



PROCUREMENT SERVICES

ADDENDUM TO CONTRACT DOCUMENTS

ADDENDUM NO.: 1

PROJECT NAME: ITB No. B237444DO Toner – New and Remanufactured

DATE OF ISSUE: May 2, 2023

The following information shall be included in the ITN documents and is hereby made part of the contract documents in the form of clarification, addition, deletion or revision to the contract specifications.

Proposers' questions/issues and District answers (District answers are italicized):

Q1. ***Is this ITB for Ink Cartridges also or just laser toner cartridges?***

A1. This ITB is for Toner only.

Q2. ***Per Attachment B – Is Automobile Liability required as Toners will be shipped?***

A2. This is desired but is not required.

Q3. ***Per Attachment B – Is Professional Liability required for Shipping Toner Cartridges?***

A3. Please refer to A2.

Q4. ***I have downloaded the specification file, however, page 23 only lists the manufacturers. Do you have a spreadsheet of the exact list of toners both OEM & Remanufactured, for detailed pricing?***

A4. Current list of Toner needs is attached. See Exhibit 2 – Current Needs of Toner Cartridges for the District.

Q5. ***Is this mandatory? I am a reseller/vendor and do not have a direct relationship with the manufacturers. I do have relationships with Distributors & Suppliers. I am not a Florida based business. I am located in Georgia. Will a GA business license be acceptable?***

A5. Out of State vendors are eligible to bid. It is not mandatory to be a Florida based business.



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- Q6. ***Is Attachment B required if no employee will be driving to any locations/schools?***
- A6. Please refer to A2.
- Q7. ***What is the PR/AWARD NUMBER AND/OR PROJECT NAME?***
- A7. ITB No. B237444DO Toner – New and Remanufactured.
- Q8. ***What is the Political Subdivision mentioned in this attachment?***
- A8. Political Subdivision in Attachment I is the county in which your firm is located.
- Q9. ***Is there an annual usage estimate available?***
- A9. This would require more specifics to answer correctly.
- Q10. ***Is there a percentage of OEM versus Reman currently being purchased?***
- A10. Approximately 75% OEM and 25% Reman
- Q11. ***I noticed that the pricing request is a percentage off of MSRP, my concern with Remans is the MSRP can vary greatly by the brand of reman.***
- A11. Correct, we require minimum of % off MSRP; price competitively. The District is looking for a percentage discount of MSRP per Toner manufacturer. This will prevent the Bid from becoming inconsistent and unusable as specific models of Toner become obsolete over time.”
- Q12. ***Identify the toners needed for project.***
- A12. Current list of toner needs attached. See Exhibit 2 – Current Needs of Toner Cartridges for the District.
- Q13. ***What are the detailed specifications of toners? (Manufacturer Part No., Model No., etc.)***
- A13. Current list of toner needs attached. See Exhibit 2 – Current Needs of Toner Cartridges for the District.
- Q14. ***Can you please provide a usage report or a breakdown of toners per brand that the District is currently using?***
- A14. No but a current list of toner needs is attached. See Exhibit 2 – Current Needs of Toner Cartridges for the District.



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Q15. ***Are there particular toners from each manufacturer that we should be quoting?***

A15. Current list of toner needs is attached. See Exhibit 2 – Current Needs of Toner Cartridges for the District.

There are no other changes at this time. Please acknowledge this addendum via Attachment D, Addenda Acknowledgement Form, in your submittal.

Thank you for your interest in The School District of Lee County.

A handwritten signature in black ink, appearing to read "Derek Ochoa".

Derek Ochoa
Procurement Agent



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EXHIBIT 2 – Current Need of Toner Cartridges for the District

MANUFACTURER	MODEL	TONER
HP	M402	CF226XC
HP	M402	CF226A
HP	M404	CF258X
HP	M404	CF258A
HP	M506	CF287X
HP	M506	CF287A
HP	M507	CF289X
HP	M507	CF289A
HP	M607	CF237X
HP	M607	CF237A
HP	M527	CF287X
HP	M527	CF287A
HP	M477	CF410CX
HP	M477	CF411CX
HP	M477	CF412CX
HP	M477	CF413CX
HP	M477	CF410A
HP	M477	CF411A
HP	M477	CF412A
HP	M477	CF413A
HP	M479	W2020A
HP	M479	W2021A
HP	M479	W2022A
HP	M479	W2023A
HP	M479	W2020X
HP	M479	W2021X
HP	M479	W2022X
HP	M479	W2023X
HP	M553	CF360XC
HP	M553	CF361XC
HP	M553	CF362XC
HP	M553	CF363XC
HP	M553	CF360A
HP	M553	CF361A
HP	M553	CF362A
HP	M553	CF363A
HP	M555	W2120A
HP	M555	W2121A
HP	M555	W2122A
HP	M555	W2123A