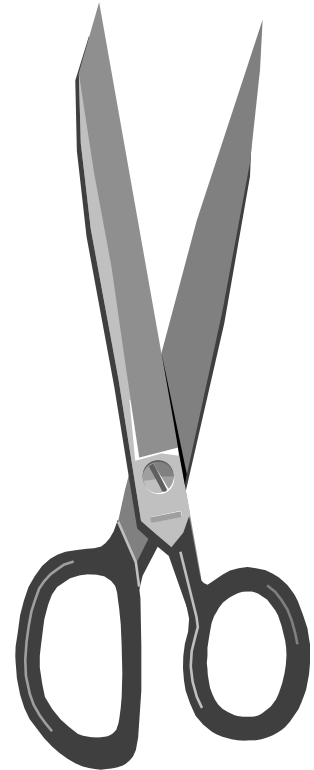


**Cut along the outer border and affix this label to your sealed bid envelope to identify it as a “Sealed Bid”. Neither faxed nor electronically submitted bids will be accepted. Be sure to include the name of the company submitting the bid where requested.**

<b>DELIVER TO: PURCHASING DEPARTMENT</b>	
<b>School Board of Polk County</b>	
<b>1915 South Floral Avenue, PO Box 391</b>	
<b>Bartow, FL 33831-0391</b>	
<b>SEALED BID DO NOT OPEN</b>	
SEALED BID NO:	044-TJT-0211
BID TITLE:	Printer Cartridges and Toner 2011
DUE DATE/TIME:	2/3/2011 3:00 p.m.
SUBMITTED BY:	_____
	Name of company



***Please Note:***

**From time to time, addenda may be issued to this bid. Any such addenda will be posted on the same web site from which you obtained this bid. Vendors receiving bids via US mail will be sent notification of all addenda. If you downloaded the bid from this web site, you will need to check the web site to see if there are any addenda that have been posted.**

**Interested vendors must have a completed vendor application on file with the School Board Purchasing Department prior to bid award in order for your bid to be considered. The Vendor Application Form is available from our web site at <http://www.polk-fl.net/districtinfo/departments/businessservices/purchasing.htm> Click on “**Vendor Application**” from the menu on the left side of the screen and follow the instructions.**

THE SCHOOL BOARD OF POLK COUNTY, FLORIDA

P.O. BOX 391  
BARTOW, FLORIDA 33831-0391

1915 SOUTH FLORAL AVENUE  
BARTOW, FLORIDA 33830-7124

INVITATION TO BID

Bid Title Printer Cartridges and Toner 2011

Bid File Number 044-TJT-0211 Posted 1/19/2011

Sealed bids will be received until 3:00 p.m. on 2/3/2011 in the School Board Purchasing Office at the above address. The official clock for the purpose of receiving bids is located in the Purchasing Office. All bids must be date and time stamped by the official clock. Bids will be opened in the Purchasing Offices after the deadline for receiving bids. Any bid received in Purchasing after the deadline indicated above will be date and time stamped and will not be opened. It is vendors' responsibility to see that their bids are properly received at the correct location prior to the deadline. Your bid must be on this form with the Bidder Acknowledgment completed. Inquiries on this bid should be addressed to: John Turner telephone 863-534-0569, FAX 863-534-0802, E-Mail john.turner01@polk-fl.net

BIDDER ACKNOWLEDGMENT

The undersigned, having carefully examined the "Invitation to Bid" with any attached "Special Terms and Conditions" agrees to abide by all conditions of the bid and offers to furnish the items or services as set forth. I further certify that I am authorized to sign this bid.

_____ VENDOR NAME	_____ MAILING ADDRESS
_____ PRINT OR TYPE SIGNATURE AND TITLE	_____ CITY, STATE, ZIP
_____ WRITTEN SIGNATURE	_____ DATE
_____ TELEPHONE NUMBER (TOLL FREE, IF AVAILABLE)	_____ FAX NUMBER
_____ E-MAIL ADDRESS	_____ FEID NUMBER

**DISCOUNT:** Our company offers the following discount schedule: \_\_\_\_\_.

**NOTE: THE ABOVE BIDDER ACKNOWLEDGMENT MUST BE SIGNED FOR YOUR BID TO BE ACCEPTED.**

GENERAL INSTRUCTIONS AND CONDITIONS

- CONTRACT PERIOD:** Bids that do not offer prices good until the following date will not be accepted: 2/22/2012. Contract(s) awarded from this bid will begin on 2/23/2011 and will run through 2/22/2012.
- F.O.B. DELIVERY POINT:** All prices bid must include delivery charges to stated destination(s) as follows: Various Polk County School Board Locations
- POSTING OF BID AWARDS:** Recommended award of this bid will be posted at the School Board Administrative Offices and on the Purchasing Department's website at <http://www.polk-fl.net/community/doingbusinesswithus/purchasing/default.htm> on or about 2/7/2011 and will remain posted for a period of at least 72 hours. Bid tabulations will not be mailed. Bid files and tabulations may be examined during normal working hours.
- PRICES AND TAXES:** All prices are normally fixed for the duration of the contract period. Fluctuating or adjustable prices are only acceptable if so stated in the Special Terms and Conditions". The School Board is exempt from State sales and use taxes and Federal excise taxes. (State Exemption No. 85-8013927632C-8)

5. **DISCOUNTS:** Bidders may offer a cash discount for prompt payment; however, such discounts shall not be considered in bid evaluation unless all other factors are equal. Bidders are encouraged to reflect cash discounts in the unit prices quoted.
6. **DELIVERY:** Deliveries must be made in accordance with specified delivery schedules or as soon as possible after receipt of the purchase order if no delivery schedule is specified or bid. All delivery containers must be marked with the Polk County School Board purchase order number and product item number. Unless stated otherwise, all products being shipped into the Board's warehouse shall be packaged in cardboard cartons so as to prevent damage both in transit and in the warehouse. For all truck deliveries into the warehouse, the Bidder is required to provide notification AT LEAST 24 HOURS PRIOR TO DELIVERY. For Bartow deliveries, call Warehouse Receiving at (863) 534-0910. Truck drivers will be required to assist in unloading.
7. **QUANTITIES:** Quantities shown are not guarantees of purchase. The Board may purchase additional quantities during the life of the contract unless the bid sheets are noted, "Bid is for Specified Quantity Only," by the Bidder. The bid sheets must state, "Minimum Reorder Quantities," if applicable.
8. **EQUIVALENT PRODUCTS:** Any manufacturers' trade, brand, model or catalog number listed as a specification is for information purposes and not to limit competition. The Bidder may offer any equivalent current production model which meets or exceeds the specifications unless noted otherwise in the specifications. If an equivalent model is offered, the Bidder must clearly indicate any deviation from the specifications and include complete descriptive literature on alternate item(s) or the items will not be considered.
9. **SPECIFICATIONS:** All items offered must be in accordance with specifications except as noted above. Minor departures from specifications may be considered at the option of the Board. When applicable, all products shall carry evidence of Underwriters' Laboratory (UL) listing and comply with the requirements of the Occupational Safety and Health Act, (OSHA). When applicable, delivered items must be accompanied by a Material Safety Data Sheet (MSDS). If product packing or packaging is to be different than specified in the bid, the Bidder must state any deviation. The bid, lacking any statement to the contrary, will be received as being in complete compliance with specifications. When more than one bid meets all specifications, the Board reserves the right to determine the "Lowest and Best" bid. Bid items are subject to testing at the Bidder's expense.  
  
Delivery of items not meeting specifications is cause for removal from the list of acceptable Bidders and no payment will be made for the entire delivery, including usage.
10. **SAMPLES:** When requested, samples will be furnished at Bidder's expense. Requests for sample returns must be made within 30 days of the bid opening. If no return request is made, the samples will become the property of the Board. Failure to submit samples when required may result in non-acceptance of the bid.
11. **SERVICE AND WARRANTY:** Bidder should attach any warranties offered and explain warranties and service provided. These may not be in conflict with warranties required in the specifications.
12. **ACCEPTANCE OR REJECTION:** The right to accept or reject any bids or individual items in the bids and to waive irregularities in bids is reserved by the Board.
13. **DETERMINATION OF BID AWARD BASIS:** Unless specifically excluded by the Bidder, bid awards may be made on either a composite or a line item basis.
14. **MISTAKES:** In case of mathematical errors, the Bidder's unit price shall be considered the bid price. It is the Bidder's responsibility to understand the terms, conditions, and specifications of the bid. Failure to do so will be at the Bidder's risk.
15. **PLACING AND ACCEPTANCE OF ORDERS:** The award of this bid does not constitute an order. Before delivery is made the Bidder must receive a duly executed purchase order or contract. Acceptance by the Bidder is assumed upon issue by the Board of a duly executed purchase order or contract. Inspection and acceptance of items will be at the stated destination(s) unless otherwise provided, and title to and risk of loss or damage is the responsibility of the Bidder until acceptance by the Board.
16. **ASSIGNMENT, INVOICES, AND PAYMENT:** No assignment of an order or monies to be derived there from is acceptable without the prior written approval of the Board. All invoices must be submitted in triplicate to the Board with each purchase order being invoiced separately. Payment shall be made upon presentation of properly prepared invoices. Payment is generally made on the next Friday following the week in which invoicing is completed.

17. **PERFORMANCE:** If the Bidder refuses or is unable to make delivery within a reasonable time, the Board may hold the Bidder responsible for any damages or costs incurred by the Bidder's actions. The Board may withhold payments pending satisfactory compliance with the terms of the agreement. The Bidder shall hold and save the Board and Board employees harmless from liability of any kind in the performance of this contract.
18. **CONTRACT FAILURE:** Should any Contractor fail to enter into a contract with the School Board on the basis of the submitted bid by said Contractor, Contractor acknowledges that Contractor shall be liable to the School Board for the difference between such bid price and the price the School Board pays to secure the merchandise from another source. Failure to pay said amount to the School Board upon demand will result in the company being removed from the bid list for a period of not less than two (2) years from the date of infraction.
19. **CONFLICT OF INTEREST:** All Bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the Board. Further, all Bidders must disclose the name of any Board employee who owns, directly or indirectly, any interest of any amount in the Bidders firm or branches.
20. **ATTACHMENTS:** All attached sheets are a part of this bid and any Special Terms and Conditions contained therein which are in conflict with the GENERAL INSTRUCTIONS AND CONDITIONS shall have precedence.
21. **ADDENDUM:** Any changes in this bid shall be in the form of a written addendum by the Purchasing Director. No other person shall be authorized to make changes verbally or in writing. It shall be the responsibility of the bidder to ascertain if any addenda have been issued and to obtain all such addenda. Any Addendum shall be returned with this bid by the Bidder.
22. **EXTENSION:** The Board reserves the option to extend the contract period provided the Bidder is in agreement. The request for extension shall be submitted by the Bidder in writing.
23. **DISPUTES:** Any person who may be adversely affected by an intended decision with respect to the award of any bid, may protest such a decision by following the Bid Protest Procedure of the School Board of Polk County. A copy of the Procedure, which has been prepared in accordance with the provisions of the Florida Administrative Code, is available upon request and is permanently posted at the Administrative Offices of the School Board of Polk County, Florida. Failure to follow the requirements of the bid protest procedures established by the School Board of Polk County, Florida shall constitute a waiver of all protest rights. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
24. **PREFERENCE FOR DRUG-FREE WORKPLACE:** Whenever two or more bids which are equal with respect to price, quality, and service are received, preference shall be given to a bid received from a business that certifies that it has implemented a drug-free workplace program in accordance with Section 287.087, Florida Statutes. In order to receive preference, a signed certification of compliance must be submitted with the bid response.
25. **AGREEMENT:** This Bid and the Purchase Orders issued hereunder constitute the entire agreement between the School District and the Vendor awarded the bid. No modification of this bid shall be binding on the District or the Bidders.
26. **TERMS AND CONDITIONS:** No additional terms and conditions included with the bid response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this bid. If submitted either purposely through intent or design or inadvertently appearing separately in transmitted letters, specifications, literature, price estimates or warranties, it is understood and agreed the General Conditions and Special Terms and Conditions in this bid solicitation are the only terms and conditions applicable to this bid and the bidders authorized signature affixed to the bidder acknowledgment form attests to this.
27. **PUBLIC ENTITY CRIME & CONVICTED VENDOR LIST:** Per the provisions of Florida Statute 287.133 (2)(a), "a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list". The prospective bidder certifies, by submission and signature of this bid, that neither the bidder, nor its principal, its agent or its representative is presently

Please state company name and authorized signature \_\_\_\_\_

debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction or otherwise precluded by Florida Statute 287.133 from participating in this contract.

28. **DISCRIMINATORY VENDOR LIST:** Per the provisions of Florida Statute 287.134(2)(a), "An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity." The prospective bidder certifies, by submission and signature of this bid, that neither the bidder, nor its principal, its agent or its representative is presently on the discriminatory vendor list, or otherwise precluded by Florida Statute 287.134 from participating in this contract.

29. **FEDERAL DEBARMENT CERTIFICATION:** Certification regarding debarment, suspension, ineligibility and voluntary exclusion as required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR, Part 85, as defined at 34 CFR Part 85, Sections 85.105 and 85.110.

- a. The prospective lower tier participant certifies, by submission and signature of this bid, that neither it, nor its principals, its agents or its representatives are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid.

30. **NON-COLLUSION:** The bidder certifies, by submission and signature of this bid, that it warrants that he/she has not employed or retained any company or person other than a bonafide employee working solely for the bidder to solicit or secure this bid and that he/she has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bonafide employee working sole for the bidder, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from this award or making of this bid.

The bidder further certifies that its bid is made without previous understanding, agreement or connection with any person, firm or corporation making a bid for the same item(s) and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

31. **SALES TO OTHER PUBLIC AGENCIES:** With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other public agencies within the State of Florida. Such purchases shall be governed by the same terms and conditions as stated herein. (Check where applicable): Agree to extend pricing to \_\_\_ School Boards and/or \_\_\_ public agencies within the State of Florida.

32. **BID RESPONSES:** If the bid is to be returned via express mail or in a courier envelope, the bid the bid documents should be submitted in a separate sealed envelope within the courier envelope. Express mail or courier envelopes will be opened and discarded. The face of the sealed bid envelope should have attached the label included with the bid package or noted, the Bid File Number and "Attention: Purchasing Department - Sealed Bid." If there is not going to be a bid submitted, return the "No Bid" post card, or return the Invitation to Bid, marked, "No Bid."

33. **TERMINATION OF CONTRACT:** This contract may be terminated without liability to the School Board in whole or in part when it is deemed to be in the best interest of the School Board to so act. Notification of termination must be in writing and issued by the Director of Purchasing or designee. This contract may be terminated upon 30 days written notice. Further, at the discretion of the School Board, the contract may be terminated in a period of less than 30 days in the event of poor performance or violation of the terms and conditions of this contract.

The School Board, upon termination, shall exercise its discretion to complete the balance of the contract consistent with the best interest of the School Board.

34. **SOLICITATION OF DISTRICT EMPLOYEES:** Bidders/vendors and others involved with this bid are prohibited from making any offer of any value to any employee of the School Board who is directly or indirectly involved in the development, solicitation or evaluation and subsequent recommendation for award of this bid.

**SCOTT CLANTON**  
**DIRECTOR, PURCHASING AND WAREHOUSING**

Please state company name and authorized signature \_\_\_\_\_

**Special Terms and Conditions**

**A. SCOPE:** The purpose of this Invitation to Bid is to select a supplier for genuine Hewlett Packard printer cartridges and toner. Remanufactured, refilled, or compatible cartridges and toner will not be considered.

**B. F.O.B. DESTINATION:** Prices bid for all items shall be F.O.B. Destination and include all shipping charges to all Polk County school locations.

**C. LINE ITEM CORRECTIONS:** The use of correction fluid or erasures to correct line item bid prices and/or quantities are not acceptable. Corrections must be by strikethrough (~~strikethrough~~) of the incorrect figures, writing in of correct figures and initialing of the corrections by the originator. Correction fluid or erasure corrected bids will be considered non-responsive for the corrected items only.

**D. SUBSTITUTIONS:** The printer cartridges and toner listed in this bid have been tested in actual applications by the School Board Electronic Equipment Repair Service Department. In order to ensure compliance with the printer manufacturer's warranty and the recommendations of the Polk County School Board Electronic Equipment Repair Service Department, **NO SUBSTITUTIONS WILL BE ALLOWED.** Bids for any item other than those listed on the BID FORM will be considered non-responsive for that item. However, in the event a manufacturer has discontinued the production of an item, vendors may substitute the replacement part number and clearly identify on the bid form that this is a replacement part. **Documentation from the manufacturer concerning any such change shall be included with bid response.** Further, if at any time during the term of this bid, a manufacturer should discontinue production of an item, the awarded vendor may ship the replacement for that item (with prior approval from the District), provided documentation from the manufacturer concerning specifications and application is provided to the District and pricing remains the same as the original item bid, or less. Vendors wishing to submit items for future evaluation may do so by contacting the Purchasing Department.

**E. APPROVED BRANDS AND MODELS:** This bid contains specifications and Approved Brands and Models based on the recommendations from the School Board Electronic Equipment Repair Service Department. Please bid only the Approved Brands and Models as specified. (Replacement model numbers for discontinued items should be indicated where appropriate.) Vendors wishing to submit items for future evaluation may do so by contacting the Purchasing Department.

**F. ESTIMATED QUANTITIES:** Quantities shown are simply estimates that may be purchased during the bid period and do not obligate the District to purchase the quantities stated on the Bid Form and Specifications. Purchases may be made for more or less quantities of any particular item, at any time, during the bid period. Purchases will be made throughout the contract period based on individual purchase orders submitted by the schools and centers.

**G. BASIS FOR AWARD:** Bidders whose bids, past performance, or current status do not reflect the capability, integrity, or reliability to fully and in good faith perform the requirements of the Contract may be rejected as non-responsible.

**H. ADDENDA:** It shall be the responsibility of each responding bidder to check The School Board of Polk County Purchasing Department website to ensure receipt of all addenda.

Please state company name and authorized signature \_\_\_\_\_

**I. USE OF OTHER CONTRACTS:** The School Board reserves the right to utilize any other District contract, any State of Florida Contract, any contract awarded by any other city or county governmental agencies, any other school board, or any other community college/state university system cooperative bid agreement, in lieu of any offer received or award made as a result of this bid, if it is in its best interest to do so. The School Board also reserves the right to separately bid any single order or to purchase any item on this bid if it is in its best interest to do so.

**J. PURCHASEEDGE PROGRAM:** Vendors bidding on the Hewlett Packard Printer Cartridges and Toner Bid must agree to participate in the PurchasEdge Program with Hewlett Packard. The awarded bidder must agree to electronically report PurchasEdge data approximately every thirty days to Hewlett Packard on behalf of the Polk County School Board.

**K. AWARD OF CONTRACT:**

1. The School Board of Polk County reserves the right to reject any or all bids and to waive any informalities or irregularities in any bids received.
2. It is anticipated there will be a recommendation for award of contract based on the lowest bid received from a responsive and responsible bidder outlined in #3 below.
3. Bid award shall be a composite award to a single vendor which consists of Hewlett Packard products listed in items 1-25. Bidders must bid all items to be considered responsive.

**L. LIQUIDATED DAMAGES:** Should the awarded vendor fail to perform under the terms and conditions of this Bid the vendor agrees to make payment to the Polk County School Board (the Board) in an amount up to one twelfth of the total estimated annual contract volume (the actual amount to be paid will be calculated by the Board), unless the failure to perform was caused by acts or omissions of the Board. In addition to the above requirement for Liquidated Damages, the Board may hold the bidder responsible for any additional damages or costs incurred by the Board as a result of the bidder's actions.

**M. AFTER RECEIPT OF ORDER:** Vendor are expected to deliver cartridges to appropriate delivery locations in a period of no more than five business days after receipt of order.

**N. CANCELLATION:** In the event any of the provisions of this bid are violated by the awarded vendor, the Superintendent or designee will give written notice to the vendor stating the deficiencies and unless the deficiencies are corrected within ten (10) business days, recommendation will be made to the Board for immediate cancellation of this contract. Upon cancellation hereunder the Board may pursue any and all legal remedies as provided herein and by law. The Board will only be required to pay to the vendor that amount of the contract actually performed to the date of termination.

**O. RENEWAL OPTION/PETITION FOR PRICE INCREASE:** By mutual consent of the School Board of Polk County and the successful bidder, this contract may be renewed for **additional one-year periods**. The successful bidder will have an opportunity to request an annual price adjustment for the second and subsequent years of this contract. The request for price adjustment should be submitted in writing no later than 90 calendar days prior to the annual anniversary of the contract start date (February 23rd). A request for increase will be accompanied by a copy of a notice of price increase from manufacturer to bidder, copies of original price lists from manufacturer along with new price lists to bidder, or comparable documentation as agreed upon by the Director of Purchasing, or designee. The

Please state company name and authorized signature \_\_\_\_\_

successful vendor will only be allowed to submit one request for price adjustment per contract year (February 23 to February 22). Any approved request for price adjustment will not take effect until the annual anniversary of the contract date (February 23rd) and such price adjustment will be in effect for the 12 month period following said anniversary date. Written requests for price adjustments shall not exceed the rate of inflation determined by the Consumer Price Index (CPI) for urban wage earners and clerical workers, U.S. city average, all items (1982-84=100), published by the U.S. Bureau of Labor Statistics appropriately adjusted for the calendar year (January 1<sup>st</sup> to December 31<sup>st</sup>) preceding the calendar year in which the request is made. Please see the example shown on page 11. In the event there are major revisions or a change to the CPI index base period, the awarded bidder and the School Board of Polk County will negotiate an alternate index or base period. Any price adjustment shall be approved by the Director of Purchasing, or designee.

**P. QUALIFICATIONS OF BIDDERS:** In order to be considered for award of this bid, the bidder shall provide documentation as requested below. Please return required submittal listed in item 1 below with your bid.

After bid opening the Polk County School Board reserves the right to request the required submittals listed below (references) should bidder not return these submittals with their bid packet. Any requested information must be received by the Polk County School Board Purchasing Department within three (3) business days of the request. The request will be in writing and will be sent via email or fax.

1. In determining the Award of Contract the Polk County School Board shall consider past performance and client references. Provide references from at least three of the largest agencies where contracts similar to those described in this Invitation To Bid have been performed. Please include references from school districts if applicable. For each reference please include a brief description of the contract scope, agency name, contact person's name, address, phone number, and dates of contract tenure.

**Q. ADDITIONAL ITEMS:** Printer cartridges may be added to this contract if determined by the Electronic Equipment Repair Service Department and the Purchasing Department that it would be in the best interest of the District to do so. Such products and prices must be approved by the Senior Tech Support Technician and the Purchasing Director (or designee) before the items may be added to the contract. All supporting documentation will be maintained in the bid/contract file.

BID FORM AND SPECIFICATIONS

ITEM NUMBER	CARTRIDGE DESCRIPTION	ESTIMATED QUANTITY	NET PRICE
<b>HEWLETT PACKARD PRINTER CARTRIDGES AND TONER</b> <b>ITEMS 1-22 WILL BE A COMPOSITE AWARD TO A SINGLE VENDOR.</b> <b>ALL ITEMS MUST BE BID ON IN ORDER FOR VENDOR TO BE CONSIDERED RESPONSIVE</b>			
(1)	LaserJet 1010,1012,1020,3015,3020,3030 Approved Brand/Model Cartridge: Hewlett Packard Q2612A (No Substitutions)	1174	<u>ea.</u>
(2)	DeskJet 1600/9300 Series, HP 45 Black Approved Brand/Model Cartridge: Hewlett Packard 51645A (No Substitutions)	1836	<u>ea.</u>
(3)	Laserjet CLJ 3600, Magenta Approved Brand/Model Cartridge: Hewlett Packard Q6473A (No Substitutions)	90	<u>ea.</u>
(4)	Laserjet 1160, 1320, 3390 Series Approved Brand/Model Cartridge: Hewlett Packard Q5949A (No Substitutions)	164	<u>ea.</u>
(5)	LaserJet 4000N/4050N Series High Yield Approved Brand/Model Cartridge: Hewlett Packard C4127X (No Substitutions)	232	<u>ea.</u>
(6)	Laserjet P1505 Series Approved Brand/Model Cartridge: Hewlett Packard CB436A (No Substitutions)	520	<u>ea.</u>
(7)	Laserjet 2100 Series, 2200 Series Approved Brand/Model Cartridge Hewlett Packard C4096A (No Substitutions)	74	<u>ea.</u>
(8)	Laserjet 1150 Series Approved Brand/Model Cartridge Hewlett Packard Q2624X (No Substitutions)	104	<u>ea.</u>
(9)	Laser Jet 3600 Black Approved Brand/Model Cartridge Hewlett Packard Q6470A (No Substitutions)	140	<u>ea.</u>

Please state company name and authorized signature \_\_\_\_\_

BID FORM AND SPECIFICATIONS

ITEM NUMBER	CARTRIDGE DESCRIPTION	ESTIMATED QUANTITY	NET PRICE
<b>HEWLETT PACKARD PRINTER CARTRIDGES AND TONER</b> <b>ITEMS 1-22 WILL BE A COMPOSITE AWARD TO A SINGLE VENDOR.</b> <b>ALL ITEMS MUST BE BID ON IN ORDER FOR VENDOR TO BE CONSIDERED RESPONSIVE</b>			
(10)	Laser Jet 1200/1220 High Yield Approved Brand/Model Cartridge Hewlett Packard C7115A (No Substitutions)	196	<u>ea.</u>
(11)	Laser Jet 4200 Series, 38A Approved Brand/Model Cartridge Hewlett Packard Q1338A (No Substitutions)	72	<u>ea.</u>
(12)	Laser Jet 1300 Series HP 13X High Yield Approved Brand/Model Cartridge Hewlett Packard Q2613X (No Substitutions)	158	<u>ea.</u>
(13)	Laser Jet CLJ 3600, Yellow Approved Brand/Model Cartridge Hewlett Packard Q6472A (No Substitutions)	68	<u>ea.</u>
(14)	Laser Jet 1320 SRS High Yield Approved Brand/ Model Cartridge Hewlett Packard Q5949X (No Substitutions)	78	<u>ea.</u>
(15)	Laser Jet CLJ 3600 Cyan Approved Brand/ Model Cartridge Hewlett Packard Q6471A (No Substitutions)	58	<u>ea.</u>
(16)	Laserjet 4250 Series, 42A Black Approved Brand/ Model Cartridge Hewlett Packard Q5942A (No Substitutions)	36	<u>ea.</u>
(17)	Deskjet 1180C/1220/6122/6127/9300 Series HP 45/78D Combo Pack Approved Brand/ Model Cartridge Hewlett Packard C8788FN (No Substitutions)	228	<u>ea.</u>

Please state company name and authorized signature \_\_\_\_\_

BID FORM AND SPECIFICATIONS

ITEM NUMBER	CARTRIDGE DESCRIPTION	ESTIMATED QUANTITY	NET PRICE
<b>HEWLETT PACKARD PRINTER CARTRIDGES AND TONER</b> <b>ITEMS 1-22 WILL BE A COMPOSITE AWARD TO A SINGLE VENDOR.</b> <b>ALL ITEMS MUST BE BID ON IN ORDER FOR VENDOR TO BE CONSIDERED RESPONSIVE</b>			
(18)	Laserjet P4014/P4015/P4515 Series Approved Brand/ Model Cartridge Hewlett Packard CC364A (No Substitutions)	42	<u>ea.</u>
(19)	Laserjet CLJ 4600/4650 Cyan Series Approved Brand/ Model Cartridge Hewlett Packard C9721A (No Substitutions)	24	<u>ea.</u>
(20)	Laserjet CLJ 4600/4650 Yellow Series Approved Brand/ Model Cartridge Hewlett Packard C9722A (No Substitutions)	22	<u>ea.</u>
(21)	Laserjet CLJ 4600/4650 Yellow Series Approved Brand/ Model Cartridge Hewlett Packard C9723A (No Substitutions)	22	<u>ea.</u>
(22)	Laserjet P2035/P2055 Series Approved Brand/ Model Cartridge Hewlett Packard CE505A (No Substitutions)	44	<u>ea.</u>

Delivery \_\_\_\_\_ Days After Receipt of Order. Vendor is expected to deliver cartridges to appropriate delivery location in a period of five days or less after receipt of order.

**PURCHASING CARDS:** School Board of Polk County personnel may choose to use a VISA™ Purchasing Card in place of a purchase order to make purchases from this solicitation. Vendors may receive payment from the purchasing card in the same manner as other VISA™ purchases. Please indicate your ability to accept VISA™ in the space provided below.

\_\_\_ Yes, Our Firm Will Accept Purchasing Cards

\_\_\_ No, Our Firm Will Not Accept Purchasing Cards

**NOTE: Sign the "Bidder's Acknowledgement" section on Page 1 of our "Invitation to Bid". Return the original of the Invitation to Bid and retain a photocopy for your files.**

Please state company name and authorized signature \_\_\_\_\_

**SAMPLE**

See example (sample) below of a requested price adjustment for the contract extension period October 1, 2006 through September 30, 2007. **Please note this is an example (sample) only and is in no way intended to forecast future inflation rates.**

On July 29, 2006 the vendor submits a written request for a price adjustment increase for the contract period October 1, 2006 through September 30, 2007. In this example the vendor requests an adjustment equal to the annual percentage rate of inflation, as defined in the bid Special Terms and Conditions Section O., for the calendar year 2005. If approved, the annual percentage rate of inflation (rounded to one decimal place) for the calendar 2005, would be added to the existing unit prices. The adjusted rates would be effective for the contract period October 1, 2006 through September 30, 2007.

The screenshot shows the Bureau of Labor Statistics website. The main heading is "Consumer Price Index - Urban Wage Earners and Clerical Workers". Below this, there are two tables. The first table shows the index values for 2005, with the "Annual" value of 191.0 circled. The second table shows the "12 Months Percent Change" for 2005, with the "Annual" value of 3.5 circled. An arrow points from a note box to the circled "Annual" value in the second table.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2005	186.3	187.3	188.6	190.2	190.0	190.1	191.0	192.1	195.0	195.2	193.4	192.5	191.0	188.8	193.2

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2005	3.0	3.0	3.1	3.7	2.9	2.6	3.3	3.8	5.2	4.7	3.5	3.5	3.5	3.1	4.0

**Note: This Example shows the annual percentage rate for calendar year 2005. The Bureau of Labor Statistics DOES NOT forecast future inflation rates.**

Please s