

STATE OF NEW HAMPSHIRE
Dept. of Administrative Services
Bureau of Purchase and Property
State House Annex
Concord, New Hampshire 03301

Date: March 14, 2016

NOTICE OF CONTRACT - REVISION
(Updated Contract)

COMMODITY: TONER (OEM, NEW COMPATIBLE & INK CARTRIDGES)

CONTRACT NO.: 8001945

NIGP: 015-1500

VENDOR: The Office Pal **VENDOR # :** 202557 B001
1000 Airport Road
Lakewood, NJ 08701

CONTACT PERSON(S): Latzie Taber **EXT 108**
Tel. No.: 877-486-0590 **EXT 108**
Fax No.: 732-363-6933
E-Mail: sales@theofficepal.com or Latzie@theofficepal.com

EFFECTIVE FROM: January 1, 2016 Through: December 31, 2019

TERMS: Net 30 days. If using Procurement Card (P-Card), card will be charged upon delivery/shipment.

PAYMENT: Payments shall be made via Procurement Card (P-Card –Visa Credit Card).

The resulting contract has mandatory Procurement Card usage for agencies enrolled in the State P-Card Program.

DELIVERY TIME: The Contractor will be required to accomplish delivery of any item ordered under the contract within ten (10) business days from the placement of the order.

The use of a private carrier to make delivery does not relieve the Contractor from the responsibility of meeting the delivery requirement.

F.O.B.: Destination

QUESTIONS: Matt Johnson at matthew.johnson@nh.gov or call 603-271-3146

ORDERING:
State agencies will place their orders by electronic order entry, by e-mail, by FAX, or they may establish a standard delivery order. Eligible participants will utilize their own individually established ordering procedures. **Discount Code for State Agencies only: NH8001328.**

MINIMUM ORDERS:
There is no minimum order required under this contract. Delivery is to be accomplished within 10 business days from the date the order is placed.

INVOICING:

Invoicing shall be done to the Agency Remit Account on the basis of each order completed, or other mutually agreed upon timeframe between the Contractor and agency (example: monthly invoice). Invoices shall clearly indicate the quantity, description, packaging, date delivered, and contract price. Invoicing for eligible participants will be in accordance with their individual requirements.

BALANCE OF PRODUCT LINE

The items in each category include the items most commonly purchased by State of New Hampshire agencies. During the term of contract, the state may purchase other items in relation to OEM, new compatible toner and ink cartridges from the Contractor's Balance of Product Line. The Contractor shall offer additional or new product(s) upon request of the state, or as they become available. All items ordered will include all shipping/charges.

EMPTY CARTRIDGE RETURNS

State of New Hampshire agencies are required to recycle used and/or empty printer and fax cartridges. Return of empty cartridges must be within 180 days from time of order. The Contractor must provide the two following processes:

- Cartridge Return Direct to Contractor/Manufacture:
An Agency/Customer will return empty cartridges directly to the Contractor or manufacturer, using a prepaid mailer or label provided at time of purchase. If a credit is given for returned cartridges, it may be in the form of a discounted invoice or in the form of a credit. Agencies can email, fax or call the Contractor for a return label or exchanged of cartridges. The Contractor will provide one label (upon request) and agency can ship one box or multiple boxes of cartridges utilizing the one label provided. Information is found on the Contractor's website on "Going Green." **This is a mandatory requirement for all Vendors.**
- Centralized Cartridge Return Program: **Vendor agrees to accept 100% of returns.**
Agencies/Customers may at times send large quantities of empty cartridges to a State location. The cartridges are stored, unsorted, at the facility and picked up by the Contractor at regularly scheduled intervals. It is the responsibility of the Contractor to collect all cartridges. The frequency and scheduled times for pick-up of the empty cartridges will be arranged between the Contractor and an authorized representative of the State Surplus Section.
 - The State of New Hampshire shall negotiate the terms and conditions of a centralized cartridge return program with the Contractor.
 - The State of New Hampshire shall reserve the right to solicit a separate competitive bid to choose a Contractor for this program.

The Contractor to indicate which of the above options will be offered for the return and disposal of empty cartridges and provide details of one or both options as indicated in the Recycling Process section.

PACKAGING:

Each box must be clearly marked with brand name and model number/part number. All Recycled cartridges or inkjets must be labeled 'Recycled'.

RETURNED GOODS:

The Contractor shall resolve all order and invoice discrepancies within five (5) business days from notification. Products returned due to quality issues, duplicate shipments, over-shipments, etc. must be picked up by the Contractor within five (5) business days of notification with no restocking or freight charges, and must be replaced with specified products or the agency will be refunded/credited for the full purchase price. Unauthorized substitutions for any products are not allowed.

Standard stock products ordered in error by the State of New Hampshire must be returned for full credit within fifteen (15) business days of receipt. Products must be in re-saleable condition (original container, unused) and there will be no restocking fee charged for these products. The using agency will be responsible for any freight charges to return these items to the Contractor.

PRODUCTS & PRICING:

This is a partial list of most commonly used items. If you do not see your type above, email or call the Contractor with printer model for cartridge number and pricing.

New Compatible		OEM	
PROD #	Delivered Price/Each	PROD #	Delivered Price/Each
92298XC	\$3.00	92298X	\$5.00
C3903AC	\$3.00	C3903A	\$5.00
C3909XC	\$3.00	C3909X	\$10.00
C4092AC	\$3.00	C4092A	\$5.00
C4096AC	\$2.00	C4096A	\$10.00
C4127XC	\$8.00	C4127X	\$50.00
C41279XC	\$5.00	C4129X	\$10.00
C4182XC	\$5.00	C4182X	\$20.00
C6656ANC	\$2.00	C6656AN	\$15.00
C7115AC	\$3.00	C7115A	\$10.00
C7115XC	\$3.00	C7115X	\$10.00
C8061XC	\$20.00	C8061X	\$50.00
Q2610AC	\$8.00	Q2610A	\$25.00
C8765WNC	\$1.50	C8765WN	\$15.00
C8766WNC	\$1.50	C8766WN	\$18.00
C8767WNC	\$1.50	C8767WN	\$25.00
C9363WNC	\$1.50	C9363WN	\$22.00
C9364WNC	\$1.50	C9364WN	\$15.00
CB335WNC	\$1.50	CB335WN	\$13.00
C9720AC	\$10.00	C9720A	\$100.00
C9721AC	\$10.00	C9721A	\$150.00
C9722AC	\$10.00	C9722A	\$150.00
C9723AC	\$10.00	C9723A	\$150.00
C9730AC	\$18.00	C9730A	\$200.00
C9731AC	\$18.00	C9731A	\$170.00
C9732AC	\$18.00	C9732A	\$170.00
C9733AC	\$18.00	C9733A	\$170.00
CC364AC	\$22.00	CC364A	\$170.00
C3906AC	\$2.00	C3906A	\$3.00
CE505AC	\$12.00	CE505A	\$90.00
Q1338AC	\$15.00	Q1338A	\$100.00
Q2610AC	\$10.00	Q2612A	\$40.00
Q2613AC	\$3.00	Q2613A	\$10.00
Q5942XC	\$25.00	Q5942X	\$150.00
Q5949AC	\$8.00	Q5949A	\$65.00
Q5950AC	\$20.00	Q5950A	\$100.00
Q5951AC	\$20.00	Q5951A	\$150.00
Q5952AC	\$20.00	Q5952A	\$120.00
Q5953AC	\$20.00	Q5953A	\$120.00
Q6000AC	\$8.00	Q6000A	\$10.00
Q6511AC	\$8.00	Q6511A	\$20.00
Q6511XC	\$10.00	Q6511X	\$50.00
Q7551AC	\$8.00	Q7551A	\$30.00
Q7551XC	\$8.00	Q7551X	\$50.00
Q7553AC	\$8.00	Q7553A	\$70.00
Q7553XC	\$8.00	Q7553X	\$70.00
TN350C	\$5.00	TN350	\$40.00
TN430C	\$3.00	TN430	\$50.00
TN460C	\$5.00	TN460	\$60.00
UG3313C	\$3.00	UG3313	\$10.00
UG5520C	\$3.00	UG5520	\$10.00
51645AC	\$2.00	51645A	\$22.00
C6578DNC	\$2.00	C6578DN	\$30.00

C9351ANC	\$2.00		C9351AN	\$10.00
C9352ANC	\$2.00		C9352AN	\$12.00
CC653ANC	\$2.00		CC653AN	\$15.00
CB540AC	\$10.00		CB540A	\$30.00
CB541AC	\$10.00		CB541A	\$30.00
CB542AC	\$10.00		CB542A	\$30.00
CB543AC	\$10.00		CB543A	\$30.00