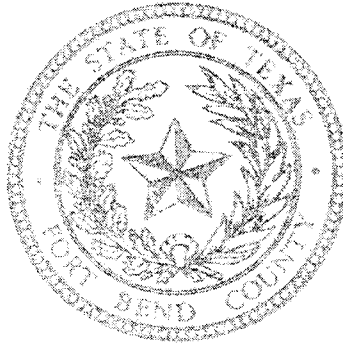


**Fort Bend County, Texas
Invitation for Bid**



**Term Contract for Toner and Ink Cartridges
for Fort Bend County
BID 15-025**

SUBMIT BIDS TO:

Fort Bend County
Purchasing Department
Travis Annex
301 Jackson, Suite 201
Richmond, TX 77469

****NOTE:**

All correspondence must include the term
"Purchasing Department" in address to assist in
proper delivery

SUBMIT NO LATER THAN:

Thursday, September 18, 2014
1:30 PM (Central)

MARK ENVELOPE:

BID 15-025
Cartridges

**ALL BIDS MUST BE RECEIVED IN AND TIME/DATE STAMPED BY THE
PURCHASING OFFICE OF FORT BEND COUNTY BEFORE THE
SPECIFIED TIME/DATE STATED ABOVE. BIDS RECEIVED AS REQUIRED
WILL THEN BE OPENED AND PUBLICLY READ. BIDS RECEIVED AFTER
THE SPECIFIED TIME WILL BE RETURNED UNOPENED.**

Results will not be given by phone.
Results will be provided to bidders in writing
after Commissioners Court award.

Fort Bend County is always conscious
and extremely appreciative of your effort
in the preparation of this bid. Requests for
information must be in writing and directed to:
Debbie Kaminski, CPPB
Assistant County Purchasing Agent
Debbie.Kaminski@fortbendcountytexas.gov

DISO
NO Bid
2/4/14

NO Bid
1/5/14, 9/10

3/2 ✓
7/2

Vendor Information

The Office Pal
Legal Name of Contracting Company

Federal ID Number (Company or Corporation) or Social Security Number (Individual)

877-486-0590 732-363-6933
Telephone Number Facsimile Number

P.O. Box 2
Complete Mailing Address (for Correspondence)

Lakewood, NS 08701
City, State and Zip Code

Complete Remittance Address (if different from above)

City, State and Zip Code

Brenda Friedman - VP Govt Sales
Authorized Representative and Title (printed)

brenda@theofficepal.com
Authorized Representative's Email Address

Brl JL
Signature of Authorized Representative

Initials of Bidder: BF

1.0 GENERAL REQUIREMENTS:

- 1.1 Read this entire document carefully. Follow all instructions. You are responsible for fulfilling all requirements and specifications. Be sure you understand them.
- 1.2 General Requirements apply to all advertised bids; however, these may be superseded, whole or in part, by the scope, special requirements, specifications, special specifications or other data contained herein.
- 1.3 Governing Law: Bidder is advised that these requirements shall be fully governed by the laws of the State of Texas and that Fort Bend County may request and rely on advice, decisions and opinions of the Attorney General of Texas and the County Attorney concerning any portion of these requirements.
- 1.4 Bid Form Completion: Fill out, sign, and return to the Fort Bend County Purchasing Department ONE (1) complete bid form. An authorized representative of the bidder must sign the Contract Sheet. The contract will be binding only when signed by the County Judge, Fort Bend County and a purchase order authorizing the item(s) desired has been issued. The use of liquid paper is not acceptable and may result in the disqualification of bid. If an error is made, vendor must draw a line through error and initial each change.
- 1.5 Bid Returns: Bidders must return all completed bids to the Fort Bend County Purchasing Department at 301 Jackson, Suite 201, Richmond, Texas no later than 1:30 P.M. on the date specified. Late bids will not be accepted. Bids must be submitted in a sealed envelope, addressed as follows: Fort Bend County Purchasing Agent, Travis Annex, 301 Jackson, Suite 201, Richmond, Texas 77469.
- 1.6 Governing Forms: In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall document, Fort Bend County's interpretation shall govern.
- 1.7 Addendums: When specifications are revised, the Fort Bend County Purchasing Department will issue an addendum addressing the nature of the change. Bidders must sign and include it in the returned bid package.

Initials of Bidder: BF

- 1.8 **Hold Harmless Agreement:** Contractor shall indemnify and hold Fort Bend County harmless from all claims for personal injury, death and/or property damage arising from any cause whatsoever, resulting directly or indirectly from contractor's performance. Contractor shall procure and maintain, with respect to the subject matter of this bid, appropriate insurance coverage including, as a minimum, public liability and property damage with adequate limits to cover contractor's liability as may arise directly or indirectly from work performed under terms of this bid. Certification of such coverage must be provided to the County upon request.
- 1.9 **Waiver of Subrogation:** Bidder and bidder's insurance carrier waive any and all rights whatsoever with regard to subrogation against Fort Bend County as an indirect party to any suit arising out of personal or property damages resulting from bidder's performance under this agreement.
- 1.10 **Severability:** If any section, subsection, paragraph, sentence, clause, phrase or word of these requirements or the specifications shall be held invalid, such holding shall not affect the remaining portions of these requirements and the specifications and it is hereby declared that such remaining portions would have been included in these requirements and the specifications as though the invalid portion had been omitted.
- 1.11 **Bonds:** If this bid requires submission of bid guarantee and performance bond, there will be a separate page explaining those requirements. Bids submitted without the required bid bond or cashier's checks are not acceptable.
- 1.12 **Taxes:** Fort Bend County is exempt from all federal excise, state and local taxes unless otherwise stated in this document. Fort Bend County claims exemption from all sales and/or use taxes under Chapter 20, Title 122a, Vernon's Texas Civil Statutes, as amended. Texas Limited Sales Tax Exemption Certificates will be furnished upon written request to the Fort Bend County Purchasing Department.
- 1.13 **Fiscal Funding:** A multi-year lease or lease/purchase arrangement (if requested by the specifications), or any contract continuing as a result of an extension option, must include fiscal funding out. If, for any reason, funds are not appropriated to continue the lease or contract, said lease or contract shall become null and void. After expiration of the lease, leased equipment shall be removed by the bidder from the using department without penalty of any kind or form to Fort Bend County. All charges and physical activity related to delivery, installation, removal and redelivery shall be the responsibility of the bidder.

Initials of Bidder: BF

- 1.14 Pricing: Prices for all goods and/or services shall be firm for the duration of this contract and shall be stated on the bid sheet. Prices shall be all inclusive. No price changes, additions, or subsequent qualifications will be honored during the course of the contract. All prices must be written in ink or typewritten. Pricing on all transportation, freight, and other charges are to be prepaid by the contractor and included in the bid prices. If there are any additional charges of any kind, other than those mentioned above, specified or unspecified, bidder MUST indicate the items required and attendant costs or forfeit the right to payment for such items.
- 1.15 Silence of Specifications: The apparent silence of specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of specifications shall be made on the basis of this statement. The items furnished under this contract shall be new, unused of the latest product in production to commercial trade and shall be of the highest quality as to materials used and workmanship. Manufacturer furnishing these items shall be experienced in design and construction of such items and shall be an established supplier of the item bid.
- 1.16 Supplemental Materials: Bidders are responsible for including all pertinent product data in the returned bid package. Literature, brochures, data sheets, specification information, completed forms requested as part of the bid package and any other facts which may affect the evaluation and subsequent contract award should be included. Materials such as legal documents and contractual agreements, which the bidder wishes to include as a condition of the bid, must also be in the returned bid package. Failure to include all necessary and proper supplemental materials may be cause to reject the entire bid.
- 1.17 Material Safety Data Sheets: Under the "Hazardous Communication Act", commonly known as the "Texas Right To Know Act", a bidder must provide to County and using departments, with each delivery, material safety data sheets, which are, applicable to hazardous substances defined in the Act. Bidders are obligated to maintain a current, updated file in the Fort Bend County Purchasing Department. Failure of the bidder to maintain such a file will be cause to reject any bid applying thereto.
- 1.18 Name Brands: Specifications may reference name brands and model numbers. It is not the intent of Fort Bend County to restrict these bids in such cases, but to establish a desired quality level of merchandise or to meet a pre-established standard due to like existing items. Bidders may offer items of equal stature and the burden of proof of such stature rests with them. Fort Bend County shall act as sole judge in determining equality and acceptability of products offered.

Initials of Bidder: BF

- 1.19 Color Selection: Determination of colors of materials is a right reserved by the using department unless otherwise specified in the bid. Unspecified colors shall be quoted as standard colors, not colors, which require up charges or special handling. Unspecified fabrics or vinyl should be construed as medium grade. If bidder fails to get color/material approvals prior to delivery of merchandise, the using department may refuse to accept the items and demand correct shipment without penalty, subject to other legal remedies.
- 1.20 Evaluation: Evaluation shall be used as a determinant as to which bid items or services are the most efficient and/or most economical for the County. It shall be based on all factors, which have a bearing on price and performance of the items in the user environment. All bids are subject to tabulation by the Fort Bend County Purchasing Department and recommendation to Fort Bend County Commissioners Court. Compliance with all bid requirements, delivery and needs of the using department are considerations in evaluating bids. Pricing is NOT the only criteria for making a recommendation. The Fort Bend County Purchasing Department reserves the right to contact any bidder, at any time, to clarify, verify or request information with regard to any bid.
- 1.21 Inspections: Fort Bend County reserves the right to inspect any item(s) or service location for compliance with specifications and requirements and needs of the using department. If a bidder cannot furnish a sample of a bid item, where applicable, for review, or fails to satisfactorily show an ability to perform, the County can reject the bid as inadequate.
- 1.22 Testing: Fort Bend County reserves the right to test equipment, supplies, material and goods bid for quality, compliance with specifications and ability to meet the needs of the user. Demonstration units must be available for review. Should the goods or services fail to meet requirements and/or be unavailable for evaluation, the bid is subject to rejection.
- 1.23 Disqualification of Bidder: Upon signing this bid document, a bidder offering to sell supplies, materials, services, or equipment to Fort Bend County certifies that the bidder has not violated the antitrust laws of this state codified in section 15.01, et seq., Business & Commerce Code, or the federal antitrust laws, and has not communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business. Any or all bids may be rejected if the County believes that collusion exists among the bidders. Bids in which the prices are obviously unbalanced may be rejected. If multiple bids are submitted by a bidder and after the bids are opened, one of the bids is withdrawn, the result will be that all of the bids submitted by that bidder will be withdrawn; however, nothing herein prohibits a vendor from submitting multiple bids for different products or services.

Initials of Bidder: BF

- 1.24 Awards: Fort Bend County reserves the right to award this contract on the basis of lowest and best bid in accordance with the laws of the State of Texas, to waive any formality or irregularity, to make awards to more than one bidder, to reject any or all bids. In the event the lowest dollar bidder meeting specifications is not awarded a contract, the bidder may appear before the Commissioners Court and present evidence concerning his responsibility. An award is final only upon formal execution by the Fort Bend County Commissioners Court or the Fort Bend County Purchasing Agent. Fort Bend County reserves the right to withdraw any award until execution by the proper authority.
- 1.25 Assignment: The successful vendor may not assign, sell or otherwise transfer this contract without written permission of Fort Bend County Commissioners Court.
- 1.26 Term Contracts: If the contract is intended to cover a specific time period, said time will be given in the specifications under scope.
- 1.27 Maintenance: Maintenance required for equipment bid should be available in Fort Bend County by a manufacturer authorized maintenance facility. Costs for this service shall be shown on the bid sheet as requested or on a separate sheet, as required. If Fort Bend County opts to include maintenance, it shall be so stated in the purchase order and said cost will be included. Service will commence only upon expiration of applicable warranties and should be priced accordingly.
- 1.28 Contract Obligation: Fort Bend County Commissioners Court must award the contract and the County Judge or other person authorized by the Fort Bend County Commissioners Court must sign the contract before it becomes binding on Fort Bend County or the bidders. Department heads are not authorized to sign agreements for Fort Bend County. Binding agreements shall remain in effect until all products and/or services covered by this purchase have been satisfactorily delivered and accepted.
- 1.29 Title Transfer: Title and Risk of Loss of goods shall not pass to Fort Bend County until Fort Bend County actually receives and takes possession of the goods at the point or points of delivery. Receiving times may vary with the using department. Generally, deliveries may be made between 8:30 a.m. and 4:00 p.m., Monday through Friday. Bidders are advised to consult the using department for instructions. The place of delivery shall be shown under the "Special Requirement" section of this bid document and/or on the Purchase Order as a "Ship To:" address.

Initials of Bidder: BK

- 1.30 Purchase Order and Delivery: The successful bidder shall not deliver products or provide services without a Fort Bend County Purchase Order, signed by an authorized agent of the Fort Bend County Purchasing Department. The fastest, most reasonable delivery time shall be indicated by the bidder in the proper place on the bid sheet. Any special information concerning delivery should also be included, on a separate sheet, if necessary. All items shall be shipped F.O.B. inside delivery unless otherwise stated in the specifications. This shall be understood to include bringing merchandise to the appropriate room or place designated by the using department. Every tender or delivery of goods must fully comply with all provisions of these requirements and the specifications including time, delivery and quality. Nonconformance shall constitute a breach, which must be rectified prior to expiration of the time for performance. Failure to rectify within the performance period will be considered cause to reject future deliveries and cancellation of the contract by Fort Bend County without prejudice to other remedies provided by law. Where delivery times are critical, Fort Bend County reserves the right to award accordingly.
- 1.31 Contract Extension: Extensions may be made only by written agreement between Fort Bend County and the bidder. Any price escalations are limited to those stated by the bidder in the original bid.
- 1.32 Termination: Fort Bend County reserves the right to terminate the contract for default if Seller breaches any of the terms therein, including warranties of bidder or if the bidder becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies, which Fort Bend County may have in law or equity. Default may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all services required to Fort Bend County's satisfaction and/or to meet all other obligations and requirements. Contracts may be terminated without cause upon thirty (30) days written notice to either party unless otherwise specified.
- 1.33 Recycled Materials: Fort Bend County encourages the use of products made of recycled materials and shall give preference in purchasing to products made of recycled materials if the products meet applicable specifications as to quantity and quality. Fort Bend County will be the sole judge in determining product preference application.
- 1.34 Interlocal Participation: Additional governmental entities may purchase from this bid. Vendor agrees to accept purchase orders from those participating entities and to invoice each entity separately.

Initials of Bidder: BF

- 1.35 Escalation Clause: Successful bidder may apply for a price increase to the Fort Bend County Commissioners Court. Price increase will be the amount increased to the vendor from his supplier. Written documentation of the increase must be provided to the Purchasing Agent. No application for a price increase may be submitted within the first four (4) months of this contract. Increases of more than 25% of the original bid price will not be considered.

2.0 TERMS AND CONDITIONS:

- 2.1 Seller to Package Goods: Seller will package goods in accordance with good commercial practice. Each delivery container shall be clearly and permanently marked as follows (a) Seller's name and address; (b) Consignee's name, address and purchase order number and the bid number if applicable; (c) Container number and total number of containers (e.g. box 1 of 4 boxes); and (d) the number of the container bearing the packing slip. Seller shall bear cost of packaging unless otherwise provided. Goods shall be suitably packed to secure lowest transportation costs and to conform to requirements of common carriers and any applicable specifications. Fort Bend County's count or weight shall be final and conclusive on shipments not accompanied by packing list.
- 2.2 Shipment Under Reservation Prohibited: Seller is not authorized to ship goods under reservation and no tender of a bill of lading will operate as a tender of goods.
- 2.3 Title and Risk of Loss: The title and risk of loss of the goods shall not pass to the County until a County employee actually receives and takes possession of the goods at the point or points of delivery.
- 2.4 Delivery Terms: F.O.B. Destination Freight Prepaid, Inside Delivery, unless delivery terms are specified otherwise on Purchase Order.
- 2.5 No Replacement of Defective Tender: Every tender or delivery of goods must fully comply with all provisions of the Purchase Order as to time of delivery, quality and the like. If a tender is made which does not fully conform, this shall constitute a breach and Seller shall not have the right to substitute a conforming tender.
- 2.6 Place of Delivery: The place of delivery shall be that set forth in the block of the purchase order entitled "Ship To". Any change thereto shall be effective by modification as provided for in Clause number 2.20 "Modifications", hereof. The terms of this agreement are "no arrival, no sale", at the discretion of Fort Bend County.

Initials of Bidder: BF

2.7 Invoices and Payments:

2.7.1 Seller shall submit separate invoices, in duplicate. Invoices shall indicate the purchase order number and the bid number if applicable. Invoices shall be itemized and transportation charges, if any, shall be listed separately. A copy of the bill of lading, and the freight waybill when applicable should be attached to the invoice.

2.7.2 Fort Bend County's obligation is payable only and solely from funds available for the purpose of this purchase. Lack of funds shall render the order null and void to the extent funds are not available and any delivered but unpaid goods will be returned to Seller by the county.

2.7.3 Do not include Federal Excise, State, or City Sales Tax. Fort Bend County is a tax-exempt governmental entity.

2.8 Gratuities: Fort Bend County may, by written notice to the Seller, cancel any order without liability, if it is determined by the County that gratuities, in the form of entertainment, gifts, or otherwise were offered or given by the Seller, or any agent or representative of the Seller to any officer or employee of Fort Bend County with a view toward securing an order. In the event an order is canceled by the County pursuant to this provision, the County shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Seller in providing such gratuities.

2.9 Special Tools and Test Equipment: If the price stated on the face of an order includes the cost of any special tooling or special test equipment fabricated or required by Seller for the purpose of filing this order, such special tooling equipment and any process sheets related thereto shall become the property of the County and to the extent feasible shall be identified by the Seller as such.

2.10 Warranty/Price:

2.10.1 The price to be paid by the County shall be that contained in Seller's quote or bid which Seller warrants to be no higher than Seller's current prices on orders by others for products of the kind and specification covered by an order for similar quantities under similar or like conditions and methods of purchase. In the event Seller breaches this warranty the prices of the items shall be reduced to the Seller's current prices on orders by others. Fort Bend County may cancel this contract without liability.

Initials of Bidder: BF

- 2.10.2 The Seller warrants that no person or selling agency has been employed or retained to solicit or secure any County order based upon any agreement or understanding for commission, percentage, brokerage, or contingent fee excepting bona fide employees of bona fide established commercial or selling agencies maintained by the Seller for the purpose of securing business. A breach or violation of this warranty gives the County the right, in addition to any other right or rights, to cancel this contract without liability.
- 2.11 Warranty Product: Seller shall not limit or exclude any implied warranties and any attempt to do so shall render an order voidable at the option of the County. Seller warrants that the goods furnished will conform to the specifications, drawings, and description listed in the bid invitation and purchase order as applicable, and to the sample(s) furnished by Seller if any. In the event of a conflict between the specifications, drawings, and descriptions, the specifications shall govern.
- 2.12 Safety Warranty: Seller warrants that the product sold to Fort Bend County shall conform to the standards promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970. In the event the product does not conform to OSHA standards, the County may return the product for correction or replacement at the Seller's expense. In the event Seller fails to make the appropriate correction within 10 days, correction made by the County will be at Seller's expense.
- 2.13 No Warranty by Fort Bend County Against Infringements: As part of a contract for sale Seller agrees to ascertain whether goods manufactured in accordance with the specifications will give rise to the rightful claim of any third person by way of infringement. Fort Bend County makes no warranty that the production of goods according to the specification will not give rise to such a claim and in no event shall Fort Bend County be liable to Seller for indemnification in the event the Seller is sued on the grounds of infringement or the like. If Seller is of the opinion that an infringement will result, he will notify Fort Bend County to this effect in writing within two days after the receiving Purchase Order. If the County does not receive notice and is subsequently held liable for the infringement, Seller will defend and save the County harmless. If Seller in good faith ascertains that production of the goods in accordance with the specifications will result in infringement, this contract shall be null and void except that the County will pay Seller the reasonable cost of his search as to infringements.
- 2.14 Right of Inspection: The County shall have the right to inspect the goods at delivery before accepting them.

Initials of Bidder: BF

- 2.15 Cancellation: Fort Bend County shall have the right to cancel for default all or any part of the undelivered portion of an order if Seller breaches any of the terms hereof including warranties of Seller, or if the Seller becomes insolvent or files for protection under the bankruptcy laws. Such rights of cancellation are in addition to and not in lieu of any other remedies, which Fort Bend County may have in law or equity.
- 2.16 Termination: The performance of work under a Purchase Order may be terminated in whole or in part by the County in accordance with this provision. Termination of work there under shall be effected by the delivery to the Seller of a "Notice of Termination" specifying the extent to which performance of work under the order is terminated and the date upon which such termination becomes effective. Such right of termination is in addition to and not in lieu of rights of Fort Bend County set forth in Clause 15 herein.
- 2.17 Force Majeure: Force Majeure means a delay encountered by a party in the performance of its obligations under this Agreement, which is caused by an event beyond the reasonable control of that party. Without limiting the generality of the foregoing, "Force Majeure" shall include but not be restricted to the following types of events: acts of God or public enemy; acts of governmental or regulatory authorities; fires, floods, epidemics or serious accidents; unusually severe weather conditions; strikes, lockouts, or other labor disputes; and defaults by subcontractors. In the event of a Force Majeure, the affected party shall not be deemed to have violated its obligations under this Agreement, and the time for performance of any obligations of that party shall be extended by a period of time necessary to overcome the effects of the Force Majeure, provided that the foregoing shall not prevent this Agreement from terminating in accordance with the termination provisions. If any event constituting a Force Majeure occurs, the affected party shall notify the other parties in writing, within twenty-four (24) hours, and disclose the estimated length of delay, and cause of the delay.
- 2.18 Assignment-Delegation: No right or interest in an order shall be assigned or delegation of any obligation made by Seller without the written permission of Fort Bend County. Any attempted assignment or delegation by Seller shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.
- 2.19 Waiver: No claim or right arising out of a breach of any contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waived or renunciation is supported by consideration and is in writing signed by the aggrieved party.
- 2.20 Modification: A Purchase Order can be modified or rescinded only by a writing signed by both of the parties or their duly authorized agents.

Initials of Bidder: B

- 2.21 Parol Evidence: This writing is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of this agreement. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any terms rendered under this agreement and shall not be relevant to determine the meaning of this agreement even though the accepting or acquiescing party has knowledge of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in this agreement, the definition contained in the Code is to control.
- 2.22 Applicable Law: This agreement shall be governed by the Uniform Commercial Code. Whenever the term "Uniform Commercial Code" is used it shall be construed as meaning the Uniform Commercial Code as adopted in the State of Texas and in effect on the date of the purchase order.
- 2.23 Advertising: Seller shall not advertise or publish, without the County's prior consent the fact that Fort Bend County has entered into any contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state, or local government.
- 2.24 Right to Assurance: Whenever the County in good faith has reason to question the other party's intent to perform. The County may demand that the other party give written assurance of his intent to perform. In the event that a demand is made and no assurance is given within five (5) days, the County may treat this failure as an anticipatory repudiation of the contract.
- 2.25 Venue: Both parties agree that venue for any litigation arising from this contract shall lie in Richmond, Fort Bend County, Texas.
- 2.26 Prohibition Against Personal Interest in Contracts: No officer or employee of the County shall have a financial interest, direct or indirect, in any contract with the County, or shall be financially interested, directly or indirectly, in the sale to the County of any land, materials, supplies, or service, except on behalf of the County as an officer or employee. Any willful violation of this section shall constitute malfeasance in office, and any officer or employee guilty thereof shall be subject to disciplinary action under applicable laws, statutes and codes of the State of Texas. Any violation of this section, with the knowledge, expressed or implied of the person or corporation contracting with the County shall render the contract involved voidable by the County Commissioners Court.

3.0 SCOPE:

It is the intent of Fort Bend County to contract with one (1) or more vendors to provide toner and ink cartridges as specified herein.

Initials of Bidder: BF

4.0 PERIOD OF CONTRACT:

This contract is for the period **1 October 2014 through 30 September 2015**, renewable annually for four (4) years (through 30 September 2019) under the same terms and conditions if mutually agreeable by both parties. This contract may be terminated by either party for any reason by giving thirty (30) days written notice of intent to terminate.

5.0 BID FORM COMPLETION:

Fill out, initial each page, SIGN CONTRACT SHEET, and return to the Fort Bend County Purchasing Department ONE (1) complete bid form. An authorized representative of the bidder MUST sign the contract sheet. The contract will be binding only when signed by the County Judge, Fort Bend County and a purchase order authorizing the item(s) desired has been issued. The use of liquid paper is **NOT** acceptable and may result in the disqualification of bid. If an error is made, vendor **MUST** draw a line through error and initial each change

6.0 REQUIREMENTS:

- 6.1 All toner and ink cartridges are to be original equipment manufacturer (OEM) products. Vendors may not provide compatible or refilled cartridges.
- 6.2 **Vendor must provide a certificate or letter from manufacturer indicating authorization to be a reseller. Failure to provide documentation will result in disqualification.**
- 6.3 Cartridges must be packaged in the original manufacturer packaging. (i.e. Part numbers listed on this bid are by a specific manufacturer and must be packaged in that manufacturer's packaging).
- 6.4 Cartridges must not be past manufacturer warranty period as stamped on each package.
- 6.5 Delivery is to be provided at no charge, within five (5) days, inside, to County offices throughout Fort Bend County.
- 6.6 All deliveries must be made and completed between the hours of 9:00 AM and 4:00 PM. Deliveries made after 4:00 PM may not be accepted.
- 6.7 Substitutions are not permitted.
- 6.8 Vendor must bid on all items within a section for bid to be considered.
- 6.9 Fort Bend County expends approximately \$200,000 annually on toner and ink cartridges annually.
- 6.10 No minimum orders, by quantity or dollar amount.

Initials of Bidder: BF

6.11 All prices are F.O.B. Fort Bend County.

7.0 VENDOR SELECTION:

This contract will be awarded to the overall lowest and best bidder, per section, meeting specifications.

8.0 POINT OF CONTACT:

Point of contact will be Debbie Kaminski, CPPB, Assistant County Purchasing Agent at Debbie.Kaminski@fortbendcountytexas.gov.

9.0 REQUIRED FORMS:

All vendors submitting are required to complete the attached and return with submission:

9.1 Vendor Form

9.2 W9 Form

9.3 Tax Form/Debt/Residence Certification

Initials of Bidder: BF

10.0 SPECIFICATIONS:

Manufacturer Number	Description	Price per Cartridge
Section 1: Brother		
BRTDR250	DRUM, DR250	
DR350	DRUM, DR-350,BLK	
DR400	DRUM, MFC8300, DR400	
LC61CS	INK,LC61, CYAN	
LC61MS	INK, LC61, MAGENTA	
LC61YS	INK, LC61, YELLOW	
LC65HYBKS	INK, LC65, HIGH YIELD, BK	
TN210BK	TONER, TN210, BLACK	
TN210C	TONER, TN210C, CYAN	
TN210M	TONER, TN210M, MAGENTA	
TN210Y	TONER, TN210Y, YELLOW	
TN250	TONER, TN250	
TN350	TONER, LASER, TN350BLK	
TN350-2PK	TONER, 2/PK, BLACK	
TN450	TONER, TN450, HY, BLACK	
TN460	TONER, MFC8300, TN460, HI YIELD	
OD350D	DRUM, OD, DR-350,BLACK	
TOTAL SECTION 1		

Manufacturer Number	Description	Price per Cartridge
Section 2: Canon		
0615B009	PG-40/CLI-41 INK/PAPER COMBO	38.68
0628B009	CARTRIDGE, PGI-5BK, 2PK, BK	26.15
1509B002	INK, PGI-35, BLACK	12.24
1511B002	INK, CLI-36,CLR	14.59
1557A002BA	TONER, FX3,FAX	63.55
2945B004	INK, PGI-220, 3PK, BLACK	33.76
2946B001	INK, CLI-221, BLACK	10.15
2947B001	INK, CLI-221, CYAN	10.15
2948B001	INK, CLI-221, MAGENTA	10.15
2949B001	INK, CLI-221, YELLOW	10.15
4479A003	TANK, INK, BCI-3EBK, BLACK	11.79
4530B007	INK, PGI-225, TWIN PACK, BLACK	24.13
4546B001	INK, CLI-226, BLACK	10.92

Initials of Bidder: BF

Section 2: (cont'd)		
4547B001	INK, CLI-226, CYAN	10.83
4548B001	INK, CLI-226, MAGENTA	10.83
4549B001	INK, CLI-226, YELLOW	10.83
7621A001AA	TONER,FX-7, BLACK	72.68
499-602	PIXMA MP600, PIGMENT BLACK (PGI-5BK) 2-Pk	28.00
963-808	PIXMA MP500, BLACK (CLI-8BK)	12.30
963-848	PIXMA MP500, CYAN (CANCLI-8C)	12.29
963-960	PIXMA MP500, MAGENTA (CANCLI-8M)	12.29
964-208	PIXMA MP500, YELLOW (CANCLI-8Y)	12.29
964-272	PIXMA PRO 9000 MARK II, CLI-8PC CYAN	12.29
791-792	PIXMA PRO 9000 MARK II, CLI-8PM MAGENTA	12.29
572-985	PIXMA PRO 9000 MARK II, CLI-8R RED INK TANK	12.29
647-285	PIXMA PRO 9000 MARK II, CLI-8G GREEN INK TANK	12.29
687-156	PIXMA MG5220/MG5320 CLI-226 GRAY	10.83
891-103	PIXMA MG3520, BLACK (PG-240XL)	29.67
804-397	PIXMA MG3520, COLOR (CL-241XL)	23.47
686-526	PIXMA MX 882 PIGMENT BLACK PGI-225 (4530B001)	12.52
906-352	PIXMA MG5420, PGI-250XL BLACK	17.97
754-819	PIXMA MG5420 CLI-251 BLACK, CYAN, MAGENTA, YELLOW	49.51
906-307	PIXMA MG5420, CLI-251 GREY	9.34
851-008	IP90, TRICOLOR (BCI-16) 2 PACK	20.69
582-589	IP90, BLACK (BCI-15) 2 PACK	24.00
	TOTAL SECTION 2	555.50

Manufacturer Number	Description	Price per Cartridge
Section 3: Dell		
5M1VR	TONER, 1250/135X, HY, YELLOW	62.00
769T5	TONER, 215X, HY, CYAN	89.00
8WNV5	TONER, 215X, HY, MAGENTA	89.00
DV16F	TONER, 1250/135X, HY, BLACK	62.00
FM064	TONER, 2130CN/35CN, HY, BLK	67.00
G7D0Y	TONER, G7D0Y, HY, U&R, BLACK	187.00
H516C	TONER, 3130CN, HY, 9K, BK	121.00
J9833	Toner, 1110/1100, 2k, BK	50.00
K4971	TONER, 3100CN/3000CN, 4K, BK	10.00

Initials of Bidder: BF

Section 3: (cont'd)		
M6599	DRUM, M6599, 35K	130.00
M797K	TONER, 2223D, BK	99.00
N51XP	TONER, 215X, HY, BLACK	85.00
N848N	TONER, N848N, HY, BLACK	95.00
NF556	TONER, 3110/3115CN, YELLOW	199.00
NPDYG	TONER, 215X, HY, YELLOW	90.00
P623N	DRUM, P623N, 50K, BLACK	85.00
PDVTW	TONER, 1250/135X, HY, CYAN	90.00
PF029	TONER, 3110/3115CN, 8K, Cyan	199.00
PF030	TONER, 3110CN/3115CN, 8K, BK	118.00
PK496	DRUM, IMAGING, PK496, 30K	40.00
RF013	TONER, 3110/3115CN, MAGENTA	199.00
T229N	DRUM, T229N, 50K, MAGENTA	85.00
U163N	DRUM, 163 N, 50K, CYAN	85.00
X951N	DRUM, X951N, 50K, YELLOW	85.00
DT615	TONER, 1320, BLACK	60.00
FM064	TONER, 2130, BLACK	65.00
FM065	TONER, 2130, CYAN	85.00
FM066	TONER, 2130, YELLOW	85.00
FM067	TONER, 2130, MAGNTA	85.00
GD898	TONER, 5110, BLACK	70.00
GD900	TONER, 5110, CYAN	140.00
JD750	TONER, 5110, YELLOW	140.00
KD557	TONER, 5110, MAGNTA	140.00
KU051	TONER, 1320, CYAN	85.00
NF556	TONER, 3115, YELLOW	199.00
PN124	TONER, 1320, YELLOW	85.00
WM138	TONER, 1320, MAGNTA	85.00
331-0778	1355CNW, 2,000 PAGE, BLACK	76.98
331-0780	1355CNW, 1,400 PAGE, MAGENTA	76.98
331-0777	1355CNW, 1,400 PAGE, CYAN	76.98
331-0779	1355CNW, 1,400 PAGE, YELLOW	76.98
332-0376	B3465dn - 20,000 page black toner	176.00
310-5417	1600N TONER, 5000 PAGE	50.00
310-5371	922, HI YIELD, COLOR, M4646, SERIES 5	44.99
310-8386	922, HI YIELD, BLACK, M4646, SERIES 5	19.99
310-7945	1815DN, HIGH CAPACITY (PF658) 5000 PAGE	50.00
330-9523	1130, 2500 PAGE - BLACK	80.99
310-7159	PHOTO 964, BLACK, HIGH CAPACITY	33.99
310-7161	PHOTO 964, BLACK	36.99

Initials of Bidder: BF

3798.87

Section 3: (cont'd)		
310-7162	PHOTO 964, COLOR	27.89
310-7236	5310N 10,000 PAGE TONER CARTRIDGE	120.00
310-7238	5310N 30,000 PAGE TONER CARTRIDGE	200.00
331-0720	2150/2155 IMAGING DRUM	130.49
330-0969	V305, STANDARD CAPACITY BLACK (SERIES 9)	15.29
330-0970	V305, STANDARD CAPACITY COLOR (SERIES 9) MK991	20.69
330-0972	V305, HIGH YIELD COLOR, SERIES 9	26.99
330-2209	2335DN, 6000 PAGE, BLACK	90.00
593-BBBJ	MONO, BLACK	170.00
330-2208	2335DN, 3000 PAGE, BLACK	79.19
330-9524	1130, BLACK	56.69
332-0373	B3465DNF, 20,000 PAGE, BLACK	176.00
330-1199	3130CN TONER, 9000 PAGE, CYAN	205.00
330-1200	3130CN TONER, 9000 PAGE, MAGENTA	205.00
330-1204	3130CN TONER, 9000 PAGE, YELLOW	205.00
330-8988	3335DN DRUM, 30,000 PAGE, BLACK	45.00
330-5207	3330N 14,000 PAGE TONER CARTRIDGE	180.00
330-2646	3330N IMAGING DRUM-B	45.00
330-1394	2135CN, IMAGING DRUM CARTRIDGE	100.00
2W5130	5130 WASTE CONTAINER - 2 PACK	45.00
330-5843	5130 MAGENTA, 12000 PAGE	199.00
330-5846	5130cdn BLACK, 18,000 PAGE	123.29
330-5847	5130 IMAGING DRUM CYAN	80.99
330-5849	5130 IMAGING DRUM BLACK	80.99
330-5850	5130 CYAN, 12000 PAGE	199.00
330-5851	5130cdn BLACK 9,000 PAGE	96.29
330-5852	5130 YELLOW, 12000 PAGE	199.00
330-5853	5130 IMAGING DRUM YELLOW	80.99
330-5855	5130 IMAGING DRUM MAGENTA	80.99
331-9805	B2360dn BLACK	150.00
332-0407	C1765 BLACK	65.00
331-8421	C3760DN BLACK	67.00
332-0401	C1660W, MAGENTA	61.58
332-0400	C1660W, CYAN	61.58
332-0402	C1660W, YELLOW	61.58
332-0399	C1660W, BLACK	54.98
330-8985	3335DN TONER, 14000 PAGE, BLACK	186.00
330-5208	3335DN IMAGING DRUM	45.00
330-3578	1235CN TONER, 1000 PAGE, BLACK	44.79

Initials of Bidder: RF

Section 3: (cont'd)		
330-3579	1235CN TONER, 1000 PAGE, YELLOW	39.89
330-3580	1235CN TONER, 1000 PAGE, MAGENTA	39.89
330-3581	1235CN TONER, 1000 PAGE, CYAN	39.89
330-3582	1235CN WASTE CONTAINER	17.09
330-3583	1235CN DRUM, 20,000 PAGE, BLACK	98.99
330-6968	5230n/5230dn/5350dn 21,000 PAGE-BLACK	266.99
330-2045	5330cn 20,000 PAGE-BLACK	180.00
310-9682	948 BLACK	26.69
330-2650	2330 BLACK	119.99
C7D6F	BLACK, HI YIELD 10,000 PAGE	180.00
TOTAL SECTION 3		45,781.61

9626.51 100.00

Manufacturer Number	Description	Price per Cartridge
Section 4: Epson		
T033120	INK, 960, BLACK	12.71
T069120-D2	INK, DUAL PACK, BLACK	28.00
T069120-S	INK, 69, BLACK	14.77
T069220-S	INK, 69, CYAN	12.44
T069320-S	INK, 69, MAGENTA	12.44
T069420-S	INK, 69, YELLOW	12.44
T078120	INK, BK	14.77
T078120-S	INK, 78, BLACK	14.77
T078220-S	INK, 78, CYAN	12.44
T078320-S	INK, 78, MAGENTA	12.44
T078420-S	INK, 78, YELLOW	12.44
T078520-S	INK, 78, LT CYAN	12.44
T078620-S	INK, 78, LT MAG	12.44
T098120-S	INK, T098, HIGH CAP, BLACK	16.50
T098920-S	INK, HICAP, 5PK, MULTICOLOR	69.51
TOTAL SECTION 4		270.55

Initials of Bidder: BF

Manufacturer Number	Description	Price per Cartridge
Section 5: Hewlett Packard		
51645A#140	INK, BLK	
92298A	TONER, CRG, LJ, 98A	
B3B30FN#140	INK, 920, PHOTO PK, CYN/MGNTA/YLW	
B3B30FN#140	INK, 920, 3PK, TRICOLOR	
B3B32FN#140	INK, 933, PHOTO PK, CYN/MGNTA/YLW	
B3B33FN#140	INK, 564, 3/PK, COMBO	
B3B33FN#140	INK, 564, PHOTO PK, CYN/MGNTA/YLW	
C1823D	INK, CLR	
C2P51FN#140	INK, 564, TWIN PK, HP, BLK	
C3903A	TONER, CRG, F/5P, 5MP, 03A	
C3906A	TONER, CRG, LJ 5L, 06A	
C4092A	TONER, 1100SE/1100ASE, 92A	
C4096A	TONER, LJ 2100 SERIES, 96A	
C4127X	TONER, ULTRA PRECISE, 27X	
C4129X	TONER, LJ5000	
C4810A	PRINthead, #11, BLACK	
C4811A	PRINthead, #11, CYAN	
C4812A	PRINthead, #11, MAGENTA	
C4813A	CARTRIDGE, #11, CYAN	
C4836AN	PRINthead, #11, YELLOW	
C4837A	CARTRIDGE, #11, MAGENTA	
C4838A	CARTRIDGE, #11, YELLOW	
C4844A	CARTRIDGE, INK, BLK	
C4900A	INK, HP 940, 2/PK, BLK AND YLW	
C4901A	INK, HP 940, DUAL, MGNTA/CYAN	
C4902AN#140	INK, HP 940, BLACK	
C4903AN#140	INK, HP 940, CYAN	
C4904AN#140	INK, HP 940, MAGENTA	
C4905AN#140	INK, HP 940, YELLOW	
C4906AN#140	INK, HP 940XL, BLACK	
C4907AN#140	INK, HP 940XL, CYAN	
C4908AN#140	INK, HP 940XL, MAGENTA	
C4909AN#140	INK, HP 940XL, YELLOW	
C6578DN#140	CARTRIDGE, INKJET, HP #78, TRICLR	
C6614D	CARTRIDGE, INK, #20, 610C	
C6615DN#140	CARTRIDGE, INK, #15, 810C/812C	
C6650FN	INK, HP 45A, TWIN PACK, BLACK	

Initials of Bidder: Bf

Section 2 (cont'd)		
C6656AN#140	CARTRIDGE, INK, HP #56, BLACK	
C6657AN#140	CARTRIDGE, INK, HP#57, TRI-COLOR	
C7115A	CARTRIDGE, PRINT, C7115A	
C8061X	CARTRIDGE, PRINT SMRT	
C8543X	CARTRIDGE, PRNT, LSRJT	
C8550A	CARTRIDGE, BLACK	
C8551A	CARTRIDGE, HP, CYAN	
C8552A	CARTRIDGE, HP, YELLOW	
C8553A	CARTRIDGE, HP, MAGENTA	
C8721WN#140	CARTRIDGE, HP02, BLK INK	
C8765WN#140	INK CARTRIDGE, BLACK, 94	
C8766WN#140	INK CARTRIDGE, TRICOLOR, 95	
C8767WN#140	INK CARTRIDGE, 96, BLACK	
C8771WN#140	CARTRIDGE, HP02, CYAN	
C8772WN#140	CRTG, HP02, MAGENTA	
C8773WN#140	CARTRIDGE, HP02, YELLOW	
C8789FN#140	INK, HP 15/78, COMBO, BLK/COLOR	
6C9348FN#140	INK, HP 96, TWIN PACK, BLACK	
C9349FN#140	INK, HP 97, TWIN PACK, TRI-COLOR	
C9350FN#140	INK, HP 94, TWIN PACK, 2PK, BLK	
C9352AN#140	CARTRIDGE, INKJET, HP22, TRICOLOR	
C9353FN#140	INK, HP 96/97, COMBO, BLACK/COLOR	
C9354FN#140	INK, HP 94/95, COMBO, 2PK, BLK/CLR	
C9363WN#140	INK CARTRIDGE, TRICOLOR, 97	
C9364WN#140	CARTRIDGE, INKJET, BLACK	
C9369WN#140	INK CARTRIDGE, FOTO	
C9385AN#140	CARTRIDGE, INK, HP88, BLACK	
C9388AN#140	CARTRIDGE, INK, HP 88, YELLOW	
C9391AN#140	CARTRIDGE, INKJET, HP 88 XL, CYAN	
C9392AN#140	CARTRIDGE, INK, HP88 XL, MAGENTA	
C9393AN#140	CARTRIDGE, INKJET, HP88 XL, YLW	
C9396AN#140	CARTRIDGE, INKJET, HP 88 XL, BLK	
C9513FN#140	INK, HP 92/93, COMBO, BLACK/COLOR	
C9514FN#140	INK, HP 98, TWIN PACK, BLACK	
C9701A	CARTRIDGE, LASERJET, 2500, CYAN	
C9703A	CARTRIDGE, LASERJT, 2500, MAGENTA	
C9720A	CARTRIDGE, LASERJET 4600, BLACK	
C9721A	CARTRIDGE, LASERJET 4600, CYAN	
C9722A	CARTRIDGE, LASERJET 4600, YELLOW	
C9723A	CARTRIDGE, LSRJET 4600, MAGENTA	

Initials of Bidder: BF

Supplies		
C9730A	CARTRIDGE, LASER JET, BLACK	
C9731A	CARTRIDGE, LASER JET, CYAN	
C9732A	CARTRIDGE, LASER JET, YELLOW	
C9733A	CARTRIDGE, LASER JET, MAGENTA	
CB304AN#140	CARTRODGE, INK, TRI-COLOR	
CB316WN#140	INK, HP 564, BLACK	
CB317WN#140	INK, PHOTO, HP 564, BLACK	
CB318WN#140	INK, HP 564, CYAN	
CB319WN#140	INK, HP 564, MAGENTA	
CB320WN#140	INK, HP 564, YELLOW	
CB322WN#140	INK, PHOTO, HP 564XL, BLACK	
CB323WN#140	INK, HP 564XL, CYAN	
CB324WN#140	INK, HP 564XL, MAGENTA	
CB325WN	INK, HP 564XL, YELLOW	
CB334AN#140	INK, #54, HIGH YIELD, BLACK	
CB335WN#140	INK, HP 74, BLACK	
CB336WN#140	INK, HP 74XL, HIGH YIELD, BLACK	
CB337WN#140	INK, HP 75, TRI-COLOR	
CB338WN#140	INK, HP 75XL, HIGH YIELD, COLOR	
CB435A	TONER, BLACK	
CB436A	TONER, BLACK	
CB436D	TONER, DUAL PACK, BLK	
CC364A	TONER, BLACK	
CC364X	TONER, BLACK	
CC530A	TONER, LJ, BLACK	
CC530AD	TONER, CLJ, 2PK, BLACK	
CC531A	TONER, LJ, CYAN	
CC532A	TONER, LJ, YELLOW	
CC533A	TONER, LJ, MAGENTA	
CC635A	INK, HP 701, BLACK	
CC640WN#140	INK, BLACK	
CC641WN#140	INK, BLACK	
CC643WN#140	INK, TRI-COLOR	
CC644WN#140	INK, TRI-COLOR	
CC653AN#140	INK, BLACK	
CC654AN#140	INK, BLACK	
CC656AN#140	INK, Tri-Color	
CD886FN#140	INK, 2/PK, COLOR	
CD942FN#140	INK, 3PK, BLK/COLOR	
CD943FN#140	INK, HP 94/94/95, 3PK, BLK/COLOR	

Initials of Bidder: BF

Section 2 (cont'd)		
CD947FN#140	INK, HP 60, COMBO, BLACK/COLOR	
CD971AN#140	INK, HP 920, BLACK	
CD972AN#140	INK, HP 920XL, CYAN	
CD973AN#140	INK, HP 920XL, MAGENTA	
CD974AN#140	INK, HP 920XL, YELLOW	
CD975AN#140	INK, HP 920XL, BLACK	
CE250X	TONER, BLACK	
CE255A	TONER, LJ, BLACK	
CE260A	TONER, BLACK	
CE261A	TONER, CYAN	
CE262A	TONER, YELLOW	
CE263A	TONER, MAGENTA	
CE270A	TONER, LJ, BLACK	
CE271A	TONER, LJ, CYAN	
CE272A	TONER, LJ, YELLOW	
CE273A	TONER, LJ, MAGENTA	
CE278A	TONER, LJ, BLACK	
CE278D	TONER, HP 78A, DUAL PACK, BLACK	
CE285A	TONER, LJ, BLACK	
CE390A	TONER, HP 90A, BLACK	
CE390X	TONER, LASERJET, HP90X, BLACK	
CE390XD	TONER, HP 90X, DUAL PACK, LJ, BLK	
CE400A	TONER, HP 507A BLACK LJ	
CE401A	TONER, HP 507A CYAN	
CE402A	TONER, HP 507A YELLOW	
CE403A	TONER, HP 507A MAGENTA	
CE410A	TONER, HP 305A, LASERJET, BLACK	
CE410X	TONER, HP 305X, LASERJET, BLACK	
CE411A	TONER, HP 305A, LASERJET, CYAN	
CE412A	TONER, HP 305A, LASERJET, YELLOW	
CE413A	TONER, HP 305A, LASERJET, MAGENTA	
CE505A	TONER, BLACK	
CE505D	TONER, LASER, 2PK, BLK	
CE505X	TONER, HIGH YIELD, BLK	
CF280A	TONER, HP 80A, BLACK	
CG845AN#140	HP 60 SERIES PHOTO VALUE PACK	
CH563WN#140	INK, HP 61XL, BLACK	
CH564WN#140	INK, HP 61XL, TRI-COLOR	
CH634AN#140	INK, HP 920, CYAN	
CH635AN#140	INK, HP 920, MAGENTA	

Initials of Bidder: BF

Section 1 (cont'd)		
CH636AN#140	INK, HP 920, YELLOW	
CN045AN#140	INK, HP,950, XL, BLACK	
CN046AN#140	INK, HP,951, XL, CYAN	
CN047AN#140	INK, HP,951, XL, MAGENTA	
CN048AN#140	INK, HP,951, XL, YELLOW	
CN049AN#140	INK, HP,950, BLACK	
CN050AN#140	INK, HP,951S, CYAN	
CN051AN#140	INK, HP,951, MAGENTA	
CN052AN#140	INK, HP,951, YELLOW	
CN053AN#140	INK, HP 932XL, OFFICEJET, BLACK	
CN054AN#140	INK, OFFICEJET,HP 933XL, CYAN	
CN055AN#140	INK, OFFICEJET,HP 933XL, MAGENTA	
CN056AN#140	INK, HP 933XL, OFFICEJET, YELLOW	
CN057AN#140	INK, HP 932, OFFICEJET, BLK	
CN058AN#140	INK, OFFICEJET, HP 933, CYAN	
CN059AN#140	INK, HP 933, OFFICEJET, MAGENTA	
CN060AN#140	INK, HP 933, OFFICEJET, YELLOW	
CN065FN#140	INK, HP 940, 3PK, TRICOLOR	
CN069FN#140	INK, HP 901, 2/PK, COMBO	
CN684WN#140	INK, HP 564XL, BLACK	
CR314FN#140	INK, HP,951,COMBO, ALL COLORS	
CZ071FN#140	INK, HP 60, TWIN CARTRIDGE, BLACK	
HEWC3909A	TONER, MCRFN, HP, 5SISIMX, BK	
HEWC3909A	TONER, 8100 SERIES, HP	
HEWC4911A	CARTRIDGE, INK, HP #82, CYAN	
HEWC4913A	INK ,#82 YELLOW	
HEWC4933A	CRTDG, DYE, NO.81, DNJT5000, YW	
HEWC4951A	PRINthead, #81 CYN DYE	
HEWC6602A	CARTRIDGE, INKJET, BLACK	
HEWC8091A	CARTRIDGE, LJ9000, STAPLE	
HEWC8554A	KIT, LJ9500 IMAGE CLEANING	
HEWC8555A	KIT, LJ9500 IMAGE TRANSFER	
HEWC8556A	KIT, LJ9500 IMAGE FUSER	
HEWC8560A	DRUM, LJ 9500, BK	
HEWC8561A	DRUM, LJ 9500, CYN	
HEWC8562A	DRUM, LJ 9500, YE	
HEWC8563A	DRUM, LJ 9500, MA	
HEWC9370A	CRTDG, DNJ, HP 72, 130ML, PB	
HEWC9371A	CRTDG, DNJ, HP 72, 130ML, CY	
HEWC9372A	CRTDG, DNJ, HP 72, 130ML, MA	

Initials of Bidder: BF

Section 2 (cont'd)		
HEWC9373A	CRTDG, DNJ, HP 72, 130ML, YW	
HEWC9374A	CRTDG, DNJ, HP 72, 130ML, GY	
HEWC9381A	PRINT HEAD, HP 88, BLACK/YELLOW	
HEWC9382A	PRINthead, HP 88, MAG/CYN	
HEWC9403A	CRTDG, DNJ, HP 72, 130ML, MTT B	
HEWC9725A	KIT, FUSER, FOR HPLJ4600, 110VOLT	
HEWCE265A	TONER, COLLECTION	
HEWQ2682A	CARTRIDGE, CLJ3700, YELLOW	
HEWQ2683A	CARTRIDGE, CLJ3700, MAGENTA	
HEWQ3964A	DRUM, IMAGING, LJ2550	
HP Q3675A	TRANSFER KIT, REPLACE HP 4600	
Q1338A	CARTRIDGE, HP LASERJET 4200	
Q1339A	CARTRIDGE, HP LASERJET 4300	
Q2610A	TONER, 10A, SMART PRINT	
Q2612A	CARTRIDGE, LASER,	
Q2670A	TONER, F/CLJ3500, BLK	
Q5942A	CARTRIDGE, LJ, 4250/4350	
Q5942X	CARTRIDGE, LASER	
Q5945A	TONER, LJ, BLACK	
Q5949A	TONER, BLK	
Q6000A	TONER, COLOR LASERJET, 00A, BLK	
Q6001A	TONER, COLOR LASERJET, 01A, CYAN	
Q6002A	TONER, COLOR LASERJET, 02A, YEL	
Q6003A	TONER, COLOR LASERJET, PRN, MAGENTA	
Q6470A	TONER, LJ, 2/PK, BLACK	
Q6511A	TONER, BLK	
Q7516A	CARTRIDGE, LSRJET, BLK	
Q7551A	TONER, LASERJET, BLACK	
Q7551X	TONER, LASERJET, BLACK	
Q7551XD	TONER, 2PK, BLACK	
Q7553A	CARTRIDGE, LJ, BLACK	
Q7581A	CARTRIDGE, LSRJT, CYAN	
Q7582A	CARTRIDGE, TONER, YLW	
HP 88XL (C9393AN	INK, YELLOW	
HP 305A / CE411A	IPW PRESERVE 545-11A-ODP	
HP C9720A	TONER, LASER, 4600, BLACK	
HP C9721A	TONER, LASER, 4600, CYAN	
HP C9722A	TONER, LASER, 4600, YELLOW	
HP C9723A	TONER, LASER, MAGENTA, 4600	
HP C9730A	TONER, COLOR, LJ, 5500/5550, BLACK	

Initials of Bidder: BF

Section 5: HP (cont'd)		
HP C9731A	TONER, LJ 5500/5500, CYAN	
HP C9732A	TONER, COLOR LJ, 5500/5550, YLW	
HP C9733A	TONER, 5500/5550, COLOR LJ, MAGNT	
HP CE261A	TONER, CP4025/4525, CYAN	
HP CE262A	TONER, CP4025/4525, YELLOW	
HP CE263A	TONER, CP4025/4525, MAGENTA	
HP CE505A	TONER, LJ P2035/P2055, BLACK	
HP CE505X	TONER, MICR, LJ P2055 SERIES, BK	
HP Q1339A	CARTRIDGE, TONER, HP LJ4300	
HP Q7551A	TONER, LJ 3005/M3035/3027, BK	
HP Q5950A	4700N BLACK	
HP Q5953A	4700N MAGENTA	
HP Q5951A	4700N CYAN	
HP Q5952A	4700N YELLOW	
	OFFICE JET 4500 HP901 - Black	
	OFFICE JET 4500 HP901 - Color	
	TOTAL SECTION 5	

Manufacturer Number	Description	Price per Cartridge
Section 6: Konica		
KNM1710517002	TONER, MAGICOLOR 2300, STD YELLOW	
KNM1710517003	TONER, MAGICOLOR 2300, STD MAGENTA	
KNM1710517003	CARTRIDGE, CLJ3700, CYAN	
KNM1710517005	TONER, MAGICOLOR 2300 BLACK	
1710517-006	MAGICOLOR 2300 YELLOW	
1710517-007	MAGICOLOR 2300 MAGENTA	
1710517-008	MAGICOLOR 2300 CYAN	
1710520-001	MAGICOLOR 2300 OPC DRUM CARTRIDGE	
1710522-001	MAGICOLOR 2300 WASTE TONER BOTTLE	
1710584-001	BLACK	
1710587-005	YELLOW	
1710587-006	MAGENTA	
1710587-007	CYAN	
1710591-001	OPC DRUM	
1710606-001	MAGICOLOR, MULTI-PACK	
1710692-005	BLACK	
1710692-006	YELLOW	
1710692-007	MAGENTA	
1710692-008	CYAN	
	TOTAL SECTION 6	

Initials of Bidder: BF

Manufacturer Number	Description	Price per Cartridge
Section 7: Lexmark		
64015HA	TONER,HIGH YIELD	290
12A7462	TONER, T630, BLK	220
	TOTAL SECTION 7	510

Manufacturer Number	Description	Price per Cartridge
Section 8: Panasonic		
KX-FA83A	TONER, FAX, KX-FA83A	27.77
	TOTAL SECTION 8	

Manufacturer Number	Description	Price per Cartridge
Section 9: Ricoh		
RIC405533	TONER, CYAN	
RIC405534	TONER, MAGENTA	
RIC405536	TONER, HIGH YIELD, BLK	
RIC405538	TONER, MAGENTA	
RIC405539	TONER, YELLOW	
	TOTAL SECTION 9	

Manufacturer Number	Description	Price per Cartridge
Section 10: Sharp		
AL110TD	TONER, AL110TD	
	TOTAL SECTION 10	

Initials of Bidder: BF

CONTRACT SHEET
BID 15-025

THE STATE OF TEXAS
COUNTY OF FORT BEND

This memorandum of agreement made and entered into on the 7th day of October, 2014, by and between Fort Bend County in the State of Texas (hereinafter designated County), acting herein by County Judge Robert Hebert, by virtue of an order of Fort Bend County Commissioners Court, and The Office Pool
(company name)
(hereinafter designated Contractor).

WITNESSETH:

The Contractor and the County agree that the bid and specifications for the **Toner and Ink Cartridges** which are hereto attached and made a part hereof, together with this instrument and the bond (when required) shall constitute the full agreement and contract between parties and for furnishing the items set out and described; the County agrees to pay the prices stipulated in the accepted bid.

It is further agreed that this contract shall not become binding or effective until signed by the parties hereto and a purchase order authorizing the items desired has been issued.

Executed at Richmond, Texas this 10th day of November, 2014.

By: Robert Hebert Fort Bend County, Texas
County Judge

By: Paul JH
Signature of Contractor

By: Brenda Friedman - VP Govt Sales
Printed Name and Title



COUNTY PURCHASING AGENT
Fort Bend County, Texas

Gilbert D. Jalomo, Jr., CPPB
County Purchasing Agent

(281) 341-8640
Fax (281) 341-8642 or 341-8645

Vendor Information

Federal ID # or S.S #	Dun and Bradstreet # <i>827861795</i>	
Type of Business	<input checked="" type="checkbox"/> Corporation/LLC <input type="checkbox"/> Sole Proprietor/Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Tax Exempt Organization	
Legal Company Name	<i>The Office Pal</i> Year Business was Established _____	
Remittance Address	<i>P.O. Box 2</i>	
City/State/Zip	<i>Lakewood, MS 08701</i>	
Physical Address	<i>1000 Airport Road</i>	
City/State/Zip	<i>Lakewood, MS 08701</i>	
County	<input type="checkbox"/> Fort Bend County Other: <i>Ocean</i>	
Phone/Fax Number	Phone: <i>877-486-0590</i> Fax: <i>732-363-6933</i>	
Contact Person	<i>Brenda Friedman</i>	
E-mail	<i>brenda@theofficepal.com</i>	
Special Notes		
The Company listed above is a (check all that apply and attached certificate).	<input type="checkbox"/> DBE-Disadvantaged Business Enterprise Certification # _____ <input checked="" type="checkbox"/> SBE-Small Business Enterprise Certification # _____ <input type="checkbox"/> HUB-Texas Historically Underutilized Business Certification # _____ <input type="checkbox"/> WBE-Women's Business Enterprise Certification # _____ <input type="checkbox"/> MBE-Minority Business Enterprise Certification # _____	
Company's gross annual receipts:	<input type="checkbox"/> < \$500,000 <input type="checkbox"/> \$500,000-\$4,999,999 <input checked="" type="checkbox"/> \$5,000,000-\$16,999,999 <input type="checkbox"/> \$17,000,000-\$22,399,999 <input type="checkbox"/> >\$22,400,000	
NAICs codes (Please enter all that apply).		

PLEASE NOTE: W-9 needs to be attached in order to be entered into our system

**Request for Taxpayer
Identification Number and Certification**

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

The Office Pal

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶
☐ Other (see instructions) ▶

☐ Exempt
payee

Address (number, street, and apt. or suite no.)

1000 Airport Road

City, state, and ZIP code

Lakewood, CO 80701

Requester's name and address (optional)

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign
Here

Signature of
U.S. person ▶

M J

Date ▶

Sept. 15/14

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). Check the "Limited liability company" box only and enter the appropriate code for the tax classification ("D" for disregarded entity, "C" for corporation, "P" for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

For an LLC classified as a partnership or a corporation, enter the LLC's name on the "Name" line and any business, trade, or DBA name on the "Business name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

¹See Form 1099-MISC, Miscellaneous Income, and its instructions.

²However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ³
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.consumer.gov/idtheft or 1-877-IDTHEFT(438-4338).

Visit the IRS website at www.irs.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.



SYNNEX Corp. is an authorized distributor for Ricoh, Samsung, Panasonic, HP, Cannon and Xerox. The Office Pal Inc. is an authorized partner with SYNNEX Corp. to purchase the following product lines: Ricoh, Samsung, Panasonic, Cannon, HP, Brother and Xerox.

Thanks

Bernard Rambert

bernardr@synnex.com

Direct Line: 864 349-4199



Dell Inc.
One Dell Way
Round Rock, TX 78682
tel + 1-877-766-3355
www.dell.com/partner

The Office Pal
1165, Lakewood Farmingdale Road
Howell, New Jersey 07731

September 10, 2012

RE: Dell PartnerDirect Partner

This letter confirms that you're a Partner in the Dell PartnerDirect program. This relationship authorizes you to sell Dell products and services and can help:

- Provide you with numerous options of Dell products and services,
- You simplify your customer's IT by reducing the cost and complexity of your solution,
- Speed up deployment time on your orders, and
- Your business run faster, better and smarter.

Please feel free to contact us to learn more about Dell's cutting-edge products and solutions, and how they can benefit your customer's business. We look forward to doing business with you.

Warm regards,

A handwritten signature in black ink, appearing to be 'Greg Davis'.

Greg Davis
Vice President and General Manager, Dell Global Commercial Channels



740 New Circle Road
Lexington, Kentucky 40550

April 03, 2014

To Whom It May Concern:

This letter states that **The Office Pal** located at 1000 Airport Road Lakewood, New Jersey 08701 is an Authorized Lexmark partner with partner ID 153177.

This authorization gives them the ability to sell Lexmark award-winning products, high quality supplies and reliable warranties.

For additional questions regarding this authorization, please don't hesitate to contact me. My contact information is provided below.

Sincerely,

INGRID MORTEJO
Regional Account Manager
Lexmark International Inc.
Direct Line: 1-859-825-3841
Toll-Free: 1-877-999-4360 ext.83841
Email: emortejo@lexmark.com