



Town of Merrimack, New Hampshire

6 Baboosic Lake Rd · Merrimack, NH 03054 · www.merrimacknh.gov

September 21, 2015

REQUEST FOR BID HP Ink & Toner

Bids will be received by the Town of Merrimack ***until 2:00PM on Tuesday, October 6, 2015*** to supply and deliver HP ink and toner to the Town of Merrimack in accordance with the following detailed bid specifications and conditions:

The bid shall be submitted on the Bid Form furnished herewith and shall exclude state and federal taxes not applicable to municipalities. The bid shall include the cost of a one-time purchase of the ink cartridges in the enclosed specifications. The cartridges shall all be HP brand, and the expiration date may not be less than a year from delivery date. Delivery cost shall be included in the bid price.

The bid price shall include delivery and be quoted F.O.B. Town of Merrimack, Finance Department, 6 Baboosic Lake Rd, Merrimack, NH. The time required for delivery must be indicated on the Bid Form and be guaranteed.

The Town reserves the right to reject any or all bids, to waive irregularities in the bids, and to accept the bid which best serves the interest of the Town.

Bids shall be marked "Bid on HP Ink" and be delivered to the Town of Merrimack Finance Department, 6 Baboosic Lake Rd, Merrimack, NH 03054 or faxed to (603) 424-0516 by the date and time specified above when they will be opened publicly and read aloud.

It is the bidder's responsibility to confirm the bid is received by the Finance Department by the date and time specified.

The Town of Merrimack's Purchasing Policy is available on the Town's website: http://www.merrimacknh.gov/town/departments/finance/bid_opportunities; a copy may be obtained by contacting the Purchasing Agent.

For additional information call Xenia Simpson, Purchasing Agent, at (603) 424-7075



TOWN OF MERRIMACK, NEW HAMPSHIRE

FINANCE DEPARTMENT
6 Baboosic Lake Road
Merrimack, NH 03054

Tel: 603-424-7075
Fax: 603-424-0516

Ink & Toner Bid Specifications

The cartridges needed are listed below, along with the printers we use for each cartridge. Please submit the total price on the bid form, if you would like an excel version of the bid form, it will be on our website:

http://www.merrimacknh.gov/town/departments/finance/bid_opportunities

Or you may e-mail a request at xsimpson@merrimacknh.gov

| Printer | Cartridge | # needed |
|----------------------------------|--------------|----------|
| Laserjet 6P | 03A | 2 |
| Laserjet P2035 | 05A | 2 |
| Laserjet 2600N | 124A yellow | 2 |
| CP1525NW | 128A cyan | 1 |
| Laserjet 3052 Laserjet 3060 | 12A | 7 |
| Laserjet 1200 | 15X | 2 |
| D1520 | 21 black | 3 |
| D1520 | 22 tri color | 2 |
| Laserjet Pro 400 color M451nw | 305X black | 10 |
| Laserjet Pro 400 color M451nw | 305a cyan | 6 |
| Laserjet Pro 400 color M451nw | 305a magenta | 7 |
| Laserjet Pro 400 color M451nw | 305a yellow | 8 |
| Laserjet Pro MFP M476dw | 312X black | 1 |
| Laserjet Pro MFP M476dw | 312A yellow | 1 |
| Laserjet Pro MFP M476dw | 312A magenta | 1 |
| Laserjet Pro MFP M476dw | 312A cyan | 1 |
| Laserjet 4300 | 39A | 5 |
| Color Laserjet 3800 | 501A | 1 |

| Printer | Cartridge | # needed |
|---|------------------|-----------------|
| Color Laserjet 3525n | 504A cyan | 2 |
| Color Laserjet 3525n | 504X black | 2 |
| Laserjet Enterprise 500 | 507X | 2 |
| Laserjet Enterprise 500 | 507A cyan | 2 |
| Laserjet Enterprise 500 | 507A yellow | 2 |
| Laserjet Enterprise 500 | 507A magenta | 2 |
| Photosmart 6520 | 564xl black | 2 |
| DJ545 | 60XL black | 2 |
| DJ545 | 60XL tricolor | 2 |
| Deskjet 3050 | 61 tricolor | 1 |
| Laserjet 1606 | 78A | 6 |
| Designjet 130NR | 84 black | 2 |
| Designjet 130NR | 85 cyan | 2 |
| Designjet 130NR | 85 lt cyan | 2 |
| Designjet 130NR | 85 lt magenta | 2 |
| Designjet 130NR | 85 magenta | 2 |
| Designjet 130NR | 85 yellow | 2 |
| HP Officejet 8600 Officejet Pro 8600 wide format | 88XL black | 5 |
| HP Officejet 8600 Officejet Pro 8600 wide format | 88XL cyan | 1 |
| HP Officejet 8600 K5400 Officejet Pro 8600 wide format | 88XL yellow | 1 |
| HP 6000 | 920XL black | 7 |
| HP Officejet 7000 Wide Format HP 6000 | 920XL cyan | 5 |
| HP Officejet 7000 Wide Format HP 6000 | 920XL magenta | 5 |
| HP Officejet 7000 Wide Format HP 6000 | 920XL yellow | 5 |

| Printer | Cartridge | # needed |
|---------------------------------|------------------|-----------------|
| HP Officejet Pro 8100 series | 950xl black | 3 |
| HP Officejet Pro 8100 series | 951xl cyan | 3 |
| HP Officejet Pro 8100 series | 951xl magenta | 3 |
| HP Officejet Pro 8100 series | 951xl yellow | 3 |
| HP deskjet 6980 Deskjet 6940 | 96 black | 5 |
| HP deskjet 6980 Deskjet 6940 | 97 color | 1 |
| Laserjet 5M | 98A | 2 |



Town of Merrimack
 6 Baboosic Lake Rd, Merrimack, NH 03054
 P: (603) 424-7075 F: (603) 424-0516
www.merrimacknh.gov

**Bid on Ink & Toner
 Bid Form**

Due 2:00PM on Tuesday, October 6, 2015

Bidder Name:

| cartridge | # needed | cost, each | total |
|---------------|----------|------------|-------|
| 03A | 2 | | |
| 05A | 2 | | |
| 124A yellow | 2 | | |
| 128A cyan | 1 | | |
| 12A | 7 | | |
| 15X | 2 | | |
| 21 black | 3 | | |
| 22 tri color | 2 | | |
| 305X black | 10 | | |
| 305a cyan | 6 | | |
| 305a magenta | 7 | | |
| 305a yellow | 8 | | |
| 312X black | 1 | | |
| 312A yellow | 1 | | |
| 312A magenta | 1 | | |
| 312A cyan | 1 | | |
| 39A | 5 | | |
| 501A | 1 | | |
| 504A cyan | 2 | | |
| 504X black | 2 | | |
| 507X | 2 | | |
| 507A cyan | 2 | | |
| 507A yellow | 2 | | |
| 507A magenta | 2 | | |
| 564xl black | 2 | | |
| 60XL black | 2 | | |
| 60XL tricolor | 2 | | |

| | | | |
|-----------------|---|--|------|
| 61 tricolor | 1 | | |
| 78A | 6 | | |
| 84 black | 2 | | |
| 85 cyan | 2 | | |
| 85 lt cyan | 2 | | |
| 85 lt magenta | 2 | | |
| 85 magenta | 2 | | |
| 85 yellow | 2 | | |
| 88XL black | 5 | | |
| 88XL cyan | 1 | | |
| 88XL yellow | 1 | | |
| 920XL black | 7 | | |
| 920XL cyan | 5 | | |
| 920XL magenta | 5 | | |
| 920XL yellow | 5 | | |
| 950xl black | 3 | | |
| 951xl cyan | 3 | | |
| 951xl magenta | 3 | | |
| 951xl yellow | 3 | | |
| 96 black | 5 | | |
| 97 color | 1 | | |
| 98A | 2 | | |
| Total Bid Price | | | \$ - |

The above bid is provided in accordance with the Town's bid invitation dated September 21, 2015, except as indicated below:

Bidder: _____

Street, Address: _____

City, State, Zip _____

Phone: _____

authorized signature: _____

Printed name: _____

e-mail: _____