

CITY OF SAN LEANDRO
REQUEST FOR QUOTATION

SUBMIT BID TO: City of San Leandro Purchasing Department 835 East 14th Street San Leandro, CA 94577	FOR FURTHER INFORMATION CALL: Darryl Sweet Purchasing Supervisor TEL (510) 577-3376 FAX (510) 577-3312 dsweet@ci.san-leandro.ca.us
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BID NO: 03-04.005	DATE MAILED: July 14, 2003	THIS BID MUST BE DELIVERED TO THE CITY BEFORE: 3:00pm, Thursday, July 24, 2003
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QTY.	DESCRIPTION	UNIT PRICE	EXTENSION
See bid form	<p style="text-align: center;">Printer Toner Cartridges for Various City Departments</p> <p style="text-align: center;">Notice to Bidders</p> <p>Provide printer toner cartridges as required by the City of San Leandro on an as-needed, call-in basis.</p> <p>The City of San Leandro requests competitive sealed bids for printer toner cartridges for the attached list of printers. Bids must be for all items. Award will be to a single vendor.</p> <p>All cartridges must be in appropriate packaging signifying they are in an unopened and unused state. For information purposes only please state if your bid items are new or recycled.</p> <p>City of San Leandro will call in orders throughout the contract period. Items are to be shipped to the required location designated at time of order. No additional shipping or handling charges shall be added to invoices. Invoices are to reflect quantity, location, bid price, and PO number.</p> <p>Toner cartridges shall be covered by standard warranty allowing expeditious return and credit or replacement of defective or otherwise unusable items.</p> <p>Any deviations from specifications must be clearly indicated in writing at the time the proposal is submitted. The City reserves the right to waive minor variations in specifications bid.</p> <p>Do not include sales tax in your bid. Apply sales tax to your invoice. Sales tax of 8.25% will be remitted with invoice payment.</p> <p>For expenditures \$25,000 and less, the Purchasing Division will deduct five percent (5%), for comparison only, from those vendors whose primary place of business is within the City of San Leandro</p> <p>Sealed bids shall be received at the Purchasing Office, City Hall, 835 E. 14th Street, San Leandro, CA up to 3:00 p.m., on Thursday, July 24, 2003, at which time they will be publicly opened and read.</p>		Please see the bid form.

Any bid may be withdrawn at any time prior to the time fixed for the opening of bids only by written request for the withdrawal of the bid filed with the City. The request shall be executed by the bidder or bidder's duly authorized representative. The withdrawal of a bid does not prejudice the right of the bidder to file a new bid. Whether or not bids are opened exactly at the time fixed in the public notice for opening bids, a bid will not be received after that time nor may any bid be withdrawn after the time fixed in the public notice for opening of bids.

As stated in Public Contract Code Section 5100 to 5108, inclusive (State Contract Act) concerning relief of bidders and in particular to the requirement therein, that if the bidder claims a mistake was made in his bid, the bidder shall give the City written notice within five (5) days after the opening of the bids of the alleged mistake, specifying in the notice, in detail how the mistake occurred.

All bidders shall verify if any addendum for this project has been issued by the City. It is the bidder's responsibility to ensure that all requirements of contract addendum are included in the bidder's submittal.

The award will be made to the lowest responsible bidder whose bid complies with the specifications in a manner satisfactory to the City's best interests as determined by the City. The right is reserved, as the interest of the City may require, to reject any or all bids, or to waive any informality or minor irregularity in the bids.

The specifications for this bid, as well as bidder's response, are hereby made available to other agencies that have proper authority to utilize cooperative purchasing agreements in the State of California.

Payment shall be within 30 days of each invoice.

- Delivery shall be **FOB DESTINATION** (San Leandro City Hall, or Library)
- There shall be no charge(s) for delivery of bid items.

To bid, complete and return a copy of the Request and the other required forms, sealed in the enclosed envelope. The envelope shall be marked with the project name and bid number. The bid must be received by the date and time shown in order to be considered. Please note that there is a one-day delay in mail delivery to City Hall by the U.S. Postal Service.

Delivery shall be to either of the following locations (specified at order):

City Hall	or	Community Library Center
835 E. 14th Street		300 Estudillo Ave.
San Leandro, CA 94577		San Leandro, CA 94577

Firm _____

Date: _____

Address _____

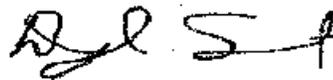
Phone: _____

FAX: _____

By (Signature) _____

Print Name: _____

Title: _____



Darryl Sweet
Purchasing Supervisor

City of San Leandro Bid 03-04.005

Printer Toner Cartridges for Various City Departments

CS=CENTRAL SERVICES, L=LIBRARY

CS is located in City Hall.

Estimated quantities without location marker are for City Hall.

Printer Type	Cartridge Type (or no.)	Est. No. per year	Price Per Each Cartridge	Extended Price
HP 4000/4050		CS 50 L 75	\$	125 \$
HP 2100		CS 20 L 175	\$	195 \$
HP 4/5		CS 50 L 5	\$	55 \$
HP 5000		5	\$	\$
HP 2P/3P		5	\$	\$
HP 5P/6P		15	\$	\$
HP 8000 MICR		5	\$	\$
HP 5SI/5SI MX 8000		25	\$	\$
HP 2/3		5	\$	\$
HP 4V/4MV		5	\$	\$
HP 4P/4MP		5	\$	\$
			TOTAL BID	\$

Prices shall be firm for the contract period. No minimum quantity required. Quantities are not guaranteed. Bid prices shall not change based on actual quantities. Bid to be award to the vendor determined by the City to be the lowest responsible vendor. Deliveries shall be to City Hall or to the Community Library Center.

These are recycled toner cartridges _____yes _____no (No preference, information only)

Company Name:_____

Date:_____