



Gary Quinn, Director
Gerry P. Little, Deputy Director
Virginia E. Haines, Commissioner
John P. Kelly, Commissioner
Joseph H. Vicari, Commissioner

Michael J. Fiure, Director, Management & Budget
Jennifer L. Bowens, Purchasing Agent

**COUNTY OF OCEAN
ADMINISTRATION BUILDING
101 HOOPER AVENUE
TOMS RIVER, NEW JERSEY 08753**

BID
SPECIFICATIONS
FOR
PRINTER CARTRIDGES

2021

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

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 at the Administration Building, 101 Hooper Avenue, Toms River, New Jersey, on **Tuesday, FEBRUARY 23, 2021** at 11:00 A.M., prevailing time.

Specifications and form of proposal are on the **WEBSITE** or on file in the Department of Purchase, Room #224, Administration Building, 101 Hooper Avenue, Toms River, New Jersey and may be obtained upon request. 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.

*Bid Portal Site – <http://www.co.ocean.nj.us/ocbidportal.nsf>

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: **GARY QUINN**
Director

JENNIFER L. BOWENS
Purchasing Agent

TO ALL VENDORS:

Ocean County is closely monitoring the situation of the COVID-19 virus. In an effort to maintain the safety and health of all persons, our procedures for the receipt of all Bid, RFP/RFQ, and Competitive Contract (CC) packages will be as follows until further notice:

We strongly encourage all vendors to mail in their bid, RFP/RFQ, and CC packages. For all submission packages to be mailed, please follow the instructions as stipulated in the Instructions to Bidders page of the specifications.

If a vendor needs to hand deliver a package, there will be a locked drop box located in front of the Ocean County Administration Building, 101 Hooper Ave. Toms River, NJ 08753 where sealed responses can be securely dropped off. The label on the box is:

PROCUREMENT PROPOSAL DOCUMENT DROP BOX

Please ensure the submission envelope clearly bears the name and address of the vendor, the name of the bid/RFP/RFQ/CC and the date of the opening.

Responses left in the drop box will be collected and recorded daily. In-person hand deliveries of submissions the day of the opening will be collected and recorded in the Administration Building Lobby.

If a vendor determines that it is absolutely necessary to attend the official bid opening, please be advised the County will enforce appropriate protocols of social distancing to limit the exposure of pathogens. In order to limit the exposure of pathogens, the County will not be allowing vendors to immediately review any submission documentation at the opening. If a vendor requires information regarding the submissions, they shall contact the Ocean County Purchasing Department at (732) 929-2101.

The County will *not be* responsible for late mail deliveries and no bids will be accepted if received after the time stipulated in the Notice to Bidders.

We appreciate your understanding and cooperation of these matters during this time.

INSTRUCTIONS TO BIDDERS

1. All Bids:

- ***WILL BE OPENED PUBLICLY IN THE ADMINISTRATION BUILDING, ROOM 119, 101 HOOPER AVENUE, TOMS RIVER, NEW JERSEY, COMMENCING AT 11:00 A.M., PREVAILING TIME ON THE DATE SPECIFIED IN THE NOTICE TO BIDDERS.***
- ***MUST BE ENCLOSED IN A SEALED ENVELOPE BEARING THE NAME AND ADDRESS OF THE BIDDER, THE NAME OF THE BID AND THE DATE OF BID OPENING.***
- ***WHICH ARE TO BE HAND DELIVERED THE DAY OF THE OPENING MUST BE TAKEN AND PRESENTED TO THE PURCHASING AGENT IN THE ADMINISTRATION BUILDING, ROOM 119, 101 HOOPER AVENUE, TOMS RIVER, NEW JERSEY, AT THE TIME THE BIDS ARE CALLED FOR.***
- ***WHICH ARE TO BE MAILED, MUST BE RECEIVED PRIOR TO 10:30 A.M., PREVAILING TIME ON THE DATE ON WHICH THEY ARE TO BE OPENED, AND SHALL BE MAILED TO THE:***

**CLERK OF THE BOARD OF COMMISSIONERS
101 HOOPER AVENUE - ROOM 328
P.O. BOX 2191
TOMS RIVER, NJ 08754-2191**

- ***THE COUNTY WILL NOT BE RESPONSIBLE FOR LATE MAIL DELIVERIES AND NO BIDS WILL BE ACCEPTED IF RECEIVED AFTER THE TIME STIPULATED IN THE NOTICE TO BIDDERS.***

2. Bidders shall complete and sign all documents included with the bid package. Failure to do so may be cause for rejection. ***Electronic/Stamp Signatures will not be accepted.*** Each bid **MUST** be signed in ink or ballpoint pen by person authorized to do so; photocopies will not be accepted.

Documents may include, but are not limited to:

- Non Collusion Certification
- Affirmative Action Questionnaire
- Signature Page
- Statement of Ownership (N.J.S.A. 52:25-24.2) (Mandatory Document)
- Disclosure of Investment Activities in Iran (Mandatory Document)
- Acknowledgment of Receipt of Addenda or Revisions (If Issued, Mandatory Document)
- Price Schedule (Mandatory Document)
- Any other documents that may be required in the specifications

3. 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.
4. 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.

5. 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.
6. The contractor shall maintain primary insurance to protect against all claims under Workmen's Compensation, Comprehensive General Liability and Automobile. The 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 shall include the following:

1. Coverage for explosion, collapse or underground hazards.
2. Occurrence basis coverage.
3. Broad form property damage coverage.
4. Coverage for personal injury sustained by any person as a result of an offense directly or indirectly related to the employment of such person by the insured.

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:

Liability arising out of the ownership, maintenance or use of any auto;

Auto non-ownership and hired car coverage.

Contractor's Worker's Compensation, Comprehensive General Liability and Comprehensive Automobile Liability arising out of sub-contractor's operations shall be identical as that listed above.

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

7. 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.
8. NO BID SECURITY
9. NO PERFORMANCE BOND
10. Bidders must use the proposal form furnished by the County when submitting their bid.
11. A copy of bidder's New Jersey Business Registration Certificate should be included with the bid. If it is not, it will be required prior to award of the contract.
12. 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.
13. 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.
14. Contract will be awarded on a Lump Sum by Section basis, except for Section L which will be awarded on a line item basis.
15. Bidders may quote on any or all of the sections. Submit a unit and total price for each item and a total lump sum price for each section (A-K) bid upon. **BIDDER MUST QUOTE ALL ITEMS IN ANY ONE SECTION (SECTIONS A - K). PARTIAL BIDS WILL NOT BE CONSIDERED.** *Please note that this does not apply to Section L as it will be awarded on a line item basis.*
16. 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.
17. Award will be made by Ocean County Board of Commissioners within sixty (60) days after receipt of bids.
18. 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 http://lwd.dol.state.nj.us/labor/forms_pdfs/lse/ocean.pdf.
19. 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.
20. The County of Ocean is exempt from any State sales tax or Federal excise tax.
21. For purpose of evaluation where an equivalent product is being furnished, bidder must indicate any variation to our specifications no matter how slight. If no variations are indicated, it will be construed that the bid fully complies with our specifications.

22. Quantities shown are approximate and the County reserves the right to decrease or omit 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.
23. The contract shall be in effect for two (2) years from date of award 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.
24. Bids may be hand delivered or mailed per legal notice to bidders. In the case of mailed bids, the County assumes no responsibility for bids received after the designated date and time and will return late bids to the bidder unopened.
25. Delivery shall 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.
26. All contractors must comply with the provisions of New Jersey Statute Title 40A:11-18, when applicable.
27. 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.
28. This agreement shall not be assigned without the written consent of the County of Ocean.
29. 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.
- The successful bidder will be required to show compliance with this requirement by submitting to the appropriate project coordinator the confirmation number obtained from ONE-CALL before any excavation is undertaken.
30. 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.

31. 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.

32. 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 Proposal Page to indicate whether or not you will extend contract prices to all contracting units.

If neither box is checked, it will be understood that you will **NOT** extend prices.

33. 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.
34. 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.
35. Certification of Non-Involvement in Prohibited Activities in Iran. Pursuant to N.J.S.A. 52:32-58, the bidder must certify that neither the bidder, nor one of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f). If the bidder is unable to so certify, the bidder shall provide a detailed and precise description of such activities.
36. For further information regarding the specifications contact: Evan Johnson, Senior Buyer, Purchasing Department, at (732) 929-2101.

NON - COLLUSION AFFIDAVIT

STATE OF NEW JERSEY:

: ss

COUNTY OF _____:

I, _____ of
the City of _____ In the County of _____
and the State of _____, of full age, being duly sworn
according to law on my oath depose and say that:

I am _____ of the firm of
_____ the bidder
making the Proposal for the above-named Project, and that I executed the said Proposal with
full authority so to do; that said bidder has not, directly or indirectly, entered into any agreement,
participated in any collusion, or otherwise taken any action in restraint of free, competitive
bidding in connection with the above-named Project; and that all statements contained in said
Proposal and in this affidavit are true and correct, and made with full knowledge that the
County of Ocean relies upon the truth of the statements contained in said Proposal and in the
statements contained in this affidavit in awarding the contract for the said Project.

I further warrant that no person or selling agency has been employed or retained to
solicit or secure such contract upon an agreement or understanding for a commission,
percentage, brokerage or contingent fee, except bona fide employees or bona fide established
commercial or selling agencies maintained by _____.
(N.J.S.A. 52:34-15). (Name of Contractor)

(Also type or print name of affiant under signature)

Subscribed and sworn to
before me this _____
day of _____, 20____.

Notary Public of
My commission expires

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

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.**

AFFIRMATIVE ACTION QUESTIONNAIRE

NOTICE TO ALL CONTRACTORS

AFFIRMATIVE ACTION REGULATIONS N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.)

A. ACTIVITY OF YOUR COMPANY- Indicate below:

- ☐ Procurement and/or Service Company
☐ Professional Consultant
☐ Other _____

All Contractors, except Government Agencies, are required to comply with the above law.

B. TO ALL CONTRACTORS:

1. 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). This form will be made available to the Contractor by the County of Ocean.

C. QUESTIONS BELOW MUST BE ANSWERED BY ALL CONTRACTORS:

1. Do you have a Federally approved or sanctioned Affirmative Action Program?
 Yes _____ No _____
 (a) If yes, please submit a photocopy of such approval.
2. Do you have a State of New Jersey "Certificate of Employee Information Report" approval?
 Yes _____ No _____
 (a) If yes, please submit a photocopy of such certificate.

The undersigned Contractor certifies that he is aware of the commitment 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.) and agrees to furnish the required documentation pursuant to the law.

COMPANY: _____

SIGNATURE: _____

TITLE: _____

Note: A contract must be rejected as non-responsive if a contractor fails 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.).

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 thereunto, 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.

SIGNATURE PAGE

The County of Ocean does not discriminate on the basis of handicapped status in the admission or access to, or treatment, or employment in its programs or activities.

The County of Ocean shall allow access to any books, documents, papers and records of the contractor, which are directly pertinent to that specific contract.

Compliance is required with all applicable standards, orders, or requirements issued under 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738 and Environmental Protection Agency Regulations (40 CRF, Part 15) which prohibits the use under non-exempt federal contracts, grants or loans of facilities included on the EPA list of violating facilities.

"The County of Ocean considers it to be a substantial conflict of interest for any company desiring to do business with the County to be owned, operated or managed by any County employee, nor shall any County personnel be employed by the vendor in conjunction with any work to be performed for or on behalf of the County of Ocean".

I HEREBY CERTIFY COMPLIANCE WITH THE FOREGOING.

Partnership

The undersigned is a Corporation under the law of the State

Individual

of _____, having principal offices
at _____.

NAME OF COMPANY, CORPORATION OR INDIVIDUAL
- PLEASE PRINT -

SIGNED BY: _____

PRINT NAME AND OFFICIAL TITLE

ADDRESS: _____

INCLUDE ZIP CODE

TELEPHONE: _____

E-MAIL ADDRESS _____

FEDERAL IDENTIFICATION NO. _____

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

PART I - Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): _____

PART II

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Address

PART III - Disclosure of 10% or Greater Ownership in the Stockholders, Partners or LLC Members Listed in PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address

PART IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the County of Ocean is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County of Ocean to notify the County of Ocean in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the County of Ocean to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	Title:
Signature:	Date:

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE BID NON-RESPONSIVE

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid 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 of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take 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.

PLEASE CHECK THE APPROPRIATE BOX:

☐ **I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed below nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed below, or I am an officer or representative of the entity listed below and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.****

OR

☐ **I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.**

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, PLEASE ADD AN ADDITIONAL SHEET(S) OF PAPER.

Name _____	Relationship to Bidder _____
Description of Activities _____ _____	
Duration of Engagement _____ Anticipated Cessation Date _____	
Bidder Contact Name _____ Contact Phone Number _____	

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the County of Ocean is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County to notify the County in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the County of Ocean and that the County at its option may declare any contract(s) resulting from this certification void and unenforceable.

Name of Bidder: _____

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

BID DOCUMENT CHECKLIST**Bid Title: PRINTER CARTRIDGES****Items Submitted**
(Bidder's Initials)**A. FAILURE TO SUBMIT ANY OF THESE DOCUMENTS IS
MANDATORY CAUSE FOR REJECTION OF BID.**

<u>X</u>	Statement of Ownership (N.J.S.A. 52:25-24.2)	_____
<u>X</u>	Acknowledgment of receipt of addenda or revisions (if issued)	_____
<u>X</u>	Disclosure of Investment Activities in Iran	_____
<u>X</u>	Price Schedule	_____

**B. FAILURE TO SUBMIT ANY OF THESE DOCUMENTS MAY BE
CAUSE FOR REJECTION OF BID.**

<u>X</u>	Non-Collusion Affidavit	_____
<u>X</u>	Affirmative Action Questionnaire	_____
<u>X</u>	Signature Page	_____
<u>X</u>	Catalogs/Price Lists for Items Bid in Section L	_____
_____	Certification of Available Equipment	_____
_____	Compliance Responses	_____
_____	Contractor's Data Sheet	_____
_____	Descriptive Literature and Technical Specifications	_____
_____	Product Samples	_____
_____	References	_____
_____	Other:	_____

C. DOCUMENTS REQUESTED TO BE INCLUDED WITH THE BID

<u>X</u>	Copy of Bidder's New Jersey Business Registration Certificate	_____
_____	Copy of Bidder's Public Works Contractor Registration Certificate	_____

**D. THE UNDERSIGNED BIDDER HEREWITH SUBMITS THE ABOVE
REQUIRED DOCUMENTS.****PRINT NAME OF BIDDER:** _____**SIGNED BY:** _____**PRINT NAME AND TITLE:** _____**DATE:** _____**THIS CHECKLIST SHOULD BE INITIALED AND SIGNED WHERE
INDICATED AND RETURNED WITH ALL DOCUMENTS.**

ADDENDUM ACKNOWLEDGMENT

COUNTY OF OCEAN

ADDENDUM NO: _____

ADDENDUM NO: _____

ADDENDUM NO: _____

ACKNOWLEDGMENT

PROJECT ENTITLED: _____

Acknowledgment is hereby made of the receipt of Addendum No. _____ containing information for the above referenced project.

BIDDER: _____

BY: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

NOTE: WHEN AN ADDENDUM IS ISSUED, THIS ACKNOWLEDGMENT MUST BE ENCLOSED WITH THE PROPOSAL AT THE TIME OF BIDDING. FAILURE TO DO SO WILL RESULT IN BID REJECTION.

PRINTER CARTRIDGES

INTENT

The purpose of this bid package is to provide the County of Ocean with a Contractor who will supply the Ink Jet and Laser Printer Cartridges, for use with various brands and models of printers, to the various County departments and agencies as described herein.

NO ASSIGNMENT

This agreement shall not be assigned without the written consent of the County of Ocean which consent shall not be unreasonably withheld. Assignee shall promptly prepare and complete such documents as the County shall require.

OWNERSHIP DISCLOSURE

All contractors shall comply with all laws governing the disclosure of all stockholders or partners, as included in N.J.P.L. 1977, Chapter 33.

BID REVIEW

Bids may be reviewed once the bid meeting has concluded. Additionally, bid results are available in the Ocean County Purchasing Department on the day following the 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 Purchasing Agent of the Department of Purchase.

MODIFICATIONS & WITHDRAWALS

Telegraphic or Electronic bids will not be considered. Bids may be withdrawn based on written request received from the bidder prior to the time fixed for opening. No right for withdrawal exists after the bid has been opened. Written request shall be signed by the bidder or proper corporate officers.

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.

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 MUST BE "OEM" NAME ONLY AND MUST BE IN MANUFACTURERS' STANDARD RETAIL FACTORY CARTONS/PACKAGES/BOXES.

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

SECTION L - 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.

When utilizing Section L to purchase cartridges, the user department will call the awarded vendor to obtain a price quote. The quote should reflect the price listed in the supplied retail price list as well as the discount being offered.

Award for this section will be made to the vendor offering the highest discount.

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.

COMPLIANCE TO MINIMUM BID REQUIREMENTS EQUIVALENT PROPOSALS

It is the intent of these specifications to describe and govern the purchase of a new and unused **PRINTER CARTRIDGES** with any and all accessories as noted herein. The unit shall conform to the highest quality of manufacturing and design standards. Any item or items not specifically mentioned herein, but which would be required to produce a complete working unit, shall be supplied by the vendor.

All bidders must answer compliance questions in full. A general exception cannot be taken for any paragraph or item. If a bidder is basing his proposal on equipment other than what is specified in these bid documents and wishes the equipment he proposes to be considered as an "approved equal", he shall submit on a separate sheet, in the exact format of the technical specifications contained herein, an item by item description of that which he proposes to substitute including any and all variations from or exceptions to the conditions and specifications of this bid. Failure to comply may result in rejection of bid.

Proposal for the furnishing and delivery of **PRINTER CARTRIDGES** for the County of Ocean.

VENDOR WILL EXTEND CONTRACT PRICES TO "COUNTY COOPERATIVE CONTRACT PURCHASING SYSTEM" PARTICIPANTS.

() - YES () - NO

PRICE SCHEDULE

Item #	Description	Two (2)	Unit of	Unit	Total Price
		Year			
		Est. Qty	Meas.	Price	
SECTION A - INKJET CARTRIDGES AND VALUE PACKS - CANON (NO SUBSTITUTIONS)					
1	CLI221C - Cyan	5	EA	\$	\$
2	CLI221M - Magenta	5	EA	\$	\$
3	CLI221Y - Yellow	5	EA	\$	\$
4	CLI221GY - Gray	5	EA	\$	\$
5	CL 241 - Color	15	EA	\$	\$
6	PGI 35 - Black	5	EA	\$	\$
7	PGI 220BK - Black	5	EA	\$	\$
8	PG 240XL - Black	15	EA	\$	\$
TOTAL LUMP SUM SECTION A (Item #'s 1-8):					\$

SECTION B - INKJET CARTRIDGES - EPSON (NO SUBSTITUTIONS)

9	EPS T676XL120 - Black	5	EA	\$	\$
10	EPS T676XL220 - Cyan	5	EA	\$	\$
11	EPS T676XL320 - Magenta	5	EA	\$	\$
12	EPS T676XL420 - Yellow	5	EA	\$	\$
TOTAL LUMP SUM SECTION B (Item #'s 9-12):					\$

SECTION C - EPSON STYLUS 9900 INK CARTRIDGES (NO SUBSTITUTIONS)

13	Photo Black, T596, 350ML	5	EA	\$	\$
14	Matte Black, T596, 350ML	5	EA	\$	\$
15	Light Black, T596, 350ML	5	EA	\$	\$
16	Light Light Black, T596, 350ML	5	EA	\$	\$
17	Cyan - T596, 350ML	5	EA	\$	\$

Item #	Description	Two (2)	Unit of Meas.	Unit Price	Total Price
		Year Est. Qty			
SECTION C - EPSON STYLUS 9900 INK CARTRIDGES (NO SUBSTITUTIONS) (Cont'd)					
18	Light Cyan, T596, 350ML	5	EA	\$	\$
19	Vivid Magenta, T596, 350ML	5	EA	\$	\$
20	Vivid Light Magenta, T596, 350ML	5	EA	\$	\$
21	Yellow, T596, 350ML	5	EA	\$	\$
22	Green, T596, 350ML	5	EA	\$	\$
23	Orange, T596, 350ML	5	EA	\$	\$

TOTAL LUMP SUM SECTION C (Item #'s 13-23): \$

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

24	3JA00AN#140 - Cyan (HP962XL)	75	EA	\$	\$
25	3JA01AN#140 – Magenta (HP 962XL)	75	EA	\$	\$
26	3JA02AN#140 – Yellow (HP 962XL)	75	EA	\$	\$
27	3JA03AN#140 - Black (HP 962XL)	75	EA	\$	\$
28	3YQ26AN#140 - 4-Pack – Magenta/Cyan/Yellow/Black (HP 910)	10	PK	\$	\$
29	51645A - Black (HP 45)	15	EA	\$	\$
30	B3B32FN - Color Ink Combo Pack (HP 933)	30	PK	\$	\$
31	B6Y15A - Matte Black (HP 771A)	25	EA	\$	\$
32	B6Y16A - Red (HP 771A)	15	EA	\$	\$
33	B6Y17A - Magenta (HP 771A)	15	EA	\$	\$
34	B6Y18A - Yellow (HP 771A)	15	EA	\$	\$
35	B6Y19A - Lt. Magenta (HP 771A)	15	EA	\$	\$
36	B6Y20A - Lt. Cyan (HP 771A)	15	EA	\$	\$
37	B6Y21A - Photo Black (HP 771A)	15	EA	\$	\$
38	B6Y22A - Lt. Grey (HP 771A)	15	EA	\$	\$
39	C1823D - Tri-Color (HP 23)	5	PK	\$	\$
40	C2P23AN - Black (HP 934XL - High Yield)	35	EA	\$	\$
41	C2P05AN - Black	20	EA	\$	\$
42	C2P07AN - Color	20	EA	\$	\$
43	C2P24AN - Cyan (HP 935XL)	20	EA	\$	\$
44	C2P25AN - Magenta (HP 935XL)	20	EA	\$	\$
45	C2P26AN - Yellow (HP 935XL)	20	EA	\$	\$
46	C4902AN - Black (HP 940)	20	EA	\$	\$
47	C4903AN - Cyan (HP 940)	15	EA	\$	\$

Item #	Description	Two (2)	Unit of Meas.	Unit Price	Total Price
		Year Est. Qty			
SECTION D - INKJET CARTRIDGES AND VALUE PACKS - HEWLETT PACKARD (NO SUBSTITUTIONS) (Cont'd)					
48	C4904AN - Magenta (HP 940)	15	EA	\$	\$
49	C4905AN - Yellow (HP 940)	15	EA	\$	\$
50	C6578A - Color (HP 78XL)	10	EA	\$	\$
51	C6578AN - Color (HP 78XL)	10	EA	\$	\$
52	C6578D - Color (HP 78)	10	EA	\$	\$
53	C6578DN - Color (HP 78)	10	EA	\$	\$
54	C6615DN - Black (HP 15)	10	EA	\$	\$
55	C6625A - Color (HP 17)	10	EA	\$	\$
56	C6656A - Black (HP 56)	40	EA	\$	\$
57	C6656AN - Black (HP 56)	55	EA	\$	\$
58	C6657A - Color (HP 57)	30	EA	\$	\$
59	C6657AN - Color (HP 57)	50	EA	\$	\$
60	C8721WN – Black (HP 02)	15	EA	\$	\$
61	C8765WN – Black (HP 94)	20	EA	\$	\$
62	C8766WN - Color (HP 95)	20	EA	\$	\$
63	C8767WN – Black (HP 96)	35	EA	\$	\$
64	C8771WN - Cyan (HP 02)	10	EA	\$	\$
65	C8772WN - Magenta (HP 02)	10	EA	\$	\$
66	C8773WN - Yellow (HP 02)	10	EA	\$	\$
67	C8774WN - Light Cyan (HP 02)	10	EA	\$	\$
68	C8775WN - Light Magenta (HP 02)	10	EA	\$	\$
69	C9353FN - 2 Pack (HP 96 Black & HP 97 Tri-Color)	40	PK	\$	\$
70	C9363WN - Color (HP 97)	35	EA	\$	\$
71	C9364WN - Black (HP 98)	25	EA	\$	\$
72	C9385AN - Black (HP 88)	20	EA	\$	\$
73	C9386AN - Cyan (HP 88)	10	EA	\$	\$
74	C9387AN - Magenta (HP 88)	5	EA	\$	\$
75	C9388AN - Yellow (HP 88)	5	EA	\$	\$
76	C9391AN - Cyan (HP 88XL)	5	EA	\$	\$
77	C9392AN - Magenta (HP 88XL)	5	EA	\$	\$
78	C9393AN - Yellow (HP 88XL)	5	EA	\$	\$
79	C9396AN - Black (HP 88XL)	5	EA	\$	\$
80	CE037A - Matte Black Ink Tank	2	EA	\$	\$

Item #	Description	Two (2)	Unit of Meas.	Unit Price	Total Price
		Year Est. Qty			
SECTION D - INKJET CARTRIDGES AND VALUE PACKS - HEWLETT PACKARD (NO SUBSTITUTIONS) (Cont'd)					
81	CE038A - Red Ink Tank	2	EA	\$	\$
82	CE039A - Magenta Ink Tank	2	EA	\$	\$
83	CE040A - Yellow Ink Tank	2	EA	\$	\$
84	CE041A - Light Magenta Ink Tank	2	EA	\$	\$
85	CE042A - Light Cyan Ink Tank	2	EA	\$	\$
86	CE043A - Photo Black Ink Tank	2	EA	\$	\$
87	CE044A - Light Gray Ink Tank	2	EA	\$	\$
88	CH561WN - Black (HP 61)	2	EA	\$	\$
89	CH562 - Tri color (HP 61)	2	EA	\$	\$
90	CH644A Maintenance Cartridge (HP 771)	15	EA	\$	\$
91	CN045AN - Black (HP950 XL)	20	EA	\$	\$
92	CN046AN - Cyan (HP 951 XL)	25	EA	\$	\$
93	CN047AN - Magenta (HP 951 XL)	25	EA	\$	\$
94	CN048AN - Yellow (HP 951 XL)	25	EA	\$	\$
95	CN049AN - Black (HP 950)	2	EA	\$	\$
96	CN050AN - Cyan (HP 951)	15	EA	\$	\$
97	CN051 - Magenta (HP 951 XL)	25	EA	\$	\$
98	CN051AN - Magenta (HP 951)	25	EA	\$	\$
99	CN052AN - Yellow (HP 951)	25	EA	\$	\$
100	CN053AN - Black (HP 932 XL)	60	EA	\$	\$
101	CN054AN - Cyan (HP 933XL)	55	EA	\$	\$
102	CN055AN - Magenta (HP 933XL)	55	EA	\$	\$
103	CN056AN - Yellow (HP 933XL)	55	EA	\$	\$
104	CN057AN - Black (HP 932)	25	EA	\$	\$
105	CN058AN - Cyan	10	EA	\$	\$
106	CN059AN - Magenta	10	EA	\$	\$
107	CN060AN - Yellow (HP 933)	20	EA	\$	\$
108	CN626AM - Black	40	EA	\$	\$
109	CN627AM - Magenta	40	EA	\$	\$
110	CN628AM - Yellow	40	EA	\$	\$
111	CN625AM - Cyan	40	EA	\$	\$
112	CZ130A - Cyan	25	EA	\$	\$
113	CZ131A - Magenta	25	EA	\$	\$

Item #	Description	Two (2)	Unit of	Unit	Total Price
		Year			
		Est. Qty	Meas.	Price	
SECTION D - INKJET CARTRIDGES AND VALUE PACKS - HEWLETT PACKARD					
(NO SUBSTITUTIONS) (Cont'd)					
114	CZ132A - Yellow	25	EA	\$	\$
115	CZ133A - Black	25	EA	\$	\$
116	F6U15AN - Black (HP 952)	175	EA	\$	\$
117	L0S49AN#140 - Cyan (HP 952)	175	EA	\$	\$
118	L0S52AN#140 - Magenta (HP 952)	175	EA	\$	\$
119	L0S55AN#140 - Yellow (HP 952)	175	EA	\$	\$
120	N9H65FN - 3 Pack -				
	Cyan/Yellow/Magenta (HP 935)	10	PK	\$	\$
121	N9K27AN - 3 Pack				
	Cyan/Yellow/Magenta (HP 952)	20	PK	\$	\$
122	P2V68A - Cyan	5	EA	\$	\$
123	P2V69A - Magenta	5	EA	\$	\$
124	P2V70A - Yellow	5	EA	\$	\$
125	P2V71A - Matte Black	5	EA	\$	\$
126	P2V72A - Gray	5	EA	\$	\$
127	P2V73A - Photo Black	5	EA	\$	\$
128	T0A39AN - 4 Pack -				
	Black/Cyan/Magenta/Yellow (HP 902)	25	PK	\$	\$
129	T6M02AN (HP 902 XL) - Cyan	10	EA	\$	\$
130	T6M06AN (HP 902 XL) - Magenta	10	EA	\$	\$
131	T6M10AN (HP 902 XL) - Yellow	10	EA	\$	\$
132	T6M14AN (HP 902XL) - Black	10	EA	\$	\$
133	X4E07AN - 4 Pack -				
	Magenta/Cyan/Yellow/Black (HP 952)	5	PK	\$	\$

TOTAL LUMP SUM SECTION D (Item #'s 24-133): \$

SECTION E - PRINthead CARTRIDGES AND CLEANERS - HEWLETT PACKARD (NO SUBSTITUTIONS)

134	C4900A - Black/Yellow	5	EA	\$	\$
135	C4901A - Magenta/Cyan	5	EA	\$	\$
136	CE017A - Matte Black/Chromatic Red	20	EA	\$	\$
137	CE018A - Magenta/Yellow	20	EA	\$	\$
138	CE019A - Light Magenta/Light Cyan	20	EA	\$	\$
139	CE020A - Photo Black/Light Gray	20	EA	\$	\$

TOTAL LUMP SUM SECTION E (Item #'s 134-139): \$

Item #	Description	Two (2)	Unit of Meas.	Unit Price	Total Price
		Year Est. Qty			
SECTION F - LASER – TONER CARTRIDGES - CANON (NO SUBSTITUTIONS)					
140	120 - Black	12	EA	\$	\$
141	128 - Black	12	EA	\$	\$

TOTAL LUMP SUM SECTION F (Item #'s 140-141): \$

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

142	C4129X - Black (HP 29X)	2	EA	\$	\$
143	C4182X - Black (HP 8150)	4	EA	\$	\$
144	C8061X - Black (HP 61X)	2	EA	\$	\$
145	C9720A - Black	2	EA	\$	\$
146	C9721A - Cyan	2	EA	\$	\$
147	C9722A - Yellow	2	EA	\$	\$
148	C9723A - Magenta	2	EA	\$	\$
149	CB400A - Black	2	EA	\$	\$
150	CB401A - Cyan	2	EA	\$	\$
151	CB402A - Yellow	2	EA	\$	\$
152	CB403A - Magenta	2	EA	\$	\$
153	CC364A - Black	2	EA	\$	\$
154	CC530A - Black	2	EA	\$	\$
155	CC531A - Cyan	2	EA	\$	\$
156	CC532A - Yellow	2	EA	\$	\$
157	CC533A - Magenta	2	EA	\$	\$
158	CE90X - High Yield Black	2	EA	\$	\$
159	CE250A - Black	2	EA	\$	\$
160	CE251A - Cyan	2	EA	\$	\$
161	CE252A - Yellow	2	EA	\$	\$
162	CE253A - Magenta	2	EA	\$	\$
163	CE255A - Black	30	EA	\$	\$
164	CE255X - Black (High Yield)	2	EA	\$	\$
165	CE260A - Black	2	EA	\$	\$
166	CE261A - Cyan	2	EA	\$	\$
167	CE262A - Yellow	2	EA	\$	\$
168	CE263A - Magenta	2	EA	\$	\$
169	CE270A - Black	10	EA	\$	\$
170	CE271A - Cyan	10	EA	\$	\$

Item #	Description	Two (2)	Unit of Meas.	Unit Price	Total Price
		Year Est. Qty			
SECTION G - LASER – TONER CARTRIDGES - HEWLETT PACKARD (NO SUBSTITUTIONS)					
(Cont'd)					
171	CE272A - Yellow (CP5525)	10	EA	\$	\$
172	CE273A - Magenta (CP5525)	10	EA	\$	\$
173	CE285A - Black	2	EA	\$	\$
174	CE390A - Black	2	EA	\$	\$
175	CE400A - Black	20	EA	\$	\$
176	CE401A - Cyan	10	EA	\$	\$
177	CE402A - Yellow	10	EA	\$	\$
178	CE403A - Magenta	10	EA	\$	\$
179	CE410A - Black	76	EA	\$	\$
180	CE410X - Black	15	EA	\$	\$
181	CE411A - Cyan	45	EA	\$	\$
182	CE412A - Yellow	45	EA	\$	\$
183	CE413A - Magenta	50	EA	\$	\$
184	CE505A - Black	20	EA	\$	\$
185	CE505X - Black (High Yield)	5	EA	\$	\$
186	CE740A - Black	25	EA	\$	\$
187	CE741A - Cyan	25	EA	\$	\$
188	CE742A - Yellow	25	EA	\$	\$
189	CE743A - Magenta	25	EA	\$	\$
190	CF226A - Black	15	EA	\$	\$
191	CF230A - Black	60	EA	\$	\$
192	CF230X - High Yield Black	25	EA	\$	\$
193	CF232A - Black	15	EA	\$	\$
194	CF237X - High Yield Black	20	EA	\$	\$
195	CF237A - Black	30	EA	\$	\$
196	CF251AM - 3 Pack Tri-Color Cartridges, 1 Yellow, 1 Cyan, 1 Magenta	5	EA	\$	\$
197	CF258A - Black	5	EA	\$	\$
198	CF281A - Black	75	EA	\$	\$
199	CF281X - Black	25	EA	\$	\$
200	CF287X - Black	35	EA	\$	\$
201	CF360A - Black	50	EA	\$	\$
202	CF360X - Black	45	EA	\$	\$
203	CF361A - Cyan	30	EA	\$	\$

Item #	Description	Two (2)	Unit of Meas.	Unit Price	Total Price
		Year Est. Qty			
SECTION G - LASER – TONER CARTRIDGES - HEWLETT PACKARD (NO SUBSTITUTIONS)					
(Cont'd)					
204	CF361X - Cyan	25	EA	\$	\$
205	CF362A - Yellow	25	EA	\$	\$
206	CF362X - Yellow	25	EA	\$	\$
207	CF363A - Magenta	30	EA	\$	\$
208	CF363X - Magenta	25	EA	\$	\$
209	CF410A - Black	40	EA	\$	\$
210	CF410X - Black	45	EA	\$	\$
211	CF410XD - 2 Pack High Yield Black	30	EA	\$	\$
212	CF411A- Cyan	30	EA	\$	\$
213	CF411X - Cyan	60	EA	\$	\$
214	CF412X - Yellow	60	EA	\$	\$
215	CF412A- Yellow	30	EA	\$	\$
216	CF413A- Magenta	30	EA	\$	\$
217	CF413X - Magenta	60	EA	\$	\$
218	CF460X - HP 656X - Black	25	EA	\$	\$
219	CF461X - HP 656X-Cyan	25	EA	\$	\$
220	CF462X - HP 656X-Yellow	25	EA	\$	\$
221	CF463X - HP 656X-Magenta	25	EA	\$	\$
222	CF500A - Black	2	EA	\$	\$
223	CF501A - Cyan	2	EA	\$	\$
224	CF502A - Yellow	2	EA	\$	\$
225	CF503A- Magenta	2	EA	\$	\$
226	CF500X - (HP 202 X) - Black	65	EA	\$	\$
227	CF501X - (HP 202 X) - Cyan	50	EA	\$	\$
228	CF502X - (HP 202 X) - Yellow	50	EA	\$	\$
229	CF503X - (HP 202 X) - Magenta	45	EA	\$	\$
230	Q1338A - Black (HP 38A)	2	EA	\$	\$
231	Q2610A - Black (HP 10A)	2	EA	\$	\$
232	Q2612A - Black (HP 12A)	2	EA	\$	\$
233	Q5942A – Black (HP 42A)	2	EA	\$	\$
234	Q5942X - Black (HP 42X)	2	EA	\$	\$
235	Q5950A – Black	2	EA	\$	\$
236	Q5951A - Cyan	2	EA	\$	\$
237	Q5952A - Yellow	2	EA	\$	\$

Item #	Description	Two (2)	Unit of Meas.	Unit Price	Total Price
		Year Est. Qty			
SECTION G - LASER – TONER CARTRIDGES - HEWLETT PACKARD (NO SUBSTITUTIONS)					
(Cont'd)					
238	Q5953A - Magenta	2	EA	\$	\$
239	Q6000A - Black	15	EA	\$	\$
240	Q6001A - Cyan	5	EA	\$	\$
241	Q6002A - Yellow	5	EA	\$	\$
242	Q6003A - Magenta	5	EA	\$	\$
243	Q6470A - Black	5	EA	\$	\$
244	Q7553A - Black	10	EA	\$	\$
245	Q7581A - Cyan	5	EA	\$	\$
246	Q7582A - Yellow	5	EA	\$	\$
247	Q7583A - Magenta	5	EA	\$	\$
248	W2020A Black	15	EA	\$	\$
249	W2022A Yellow	20	EA	\$	\$
250	W2023A Magenta	20	EA	\$	\$
251	W2021A Cyan	20	EA	\$	\$
252	W2020X Black - High Yield	5	EA	\$	\$
253	W2022X - Yellow High Yield	5	EA	\$	\$
254	W2023X - Magenta High Yield	5	EA	\$	\$
255	W2021X - Cyan High Yield	5	EA	\$	\$
256	W2120X - Black	10	EA	\$	\$
257	W2121X - Cyan	10	EA	\$	\$
258	W2122X - Yellow	10	EA	\$	\$
259	W2123X - Magenta	10	EA	\$	\$
260	W2062A - Yellow	5	EA	\$	\$
261	W2061A - Cyan	5	EA	\$	\$
262	W2063A - Magenta	5	EA	\$	\$
263	W2060A - Black	5	EA	\$	\$
264	W2310A - Black	5	EA	\$	\$
265	W2311A - Cyan	5	EA	\$	\$
266	W2312A - Yellow	5	EA	\$	\$
267	W2313A - Magenta	5	EA	\$	\$
TOTAL LUMP SUM SECTION G (Item #'s 142-267):					\$

Item #	Description	Two (2) Year Est. Qty	Unit of Meas.	Unit Price	Total Price
SECTION H - HEWLETT PACKARD - PAGEWIDE PRINTER CARTRIDGES (NO SUBSTITUTIONS)					
268	F6T84AN - Black (HP 972X)	15	EA	\$	\$
269	L0R98AN - Cyan (HP 972X)	10	EA	\$	\$
270	L0S01AN - Magenta (HP 972X)	10	EA	\$	\$
271	L0S04AN - Yellow (HP 972X)	10	EA	\$	\$
TOTAL LUMP SUM SECTION H (Item #'s 268-271):					\$
SECTION I - XEROX (NO SUBSTITUTIONS)					
272	113R00719 - Cyan	25	EA	\$	\$
273	113R00720 - Magenta	25	EA	\$	\$
274	113R00721 - Yellow	25	EA	\$	\$
275	113R00722 - Black	25	EA	\$	\$
276	113R00726 - High Yield Black	5	EA	\$	\$
TOTAL LUMP SUM SECTION I (Item #'s 272-276):					\$
SECTION J - BROTHER (NO SUBSTITUTIONS)					
277	TN 350 - Black	15	EA	\$	\$
278	TN 430 - Black	5	EA	\$	\$
279	TN 450 - High Yield Black	10	EA	\$	\$
280	TN 460 - Black	30	EA	\$	\$
281	TN 580 - Black	2	EA	\$	\$
282	TN 720 - Black	10	EA	\$	\$
283	DR-350 - Drum Kit	2	EA	\$	\$
284	DR-400 - Drum Kit	20	EA	\$	\$
285	DR-720 - Drum Kit	15	EA	\$	\$
286	DR-420 - Drum Kit	2	EA	\$	\$
TOTAL LUMP SUM SECTION J (Item #'s 277-286):					\$
SECTION K - OCE - LARGE FORMAT PRINTER					
287	Toner #1070066386, 2 Bottles, 1 Waste Container, NO SUBSTITUTIONS	16	EA	\$	\$
SECTION K (Item # 287):					\$

		% DISCOUNT (NOT LESS THAN)
Item #	Description	
SECTION L - NEW ITEMS - % DISCOUNT OFF MANUFACTURER'S SUGGESTED RETAIL PRICE LIST		
288	Purchase of New Printer Cartridges - Canon – InkJet and Value Packs - Discount Off the Current List Price	_____ %
289	Purchase of New Printer Cartridges - Canon – Laser Toner Cartridges - Discount Off the Current List Price	_____ %
290	Purchase of New Printer Cartridges - Dell – Laser Toner Cartridges - Discount Off the Current List Price	_____ %
291	Purchase of New Printer Cartridges - Epson – InkJet and Value Packs - Discount Off the Current List Price	_____ %
292	Purchase of New Printer Cartridges - Hewlett Packard – InkJet and Value Packs - Discount Off the Current List Price	_____ %
293	Purchase of New Printer Cartridges - Hewlett Packard – Printhead Cartridges - Discount Off the Current List Price	_____ %
294	Purchase of New Printer Cartridges - Hewlett Packard – Laser Toner Cartridges - Discount Off the Current List Price	_____ %
295	Purchase of New Printer Cartridges - Hewlett Packard – Pagewide Printer Cartridges - Discount Off the Current List Price	_____ %
296	Purchase of New Printer Cartridges - Lexmark – Laser Toner Cartridges - Discount Off the Current List Price	_____ %
297	Purchase of New Printer Cartridges - Okidata – Laser Toner Cartridges - Discount Off the Current List Price	_____ %
298	Purchase of New Printer Cartridges - Ricoh – Laser Toner Cartridges - Discount Off the Current List Price	_____ %
299	Purchase of New Printer Cartridges - Xerox – Discount Off the Current List Price	_____ %
300	Purchase of New Printer Cartridges - Brother – Discount Off the Current List Price	_____ %
301	Purchase of New Printer Cartridges - Konica Minolta – Discount Off the Current List Price	_____ %

**VENDORS SHALL INCLUDE A RETAIL PRICE LIST FOR ALL
DISCOUNT LINE ITEMS BID IN SECTION L**

PRICE LIST MUST REFLECT CURRENT MANUFACTURER'S SUGGESTED RETAIL PRICE