



Vendor Name:

---

**TARRANT COUNTY**  
PURCHASING DEPARTMENT

JACK BEACHAM, C.P.M., A.P.P.  
PURCHASING AGENT

ROB COX, C.P.M., A.P.P.  
ASSISTANT PURCHASING AGENT

**BID NO. 2013-029**

**ANNUAL CONTRACT  
FOR  
COPIER AND FAX SUPPLIES**

**BIDS DUE DECEMBER 12, 2012  
2:00 P.M.**

**BID NO. 2013-029**

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This Table of Contents is intended as an aid to bidders and not as a comprehensive listing of the bid package. Bidders are responsible for reading the entire bid package and complying with all specifications.

## ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES

Tarrant County is requesting bids for the **ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES, COUNTYWIDE**. All bids must be submitted on the attached Bid Proposal Form. Vendors may bid on any or all items. Tarrant County will not enter into any contract where the cost is provisional upon such clauses as "escalator" or "cost-plus" clauses.

**ORIGINAL AND ONE (1) COPY**  
OF  
**COMPLETED BID PROPOSALS**  
**MUST BE RECEIVED IN THE**  
**PURCHASING DEPARTMENT**  
**AT 100 E. WEATHERFORD, SUITE 303**  
**FORT WORTH, TEXAS 76102**  
**ON OR BEFORE DECEMBER 12, 2012 AT 2:00 P.M.**

**All bids, including a "NO BID", are due in the Purchasing Department by the due date**, in sealed envelopes or boxes. **All bids must be clearly marked with the Bid Number, the name of the company submitting the bid, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt.** Original bid must be clearly marked "ORIGINAL" and contain all original signatures.

**Any bid received after the date and/or hour set for bid opening will not be accepted. Bidder will be notified and will advise Tarrant County Purchasing as to the disposition by either pick up, return at bidder's expense, or destroyed with written authorization of the bidder.** If bids/proposals are sent by mail to the Purchasing Department, the bidder shall be responsible for actual delivery of the bid to the Purchasing Department before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be disposed of as authorized.

Bids may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by bidder guaranteeing authenticity. After the official opening, bids become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendations of the Purchasing Agent and the approval of Commissioners' Court.

Tarrant County is exempt from Federal Excise and State Sales Tax; therefore, tax must not be included in this bid.

Tarrant County reserves the right to accept or reject in part or in whole any bids submitted, and to waive any technicalities for the best interest of the County.

**No oral explanation in regard to the meaning of the bid specifications will be made and no oral instructions will be given before the award of the contract. Request from interested bidders for additional information or interpretation of the information included in the specifications and all questions should be directed in writing, via facsimile, to:**

**SUSANNA LEA, CPPB, BUYER**  
**FAX: (817) 884-2629**

## ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES

**All documents associated with this bid including but not limited to, the bid document, questions and their responses, addenda and special notices will be posted under the Bid number on the Tarrant County website and available for download by bidders and other interested parties. It is the bidders'/respondents' sole responsibility to review this site and retrieve all related documents up to and including the Bid due date.**

**The deadline for receipt of all questions is 12:00 (Noon), Fort Worth time, Monday, December 3, 2012. After the question deadline, all questions and their responses will be posted on the website and available for download by bidders.**

All bids shall specify terms and conditions of payment, which will be considered as part of, but not control, the award of bid. County review, inspection, and processing procedures ordinarily require thirty (30) days after receipt of invoice, materials, or service. Bids which call for payment before thirty (30) days from receipt of invoice, or cash discounts given on such payment, will be considered only if, in the opinion of the Purchasing Agent, the review, inspection, and processing procedures can be completed as specified.

**Invoices shall be sent directly to the Tarrant County Auditor's Office, Attention: Accounts Payable, 100 East Weatherford, Room 506, Fort Worth, Texas 76196. It is the intention of Tarrant County to make payment on completed orders within thirty days after receipt of invoice or items; whichever is later, unless unusual circumstances arise. **Invoices must be fully documented as to labor, materials, and equipment provided and must reference the Tarrant County Purchase Order Number in order to be processed. No payments shall be made on invoices not listing a Purchase Order Number.****

**Continuing non-performance of the vendor in terms of Specifications shall be a basis for the termination of the contract by the County. The County shall not pay for work, equipment, or supplies which are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.**

The **contract may be terminated** by either party upon written thirty (30) days notice prior to cancellation.

Bids will be considered irregular if they show any omissions, alteration of form, additions or conditions not called for, or irregularities of any kind. However, Tarrant County reserves the right to waive any irregularities and to make award in the best interest of the County.

Tarrant County reserves the right to accept or reject in part or in whole any bids submitted, and to waive any technicalities for the best interest of the County. Bids may be rejected, among other reasons, for any of the following specific reasons:

1. Bids received after the time limit for receiving bids.
2. Bids containing any irregularities.
3. Unbalanced value of any items.

## ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES

Bidders may be disqualified and their bids not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Bidders.
2. Reasonable grounds for believing that any Bidder is interested in more than one Bid for the work contemplated.
3. The Bidder being interested in any litigation against the County.
4. The Bidder being in arrears on any existing contract or having defaulted on a previous contract
5. Lack of competency as revealed by a financial statement, experience and equipment, questionnaires, etc.
6. Uncompleted work, which in the judgement of the County, will prevent or hinder the prompt completion of additional work, if awarded.
7. Bidders shall not owe delinquent property tax in Tarrant County.

**It is the bidders' sole responsibility to print and review all pages of the bid document, attachments, questions and their responses, addenda and special notices. The Bid Proposal Signature Form must be signed and returned. Failure to provide signature on this form renders bid non-responsive.** Failure to complete and the submission of all required forms, including but not limited to the Reference Page, Certificate of Eligibility, Checklist, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid.

**CONFIDENTIALITY:** Any material that is to be considered confidential in nature must be clearly marked as such and shall be treated as confidential to the extent allowable in the Open Records Act. Pricing information is not considered confidential. Trade secrets or confidential information **MUST** be placed in a separate envelope marked "**CONFIDENTIAL INFORMATION**" and **EACH PAGE** must be marked "**CONFIDENTIAL INFORMATION.**" Tarrant County will make every effort to protect these papers from public disclosure as outlined in Government Code, Chapter 552.

Due care and diligence has been used in preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely with the proposer. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the proposer to determine the full extent of the exposures.

The successful bidder may not assign their rights and duties under an award without the written consent of the Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

**ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES**

**Prices** shall include all charges for freight, F.O.B. inside delivered to:

**VARIOUS LOCATIONS PER INDIVIDUAL PURCHASE ORDERS  
NO FUEL CHARGES ALLOWED**

Hours of operation shall be between 8:00 a.m. and 4:00 p.m., Monday through Friday.

Delivery date is important to the County and may be required to be a part of each bid. Tarrant County considers delivery time to be that period elapsing from the time the individual order is placed until that order is received by the County at the specified delivery location. The delivery date indicates a guaranteed delivery to Tarrant County, Texas. Failure of the bidder to meet guaranteed delivery dates or service performance could affect future County orders.

The County reserves the right to demand bond or penalty to guarantee delivery by the date indicated. If order is given and the Bidder fails to furnish the materials by the guaranteed date, the County reserves the right to cancel the order without liability on its parts.

A **packing list** shall accompany each shipment and shall show:

**Tarrant County Purchase Order Number**

Name and address of Vendor

Name and address of receiving department

Description of material shipped, including item numbers, quantity, etc.

**ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES**

**SPECIAL TERMS AND CONDITIONS OF THE CONTRACT**

1. **Contract Terms:** Successful vendor(s) will be awarded a twelve (12) month contract, effective from date of award or notice to proceed as determined by Tarrant County Purchasing. At Tarrant County's option and approval by the vendor, the contract may be renewed for an additional one (1) year period, as further explained in Renewal Options. **Prices must remain firm for the entire contract.**
  
2. **Renewal Options:** Tarrant County reserves the right to exercise an option to renew the contract of the vendor for an additional one (1) year period, provided such option is stipulated in the Special Conditions and agreed upon by both parties. If the County exercises the right in writing, the Bidder shall update and submit any legal documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. These documents, if applicable, will be specified in the Special Conditions and include, but are not limited to, Insurance Certificates and Performance Bonds and must be in force for the full period of the option. If the updated documents are not submitted by the Bidder in complete form within the time specified, the County will rescind its option and seek a new bid solicitation.
  
3. **COOPERATIVE PURCHASING:** Tarrant County has the lead role in developing and encouraging Cooperative Purchasing efforts among the governmental entities that are listed on pages 7 - 9; therefore it would be in the vendor's best interest to help Tarrant County facilitate this cooperative effort. **A "NO" answer could result in complete rejection of bid.**
  - A. Should other Governmental Entities decide to participate in this contract, would you, the Vendor, agree that all terms, conditions, specifications, and pricing would apply?  

\_\_\_\_\_Yes    \_\_\_\_\_No
  - 1) If you, the Bidder, checked yes, the following will apply:
    - a) Governmental Entities utilizing Inter-Governmental Contracts with Tarrant County will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded as a result of this solicitation. All purchases by Governmental Entities other than Tarrant County will be billed directly to that Governmental Entity and paid by that Governmental Entity. Tarrant County will not be responsible for another Governmental Entity's debts. Each Governmental Entity will order their own material/services as needed.
    - b) Delivery to governmental entities located within Tarrant County will be at no charge or as otherwise provided for in the Award Document. Delivery charges, if any, for governmental entities located outside Tarrant County shall be negotiated between the successful bidder and each governmental entity.

**ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES**

**SPECIAL TERMS AND CONDITIONS OF THE CONTRACT**

- c) Tarrant County utilizes County Purchase Orders as its primary means of encumbering funds and pays for goods and services utilizing vendor invoices. In the event Governmental Entities utilizing Inter-Governmental Contracts use other payment methods, including but not limited to, purchasing cards, debit cards, check requests or other methods which cause the vendor to incur service, processing, or other fees, these fees are the responsibility of that Governmental Entity, unless otherwise negotiated with the vendor.
- d) Vendor(s) awarded contract(s) resulting from Request for Bid (RFB) shall be responsible for providing to Tarrant County, at no additional charge, a complete list of all governmental entities currently utilizing the contract and their annual expenditures. This information shall be provided ninety (90) days prior to the expiration of the contract, or as otherwise requested by Tarrant County. Failure to provide the requested information when requested could delay the renewal process.

**B. SECONDARY/ALTERNATE AWARD:** Secondary or alternate vendors serve in a back up capacity only. In the event the primary is unable to honor the terms and conditions of the contract, the secondary vendor may be called. If the secondary vendor is unable to honor the terms and conditions of the contract the alternate may be called. The primary vendor is the first contact. Use of the secondary or alternate must be approved, in writing, by the Tarrant County Purchasing Agent or his designee.

- 1) In the event the secondary or alternate vendors are called upon, they will offer the goods and services at the bid prices, or better. Any attempt to increase the original bid price may be cause to remove the vendor from the contract. This in no way negatively affects the status of the primary vendor.
- 2) If the secondary or alternate vendor represents themselves as the primary vendor without written authorization from the Tarrant County Purchasing Agent, or his designee, the secondary or alternate vendor may be removed from the contract. Would you, the Bidder, be willing to accept a secondary/alternate award based on the above?

Yes     No



## ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES

### Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

1. Alamo Heights ISD	14. Branch Fire Department	25. Castleberry ISD
2. Allen ISD	15. Brazoria County	26. Cedar Hill ISD
3. Alvord ISD	16. Brazos County	27. Chambers County
4. Anna Fire Department	17. Briar Volunteer Fire	28. Cherokee County
5. Arlington ISD	Department	29. City of Aledo
6. Armstrong County	18. Brooks County	30. City of Allen
7. Atascosa County	Constables,	31. City of Alvord
8. Bastrop County	Precincts 1-4	32. City of Amarillo
9. Benbrook Water	19. Brown County	33. City of Anna
Authority	20. Bulverde Police	34. City of Arlington
10. Bethany Special Utility	Department	35. City of Athens
District	21. Burnet County	36. City of Aubrey
11. Bexar County	22. Cameron County	37. City of Austin
12. Blue Ridge Fire	23. Carroll ISD	38. City of Azle
Department	24. Carrollton-Farmers	39. City of Balch Springs
13. Bosque County	Branch ISD	40. City of Bangs
41. City of Baytown	73. City of Dalworthington	103. City of Godley
42. City of Bedford	Gardens	104. City of Granbury
43. City of Bells	74. City of Decatur	105. City of Grand Prairie
44. City of Benbrook	75. City of Denison	106. City of Grand Saline
45. City of Blue Mound	76. City of Denton	107. City of Grapevine
46. City of Bovina	77. City of DeSoto	108. City of Greenville
47. City of Bowie	78. City of Diboll	109. City of Haltom City
48. City of Boyd	79. City of Duncanville	110. City of Horizon City
49. City of Bridgeport	80. City of Early	111. City of Hudson Oaks
50. City of Bridge City	81. City of Eastland	112. City of Huntsville
51. City of Brownwood	82. City of El Paso	113. City of Hurst
52. City of Bryan	83. City of Electra	114. City of Hutchins
53. City of Burkburnett	84. City of Emory	115. City of Hutto
54. City of Burleson	85. City of Euless	116. City of Irving
55. City of Caddo Mills	86. City of Everman	117. City of Italy
56. City of Carrollton	87. City of Farmers Branch	118. City of Keene
57. City of Castle Hills	88. City of Farmersville	119. City of Keller
58. City of Cedar Hill	89. City of Ferris	120. City of Kennedale
59. City of Cedar Park	90. City of Floresville	121. City of Killeen
60. City of Celeste	91. City of Forest Hill	122. City of Krum
61. City of Celina	92. City of Forney	123. City of Kyle
62. City of Cleburne	93. City of Fort Worth	124. City of La Vernia
63. City of Cockrell Hill	94. City of Frisco	125. City of Lake Worth
64. City of Colleyville	95. City of Gainesville	126. City of Lancaster
65. City of Combine	96. City of Galena Park	127. City of League City
66. City of Commerce	97. City of Galveston	128. City of Leander
67. City of Coppell	98. City of Ganado	129. City of Lewisville
68. City of Copperas Cove	99. City of Garland	130. City of Lindale
69. City of Corinth	100. City of Gatesville	131. City of Little Elm
70. City of Corsicana	101. City of Georgetown	132. City of Littlefield
71. City of Crowley	102. City of Glen Heights	133. City of Live Oak
72. City of Cumby		

## ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES

### Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

134.	City of Lubbock	140.	City of McAllen	146.	City of Morgan's Point Resort
135.	City of Lucas	141.	City of McKinney	147.	City of Murphy
136.	City of Lufkin	142.	City of Melissa	148.	City of Nacogdoches
137.	City of Lumberton	143.	City of Merkel	149.	City of Nederland
138.	City of Mansfield	144.	City of Mesquite		
139.	City of Marshall	145.	City of Midlothian		
150.	City of New Braunfels	196.	City of Westworth Village	230.	Fort Bend County
151.	City of North Richland Hills			231.	Fort Worth Housing Authority
152.	City of Odessa	197.	City of White Settlement	232.	Fort Worth ISD
153.	City of Pasadena	198.	City of Whitewright	233.	Fort Worth Transportation Authority
154.	City of Pelican Bay	199.	City of Wylie	234.	Freestone County
155.	City of Pharr	200.	Clay County	235.	Frisco ISD
156.	City of Plano	201.	Clear Creek ISD	236.	Grandview Police Department
157.	City of Pottsboro	202.	Collin County	237.	Grapevine\Colleyville ISD
158.	City of Port Isabel	203.	Collin County Community College	238.	Grayson County
159.	City of Princeton	204.	Comal County	239.	Gregg County
160.	City of Ralls	205.	Cooke County	240.	Hardin County
161.	City of Red Oak	206.	Coryell County	241.	Harris County Emergency Services District
162.	City of Richardson	207.	Cottondale Volunteer Fire Department	242.	Harrison County
163.	City of Richland Hills	208.	Crowley ISD	243.	Hays County
164.	City of River Oaks	209.	Dallas County	244.	Heart of Texas Region MHMR Center
165.	City of Roanoke	210.	Dallas/Fort Worth International Airport Board	245.	Henderson County
166.	City of Rockwall	211.	Decatur ISD	246.	Hood County
167.	City of Round Rock	212.	Denison ISD	247.	Hopkins County
168.	City of Rowlett	213.	Denton County	248.	Housing Authority of the City of Austin
169.	City of Royse City	214.	Denton County Fresh Water Supply Dist No. 1-A	249.	Hunt County
170.	City of Runaway Bay	215.	Denton ISD	250.	Hurst Euless Bedford ISD
171.	City of Sachse	216.	DeSoto ISD	251.	Hutchinson County
172.	City of Saginaw	217.	Diana Special Utility District	252.	Idea Public Schools
173.	City of San Angelo	218.	Duncanville ISD	253.	Jasper County
174.	City of San Marcos	219.	Duval County	254.	Jefferson County
175.	City of Sansom Park	220.	Eagle Mountain-Saginaw ISD	255.	Jim Wells County
176.	City of Seagoville	221.	Ector County	256.	Johnson County
177.	City of Sherman	222.	Education Service Center Region XI	257.	Johnson County Special Utility District
178.	City of Sour Lake	223.	El Paso County	258.	Karnes County
179.	City of Southlake	224.	El Paso County Hospital District dba University Medical Center of El Pasol	259.	Kaufman County
180.	City of Southmayd	225.	Electra ISD	260.	Kaufman ISD
181.	City of Springtown	226.	Ellis County		
182.	City of Sulphur Springs	227.	Erath County		
183.	City of Taft	228.	Everman ISD		
184.	City of Taylor	229.	Fannin County		
185.	City of Temple				
186.	City of Terrell				
187.	City of Texarkana				
188.	City of The Colony				
189.	City of University Park				
190.	City of Van Alstyne				
191.	City of Venus				
192.	City of Waco				
193.	City of Watauga				
194.	City of Waxahachie				
195.	City of Weatherford				

## ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES

### Entities Currently Participating in Cooperative Purchasing Program with Tarrant County

261.	Jasper County	299.	San Jacinto College District	331.	Town of Highland Park
262.	Jefferson County			332.	Town of Lakeside
263.	Jim Wells County	300.	San Patricio County	333.	Town of Northlake
264.	Johnson County	301.	Schleicher County	334.	Town of Pantego
265.	Johnson County Special Utility District	302.	Senior Center Resource and Public Transit, Inc. of Hunt County	335.	Town of Ponder
266.	Karnes County			336.	Town of Prosper
267.	Kaufman County	303.	Seven Points Fire Rescue	337.	Town of Sunnyvale
268.	Kaufman ISD			338.	Town of Westlake
269.	Mansfield ISD	304.	Sherman ISD	339.	Town of Westover Hills
270.	Maribel Special Utility District	305.	Smith County	340.	Travis County
271.	McKinney ISD	306.	Springtown ISD	341.	Travis County Healthcare District
272.	McLennan County	307.	South Montgomery Fire Department	342.	Trinity River Authority
273.	McLennan Community College	308.	South Texas College	343.	United States Marshals Service
274.	MHMR of Tarrant County	309.	SPAN, Inc.	344.	University of North Texas
275.	Midway ISD	310.	St. John Westside Volunteer Fire Dept. of Edgard, LA	345.	University of North Texas Health Science Center
276.	Mills County	311.	Tarrant Appraisal District	346.	University of Texas at Arlington
277.	Montgomery County	312.	Tarrant County 9-1-1 Emergency Assistance District	347.	University of Texas at Dallas
278.	Montgomery County Hospital District	313.	Tarrant County College District	348.	University of Texas MD Anderson Cancer Center
279.	Nacogdoches County	314.	Tarrant County Emergency Services District 1	349.	Upper Trinity Regional Water District
280.	Navarro County	315.	Tarrant County Hospital District	350.	Upshur County
281.	Nevada Volunteer Fire Department	316.	Tarrant County Workforce Development Board	351.	Van Zandt County
282.	North Central Texas Council of Governments	317.	Tarrant Regional Water District	352.	Victoria County
283.	North Texas Municipal Water District	318.	Taylor County	353.	Waco ISD
284.	North Texas Tollway Authority	319.	Terrell ISD	354.	Walker County
285.	Northwest ISD	320.	Texas A&M University at Commerce	355.	Ward County
286.	Nueces County	321.	Texas Dept. of Parks & Wildlife	356.	Weatherford College
287.	Olton Police Department	322.	Texas Dept. of Public Safety	357.	Westminster Fire Dept.
288.	Orange County	323.	Titus County	358.	Weston Volunteer Fire Department
289.	Palo Pinto County			359.	White Settlement ISD
290.	Paradise ISD	324.	Tom Green County	360.	Williamson County
291.	Parker County	325.	Town of Addison	361.	Wilson County
292.	Parker County Emergency Services District 1	326.	Town of Argyle	362.	Wise County
293.	Potter County	327.	Town of Edgecliff Village	363.	Wood County
294.	Public Transit Service of Mineral Wells	328.	Town of Fairview	364.	Zapata County
295.	Rancho Viejo Police Department	329.	Town of Flower Mound		
296.	Red River County	330.	Town of Hickory Creek		
297.	Rockwall County				
298.	Region 9 Education Service Center Wichita				

## ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES

### SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

#### 4. MINIMUM INSURANCE REQUIREMENTS

- A. The Contractor shall take out, pay for and maintain at all times during the prosecution of the work under the contract, the following forms of insurance, in carriers acceptable to and approved by Tarrant County.
- 1) Workers' Compensation/Employer's Liability
    - a. Worker's Compensation — statutory
    - b. Employer's Liability — \$500,000
  - 2) Comprehensive Commercial General Liability:
    - a. Bodily Injury/Personal Injury — \$1,000,000 per occurrence  
\$2,000,000 aggregate
    - b. Property Damage — \$1,000,000 aggregate
  - 3) Professional Liability — \$1,000,000 per occurrence  
\$2,000,000 aggregate
- B. The County reserves the right to review the insurance requirements of this section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by the County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Contractor.
- C. Required Provisions:
- 1) Proof of Carriage of Insurance - All certificates of insurance will be required in duplicate and filed with the Purchasing Agent and the Budget and Risk Management Department at 100 East Weatherford Street.
  - 2) All certificates shall provide Tarrant County will receive an unconditional thirty days written notice in case of cancellation or any major change.
  - 3) As to all applicable coverage, certificates shall name Tarrant County and its officers, employees, and elected representatives as an additional insured.
  - 4) All copies of the certificates of insurance shall reference the project name and bid number for which the insurance is being supplied.
  - 5) The Contractor agrees to waive subrogation against Tarrant County, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent the loss, if any, is covered by the proceeds of insurance.

## ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES

### SPECIAL CONDITIONS OF THE CONTRACT

#### I. GENERAL:

- A. **Vendor must certify that the product(s) bid are authentic. Any product found to be counterfeit will be brought to the attention of the appropriate authorities and will be subject to confiscation and non-payment.**
- B. Products that do not comply with specifications will not be considered.
- C. Bidders must be authorized dealers for the OEM products bid.
- D. Tarrant County may require Certifications of Authorization from dealers for the product bid.
- E. Delivery Time A.R.O. (After Receipt of Order) may be a factor in the evaluation of this bid.
- F. Tarrant County is not obligated to return empty toner cartridges.
- G. Tarrant County reserves the right to award this contract in whole by various sections, or by line, whichever is deemed to be in the best interest of Tarrant County.
- H. Items will be ordered in various quantities on as "As Needed" basis.
- I. All shipping/delivery charges must be included in unit cost.
- J. Cartridges ordered in error may be returned to the vendor for credit.

#### II. WARRANTY:

- A. Tarrant County expects the successful vendor(s) to be single point of contact for all returns/replacements. This means the vendor must be able to handle **ALL** functions necessary for returns/replacements, based on one (1) phone call, fax or e-mail.
- B. Vendor(s) shall be responsible for all costs associated with pick-up packaging, and transportation of returned/replacement cartridges between the user's site and the vendor's location.

- III. Due to the nature of processing performed by Tarrant County and its constant endeavor to provide the highest level of services, it is imperative that all products and services being proposed offer the highest level of quality, reliability and service. The materials and services procured from the award of this contract should contribute to this objective.

## ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES

### SPECIAL CONDITIONS OF THE CONTRACT, continued

#### IV. RECYCLED PRODUCTS:

- A. Tarrant County wishes to purchase environmentally preferred products, which have a lesser or reduced effect on human health and the environment when compared to other products that serve the same purpose.
- B. Tarrant County reserves the right to determine the acceptance or rejection of any recycled products which are bid based on evaluation of samples received.

#### V. DEFINITIONS:

- A. "Environmentally Preferable Products" means products that have a lesser impact on human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, and/or disposal of the product.
- B. "Recycled Products" are products manufactured with waste material that has been recovered or diverted from solid waste. Recycled material may be derived from post-consumer waste (material that has served its intended use and been discarded by a final consumer), industrial scrap, manufacturing waste, or other waste that would otherwise have been disposed of.
- C. "Post-Consumer Waste" means a finished material which would normally be disposed of as a solid waste having completed its life cycle as a consumer item.

## ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES

**Evaluation criteria** shall include, but is not limited to the following:

- a. Unit Price
- b. Delivery
- c. Vendor's past performance record with Tarrant County
- d. Tarrant County's evaluation of vendor's ability to perform
- e. Tarrant County's experience with products bid
- f. Special needs and requirements of Tarrant County
- g. Vendor's agreement to extend pricing under this contract to other governmental entities
- h. Results of testing samples (if needed)

**Quantities** indicated on the Bid Proposal Forms are estimates based upon the best available information. The County reserves the right to increase or decrease the quantities to meet its actual needs without any adjustments in the bid price. **Tarrant County will order in "As Needed" quantities on an "As needed" basis.**

Any **catalog, brand name or manufacturer's reference** used is considered to be descriptive -- not restrictive -- and is indicative of the type and quality the County desires to purchase. Bids on similar items of like quality will be considered if the bid is noted and fully descriptive brochures are enclosed. If notation of substitution is not made, it is assumed vendor is bidding item specified. Successful vendor will not be allowed to make unauthorized substitutions after award.

**Samples for testing** may be requested for evaluation. Sample will be free to the County. Failure to provide samples will be justification for bid rejection. Tarrant County reserves the right to determine equals. **Samples must be the same product as that bid.**

# ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES

## TECHNICAL SPECIFICATION

### I. COPIER TONER CARTRIDGES:

- A. **Bidder must bid OEM (Original Equipment Manufacturer) products only.**  
No others will be considered.

### II. FAX TONER CARTRIDGES:

- A. Bidders may bid OEM (Original Equipment Manufacturer) products **AND** remanufactured products.

### III. REMANUFACTURED CARTRIDGES:

- A. The Contractor shall furnish remanufactured toner cartridges that have been fully remanufactured to specifications equal to, or exceeding original equipment manufacturer's (OEM) cartridge standards of quality and performance and approved remanufactured toner cartridge industry standards.
- B. The term "Cartridge Remanufacturing Process" includes, at a minimum, the following:
  - 1. As used in this standard procurement, the term "Remanufactured" is defined as a cartridge which has been completely disassembled and cleaned, and inspected. All internal and external components must be tested against the original manufacturer's specifications, including the corona wire and waste toner collector. Worn, damaged, or end of life-cycle components should be replaced.
  - 2. Replacement of the original OEM drum with a new drum (which may include an extended life-drum). If the returned toner cartridge is equipped with an extended-life drum, contractor shall inspect it, clean it, or replace it with a new extended-life drum, or new after market drum (Where Applicable).
  - 3. Replacement of all seals with an OEM-type heat seal, card seal, or pressure sensitive seal.
  - 4. Replacement of the primary charge roller (PCR) with a re-coated or new PCR.
  - 5. Replacement of wiper blade, retainer blade and scraper blade meeting OEM specifications.
  - 6. Replacement of any parts not meeting OEM specifications or the latest remanufactured toner cartridge industry standards adopted by the STMC or the latest guidelines adopted by ASTM for remanufactured toner cartridges.
  - 7. Filling of toner cartridges meeting OEM specifications or the latest remanufactured toner cartridge industry standards adopted by STMC or the latest guidelines adopted by ASTM for remanufactured toner cartridges.



## ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES

### TECHNICAL SPECIFICATIONS, cont.

8. The hopper shall be filled to capacity with new toner meeting or exceeding OEM standards.
  9. A toner hopper seal/separator meeting or exceeding OEM standards shall be inserted to prevent spillage of toner during shipping.
- C. The term "Cartridge Packaging" includes, at a minimum, the following:
1. The Contractor shall clearly label each toner cartridge with the manufacturer's/supplier's name and cartridge model number.
  2. Each toner cartridge shall be packaged in an anti-static moisture proof bag and either heat-sealed or zip-locked, meeting or exceeding OEM standards. The cartridge shall then be placed in a protective cradle prior to being packaged in an external carton.
  3. The external carton and packaging of the toner cartridge shall protect the cartridge from damage during shipping.
  4. Packaging for the toner cartridges shall be constructed to permit users to re-package spent cartridges for return the Contractor. It is desirable that all corrugated packaging contain a minimum of 35% post-consumer recycled content and provide certification from the carton manufacturer/supplier to verify the actual percentage of recycled content.
  5. The external carton or an internal shipping invoice shall identify toner cartridge type (make and model), the Contractor's name, address and telephone number, and the purchase order number. All cartridge boxes or internal shipping invoices will also bear the date of remanufacture and use by date for shelf life and inventory purposes.
- D. Cartridge Testing:
1. All cartridges are to be tested after remanufacturing by installing the cartridge in an applicable machine, running and inspecting test copies. It is desirable that a copy of a test page be included with the finished product.
- E. Defective Cartridges:
1. If there is a problem with a **defective remanufactured or new toner cartridge**, the Contractor's representative shall be capable of discussing the contract and correcting any problems, and/or **shall supply and deliver a new fully functional cartridge within two (2) business days after notification to the individual Department utilizing the remanufactured or new toner cartridge.**

## ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES

### TECHNICAL SPECIFICATIONS, cont.

2. All cartridges new or remanufactured shall be guaranteed to perform to the manufacturer's (OEM) specifications and to the satisfaction of Tarrant County. The cartridge shall equal or exceed the yield of the manufacturer's (OEM) specification. **Any cartridge found defective shall be replaced free of charge regardless of the amount of toner remaining in the cartridge. Defective cartridges shall be replaced or monies refunded within five (5) calendar days after the Contractor is notified.**
3. If the defective cartridge causes damage to the equipment, the Contractor shall be responsible for the payment of the repair or replacement. **All defective toner cartridges will be returned to the Contractor at the Contractor's expense.** The Contractor shall supply pre-paid mailing labels, or shall pick up defective cartridge(s) at the location of toner cartridge delivery. Replacement cartridges shall be properly marked as replacements and identified in the purchase order number. If Tarrant County has continued uncorrected problems with a particular model, or if there are page yields consistently below the OEM standards or approved manufactured toner cartridge industry standards, Tarrant County may cancel the cartridge model from the contract. If the toner cartridge defect rate exceeds three percent (3%) of all cartridges utilized within any six (6) month period, Tarrant County reserves the right to cancel the contract.



## TARRANT COUNTY

### HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

#### I. POLICY STATEMENT

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

#### II. DEFINITIONS

Historically underutilized businesses (HUBs), also known as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Tarrant County.

Businesses include firms, corporations, sole proprietorships, vendors, suppliers, contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provision that requires competitive bidding for many items valued at greater than \$50,000.

### III. POLICY GUIDELINES

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County may recognize other agencies' certification processes recognized by the State of Texas. Tarrant County reserves the right to review the certification status of any vendor applying to do business with the County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
  1. Target goals should consider:
    - the availability of HUB firms within the specific category of goods or services to be procured; and
    - the diversity of the county's population.
  2. The goals should be reviewed and amended periodically.
  3. The program may apply to all County procurements including construction and professional services.
  4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
  5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

- D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
  2. Continuing to seek new communication links with HUB vendors, professionals and contractors to involve them in the procurement process.
  3. Continuing to advertise bids on the County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
  4. Continuing to provide copies of bid specifications to minority Chambers of Commerce.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process by:
1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
  2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
  3. Specification of reasonable, realistic delivery schedules consistent with the County's actual requirements.
  4. Specifications, terms and conditions reflecting the County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.

- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder as required by law. This policy is narrowly tailored in accordance with applicable law.

#### **IV. ADMINISTRATIVE GUIDELINES**

- A. The Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.
  - 1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
  - 2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
  - 3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
  - 4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
  - 5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased, percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

**510 Historically Underutilized Businesses Policy**

*Adopted: Court Order 64788 (December 17, 1990)*

*Amended: Court Order 69958 (December 7, 1993)*

*Amended: Court Order 99651 (December 28, 2006)*

**ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES**

**FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY**

**Disadvantaged Business Enterprises (DBE)** are encouraged to participate in Tarrant County's bid process. The Purchasing Department will provide additional clarification of specifications, assistance with Bid Proposal Forms, and further explanation of bidding procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

The County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Procurement and Support Services  
Statewide HUB Program  
1711 Jacinto Blvd.  
PO Box 13047  
Austin, TX 78711-3047  
(512) 463-5872

**OR**

North Central Texas  
Regional Certification Agency  
624 Six Flags Drive, Suite 100  
Arlington, TX 76011  
(817) 640-0606

If your company is already certified, attach a copy of your certification to this form and return with bid.

COMPANY NAME: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

**Indicate all that apply:**

- \_\_\_\_\_ Minority-Owned Business Enterprise
- \_\_\_\_\_ Women-Owned Business Enterprise
- \_\_\_\_\_ Disadvantaged Business Enterprise

**ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES**

**VENDOR REFERENCES**

Please list three (3) references, **other than Tarrant County**, who can verify your performance as a vendor. Performance includes but shall not be limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine your firm's ability to provide the intended goods or service of this bid. The County prefers references to be from customers for whom your firm has provided the same items (sales and/or services) as those specified in this bid. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your bid.

**REFERENCE ONE**

GOVERNMENT/COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON AND TITLE: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
SCOPE OF WORK: \_\_\_\_\_  
CONTRACT PERIOD: \_\_\_\_\_

**REFERENCE TWO**

GOVERNMENT/COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON AND TITLE: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
SCOPE OF WORK: \_\_\_\_\_  
CONTRACT PERIOD: \_\_\_\_\_

**REFERENCE THREE**

GOVERNMENT/COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON AND TITLE: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
SCOPE OF WORK: \_\_\_\_\_  
CONTRACT PERIOD: \_\_\_\_\_

**THE ORIGINAL AND ONE (1) COPY OF THIS FORM MUST BE RETURNED WITH BID!**



**ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES**

**BID PROPOSAL SIGNATURE FORM**

The undersigned agrees this bid becomes the property of Tarrant County after the official opening. The undersigned affirms he has familiarized himself with the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and storage of equipment and all other matters which may be incidental to the work, before submitting a bid.

The undersigned agrees, if this bid is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Bid Proposal will be ninety (90) calendar days unless a different period is noted by the bidder.

The undersigned affirms that they are duly authorized to execute this contract, that this bid has not been prepared in collusion with any other Bidder, nor any employee of Tarrant County, and that the contents of this bid have not been communicated to any other bidder or to any employee of Tarrant County prior to the official opening of this bid.

Vendor hereby assigns to purchaser any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this bid package. ***Failure to sign and return this form will result in the rejection of the entire bid.***

**NAME AND ADDRESS OF COMPANY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel. No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE:**

**Signature** \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

FAX No. \_\_\_\_\_

**AFTER HOURS EMERGENCY CONTACT:**

Name: \_\_\_\_\_

Tel. No. \_\_\_\_\_

**COMPANY IS:**

Business included in a Corporate Income Tax Return?      \_\_\_\_\_ YES      \_\_\_\_\_ NO

\_\_\_\_\_ Corporation organized & existing under the laws of the State of \_\_\_\_\_

\_\_\_\_\_ Partnership consisting of \_\_\_\_\_

\_\_\_\_\_ Individual trading as \_\_\_\_\_

\_\_\_\_\_ Principal offices are in the city of \_\_\_\_\_

**THIS FORM MUST BE SIGNED AND THE ORIGINAL AND ONE (1) COPY RETURNED WITH BID.**

**ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES**

**CERTIFICATION OF ELIGIBILITY**

By submitting a bid or proposal in response to this solicitation, the bidder/proposer certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors.

In the event of placement on the list between the time of bid/proposal submission and time of award, the bidder/proposer will notify the Tarrant County Purchasing Agent. Failure to do so may result in terminating this contract for default.

---

Authorized Signature

**THIS FORM MUST BE SIGNED AND THE ORIGINAL AND ONE (1) COPY RETURNED WITH BID.**

**ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES**

**BID FORMS/DOCUMENTS CHECKLIST**

<p>✓Indicates Compliance</p>	<p><b>A check mark (✓) in the space provided indicates these forms/documents have been completed and are included in your bid package. The original and one (1) copy of all forms/documents should be submitted. Failure to check all items could result in rejection of the entire bid. All deviations from specifications must be documented separately and included with bid package.</b></p>
	<p>1. <b><u>Vendor References.</u></b> Bidder has provided three (3) references, <b>other than Tarrant County.</b> References must be able to verify the quality of service your company provides and that your company has completed a project of similar size and scope of work to this bid.</p>
	<p>2. <b><u>Signatures.</u></b> <b>All forms requiring a signature must be signed. Bids not signed will not be considered for award.</b></p>
	<p>3. <b><u>Bid Proposal Forms.</u></b> <b>All sections of Bid Proposal Forms have been completed. Bids not signed will not be considered for award.</b></p>
	<p>4. <b><u>Insurance Certificates (If required).</u></b> Bidders must submit all Insurance Certificates with bid. If no insurance requirements specified, mark N/A.</p>
	<p>5. <b><u>Addenda.</u></b> When applicable, Bidder acknowledges receipt of all addenda and has included the signed Addenda cover pages and any revised Bid Forms in their bid package.</p>
	<p>6. <b>It is the bidders' sole responsibility to print and review all pages of the bid document, attachments, questions and their responses, addenda and special notices up to and including the Bid due date. The Bid Proposal Signature Form must be signed and returned. Failure to provide signature on this form renders bid non-responsive.</b> Failure to complete and the submission of all required forms, including but not limited to the Reference Page, Certificate of Eligibility, Checklist, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid.</p>
	<p>7. <b>Accuracy for all mathematical and number entries is the sole responsibility of the bidder.</b> Tarrant County will not be responsible for errors made by the bidder.</p>
	<p>8. Bidder's company is registered on TVORS (Tarrant On-Line Vendor Registration System)</p>
	<p>9. Failure to comply with the requirements set forth in this Request for Bid may result in rejection of bid and/or cancellation of contract after award.</p>
	<p>10. <b><u>Environmental.</u></b> Bidder shall include any information relating to products, programs and/or processes considered environmentally responsible.</p>

**THE ORIGINAL AND ONE (1) COPY OF THIS FORM MUST BE RETURNED WITH BID!**

**ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES**

**BID PROPOSAL  
SECTION I - COPIER SUPPLIES**

ITEM NO.	DESCRIPTION	DISCOUNT OFF MFG. LIST PRICE	
<b>PART A: COPIER SUPPLIES</b>			
1.	Supplies for Sharp Copiers, All Models:		
	A. Toner	_____ %	
	B. Developer	_____ %	
	C. Drum	_____ %	
2.	Toner for Minolta Copiers, All Models	_____ %	
3.	Toner for Kyocera Copiers, All Models	_____ %	
4.	Toner for Ricoh Copiers, All Models	_____ %	
5.	Toner for Canon Copiers, All Models	_____ %	
6.	Toner for Fujitsu Copiers, All Models	_____ %	
<b>Estimated Time of Delivery upon Receipt of Order: _____</b>			
<b>Tarrant County will order in "As Needed Quantities" on as "As Needed Basis".</b>			
<table border="1" style="width: 100%; border-style: dashed;"> <tr> <td align="center"> <b>All items bid must be OEM products. OEM Compatibles/Remanufactured products will not be accepted</b> </td> </tr> </table>			<b>All items bid must be OEM products. OEM Compatibles/Remanufactured products will not be accepted</b>
<b>All items bid must be OEM products. OEM Compatibles/Remanufactured products will not be accepted</b>			

**ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES**

**BID PROPOSAL  
SECTION II - FAX SUPPLIES**

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE
<b>PART B: BROTHER TONERS</b>			
1.	a. Toner for Brother Facsimile TN250 , Models PPF 2800, PPF 2900, PPF 3800	0 - 20	\$ _____
	b. Remanufactured Equivalent to Brother TN250	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
2.	a. Drum for Brother Facsimile DR250 , Models PPF 2800, PPF 2900, PPF 3800	0 - 20	\$ _____
	b. Remanufactured Equivalent to Brother DR250	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
3.	a. Toner for Brother Facsimile TN350 , Models PPF 2820, PPF 2920, MFC 7220	0 - 15	\$ _____
	b. Remanufactured Equivalent to Brother TN350	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
<p><b>Tarrant County will order in "As Needed Quantities" on as "As Needed Basis".</b></p> <p><b>Do Not Bid Other Than OEM for the "a" Portion of Items.</b></p>			

**ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES**

**BID PROPOSAL  
SECTION II - FAX SUPPLIES**

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE
<b>PART B: BROTHER TONERS, continued</b>			
4.	a. Drum for Brother Facsimile DR350 , Models PPF 2820, PPF 2920, MFC 7220	0 - 15	\$ _____
	b. Remanufactured Equivalent to Brother DR350	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
5.	a. Drum for Brother Facsimile DR400 , Models PPF 4750, PPF 5750, Intellifax 4100, MFC 8300, MFG 8500, 5750E	0 - 50	\$ _____
	b. Remanufactured Equivalent to Brother DR400	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
6.	a. Toner for Brother Facsimile TN430 , Models Models PPF 4750, PPF 5750, Intellifax 4100, MFC 8300, MFC 8500	0 - 10	\$ _____
	b. Remanufactured Equivalent to Brother DR400	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
<b>Tarrant County will order in "As Needed Quantities" on as "As Needed Basis".</b>			
<b>Do Not Bid Other Than OEM for the "a" Portion of Items.</b>			

**ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES**

**BID PROPOSAL  
SECTION II - FAX SUPPLIES**

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE
<b>PART B: BROTHER TONERS, continued</b>			
7.	a. Toner for Brother Facsimile TN460 Hi-Yield, Models PPF 4750, PPF 5750, Intellifax 4100, MFC 8300, MFC 8500	0 - 50	\$ _____
	b. Remanufactured Equivalent to Brother TN460	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
8.	a. Toner for Brother Facsimile TN5000PF, Model PPF 4350	0 - 20	\$ _____
	b. Remanufactured Equivalent to Brother TN5000PF	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
9.	a. Drum for Brother Facsimile DR200, Model PPF 4350,	0 - 20	\$ _____
	b. Remanufactured Equivalent to Brother DR200	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
<p><b>Tarrant County will order in "As Needed Quantities" on as "As Needed Basis".</b></p> <p><b>Do Not Bid Other Than OEM for the "a" Portion of Items.</b></p>			

**ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES**

**BID PROPOSAL  
SECTION II - FAX SUPPLIES**

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE
<b>PART B: BROTHER TONERS, continued</b>			
10. a.	Drum for Brother Facsimile DR520, Model MFC 8860DN	0 - 20	\$ _____
b.	Remanufactured Equivalent to Brother DR520	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
11. a.	Toner for Brother Facsimile TN550, Models MFC 8860DN	0 - 20	\$ _____
b.	Remanufactured Equivalent to Brother TN550	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
12. a.	Toner for Brother Facsimile TN580 Hi-Yield, Models MFC 8860DN	0 - 20	\$ _____
b.	Remanufactured Equivalent to Brother TN580	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
<p><b>Tarrant County will order in "As Needed Quantities" on as "As Needed Basis".</b></p> <p><b>Do Not Bid Other Than OEM for the "a" Portion of Items.</b></p>			



**ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES**

**BID PROPOSAL  
SECTION II - FAX SUPPLIES**

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE
<b>PART B: BROTHER TONERS, continued</b>			
13. a.	Toner for Brother Facsimile TN650, Models MFC 8480DN, MFC 8680DN, MFC 8890DW	0 - 20	\$ _____
b.	Remanufactured Equivalent to Brother TN650	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
14. a.	Drum for Brother Facsimile DR620, Models MFC 8480DN, MFC 8680DN, MFC 8890DW	0 - 20	\$ _____
b.	Remanufactured Equivalent to Brother DR620	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
<p><b>Tarrant County will order in "As Needed Quantities" on as "As Needed Basis".</b></p> <p><b>Do Not Bid Other Than OEM for the "a" Portion of Items.</b></p>			

**ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES**

**BID PROPOSAL  
SECTION II - FAX SUPPLIES**

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE
<b>PART B: BROTHER TONERS, continued</b>			
15.	Toner for use with Brother HL-3040CN, HL-3070CW, MFC-9010CN, MFC-9120CN, MFC-320CW, MFC-9325CW		
A.	Toner, Black, Brother TN210BK	0 - 5	\$ _____
	Remanufactured Equivalent to Brother TN210BK	0 - 5	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
B.	Toner, Cyan, Brother TN210C	0 - 5	\$ _____
	Remanufactured Equivalent to Brother TN210C	0 - 5	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
C.	Toner, Yellow, Brother TN210Y	0 - 5	\$ _____
	Remanufactured Equivalent to Brother TN210Y	0 - 5	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
<p><b>Tarrant County will order in "As Needed Quantities" on as "As Needed Basis".</b></p> <p><b>Do Not Bid Other Than OEM for the "a" Portion of Items.</b></p>			

**ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES**

**BID PROPOSAL  
SECTION II - FAX SUPPLIES**

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE
<b>PART B: BROTHER TONERS, continued</b>			
D.	Toner, Magenta, Brother TN210M	0 - 5	\$ _____
	Remanufactured Equivalent to Brother TN210M	0 - 5	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
16.	Drum for use with Brother HL-3040CN, HL-3070CW, MFC-9010CN, MFC-9120CN, FC-9320CW, MFC-9325CW		
A.	Drum Unit, Black/TriColor, Brother DR210CL, 4/bx	0 - 5	\$ _____
	Remanufactured Equivalent to Brother TN210BK	0 - 5	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
17. a.	LC-51BK - Toner for Brother Intellifax: 1360, 1860C, 1960C, 2480C, 2580C, MFC: 230C, 240C, 3360C, 440CN and 465CN	0 - 15	\$ _____
b.	Remanufactured Equivalent to Brother LC-51BK	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
<p><b>Tarrant County will order in "As Needed Quantities" on as "As Needed Basis".</b></p> <p><b>Do Not Bid Other Than OEM for the "a" Portion of Items.</b></p>			

**ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES**

**BID PROPOSAL  
SECTION II - FAX SUPPLIES**

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE
<b>PART B: BROTHER TONERS, continued</b>			
18. a.	LC-51Y - Toner for Brother Intellifax: 1360, 1860C, 1960C, 2480C, 2580C, MFC: 230C, 240C, 3360C, 440CN and 465CN	0 - 15	\$ _____
b.	Remanufactured Equivalent to Brother LC-51Y	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
19. a.	LC-51M - Toner for Brother Intellifax: 1360, 1860C, 1960C, 2480C, 2580C, MFC: 230C, 240C, 3360C, 440CN and 465CN	0 - 15	\$ _____
b.	Remanufactured Equivalent to Brother LC-51M	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
20. a.	LC-51C - Toner for Brother Intellifax: 1360, 1860C, 1960C, 2480C, 2580C, MFC: 230C, 240C, 3360C, 440CN and 465CN	0 - 15	\$ _____
b.	Remanufactured Equivalent to Brother LC-51C	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
<p><b>Tarrant County will order in "As Needed Quantities" on as "As Needed Basis".</b></p> <p><b>Do Not Bid Other Than OEM for the "a" Portion of Items.</b></p>			

**ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES**

**BID PROPOSAL  
SECTION II - FAX SUPPLIES**

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE
<b>PART B: BROTHER TONERS, continued</b>			
21. a.	BRTPC201 - Toner for MFC 1770, 1780, 1870 MC, 1970 MC, PPF 1170, 1270, 1270 E, 1570 MC, 1575 MC	0 - 20	\$ _____
b.	Remanufactured Equivalent to Brother BRTPC201	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
22. a.	LC65HY-BK, Toner for Brother Facsimile, MFC 6490CW	0 - 20	\$ _____
b.	Remanufactured Equivalent to Brother LC65HY-BK	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
23.	Discount off List Price for all other Brother Toner and Drum units not specified above:		_____ %
<p><b>Tarrant County will order in "As Needed Quantities" on as "As Needed Basis".</b></p> <p><b>Do Not Bid Other Than OEM for the "a" Portion of Items.</b></p>			

**ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES**

**BID PROPOSAL  
SECTION II - FAX SUPPLIES**

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE
<b>PART C: CANON TONERS</b>			
1.	Toner for FX6 Canon Laser Class 3170/3170MS/		
	a. Cannon LC3170	0 - 10	\$ _____
	b. Remanufactured Equivalent to Canon OEM LC3170	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
2.	Toner for FAXPHONE L170 Laser Fax Machine		
	a. Cannon S35 Cartridge	0 - 10	\$ _____
	b. Remanufactured Equivalent to Canon S35 Cartridge	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
3.	Discount off List Price for all other Canon Toner and Drum units not specified above:		_____ %
<p><b>Tarrant County will order in "As Needed Quantities" on as "As Needed Basis".</b></p> <p><b>Do Not Bid Other Than OEM for the "a" Portion of Items.</b></p>			

**ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES**

**BID PROPOSAL  
SECTION II - FAX SUPPLIES**

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE
<b>PART D: MURATEC TONERS</b>			
1.	a. Toner for Muratec Facsimile TS120, Models F150, F160	0 - 10	\$ _____
	b. Remanufactured Equivalent to Muratec TS120	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
2.	a. Drum for Muratec Facsimile DK120, Models F150, F160	0 - 10	\$ _____
	b. Remanufactured Equivalent to Muratec DK120	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
3.	a. Toner for Muratec Facsimile TS300, Model F300	0 - 10	\$ _____
	b. Remanufactured Equivalent to Muratec TS300	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
<p><b>Tarrant County will order in "As Needed Quantities" on as "As Needed Basis".</b></p> <p><b>Do Not Bid Other Than OEM for the "a" Portion of Items.</b></p>			

**ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES**

**BID PROPOSAL  
SECTION II - FAX SUPPLIES**

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE
<b>PART D: MURATEC TONERS AND DRUMS, continue</b>			
4.	a. Toner for Muratec Facsimile TS560, Models F520, F560	0 - 10	\$ _____
	b. Remanufactured Equivalent to Muratec TS565	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
5.	Discount off List Price for all other Muratec Toner and Drum units not specified above:		_____ %
<p><b>Tarrant County will order in "As Needed Quantities" on as "As Needed Basis"</b></p> <p><b>Do Not Bid Other Than OEM for the "a" Portion of Items.</b></p>			



**ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES**

**BID PROPOSAL  
SECTION II - FAX SUPPLIES**

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE
<b>PART E: OKIDATA TONER AND DRUMS</b>			
1.	a. Toner for Okidata Facsimile 40815606, Model Okifax 5750	0 - 10	\$ _____
	b. Remanufactured Equivalent to Okidata 40815606	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
2.	a. Drum for Okidata Facsimile 40433318, Model Okifax 5750	0 - 10	\$ _____
	b. Remanufactured Equivalent to Okidata 40815606	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
3.	a. Toner for Okidata Facsimile 42918984, Model C9650 dn	0 - 10	\$ _____
	b. Remanufactured Equivalent to Okidata 42918984	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
<p><b>Tarrant County will order in "As Needed Quantities" on as "As Needed Basis".</b></p> <p><b>Do Not Bid Other Than OEM for the "a" Portion of Items.</b></p>			

**ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES**

**BID PROPOSAL  
SECTION II - FAX SUPPLIES**

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE
<b>PART E: OKIDATA TONERS AND DRUMS, continue</b>			
4.	a. Toner for Okidata Facsimile 42918104, Model C9650 dn	0 - 10	\$ _____
	b. Remanufactured Equivalent to Okidata 42918104	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
5.	Discount off List Price for all other Muratec Toner and Drum units not specified above:		_____ %
<p><b>Tarrant County will order in "As Needed Quantities" on as "As Needed Basis"</b></p> <p><b>Do Not Bid Other Than OEM for the "a" Portion of Items.</b></p>			

**ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES**

**BID PROPOSAL  
SECTION II - FAX SUPPLIES**

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT PRICE
<b>PART F: SHARP TONERS AND DRUMS</b>			
1.	a. Toner for Sharp Facsimile FO47ND, Models FO4400, FO4700, FO5700	0 - 10	\$ _____
	b. Remanufactured Equivalent to Sharp FO47ND	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
2.	a. Drum for Sharp Facsimile FO47DR, Model FO4400, FO4700, FO5700	0 - 10	\$ _____
	b. Remanufactured Equivalent to Sharp FO47DR	0 - 10	\$ _____
	Equivalent Brand Bid: _____		
	Estimated Time of Delivery upon Receipt of Order: _____		
3.	Discount off List Price for all other Sharp Toner and Drum units not specified above:		_____ %
<p><b>Tarrant County will order in "As Needed Quantities" on as "As Needed Basis"</b></p> <p><b>Do Not Bid Other Than OEM for the "a" Portion of Items.</b></p>			

**ANNUAL CONTRACT FOR COPIER AND FAX SUPPLIES**

**BID PROPOSAL  
SECTION II - FAX SUPPLIES**

<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>EST. QTY.</b>	<b>UNIT PRICE</b>
<b>PART G: SAMSUNG FAX MACHINE</b>			
1.	Samsung Fax Machines, Models SCX 5935, SCX 5639FR	0 - 10	\$ _____
2.	Discount off List Price for all Samsung Toners and Drums Units		_____ %
Estimated Time of Delivery upon Receipt of Order: _____			
<b>Tarrant County will order in "As Needed Quantities" on as "As Needed Basis".</b>			