



# Town of Merrimack, New Hampshire

6 Baboosic Lake Rd · Merrimack, NH 03054 · [www.merrimacknh.gov](http://www.merrimacknh.gov)

October 2, 2023

## REQUEST FOR BID Toner

Bids will be received by the Town of Merrimack ***until 2:00PM on Friday, October 13, 2023***, to supply and deliver HP, Xerox and Canon 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, Xerox or Canon brand, and the expiration date may not be less than a year from delivery date. Delivery cost shall be included in the bid price.

This is a one-time purchase.

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 award the bids based on brand unless the bid form is marked as an “all or none” bid.

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 Toner” 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](http://www.merrimacknh.gov/town/departments/finance/bid_opportunities); a copy may be obtained by contacting the Purchasing Agent.

For additional information call Kelly Valluzzi, 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**

## Bid Specifications Toner 2023

HP		
Printer	toner	# needed
Laserjet P2035	05A	2
Laserjet P2035	134x	4
Laserjet Pro M277 dw	201X black	2
Laserjet Pro M180nw	204A black	3
Laserjet Pro M180nw	204A cyan	3
Laserjet Pro M180nw	204A magenta	3
Laserjet Pro M180nw	204A yellow	3
HP Laserjet Pro M255DW	206X black	4
HP Laserjet Pro M255DW	206X cyan	4
HP Laserjet Pro M255DW	206X magenta	4
HP Laserjet Pro M255DW	206X yellow	4
Laserjet Pro 4201dw	210x black	2
Laserjet Pro 4201dw	210x cyan	2
Laserjet Pro 4201dw	210x magenta	2
Laserjet Pro 4201dw	210x yellow	2
Laser Jet Pro MFP M182mw	215A black	1
Laser Jet Pro MFP M182mw	215A cyan	1
Laser Jet Pro MFP M182mw	215A magenta	1
Laser Jet Pro MFP M182mw	215A yellow	1
Laserjet Pro MFP M476dw	312X black	3
Laserjet Pro MFP M476dw	312A cyan	3
Laserjet Pro MFP M476dw	312A Magenta	3
Laserjet Pro MFP M476dw	312A Yellow	3
Laserjet Pro M452dn	410x cyan	2
Laserjet Pro M452dn	410x yellow	2
Laserjet Pro 500 MFP M479fwd	414x black	3
Laserjet Pro 500 MFP M479fwd	414x cyan	3
Laserjet Pro 500 MFP M479fwd	414x magenta	3
Laserjet Pro 500 MFP M479fwd	414x yellow	3
Color Laserjet 3525n	504x black	1
Color Laserjet 3525n	504A cyan	1
Color Laserjet 3525n	504A magenta	1
Color Laserjet 3525n	504A yellow	1



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## **Bid Specifications** **Toner 2023** **Page 2**

<b>HP</b>		
<b>Printer</b>	<b>toner</b>	<b># needed</b>
Color Laserjet 3525n	504A yellow	1
Color Laserjet Enterprise M553n	508X black	2
Color Laserjet Enterprise M553n	508A cyan	2
Color Laserjet Enterprise M553n	508A magenta	2
Color Laserjet Enterprise M553n	508A yellow	2
Laserjet MFP 521dn HP 3015	55x	6
Laserjet Pro MFP M428fdn	58x	4
Laserjet 1536dnf mfp	78A	2
Hp Laserjet 3015	Troy microtoner secure 02-81600-001	1

<b>Xerox</b>		
<b>Printer</b>	<b>toner</b>	<b># needed</b>
Xerox VersaLink B400	Xerox-106R03584 – Extra High Yield Toner	4

<b>Canon</b>		
<b>Printer</b>	<b>toner</b>	<b># needed</b>
Canon Image Pro Graph IPF785	CAN8788B001AA	1
Canon Image Pro Graph IPF785	CAN8790B001AA	1
Canon Image Pro Graph IPF785	CAN8792B001AA	1
Canon Image Pro Graph IPF785	CAN8791B001AA	1
Canon Image Pro Graph IPF785	CAN8789B001AA (dye black)	1