062A - Yellow	10	EA						
172	W2063A - Magenta	10	EA						
173	W2100A - HP 210A, Black, Original LaserJet Toner Cartridge, NO SUBSTITUTIONS	10	EA						
174	W2101A - HP 210A, Cyan, Original LaserJet Toner Cartridge	10	EA						
175	W2102A - HP 210A, Yellow, Original LaserJet Toner Cartridge	10	EA						
176	W2103A -HP 210A, Magenta, Original LaserJet Toner Cartridge	10	EA						
177	W2110A - Black (HP 206A)	100	EA						
178	W2111A - Cyan (HP 206A)	100	EA						
179	W2112A - Yellow (HP 206A)	100	EA						
180	W2113A - Magenta (HP 206A)	100	EA						
181	W2120X - ((High Yield: Black)	90	EA						
182	W2121X - (High Yield: Cyan)	55	EA						
183	W2122X - (High Yield: Yellow)	55	EA						
184	W2123X - (High Yield: Magenta)	55	EA						

Line Item	Description	Quantity	Unit of Measure	Unit Price	Total Price	No Bid	Comments	Mfr./Pkg.	Delivery, A.R.O.
185	W2310A - Black	10	EA						
186	W2311A - Cyan	10	EA						
187	W2312A - Yellow	10	EA						
188	W2313A - Magenta	10	EA						
TOTAL									

SECTION F - HEWLETT PACKARD - PAGEWIDE PRINTER CARTRIDGES (NO SUBSTITUTIONS)

Line Item	Description	Quantity	Unit of Measure	Unit Price	Total Price	No Bid	Comments	Mfr./Pkg.	Delivery, A.R.O.
189	F6T84AN - Black (HP 972X)	20	EA						
190	L0R98AN - Cyan (HP 972X)	10	EA						
191	L0S01AN - Magenta (HP 972X)	10	EA						
192	L0S04AN - Yellow (HP 972X)	10	EA						
TOTAL									

SECTION G - BROTHER (NO SUBSTITUTIONS)

Line Item	Description	Quantity	Unit of Measure	Unit Price	Total Price	No Bid	Comments	Mfr./Pkg.	Delivery, A.R.O.
193	TN 350 - Black	20	EA						
194	TN 430 - Black	30	EA						
195	TN 450 - High Yield Black	30	EA						
196	TN 460 - Black	70	EA						
197	TN 720 - Black	10	EA						
198	DR-350 - Drum Kit	10	EA						
199	DR-400 - Drum Kit	40	EA						

Line Item	Description	Quantity	Unit of Measure	Unit Price	Total Price	No Bid	Comments	Mfr./Pkg.	Delivery, A.R.O.
200	DR-420 - Drum Kit	20	EA						
201	DR-720 - Drum Kit	20	EA						
TOTAL									

SECTION H - NEW ITEMS

Line Item	Description	Unit of Measure	Percentage	No Bid	Comments
202	Purchase of New Printer Cartridges - Brother – Discount Off the Current List Price	%			
203	Purchase of New Printer Cartridges - Canon - InkJet and Value Packs - Discount Off the Current List Price	%			
204	Purchase of New Printer Cartridges - Canon - Laser Toner Cartridges - Discount Off the Current List Price	%			
205	Purchase of New Printer Cartridges - Dell - Laser Toner Cartridges - Discount Off the Current List Price	%			
206	Purchase of New Printer Cartridges - Epson - InkJet and Value Packs - Discount Off the Current List Price	%			
207	Purchase of New Printer Cartridges - Hewlett Packard - InkJet/Deskjet and Value Packs - Discount Off the Current List Price	%			
208	Purchase of New Printer Cartridges - Hewlett Packard - Printhead Cartridges - Discount Off the Current List Price	%			
209	Purchase of New Printer Cartridges - Hewlett Packard – Laser Toner Cartridges - Discount Off the Current List Price	%			
210	Purchase of New Printer Cartridges - Konica Minolta – Discount Off the Current List Price	%			
211	Purchase of New Printer Cartridges - Lexmark – Discount Off the Current List Price	%			

Line Item	Description	Unit of Measure	Percentage	No Bid	Comments
212	Purchase of New Printer Cartridges - Okidata – Discount Off the Current List Price	%			
213	Purchase of New Printer Cartridges - Ricoh – Discount Off the Current List Price	%			
214	Purchase of New Printer Cartridges - Xerox – Discount Off the Current List Price	%			
215	Purchase of New Printer Cartridges - Muratec - Discount Off the Current List Price	%			

SCOPE OF WORK

DELIVERY

Delivery shall be FOB destination. The vendor shall be responsible for the delivery of all material ordered in first class condition and in accordance with good commercial practice.

Delivery shall be made within seven (7) working days after receipt of order (A.R.O.) for 90% of items with the exception of special orders.

In the event delivery is not made within seven (7) working days, the County may purchase the required material from any available source, the difference in price, if any, to be paid by the contractor failing to meet the seven (7) day delivery requirement.

PERFORMANCE

If a product supplied is not giving satisfactory performance, the vendor shall be notified and shall exchange the product within five (5) working days, at no cost to the County. Failure to respond in good faith may result in termination of the contract.

FEES

There shall be no restocking fees charged for any reason and the County, or its agencies, will not pay or be responsible for shipping charges for cartridges returned due to defect or damage.

QUALITY

The materials and supplies called for herein, shall be the best of their grade and types, prepared according to the best available standards or accepted formulas, and thoroughly tested and subjected to rigid examinations and standardization. Items not meeting these requirements shall be replaced at no cost to the County upon due notice of deficiency.

QUANTITIES

The Purchasing Agent reserves the right to order any quantity necessary to meet the County's requirements. No guarantee is made by the Purchasing Agent to purchase any amount of product from any bidder as a result of any contract awarded on the basis of this bid.

NEW CARTRIDGES

ALL CARTRIDGES/TONERS ON THIS BID MUST BE "OEM" PRODUCTS AND MUST BE IN MANUFACTURERS' STANDARD RETAIL FACTORY CARTONS/PACKAGES/BOXES.

Generic products, remanufactured or refilled products shipped and represented as OEM will be rejected and returned to the vendor at the vendor's expense.

MULTIPLE BIDS

The County will accept **ONLY ONE** (1) bid per item. Submission of more than one bid per item will cause the immediate rejection of the bid for that section.

EXPIRATION DATE

All cartridges supplied to the County must be guaranteed by the vendor to have a minimum shelf life of **AT LEAST** six (6) months past the delivery date.

LABELING OF CARTRIDGES

The exterior of the shipping carton containing multiple single-cartridge containers must specify the following:

- Quantity
- Brand Name
- Size
- Color

HP BIG DEAL PROGRAM

Vendors may access potential savings through the HP Big Deal Program, which offers discounts on genuine HP toner and ink supplies. Participation in this program is optional and will not impact bid evaluations. The contract will be awarded based on the overall lump sum cost. Vendors are encouraged to provide their best pricing for HP supplies.

SECTION H - NEW ITEMS

Due to the length of this contract and the fact that new model printers with new type cartridges are introduced continuously, the County will be allowed to purchase new model cartridges not listed in these specifications. For these unlisted cartridges the vendor will offer a discount off the then current Manufacturer's Suggested Retail Price List. Bidder shall include a Manufacturer's Suggested Retail Price List with the bid for all items in this section. Lists may be uploaded to the Vendor Questionnaire or mailed to the Purchasing Department.

When utilizing Section H to purchase cartridges, the user department will use the supplied price list from the appropriate awarded vendor to obtain pricing.

Award for items in this section will be made to the vendor offering the highest discount per line item.