

**ST. CLAIR COUNTY INFORMATION TECHNOLOGY**

Jeffrey C. Sandusky, Director  
10 Public Square, Room A-200  
Belleville, IL 62220-1623  
Ph. (618) 825-2275 Fax (618) 825-9335  
[IT@co.st-clair.il.us](mailto:IT@co.st-clair.il.us)

**INVITATION FOR BID**



**I.F.B IT2019-002**

**DATE Dec. 31, 2019**

**BID DESCRIPTION**

**Remanufactured Laser Toner Cartridges**

**SUBMISSION DATE**

**January 14, 2020**

**SUBMISSION TIME**

**2:30 p.m.**



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### **BID OVERVIEW** **IFB IT2019-002**

The St. Clair County IT Department is interested in receiving bids for Remanufactured LaserJet Toner Cartridges for the St. Clair County Storeroom. Potential respondents are required to submit a bid meeting the minimum requirements set out in the specifications portion of this bid. Each bidder is required to answer each item in this bid package.

In addition, bidders must sign and date the bid sheet as provided in this Invitation for Bid. If necessary, an addendum to the specifications will be issued and sent to all potential bidders receiving this bid package.

Any questions concerning this bid package must be directed to:

**St. Clair County IT Department**  
**Attn: Christine Rozgowski**  
**10 Public Square, Room A-200**  
**Belleville, IL 62220-1623**  
**(618) 825-2275**  
[Christine.rozgowski@co.st-clair.il.us](mailto:Christine.rozgowski@co.st-clair.il.us)



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### **GENERAL TERMS AND CONDITIONS** **IFB IT2019-002**

#### **BID OPENING:**

Bids will be viewed on January 14, 2020 at 2:30 pm prevailing time in the office of the Director of IT located in the St. Clair County Building, 10 Public Square, 2<sup>nd</sup> fl., Room A-200, Belleville, IL 62220-1623.

- 1) **BID SUBMITTAL:**  
Submit bids to the location indicated in Item 1. Bids must be clearly marked on the outside of the envelope with your company name, address, the Invitation for Bid number **IFB IT2019-002**, due date and time. The County of St. Clair is not responsible for the pre-opening of or the failure to open an Invitation for Bid not properly addressed or identified. Emailed bids are acceptable.
- 2) **TERM OF AGREEMENT:**  
It shall be understood and agreed that the initial term of said agreement will be upon Contract Acceptance through December 31, 2020. This contract will not automatically renew and can be terminated by either party giving thirty (30) days advance notice.
- 3) **AWARD OF BID:**  
Every Monday an order will be placed (if needed). This bid will be awarded on a per item basis to the most qualified bidder.
- 4) **PRICES:**  
All prices submitted on the Bid Sheet shall remain firm for the period of contract. All prices must be inside delivery F.O.B. to the St. Clair County Storeroom, 2<sup>nd</sup> fl.
- 5) **PAYMENT:**  
Bidder will mail or email an itemized invoice to the IT Department for each order to, [Christine.rozgowski@co.st-clair.il.us](mailto:Christine.rozgowski@co.st-clair.il.us).
- 6) **QUANTITIES:**  
It shall be understood and agreed that the quantities listed are estimates only. The County reserves the right to add or delete cartridges.
- 7) **DELIVERY and PICK-UP:**  
Deliveries will be on an ordering basis, deliveries and pickups only between the hours of 9:00 am-3:00 pm, Monday thru Friday. The toner cartridges ordered must be delivered to Derrick or Rosa in the Mailroom, on the 2<sup>nd</sup> floor. Do not leave on the dock and deliver within three (3) business days after order is placed.
- 8) **COUNTY'S RESPONSIBILITY:**  
It shall be clearly understood and agreed by all bidders that the County be responsible to the vendor for the execution of the contract, purchase order, and payment of approved invoices. County shall insure that any defective cartridges are repacked in the appropriate packing container for pick-up by the vendor or vendor's company when necessary.



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9) **VENDOR'S RESPONSIBILITY:**

Vendor shall arrange for pick-up and return delivery of all cartridges at no cost to the County. Shipping service shall provide tracking for lost and/or delayed shipments and to provide reimbursement for lost and/or damaged shipments. Bidder to indicate in bid response the delivery company that will be used. Successful bidder is required to pick up cartridges within 72 hours of the time notified.

10) **QUALIFICATIONS:**

Bidders must indicate whether they belong to a professional association such as the International Cartridge Recycling Association (ICRA) and adhere to its principles. Bidders shall submit the names of at least three organizations for whom they currently provide this category of service in the St. Louis Metropolitan Area, along with the number of years, contact person and phone number. References should be with organizations that are comparable in size to St. Clair County's projected volume. Bidders shall indicate the number of years in the remanufacturing toner cartridge business.

11) **WARRANTY:**

Bidder shall provide the following guarantees:

- i. The remanufactured cartridge will perform as good or better than a new cartridge or bidder will at the County's choice and at no cost to the County replace with another remanufactured cartridge or refund the cost of the remanufactured cartridge.
- ii. Use of the remanufactured toner cartridges will not harm the laser printer and that the bidder will promptly provide full and complete repair to any machine, at no cost to the County; that is damaged as a result of using the remanufactured toner cartridge. St. Clair County IT department will make the determination as to the damage to the printer.
- iii. Toner cartridges shall have at least the yield of a new cartridge.
- iv. The County's responsibility is only to the Bidder if the Bidder sub-contracts work to another vendor.
- v. Any warranty breaches or contract problems will be governed by the laws of the State of Illinois.

12) **REMANUFACTURING PROCESS:**

Bidders are to indicate the name of the company and location of the remanufacturing process if contracted out. If performed in-house; the address of production facility, and if the cartridges are made in the USA or China; please explain.

13) **RIGHTS of RESERVATION:**

St. Clair County reserves the right to add or withdraw any or all cartridges if it is in the financial interest of the County and if problems occur while printing from the cartridges the vendor cannot solve. Notice will be given within thirty (30) days to the person and address indicated on the Bid Sheet.

14) **CERTIFICATE of INSURANCE:**

Required.



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### **SPECIFICATIONS** **IFB IT2019-002**

Bidders shall anticipate providing the following minimum levels of services to comply with the term "Remanufactured" as it relates to toner cartridges covered by these specifications:

#### EXTENDED LIFE REMANUFACTURING PROCESS

- 1) All empty cartridges shall be tested for print quality prior to being remanufactured. Defective cartridges shall be returned with printed samples.
- 2) Each cartridge shall be completely disassembled into component parts.
- 3) All older toner shall be removed from all components, inner surfaces, toner hopper and dust bin to insure there is no old toner remaining.
- 4) Each component shall be inspected for wear and/or damage. Worn and/or damaged components shall be replaced, to include wiper blade, which shall be inspected for pitting or hardening, and replaced as needed. Good wiper blades shall be coated with a lubricating solution to rejuvenate and lubricate the rubber.
- 5) Corona wire shall be cleaned by ultra-sonic cleaning and dried thoroughly.
- 6) Photoconductor drum shall be replaced with a re-coated drum, (virgin drum is not acceptable). Re-coating shall be hard chemical coating only.
- 7) After being reassembled, each cartridge shall be refilled with a minimum of 250 grams of black toner. Toner shall be only of the highest quality graphic black. Please indicate in bid response the number of grams of toner placed in each type cartridge.
- 8) For cartridges used in machines with SX engines, a magnetic strip shall be added to corona assembly on the EP-S cartridge.
- 9) Each cartridge shall be set to new cartridge factory specifications and tested for print and graphics quality.
- 10) Cartridges shall be repackaged and sealed as new factory cartridges; light protective bag and Styrofoam end pieces to protect cartridges during shipping.
- 11) Cartridges are to be numbered and returned to the County. Vendor shall provide tracking for number of times each cartridge has been remanufactured.
- 12) Each cartridge must be labeled as to the type of cartridge.



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**BID SHEET**  
**IFB IT2019-002**

Please use this form to submit your bid. If you elect not to bid, please mark this sheet "NO BID" and enclose an explanation to remain on the vendor list. For the period of 1/1/2020 thru 12/31/2020, each line must be filled in with low yield, high yield or not available.

REMANUFACTURED TONER CARTRIDGES	QTY	UNIT COST (\$)		LOW YIELD	HIGH YIELD
		LOW YIELD	HIGH YIELD		
1) HP LASERJET 3005	15				
2) HP LASERJET P3015	300				
3) HP LASERJET 4000/4050	4				
4) HP LASERJET 4100	4				
5) HP LASERJET 4200/4250	4				
6) HP LASERJET M506	150				
7) HP LASERJET M507	80				
8) HP LASERJET M806	12				
9) HP LASERJET M401	4				
10) HP LASERJET M604	8				
11) HP LASERJET P4015	8				
12) RICOH SP8200A	5				
13) RICOH SP8400DN	5				
14) HP LASERJET 5500 BLACK	30				
HP LASERJET 5500 CYAN	24				
HP LASERJET 5500 YELLOW	24				
HP LASERJET 5500 MAGENTA	24				
15) HP LASERJET 4600 BLACK	30				
HP LASERJET 4600 CYAN	24				
HP LASERJET 4600 YELLOW	24				
HP LASERJET 4600 MAGENTA	24				
16) HP LASERJET CP 2025 BLACK	30				
HP LASERJET CP 2025 CYAN	24				
HP LASERJET CP 2025 YELLOW	24				
HP LASERJET CP 2025 MAGENTA	24				



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REMANUFACTURED TONER CARTRIDGES	QTY	UNIT COST (\$)		LOW YIELD	HIGH YIELD
		LOW YIELD	HIGH YIELD		
17) HP LASERJET PRO 400 BLACK	30				
HP LASERJET PRO 400 CYAN	24				
HP LASERJET PRO 400 YELLOW	24				
HP LASERJET PRO 400 MAGENTA	24				
18) HP LASERJET M551 BLACK	30				
HP LASERJET M551 CYAN	24				
HP LASERJET M551 YELLOW	24				
HP LASERJET M551 MAGENTA	24				
19) HP LASERJET 2600 BLACK	30				
HP LASERJET 2600 CYAN	24				
HP LASERJET 2600 YELLOW	24				
HP LASERJET 2600 MAGENTA	24				
20) HP LASERJET CP 3525 BLACK	30				
HP LASERJET CP 3525 CYAN	24				
HP LASERJET CP 3525 YELLOW	24				
HP LASERJET CP 3525 MAGENTA	24				
21) HP LASERJET 5525 BLACK	30				
HP LASERJET 5525 CYAN	24				
HP LASERJET 5525 YELLOW	24				
HP LASERJET 5525 MAGENTA	24				
22) HP LASERJET 4700 BLACK	30				
HP LASERJET 4700 CYAN	24				
HP LASERJET 4700 YELLOW	24				
HP LASERJET 4700 MAGENTA	24				
23) HP LASERJET M553 BLACK	30				
HP LASERJET M553 CYAN	24				
HP LASERJET M553 YELLOW	24				
HP LASERJET M553 MAGENTA	24				
24) HP LASERJET 5225 BLACK	30				
HP LASERJET 5225 CYAN	24				
HP LASERJET 5225 YELLOW	24				
HP LASERJET 5225 MAGENTA	24				
25) HP LASERJET PRO 200 BLACK	30				
HP LASERJET PRO 200 CYAN	24				
HP LASERJET PRO 200 YELLOW	24				
HP LASERJET PRO 200 MAGENTA	24				



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The authorized representative of the company has read and understands the bid specifications in this Invitation for Bid and agrees to provide goods and services in accordance with these bid specifications.

<hr/> <b>AUTHORIZED SIGNATURE</b>	<hr/> <b>DATE</b>
<hr/> <b>PRINTED NAME</b>	<hr/> <b>COMPANY NAME</b>
<hr/> <b>COMPANY ADDRESS</b>	<hr/> <b>CITY</b> <b>STATE</b> <b>ZIP</b>
<hr/> <b>TELEPHONE NUMBER</b>	<hr/> <b>FAX NUMBER</b>
<hr/> <b>FEDERAL TAX ID NUMBER</b>	<hr/> <b>WEB-SITE ADDRESS</b>
<hr/> <b>EMAIL ADDRESS</b>	