

COUNTY OF INYO (760) 878-0293

MATERIAL OR SERVICES  
TO BE DELIVERED TO:DEPARTMENT OF COUNTY OF INYO  
MULTIPLE LOCATIONS  
935- -

RETURN BIDS TO:

INYO COUNTY BOARD CLERK  
COUNTY ADMINISTRATIVE CENTER  
P.O. BOX N  
224 NORTH EDWARDS STREET  
INDEPENDENCE, CA 93526**BID OPENING:      DATE: Thursday, July 7, 2016      TIME: 3:30 P.M. (PDT)**

Prices quoted FOB DESTINATION UNLESS OTHERWISE STATED.  
MAKE YOUR BID OR QUOTATIONS IN THE SPACE PROVIDED ON THE ATTACHED SHEETS.  
IMPORTANT: Bid must be sealed with bid number as indicated above on the outside of the envelope.  
Read the Instructions and Conditions before making your Bid or Quotation.

## INSTRUCTIONS &amp; CONDITIONS

1. All prices and notations must be typewritten or written in ink. No erasures permitted. Mistakes may be crossed out and corrections made adjacent and must be initialed in ink by person signing quotation.
2. State brand or make on each item. If quoting an article exactly as specified, the words "or equal" must be stricken out by the bidder. If quoting on other than make, model or brand specified, the manufacturer's name and the catalogue number must be given, or descriptive cut and information attached to the quotations.
3. Quote on each item separately. Prices should be stated in units specified herein.
4. Each quotation must be in a separate sealed envelope with bid number, on outside, and must be submitted to the Inyo County Board Clerk, not later than the hour and day specified hereon, at which time it will be publicly opened and read. A properly addressed and bid numbered envelope, without postage, is included for your convenience.
5. Time of delivery is a part of the consideration and must be stated in definite terms, and must be adhered to. If time varies on different items, the bidder shall so state in the column provided, opposite each item.
6. Terms of less than 10 days for cash discount will be considered as net.
7. All quotations must be signed with the Firm's name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.
8. No charge for packing, drayage, or for any other purpose will be allowed over and above the prices quoted on this sheet.
9. The right is reserved, unless otherwise stated, to accept or reject any or all quotations, or any part thereof, either separately or as a whole, or, to waive any informality in a bid.
10. Samples of items, when required, must be furnished free of expense to the County of Inyo and if not destroyed by tests, will upon request be returned at the bidders expense.
11. In case of default by the vendor, the County of Inyo may procure the articles or service from other sources.
12. Cost of transportation, handling, and/or inspection on deliveries or offers for delivery, which do not meet the specifications will be for the account of the vendor.
13. The vendor shall hold the County of Inyo, its officers, agents, servants and employees, harmless from liability of any nature or kind on account of use of any copyrighted, or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used under this quotation.

- 14. The vendor will not be held liable for failure or delay in fulfillment if hindered or prevented by fire, strikes, or Acts of God.
- 15. Quotations are subject to acceptance at any time within 30 days after opening same, unless otherwise stipulated.
- 16. Verify your quotations before submission as they cannot be withdrawn, or corrected, after being opened.
- 17. Return this sheet whether or not you quote a price. If you do not quote, state your reason, otherwise your name may be removed from the mailing list.
- 18. Amounts paid for transportation of property to the County of Inyo are exempt from Federal Transportation Tax. An exemption certificate is not required where the shipping papers show the consignee as County of Inyo, as such papers may be accepted by the carrier as proof of the exempt character of the equipment.
- 19. **There is a contracting preference of 5% for small business enterprises and 8% for local businesses available for this Request for Proposals (bids). To be eligible for the preferences, a small business enterprise must submit proof of state registration as a SBE with its bid and a local business must provide certification that it is a local business as defined by Inyo County Code §6.06.020 (b) with its bid.**

**THE FOLLOWING MUST BE FILLED IN BY THE BIDDER IN SUBMITTING HIS BID:**

DATED AT \_\_\_\_\_ (CITY & STATE)

\_\_\_\_\_, 20\_\_\_\_\_

CASH DISCOUNT TERMS \_\_\_\_\_

To the County of Inyo: We (I) hereby agree to furnish the articles and/or services, at the prices and terms stated subject to the instructions and conditions set forth in this bid.

NAME OF COMPANY \_\_\_\_\_

NAME OF COMPANY REPRESENTATIVE (PRINTED) \_\_\_\_\_

COMPANY REPRESENTATIVE SIGNATURE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

### Hewlett-Packard (HP) Toner Cartridges

|        | Quoted Price |            | Quoted Price |
|--------|--------------|------------|--------------|
| CE505X |              | CE255X     |              |
| CE505A |              | CF214A     |              |
| CE260X |              | C8543X     |              |
| CE260A |              | CE410X     |              |
| CE262A |              | CE410A     |              |
| CE263A |              | Q5942A     |              |
| CE250X |              | Q5942X     |              |
| CE250A |              | Q5942XD    |              |
| CE251A |              | Q5950A     |              |
| CE252A |              | Q5951A     |              |
| CE253A |              | Q5952A     |              |
| C4096A |              | Q5953A     |              |
| CF380X |              | CE255A     |              |
| CF381A |              | 8489A001AA |              |
| CF382A |              | C9720A     |              |
| CF383A |              | CE278A     |              |
| CE400A |              | Q1338A     |              |
| CE401A |              | Q2610A     |              |
| CE402A |              | Q6511A     |              |
| CE403A |              | CB388A     |              |
| CF325X |              | CB541A     |              |
| CE530A |              | CB543A     |              |
| CE531A |              | Q5949XD    |              |
| CE532A |              | Q7553X     |              |
| CE533A |              | CB542A     |              |
| CC364A |              | CE265A     |              |
| CE740A |              | CF280A     |              |
| CE741A |              | C3903A     |              |
| CE742A |              | CF360A     |              |
| CE743A |              | CF361A     |              |
| Q2613X |              | CF362A     |              |
| C7115A |              | CF363A     |              |

END OF SECTION

The County of Inyo anticipates spending in excess of \$35,000 next FY year on HP toner cartridges. Orders are placed frequently throughout the year and shipped to multiple locations.

Returns or Exchanges will be made at the expense of the supplier.

Prices will remain in effect through July 1, 2017 with the option to extend the contract a second and 3<sup>rd</sup> year.

**NOTE: YOUR NAME & ADDRESS (NOT HANDWRITTEN) MUST APPEAR ON THE ENVELOPE WHEN RETURNING YOUR BID. ENVELOPES WITHOUT A RETURN ADDRESS MAY BE DISPOSED OF WITHOUT BEING OPENED.**

|                  |       |
|------------------|-------|
| Subtotal         | _____ |
| Sales Tax (8.0%) | _____ |
| Shipping Charge  | _____ |
| Total            | _____ |

Delivery will be made in \_\_\_\_\_ days after receipt of order.

Bid prices will remain valid and in effect through \_\_\_\_\_

Indicate any exception to the bid:

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