

# **Community Consolidated School District 15**

580 North First Bank Drive

Palatine, Illinois 60067

## **REQUEST FOR PROPOSAL FOR PRINTER TONER CARTRIDGES**

**RFP #14-004**

**August 15, 2013**



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REQUEST FOR PROPOSAL FOR  
PRINTER TONER CARTRIDGES

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Community Consolidated School District 15, 580 North First Bank Drive, Palatine, Illinois 60067, is requesting **PROPOSALS** for Printer Toner Cartridges all in accordance with the contract documents including specifications as filed with the Purchasing Agent in the Business Office.

INSTRUCTIONS TO VENDORS

PROPOSALS:

All PROPOSALS must be submitted on forms furnished by Community Consolidated School District 15. Quotations submitted on other forms may be rejected.

Quotations must be signed in longhand by person(s) legally authorized to perform such function. Evidence may be required to substantiate the signature. We are sending one copy of Exhibit "A" and Exhibit "B". Please return Exhibit "B" as your proposal in a sealed envelope labeled PRINTER TONER CARTRIDGES and retain a copy for your files:

ADDRESSED TO: Board of Education  
Community Consolidated School District 15  
580 North First Bank Drive  
Palatine, Illinois 60067  
Attn: Linda Styczen, Purchasing Agent  
Due: Wednesday, August 28, 2013 at 9:00 a.m.

Any time stated is in Central Standard Time zone.

Proposal Deposit:

None required. Vendor acknowledges his failure to perform within the intent of the proposal solicitation may disqualify him from quoting with Community Consolidated School District 15.

Examination of Specifications:

Each vendor shall acquaint himself with the conditions as they exist so that he may be completely familiar with the conditions pertinent to the fulfillment of the work required under this contract.

Time for Receiving Quotes:

Quotes must be delivered to the Community Consolidated School District 15 prior to Wednesday, August 28, 2013, by 9:00 A.M. It is the vendor's responsibility to check web site 24 hours before due date to see if any addendums have been issued regarding this request for proposal.

Requests for Proposals will be held without right of withdrawal until September 11, 2013, at 7:00 p.m. when it is anticipated the Board will be acting on the proposal. Results of the board decision will be posted on district website [www.ccsd15.net](http://www.ccsd15.net) on Thursday, September 12, 2013. Any time stated is in Central Standard Time zone.

Award of Contract:

Contracts will be awarded to the lowest responsible, responsive vendor, as determined by the Board in its sole judgment, considering conformity with specifications, terms of delivery, quality and serviceability, and such other factors as the Board deems necessary and appropriate in the best interest of the School District.

We are providing one copy of Exhibit "B" PRINTER TONER CARTRIDGES. Please return Exhibit "B" as your proposal in a sealed envelope labeled PRINTER TONER CARTRIDGES and retain a copy for your records.

GENERAL CONDITIONS

1. REQUEST FOR PROPOSAL (AND SAMPLES, IF ANY) MUST BE RECEIVED IN OUR OFFICE BY WEDNESDAY, AUGUST 28, 2013 BY 9:00 A.M..
2. All vendors shall familiarize themselves with the details of the program.
3. The Board of Education reserves the right to split the quote on the basis of best quotation. The quote of the lowest responsible vendor complying in all respects with these conditions and all specifications is normally accepted. The Board reserves the right to reject any and all proposals or any part thereof, to waive immaterial technicalities in the quoting, and to accept the proposal deemed most favorable to the Board after all proposals have been examined and evaluated. Board of Education decisions are final in all instances and not subject to recourse.
4. All items will be awarded on the basis of price, quality, as determined by the Board of Education, and delivery time.
5. Unless otherwise specified in the invitation to quote, YOUR PROPOSAL PRICE MUST BE A DELIVERED PRICE, F.O.B. ROLLING MEADOWS, AND WITH ALL TRANSPORTATION AND HANDLING CHARGES PAID BY THE VENDOR TO ONE LOCATION. Delivery must be made as specified on the dates indicated in the specifications of Exhibit "A" when applicable.
6. Community Consolidated School District No. 15 reserves the right to terminate the contract for just cause upon 10 days' written notice to contractor without any penalties. For purposes of this contract, just cause may include, but is not necessarily limited to, any of the following:
  - A. The contractor's entry into liquidation, receivership or dissolution, its filing for bankruptcy or insolvency, or the assignment of its assets for the benefit of its creditors;
  - B. The contractor's failure to pay suppliers or workmen, or failure to provide sufficient workmen or sufficient supplies for the job;
  - C. The contractor's disregard of applicable laws, ordinances or the instructions of Community Consolidated School District No. 15;
  - D. The contractor's failure to follow the proposal specifications or its violation of the contract documents;
  - E. The contractor's failure, for any reason, to maintain the level of service required by the proposal specifications; or
  - F. Any other failure on the part of the contractor to perform or adhere to any of its obligations under this contract.
7. Supplier shall agree to comply with the provisions of the Occupational Safety and Health Act of 1970 and the standards and regulations issued thereunder and shall certify that all items furnished under this proposal will conform to and comply with said standards and regulations.
8. Supplier shall agree to comply with provisions of the Consumer Products Safety Act of 1972 and shall certify that items furnished under this proposal conform with applicable standards.
9. Title to the goods herein described shall not pass until said goods have actually been received by Board or its consignee, notwithstanding any agreement to the contrary, including, but not by way of limitation, any agreement to pay freight, express, or other transportation or insurance charges. Risk of loss prior to such actual receipt by Board or its consignee shall be borne by Seller. Nothing herein contained, however, shall be construed to deprive Board of its interest, or limiting such interest, in goods herein described prior to such actual receipt.
10. All material and workmanship shall be subject to inspection and test by Board or designee. Board reserves the right to reject any goods which contain defects in material or workmanship or which fail to meet the specifications contained herein or Seller's warranties (express or implied). Rejected goods shall be removed at the expense of the Seller, including transportation both ways, promptly after notification of rejection. As to rejected goods, Seller shall bear all costs of inspection and all risk of loss.
11. Payment by Board for goods supplied hereunder shall not constitute acceptance thereof if subsequent inspection discloses defects in material or workmanship or a failure to meet the specifications contained herein.
12. Purchase order number and vendor name must appear on each invoice.
13. Signature Constitutes Acceptance - The signing of these proposal forms shall be construed as acceptance of all provisions contained herein.

GENERAL CONDITIONS

14. Board reserves its rights to reject any goods and to cancel all or any part of this sale if Seller fails to deliver all or any part of the goods described in the invitation to quote in accordance with the terms, conditions, and quote shall not obligate Board to accept future shipments nor deprive it of its rights to revoke any acceptance theretofore given. If seller ceases to conduct its operations in the ordinary course of business (including inability to meet its obligations as they mature), or if any proceeding under bankruptcy or insolvency laws is brought by or against Seller, or if a receiver for Seller is appointed or applied for, or if an assignment for the benefit of creditors is made by Seller, Board may cancel this order without liability except for deliveries previously made or for goods covered by the invitation to quote then completed and subsequently delivered in accordance with the terms, conditions, and specifications contained herein.
15. Seller makes the following warranties to Board and users of the goods herein described: (a) It will, at the date of delivery, have good title to any and all goods supplied hereunder, and said goods will be free and clear of any and all liens and encumbrances; (b) Any and all goods supplied hereunder will be of merchantable quality; (c) Any and all goods supplied hereunder will be fit for the particular use intended, will be free from defects, whether patent or latent in material or workmanship, and will be in full conformity with the specifications contained herein. Seller agrees that the foregoing warranties shall survive acceptance of the goods, and that said warranties shall be in addition to any warranties for additional scope given to Board by Seller.
16. Seller agrees to indemnify and hold harmless Board, its successors, assigns, customer, and users of the goods herein described against any and all loss, damage, or injury arising out of a claim or suit for alleged infringement or any letters patent granted by the United States or any foreign government relating to the goods herein described. Seller agrees that it will assume the defense of any and all such suits and pay all costs, judgments and expenses incidental thereto.
17. The vendor shall at all times observe and comply with all laws, ordinances, regulations and codes for the Federal, State, County and other local government agencies, which may in any manner affect the preparation of proposals or the performance of the contract.
18. The Board is exempt from paying Illinois Use Tax (Ill. Rev. Stat., ch. 120, S 439.3) and sales to the Board are exempt from Illinois Retailer's Occupation Tax (Ill. Rev. Stat., ch. 120, S 441).
19. The Board is exempt from paying Federal Excise Taxes (I.R.S. ch. 32, subchapter G, S 4221).
20. In computing transportation costs, bidders should not include any federal transportation tax, because Board is exempt.
21. **ERRORS AND OMISSIONS** - All proposals shall be submitted with each space properly completed. Special attention of vendors is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered and vendors will be held strictly to the proposals as submitted. Should a vendor find any discrepancies in, or omissions from any of the documents, or be in doubt as to their meanings, he shall advise the Director for Business Services who will issue the necessary clarifications to all prospective vendors by means of addenda. Failure on the part of the prospective vendor to receive a written interpretation prior to the time of the opening of quotes will not be grounds for withdrawal of his proposal. Oral explanations will not be binding.
22. Community Consolidated School District 15 will make every attempt to make payments for items ordered on bid within 30 days of delivery. Invoices must be submitted in a timely manner and if received by the 25th of the month will be processed and paid at the next regularly scheduled Board of Education meeting normally held on the second Wednesday of each month.
23. The quote of the lowest responsible vendor complying in all respects with these conditions and all specifications is normally accepted. The Board reserves the right to reject any and all quotes/proposals or any part thereof, to waive immaterial technicalities in the quotes, and to accept the quote deemed most favorable to the Board after all quotes have been examined and evaluated. Board of Education decisions are final in all instances and not subject to recourse.
24. If you have any questions regarding the proposal, please feel free to contact, Linda Styczen, Purchasing Agent at 847-963-3019.

Requests for Proposals will be held without right of withdrawal until September 11, 2013, when it is anticipated the Board of Education will be acting on the proposal.

EXHIBIT "A"  
SPECIFICATIONS FOR PRINTER TONER CARTRIDGES  
August 15, 2013

**OPTION 1:** The Board of Education reserves the right to split the quote on the basis of best quotation.

All cartridges are **HP, or Lexmark OEM (original equipment manufacturer) brands only**. **Substitutes or remanufactured cartridges will not be accepted for cartridges on this page.**

**\*Ink jet cartridges must have at least one year later than ship date.**

\*200 each - #HP-C7115A, Black Cartridge for HP Laser Series 1200 Printers, No Substitutes  
\*5 each - #HP #10 Black #C-4844-AN, Cartridge for HP Series 2200 Printers, No Substitutes  
\*10 each - #HP #11 Cyan (Blue) #C4836-AN, Cartridge for HP Series 2200 Printers, No Substitutes  
\*10 each - #HP #11 Magenta (Red) #C4837AN, Cartridge for HP Series 2200 Printers, No Substitutes  
\*5 each - #HP #11 Yellow #C4838AN, Cartridge for HP Series 2200 Printers, No Substitutes  
25 each - #Q6000A – Black Cartridge for HP Laser Jet 2600N Printers, No Substitutes  
20 each - #Q6001A – Cyan (Blue) Cartridge for HP Laser Jet 2600N Printers, No Substitutes  
30 each - #Q6002A – Yellow Cartridge for HP Laser Jet 2600N Printers, No Substitutes  
30 each - #Q6003A – Magenta (Red) Cartridge for HP Laser Jet 2600N Printers, No Substitutes  
50 each - Lexmark #24035SA – Black Cartridge for Lexmark 240on Printers, No Substitutes  
100 each - Lexmark #250A11A – Black Cartridge for Lexmark 250dn Printers, No Substitutes  
50 each - Lexmark #E260A11A – Black Cartridge for Lexmark E260N Printers, No Substitutes  
\*50 each - #HP80A / CF280A – Black Cartridge for HP Laser Jet 400 Printer Series 401n  
\*30 each - #HP CE410A – Black Cartridge for HP Laser Jet 400 Printer Series M451dn  
\*30 each - #HP CE411A – Cyan (Blue) Cartridge for HP Laser Jet 400 Printer Series M451dn  
\*30 each - #HP CE412A – Yellow Cartridge for HP Laser Jet 400 Printer Series M451dn  
\*30 each - #HP CE413A – Magenta (Red) Cartridge for HP Laser Jet 400 Printer Series M451dn

**OPTION 2:** The Board of Education reserves the right to split the quote on the basis of best quotation.

All cartridges are **Micro Solutions Enterprises (MSE Brands Only)**. **Other brand substitutes or other remanufactured cartridges will not be accepted for cartridges on this page.** **\*Ink jet cartridges must have at least one year later than ship date.**

\*200 each - #HP-C7115A, Black Cartridge for HP Laser Series 1200 Printers, MSE Brand, No Substitutes  
\*5 each - #HP #10 Black #C-4844-A, Cartridge for HP Series 2200 Printers, MSE Brand, No Substitutes  
\*10 each - #HP #11 Cyan (Blue) #C4836-AN, Cartridge for HP Series 2200 Printers, MSE Brand, No Substitutes  
\*10 each - #HP #11 Magenta (Red) #C4837AN, Cartridge for HP Series 2200 Printers, MSE Brand, No Substitutes  
\*5 each - #HP #11 Yellow #C4838AN, Cartridge for HP Series 2200 Printers, MSE Brand, No Substitutes  
25 each - #Q6000A – Black Cartridge for HP Laser Jet 2600N Printers, MSE Brand, No Substitutes  
20 each - #Q6001A – Cyan (Blue) Cartridge for HP Laser Jet 2600N Printers, MSE Brand, No Substitutes  
30 each - #Q6002A – Yellow Cartridge for HP Laser Jet 2600N Printers, MSE Brand, No Substitutes  
30 each - #Q6003A – Magenta (Red) Cartridge for HP Laser Jet 2600N Printers, MSE Brand, No Substitutes  
\*50 each - #HP80A / CF280A – Black Cartridge for HP Laser Jet 400 Printer Series 401n  
\*30 each - #HP CE410A – Black Cartridge for HP Laser Jet 400 Printer Series M451dn  
\*30 each - #HP CE411A – Cyan (Blue) Cartridge for HP Laser Jet 400 Printer Series M451dn  
\*30 each - #HP CE412A – Yellow Cartridge for HP Laser Jet 400 Printer Series M451dn  
\*30 each - #HP CE413A – Magenta (Red) Cartridge for HP Laser Jet 400 Printer Series M451dn

On Exhibit "B" explain how defective cartridges of OEM or Micro Solutions Enterprises will be handled.

EXHIBIT "B"  
 REQUEST FOR PROPOSAL  
 PRINTER TONER CARTRIDGES  
 August 15, 2013  
 COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

NAME OF VENDOR \_\_\_\_\_ TITLE \_\_\_\_\_

ADDRESS OF VENDOR \_\_\_\_\_ CITY STATE ZIP CODE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ DATE OF QUOTE \_\_\_\_\_  
 (AREA CODE)

1. The Board of Education, Community Consolidated School District 15, Palatine, Illinois, reserves the right to reject any or all proposals and to waive any informality in quoting.
2. Having carefully examined all documents, as well as the proposed program, the undersigned hereby proposes to furnish all equipment and services (see attached letter outlining in detail the exact services proposed) set forth by the specifications, notice to vendors, general conditions and form of proposal herein referred to and described.
3. By entering into this Agreement, Contractor/Vendor certifies and warrants to the Board of Education that it is not barred from entering into this Agreement for any reason whatsoever, including, but not limited to, a violation of Section 33E-3 (Bid Rigging) or Section 33E-4(Bid Rotating) of the Illinois Criminal Code of 1961.

**OPTION 1:** The Board of Education reserves the right to split the quote on the basis of best quotation. **All cartridges are HP, or Lexmark OEM (original equipment manufacturer) brands only. Substitutes or remanufactured cartridges will not be accepted for cartridges on this page. \*Ink jet cartridges must have at least one year later than ship date.**

	Unit Price	Total Price
*200 each - #HP-C7115A, Black Cartridge for HP Laser Series 1200 Printers, No Substitutes	\$ _____	\$ _____
*5 each - #HP #10 Black #C-4844-AN, Cartridge for HP Series 2200 Printers, No Substitutes	\$ _____	\$ _____
*10 each - #HP #11 Cyan (Blue) #C4836-AN, Cartridge for HP Series 2200 Printers, No Substitutes	\$ _____	\$ _____
*10 each - #HP #11 Magenta (Red) #C4837AN, Cartridge for HP Series 2200 Printers, No Substitutes	\$ _____	\$ _____
*5 each - #HP #11 Yellow #C4838AN, Cartridge for HP Series 2200 Printers, No Substitutes	\$ _____	\$ _____
25 each - #Q6000A – Black Cartridge for HP Laser Jet 2600N Printers, No Substitutes	\$ _____	\$ _____
20 each - #Q6001A – Cyan (Blue) Cartridge for HP Laser Jet 2600N Printers, No Substitutes	\$ _____	\$ _____
30 each - #Q6002A – Yellow Cartridge for HP Laser Jet 2600N Printers, No Substitutes	\$ _____	\$ _____
30 each - #Q6003A – Magenta (Red) Cartridge for HP Laser Jet 2600N Printers, No Substitutes	\$ _____	\$ _____
50 each - Lexmark #24035SA – Black Cartridge for Lexmark 240on Printers, No Substitutes	\$ _____	\$ _____
100 each - Lexmark #250A11A – Black Cartridge for Lexmark 250dn Printers, No Substitutes	\$ _____	\$ _____
50 each - Lexmark #E260A11A – Black Cartridge for Lexmark E260N Printers, No Substitutes	\$ _____	\$ _____
*50 each - #HP80A / CF280A – Black Cartridge for HP Laser Jet 400 Printer Series 401n	\$ _____	\$ _____

	Unit Price	Total Price
*30 each - #HP CE410A – Black Cartridge for HP Laser Jet 400 Printer Series M451dn	\$ _____	\$ _____
*30 each - #HP C411A – Cyan (Blue) Cartridge for HP Laser Jet 400 Printer Series M451dn	\$ _____	\$ _____
*30 each - #HP CE412A – Yellow Cartridge for HP Laser Jet 400 Printer Series M451dn	\$ _____	\$ _____
*30 each - #HP CE413A – Magenta (Red) Cartridge for HP Laser Jet 400 Printer Series M451dn	\$ _____	\$ _____

**OPTION 2:** The Board of Education reserves the right to split the quote on the basis of best quotation. **All cartridges are Micro Solutions Enterprises (MSE Brands Only). Other brand substitutes or other remanufactured cartridges will not be accepted for cartridges on this page. \*Ink jet cartridges must have at least one year later than ship date.**

	Unit Price	Total Price
*200 each - #HP-C7115A, Black Cartridge for HP Laser Series 1200 Printers, No Substitutes	\$ _____	\$ _____
*5 each - #HP #10 Black #C-4844-AN, Cartridge for HP Series 2200 Printers, No Substitutes	\$ _____	\$ _____
*10 each - #HP #11 Cyan (Blue) #C4836-AN, Cartridge for HP Series 2200 Printers, No Substitutes	\$ _____	\$ _____
*10 each - #HP #11 Magenta (Red) #C4837AN, Cartridge for HP Series 2200 Printers, No Substitutes	\$ _____	\$ _____
*5 each - #HP #11 Yellow #C4838AN, Cartridge for HP Series 2200 Printers, No Substitutes	\$ _____	\$ _____
25 each - #Q6000A – Black Cartridge for HP Laser Jet 2600N Printers, No Substitutes	\$ _____	\$ _____
20 each - #Q6001A – Cyan (Blue) Cartridge for HP Laser Jet 2600N Printers, No Substitutes	\$ _____	\$ _____
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30 each - #Q6003A – Magenta (Red) Cartridge for HP Laser Jet 2600N Printers, No Substitutes	\$ _____	\$ _____
*50 each - #HP80A / CF280A – Black Cartridge for HP Laser Jet 400 Printer Series 401n	\$ _____	\$ _____
*30 each - #HP CE410A – Black Cartridge for HP Laser Jet 400 Printer Series M451dn	\$ _____	\$ _____
*30 each - #HP C411A – Cyan (Blue) Cartridge for HP Laser Jet 400 Printer Series M451dn	\$ _____	\$ _____
*30 each - #HP CE412A – Yellow Cartridge for HP Laser Jet 400 Printer Series M451dn	\$ _____	\$ _____
*30 each - #HP CE413A – Magenta (Red) Cartridge for HP Laser Jet 400 Printer Series M451dn	\$ _____	\$ _____

On Exhibit "B" explain how defective cartridges of OEM or Micro Solutions Enterprises will be handled.

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Estimated delivery date \_\_\_\_\_

COMPANY \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF VENDOR

\_\_\_\_\_  
TITLE