



INVITATION TO BID

The Ware County Board of Commissioners is now accepting sealed bids for the purchase Toner, Laser and Inkjet Cartridges for the Ware County Board of Commissioners and its associated departments. Ware County has no intention of purposely eliminating any company from bidding. However, there are certain specifications that must be met or exceeded.

The Ware County Board of Commissioners reserves the right to reject any or all bids, with or without cause. Sealed bids will be accepted until Wednesday, June 02, 2010 and bids will be opened on that date at 10:30 a.m., at the Ware County Commission Office located at 800 Church Street, Suite 223, Waycross, Georgia. No late bids will be accepted. Awarding of the bid will take place at the next regular meeting of the Ware County Board of Commissioners and will be based on the lowest and/or best bid.

If you have any questions concerning this bid, you may call Elizabeth Hope at (912) 287-4300.

Should your firm be interested in submitting a bid, please complete the attached forms, submit the sealed bid, marked ***Toner Cartridges***, and mail or deliver to:

Ware County Commission
Elizabeth Hope
800 Church Street, Suite 223
Waycross, GA 31501



SPECIFICATIONS

Scope

- More than thirty (30) departments and offices operate under the Ware County Board of Commissioners. Each department purchases ribbons/cartridges based on their needs and make payment via a Visa Purchasing Card.
- Approximately 500 items have been purchased during the past 12 months. Purchase volumes can and do vary, the amount listed is an estimate of past purchases only, not a guarantee of future purchases.

Bid/Contract Period

- The contract will be for a three (3) year period, with an annual option to renew. **The first contract period will run from July 1, 2010-June 30, 2011.** At any time during this period, there is a breach of contract by the supplier, the supplier will provided with a thirty (30) day written notice of contract termination. Rebidding will then be necessary.
- Supplier must notify Elizabeth Hope, Ware County Board of Commissioners, 912-287-4300 of any changes that occur during the contract period.

Delivery Requirements

- Deliveries must be made to each individual department as ordered.
- Deliveries are to be made between the hours of 8:00 a.m. and 4:30 p.m., Monday-Friday (excluding holidays).
- Delivery locations are all within Ware County, Georgia. Approximately 16 locations are located within a two (2) mile perimeter of the main courthouse-800 Church Street, Waycross, Georgia. The remaining locations are located within the Waycross-Ware County Industrial Park, approximately six (6) miles from the main courthouse.

- Delivery may be made via truck or national delivery service (UPS, Fed-Ex, etc).
- Delivery is expected within two (2) business days from the date of order.

Ordering

- Each department must have a separate account for ordering.
- Supplier will assist with setting up accounts.
- Any of the following methods are acceptable: **online, by phone, by fax**. The availability of all three (3) methods is preferred.
- No minimum order shall be required.

Pricing

- All prices submitted by supplier must remain fixed for the base year of the contract. Price adjustments for option years will not be automatic, they must be requested by the vendor and agreed to in writing by Ware County.
- Must include all costs, F.O.B. Destination and include cost of shipping and packing. No hidden fees.
- Pricing is fixed for the contract period.
- Pricing information is to be completed on **Attachment A**. Include pricing for OEM and Remanufactured products, where applicable.

Payment/Invoicing

- Invoices must be sent directly to the department making the order.
- Payment will be made via Ware County's Visa Purchasing Card.

Quantities

- Ware County shall not be required to purchase any minimum or maximum quantities during the contract period.

Substitutions/Replacements/Additions

- The unit price for the substitute must be equal to or less than the discontinued, revised or updated cartridge.
- Ware County reserves the right to add cartridges for new printers, as they become available, at discounted pricing.

Product Guarantee

- Supplier must guarantee that all items are free of defects in material and workmanship. Any damage caused to a printer by defective cartridge shall be repaired immediately at the expense of the vendor.

Return Policy

- *Please include a copy of your company's return policy with this bid packet.*

Termination of Contract

- Contract may be terminated with thirty (30) days written notice by either party for non-compliance of terms and conditions of the contract. If aggrieved party's complaint(s) can be corrected within fifteen (15) calendar days, contract may be continued with written consent of both parties; otherwise, contract will be terminated at the end of the original thirty (30) days.

EXCEPTIONS

*Please include detailed information regarding any exceptions that apply.
If no exceptions, leave blank.*

Deliveries Requirements:

Payment/Invoicing

Product Guarantee:

Other:

PART #	COMPATIBLE WITH	OEM PRICE	REMANUF PRICE
C4127X-R	HP LJ 4000/4050(10K PGS)/ BRO 2460		
92298A-R	HP 4/4+/5		
C3906A-R	HP LJ 5L, 6L		
C3909A-R	HP LJ 5SI, 5SIMX, 8000		
C4092A-R	HP LJ 1100 /1100A SERIES		
C4096A-R	HP LJ 2100 / 2200 SERIES		
92274A-R	HP LJ 4L/4ML/4P/4MP		
C8061X-R	HP LJ 4100 SERIES TONER (HIGH YIELD)		
C7115X-R	HP LJ 1200 SERIES TONER (HIGH YIELD)		
TN460-R	BROTHER HL 1240/1250/4750/8600		
Q2612A-R	HP 1010 1012 1020 1022 3015		
Q2613A-R	HP 1300 WITH CHIP		
Q2610A-R	HP 2300		
Q5942A-R	HP 4250/4350		
Q5949A-R	HP 1320 (HY)		
HEW C8727AN	HP DJ 3320/3420/3745 BLACK INK		
HEW C8728AN	HP DJ 3420/3745 COLOR INK		
HEW C9364WN	HP #98 INK CART - BLACK		
HEW C8766WN	HP INKJET COLOR TONER FOR HP6 (#95)		
HEW C6656AN	HP 5550/2210 HP 56		
HEW 51626A	HP DJ 400/420/500/510/520/540/550		
HEW 51645A	HP DESKJET #45		
HEW 51649A	HP DJ 600/610/612/660/670/680/		
HEW C1823A	HP DESKJET #23 - HP DJ 895CXI		
HEW C1823D	HP DJ 710C/712C/720C/722C- TRICOLOR		
HEW C4149A	HP 8500 BLACK		
HEW C4150A	HP 8500 CYAN		
HEW C4151A	HP 8500 MAGENTA		
HEW C4152A	HP 8500 YEOW		
HEW CB435A	HP LJ P1006		
HEW CB540A	HP LJ CP1518ni - BLACK		

PART #	COMPATIBLE WITH	OEM PRICE	REMANUF PRICE
HEW CB541A	HP LJ CP1518ni - CYAN		
HEW CB542A	HP LJ CP1518ni - YEOW		
HEW CB543A	HP LJ CP1518ni - MAGENTA		
HEW CC656AN	HP OFFICE JET 901 - COLOR		
HEW CC653AN	HP OFFICE JET 901 - BLACK		
HEW CE505A	HP LJ P2035N		
HEW C6578AN	HP DESKJET TRICOLOR CART.#78 High Yield		
HEW C6578DN	HP DESKJET TRICOLOR CART.#78 Low Yield		
HEW C6614DN	HP DESKJET 610/612C BLACK		
HEW C6615DN	HP DESKJET 810C, 812C BLACK		
HEW C6657AN	HP 5550/2210 TRI-COLOR HP 57		
HEW C4844A	HP 2000/2200CXI/2500C BLACK		
HEW C4837AN	HP 2200/2600 MAGENTA		
HEW C4836AN	HP 2200/2600 CYAN		
HEW C4838A	HP 2200/2600 YEOW		
HEW C9730A	HP 5500 BLACK TONER		
HEW C9731A	HP 5500 CYAN TONER		
HEW C9732A	HP 5500 YEOW TONER		
HEW C9733A	HP 5500 MAGENTA TONER		
HEW C4812A	HP 2200 INKJET MAGENTA		
HEW C4813A	HP 2200 INKJET YEOW		
HEW C4810A	HP 2200 INKJET BLACK		
HEW C4811A	HP 2200 INKJET CYAN		
HEW C8767WN	HP 8150 PHOTOSMART BLACK HP 96		
HEW C8773WN	HP PHOTOSMART 3210 - YEOW		
HEW C8775WN	HP #02 PHOTOSMART 3210 - LITE MAG		
HEW C9363WN	HP # 97 HP 8150 PHOTOSMART TRI-COLOR		
HEW C9385AN	HP #88 OJ 550 SERIES BLK		
HEW C9386AN	HP #88 - CYAN INK		
HEW C9387AN	HP #88 - MAGENTA INK		
HEW C9393AN	HP #88 - YEOW		
HEW C9396AN	HP #88 - BLACK HY INK CART		

PART #	COMPATIBLE WITH	OEM PRICE	REMANUF PRICE
HEW C9392AN	HP #88 - BLACK HY INK CART		
HEW C9393AN	HP #88 - YEOW HY INK CART		
HEW C9391AN	HP #88 - MAGENTA HY INK CART		
HEW C8721WN	HP PHOTOSMART 3210/7160 - BLACK		
HEW C8771WN	HP PHOTOSMART 3210/7160 - CYAN		
HEW C8772WN	HP PHOTOSMART 3210/7160 - MAGENTA		
HEW C8773WN	HP PHOTOSMART 3210/7160 - YEOW		
HEW C8774WN	HP PHOTOSMART 3210/7160 - LITE CYAN		
HEW C8775WN	HP PHOTOSMART 3210/7160 - LITE MAG		
PAN KXP160	PANASONIC RIBBON KXP2130/2135-BLK		
PAN KXFA93	PANASONIC KXFHD331/351		
PAN KXP150	PAN KXP2180,2183,2124 RIBBION		
BRO TN350	BROTHER HL 2040 - TONER		
BRO LC41BK	BROTHER 1940CN BLACK		
BRO LC41C	BROTHER 1940CN CYAN		
BRO LC41M	BROTHER 1940CN MAGENTA		
BRO LC41Y	BROTHER 1940CN YEOW		
BRO PC201	BROTHER FAX THERMAL 1170/1270/		
BRO PC101	BROTHER PC-101		
BRO TN540	BROTHER HL 5170 3.5K TONER		
BRO TN570	BROTHER HL 5130		
DELL PF303	DELL 3110 CN - BLACK		
DELL NF555	DELL 3110 CN - YEOW		
DELL RF012	DELL 3110 CN - CYAN		
DELL MF790	DELL 3110 CN - MAGENTA		
DELL R0895	DELL P1500		
OKI 52102001	OKIDATA 320/321 RIBBON		
OKI 43459304	OKIDATA 3400N - BLACK		
OKI 43459301	OKIDATA 3400N - YEOW		

PART #	COMPATIBLE WITH	OEM PRICE	REMANUF PRICE
OKI 43459303	OKIDATA 3400N - CYAN		
OKI 43459302	OKIDATA 3400N - MAGENTA		
NUK 69TL	TAPE FOR THE OLIVETTI 6PK		
NUK B192	IBM WW2 RIBBON		
NUK 192LT	COMP. LIFTOFF TAPE PAN 7000		
LEX 10S0150	LEXMARK E-210		
LEX 64015SA	LEXMARK T640		
LEX 43 XL	LEXMARK X7675 - COLOR		
LEX 44 XL	LEXMARK X7675 - BLACK		
LEX C540H1KG	LEXMARK C543DN - BLACK		
LEX C540H1YG	LEXMARK C543DN - YEOW		
LEX C540H1CG	LEXMARK C543DN - CYAN		
LEX C540H1MG	LEXMARK C543DN - MAGENTA		
EPS T019201	EPSON 880 STYLIST BLK		
EPS T020201	EPSON 880 STYLIST TRI-CLR		
EPS T007201	EPSON STYLUS BLK INK 780/870/		
EPS T008201	EPSON STYLUS 870 TRI-COLOR		
EPS T060120	EPSON CX3810 - BLACK		
EPS T060220	EPSON CX3810 - CYAN		
EPS T060320	EPSON CX3810 - MAGENTA		
EPS T060420	EPSON CX3810 - YEOW		
EPS S015086	EPSON FX2170 PRINTER RIBBON		
EPS T027201	EPSON STYLUS 820 COLOR		
EPS T026201	EPSON 820 STYLUS BLACK		
MIN 8935802	MINOLTA 1030F/1031F COPIER 4 PK TONER		
XER 108R00727	XEROX 8560 BLACK 6-PACK		
XER 108R00725	XEROX 8560 YEOW 3-PACK		
XER 108R00724	XEROX 8560 MAGENTA 3-PACK		
XER 108R00723	XEROX 8560 CYAN 3-PACK		

PART #	COMPATIBLE WITH	OEM PRICE	REMANUF PRICE
XER 109R00746	XEROX PHASER 3150 - BLACK		
XER 106R01281	XEROX PHASER 6130 - BLACK		
XER 106R01280	XEROX PHASER 6130 - YEOW		
XER 106R01278	XEROX PHASER 6130-CYAN		
XER 106R01279	XEROX PHASER 6130-MAGENTA		
TOTAL			

All charges must be included. No hidden charges

BID AUTHORIZATION

Sign below in ink in the space provided. Unsigned bids will be considered incomplete and will be subject to rejection.

IT IS AGREED BY THE UNDERSIGNED BIDDER THAT THE SIGNING AND DELIVERY OF THIS BID REPRESENTS THE BIDDER'S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE SPECIFICATIONS AND PROVISIONS, AND IF AWARDED THIS BID, WILL PERFORM IN ACCORDANCE WITH THIS AGREEMENT.

BID SUBMITTED BY:

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

FAX: _____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

STATEMENT OF NO BID

We, the undersigned, have declined to bid

- _____ Specifications too "tight", i.e., geared toward one brand or manufacturer only
- _____ Insufficient time to respond to the Invitation to Bid.
- _____ We do not offer this product or services
- _____ Unable to meet specifications
- _____ Unable to meet Bond requirements
- _____ Specifications unclear (explain how)
- _____ Unable to meet Insurance requirements
- _____ Remove us from your Vendor's List altogether
- _____ Other (specify below)

Remarks:

Company Name: _____

Signature: _____

Telephone: _____

Date: _____

ADDITIONAL INFORMATION

Is any owner or officer of the bidder an employee of Ware County or related as close as third cousin to a Ware County Commissioner or other elected official?

YES _____ NO _____

Local Vendors submitting a bid from Waycross and Ware County MUST have valid City and/or County business license.

Local Vendor: YES _____ NO _____

City License #: _____

County License #: _____

Date of Issue: _____

Any bid not containing this information will NOT be considered