



# The County of El Dorado

Chief Administrative Office

Gayle Erbe-Hamlin, Chief Administrative Officer

Procurement & Contracts Division

Phone (530)621-5830 Fax (530)295-2537

February 4, 2009

Walker's Business Products  
687 Placerville Drive  
Placerville, CA 95667

Attn: Craig Branson

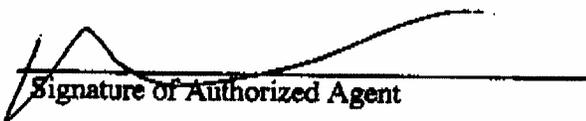
Please find attached a copy of the Blanket Purchase Order the El Dorado County Procurement & Contracts Office placed with your company for the period March 12, 2008 through March 11, 2009. We are approaching the expiration date of this Blanket Purchase Order. Pursuant to the terms in Bid 08-207-097 the County is requesting an extension of the bid pricing of Blanket Purchase Order BP280993 for an additional six (6) months. All other terms and conditions would remain unchanged.

If you agree to extend the pricing and date of this purchase order, please sign below and return or fax a copy to our office.

For questions, please contact Dan Lynch , Sr. Department Analyst, at (530) 621-5180.

To be authorized by qualified agent for Company:

I agree to extend bid pricing for BP280993 with the El Dorado County Procurement & Contracts through September 11, 2009.

  
Signature of Authorized Agent

2/6/09  
Date

Craig T Branson  
Print Name

Operations Manager  
Title of Authorized Agent

Thank you for your attention in this matter.

Sincerely,



Gayle Erbe-Hamlin  
Chief Administrative Officer and Purchasing Agent

GA

REPRINT



# COUNTY of EL DORADO

Procurement & Contracts

BLANKET PURCHASE ORDER

PURCHASE ORDER NO

BP280993

DATE	REQUISITION NO.	TYPE	BLANKET POS	PAGE	DELIVERY DATE	EXPIRATION DATE	THIS NUMBER MUST BE ON ALL INVOICES, PACKING LISTS, AND RELATED PAPER WORK.
03/13/08		BP		01		04/12/09	



NEW BUSINESS SOLUTIONS INCORPORATED  
 DBA WALKER'S BUSINESS PRODUCTS & SVCS  
 687 PLACERVILLE DR  
 PLACERVILLE CA 95667



THIS IS NOT AN ORDER  
 SEE SPECIFIC ORDERS  
 AGAINST BLANKET FOR  
 SHIP TO ADDRESS

REQUESTOR	F.O.B. POINT	TERMS
	DESTINATION	20%/20

## NOTE CONDITIONS ON REVERSE

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
001			207-72-34 HP51629A, BLK INK CQ	28.7800	
002			207-72-49 HP92298A, BLK LASER T	90.5100	
003			207-72-10 HPC1823D, TRICOLOR	38.7700	
004			207-72-27 HPC3903A, BLK LASERJE	78.0600	
005			207-72-28 HPC3906A, BLK LASER T	58.6700	
006			207-72-11 HPC3909A, BLK TONER C	183.3800	
007			207-72-20 HPC4092A, BLK TONER	50.9300	
008			207-72-13 HPC4096A, BLK LASER C	91.8700	
009			207-72-15 HPC4127X, BLK LASER C	120.2700	
010			207-72-58 HPC4129X, BLK LASERJE	141.7100	
011			207-72-21 HPC4182X, BLK TONER C	187.2800	

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SFX TOTAL INDEX SUB-OBJECT USER CODE

I hereby certify that this purchase order is issued in accordance with procedures prescribed by ordinance and BOS Policy C-17 governing purchase of such items for the County of El Dorado.

*[Signature]* 3/14/08  
 Purchasing Agent

DEPARTMENT COPY

(Note: Authorized signature in lieu of Purchasing Agent for purchase less than \$3,000.00)

M 06298

REPRINT



**COUNTY of EL DORADO**

Procurement & Contracts

BLANKET PURCHASE ORDER

PURCHASE ORDER NO

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NEW BUSINESS SOLUTIONS INCORPORATED  
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 687 PLACERVILLE DR  
 PLACERVILLE CA 95867



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 AGAINST BLANKET FOR  
 SHIP TO ADDRESS

REQUESTOR	F.O.B. POINT	TERMS
	DESTINATION	20%/20

**NOTE CONDITIONS ON REVERSE**

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
012			207-72-53 HPC4810A, BLACK PRINT	29.3300	
013			207-72-17 HPC4836AN, CYAN INK C	32.4800	
014			207-72-19 HPC4837AN, MAGENTA IN	32.4800	
015			207-72-25 HPC4838AN, YELLOW INK	32.4800	
016			207-72-09 HPC4844A, BLK INKJET	32.3500	
017			207-72-26 HPC5010DN, TRICOLOR I	25.3300	
018			207-72-23 HPC5011DN, BLK INK CQ	19.0500	
019			207-72-07 HPC8578AN, TRICOLOR I	57.3800	
020			207-72-18 HPC6578DN, TRICOLOR I	33.3200	
021			207-72-08 HPC6614DN, BLK INK CQ	27.4200	
022			207-72-65 HPC6615DN, BLK INKJET	28.1500	

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SFX TOTAL INDEX SUB-OBJECT USER CODE

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*[Signature]*

Purchasing Agent

DEPARTMENT COPY

(Note: Authorized signature in lieu of Purchasing Agent for purchases less than \$3,000.00)

M 06299

REPRINT



**COUNTY of EL DORADO**

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03/13/08		BP		03		04/12/09	

**Y** NEW BUSINESS SOLUTIONS INCORPORATED  
 DBA WALKER'S BUSINESS PRODUCTS & SVCS  
 687 PLACERVILLE DR  
 PLACERVILLE CA 95667

**Y** THIS IS NOT AN ORDER  
 SEE SPECIFIC ORDERS  
 AGAINST BLANKET FOR  
 SHIP TO ADDRESS

REQUESTOR	F.O.B. POINT	TERMS
	DESTINATION	20%/20

**NOTE CONDITIONS ON REVERSE**

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
023			207-72-14 HPC8656AN, BLK INKJET	19.8500	
024			207-72-22 HPC8657AN, TRICOLOR I	33.3200	
025			207-72-16 HPC7115A, BLK LASER C	58.5100	
026			207-72-30 HPC8061X, BLK LASER C	111.6500	
027			207-72-06 HPC8727AN, BLK INKJET	18.3800	
028			207-72-31 HPC8728AN, TRICOLOR I	18.9500	
029			207-72-52 HPC8766WN, TRICOLOR I	20.9300	
030			207-72-69 HPC8767W, BLK INKJET	26.4300	
031			207-72-41 HPC8767WN, BLK INKJET	30.0300	
032			207-72-68 HPC9352AN, TRICOLOR I	15.5100	
033			207-72-45 HPC9363WN, TRICOLOR I	29.3300	

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*[Signature]*  
 Purchasing Agent

DEPARTMENT COPY

(Note: Authorized signature in lieu of Purchasing Agent for purchases less than \$3,000.00)

MA 06300

REPRINT



**COUNTY of EL DORADO**

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03/13/08		BP		04		04/12/09	



NEW BUSINESS SOLUTIONS INCORPORATED  
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 687 PLACERVILLE DR  
 PLACERVILLE CA 95667



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 AGAINST BLANKET FOR  
 SHIP TO ADDRESS

REQUESTOR	F.O.B. POINT	TERMS
	DESTINATION	20%/20

**NOTE CONDITIONS ON REVERSE**

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
034			207-72-62 HPC9364WN, BLK INKJET	17.6300	
035			207-72-24 HPQ1339A, BLK LASERJE	178.0200	
036			207-72-29 HPQ2612A, BLK TONER C	66.6900	
037			207-72-48 HPQ3960A, BLK TONER C	72.4400	
038			207-72-82 HPQ3961A, CYAN TONER	87.2500	
039			207-72-80 HPQ3962A, YELLOW TONE	87.2500	
040			207-72-79 HPQ3963A, MAGENTA TON	87.2500	
041			207-72-74 HPQ3964A, BLK DRUM	159.9300	
042			207-72-43 HPQ5942A, BLK TONER C	142.1000	
043			207-72-47 HPQ6511A, BLK TONER C	108.3300	
044			207-72-01 TONER CART: * PRINTER		

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*[Signature]*  
 Purchasing Agent

DEPARTMENT COPY

(Note: Authorized signature in lieu of Purchasing Agent for purchase less than \$3,000.00)

AM 06301

REPRINT



# COUNTY of EL DORADO

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03/13/08		BP		05		04/12/09	

**NEW BUSINESS SOLUTIONS INCORPORATED**  
**DBA WALKER'S BUSINESS PRODUCTS & SVCS**  
**687 PLACERVILLE DR**  
**PLACERVILLE**

CA 95667

**THIS IS NOT AN ORDER**  
**SEE SPECIFIC ORDERS**  
**AGAINST BLANKET FOR**  
**SHIP TO ADDRESS**

REQUESTOR	F.O.B. POINT	TERMS
	DESTINATION	20%/20

## NOTE CONDITIONS ON REVERSE

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
045			207-72-03 PRINTER: PRINT HEADS		
046			207-72-04 PRINTER: DRUM AND TRA		
047			207-72-02 PRINT CART: * PRINTER		
048			207-73 INK CARTRIDGES: PRINT		
049			900-01 SVCS:FREIGHT; PAID		

FOR QUESTIONS, CONTACT:  
(530)

INVOICE TO:

DISCOUNT STRUCTURE FOR HP  
PRODUCTS NOT LISTED

INKJET SUPPLIES: 20% OFF LIST  
LASERJET SUPPLIES: 20% OFF LIST

ALL PRODUCTS SOLD MUST BE NEW.  
NO REFURBISHED OR REMANUFACTURED  
PRODUCT SHALL BE ACCEPTED  
BUSINESS LICENSE #037655  
EXPIRATION DATE: 11/1/08

CONTINUED, NEXT PAGE

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*[Signature]*  
Purchasing Agent

DEPARTMENT COPY

(Note: Authorized signature in lieu of Purchasing Agent for purchase less than \$3,000.00)

M 06302

REPRINT



# COUNTY of EL DORADO

Procurement & Contracts

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BP280993

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03/13/08		BP		06		04/12/09	



NEW BUSINESS SOLUTIONS INCORPORATED  
 DBA WALKER'S BUSINESS PRODUCTS & SVCS  
 687 PLACERVILLE DR  
 PLACERVILLE CA 95667



THIS IS NOT AN ORDER  
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 AGAINST BLANKET FOR  
 SHIP TO ADDRESS

REQUESTOR	F.O.B. POINT	TERMS
	DESTINATION	20%/20

## NOTE CONDITIONS ON REVERSE

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
			CUSTOMER SERVICE, CONTACT CRAIG BRANSON AT (530) 622-4242 EXT 226  PURCHASES ON AN "AS REQUESTED" BASIS FOR THE PERIOD 03/12/08 THROUGH 03/11/09  THIS BLANKET PURCHASE ORDER REPLACES BP280993, DATED 03/11/08, ISSUED TO CORRECT PRODUCT DESCRIPTION IN LINE 2 ALL OTHER TERMS AND CONDITIONS OF BP280993 INCORPORATED HERIN BY REFERENCE SHALL REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT.		

CONTRACT AMOUNT: 200,000.00

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PLEASE REFER ALL QUESTIONS  
 CONCERNING THIS ORDER TO:

PURCHASING OFFICE  
 (530) 621-5830 EXT 5830

VENDOR NUMBER : 013565

REQUESTING DEPT: CHIEF ADMINISTRATIVE OFFICE  
 PROCUREMENT & CONTRACTS  
 COUNTYWIDE BLANKET PURCHASE ORDER  
 AS REQUESTED CA 95667

I hereby certify that this purchase order is issued in accordance with procedures prescribed by ordinance and BOS Policy C-17 governing purchase of such items for the County of El Dorado.

*Donna L. Rick*  
 Purchasing Agent

DEPARTMENT COPY

(Note: Authorized signature in lieu of Purchasing Agent for purchase less than \$3,000.00)

AA 06303



# COUNTY of EL DORADO

Procurement & Contracts

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NEW BUSINESS SOLUTIONS INCORPORATED  
 DBA WALKER'S BUSINESS PRODUCTS & SVCS  
 687 PLACERVILLE DR  
 PLACERVILLE CA 95667



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 SHIP TO ADDRESS

REQUESTOR	F.O.B. POINT	TERMS
<i>[Signature]</i>	DESTINATION	20%/20

## NOTE CONDITIONS ON REVERSE

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
001			207-72-34 HP51629A, BLK INK CQ	28.7800	✓
002			207-72-49 HP51629A, BLK INK CQ	90.5100	✓
003			207-72-10 HPC1823D, TRICOLOR	38.7700	✓
004			207-72-27 HPC3903A, BLK LASERJE	78.0600	✓
005			207-72-28 HPC3906A, BLK LASER T	58.6700	✓
006			207-72-11 HPC3909A, BLK TONER C	183.3800	✓
007			207-72-20 HPC4092A, BLK TONER	50.9300	✓
008			207-72-13 HPC4096A, BLK LASER C	91.8700	
009			207-72-15 HPC4127X, BLK LASER C	120.2700	✓
010			207-72-58 HPC4129X, BLK LASERJE	141.7100	
011			207-72-21 HPC4182X, BLK TONER C	187.2800	

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SFX TOTAL INDEX SUB-OBJECT USER CODE

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*[Signature]*  
 Purchasing Agent

DEPARTMENT COPY

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M 06224



# COUNTY of EL DORADO

Procurement & Contracts

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**VENDOR**  
 NEW BUSINESS SOLUTIONS INCORPORATED  
 DBA WALKER'S BUSINESS PRODUCTS & SVCS  
 687 PLACERVILLE DR  
 PLACERVILLE CA 95667

**BUYER**  
 THIS IS NOT AN ORDER  
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REQUESTOR	F.O.B. POINT	TERMS
	DESTINATION	20%/20

## NOTE CONDITIONS ON REVERSE

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
012			207-72-53 HPC4810A, BLACK PRINT	29.3300	
013			207-72-17 HPC4836AN, CYAN INK C	32.4800	
014			207-72-19 HPC4837AN, MAGENTA IN	32.4800	
015			207-72-25 HPC4838AN, YELLOW INK	32.4800	
016			207-72-09 HPC4844A, BLK INKJET	32.3500	
017			207-72-26 HPC5010DN, TRICOLOR I	25.3300	
018			207-72-23 HPC5011DN, BLK INK CQ	19.0500	
019			207-72-07 HPC6578AN, TRICOLOR I	57.3600	
020			207-72-18 HPC6578DN, TRICOLOR I	33.3200	
021			207-72-08 HPC6614DN, BLK INK CQ	27.4200	
022			207-72-65 HPC6615DN, BLK INKJET	28.1500	

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*[Signature]*

Purchasing Agent

DEPARTMENT COPY

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AA 06225



# COUNTY of EL DORADO

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REQUESTOR	F.O.B. POINT	TERMS
	DESTINATION	20%/20

## NOTE CONDITIONS ON REVERSE

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027			207-72-06 HPC8727AN, BLK INKJET	18.3800	
028			207-72-31 HPC8728AN, TRICOLOR I	18.9500	
029			207-72-52 HPC8766WN, TRICOLOR I	20.9300	
030			207-72-69 HPC8767W, BLK INKJET	26.4300	
031			207-72-41 HPC8767WN, BLK INKJET	30.0300	
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*[Handwritten Signature]*

Purchasing Agent

DEPARTMENT COPY

(Note: Authorized signature in lieu of Purchasing Agent for purchases less than \$3,000.00)

M 06226



# COUNTY of EL DORADO

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	DESTINATION	20%/20

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037			207-72-48 HPQ3960A, BLK TONER C	72.4400	
038			207-72-82 HPQ3961A, CYAN TONER	87.2500	
039			207-72-80 HPQ3962A, YELLOW TONE	87.2500	
040			207-72-79 HPQ3963A, MAGENTA TON	87.2500	
041			207-72-74 HPQ3964A, BLK DRUM	159.9300	
042			207-72-43 HPQ5942A, BLK TONER C	142.1000	
043			207-72-47 HPQ6511A, BLK TONER C	108.3300	
044			207-72-01 TONER CART: * PRINTER		

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*[Handwritten Signature]*

Purchasing Agent

DEPARTMENT COPY

(Note: Authorized signature in lieu of Purchasing Agent for purchase less than \$3,000.00)

MA 06227



# COUNTY of EL DORADO

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REQUESTOR	F.O.B. POINT	TERMS
	DESTINATION	20%/20

## NOTE CONDITIONS ON REVERSE

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
045			207-72-03 PRINTER: PRINT HEADS		
046			207-72-04 PRINTER: DRUM AND TRA		
047			207-72-02 PRINT CART: * PRINTER		
048			207-73 INK CARTRIDGES: PRINT		
049			900-01 SVCS:FREIGHT; PAID		

FOR QUESTIONS, CONTACT:  
 (530)  
 INVOICE TO:  
 DISCOUNT STRUCTURE FOR HP  
 PRODUCTS NOT LISTED  
 INKJET SUPPLIES: 20% OFF LIST  
 LASERJET SUPPLIES: 20% OFF LIST  
 ALL PRODUCTS SOLD MUST BE NEW.  
 NO REFURBISHED OR REMANUFACTURED  
 PRODUCT SHALL BE ACCEPTED  
 BUSINESS LICENSE #037655  
 EXPIRATION DATE: 11/1/08  
 CONTINUED, NEXT PAGE

This Purchase Order expressly limits acceptance to the terms and conditions stated herein, set forth on the reverse side hereof and any supplementary or additional terms and conditions annexed hereto or incorporated herein by reference. Any additional or different terms and conditions proposed by seller are objected to and hereby rejected.

SFX TOTAL INDEX SUB-OBJECT USER CODE

I hereby certify that this purchase order is issued in accordance with procedures prescribed by ordinance and BOS Policy C-17 governing purchase of such items for the County of El Dorado.

*[Handwritten Signature]*

Purchasing Agent

DEPARTMENT COPY

(Note: Authorized signature in lieu of Purchasing Agent for purchases less than \$3,000.00)

M 06228



# COUNTY of EL DORADO

Procurement & Contracts

BLANKET PURCHASE ORDER

PURCHASE ORDER NO

BP280993

DATE	REQUISITION NO.	TYPE	BLANKET POS	PAGE	DELIVERY DATE	EXPIRATION DATE	THIS NUMBER MUST BE ON ALL INVOICES, PACKING LISTS, AND RELATED PAPER WORK.
03/11/08		BP		06		04/12/09	

**VENDOR**  
 NEW BUSINESS SOLUTIONS INCORPORATED  
 DBA WALKER'S BUSINESS PRODUCTS & SVCS  
 687 PLACERVILLE DR  
 PLACERVILLE CA 95667

**BUYER**  
 THIS IS NOT AN ORDER  
 SEE SPECIFIC ORDERS  
 AGAINST BLANKET FOR  
 SHIP TO ADDRESS

REQUESTOR	F.O.B. POINT	TERMS
	DESTINATION	20%/20

## NOTE CONDITIONS ON REVERSE

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
			CUSTOMER SERVICE, CONTACT CRAIG BRANSON AT (530) 622-4242 EXT 228  PURCHASES ON AN "AS REQUESTED" BASIS FOR THE APPROXIMATE PERIOD 03/12/08 THROUGH 03/11/09		

CONTRACT AMOUNT: 200,000.00

PLEASE REFER ALL QUESTIONS CONCERNING THIS ORDER TO:

PURCHASING OFFICE  
(530) 621-5830 EXT 5830

This Purchase Order expressly limits acceptance to the terms and conditions stated herein, set forth on the reverse side hereof and any supplementary or additional terms and conditions annexed hereto or incorporated herein by reference. Any additional or different terms and conditions proposed by seller are objected to and hereby rejected.

VENDOR NUMBER : 013565

REQUESTING DEPT: CHIEF ADMINISTRATIVE OFFICE  
 PROCUREMENT & CONTRACTS  
 COUNTYWIDE BLANKET PURCHASE ORDER  
 AS REQUESTED CA 95667

I hereby certify that this purchase order is issued in accordance with procedures prescribed by ordinance and BOS Policy C-17 governing purchase of such items for the County of El Dorado.

*[Signature]*

Purchasing Agent

(Note: Authorized signature in lieu of Purchasing Agent for purchases less than \$3,000.00)

DEPARTMENT COPY

MA 06229



**COUNTY OF EL DORADO  
Procurement & Contracts**

ATTN: Purchasing Agent  
330 Fair Lane  
Placerville, CA 95667

**INVITATION TO BID & BID #08-207-097  
DUE: 3:00 PM - February 20, 2008**

Sealed Bids must be clearly marked on the outside of the package with:  
"BID #08-207-097, MAILROOM DO NOT OPEN"



*Bennied L. Rich*  
Purchasing Agent

**ALL BIDS SUBJECT TO GENERAL CONDITIONS**

**HEWLETT PACKARD PRINT, TONER CARTRIDGES  
& RELATED ITEMS**

**General:** The El Dorado County Procurement & Contracts Division is requesting bids for the purchase of "Hewlett Packard" (HP) Print & Toner Cartridges, Print Heads, Drum Kits and Transfer Kits, and related items to be purchased on an "as requested" basis. Product shall be delivered to individual County Departments for both the East and West Slope of El Dorado County.

Pricing requested is for the most commonly purchased items as listed on the attached quotation schedule and additional print & toner cartridges, print heads, drum kits and transfer kits, not listed on the quotation schedule, to be purchased on an "as requested" basis during the awarded period. Bidders are required to provide firm pricing for the most commonly purchased items listed on the quotation schedule, and a percentage off manufacturer's suggested retail price (MSRP) for additional Hewlett Packard "non-bid" items listed above. Bid quotation prices and percentages off manufacturer's suggested retail pricing shall be firm for the awarded twelve (12) month period.

**Quantities:** The County anticipates annual purchases to be approximately \$200,000.00; however, the County makes no guarantee as to the total amount to be purchased during the awarded period. The County will not agree to any minimum purchase amounts nor package/case purchases other than the units of measure listed on the quotation schedule.

**ALL BIDS SHALL BE QUOTED FREIGHT PREPAID FOB DESTINATION**

*Prior to preparing your bid submittal, please note the General Conditions, Instructions to Bidders, Item #3 which states: Erasures, overwrites, and the use of correction fluid/tape are NOT acceptable.*

PROMPT PAYMENT DISCOUNT TERMS: 20% Percent 20 Days (less than 20 days considered net) Delivery: 1-2 Days ARO

NEW BUSINESS SOLUTIONS INC DBA WORKERS BUSINESS SOL.  
Firm Name

*[Signature]*  
Signature of Authorized Agent

687 Placerville drive  
Mailing Address

DARRELL HINZ PRES.  
Print Name & Title of Authorized Agent

Placerville CA 95667  
City State Zip

2/13/08  
Date

530-622-4242  
Phone

530-627-9642  
Fax

CBRANSON@INTERNET49.COM  
E-Mail Address

**Information:** For additional information, contact Dan Lynch, Sr. Department Analyst, at (530) 621-5180 (email: daniel.lynch@edcgov.us). Bidders are cautioned that they are not to rely upon any oral statements that they may have obtained. Bidders shall direct all inquiries to the County Procurement and Contracts Division Purchasing Agent and shall not contact the requesting department directly regarding any matter related to this Invitation to Bid.

**California Sales & Use Tax Requirement:** Any bidders located outside of the State of California selling goods to the County must possess a valid and current California Seller's Permit at the time of bidding and maintain such permit in good standing throughout the awarded period.

Provide California Seller's Permit Number: SRKHJ 97569792

**Requirements:** Bidders are encouraged to carefully read the bid requirements. Failure to comply will result in disqualification.

1. Quote Hewlett Packard "brand name" only (no substitutions allowed).
2. Quote new product only. Recycled, remanufactured, or previously used product is not acceptable.
3. Quote a single percentage off manufacturer's suggested retail list price for all additional Hewlett Packard Inkjet & LaserJet supplies not listed on the quotation schedule to be purchased during the awarded period.
4. Awarded vendor shall be required to provide the Procurement & Contracts Office with quarterly commodity utilization reports in a format approved by the Purchasing Agent.
5. Bidders must quote 100% of bid items listed on the quotation schedules, and a single percentage off list price for additional purchases of items not listed on the quotation schedule on page eight (8).
6. Bidders must complete page nine (9), providing two (2) client references that are comparable to El Dorado County.
7. Bidders must supply a valid California Seller's Permit number in the provided field on page two (2).
8. Bidders must complete the required fields for "Delivery", "Sales Assistance" and "Returns" as indicated on pages two (2) and three (3).

**Delivery:** Prices shall be quoted FOB Destination (inside delivery) to El Dorado County Government Offices. County Offices are located along the Hwy 50 corridor between El Dorado Hills and South Lake Tahoe, CA. The awarded bidder shall make deliveries to the location specified at time of order. Deliveries shall be made a minimum of once per week; however, more frequent delivery schedules are encouraged. The County will allow orders to be consolidated on a weekly or twice weekly basis *per department*. Bidders shall specify order processing and delivery method as follows:

Shipping via (UPS, USPS, other) \_\_\_\_\_ (please list)

*Below, please describe in detail your proposed method of delivery and typical delivery time ARO (after receipt of order).*

WEST SLOPE - WALKER'S DELIVERY 1-2 DAY  
EAST SLOPE - UPS 1-2 DAY

**Note:** Delivery schedules shall be realistic. If the awarded Bidder consistently fails to meet promised delivery schedules, the contract may be cancelled, and awarded to the next lowest Bidder. Delivery and invoicing shall be made to each individual County department (inside delivery). A single consolidated delivery for multiple departments in a building is not acceptable.

**Ordering Procedures:** Departments will fax or mail signed purchase orders to place individual orders. The purchase orders shall provide the HP product number, delivery address, invoice address (if different) and name and phone number to contact for questions. Verbal orders shall not be accepted by the awarded Vendor.

**Sales Assistance:** Awarded bidder shall be required to have a representative from the company available to the County to provide sales assistance and verbal quotes for all HP products not listed on the quotation schedule Monday through Friday, 8:00 a.m. – 5:00 p.m. (Pacific time zone).

Vendor shall include names of designated sales representative and their supervisor below including a toll free number:

Name of Sales Representative: CRAIG BRANSON  
Phone Number: (570) 622-4242 - EXT 228 (Toll Free)  
Fax Number: (570) 622-9642  
Supervisor's Name DARRELL HIOZ  
Phone Number: (570) 622-4242 EXT 210

**Incomplete and Altered Bids:** Incomplete or altered bids, and bids containing items not called for in the bid may be rejected. Bids submitted on forms other than those furnished by the County will not be considered.

**Terms and Conditions:** The County will not consider any terms and conditions other than the terms and conditions contained in the subject bid. Bidders submitting their own terms and conditions will not be considered and will be rejected. Any bid response containing alterations to the General Terms and Conditions or terms and conditions contained in the subject bid, will not be considered and will be rejected.

**Merchantability:** There shall be an implied warranty of merchantability and fitness of an intended use. Any bid submittals taking exception to this requirement may, at the County's option, be considered non-responsive.

**County's Rights:** The Purchasing Agent reserves the right to not enter into any agreement, cancel this process at any time, amend this process at any time, or to award more than one contract to the lowest, responsive, responsible bidders if it is in the best interest of the County

**Pricing:** Bid prices shall remain firm for the awarded twelve (12) month period. In case of default by the awarded vendor, the County may procure the product from another source and may recover the loss by legal process. Please refer to the "General Conditions", under "Award", item #9.

**Bid Extension:** The awarded bid may be extended for two additional twelve (12) month period's at the same pricing, terms and conditions if mutually agreed between County and awarded vendor(s), in writing, approximately sixty (60) days prior to the expiration of the bid.

**Returns:** The County reserves the right to return product within thirty (30) days of receipt by the County for credit or refund without a shipping or restocking fee. Product returned shall be in good condition and in the original package (if applicable). Defective product or product under warranty may not always be returned in the original package.

- Below, please provide a brief description of your proposed process for the pick-up and exchange/refund of defective or returned items:

WEST SLOPE - WALKER'S DELIVERY TRUCK 1-2 DAY

EAST SLOPE - WALKER'S AND/OR UPS TRUCK 1-3 DAY

**Federal, State, and Local Laws:** The successful bidder must operate in conformity with all applicable, federal, state, and local laws. It is the responsibility of the awarded bidder to ensure that all permits and/or licenses required for operation are valid and current. Failure to comply with this provision may be cause to cancel any contract awarded, and award will be made to the next lowest, responsive, responsible bidder.

**Business License:** It is unlawful for any person to furnish supplies or services, or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Code Section 5.08.070. Contact the Tax Collector's Office at 360 Fair Lane, Placerville, CA 95667, or phone (530) 621-5800, for further information. El Dorado County is an equal opportunity employer (EOE). Minorities, females, and handicapped are encouraged to participate (M/F/H).

**Local Vendor Preference:** In accordance with Board of Supervisor's Policy C-17 section 5.7.1 a local preference credit of 5% for El Dorado County businesses will be permitted when evaluating bids for supplies and equipment that are not part of a public project.

In order to qualify for the local preference authorized by this section, the vendor seeking such preference shall be required to submit with its bid a statement containing relevant information which demonstrates compliance with the provisions of this section. The statement shall be on a form provided by the Purchasing Agent and shall be signed under penalty of perjury. Any person, firm, corporation or entity intentionally submitting false information to the County in an attempt to qualify for local preference may be prohibited from bidding on El Dorado County products and services for a period of one (1) year from the date of the false submittal. Bidders claiming local vendor preference must submit the affidavit of eligibility with their bid response. The Affidavit may be downloaded by clicking on the following link: <http://www.co.el-dorado.ca.us/Contracts/pdf/LocalVendorPreferenceForm.pdf>

Where state sales tax will be paid for the purchase, the local business must possess a valid resale license from the State Board of Equalization showing evidence of a local business address within El Dorado County. If the local business has more than one office in the State of California, the office located in El Dorado County shall be the point of sale credit for the purpose of sales tax calculation.



**Compliance:** Late, incomplete, incorrect deliveries or excessive backorders will be documented, and performance evaluated when considering contract continuation or extension. Inaccurate or erroneous billing will also be documented and monitored for the purpose of evaluating performance when considering continuation or extension of contract. Failure to meet quoted delivery timeframes, or inaccurate or erroneous invoices (as determined by the Purchasing Agent) may be cause for the County to cancel the balance of the awarded blanket purchase order and award will be made to the next lowest bidder. Failure to receive County concurrence for substitutions or alternates will be documented and considered when evaluating continuation or extension of contract.

**Invoices and Payment Terms:** Invoices are to be mailed to the County department(s) specified on the resulting purchase order, blanket purchase order or contract. All invoices must include the purchase order number, blanket purchase order number, or contract number, County stock numbers when applicable, product description and reference to back ordered items. Invoices must be exclusive of product other than bid items. Failure to comply may result in delayed payments.

The County will make payment on a Net 30-day basis unless a cash discount of one-half percent (1/2%) or greater, which amounts to \$2.50 or more, is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County, or on the date a correct invoice is received in the office specified in the order, whichever is later. Prompt payment discounts shall be considered earned if payment is postmarked or personally delivered within the prescribed term. The beginning date described above shall be considered day zero for the purposes of counting days in the prescribed term.

**El Dorado County Web Site Requirements:** It is the bidder's responsibility to monitor the County's website for possible addenda to this bid to inform him/her of the most current specifications, terms, and conditions, and to submit his/her bid in accordance with the original bid requirements and all addenda. All available bids and related addenda can be found at:

<http://www.co.el-dorado.ca.us/Contracts/invite.asp>

Failure of bidder to obtain this information shall not relieve him/her of the requirements contained therein. Those bidders not acknowledging and returning Addenda as required will not be considered and will be rejected as "non-responsive."

**Public Agency:** It is intended that other public agencies (i.e., city, special district, public authority, public agency and other political subdivisions of the State of California) shall have the option to participate in any agreement created as a result of this Invitation to Bid with the same terms and conditions specified there in, including pricing. The County shall incur no financial responsibility in connection with a purchase order from another public agency. The public agency shall accept sole responsibility for placing orders and making payment to the vendor.

**Addenda:** Addenda to this bid is valid only if in writing and issued by the Procurement & Contracts Division. Addenda issued are required to be acknowledged and returned by participating bidders in order to be considered further in the evaluation process. Those bidders not acknowledging and returning Addenda as required will not be considered and will be rejected as "non-responsive."

**Non-Collusion:** The bidder certifies that this bid response is made without any previous understanding, agreement or connection with any person, firm or corporation making a bid for the same project, and is in respects fair, without outside control, collusion, fraud or otherwise illegal action.

**Conflict of Interest:** Bidder states that no County officer or employee, nor any business entity in which they have an interest, has an interest in the bid award been employed or retained to solicit or aid in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract.

**Evaluation:** Bids will be evaluated based on meeting or exceeding minimum specifications. Bids submitted on the basis of "All or Nothing" may be rejected. Bid evaluation shall include applicable prompt payment terms discount. If payment cannot be made within the discount period, payment terms shall revert to Net 30 days.

Qualified Bidders that are able to meet the delivery requirements, and that can provide client references satisfactory to the County, will be considered for evaluation and award. The evaluation criteria will be based on the combined total of items listed on the Quotation Schedule (Quotation Schedule is calculated by multiplying the quantity times bid price) plus the percentage off manufacturer's suggested retail price based on an accumulative order for Inkjet Supplies totaling \$80,000 and LaserJet Supplies totaling \$80,000.

- The example below is for illustrative purposes only. The discounts shown do not reflect actual pricing nor imply a suggested discount structure.

<b>Example:</b>	<b>Quotation Schedule for bid items totals</b>	<b>\$100,000</b>
	<b>PLUS - Bidder quotes 45% off LaserJet supplies (\$80,000 -45%)</b>	<b>\$ 44,000</b>
	<b>PLUS - Bidder quotes 40% off inkjet supplies (\$80,000 -40%)</b>	<b>\$ 48,000</b>
	<b>Evaluated Total</b>	<b>\$192,000</b>

(Please note: Discount Terms will apply see "Invoices and Payment Terms")

**Award:** The bid may be recommended by category to the lowest responsible and responsive bidder complying with the provisions of the Invitation to Bid. In determining whether a bid is lowest and responsive, and the bidder is responsible, the following may be considered by the County: a) ability to perform the service required within the specified time; b) Reputation, judgment and experience; c) The quality of performance in previous contracts; d) Previous compliance with laws as well as employment practices; e) Financial ability to perform the contract; f) The quality, availability and adaptability of the supplies or the contractual services to the particular use required; g) Ability to provide maintenance and service; h) Whether the bidder is in arrears to the County, in debt on contract, is a defaulter on surety to the County or whether the bidder's taxes or assessments are delinquent; i) The resale value and life cycle costs of the items; j) Such other information as identified in the Purchasing Ordinance having bearing on the decision to make the award. The decision of the County Board of Supervisors shall be final in determining the successful bidder.

**Additional Purchases:** Following the bid award, the Purchasing Agent may dispense with separate bidding for additional purchases of the same item(s) from the successful bidder within a twelve (12) month period from the initial purchase date provided that the vendor agrees to provide the item(s) at the same price and under the same terms and conditions as the previous award.

**Bid Results:** The Procurement and Contracts Division does not mail out hard copy letters advising participating bidders of the bid results. For bid results, please visit our website at

<http://www.co.el-dorado.ca.us/Contracts/bidresults.asp>

Bid results will be posted approximately ten to fourteen business days after the bid opening deadline date or when the evaluation is complete.

**Bid Submittal:** *All bidders are advised to read the General Conditions contained on the last page of this Invitation to Bid prior to submitting a bid.*

Bids must be submitted in a sealed container or envelope clearly marked on the outside: "**BID #08-207-097, MAILROOM DO NOT OPEN**". Bids will be accepted Monday through Friday from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. **The office is closed between the hours of 12:00 p.m. and 1:00 p.m.**

Bids must be received in the Procurement & Contracts Division by **3:00 p.m., February 20, 2008:**

**Mailing/Physical (Fed Ex, UPS etc)**  
EL DORADO COUNTY  
PROCUREMENT & CONTRACTS (PURCHASING)  
330 FAIR LANE  
PLACERVILLE, CA 95667

It is the responsibility of the bidder to assure that the bid is received in the Procurement & Contracts Division prior to the bid opening deadline date and time. Bids received beyond the bid opening deadline will not be accepted and will be returned unopened. The time stamp clock located in the office of the Procurement and Contracts Division will serve as the official time clock.

Late bids, unsealed bids, unlabeled bids, incomplete bids, or bids otherwise not in compliance with the General Conditions of this Invitation to Bid, will be rejected.

By submitting a response, bidder acknowledges and accepts the General Conditions and all terms and conditions contained in this Invitation to Bid.

Bidders are encouraged to download the Microsoft Excel format version of this quotation schedule at:

<http://www.co.el-dorado.ca.us/Contracts/invite.asp/>

Use of the Microsoft Excel formatted Quotation Schedule is not a substitute for the submission of all requirements noted in this Invitation to Bid. Bidders not complying with all requirements will not be considered and will be rejected as "non-responsive."

<b>QUOTATION SCHEDULE</b>				
<b>Item #</b>	<b>Hewlett Packard Part #</b>	<b>Description</b>	<b>Approximate Annual Usage</b>	<b>Unit Price (each)</b>
1	C6656AN	INKCART,HP 56 INK ,BK	221	\$ 19.85
2	C4844A	INKCART,NO. 10,HICAP,BK	202	\$ 32.35
3	C6578AN	INKCART,NO.78,LRGE,TRICLR	103	\$ 57.36
4	C6615DN	INKCART,HP NO.15,BLACK	105	\$ 28.15
5	C6657AN	CART,IJ,TRI-COLOR,NO. 57	85	\$ 33.32
6	C7115A	TONER,F/LJ 1200/1220	64	\$ 58.51
7	C8727AN	INKCART, HP 27 INK,BK	211	\$ 18.38
8	C4127X	TONER,CART,MAX CAP,LJ4000	62	\$ 120.27
9	C4836AN	INKCART,NO. 11,CYN	104	\$ 32.48
10	C4838AN	INKCART,NO. 11,YW	85	\$ 32.48
11	C4837AN	INKCART,NO.11,MA	107	\$ 32.48
12	C4096A	TONER,HP LJ 2100/2200	80	\$ 91.87
13	51629A	INKCART,DJ600 SERIES,BK	11	\$ 28.78
14	C6578DN	INKCART,NO.78,TRI-COLOR	130	\$ 33.32
15	C3909A	TONER,LJ5SI/MOPIER,BLACK	35	\$ 183.38
16	C1823D	INKCART,DJ720/890/1120CLR	64	\$ 38.77
17	Q2612A	TONER,F/LJ 1012	126	\$ 66.69
18	C5010DN	INKCART, 14D COLOR	34	\$ 25.33
19	C5011DN	INKCART, 14D,BK	31	\$ 19.05
20	C8767WN	INKCART,#96 21ML,BK	60	\$ 30.03
21	C3906A	TONER,CART,LJ5L/LJ6L	9	\$ 58.67
22	C6614DN	INKCART,HP NO.20,BLACK	47	\$ 27.42
23	C4182X	TONER,F/HP8100,HI-CAP,BK	43	\$ 187.28
24	Q5942A	TONER,F/ LJ 4250/4350	117	\$ 142.10
25	C8061X	LSR TNR BLK LJ4100 10000PY	29	\$ 111.65
26	C9363WN	INKCART,#97 TRICOLOR 14ML	59	\$ 29.33
27	Q1339A	LSR TNR BLK LJ4300 18000PY	19	\$ 178.02
28	C4092A	TONER,F/HPI100/A,ULTRPREC	10	\$ 50.93

**QUOTATION SCHEDULE**

Item #	Hewlett Packard Part #	Description	Approximate Annual Usage	Unit Price (each)
29	92298A	TONER,LJ4/4+,5,5N,5M	17	\$ 90.51
30	C3903A	TONER,CART,5P,5MP,6P,6MP	14	\$ 78.06
31	Q6511A	TONER,F/ LJ 2400	28	\$ 108.33
32	Q3960A	TONER,F/ CLJ 2550,BK	37	\$ 72.44
33	C4810A	INKJ PRTHD 11 BLK 1100D 1.7	15	\$ 29.33
34	C8766WN	INKCART,#95 7ML TRI ,COL	15	\$ 20.93
35	C4129X	LSR TNR BLK LJ4000 10000PY	11	\$ 141.71
36	C9364WN	INKCART,HP 98,BK	49	\$ 17.63
37	C9352AN	INKJ CART 22 TRI-CLR DJ 391	32	\$ 15.51
38	C8767W	INKJ CART 96 BLK HY DJ5740	39	\$ 26.43
39	C8728A	HP INKJ CART CLR # 28	22	\$ 18.95
40	Q3964A	DRUM,F/ CLJ 2550,BK	28	\$ 157.93
41	Q3963A	TONER,F/ CLJ 2550 HY,MA	59	\$ 87.25
42	Q3962A	TONER,F/ CLJ 2550 HY,YW	25	\$ 87.25
43	Q3961A	TONER,F/ CLJ 2550 HY,CY	20	\$ 87.25

REQUIRED - Quote a single percentage off "HP Inkjet" Supplies 20 %

REQUIRED - Quote a single percentage off "HP LaserJet" Supplies 20 %

Additional discount structures are not acceptable; bidders must quote a single percentage off MSRP for the Inkjet and LaserJet supplies not listed above.

Erasures, overwrites, and the use of correction fluid/tape are NOT acceptable.  
Refer to #3 of the General Conditions for specific instructions

CLIENT REFERENCES

Reference #1:

Company Name: EL DORADO IRRIGATION DISTRICT  
Address: 2890 MOSQUITO RD  
City, State, Zip: PLACERVILLE, CA 95667  
Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone No. 530-642-4022  
E-Mail: ADMIN@EID.ORG

Reference #2:

Company Name: UNITED AUBURN INDIAN COMMUNITY  
Address: \_\_\_\_\_  
City, State, Zip: AUBURN, CA.  
Contact Name: GREG BAKER  
Title: ADMINISTRATOR  
Telephone No. 916-223-8517  
E-Mail: GBAKER@AUBURNRANCHERIA.COM

## GENERAL CONDITIONS

(April 2, 2007)

### Instructions to Bidders:

- (1) Bidders are responsible to see that the bid is received in the Procurement & Contracts Division prior to the bid opening deadline. Late bids will be returned unopened.
- (2) All bids must be submitted in ink on the bid form. Cover letters, additional sheets, etc. may be included. The total bid excluding sales tax must appear on the bid form as indicated.
- (3) Erasures, overwrites and use of correction fluid or tape are NOT acceptable. All changes (price, model numbers, part numbers, etc.) must be lined out and corrections inserted adjacent to and initialed by the bidder's authorized representative.
- (4) Vendor is required to quote "NEW" equipment, material or product. Recycled, remanufactured, or previously owned product will not be accepted unless otherwise stated in the Invitation to Bid.
- (5) All bids must include the company name and address and must be signed by an authorized representative of the company; signature must be an original signature, or an original signature stamp, on the County Bid Form.
- (6) Alternate or incomplete bids will NOT be accepted.
- (7) The County, at its sole option, may correct arithmetic or extension errors, and obtain clarification, if necessary.
- (8) If no terms discount is to be offered, the terms portion of the bid form shall state "NET".
- (9) If delivery specified is impossible, bidder must state best delivery available on the bid form. Number of days shall mean calendar days After Receipt of Order (ARO). Bids quoting delivery beyond the requirement may be rejected.
- (10) Bid modifications, corrections, or additions received beyond the bid deadline will NOT be considered.
- (11) Telephone or facsimile bids will NOT be accepted.
- (12) Bid prices shall be firm for a minimum of sixty (60) calendar days from the bid opening unless otherwise indicated on the bid form.
- (13) By submitting a response to this Invitation to Bid, Bidder acknowledges and accepts the County's standard terms and conditions.
- (14) Any alteration to the Invitation to Bid must be added in addenda form, and must be issued by the County Purchasing Agent.
- (15) **Protest Procedure:** Award of bid will be published on the County's website: <http://www.co.el-dorado.ca.us/Contracts/bidresults.asp>. Bidders have ten (10) business days from the date of the posting to submit a letter of protest to the Purchasing Agent. Letter must be signed by an authorized representative stating specific reason(s) for the protest including all relevant facts (law, rule, regulation, criteria).

### Brands:

- (1) The use of brand and/or manufacturer names in the bid specification is for descriptive purposes only. Unless otherwise specified, products of comparable quality and performance will be considered.
- (2) Bidders offering other than the referenced brands are to note their brand name and catalog model number on the bid form.

### Guarantees:

- (1) All items purchased shall be guaranteed against defects when used for the purposes for which they were designed for.

### Taxes:

- (1) Bidders shall NOT include Federal Excise Taxes. An exemption certificate will be furnished to the successful bidder upon request.
- (2) Applicable sales taxes will be added when the purchase order is issued.

### Samples:

- (1) Samples of items, when required, must be furnished to the County at the bidder's expense. If possible, samples will be returned upon request and at the bidder's expense. Samples of selected items may be retained for comparison.

### Bonds:

- (1) The County reserves the right to require the successful bidder to provide a performance bond in an amount determined by the County. Unless specifically required on the bid form, a performance bond will NOT be required.
- (2) Certification of the performance bond shall be required following bid award and prior to the release of a purchase order.
- (3) Unless specifically required on the form, bidder's bonds will NOT be required.

### Award:

- (1) Regardless of amount, unless specifically approved by the County Board of Supervisors, award shall be made to the lowest responsive, responsible qualified bidder.
- (2) In determining the successful bidder, consideration will be given to quality, delivery, warranty, compatibility with existing equipment, and any other information considered to be in the best interests of the County.
- (3) It is unlawful for any person to furnish supplies or services or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Code Section 5.08.070. Contact Tax Collector's Office, 360 Fair Lane, Placerville, CA 95667, telephone (530) 621-5800, for further information.
- (4) In accordance with Board Policy, 5.7.1, effective October 11, 2006, the local vendor preference is 5%. Vendor shall have established a place of business within El Dorado County prior to publication of the call for bids.
- (5) The County of El Dorado is an equal opportunity employer (EOE). Minorities, Females and Handicapped are encouraged to participate (M/F/H).
- (6) If the bid is on an "All or Nothing" basis, bidder shall so state. The County reserves the right to make awards on individual items of a multiple item bid if deemed to be in the best interest of the County.
- (7) The County reserves the right to reject any and all bids, or to waive any informality or nonsubstantial irregularity in any bid.
- (8) The County reserves the right to purchase quantities by necessity only regardless of approximate quantities indicated on the bid form. Bidder shall also have the right to refuse sale in reduced quantities; in such instances, the award shall go to the next lowest qualified bidder.
- (9) In case of default by vendor, the County may procure the articles or service from other source and may recover the loss occasioned thereby from any unpaid balance due the vendor or by proceeding against performance bond of vendor, if any, or by legal process against vendor. The prices paid by County shall be considered the prevailing market price at the time such purchase is made.