



Release Date: December 13, 2023

Invitation to Bid

OEM Toner Cartridges, Bid #24MPL04ADM

Mobile Public Library (also referred to as “Library” or “MPL” herein) invites responses to compete for a contract to provide OEM Toner Cartridges and printer parts per the specifications. Respondents (also referred to as “Bidder,” “Contractor,” or “Vendor” herein) must meet qualifications and agree to terms as described herein. Bids must comply with all Instructions, Conditions, and Requirements and be submitted on the Bid Form supplied.

Deliver signed and sealed bids no later than:

11:00 AM CDT, Wednesday, January 17, 2024

At which time they will be publicly opened and read aloud.

Address Bids To:

Robert Hyde, Comptroller

OEM Toner Cartridges Bid #24MPL04ADM

700 Government Street

Mobile, Alabama 36602-1403

Address Questions To:

Grace Smith, Office Manager

251-545-3352

gsmith@MPLonline.org

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PART I – Instructions, Conditions, and Requirements

1. Bids must be submitted on the Bid Form (Part II, Section C) and signed by an officer of the Bidder's firm. Obligations assumed by such signature must be fulfilled. Additionally, Bidder is to identify on the Proposal Form a designated contact person for the Mobile Public Library account, with all telephone numbers, email address, etc.
2. Any request for interpretation of the specifications or other pre-bid documents are to be in writing, telephone communications or by e-mail and addressed to Grace Smith, Office Manager, Mobile Public Library (gsmith@MPLonline.org, 251-545-3352). To be given consideration, requests must be received at least eight business days prior to the date set for the opening of proposals. Any resulting interpretations and supplemental instructions will be in the form of written addenda issued to all known prospective bidders and posted on MPL website bid page: <https://www.mobilepubliclibrary.org/about/bids.php> . To be specifically included on said notifications list of known prospective bidders, you may provide your email address to gsmith@MPLonline.org , stating you intend to bid and wish to be notified of addenda and supplemental instructions.
3. All quotations must be verified before submission as they cannot be corrected after being opened. Bidders are expected to prepare their bid pricing to include all necessary material, labor, bonds, permits, overhead, profit, taxes, insurance, delivery, etc. costs. It is not the obligation of mobile Public Library to bring mistakes or omissions in the bid to the Bidder's attention. In case of error in extension of prices, the unit price will govern.
4. Each Bidder may submit only one bid response. A Bidder withdrawing their bid prior to award of the contract will remain eligible to bid on future MPL contracts; however, withdrawing after entering the contract commitment does cause the Vendor to become ineligible for consideration on all future MPL contracts and bid invitations.
5. Submit two complete copies of your response. Identify your submission prominently with "Bid#24MPL04ADM" clearly visible on the outside of the sealed physical package or envelope, addressed to Robert Hyde, Comptroller, OEM Toner Cartridges, Bid#24MPL04ADM, 700 Government Street, Mobile, AL 36602-1403. Bids must be received at MPL Administrative Offices, in duplicate (i.e., two full and complete copies of your entire response, including completed Bid Form and all required documentation, any attachments, and, if applicable, samples), as per the Instructions and Scope of Project specified, no later than 11:00 AM CDT, Wednesday, January 17, 2024.
6. All valid submissions will be on paper, received in hard copy only. There is no provision for facsimile or electronic submissions of any kind. All documents and samples submitted by the contractor shall become the property of Mobile Public Library and will not be returned. If bid results are desired, enclose a self-addressed and stamped envelope with your bid.
7. Mobile Public Library purchases under the authorization of the City of Mobile and is exempt from State, County and City sales and use taxes.

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8. Any person or firm whom the Contractor intends to use as a subcontractor shall be identified in the bid. The Contractor shall retain full responsibility for the actions and for the failure of any subcontractor to perform.
9. Failure to observe all instructions and conditions will constitute grounds for rejection of your bid. MPL reserves the right to reject any or all proposals, or any portions thereof, and/or to waive technicalities or irregularities, if deemed to be in the interest of Mobile Public Library. Any unauthorized changes or additions to the Bid Form will be considered sufficient grounds for rejection. However, additional lines or pages added to further explain the bid are acceptable.
10. The sealed bids will be publicly opened at 11:00 AM CDT, Wednesday, January 17, 2024, in Mobile Public Library Administrative Offices, 700 Government Street, Mobile, AL 36602. Bids received after the specified deadline will remain unopened. Do not deliver proposals to Library branches, as there is no assurance that submissions would be transferred to the Administration Offices location prior to the deadline.
11. Determination of the qualification of the winning Bidder will include review of each bidder's reputation, references, and proposal, including compliance with all bid instructions. Any contracts resulting from this Invitation to Bid shall not be assignable without prior written consent of mobile Public Library. Under no conditions shall the contract be assigned to an unsuccessful bidder whose bid was rejected as non-responsive and/or non-responsible.
12. Pricing must be held firm for a period of one (1) year from the bid award date. At the option of the Library and the Vendor, the prices may be extended for up to two (2) additional one (1) year terms. Prices will include delivery to Library Administration Office. Extra charges are not allowed.
13. An evaluation of the bids and preliminary award and notification will be made within thirty (30) days after opening the bids. However, all contracts and bid acceptances are subject to final approval by the Library Board of Trustees. Final notice will be made as soon as practicable following the next Library Board meeting. Library Board meetings are generally scheduled monthly.
14. This bid will be awarded based on the lowest qualified bidder as determined by a good faith estimate of MPL's expected annual toner requirements. This is an "All or Nothing" bid, meaning MPL intends to contract with and purchase from only one Vendor for all printer toner cartridges which are not otherwise under a separate equipment service contract.
15. Mobile Public Library, without invalidating the contract, may order extra products or work or make changes by altering, adding to, or deducting from the work or scope of project, the contract sum being adjusted accordingly. All such additional work shall be executed by a separate purchase order under the original contract, except that any claim for extension of time caused thereby shall be adjusted at the time of ordering such change. No changes in the work shall be made without having prior consent of Mobile Public Library or its designated representative and acceptance by the Contractor of the terms and conditions of the change. All change orders shall be in writing.

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Part II – Bid Specifications and Bid Forms

Section A – Project Summary

Mobile Public Library is seeking bids to compete for a contract to provide genuine OEM Toner Cartridges and/or equivalent substitute cartridges listed in Section C within the specifications defined herein.

Section B - Scope of Project

1. PRODUCTS: All qualified bids will first and foremost provide pricing for genuine OEM cartridges.
2. ALTERNATES: Optional, additional pricing of valid alternatives are invited according to the following requirements.
 - a. Bid no more than two of your best quality recommendations of alternative products for each item. Do not propose low quality substitutes or brands with poor reputations or lack of long-standing history in toner cartridge manufacturing. Do not propose any product that would void the equipment manufacturer's warranty or risk damaging or diminishing the performance of the equipment.
 - b. MPL will consider the following types of alternatives. Terminology varies amongst toner cartridge providers, so use the description provided here to indicate which type of substitute product is quoted.
 - i. GENERIC. An OEM product substitute manufactured by a reputable supplier which is compatible for use in all the equipment that the genuine OEM product is designed to fit. Must deliver comparable print quantity and quality to the genuine OEM product.
 - ii. COMPATIBLE. An OEM product substitute manufactured by a reputable supplier which is compatible for use in all the equipment that the genuine OEM product is designed to fit. Disclose the potential performance differences vs. the OEM product on a supplemental page attached to your bid response.
 - iii. REMANUFACTURED. Previously used cartridges which are now refurbished, tested, and refilled. Disclose the potential performance differences vs. the OEM product on a supplemental page attached to your bid response.
 - c. MPL will NOT consider the following types of alternatives. Do not propose or bid for the products described by these categories. Since terminology varies amongst toner cartridge providers, use the description provided here to determine whether the product is acceptable to bid for MPL.
 - i. REFILLED. Cartridges that have previously been used which have been refilled without being restored or are otherwise no longer equivalent quality to the OEM product.
 - ii. OTHER: Any aftermarket product that does not reliably deliver comparable results to the genuine OEM product.

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- d. For each MPL purchase order submitted to the contracted Vendor, MPL, not the Vendor, will specify either the genuine OEM product or the substitute when placing orders. When deemed appropriate, Vendor's recommendation and rationale will be taken into consideration.
3. **TOTAL VALUE OF CONTRACT:** There are no minimum quantity guarantees or dollar amount awards. Exact quantities to be purchased cannot be pre-determined. The contract cannot and does not commit MPL to a minimum or maximum number of each item to be purchased during the contract period. Your bid price must be constant whether MPL purchases frequently, sporadically, or rarely, whether for small quantities, large quantities, or none of each item listed.
4. **ADDITIONAL DISCOUNTS OPTIONAL:** Pricing that is contingent (e.g., based on minimum quantities, bundle packaging, etc.) is not acceptable. Quantity and packaging discounts will NOT be considered for the evaluation and the award of this bid. You may offer optional quantity pricing; however any conditional prices you provide are not used to determine the bid winner. Do not bid "multipacks" or bulk packaging. Each cartridge must be packaged individually.
5. **DELIVERY:** Pricing must include inside delivery, within three business days of receipt of each purchase order, to MPL Administration Offices, 700 Government St., Mobile, AL 36602 during normal business hours, typically weekdays from 8:00 am to 4:00 pm. Authorized MPL staff must sign to acknowledge receipt. No other MPL location is authorized to receive delivery. Deliveries must never be left outside. No deliveries accepted on weekends, evenings, or holidays.
6. **PACKAGING:** Toner Cartridges must have at least a one (1) year shelf life from the date delivered to MPL. Packaging must be fresh, new, English language labeled, and not dusty, faded, crushed, or otherwise damaged or compromised. Each cartridge must be packaged individually. Multipacks, twin or 2-packs, or bundles are not acceptable.
7. **WARRANTY:** Damaged or non-functioning cartridges will be replaced by Vendor at no additional cost.
8. **PAYMENT:** Vendor shall invoice each purchase order separately. Terms shall be net 30, or better. All invoices must include the Purchase Order Number and be billed to Mobile Public Library, 700 Government Street, Mobile, AL 36602-1403. Authorized additional product or service, if any, requires its own additional Purchase Order and must be billed separately.
9. **CONTRACT ADD-ONS:** Additional models of toner cartridges may be added to this bid in the future as new printers are placed into service. The successful bidder will be able to add those new cartridges to the contract at fair market price.

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Section C– Bid Forms: List of genuine OEM Toner Cartridges and parts to be bid.

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part#	for	desc	REQUIRED: Genuine OEM price each	OPTIONAL: Alternate #1 price each brand name: _____ type of substitute (see pg 4, Part II, Sec B, Paragraph 2b for instructions and allowed types) _____	OPTIONAL: Alternate #2 price each brand name: _____ type of substitute (see pg 4, Part II, Sec B, Paragraph 2b for instructions and allowed types) _____
HP 655A CF450A	M652	Black			
HP 655A CF451A	M652	Cyan			
HP 655A CF452A	M652	Yellow			
HP 655A CF453A	M652	Magenta			
HP 656X CF463X	M652	magenta			
HP 656X CF462X	M652	yellow			
HP 656X CF461X	M652	cyan			
HP 656X CF460X	M652	black			
HP P1B91A	M652	fuser			
HP P1B93A	M652	transfer			
HP P1B94A	M652	Waste			
HP CE484A	M551	fusing			
HP CF081-67904	M551	transfer			
HP CE254A	M551	waste			
HP CE400X	M551	Black			
HP CE401A	M551	Cyan			
HP CE402A	M551	Yellow			
HP CE403A	M551	Magenta			
HP CF283X	M225	Black			
HP CF230X	M227	Black			
HP CF232A	M227	drum			
HP W1480A	4001n	Black			
HP W1480X	4001n	Black			
HP 5942X	4250n	Black			
HP CC364A	P4014	Black			
HP CC364X	P4014	Black			
HP CB506-67903	P4014	transfer			
HP CB388	P4014	fuser			
HP CE285A	P1102	Black			
HP CE285X	P1102	Black			
HP Q7553X	P2014	Black			
HP CE278A	M1536	Black			

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Alternates, if any, must be identified on the bid form and listed alongside genuine OEM pricing (see page 4). MPL reserves the right to select amongst genuine OEM and/or Alternates during the term of this agreement. While this list is extensive, additions and deletions may occur during the life of this bid.

Describe EXCEPTIONS here, if any. Add additional sheets as needed. Acceptance of EXCEPTIONS is at the discretion of MPL, as per Part I, pages 2 and 3.

Firm Name: _____

Firm Address: _____

Telephone Number: _____

Email Address: _____

List Three (3) References

	Customer name and/or contact person	Phone
1.	_____	_____
2.	_____	_____
3.	_____	_____

Provide your company's designated point of contact for MPL account:

Name: _____

Telephone Number(s): _____

Email Address: _____

Authorized Signature: _____

Print Name: _____

Print Title: _____

Date: _____

The sealed bid package with all required information and attachments is due no later than 11:00 AM CDT, Wednesday, January 17, 2024. If you have any questions, please contact Grace Smith at 251-545-3352 or gsmith@MPLonline.org .