



HARRIS COUNTY
APPRAISAL DISTRICT
Harris County
Houston, Texas

BID DOCUMENTS
RFQ NUMBER 2016-05

REMANUFACTURED TONER CARTRIDGES
FOR LASER PRINTERS

FOR THE

HARRIS COUNTY APPRAISAL DISTRICT
13013 NORTHWEST FREEWAY
HOUSTON, TEXAS 77040

Issued: November 21, 2016

The Harris County Appraisal District (herein referred to as District) is accepting quotes on a contract for the purchase of remanufactured toner cartridges for laser printers as specified in this document. Bid documents must be physically received no later than **10:00 a.m. on Monday, December 12, 2016** in the Purchasing Office of the District. Documents may be mailed, faxed or emailed but must be physically received in the Purchasing Office by the required date and time.

PHYSICAL ADDRESS:

Attn: Tammy Argento
Purchasing Manager
Harris County Appraisal District
13013 Northwest Freeway
Houston, TX 77040
Email: targento@hcad.org

FAX

713-957-5208

MAILING ADDRESS:

Attn: Tammy Argento
Purchasing Manager
Harris County Appraisal District
P O Box 920975
Houston, TX 77292-0975

Quotes not physically received in the Purchasing Office by the required date and time, as evidenced by the Purchasing Office date and time stamp, will not be considered for award.

1. QUOTES

- a. All quotes must be on blank forms furnished by the Purchasing Office. The use of vendor quote forms containing terms and conditions which are in conflict with those of the District constitute a counteroffer and are not acceptable.
- b. All quotes must be written in ink or by typewriter, inkjet printer, or laser printer. Pencil quotations will not be considered.
- c. Quotes should show net prices, extensions and net total. In case of conflict between unit prices and extension, the unit price will govern.
- d. All quotes are to be based on an as-delivered basis and must include all cost that will be billed (i.e. freight, handling, inside delivery, set up, trip charges, etc).
- e. Unless otherwise specified, any catalog or manufacturer's reference or brand name used in describing an item in merely descriptive, and not restrictive, and is used only to indicate type, style or quality of material desired. If a bidder quotes on an article other than the one specified, which he considers comparable, the name and grade of said article must be specified in the quote and sufficient specifications and descriptive data must accompany same to permit thorough evaluation. Proof that the item offered is "equal to or exceeds specifications" is the responsibility of the bidder. In the absence of these qualifications, he will be expected to furnish the article called for.
- f. Vendor shall furnish all data pertinent to warranties or guarantees, which apply to items in the quote.

- g. This request for proposal shall not be altered. Any erasure or alteration of inquiries may invalidate the bid on the item on which the erasure or alteration is made.
- h. Quotations will not be considered in cases where bidder quotes more than one price on an item, except where alternate bids are expressly called for.
- i. All quotes must show the full name of firm bidding, with the name typewritten or in ink.
- j. All quotes must be signed, in ink, by a responsible officer or employee of the firm and title of the officer or employee must be shown. Obligations assumed by the signature must be fulfilled.
- k. All quotes must be notarized by a bonded notary public.
- l. Any deviation from conditions and specifications must be approved in writing by the District.
- m. Quotes transmitted by facsimile are acceptable.
- n. All costs for preparation and submission of quotes are the responsibility of the bidder.
- o. Amending and/or withdrawing a quote is permissible if such request is received, from the bidder, by the Purchasing Office prior to the bid deadline. All such requests must be typewritten or in ink, manually signed in ink by a responsible officer or employee of the firm, and title of the officer or employee must be shown.

2. PRICING

- a. No change in price will be considered in the award and all quotations must be on a net basis.
- b. Cash discounts will not be considered in the award of bids, and all quotations must be on a net basis.
- c. All prices quoted must be firm for the term of the agreement.

3. TAXES

- a. The Harris County Appraisal District is exempt from the Federal Excise and Transportation Tax and the limited Sales and Use Tax.
- b. Unless the quote form or specifications specifically indicate otherwise, the price quote must be net exclusive of above mentioned taxes and will be so construed.
- c. A vendor desiring refunds of, or exemptions from, taxes paid on merchandise accepted by the Harris County Appraisal District, must submit the proper forms, and the purchasing agent, if satisfied to the facts, will approve or issue the necessary certificates.

4. AWARD

- a. The District will evaluate and make award of bids on the basis of the lowest and best quote, which meets or exceeds the specifications.
- b. The District reserves the right to consider and make award of bids on articles of similar nature that will in all respects serve the purpose for which the purchase is being made. The District reserves the right to be the sole judge as to whether such articles will serve the purpose.
- c. Unless otherwise specified, the District reserves the right to accept or reject in whole or in any bid submitted or to waive any informalities for the best interests of the District.
- d. The District reserves the right to visit the bidders remanufacturing facility, inspect the equipment and meet with staff prior to award.
- e. The District reserves the right to consider and make awards for the best interests of the District.
- f. Contents of the selected quote and all conditions, special terms and conditions, and specifications of the bid are contractual obligations.
- g. All items must be quoted for consideration of award.
- h. Bidders having delinquent property taxes will not be considered for award.
- i. A blanket purchase order will be issued to the successful bidder upon award of the bid.

5. BID DEPOSIT

- a. No bid or bond is required.

6. DELIVERIES

- a. All quotes are for delivery no later than the time stated in the specifications; F.O.B. the point of delivery stated in the specifications and/or quote form.
- b. Unless otherwise stated in the specifications, deliveries must consist only of new or remanufactured to O.E.M. merchandise.
- c. Full tare must be allowed and no charges made for packages.
- d. In the event that the deliveries of the supplies covered in the proposal are not made within the number of days specified, or in the event that the supplies delivered are rejected, and are not removed and replaced within the number of days specified in the official notice of rejection,

the District reserves the right to purchase said supplies in the open market and charge the difference, if any, to the account of the contractor.

- e. The bidder must provide for inside delivery and setup on the 2nd floor of the district's purchasing office located at 13013 Northwest Freeway, Houston, Texas 77040. A loading/unloading dock and freight elevator is available. Please note the loading dock and the elevator near the loading dock are out of service until May 1, 2017 due to construction. In the meantime, please use the entrance at the back of the building, under the portico. There is a freight elevator in that area also.
- f. The bidder will be responsible for pick up of used empty toner cartridges at the same location as above. Used toner cartridges will not be prepared for shipment, or shipped, by Harris County Appraisal District personnel.
- g. It is the responsibility of all vendors to keep the District's Purchasing Office notified of any unexpected problems that would prevent the vendor from meeting delivery deadlines as they become aware of them.
- h. The District reserves the right to reject, without prior authorization, any deliveries not meeting these specifications and delivery orders.

7. REJECTIONS

- a. Articles not in accordance with samples and specifications must be removed by the bidder and at his expense. All disputes concerning quality of supplies delivered under this proposal will be determined by the purchasing agent or his designated representative.
- b. All articles enumerated in the proposal shall be subject to inspection on delivery by an officer designated for the purpose and if found inferior to the quality called for, or not equal in value to the department's samples, or deficient in weight, measurements, workmanship, or otherwise, this fact shall be certified to the purchasing agent, who shall have the right to reject the whole or any part of the same.

8. PAYMENT

- a. Payment will be made on completed purchases, which are cleared by the last working day of the month.
- b. Partial payments will be made on completed purchase orders. However, contact must be made with the assistant chief financial officer before the end of the month that the vendor wishes to receive payment of items delivered. Otherwise, payment will be made on completion of the purchase order.
- c. Payments (complete or partial) will be mailed no later than the fourth Friday of the following month.

- d. The District's obligations will be payable solely from funds appropriated in the District's budget for the year in which such obligations may be due and payable. In the event that no funds or insufficient funds are appropriated for payment of obligations the contract shall be terminated without liability to the District, its officers, agents, or employees.
- e. All packing lists, invoices, etc. must reference **RFQ #2016-05**, and the applicable purchase order number.
- f. All invoices should be submitted to the following address:
 - Attn: Accounts Payable
 - Harris County Appraisal District
 - P O Box 920975
 - Houston, TX 77292-0975
 - Email to: AccountsPayable@hcad.org

9. PATENTS

- a. The contractor agrees to indemnify and save harmless the District, the purchasing agent, and his assistants from all suits and actions of every nature and description brought against them of any of any of them, for or on account of the use of patented appliances, products or processes and he shall pay royalties and charges which are legal and equitable.
- b. Evidence of such payment or satisfaction shall be submitted, upon request of the purchasing agent, as necessary requirement in connection with the final estimate for payment in which such patented appliances, products or processes are used.

10. CONDITIONS PART OF BID

- a. The General Conditions of Bidding defined herein shall be a part of the attached bid.

SPECIAL TERMS & CONDITIONS OF BID

1. SCOPE & INTENT

It is the intent of this specification to secure a 1-year contract for providing a supply of remanufactured toner cartridges for laser printers to the District to replace the spent cartridges used by the District's laser printers.

2. TIME FRAME

The term of agreement shall commence on January 1, 2017 at which time a blanket purchase order shall be awarded and shall cease on December 31, 2017.

3. BIDDER QUALIFICATIONS & EVALUATION

- a. Bidders are required to submit a properly completed Bidder Application Form to the District's Purchasing Office. It is the responsibility of the bidder to inform the District's Purchasing Office of any changes/deletions/additions to this form as is deemed appropriate. This application is used to establish a bidder's database which is maintained for the purpose of a bid mailing list, and other references as required. Bidders are only required to submit this form one time. Please contact the District's Purchasing Office at (713) 957-7401 if you are unsure as to whether this form has been previously submitted.
- b. All quotes will be evaluated using the same requirements and criteria.
- c. No vendor having or having had a remanufactured toner cartridge supply contract with the District will be given more consideration than any other bidder.
- d. During any part of the quote process, from preparation of specifications through the issuance of a purchase order, the District's Purchasing Office reserves the right to seek any additional information, clarification, and/or verification deemed necessary to render a reasonable responsive evaluation, and recommendation to the Information Systems Division.
- e. Evaluation will determine the ability of the vendor to provide the most efficient service in the most economical method for the District.
- f. Other criteria will include pricing in all respects, quality of service, availability of service, past performance, references, and meeting of all requirements and specifications.

4. COMPATABILITY

- a. All remanufactured printer toner cartridges must meet or exceed original equipment manufacturer's (OEM) standards and provide full performance guarantees.
- b. All cartridges must be fully remanufactured, not drilled and filled.

- c. During remanufacture, cartridges shall be disassembled and all parts shall be cleaned and inspected. High failure parts, such as wiper blade, doctor blade, and PCR roller shall be replaced each time the cartridge is remanufactured.
- d. The cartridge hopper shall be filled to capacity with high quality, high yield graphics toner to achieve or exceed the OEM print quality and yield.
- e. All cartridges are to be tested after remanufacturing by installing the cartridge in an applicable printer and running test copies. A copy of the test page is to be included with the test product.

5. PACKAGING

- a. A toner hopper/seal meeting or exceeding OEM standards shall be inserted to prevent spillage of toner during shipping and handling.
- b. Each remanufactured printer toner cartridge shall be packaged and sealed in an anti-static bag meeting or exceeding OEM standards and boxed individually.
- c. Each carton shall be clearly labeled with the cartridge item number and the printer model, or models, to which it shall apply.
- d. Each carton shall be construed to permit the user to re-package spent cartridges for return to the vendor.
- e. Cartons of cartridges, which are deliverable in pallet quantities, are to be palletized on wooden pallets and securely shrink-wrapped. The weight capacity of each pallet can not exceed 2,000lb. The construction of the pallet must be compatible with the equipment at the District. The District's equipment has a standard fork height (3-1/4" low to 7-3/4" high), standard fork width (6"), and the fork size is 21" wide x 36" long.
- f. Packaging for shipment shall be in accordance with industry standard practice, and in a manner readily accepted by common carriers engaged in interstate commerce.

6. WARRANTY

- a. Each cartridge must have a lifetime warranty against defects in materials and workmanship.
- b. Vendor shall guarantee the proper functioning of each remanufactured cartridge and will replace any defective cartridges within twenty-four (24) hours.
- c. Vendor shall repair, at vendor's expense, any printer damage (i.e., clean or replace the printer) caused by a faulty cartridge.
- d. There shall be an unconditional defective cartridge return policy for the life of the cartridge.

- e. The remanufactured printer toner cartridges must not void a printer's warranty.

7. PICKUPS & DELIVERIES

- a. All printer toner cartridges will be ordered on an as needed basis, however, an average weekly pickup and delivery shall consist of approximately 30 - 50 cartridges. Spent cartridges will be available for pickup at that time.
- b. Pickups and deliveries will be made at the District's central office facility. The physical location is as follows:

Attn: Information Systems Department – 2nd Floor
Harris County Appraisal District
13013 Northwest Freeway
Houston, TX 77040

- c. For pickups and deliveries made to the District's central office facility, all pickup and delivery personnel must sign in with the Purchasing Office prior to entering any other area. A badge will be issued for them to wear during the course of the pickup or delivery. Upon completing the pickup or delivery, they are required to return the badge to the Purchasing Office and sign out.
- d. Full tare must be allowed and no charges made for packages when picked up or delivered.
- e. The bidder must provide for inside delivery and set-up on the 2nd floor. A dock loading/unloading area is available and a freight elevator is accessible during the hours of 9:00 a.m. – 11:00 a.m. and 1:00 p.m. – 4:00 p.m. Monday through Friday. PLEASE SEE LETTER e ON PAGE 4.
- f. It is the responsibility of all vendors to keep the Harris County Appraisal District's Purchasing Office notified of any unexpected problems that would prevent the vendor from meeting delivery deadlines as they become aware of them.
- g. The Harris County Appraisal District reserves the right to reject, without prior authorization, any pickups or deliveries not meeting these specifications or requirements.

8. ESTIMATED QUANTITIES

- a. Quantities are estimated and are not guaranteed for the term of the contract. Some quantities are estimates due to the purchase of new printers during the past year.

9. CANCELLATION

- a. Cancellation of the contract by the vendor must be submitted in writing to the District's purchasing agent 120 calendar days prior to the effective date.

- b. Cancellation of the contract by the District must be submitted in writing to the vendor 90 calendar days prior to the effective date.

10. SEVERABILITY

- a. If any section, subsection, paragraph, sentence, phrase, or work in these specifications shall be held invalid, such holding shall not affect the remaining portions of these specifications and it is hereby declared that such remaining portions would have been included in these specifications as though the invalid portion had been omitted.

SPECIFICATIONS OF BID

1. All items are new or remanufactured to OEM specifications and contain high yield toner.
2. All items shall be of an established manufacturer or of remanufacture.
3. All items are of first quality grade in the field and have been sold in commercial trade.
4. All items are of normal production and not special production items.
5. Details not specified herein shall be in accordance with standard commercial practices for products of these types.

	CARTRIDGE OEM #	TONER COLOR	QTY. AND MODELS OF PRINTERS IN USE
Item 1:	CE310A	Black	(6) HP LaserJet Pro CP1025
Item 2:	CE311A	Cyan	(6) HP LaserJet Pro CP1025
Item 3:	CE312A	Yellow	(5) HP LaserJet Pro CP1025
Item 4:	CE313A	Magenta	(4) HP LaserJet Pro CP1025
Item 5:	Q5949X	Black	(14) HP LaserJet 1320
Item 6:	CE505X	Black	(4) HP LaserJet P2055d
Item 7:	CE250X	Black	(1) HP LaserJet CP3525
Item 8:	CE251A	Cyan	(1) HP LaserJet CP3525
Item 9:	CE252A	Yellow	(1) HP LaserJet CP3525
Item 10:	CE253A	Magenta	(1) HP LaserJet CP3525
Item 11:	CC364X	Black	(10) HP LaserJet P4015
Item 12:	Q5942X	Black	(28) HP LaserJet 4250
Item 13:	CF280X	Black	(311) HP LaserJet Pro 400 M401n
Item 14:	CE410X	Black	(21) HP LaserJet Pro 400 M451dn
Item 15:	CE411A	Cyan	(19) HP LaserJet Pro 400 M451dn
Item 16:	CE412A	Yellow	(18) HP LaserJet Pro 400 M451dn
Item 17:	CE413A	Magenta	(18) HP LaserJet Pro 400 M451dn
Item 18:	CE270A	Black	(12) HP LaserJet 5525n
Item 19:	CE271A	Cyan	(8) HP LaserJet 5525n
Item 20:	CE272A	Yellow	(6) HP LaserJet 5525n
Item 21:	CE273A	Magenta	(5) HP LaserJet 5525n

	CARTRIDGE OEM #	TONER COLOR	QTY. AND MODELS OF PRINTERS IN USE
Item 22:	C9730A	Black	(1) HP LaserJet 5550dn
Item 23:	C9731A	Cyan	(2) HP LaserJet 5550dn
Item 24:	C9732A	Yellow	(1) HP LaserJet 5550dn
Item 25:	C9733A	Magenta	(1) HP LaserJet 5550dn
Item 26:	CE390A	Black	(97) HP LaserJet Enterprise 600 M601n
Item 27:	CE390X	Black	(7) HP LaserJet 600 M603xh
Item 28:	C4182X	Black	(1) HP LaserJet 8100/8150
Item 29:	C8543X	Black	(17) HP LaserJet 9000
Item 30:	310-8709	Black	(4) Dell 1720
Item 31:	330-2667	Black	(24) Dell 2330d
Item 32:	310-7889	Black	(2) Dell 5110cn
Item 33:	310-7891	Cyan	(1) Dell 5110cn
Item 34:	310-7895	Yellow	(1) Dell 5110cn
Item 35:	310-7893	Magenta	(2) Dell 5110cn
Item 36:	CF-281A	Black	(40) HP M604, M605, M606
Item 37:	CF-226A	Black	(42) HP402n
Item 38:	CF-411X	Yellow	(12) HPM452
Item 39:	CF-413X	Magenta	(12) HPM452
Item 40:	CF-412X	Cyan	(12) HPM452
Item 41:	CF-410X	Black	(12) HPM452

QUOTE RESPONSE SHEET 1 OF 3

	Est. Qty.	OEM #	Vendor #	Price Each	Extended
Item 1	6	CE310A		\$	\$
Item 2	6	CE311A		\$	\$
Item 3	5	CE312A		\$	\$
Item 4	4	CE313A		\$	\$
Item 5	14	Q5949X		\$	\$
Item 6	4	CE505X		\$	\$
Item 7	1	CE250X		\$	\$
Item 8	1	CE251A		\$	\$
Item 9	1	CE252A		\$	\$
Item 10	1	CE253A		\$	\$
Item 11	10	CC364X		\$	\$
Item 12	28	Q5942X		\$	\$
Item 13	311	CF280X		\$	\$
Item 14	21	CE410X		\$	\$
Item 15	19	CE411A		\$	\$
Item 16	18	CE412A		\$	\$
Item 17	18	CE413A		\$	\$
Item 18	12	CE270A		\$	\$
Item 19	8	CE271A		\$	\$
Item 20	6	CE272A		\$	\$
Item 21	5	CE273A		\$	\$
Item 22	1	CE9730A		\$	\$
Item 23	2	C9731A		\$	\$
Item 24	1	C9732A		\$	\$

	Est. Qty.	OEM #	Vendor #	Price Each	Extended
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Item 25	<u>1</u>	<u>C9733A</u>	<u>_____</u>	\$ <u>_____</u>	\$ <u>_____</u>
Item 26	<u>97</u>	<u>CE390A</u>	<u>_____</u>	\$ <u>_____</u>	\$ <u>_____</u>
Item 27	<u>7</u>	<u>CE390X</u>	<u>_____</u>	\$ <u>_____</u>	\$ <u>_____</u>
Item 28	<u>1</u>	<u>C4182X</u>	<u>_____</u>	\$ <u>_____</u>	\$ <u>_____</u>
Item 29	<u>17</u>	<u>C8543X</u>	<u>_____</u>	\$ <u>_____</u>	\$ <u>_____</u>
Item 30	<u>4</u>	<u>310-8709</u>	<u>_____</u>	\$ <u>_____</u>	\$ <u>_____</u>
Item 31	<u>24</u>	<u>330-2667</u>	<u>_____</u>	\$ <u>_____</u>	\$ <u>_____</u>
Item 32	<u>2</u>	<u>310-7889</u>	<u>_____</u>	\$ <u>_____</u>	\$ <u>_____</u>
Item 33	<u>1</u>	<u>310-7891</u>	<u>_____</u>	\$ <u>_____</u>	\$ <u>_____</u>
Item 34	<u>1</u>	<u>310-7895</u>	<u>_____</u>	\$ <u>_____</u>	\$ <u>_____</u>
Item 35	<u>2</u>	<u>330-7893</u>	<u>_____</u>	\$ <u>_____</u>	\$ <u>_____</u>
Item 36	<u>40</u>	<u>CF-281A</u>	<u>_____</u>	\$ <u>_____</u>	\$ <u>_____</u>
Item 37	<u>42</u>	<u>CF-226A</u>	<u>_____</u>	\$ <u>_____</u>	\$ <u>_____</u>
Item 38	<u>12</u>	<u>CF-411X</u>	<u>_____</u>	\$ <u>_____</u>	\$ <u>_____</u>
Item 39	<u>12</u>	<u>CF-413X</u>	<u>_____</u>	\$ <u>_____</u>	\$ <u>_____</u>
Item 40	<u>12</u>	<u>CF-412X</u>	<u>_____</u>	\$ <u>_____</u>	\$ <u>_____</u>
Item 41	<u>12</u>	<u>CF-410X</u>	<u>_____</u>	\$ <u>_____</u>	\$ <u>_____</u>

TOTAL \$ _____

I/WE HEREBY PROPOSE to provide the remanufactured laser printer toner cartridges and if awarded this bid, do agree by the conditions and specifications herein, except as noted below under *EXCEPTIONS AND CONDITIONS OF THE BIDDER*. Any deviation from the specifications must be noted on the bid sheet for that item reference below.

EXCEPTIONS AND CONDITIONS OF THE BIDDER

Item specification deviation notations appear on bid item numbers: _____

If none, so state. _____

NAME OF FIRM SUBMITTING QUOTE *(Print or Type)*

STREET ADDRESS *(Print or Type)* **TELEPHONE #** **FACSIMILE #**

CITY, STATE & ZIP CODE *(Print or Type)* **EMAIL ADDRESS**

NAME & TITLE OF PERSON SUBMITTING QUOTE *(Print or Type)* **WEB SITE**
(Officer of the Company or Authorized Sales Representative)

SIGNATURE OF PERSON SUBMITTING QUOTE

SUBSCRIBED AND SWORN to before me this the _____ of _____, 2016.

Notary Public,
State of _____