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**REQUEST FOR PROPOSAL**

**PRINTER MAINTENANCE AND SUPPLY SERVICES**

**RFP No.: TRCC-15-RFP02**

**Issued: August 29, 2014**

**RFP response is due no later than: September 24, 2014, 1:00 p.m.**

**Questions due no later than: September 11, 2014**

**Questions, Answers and Addendums shall be posted to the DAS Portal  
no later than: September 12, 2014**

**RFP Response Opening Date: September 24, 2014, 2:00 p.m.**

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**Proposer's Name**

**Issued by:  
James Kelly  
Purchasing Officer  
574 New London Turnpike  
Norwich, CT 06360  
Phone: (860) 215-9258  
Fax: (860) 215-9918  
E-mail: jkelly@threerivers.edu**

# STATE OF CONNECTICUT

## PROPOSER'S CHECKLIST

### READ CAREFULLY

***IT IS SUGGESTED THAT YOU REVIEW AND CHECK OFF EACH ACTION AS YOU COMPLETE IT.***

1. \_\_\_ The Proposal, (TRCC-15-RFP02) must be signed by a duly authorized representative of the company. Unsigned proposals may be rejected.
2. \_\_\_ The **Price Schedule** you have offered has been reviewed and verified.
3. \_\_\_ The **payment terms are Net 45 Days**. Net Terms for periods less than 45 days (Ex. Net 30) may result in proposal rejection. (You may offer cash discounts for prompt payment.)

*Exception:* State of CT Small Business Set-Aside proposal payment terms shall be in accordance with CGS 4a-60j.

4. \_\_\_ Any technical or descriptive literature, drawing or proposal samples that are required have been included with the proposal.
5. \_\_\_ If required, the amount of proposal surety has been checked and the surety has been included.
6. \_\_\_ Any addenda to the proposal have been signed and included.
7. \_\_\_ The envelope has been:
  - a. \_\_\_ marked with the Proposal Number and RFP Due Date and,
  - b. \_\_\_ addressed to:

Three Rivers Community College  
Purchasing Office  
574 New London Turnpike  
Norwich, CT 06360  
ATTENTION: James Kelly

8. \_\_\_ The proposal number on your hand marked return envelope exactly matches the RFP number inside the envelope.
9. \_\_\_ UPS or Fed Ex your proposal in-time to be received and date stamped by the College no later than the designated RFP due date and time. Hand-delivered proposals must be delivered to James Kelly, Purchasing Office, 574 New London Turnpike, Norwich, CT 06360. Late proposals are not accepted under any circumstances. Allow ample time if mailing in your proposal.
10. \_\_\_ Form Bidder Contract Compliance Monitoring Report must be completed entirely regardless of the number of employees, even if the company is family owned and/or operated and must be submitted with each proposal or proposal may be rejected.
11. \_\_\_ This Form is not to be returned with your proposal.



**PROPOSER DEBARMENT AND/OR SUSPENSION**

Has the proposer, any company official, or any subcontractor to the proposer, received any notices of debarment and/or suspension from contracting with the State of Connecticut, the Federal Government or any governmental entity?

YES  NO

The abovesigned proposer further affirms and declares that neither the proposer and/or any company official nor any subcontractor to the proposer and/or any company official has received any notices of debarment and/or suspension from contracting with other states within the United States.

YES  NO

If the abovesigned proposer, any company official or any subcontractor to the proposer *has* received notices of debarment and/or suspension from contracting with the State of Connecticut, the Federal Government or any governmental entity, said notices must be attached to this document when submitting this proposal.

Number of notices attached \_\_\_\_\_

**OTHER INFORMATION**

Refer to "Guidance for Vendor Authorizations" at:

<http://das.ct.gov/Purchase/Info/DAS%2028.pdf>

Refer to "Guide to the Code of Ethics for Current or Potential State Contractors" at:

[http://www.ct.gov/ethics/lib/ethics/guides/contractors\\_guide\\_10.pdf](http://www.ct.gov/ethics/lib/ethics/guides/contractors_guide_10.pdf)

# STATE OF CONNECTICUT

## STATEMENT OF QUALIFICATIONS



**THIS FORM WILL BE USED AS AN AID IN ASSESSING QUALIFICATIONS. ATTACH ADDITIONAL SHEETS IF NECESSARY.**

COMPANY NAME: \_\_\_\_\_  
&  
ADDRESS: \_\_\_\_\_

NUMBER OF YEARS COMPANY HAS BEEN ENGAGED IN BUSINESS UNDER THIS NAME: \_\_\_\_\_ YEARS

LIST OTHER NAMES YOUR COMPANY DOES BUSINESS AS: \_\_\_\_\_

LIST PREVIOUS COMPANY NAME (S): \_\_\_\_\_

IF APPLICABLE, LIST ANY CONTRACT AWARDS TO YOUR COMPANY BY THE STATE OF CONNECTICUT WITHIN THE LAST THREE (3) YEARS **THAT YOU ACTUALLY PERFORMED SERVICE AGAINST.** INDICATE WHICH STATE AGENCY, AND PROVIDE CONTRACT NUMBER AND NAME, AND THE NAME AND TELEPHONE NUMBER OF THE PURCHASING AGENT ADMINISTERING THE CONTRACT.

<u>CONTRACT No.</u>	<u>CONTRACT NAME</u>	<u>STATE AGENCY</u>	<u>PURCHASING AGENT</u>	<u>TEL. No.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

IF APPLICABLE, LIST ANY OTHER CONTRACT AWARDS TO YOUR COMPANY BY THE STATE OF CONNECTICUT WITHIN THE LAST THREE (3) YEARS **THAT YOUR COMPANY DID NOT PERFORM ANY SERVICE AGAINST.** INDICATE WHICH STATE AGENCY, AND PROVIDE CONTRACT NUMBER AND NAME, AND THE NAME AND TELEPHONE NUMBER OF THE PURCHASING AGENT ADMINISTERING THE CONTRACT.

<u>CONTRACT No.</u>	<u>CONTRACT NAME</u>	<u>STATE AGENCY</u>	<u>PURCHASING AGENT</u>	<u>TEL. No.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

# STATE OF CONNECTICUT

## STATEMENT OF QUALIFICATIONS



COMPANY NAME: \_\_\_\_\_

**REFERENCES:**

LIST AT LEAST THREE COMPLETED PROJECTS SIMILAR IN NATURE TO THIS SOLICITATION WHICH DEMONSTRATES YOUR COMPANY'S ABILITY TO PERFORM THE REQUIRED SERVICES.

	<u>COMPANY NAME AND ADDRESS</u>	<u>CONTACT PERSON NAME AND TELEPHONE NO.:</u>	<u>DOLLAR VALUE:</u>
1.	_____	_____	_____
	_____	_____	

DETAILED CONTRACT/PROJECT DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Attach additional sheets if necessary)

	<u>COMPANY NAME AND ADDRESS</u>	<u>CONTACT PERSON NAME AND TELEPHONE NO.:</u>	<u>DOLLAR VALUE:</u>
2.	_____	_____	_____
	_____	_____	

DETAILED CONTRACT/PROJECT DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Attach additional sheets if necessary)

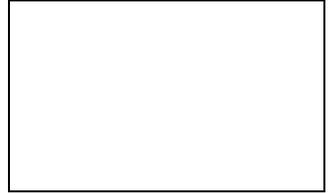
	<u>COMPANY NAME AND ADDRESS</u>	<u>CONTACT PERSON NAME AND TELEPHONE NO.:</u>	<u>DOLLAR VALUE:</u>
3.	_____	_____	_____
	_____	_____	

DETAILED CONTRACT/PROJECT DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Attach additional sheets if necessary)

**STATE OF CONNECTICUT**  
**STATEMENT OF QUALIFICATIONS**



COMPANY NAME: \_\_\_\_\_

COMPANY VALUE:      EQUIPMENT ASSETS: \_\_\_\_\_      TOTAL ASSETS: \_\_\_\_\_

**LIST OF EQUIPMENT TO BE USED FOR THIS SERVICE, IF APPLICABLE** (Attached additional sheets if necessary):  
(I.e. MODEL, YEAR & MANUFACTURER AND/OR AS SPECIFIED IN SOLICITATION DOCUMENTS, IF APPLICABLE).

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**LIST ANY RELEVANT CERTIFICATIONS, LICENSES, REGISTRATIONS, ETC. WHICH QUALIFIES YOUR COMPANY TO MEET THE REQUIREMENTS OF THIS SOLICITATION, IF APPLICABLE.**

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# STATE OF CONNECTICUT

## Three Rivers Community College

### Standard Request for Proposal (RFP) Terms and Conditions - Page 1 of 2

**The following Terms and Conditions govern all Request for Proposals issued by Three Rivers Community College ("TRCC"). Incorporated by reference into these Terms and Conditions are applicable provisions of the Connecticut General Statutes, including but not limited to, those in Title 4a, Chapter 58 and applicable provisions of the Regulations of Connecticut State Agencies, including but not limited to, those that begin with and follow Section 4a-52-1.**

**Proposers shall comply with the statutes and regulations as they exist on the date of their proposal and as they may be modified from time to time during the term of the contract, as it may be amended.**

#### **Submission of Proposals**

1. Proposals must be submitted to and received and stamped as received by the TRCC Procurement Office on such forms as TRCC may make available. Telephone or facsimile proposals will not be accepted in response to a Request for Proposals ("RFP").
2. The time and date proposals are due is given in each RFP. Proposals received after the specified due date and time given in each RFP shall not be considered and shall be returned unopened. RFP envelopes must clearly indicate the RFP number as well as the date and time that the proposal is due. The name and address of the Proposer should appear in the upper left hand corner of the envelope.
3. Incomplete RFP forms may result in the rejection of proposals. Amendments to proposals received by TRCC after the due date and time specified shall not be considered. Proposals shall be computer prepared, typewritten or handwritten in ink. Proposals submitted in pencil shall be rejected. All proposals shall be signed by a person duly authorized to sign proposals on behalf of the Proposer. Unsigned proposals may be rejected. Errors, alterations or corrections on both the original and any copies of the price schedule to be returned must be initialed by the person signing the proposal or their authorized designee. If an authorized designee initials the correction, there must be written authorization from the person signing the proposal to the person initialing the erasure, alterations, or correction. Failure to do so shall result in rejection of the proposal for those items erased, altered or corrected and not initialed.
4. Conditional proposals are subject to rejection in whole or in part. A conditional proposal is one which limits, modifies, expands or supplements any of the terms and conditions and/or specifications of the RFP.
5. Alternate proposals will not be considered. An alternate proposal is defined as one which is submitted in addition to the Proposer's primary response to the RFP.
6. In the event of a discrepancy between the unit price and the extension, the unit price shall govern. Prices should be extended in decimal, not fraction, to be net, and shall include transportation and delivery charges fully prepaid by the Contractor to the destination specified in the proposal, and subject only to cash discount.
7. Pursuant to Section 12-412 of the Connecticut General Statutes, the State of Connecticut is exempt from the payment

of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in proposal prices.

8. All proposals are subject to public inspection after the execution of the contract.

9. The successful Proposer shall be bound by the terms and conditions of the form contract that is attached to the RFP, as it may be modified by agreement of the parties.

#### **Guaranty or Surety**

10. Proposal and or performance bonds may be required. Bonds must meet the following requirements: Corporation - must be signed by an official of the corporation above their official title and the corporate seal must be affixed over the signature; Firm or Partnership - must be signed by all the partners and indicate they are "doing business as"; Individual - must be signed by the owner and indicated as "Owner". The surety company executing the bond or countersigning must be licensed in Connecticut and the bond must be signed by an official of the surety company with the corporate seal affixed over their signature. Signatures of two witnesses for both the principal and the surety must appear on the bond. Power of attorney for the official signing the bond for the surety company must be submitted with the bond.

#### **Samples**

11. The quality of accepted samples does not supersede the specifications for quality in the RFP unless the sample is superior in quality. All deliveries shall have at least the same quality as the accepted sample.

12. Samples are furnished free of charge. Proposers must indicate if their return is desired, which TRCC shall do or cause to do provided that they are returned at Proposer's sole cost and expense, FOB Proposer's destination, and that they have not been made useless by testing. If they are made useless by testing, the State may dispose of the samples as it deems to be appropriate. Samples may be held for comparison with deliveries.

#### **Award**

13. A contract will be awarded to the Proposer or Proposers whose proposals TRCC deems to be the most advantageous to the State, in accordance with the criteria set forth in the RFP, always taking into account the quality of the goods or services to be supplied, their conformance with specifications, delivery terms, price, administrative costs, past performance, and financial responsibility.

14. TRCC may reject the proposal of any Proposer who is in default of any prior contract or is guilty of misrepresentation or any Proposer with a member of its firm in default or guilty of misrepresentation.

15. TRCC may, in accordance with and pursuant to the Regulations of Connecticut State Agencies, correct inaccurate awards resulting from clerical or administrative errors.

#### **Contract**

16. Section 4a-81 of the Connecticut General Statutes (the "Act") requires that this solicitation include a notice of the consulting affidavit requirements described in the Act. Accordingly, pursuant to the Act, vendors are notified as follows:

**Standard Request for Proposal (RFP) Terms and Conditions - Page 2 of 2**

(a) No state agency shall execute a contract for the purchase of goods or services, which contract has a total value to the state of fifty thousand dollars or more in any calendar or fiscal year, unless the state agency obtains the written affidavit described in subsection (b) of this section.

(b) (1) The chief official of the vendor awarded a contract described in subsection (a) of this section or the individual awarded such contract who is authorized to execute such contract, shall attest in an affidavit as to whether any consulting agreement has been entered into in connection with such contract. Such affidavit shall be required if any duties of the consultant included communications concerning business of such state agency, whether or not direct contact with a state agency, state or public official or state employee was expected or made. "Consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the state, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction or requests for information or (C) any other similar activity related to such contract. "Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of Chapter 10 of the Connecticut General Statutes concerning the State's Codes of Ethics, as of the date such affidavit is submitted. (2) Such affidavit shall be sworn as true to the best knowledge and belief of the person signing the certification on the affidavit and shall be subject to the penalties of false statement. (3) Such affidavit shall include the name of the consultant, the consultant's firm, the basic terms of the consulting agreement, a brief description of the services provided, and an indication as to whether the consultant is a former state employee or public official. If the consultant is a former state employee or public official, such affidavit shall indicate his or her former agency and the date such employment terminated. (4) Such affidavit shall be amended whenever the vendor awarded the contract enters into any new consulting agreement during the term of the contract.

(c) If a vendor refuses to submit the affidavit required under subsection (b) of this section, then the state agency shall not award the Contract to such vendor and shall award the contract to the next highest ranked vendor or the next lowest responsible qualified bidder or seek new bids or proposals.

17. Conn. Gen. Stat. § 4-252 (the "Statute") requires that the Request for Proposal, of which these Terms and Conditions are a part, include a notice of the vendor certification requirements described in the Statute. Accordingly, pursuant to the Statute, vendors are notified as follows:

(a) The terms "gift," "quasi-public agency," "state agency," "large state contract," "principals and key personnel" and "participated substantially" as used in this section shall have the meanings set forth in the Statute.

(b) No state agency or quasi-public agency shall execute a large state contract unless the state agency or quasi-public agency obtains the written certifications described in this

section. Each such certification shall be sworn as true to the best knowledge and belief of the person signing the certification, subject to the penalties of false statement.

(c) The official of the person, firm or corporation awarded the contract, who is authorized to execute the contract, shall certify on such forms as the State shall provide:

(1) That no gifts were made between the date that the state agency or quasi-public agency began planning the project, services, procurement, lease or licensing arrangement covered by the contract and the date of execution of the contract, by (A) such person, firm, corporation, (B) any principals and key personnel of the person, firm or corporation, who participated substantially in preparing the bid or proposal or the negotiation of the contract, or (C) any agent of such person, firm, corporation or principals and key personnel, who participated substantially in preparing the bid or proposal or the negotiation of the contract, to (i) any public official or state employee of the state agency or quasi-public agency soliciting bids or proposals for the contract, who participated substantially in the preparation of the bid solicitation or request for proposals for the contract or the negotiation or award of the contract, or (ii) any public official or state employee of any other state agency, who has supervisory or appointing authority over such state agency or quasi-public agency;

(2) That no such principals and key personnel of the person, firm or corporation, or agent of such person, firm or corporation or principals and key personnel, knows of any action by the person, firm or corporation to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the person, firm or corporation to provide a gift to any such public official or state employee; and

(3) That the person, firm or corporation made the bid or proposal without fraud or collusion with any person.

(d) Any bidder or proposer that does not make the certifications required under subsection (c) of this section shall be disqualified and the state agency or quasi-public agency shall award the contract to the next highest ranked proposer or the next lowest responsible qualified bidder or seek new bids or proposals.

(e) The date that the state agency or quasi-public agency began planning the project, services procurement, lease or licensing arrangement to be covered by the contract is .

18. The existence of the contract shall be determined in accordance with the requirements set forth above. However, the award of the contract is not an order to ship. Contractors may not begin to perform under the awarded contract until the Contractor and the State have executed the contract and thereafter the Contractor receives a written purchase order from an appropriate State entity.

19. With regard to a State contract as defined in P.A. 07-1 having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's notice advising prospective state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. See Contract Exhibit C, SEEC Form 11.



## Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations

This notice is provided under the authority of Connecticut General Statutes §9-612(G)(2), as amended by P.A. 10-1, and is for the purpose of informing state contractors and prospective state contractors of the following law (italicized words are defined on the reverse side of this page).

### CAMPAIGN CONTRIBUTION AND SOLICITATION LIMITATIONS

No *state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor*, with regard to a *state contract* or *state contract solicitation* with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee (which includes town committees).

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

On and after January 1, 2011, no state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall **knowingly solicit** contributions from the state contractor's or prospective state contractor's employees or from a *subcontractor or principals of the subcontractor* on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

### DUTY TO INFORM

State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

### PENALTIES FOR VIOLATIONS

Contributions of solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

**Civil Penalties** – Up to \$2,000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and possible consequences of their violations may also be subject to civil penalties of up to \$2,000 or twice the amount of the prohibited contributions made by their principals.

**Criminal penalties** – Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or not more than \$5,000 in fines, or both.

### CONTRACT CONSEQUENCES

In the case of a state contractor, contributions made or solicited in violation of the above prohibitions may result in the contract being voided.

In the case of a prospective state contractor, contributions made or solicited in violation of the above prohibitions shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State shall not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

Additional information may be found on the website of the State Elections Enforcement Commission, [www.ct.gov/seec](http://www.ct.gov/seec). Click on the link to "Lobbyist/Contractor Limitations."



## DEFINITIONS

“State contractor” means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit organization shall be deemed to be a state contractor until December thirty-first of the year in which such contract terminates. “State contractor” does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

“Prospective state contractor” means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100. “Prospective state contractor” does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

“Principal of a state contractor or prospective state contractor” means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a state contractor or prospective state contractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a business entity, or if a state contractor or prospective state contractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any state contractor or prospective state contractor who has *managerial or discretionary responsibilities with respect to a state contract*, (v) the spouse or a *dependent child* who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the state contractor or prospective state contractor.

“State contract” means an agreement or contract with the state or any state agency or any quasi-public agency, let through a procurement process or otherwise, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a calendar year, for (i) the rendition of services, (ii) the furnishing of any goods, material, supplies, equipment or any items of any kind, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or lease of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee. “State contract” does not include any agreement or contract with the state, any state agency or any quasi-public agency that is exclusively federally funded, an education loan, a loan to an individual for other than commercial purposes or any agreement or contract between the state or any state agency and the United States Department of the Navy or the United States Department of Defense.

“State contract solicitation” means a request by a state agency or quasi-public agency, in whatever form issued, including, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes, inviting bids, quotes or other types of submittals, through a competitive procurement process or another process authorized by law waiving competitive procurement.

“Managerial or discretionary responsibilities with respect to a state contract” means having direct, extensive and substantive responsibilities with respect to the negotiation of the state contract and not peripheral, clerical or ministerial responsibilities.

“Dependent child” means a child residing in an individual's household who may legally be claimed as a dependent on the federal income tax of such individual.

“Solicit” means (A) requesting that a contribution be made, (B) participating in any fund-raising activities for a candidate committee, exploratory committee, political committee or party committee, including, but not limited to, forwarding tickets to potential contributors, receiving contributions for transmission to any such committee or bundling contributions, (C) serving as chairperson, treasurer or deputy treasurer of any such committee, or (D) establishing a political committee for the sole purpose of soliciting or receiving contributions for any committee. Solicit does not include: (i) making a contribution that is otherwise permitted by Chapter 155 of the Connecticut General Statutes; (ii) informing any person of a position taken by a candidate for public office or a public official, (iii) notifying the person of any activities of, or contact information for, any candidate for public office; or (iv) serving as a member in any party committee or as an officer of such committee that is not otherwise prohibited in this section.

“Subcontractor” means any person, business entity or nonprofit organization that contracts to perform part or all of the obligations of a state contractor's state contract. Such person, business entity or nonprofit organization shall be deemed to be a subcontractor until December thirty first of the year in which the subcontract terminates. “Subcontractor” does not include (i) a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or (ii) an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

“Principal of a subcontractor” means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a subcontractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a subcontractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a subcontractor, which is not a business entity, or if a subcontractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any subcontractor who has managerial or discretionary responsibilities with respect to a subcontract with a state contractor, (v) the spouse or a dependent child who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the subcontractor.

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES**  
**CONTRACT COMPLIANCE REGULATIONS**  
**NOTIFICATION TO BIDDERS**

(Revised 09/17/07)

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority business enterprise” is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n.” “Minority” groups are defined in Section 32-9n of the Connecticut General Statutes as “(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . .” An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements:

- (a) the bidder’s success in implementing an affirmative action plan;
- (b) the bidder’s success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder’s promise to develop and implement a successful affirmative action plan;
- (d) the bidder’s submission of employment statistics contained in the “Employment Information Form”, indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

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**INSTRUCTIONS AND OTHER INFORMATION**

The following BIDDER CONTRACT COMPLIANCE MONITORING REPORT must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidder’s □□good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

1) **Definition of Small Contractor**

Section 4a-60g CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding ten million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 4a-60g CONN. GEN. STAT.

**MANAGEMENT:** Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.

**BUSINESS AND FINANCIAL OPERATIONS:** These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.

**MARKETING AND SALES:** Occupations related to the act or process of buying and selling products and/or services such as sales engineer, retail sales workers and sales representatives including wholesale.

**LEGAL OCCUPATIONS:** In-House Counsel who is charged with providing legal advice and services in regards to legal issues that may arise during the course of standard business practices. This category also includes assistive legal occupations such as paralegals, legal assistants.

**COMPUTER SPECIALISTS:** Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists

**ARCHITECTURE AND ENGINEERING:** Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.

**OFFICE AND ADMINISTRATIVE SUPPORT:** All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, bill and account collectors, customer service representatives, dispatchers, secretaries and administrative assistants, computer operators and clerks (such as payroll, shipping, stock, mail and file).

**BUILDING AND GROUNDS CLEANING AND MAINTENANCE:** This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.

**CONSTRUCTION AND EXTRACTION:** This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category..

**INSTALLATION, MAINTENANCE AND REPAIR:** Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.

**MATERIAL MOVING WORKERS:** The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.

**PRODUCTION WORKERS:** The job titles included in this category are chemical production machine setters, operators and tenders; crushing/grinding workers; cutting workers; inspectors, testers sorters, samplers, weighers; precious stone/metal workers; painting workers; cementing/gluing machine operators and tenders; etchers/engravers; molders, shapers and casters except for metal and plastic; and production workers.

<p><u>White</u> (not of Hispanic Origin)- All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><u>Black</u>(not of Hispanic Origin)- All persons having origins in any of the Black racial groups of Africa.</p> <p><u>Hispanic</u>- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p>	<p><u>Asian or Pacific Islander</u>- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.</p> <p><u>American Indian or Alaskan Native</u>- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p>
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### BIDDER CONTRACT COMPLIANCE MONITORING REPORT

**PART I - Bidder Information**

Company Name Street Address City & State Chief Executive	Bidder Federal Employer Identification Number _____ Or Social Security Number _____
Major Business Activity (brief description)	Bidder Identification (response optional/definitions on page 1)  -Bidder is a small contractor. Yes__ No__ -Bidder is a minority business enterprise Yes__ No__ (If yes, check ownership category) Black__ Hispanic__ Asian American__ American Indian/Alaskan Native__ Iberian Peninsula__ Individual(s) with a Physical Disability__ Female__
Bidder Parent Company (If any)	- Bidder is certified as above by State of CT Yes__ No__
Other Locations in Ct. (If any)	

**PART II - Bidder Nondiscrimination Policies and Procedures**

1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? <span style="float: right;">Yes__ No__</span>	7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.? <span style="float: right;">Yes__ No__</span>
2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? <span style="float: right;">Yes__ No__</span>	8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? <span style="float: right;">Yes__ No__</span>
3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy?  Yes__ No__	9. Does your company have a mandatory retirement age for all employees? <span style="float: right;">Yes__ No__</span>
4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? <span style="float: right;">Yes__ No__</span>	10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? <span style="float: right;">Yes__ No__ NA__</span>
5. Do you notify the Ct. State Employment Service of all employment openings with your company? <span style="float: right;">Yes__ No__</span>	11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? <span style="float: right;">Yes__ No__ NA__</span>
6. Does your company have a collective bargaining agreement with workers? <span style="float: right;">Yes__ No__</span> 6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? <span style="float: right;">Yes__ No__</span>  6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? <span style="float: right;">Yes__ No__</span>	12. Does your company have a written affirmative action Plan? <span style="float: right;">Yes__ No__</span> If no, please explain.  13. Is there a person in your company who is responsible for equal employment opportunity? <span style="float: right;">Yes__ No__</span> If yes, give name and phone number. _____ _____

1. Will the work of this contract include subcontractors or suppliers? Yes\_\_ No\_\_

1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary)

1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above?

Yes\_\_ No\_\_

**PART IV - Bidder Employment Information**

Date:

JOB CATEGORY *	OVERALL TOTALS	WHITE (not of Hispanic origin)		BLACK (not of Hispanic origin)		HISPANIC		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	male	female
Management											
Business & Financial Ops											
Marketing & Sales											
Legal Occupations											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support											
Bldg/ Grounds Cleaning/Maintenance											
Construction & Extraction											
Installation , Maintenance & Repair											
Material Moving Workers											
Production Occupations											
TOTALS ABOVE											
Total One Year Ago											
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)											
Apprentices											
Trainees											

\*NOTE: JOB CATEGORIES CAN BE CHANGED OR ADDED TO (EX. SALES CAN BE ADDED OR REPLACE A CATEGORY NOT USED IN YOUR COMPANY)

1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used)				2. Check (X) any of the below listed requirements that you use as a hiring qualification  (X)		3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination
SOURCE	YES	NO	% of applicants provided by source			
State Employment Service					Work Experience	
Private Employment Agencies					Ability to Speak or Write English	
Schools and Colleges					Written Tests	
Newspaper Advertisement					High School Diploma	
Walk Ins					College Degree	
Present Employees					Union Membership	
Labor Organizations					Personal Recommendation	
Minority/Community Organizations					Height or Weight	
Others (please identify)					Car Ownership	
					Arrest Record	
					Wage Garnishments	

Certification (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

(Signature)	(Title)	(Date Signed)	(Telephone)
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## STATE OF CONNECTICUT GIFT AND CAMPAIGN CONTRIBUTION CERTIFICATION

*Written or electronic certification to accompany a State contract with a value of \$50,000 or more in a calendar or fiscal year, pursuant to C.G.S. §§ 4-250 and 4-252(c); Governor M. Jodi Rell's Executive Orders No. 1, Para. 8, and No. 7C, Para. 10; and C.G.S. §9-612(g)(2)*

### INSTRUCTIONS:

Complete all sections of the form. Attach additional pages, if necessary, to provide full disclosure about any lawful campaign contributions made to campaigns of candidates for statewide public office or the General Assembly, as described herein. Sign and date the form, under oath, in the presence of a Commissioner of the Superior Court or Notary Public. Submit the completed form to the awarding State agency at the time of initial contract execution and if there is a change in the information contained in the most recently filed certification, such person shall submit an updated certification either (i) not later than thirty (30) days after the effective date of such change or (ii) upon the submittal of any new bid or proposal for a contract, whichever is earlier. Such person shall also submit an accurate, updated certification not later than fourteen days after the twelve-month anniversary of the most recently filed certification or updated certification.

**CHECK ONE:**     Initial Certification     12 Month Anniversary Update (Multi-year contracts only.)  
                           Updated Certification because of change of information contained in the most recently filed certification or twelve-month anniversary update.

### GIFT CERTIFICATION:

As used in this certification, the following terms have the meaning set forth below:

- 1) "Contract" means that contract between the State of Connecticut (and/or one or more of its agencies or instrumentalities) and the Contractor, attached hereto, or as otherwise described by the awarding State agency below;
- 2) If this is an Initial Certification, "Execution Date" means the date the Contract is fully executed by, and becomes effective between, the parties; if this is a twelve-month anniversary update, "Execution Date" means the date this certification is signed by the Contractor;
- 3) "Contractor" means the person, firm or corporation named as the contractor below;
- 4) "Applicable Public Official or State Employee" means any public official or state employee described in C.G.S. §4-252(c)(1)(i) or (ii);
- 5) "**Gift**" has the same meaning given that term in C.G.S. § 4-250(1);
- 6) "Principals or Key Personnel" means and refers to those principals and key personnel of the Contractor, and its or their agents, as described in C.G.S. §§ 4-250(5) and 4-252(c)(1)(B) and (C).

I, the undersigned, am a Principal or Key Personnel of the person, firm or corporation authorized to execute this certification on behalf of the Contractor. I hereby certify that, no gifts were made by (A) such person, firm, corporation, (B) any principals and key personnel of the person firm or corporation who participate substantially in preparing bids, proposals or negotiating state contracts or (C) any agent of such, firm, corporation, or principals or key personnel who participates substantially in preparing bids, proposals or negotiating state contracts, to (i) any public official or state employee of the state agency or quasi-public agency soliciting bids or proposals for state contracts who participates substantially in the preparation of bid solicitations or request for proposals for state contracts or the negotiation or award of state contracts or (ii) any public official or state employee of any other state agency, who has supervisory or appointing authority over such state agency or quasi-public agency.

I further certify that no Principals or Key Personnel know of any action by the Contractor to circumvent (or which would result in the circumvention of) the above certification regarding **Gifts** by providing for any other Principals, Key Personnel, officials, or employees of the Contractor, or its or their agents, to make a **Gift** to any Applicable Public Official or State Employee. I further certify that the Contractor made the bid or proposal for the Contract without fraud or collusion with any person.

**CAMPAIGN CONTRIBUTION CERTIFICATION:**

I further certify that, on or after December 31, 2006, neither the Contractor nor any of its principals, as defined in C.G.S. § 9-612(g)(1), has made any **campaign contributions** to, or solicited any contributions on behalf of, any exploratory committee, candidate committee, political committee, or party committee established by, or supporting or authorized to support, any candidate for statewide public office, in violation of C.G.S. § 9-612(g)(2)(A). I further certify that **all lawful campaign contributions** that have been made on or after December 31, 2006 by the Contractor or any of its principals, as defined in C.G.S. § 9-612(g)(1), to, or solicited on behalf of, any exploratory committee, candidate committee, political committee, or party committee established by, or supporting or authorized to support any candidates for statewide public office or the General Assembly, are listed below:

**Lawful Campaign Contributions to Candidates for Statewide Public Office:**

<u>Contribution Date</u>	<u>Name of Contributor</u>	<u>Recipient</u>	<u>Value</u>	<u>Description</u>

**Lawful Campaign Contributions to Candidates for the General Assembly:**

<u>Contribution Date</u>	<u>Name of Contributor</u>	<u>Recipient</u>	<u>Value</u>	<u>Description</u>

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

\_\_\_\_\_  
Printed Contractor Name

\_\_\_\_\_  
**Printed Name of Authorized Official**

\_\_\_\_\_  
**Signature of Authorized Official**

Subscribed and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**Commissioner of the Superior Court (or Notary Public)**

\_\_\_\_\_  
**My Commission Expires**





STATE OF CONNECTICUT
CONSULTING AGREEMENT AFFIDAVIT

Affidavit to accompany a bid or proposal for the purchase of goods and services with a value of \$50,000 or more in a calendar or fiscal year, pursuant to Connecticut General Statutes §§ 4a-81(a) and 4a-81(b). For sole source or no bid contracts the form is submitted at time of contract execution.

INSTRUCTIONS:

If the bidder or vendor has entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1): Complete all sections of the form. If the bidder or contractor has entered into more than one such consulting agreement, use a separate form for each agreement. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public. If the bidder or contractor has not entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1): Complete only the shaded section of the form. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public.

Submit completed form to the awarding State agency with bid or proposal. For a sole source award, submit completed form to the awarding State agency at the time of contract execution.

This affidavit must be amended if there is any change in the information contained in the most recently filed affidavit not later than (i) thirty days after the effective date of any such change or (ii) upon the submittal of any new bid or proposal, whichever is earlier.

AFFIDAVIT: [Number of Affidavits Sworn and Subscribed On This Day: \_\_\_\_\_]

I, the undersigned, hereby swear that I am a principal or key personnel of the bidder or contractor awarded a contract, as described in Connecticut General Statutes § 4a-81(b), or that I am the individual awarded such a contract who is authorized to execute such contract. I further swear that I have not entered into any consulting agreement in connection with such contract, except for the agreement listed below:

Form fields for Consultant's Name and Title, Name of Firm (if applicable), Start Date, End Date, Cost, and Description of Services Provided.

Is the consultant a former State employee or former public official? [ ] YES [ ] NO

If YES: Name of Former State Agency, Termination Date of Employment

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement. Shaded area containing signature and date fields for Bidder/Contractor and Awarding State Agency.

Sworn and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Commissioner of the Superior Court or Notary Public

My Commission Expires



## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions):  Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

<b>Social security number</b>									
<b>Employer identification number</b>									

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** The IRS has created a page on IRS.gov for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.



**REQUEST FOR PROPOSAL**

**TRCC-15-RFP02**

**PRINTER MAINTENANCE AND SUPPLY SERVICES**

**AUGUST 29, 2014**

## INSTRUCTIONS TO PROPOSERS

1. ALL correspondence relative to this procurement, WITHOUT EXCEPTION, shall be done through the Purchasing Officer, James Kelly, at Three Rivers Community College and shall be via e-mail to [jkelly@trcc.comnet.edu](mailto:jkelly@trcc.comnet.edu) from the date of release of this RFP through the date and time of the Proposal opening. Questions for the purpose of clarifying the RFP must be submitted no later than September 11, 2014. Answers to all questions will be answered by September 12, 2014 and also posted to the DAS portal by September 12, 2014.

2. The responses to this RFP shall be considered as legal offers to contract. Acceptance of any offer by Three Rivers Community College shall constitute a legal and binding contract. The total contract shall include this RFP, the proposal, and the negotiated and executed contract.

3. Proposals must be signed by an officer of the company who is authorized to bind the company by contract, listing name, title and date of signing.

4. No additions or changes to the original response shall be allowed after submittal. While changes are not permitted, clarification at the request of the College may be required at the proposer's expense.

5. Three Rivers Community College shall be the sole judge of the responsiveness, appropriateness and completeness of any and all proposals. The College reserves the right to reject any or all proposals and in particular any proposal not containing the complete data or information requested. The College also reserves the right to waive any irregularity in any proposal received. The College also reserves the right to further negotiate after proposals are opened with any proposer that submits a proposal.

6. Missing, non-authorized or "sample" affidavits shall result in proposal rejection. Be sure that all affidavits are complete and notarized where required. All affidavits must be submitted for each individual proposal. Affidavits previously submitted with another proposal shall not be accepted.

7. ONE (1) ORIGINAL AND THREE (3) COPIES of the proposal shall be submitted. The proposal must be in a single sealed opaque envelope with the RFP number, title and bid opening date on the face of the envelope. The proposer's name and address must be in the upper left corner of the envelope.

8. BIDS ARE DUE BY 1:00 p.m. ON SEPTEMBER 24, 2014. Delivery must be by courier. Inside delivery to specified office is required. No exceptions. U.S. Mail is not acceptable as they do not deliver directly to the Purchasing Office. UPS or Fed EX is recommended. The RFP response must be delivered to:

Three Rivers Community College  
Attn: James Kelly  
Purchasing Office  
574 New London Turnpike  
Norwich, CT 06360

9. Please Note: Faxed, e-mailed, or late proposals shall automatically be rejected. Delivery of the proposal package to any other person or location stated in step three may be grounds for rejection. The College is not responsible for courier delays or traffic conditions.

10. Proposals shall be opened publicly on Wednesday, September 24, 2014 at 2:00 p.m. in the Purchasing Office at Three Rivers Community College. All interested parties are invited and encouraged to attend. At this time, only the responding proposer(s) name shall be made public. All responses shall be available for public review upon request after the award. It is the intent of the College to make an award by October 30, 2014.

11. Proposals shall be considered valid for 60 days from the proposal submission deadline.

## OVERVIEW

Three Rivers Community College (TRCC) or (College) is seeking a qualified Vendor to provide “all inclusive” laser printer and plotter maintenance service including: toner, preventative maintenance (PM), replacement parts and repair services (including parts) for Hewlett-Packard (HP), Dell, Xerox and Canon laser printers. Any awards arising from this RFP may be extended to the constituent units of the Board of Regents for Higher Education and the University of Connecticut. It is the responsibility of any constituent unit to notify TRCC prior to initial use of this contract. The use of this award is voluntary and is contingent upon acceptance by the Contractor. The selected Vendor (award recipient) shall provide the following services:

1. Preventative maintenance, replacement parts, repairs (including parts and labor) and supplies for the printers that are specified in Attachment 1. Additional HP, Dell, Xerox and Canon laser printers and plotters may be added as needed.
2. Initial and annual cleaning of all laser printers and plotters covered under this award.
3. New Original Equipment Manufacturer (OEM) and new Compatible toner cartridges for printers, as specified in Attachment 1. Additional HP, Dell, Xerox and Canon laser printers and plotters may be added as needed.
4. Removal/recycling of used toner cartridges.

Please note that the term “Printer” is used throughout this RFP for brevity purposes only, and not to specify or categorize the system as anything other than laser or plotter printing system.

## SCOPE OF SERVICES

### A. Maintenance Requirements:

1. Inspections, cleanings, repairs and parts included at no cost to TRCC:
  - a. TRCC shall provide the Vendor technician with information about printers and locations – department, floor, and room number.
  - b. A cleaning shall be required at the initial inspection and then annually during the month of August, before fall classes begin.
  - c. Inspect all major components such as pick up rollers, input assemblies, output assemblies, fuser units, drums and extra trays. Replace components as necessary.
  - d. Replace any worn wheels, surfaces, gears and pads if needed.
  - e. Inspect the outside of the printers and report to TRCC personnel any damage to outer shell and paper drawers of the printers.
  - f. An error log shall be taken from the Information Menu of each printer. This will provide the serial number page count and the last 50 errors.
  - g. The Vendor technician shall place a numbered sticker on each printer for identification purposes.
  - h. After all of the printers are located and inspected, the Vendor shall provide TRCC with a Printer Management Report. The report shall include all printer locations, model numbers, serial numbers, page counts, printer ID number and recommendations for repairs.
  - i. Vendor shall be responsible for providing, installing and maintaining printer management software.
2. All repairs shall be at no charge and include all labor and all parts, including rollers, input assemblies, output assemblies, fuser units, drums and maintenance kits used for printer repairs.
3. Vendor shall provide warranty service on new printers.
4. There shall be no charge for travel time/mileage.

5. Training and End User Support: The Vendor shall be responsible for training all key and secondary equipment operators.
6. The Vendor shall coordinate the timing of any service with TRCC to minimally impact TRCC students and staff.

**B. Printer Supplies:**

**1. Printer Toner and Ink:**

- a. Toner and ink for all printers covered under this program shall be purchased exclusively from the award recipient, using the contracted pricing (see attachment #1). Failure to comply with this requirement may void the maintenance coverage on the printer(s) in question.
- b. All toner and ink cartridges are to be new, first quality product. Under no circumstance will rebuilt or re-manufactured toner cartridges be acceptable.
- c. Provide cost, and offer both Original Equipment Manufacturer (OEM) toner and ink cartridges and new Compatible, non-OEM toner cartridges for all laser printers. Vendor guarantees that new Compatible toner cartridges shall perform as-good-as or better than the OEM toner cartridges. Compatible cartridges shall be of equal yield quantity to OEM product. The use of new Compatible toner cartridges shall not void any manufacturer warranty.
- d. Supply orders received by the vendor prior to 3 P.M. will be delivered the next business day at no cost.

**2. Used Toner and Ink Cartridges:**

- a. In the interest of ecological preservation, it is mandatory that the Vendor has a recycling program for used toner and ink cartridges at no cost to TRCC. This includes any shipping costs for recycling used toner and ink cartridges.

C. All pricing shall remain at or below the amount specified in the award and shall include any discount programs, price decreases or special pricing offers from manufacturers.

## **CONTRACT PERIOD**

**The tentative dates for this contract award are December 1, 2014 through November 30, 2018. Any price increases instituted during the time period of this agreement shall be in writing and agreed upon by both parties.**

### **Termination of Contract**

Notwithstanding any provision in the contract, the College, through a duly authorized employee, may terminate the contract whenever the College makes a written determination that such termination is in the best interests of the State. The College shall notify the Contractor in writing of termination pursuant to the Termination section of the contract, which notice shall specify the effective date of termination and the extent to which the Contractor must complete its performance under the contract prior to such date.

## EVALUATION AND AWARD OF RFP

Listed in relative importance, the criteria to be evaluated shall include:

1. **Price.**
2. **Proof of current certification as a State of Connecticut Small Business Enterprise (SBE) or Minority Business Enterprise (MBE).**
3. **Ability to meet the specifications, requirements, and terms and conditions of the proposal.**
4. **At least three (3) years proven experience in the industry.**
5. **Ability to provide three (3) references**
6. **Completeness of proposal (forms/affidavits, etc.)**

Should it be deemed in the best interest of the College, TRCC also reserves the right to further negotiate with any proposer. TRCC may convene meetings with proposers in order to gain a fuller understanding of the proposals. The meetings may involve samples, demonstrations, interviews, presentations, or site visits. If TRCC determines that such meetings are warranted, TRCC will contact proposers to make an appointment.

## GENERAL CONDITIONS

The Vendor and TRCC agree to the following:

### 1. **Stability of Proposed Prices**

Any price offerings from a Vendor must be valid for a period of 180 days from the due date of the proposals.

### 2. **Amendment or Cancellation of the RFP**

TRCC reserves the right to cancel, amend, modify or otherwise change this RFP at any time if it deems to be in the best interest of the State to do so.

### 3. **Proposal Modifications**

No additions or changes to any proposal shall be allowed after the proposal due date, unless such modification is specifically requested by TRCC. TRCC, at its option, may seek a Vendor retraction and/or clarification of any discrepancy or contradiction found during its review of proposals.

### 4. **Vendor Presentation of Supporting Evidence**

Vendors must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that TRCC deems to be necessary or appropriate to fully establish the performance capabilities represented in their proposals.

### 5. **Vendor Demonstration of Proposed Services and or Products**

At the discretion of TRCC, Vendors must be able to confirm their ability to provide all proposed services. Any required confirmation must be provided at a site approved by TRCC and without cost to the State.

### 6. **Erroneous Awards**

TRCC reserves the right to correct inaccurate awards. This may include, in extreme circumstances, revoking the awarding of a contract already made to a Vendor and subsequently awarding the contract to another Vendor.

### 7. **Proposal Expenses**

Vendors are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required by TRCC.

### 8. **Ownership of Proposals**

All proposals shall become the sole property of the State and shall not be returned.

### 9. **Ownership of Subsequent Products**

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the RFP shall be the sole property of the State unless otherwise stated in the contract.

#### **10. Execution of Contract**

This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP only serves as the instrument through which proposals are solicited.

#### **11. Oral Agreement or Arrangements**

Any alleged oral agreements or arrangements made by Vendors with any State agency or employee shall be disregarded in any State proposal evaluation or associated award.

#### **12. Subcontractors**

TRCC must approve any and all subcontractors utilized by the successful Vendor prior to any such subcontractor commencing any work. Vendors acknowledge by the act of submitting a proposal that any work provided under the contract is work conducted on behalf of the State and that TRCC may communicate directly with any subcontractor as the State deems to be necessary or appropriate. It is also understood that the successful Vendor shall be responsible for all payment of fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the successful Vendor to TRCC upon request.

The successful Vendor must provide the majority of services described in the specifications.

#### **13. Confidentiality and Care of Data**

The successful Vendor agrees to protect the confidentiality of any files, data or other material pertaining to this contract and to restrict their use solely for the purpose of performing this contract. The successful Vendor shall take all steps necessary to safeguard data, files, reports or other information from loss, destruction or erasure. Any costs or expenses of replacing any damages resulting from the loss of such data shall be borne by the Vendor when such loss or damage occurred through its negligence.

#### **14. Offer of Gratuities**

The Vendor warrants, represents, and certifies that no elected or appointed official or employee of the State of Connecticut has, or agrees to, benefit financially or materially from this procurement. This RFP may be terminated by TRCC without liability attaching to the State if it is determined that gratuities of any kind were either offered to, or received by, any of the aforementioned officials or employees from the Vendor, the Vendor's agent(s), representative(s) or employee(s).

#### **15. Executive Orders**

This Contract may be subject to Executive Order No. 3 of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices; Executive Order No. 17 of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings; Executive Order No. 16 of Governor John G. Rowland, promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made part of the Contract as if they had been fully set forth in it. The Contract may also be subject to the applicable parts of Executive Order 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms and Executive Order 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services, in accordance with their respective terms and conditions. If Executive Orders 7C and 14 are applicable, they are deemed to be incorporated into and are made part of the Contract as if they had been fully set forth in it. At the Contractor's request, the Agency shall provide a copy of these Orders to the Contractor.

#### **16. Americans with Disabilities Act**

The Vendor shall comply with the Americans with Disabilities Act in accordance with Public law 101-336 and any other applicable federal laws and regulations.

#### **17. Indemnification**

The Vendor shall defend, indemnify and hold harmless TRCC and the State of Connecticut, its officers and employees, against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, monetary loss, interest, attorney's fees, costs and expenses of whatsoever kind or nature arising out of the performance of the

agreement, including those arising out of injury to or death of Vendor's employees or subcontractors, whether arising before, during or after completion of the services thereunder and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any act, omission, fault or negligence of Vendor or its employees, agents or subcontractors. Without limiting the foregoing, the Vendor shall defend, indemnify and hold TRCC and the State of Connecticut harmless from liability of any kind for the use of any copyright or un-copyrighted composition, secret process, patented or unpatented invention furnished or used in the performance of the contract. This indemnification shall be in addition to the warranty obligations of the Vendor and shall survive the termination or cancellation of the contract or any part thereof.

### **18. Applicable Laws**

The Vendor agrees that it shall be subject to and abide by all applicable federal and state laws and regulations.

### **19. Property Damage**

The Vendor shall make prompt restitution to TRCC by certified check or replacement, or repairs (subject to TRCC approval), in settlement of any damage(s) to TRCC property caused by the Vendor's employee(s),

### **20. Energy Star Requirements**

The Vendor shall provide equipment that meets the US Environmental Protection Agency's Energy Star guidelines for energy efficiency. The Vendor must ship all products with the Energy Star low-power feature activated or enabled. This eliminates the need for users to configure the power management feature after delivery and helps to ensure that the energy-saving feature is used. Equipment must be shipped with the default time for the low-power mode set to the levels specified in the Energy Star specification section and provide general information to users regarding the Energy Star features of the Equipment. This information might include the following: a description of other energy-saving features and a discussion of the savings associated with using the power-management features.

## **INSURANCE CLAUSE**

A Certificate of Insurance ("Certificate"), certifying that the vendor carries Commercial General Liability insurance. An original Certificate shall be submitted to TRCC prior to commencement of work. The Certificate shall provide evidence of coverage:

**Commercial General Liability:** \$1,000,000 Combined Single Limit (CSL) per occurrence for bodily injury, personal injury, and property damage. Coverage shall include Premises Liability, Operations, Independent Contractors, Products and Completed Operations, Contractual Liability and Broad Form Property Damage coverage. If an aggregate limit applies, said limit shall apply separately to the project, or the general aggregate limit shall be twice the occurrence limit.

**Worker's Compensation and Employer's Liability:** Statutory coverage in compliance with the Worker's Compensation laws of the State of Connecticut. The Employer's Liability coverage must provide minimum limits of \$100,000 each accident, \$500,000 Policy Disease Limit, \$100,000 each employee.

**Automobile Liability:** \$1,000,000 combined single limit per accident for bodily injury. Coverage extends to owned, hired and non-owned automobiles. If the vendor/contractor does not own an automobile, but one is used in the execution of the contract, then only hired and non-owned coverage is required. If a vehicle is not used in the execution of the contract then automobile coverage is not required.

Policies shall list the State of Connecticut, its officers, officials, employees, agents, Boards and Commissions as Additional Insured. The coverage shall contain no special limitations on the scope of protection afforded to TRCC and the State of Connecticut. The vendor shall assume liability for any and all deductibles in and all insurance policies. Vendor warrants that they will maintain in force all insurance coverage cited in this section while providing services to TRCC.

## Attachment 1 – Printer Toner Pricing Tables

In addition to the printers listed below, the contract shall also cover the full line of Hewlett-Packard, Dell, Xerox and Canon printers including any models that TRCC may purchase.

MFG PART #	PRINTER MODEL #	TRCC COST	
		COMPATIBLE	OEM
CE285A	HP 1217NF		
CE390A	HP M600		
CE278A	HP LJ 1606		
CE255A	HP P3015		
CC364A	HP P4015		
CE410A	HP M475		
C4182XR	HP LJ 8100/8150		
C3903AR	HP LJ 6P		
C3906AR	HP LJ 5L/6L		
92274AR	HP LJ 4L		
92298AR	HP LJ 4/4+/5/5M		
C4127XR	HP LJ 4000/4050		
C4096AR	HP LJ 2100/2200		
C3909AR	HP LJ 5SI/8000		
C7115XR	HP JL 1000/1200/1220/3300		
C4092AR	HP LJ 1100/3200		
C8061XR	HP LJ 4100		
Q1338AR	HP LJ 4200		
92291AR	HP LJ 3SI/4SI		
C4129XR	HP LJ 5000/5100		
Q2612AR	HP LJ 1012/1022		
Q2610AR	HP LJ 2300N		
Q5942XR	HP LJ 4250/4350		
Q2613XR	HP LJ 1300		
Q5949XR	HP LJ 1320		

Q1339AR	HP LJ 4300		
C8543XR	HP LJ 9000/9050		
Q5945AR	HP LJ 4345		
Q6511XR	HP LJ 2420		
Q7553XR	HP LJ 2015		
Q7551XR	HP LJ P3005		
Q7516A	HP LJ 5200		
Q7570A	HP LJ M5035		
	<b>HP 4500/4550</b>		
C4191AR	HP LJ 4500 BLACK		
C4192AR	HP LJ 4500 CYAN		
C4193AR	HP LJ 4500 MAGENTA		
C4194AR	HP LJ 4500 YELLOW		
	<b>HP 5500 COLOR</b>		
C9730AR	HP LJ 5500 COLOR BLACK		
C9731AR	HP LJ 5500 COLOR CYAN		
C9732AR	HP LJ 5500 COLOR YELLOW		
C9733AR	HP LJ 5500 COLOR MAGENTA		
	<b>HP 4600 COLOR</b>		
C9720AR	HP LJ 4600 COLOR BLACK		
C9721AR	HP LJ 4600 COLOR CYAN		
C9722AR	HP LJ 4600 COLOR YELLOW		
C9723AR	HP LJ 4600 COLOR MAGENTA		
	<b>HP 2025 / CM2320 COLOR</b>		
CC530A	HP 2025/CM2320 BLACK		
CC531A	HP 2025/CM2320 CYAN		
CC532A	HP 2025/CM2320 YELLOW		
CC533A	HP 2025/CM2320 MAGENTA		
	<b>HP CP1215/CP1515/CP1518 COLOR</b>		
CB540A	1215/1515/1518 BLACK		
CB541A	1215/1515/1518 CYAN		

CB542A	1215/1515/1518 YELLOW		
CB543A	1215/1515/1518 MAGENTA		
	<b>HP COLOR TONER 2600N</b>		
Q6000AR	HP COLOR 2600N BLACK		
Q6001AR	HP COLOR 2600N CYAN		
Q6002AR	HP COLOR 2600N YELLOW		
Q6003AR	HP COLOR 2600N MAGENTA		
	<b>HP COLOR LASER 3600</b>		
Q6470AR	HP COLOR 3600 BLACK		
Q6471AR	HP COLOR 3600 CYAN		
Q6472AR	HP COLOR 3600 YELLOW		
Q6473AR	HP COLOR 3600 MAGENTA		
	<b>HP COLOR LASER 3700</b>		
Q2670AR	HP COLOR 3700 BLACK		
Q2681AR	HP COLOR 3700 CYAN		
Q6472AR	HP COLOR 3700 YELLOW		
Q2682AR	HP COLOR 3700 MAGENTA		
	<b>HP COLOR LASER 3800</b>		
Q6470AR	HP COLOR 3800 BLACK		
Q7581AR	HP COLOR 3800 CYAN		
Q7582AR	HP COLOR 3800 YELLOW		
Q7583AR	HP COLOR 3800 MAGENTA		
	<b>HP COLOR LASER 2840</b>		
Q3960AR	HP COLOR 2840 BLACK		
Q3961AR	HP COLOR 2840 CYAN		
Q3962AR	HP COLOR 2840 YELLOW		
Q3963AR	HP COLOR 2840 MAGENTA		
	<b>DESKJET 1220C</b>		
HP45/51645A	BLACK PRINT CARTRIDGE		
HP78/C6578DN	TRI-COLOR INK CARTRIDGE		
	<b>HP COLOR LASER 5225</b>		

CE740A	HP COLOR 5225 BLACK		
CE741A	HP COLOR 5225 CYAN		
CE742A	HP COLOR 5225 YELLOW		
CE743A	HP COLOR 5225 MAGENTA		
	<b>HP PLOTTERS</b>		
72-69	DESIGNJET T770		
	<b>CANON</b>		
L50	PC1060 / PC1080F		
FX6	LASERCLASS 3170 / 3175		
106	IMAGECLASS MF6550 / MF6595		
	<b>DELL</b>		
3J11D	1130 / 1130N / 1135N		
	<b>XEROX</b>		
113R00445	N2125		
106R01371	PHASER 3600		