



CITY OF MANCHESTER
Department of Highways
Purchasing Division
227 Maple Street, Manchester NH 03103
(603) 624-6444

BID INVITATION

Sealed bids will be received at the Department of Highways, 227 Maple Street, Manchester, New Hampshire, before or at **2:00 PM** prevailing time of the **16th** day of **November 2010** for the following items:

**OFFICE SUPPLIES
PRINTER & FAX TONER & INK CARTRIDGES
COPY/LASER PRINTER PAPER
FY11-500-23**

Bid Invitations and specifications will be available at the Department of Highways, 227 Maple Street, Manchester, NH or online at:

<http://www.manchesternh.gov/bids>

Questions regarding this request should be directed to Mrs. Mindy Salomone-Abood, Purchasing Agent via email at Purchasing@manchesternh.gov or by facsimile to (603) 624-6487.

The Public Works Director reserves the right to waive any irregularities, reject any or all bids, and to accept the bid that appears to be in the best interest of the City. Failure to submit all information called for may be sufficient for disqualification.

Kevin A. Sheppard, P.E.
Public Works Director

GENERAL:

1. Bids will be received by the City of Manchester, New Hampshire at the place and until the time specified in the Invitation to Bid and then publicly read aloud for the information of Bidders and others properly interested who may be present either in person or by representative. **NO BIDS WILL BE ACCEPTED AFTER TIME AND DATE SPECIFIED.**
2. The following meanings are attached to the defined works when used in this document:
 - a. The word "**City**" means City of Manchester, New Hampshire Departments and School District.
 - b. The word "**Bidder**" means the person, firm, or corporation submitting a bid on these specifications or any part thereof.
 - c. The word "**Contractor**" means the person, firm, or corporation with whom the Contract is being made by carrying out the provisions of this Sealed Bid Invitation and the Contract.
 - d. The words "**firm price**" shall mean a guarantee against price increase during the life of the Contract.
3. Strict compliance with the requirements of the Invitation to Bid, terms and conditions, and the instructions printed is necessary. All blank spaces must be filled in. Any changes and/or corrections shall be marked in red and initialed by the person making such corrections. Signatures of the responsible owner/representative of the firm must be in ink. No reproductions/duplications/copies will be accepted.
4. Each bid must give the full business address of Bidder and be signed by him with his usual signature. Bids by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and title of the person signing. Bids by corporations must be signed with the legal name of the corporation, followed by the state of incorporation and by the signature and title of president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall also be typed or printed below the signature. A bid by a person who affixes to his signature the word "president", "secretary", "agent", or other title without disclosing his principal may be held to be the bid of the individual signing. When requested by the City, satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished.

5. Bids must be securely sealed in a suitable envelope (facsimile and emailed submissions will not be accepted), addressed and marked on the outside as follows:

FY11-500-23, OFFICE SUPPLIES

The entire solicitation document is to be returned when submitting a proposal, unless otherwise directed by the solicitation document. Failure to return all pages may result in a determination that the submittal is non-responsive.

PLEASE NOTE: THE CITY OF MANCHESTER IS NOT RESPONSIBLE FOR BIDS NOT PROPERLY MARKED.

6. It will be the responsibility of the Bidder to see that their bid is received by the Purchasing Division as specified.
7. Each bid is received with the understanding that the acceptance in writing via email by the City of the Bidder to furnish any or all of the products/services described therein or as otherwise negotiated, shall constitute a contract between the Bidder (Contractor) and the City, which shall bind the Bidder (Contractor) on his part to furnish and deliver the articles offered at the prices agreed upon and in accordance with the terms and conditions of said accepted bid; and the City on its part to order from such Bidder (Contractor), except for causes beyond reasonable control; and pay for, at the agreed prices, all products/services specified and delivered.
8. Bids may be withdrawn upon written or electronic request received from Bidders prior to the time affixed for opening. Negligence on the part of the Bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened.
9. The solicitation document maintained by the Purchasing Division, in the appropriate file folder, shall be considered the official copy. In the case of any inconsistency between bid documents submitted to the City, but not clearly listed on the exception page of the document or as an exception by the Bidder, the language of the official copy shall prevail. Furthermore, any exception or changes to the specifications made by the Bidder may be cause to disqualify your bid.
10. No oral interpretations will be made to any Bidder as to the meaning of the specifications or terms and conditions of this Sealed Bid Invitation. Every request for such interpretation or request for a change in the specifications or terms and conditions shall be made in writing, addressed and forwarded to:

**Mail: City of Manchester
Department of Highways
227 Maple Street
Manchester, NH 03103
Attn.: Mrs. Mindy Salomone-Abood, Purchasing Agent**

Email: Purchasing@manchesternh.gov

**Fax: (603) 624-6487
Attn: Mrs. Mindy Salomone-Abood, Purchasing Agent**

Questions must be received by November 5th at noon. Every interpretation made to a Bidder will be in the form of an addendum to the Sealed Bid Invitation which, if issued, will then be posted on the website: www.manchesternh.gov/bids. All such addenda shall become a part of the complete Sealed Bid Invitation. It is the Bidder's responsibility to check the website prior to the submittal deadline to ensure that the Bidder has a complete, up-to-date bid package.

11. Bids that are incomplete, not properly endorsed or signed, or otherwise contrary to these instructions may be rejected as informal by the City. The Bid must be filled out completely and accurately. Please explain in detail any exceptions or deviations taken on this bid. Separate pages may be used if necessary.
12. Bids must be submitted on the Bid Schedule hereinafter provided. Prices shall be clearly and fully stated in units of quantities specified. No additional charges shall be passed to the City, including any applicable taxes, delivery or surcharges that have not already been disclosed on the bid schedule. In case of discrepancy in computing the amount of the bid, the unit prices quoted will govern.
13. **Quotations should include all charges for delivery, packing, crating, containers, etc. Unless otherwise stated by the Bidder, prices quoted will be considered as being based on delivery to the destination designated, including any and all freight and packing charges.**
14. As the City is exempt from the payment of federal excise taxes, all prices quoted herein are not to include these taxes.
15. Prices stated shall remain **firm** for the duration of the contract.
16. Should the successful Contractor fail to make delivery or complete the contract within time specified, the City reserves the right to procure the equipment/product from other sources, and hold the Contractor liable for any excess cost.

17. The City reserves the right to postpone the delivery date to allow for any change in operating conditions or for any other cause not now foreseen. In the event the City elects to exercise this right, all prices quoted pursuant to this Sealed Bid Invitation will remain firm, and the City shall incur no additional obligation to the Contractor on account of any delay of delivery date ordered by the City.
18. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents, and acts of God.
19. The time of proposed delivery must be stated in definite terms. If time of delivery for different equipment varies, the Bidder shall so state.
20. The City reserves the right to divert delivery from one location to another, and to allow for any change in operation conditions or for any other cause not now foreseen.
21. Any equipment/vehicle delivered must be standard new and unused, latest model, except as otherwise specifically stated in the proposal. Where any part or the normal accessories of equipment/product is not described, it shall be understood that all equipment/product and accessories that are usually provided in the manufacturer's stock model shall be furnished.
22. Unless qualified by the provision "NO SUBSTITUTE", the use of the name of the manufacturer, brand make or catalog designation in specifying an item does not restrict bidders to the manufacturer, brand, make or catalog designation identification. This is used simply to indicate the character, quality and/or performance equivalence of the commodity desired. The vehicles/equipment on which proposals are submitted must be of such character, quality and/or performance equivalence that it will serve as that specified. In submitting bids on vehicles/equipment other than as specified, bidders shall furnish complete data and identification with respect to alternative vehicles/equipment they propose to furnish.
23. Unless otherwise stated by the Bidder, the proposal will be considered as being in strict accordance with the specifications outlined in this Sealed Bid Invitation. References to a particular trade name, manufacturer's catalogue, or model number, are made for descriptive purposes to guide the Bidder in interpreting the requirements of the City. They should not be construed as excluding proposals on other types of materials, equipment and supplies. However, the Bidder, if awarded a Contract, will be required to furnish the particular item referred to in the specifications or descriptions unless a departure or substitution is clearly noted and described in the proposal.
24. The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail

and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.

25. The supplies/product on which bids are submitted must be of such character, quality and/or performance equivalence that it will serve as that specified. In submitted bids on supplies/product other than as specified, proposer shall furnish complete data and identification with respect to the alternate supplies/products they propose to furnish.

Consideration will be given to bidders submitted on alternate supplies/products to the extent that such action is deemed to serve the best interests of the City. If the bidder does not indicate that the supplies/products he proposes to furnish is other than specified, it will be construed to mean that the bidder will furnish the exact supplies/products described.

26. The City reserves the right to waive any informality in bids, to reject any and all bids wholly or in part, and to make awards in a manner deemed in the best interest of the City.
27. Awards will be made in the best interest of the City. In determining what would be in the best interest of the City, the following shall be considered:
 - a. The ability, capacity, and skill of the Bidder to perform the Contract or provide the service required;
 - b. Whether the Bidder can perform the Contract or provide the service promptly or within the time specified, without delay or interference;
 - c. The character, integrity, reputation, judgment, experience, and efficiency of the Bidder;
 - d. The quality of performance of previous contracts or services;
 - e. The previous and existing compliance by the Bidder with laws and ordinances relating to the Contract or service;
 - f. The sufficiency of the financial resources and ability of the Bidder to perform the Contract or provide the service;
 - g. The quality, availability, and adaptability of supplies or contractual services to the particular use required;
 - h. The ability of the Bidder to provide future maintenance and services for the use of the subject of the Contract;
 - i. The number or scope of conditions attached to this bid.

28. The City reserves the right to make awards on this proposal by item or to accept all or part of the proposal or prices quoted. In addition, the City reserves the right to award materials on the basis of the lowest total cost of the bid item to the City, including the City's cost of transportation to and from the source.

In cases where two or more Bidders have the same net bid, the City may give preference to firms located within the City.

29. Upon making an award, or giving notice of intent to award, the City will place appropriate notice on the Purchasing website: www.manchesternh.gov/bids.
30. The Bidder must certify that no official or employee of the City or State of New Hampshire, has a pecuniary interest in the proposal or in the Contract that the Bidder offers to execute or in the expected profits to arise there from, and that this bid is made in good faith without fraud, collusion or in connection with any other person submitting a proposal.
31. The Bidder, if awarded an order or contract, agrees to protect, defend and hold the City harmless against any demand for the use of any patented material, process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract.
32. The Bidder, if awarded an order or contract, agrees to defend, indemnify, and hold harmless the City from all damages to life and property arising out of the performance of this Contract due to the Bidder's negligence, that of his employees, subcontractors, etc., or due to the negligence of the City, its employees, representatives, agents, etc.
33. The Revised Statutes Annotated of the State of New Hampshire, the Charter of the City, and all City Ordinances insofar as they apply to the laws of competitive bidding, contracts and purchases are made a part hereof.
34. The Bidder to whom a contract is awarded guarantees to the City that all items furnished under this contract shall be free of defects in design, materials and workmanship for a period of one (1) year after final inspection and acceptance. The Contractor shall replace promptly any defective equipment, materials and/or workmanship required without additional cost to the City.
35. The Bidder to whom a contract is awarded guarantees to the City that all warrants of merchantability and fitness for a particular purpose as provided for in New Hampshire 382A-2-314 and 2-314 shall remain in force and will not be disclaimed.
36. The Bidder, if awarded an order or contract, agrees to provide to the City proof of Federal Identification Number (IRS Code Section 6723). Acceptable forms of documentation are a copy of a federal tax depository ticket, copy of IRS label showing name and Federal ID

Number, IRS letter of taxpayer Identification Number assigned, other correspondence from the IRS with both individual/business name and Federal Identification or stationery/bills with Federal ID Number (and firm name and address) **PREPRINTED** on it. Any impertinent information may be blackened out before sending to the City. Copies of tax returns must show taxpayer section and signature.

37. Any vendor who receives an order or orders resulting from this invitation agrees to submit a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance pursuant to RSA 277-A when deliveries are made. The vendor agrees to deliver all containers properly labeled pursuant to RSA 277-A. Failure to submit an MSDS and/or label on each container will place the vendor in noncompliance with the purchase order. Failure to submit MSDS and/or labels on each container may result in civil or criminal penalties, including bid debarment and action to prevent the vendors furnishing substances or mixtures. Vendors are cautioned to obtain and read the law referenced above.
38. Payment Terms:
 - a. Delivery and Acceptance: Upon delivery and acceptance of the supplies/products by the department to which it is assigned, the Contractor shall secure the signature of an authorized representative on an original delivery slip and shall provide two (2) copies of an invoice or bill of sale. The
 - b. Payments: Payments shall be made within 15-45 days of delivery and acceptance of contracted item(s)/services or upon receipt of a verified claim for payment, whichever is later. The claim for payment consists of the original delivery slip and two (2) copies of the invoice/bill of sale executed as provided for in the paragraph above.
 - c. Payment can also be made by City departments via credit card or EFT payments. If either method is chosen by Contractor/Department, no additional charges will be assessed to the City.

FAILURE TO COMPLY WITH THESE REQUIREMENTS COULD RESULT IN THE CANCELLATION OF AN ORDER OR CONTRACT

SPECIFICATIONS

The City of Manchester, New Hampshire is hereby requesting firm pricing for general office supplies, copy/laser printer paper and toner cartridges for printers and fax machines.

PURPOSE:

The purpose of this bid invitation is to establish a contract(s) for recommendation to the departments and the school district offices of the City of Manchester, New Hampshire to purchase a broad range of office supplies, copy paper, printer and fax toner cartridges. The purchase of custodial/janitorial supplies, office furniture, and computer equipment will not be allowed on any contract resulting from this Bid invitation.

CONTRACT TERM:

The Bidder understands that this contract does not bind the City to purchase their office supplies with the Bidder.

The term of this Contract shall be one (1) year from the date of award. The term of this Contract may be extended by mutual agreement between the vendor and the City of Manchester, Department of Highways Purchasing Division for additional periods of time thereafter, **under the same terms, conditions and pricing structure as indicated herein.**

In the event of an extension, the City will allow no more than a 2% increase in subsequent periods on paper products **ONLY** (items listed in the estimated quantity table in the paper section) with sufficient documentation from paper suppliers to contractor of such increase. No increase on paper will be allowed if documentation is not provided to the City.

Bid prices shall remain **firm** for the duration of the contract.

The City reserves the right to terminate the contract entered into as a result of this bid if goods and services are at any time deemed to be unsatisfactory.

PAYMENT:

Payment will be made in accordance with the City of Manchester Ordinances and procedures set forth within this document, item 38 Payment terms

EXCEPTIONS/DEVIATIONS:

Any and all exceptions must be clearly defined on the letterhead of the bidder and attached to the bid schedule(s). The box must be checked on page 22.

SUBMITTAL:

Bidders must submit pages 14-22.

Bidder must submit one (1) original hard copy of their written response and pricing proposal along with their supply catalog. The Bid Schedule for Office Supplies must accompany the proposal.

Please refer to sections for additional submission materials.

Failure to submit any materials could be cause to reject bid.

BID SECTIONS:

This bid invitation is divided into three separate sections as listed below, **it is not the intent** of the City to award these sections separately unless it is in the best interest of the City to do so.

- Section I Office Supplies
- Section II New, OEM (Original Equipment Manufacturer) printer and fax toner cartridges
- Section III Copy/Laser Printer Paper

MINIMUM SPECIFICATIONS

The following are specifications and terms that apply to all sections of this bid invitation.

ORDERING:

Please see section(s) for specific ordering requirements if applicable.

Contractor must provide a toll free phone number for all telephone orders.

The City will place orders directly with vendor on-line (if applicable), by phone or fax.

PRICING:

Special charges, surcharges, or fuel charges of any kind (by whatever name) may not be added on at any time. Any and all charges must be built into bid price at the time of bid.

INVOICING AND PAYMENT:

Invoicing shall be made out to the ordering department and done on the basis of each order completed. Invoices shall clearly indicate the quantity, description and price.

The Contractor should be able to accept credit cards if the department chooses to use this form of payment. (There will be no additional expenses to the City for utilizing this payment option.) Otherwise, orders will be accompanied by a purchase order and will be paid per the Ordinances of the City of Manchester.

DELIVERY TIME:

Please see individual section(s) for the expected delivery time.

Deliveries will be made to the specific department that places the order.

Damaged shipments will not be accepted. In the event that a shipment is accepted and subsequently found to be incomplete, incorrect or damaged, the shipment must either be replaced or returned at the expense of the Contractor for a refund or credit of full purchase price with no restocking fees or freight charges.

Unauthorized substitutions of products, brands or part numbers are not allowed.

RETURN GOODS:

Please see each individual section(s) for additional return specifications.

The Contractor must resolve all order and invoice discrepancies within five (5) business days from notification. Products returned due to quality issues, duplicate shipments, etc. must be picked up by the Contractor within ten (10) business days of notification with no restocking or freight charges and must be replaced with specified products or the department will be refunded/credited for the full purchase price.

AUDITS AND REPORTS:

The Contractor will be required to provide sales reports on a quarterly basis in an Excel spreadsheet to the City of Manchester, Department of Highway Purchasing Division. Reports will give a complete and accurate accounting of all products by name and product code and quantities ordered during the contract. The Contractor will provide these reports to show orders per department and total cumulative orders for the City.

SECTION I – OFFICE SUPPLIES

Bidders will be required to provide:

- firm pricing for the products listed below
- provide a pricing proposal as described below for all other office supplies

CATALOGS AND PRICE LISTS:

Each bidder will be required to submit a current supply catalog with a minimum of 4500 applicable/contractual products excluding computer equipment, furniture, copy paper and fax/toner cartridges. The catalog must give a product or item number that can be readily referenced to the applicable items.

During the term of the contract, Contractor will be required to furnish each City of Manchester department (including School District Offices) with two (2) copies of such catalog. The Catalog presented will be the catalog used by the City for the duration of the contract agreement. If contract is extended, the Contractor can present a new catalog at that time and only at that time. The new catalog will be the only one used for the duration of the extended period.

Bidders are required to fill out the Bid Schedule in its entirety. Prices quoted on schedule are firm for the duration of the contract and any subsequent extensions. If item listed is not available, Bidder must provide an equal or greater quality item.

In addition, Bidder must supply a discount percentage either by page number, by total supply catalog, or by supply catalog section for additional office supplies. Bidder will be specific as to which option they have chosen.

Bidder must submit one (1) original hard copy of their written response and pricing proposal along with their supply catalog. The Bid Schedule for Office Supplies must accompany the proposal.

WEBSITE:

Website must be accessible to any department and will provide most current information on contract items and City of Manchester, NH pricing. Contractor will be required to set up on-line accounts and provide necessary training (if needed) to all departments within 30 days of contract award. Website must be able to accept orders.

ORDERING:

The Contractor will provide to the City a single point of contact who will be the Account Manager for the term of the contract. The Account Manager will be responsible for proper operation and administration of the contract by the Contractor.

A dedicated in-house representative will be available to the City when the assigned Account Manager is unavailable. The Contractor will provide their name.

All Bidders responding to this bid invitation must offer “on-line” ordering.

DELIVERY TIME:

Contractor must make all deliveries of standard stock products by the next business day (free of charge) to the ordering department. Please provide a narrative on your letterhead regarding your definition of “standard stock” including how many products you have as “standard stock”. Narrative should be attached to Bid Schedule.

Non-standard stock items will be delivered within five (5) business day from date of order (free of charge) to the ordering department.

If item is unavailable or discontinued, the Bidder is responsible to notify ordering department and provide an equal or greater quality item at the original price of the item ordered.

RETURN GOODS:

Products that were ordered in error by the department must be picked up for full purchase price credit with no freight or restocking charges within fifteen (15) business days of receipt. Products must be in original container and unused.

BID SCHEDULE – SECTION I

PROPOSAL FOR: **OFFICE SUPPLIES (FY11-500-23)**

DATE & TIME: **TUESDAY, NOVEMBER 16, 2010 at 2:00 PM**

The undersigned, as Bidder, hereby declares that before preparing this bid, he/she carefully read the specifications and hereby agrees that if the proposal is accepted he/she will contract with the City in accordance with the specifications, terms, and conditions as spelled out in this Sealed Bid Invitation.

Bidder must submit one (1) original hard copy of your written response and pricing proposal along with your Supply Catalog. Exceptions and narrative must be attached to Bid Schedule or will not be considered.

If item listed below is not available, Bidder must provide an equal or greater quality item.

Product	Unit Price	Bidder Part #
3M – See Thru Book Repair Tape 3” wide, 15 Yds Long 3” core.		
At-A-Glance “Today Is” Daily Wall Calendar refill (6-5/8” x 9-7/16) (AAGK150)		
At-A-Glance Dayminder, 14 mo., Monthly Appt. Book, (7-7/8” x 11-7/8”) (AAG47000)		
At-A-Glance Dayminder, Weekly Appt. Book, Hourly Appts. (4-7/8” x 8”) (AAG20000)		
At-A-Glance, Red Hardbound Diary, Ruled, One day/page (7-11/16” x 12-1/8”) (AAGSD37613)		
Avery Laser Address Mailing Labels, 14labels/sheet, 1400 labels/pkg (1-1/3” x 4”) (AVE5162)		
Avery Laser Address Mailing Labels, 30labels/sheet, 3000 labels/pkg (1” x 2-5/8”) (AVE5160)		
Avery Laser File Labels, 30labels/sheet, 1500 labels/pkg, (2/3” x 3”) (AVE5366)		
Bic® Wite-out ® EZcorrect™ Correction Tape, (1/8” x 472”) 2/PK		
Binder – 1” capacity, Round Ring, (11 x 8.5)		
Binder – Cardinal Easy Open, D , Spine vue, 2” cap (11 x 8.5)		
Brothers TZ Tape Cartridge, Black on White, 1/2 Inch		
Calendar Non-refillable Desk Pad (22” x 17”)		
CD/DVD Slimcases, Assorted Colors, 50/pack		
CD-R Recordable Disks, Memorex, 700mb, 80min, 52x Branded, 100/spindle		
Chair (cleat) mat 45’ x 53” (Wide Lip 25” x 12”)		
Chair (cleat) mat 46”x 60” (Wide Lip 25” x 12”)		
Evidence Reporter’s Notebook, Gregg Ruling, 70 sheets/pad (4” x 8”)		
Fellows Storage Boxes, Sting Button Tie, Letter, White, (12” x 10” x 24”) 12 boxes/carton		

Foam Board (30" x 40"), 10boards/carton		
Green Hanging Folders, 1/5 tab cut, 25/box, Letter		
Hardbound Clipboard, Brown, Letter		
Hi-liter, Desk Style, 12/pkg		
Interior File Folders, Assorted Colors, 1/3 Cut Assorted, 100/box, Letter		
Interior File Folders, Manila, 1/3 Cut Assorted, 100/box, Letter		
Laminating Pouches, Clear, Letter Size, 3mil, 100/box		
Masking Tape, General Purpose, 1" x 60 yds., 3" core, 3 per pack		
Maxwell Audio/Dictation Cassette Tape, 60 minutes (30 x 2)		
Maxwell Audio/Dictation Cassette Tape, 90 minutes (45 x 2)		
Pad - Perforated, Canary, Wide Ruled (8-1/2" x 11-3/4") 50 sheets/pad, 12 pads/pkg.		
Pad - Perforated, Canary, Wide Ruled (8-1/2" x 14") 50 sheets/pad, 12 pads/pkg.		
Pad - Perforated, White, Wide Ruled (8-1/2" x 11-3/4") 50 sheets/pad, 12 pads/pkg.		
Pad - Perforated, White, Wide Ruled (8-1/2" x 14") 50 sheets/pad, 12 pads/pkg.		
Paper Clips, Jumbo Smooth, 100/box, 1,000 clips per pack		
Paper Clips, Regular no. 1 Smooth, 100 /box, 1,000 clips per pack		
Paper Clips, Regular no. 1 Smooth, 100 /box, 1,000 clips per pack		
PaperMate® Flexgrip Ultra Retractable Pen, Med. Point, Blue and Black Ink, Dozen		
PaperMate® Sharpwriter®, Mechanical Pencil, #2 Lead, non-refillable, Yellow Dozen		
PaperMate® Stick pen, Med. Point, Blue and Black Ink, Dozen		
Post-It ®Self Sticking Notes (3" x 3") unlined, 100 sheets/pad, 12 pads/pkg.		
Post-It ®Self Sticking Notes (3" x 5") unlined, 100 sheets/pad, 12 pads/pkg.		
Post-It ®Self Sticking Notes (4" x 6") Lined, 100 sheets/pad, 5 pads/pkg.		
Register Tape - , Adding Machine, Calculator tape, 92 bright, White, 2-1/4" wide, 150' long, 12 rolls/pack		
Register Tape – Thermal Rolls for Calculator, Credit machines and Gas Pumps, White (2-1/4" wide, 85' long)		
Register Tape – Thermal Rolls for Calculator, Credit machines and Gas Pumps, White (3-1/8" wide, 230' long)		
Scotch® Magic™ Tape, 3/4" x 1,000", 1" core, Clear, 16 pack		
Staples, Standard 1/4" Leg, 25 page capacity, Full Strip, 5000/box		
Steno Pad, Gregg Ruling, Green, 80 Sheets, Wire bound (6 x 9)		
Storage Boxes, Lift off lid, Letter/Legal, 12boxes/carton		

SECTION II – NEW, OEM PRINTER AND FAX TONER AND INK CARTRIDGES

SECTION II PRICING:

All pricing offered in Section II shall be for new, Original Equipment Manufacturer (OEM) toner cartridges as listed in the chart below. **The City will not accept toner cartridges that are remanufactured.**

BALANCE OF PRODUCT LINE:

The cartridges listed in this section represent the most frequently purchased new toner cartridges and does not include all products that may be purchased during the term of contract. The City may also purchase other brands and types of cartridges. The Contractor shall offer additional or new products upon request, or as they become available. Any other cartridges that are required through the term of the contract, but are not on this list must be furnished at the same discount structure and any and all terms of this contract apply.

EMPTY CARTRIDGE RETURNS:

The City is encouraged to recycle used and/or empty printer and fax cartridges. On a separate piece of letterhead, please provide details of your program for the return and disposal of empty cartridges.

DELIVERY TERMS:

Contractor must make all deliveries of products by two (2) business day from date order was placed (free of charge) to the ordering department.

Freight charges will be allowed on orders that request express delivery and will be the responsibility of the department placing the order.

ESTIMATED QUANTITIES:

The estimated quantities indicated in this section are given for award purposes only and are based on the City's past year purchases. The quantities shall not be considered minimum or guaranteed quantities, nor shall they be considered maximum quantities.

WARRANTY:

All cartridges must be warranted to be free from defects in materials or workmanship and must be guaranteed not to cause damage, abnormal wear or deterioration to any fax or printer for which the cartridge was originally intended. Any cartridges found to be defective or which do not perform to original standards must be promptly replaced at no expense to the City. A copy of cartridge warranty must accompany all bid responses.

BID SCHEDULE – SECTION II

PROPOSAL FOR: NEW, OEM PRINTER TONER AND INK CARTRIDGES (FY11-500-23)

DATE & TIME: **TUESDAY, NOVEMBER 16 2010 at 2:00 PM**

The undersigned, as Bidder, hereby declares that before preparing this bid, he/she carefully read the specifications and hereby agrees that if the proposal is accepted he/she will contract with the City in accordance with the specifications, terms, and conditions as spelled out in this Sealed Bid Invitation.

Hewlett Packard Cartridges	Description	Est. Qty/Yr	Unit Price	Bidder Part #
92298A	No. 98 Toner Cartridge, Black	9		
92298X	No. 98 High Yield, Toner Cartridge Black	1		
C3903A	No. 03A Toner Cartridge, Black	3		
C3906A	No. 06A Toner Cartridge, Black	5		
C3909X	No. 09A High Yield Toner Cartridge	28		
C3914A	Maintenance Kit	4		
C3971B	HP5SI/8000 Maintenance Kit	2		
C4096A	No. 96A Ultra Precise Toner Cartridge, Black	24		
C411867909	HP4000/4050 Maintenance Kit	2		
C4127A	No. 27A Ultra Precise Toner Cartridge, Black	38		
C4127X	No. 27X High Yield Ultra Precise Toner, Black	16		
C4182X	No. 82X High Yield Ultra Precise Toner, Black	23		
C4191A	Toner Print Cartridge, Black	2		
C4192A	Toner Print Cartridge, Cyan	2		
C4193A	Toner Print Cartridge, Magenta	2		
C4194A	Toner Print Cartridge, Yellow	3		
C4195A	Drum Kit	2		
C4844A	No. 10 Ink Cartridge, Black	6		
C6578AN	No. 78 Inkjet Print Cartridge, Tri-color	4		
C6656AN	No. 56 Inkjet Print Cartridge, Black	10		
C6657AN	No. 57 Inkjet Print Cartridge, Tri-color	9		
C7115A	No. 15A Microfine Toner Cartridge, Black	6		
C7115X	No. 15X High Yield Toner Cartridge, Black	5		
C8061A	No. 61X High Yield Toner Cartridge, Black	12		
C8061X	No. 61X High Yield Toner Cartridge, Black	17		
C8543X	No. 43X High Yield Laser Toner Cartridge, Black	5		
C8767WN	No. 96 Print Cartridge, Black	22		
C9152A	Maintenance Kit	3		
C9320FN	No. 57 Ink Cartridge, Tri-color	3		
C9349FN	No. 97 Ink Cartridge Twin pack, Color	6		
C9350FN	No. 94 Ink Cartridge Twin pack, Black	5		
C9361WN	No. 93 Print Cartridge, Tri-color	11		
C9362WN	No. 92 Print Cartridge, Black	5		

Hewlett Packard Cartridges	Description	Est. Qty/Yr	Unit Price	Bidder Part #
C9363WN	No. 97 Print Cartridge, Tri-color	25		
C9370A	No. 72 Design jet Ink Cartridge, Photo Black	1		
C9371A	No. 72 Design jet Ink Cartridge, Cyan	1		
C9372A	No. 72 Design jet Ink Cartridge, Magenta	1		
C9373A	No. 72 Design jet Ink Cartridge, Yellow	2		
C9374A	No. 72 Design jet Ink Cartridge, Gray	3		
C9396AN	No. 88 High Yield Ink Cartridge, Black	8		
C9403A	No. 72 Print Cartridge, Medium Black	4		
C9720A	Print Cartridge, Black	10		
C9721A	Print Cartridge, Cyan	6		
C9722A	Print Cartridge, Yellow	8		
C9723A	Print Cartridge, Magenta	8		
C9730A	Toner Print Cartridge, Black	8		
C9731A	Toner Print Cartridge, Cyan	6		
C9732A	Toner Print Cartridge, Yellow	7		
C9733A	Toner Print Cartridge, Magenta	6		
CB435A	No. 35A Toner Cartridge, Black	4		
CB436A	No. 36A Toner Cartridge	2		
CB540A	Toner Cartridge, Black	36		
CB541A	Toner Cartridge, Cyan	21		
CB542A	Toner Cartridge, Yellow	21		
CB543A	Toner Cartridge, Magenta	20		
CC364A	Toner Cartridge, Black	10		
CC530A	Toner Cartridge, Black	1		
CC654AN	901XL Inkjet Print Cartridge, Black	7		
CE255X	High Yield Lasejet Print Cartridge, Black	4		
CE505A	No. 05A Print Cartridge, Black	14		
Q1338	Toner, Laserjet	13		
Q1339A	No. 39A Smart Print Cartridge, Black	6		
Q2429A	Maintenance Kit	2		
Q2610A	No. 10A Smart Print Cartridge, Black	21		
Q2612A	Print Cartridge, Black	13		
Q2613A	No. 13A Smart Print Cartridge, Black	2		
Q2613X	No. 13X High Yield Smart Print Cartridge, Black	6		
Q3675A	Image Transfer Kit	1		
Q3960A	Toner Cartridge, Black	3		
Q3961A	Toner Cartridge, Cyan	1		
Q3962A	Toner Cartridge, Yellow	2		
Q3963A	Toner Cartridge, Magenta	1		
Q3964A	Drum	2		
Q5942A	No. 42A Laser Jet Print Cartridge, Black	13		
Q5949X	No. 49X High Yield Smart Print Toner , Black	31		
Q5951A	Toner Print Cartridge, Cyan	1		
Q6000A	Toner Cartridge, Black	1		
Q6001A	Toner Cartridge, Cyan	2		

COPY/LASER PRINTER PAPER

SECTION III PRICING:

Bid prices must be based on reams/cases from any category and shall include delivery and all other costs to any location within the City of Manchester. Pricing shall remain **firm** for the length of the contract.

Any paper/envelopes listed should be able to be used in City printers and copiers.

BALANCE OF PRODUCT LINE:

The list of paper types, sizes, and colors included in this Bid invitation represent the most commonly purchased items by the City. Additional paper sizes, weights, and colors may be required by a department during the term of any resulting contract. Departments will contact the vendor directly for pricing on any additional items. Any other paper that is required through the term of the contract, but is not on this list, must be furnished at the same discount structure and any and all terms of this contract apply.

ESTIMATED QUANTITIES:

The estimated quantities indicated in this section are given for award purposes only and are based on the City’s past year purchases. The quantities shall not be considered minimum or guaranteed quantities, nor shall they be considered maximum quantities.

Description	Reams Quantity	Case Quantity
20# Multiuse Paper, White (8.5 x 11) 92 Bright		4,900
20# Multiuse Paper, White (8.5 x 11) 96 Bright		260
20# Multiuse Paper, White (8.5 x 11) 92 Bright, 30% Recycled		47
20# Multiuse Paper, White (8.5 x 14) 92 Bright	8	39
20# Colored Paper (8.5 x 11) 92 Bright	1,279 various	
20# Wide Format – Bond – Uncoated 36” x 500’ (2 rls/ct)		8
24# Wide Format – Ink Jet – Coated 36” x 150’ (per roll)	4	
24# Strathmore Writing Paper, Ivory (8.5 x 11) item 300029	31	
24# Strathmore #10 envelopes, Ivory item 45831 (500/box)		
15# Multipart (2 part) Colored Computer Paper (9.5 x 11) 92 Bright – (Case, 1,800 units)		6
20# Perforated Laser Cut Sheets 3.5” from bottom (8.5 x 11)	280	

Ream - minimum 500 pages

Case – minimum 10 reams

DELIVERY TERMS:

Contractor must make all deliveries of products within five (5) business days from date order was placed (free of charge) to the ordering department.

Freight charges will be allowed on orders that request express delivery and will be the responsibility of the department placing the order.

BID SCHEDULE – SECTION III

PROPOSAL FOR: **COPY/LASER PRINTER PAPER (FY11-500-23)**
 DATE & TIME: **TUESDAY, NOVEMBER 16 at 2:00 PM**

The undersigned, as Bidder, hereby declares that before preparing this bid, he/she carefully read the specifications and hereby agrees that if the proposal is accepted he/she will contract with the City in accordance with the specifications, terms, and conditions as spelled out in this Sealed Bid Invitation.

Description	Brand & Item #	Price per Ream	Price per Case
20# Multiuse Paper, White (8.5 x 11) 92 Bright			
20# Multiuse Paper, White (8.5 x 11) 98 Bright			
20# Multiuse Paper, White (8.5 x 11) 92 Bright, 30% Recycled			
20# Multiuse Paper, White (8.5 x 14) 92 Bright			
20# Colored Paper (8.5 x 11) 92 Bright			
20# Wide Format – Uncoated – Engineering Bond – 3” Core – 36” x 500’ (2 rolls/carton)			
24# Wide Format – Ink Jet – Coated 36” x 150”			
24# Strathmore Writing Paper, Ivory (8.5 x 11) item 300029			
15# Multipart (2 part) Colored Computer Paper (9.5 x 11) 92 Bright – (Case, 1,800 units)		XXXX	
20# Perforated Laser Cut Sheets 3.5” from bottom (8.5 x 11)			

Description - Envelopes	Brand & Item #	Price per Box (500)
24# Strathmore Envelopes, Ivory #10 item 45831		
24# Business #10 Envelope, White		
24# Business #10 Single Standard* Window Envelope, White		
28# Brown Kraft Clasp Envelopes (6.5 x 9.5) – 100/box		
28# Brown Kraft Clasp Envelopes (9 x 12) – 100/box		
#28 Brown Kraft “Interoffice” Envelopes (10 x 13) – 100/box		
28# Brown Kraft Clasp Envelopes (10 x 13) – 100/box		

* Window is 1 1/8”h x 4 1/2” w positioned 7/8” from left and 1/2” from bottom.

FY11-500-23: OFFICE SUPPLIES, TONERS & PAPER PRODUCTS

Authorized signature & title of Bidder

Print or type name & title of Bidder

Company Name (Corporation/general partnership organized & existing under the laws of the State of _____)

Address

City, State, Zip

REQUIRED

Date Quotation Made: _____ Email Address: _____

Phone #: _____ Fax #: _____

Vendors will be notified via email only – if no email is provided it will be the bidders’ responsibility to check the website for the City of Manchester Purchasing Division for results.

Exceptions/Deviations to the above specifications must be duly noted on your letterhead as a separate sheet. Please check the box if you have exceptions.