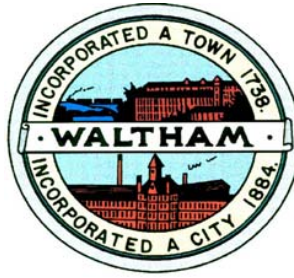


# The City of Waltham



**Invites  
Interested Parties  
To propose the best offer and or bid  
For the service or product herewith described:**

**OEM Ink Cartridges and Toner Cartridges with Installation**

**The bid opening will be held: Tuesday May 31, 2016 at 10:00AM**

*Phone: 781-314-3244, Fax: 781-314-3245*

# **Table of Contents:**

- **Invitation to Bid**
- **Intent of the Project**
- **Agreement**
- **Instructions**
- **General Conditions**
- **Specifications**
- **Compliance**
- **Bid Price**

# **Invitation to Bid**

**The City of Waltham**  
**Purchasing Department**

**REQUEST FOR BID (RFB)**

Under the rules of M.G.L. Chapter 30B, the Chief Procurement Officer of the City of Waltham Purchasing Department hereby requests sealed bids for:

**OEM Ink Cartridges and Toner Cartridges with Installation**

Price Proposals will be received at the office of the Purchasing Agent, City Hall, 610 Main Street, Waltham MA 02452, until

**Tuesday May 31, 2016 at 10:00AM**

At which time and place the bids will be publicly opened and read.

Specifications and information available on line by visiting the Waltham Purchasing Department web site at [www.city.waltham.ma.us/open-bids](http://www.city.waltham.ma.us/open-bids)

**BIDS MUST BE SIGNED AND ENCLOSED IN A SEALED ENVELOPE AND MARKED:**

**BID FOR: Ink and Toner Cartridges**

If the Bidder is a corporation, state your correct corporate name and State of incorporation. If Bidder is a partnership, state names and addresses of partners. If Bidder is a trust or other legal entity, state correct names and addresses of trustees or names and address of those legally authorized to bid and enter into contracts.

**EXCEPTION OR ALTERNATES TO SPECIFICATIONS, TERMS OF SALE, AND DISCOUNTS AVAILABLE, MUST BE INCLUDED IN THE BID PRIOR TO OPENING DATE.**

# **Intent of Project**

**The Purchasing Department of the City of Waltham wishes to purchase various Ink Cartridges and Toner Cartridges with installation included for all its City Departments and for a three (3) year period.**

**AGREEMENT**

**CITY OF WALTHAM**

**ARTICLE 1.** This agreement, made this \_\_\_\_\_ day of \_\_\_\_\_, 2016 by and between the CITY OF WALTHAM, party of the first part, hereinafter called the CITY, by its MAYOR, and

\_\_\_\_\_

\_\_\_\_\_

hereinafter called the CONTRACTOR.

**ARTICLE 2.** Witnesseth, that the parties to this agreement, each in consideration of the agreement on the part of the others herein contained, do hereby agree, the CITY OF WALTHAM for itself, and said contractor for his heirs, executors, administrators and assigns as follows:

To furnish all equipment, machinery, tools and labor, to furnish and deliver all materials required to be furnished (except as otherwise specified) and deliver in and about the project and to do and perform all work in strict conformity with the provisions of this Contract and of the Notice to Bidders, bid, Project Manual, and Drawings hereto annexed. The said Notice to Bidders, bid, Project Manual, and Drawings are hereby made a part of this contract as fully and to the same effect as if the same had been set forth at length and incorporated in the contracts.

**ARTICLE 3.** In consideration of the foregoing premises the CITY agrees to pay and the CONTRACTOR agrees to receive as full compensation for everything furnished and done by the CONTRACTOR under this contract, including all work required by not included in the items herein mentioned, and also for all loss or damage arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen obstruction or difficulty encountered in the prosecution of the work, and for all expenses incurred by or in consequence of the suspension or discontinuance of the work specified, and for well and faithfully completing the work, and the whole thereof, as herein provided, such prices as are set forth in the accompanying bid.

This Agreement entered into as of the day and year first written above.

CITY OF WALTHAM, MASSACHUSETTS

**FOR THE CITY**

\_\_\_\_\_  
Jeannette A. McCarthy, MAYOR,  
City of Waltham  
Date: \_\_\_\_\_

\_\_\_\_\_  
John B. Cervone, City Solicitor  
Date: \_\_\_\_\_  
APPROVED AS TO FORM ONLY

\_\_\_\_\_  
Donald Aucoin, MIS Director  
Date: \_\_\_\_\_

\_\_\_\_\_  
Joseph Pedulla, Purchasing Agent  
Date: \_\_\_\_\_

\_\_\_\_\_  
Drew Erickson , Superintendent of Schools  
Date: \_\_\_\_\_

\_\_\_\_\_  
Paul Centofanti, Auditor  
Date: \_\_\_\_\_

I CERTIFY THAT SUFFICIENT FUNDS  
ARE AVAILABLE FOR THIS CONTRACT

**FOR THE COMPANY**

\_\_\_\_\_  
CONTRACTOR (Signature),  
Date: \_\_\_\_\_

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Kelly Linehan, Library Director  
Date: \_\_\_\_\_

# Instructions



## INSTRUCTIONS FOR BIDDERS

1. **READ ALL DOCUMENTS.**

Bidders should familiarize themselves with all the documents contained herein; it is mandatory that all Bids be in compliance with all the provisions contained in said documents.

2. **FORMS AND ATTACHMENTS.**

Bids are to be completed on the forms provided ONLY and enclosed in a sealed envelope marked on the outside "BID (title)" and the name and address of bidder. Attachments submitted in addition to the Waltham Purchasing Department produced forms may not be considered.

3. **PRINTED OR TYPED RESPONSE.**

All information must be typewritten or printed in ink, including the price the bidder offers in the space as provided on the bid form.

4. **CORRECTIONS.**

Bids that are submitted containing cross outs, white outs or erasures, will be rejected. All corrections or modifications to the original bid are to be submitted in a separate envelope, properly marked on the outside, "CORRECTION/ MODIFICATION TO BID (title)" and submitted prior to the bid opening.

**ALL DOCUMENTS SUBMITTED WITH YOUR RESPONSE WILL BE INCORPORATED INTO THE CONTRACT.**

5. **PRICE IS ALL INCLUSIVE.**

Bid prices shall encompass everything necessary for furnishing all items, materials, travel, reproduction costs, telephone costs, supplies or services as specified, and in accordance with the specifications, including proper packing, cost of delivery, and in the case of services, completion of same, as per specifications.

6. **PRICE DISCREPANCY.**

In the event of a discrepancy between the Unit Price and the Extension, the Unit Price shall prevail.

**7. EXPLANATIONS, EXCEPTIONS**

Explanations, exceptions or other information pertinent to the specifications may be made in writing and included in the same envelope with the bid.

**8. BID DEPOSITS.**

Bid deposits are to be made payable to the City of Waltham. In the event that the successful bidder fails to execute a Contract within (10) days of the receipt of said contract, such security shall be retained by the city as liquidated damages. Unsuccessful bidders' deposits will be returned immediately following the award to said successful bidder.

**9. WITHDRAW.**

A Bid may be withdrawn by written request prior to the schedule for the Bid Opening. No withdrawals are permitted after the bid opening date and time. Withdrawals after the bid opening date will cause the forfeit of the bid Deposit.

**10. AWARD.**

Bids will be awarded not later than (90) ninety days after the scheduled bid opening date, unless otherwise stated, in the specifications. Unless otherwise specified, bids will be evaluated on the basis of, completeness of your RFP response, responsiveness, responsibility, best price and experience.

**11. AWARD CRITERIA.**

Qualified and responsive proposals will be evaluated based on Price, Technical, and Compliance requirements:

**12. DISCOUNTS.**

Discounts for prompt payments will be considered when making awards.

**13. TAX EXEMPT.**

Purchases by the City of Waltham is exempt from any Federal, State or Massachusetts Municipal Sales and/or Excise Taxes.

**14. SAMPLES.**

The City of Waltham may require the submission of samples either before or after the awarding of a contract. Samples are to be submitted, at no charge to the City, so as to ascertain the product's suitability. If specifically stated in the Bid that samples are required, said samples must be submitted with the Bid prior to the Official Bid Opening.

Failure to submit said samples would be cause for rejection of Bid. All samples must be called for and picked up within (30) thirty days of award or said samples will be presumed abandoned and will be disposed of.

15. **ACTIVE VENDOR LIST.**

Vendors who wish to remain on the Active Bid List must either submit a Bid, No Bid, or a letter requesting same, no later than the Official Bid Opening. This is applicable to those vendors who have received the Invitation to Bid.

16. **FUNDS APPROPRIATION.**

**THE CONTRACT OBLIGATION ON BEHALF OF THE CITY IS SUBJECT TO PRIOR APPROPRIATION OF MONIES FROM THE GOVERNMENTAL BODY AND AUTHORIZATION BY THE MAYOR.**

17. **THE AWARDING AUTHORITY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, OR ANY PART OF ANY BID, WHICH IN THE OPINION OF THE AWARDING AUTHORITY, IS IN THE BEST INTERESTS OF THE CITY OF WALTHAM.**

18. **THE TAX ATTESTATION CLAUSE, CERTIFICATION OF NON-COLLUSION AND THE CERTIFICATE OF VOTE AUTHORIZATION,** are required by statute and are an integral part of the Invitation for Bid and must be completed and signed by the person submitting the Bid, or by the person/persons who are officially authorized to do so. Failure to do so may disqualify the bid.

19. **STANDARD OF QUALITY.**

Where, in the specifications, one certain kind, type, catalog number, brand or manufacturer of material is named, it shall be regarded as the required standard of quality. Where two or more are named, these are presumed to be equal and the Bidder may select one or the other. If the Bidder proposes to offer a substitute as an equal, he shall so indicate on the Bid Form, the kind, type, catalog number, brand, or manufacturer of material that is offered as an equal, and describe where it differs from the specifications. Substituted items must be capable of performing all the functions and/or operational features described or indicated in the specifications. Failure to indicate the description of any substitute item on the Bid will be interpreted to mean that the Bidder will furnish the item or service as specified.

**20. MODIFICATION.**

No agreement, understanding, alteration or variation of the agreement, terms or provisions herein contained shall bind the parties, hereto unless made and executed in writing by the parties hereto.

**21. ASSIGNMENT.**

The final payment for work done under this Contract shall be made only after the Contractor has signed a statement under the penalty of perjury, certifying that he has completed the work described in the final estimate. Neither party hereto shall assign this Contract or sublet it in part or as a whole without the prior written consent of the other party hereto. The Contractor shall not assign any sum or sums due or becoming due to him hereunder without the prior written consent of the City.

**22. DELIVERIES:**

a) The Contractor shall pay all freight and delivery charges. The Waltham Purchasing Department does not pay for shipping and packaging expenses. Items must be delivered as stipulated in the specifications. All deliveries must be made to the inside of city buildings. Sidewalk deliveries will not be accepted. City personnel are not required to assist in the deliveries and contractors are cautioned to notify their shippers that adequate assistance must be provided at the point of delivery, when necessary.

b) All items of furniture must be delivered inside the building, set up, in place and ready for use. Deliveries are to be made between the hours of 8:30 a.m. and 3:00 p.m., Monday through Friday, except on holidays.

c) All damaged items, or items which do not comply with specifications will not be accepted and title therefore will not vest to the Waltham Purchasing Department until such items are accepted and signed for, in good order, by the receiving department.

d) The contractor must replace, without further cost to the Waltham Purchasing Department, such damaged or non-complying items before payment will be made.

**23. LABELING.**

All packages cartons or other containers must be clearly marked with (a) building and room destination; (b) description of contents of item number from specifications; (c) quantity; (d) City of Waltham Purchase Order Number and (e) Vendor's name and order number.

**24. GUARANTEES.**

Unless otherwise stipulated in the specifications, furniture, equipment and similar durable items shall be guaranteed by the contractor for a period of not less than one year from the date of delivery and acceptance by the receiving department. In addition, the manufacturer's guarantee shall be furnished. Any items provided under this contract which are or become defective during the guarantee period shall be replaced the contractor free of charge with the specific understanding that all replacements shall carry the same guarantee as the original equipment. The contractor shall make such replacement immediately upon receiving notice from the Purchasing Agent.

**25. SINGLE VENDOR.**

The Waltham Purchasing Department desires to award a single contract based on the Grand Total Price. However, where applicable, the City reserves the right to make multiple awards on a unit price basis if, in the opinion of the Waltham Purchasing Department, it is in the best interest of the Waltham Purchasing Department.

**26. CHANGE ORDERS.**

Change orders are not effective until, if, as and when signed by the Mayor and no work is to commence until the change orders are fully executed.

**28. BID OPENING INCLEMENT WEATHER**

If, at the time of the originally scheduled bid opening, City Hall is closed to inclement weather or another unforeseeable event, the bid opening will be extended until 2:00 PM on the next normal business day. Bids will be accepted until that date and time.

# **GENERAL CONDITIONS**

## **GENERAL CONDITIONS**

**1. INFORMATION**

All information shall come from the Office of the City Purchasing Agent. The Contractor shall inquire at this office for any information needed. Wherever the words “or equal as approved” are used, it is to be understood that the opinion of the City Purchasing Agent shall govern.

**2. SUITS**

The Contractor shall assume defense of and shall indemnify and hold the City and its agents harmless from all suits and claims against the City and its sub-contractors arising from the use of any invention, patent right labor or employment, or from any act of omission or neglect of the City, its agents, employees or any subcontractor in performing the work, under this contract.

**3. LAWS AND REGULATIONS**

The Contractor shall conform to all the applicable rules, regulations, laws and ordinances of the City of Waltham, the Commonwealth of Massachusetts, the United States of America and all agencies having jurisdiction over this contract.

**4. PROTECTION OF PROPERTY**

The Contractor shall take all proper precautions to protect the City’s property from damage and unnecessary inconvenience. Any City property damaged by the Contractor in carrying out the provisions of this contract shall be restored to its original condition, by and at the expense of the Contractor.

**5. PROTECTION OF PERSONS**

The Contractor shall take all proper precautions to protect persons from injury, unnecessary inconvenience, and shall be responsible for his failure to do so. The Contractor agrees to hold the City harmless from any and all liabilities of every nature and description, which may be suffered through bodily injury, including death, to any person, by reason of negligence of the Contractor, his agents or employees, or any subcontractor.

6. **CONTRACT DURATION.**

This contract is for the period of three one year periods with the first year beginning on the date of the Mayor's contract signature and renewable each year, at the discretion of the City, for 2 additional one year periods.

7. **INSURANCE**

A. **WORKMAN'S COMPENSATION:** The Contractor shall provide by insurance for the payment of compensation and furnishing of other benefits under Chapter 152 of the General Laws of the Commonwealth of Massachusetts to all persons to be employed under this contract, the premiums for which shall be paid by the Contractor.

B. **COMPREHENSIVE GENERAL LIABILITY**

Bodily Injury:	\$1,000,000 Each Occurrence
	\$2,000,000 Aggregate
Property Damage:	\$1,000,000 Each Occurrence
	\$2,000,000 Aggregate

C. **AUTOMOBILE (VEHICLE) LIABILITY**

Bodily Injury	\$2,000,000 Each Occurrence
Property Damage	\$1,000,000 Aggregate

D. **UMBRELLA POLICY**

General liability	\$1,000,000
-------------------	-------------

Your bid response must include a Certificate of Insurance with the above limits as a minimum. In addition, the Certificate of Insurance must have the following text contained in the bottom left box of the Certificate: **"The City of Waltham is a named Additional Insured for all Insurance"**. The Certificate of Insurance must be mailed directly to:

Office of the Purchasing Agent  
Purchasing Department  
City of Waltham  
610 Main Street  
Waltham, MA 02452

8. **PERSONNEL:**

The Contractor shall employ a competent supervisor and all properly licensed personnel necessary to perform the services required in this contract. The City



Purchasing Agent shall have the right to require the Contractor to remove and/or replace any of the personnel for nonperformance or for unprofessional behavior. The City Purchasing Agent may require the Contractor to submit a weekly performance record of the areas and of the work performed, on forms approved by the City Purchasing Agent. The Contractor or his supervisor shall be available to inspect such work as required by the City Purchasing Agent.

9. **MATERIALS**

The City or its Agent reserves the right to approve or reject any supplies, material or equipment used by the Contractor. The Contractor agrees to replace any supplies, material or equipment used by the Contractor. The Contractor agrees to replace any rejected supplies, materials or equipment, to the satisfaction of the City or its Agents.

10. **TERMINATION OF CONTRACT**

This contract may be terminated by the City upon deliverance to the Contractor of a five-day written notice of said termination.

11. **CONTRACT OBLIGATIONS**

Contract obligations on behalf of the City are subject to an annual appropriation to cover the contract obligation.

12. **BIDDER EXPERIENCE EVALUATION**

Each bidder shall submit with his bid, all the information relative to their experience and qualifications in performing the work required under this contract and shall have been in business for a minimum of five (5) years, in order for their bid to be considered.

15. **NOT-TO-EXCEED AMOUNT**

The bid amount proposed in your company's response is a "not-to- Exceed" amount unless the City makes changes, in writing, to the scope of work to be performed. The Change Order must be signed and approved by the City's Purchasing Agent, City Auditor, Law Department and the Mayor prior to the commencement of the change order work. No work is to begin until the proper approvals have been obtained. A change order will be priced at the unit price. Failure to comply with this procedure will result in the cancellation of the contract and the non-payment of services provided.

16. **FINANCIAL STATEMENTS.**

The City may require, within five (5) days after the bid opening, a complete and detailed Financial Statement prepared by a Certified Public Account, to determine a bidder's financial stability.

17 **BREACH OF CONTRACT/ NON PERFORMANCE**

If the Contractor shall provide services in a manner, which is not to the satisfaction of the City, the City may request that the Contractor refurnish services at no additional cost to the City until approved by the City. If the Contractor shall fail to provide services, which are satisfactory to the City, the City in the alternative may make any reasonable purchase or Contract to purchase services in substitution for those due from the Contractor. The City may deduct the cost of any substitute Contract for nonperformance of services together with incidental and consequential damages from the Contract price and shall withhold such damages from sums due or to become due to the Contractor. If the damages sustained by the City exceed sums due or to become due, the Contractor shall pay the difference to the City upon demand. The Contractor shall not be liable for any damages sustained by the City due to the Contractor's failure to furnish services under the terms of this Contract if such failure is in fact caused by the occurrence of a contingency the nonoccurrence of which was a basic assumption under which this Contract was made, including a state of war, embargoes, expropriation of labor strike or any unanticipated federal, state or municipal governmental regulation of order, provided that the Contractor has notified the City in writing of such cause within seven (7) days after its occurrence.

18 **RIGHT TO AUDIT**

The City of Waltham has the right to review and audit documents related to this contract. This right extends to any subcontractor, supplier or other entity used by the prime contractor to fulfill the obligations under this contract.

19. **CITY ORDINANCE. APPROVAL OF CONTRACTS BY MAYOR, SEC. 3-12 OF THE CITY ORDINANCES.**

All contract made by any department, board or commission where the amount involved is two thousand dollars (\$2,000) or more shall be in writing, and no such contract shall be

deemed to have been made or executed until the approval of the Mayor is affixed thereto. Any construction contract shall, and all other contracts may, where the contract exceed five thousand dollars (\$5,000) be required to be accompanied by a bond with sureties satisfactory to the Mayor.

**NOTE**

Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal

# Specifications

**Your Unit Price include the following requirements:**

- Installing new cartridge
  - Run test page
  - Visual inspection and cleaning as necessary
  - Receipt - indicating school, room number, red ID tag of printer - signed at school and left with cartridge
  - Cartridge to be replaced - left at school - with receipt
  - All interior packing discarded
  - All cardboard recycled
  - Delivery and installation: 2 days from request.,
  - All replaced/old cartridges and toners shall be taken away by the vendor at the time of replacement
  - **ONLY genuine replacement cartridges for ALL print devices, including HP, Brother, and Dell or any other devices will be accepted**
  - Unit prices include travel and all other administrative expenses.
  - Vendor must discard all toner cartridges removed. Please recycle all units.
- 
- **Cartridges and Toner lists are found in the Price Sheet**

# **Compliance**

**(Required Documents.)**

## Compliance

The compliance documents in this section must be completed, signed and returned **with your bid package**.

### Purchasing Department

City of Waltham  
610 Main Street  
Waltham, MA 02452

Failure to submit the completed documents will cause the disqualification of the proposal.

### Section Index

	Check when Complete
• Non-collusion form and Tax Compliance form.....	_____
• Corporation Identification Form.....	_____
• Certificate of Vote Authorization.....	_____
• Certificate of Insurance (showing all limits of WC &GL).....	_____
• Three (3) References.....	_____
• Debarment Certificate .....	_____

Your Company's Name: \_\_\_\_\_

Service or Product Bid \_\_\_\_\_

**NOTE:** Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal.

**NON-COLLUSION FORM AND TAX COMPLIANCE FORM**

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals. The undersigned certifies that no representations made by any City officials, employees, entity, or group of individuals other than the Purchasing Agent of the City of Waltham was relied upon in the making of this bid

\_\_\_\_\_, \_\_\_\_\_  
(Signature of person signing bid or proposal)      Date

\_\_\_\_\_  
(Name of business)

---

**TAX COMPLIANCE CERTIFICATION**

Pursuant to M.G.L. c. 62C, & 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_, \_\_\_\_\_  
Signature of person submitting bid or proposal      Date

\_\_\_\_\_  
Name of business

**NOTE**

Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal.

**CERTIFICATE OF VOTE OF AUTHORIZATION**

Date:

I \_\_\_\_\_, Clerk of \_\_\_\_\_ hereby certify that at a meeting of the Board of Directors of said Corporation duly held on the \_\_\_\_\_ day of \_\_\_\_\_ at which time a quorum was present and voting throughout, the following vote was duly passed and is now in full force and effect:

VOTED: That \_\_\_\_\_ (*name*) is hereby authorized, directed and empowered for the name and on behalf of this Corporation to sign, seal with the corporate seal, execute, acknowledge and deliver all contracts and other obligations of this Corporation; the execution of any such contract to be valid and binding upon this Corporation for all purposes, and that this vote shall remain in full force and effect unless and until the same has been altered, amended or revoked by a subsequent vote of such directors and a certificate of such later vote attested by the Clerk of this Corporation.

I further certify that \_\_\_\_\_ is duly elected/appointed \_\_\_\_\_ of said corporation

SIGNED:

(Corporate Seal)

\_\_\_\_\_  
Clerk of the Corporation:

Print Name: \_\_\_\_\_

COMMONWEALTH OF MASSACHUSETTS

County of \_\_\_\_\_

Date:

Then personally appeared the above named and acknowledged the foregoing instrument to be their free act and deed before me, \_\_\_\_\_

Notary Public;

My Commission expires: \_\_\_\_\_



## CORPORATION IDENTIFICATION

The bidder for the information of the Awarding Authority furnishes the following information.

**If a Corporation:**

Incorporated in what state \_\_\_\_\_

President \_\_\_\_\_

Treasurer \_\_\_\_\_

Secretary \_\_\_\_\_

Federal ID Number \_\_\_\_\_

**If a foreign (out of State) Corporation – Are you registered to do business in Massachusetts?**

Yes \_\_\_\_\_, No \_\_\_\_\_

If you are selected for this work you are required under M.G.L.ch. 30S, 39L to obtain from the Secretary of State, Foreign Corp. Section, State House, Boston, a certificate stating that you Corporation is registered, and furnish said certificate to the Awarding Authority prior to the award.

**If a Partnership: (Name all partners)**

Name of partner \_\_\_\_\_

Residence \_\_\_\_\_

Name of partner \_\_\_\_\_

Residence \_\_\_\_\_

**If an Individual:**

Name \_\_\_\_\_

Residence \_\_\_\_\_

**If an Individual doing business under a firm's name:**

Name of Firm \_\_\_\_\_

Name of Individual \_\_\_\_\_

Business Address \_\_\_\_\_

Residence \_\_\_\_\_

Date \_\_\_\_\_

Name of Bidder \_\_\_\_\_

By \_\_\_\_\_

Signature

\_\_\_\_\_

Title

Business Address \_\_\_\_\_ (POST OFFICE BOX NUMBER NOT ACCEPTABLE)

City \_\_\_\_\_ State \_\_\_\_\_ Telephone Number \_\_\_\_\_ Today's Date \_\_\_\_\_

**PROVIDE THREE (3) SERVICE APPROPRIATE REFERENCES**

1. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

2. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

3. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

**NOTE**

**Failure to submit any of the required documents, in this or in other sections, with your bid response package will be cause for the disqualification of your company.**

**DEBARMENT CERTIFICATION**

In connection with this bid and all procurement transactions, by signature thereon, the respondent certifies that neither the company nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from the award of contracts, procurement or non procurement programs from the Commonwealth of Massachusetts, the US Federal Government and /or the City of Waltham. "Principals" means officers, directors, owners, partners and persons having primary interest, management or supervisory responsibilities with the business entity. Vendors shall provide immediate written notification to the Purchasing Agent of the City of Waltham at any time during the period of the contract of prior to the contract award if the vendor learns of any changed condition with regards to the debarment of the company or its officers. This certification is a material representation of fact upon which reliance will be placed when making the business award. If at any time it is determined that the vendor knowingly misrepresented this certification, in addition to other legal remedies available to the city of Waltham, the contract will be cancelled and the award revoked.



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

Address \_\_\_\_\_

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

Phone Number (\_\_\_\_) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Signed by Authorized Company Representative:

\_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

# **BID PRICE FORM**

**(Follows)**

Ink Cartridges and Toner Projected Annual Use, City of Waltham THREE YEARS FIXED PRICE								
NOTE: PROJECTED ANNUAL VOLUMES ARE ESTIMATES NOT GUARANTEES								
#	Ink Cartridges - Purchase cartridges ONLY	School Dept	MIS	Police Dept	Library	TOTAL	OEM FIXED	
		Quantity	Quantity	Quantity	Quantity		3 YEAR UNIT PRICE	Extended Cost
1	HP Laser Jet 12A Black Toner Cartridge HP part: O2612A (for HP3015 fax)			3		3	\$	\$
2	HP 21 Black Ink Cartridge HP part:C9351AN#140			15		15	\$	\$
3	HP 45 Black Ink Cartridge HP part: 51645A#140	44				44	\$	\$
4	HP 78 Tricolor Ink Cartridge HP part: C6578DN#140	38				38	\$	\$
5	HP 56 Black Ink Cartridge HP part: C6656AN#140	69				69	\$	\$
6	HP 57 Tricolor Ink Cartridge HP part: C6657AN#140	31				31	\$	\$
7	HP 93 Tricolor Ink Cartridge HP part: HP part: C9361WN#140			18		18	\$	\$
8	HP 95 Tricolor Ink Cartridge HP part: C8766WN#140	8				8	\$	\$
9	HP 96 Black Ink Cartridge HP part: C8767WN#140	2		6		8	\$	\$
10	HP 97 Tricolor Ink Cartridge HP part: C9363WN#140	2		6		8	\$	\$
11	HP 94 Black Ink Cartridge HP part: C8765WN#140	15				15	\$	\$
12	HP 15 Black Ink Cartridge HP part: C6615DN	3				3	\$	\$
13	HP 17 Tricolor Ink Cartridge HP part: C6625A	2				2	\$	\$
14	HP 98 Black Ink Cartridge HP part: C9364WN#140	7				7	\$	\$
15	HP Laser Jet P1006 # CB435A (35A)			6		6	\$	\$
16	Brother BRTTN430 Toner Cartridge			6		6	\$	\$
17	HP 920XL Black Ink Cartridge HP part: CD975AN				3	3	\$	\$
18	HP 920XL Cyan Ink Cartridge HP part: CD972AN				2	2	\$	\$
19	HP 920XL Magenta Ink Cartridge HP part: CD973AN				2	2	\$	\$
20	HP 920XL Yellow Ink Cartridge HP part: CD974AN				2	2	\$	\$
21	HP 74XL Black Ink Cartridge HP part: CB336WN				5	5	\$	\$
22	HP 75XL Black Ink Cartridge HP part: CB338WN				2	2	\$	\$
23	HP 88 XL Black Ink Cartridge HP part: C9396 AN -S7	5					\$	\$
24	HP 88 CYAN Black Ink Cartridge HP part: C9386AN- S7	4					\$	\$
25	HP 88 MAGENTA Black Ink Cartridge HP part: C9387AN- S7	5					\$	\$
26	HP 88 YELLOW VIVERA Black Ink Cartridge HP part: C9388AN- S7	4					\$	\$
27	HP 88 95 TRI COLOR Black Ink Cartridge HP part: C8766WN- S7	8					\$	\$
28	HP 88 96 LARGE BLACK Black Ink Cartridge HP part: C8767WN- S7	3					\$	\$
29	HP 88 97 LARGE TRI COLOR Black Ink Cartridge HP part: C9363WN- S7	2					\$	\$
30	HP 88 933 TRI COLOR Black Ink Cartridge HP part: CR313FN-140	5					\$	\$
31	HP 932XL BLACK, Black Ink Cartridge HP part: CN053AN-140	12					\$	\$
32	HP 932XL BLACK, Black Ink Cartridge HP part: 932 XL	4					\$	\$
33	HP 933 CYAN Black Ink Cartridge HP part: 933	4					\$	\$
34	HP 933 MAGENTA, Black Ink Cartridge HP part: 933	4					\$	\$
35	HP 933 YELLOW Black Ink Cartridge HP part: 933	4					\$	\$
36	HP 824A YELLOW Black Ink Cartridge HP part: 824A	2					\$	\$
37	HP 824A BLACK, Black Ink Cartridge HP part: 824A	2					\$	\$
38	HP 824A CYAN Black Ink Cartridge HP part: 824A	2					\$	\$
39	HP 824A MAGENTA Black Ink Cartridge HP part: 824A	2					\$	\$
40	HP 645 A Black Ink Cartridge HP part:645A	2					\$	\$
41	HP 645 A YELLOW Blank Ink Cartridge HP part:645A	2					\$	\$
42	HP 645 A MAGENTA Black Ink Cartridge HP part:645A	2					\$	\$
43	HP 645 A CYAN Black Ink Cartridge HP part:645A	2					\$	\$
44	HP 131A, CYAN Black Ink Cartridge HP part:131A	3					\$	\$
45	HP 131A, MAGENTA Black Ink Cartridge HP part:131A	3					\$	\$
46	HP 131A, YELLOW Black Ink Cartridge HP part:131A	3					\$	\$
47	HP 131X, BLACK, Black Ink Cartridge HP part:131X	3					\$	\$
48	HP 8150, BLACK, Black Ink Cartridge HP part:8150	2					\$	\$
49	BROTHER TN 580	2					\$	\$

Ink Cartridges and Toner Projected Annual Use, City of Waltham THREE YEARS FIXED PRICE								
NOTE: PROJECTED ANNUAL VOLUMES ARE ESTIMATES NOT GUARANTEES								
#	Ink Cartridges - Purchase cartridges ONLY	School Dept Quantity	MIS Quantity	Police Dept Quantity	Library Quantity	TOTAL	OEM FIXED 3 YEAR UNIT PRICE	Extended Cost
50	HP 933CVP BLACK Black Ink Cartridge HP part: 933CVP	10					\$	\$
51	HP 74A BLACKBlack Ink Cartridge HP part: c2069fn				5		\$	\$
52	HP 920 BLACK Black Ink Cartridge HP part: CD971 AN				5		\$	\$
53	DELL CPT BLACK 3107890I AND 5110CN				5		\$	\$
54	HP CWX-6R3012 -XHP LJ500		1				\$	\$
55	HP 950 XL black		1				\$	\$
56	HPO 951 XL Color		1				\$	\$
57	HP Q7553X		1				\$	\$
	<b>Section Total</b>	327	4	60	31	297	0	0
#	Toner Cartridges - Purchase cartridges with installation							
1	HP LaserJet 53X Black Toner Cartridge, maximum capacity HP part: Q7553X (for HP 2015)	28	8			36	\$	\$
2	HP LaserJet 96A Black Toner Cartridge HP part: C4096A (for HP 2100)	4	5	6		15	\$	\$
3	HP LaserJet 96A Black Toner Cartridge HP part: C4096A (for HP 2200)	8	5	3		16	\$	\$
4	HP LaserJet 92A Black Toner Cartridge HP part: C4092A (for HP 1100)	9				9	\$	\$
5	HP LaserJet 15X Black Toner Cartridge, maximum capacity HP part: C7115X for HP 1200)	36	2			38	\$	\$
6	HP LaserJet 05X Black Toner Cartridge, maximum capacity HP part: CE505X (for HP P2055dn)	4	7			11	\$	\$
7	HP LaserJet 13X Black Toner Cartridge, maximum capacity HP part: Q2613X (for HP 1300)	53		6		59	\$	\$
8	HP LaserJet 49X Black Toner Cartridge, maximum capacity HP part: Q5949X (for HP 1320)	34	1			35	\$	\$
9	HP LaserJet 03A Black Toner Cartridge HP part: C3903A (for HP 6P)	8				8	\$	\$
10	HP LaserJet 27X Black Toner Cartridge, maximum capacity HP part: C4127X (for HP 4050)	5	7	12		24	\$	\$
11	HP LaserJet 64A Black Toner Cartridge HP part: CC364A (for HP LaserJet P4015n)	1	4			5	\$	\$
12	HP LaserJet 38A Black Toner Cartridge HP part: Q1338A (for HP 4200)	7				7	\$	\$
13	HP LaserJet 42A Black Toner Cartridge HP part: Q5942A (for HP 4250)	1	10	6		17	\$	\$
14	HP Color LaserJet C9720A Black Toner Cartridge HP part: C9720A (for HP 4600)	6	8			14	\$	\$
15	HP Color LaserJet C9721A Cyan Toner Cartridge HP part: C9721A (for HP 4600)	4	5			9	\$	\$
16	HP Color LaserJet C9722A Yellow Toner Cartridge HP part: C9722A (for HP 4600)	4	5			9	\$	\$
17	HP Color LaserJet C9723A Magenta Toner Cartridge HP part: C9723A (for HP 4600)	4	7			11	\$	\$
18	HP Color LaserJet Q2670A Black Toner Cartridge HP part: Q2670A (for HP 3500)	3				3	\$	\$
19	HP Color LaserJet Q2671A Cyan Toner Cartridge HP part: Q2671A (for HP 3500)	3				3	\$	\$
20	HP Color LaserJet Q2672A Yellow Toner Cartridge HP part: Q2672A (for HP 3500)	3				3	\$	\$
21	HP Color LaserJet Q2673A Magenta Toner Cartridge HP part: Q2673A (for HP 3500)	3				3	\$	\$
22	HP Color LaserJet Q5950A Black Toner Cartridge HP part: Q5950A (for HP 4700n)	2	2	9		13	\$	\$
23	HP Color LaserJet Q5951A Cyan Toner Cartridge HP part: Q5951A (for HP 4700n)	2	1	9		12	\$	\$
24	HP Color LaserJet Q5952A Yellow Toner Cartridge HP part: Q5952A (for HP 4700n)	2	1	9		12	\$	\$
25	HP Color LaserJet Q5953A Magenta Toner Cartridge HP part: Q5953A (for HP 4700n)	2	1	9		12	\$	\$
26	HP Color LaserJet C9720A Black Toner Cartridge HP part: C9720A (for HP 4650n)	3	1	6		10	\$	\$
27	HP Color LaserJet C9721A Cyan Toner Cartridge HP part: C9721A (for HP 4650n)	1	1	3		5	\$	\$
28	HP Color LaserJet C9722A Yellow Toner Cartridge HP part: C9722A (for HP 4650n)	1	1	3		5	\$	\$
29	HP Color LaserJet C9723A Magenta Toner Cartridge HP part: C9723A (for HP 4650n)	1	1	3		5	\$	\$
30	HP Color LaserJet CE250X Black Toner Cartridge HP part: CE250X (For HP 3525)	2				3	\$	\$
31	HP Laser Jet Q2610A Black Toner Cartridge (For HP 2300)		3			3	\$	\$
32	HP Laser Jet Q6511A Black Toner Cartridge (For HP 2400)		2			2	\$	\$
33	HP Color Laser Jet Q6470A Black Toner Cartridge (For HP 3600)		4			4	\$	\$
34	HP Laser Jet C8061A Black Toner Cartridge (For HP 4100)		4			4	\$	\$
35	HP Color Laser Jet Q6471A Cyan Toner Cartridge (For HP 3600)		1			1	\$	\$
36	HP Color Laser Jet CC530A Black Toner Cartridge (For HP 2025)		7			7	\$	\$
37	HP Color Laser Jet CC531A Cyan Toner Cartridge (For 2025)		5			5	\$	\$

**Ink Cartridges and Toner Projected Annual Use, City of Waltham THREE YEARS FIXED PRICE**

**NOTE: PROJECTED ANNUAL VOLUMES ARE ESTIMATES NOT GUARANTEES**

#	Ink Cartridges - Purchase cartridges ONLY	School Dept	MIS	Police Dept	Library	TOTAL	OEM FIXED	
		Quantity	Quantity	Quantity	Quantity		3 YEAR UNIT PRICE	Extended Cost
38	HP Color Laser Jet CC533A Magenta Toner Cartridge (For 2025)		5			5	\$	\$
39	HP Color Laser Jet CC532A Yellow Toner Cartridge (For 2025)		5			5	\$	\$
40	HP Color Laser Jet C4192A Cyan Toner Cartridge (For HP 4500)		1			1	\$	\$
41	HP Color Laser Jet C4193A Magenta Toner Cartridge (For Hp 4500)		1			1	\$	\$
42	HP Laser Jet C4182X Black Toner Cartridge (For HP 8100)	2	1			3	\$	\$
43	HP Laser Jet Q2612A Black toner Cartridge (For HP 1012)		2			2	\$	\$
44	HP Laser Jet Q7551A Black Toner Cartridge (For HP 3005)		7			7	\$	\$
45	HP Color Laser Jet Q6473A Magenta Toner Cartridge (For HP 3600)		2			2	\$	\$
46	HP Laser Jet 43X Black Toner Cartridge (For HP 9000)		9			9	\$	\$
47	HP Color LaserJet CE251A Cyan Toner Cartridge HP part: CE251A (for HP 3525)	2	1			3	\$	\$
48	HP Color LaserJet CE252A Yellow Toner Cartridge HP part: CE252A (for HP 3525)	2	1			3	\$	\$
49	HP Color LaserJet CE253A Magenta Toner Cartridge HP part: CE253A (for HP 3525)	2	1			3	\$	\$
50	HP LaserJet 64X Black Toner Cartridge, maximum capacity HP part: CC364X	6				6	\$	\$
51	HP Color LaserJet 124A Black Toner Cartridge HP part: Q6000A (for HP 2600)	1	2			3	\$	\$
52	HP Color LaserJet 124A Cyan Toner Cartridge HP part: Q6001A (for HP 2600)	1				1	\$	\$
53	HP Color LaserJet 124A Yellow Toner Cartridge HP part: Q6002A (for HP 2600)	1				1	\$	\$
54	HP Color LaserJet 124A Magenta Toner Cartridge HP part: Q6003A (for HP 2600)	1		6		7	\$	\$
55	HP Laser Jet 1000 Black Toner Cartridge HP part: C7115X		3			3	\$	\$
56	HP Laser Jet 1020 Black Toner Cartridge HP part: Q2612A		3			3	\$	\$
57	HP Color Business Inkjet 10A Black Toner Cartridge HP part: C4844A (for HP 2800)		3			3	\$	\$
58	HP Color Business Inkjet 11A Cyan Toner Cartridge HP part: C4836A (for HP 2800)		3			3	\$	\$
59	HP Color Business Inkjet 11A Magenta Toner Cartridge HP part: C4837A (for HP 2800)		3			3	\$	\$
60	HP Color Business Inkjet 11A Yellow Toner Cartridge HP part: C4838A (for HP 2800)		3			3	\$	\$
61	HP LaserJet 27X Black Toner Cartridge, maximum capacity HP part: C4127X (for HP 4150 TN)			12		12	\$	\$
62	HP Color LaserJet CP3525n Black Toner Cartridge HP part: CE250A (For HP 3525n)			9		9	\$	\$
63	HP Color LaserJet CP3525n Cyan Toner Cartridge HP part: CE251A (for HP 3525n)			9		9	\$	\$
64	HP Color LaserJet CP252A Yellow Toner Cartridge HP part: CE252A (for HP 3525n)			9		9	\$	\$
65	HP Color LaserJet CP253A Magenta Toner Cartridge HP part: CE253A (for HP 3525n)			9		9	\$	\$
66	HP Color LaserJet CB540A Black Toner Cartridge HP part: CB540A (for HP CP1215)			3		3	\$	\$
67	HP Color LaserJet CB541A Cyan Toner Cartridge HP part: CB541A (for HP CP1215)			3		3	\$	\$
68	HP Color LaserJet CB542A Magenta Toner Cartridge HP part: CB542 (for HP CP1215)			3		3	\$	\$
69	HP Color LaserJet CB543A Yellow Toner Cartridge HP part: CB543A (for HP CP1215)			3		3	\$	\$
70	Canon Image Runner 3030 part: 9629A003AA			9		9	\$	\$
71	Dell PKA: DELPK941-COM (for Dell Printer 2350dn)			9		9	\$	\$
72	Brother TN430 Black Laser Fax Toner Cartridge part: 901-TN430 (for Brother 8500)			27		27	\$	\$
73	Brother TN350 Black Laser Fax Toner Cartridge part: 901-TN350 (for Brother HL2070N)			3		3	\$	\$
74	HP Laser Jet 51A Black Toner Cartridge HP part: Q7551A (for HP P3005n)			21		21	\$	\$
75	HP Laser Jet 3015 Black Toner Cartridge HP part: Q2612A			6		6	\$	\$
76	HP Laser Jet P3015 Black Toner Cartridge HP part: CE255A			30		30	\$	\$
77	HP Laser Jet 4240n Black Toner Cartridge HP part: Q5942A			66		66	\$	\$
78	HP Laser Jet 6MP Black Toner Cartridge HP part: C3903A			3		3	\$	\$
79	HP Color Laser CP4025 Black Toner Cartridge HP part: CE260A				5	5	\$	\$
80	HP Color Laser CP4025 Cyan Toner Cartridge HP part: CE261A				1	1	\$	\$
81	HP Color Laser CP4025 Magenta Toner Cartridge HP part: CE263A				1	1	\$	\$
82	HP Color Laser CP4025 Yellow Toner Cartridge HP part: CE262A				1	1	\$	\$
83	HP Color LaserJet Pro CP1525 Black Toner Cartridge HP part: CE320A				5	5	\$	\$
84	HP Color LaserJet Pro CP1525 Cyan Toner Cartridge HP part: CE321A				3	3	\$	\$
85	HP Color LaserJet Pro CP1525 Magenta Toner Cartridge HP part: CE323A				3	3	\$	\$
86	HP Color LaserJet Pro CP1525 Yellow Toner Cartridge HP part: CE322A				3	3	\$	\$

Ink Cartridges and Toner Projected Annual Use, City of Waltham THREE YEARS FIXED PRICE								
NOTE: PROJECTED ANNUAL VOLUMES ARE ESTIMATES NOT GUARANTEES								
#	Ink Cartridges - Purchase cartridges ONLY	School Dept	MIS	Police Dept	Library	OEM FIXED		
		Quantity	Quantity	Quantity	Quantity	TOTAL	3 YEAR UNIT PRICE	Extended Cost
87	HP Laser Jet Pro P1102 Black Toner Cartridge HP part: CE285A				1	1	\$	\$
88	HP LaserJet P2035 Black Toner Cartridge HP part: CE505A				2	2	\$	\$
89	HP LaserJet P1505 Black Toner Cartridge HP part: CB436A				1	2	\$	\$
90	Ricoh CWR 841284		1					
91	HP Q7553A		1					
92	HP CE 400A		1					
93	HP CE 401A Cyan		1					
94	HP CE 402A Magenta		1					
95	Cannon 128		1					
96	HP CE 403A Yellow		1					
97	Brother HL 5370 Black Toner Cartridge part: TN620				2	2	\$	\$
	<b>Section Total</b>	262	173	324	28	781	\$	- \$
	<b>GRAND TOTAL</b>	<b>589</b>	<b>177</b>	<b>384</b>	<b>59</b>	<b>1078</b>	<b>0</b>	<b>0</b>
	<b>Your Unit Price include the following requirements:</b>							
a	Installing new cartridge							
b	Run test page							
c	Visual inspection and cleaning as necessary							
d	Receipt - indicating school, room number, red ID tag of printer - signed at school and left with cartridge							
e	Cartridge to be replaced - left at school - with receipt							
f	All interior packing discarded							
g	All cardboard recycled							
h	Delivery and installation: 2 days from request.,							
i	All replaced/old cartridges and toners shall be taken away by the vendor at the time of replacement							
j	<b>ONLY genuine replacement cartridges for ALL print devices, including HP, Brother, and Dell or any other devices will be accepted</b>							
k	Unit prices include travel and all other administrative expenses.							
l	Vendor must discard all toner cartridges removed. Please recycle all units.							
	<b>Company's name</b>							
	<b>Authorized Signature</b>							
	<b>Print Name</b>							
	<b>Email Address</b>							
	<b>Phone Number</b>							
	<b>Date</b>							