



Question Number	Page #	Section Number	Questions & Answers	
5	Excel Price Page	Tab A and Tab B	Q:	Can you clarify the % discount column? How is the excel price page different from the MSRP indicated on the Word document, page 21 of 26 of the Offer Agreement?
			A:	<b>All unit prices provided in the excel spreadsheet, will remain firm during the initial year of the contract term after which the parties may consider price increases no more frequently than once per year.</b> <b>For items not specifically listed in the excel spreadsheet, the Contractor will provide items as requested by the County. Unit Price(s) for such items will be priced at the established % discount using the identified MSRP (OEM New) or MPL/Catalog for Remanufactured. (Unit Price x Discount % = Discounted Unit Price).</b>
			Q:	Tab A: OEM - Lines # 25 and #70 are not able to be sourced currently as OEM Toners. Can these items be deleted from the price page?
			A:	<b>Items that have been discontinued or are no longer being produced by the OEM Manufacturer will be considered for deletion from the Price Page by the County. However, Contractor must indicate on the price page “discontinued” and submit verifiable evidence that the item requested by the County is no longer available by the OEM.</b>
			Q:	Tab B: Remanufactured – My firm is not able to provide some of the cartridges identified. Can we substitute a new cartridge? Should we use the OEM Manufacturer Price List as the MSRP?
			A:	<b>Yes, the County will accept OEM New cartridges as equivalents to remanufactured cartridges.</b> <b>MSRP for remanufactured has been changed. Refer to Question/Answer 4. Tab B, Colum identified as MSRP is defined as MPL – Retail/Catalog Price List.</b>

Please acknowledge receipt of this Addendum in Article 13. Acknowledgement of Solicitation Addenda. The changes made to the Offer Agreement Pages 14 , 20 and 21, change the Terms of this solicitation and are hereby incorporated pursuant to this addendum.

Submit the attached revised Offer Agreement page 21 of 26 as a part of your bid.

All other terms and conditions not changed by this addendum remain the same.

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Materials and Services Division  
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## OFFER AGREEMENT

Solicitation # 193855 Title: Printer and Fax Toner Cartridges - Revised Addendum 2 Page 14 of 26

### J. REPORTS AND RECORD RETENTION

Annually and upon request, the Contractor must provide reports to include, but not be limited to, the following:

- Usage reports by department, account, and/or location to include the equipment model number, cartridge # supplied, quantity and price
- List of catalog items, manufacturers' part numbers, pricing, rebate/credit, and yield
- List of toner and ink cartridges supplied under this contract with current and expected failure rate

Quarterly, the Contractor must provide a Return/Rebate Report that identifies all cartridges returned by the County. The report must include, at a minimum the following information: Department Name, Cartridge Description, Product #, Quantity of cartridges picked-up, OEM, Remanufactured, Rebate Price.

**Return/Rebate Report** must match and be consistent with proof of receipt documentation provided by Contractor during the term of the report. Report shall be submitted as supporting documentation to the quarterly rebate check.

Contractor must provide proof of receipt for all used/empty cartridges returned by the County. At such time, that delivery is made and return cartridges are picked-up Contract shall provide the County representative with a receipt documenting the return of each cartridge.

If cartridges are returned by Prepaid Return Label for common carrier pick-up the Contractor must have the means of tracking return, providing acknowledgement of receipt directly to the department within (5) days of receiving County returned items.

Reports must be available in Excel or CSV format to allow for sorting and calculation.

**End of Exhibit A – OEM New**

## OFFER AGREEMENT

Solicitation # 193855 Title: Printer and Fax Toner Cartridges - Revised Addendum 2 Page 20 of 26

### 10. REPORTS AND RECORD RETENTION

Annually and upon request, the Contractor must provide reports to include, but not be limited to, the following:

- Usage reports by department, account, and/or location to include the equipment model number, cartridge # supplied, quantity and price
- List of catalog items, manufacturers' part numbers, pricing, rebate/credit, and yield
- List of toner and ink cartridges supplied under this contract with current and expected failure rate

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**End of Exhibit A: Remanufactured**

**OFFER AGREEMENT**

**Exhibit B: Price Page**

Unless otherwise stipulated by this agreement or the County's order, all pricing shall be *F.O.B. Destination & Freight Prepaid Not Billed ("F.O.B. Destination")*, delivered to and unloaded at the destination(s) defined by the delivery article of this agreement or accepted *Order* for services or products and all freight cost shall be included in the offered Unit Price.

Unit Prices offered shall include all incidentals and associated costs required to comply with and satisfy all requirements referred to or included in this solicitation which includes the *Instructions to Bidders, Standard Terms and Conditions* and Offer Agreement. No payments will be made for items not included in the agreement.

Contractor shall provide a rebate to the County for every toner cartridge and ink cartridge provided to Contractor for remanufacture. Rebate program, including prices and rebates for each toner and ink cartridge, must be clearly defined in Exhibit B – Price Page. Attached is an Excel spreadsheet by which your firm is to complete the applicable TAB indicating the group(s) your firm is submitting a Bid.

Tab A: Group 1 –OEM New and Rebate		Tab B: Group 2 – Remanufactured and Rebate	
For all Commodity Lines (CL #) 1- 578, listed in Column A, provide the corresponding information in Column(s)		For all Commodity Lines (CL #) 1- 159, listed in Column A, provide the corresponding information in Column(s)	
E	Contractor's Part #	E	Contractor's Part #
L	M.S.R.P	L	<b>MPL Retail Catalog Price</b>
M	% Discount off M.S.R.P	M	% Discount off M.S.R.P
N	Unit Price \$	N	Unit Price \$
O	Rebate \$ Each Cartridge	O	Rebate \$ Each Cartridge

<b>REBATE:</b> In the event your firm is bidding both Groups (1 and 2) and is awarded a single contract for one of the Groups, will you still honor the rebate for both OEM New and Remanufactured?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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**MASTER PRICE LIST:** For those items not specifically listed and priced in the attached excel spreadsheet Exhibit B – Price that may be provided within the defined scope of this agreement the Contractor shall submit Master Price List (MPL) documents, diskette or compact disc and filenames or identify website address, identifying all other items offered pursuant to this agreement to include Description and Discounted Unit Price, or Unit Price and Discount % (Unit Price x Discount % = Discounted Unit Price). The resulting Unit Prices shall be of similar discount off List Prices as given for those items specifically defined above. Item Unit Prices above shall govern in case of conflict with the Master Price List.

OEM New - Manufacturer Price List/Discount											
Manufacturer Line	Date of MSR List	NEW OEM Discount of MSRP				Manufacturer Line	Date of MSR List	NEW OEM Discount of MSRP			
		From	%	To	%			From	%	To	%
Hewlett Packard		From	%	To	%	Lexmark		From	%	To	%
Brother		From	%	To	%	Panasonic		From	%	To	%
Canon		From	%	To	%	Samsung		From	%	To	%
Dell		From	%	To	%	Sharp		From	%	To	%
Epson		From	%	To	%	Xerox		From	%	To	%

Remanufactured – Retail/Catalog Price List/Discount											
Manufacturer Line	Date of MPL List	NEW OEM Discount of MSRP				Manufacturer Line	Date of MPL List	NEW OEM Discount of MSRP			
		From	%	To	%			From	%	To	%
Hewlett Packard		From	%	To	%	Lexmark		From	%	To	%
Brother		From	%	To	%	Panasonic		From	%	To	%
Canon		From	%	To	%	Samsung		From	%	To	%
Dell		From	%	To	%	Sharp		From	%	To	%
Epson		From	%	To	%	Xerox		From	%	To	%

Although State and City sales tax may not be fully or accurately defined on an order, they will be paid when they are DIRECTLY applicable to Pima County and invoiced as a separate line item; those taxes should not be included in the item unit price.

SALES TAX TYPE	ITEM #'S AFFECTED	TAXING JURISDICTION	SALES TAX %	SALES TAX \$ (IF ANY)
Equipment/Parts				
Equipment/Parts				