



**GRIFFIN REGIONAL EDUCATIONAL SERVICE AGENCY**

Serving South Metro County School Systems since 1966  
BUTTS - FAYETTE - HENRY - LAMAR - NEWTON - PIKE - SPALDING - UPSO  
Dr. Stephanie L. Gordy, Executive Director



440 Tilney Avenue  
Griffin, GA 30224  
Phone: 770-229-3247  
FAX: 770-228-7316  
www.griffinresa.net

**DATE: October 28, 2011**  
**TO: All Bidders**  
**FROM: Ted Manolis**  
**Purchasing**  
**RE: Invitation for Combined Bid No. 006-11 Printer Toner & Cartridges**  
**CLOSING DATE: November 30, 2011**

The Griffin Regional Educational Service Agency is soliciting competitive sealed bids from qualified vendors for the purchase of the above referenced commodity.

Responders are instructed to read carefully the Invitation, Conditions, Preliminary Contract Terms, and Conditions/Terms Specific to this Invitation for Combined Bid (IFCB) and attachments. All prices shall be submitted on the enclosed bid schedule.

The combined bid will involve the following ship to addresses:

Griffin RESA Warehouse  
1310 Carver Rd.  
Griffin, Ga. 30224

Southwest Georgia RESA Warehouse  
557 Newton Rd.  
Camilla, Ga. 31730

West Georgia RESA  
#1 Industrial Way  
Grantville, Ga. 30220

Bids shall be hand delivered or mailed and must be received no later than 10:30 am (as per the Griffin RESA time clock) on Wednesday 11/30/2011. IFCB's received after this time will not be considered.

**Responses to this solicitation must be in a sealed envelope clearly addressed as follows:**

**Griffin RESA**  
**Attention: Ted Manolis**  
**Purchasing**  
**IFCB No. 006-11 Printer Toner & Cartridges**  
**440 Tilney Avenue**  
**Griffin, Georgia 30224**

The Griffin Regional Educational Service Agency will not be responsible for bids that are opened or misplaced due to improper marking. For identification purposes, the vendor's name and complete address must be clearly printed or typed on the outside of the envelope. **FAXED AND OR EMAIL RESPONSES SHALL NOT BE ACCEPTED. Bidders do not have to be present during opening of bids.**

All questions should be directed in writing to the Griffin RESA at [tmanolis@griffinresa.net](mailto:tmanolis@griffinresa.net) 006-11 Printer Toner & Cartridges the subject line. **Only questions received prior to 4:30 p.m., November 16, 2011** (per Griffin RESA time clock) will be considered. Answers to all vendor inquiries will be made via an addendum on our website.

We appreciate your time in the preparation of your bid and for your interest in doing business with the Griffin Regional Educational Service Agency.

**VISIT US AT OUR WEBSITE** [www.griffinresa.net](http://www.griffinresa.net)

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**FOR**  
**INVITATION FOR COMBINED BID NO 006-11**  
**Printer Toner & Cartridges**

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## **BID CONDITIONS**

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### **SECTION I – PREPARATION AND SUBMISSION OF BIDS**

#### **1. INTRODUCTION**

To be entitled for consideration, sealed bids shall be submitted in accordance with the following instructions and must be received in the Office of Ted Manolis Purchasing of the Griffin Regional Educational Service Agency, 440 Tilney Avenue, Griffin, Georgia 30224, not later than the date and time (determined by the time stamp in the Griffin RESA office) set forth in the “Invitation for Combined Bid”, at which time and place the bids will be publicly opened and read.

Griffin RESA shall not be responsible for bids received after the date and time specified for couriers that deliver bids to locations other than the offices of Griffin RESA. Bids received after the date time specified shall not be considered.

#### **2. OWNER**

The Owner for whom work will be executed is: Griffin Regional Educational Service Agency, Griffin, Georgia, hereinafter “Griffin RESA”.

#### **3. PREPARATION OF BIDS**

- a. All bids shall be printed in ink or type written. No erasures permitted. Errors shall be crossed out and corrections printed in ink or typewritten adjacent to the error. The person signing the bid shall initial corrections in ink.
- b. Vendors are instructed to read carefully all terms, conditions and specifications as set forth in the Invitation for Combined Bid. Bid forms must be completed in their entirety.
- c. By submitting a bid the vendor warrants that any goods supplied Griffin RESA, Southwest Georgia RESA and West Georgia RESA meet or exceed specifications set forth in this solicitation except as may be otherwise noted in vendor’s exception.
- d. The bidder shall sign the bid in the appropriate spaces.
- e. Bids shall be signed by an authorized officer of the company. Said signature shall constitute binding agreement to all Conditions, Contract Terms, and Conditions/Terms specific to this bid.
- f. If bidding on other than the make, model, brand or number as requested in the solicitation and offered as an equal, complete technical information, specifications, manufacturer’s name and catalog reference shall be clearly stated on the bid or on an attached letter. Any deviation between brand offered and brand specified shall also be clearly indicated. A complete list of deviations and a descriptive catalog cut shall be attached to the bid.

## **BID CONDITIONS**

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### **SECTION I – PREPARATION AND SUBMISSION OF BIDS**

- g. Ted Manolis Purchasing along with the assistance of the owner representative will be the sole judge in making determination as to the quality. Prices shall be stated in units specified in the solicitation.
- h. All supplies, materials, and equipment provided to Griffin RESA, Southwest Georgia RESA and West Georgia RESA shall be new and in first-class condition unless the solicitation specifically allows offers of used, reconditioned, or remanufactured items. If newly manufactured products are specified, such products shall be of recent origin and not previously used. No equipment of any type is acceptable if serial numbers or any other manufacturer's identification labels or marks have been removed, obliterated, or changed in any way. A vendor delivering any such equipment to Griffin RESA, Southwest Georgia RESA and West Georgia RESA shall be deemed to have breached the contract, and appropriate action shall be taken.
- i. Telephone or fax bids in lieu of this form shall not be accepted.

#### **4. BRAND NAME OR TRADE NAME/MARK INSTRUCTIONS**

- (a) Brand names and numbers when provided in solicitations are for reference to establish a quality standard. Any reference to a brand name shall not be construed as restricting to that manufacturer (unless "no substitutes" is indicated in the solicitation). Bids on equal items will be considered, provided the bid clearly describes the article offered and it is equal or better in quality and function and fully compatible with this requirement. Unless the bidder clearly indicates in his bid that the item offered is a product of another name or manufacturer, the bid shall be considered as offering the item exactly as referenced in the Invitation for Bid.
- (b) If the bidder proposes to furnish another product, the brand/trade name, if any, of the product to be furnished shall be inserted in the space provided in the Invitation for Bid, or such product shall be otherwise clearly identified in the bid. The evaluation of bids and the determination as to equality of the product offered shall be the responsibility of Griffin RESA, Southwest Georgia RESA and West Georgia RESA and will be based on information furnished by the bidder or identified in the bid as well as other information reasonably available to Griffin RESA, Southwest Georgia RESA and West Georgia RESA. **CAUTION TO BIDDERS:** Griffin RESA, Southwest Georgia RESA and West Georgia RESA is not responsible for locating or securing any information which is not identified in the bid. Accordingly, to insure that sufficient information is available, the bidder must furnish as a part of the bid all descriptive material (example – technical specifications, brochures, cuts, illustrations, drawings, or other information) necessary for Griffin RESA, Southwest Georgia RESA and West Georgia RESA to (i) determine whether the product offered meets the requirements of the Invitation for Bid and (ii) establish exactly what the bidder proposes to furnish and what the Griffin RESA, Southwest Georgia RESA and West Georgia RESA would be binding itself to purchase by making an award.

- (c) Modifications proposed after bid opening to make a product conform to a brand name product referenced in the Invitation for Combined Bid shall not be considered.
  
- (d) **If bidding on HP cartridges please provide the Hewlett Packard Vendor Registration # when submitting bid, see page 43.**

## **BID CONDITIONS**

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### **SECTION I – PREPARATION AND SUBMISSION OF BIDS**

**5. SUBMITTING A “NO BID”**

If not submitting a bid at this time, the bidder’s checklist is to be returned marked “no bid”.

**6. TAXES**

Griffin RESA, Southwest Georgia RESA and West Georgia RESA is exempt from all state sales tax and federal excise tax. These taxes shall be included in pricing.

**7. CHARGES AND EXTRAS**

Bids are to be firm net prices, F.O.B. destination to include all charges for delivery, unloading, placing in our buildings as directed by the authorities in the buildings, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds and any other cost.

**8. SOLICITATION QUESTIONS**

If a contractor contemplates bidding and is in doubt as to the meaning of any part of these documents, an interpretation may be requested. This shall be submitted in writing to Griffin RESA at [tmanolis@griffinresa.net](mailto:tmanolis@griffinresa.net) must be received not later than 4:30 pm November 16, 2011 by the office of Purchasing Ted Manolis 440 Tilney Avenue, Griffin, Georgia, 30224.

**9. ADDENDA**

Addenda issued in writing during the time of solicitation shall be incorporated in the subsequent contract. No oral interpretations shall be made to vendors as to meaning of solicitation documents. Requests for such interpretation shall be made in writing to Griffin RESA at [tmanolis@griffinresa.net](mailto:tmanolis@griffinresa.net) and must be received no later than 4:30 pm November 16, 2011. Failure to request an interpretation shall not relieve the bidder from obligation to perform work in accordance with the contract as interpreted by Griffin RESA. Addenda posted to the Griffin RESA Web Site during the time of solicitation shall be addressed in the bid as appropriate, and each addendum incorporated in the subsequent contract. If solicitation documents were obtained via the Griffin RESA website, continue to browse the website for any addenda up until the date and time bid is due.

**10. VENDOR’S TERMS AND CONDITIONS**

Griffin RESA, Southwest Georgia RESA and West Georgia RESA shall not be bound by any terms and/or conditions included in any bidder’s packaging, service catalog, brochure, technical data sheet or other documents which attempt to impose any conditions at variance with or in addition to the terms and conditions contained in this solicitation, Griffin RESA, Southwest Georgia RESA and West Georgia RESA purchase order, and any addendum(s) related to this solicitation/contract.

## **BID CONDITIONS**

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### **SECTION I – PREPARATION AND SUBMISSION OF BIDS**

**11. REVISION OR WITHDRAWAL OF A BID**

A bidder may modify or withdraw its bid by written request, provided that the request is received by Ted Manolis Purchasing prior to the bid due date and time at the address to which bids are to be submitted. Following withdrawal of its bid, the Bidder may submit a new bid, providing the bid is received prior to the bid due date. After bid opening, Griffin RESA Ted Manolis Purchasing will permit withdrawal only when the best interest of Griffin RESA would be served. Generally withdrawal will only be allowed in cases where there has been an honest mistake made in preparing the bid not resulting from negligence and the mistake is clearly ascertainable. If withdrawal is allowed, Griffin RESA reserves the right to disqualify the withdrawing bidder from bidding on Griffin RESA, Southwest Georgia RESA and West Georgia RESA solicitations for up to one year.

**12. COMPLETENESS OF BID**

All bidders are cautioned to furnish all required information and details required by this Invitation for Combined Bid. Failure to comply may result in the bid being rejected due to incompleteness.

**13. PROTEST**

Written protests relative to the specifications or the solicitation document shall be filed no later than three (3) working days prior to bid opening. Other written protest shall be filed not later than three (3) working days after bid opening, or if the written protest is based on subsequent action of the Griffin RESA, Southwest Georgia RESA and West Georgia RESA, not later than three (3) working days after the aggrieved person knows or should have knowledge, of the facts giving rise to the protest. Written protests are considered filed when received by the Ted Manolis, Purchasing. Protests which are not filed in a timely manner, as set forth above will not be considered.

**14. PURCHASING POLICY**

The Griffin RESA, Southwest Georgia RESA and West Georgia RESA Purchasing Policy, Purchasing Procedures and Regulations are incorporated in this solicitation (and, therefore, any contract awarded as the result of this solicitation) by reference. By acceptance of this solicitation a bidder, potential bidder, or contractor agrees to be bound by the Griffin RESA, Southwest Georgia RESA and West Georgia RESA Purchasing Policy and Purchasing Regulations in any issue or action related to this solicitation or subsequent contract resulting from this solicitation.



## **BID CONDITIONS**

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### **SECTION II – CONTRACT AWARD**

#### **1. BIDDERS' QUALIFICATIONS**

Bidders may be required by the Owner, before Contract Award, to document that they are “responsible” bidders to the complete satisfaction of the Owner. They may thus be required to show that they have the necessary facilities, technical ability and financial resources to execute the work in a satisfactory manner and within the time specified; that they have had experience in work of a similar nature; and that they have past history and references which will verify their qualifications for executing the work. Griffin RESA, Southwest Georgia RESA and West Georgia RESA shall have the absolute right to determine contractor responsibility and responsiveness to this solicitation.

#### **2. PURCHASE ORDER**

The purchase order prepared and mailed by the Griffin RESA or its Member Districts, or otherwise furnished, to the successful bidder within the time for acceptance specified, results in a binding contract (which includes the solicitation, bid, addendum(s), and contract award letter) without further action by either party. The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of Georgia.

#### **3. SAMPLES**

Samples when required shall be furnished free of expense to Griffin RESA, Southwest Georgia RESA and West Georgia RESA according to solicitation instructions or within 10 days of date of request. Samples shall be tagged with bidders name and bid number. Samples not used or not destroyed in testing will be returned to the bidder upon request and at the bidder's expense after contract award. Cost of inspection or testing of samples, which prove not to meet specifications, shall be paid by the vendor.

#### **4. REJECTION OF A BID**

- a. Failure to observe these instructions and conditions will constitute grounds for rejection of a bid or removal from the list of bidders.
- b. Bids will be rejected if:
  - 1.) The acceptance period is limited to less than required by the solicitation (normally 90 days).
  - 2.) The bidder fails to submit requested samples within the time specified by Griffin RESA, Southwest Georgia RESA and West Georgia RESA.

## **BID CONDITIONS**

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### **SECTION II – CONTRACT AWARD**

- 3.) The bid contains a minimum order/ship quantity or dollar value (unless called for in the solicitation).
- 4.) The bid contains a prepayment and/or progress payment requirement (unless called for in the solicitation).
- 5.) The bid fails to include all appropriate elements of all addenda issues to the solicitation.
- 6.) The bid contains terms and conditions which are in conflict with the solicitation or Griffin RESA regulations, or that other may be constructed as qualifying the bid.
- 7.) The bid does not meet the terms and conditions of this solicitation or imposes terms and conditions not acceptable to Griffin RESA.

### **5. AWARD**

- a. The award of the contract shall be based on any or all of the following areas, price, brand name, minimums, quantities, service and or responsive and responsible bidder complying with all applicable requirements.
- b. Unless the solicitation give notice of an all-or-none award, Griffin RESA may accept any item or group of items of any bid, whichever is in the best interest of Griffin RESA, Southwest Georgia RESA and West Georgia RESA.
- c. Bidders agree that their bids are subject to acceptance at any time within 90 days after opening, unless otherwise stipulated in the solicitation.
- d. Griffin RESA may accept or reject any or all bids, parts of bids, may waive informalities, technicalities and irregularities. The judgment of Griffin RESA on such matters shall be final.

## **BID CONDITIONS**

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- e. The solicitation (including all addenda), bid, contract notification letter or establishing purchase order, attachments (either attached there or by reference), shall constitute the entire binding contract on the terms set forth and is to be interpreted, construed and given effect in all respects according to the laws of the State of Georgia. If any language of the bid or any of the vendor's attachments, appendices, addenda, or other documents submitted in response to the solicitation (including addenda) differ, the language of the solicitation (including addenda) shall govern and control for all purposes, unless consented to and agreed to by Griffin RESA in writing.
  
- f. All correspondence, including Notices of Awards and Purchase Orders will be sent to the address appearing on the vendor's bid.

# **BID CONDITIONS**

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## **SECTION III – POST AWARD**

### **1. CONTRACT ASSIGNMENT**

No portion of the operation or of any negotiated and executed contract and/or purchase order(s) for the contract may be sublet, subcontracted, or otherwise assigned by the vendor without the prior written consent of the Griffin Regional Educational Service Agency.

### **2. COST OF INSPECTION OR TESTING**

Cost of inspection or testing of products or materials delivered under an awarded contract which does not meet specifications shall be paid by the vendor.

### **3. PAYMENT**

The contractor shall invoice Griffin RESA, Southwest Georgia RESA and West Georgia RESA on a monthly basis. If payment is to be made by line item, when a single line item has been satisfactorily delivered complete payment will be made within thirty (30) days from either the date of delivery or the receipt of satisfactory invoice in triplicate, whichever occurs last. All invoices shall show contract number, work performed and period of work. The Griffin Regional Educational Service Agency reserves the right to modify these terms should extenuating circumstances prevail.

### **4. TERMINATION FOR DEFAULT**

In the event any property or service to be furnished by the contractor under a contract or purchase order should for any reason not conform to the requirements for this solicitation, Griffin RESA, Southwest Georgia RESA and West Georgia RESA may reject the property or service and terminate the contract for default. With specific instructions by Purchasing, the Contractor shall immediately remove the rejected property and replace with such property or services conforming to the requirements of this solicitation without expense to Griffin RESA, Southwest Georgia RESA or West Georgia RESA.

If the contract is terminated for default, Griffin RESA, Southwest Georgia RESA and West Georgia RESA may procure such property or services from other sources and shall have the absolute right to deduct from any monies due to the Contractor or that may thereafter become due to the Contractor, the difference between the contract price and the actual cost of the property or service to be replaced or substituted. If monies due to the Contractor are not sufficient to satisfy the debt, the Contractor shall pay any monies due to Griffin RESA, Southwest Georgia RESA and West Georgia RESA within thirty (30) days of written notice. Price paid by the Griffin RESA, Southwest Georgia RESA and West Georgia RESA in such event shall be the prevailing market price at the time the substitute purchase is made.

Failure by a contractor to perform on delivery of goods or services as specified may also result in the removal of the contractor from doing business with Griffin RESA, Southwest Georgia RESA and West Georgia RESA for a period of up to one year.

## **BID CONDITIONS**

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### **SECTION III – POST AWARD**

**5. TERMINATION FOR JUST CAUSE**

Griffin RESA, Southwest Georgia RESA and West Georgia RESA reserve the right to terminate for just cause a contract awarded through this solicitation

**6. COMPLIANCE WITH APPLICABLE STATE, FEDERAL AND LOCAL LAW**

The Contractor shall at his own expense, obtain all necessary permits, give all notices, pay all license fees and taxes; comply with all applicable Local, State and Federal laws, ordinances, rules and regulations. The Contractor shall maintain the licenses required in a current status after award and throughout the course of the contract.

The contractor shall agree that in the performance of the contract, they will comply with all local agreements which they have made with any association union or other entity with respect to wages, salaries and working conditions, so as not to cause inconvenience, picketing or work stoppage.

**7. NON-APPROPRIATION**

Notwithstanding any other provision of this agreement, the parties hereto agree that the charges hereunder are payable to the contractor by Griffin RESA, Southwest Georgia RESA and West Georgia RESA solely from appropriations received by Griffin RESA, Southwest Georgia RESA and West Georgia RESA. In the event such appropriations are determined in the sole discretion of the Executive Director no longer to exist or to be insufficient with respect to the charges payable hereunder, this agreement shall terminate without further obligation of Griffin RESA, Southwest Georgia RESA and West Georgia RESA at the end of any fiscal period (hereinafter referred to as “Event”). In such Event, the Executive Director of Griffin RESA, Southwest Georgia RESA and West Georgia RESA shall certify to the Contractor the occurrence thereof, and such certification shall be inclusive.

## **BID CONDITIONS**

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### **SECTION IV – OTHER**

**1. NONDISCRIMINATION**

The contractor, by the submission of a bid or the acceptance of an order or contract, does agree to provide the goods and services covered under the bid or contract and not to discriminate in any way against any person or persons or refuse employment of any person or persons on account of race, color, religion, age, disability, national origin, sex or any other legally protected status.

**2. RESA DISCRIMINATION**

Griffin RESA, Southwest Georgia RESA and West Georgia RESA does not discriminate on the basis of race, color, religion, sex, national origin, age disability, marital status, sexual orientation, or any legally protected status in any of its employment practices, education programs, services or activities.

**3. MINORITY AND FEMALE BUSINESS ENTERPRISES**

It is the intent of Griffin RESA, Southwest Georgia RESA and West Georgia RESA to assure that Minority Business Enterprises (MBE) and Female Business Enterprises (FBE) have an equal opportunity to participate in Griffin RESA, Southwest Georgia RESA and West Georgia RESA purchasing requirements. The successful vendor is encouraged to use local vendors whenever possible in the execution of this contract.

**4. LOCAL BUSINESS PARTICIPATION**

It is the intent of Griffin RESA, Southwest Georgia RESA and West Georgia RESA to assure that local businesses have an opportunity to participate in Griffin RESA, Southwest Georgia RESA and West Georgia RESA purchasing requirements. The successful vendor is encouraged to use local vendors whenever possible in the execution of this contract.

**5. DRUG-FREE WORKPLACE**

By submission of a bid, the bidder certifies that he/she will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or drug during the performance of the contract and that a drug-free workplace will be provided for the contractor's employees during the performance of the contract. The bidder also certifies that he will secure from any subcontractor who works on the contract, written certification of the same drug-free workplace requirements. False certification or violation by failing to carry our requirements of O.C.G.A. §50-24-3 may cause suspension, termination of contract, or debarment of such bidder.

## **BID CONDITIONS**

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### **SECTION IV – OTHER**

**6. CERTIFICATION OF NONCOLLUSION**

By submitting a bid the bidder certifies: “that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. That collusive bidding is understood to be a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.”

**7. INDEMNIFICATION**

It is expressly understood that Griffin RESA, Southwest Georgia RESA and West Georgia RESA shall not be liable to any vendor and that said vendor will hold harmless Griffin RESA, Southwest Georgia RESA and West Georgia RESA, its officers, employees and agents from any loss, damage, expense or liability arising out of or in connection with this solicitation.

**8. AUTHORIZED OFFICIAL**

It is agreed that all conditions of the bid shall be abided and that the person signing this bid is authorized to sign the bid for the bidder.

**9. SOLICITATION TERMINATION**

In any event in which this solicitation is terminated or canceled, in whole or in part, or all bids are rejected, there shall be no liability on the part of Griffin RESA, Southwest Georgia RESA and West Georgia RESA for any costs incurred by bidders or potential bidders in relation to the solicitation.

**10. RIGHTS AND REMEDIES**

The rights and remedies of Griffin RESA, Southwest Georgia RESA and West Georgia RESA provided above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.

**11. GEORGIA LAW**

The laws of the State of Georgia shall govern the contract between Griffin RESA, Southwest Georgia RESA and West Georgia RESA and the vendor. In the event of litigation, the exclusive venue and place of jurisdiction shall be Spalding County, Georgia.

## ADDITIONAL CONDITIONS

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### 1. CONTRACT TYPE

The contract type contemplated for this requirement is a Requirements Contract.

### 2. CONTRACT TIME FRAME

The performance period for contract is one year, subject to paragraph 3, Options below.

### 3. OPTIONS

In addition to the base period of one year, there is one (1) one year options to be exercised at the sole discretion of Griffin RESA, Southwest Georgia RESA and West Georgia RESA at the same terms, conditions, and pricing of the base year, subject to paragraph 4, Authorized Price Increase after Award of Contract.

### 4. AUTHORIZED PRICE INCREASE AFTER AWARD OF CONTRACT

**In the event the requested brand names and models are discontinued by the manufacturer, and are replaced with new models, or the manufacturer's price increases the following pricing mechanisms shall apply:**

- Only one (1) price change per item in the base year plus one (1) price change per item in the option year. Only if the above conditions exist.
- Price changes will be allowed only if the contractor provides to Griffin RESA, Southwest Georgia RESA and West Georgia RESA a letter from the manufacturer on the manufacturer's letterhead with an authorized signature and date, stating that the bid items are discontinued and identifying the replacement items. The letter shall also state the current manufacturer's price along with the manufacturer's increased price. The manufacturer shall certify that the Griffin RESA, Southwest Georgia RESA and West Georgia RESA price increase is "across the board" for all customers. This is the only cost increase Griffin RESA, Southwest Georgia RESA and West Georgia RESA will accept during the course of this contract. **Note: The increase that will be allowed is the total dollar increase in the manufacturer's price. No additional profit or administrative cost will be allowed.**

Price change from the manufacturer shall go into effect thirty (30) days after written notification is received by Ted Manolis, Purchasing.



## ADDITIONAL CONDITIONS

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### 5. CATEGORIES OF AWARD

Griffin RESA, Southwest Georgia RESA and West Georgia RESA reserve the right to award in the best interest of Griffin RESA, Southwest Georgia RESA and West Georgia RESA.

Should purchase unit differ between vendors, per each/unit cost will be the basis for analysis; whichever is most advantageous to Griffin RESA, Southwest Georgia RESA and West Georgia RESA.

### 6. REQUIREMENTS CONTRACT CLAUSE

This is a Requirements Contract for Griffin RESA, Southwest Georgia RESA and West Georgia RESA Printer Toner & Cartridges. The quantities of Printer Toner & Cartridges in the schedule are estimates only. There are no guarantees as to the amount Griffin RESA, Southwest Georgia RESA and West Georgia RESA will purchase over the time period stated, and therefore, no liability for non-purchase. More or less of the estimated quantity may be purchased.

Delivery or performance shall be made only as authorized by Purchase Orders issued by Griffin RESA, Southwest Georgia RESA and West Georgia RESA. The contractor shall furnish to Griffin RESA, Southwest Georgia RESA and West Georgia RESA all items specified in the schedule of the order issued by Griffin RESA.

### 7. DOCUMENTATION

Specification Sheet

### 8. INSPECTION

All supplies shall be subject to inspection after arrival at destination. In any instance where the drained or net weight, quality or condition of the item is questioned, Griffin RESA, Southwest Georgia RESA and West Georgia RESA reserves the right at the vendor's expense to return the product.

### 9. RECEIPT OF ADDENDUM CLAUSE

Addenda issued to solicitations will be available at the Griffin RESA office or on the department web site located at [www.griffinresa.net](http://www.griffinresa.net). Griffin RESA shall not bear responsibility for receipt of addenda by mail. If vendors do not acknowledge receipt of all addenda the bid may be determined to be non-responsive.

- A. A separate invoice is required for each purchase order. Additionally, vendors will not invoice until the order is complete.

## ADDITIONAL CONDITIONS

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- B. Purchases by the Griffin RESA, Southwest Georgia RESA and West Georgia RESA are not subject to state or federal taxes. Tax Exemption Certificates will be provided upon request.

### **11. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT**

All vendors/contractors providing services/commodities and/or making deliveries to either RESA facility shall be in compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1.02 which are conditions for contract award. Failure to complete, sign, notarize and return the Immigration and Security Form (Appendix I) with your bid/proposal shall result in your bid being declared non-responsive.

### **12. CONTRACT AWARD**

Bidder will be notified by an award letter. The award letter **does not** serve as notice to proceed or authorize delivery of the services/commodities. The purpose of the award letter is to advise the vendor that the contract has been awarded to their company. The award letter **is not** a guarantee that services/commodities will be ordered. A purchase order will be issued to authorize the purchase of the services/commodities. Delivery/release of services/commodities is not authorized until the issuance of a purchase order.

### **13. SUBMITTALS**

Bidders/Offerors are responsible for submitting bids/offers/submittals so as to reach the Griffin RESA office by the time and date specified in the solicitation regardless of the method of delivery (i.e. commercial carrier or U.S. Postal Service). If using a commercial delivery service, the bidder/offeror is responsible for informing the commercial delivery service of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

Griffin RESA shall not be responsible for the premature opening of a bid/proposal not properly addressed and identified, and/or delivered to the incorrect destination.

### **14. DEBARMENT AND SUSPENSION**

Any bidder on a contract exceeding \$25,000 will be checked for debarment and suspension action in compliance with 7CFR 3017. The website [www.epls.gov/](http://www.epls.gov/) will be the official record of debarment and suspension activities.

### **15. HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) REQUIREMENTS**

Bidders shall submit with their bid, documentation certifying that the company is operating under a third party audited Hazard Analysis and Critical Control Point (HACCP) program or documentation certifying bidder shall use Good Manufacturing Practices.

### **16. OWNER'S REPRESENTATIVE**

The owner's representative for this contract is Ted Manolis, Purchasing or his designee.

## **SPECIFICATIONS**

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### **SCOPE OF WORK**

Griffin RESA, Southwest Georgia RESA and West Georgia RESA seek to purchase Printer Toner & Cartridges as listed on the bid schedule.

### **SPECIFICATIONS**

- All items as specified on bid schedule.

**IFCB NO 006-11  
Printer Toner & Cartridges**

**BID SCHEDULE**

<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>UNIT OF ISSUE</b>	<b>EST. QTY.</b>	<b>UNIT PRICE</b>	<b>CASE QUANTITIES</b>
<b>BRTDR250</b>	<b>Drum for an Intellifax 2800</b>	<b>Each</b>	<b>10</b>		_____
<b>BROTHER DR350</b>	<b>Brother 350 Black Drum Unit</b>	<b>Each</b>	<b>50</b>		_____
<b>BRTDR510</b>	<b>Black, for a Brother DCP8040</b>	<b>Each</b>	<b>5</b>		_____
<b>BTN115BK</b>	<b>Brother Black, (High Yield) Cartridge</b>	<b>Each</b>	<b>25</b>		_____
<b>BRTN115C</b>	<b>Brother Cyan (High Yield) Cartridge</b>	<b>Each</b>	<b>25</b>		_____
<b>BRTN115M</b>	<b>Brother Magenta (High Yield) Cartridge</b>	<b>Each</b>	<b>25</b>		_____
<b>BRTN115Y</b>	<b>Brother Yellow (High Yield)</b>	<b>Each</b>	<b>25</b>		_____
<b>BRTN570</b>	<b>Black, for a Brother 8220</b>	<b>Each</b>	<b>5</b>		_____
<b>BRTPC201</b>	<b>Black, Brother brand PC201</b>	<b>Each</b>	<b>50</b>		_____
<b>BRTPC202RF</b>	<b>Brother 2pk Refill Cartridge For PC 201</b>	<b>Each</b>	<b>5</b>		_____
<b>BRTPC301</b>	<b>Brother PC301 Black Cartridge</b>	<b>Each</b>	<b>20</b>		_____

<b>BRTPC501</b>	<b>Toner for Brother PC501</b>	<b>Each</b>	<b>5</b>	_____
<b>BRTTN110B</b>	<b>Brother TN110 Black Cartridge</b>	<b>Each</b>	<b>20</b>	_____
<b>BRTTN110C</b>	<b>Brother TN110C Cyan Cartridge</b>	<b>Each</b>	<b>20</b>	_____

<b>BRTTN110M</b>	<b>Brother TN110M Magenta Cartridge</b>	<b>Each</b>	<b>20</b>	
<b>BRTTN110Y</b>	<b>Brother TN110Y Yellow Cartridge</b>	<b>Each</b>	<b>20</b>	
<b>BRTTN250</b>	<b>Brother S/Y Fax Toner Cartridge</b> For Brother Intellifax 2800	<b>Each</b>	<b>20</b>	
<b>BRTTN350</b>	<b>Brother Black Toner Cartridge</b> For a 7020/2070/2820/2920/7220/7225N /7420/7820	<b>Each</b>	<b>10</b>	
<b>BRTTN430</b>	<b>Brother S/Y Toner Cartridge</b> Brother HL 1240	<b>Each</b>	<b>10</b>	
<b>BRTTN460</b>	<b>Brother H/Y Toner Cartridge</b> Brother HL 1240	<b>Each</b>	<b>10</b>	
<b>BRTTN540</b>	<b>BRTTN540</b>	<b>Each</b>	<b>10</b>	
<b>BRTTN550</b>	<b>Toner for Brother DCP-8060</b>	<b>Each</b>	<b>15</b>	
<b>BRTTN670</b>	<b>Brothers Brand Toner Cartridge</b> (7,500 copies)	<b>Each</b>	<b>10</b>	

<b>CANBC01</b>	<b>Canon Brand Cartridge</b> BJ-5/10E/10EX/10SX/BJ-20/FAX200/B220/Apple Stylewriter I, II, 1500	<b>Each</b>	<b>2</b>
<b>CANBC05</b>	<b>Canon Brand Cartridge for Canon BJC-210/240</b>	<b>Each</b>	<b>2</b>
<b>CANBC20</b>	<b>Canon Brand Cartridge for Canon BJC4000/4100 with print head</b>	<b>Each</b>	<b>2</b>
<b>CANBC21E</b>	<b>Canon Brand Color Ink Cartridge</b> Canon BJC-4000/4100/4200/4300/4550	<b>Each</b>	<b>2</b>
<b>CANBC121BK</b>	<b>Canon Brand Cartridge</b> Canon BJC-4000/4100/4200/4550/MP2500	<b>Each</b>	<b>2</b>
<b>CANBC121C</b>	<b>Canon Brand Cartridge for Canon BJC-4000/4100/4200/4550/MP2500</b>	<b>Each</b>	<b>2</b>
<b>CANON 104</b>	<b>Canon Brand Cartridge for Image Class MF 4100/4600.</b>	<b>Each</b>	<b>20</b>
<b>CANON 210XL</b>	<b>Canon Black Cartridge</b> for a MP240, 250, 260, 270, 280, 480, 490, 495, MX320, 330, 340, 350, 360, 410, 420	<b>Each</b>	<b>50</b>
<b>CANON211XL</b>	<b>Canon Color Cartridge</b> for a MP240, 250, 260, 270, 280, 480, 490, 495, MX320, 330, 340, 350, 360, 410, 420	<b>Each</b>	<b>50</b>
<b>DELL U143F</b>	<b>Dell Black Cartridge</b> for a Dell V105 printer	<b>Each</b>	<b>40</b>
<b>DELL U145F</b>	<b>Dell Tri-Color Cartridge</b> for a Dell V105 printer	<b>Each</b>	<b>40</b>
<b>Canon X-25</b>	<b>Canon X-25 for a Image Class MF5500 Fax Machine</b>	<b>Each</b>	<b>2</b>

<b>EPNS020036</b>	<b>Epson Brand Cartridge</b> Epson Stylus Color, Stylus Pro, Pro XL, Tri-Color	<b>Each</b>	<b>2</b>
<b>EPNS020093</b>	<b>Epson Brand Cartridge</b> Epson Stylus 500	<b>Each</b>	<b>2</b>
<b>EPNS020097</b>	<b>Epson Brand Cartridge</b> Epson Stylus 500	<b>Each</b>	<b>2</b>
<b>EPNS020108</b>	<b>Epson Brand Cartridge</b> Epson EPS-800 Stylus Color	<b>Each</b>	<b>2</b>
<b>EPNS020189</b>	<b>Epson Black Cartridge</b> Epson 740C printer	<b>Each</b>	<b>2</b>
<b>EPNSIBS300</b>	<b>Epson Brand Ribbon</b> Epson EPL 6000	<b>Each</b>	<b>2</b>
<b>EPNT013201</b>	<b>Epson Black Cartridge</b> Epson Stylus C20UX/SX, C40UX/SX/S, Stylus Color480SX/SXU/580	<b>Each</b>	<b>2</b>
<b>EPNT014201</b>	<b>Epson Brand Color Cartridge</b> Epson Stylus C20UX/SX, C40UX/SX/S, Stylus Color480SX/SXU/580	<b>Each</b>	<b>2</b>
<b>EPNT017201</b>	<b>Epson Brand Black Ink Cartridge</b> Epson Stylus Color 777	<b>Each</b>	<b>2</b>
<b>EPNT018201</b>	<b>Epson Brand Color Ink Cartridge</b> Epson Stylus Color 777	<b>Each</b>	<b>2</b>
<b>EPNT019201</b>	<b>Epson Brand Black Ink Cartridge</b> Epson Stylus Color 880	<b>Each</b>	<b>2</b>
<b>EPNT020201</b>	<b>Epson Brand Color Cartridge</b> Epson Stylus Color 880	<b>Each</b>	<b>2</b>

<b>EPNT060120</b>	<b>Epson Black Ink Cartridge</b> For Stylus C88	<b>Each</b>	<b>2</b>
<b>EPNT060220</b>	<b>Epson Cyan Ink Cartridge</b> For Stylus C88	<b>Each</b>	<b>2</b>
<b>EPNT060320</b>	<b>Epson Magenta Ink Cartridge</b> For Stylus C88	<b>Each</b>	<b>2</b>
<b>HP5011D</b>	<b>#14 Black Cartridge</b>	<b>Each</b>	<b>15</b>
<b>HP60 BLACK</b>	<b>Black HPCC641WN</b> 200 copies for a Desk Jet D2680, D2680, F4280, F4480	<b>Each</b>	<b>50</b>
<b>HP61 BLACK</b>	<b>HP Black Cartridge</b> for an HP Deskjet 1000 Series, 1050, 2050, 3000 Series, 3050	<b>Each</b>	<b>100</b>
<b>HP 61 TRI-COLOR</b>	<b>HP Tri-Color Cartridge</b> for an HP Deskjet 1000 series, 1050, 2050, 3000 Series, 3050	<b>Each</b>	<b>100</b>
<b>HP 60 TRI-COLOR</b>	<b>HPCC641WN Tri-Color (145 Copies)</b> Desk Jet D2560, D2680, F4280, F4480	<b>Each</b>	<b>50</b>
<b>HP 901 TRI-COLOR</b>	<b>HP Tri-Color Cartridge</b> for an Office Jet 4500, 4680, J4640	<b>Each</b>	<b>100</b>
<b>HP 901XL BLACK</b>	<b>HP Black Cartridge</b> for an Office Jet 4500, 4680, J4640	<b>Each</b>	<b>100</b>
<b>HP 940 BLACK</b>	<b>HP Black Cartridge</b> for an Office Jet Pro 8000, 8500, & 8500A	<b>Each</b>	<b>40</b>
<b>HP 940 TRI-COLOR</b>	<b>HP Tri-Color</b> for an Office Jet Pro 8000, 8500, & 8500A	<b>Each</b>	<b>40</b>
<b>HP60XL Black</b>	<b>High Yield (600 Copies) HPCC641WN Black Cartridge</b> Desk Jet D2560, D2680, F4280, F4480	<b>Each</b>	<b>50</b>
<b>HP60XLTri-Color</b>	<b>High Yield (400 Copies) HPCC641WN Black Cartridge</b> Desk Jet D2560, D2680, F4280, F4480	<b>Each</b>	<b>50</b>



<b>HP61XL BLACK</b>	<b>HP Black Cartridge (High Yield)</b> for an HP Desk Jet 1000, Series 1050, 2050, 3000 Series, 3050	<b>Each</b>	<b>100</b>
<b>HP61XL TRI-COLOR</b>	<b>HP Tri-Color Cartridge ( High Yield)</b> for an HP Desk Jet 1000, Series 1050, 2050, 3000 Series, 3050	<b>Each</b>	<b>100</b>
<b>HP920XL BLACK</b>	<b>HP Black Cartridge</b> for an Office Jet 6000 and 6500 series.	<b>Each</b>	<b>40</b>
<b>HP920XL CYAN</b>	<b>HP Cyan Cartridge</b> for Office Jet 6000 and 6500 Series.	<b>Each</b>	<b>40</b>
<b>HP920XL MAGENTA</b>	<b>HP Magenta Cartridge</b> for Office Jet 6000 and 6500 Series.	<b>Each</b>	<b>40</b>
<b>HP920XL YELLOW</b>	<b>HP Yellow Cartridge</b> for an Office Jet 6000 and 6500 Series	<b>Each</b>	<b>40</b>
<b>HPCB335WN</b>	<b>#74 Black Cartridge</b> for an Office Jet J5750, 5780, 6480, Photo smart 4210, 4280, 4385, 4580, 4599, 5280, 5500.	<b>Each</b>	<b>25</b>
<b>HPCB336W</b>	<b>HP Black (High Yield) #74 Black Cartridge</b> for an Office Jet J5750, 5780, 6480, Photo smart 4210, 4280, 4385, 4580, 4599, 5280, 5500.	<b>Each</b>	<b>25</b>
<b>HPCB337WN</b>	<b>#75 Tri-Color Cartridge</b> for an Office Jet J5750, 5780, 6480, Photo Smart 4210, 4280, 4385, 4580, 4599, 5280, 5500.	<b>Each</b>	<b>25</b>
<b>HPCB338WN</b>	<b>#75 Tri-Color (High Yield) Cartridge</b> for an Office Jet J5750, 5780, 6480, Photo Smart 4210, 4280, 4599, 5280, 5500.	<b>Each</b>	<b>25</b>
<b>HPCB400A</b>	<b>HP Black Cartridge</b> CP4005GN/CP4005N	<b>Each</b>	<b>10</b>
<b>HPCB401A</b>	<b>Cyan Cartridge CP4005GN/CP4005N</b>	<b>Each</b>	<b>10</b>

<b>HPCB402A</b>	<b>Yellow Cartridge CP4005GN/CP4005N</b>	<b>Each</b>	<b>5</b>
<b>HPCB403A</b>	<b>Magenta Cartridge CP4005GN/CP4005N</b>	<b>Each</b>	<b>5</b>
<b>HPCB435A</b>	<b>Hp Laser Jet Cartridge</b> HP P1005 & P1006 Black	<b>Each</b>	<b>15</b>
<b>HPCB436A</b>	<b>HP Toner</b> Laser Jet P1505, P1505N, M1522 MFP, M1522N MFP, M1522nf MFP	<b>Each</b>	<b>10</b>
<b>HPCB540A</b>	<b>HP Black Toner Cartridge</b> CP1510/1518/1515n/1215	<b>Each</b>	<b>20</b>
<b>HPCB541A</b>	<b>HP Cyan Toner Cartridge</b> CP1510/1518/1515n/1215	<b>Each</b>	<b>20</b>
<b>HPCB542A</b>	<b>HP Yellow Toner Cartridge</b> CP1510/1518/1515n/1215	<b>Each</b>	<b>20</b>
<b>HPCB543A</b>	<b>HP Magenta Toner Cartridge</b> CP1510/1518/1515n/1215	<b>Each</b>	<b>20</b>
<b>HPCC364A</b>	<b>HP Cartridge for Series 4014, 4015, and 4515</b> HP printer	<b>Each</b>	<b>25</b>
<b>HPCC364X</b>	<b>High Yield Black</b> P4015, and 4515 ONLY (NOT the 4014)	<b>Each</b>	<b>10</b>
<b>HPCC5016A</b>	<b>HP Black Cartridge for a Design Jet 130</b>	<b>Each</b>	<b>10</b>
<b>HPCC530A</b>	<b>HP Black Cartridge</b> HP2025 Laser Jet	<b>Each</b>	<b>15</b>
<b>HPCC531A</b>	<b>HP Cyan Cartridge</b> HP2025 Laser Jet	<b>Each</b>	<b>15</b>
<b>HPCC532A</b>	<b>HP Yellow Cartridge</b> HP2025 Laser Jet	<b>Each</b>	<b>15</b>

<b>HPCC533A</b>	<b>HP Magenta Cartridge</b> HP2025 Laser Jet	<b>Each</b>	<b>15</b>
<b>HPCC9420A</b>	<b>HP Cyan Cartridge</b> Design Jet 130	<b>Each</b>	<b>5</b>
<b>HPCC9421A</b>	<b>HP Magenta Cartridge</b> Design Jet 130	<b>Each</b>	<b>5</b>
<b>HPCC9422A</b>	<b>HP Yellow Cartridge</b> Design Jet 130	<b>Each</b>	<b>5</b>
<b>HPCC9423A</b>	<b>HP Light Cyan Cartridge</b> Design Jet 130	<b>Each</b>	<b>5</b>
<b>HPCC9424A</b>	<b>HP Light Magenta Cartridge</b> Design Jet 130	<b>Each</b>	<b>5</b>
<b>HPCE250A</b>	<b>Black Cartridge</b> HP3530/3525 Laser Jet	<b>Each</b>	<b>100</b>
<b>HPCE251A</b>	<b>Cyan Cartridge</b> HP3530/3525 LaserJet	<b>Each</b>	<b>75</b>
<b>HPCE252A</b>	<b>Yellow Cartridge</b> HP3530/3525 LaserJet	<b>Each</b>	<b>75</b>
<b>HPCE253A</b>	<b>Magenta Cartridge</b> HP3530/3525 LaserJet	<b>Each</b>	<b>75</b>
<b>HPCE505A</b>	<b>Black Cartridge</b> HP 2055 Printer	<b>Each</b>	<b>50</b>
<b>HPCE505X</b>	<b>HP Black Cartridge</b> HP 2055 Printer	<b>Each</b>	<b>25</b>
<b>HPCH565A</b>	<b>#82 Black Cartridge</b> Design Jet 500/510	<b>Each</b>	<b>10</b>
<b>HPD51625A</b>	<b>Cartridge for a HP400/500</b> #25	<b>Each</b>	<b>5</b>
<b>HPD51626A</b>	<b>Cartridge for a HP400/500</b> #26	<b>Each</b>	<b>5</b>
<b>HPD51629A</b>	<b>Black Cartridge</b> For a HP Desk jet 600 series	<b>Each</b>	<b>5</b>
<b>HPD51633M</b>	<b>HP #33 Cartridge</b> For a Desk writer 300	<b>Each</b>	<b>5</b>

<b>HPD51640A</b>	<b>HP Black Cartridge</b> For a HP 1200 series	<b>Each</b>	<b>5</b>
<b>HPD51640C</b>	<b>HP Cyan Cartridge</b> For a HP 1200 series	<b>Each</b>	<b>5</b>
<b>HPD51640M</b>	<b>HP Magenta Cartridge</b> For a HP 1200 series	<b>Each</b>	<b>5</b>
<b>HPD51640Y</b>	<b>HP Yellow Cartridge</b> For a HP 1200 series	<b>Each</b>	<b>5</b>
<b>HP51641A</b>	<b>HP Tri-Color Cartridge</b> For an HP 800 series	<b>Each</b>	<b>5</b>
<b>HP51644C</b>	<b>HP Cyan Cartridge</b> For a Design Jet 350C, 450C, 750	<b>Each</b>	<b>5</b>
<b>HP51644M</b>	<b>HP Magenta Cartridge</b> For a Design Jet 350C, 450C, 750	<b>Each</b>	<b>5</b>
<b>HP51644Y</b>	<b>HP Yellow Cartridge</b> For a Design Jet 350C, 450C, 750	<b>Each</b>	<b>5</b>
<b>HPD51645A</b>	<b>HP Black cartridge #45</b> For a Design Jet 710,712, 935	<b>Each</b>	<b>700</b>
<b>HPD51649A</b>	<b>HP Black cartridge #49</b> For a Design Jet 610, 612, 693	<b>Each</b>	<b>5</b>
<b>HPD92274A</b>	<b>HP Cartridge</b> For an HP 4L, 4ML, 4P	<b>Each</b>	<b>2</b>
<b>HPD92275A</b>	<b>HP Cartridge</b> For an HP IIP, IIP	<b>Each</b>	<b>2</b>
<b>HPD92298A</b>	<b>HP Cartridge</b> For an HP 4, 4M, 4Plus	<b>Each</b>	<b>2</b>
<b>HPDC1823D</b>	<b>HP Tri-color #23</b> For an HP Desk Jet 710, 712, 720	<b>Each</b>	<b>80</b>
<b>HPDC3903A</b>	<b>HP Laser Jet Cartridge</b> For an HP 5P, 5MP, 6P	<b>Each</b>	<b>10</b>
<b>HPDC3906A</b>	<b>HP Laser Jet Cartridge</b> For an HP 5L, 6L	<b>Each</b>	<b>10</b>
<b>HPDC3909A</b>	<b>HP Laser Jet Cartridge</b> For an HP 5SI/MX	<b>Each</b>	<b>5</b>

<b>HPDC4092A</b>	<b>HP Laser Jet Cartridge</b> For an HP 1100xi series	<b>Each</b>	<b>50</b>
<b>HPDC4096A</b>	<b>HP Laser Jet Cartridge</b> For an HP 4172A printer	<b>Each</b>	<b>30</b>
<b>HPDC4127X</b>	<b>HP Laser Jet Cartridge</b> For an HP 4000N	<b>Each</b>	<b>60</b>
<b>HPDC4129X</b>	<b>HP Laser Jet Cartridge</b> For an HP 5000N	<b>Each</b>	<b>20</b>
<b>HPDC4182X</b>	<b>HP Laser Jet Cartridge</b> For an HPLJ 8100	<b>Each</b>	<b>10</b>
<b>HPDC4191A</b>	<b>HP Black Cartridge</b> For an HP CL4500	<b>Each</b>	<b>20</b>
<b>HPDC4192A</b>	<b>HP Cyan Cartridge</b> For an HP CL4500	<b>Each</b>	<b>20</b>
<b>HPDC4193A</b>	<b>HP Magenta Cartridge</b> For an HP CL4500	<b>Each</b>	<b>20</b>
<b>HPDC4194A</b>	<b>HP Yellow Cartridge</b> For an HP CL4500	<b>Each</b>	<b>20</b>
<b>HPDC4195A</b>	<b>Hp Brand Drum Assembly</b> For an HP4500	<b>Each</b>	<b>10</b>
<b>HPDC4196A</b>	<b>HP Transfer Kit</b> For an HP4500	<b>Each</b>	<b>10</b>
<b>HPDC4197A</b>	<b>HP Brand Fuser Kit</b> For an HP4500	<b>Each</b>	<b>10</b>
<b>HPDC4800A</b>	<b>HP Brand Black Print Head Cartridge</b> HP2000Cxi/CN	<b>Each</b>	<b>10</b>
<b>HPDC4801A</b>	<b>HP Brand Cyan Print Head Cartridge</b> HP2000Cxi/CN	<b>Each</b>	<b>10</b>
<b>HPDC4802A</b>	<b>HP Brand Magenta Print Head Cartridge</b> HP2000Cxi/CN	<b>Each</b>	<b>10</b>
<b>HPDC4803A</b>	<b>HP Brand Yellow Print Head Cartridge</b> HP2000Cxi/CN	<b>Each</b>	<b>10</b>
<b>HPDC4804A</b>	<b>HP #12 Cyan Ink Cartridge</b> HP3000/n/dtn ink jet printer	<b>Each</b>	<b>20</b>

<b>HPDC4805A</b>	<b>HP #12 Magenta Ink Cartridge</b> HP3000/n/dtn ink jet printer	<b>Each</b>	<b>20</b>
<b>HPDC4806A</b>	<b>HP #12 Yellow Ink Cartridge</b> HP3000/n/dtn ink jet printer	<b>Each</b>	<b>20</b>
<b>HPDC4810A</b>	<b>HP Brand Black Printhead</b> HP Business Ink Jet 2200 and 2250, #11 Print head	<b>Each</b>	<b>20</b>
<b>HPDC4811A</b>	<b>HP Brand Cyan Print head</b> HP Business Ink Jet 2200 and 2250, #11 Print head	<b>Each</b>	<b>20</b>
<b>HPDC4812A</b>	<b>HP Brand Magenta Print head</b> HP Business Ink Jet 2200 and 2250, #11 Print head	<b>Each</b>	<b>20</b>
<b>HPDC4813A</b>	<b>HP Brand Yellow Print head</b> HP Business Ink Jet 2200 and 2250, #11 Print head	<b>Each</b>	<b>20</b>
<b>HPDC4836A</b>	<b>HP Brand Cyan Print head</b> HP Business Ink Jet 2600 #11 cartridge	<b>Each</b>	<b>20</b>
<b>HPDC4837A</b>	<b>HP Brand Magenta Ink Cartridge</b> Business Ink Jet 2600, #11 cartridge	<b>Each</b>	<b>20</b>
<b>HPDC4838A</b>	<b>HP Brand Yellow Ink Cartridge</b> Business Ink Jet 2600, #11 cartridge	<b>Each</b>	<b>20</b>
<b>HPDC4841A</b>	<b>HP Brand Cyan Ink Cartridge</b> HP2000Cxi/2000CN professional series	<b>Each</b>	<b>10</b>
<b>HPDC4842A</b>	<b>HP Brand Yellow Ink Cartridge</b> HP2000Cxi/2000CN professional series	<b>Each</b>	<b>10</b>
<b>HPDC4843A</b>	<b>HP Brand Magenta Ink Cartridge</b> HP2000Cxi/2000CN professional series	<b>Each</b>	<b>10</b>
<b>HPDC4844A</b>	<b>HP Brand Black Ink Cartridge</b> HP2000Cxi/2000CN professional series	<b>Each</b>	<b>5</b>
<b>HPDC4911A</b>	<b>HP 82 Cyan</b> Design Jet 500/500PS	<b>Each</b>	<b>25</b>

<b>HPDC4912A</b>	<b>HP 82 Magenta</b> Design Jet 500/500PS	<b>Each</b>	<b>25</b>
<b>HPDC4913A</b>	<b>HP 82 Yellow</b> Design Jet 500/500PS	<b>Each</b>	<b>25</b>
<b>HPDC5010D</b>	<b>HP #14 Brand Tri-Color Ink Cartridge</b> HP Office Jet 7110/7130/d125xi/d155xi/cp1160	<b>Each</b>	<b>15</b>
<b>HPDC5011D</b>	<b>HP #14 Brand Black Ink Cartridge</b> HP Office Jet 7110/7130/d125xi/d155xi/cp1160	<b>Each</b>	<b>15</b>
<b>HPDC5023A</b>	<b>#12 Black Print head Cartridge</b> Ink Jet 3000/3000n/3000dtn	<b>Each</b>	<b>15</b>
<b>HPDC6578DN</b>	<b>#78 HP Brand Tri-Color Cartridge</b> HP930, 932, 935, 940C, 950, 952, 960, 970, 990, P1000, P1100, P1215, P1218, 1220	<b>Each</b>	<b>650</b>
<b>HPDC6614D</b>	<b>HP #20 Black Cartridge</b> HP Desk Jet 610, 612	<b>Each</b>	<b>150</b>
<b>HPDC6615DN</b>	<b>HP #15 Black Cartridge</b> HP Desk Jet 810, 812, 840C, 842C, 940C Printer and Scanner HP500	<b>Each</b>	<b>500</b>
<b>HPDC6625A</b>	<b>#17 HP Color Cartridge</b> HP Desk Jet 840C, 842C Printer and Scanner HP 500	<b>Each</b>	<b>150</b>
<b>HPDC6656A</b>	<b>#56 HP Black Ink Cartridge</b> HP Desk Jet 5550, PSC 2100/2210, Photo smart 7150/7350/7550 printers	<b>Each</b>	<b>500</b>
<b>HPDC6657AN</b>	<b>#57 HP Color Ink Cartridge</b> HP Desk Jet 5550, PSC 2100/2210, Photo smart 7150/7350/7550 printers	<b>Each</b>	<b>350</b>
<b>HPDC6658A</b>	<b>#58 HP Brand Photo Ink Jet Cartridge</b> Desk Jet 5550	<b>Each</b>	<b>50</b>
<b>HPDC7115A</b>	<b>HP Brand Toner Cartridge</b> HP Laser Jet 1200	<b>Each</b>	<b>100</b>

<b>HPDC7115X</b>	<b>High Yield Black(3,500 copies) HP Cartridge</b> HP1200, 1220, 3300, 3380	<b>Each</b>	<b>100</b>
<b>HPDC8061X</b>	<b>HP Brand Toner</b> LJ 4100 printer	<b>Each</b>	<b>100</b>
<b>HPDC8543X</b>	<b>HP Brand Toner</b> HP 9040n printer	<b>Each</b>	<b>5</b>
<b>HPDC8727A</b>	<b>HP #27 Black Ink Cartridge</b> HP Desk Jet 3320 and 3420 printer	<b>Each</b>	<b>150</b>
<b>HPDC8728A</b>	<b>HP #28 Color Ink Cartridge</b> Desk Jet 3320 and 3420 printer	<b>Each</b>	<b>80</b>
<b>HPDC8765WN</b>	<b>HP #94 Black Cartridge</b> HP5740/6520 Desk Jet, HP 1610 printer/scanner	<b>Each</b>	<b>250</b>
<b>HPDC8766WN</b>	<b>HP #95 Color Cartridge</b> HP5740/6520 Desk Jet, HP 1610 printer/scanner	<b>Each</b>	<b>250</b>
<b>HPDC8767WN</b>	<b>HP #96 Black Cartridge</b> HP 2355 printer/scanner	<b>Each</b>	<b>1400</b>
<b>HPDC9351A</b>	<b>HP #21 Black Cartridge</b> DJ 3930, 3940 printer	<b>Each</b>	<b>200</b>
<b>HPDC9352A</b>	<b>HP #22 Color Cartridge</b> DJ 3930, 3940 printer	<b>Each</b>	<b>150</b>
<b>HPDC9361WN</b>	<b>HP #93 Tri-Color Cartridge</b>	<b>Each</b>	<b>60</b>
<b>HPDC9362WN</b>	<b>HP #92 Black Cartridge</b>	<b>Each</b>	<b>100</b>
<b>HPDC9363WN</b>	<b>HP #97 Color Cartridge</b> HP2355 printer/scanner	<b>Each</b>	<b>900</b>
<b>HPDC9364WN</b>	<b>HP #98 Black Cartridge</b> HP 5940 printer	<b>Each</b>	<b>500</b>
<b>HPDC9381A</b>	<b>Black/Yellow Cartridge</b> L7550/L7500/L7590/L7580	<b>Each</b>	<b>10</b>
<b>HPDC9382A</b>	<b>Magenta/Cyan Cartridge</b> L7550/L7500/L7590/L7580	<b>Each</b>	<b>10</b>



<b>HPDC9385A</b>	<b>HP #88 Black Cartridge</b> Office Jet Pro K550 series printer	<b>Each</b>	<b>10</b>
<b>HPDC9386A</b>	<b>HP #88 Cyan Cartridge</b> Office Jet Pro K550 series printer	<b>Each</b>	<b>10</b>
<b>HPDC9387A</b>	<b>HP #88 Magenta Cartridge</b> Office Jet Pro K550 series printer	<b>Each</b>	<b>10</b>
<b>HPDC9388A</b>	<b>HP #88 Yellow Cartridge</b> Office Jet Pro K550 series printer	<b>Each</b>	<b>10</b>
<b>HPDC9391A</b>	<b>HP #88XL High Yield Cyan Cartridge</b> HP Office Jet Pro K550 series printer	<b>Each</b>	<b>10</b>
<b>HPDC9392A</b>	<b>HP #88XL High Yield Magenta Cartridge</b> HP Office Jet Pro K550 series printer	<b>Each</b>	<b>10</b>
<b>HPDC9393A</b>	<b>HP #88XL High Yield Yellow Cartridge</b> HP Office Jet Pro K550 series printer	<b>Each</b>	<b>10</b>
<b>HPDC9396A</b>	<b>HP #88XL High Yield Black Cartridge</b> HP Office Jet Pro K550 series printer	<b>Each</b>	<b>10</b>
<b>HPDC9700A</b>	<b>HP Brand Toner Cartridge</b> HP Laser Jet 2500	<b>Each</b>	<b>10</b>
<b>HPDC9701A</b>	<b>HP Brand Cyan Toner Cartridge</b> HP Laser Jet 1500/2500 series	<b>Each</b>	<b>10</b>
<b>HPDC9702A</b>	<b>HP Brand Yellow Toner Cartridge</b> HP Laser Jet 1500/2500 series	<b>Each</b>	<b>10</b>
<b>HPDC9703A</b>	<b>HP Brand Magenta Toner Cartridge</b> HP Laser Jet 1500/2500 series	<b>Each</b>	<b>10</b>
<b>HPDC9704A</b>	<b>HP Imaging Drum Assembly Cartridge</b> Laser Jet 1500/2500 series	<b>Each</b>	<b>10</b>
<b>HPDC9720A</b>	<b>HP Black Toner Cartridge</b> HP 4600 Printer	<b>Each</b>	<b>40</b>

<b>HPDC9721A</b>	<b>HP Cyan Toner Cartridge</b> HP 4600 Printer	<b>Each</b>	<b>30</b>
<b>HPDC9722A</b>	<b>HP Yellow Toner Cartridge</b> HP 4600 Printer	<b>Each</b>	<b>30</b>
<b>HPDC9723A</b>	<b>HP Magenta Toner Cartridge</b> HP 4600 Printer	<b>Each</b>	<b>30</b>
<b>HPDC9725A</b>	<b>Imaging Kit</b> HP 4600	<b>Each</b>	<b>2</b>
<b>HPDC9730A</b>	<b>HP Brand Black Toner Cartridge</b> 5500/5550 series printers	<b>Each</b>	<b>10</b>
<b>HPDC9731A</b>	<b>HP Brand Cyan Toner Cartridge</b> 5500/5550 series printers	<b>Each</b>	<b>10</b>
<b>HPDC9732A</b>	<b>HP Brand Yellow Toner Cartridge</b> 5500/5550 series printers	<b>Each</b>	<b>10</b>
<b>HPDC9733A</b>	<b>HP Brand Magenta Toner Cartridge</b> 5500/5550 series printers	<b>Each</b>	<b>10</b>
<b>HPDQ1338A</b>	<b>HP Brand Toner Cartridge</b> HP 4200 printer	<b>Each</b>	<b>60</b>
<b>HPDQ1339A</b>	<b>HP Brand Toner Cartridge</b> HP 4300 printer	<b>Each</b>	<b>10</b>
<b>HPDQ2610A</b>	<b>HP Brand Toner Cartridge</b> HP Laser Jet 2300 series	<b>Each</b>	<b>50</b>
<b>HPDQ2612A</b>	<b>Hp Brand Toner Cartridge</b> HP Laser Jet 1010/1012	<b>Each</b>	<b>250</b>
<b>HPDQ2613A</b>	<b>HP Brand Toner Cartridge</b> HP 1300 printer	<b>Each</b>	<b>100</b>
<b>HPDQ2670A</b>	<b>HP Black Cartridge</b> HP3500/3550 printer	<b>Each</b>	<b>5</b>
<b>HPDQ2671A</b>	<b>HP Cyan Cartridge</b> HP3500/3550 printer	<b>Each</b>	<b>5</b>
<b>HPDQ2672A</b>	<b>HP Yellow Cartridge</b> HP3500/3550 printer	<b>Each</b>	<b>5</b>

<b>HPDQ2673A</b>	<b>HP Magenta Cartridge</b> HP3500/3550 printer	<b>Each</b>	<b>5</b>
<b>HPDQ3675A</b>	<b>HP 4600 Transfer Kit</b>	<b>Each</b>	<b>2</b>
<b>HPDQ3960A</b>	<b>HP Black Toner Cartridge</b> HP Laser Jet 2550/2820/2840, 5000 pages	<b>Each</b>	<b>5</b>
<b>HPDQ3961A</b>	<b>HP Cyan Toner Cartridge</b> HP Laser Jet 2550/2820/2840, 5000 pages	<b>Each</b>	<b>5</b>
<b>HPDQ3962A</b>	<b>HP Yellow Toner Cartridge</b> HP Laser Jet 2550/2820/2840, 5000 pages	<b>Each</b>	<b>5</b>
<b>HPDQ3963A</b>	<b>HP Magenta Toner Cartridge</b> HP Laser Jet 2550/2820/2840, 5000 pages	<b>Each</b>	<b>5</b>
<b>HPDQ3964A</b>	<b>HP Brand for a 2550, 2820, 2840</b>	<b>Each</b>	<b>5</b>
<b>HPDQ5942A</b>	<b>HP Brand Toner Cartridge</b> HP4350N laser printer	<b>Each</b>	<b>75</b>
<b>HPDQ5949A</b>	<b>HP Brand Toner Cartridge</b> HP Laser Jet 1160, 1320 printers	<b>Each</b>	<b>125</b>
<b>HPDQ5949X</b>	<b>HP Brand Toner Cartridge</b> HP Laser Jet 1320 printer	<b>Each</b>	<b>10</b>
<b>HPDQ5950A</b>	<b>HP Black Toner Cartridge</b> Laser Jet 4700dn printers	<b>Each</b>	<b>75</b>
<b>HPDQ5951A</b>	<b>HP Cyan Toner Cartridge</b> Laser Jet 4700dn printers	<b>Each</b>	<b>50</b>
<b>HPDQ5952A</b>	<b>HP Yellow Toner Cartridge</b> Laser Jet 4700dn printers	<b>Each</b>	<b>50</b>
<b>HPDQ5953A</b>	<b>HP Magenta Toner Cartridge</b> Laser Jet 4700dn printers	<b>Each</b>	<b>50</b>
<b>HPDQ6000A</b>	<b>HP Brand Black Toner Cartridge</b> HP Laser Jet 2600N printer	<b>Each</b>	<b>75</b>

<b>HPDQ6001A</b>	<b>HP Brand Cyan Toner Cartridge</b> HP Laser Jet 2600N printer	<b>Each</b>	<b>50</b>
<b>HPDQ6002A</b>	<b>HP Brand Yellow Toner Cartridge</b> HP Laser Jet 2600N printer	<b>Each</b>	<b>50</b>
<b>HPDQ6003A</b>	<b>HP Brand Magenta Toner Cartridge</b> HP Laser Jet 2600N printer	<b>Each</b>	<b>50</b>
<b>HPDQ6460A</b>	<b>HP Black Cartridge</b> HP4730 MFP Copier/Printer	<b>Each</b>	<b>10</b>
<b>HPDQ6461A</b>	HP Cyan Cartridge HP 4730 MFP Copier/Printer	<b>Each</b>	<b>10</b>
<b>HPDQ6462A</b>	HP Yellow Cartridge HP 4730 MFP Copier/Printer	<b>Each</b>	<b>10</b>
<b>HPDQ6463A</b>	HP Magenta Cartridge HP 4730 MFP Copier/Printer	<b>Each</b>	<b>10</b>
<b>HPDQ6470A</b>	<b>HP Brand Black Toner Cartridge</b> HP 3505, 3600DN, & 3800 DN printer	<b>Each</b>	<b>75</b>
<b>HPDQ6471A</b>	<b>HP Brand Black Toner Cartridge</b> HP 3505, 3600DN printer	<b>Each</b>	<b>50</b>
<b>HPDQ6472A</b>	<b>HP Brand Black Toner Cartridge</b> HP 3505, 3600DN printer	<b>Each</b>	<b>50</b>
<b>HPDQ6473A</b>	<b>HP Brand Magenta Toner Cartridge</b> HP 3505, 3600DN printer	<b>Each</b>	<b>50</b>
<b>HPDQ6511A</b>	<b>Hp Brand Toner Cartridge</b> HP Laser Jet 2420 printer	<b>Each</b>	<b>20</b>
<b>HPDQ6511X</b>	<b>HP High Yield Black (12,000 copies)</b> HP 2400 Series	<b>Each</b>	<b>50</b>
<b>HPDQ7551A</b>	<b>HP Black Cartridge</b> Laser Jet 3005, M3027, M3035	<b>Each</b>	<b>100</b>
<b>HPDQ7551X</b>	HP High Yield Black Cartridge Laser Jet P3005, M3027, M3035	<b>Each</b>	<b>50</b>
<b>HPDQ7553A</b>	<b>HP Brand Black Toner Cartridge</b> HP 2015 series printers	<b>Each</b>	<b>50</b>

<b>HPDQ7553X</b>	<b>HP Black High Yield Cartridge</b> For a 2014, 2015 Series Printer 6,000 Copies	<b>Each</b>	<b>25</b>
<b>HPDQ7581A</b>	<b>HP Brand Cyan Toner Cartridge</b> HP3800dn printer	<b>Each</b>	<b>30</b>
<b>HPDQ7582A</b>	<b>HP Brand Yellow Toner Cartridge</b> HP3800dn printer	<b>Each</b>	<b>30</b>
<b>HPDQ7583A</b>	<b>HP Brand Magenta Toner Cartridge</b> HP3800dn printer	<b>Each</b>	<b>30</b>
<b>LEXE250A11A</b>	<b>Lexmark Toner</b> E250D, E250DN, E350D, E352DN Printer, 3500 pages	<b>Each</b>	<b>200</b>
<b>LEXE250A21A</b>	<b>Lexmark Black Toner Cartridge</b> High Yield Lexmark E250, E250D, E350, E352, E352DN Printer	<b>Each</b>	<b>100</b>
<b>LEXE260A11A</b>	<b>Lexmark Toner</b> For an E360N	<b>Each</b>	<b>50</b>
<b>LEX12A1970</b>	<b>Lexmark Black Cartridge</b> Lexmark JP7000	<b>Each</b>	<b>10</b>
<b>LEX12A1980</b>	<b>Lexmark Color Cartridge</b> Lexmark JP7000	<b>Each</b>	<b>10</b>
<b>LEX12A5845</b>	<b>Lexmark Toner Cartridge</b> For an Optra T610/612/614 printers	<b>Each</b>	<b>10</b>
<b>LEX12A6830</b>	<b>Lexmark Toner Cartridge</b> Lexmark T522 printer	<b>Each</b>	<b>10</b>
<b>LEX12A7405</b>	<b>Lexmark H/Y Toner Cartridge</b> 20,000 pages, for E321 and E323	<b>Each</b>	<b>25</b>
<b>LEX15M0120</b>	<b>Lexmark #20 Color Cartridge</b> Lexmark Z705, Z751P122, P700, P3100, X63, X73	<b>Each</b>	<b>20</b>
<b>LEX17G0050</b>	<b>Lexmark #50 Black Cartridge</b> Z705, Z751, Z12 printer	<b>Each</b>	<b>20</b>
<b>LEX17G0060</b>	<b>Lexmark Color Cartridge</b> Z705, Z751, Z12 printer	<b>Each</b>	<b>20</b>

<b>LEX17G0152</b>	<b>Lexmark Toner Cartridge</b> Optra M412 printer	<b>Each</b>	<b>20</b>
<b>LEX18C0032</b>	<b>Lexmark Black Ink Cartridge</b> Lexmark Z816 printer	<b>Each</b>	<b>25</b>
<b>LEX18C0033</b>	<b>Lexmark Color Ink Cartridge</b> Lexmark Z816 printer	<b>Each</b>	<b>25</b>
<b>LEX18C0034</b>	<b>LEX18COO34 #34 Black Cartridge</b>	<b>Each</b>	<b>25</b>
<b>LEX18C1523</b>	<b>Lexmark #23 Cartridge</b> Z21420, X3550, X4550 printer	<b>Each</b>	<b>10</b>
<b>LEX18C1524</b>	Lexmark #24 Cartridge Z21420, X3550, X4550 Printer	<b>Each</b>	<b>10</b>
<b>LEX24015SA</b>	<b>Lexmark Toner Cartridge</b> Lexmark E240 series printers, 2500 pgs, black	<b>Each</b>	<b>100</b>
<b>LEX64015hA</b>	<b>Lexmark Toner Cartridge</b> Lexmark T640 series printers, 6000 pgs, black	<b>Each</b>	<b>20</b>
<b>LEXC5220CS</b>	<b>Lexmark Cyan Toner Cartridge</b> Lexmark C522 series printers, 3000 pgs	<b>Each</b>	<b>10</b>
<b>LEXC5220KS</b>	<b>Lexmark S/Y Black Toner Cartridge</b> Lexmark C522 series printers, 4000 pgs	<b>Each</b>	<b>10</b>
<b>LEXC5220MS</b>	<b>Lexmark Magenta Toner Cartridge</b> Lexmark C522 series printers, 3000 pgs	<b>Each</b>	<b>10</b>
<b>LEXC5220YS</b>	<b>Lexmark Yellow Toner Cartridge</b> Lexmark C522 series printers, 3000 pgs	<b>Each</b>	<b>10</b>
<b>LEXC5222KS</b>	<b>Lexmark Black Toner Cartridge</b> Lexmark C522 series printers	<b>Each</b>	<b>10</b>

<b>LEXMARK 260X22G</b>	<b>Photoconductor Kit</b> Lexmark E260, E336X, E46X	<b>Each</b>	<b>3</b>
<b>LEXMARK 5401AMG</b>	<b>Lexmark Magenta Cartridge</b> C540 Printer	<b>Each</b>	<b>5</b>
<b>LEXMARK 5401AYG</b>	<b>Lexmark Yellow Cartridge</b> C540 Printer	<b>Each</b>	<b>5</b>
<b>LEXMARK 540A1CG</b>	<b>Lexmark Cyan Cartridge</b> C540 Printer	<b>Each</b>	<b>5</b>
<b>LEXMARK C540A1KG</b>	<b>Lexmark Black Toner Cartridge</b> C540 printer	<b>Each</b>	<b>5</b>
<b>LEXMARK E352H11A</b>	<b>LEX E352 Printer Cartridge</b>	<b>Each</b>	<b>20</b>
<b>LEXMARK 10N0217</b>	<b>Lexmark #17 Black Cartridge</b>	<b>Each</b>	<b>25</b>
<b>LEXMARK27</b>	<b>Lexmark 10N0227 Color Cartridge</b>	<b>Each</b>	<b>20</b>
<b>LEXMARK36</b>	<b>Lexmark 18C2130 Black Cartridge</b>	<b>Each</b>	<b>25</b>
<b>LEXMARK37</b>	<b>Lexmark 18C2140 Color Cartridge</b>	<b>Each</b>	<b>25</b>
<b>LEXMARK42</b>	<b>Lexmark 18Y0142 Black Cartridge</b>	<b>Each</b>	<b>25</b>
<b>LEXMARK43</b>	<b>Lexmark 18Y1043 Color Cartridge</b>	<b>Each</b>	<b>25</b>
<b>LEXMARK44XL</b>	<b>Lexmark 18Y0144 Black H/Y Cartridge</b>	<b>Each</b>	<b>5</b>
<b>LEXMARK T650A11A</b>	<b>Lexmark Black Cartridge</b> T650DN/T652DN/T654DN	<b>Each</b>	<b>5</b>

<b>OK14100N</b>	<b>Okidata Black Ink Cartridge</b> Okidata 4100N	<b>Each</b>	<b>5</b>
<b>PANKXFA132</b>	<b>Panasonic Brand Film Cartridge</b> Panasonic KX- F1000/1020/1100/1200/1050/1150/1006 929 fax machine	<b>Each</b>	<b>2</b>
<b>XER113R95</b>	<b>Xerox Brand Toner Cartridge</b> Xerox Document 4517	<b>Each</b>	<b>5</b>

**Grand Total \$ \_\_\_\_\_**



**Griffin RESA**  
440 Tilney Avenue  
Griffin, Georgia 30224  
Phone: (770) 229-3247  
Fax: (770) 228-7316

**IFCB: 006-11**  
**Printer Toner & Cartridges**

**VENDOR INFORMATION FORM**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Vendor Contact Person: \_\_\_\_\_

Telephone Number: (     ) \_\_\_\_\_

Fax Number: (     ) \_\_\_\_\_

Email Address: \_\_\_\_\_

**AUTHORIZATION**

The undersigned assures that this bid is a firm offer. In compliance with the attached specifications, the undersigned offers and agrees, if this bid is accepted by Griffin RESA within twenty (20) days from the date of the bid opening, to furnish any or all of the items and services upon which prices are quoted, at the prices set opposite each item, delivered to the designated sites within the time specified in the bid. All other items in the Invitation for Bid must also prevail.

"I further certify that this quotation is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards."

\_\_\_\_\_  
Name and Title of Authorized Signer  
*(Please print or type)*

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**This form must be returned with your bid**

## REFERENCES

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Please provide as references, the names of at least three (3) local corporate clients you have served for at least two (2) years.

1. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone: \_\_\_\_\_
  
2. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone: \_\_\_\_\_
  
3. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**This form must be returned with your bid**

**IFCB No. 006-11  
Printer Toner & Cartridges**

**BIDDERS CHECKLIST**

**COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

- We acknowledge receipt of addendum(s).
- WE ACKNOWLEDGE THAT THERE ARE THREE (3) OPTION YEARS WHICH WILL BE EXERCISED AT THE SOLE DISCRETION OF GRIFFIN RESA. OPTION YEARS SHALL HONOR THE SAME TERMS AND CONDITIONS AS THE BASE YEAR. PRICE INCREASES SHALL ONLY BE APPROVED BY GRIFFIN RESA FINANCE & BUSINESS MANAGER AND SHALL BE BASED ON AN AUTHORIZED PRICE INCREASE.**
- No conditions, restrictions or qualifications have been placed by the company on this bid that would have the bid declared non-responsive.
- Prices listed on the bid schedule meet all specifications as specified.
- Prices listed on the bid schedule are F.O.B. Destination.
- Specification documentation required for each item and shall be returned with the bid.

**Hewlett Packard Vendor Registration #:** \_\_\_\_\_

\_\_\_\_\_  
**TYPE OR PRINT NAME OF PERSON COMPLETING CHECKLIST**

\_\_\_\_\_  
**SIGNATURE OF PERSON COMPLETING THIS CHECKLIST**

\_\_\_\_\_  
**DATE**

**IF NOT BIDDING, PLEASE COMPLETE ABOVE, CHECK APPLICABLE BOX BELOW AND RETURN THIS PAGE ONLY:** (Please indicate No Bid with Bid Number on outside of envelope.)

- (A.)  NO BID - Unable to bid at this time. Would like to receive future bids.
- (B.)  NO BID - Remove from Bidder's List.

**READ AND COMPLETE THIS CHECKLIST BEFORE SUBMITTING THE BID  
RETURN WITH BID**

# APPENDIX I

**Griffin RESA**

**IMMIGRATION AND SECURITY FORM**

- A. In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90et.seq., Contractor must initial one of the sections below:

\_\_\_\_\_ Contractor has 500 or more employees and Contractor warrants that Contractor has complied with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act by registering at <https://www.vis-dhs.com/EmployerRegistration> and verifying information of all new employees; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-01et.seq.

\_\_\_\_\_ Contractor has 100-499 employees and Contractor warrants that no later than July 1, 2008 Contractor will register at <https://www.vis-dhs.com/EmployerRegistration> to verify information of all new employees in order to comply with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act; and by executing any affidavits required by the rules and regulations issued by Georgia Department of Labor set forth at Rule 300-10-1-01et.seq.

\_\_\_\_\_ Contractor has 99 or fewer employees and Contractor warrants that no later than July 1, 2009 Contractor will register at <https://www.vis-dhs.com/EmployerRegistration> to verify information of all new Employees in order to comply with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-01et.seq.

- B. Contractor warrants that Contractor has included a similar provision in all written agreements with any subcontractors engaged to perform services under the Contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Firm Name: \_\_\_\_\_

Street/Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**CONTRACTOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Griffin RESA has registered with and is participating in a federal work authorization program or any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Griffin RESA, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Griffin RESA at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / Basic Pilot Program User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

**SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE**

\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).10/27/2011

**SUBCONTRACTOR AFFIDAVIT**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_, which is under contract with Griffin RESA, and that the subcontractor has registered with and is participating in a federal work authorization program or any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

\_\_\_\_\_  
EEV / Basic Pilot Program User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Subcontractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Subcontractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

**SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE**

\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

## ANTI-COLLUSION CERTIFICATION

The offeror certified that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same product and that this proposal is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person or firm engaged in the same line of business or commerce. The offeror understands collusive bidding is a violation of Federal Law and that any false statement hereunder constitutes a felony and can result in fines, imprisonment, as well as civil damages. The offeror also understands that failure to sign this statement will make the proposals non-responsive and unqualified for award.

Printed Name and Title of Official Officer Authorized to sign on the company's behalf:

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

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