

## **Announcement of Solicitation #MNXDCLERK24-0019 for Toner Replacement & Minor Repair Services**

**Issued June 14, 2024**

**Contracting Officer: Anne Cassem**    **Contact: [anne\\_cassem@mnd.uscourts.gov](mailto:anne_cassem@mnd.uscourts.gov)**

The U.S. District Court, District of Minnesota (“USDC”) seeks responses to its *Solicitation for a Blanket Purchase Agreement for Printer Toner Replacement and Minor Repair Services*. Issuance of a BPA by the Court is not a guarantee that the Court will issue any calls for goods or services during the duration of the BPA. A BPA defines the terms and conditions that will apply to calls for service should the Court *have* a need for goods or services. Base year ordering is anticipated to begin on or after September 1, 2024.

USDC owns multiple models of HP brand standalone printers located in buildings in Duluth, Fergus Falls, Minneapolis and St. Paul, Minnesota. USDC requires delivery and installation of toner cartridges to replace expended ones, recycling of the used cartridges, incidental maintenance, and minor repair services. *Installation* of delivered toner will be required at only the Minneapolis and St. Paul locations.

### **Instructions to offerors**

To be considered technically acceptable, a submission must include **all** the following components, emailed to [anne\\_cassem@mnd.uscourts.gov](mailto:anne_cassem@mnd.uscourts.gov) by **July 12, 2024, at 5:00 p.m., CST:**

#### **1. MNXDCLERK24-0019 solicitation document**

- Page 1: Complete blocks 12, 17 (a and b) and 30 (a, b and c).
- Page 6: Complete *7-10 Contractor Representative*.
- Pages 7-8: Complete *3-5 Taxpayer Identification and Other Offeror Information* and *3-195 Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment; Certification*.
- Pages 2-5 and pages 9-12: Review all information, but no items to complete. Include all pages in the submission to confirm acceptance of all terms and conditions.

#### **2. Attachment 1: Pricing Tables document**

- Complete the **Base Year**, **Option Year 1** and **Option Year 2** tabs for all CLIN rows or complete Base Year tab only and include a statement in the submission email that pricing offered for Option Year 1 and Option Year 2 is identical to pricing offered for the Base Year.

#### **3. Acknowledgement statement**

- Include within the submission email acknowledgement of the Mandatory Source Products requirement for this blanket purchase agreement and affirm the offeror’s ability to deliver and install mandatory source products whenever they are available to fulfill USDC’s orders.

**Deadline for questions: June 26, 2024, at 5:00 p.m., CST.**

**Reponses to questions will be provided by: July 2, 2024, at 5:00 p.m.**

**Deadline for submissions: July 12, 2024, at 5:00 p.m., CST.**

<b>SOLICITATION/CONTRACT/ORDER OFFEROR TO COMPLETE BLOCKS 12, 17 &amp; 30</b>				1. REQUISITION NUMBER MNXDCLERK24-0023	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER		5. SOLICITATION NUMBER MNXDCLERK24-0019
7. FOR INFORMATION CALL:		a. NAME ANNE CASSEM		b. TELEPHONE NUMBER (No collect calls)	8. OFFER DUE DATE / LOCAL TIME 06/14/2024 17:00:00
9. ISSUED BY Anne Cassem U.S. District Court of Minnesota 300 South Fourth Street Room 202 Minneapolis, MN 55415			CODE MNX_DC	10. NOT USED	
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED  <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13. NOT USED	14. METHOD OF SOLICITATION  <input type="checkbox"/> RFQ <input checked="" type="checkbox"/> RFP
15. DELIVER TO U.S. District Court U.S. Courthouse, Suite 202 300 South Fourth Street Minneapolis, MN 55415			CODE MNX	16. ADMINISTERED BY (if other than Block 9) CODE	
17a. CONTRACTOR/OFFEROR		CODE	FACILITY CODE	18a. PAYMENT WILL BE MADE BY Anne Cassem U.S. District Court of Minnesota 300 South Fourth Street Room 202 Minneapolis, MN 55415	
Telephone No.		CODE	MNX_DC	18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/>	
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER					

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES <small>(Use Reverse and/or Attach Additional Sheets as Necessary)</small>	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
See Attachment 1: Pricing Tables					

25. ACCOUNTING AND APPROPRIATION DATA	26. TOTAL AWARD AMOUNT (For Govt. Use Only)
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27. Applicable terms and conditions are as stated in the continuation pages.

<input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPY TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.	<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____ . YOUR OFFER ON SOLICITATION (BLOCK 5) INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:
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30a. SIGNATURE OF OFFEROR/CONTRACTOR		31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)	30c. DATE SIGNED	31b. NAME OF THE CONTRACTING OFFICER (TYPE OR PRINT)	31c. DATE SIGNED

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION IS NOT USABLE

**Supplies or Services and Prices/Costs**

CLIN NO.	Supplies or Services	Quantity	Unit of Issue	Unit Price	Extended Amount
0001	Base Year Ordering Period: 9/1/24-8/31/25 Stand-alone printers toner cartridge replacement, incidental maintenance and minor repair services. See Attachment 1: Pricing Tables	0	Year	See Attachment 1: Pricing Tables	See Attachment 1: Pricing Tables

**Period of Performance:**09/01/2024 - 08/31/2025

CLIN NO.	Supplies or Services	Quantity	Unit of Issue	Unit Price	Extended Amount
0002	Option Year 1 Ordering Period: 9/1/25-8/31/26 Stand-alone printers toner cartridge replacement, incidental maintenance and minor repair services. See Attachment 1: Pricing Tables	0	Year	See Attachment 1: Pricing Tables	See Attachment 1: Pricing Tables

**Period of Performance:**09/01/2025 - 08/31/2026

CLIN NO.	Supplies or Services	Quantity	Unit of Issue	Unit Price	Extended Amount
0003	Option Year 2 Ordering Period: 9/1/26-8/31/27 Stand-alone printers toner cartridge replacement, incidental maintenance and minor repair services. See Attachment 1: Pricing Tables	0	Year	See Attachment 1: Pricing Tables	See Attachment 1: Pricing Tables

**Period of Performance:**09/01/2026 - 08/31/2027

**Descriptions/Specifications/Statement of Work**

**C.0 BPA - Supplies and Services**

**C.1 PURPOSE:**

The purpose of this requirement is to provide a single award Blanket Purchase Agreement (BPA) to United States District Court, District of Minnesota (hereafter "the Judiciary"), to provide it with the ability to purchase specific supplies and services in support of information technology requirements. Award will be made on a low-est priced, technically acceptable basis. This is not a managed print services agreement, and the Contractor will not have the ability to install any software on the Judiciary's devices to enable monitoring: supplies and services will be provided only when the Judiciary identifies a specific need for them and contacts the Contractor.

The Judiciary's Contracting Officer has determined that only one source is needed for the products and services involved in this BPA, due to the expected frequency of orders per month being low (4-10 orders of varying quantities), the importance of limiting the number of service providers admitted by Judiciary personnel to secured locations, and the need for administrative simplicity. The Judiciary reserves the right to make multiple BPA awards on a lowest priced, technically acceptable basis, if it determines that one or more backup sources are needed for the goods and services identified herein.

### **C.2 BACKGROUND:**

The Judiciary owns multiple models of HP brand standalone printers located in buildings in Duluth, Fergus Falls, Minneapolis and St. Paul, in the state of Minnesota. The Judiciary requires delivery and installation of ink and toner cartridges to replace expended ones, recycling of the used cartridges, incidental maintenance, and minor repair services. For the sake of brevity, "toner cartridges" will be used in this announcement and in any agreement that results to refer to both toner and ink cartridges.

Under the Javits-Wagner-O'Day Act (JWOD), (41 U.S.C. §§ 8501-8506), certain products or services to be provided under this contract for use by the Judiciary are required by law to be obtained through the Ability One program. The Contractor will be required to provide compatible remanufactured toner cartridges from mandatory sources, any time there is an offering for the model of printer being serviced, unless a purchase exception is granted by the central nonprofit agency pursuant to JWOD implementing regulations in 41 CFR § 51. **Any proposals that do not affirm the Contractor's ability to deliver and install mandatory source products whenever they are available will be deemed technically unacceptable by the Judiciary.**

### **C.3 TYPE:**

This solicitation is for a Blanket Purchase Agreement (BPA) with price list. A BPA does not involve the obligation of any funds, and does not itself obligate the Judiciary to place any orders with the selected Contractor. Any BPA calls placed by the Judiciary with the Contractor are binding contracts once accepted by the Contractor and all BPA calls will be Firm-Fixed Price. Although the Judiciary desires, for the sake of convenience, to use a single Contractor to meet its needs for the goods and services specified herein, the Judiciary reserves the right to place open market orders with other sources at any time, for any reason. Similarly, the Contractor is not obligated to accept all BPA calls that are initiated by the Judiciary.

### **C4. BPA LENGTH AND ORDERING PERIODS:**

The single award BPA will last for up to three (3) years from the effective date of the award, and will consist of a base year and up to two (2) option years.

Base Year: September 1, 2024 - August 31, 2025  
 Option Year 1: September 1, 2025 - August 31, 2026  
 Option Year 2: September 1, 2026 - August 31, 2027

### **C.5 LOCATIONS OF PERFORMANCE:**

Diana E. Murphy United States Courthouse  
 300 South Fourth Street - Suite 202  
 Minneapolis, MN 55415  
 Hennepin County

Edward J. Devitt United States Courthouse and Federal Building  
 118 South Mill Street  
 212 USPO Building  
 Fergus Falls, MN 56537  
 Otter Tail County

Gerald W. Heaney Federal Building and U.S. Courthouse and Customhouse  
 515 West First Street - Suite 417

Duluth, MN 55802  
St. Louis County

Warren E. Burger Federal Building and U.S. Courthouse  
316 North Robert Street - Suite 100  
St. Paul, MN 55101  
Ramsey County

## **C.6 REQUIREMENTS:**

The BPA holder (hereafter "Contractor") shall comply with the below listed requirements upon award of its first call of the its BPA.

### **C.6.1 - General Service Requirements**

**C.6.1.A** - The Contractor will provide services between the hours of 8:00 a.m. – 4:30 p.m. local (Central) time Monday through Friday, except on recognized U.S. Federal Holidays or when the Judiciary's offices are inaccessible due to local or national emergencies, administrative closures, or similar government directed facility closings.

**C.6.1.B** - The Contractor will provide a single telephone number for the Judiciary's employees to use to initiate toner orders and to request quotes for repair services for any of the Delivery Locations. The Contractor will return voice messages within four (4) business hours. If the Contractor provides an online service request platform to customers and extends access to it to the Judiciary, there will still be a telephone order option provided to the Judiciary.

**C.6.1.C** - In person services will only be required for the Minneapolis and St. Paul locations, but the Contractor will be required to ship toner cartridges to the Duluth and Fergus Falls locations within the required timeframes. The Contractor's identity will be confirmed by Judiciary personnel upon arrival at the Judiciary location, and the Contractor will be escorted by Judiciary personnel to the room or suite in which the device is housed. The Contractor will not have access to the Judiciary IT network. All on site services will be performed by HP certified technicians. The Judiciary may request a copy of the HP certification for any individual technician, at any time during the term of the BPA, from the Contractor's official point of contact.

**C.6.1.D** - The Contractor will designate an official point of contact for its BPA regarding the administration of the BPA and designate an account representative who will provide information on all other aspects of the BPA including products, ordering, and delivery status.

### **C.6.2 - Toner Cartridge Requirements**

**C.6.2.A** - Delivery will be required within one (1) business day of receipt of order when the Judiciary's request pertains to a device at the Minneapolis or St. Paul location. Delivery will be required within two (2) business days of receipt of order when the Judiciary's request pertains to a device at the Duluth or Fergus Falls location. Delivery to the Minneapolis or St. Paul location on the same day as receipt of order is not a requirement; however, should the Contractor receive a request from the Judiciary for same day delivery and fulfill the order on that day, the Contractor will be permitted to impose a fee for expediting the order. This fee will be no greater than the Expedited Orders – Flat Fee amount quoted by the Contractor on **Attachment 1 – Pricing Tables**.

**C.6.2.B** - All toner cartridge replacement items should be quoted as a **fixed price**. Items should be quoted both as **shipped only, F.O.B. Destination** and as **installed, F.O.B. Destination**, as some requests will require only shipping to the Judiciary location, and some will require in person delivery and installation of products.

**C.6.2.C** - HP compatible remanufactured toner cartridges from mandatory sources are required to be provided by the Contractor any time there is an available offering for the model of printer that is being serviced. Mandatory source offerings are manufactured by the Ability One program, NIB (National Industries for the Blind) and NISH (National Industries for the Severely Handicapped) and are also identifiable as SKIL-CRAFT® and Triumph™ brand products. “Remanufactured” means factory rebuilt to original specifications. A request for replacement cartridge from the Judiciary may be fulfilled by the Contractor with an Original Equipment Manufacturer (OEM) cartridge or a remanufactured cartridge from a non-mandatory source only if mandatory sources are unable to provide the products by the time required by the Judiciary.

**C.6.2.D** - High-volume cartridges are required to be provided if they are available for a printer model.

**C.6.2.E** - A “one-for-one” exchange must be completed for expended and replacement cartridges.

**C.6.2.F** - The following testing and light maintenance will be performed after cartridge(s) are installed: Print quality testing, printer page count, and cooling fan cleaning.

**C.6.3 - Minor Repair Services Requirements**

**C.6.3.A** - Minor repairs encompass the labor (including diagnostic) and parts that are necessary for the Contractor to return a device reported by the Judiciary as needing service to normal working condition. It specifically excludes the goods and services covered in the ***Toner Cartridges Requirements*** section above.

**C.6.3.B** - The Contractor should not provide any repairs services, including ordering parts for the Judiciary’s devices, until a quote has been provided to the Judiciary and permission has been given to the Contractor by the ordering party to proceed with the repairs. Many devices are near the end of their useful lives and the Judiciary may decide to retire a given device (without replacing it) rather than incur the cost of repairing it.

**C.6.3.C** - A fixed price should be quoted for repairs, as **F.O.B. Destination**, and must include the estimates for both labor and materials.

**Applicable Clauses**

Clause(s) Incorporated By Reference, see Clause B-5

Clause	Title	Date
3-1	Contractor Use of Mandatory Sources of Products or Services	JUN 2012
3-3	Provisions, Clauses, Terms and Conditions - Small Purchases (OCT 2023)	JUN 2014
3-215	Exemption from Application of the Service Contract Labor	MAR 2019

Clause	Title	Date
	Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment; Requirements	
3-300	Registration in the System for Award Management (SAM)	OCT 2023
3-305	Payment by Electronic Funds Transfer-System for Award Management (SAM) Registration	APR 2013
4-5	Ordering	APR 2013
7-1	Contract Administration	JAN 2003
7-5	Contracting Officer's Representative	APR 2013
7-15	Observance of Regulations/Standards of Conduct	JAN 2003
7-25	Indemnification	AUG 2004
7-215	Notification of Ownership Changes	JAN 2003

**G.1 BPA Call Issuance**

All judges and judiciary employees at the addresses listed in the Delivery Locations section below will be authorized to contact the Contractor to request the products and services included in the BPA. The *Toner Cartridge Requirements* and *Minor Repair Services Requirements* in Section C include procedures for each category. The Contractor should not begin work, however, until a written order from the Contracting Officer is received. Only the Contracting Officer may enter into contractual obligations for the Judiciary.

In accordance with the Judiciary's *Clause 4-5: Ordering*, the Contracting Officer will issue delivery orders and task orders to the Contractor when requests for products and services are made by the Judiciary. If the Contractor provides access to the Contracting Officer to a secure electronic platform for document upload, the Contracting Officer will use it to provide order documents to the Contractor. Otherwise, copies will be provided by the Contracting Officer to an email address provided by the Contractor.

The total amount of BPA calls issued under the terms of the BPA, including the exercise of any option years by the Judiciary, will not exceed one hundred thousand dollars (USD \$100,000.00).

**B-5 Clauses Incorporated by Reference OCT 2010**

This procurement incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://www.uscourts.gov/procurement.aspx>.

(END)

**7-10 Contractor Representative JAN 2003**

(a) The contractor's representative to be contacted for all contract administration matters is as follows (*contractor complete the information*):

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

(b) The contractor's representative shall act as the central point of contact with the judiciary, shall be responsible for all contract administration issues relative to this contract, and shall have full authority to act for and legally bind the contractor on all such issues.

(END)

**List of Attachments**

Identifier	Title	Date	Number of Pages
1	SCLS Wage Determination_Hennepin and Ramsey Counties.pdf	04/10/2024	11
2	SCLS Wage Determination_Otter Tail County.pdf	04/10/2024	11
3	SCLS Wage Determination_St. Louis County.pdf	04/10/2024	11
5	Attachment 1 - Pricing Tables.xlsx	06/14/2024	3

**Representations, Certifications and Other Statements of Offerors or Respondents**

3-5 Taxpayer Identification and Other Offeror Information APR 2011

(a) *Definitions*

"Taxpayer Identification (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror's relationship with the government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) *Taxpayer Identification Number (TIN):*

- TIN has been applied for.
- TIN is not required, because: \_\_\_\_\_
- Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
- Offeror is an agency or instrumentality of a foreign government;
- Offeror is an agency or instrumentality of the federal government.

(e) *Type of organization:*

- sole proprietorship;
- partnership;
- corporate entity (not tax-exempt);
- corporate entity (tax-exempt);
- government entity (federal, state or local);
- foreign government;
- international organization per-26 CFR 1.6049-4;
- other \_\_\_\_\_.

(f) *Contractor Representations*

The offeror represents as part of its offer that it is , is not  , 51% owned and the management and daily



operations are controlled by one or more members of the selected socio-economic group(s) below:

Women Owned Business

Minority Owned Business (if selected, then one sub-type is required)

Black American Owned

Hispanic American Owned

Native American Owned (American Indians, Eskimos, Aleuts, or Native Hawaiians)

Asian-Pacific American Owned (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)

Subcontinent Asian (Asian-Indian) American Owned (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)

Individual/concern, other than one of the preceding.

3-195 Exemption from Application of the Service Contract Labor Standards to  
Contracts for Maintenance, Calibration, or Repair of Certain Equipment;  
Certification

MAR 2019

(a) The offeror shall check following certification:

#### CERTIFICATION

The offeror \_\_\_ does \_\_\_ does not certify that –

(1) the items of equipment to be serviced under this contract are used regularly for other than government purposes, and are sold or traded by the offeror (or subcontractor in the case of an exempt subcontractor) in substantial quantities to the general public in the course of normal business operations;

(2) the services will be furnished at prices which are, or are based on, established catalog or market prices for the maintenance, calibration, or repair of equipment.

(i) An "established catalog price" is a price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or the offeror, is either published or otherwise available for inspection by customers, and states prices at which sales currently, or were last, made to a significant number of buyers constituting the general public.

(ii) An "established market price" is a current price, established in the usual course of trade between buyers and sellers free to bargain, which can be substantiated from sources independent of the manufacturer or contractor; and

(3) the compensation (wage and fringe benefits) plan for all service employees performing work under the contract is the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.

(b) Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services. If the offeror certifies to the conditions in paragraph (a) of this provision then Clause 3-160, Service Contract Labor Standards, will not be included in any resultant contract to this offeror.

(c) If the offeror does not certify to the conditions in paragraph (a) of this provision –

(1) Clause 3-215, Exemption from Application of the Service Contract Labor Standards to Contracts for Main-

tenance, Calibration, or Repair of Certain Equipment – Requirements, will not be included in any resultant contract awarded to this offeror; and

(2) the offeror shall notify the contracting officer as soon as possible, if the contracting officer did not attach a Service Contract Labor Standards wage determination to the solicitation.

(d) The contracting officer may not make an award to the offeror, if the offeror fails to execute the certification in paragraph (a) of this provision or to contact the contracting officer as required in paragraph (c) of this provision.

(END)

## Instructions to Offerors or Respondents

### B-1 Solicitation Provisions Incorporated by Reference OCT 2010

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address:

<http://www.uscourts.gov/procurement.aspx>.

(END)

### 3-95 Preparation of Offers APR 2013

(a) Offerors are expected to examine the drawings, specifications, clauses, line items, attachments and all provisions and instructions. Failure to do so will be at the offeror's risk.

(b) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the offer and print or type its name on the offer and each continuation sheet on which it makes an entry. Erasures or other changes shall be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the purchasing office.

(c) For each item in the offer, the offeror shall:

- (1) show the unit price/cost, including, unless otherwise specified, packaging, packing, and preservation; and
- (2) enter the extended price/cost for the quantity of each item offered in the "amount" column of the line item schedule.

In case of discrepancy between a unit price/cost and an extended price/cost, the unit price/cost will be presumed to be correct, subject, however, to correction to the same extent and in the same manner as any other mistake.

(d) Offers for products or services other than those specified will not be considered unless authorized by the solicitation.

(e) Offerors shall state a definite time for delivery of products or for performance of services, unless otherwise specified in the solicitation.

(f) Time, if stated as a number of days, will include Saturdays, Sundays, and federal holidays.

(END)

### 3-100 Instructions to Offerors APR 2013

(a) *Definitions.* As used in this provision:

"Discussions" are negotiations that occur after establishment of the competitive range that may, at the contracting officer's discretion, result in the offeror being allowed to revise its offer.

"In writing," "writing," or "written" means any worded or numbered expression that can be read, reproduced, and later communicated, and includes electronically transmitted and stored information.

"Offer modification" is a change made to an offer before the solicitation's closing date and time, or made in re-

sponse to an amendment, or made to correct a mistake at any time before award.

"Offer revision" is a change to an offer made after the solicitation closing date, at the request of or as allowed by a contracting officer as the result of negotiations.

"Time," if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on a Saturday, Sunday, or legal holiday, then the period will include the next working day.

(b) *Amendments to Solicitations.* If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s). An offeror's failure to acknowledge amendments affecting price, quantity, quality or delivery may result in the offeror's proposal being determined unacceptable where award is made without discussions.

(c) *Submission, modification, revision, and withdrawal of offers.*

(1) Unless some other method (e.g., facsimile) is permitted in the solicitation, offers and modifications to offers shall be submitted in paper media in sealed envelopes or packages (i) addressed to the office specified in the solicitation, and (ii) showing the time and date specified for receipt, the solicitation number, and the name and address of the offeror. Offerors using commercial carriers shall ensure that the offer is marked on the outermost wrapper with the information in paragraphs (c)(1)(i) and (c)(1)(ii) of this provision.

(2) The first page of the offer shall show:

(i) the solicitation number;

(ii) the name, address, and telephone and facsimile numbers of the offeror (and email address if available);

(iii) a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the price set opposite each item;

(iv) names, titles, and telephone and facsimile numbers (and email addresses if available) of persons authorized to negotiate on the offeror's behalf with the judiciary in connection with this solicitation; and

(v) name, title, and signature of person authorized to sign the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

(3) *Submission, modification, revision, and withdrawal of offers*

(i) Offerors are responsible for submitting offers, and any modifications or revisions, so as to reach the judiciary office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated judiciary office on the date that offer or revision is due.

(ii) Any offer, modification, or revision received at the judiciary office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the contracting officer determines it is in the judiciary's best interest, the contracting officer determines that accepting the late offer would not unduly delay the procurement, and:

(A) there is acceptable evidence to establish that it was received at the judiciary office designated for receipt of offers prior to the time set for receipt; or

(B) it is the only offer received.

However, a late modification of an otherwise successful offer that makes its terms more favorable to the judiciary, will be considered at any time it is received and may be accepted.

(iii) Acceptable evidence to establish the time of receipt at the judiciary office includes the time/date stamp of that office on the offer wrapper, other documentary evidence of receipt maintained by the office, or oral testimony or statements of judiciary personnel.

(iv) If an emergency or unanticipated event interrupts normal judiciary processes so that offers cannot be received at the office designated for receipt of offers by the exact time specified in the solicitation, and urgent judiciary requirements preclude amendment of the solicitation, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal judiciary processes resume.

(v) Offers may be withdrawn by written notice received at any time before award. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the Provision 3-115, "Facsimile Offers". Offers may be withdrawn in person by an offeror or an authorized representative, if the identity

of the person requesting withdrawal is established and the person signs a receipt for the offer before award.

(4) Unless otherwise specified in the solicitation, offers on less than all items solicited will not be considered.

(5) Offerors shall submit offers in response to this solicitation in English and in U.S. dollars.

(6) Offerors may submit modifications to their offers at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.

(7) Offerors may submit revised offers only if requested or allowed by the contracting officer.

(8) Offers may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the contracting officer.

(d) *Offer expiration date.* Offers in response to this solicitation will be valid for the number of days specified on the solicitation cover sheet (unless a different period is proposed by the offeror).

(e) *Restriction on disclosure and use of data.* Offerors that include in their offers data that they do not want disclosed to the public for any purpose, or used by the judiciary except for evaluation purposes, shall:

(1) mark the title page with the following legend:

This offer includes data that shall not be disclosed outside the judiciary and shall not be duplicated, used, or disclosed -- in whole or in part -- for any purpose other than to evaluate this offer. If, however, a contract is awarded to this offeror as a result of -- or in connection with -- the submission of this data, the judiciary shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the judiciary's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [[insert numbers or other identification of sheets]]; and

(2) mark each sheet of data it wishes to restrict with the following legend:

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this offer.

(f) *Contract award.*

(1) The judiciary intends to award a contract or contracts resulting from this solicitation to the responsible offeror(s) whose offer(s) represents the best value after evaluation in accordance with the factors and subfactors in the solicitation.

(2) The judiciary may reject any or all offers if such action is in the judiciary's interest.

(3) The judiciary may waive informalities and minor irregularities in offers received.

(4) The judiciary intends to evaluate offers and award a contract without discussions with offerors (except clarifications). Therefore, the offeror's initial offer shall contain the offeror's best terms from a cost or price and technical standpoint. The judiciary reserves the right to conduct discussions if the contracting officer later determines them to be necessary. If the contracting officer determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the contracting officer may limit the number of offers in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers.

(5) The judiciary reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the offeror specifies otherwise in the offer.

(6) The judiciary reserves the right to make multiple awards if, after considering the additional administrative costs, it is in the judiciary's best interest to do so.

(7) Exchanges with offerors after receipt of an offer do not constitute a rejection or counteroffer by the judiciary.

(8) The judiciary may determine that an offer is unacceptable if the prices proposed are materially unbalanced between line items or sub-line items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. An offer may be rejected if the contracting officer determines that the lack of balance poses an unacceptable risk to the judiciary.

(9) If a cost realism analysis is performed, cost realism may be considered by the source selection authority in evaluating performance or schedule risk.

(10) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time specified in the offer shall result in a binding contract without further action by either party.

(11) The judiciary may disclose the following information in postaward debriefings to other offerors:

(i) the overall evaluated cost or price and technical rating of the successful offeror;

(ii) the overall ranking of all offerors, when any ranking was developed by the judiciary during source selection;

(iii) a summary of the rationale for award; and

(iv) for procurements of commercial items, the make and model of the item to be delivered by the successful offeror.

(end)

## Evaluation of Quotes

Provision(s) Incorporated By Reference, see Provision B-1

Clause	Title	Date
2-85A	Evaluation Inclusive of Options	JAN 2003

### M.1 Evaluation of Pricing of Bids

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#### Evaluation of Pricing of Bids

The following method will be used by the Judiciary to calculate the total for each bid for purposes of determining the lowest priced bid among those bids found technically acceptable. This amount is *not* an award amount and will *not* be used in the resulting BPA or any BPA calls: its sole purpose is to enable the Judiciary to make a finding of lowest price, since exact quantities needed are unknown. Evaluating bids inclusive of options does not obligate the Judiciary to exercise the option years.

1. From *Pricing Table – Printer Ink & Toner Cartridges* (on **Attachment 1 – Pricing Tables**): The sum of all values in both columns of the “Remanufactured – Mandatory Source” section will be computed. This will exclude the rows for the LaserJet Pro M454dw and the LaserJet Pro M507dn, as the Judiciary has not found mandatory source cartridges for those printer models, for the specified page yield, to be available.
2. From the same table: The sum of values in both columns of the “Remanufactured – Other Source” section will be computed for the LaserJet Pro M454dw and LaserJet Pro M507dn rows only.
3. From *Pricing Table – Repairs and Expedited Orders* (also on **Attachment 1 – Pricing Tables**): The sum of the “Labor - Rate Per Hour” and the “Expedited Orders – Flat Fee” values will be computed.
4. The amounts from steps 1, 2 and 3 will be combined to compute the total amount for the year.
5. The amounts from the Base Year, Option Year 1 and Option Year 2 sheets will be combined to compute the grand total of the bid.

Attachment 1 - Pricing Tables - Base Year

Pricing Table - Printer Ink & Toner Cartridges														
						Remanufactured - Mandatory Source			Remanufactured - Other Source			OEM		
Line No.	HP Printer Model	HP Toner Series	Color	Pages	Estimated Annual Quantity	Manufacturer and Part No.	Unit Price - Shipped	Unit Price - Installed	Manufacturer and Part No.	Unit Price - Shipped	Unit Price - Installed	Manufacturer and Part No.	Unit Price - Shipped	Unit Price - Installed
CLIN 0001	LaserJet 4300/4350	45A	Black	18,000	1	TRIUMPH™ 7510-01-660-3733						HP Q5945A		
CLIN 0002	LaserJet 4350	42X	Black	20,000	3	SKILCRAFT® 7510-01-683-3492						HP Q5942X		
CLIN 0003	LaserJet CP2025dn	304A	Black	3,500	1	SKILCRAFT® 7510-01-670-3513						HP CC530A		
CLIN 0004		304A	Cyan	2,800	1	SKILCRAFT® 7510-01-670-3777						HP CC531A		
CLIN 0005		304A	Yellow	2,800	1	SKILCRAFT® 7510-01-670-3780						HP CC532A		
CLIN 0006		304A	Magenta	2,800	1	SKILCRAFT® 7510-01-670-3779						HP CC533A		
CLIN 0007	LaserJet Enterprise 600 M601n	90A	Black	10,000	1	TRIUMPH™ 7510-01-682-2182						HP CE390A		
CLIN 0008	LaserJet Enterprise 600 M602dn	90X	Black	24,000	1	TRIUMPH™ 7510-01-682-2183						HP CE390X		
CLIN 0009	LaserJet Enterprise CP4025dn/4525n	649X	Black	17,000	10	SKILCRAFT® 7510-01-673-1198						HP CE260X		
CLIN 0010		648A	Cyan	11,000	3	SKILCRAFT® 7510-01-673-1197						HP CE261A		
CLIN 0011		648A	Yellow	11,000	3	SKILCRAFT® 7510-01-673-1195						HP CE262A		
CLIN 0012		648A	Magenta	11,000	3	SKILCRAFT® 7510-01-673-1199						HP CE263A		
CLIN 0013	LaserJet Enterprise M506n/M527	87X	Black	18,000	1	TRIUMPH™ 7510-01-682-6841						HP CF287X		
CLIN 0014	LaserJet Enterprise M553x	508X	Black	12,500	18	TRIUMPH™ 7510-01-694-2425						HP CF360X		
CLIN 0015		508X	Cyan	9,500	8	TRIUMPH™ 7510-01-694-2773						HP CF361X		
CLIN 0016		508X	Yellow	9,500	8	TRIUMPH™ 7510-01-694-2770						HP CF362X		
CLIN 0017		508X	Magenta	9,500	8	TRIUMPH™ 7510-01-694-2771						HP CF363X		
CLIN 0018	LaserJet Enterprise M607	37A	Black	11,000	1	TRIUMPH™ 7510-01-682-2176						HP CF237A		
CLIN 0019	LaserJet M203/M227	30X	Black	3,500	1	TRIUMPH™ 7510-01-689-1058						HP CF230X		
CLIN 0020	LaserJet P1006	35A	Black	1,500	1	SKILCRAFT® 7510-01-690-1904						HP CB435A		
CLIN 0021	LaserJet P2035	05A	Black	2,300	1	SKILCRAFT® 7510-01-683-3474						HP CE505A		
CLIN 0022	LaserJet P2055dn	05X	Black	6,500	4	SKILCRAFT® 7510-01-683-4144						HP CE505X		
CLIN 0023	LaserJet P4015n/4515x	64X	Black	24,000	1	SKILCRAFT® 7510-01-683-3769						HP CC364X		
CLIN 0024	LaserJet Pro 400 M401dn	80X	Black	6,900	7	SKILCRAFT® 7510-01-660-3732						HP CF280X		
CLIN 0025	LaserJet Pro 400 M451nw	305X	Black	4,000	5	SKILCRAFT® 7510-01-696-2686						HP CE410X		
CLIN 0026		305A	Cyan	2,600	4	SKILCRAFT® 7510-01-660-4954						HP CE411A		
CLIN 0027		305A	Yellow	2,600	4	SKILCRAFT® 7510-01-660-4958						HP CE412A		
CLIN 0028		305A	Magenta	2,600	4	SKILCRAFT® 7510-01-660-4952						HP CE413A		
CLIN 0029	LaserJet Pro M452dw	410X	Black	6,500	13	TRIUMPH™ 7510-01-694-2427						HP CF410X		
CLIN 0030		410X	Cyan	5,000	8	TRIUMPH™ 7510-01-694-2428						HP CF411X		
CLIN 0031		410X	Yellow	5,000	8	TRIUMPH™ 7510-01-694-2426						HP CF412X		
CLIN 0032		410X	Magenta	5,000	8	TRIUMPH™ 7510-01-694-2424						HP CF413X		
CLIN 0033	DeskJet Plus 4100	61X	Black	10,000	2	TRIUMPH™ 7510-01-560-6574						HP C8061X		
CLIN 0034	LaserJet Pro M402n	26X	Black	9,000	2	SKILCRAFT® 7510-01-690-3164						HP CF226X		
CLIN 0035	LaserJet Pro M454dw	414A	Black	2,400	1							HP W2020A		
CLIN 0036		414X	Black	7,500	2							HP W2020X		
CLIN 0037		414X	Cyan	6,000	2							HP W2021X		
CLIN 0038		414X	Yellow	6,000	2							HP W2022X		
CLIN 0039		414X	Magenta	6,000	2							HP W2023X		
CLIN 0040	LaserJet M507dn	89Y	Black	20,000	11							HP CF289Y		
							\$ -	\$ -			\$ -	\$ -	\$ - \$ -	

Pricing Table - Repairs & Expedited Orders			
Line No.	Description		Unit Price - F.O.B. Destination
CLIN 0041	Labor - Rate Per Hour		\$ -
CLIN 0042	Materials (Variable)		
CLIN 0043	Expedited Orders - Flat Fee		\$ -

Attachment 1 - Pricing Tables - Option Year 1

Pricing Table - Printer Ink & Toner Cartridges														
						Remanufactured - Mandatory Source			Remanufactured - Other Source			OEM		
Line No.	HP Printer Model	HP Toner Series	Color	Pages	Estimated Annual Quantity	Manufacturer and Part No.	Unit Price - Shipped	Unit Price - Installed	Manufacturer and Part No.	Unit Price - Shipped	Unit Price - Installed	Manufacturer and Part No.	Unit Price - Shipped	Unit Price - Installed
CLIN 1001	LaserJet 4300/4350	45A	Black	18,000	1	TRIUMPH™ 7510-01-660-3733						HP Q5945A		
CLIN 1002	LaserJet 4350	42X	Black	20,000	3	SKILCRAFT® 7510-01-683-3492						HP Q5942X		
CLIN 1003	LaserJet CP2025dn	304A	Black	3,500	1	SKILCRAFT® 7510-01-670-3513						HP CC530A		
CLIN 1004		304A	Cyan	2,800	1	SKILCRAFT® 7510-01-670-3777						HP CC531A		
CLIN 1005		304A	Yellow	2,800	1	SKILCRAFT® 7510-01-670-3780						HP CC532A		
CLIN 1006		304A	Magenta	2,800	1	SKILCRAFT® 7510-01-670-3779						HP CC533A		
CLIN 1007	LaserJet Enterprise 600 M601n	90A	Black	10,000	1	TRIUMPH™ 7510-01-682-2182						HP CE390A		
CLIN 1008	LaserJet Enterprise 600 M602dn	90X	Black	24,000	1	TRIUMPH™ 7510-01-682-2183						HP CE390X		
CLIN 1009	LaserJet Enterprise CP4025dn/4525n	649X	Black	17,000	10	SKILCRAFT® 7510-01-673-1198						HP CE260X		
CLIN 1010		648A	Cyan	11,000	3	SKILCRAFT® 7510-01-673-1197						HP CE261A		
CLIN 1011		648A	Yellow	11,000	3	SKILCRAFT® 7510-01-673-1195						HP CE262A		
CLIN 1012		648A	Magenta	11,000	3	SKILCRAFT® 7510-01-673-1199						HP CE263A		
CLIN 1013	LaserJet Enterprise M506n/M527	87X	Black	18,000	1	TRIUMPH™ 7510-01-682-6841						HP CF287X		
CLIN 1014	LaserJet Enterprise M553x	508X	Black	12,500	18	TRIUMPH™ 7510-01-694-2425						HP CF360X		
CLIN 1015		508X	Cyan	9,500	8	TRIUMPH™ 7510-01-694-2773						HP CF361X		
CLIN 1016		508X	Yellow	9,500	8	TRIUMPH™ 7510-01-694-2770						HP CF362X		
CLIN 1017		508X	Magenta	9,500	8	TRIUMPH™ 7510-01-694-2771						HP CF363X		
CLIN 1018	LaserJet Enterprise M607	37A	Black	11,000	1	TRIUMPH™ 7510-01-682-2176						HP CF237A		
CLIN 1019	LaserJet M203/M227	30X	Black	3,500	1	TRIUMPH™ 7510-01-689-1058						HP CF230X		
CLIN 1020	LaserJet P1006	35A	Black	1,500	1	SKILCRAFT® 7510-01-690-1904						HP CB435A		
CLIN 1021	LaserJet P2035	05A	Black	2,300	1	SKILCRAFT® 7510-01-683-3474						HP CE505A		
CLIN 1022	LaserJet P2055dn	05X	Black	6,500	4	SKILCRAFT® 7510-01-683-4144						HP CE505X		
CLIN 1023	LaserJet P4015n/4515x	64X	Black	24,000	1	SKILCRAFT® 7510-01-683-3769						HP CC364X		
CLIN 1024	LaserJet Pro 400 M401dn	80X	Black	6,900	7	SKILCRAFT® 7510-01-660-3732						HP CF280X		
CLIN 1025	LaserJet Pro 400 M451nw	305X	Black	4,000	5	SKILCRAFT® 7510-01-696-2686						HP CE410X		
CLIN 1026		305A	Cyan	2,600	4	SKILCRAFT® 7510-01-660-4954						HP CE411A		
CLIN 1027		305A	Yellow	2,600	4	SKILCRAFT® 7510-01-660-4958						HP CE412A		
CLIN 1028		305A	Magenta	2,600	4	SKILCRAFT® 7510-01-660-4952						HP CE413A		
CLIN 1029	LaserJet Pro M452dw	410X	Black	6,500	13	TRIUMPH™ 7510-01-694-2427						HP CF410X		
CLIN 1030		410X	Cyan	5,000	8	TRIUMPH™ 7510-01-694-2428						HP CF411X		
CLIN 1031		410X	Yellow	5,000	8	TRIUMPH™ 7510-01-694-2426						HP CF412X		
CLIN 1032		410X	Magenta	5,000	8	TRIUMPH™ 7510-01-694-2424						HP CF413X		
CLIN 1033	DeskJet Plus 4100	61X	Black	10,000	2	TRIUMPH™ 7510-01-560-6574						HP C8061X		
CLIN 1034	LaserJet Pro M402n	26X	Black	9,000	2	SKILCRAFT® 7510-01-690-3164						HP CF226X		
CLIN 1035	LaserJet Pro M454dw	414A	Black	2,400	1							HP W2020A		
CLIN 1036		414X	Black	7,500	2							HP W2020X		
CLIN 1037		414X	Cyan	6,000	2							HP W2021X		
CLIN 1038		414X	Yellow	6,000	2							HP W2022X		
CLIN 1039		414X	Magenta	6,000	2							HP W2023X		
CLIN 1040	LaserJet M507dn	89Y	Black	20,000	11							HP CF289Y		
							\$ -	\$ -			\$ -	\$ -	\$ - \$ -	

Pricing Table - Repairs & Expedited Orders			
Line No.	Description		F.O.B. Destination
CLIN 1041	Labor - Rate Per Hour	\$	-
CLIN 1042	Materials (Variable)		
CLIN 1043	Expedited Orders - Flat Fee	\$	-

Attachment 1 - Pricing Tables - Option Year 2

Pricing Table - Printer Ink & Toner Cartridges														
						Remanufactured - Mandatory Source			Remanufactured - Other Source			OEM		
Line No.	HP Printer Model	HP Toner Series	Color	Pages	Estimated Annual Quantity	Manufacturer and Part No.	Unit Price - Shipped	Unit Price - Installed	Manufacturer and Part No.	Unit Price - Shipped	Unit Price - Installed	Manufacturer and Part No.	Unit Price - Shipped	Unit Price - Installed
CLIN 2001	LaserJet 4300/4350	45A	Black	18,000	1	TRIUMPH™ 7510-01-660-3733						HP Q5945A		
CLIN 2002	LaserJet 4350	42X	Black	20,000	3	SKILCRAFT® 7510-01-683-3492						HP Q5942X		
CLIN 2003	LaserJet CP2025dn	304A	Black	3,500	1	SKILCRAFT® 7510-01-670-3513						HP CC530A		
CLIN 2004		304A	Cyan	2,800	1	SKILCRAFT® 7510-01-670-3777						HP CC531A		
CLIN 2005		304A	Yellow	2,800	1	SKILCRAFT® 7510-01-670-3780						HP CC532A		
CLIN 2006		304A	Magenta	2,800	1	SKILCRAFT® 7510-01-670-3779						HP CC533A		
CLIN 2007		LaserJet Enterprise 600 M601n	90A	Black	10,000	1	TRIUMPH™ 7510-01-682-2182						HP CE390A	
CLIN 2008	LaserJet Enterprise 600 M602dn	90X	Black	24,000	1	TRIUMPH™ 7510-01-682-2183						HP CE390X		
CLIN 2009	LaserJet Enterprise CP4025dn/4525n	649X	Black	17,000	10	SKILCRAFT® 7510-01-673-1198						HP CE260X		
CLIN 2010		648A	Cyan	11,000	3	SKILCRAFT® 7510-01-673-1197						HP CE261A		
CLIN 2011		648A	Yellow	11,000	3	SKILCRAFT® 7510-01-673-1195						HP CE262A		
CLIN 2012		648A	Magenta	11,000	3	SKILCRAFT® 7510-01-673-1199						HP CE263A		
CLIN 2013	LaserJet Enterprise M506n/M527	87X	Black	18,000	1	TRIUMPH™ 7510-01-682-6841						HP CF287X		
CLIN 2014	LaserJet Enterprise M553x	508X	Black	12,500	18	TRIUMPH™ 7510-01-694-2425						HP CF360X		
CLIN 2015		508X	Cyan	9,500	8	TRIUMPH™ 7510-01-694-2773						HP CF361X		
CLIN 2016		508X	Yellow	9,500	8	TRIUMPH™ 7510-01-694-2770						HP CF362X		
CLIN 2017		508X	Magenta	9,500	8	TRIUMPH™ 7510-01-694-2771						HP CF363X		
CLIN 2018		LaserJet Enterprise M607	37A	Black	11,000	1	TRIUMPH™ 7510-01-682-2176						HP CF237A	
CLIN 2019	LaserJet M203/M227	30X	Black	3,500	1	TRIUMPH™ 7510-01-689-1058						HP CF230X		
CLIN 2020	LaserJet P1006	35A	Black	1,500	1	SKILCRAFT® 7510-01-690-1904						HP CB435A		
CLIN 2021	LaserJet P2035	05A	Black	2,300	1	SKILCRAFT® 7510-01-683-3474						HP CE505A		
CLIN 2022	LaserJet P2055dn	05X	Black	6,500	4	SKILCRAFT® 7510-01-683-4144						HP CE505X		
CLIN 2023	LaserJet P4015n/4515x	64X	Black	24,000	1	SKILCRAFT® 7510-01-683-3769						HP CC364X		
CLIN 2024	LaserJet Pro 400 M401dn	80X	Black	6,900	7	SKILCRAFT® 7510-01-660-3732						HP CF280X		
CLIN 2025	LaserJet Pro 400 M451nw	305X	Black	4,000	5	SKILCRAFT® 7510-01-696-2686						HP CE410X		
CLIN 2026		305A	Cyan	2,600	4	SKILCRAFT® 7510-01-660-4954						HP CE411A		
CLIN 2027		305A	Yellow	2,600	4	SKILCRAFT® 7510-01-660-4958						HP CE412A		
CLIN 2028		305A	Magenta	2,600	4	SKILCRAFT® 7510-01-660-4952						HP CE413A		
CLIN 2029	LaserJet Pro M452dw	410X	Black	6,500	13	TRIUMPH™ 7510-01-694-2427						HP CF410X		
CLIN 2030		410X	Cyan	5,000	8	TRIUMPH™ 7510-01-694-2428						HP CF411X		
CLIN 2031		410X	Yellow	5,000	8	TRIUMPH™ 7510-01-694-2426						HP CF412X		
CLIN 2032		410X	Magenta	5,000	8	TRIUMPH™ 7510-01-694-2424						HP CF413X		
CLIN 2033	DeskJet Plus 4100	61X	Black	10,000	2	TRIUMPH™ 7510-01-560-6574						HP C8061X		
CLIN 2034	LaserJet Pro M402n	26X	Black	9,000	2	SKILCRAFT® 7510-01-690-3164						HP CF226X		
CLIN 2035	LaserJet Pro M454dw	414A	Black	2,400	1							HP W2020A		
CLIN 2036		414X	Black	7,500	2							HP W2020X		
CLIN 2037		414X	Cyan	6,000	2							HP W2021X		
CLIN 2038		414X	Yellow	6,000	2							HP W2022X		
CLIN 2039		414X	Magenta	6,000	2							HP W2023X		
CLIN 2040	LaserJet M507dn	89Y	Black	20,000	11							HP CF289Y		
							\$ -	\$ -			\$ -	\$ -	\$ -	\$ -

Pricing Table - Repairs & Expedited Orders			
Line No.	Description		F.O.B. Destination
CLIN 2041	Labor - Rate Per Hour	\$	-
CLIN 2042	Materials (Variable)		
CLIN 2043	Expedited Orders - Flat Fee	\$	-