



COB - BOSAIR FORM

06/03/2026 8:39 AM (MST)

BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Record Number: SC PO SC2600000370

Award Type:	Award
BOSAIR Activity:	Board Meeting Request
Requested Board Meeting Date:	07/14/2026
Supplier / Customer / Grantor / Subrecipient:	Group 1 OEM: Rasix Computer Center, Inc. Group 2 Re-manufactured: B2B Supplies USA LLC.
Project Title / Description:	OEM & Remanufactured Printer & Fax Toner Cartridges
Purpose:	Award: Multiple Supplier Contract No. SC2600000370. This Supplier Contract is for an initial term of one (1) year in the shared annual award amount of \$350,000.00 (including sales tax) and includes four (4) one-year renewal options. Administering Department: Information Technology.
Procurement Method:	Other
Insert additional Procurement Method info, if applicable:	Pursuant to Pima County Procurement Code 11.12.010, Competitive sealed bidding, Solicitation No. IFB-2600000301 was conducted. Eight (8) responses were received. Two were deemed Non-Responsive. Award is to the lowest, responsive and responsible bidders. RQID: 2600000301 Attachments: Notice of Recommendation for Award and Supplier Contracts.
Program Goals/Predicted Outcomes:	To provide Pima County Departments with a timely supply of original manufactured or re-manufactured toner cartridges.
Public Benefit and Impact:	Pima County to use cost effective toner and toner products that will be disposed of in an environmentally safe manner.
Strategic Plan Pillar	<ul style="list-style-type: none"> • N/A
Support of Prosperity Initiative:	<ul style="list-style-type: none"> • N/A
Provide information that explains how this activity supports the selected Prosperity Initiatives	N/A
Metrics Available to Measure Performance:	Departments will report back to ensure timely delivery of defective free products and will report when there are issues with defective products.

Retroactive:

NO

Contract / Award Information

Record Number: SC PO SC2600000370

Document Type: SC

Department Code: PO

Contract Number: SC2600000370

Commencement Date: 07/14/2026

Termination Date: 07/13/2027

Supplier / Subrecipient Headquarters Location B2B Supplies USA LLC (Headquarters: Plainsboro, NJ)
Rasix Computer Center, Inc. (Headquarters: Chula Vista, CA)

* Headquarters information is not a consideration for awards

Total Expense Amount:

\$350,000.00

Total Revenue Amount:

\$0.00

Funding Source Name(s) Required: General Fund

Funding from General Fund?

YES

If Yes Provide Total General Funds:

\$350,000.00

Percent General Funds 100

Contract is fully or partially funded with Federal Funds?

NO

Contract is fully or partially funded with Non-Federal Grant Funds?

NO

Were insurance or indemnity clauses modified?

NO

Vendor is using a Social Security Number?

NO

Department: Procurement

Name: Brandon Morgan

Telephone: 5207249510

Add Procurement Department Signatures

Yes

Add GMI Department Signatures

No

Division Manager/Procurement Officer Signature: *Ana Wilber* Date: 6/25/2026 | 3:40 PM MST

Procurement Director Signature: *Bruce Collins* Date: 6/26/2026 | 9:39 AM MST

Department Director Signature: *Kristen Inby* Date: 6/26/2026 | 9:52 AM MST

Deputy County Administrator Signature: *S. Holmes* Date: 6/26/2026 | 12:31 PM MST

County Administrator Signature: *Gar* Date: 6/28/2026 | 10:13 AM MST

PIMA COUNTY

Pima County Procurement Department
 150 W. Congress St. 5th Fl
 Tucson AZ 85701



Supplier Contract

Contract Number	SC2600000370
Contract Start Date	07-14-2026
Contract End Date	07-13-2027
Payment Type	Warrant/Check
Buyer	Brandon Morgan
Phone Number	+1 (520) 7249510
Email	Brandon.Morgan@pima.gov

Supplier:	Contract Name:
B2B Supplies USA LLC 10 Schalks Crossing Rd, Ste 501a-301 Plainsboro, NJ 08536	OEM & Remanufactured Printer & Fax Toner Cartridges

Supplier Contact and Payment Terms: Phone: +1 (609) 2287579 Email: customercare@printingsuppliesusa.co Terms: Net 30 Days: 0	Shipping Method	Delivery Type	FOB
	Vendor Method	Standard Ground	FOB Dest, Freight Prepaid
	Currency	NTE Amount	Used Amount
	USD	350,000.00	0.00

Contract/Amendment Description:

This Supplier Contract is for an initial term of one (1) year in the shared annual award amount of \$350,000.00 (including sales tax) and includes four (4) one-year renewal options.

Attachment: Offer Agreement.

Catalog Items: B2B Supplies USA LLC					
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN
1	1577A002B FX3 Black / Canon	Each	4.78		
2	3500B001A 128 Black / Canon	Each	1.96		
3	6384B002 CLI-42BK Black / Canon	Each	1.75		
4	6385B002 CLI-42C Cyan / Canon	Each	1.75		
5	6386B002 CLI-42M Magenta / Canon	Each	1.75		
6	6387B002 CLI-42Y Yellow / Canon	Each	1.75		
7	6388B002 CLI-42PC Photo Cyan / Canon	Each	1.75		
8	6389B002 CLI-42PM Photo Magenta / Canon	Each	1.75		

This Supplier Contract incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this contract. All transactions and conduct are required to conform to these documents.

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Supplier Contract

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Payment Type	Warrant/Check
Buyer	Brandon Morgan
Phone Number	+1 (520) 7249510
Email	Brandon.Morgan@pima.gov

Catalog Items: B2B Supplies USA LLC						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
9	6390B002 CLI-42G Gray / Canon	Each	1.75			
10	6391B002 CLI-42LG Light Gray / Canon	Each	1.75			
11	8955A001A FX8 Black / Canon	Each	3.34			
12	C4127X 27X Black / HP	Each	9.46			
13	C8543X 43X Black / HP	Each	41.32			
14	C9370A 72 Black / HP	Each	6.77			
15	C9371A 72 Cyan / HP	Each	6.77			
16	C9372A 72 Magenta / HP	Each	6.77			
17	C9373A 72 Yellow / HP	Each	6.77			
18	C9374A 72 Gray / HP	Each	6.77			
19	C9403A 72 Matte Black / HP	Each	7.24			
20	CB436A 36A Black / HP	Each	1.92			
21	CC364A 64A Black / HP	Each	19.23			
22	CC530A 304A Black / HP	Each	3.60			
23	CC531A 304A Cyan / HP	Each	3.60			
24	CC532A 304A Yellow / HP	Each	3.60			
25	CC533A 304A Magenta / HP	Each	3.60			
26	CE250A 504A Black / HP	Each	6.77			
27	CE251A 504A Cyan / HP	Each	7.29			
28	CE252A 504A Yellow / HP	Each	7.29			
29	CE253A 504A Magenta / HP	Each	7.29			
30	CE255X 55X Black / HP	Each	5.81			
31	CE260A 647A Black / HP	Each	12.71			
32	CE261A 648A Cyan / HP	Each	12.71			
33	CE262A 648A Yellow / HP	Each	12.71			
34	CE263A 648A Magenta / HP	Each	12.71			
35	CE270A 650A Black / HP	Each	17.48			

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Catalog Items: B2B Supplies USA LLC						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
36	CE271A 650A Cyan / HP	Each	17.48			
37	CE272A 650A Yellow / HP	Each	17.48			
38	CE273A 650A Magenta / HP	Each	17.48			
39	CE278A 78A Black / HP	Each	4.24			
40	CE285A 85A Black / HP	Each	4.56			
41	CE310A 126A Black / HP	Each	4.77			
42	CE311A 126A Cyan / HP	Each	4.77			
43	CE312A 126A Yellow / HP	Each	4.77			
44	CE313A 126A Magenta / HP	Each	4.77			
45	CE390A 90A Black / HP	Each	18.71			
46	CE400A 507A Black / HP	Each	9.44			
47	CE401A 507A Cyan / HP	Each	9.44			
48	CE402A 507A Yellow / HP	Each	7.13			
49	CE403A 507A Magenta / HP	Each	9.44			
50	CE410A 305A Black / HP	Each	4.44			
51	CE411A 305A Cyan / HP	Each	4.44			
52	CE412A 305A Yellow / HP	Each	4.44			
53	CE413A 305A Magenta / HP	Each	4.44			
54	CE505A 05A Black / HP	Each	6.51			
55	CE505X 05X Black / HP	Each	2.88			
56	CF210X 131X Black / HP	Each	19.57			
57	CF211A 131A Cyan / HP	Each	19.57			
58	CF212A 131A Yellow / HP	Each	19.57			
59	CF213A 131A Magenta / HP	Each	19.57			
60	CF226A 26A Black / HP	Each	27.68			
61	CF226X 26X Black / HP	Each	30.19			
62	CF230A 30A Black / HP	Each	16.14			
63	CF230X 30X Black / HP	Each	24.42			

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Catalog Items: B2B Supplies USA LLC						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
64	CF237A 37A Black / HP	Each	48.66			
65	CF280X 80X Black / HP	Each	27.06			
66	CF281A 81A Black / HP	Each	23.09			
67	CF283A 83A Black / HP	Each	17.80			
68	CF283X 83X Black / HP	Each	10.59			
69	CF287A 87A Black / HP	Each	13.98			
70	CF360A 508A Black / HP	Each	30.74			
71	CF361A 508A Cyan / HP	Each	30.48			
72	CF362A 508A Yellow / HP	Each	30.48			
73	CF363A 508A Magenta / HP	Each	30.48			
74	CF400A 201A Black / HP	Each	11.77			
75	CF400X 201X Black / HP	Each	21.93			
76	CF401A 201A Cyan / HP	Each	12.32			
77	CF401X 201X Cyan / HP	Each	22.78			
78	CF402A 201A Yellow / HP	Each	11.77			
79	CF402X 201X Yellow / HP	Each	22.78			
80	CF403A 201A Magenta / HP	Each	11.77			
81	CF403X 201X Magenta / HP	Each	22.78			
82	CF410A 410A Black / HP	Each	13.01			
83	CF411A 410A Cyan / HP	Each	23.33			
84	CF412A 410A Yellow / HP	Each	23.33			
85	CF413A 410A Magenta / HP	Each	23.33			
86	CF460X 656X Black / HP	Each	52.41			
87	CF461A 656A Cyan / HP	Each	45.22			
88	CF462A 656A Yellow / HP	Each	45.22			
89	CF463A 656A Magenta / HP	Each	45.22			
90	CF500X 202X Black / HP	Each	12.30			
91	CF501X 202X Cyan / HP	Each	12.30			

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Catalog Items: B2B Supplies USA LLC						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
92	CF502X 202X Yellow / HP	Each	12.30			
93	CF503X 202X Magenta / HP	Each	12.30			
94	CH563WN 61XL Black / HP	Each	4.66			
95	CH564WN 61XL Tri-Color / HP	Each	4.66			
96	DR400 DR-400 Drum Unit / Brother	Each	5.56			
97	F6U63AN 63XL Tri-Color / HP	Each	5.57			
98	F6U64AN 63XL Black / HP	Each	5.57			
99	Q1338A 38A Black / HP	Each	7.04			
100	Q2612A 12A Black / HP	Each	4.76			
101	Q2613X 13x Black / HP	Each	14.54			
102	Q5942A 42A Black / HP	Each	7.25			
103	Q5949A 49A Black / HP	Each	2.68			
104	Q6000A 124A Black / HP	Each	8.23			
105	Q6001A 124A Cyan / HP	Each	8.64			
106	Q6002A 124A Yellow / HP	Each	8.75			
107	Q6003A 124A Magenta / HP	Each	8.23			
108	Q7553X 53X Black / HP	Each	3.09			
109	TN450EA TN-450 Black / Brother	Each	1.73			
110	W2020A 414A Black / HP	Each	55.00			
111	W2021A 414A Cyan / HP	Each	66.18			
112	W2022A 414A Yellow / HP	Each	66.18			
113	W2023A 414A Magenta / HP	Each	66.18			
114	YTVTC YTVTC Black / Dell	Each	7.36			

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PIMA COUNTY NOTICE OF INVITATION FOR BIDS (IFB)

Solicitation Number: IFB-2600000301

Title: OEM & Remanufactured Printer & Fax Toner Cartridges

DUE IN AND OPENS: June 1, 2026 AT OR BEFORE 2:00 P.M. LOCAL TUCSON, AZ TIME (MST)

Submit Bid to:

Online submissions to the BidNet solicitation portal only

Remote Pre-Bid Conference:

May 12, 2026 AT 10:00 A.M. LOCAL TUCSON AZ TIME (MST)
Pima County Procurement Department
150 West Congress, 5th Floor
Tucson, Arizona 85701
MS Teams Meeting Link: [LINK](#)

SOLICITATION: Pima County (“County”) is soliciting bids from Offerors qualified, responsible, and willing to provide OEM & Remanufactured Printer & Fax Toner Cartridges in compliance with all solicitation specifications and requirements contained or referenced herein.

GENERAL DESCRIPTION: Provide Pima County with Printer and Fax Toner/Ink Cartridges, as needed, per specifications and requirements described herein.

You may download a full copy of this solicitation at <https://www.bidnetdirect.com/solicitations/open-bids/> by searching and selecting the solicitation number. Offerors are required to check this website for amendments prior to the **“Due In and Opens”** date and time to assure that the bid incorporates all amendments. Prospective Offerors may also pick up a copy, Monday through Friday excluding legal holidays (as observed by County, <https://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=2976>), 8 A.M. to 5 P.M. LOCAL TUCSON ARIZONA TIME (MST), at the address listed above.

PRE-BID CONFERENCE: County will hold a Pre-Bid Conference, via an MS Teams Meeting only, for the purpose of clarifying requirements and answering prospective Offeror questions. It is the responsibility of Prospective Offerors to familiarize themselves with all requirements of the solicitation and to identify any issues at the conference. Attendance is Optional. Remote participation is via the MS Teams Meeting link included above.

MS TEAMS BID OPENING: County will publicly open bids, via an MS Teams Meeting only, immediately after the **“Due In and Opens”** date and time at the location as stated above or as subsequently changed by a solicitation amendment. County will read each respondent’s name and total bid amount. County invites all interested parties to attend the opening. Remote participation is via the following MS Teams Meeting link: [LINK](#)

Offerors must submit bids as required in the Instructions to Offerors, in accordance with the Standard Terms and Conditions, and all solicitation documents either referenced or included herein. Failure to do so may be cause for County to reject a bid as **“Non-Responsive.”**

Offerors must complete and return those documents identified in Section 4, Submission of Bids of the Instructions to Offerors document.

Offerors may not withdraw bids for sixty (60) days after opening except as allowed by Pima County Procurement Code.

Bonds are not required.

OFFERORS ARE REQUIRED TO READ THE ENTIRE SOLICITATION, INCLUDING ALL REFERENCED DOCUMENTS, ASSURE THAT THEY ARE WILLING AND ABLE TO COMPLY, AND INCORPORATE ALL ASSOCIATED COSTS IN THEIR BID.

County will not accept verbal requests for clarifications or interpretations. Offerors must submit any questions or deviation requests through the BidNet solicitation portal.

All submittals must reference the Solicitation Number and Title. County may not answer any questions that Offerors submit within eight (8) days of the solicitation **“Due in and Opens”** Date and Time.

DD

INSTRUCTIONS TO OFFERORS

FAILURE TO COMPLY MAY CAUSE COUNTY TO IMPROPERLY EVALUATE THE BID OR TO CONSIDER THE BID TO BE **“NON-RESPONSIVE”**

1. PREPARATION OF RESPONSES

Offeror's submission must use the forms contained in the solicitation. Offerors must print, in ink, or type all prices and notations. **Erasures are NOT permitted.** Offerors must cross out errors and print in ink or type corrections adjacent to the error, and the person signing the bid will initial any such correction. Pima County (“County”) prefers typed responses.

All bids must, if appropriate, indicate the registered trade name, stock number, and packaging of the items included in the bid.

Any surety required by this solicitation may be in the form of a bond, cashier's check or certificate of deposit made payable to *Pima County*. Personal or company checks are not acceptable.

2. OFFER AGREEMENT for OEM & Remanufactured Printer & Fax Toner Cartridges

An authorized representative of Offeror **MUST** complete the Offer Agreement document and sign the Section 17 Bid/Offer Certification page of the Offer Agreement, certifying that the Offeror is willing and able to meet all requirements of the solicitation. The completed and signed Offer Agreement becomes a binding offer once submitted by Offeror and opened by County on the **“Due In and Opens”** date. Once County accepts and executes the Offer Agreement, as described below in Section 10 Award of the Instructions to Offeror and Section 2 Contract Term, Renewals, Extensions and Revisions of the Offer Agreement, the Offer Agreement becomes a binding contract between Offeror and County for the goods and services described therein.

2.1. Contractor Minimum Qualifications

In order for County to evaluate and consider bids for award, they must be **“Responsive”** and **“Responsible”**. **“Responsive”** means that the submitted bid documents conform in all material respects to the requirements in the solicitation. **“Responsible”**, means that Offerors document and substantiate their capability to fully perform all requirements of the solicitation. Factors include and may not be limited to experience, integrity, perseverance, reliability, capacity, facilities, equipment, credit and any other matter necessary to provide the performance that the solicitation requires. The Contractor Minimum Qualifications section of the Offer Agreement establishes the Offeror's capacity and responsibility for providing the services or products solicited. To be evaluated and considered for award of contract, Offeror must submit with the Offer Agreement all documents specified in Section 3 Contractor Minimum Qualifications of the Offer Agreement. If requested in that section, Offeror must list the license numbers or descriptions and other information requested.

2.2. Unit Prices & Bid/Offer Certification

Offerors must fully complete unit prices in the **Documents and Items** tab in the BidNet solicitation portal.

Unless otherwise stated, Offeror must provide a Unit Price for all items included in the Offer Agreement Unit Prices schedule. Offeror must provide requested information and data in the precise manner that County requests. Product descriptions must provide sufficient information for the product being offered. Offeror's unit prices must include all costs required to implement and actively conduct and document cost control and reduction activities. Offeror's unit prices must not include taxes applied to the unit price and legally applicable to County purchase transactions. Offeror's unit prices must include all costs incidental to the provision of the good or services being solicited. Offerors must price each item separately.

County may question, clarify, and correct obvious errors.

3. SPECIFICATION DEVIATIONS

The specifications of the Offer Agreement identify the kind and quality of goods or services Offeror will provide without being unnecessarily restrictive and allow Offeror to provide the information needed for the development of consistent and comprehensive bids.

Equipment brand names, models, and numbers, when given, identify a level of quality, equivalent performance, and dimensional specifications, and are for reference only, unless the solicitation otherwise specifies.

Failure to perform appropriate research, discovery, examine any drawings, specifications, and instructions will be at the Offeror's sole risk.

Items included in Offeror's bid must meet the specifications and requirements in the solicitation.

Offeror may request deviations that specifically document and clearly illustrate the requested deviation to the particular specification or the requirement in this solicitation and fully explain the requested deviation's impact on the end performance of the item. Offerors must submit deviation requests to County prior to the initial **"Due In and Opens"** date. County may not answer requests submitted within eight (8) days of the **"Due In and Opens"** date. County may accept or reject deviation requests in accordance with the Pima County Procurement Code.

County may consider conditional bids that do not conform to or that request exceptions to the published solicitation (and amendments) as **"Non-Responsive"** and may not evaluate them.

4. SUBMISSION OF BIDS

County will consider Offeror's submission of a signed Offer Agreement to be a firm offer that will become a binding contract once County issues a system-generated Supplier Contract (SC) or Purchase Order (PO) to the successful Offeror.

Offerors must complete, execute, and submit their full and complete response online to the BidNet solicitation portal.

A COMPLETE & SIGNED OFFER AGREEMENT MUST BE SUBMITTED. A complete Offer Agreement includes:

1. All Nineteen (19) pages of the Offer Agreement, with the following sections and their requirements completed by the Offeror:

- **Section 3: Contractor Minimum Qualifications and supporting documents**
- **Section 5: Sustainability**
- **Section 8: Compensation & Payment**
- **Section 15: Acknowledgement of Solicitation Amendments**
- **Section 16: Small Business Enterprise (SBE) Certification**
- **Section 17: Bid/Offer Certification Page**

2. Any other documents required by the solicitation.

NOTE: Insurance certification, and Performance Bond if applicable, documents will be required from the successful Offeror within two (2) business days after County posts the Notice of Recommendation for Award on the Procurement website.

An authorized agent of Offeror must sign bids and submit their response to the BidNet solicitation portal and not later than the **"Due In and Opens"** date and time specified in the IFB.

County will not accept emailed or faxed bids. Only bids submitted through the BidNet solicitation portal will be accepted.

Offeror's failure to comply with the solicitation requirements, including but not limited to submittals that do not contain all documents, or that modify the solicitation requirements, may be cause for County to reject Offeror's bid as **"Non-Responsive"** and not evaluate it.

5. INQUIRIES & CLARIFICATIONS

All inquiries to County regarding this solicitation must be submitted via the BidNet solicitation portal. No oral interpretations or clarifications made by County to any Offeror as to the meaning of any of the solicitation documents will be binding on County. If a prospective Offeror believes a solicitation requirement is needlessly restrictive, unfair, or unclear, Offeror must notify the Pima County Procurement Department in writing identifying the solicitation number, page and paragraph number and clearly state the issue and suggested solution prior to the **"Due In and Opens"** date. County will respond to inquiries and issue clarifications through the BidNet solicitation portal and/or by written solicitation amendment posted to the BidNet solicitation portal. County may not answer issues identified less than eight (8) days prior to the **"Due In and Opens"** date.

6. OPENING

County will publicly open responses on the date stated in the IFB. County will read each respondent's name and the total bid amount. County invites all interested parties to attend the bid opening via the MS Teams link provided in the IFB.

7. EVALUATION

County will tabulate responses that are **“Responsive”** and **“Responsible”** to determine which are most advantageous to County considering the specifications stated in the Offer Agreement and other relevant factors. County will determine the low or lowest bids considering all items listed in the Unit Price Schedule. Unit prices prevail in the event of an extension error.

County may: 1) waive informalities in the bid or bid procedure; 2) reject the response of any persons or corporations that have previously defaulted on any contract with County or who have engaged in conduct that constitutes a cause for debarment or suspension as set forth in Pima County Procurement Code Section 11.32; 3) reject any and all responses; 4) re-advertise for bids previously rejected; 5) otherwise provide for the purchase of such equipment, supplies materials and services as required herein; 6) award on the basis of price and other factors, including but not limited to such factors as delivery time, quality, uniformity of product, suitability for the intended task, and bidder's ability to supply; 7) increase or decrease the item quantity or eliminate any item of this solicitation prior to the award. Pricing evaluations will be based on pre-tax pricing submitted by Offeror.

7.1. SMALL BUSINESS ENTERPRISE PREFERENCE

Any contract funded in any amount with federal funds is not eligible for the Small Business Enterprise (SBE) preference.

For bids that do not exceed \$500,000 per contract year, County will give a 5% bid preference to firms submitting SBE Certificates issued by the City of Tucson with their bid. The certification is subject to verification and acceptance by County. If County accepts the certification, it will evaluate the bid at 95% of the bid amount to determine the low and responsive bid. If an SBE firm is the successful Offeror, the contract will include the unit prices, or Lump Sum, as bid.

To be eligible for the price preference, SBE firms must include with their bid documents a copy of their current certification document which they may acquire from the City of Tucson; Department of Procurement. The City of Tucson SBE website, which typically includes an SBE Application Form and a Directory listing firms holding SBE Certification, is located at: http://www.tucsonprocurement.com/bidders_SBE.aspx.

The process of acquiring SBE Certification may take several weeks. Please contact the Pima County Business Enterprise Program Coordinator at (520) 724-3807 for assistance or further information.

8. AWARD NOTICE

County will post a Notice of Recommendation for Award (“NORFA”) for the IFB on the BidNet solicitation portal and the Procurement Department will maintain the tabulation of bids, available for review by interested parties. Offerors that submitted a bid in response to the IFB may also receive an email notice from the Procurement Department of the posting of the NORFA. County will not provide the results of this solicitation in any other manner, or at any time prior to the posting of the NORFA.

9. PROTESTS

An interested party may file a protest regarding any aspect of a solicitation, evaluation, or recommendation for award. County's protest procedures are in Chapter 11.20 of the Pima County Procurement Code, available at [Pima County Code | Pima County, AZ](#). The five-day period to file a protest of the award will be measured from the date the Notice of Recommendation for Award is posted on the [BidNet Portal](#) **without regard to whether County issued individual notices**. Offerors are responsible for checking the website.

10. AWARD

If County makes an award, County will enter into a contract with one or more Contractor(s) that submitted the lowest responsive bid(s) that County determined **“Responsible”** for providing the required goods or services. Either the Procurement Director or Board of Supervisors will make the contract award in accordance with the Pima County

Procurement Code. Unless County expressly agrees otherwise, resulting contracts are not exclusive, they are for the sole convenience of County, and County may obtain like goods or services from other sources.

11. DOCUMENTS MARKED CONFIDENTIAL

County must comply with A.R.S. § 39-121 et seq., and A.R.S. § 34-603(H) in the case of construction or Architectural and Engineering services procured under A.R.S. Title 34, Chapter 6. The Offer Agreement includes a specific provision about public records in Section 28. Please note that all records submitted in response to this solicitation, including, but not limited to, pricing schedules, product specifications, work plans, and any supporting documents are public records and are subject to release or review by the general public upon request, including competitors. Under County policy, if Offeror reasonably believes that some of the records that will be submitted to County in response to this solicitation contain proprietary, trade-secret or otherwise-confidential information, Offeror must prominently mark those records “**CONFIDENTIAL**”. If County received a public-records request for records marked **CONFIDENTIAL**, County will notify Offeror of the request as soon as reasonably possible. County will release the records ten (10) business days after the date of that notice, unless Offeror has, within that period, secured an appropriate order from a court of competent jurisdiction, enjoining the release of the records. County will not, under any circumstances, be responsible for securing such an order, nor will County be in any way financially responsible for any costs associated with securing such an order.

Offeror must also provide County with an index specifically identifying and describing the general contents of each page **CONFIDENTIAL**. The index is also a public record and must not include any information considered confidential.

The Offeror agrees to waive confidentiality of any price terms in the event of an awarded contract.

END OF INSTRUCTIONS TO OFFERORS

OFFER AGREEMENT

1. PURPOSE

This contract establishes a system-generated form Supplier Contract (“SC”) for Contractors to provide Pima County (“County”) with OEM & Remanufactured Printer & Fax Toner Cartridges on an “as required basis” by issue of Delivery Order (“DO”).

The established SC will identify the Contractor to provide the required items as designated by the following groups:

Group 1: OEM New Toner Cartridges

A new toner cartridge, which is manufactured by the same manufacturer of the printer/fax machine in which the toner is used.

Group 2: Remanufactured Toner Cartridges

May also be referred to as Recycled, is a cartridge in which the ink has been restocked, parts that are damaged are replaced or repaired and is restored to its original form and a quality test is performed to ensure full OEM performance standards.

All Goods and Services that Contractor offers or provides pursuant to the contract will conform to the requirements defined by or referred to by the solicitation documents including *Solicitation Amendments, Instructions to Offerors, Standard Terms and Conditions*, and this *Offer Agreement*, all of which are incorporated herein.

This document, including all attachments and documents incorporated by reference, constitutes the entire contract between the parties pertaining to the subject matter hereof, and merges all prior or contemporaneous agreements and understandings, oral or written, herein.

2. CONTRACT TERM, RENEWALS, EXTENSIONS and REVISIONS

The SC will document the commencement date of the contract and will be for a one (1) year period with four (4) one-year renewal options that the parties may exercise as follows: County will issue contract extensions, renewals, or revisions to Contractor with a revised SC document. Contractor must object in writing to the proposed revisions, terms, conditions, scope modifications and/or specifications within ten (10) calendar days of issuance by County. If Contractor does not notify county of any objections within that timeframe, the revision(s) will be binding on the parties.

3. CONTRACTOR MINIMUM QUALIFICATIONS

The Contractor certifies that it is competent, willing, and responsible for performing the services or providing the products in accordance with the requirements of this contract.

Contractor will check appropriate response below and provide requested documents. Failure to check appropriate response and provide copies of requested documents may cause the offer to be rejected and deemed non-responsive:

A. Group 1: OEM New Toner/Ink Cartridges Minimum Qualifications	
Contractor must be an authorized reseller, distributor, and/or qualified supplier and Partner of Hewlett Packard.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Bid
*Must provide authorized distributor/dealer letter.	
B. Group 2: Remanufactured Toner/Ink Cartridges Minimum Qualifications	
Contractor certifies it has the capacity to furnish remanufactured cartridges that have been fully remanufactured to specifications equal to or exceeding OEM standards of quality and performance, and approved remanufactured toner cartridge industry standards and guidelines adopted and must provide at least one of the following:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Bid
<ul style="list-style-type: none"> ○ Standardize Test Methods Committee (STMC) ○ American Society for Testing and Materials (ASTM) ○ ISO 9001:2000 Certified 	

4. PRODUCT OR SERVICE SPECIFICATIONS & SCOPE OF WORK

TYPICAL BUSINESS PROCESS FLOW: The following business process flow is provided to define expected roles, tasks, sequence and value to be provided to County.

4.1 Customer Service: Customer must maintain means for County representatives to effectively and efficiently communicate with Contractor concerning cartridge ordering, delivery, return of defective items, and invoicing issues with no additional costs to the County.

Customer Service Representatives must be knowledgeable about the products and procedures for ordering, delivery, and returns, Contractor must provide County with an Account Representative Team.

The Contractor will be responsible for coordinating and resolving issues relating to invoices, quality of product, contractual performance, equipment repairs as a result of damage caused by toner, reports, product substitution, etc., within three (3) business days of initial contact from County for each issue.

Contractor must provide a Master Price List of all available items. Additions, deletions, and substitutions of part numbers may be allowed if they are submitted by the Contractor and approved by Procurement.

4.2 Ordering Procedures: Orders may be placed by County representatives in various departments and locations (approximately 330 locations). Orders placed by County Departments will be by issuance of a DO only.

Contractor must accept electronic methods of ordering including, but not limited to, accepting email and/or a dedicated website for ordering and tracking orders. Ordering will be done by telephone or online. No minimum or maximum guarantee will be made as to the size of each order. Contractors are expected to be able to accept and deliver any sized order. Contractor will not have minimum or maximum quantity or dollar amount requirements.

Contractor must provide acknowledgement of receipt of Delivery Order (DO), shipping confirmation, back order status, or cancellation notification electronically, via email.

If a cartridge is out of stock, Contractor must notify the ordering department either by email within 24 hours of the status and provide an estimated delivery date.

In the event of an emergency, the County reserves the right to cancel such orders or outstanding releases for non-delivery in timeframes shorter than those specified above.

Orders placed under the contract in which are not delivered or completed within five (5) business days after the receipt of the order will be subject to immediate cancellation at the sole option of the County. Orders, which cannot be supplied in time to meet the County's requirements, may be placed with another Contractor. Failure of the Contractor to adhere to the delivery schedules specified or to promptly replace rejected materials must render the Contractor liable for the difference between the open market and the contract price where emergency purchase is necessary.

4.3 Packaging: Toner and ink cartridge packing must include, at a minimum:

4.3.1 Each toner and ink cartridge must be labeled with the Manufacturer's and Contractor's names and cartridge model and/or part number.

4.3.2 Each external packaging of the cartridge must be labeled with the Manufacturer's and Contractor's names and cartridge model and/or part number.

4.3.3 Internal packaging of each toner and ink cartridge must meet or exceed OEM standards and provide a protective and secure surroundings for the cartridge. Packaging may include an anti-static moisture proof bag that is either heat-sealed or zip-locked and a protective cradle for the cartridge prior to being packaged in an external carton. The external carton and packaging of the toner cartridge must protect the cartridge from damage during shipping, permit repackaging of spent/used cartridges for return and be packaged in a manner that meet or exceed OEM standards.

4.3.4 Packaging for the toner and ink cartridges must be constructed to permit users to re-package used cartridges for return to the contractor. Contractor must clearly indicate that the carton is reusable such as, a label on the carton which clearly states: "Important: Save this box and all internal packaging for return of the empty cartridges."

4.3.5 Each cartridge must be provided with complete instruction for installation and maintenance of cartridge to optimize the performance and life of the cartridge.

4.3.6 It is desirable that all corrugated packaging meets Green Standards.

4.3.7 The external carton and/or an internal shipping invoice must identify toner cartridge type (make and model), the Contractor's name, address, telephone number, and the Delivery Order (DO). All cartridge boxes and/or internal shipping invoices will also bear the date of manufacture and use by date for shelf life and inventory purposes.

4.4 Used/Empty Cartridge Return: If a common carrier such as UPS or FedEx is used for returns, the contractor must arrange for pick-up at the County's location, as carrier drop boxes may not be used. The contractor must provide a prepaid shipping or mailing label for each empty toner cartridge, along with clear written instructions on how County users can obtain these labels, either via toll-free phone number, email address, or electronically (e.g., download from the contractor's website), ensuring no cost is incurred by the County.

The contractor must supply a toll-free phone number and an email address for coordinating pick-ups, and is responsible for all shipping, pickup, transportation, unpacking, sorting, and storage costs related to returned cartridges. Every shipping container must include a label on at least one long side stating: "IMPORTANT: SAVE THIS BOX AND ALL INTERNAL PACKAGING FOR THE RETURN OF THE EMPTY CARTRIDGE." When new cartridges are delivered, used or empty cartridges will be returned at the contractor's expense, and while the County will make reasonable efforts to provide returns on a one-for-one basis, availability is not guaranteed.

If pick-up is not conducted at the time of delivery, the contractor must provide an alternative means for returning cartridges at no cost, and if a separate pick-up is required, the County representative will contact the contractor via the provided toll-free number, email, or webpage. The contractor must schedule and complete pick-ups for used or empty toner and ink cartridges within five (5) business days of receiving the County's request.

-OR-

The Contractor must provide explicit instructions as to how to obtain the pre-paid shipping label from the Contractor. Instructions to the users are to indicate at toll-free telephone number and/or an email address for which the user can request the return pre-printed shipping label for pre-paid expenses of the cartridge(s) being returned. The users are not to be charged for pickup of the cartridge(s) by the transportation company employed. The Contractor must pay for all shipping and pickup charges of return cartridge(s). Prepaid labels may be obtained from the Contractor electronically, by downloading from website.

Contractor must be responsible for transporting, unpacking, sorting, and storing of the used cartridges.

4.5 Reports & Record Retention: Annually and upon request, the Contractor must provide reports to include, but not limited to, the following:

- a. Use reports by department, account, and/or location to include the equipment model number, cartridge number supplied, quantity, and price. Return report which includes the cartridge number, equipment, model number, quantity of cartridges received from the County.
- b. Credit and/or rebates received by the County department.
- c. List of catalog items, manufacturers' part numbers, pricing, rebate/credit, and yield.
- d. List of toner and ink cartridges supplied under this contract with current and expected failure rate.
- e. Reports must be available in Excel or CSV format to allow for sorting and calculation.

4.6 General Specifications: Contractor will provide toner/ink for the following types of machines:

Brands of Printers and Fax Machines in use by the County:

- | | |
|-------------------|-------------|
| • Brother | • Lexmark |
| • Canon | • Panasonic |
| • Dell | • Samsung |
| • Epson | • Sharp |
| • Hewlett Packard | • Troy |
| • Kyocera | • Xerox |

WARRANTY: Contractor must be responsible for the quality of the products provided to the County.

4.7 Printer: An output device (inkjet, laser, desktop, networked, non-networked) that prints paper documents. This includes text documents, images, or a combination of both.

4.7.1 Inkjet Printer: A device that accepts text and graphic output from a computer and transfers the information to paper. The inkjet technology works by spraying very fine drops of ink on a sheet of paper. These droplets are "ionized" which allows them to be directed by magnetic plates in the ink's (toners) path. As the paper is fed through the printer, the print head moves back and forth, spraying thousands of these small droplets of ink (toner) on the page.

4.7.2 Laser Printer: A device that uses a focused beam of light to transfer text and images onto paper. As paper passes through the printer, the laser fires a beam of light at the surface of a cylindrical drum called a photoreceptor. This drum has an electrical charge (typically positive), that is reversed in areas where the laser beam hits it. By reversing the charge in certain areas of the drum, the laser beam can print patterns (such as text and pictures) onto the photoreceptor. Once the pattern has been created on the drum, it is coated with toner from a toner cartridge. The positively charged toner clings to the areas of the drum that have been negatively charged by the laser. When the paper passes through the printer, the drum is given a strong negative charge, which allows the toner to transfer and stick to the paper. The result is a clean copy of the image written on the paper.

4.8 Fax Machine: A device that sends and receives printed pages or images over telephone lines by digitizing the material with an internal optical scanner and transmitting the information as electronic signals.

4.9 Group 1: OEM New Toner/Ink Cartridges Warranty

All cartridges must be guaranteed to perform to OEM specifications and to the satisfaction of County. The cartridge must equal or exceed the yield of the OEM specification. Any cartridge found defective must be replaced, free of charge, regardless of the amount of toner remaining in the cartridge. Defective cartridges must be replaced or monies refunded within five (5) calendar days after the Contractor is notified.

If problems occur with printers due to a defective toner cartridge, the Contractor must provide:

4.9.1 A competent factory-trained authorized service technician to repair printer within two (2) working days at the Contractor's expense.

4.9.2 The Contractor must reimburse the County for any printer service performed due to the Contractor's defective cartridge. If the defective cartridge causes damage to the equipment, the Contractor must repair it to OEM specifications or replace it.

4.9.3 Contractor is responsible for quality of products provided to County. If equipment failure should result due to product defects, Contractor will replace any failed equipment and defective product at no additional cost to County within three (3) business days after vendor is notified. Contractor will also be responsible for any/all damages created as result of defective product. If problems occur with printers or fax machines due to defective product, the Contractor will provide a competent factory-trained authorized service technician to repair printer within two (2) working days at the Contractor's expense.

If a County representative places a call for a defective cartridge, the Contractor's customer service representative must be capable of discussing the County contract and correcting any problems, and/or must visit the individual utilizing the remanufactured cartridge in-person within two (2) business days after notification.

The Contractor will diagnose whether the cartridge is defective. If defective, the Contractor will replace cartridge at that time. If the cartridge is not defective, the Contractor will troubleshoot the problem, at no charge, and report findings to the user's Department and, if hardware related, the County IT Network Operations Center (NOC).

All defective toner and ink cartridges will be returned to the Contractor at the Contractor's expense. The Contractor must pick up defective cartridge(s) at the location of toner and ink cartridge delivery. All transportation charges covering return and replacement of these items must be borne by the Contractor.

4.10 Group 2: Remanufactured Toner/Ink Cartridges Warranty

Contractor must warrant in writing that the use of the remanufactured cartridges will not void the manufacturer's warranty on any printer or fax. County equipment warranties must be fully covered under warranties if the cartridges are remanufactured to Original Equipment Manufacturer's (OEM) standards; subsequently, this agreement requires remanufactured cartridges to meet this standard.

Any cartridge found defective must be replaced, free of charge, regardless of the amount of toner remaining in the cartridge.

Defective cartridges must be replaced in two (2) days or monies refunded (credit memo issued) within five (5) calendar days after the Contractor is notified. Any toner and ink cartridge found defective, must be replaced free of charge regardless of the amount of toner remaining in the cartridge. Replacement cartridges must be properly marked as replacements and identified by the Delivery Order (DO) number.

If problems occur with printers due to a defective toner cartridge, the Contractor must provide:

A competent trained authorized service technician to repair printer within two (2) business days at the Contractor's expense. The Contractor must reimburse the County for any printer service performed due to the Contractor's defective cartridge. If the defective cartridge causes damage to the equipment, the Contractor must repair it to OEM specifications or replace it. If equipment failure should result due to product defects, Contractor will replace any failed equipment and defective product at no additional cost to County within three (3) business days after Contractor is notified. Contractor will also be responsible for any/all damages created as result of defective product.

If a County representative places a call for a defective cartridge, the Contractor's customer service representative must be capable of discussing the County contract and correcting any problems, and/or must visit the individual utilizing the remanufactured cartridge in-person within two (2) business days after notification.

The Contractor will diagnose whether the cartridge is defective. If defective, the Contractor will replace cartridge at that time. If the cartridge is not defective, the Contractor will troubleshoot the problem, at no charge, and report findings to the user's Department and, if hardware related, the County IT Network Operations Center (NOC).

All defective toner and ink cartridges will be returned to the Contractor at the Contractor's expense. The Contractor must pick up defective cartridge(s) at the location of toner and ink cartridge delivery. All transportation charges covering return and replacement of these items must be borne by the Contractor.

- 4.11 Remanufactured Cartridges Item Specifications: Cartridge has been completely disassembled and cleaned, replaced with a new long-life optical photo-conductive (OPC) drum with a minimum rating equal to the OEM yield. Remanufactured toner cartridges must use the original OEM core. New non-OEM cores are not acceptable. Laser printer/toner cartridges that are only refilled, recharged or cloned are not considered remanufactured. Each cartridge is backed by a 100% satisfaction guarantee and provides for the same warranties of an OEM toner cartridge.

Toner cartridges must be completely disassembled, cleaned, and inspected prior to filling. Toner cartridges must be refilled with an ample quantity of high-quality toner necessary to provide the projected yield specific to each item solicited and requested by the County.

The Contractor must furnish remanufactured toner and ink cartridges that have been fully remanufactured to specifications equal to or exceeding OEM standards of quality and performance and approved remanufactured toner cartridge industry standards such as the guidelines adopted by the Standardized Test Methods Committee (STMC); the American Society for Testing and Materials (ASTM) and/or ISO 9001:2000.

- 4.12 Toner Cartridge Remanufacturing Process: Assessment to determine if the toner cartridge can be remanufactured. Complete disassembly of cartridge to thoroughly clean and inspect all internal and external components against OEM specifications.

Replacement of the following with new parts:

- 4.12.1 Drum
- 4.12.2 Magnetic Roller
- 4.12.3 Magnetic Roller Brushing
- 4.12.4 Wiper Blade
- 4.12.5 Any parts with excessive wear and/or not meeting OEM specifications
- 4.12.6 Filling of cartridge with new toner to meet or exceed OEM standards.
- 4.12.7 Testing of every remanufactured toner cartridge. Upon request, Contractor must provide methods used in testing cartridges.

4.13 Ink Cartridge Remanufacturing Process:

Assessment to determine if the ink cartridge can be remanufactured. Complete disassembly of cartridge to thoroughly clean and inspect all internal and external components against OEM specifications. Properly refiling the cartridge to OEM standards. Testing of every remanufactured ink cartridge. Upon request, Contractor must provide methods used in testing cartridges.

4.14 Recycling and Material Disposal: Contractor must recycle components as often as possible such that minimal elements will go into a landfill. Contractor must ensure that remaining toner in used cartridges is recycled or disposed of in a manner that complies with all environmental and human health and safety laws. At the County's request, Contractor must provide manifests and any other documentation needed to confirm the proper disposal of material.

4.15 Returns: Returns must have Pima County shipping information as well as prepaid services if cartridges will not be picked up for return or disposal.

Customer Service/Order Placement Contact Information		
Order Placement		
Contact Information	Email Address	customer@printingsuppliesusa.com
	Website	www.PrintingSuppliesUSA.com
	Phone Number (Toll Free)	702-560-0515
Customer Service		
Primary Contact	Name & Title	Zen Teruel - Customer service
	Phone Number (Toll Free)	702-560-0515
	Email Address	customer@printingsuppliesusa.com
Secondary Contact	Name & Title	Richelle Pardenilia - Customer service
	Phone Number (Toll Free)	702-560-0515
	Email Address	customer@printingsuppliesusa.com

Used/Empty Cartridge Return/Pick-Up Contact Information	
Pick-Up Person	
Contractor will <u>pick-up</u> used/empty cartridges at the time of delivery of new order.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Prepaid Return Label	
Contractor will <u>package</u> each cartridge with Prepaid Return Label for common carrier pick-up.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
FedEx toll free phone number for pick-up	See attached Recycling Policy for more details. HP toners already have recycling label at the box.
UPS toll free phone number for pick-up	
USPS toll free phone number for pick-up	
Contractor's Prepaid Return Label will be available for download from the below websites.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
FedEx Website	End user can email
UPS Website	customer@printingsuppliesusa.com
USPS Website	for shipping label. See attached recycling Policy

5. **SUSTAINABILITY**

In accordance with Board of Supervisors Resolution 2007-84, Pima County values and highly encourages contractors to utilize sustainable practices. Please **CHECK** any of the following that your business incorporates:

- Waste prevention/reduction or material recycling/reuse.
- Alternative energy/fuels (such as solar/wind energy; biodiesel; alternative fuels; hybrid vehicles) in your program's preparation, transportation, and demonstration.
- Environmentally preferable materials (such as recycled materials; locally produced/manufactured products).

- Sustainable practices that lessen impact on non-renewable resources and global climate change (such as reduction in water/energy/paper use; minimization of hazardous materials; use of compressed/flexible work schedules).
- Other practices which coincide with County's definition of sustainable practices (such as alternative modes of transportation; transportation minimization; life-cycle costs; product/packaging "take back" practices; preference to firms located with Pima County).

6. OFFER ACCEPTANCE & ORDER RELEASES

County will accept offers and execute this contract by issuing an SC (recurring requirements) to be effective on the document's date of issue without further action by either party. The SC will include the term of the contract.

Pursuant to the executed SC, County departments requiring the goods or services described herein will issue a DO to the Contractor. County will furnish the DO to Contractor via facsimile, e-mail or telephone. **If County gives the order verbally, the County Department issuing the order will transmit a confirming order document to Contractor within five (5) workdays of the date it gives the verbal order.**

Contractor must not supply materials or services that are not specified on the SC and are not documented or authorized by a DO at the time of provision. County accepts no responsibility for control of or payment for materials or services not documented by a County DO.

Contractor will establish, monitor, and manage an effective contract administration process that assures compliance with all requirements of this contract. In particular, Contractor will not provide goods or services in excess of the executed contract items, item quantity, item amount, or contract amount without prior written authorization by contract amendment that County has properly executed and issued. Any items Contractor provides in excess of those stated in the contract are at Contractor's own risk. Contractor will decline verbal requests to deliver items in excess of the contract and will report all such requests in writing to County's Procurement Department within one (1) workday of the request. The report must include the name of the requesting individual and the nature of the request.

7. ACCEPTANCE OF GOODS & SERVICES

The County Department designated on the issued order DO will accept goods and services only in accordance with this contract. Such acceptance is a prerequisite to the commencement of payment terms.

8. COMPENSATION & PAYMENT

The SC will establish the contractual unit pricing and Not-to-Exceed Amount ("NTE Amount"). The NTE Amount represents the funding appropriated by County for this contract, and neither the NTE Amount nor unit pricing can be altered without amendment. For this contract, the NTE Amount is shared between each Contractor awarded. The sum total of County payments to all Contractors cannot exceed the established NTE Amount, regardless of the independent total of each Contractor. **Contractor will not accept orders, or provide services or products that cumulatively exceed the contract amount.**

8.1. Unit Prices (Net 30-day Payment Terms)

Contractor's unit prices must include all incidentals and associated costs required to comply with and satisfy all requirements of this contract, which includes the Offer Agreement and the Standard Terms and Conditions. County will make no payments for items not in the contract and Contractor will not invoice them.

Quantities in this solicitation are estimates only. County may increase or decrease quantities and amounts. County makes no guarantee regarding actual orders for items or quantities during the term of the contract. County is not responsible for Contractor inventory or order commitment.

Unless the parties otherwise agree in writing, all pricing will be F.O.B. Destination & Freight Prepaid Not Billed ("F.O.B. Destination"). Contractor will deliver and unload products or services at the destination(s) that the delivery article of this contract or accepted Order indicates. The offered Unit Price must include all freight costs.

Although an order may not fully include State and City sales tax, County will pay such taxes as are **DIRECTLY** applicable to County and Contractor invoices such taxes as a separate line item. Contractor must not include such taxes in the item unit price.

8.2. Price Warranty and Trade-In Allowance

Contractor will give County the benefit of any price reduction before actual time of shipment. Parties may negotiate a fair and equitable trade-in allowance value for County surplus property to be applied through either a discounted purchase price or account credit. The trade-in value must be stated on a written price quote prior to County making a purchase, or on a credit memo invoice for a prior purchase. Trade-In property will be itemized on the quote or invoice by description, model/part number, quantity and guaranteed trade-in value. County will coordinate and document the delivery of surplus trade-in property to Contractor. Award of contract constitutes disposition authority to trade-in surplus property pursuant to Board of Supervisors' Policy D.29.11, Surplus Personal Property.

8.3. Price Escalation

All unit prices shall consider/provide for current economic and market conditions and include compensation for Contractor to implement and actively conduct cost and price control. No additional compensation shall be paid to Contractor to reimburse efforts to implement and conduct cost and price controls. **Prices shall remain fixed for the initial contract term, after which Contractor may submit no more than one (1) written Price Escalation Request ("PER") per term.** The PER must be submitted not later than 90 days prior to the contract renewal date and must clearly demonstrate justification for the increase in price, such as continued and significant changes in economic and/or market conditions justifying any requested price escalation. The PER must reference/cite any source materials used to form the basis of the proposed justification but must not include historical information prior to the initial contract term. County will research Bureau of Labor Statistics (BLS) Producer Price Index (PPI) and/or other related indicators or sources and conduct an analysis to determine 1) if the submitted justification and evidence are sufficient, 2) the requested price escalation is fair and reasonable, and 3) if approving the PER is in the County's best interest. County reserves the right to negotiate, accept or reject the PER, or terminate and re-solicit the contract.

8.4. Living Wage

All pricing will conform to Pima County's Living Wage Ordinance 2002-1 if applicable, including required annual adjustments of the wage.

8.5. Additional Items and/or Services

This following section is for items that Contractor did not list or price above but are within the scope of this contract. Contractor may provide these items under this contract. Contractor will submit Master Price List (MPL) documents, compact disc (CD) or USB flash drive and file names or identify website address, identifying all other items offered pursuant to this contract. The MPL or website address specifically designed for County must include the supplier's/manufacturer's or retail price list and the discount percentage off utilized to get to include Discounted Unit Price being offered to County i.e. $\text{Manufacturer's List Price} - (\text{List price} \times \text{Discount } \%) = \text{Discounted Unit Price}$. The resulting Unit Prices must be of similar discount off List Prices for those items specifically included above. Item Unit Prices above will govern in case of conflict with the Master Price List.

The parties may negotiate and establish unit pricing in writing under the contract for items included in the scope of the contract that does not have previously listed unit pricing.

8.6. Standard Payment Term

Net 30, effective from the date of valid invoice document and does not commence until the later of 1) the receiving County Department receives goods or services into County's payment system or 2) County Financial Operations receives and verifies Contractor's invoice.

8.7. Optional Early Payment Discount Term

Pima County Administrative Procedure No. 22-35 Section 2.2.4 describes County's practice regarding discounts for early payment. Contractor offers the following discounts to those prices to be used for all orders issued pursuant to this contract. County will utilize the existing payment code that best matches that offered and does not exceed the offered discount percentage. Payment days cannot be less than ten (10) calendar days. Contractor will submit valid invoice document consistent with the associated DO to County's Finance Department at least seven (7) calendar days prior to the date on which the discounted payment is due. If desired, for any order issued pursuant with this contract, Contractor may offer early payment discounts that exceed this Early Payment Discount.

Optional Early Payment Discount: 0 % if payment tendered within N/A Days as indicated above.

8.8. Invoicing

Contractor will submit Request(s) for Payment or Invoices to the location and entity identified by County’s DO document.

All Invoice documents will reference County’s DO number under which the services or products were ordered. Contractor must utilize the item description, precise unit price, **AND** unit of measure included in County’s order document for **ALL** Invoice line items. County may return invoices that include line items or unit prices that do not match those documented by County’s order to Contractor unprocessed for correction.

Contractor will provide detailed documentation in support of payment requests, which should be consistent with and not exceed County’s DO document. Contractor will bill County within one (1) month after the date on which Contractor’s right to payment accrues (“Payment Accrual Date”), which, unless this contract specifically provides otherwise, is the date Contractor delivers goods, performs services or incurs costs. Invoices must assign each billed amount to an appropriate line item of County’s order and document each Payment Accrual Date. County may refuse to pay any amount that Contractor bills in which does not conform to County’s DO document. County will refuse to pay any amount that Contractor bills more than six (6) months after the Payment Accrual Date, pursuant to A.R.S. § 11-622(C).

9. SUPPLIER RECORD MAINTENANCE

9.1. Pima County Supplier Record

Contractor must establish and maintain a complete Pima County Supplier record, which includes the provision of a properly completed and executed “Request for Taxpayer Identification Number and Certification” document (Form W-9). The record must be registered with a valid and monitored email address for Contractor. In the event of any change that renders the information on that record inaccurate Contractor must update the record within ten (10) calendar days of the change and prior to the submission of any invoice or request for payment. Contractor must register through vendors@pima.gov.

9.2. BidNet Vendor Record

Contractor must establish and maintain an active BidNet Vendor record, The record must be registered with a valid and monitored email address for Contractor. Use of BidNet by Contractor may be governed by terms and conditions as determined by BidNet, and County is not a party to any agreement formed by Contractor’s use of the BidNet platform.

10. DELIVERY

“On-Time” delivery is an essential part of the consideration that Contractor is to provide to County under the contract. Contractor will make delivery in accordance with the Standard Terms and Conditions and to the location(s) on the DO document.

The Contractor must provide the County representatives with the tracking number for each container that corresponds with the DO document.

Orders must be delivered directly to the ordering County department at the location specified on the DO document. Delivery is to be made either with a direct, in-person delivery; via a common carrier such as UPS or FedEx; or via the US Postal Service. Deliveries will be required, at a minimum, to locations in the following zip codes:

85321	85629	85701	85711	85718	85739	85746	85757
85601	85641	85704	85712	85719	85741	85747	
85614	85645	85705	85713	85730	85742	85749	
85619	85653	85706	85714	85735	85743	85750	
85622	85654	85710	85716	85737	85745	85756	

Each order will be packaged separately, sealed, and delivered in a separate container with a packing slip attached to the outside of the container, including the name of the ordering County representative, department, DO number, and location including building and room (as applicable).

Contractor guarantees delivery of product or service in less than five (5) calendar days after issue date of order. If necessary to satisfy the guaranteed delivery time, Contractor will utilize premium freight method at no additional cost to County.

Pursuant to IRS Publication 510, County is exempt from federal excise taxes for goods. County is subject to State and City sales tax. County will pay no separate charges for delivery, drayage, express, parcel post, packing, insurance, license fees, permits, costs of bonds, surcharges, or bid preparation unless the contract expressly includes such charges and the solicitation documents itemize them.

11. OTHER DOCUMENTS

Contractor and County are entering into this contract have relied upon information provided or referenced by Pima County Solicitation No. IFB-2600000301 including the IFB, Offer Agreement, Standard Terms and Conditions, Solicitation Amendments, Contractor's Bid Offer, documents submitted by Contractor or References to satisfy Minimum Qualifications and any other information and documents that Contractor has submitted in its response to County's Solicitation. The Contract incorporates these documents as though set forth in full herein, to the extent not inconsistent with the provisions of this contract.

12. INSURANCE

The Insurance Requirements herein are minimum requirements for this contract and in no way limit the indemnity covenants contained in this contract. Contractor's insurance shall be placed with companies licensed in the State of Arizona and the insureds shall have an "A.M. Best" rating of not less than A- VII, unless otherwise approved by County. County in no way warrants that the minimum insurer rating is sufficient to protect Contractor from potential insurer insolvency.

12.1. Minimum Scope and Limits of Insurance

Contractor will procure and maintain at its own expense, until all contractual obligations have been discharged, the insurance coverage with limits of liability not less than stated below. County in no way warrants that the minimum insurance limits contained herein are sufficient to protect Contractor from liabilities that arise out of the performance of the work under this contract. If necessary, Contractor may obtain commercial umbrella or excess insurance to satisfy County's Insurance Requirements.

12.1.1. Commercial General Liability (CGL)

Occurrence Form with limits of \$2,000,000 Each Occurrence and \$2,000,000 General Aggregate. Policy shall include cover for liability arising from premises, operations, independent contractors, personal injury, bodily injury, property damage, broad form contractual liability coverage, personal and advertising injury and products – completed operations.

12.1.2. Business Automobile Liability

Bodily Injury and Property Damage for any owned, leased, hired, and/or non-owned automobiles assigned to or used in the performance of this contract with a Combined Single Limit (CSL) of \$1,000,000 Each Accident.

12.1.3. Workers' Compensation (WC) and Employers' Liability

Statutory requirements and benefits for Workers' Compensation. In Arizona, WC coverage is compulsory for employers of one or more employees. Employers' Liability coverage with limits of \$1,000,000 each accident and \$1,000,000 each person - disease.

12.2. Additional Insurance Requirements

The policies shall include, or be endorsed to include, as required by this contract, the following provisions:

12.2.1. Claims-Made Insurance Coverage

If any part of the Required Insurance is written on a claims-made basis, any policy retroactive date must precede the effective date of this contract, and Contractor must maintain such coverage for a period of not less than three (3) years following contract expiration, termination or cancellation.

12.2.2. Additional Insured Endorsement

The General Liability, Business Automobile, policies must each be endorsed to include Pima County and all its related special districts, elected officials, officers, agents, employees and volunteers (collectively "County and its Agents") as additional insureds with respect to vicarious liability arising out of the activities performed by or on behalf of the Contractor. The full policy limits and scope of protection must apply to County and its Agents as an additional insured, even if they exceed the Insurance Requirements.

12.2.3. Subrogation Endorsement

The General Liability, Business Automobile Liability, Workers' Compensation Policies shall each contain a waiver of subrogation endorsement in favor of County, and its departments, districts, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

12.2.4. Primary Insurance Endorsement

Contractor's policies shall stipulate that the insurance afforded Contractor shall be primary and that any insurance carried by County, its agents, officials, or employees shall be excess and not contributory insurance. The Required Insurance policies may not obligate County to pay any portion of Contractor's deductible or Self Insurance Retention (SIR).

12.2.5. Insurance provided by Contractor shall not limit Contractor's liability assumed under the indemnification provisions of this Contract.

12.2.6. Subcontractors

Contractor must either (a) include all subcontractors as additional insureds under its Required Insurance policies, or (b) require each subcontractor to separately meet all Insurance Requirements and verify that each subcontractor has done so, Contractor must furnish, if requested by County, appropriate insurance certificates for each subcontractor. Contractor must obtain County's approval of any subcontractor request to modify the Insurance Requirements as to that subcontractor.

12.3. Notice of Cancellation

Each Required Insurance policy must provide, and certificates specify, that County will receive not less than thirty (30) days advance written notice of any policy cancellation, except 10-days prior notice is sufficient when the cancellation is for non-payment of a premium. Notice must be mailed, emailed, hand-delivered or sent via facsimile transmission to County's Contracting Representative, and must include the project or contract number and project description.

12.4. Verification of Coverage

Contractor shall furnish County with certificates of insurance (valid ACORD form or equivalent approved by County) as required by this contract. An authorized representative of the insurer shall sign the certificates. Each certificate must include:

- County's tracking number for this contract, which is shown on the first page of the contract, and a project description, in the body of the Certificate;
- A notation of policy deductibles or SIRs relating to the specific policy; and
- Certificates must specify that the appropriate policies are endorsed to include additional insured and subrogation waiver endorsements for County and its Agents. Note: Contractors for larger projects must provide actual copies of the additional insured and subrogation endorsements.

12.4.1. All certificates and endorsements, as required by this contract, are to be received and approved by County before, and be in effect not less than 15 days prior to, commencement of work. A renewal certificate must be provided to County not less than 15 days prior to the policy's expiration date to include actual copies of the additional insured and waiver of subrogation endorsements. Failure to maintain the insurance coverages or policies as required by this contract, or to provide evidence of renewal, is a material breach of contract.

12.4.2. All certificates required by this contract shall be sent directly to the appropriate County Department. The Certificate of Insurance shall include County's project or contract number and project description on the

certificate. County may require complete copies of all insurance policies required by this contract at any time.

12.5. Approval and Modifications

County’s Risk Manager may approve a modification of the Insurance Requirements without the necessity of a formal contract amendment, but the approval must be in writing. County’s failure to obtain a required insurance certificate or endorsement, County’s failure to object to a non-complying insurance certificate or endorsement, or County’s receipt of any other information from the Contractor, its insurance broker(s) and/or insurer(s), do not constitute a waiver of any of the Insurance Requirements.

13. PERFORMANCE BOND

Not applicable to this contract.

14. ACKNOWLEDGEMENT OF SOLICITATION AMENDMENTS

Contractor must acknowledge in the table below to have read all published solicitation amendments and must ensure they are submitting all amended pages of the solicitation (if any) with their response:

Amendment #	Date	Amendment #	Date	Amendment #	Date

15. SMALL BUSINESS ENTERPRISE (SBE) CERTIFICATION

Is your firm SBE certified as defined by the solicitation’s Instructions to Offerors Section 7.1? Yes No

(select one)

If Yes, have you included your certification document? Yes No
(select one)

NOTE: If you do not submit the SBE Certification document with your bid, County will not apply the SBE Preference.

16. BID/OFFER CERTIFICATION

CONTRACTOR LEGAL NAME: B2B Supplies USA LLC

BUSINESS ALSO KNOWN AS: dba Printing Supplies USA LLC

MAILING ADDRESS: 1 Meridian Vista Drive, Suite 255

CITY/STATE/ZIP: Las Vegas, NV 89135

REMIT TO ADDRESS: 1 Meridian Vista Drive, Suite 255

CITY/STATE/ZIP: Las Vegas, NV 89135

CONTACT PERSON NAME/TITLE: Luke Xu

PHONE: 702-560-0515 **FAX:** 702-560-0515

CONTACT PERSON EMAIL ADDRESS: bid@printingsuppliesusa.com

EMAIL ADDRESS FOR ORDERS & CONTRACTS: customercare@printingsuppliesusa.com

CORPORATE HEADQUARTERS ADDRESS: 1 Meridian Vista Drive, Suite 255, Las Vegas, NV 89135

WEBSITE: www.PrintingSuppliesUSA.com

By signing and submitting the Offer Agreement, the undersigned certifies that they are legally authorized to represent and bind Contractor to legal agreements, that all information submitted is accurate and complete, that Contractor has reviewed the County's Procurement website for solicitation amendments and has incorporated all such amendments to its offer, that Contractor is qualified and willing to provide the items requested, and that Contractor will comply with all requirements of the contract. The Unit Pricing includes all costs incidental to the provision of the items in compliance with the contract; no additional payment will be made. County may deem conditional offers that modify the solicitation requirements not 'responsive' and County may not evaluate them. Contractor's submission of a signed Offer Agreement will constitute a firm offer and upon the issuance of an SC document issued by County's Procurement Director or authorized designee will form a binding contract that will require Contractor to provide the goods or services and materials described in this contract. The undersigned hereby offers to furnish the goods or services in compliance with all terms, conditions, and specifications in this Offer Agreement.

SIGNATURE:  **DATE:** 5/31/2026

Luke Xu President

PRINTED NAME & TITLE OF AUTHORIZED CONTRACTOR REPRESENTATIVE EXECUTING OFFER

PHONE AND EMAIL: 702-560-0515 Luke@printingsuppliesusa.com

County Attorney Contract Approval "As to Form".

PIMA COUNTY STANDARD TERMS AND CONDITIONS

1. WARRANTY

Contractor warrants goods or services to be satisfactory and free from defects. Contractor also warrants that all products and services provided under this contract are non-infringing.

2. PACKING

Contractor will make no extra charges for packaging or packing material. Contractor is responsible for safe packaging conforming to carrier's requirements.

3. DELIVERY

On-time delivery of goods and services is an essential part of the consideration that County will receive.

Contractor must provide a guaranteed delivery date, or interval period from order release date to delivery if the Price proposal document requires it. Upon receipt of notification of delivery delay, County may cancel the order or extend delivery times at no cost to County. Any extension of delivery times will not be valid unless an authorized representative of County extends it to Contractor in writing.

To mitigate or prevent damages from delayed delivery, County may require Contractor to deliver additional quantity utilizing express modes of transport, or overtime, all costs to be Contractor's responsibility. County may cancel any delinquent order, procure from an alternate source, or refuse receipt of or return delayed deliveries at no cost to County. County may cancel any order or refuse delivery upon default by Contractor concerning time, cost, or manner of delivery. Contractor is not responsible for unforeseen delivery delays caused by fires, strikes, acts of God, or other causes beyond Contractor's control, provided that Contractor provides County immediate notice of delay.

4. SPECIFICATION CHANGES

County may make changes in the specifications, services, or terms and conditions of an order. If such changes cause an increase or decrease in the amount due under an order or in time required for performance, County will make an acceptable adjustment and will modify the order in writing. No verbal agreement for adjustment is acceptable.

Nothing in this clause reduces Contractor's responsibility to proceed without delay in the delivery or performance of an order.

5. INSPECTION

County may inspect or test all goods and services at place of manufacture, destination, or both. Contractor will hold goods failing to meet specifications of the order or contract at Contractor's risk and County may return such goods to Contractor and Contractor will be responsible for costs for transportation, unpacking, inspection, repacking, reshipping, restocking or other like expenses. In lieu of return of nonconforming supplies, County may waive any nonconformity, receive the delivery, and treat the defect(s) as a warranty item, but any waiver of any condition will not apply to subsequent shipments or deliveries.

6. ACCEPTANCE OF MATERIALS AND SERVICES

County will not execute an acceptance or authorize payment for any service, equipment or component prior to delivery and verification that the delivery meets all specification requirements.

7. RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT

If Contractor furnishes items that do not conform to the contract requirements, or to the sample that Contractor submitted, County may reject the items. Contractor must then reclaim and remove the items, without expense to County. Contractor must also immediately replace all rejected items with conforming items. Should Contractor fail, neglect, or refuse immediately to do so, County may purchase in the open market a corresponding quantity of any such items and deduct from any monies due or that may become due to Contractor the difference between the price named in the SC or PO and the actual cost to County.

If Contractor fails to make prompt delivery of any item, County may purchase the item in the open market and invoke the reimbursement condition above apply, except when delivery is delayed by fire, strike, freight embargo, or acts of God or of the government. If County cancels an SC, PO or associated order, either in whole or in part, by reason of the default or breach by Contractor, Contractor will pay for any loss or damage sustained by County in procuring any items which Contractor was obligated to supply. These remedies are not exclusive and are in addition to any other rights and remedies provided by law or under the contract.

8. FRAUD AND COLLUSION

Contractor certifies that no officer or employee of County or of any subdivision thereof has aided or assisted Contractor in securing or attempting to secure a contract to furnish labor, materials or supplies at a higher price than that proposed by any other Contractor. Contractor also certifies that it is not aware of any County employee 1) favoring one Contractor over another by giving or withholding information or by willfully misleading a Offeror in regard to the character of the material or supplies called for or the conditions under which the proposed work is to be done; 2) knowingly accepting materials or supplies of a quality inferior to those called for by any contract; or 4) directly or indirectly having a financial interest in the proposal or resulting contract. Additionally, during the conduct of business with County, Contractor will not knowingly certify, or induce others to certify, to a greater amount of labor performed than has been actually performed, or to the receipt of a greater amount or different kind of material or supplies that has been actually received. If County finds at any time that Contractor has in presenting any proposal(s) colluded with any other party or parties for the purpose of preventing any other proposal being made, then County will terminate any contract so awarded and that person or entity will be liable for all damages that County sustains.

9. COOPERATIVE USE OF RESULTING CONTRACT

As allowed by law, County has entered into cooperative procurement agreements that enable other public agencies to utilize County's contracts. Those public agencies may contact Contractor with requests to provide services and products pursuant to the pricing, terms and conditions in the SC, or PO. A public agency and Contractor may make minor adjustments by written agreement to the contract to accommodate additional cost or other factors not present in the contract and required to satisfy particular public agency code or functional requirements and within the intended scope of the solicitation and resulting contract. The parties to the cooperative procurement will negotiate and transact any such usage in accordance with procurement rules, regulations and requirements. Contractor will hold harmless County, its officers, employees, and agents from and against all liability, including without limitation payment and performance associated with any cooperative agreement with another public agency. Contractor may view a list of agencies that are authorized to use County contracts at the Procurement Department Internet home page: <http://www.pima.gov/procure>, under the Vendor Information tab, by selecting the link titled County Cooperative Agreements – Authorized Agencies.

10. INTELLECTUAL PROPERTY INDEMNITY

Contractor will indemnify, defend and hold County, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, for infringement or use of any copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract and any SC, PO, and associated orders. County may require Contractor to furnish a bond or other indemnification to County against any and all loss, damage, costs, expenses, claims and liability for patent or copyright infringement.

11. INDEMNIFICATION

Contractor will indemnify, defend, and hold harmless County, its officers, employees, and agents from and against any and all suits, actions, legal administrative proceedings, claims or demands and costs, including attorney's fees arising out of any act, omission, fault or negligence by Contractor, its agents, employees or anyone under its direction or control or on its behalf in connection with performance of the contract and any SC, PO or associated orders. Contractor will indemnify, defend and hold County harmless from any claim of infringement arising from services provided under this contract or from the provision, license, transfer or use for their intended purpose of any products provided under this Contract.

12. UNFAIR COMPETITION AND OTHER LAWS

Responses must comply with Arizona trade and commerce laws (Title 44 A.R.S.) and all other applicable County, State, and Federal laws and regulations.

13. COMPLIANCE WITH LAWS

Contractor will comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders, without limitation. In the event any services that Contractor provides under this contract require a license issued by the Arizona Registrar of Contractors ("ROC"), Contractor certifies that a Contractor licensed by ROC to perform those services in Arizona will provide such services. The laws and regulations of the State of Arizona govern the interpretation and construction of this contract, and the rights, performance and disputes of and between the parties. Any action relating to this Contract must be filed and maintained in a court of the State of Arizona in Pima County.

14. ASSIGNMENT

Contractor may not assign its rights to the contract, in whole or in part, without prior written approval of County. County may withhold approval at its sole discretion, provided that County will not unreasonably withhold such approval.

15. CANCELLATION FOR CONFLICT OF INTEREST

This contract is subject to cancellation pursuant to A.R.S. §§ 38-506 and 38-511, the pertinent provisions of which are incorporated into this Contract by reference.

16. NON-DISCRIMINATION

Contractor agrees to comply with all provisions and requirements of Arizona Executive Order 2009-09 which is hereby incorporated into this contract as if set forth in full herein including flow down of all provisions and requirements to any subcontractors. During the performance of this contract, Contractor must not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

17. NON-APPROPRIATION OF FUNDS

County may cancel this contract if for any reason County's Board of Supervisors does not appropriate funds for the stated purpose of maintaining the contract. In the event of such cancellation, County has no further obligation, other than payment for services or goods that County has already received.

18. PUBLIC RECORDS

Disclosure. Pursuant to A.R.S. § 39-121 et seq., and A.R.S. § 34-603(H) in the case of construction or Architectural and Engineering services procured under A.R.S. Title 34, Chapter 6, all documents submitted in response to the solicitation resulting in award of this Contract, including, but not limited to, pricing schedules, product specifications, work plans, and any supporting documents, are public records. As such, those documents are subject to release and/or review by the general public upon request, including competitors.

Records Marked Confidential; Notice and Protective Order. If Contractor reasonably believes that some of those records contain proprietary, trade-secret or otherwise-confidential information, Contractor must prominently mark those records "CONFIDENTIAL." In the event a public-records request is submitted to County for records marked CONFIDENTIAL, County will notify Contractor of the request as soon as reasonably possible. County will release the records 10 business days after the date of that notice, unless Contractor has, within that period, secured an appropriate order from a court of competent jurisdiction, enjoining the release of the records. County will not, under any circumstances, be responsible for securing such an order, nor will County be in any way financially responsible for any costs associated with securing such an order.

Contractor agrees to waive confidentiality of any price terms.

19. CUSTOM TOOLING, DOCUMENTATION AND TRANSITIONAL SUPPORT

Costs to develop all tooling and documentation, such as and not limited to dies, molds, jigs, fixtures, artwork, film, patterns, digital files, work instructions, drawings, etc. necessary to provide the contracted services or products and unique to the services or products supplied to County are included in the agreed upon Unit Price unless the contract specifically states otherwise. Such tools and documentation are the property of County and will be marked, as is practical, as the "Property of Pima County" and County so requests, Contractor will deliver a copy of the tooling and documentation to County within twenty (20) days of acceptance by County of the first article sample, or not later than ten (10) days of termination of the contract associated with their development, without additional cost to County. Contractor also agrees to act in good faith to facilitate the transition of work to a subsequent Contractor if and as reasonably requested by County at no additional cost. Should exceptional circumstances be present that may justify an additional charge, Contractor may submit said justification and proposed cost and negotiate an agreement acceptable to both Contractor and County, but Contractor may not withhold any requested tooling, document or support as described above that would delay the orderly, efficient and prompt transition of work. Should conduct by Contractor result in additional costs to County, Contractor will reimburse County for said actual and incremental costs provided that County has given Contractor reasonable time to respond to County's requests for support.

20. AMERICANS WITH DISABILITIES ACT

Contractor will comply with all applicable provisions of the Americans with Disabilities Act (public law 101-336, 42 USC 12101-12213) and all applicable federal regulations under the act, including 28 CFR parts 35 and 36.

21. NON-EXCLUSIVE AGREEMENT

Contractor understands that this Contract is nonexclusive and is for the sole convenience of County. County may obtain like services from other sources for any reason.

22. TERMINATION

County may terminate any contract and any SC, PO, DO or issued NORFA, in whole or in part, at any time for any reason or no reason, without penalty or recourse, when in the best interests of County. Upon receipt of written notice, Contractor will immediately cease all work as directed by the notice, notify all subcontractors of the effective date of termination, and take appropriate actions to minimize further costs to County. In the event of termination under this paragraph, all documents, data, and reports prepared by Contractor under the contract become the property of County and Contractor must promptly deliver them to County. Contractor is entitled to receive just and equitable compensation for work in progress, work completed, and materials accepted by County before the effective date of the termination.

23. ORDER OF PRECEDENCE – CONFLICTING DOCUMENTS

In the event of inconsistencies between contract documents, the following is the order of precedence, superior to subordinate, that will apply to resolve the inconsistency: SC or PO; DO; Offer Agreement; these standard terms and conditions; any Contractor terms (Terms of Sale; End User Licenses Agreement; Service Agreement; etc.) attached to an SC, PO, or DO, if applicable; any other solicitation documents.

24. INDEPENDENT CONTRACTOR

Contractor is an independent contractor. Contractor and Contractor officer's, agents or employees are not considered employees of County and are not entitled to receive any employment-related fringe benefits under County's Merit System. Contractor is responsible for paying all federal, state and local taxes associated with the compensation received pursuant to this Contract and will indemnify and hold County harmless from any and all liability which County may incur because of Contractor's failure to pay such taxes.

25. BOOK AND RECORDS

Contractor will keep and maintain proper and complete books, records and accounts, which will be open at all reasonable times for inspection and audit by duly authorized representatives of County. In addition, Contractor will retain all records relating to this contract at least five (5) years after its termination or cancellation or, if later, until any related pending proceeding or litigation has been closed.

26. COUNTERPARTS

The parties may execute the SC or PO that County awards pursuant to this solicitation in any number of counterparts, and each counterpart is considered an original, and together such counterparts constitute one and the same instrument. For the purposes of the SC and PO, the signed offer of Contractor and the system-generated SC or other agreement document signed by County are each an original and together constitute a binding SC, if all other requirements for execution are present.

27. AUTHORITY TO CONTRACT

Contractor warrants its right and power to enter into the SC or PO. If any court or administrative agency determines that County does not have authority to enter into the SC or PO, County is not liable to Contractor or any third party by reason of such determination or by reason of the SC or PO.

28. FULL AND COMPLETE PERFORMANCE

The failure of either party to insist on one or more instances upon the full and complete performance with any of the terms or conditions of the contract and any SC, PO, or DO to be performed on the part of the other, or to take any action permitted as a result thereof, is not a waiver or relinquishment of the right to insist upon full and complete performance of the same, or any other covenant or condition, either in the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time is not an accord and satisfaction.

29. SUBCONTRACTORS

Contractor is fully responsible for all acts and omissions of any subcontractor and of persons directly or indirectly employed by any subcontractor, and of persons for whose acts Contractor may be liable to the same extent that Contractor is responsible for the acts and omissions of persons that it directly employs. Nothing in this contract creates any obligation on the part of County to pay or see to the payment of any money due any subcontractor, except as may be required by law.

30. SEVERABILITY

Each provision of this contract stands alone, and any provision of this contract that a court finds to be prohibited by law is ineffective to the extent of such prohibition without invalidating the remainder of this contract.

31. LEGAL ARIZONA WORKERS ACT COMPLIANCE

For the procurement of services in the State of Arizona, Contractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Contractor's employment of its employees, and with the requirements of A.R.S. §§ 41-4401 and 23-214 (A) (together the "State and Federal Immigration Laws"). Contractor will further ensure that each subcontractor who performs any work for Contractor under this contract likewise complies with the State and Federal Immigration Laws.

County has the right at any time to inspect the books and records of Contractor and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.

Any breach of Contractor's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, is a material breach of this Contract subjecting Contractor to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Contractor will take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor as soon as possible so as not to delay project completion.

Contractor will advise each subcontractor of County's rights, and the subcontractor's obligations, under this Section by including a provision in each subcontract substantially in the following form:

"Subcontractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Subcontractor's employees, and with the requirements of A.R.S. § 23-214 (A). Subcontractor further agrees that County may inspect the Subcontractor's books and records to ensure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor is a material breach of this contract subjecting Subcontractor to penalties up to and including suspension or termination of this contract."

Any additional costs attributable directly or indirectly to remedial action under this Section is the responsibility of Contractor. In the event that remedial action under this Section results in delay to one or more tasks on the critical path of Contractor's approved construction or critical milestones schedule, such period of delay will be excusable delay for which Contractor is entitled to an extension of time, but not costs.

32. CONTROL OF DATA PROVIDED BY COUNTY

For those projects and contracts where County has provided data to enable the Contractor to provide contracted services or products, unless County otherwise specifies and agrees in writing, Contractor will treat, control and limit access to said information as confidential and will under no circumstances release any data provided by County during the term of this contract and thereafter, including but not limited to personal identifying information as defined by A.R.S. § 44-1373, and Contractor is further prohibited from selling such data directly or through a third party. Upon termination or completion of the contract, Contractor will either return all such data to County or will destroy such data and confirm destruction in writing in a timely manner not to exceed sixty (60) calendar days.

33. ISRAEL BOYCOTT CERTIFICATION

Pursuant to A.R.S. § 35-393.01, if Contractor engages in for-profit activity and has ten (10) or more employees, and if this Contract has a value of \$100,000.00 or more, Contractor certifies it is not currently engaged in, and agrees for the duration of this Contract to not engage in, a boycott of goods or services from Israel. This certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to 50 U.S.C. § 4842.

34. FORCED LABOR OF ETHNIC UYGHURS

Pursuant to A.R.S. § 35-394 if Contractor engages in for-profit activity and has 10 or more employees, Contractor certifies it is not currently using, and agrees for the duration of this Contract to not use (1) the forced labor of ethnic Uyghurs in the People's Republic of China; (2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and (3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If Contractor becomes aware during the term of the Contract that the Company is not in compliance with A.R.S. § 35-394, Contractor must notify the County within five business days and provide a written certification to County regarding compliance within one hundred eighty days.

35. HEAT INJURY AND ILLNESS PREVENTION AND SAFETY PLAN

Pursuant to Pima County Procurement Code 11.40.030, Contractor hereby warrants that if Contractor's employees perform work in an outdoor environment under this Contract, Contractor will keep on file a written Heat Injury and Illness Prevention and Safety Plan. At County's request, Contractor will provide a copy of this plan and documentation of heat safety and mitigation efforts implemented by Contractor to prevent heat-related illnesses and injuries in the workplace. Contractor will post a copy of the Heat Injury and Illness Prevention and Safety Plan where it is accessible to employees. Contractor will further ensure that each subcontractor who performs any work for Contractor under this Contract complies with this provision.

36. ENTIRE AGREEMENT

This document constitutes the entire agreement between the parties pertaining to the subject matter it addresses, and this Contract supersedes all prior or contemporaneous agreements and understandings, oral or written.

END OF PIMA COUNTY STANDARD TERMS AND CONDITIONS

HP Inc.
501 Page Mill Road
Palo Alto, CA 94304
USA



hp.com

April 14, 2017

B2B Supplies USA LLC
Printing Supplies USA LLC
666 Plainsboro Rd Ste 1237
Plainsboro, New Jersey, 08536-3067

To whom it may concern:

B2B Supplies USA LLC is an HP Authorized Partner in the US, which includes access to all commercial products and the services associated with them – not requiring additional authorization and includes all Open products from an authorized HP US Commercial Distributor, for resale to end user customers in the USA.

B2B Supplies USA LLC holds the following additional authorizations:

Qualified Supplies Partner Program

HP Point of Contact for Partner Authorization verification is listed below:
hp.amspartnersupport@hp.com/ 1-844-305-6881 Opt. 2, 3 or 4

Customers can also locate or confirm partners through the HP Partner Locator at
<http://www8.hp.com/us/en/store-finder/index.do>

Sincerely,

A handwritten signature in black ink, appearing to read 'Alejandra Campos', written over a light grey circular background.

Alejandra Campos
HP Inc.
US Contracts Lead



This Certifies that:

International Laser Products

Successfully completed the prescribed course of training and demonstrated competence in Toner Printer Cartridge Quality Assurance Test Methods according to the STMC Guide for Evaluating All-in-One Printer Cartridges, including
ASTM F 1856-04 · ANSI IT 2.17-95 · ISTA 1A Version – 99 · ASTM 2036-05

Valid March 4, 2024 – March 4, 2026


Michael Josiah
Chairman, STM Committee


Tricia Judge
Executive Director

As recognized by the International Imaging Technology Council



This Certifies that:

Clover Imaging Group, LLC

Successfully completed the prescribed course of training and demonstrated competence in Toner Printer Cartridge Quality Assurance Test Methods according to the STMC Guide for Evaluating All-in-One Printer Cartridges, including
ASTM F 1856-04 · ANSI IT 2.17-95 · ISTA 1A Version – 99 · ASTM 2036-05

Valid June 18, 2024 – June 18, 2026


Michael Josiah
Chairman, STMC Committee


Tricia Judge
Executive Director

As recognized by the International Imaging Technology Council



Printing Supplies USA LLC

Add: 666 Plainsboro Road, Suite 1237, Plainsboro, NJ 08536

Tel: 609-799-3800

Fax: 609-228-7579

Cartridge Recycling Program

Printing Supplies USA will supply prepaid UPS shipping labels or arrange pallet pickup to collect ALL used and empty ink and toner cartridges shipped from us.

Customers can email request to customercare@printingsuppliesusa.com with number of cartridges to be recycled. We will email back recycling label promptly. Each label is for 6-12 cartridges or 25-35lbs.

If you have less than the required cartridges:

- Consolidate with other departments to meet the minimum requirements
- Drop your cartridges off at a local office supplies company who has recycling program
- Donate your cartridges to a local school or non-profit
- Contact your local city offices to find out about recycling in your community

You may take out the cartridges from original boxes and pack them loose in a master box. If the master box is too big, you must cut it smaller to eliminate the empty space or use a smaller master box. Otherwise, we will pass on the UPS dimensional weight charge to you. For shipping, you may give it to a UPS driver or take it to a UPS drop off location

By collecting these cartridges and supporting remanufactured products, we keep nonrenewable resources from ending up in landfills. If a cartridge cannot be reused, it is recycled into other products.

PIMA COUNTY

Pima County Procurement Department
 150 W. Congress St. 5th Fl
 Tucson AZ 85701



Supplier Contract

Contract Number	SC2600000370
Contract Start Date	07-14-2026
Contract End Date	07-13-2027
Payment Type	Warrant/Check
Buyer	Brandon Morgan
Phone Number	+1 (520) 7249510
Email	Brandon.Morgan@pima.gov

Supplier:	Contract Name:
Rasix Computer Center, Inc. 3519 Main Street, Suite 401 Chula Vista, CA 91911-0801	OEM & Remanufactured Printer & Fax Toner Cartridges

Supplier Contact and Payment Terms: Phone: +1 (619) 6712000 x110 Email: jeffrey.kozma@rasixinc.com Terms: Net 30 Days: 0	Shipping Method	Delivery Type	FOB
	Vendor Method	Standard Ground	FOB Dest, Freight Prepaid
	Currency	NTE Amount	Used Amount
	USD	350,000.00	0.00

Contract/Amendment Description:

This Supplier Contract is for an initial term of one (1) year in the shared annual award amount of \$350,000.00 (including sales tax) and includes four (4) one-year renewal options.

Attachment: Notice of Recommendation for Award.

Catalog Items: Rasix Computer Center, Inc.						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
1	02-81301-001 P4015/ P4515 MICR Black / Troy	Each	100.00			
2	02-81576-700 M402/M426 MFP Black / Troy	Each	100.00			
3	02-82028-001 M203/M227 MICR Black / Troy	Each	50.00			
4	02-88000-001 M806 MICR Black / Troy	Each	100.00			
5	106R01486 106R01486 Black / Xerox	Each	5.00			
6	3500B001 128 Black / Canon	Each	90.00			
7	3EE09A HP 777 Prints Head (3EE09A) / HP	Each	191.00			
8	4.4318604E7 C711 Black / Okidata	Each	10.00			

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Email	Brandon.Morgan@pima.gov

Catalog Items: Rasix Computer Center, Inc.						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
9	4.4703103E7 44703103 Black / Okidata	Each	10.00			
10	4.6507401E7 30k Image Drum Yellow / Okidata	Each	10.00			
11	4.6507402E7 30k Image Drum Magenta / Okidata	Each	10.00			
12	4.6507403E7 30k Image Drum Cyan / Okidata	Each	10.00			
13	4.6507404E7 30k Image Drum Black / Okidata	Each	10.00			
14	4.6507601E7 C712 Yellow / Okidata	Each	10.00			
15	4.6507602E7 C712 Magenta / Okidata	Each	10.00			
16	4.6507603E7 C712 Cyan / Okidata	Each	10.00			
17	4.6507604E7 C712 Black / Okidata	Each	10.00			
18	51B1000 51B1000 Black / Lexmark	Each	75.00			
19	52D0Z00 520Z Imaging Drum Unit / Lexmark	Each	45.00			
20	52D1H00 521H Black / Lexmark	Each	230.00			
21	7020 7020 Correctable Film Typewriter Ribbon / Brother	Each	2.00			
22	841332 841332 Black / Ricoh	Each	26.00			
23	841767 841767 Black / Ricoh	Each	18.00			
24	9291B001 PGI-2200XBLK Black / Canon	Each	10.00			
25	93004B005 PGI-2200 Cyan/Magenta/Yellow 3pk / Canon	Each	30.00			
26	B3P06A HP 727 DesignJet Printhead (B3P06A) / HP	Each	360.00			

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Buyer	Brandon Morgan
Phone Number	+1 (520) 7249510
Email	Brandon.Morgan@pima.gov

Catalog Items: Rasix Computer Center, Inc.						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
27	B3P19A HP 727 Cyan Standard Yield Ink Cartridge (B3P19A) / HP	Each	98.00			
28	B3P20A HP 727 Magenta Standard Yield Ink Cartridge (B3P20A) / HP	Each	98.00			
29	B3P24A HP 727 Gray Standard Yield Ink Cartridge (B3P24A) / HP	Each	98.00			
30	BU-223CL BU223L Belt Unit / Brother	Each	14.00			
31	C1Q12A HP 727 Black Matte High Yield Ink Cartridge (C1Q12A) / HP	Each	171.00			
32	C2P04AN HP 62 Black Standard Yield Ink Cartridge, Prints Up to 200 Pages (C2P04AN#140) / HP	Each	19.00			
33	C2P06AN HP 62 Tri-Color Standard Yield Ink Cartridge, Prints Up to 165 Pages (C2P06AN#140) / HP	Each	22.00			
34	C6656AN HP 56 Black Standard Yield Ink Cartridge, Prints Up to 520 Pages (C6656AN#140) / HP	Each	2.00			
35	C6657AN HP 57 Tri-Color Standard Yield Ink Cartridge, Prints Up to 500 Pages (C6657AN#104) / HP	Each	2.00			
36	C9371A HP 72 Cyan Standard Yield Ink Cartridge (C9371A) / HP	Each	50.00			
37	C9373A HP 72 Yellow Standard Yield Ink Cartridge (C9373A) / HP	Each	50.00			

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Catalog Items: Rasix Computer Center, Inc.						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
38	C9448A HP 70 Black Matte Standard Yield Ink Cartridge (C9448A) / HP	Each	109.00			
39	C9449A HP 70 Photo Black Standard Yield Ink Cartridge (C9449A) / HP	Each	109.00			
40	C9451A HP 70 Light Gray Standard Yield Ink Cartridge (C9451A) / HP	Each	109.00			
41	C9452A HP 70 Cyan Standard Yield Ink Cartridge (C9452A) / HP	Each	109.00			
42	C9453A HP 70 Magenta Standard Yield Ink Cartridge (C9453A) / HP	Each	109.00			
43	C9454A HP 70 Yellow Standard Yield Ink Cartridge (C9454A) / HP	Each	109.00			
44	C9730A HP 645AC Black Standard Yield Toner Cartridge, Prints Up to 13,000 Pages (C9730AC) / HP	Each	245.00			
45	C9733A HP 645AC Magenta Standard Yield Toner Cartridge , Prints Up to 12,000 Pages (C9733AC) / HP	Each	50.00			
46	CB435A HP 35A Black Standard Yield Toner Cartridge, Prints Up to 1,500 Pages (CB435A) / HP	Each	62.00			
47	CC364A HP 64A Black Standard Yield Toner Cartridge, Prints Up to 10,000 Pages (CC364A) / HP	Each	125.00			
48	CC530A HP 304A Black Standard Yield Toner Cartridge, Prints Up to 3,500 Pages (CC530A) / HP	Each	25.00			

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Buyer	Brandon Morgan
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Email	Brandon.Morgan@pima.gov

Catalog Items: Rasix Computer Center, Inc.						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
49	CC531A HP 304A Cyan Standard Yield Toner Cartridge, Prints Up to 2,800 Pages (CC531A) / HP	Each	25.00			
50	CC532A HP 304A Yellow Standard Yield Toner Cartridge, Prints Up to 2,800 Pages (CC532A) / HP	Each	25.00			
51	CC533A HP 304A Magenta Standard Yield Toner Cartridge, Prints Up to 2,800 Pages (CC533A) / HP	Each	25.00			
52	CE251A HP 504A Cyan Standard Yield Toner Cartridge, Prints Up to 7,000 Pages (CE251A) / HP	Each	10.00			
53	CE252A HP 504A Yellow Standard Yield Toner Cartridge, Prints Up to 7,000 Pages (CE252A) / HP	Each	10.00			
54	CE253A HP 504A Magenta Standard Yield Toner Cartridge, Prints Up to 7,000 Pages (CE253A) / HP	Each	10.00			
55	CE255A HP 55A Black Standard Yield Toner Cartridge, Prints Up to 6,000 Pages (CE255A) / HP	Each	125.00			
56	CE255X HP 55XC Black High Yield Toner Cartridge, Prints Up to 12,500 Pages (CE255XC) / HP	Each	100.00			
57	CE260A HP 647A Black Standard Yield Toner Cartridge, Prints Up to 8,500 Pages (CE260A) / HP	Each	100.00			

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Buyer	Brandon Morgan
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Email	Brandon.Morgan@pima.gov

Catalog Items: Rasix Computer Center, Inc.						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
58	CE261A HP 648A Cyan Standard Yield Toner Cartridge, Prints Up to 11,000 Pages (CE261A) / HP	Each	321.00			
59	CE262A HP 648A Yellow Standard Yield Toner Cartridge, Prints Up to 11,000 Pages (CE262A) / HP	Each	321.00			
60	CE263A HP 648A Magenta Standard Yield Toner Cartridge, Prints Up to 11,000 Pages (CE263A) / HP	Each	21.00			
61	CE270A HP 650A Black Standard Yield Toner Cartridge, Prints Up to 13,500 Pages (CE270A) / HP	Each	220.00			
62	CE272A HP 650A Yellow Standard Yield Toner Cartridge, Prints Up to 15,000 Pages (CE272A) / HP	Each	329.00			
63	CE278A HP 78A Black Standard Yield Toner Cartridge, Prints Up to 2,100 Pages (CE278A) / HP	Each	8.24			
64	CE285A HP 85A Black Standard Yield Toner Cartridge, Prints Up to 1,600 Pages (CE285A) / HP	Each	64.00			
65	CE285AC HP 85A Black Standard Yield Toner Cartridge, Prints Up to 1,600 Pages (CE285A) / HP	Each	64.00			
66	CE310A HP 126A Black Standard Yield Toner Cartridge, Prints Up to 1,200 pages (CE310A) / HP	Each	48.00			

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Buyer	Brandon Morgan
Phone Number	+1 (520) 7249510
Email	Brandon.Morgan@pima.gov

Catalog Items: Rasix Computer Center, Inc.						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
67	CE311A HP 126A Cyan Standard Yield Toner Cartridge, Prints Up to 1,000 pages (CE311A) / HP	Each	55.00			
68	CE312A HP 126A Yellow Toner Cartridge, Standard, Prints Up to 1,000 pages (CE312A) / HP	Each	55.00			
69	CE313A HP 126A Magenta Standard Yield Toner Cartridge, Prints Up to 1,000 pages (CE313A) / HP	Each	55.00			
70	CE314A HP 126A Drum Unit (CE314A) / HP	Each	95.00			
71	CE320A HP 128A Black Standard Yield Toner Cartridge, Prints Up to 2,000 pages (CE320A) / HP	Each	67.00			
72	CE321A HP 128A Cyan Standard Yield Toner Cartridge, Prints Up to 1,300 pages (CE321A) / HP	Each	64.00			
73	CE322A HP 128A Yellow Standard Yield Toner Cartridge, Prints Up to 1,300 pages (CE322A) / HP	Each	64.00			
74	CE323A HP 128A Magenta Standard Yield Toner Cartridge, Prints Up to 1,300 pages (CE323A) / HP	Each	64.00			
75	CE390A HP 90A Black Standard Yield Toner Cartridge (CE390A) / HP	Each	152.00			
76	CE400A HP 507A Black Standard Yield Toner Cartridge, Prints Up to 5,500 Pages (CE400A) / HP	Each	115.00			
77	CE401A HP 507A Cyan Standard Yield Toner Cartridge, Prints Up to 6,000 Pages (CE401A) / HP	Each	155.00			

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Supplier Contract

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Contract Start Date	07-14-2026
Contract End Date	07-13-2027
Payment Type	Warrant/Check
Buyer	Brandon Morgan
Phone Number	+1 (520) 7249510
Email	Brandon.Morgan@pima.gov

Catalog Items: Rasix Computer Center, Inc.						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
78	CE402A HP 507A Yellow Standard Yield Toner Cartridge, Prints Up to 6,000 Pages (CE402A) / HP	Each	155.00			
79	CE403A HP 507A Magenta Standard Yield Toner Cartridge, Prints Up to 6,000 Pages (CE403A) / HP	Each	155.00			
80	CE410A HP 305A Black Standard Yield Toner Cartridge, Prints Up to 2,090 Pages (CE410A) / HP	Each	78.00			
81	CE410XC HP 305XC Black High Yield Toner Cartridge, Prints Up to 4,000 Pages (CE410XC) / HP	Each	83.00			
82	CE411A HP 305AC Cyan Standard Yield Toner Cartridge, Prints Up to 2,600 Pages (CE411AC) / HP	Each	97.00			
83	CE411AC HP 305AC Cyan Standard Yield Toner Cartridge, Prints Up to 2,600 Pages (CE411AC) / HP	Each	97.00			
84	CE412A HP 305AC Yellow Standard Yield Toner Cartridge, Prints Up to 2,600 Pages (CE412AC) / HP	Each	97.00			
85	CE412AC HP 305AC Yellow Standard Yield Toner Cartridge, Prints Up to 2,600 Pages (CE412AC) / HP	Each	97.00			
86	CE413A HP 305AC Magenta Standard Yield Toner Cartridge, Prints Up to 2,600 Pages (CE413AC) / HP	Each	97.00			

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Buyer	Brandon Morgan
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Email	Brandon.Morgan@pima.gov

Catalog Items: Rasix Computer Center, Inc.						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
87	CE413AC HP 305AC Magenta Standard Yield Toner Cartridge, Prints Up to 2,600 Pages (CE413AC) / HP	Each	97.00			
88	CE505A HP 05A Black Standard Yield Toner Cartridge, Prints Up to 2,300 pages (CE505A) / HP	Each	89.00			
89	CE505X HP 05X Black High Yield Toner Cartridge, Prints Up to 6,500 pages (CE505X) / HP	Each	144.00			
90	CF210A HP 131A Black Standard Yield Toner Cartridge, Prints Up to 1,520 pages (CF210A) / HP	Each	65.00			
91	CF210X HP 131X Black High Yield Toner Cartridge, Prints Up to 2,400 pages (CF210X) / HP	Each	78.00			
92	CF211A HP 131A Cyan Standard Yield Toner Cartridge, Prints Up to 1,800 pages (CF211A) / HP	Each	77.00			
93	CF212A HP 131A Yellow Standard Yield Toner Cartridge, Prints Up to 1,800 pages (CF212A) / HP	Each	77.00			
94	CF213A HP 131A Magenta Standard Yield Toner Cartridge, Prints Up to 1,800 pages (CF213A) / HP	Each	77.00			
95	CF214A HP 14A Black Standard Yield Toner Cartridge, Prints Up to 10,000 pages (CF214A) / HP	Each	220.00			
96	CF226A HP 26A Black Standard Yield Toner Cartridge, Prints Up to 3,100 Pages (CF226A) / HP	Each	111.00			

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Catalog Items: Rasix Computer Center, Inc.						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
97	CF226X HP 26XC Black High Yield Toner Cartridge, Prints Up to 9,000 Pages (CF226XC) / HP	Each	157.00			
98	CF226XC HP 26XC Black High Yield Toner Cartridge, Prints Up to 9,000 Pages (CF226XC) / HP	Each	157.00			
99	CF230A HP 30A Black Standard Yield Toner Cartridge, Prints Up to 1,600 Pages (CF230A) / HP	Each	63.00			
100	CF230X HP 30X Black High Yield Toner Cartridge, Prints Up to 3,500 Pages (CF230X) / HP	Each	75.00			
101	CF232A HP 32A Drum Unit (CF232A) / HP	Each	88.00			
102	CF237A HP 37A Black Standard Yield Toner Cartridge, Prints Up to 11,000 Pages (CF237A) / HP	Each	181.00			
103	CF237X HP 37X Black High Yield Toner Cartridge, Prints Up to 25,000 Pages (CF237X) / HP	Each	267.00			
104	CF258A HP 58A Black Standard Yield Toner Cartridge, Prints Up to 3,000 Pages (CF258A) / HP	Each	104.00			
105	CF258X HP 58X Black High Yield Toner Cartridge, Prints Up to 10,000 Pages (CF258XC) / HP	Each	163.00			
106	CF258XC HP 58X Black High Yield Toner Cartridge, Prints Up to 10,000 Pages (CF258XC) / HP	Each	163.00			

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Catalog Items: Rasix Computer Center, Inc.						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
107	CF280X HP 80X Black High Yield Toner Cartridge, Prints Up to 6,900 Pages (CF280X) / HP	Each	140.00			
108	CF280XC HP 80X Black High Yield Toner Cartridge, Prints Up to 6,900 Pages (CF280X) / HP	Each	140.00			
109	CF281A HP 81A Black Standard Yield Toner Cartridge, Prints Up to 10,500 Pages (CF281A) / HP	Each	155.00			
110	CF283A HP 83A Black Standard Yield Toner Cartridge, Prints Up to 1,500 Pages (CF283A) / HP	Each	58.00			
111	CF283X HP 83X Black High Yield Toner Cartridge, Prints Up to 2,200 Pages (CF283XC) / HP	Each	65.00			
112	CF287A HP 87A Black Standard Yield Toner Cartridge, Prints Up to 8,550 Pages (CF287A) / HP	Each	195.00			
113	CF287X HP 87X Black High Yield Toner Cartridge, Prints Up to 18,000 Pages (CF287X) / HP	Each	249.00			
114	CF289X HP 89X Black High Yield Toner Cartridge, Prints Up to 10,000 Pages (CF289X) / HP	Each	228.50			
115	CF325X HP 25X Black High Yield Toner Cartridge Pages, Prints Up to 34,500 Pages (CF325X) / HP	Each	302.00			
116	CF330X HP 654XC Black High Yield Toner Cartridge, Prints Up to 20,500 Pages (cf330xc) / HP	Each	220.00			

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Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
117	CF330XC HP 654XC Black High Yield Toner Cartridge, Prints Up to 20,500 Pages (cf330xc) / HP	Each	220.00			
118	CF331A HP 654A Cyan Standard Yield Toner Cartridge, Prints Up to 15,000 Pages (CF331A) / HP	Each	295.00			
119	CF331AC HP 654A Cyan Standard Yield Toner Cartridge, Prints Up to 15,000 Pages (CF331A) / HP	Each	295.00			
120	CF332A HP 654A Yellow Standard Yield Toner Cartridge, Prints Up to 15,000 Pages (CF332A) / HP	Each	295.00			
121	CF332AC HP 654A Yellow Standard Yield Toner Cartridge, Prints Up to 15,000 Pages (CF332A) / HP	Each	295.00			
122	CF333A HP 654A Magenta Standard Yield Toner Cartridge, Prints Up to 15,000 Pages (CF333A) / HP	Each	295.00			
123	CF333AC HP 654A Magenta Standard Yield Toner Cartridge, Prints Up to 15,000 Pages (CF333A) / HP	Each	295.00			
124	CF360A HP 508A Black Standard Yield Toner Cartridge, Prints Up to 6,000 Pages (CF360A) / HP	Each	155.00			
125	CF360X HP 508XC Black High Yield Toner Cartridge, Prints Up to 12,500 Pages (CF360XC) / HP	Each	174.00			

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Catalog Items: Rasix Computer Center, Inc.						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
126	CF360XC HP 508XC Black High Yield Toner Cartridge, Prints Up to 12,500 Pages (CF360XC) / HP	Each	174.00			
127	CF361A HP 508A Cyan Standard Yield Toner Cartridge, Prints Up to 5,000 Pages (CF361A) / HP	Each	195.00			
128	CF361X HP 508XC Cyan High Yield Toner Cartridge, Prints Up to 9,500 Pages (CF361XC) / HP	Each	242.00			
129	CF362A HP 508A Yellow Standard Yield Toner Cartridge, Prints Up to 5,000 Pages (CF362A) / HP	Each	195.00			
130	CF362X HP 508XC Yellow High Yield Toner Cartridge, Prints Up to 9,500 Pages (CF362XC) / HP	Each	242.00			
131	CF363X HP 508XC Magenta High Yield Toner Cartridge , Prints Up to 9,500 Pages (CF363XC) / HP	Each	242.00			
132	CF400A HP 201A Black Standard Yield Toner Cartridge, Prints Up to 1,420 pages (CF400A) / HP	Each	55.00			
133	CF400X HP 201X Black High Yield Toner Cartridge, Prints Up to 2,800 pages (CF400X) / HP	Each	77.00			
134	CF401A HP 201A Cyan Standard Yield Toner Cartridge, Prints Up to 1,330 pages (CF401A) / HP	Each	70.00			
135	CF401X HP 201X Cyan High Yield Toner Cartridge, Prints Up to 2,300 pages (CF401X) / HP	Each	86.00			

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PIMA COUNTY

Pima County Procurement Department
 150 W. Congress St. 5th Fl
 Tucson AZ 85701



Supplier Contract

Contract Number	SC2600000370
Contract Start Date	07-14-2026
Contract End Date	07-13-2027
Payment Type	Warrant/Check
Buyer	Brandon Morgan
Phone Number	+1 (520) 7249510
Email	Brandon.Morgan@pima.gov

Catalog Items: Rasix Computer Center, Inc.						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
136	CF402A HP 201A Yellow Standard Yield Toner Cartridge, Prints Up to 1,330 pages (CF402A) / HP	Each	70.00			
137	CF402X HP 201X Yellow High Yield Toner Cartridge, Prints Up to 2,300 pages (CF402X) / HP	Each	86.00			
138	CF403A HP 201A Magenta Standard Yield Toner Cartridge, Prints Up to 1,330 pages (CF403A) / HP	Each	70.00			
139	CF403X HP 201X Magenta High Yield Toner Cartridge, Prints Up to 2,300 pages (CF403X) / HP	Each	86.00			
140	CF410A HP 410A Black Standard Yield Toner Cartridge, Prints Up to 2,300 Pages (CF410A) / HP	Each	89.00			
141	CF411A HP 410A Cyan Standard Yield Toner Cartridge, Prints Up to 2,300 Pages (CF411A) / HP	Each	115.00			
142	CF411X HP 410XC Cyan High Yield Toner Cartridge, Prints Up to 5,000 Pages (CF411XC) / HP	Each	154.00			
143	CF412A HP 410A Yellow Standard Yield Toner Cartridge, Prints Up to 2,300 Pages (CF412A) / HP	Each	115.00			
144	CF412X HP 410XC Yellow High Yield Toner Cartridge, Prints Up to 5,000 Pages (CF412XC) / HP	Each	154.00			
145	CF413A HP 410A Magenta Standard Yield Toner Cartridge, Prints Up to 2,300 Pages (CF413A) / HP	Each	115.00			

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Catalog Items: Rasix Computer Center, Inc.						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
146	CF413X HP 410XC Magenta High Yield Toner Cartridge, Prints Up to 5,000 Pages (CF413XC) / HP	Each	154.00			
147	CF450A HP 655A Black Standard Yield Toner Cartridge, Prints Up to 12,500 Pages (CF450A) / HP	Each	214.00			
148	CF460X HP 656XC Black High Yield Toner Cartridge, Prints Up to 27,000 Pages (CF460XC) / HP	Each	200.00			
149	CF460XC HP 656XC Black High Yield Toner Cartridge, Prints Up to 27,000 Pages (CF460XC) / HP	Each	200.00			
150	CF461A HP 655A Cyan Standard Yield Toner Cartridge, Prints Up to 10,500 Pages (CF451A) / HP	Each	2.00			
151	CF461X HP 656XC Cyan High Yield Toner Cartridge, Prints Up to 22,000 Pages (CF461XC) / HP	Each	358.00			
152	CF461XC HP 656XC Cyan High Yield Toner Cartridge, Prints Up to 22,000 Pages (CF461XC) / HP	Each	358.00			
153	CF462A HP 655A Yellow Standard Yield Toner Cartridge, Prints Up to 10,500 Pages (CF452A) / HP	Each	2.00			
154	CF462X HP 656XC Yellow High Yield Toner Cartridge, Prints Up to 22,000 Pages (CF462XC) / HP	Each	358.00			

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Buyer	Brandon Morgan
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Email	Brandon.Morgan@pima.gov

Catalog Items: Rasix Computer Center, Inc.						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
155	CF462XC HP 656XC Yellow High Yield Toner Cartridge, Prints Up to 22,000 Pages (CF462XC) / HP	Each	358.00			
156	CF463A HP 655A Magenta Standard Yield Toner Cartridge, Prints Up to 10,500 Pages (CF453A) / HP	Each	2.00			
157	CF463X HP 656XC Magenta High Yield Toner Cartridge, Prints Up to 22,000 Pages (CF463XC) / HP	Each	358.00			
158	CF463XC HP 656XC Magenta High Yield Toner Cartridge, Prints Up to 22,000 Pages (CF463XC) / HP	Each	358.00			
159	CF500A HP 202A Black Standard Yield Toner Cartridge, Prints Up to 1,400 pages (CF500A) / HP	Each	70.00			
160	CF501A HP 202A Cyan Standard Yield Toner Cartridge, Prints Up to 1,300 pages (CF501A) / HP	Each	80.00			
161	CF501X HP 202X Cyan High Yield Toner Cartridge, Prints Up to 2,500 pages (CF501X) / HP	Each	88.00			
162	CF502A HP 202A Yellow Standard Yield Toner Cartridge, Prints Up to 1,300 pages (CF502A) / HP	Each	80.00			
163	CF502X HP 202X Yellow High Yield Toner Cartridge, Prints Up to 2,500 pages (CF502X) / HP	Each	88.00			

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Email	Brandon.Morgan@pima.gov

Catalog Items: Rasix Computer Center, Inc.						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
164	CF503A HP 202A Magenta Standard Yield Toner Cartridge, Prints Up to 1,300 pages (CF503A) / HP	Each	80.00			
165	CF503X HP 202X Magenta High Yield Toner Cartridge, Prints Up to 2,500 pages (CF503X) / HP	Each	88.00			
166	CH561WN HP 61 Black Standard Yield Ink Cartridge, Prints Up to 170 Pages (CH561WN#140) / HP	Each	2.00			
167	CH564WN HP 61 Tri-Color Standard Yield Ink Cartridge, Prints Up to 150 Pages (CH562WN#140) / HP	Each	2.00			
168	CLT-C504S CLT-C504S Cyan / Samsung	Each	5.00			
169	CLT-K504S CLT-K504S Black / Samsung	Each	5.00			
170	CLT-M504S CLT-M504S Magenta / Samsung	Each	5.00			
171	CLT-Y504S CLT-Y504S Yellow / Samsung	Each	5.00			
172	CN045AN HP 950XL Black High Yield Ink Cartridge, Prints Up to 2,300 Pages (CN045AN#140) / HP	Each	55.00			
173	CN046AN HP 951XL Cyan High Yield Ink Cartridge, Prints Up to 1,500 Pages (CN046AN#140) / HP	Each	38.00			
174	CN047AN HP 951XL Magenta High Yield Ink Cartridge, Prints Up to 1,500 Pages (CN047AN#140) / HP	Each	40.00			

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Catalog Items: Rasix Computer Center, Inc.						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
175	CN048AN HP 951XL Yellow High Yield Ink Cartridge, Prints Up to 1,500 Pages (CN048AN#140) / HP	Each	40.00			
176	CN049AN HP 950 Black Standard Yield Ink Cartridge, Prints Up to 1,000 Pages (CN049AN#140) / HP	Each	32.00			
177	CN629A HP 772 Magenta Standard Yield Ink Cartridge (CN629A) / HP	Each	183.00			
178	CN630A HP 772 Yellow Standard Yield Ink Cartridge (CN630A) / HP	Each	183.00			
179	CN633A HP 772 Photo Black Standard Yield Ink Cartridge (CN633A) / HP	Each	183.00			
180	CN634A HP 772 Light Gray Standard Yield Ink Cartridge (CN634A) / HP	Each	183.00			
181	CN635A HP 772 Black Matte Standard Yield Ink Cartridge (CN635A) / HP	Each	183.00			
182	CN636A HP 772 Cyan Standard Yield Ink Cartridge (CN636A) / HP	Each	183.00			
183	DR-223CL DR223CL Drum Unit / Brother	Each	20.00			
184	DR-350 DR350 Drum Unit / Brother	Each	30.00			
185	DR-420 DR420 Drum Unit / Brother	Each	35.00			
186	E20 E20 Black / Canon	Each	5.00			
187	F6U19AN HP 952XL Black High Yield Ink Cartridge, Prints Up to 2,000 Pages (F6U19AN#140) / HP	Each	56.00			

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Catalog Items: Rasix Computer Center, Inc.						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
188	F6U63AN HP 63XL Tri-Color High Yield Ink Cartridge, Prints Up to 300 Pages (F6U63AN#140) / HP	Each	53.00			
189	G0795 Bizhub C360 Waste Toner Box / Konica	Each	5.00			
190	L0S61AN HP 952XL Cyan High Yield Ink Cartridge, Prints Up to 1,450 Pages (L0S61AN#140) / HP	Each	43.00			
191	L0S64AN HP 952XL Magenta High Yield Ink Cartridge, Prints Up to 1,450 Pages (L0S64AN#140) / HP	Each	43.00			
192	L0S67AN HP 952XL Yellow High Yield Ink Cartridge, Prints Up to 1,450 Pages (L0S67AN#140) / HP	Each	43.00			
193	LC-103BK LC103 Black / Brother	Each	4.00			
194	LC-103C LC103 Cyan / Brother	Each	4.00			
195	LC-103M LC103 Magenta / Brother	Each	4.00			
196	LC-103Y LC103 Yellow / Brother	Each	4.00			
197	M104 M104 Black / Canon	Each	10.00			
198	P2V27A HP 731 DesignJet Print Head (P2V27A) / HP	Each	109.00			
199	P2V62A HP 730 Cyan Standard Yield Ink Cartridge (P2V62A) / HP	Each	81.00			
200	P2V63A HP 730 Magenta Standard Yield Ink Cartridge (P2V63A) / HP	Each	81.00			

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Payment Type	Warrant/Check
Buyer	Brandon Morgan
Phone Number	+1 (520) 7249510
Email	Brandon.Morgan@pima.gov

Catalog Items: Rasix Computer Center, Inc.						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
201	P2V64A HP 730 Yellow Standard Yield Ink Cartridge (P2V64A) / HP	Each	81.00			
202	P2V65A HP 730 Black Standard Yield Ink Cartridge (P2V65A) / HP	Each	81.00			
203	P2V66A HP 730 Gray Standard Yield Ink Cartridge (P2V66A) / HP	Each	81.00			
204	P2V67A HP 730 Black Standard Yield Ink Cartridge (P2V67A) / HP	Each	81.00			
205	PC-201 PC201 Black / Brother	Each	4.00			
206	Q2612A HP 12A Black Standard Yield Toner Cartridge, Prints Up to 2,000 pages (Q2612A) / HP	Each	20.00			
207	Q5942A HP 42A Black Standard Yield Toner Cartridge, Prints Up to 10,000 Pages (Q5942A) / HP	Each	125.00			
208	Q5949A HP 49A Black Standard Yield Toner Cartridge, Prints Up to 2,500 Pages (Q5949A) / HP	Each	75.00			
209	Q7553A HP 53A Black Standard Yield Toner Cartridge, Prints Up to 3,000 Pages (Q7553A) / HP	Each	15.00			
210	Q7553X HP 53X Black High Yield Toner Cartridge, Prints Up to 7,000 Pages (Q7553X) / HP	Each	20.00			
211	T096120 96 Black / Epson	Each	2.00			
212	T096220 96 Cyan / Epson	Each	2.00			
213	T096320 96 Vivid Magenta / Epson	Each	2.00			
214	T096420 96 Yellow / Epson	Each	2.00			

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Contract Start Date	07-14-2026
Contract End Date	07-13-2027
Payment Type	Warrant/Check
Buyer	Brandon Morgan
Phone Number	+1 (520) 7249510
Email	Brandon.Morgan@pima.gov

Catalog Items: Rasix Computer Center, Inc.						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
215	T096520 96 Light Cyan / Epson	Each	2.00			
216	T096620 96 Vivid Light Magenta / Epson	Each	2.00			
217	T096720 96 Light Black / Epson	Each	2.00			
218	T096820 96 Matte Black / Epson	Each	2.00			
219	T096920 96 Light Light Black / Epson	Each	2.00			
220	T804500 804 Light Cyan / Epson	Each	2.00			
221	T804600 804 Vivid Light Magenta / Epson	Each	2.00			
222	T804700 804 Light Black / Epson	Each	2.00			
223	TFC415LK TFC415LK Black / Toshiba	Each	10.00			
224	TN-223BK TN223 Black / Brother	Each	25.00			
225	TN-223C TN223 Cyan / Brother	Each	25.00			
226	TN-223M TN223 Magenta / Brother	Each	25.00			
227	TN-223Y TN223 Yellow / Brother	Each	25.00			
228	TN-227BK TN227 Black / Brother	Each	25.00			
229	TN-319C Bizhub C360 Cyan / Konica	Each	10.00			
230	TN-319K Bizhub C360 Black / Konica	Each	5.00			
231	TN-319M Bizhub C360 Magenta / Konica	Each	10.00			
232	TN-319Y Bizhub C360 Yellow / Konica	Each	10.00			
233	TN-350 TN350 Black / Brother	Each	25.00			

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Catalog Items: Rasix Computer Center, Inc.						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
234	TN-420 TN420 Black / Brother	Each	15.00			
235	TN-430 TN430 Black / Brother	Each	25.00			
236	TN-450 TN450 Black / Brother	Each	55.00			
237	TN-460 TN460 Black / Brother	Each	40.00			
238	TN-613C Bizhub Cyan / Konica	Each	5.00			
239	TN-613K Bizhub Black / Konica	Each	5.00			
240	TN-850 TN850 Black / Brother	Each	40.00			
241	W1340A HP 134A Black Standard Yield Toner Cartridge, Prints Up to 1,100 pages (W1340A) / HP	Each	45.00			
242	W1340X HP 134x Black High Yield Toner Cartridge, Prints Up to 2,400 pages (W1340X) / HP	Each	72.00			
243	W1380A HP 138A Black Standard Yield Toner Cartridge, Prints Up to 1,500 pages (W1380A) / HP	Each	56.00			
244	W1470A HP 147A Black Standard Yield Toner Cartridge, Prints Up to 10,500 pages (W1470A) / HP	Each	180.00			
245	W1480A HP 148A Black Standard Yield Toner Cartridge, Prints Up to 2,900 pages (W1480A) / HP	Each	94.00			
246	W1480X HP 148/149 Black High Yield Toner Cartridge (W1020XC) / HP	Each	180.00			

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Catalog Items: Rasix Computer Center, Inc.						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
247	W2020A HP 414A Black Standard Yield Toner Cartridge, Prints Up to 2,400 Pages (W2020A) / HP	Each	80.00			
248	W2020X HP 414XC Black High Yield Toner Cartridge, Prints Up to 7,500 Pages (W2020XC) / HP	Each	129.00			
249	W2020XC HP 414XC Black High Yield Toner Cartridge, Prints Up to 7,500 Pages (W2020XC) / HP	Each	129.00			
250	W2021A HP 414A Cyan Standard Yield Toner Cartridge, Prints Up to 2,100 Pages (W2021A) / HP	Each	105.00			
251	W2021X HP 414XC Cyan High Yield Toner Cartridge, Prints Up to 6,000 Pages (W2021XC) / HP	Each	174.00			
252	W2021XC HP 414XC Cyan High Yield Toner Cartridge, Prints Up to 6,000 Pages (W2021XC) / HP	Each	174.00			
253	W2022A HP 414A Yellow Standard Yield Toner Cartridge, Prints Up to 2,100 Pages (W2022A) / HP	Each	105.00			
254	W2022X HP 414XC Yellow High Yield Toner Cartridge, Prints Up to 6,000 Pages (W2022XC) / HP	Each	174.00			
255	W2022XC HP 414XC Yellow High Yield Toner Cartridge, Prints Up to 6,000 Pages (W2022XC) / HP	Each	174.00			

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Catalog Items: Rasix Computer Center, Inc.						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
256	W2023A HP 414A Magenta Standard Yield Toner Cartridge, Prints Up to 2,100 Pages (W2023A) / HP	Each	105.00			
257	W2023X HP 414XC Magenta High Yield Toner Cartridge, Prints Up to 6,000 Pages (W2023XC) / HP	Each	174.00			
258	W2023XC HP 414XC Magenta High Yield Toner Cartridge, Prints Up to 6,000 Pages (W2023XC) / HP	Each	174.00			
259	W2100A HP 210A Black Standard Yield Toner Cartridge, Prints Up to 2,000 pages (W2100A) / HP	Each	84.00			
260	W2100X HP 210X Black High Yield Toner Cartridge, Prints Up to 7,500 pages (W2100X) / HP	Each	153.00			
261	W2101A HP 210A Cyan Standard Yield Toner Cartridge, Prints Up to 1,800 pages (W2101A) / HP	Each	101.00			
262	W2101X HP 210X Cyan High Yield Toner Cartridge, Prints Up to 5,500 pages (W2101X) / HP	Each	188.00			
263	W2102A HP 210A Yellow Standard Yield Toner Cartridge, Prints Up to 1,800 pages (W2102A) / HP	Each	101.00			
264	W2102X HP 210X Yellow High Yield Toner Cartridge, Prints Up to 5,500 pages (W2102X) / HP	Each	188.00			

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Catalog Items: Rasix Computer Center, Inc.						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
265	W2103A HP 210A Magenta Standard Yield Toner Cartridge, Prints Up to 1,800 pages (W2103A) / HP	Each	101.00			
266	W2110A HP 206A Black Standard Yield Toner Cartridge, Prints Up to 1,350 pages (W2110A) / HP	Each	62.00			
267	W2110X HP 206X Black High Yield Toner Cartridge, Prints Up to 3,150 Pages (W2110X) / HP	Each	88.00			
268	W2111A HP 206A Cyan Standard Yield Toner Cartridge, Prints Up to 1,250 pages (W2111A) / HP	Each	72.00			
269	W2111X HP 206X Cyan High Yield Toner Cartridge, Prints Up to 2,450 pages (W2111X) / HP	Each	93.00			
270	W2112A HP 206A Yellow Standard Yield Toner Cartridge, Prints Up to 1,250 pages (W2112A) / HP	Each	72.00			
271	W2112X HP 206X Yellow High Yield Toner Cartridge, Prints Up to 2,450 pages (W2112X) / HP	Each	93.00			
272	W2113A HP 206A Magenta Standard Yield Toner Cartridge, Prints Up to 1,250 pages (W2113A) / HP	Each	72.00			
273	W2113X HP 206X Magenta High Yield Toner Cartridge, Prints Up to 2,450 pages (W2113X) / HP	Each	93.00			
274	W2120A HP 212A Black Standard Yield Toner Cartridge, Prints Up to 5,500 pages (W2120A) / HP	Each	166.00			

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Catalog Items: Rasix Computer Center, Inc.						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
275	W2121A HP 212A Cyan Standard Yield Toner Cartridge, Prints Up to 4,500 pages (W2121A) / HP	Each	208.00			
276	W2122A HP 212A Yellow Standard Yield Toner Cartridge, Prints Up to 4,500 pages (W2122A) / HP	Each	208.00			
277	W2123A HP 212A Magenta Standard Yield Toner Cartridge, Prints Up to 4,500 pages (W2123A) / HP	Each	208.00			
278	W2130X HP 213X Black High Yield Toner Cartridge, Prints Up to 9,000 pages (W2130X) / HP	Each	190.00			
279	W2131A HP 213A Cyan High Yield Toner Cartridge, Prints Up to 3,000 pages (W2131A) / HP	Each	165.00			
280	W2131X HP 213X Cyan High Yield Toner Cartridge, Prints Up to 6,000 pages (W2131X) / HP	Each	251.00			
281	W2132A HP 213A Yellow Standard Yield Toner Cartridge, Prints Up to 3,000 pages (W2132A) / HP	Each	165.00			
282	W2132X HP 213X Yellow High Yield Toner Cartridge, Prints Up to 6,000 pages (W2132X) / HP	Each	251.00			
283	W2133A HP 213A Magenta Standard Yield Toner Cartridge, Prints Up to 3,000 pages (W2133A) / HP	Each	165.00			
284	W2133X HP 213X Magenta High Yield Toner Cartridge, Prints Up to 6,000 pages (W2133X) / HP	Each	251.00			

This Supplier Contract incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this contract. All transactions and conduct are required to conform to these documents.

PIMA COUNTY

Pima County Procurement Department
 150 W. Congress St. 5th Fl
 Tucson AZ 85701



Supplier Contract

Contract Number	SC2600000370
Contract Start Date	07-14-2026
Contract End Date	07-13-2027
Payment Type	Warrant/Check
Buyer	Brandon Morgan
Phone Number	+1 (520) 7249510
Email	Brandon.Morgan@pima.gov

Catalog Items: Rasix Computer Center, Inc.						
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN	
285	W2180A HP 218A Black Standard Yield Toner Cartridge, Prints Up to 1300 Pages (W2180A) / HP	Each	57.00			
286	W2181A HP 218A Cyan Standard Yield Toner Cartridge, Prints Up to 1200 Pages (W2181A) / HP	Each	68.00			
287	W2182A HP 218A Yellow Standard Yield Toner Cartridge, Prints Up to 1200 Pages (W2182A) / HP	Each	68.00			
288	W2183A HP 218A Magenta Standard Yield Toner Cartridge, Prints Up to 1200 Pages (W2183A) / HP	Each	68.00			
289	WT-223CL WT223CL Waste Toner Box / Brother	Each	5.00			

This Supplier Contract incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this contract. All transactions and conduct are required to conform to these documents.

Solicitation No. IFB-2600000301

Title: OEM & Remanufactured Printer & Fax Toner Cartridges

OFFER AGREEMENT

1. PURPOSE

This contract establishes a system-generated form Supplier Contract ("SC") for Contractors to provide Pima County ("County") with OEM & Remanufactured Printer & Fax Toner Cartridges on an "as required basis" by issue of Delivery Order ("DO").

The established SC will identify the Contractor to provide the required items as designated by the following groups:

Group 1: OEM New Toner Cartridges

A new toner cartridge, which is manufactured by the same manufacturer of the printer/fax machine in which the toner is used.

Group 2: Remanufactured Toner Cartridges

May also be referred to as Recycled, is a cartridge in which the ink has been restocked, parts that are damaged are replaced or repaired and is restored to its original form and a quality test is performed to ensure full OEM performance standards.

All Goods and Services that Contractor offers or provides pursuant to the contract will conform to the requirements defined by or referred to by the solicitation documents including *Solicitation Amendments, Instructions to Offerors, Standard Terms and Conditions*, and this *Offer Agreement*, all of which are incorporated herein.

This document, including all attachments and documents incorporated by reference, constitutes the entire contract between the parties pertaining to the subject matter hereof, and merges all prior or contemporaneous agreements and understandings, oral or written, herein.

2. CONTRACT TERM, RENEWALS, EXTENSIONS and REVISIONS

The SC will document the commencement date of the contract and will be for a one (1) year period with four (4) one-year renewal options that the parties may exercise as follows: County will issue contract extensions, renewals, or revisions to Contractor with a revised SC document. Contractor must object in writing to the proposed revisions, terms, conditions, scope modifications and/or specifications within ten (10) calendar days of issuance by County. If Contractor does not notify county of any objections within that timeframe, the revision(s) will be binding on the parties.

3. CONTRACTOR MINIMUM QUALIFICATIONS

The Contractor certifies that it is competent, willing, and responsible for performing the services or providing the products in accordance with the requirements of this contract.

Contractor will check appropriate response below and provide requested documents. Failure to check appropriate response and provide copies of requested documents may cause the offer to be rejected and deemed non-responsive:

A. Group 1: OEM New Toner/Ink Cartridges Minimum Qualifications	
Contractor must be an authorized reseller, distributor, and/or qualified supplier and Partner of Hewlett Packard.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Bid
*Must provide authorized distributor/dealer letter.	
B. Group 2: Remanufactured Toner/Ink Cartridges Minimum Qualifications	
Contractor certifies it has the capacity to furnish remanufactured cartridges that have been fully remanufactured to specifications equal to or exceeding OEM standards of quality and performance, and approved remanufactured toner cartridge industry standards and guidelines adopted and must provide at least one of the following:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Bid
<ul style="list-style-type: none"> o Standardize Test Methods Committee (STMC) o American Society for Testing and Materials (ASTM) o ISO 9001:2000 Certified 	

Solicitation No. IFB-2600000301

Title: OEM & Remanufactured
Printer & Fax Toner Cartridges**4. PRODUCT OR SERVICE SPECIFICATIONS & SCOPE OF WORK**

TYPICAL BUSINESS PROCESS FLOW: The following business process flow is provided to define expected roles, tasks, sequence and value to be provided to County.

- 4.1 **Customer Service:** Customer must maintain means for County representatives to effectively and efficiently communicate with Contractor concerning cartridge ordering, delivery, return of defective items, and invoicing issues with no additional costs to the County.

Customer Service Representatives must be knowledgeable about the products and procedures for ordering, delivery, and returns, Contractor must provide County with an Account Representative Team.

The Contractor will be responsible for coordinating and resolving issues relating to invoices, quality of product, contractual performance, equipment repairs as a result of damage caused by toner, reports, product substitution, etc., within three (3) business days of initial contact from County for each issue.

Contractor must provide a Master Price List of all available items. Additions, deletions, and substitutions of part numbers may be allowed if they are submitted by the Contractor and approved by Procurement.

- 4.2 **Ordering Procedures:** Orders may be placed by County representatives in various departments and locations (approximately 330 locations). Orders placed by County Departments will be by issuance of a DO only.

Contractor must accept electronic methods of ordering including, but not limited to, accepting email and/or a dedicated website for ordering and tracking orders. Ordering will be done by telephone or online. No minimum or maximum guarantee will be made as to the size of each order. Contractors are expected to be able to accept and deliver any sized order. Contractor will not have minimum or maximum quantity or dollar amount requirements.

Contractor must provide acknowledgement of receipt of Delivery Order (DO), shipping confirmation, back order status, or cancellation notification electronically, via email.

If a cartridge is out of stock, Contractor must notify the ordering department either by email within 24 hours of the status and provide an estimated delivery date.

In the event of an emergency, the County reserves the right to cancel such orders or outstanding releases for non-delivery in timeframes shorter than those specified above.

Orders placed under the contract in which are not delivered or completed within five (5) business days after the receipt of the order will be subject to immediate cancellation at the sole option of the County. Orders, which cannot be supplied in time to meet the County's requirements, may be placed with another Contractor. Failure of the Contractor to adhere to the delivery schedules specified or to promptly replace rejected materials must render the Contractor liable for the difference between the open market and the contract price where emergency purchase is necessary.

- 4.3 **Packaging:** Toner and ink cartridge packing must include, at a minimum:

4.3.1 Each toner and ink cartridge must be labeled with the Manufacturer's and Contractor's names and cartridge model and/or part number.

4.3.2 Each external packaging of the cartridge must be labeled with the Manufacturer's and Contractor's names and cartridge model and/or part number.

4.3.3 Internal packaging of each toner and ink cartridge must meet or exceed OEM standards and provide a protective and secure surroundings for the cartridge. Packaging may include an anti-static moisture proof bag that is either heat-sealed or zip-locked and a protective cradle for the cartridge prior to being packaged in an external carton. The external carton and packaging of the toner cartridge must protect the cartridge from damage during shipping, permit repackaging of spent/used cartridges for return and be packaged in a manner that meet or exceed OEM standards.

4.3.4 Packaging for the toner and ink cartridges must be constructed to permit users to re-package used cartridges for return to the contractor. Contractor must clearly indicate that the carton is reusable such as, a label on the carton which clearly states: "Important: Save this box and all internal packaging for return of the empty cartridges."

4.3.5 Each cartridge must be provided with complete instruction for installation and maintenance of cartridge to optimize the performance and life of the cartridge.

Solicitation No. IFB-2600000301

Title: OEM & Remanufactured
Printer & Fax Toner Cartridges

4.3.6 It is desirable that all corrugated packaging meets Green Standards.

4.3.7 The external carton and/or an internal shipping invoice must identify toner cartridge type (make and model), the Contractor's name, address, telephone number, and the Delivery Order (DO). All cartridge boxes and/or internal shipping invoices will also bear the date of manufacture and use by date for shelf life and inventory purposes.

4.4 Used/Empty Cartridge Return: If a common carrier such as UPS or FedEx is used for returns, the contractor must arrange for pick-up at the County's location, as carrier drop boxes may not be used. The contractor must provide a prepaid shipping or mailing label for each empty toner cartridge, along with clear written instructions on how County users can obtain these labels, either via toll-free phone number, email address, or electronically (e.g., download from the contractor's website), ensuring no cost is incurred by the County.

The contractor must supply a toll-free phone number and an email address for coordinating pick-ups, and is responsible for all shipping, pickup, transportation, unpacking, sorting, and storage costs related to returned cartridges. Every shipping container must include a label on at least one long side stating: "IMPORTANT: SAVE THIS BOX AND ALL INTERNAL PACKAGING FOR THE RETURN OF THE EMPTY CARTRIDGE." When new cartridges are delivered, used or empty cartridges will be returned at the contractor's expense, and while the County will make reasonable efforts to provide returns on a one-for-one basis, availability is not guaranteed.

If pick-up is not conducted at the time of delivery, the contractor must provide an alternative means for returning cartridges at no cost, and if a separate pick-up is required, the County representative will contact the contractor via the provided toll-free number, email, or webpage. The contractor must schedule and complete pick-ups for used or empty toner and ink cartridges within five (5) business days of receiving the County's request.

-OR-

The Contractor must provide explicit instructions as to how to obtain the pre-paid shipping label from the Contractor. Instructions to the users are to indicate at toll-free telephone number and/or an email address for which the user can request the return pre-printed shipping label for pre-paid expenses of the cartridge(s) being returned. The users are not to be charged for pickup of the cartridge(s) by the transportation company employed. The Contractor must pay for all shipping and pickup charges of return cartridge(s). Prepaid labels may be obtained from the Contractor electronically, by downloading from website.

Contractor must be responsible for transporting, unpacking, sorting, and storing of the used cartridges.

4.5 Reports & Record Retention: Annually and upon request, the Contractor must provide reports to include, but not limited to, the following:

- a. Use reports by department, account, and/or location to include the equipment model number, cartridge number supplied, quantity, and price. Return report which includes the cartridge number, equipment, model number, quantity of cartridges received from the County.
- b. Credit and/or rebates received by the County department.
- c. List of catalog items, manufacturers' part numbers, pricing, rebate/credit, and yield.
- d. List of toner and ink cartridges supplied under this contract with current and expected failure rate.
- e. Reports must be available in Excel or CSV format to allow for sorting and calculation.

4.6 General Specifications: Contractor will provide toner/ink for the following types of machines:

Brands of Printers and Fax Machines in use by the County:

- | | |
|-------------------|-------------|
| • Brother | • Lexmark |
| • Canon | • Panasonic |
| • Dell | • Samsung |
| • Epson | • Sharp |
| • Hewlett Packard | • Troy |
| • Kyocera | • Xerox |

WARRANTY: Contractor must be responsible for the quality of the products provided to the County.

Solicitation No. IFB-2600000301

Title: OEM & Remanufactured
Printer & Fax Toner Cartridges

4.7 Printer: An output device (inkjet, laser, desktop, networked, non-networked) that prints paper documents. This includes text documents, images, or a combination of both.

4.7.1 Inkjet Printer: A device that accepts text and graphic output from a computer and transfers the information to paper. The inkjet technology works by spraying very fine drops of ink on a sheet of paper. These droplets are "ionized" which allows them to be directed by magnetic plates in the ink's (toners) path. As the paper is fed through the printer, the print head moves back and forth, spraying thousands of these small droplets of ink (toner) on the page.

4.7.2 Laser Printer: A device that uses a focused beam of light to transfer text and images onto paper. As paper passes through the printer, the laser fires a beam of light at the surface of a cylindrical drum called a photoreceptor. This drum has an electrical charge (typically positive), that is reversed in areas where the laser beam hits it. By reversing the charge in certain areas of the drum, the laser beam can print patterns (such as text and pictures) onto the photoreceptor. Once the pattern has been created on the drum, it is coated with toner from a toner cartridge. The positively charged toner clings to the areas of the drum that have been negatively charged by the laser. When the paper passes through the printer, the drum is given a strong negative charge, which allows the toner to transfer and stick to the paper. The result is a clean copy of the image written on the paper.

4.8 Fax Machine: A device that sends and receives printed pages or images over telephone lines by digitizing the material with an internal optical scanner and transmitting the information as electronic signals.

4.9 Group 1: OEM New Toner/Ink Cartridges Warranty

All cartridges must be guaranteed to perform to OEM specifications and to the satisfaction of County. The cartridge must equal or exceed the yield of the OEM specification. Any cartridge found defective must be replaced, free of charge, regardless of the amount of toner remaining in the cartridge. Defective cartridges must be replaced or monies refunded within five (5) calendar days after the Contractor is notified.

If problems occur with printers due to a defective toner cartridge, the Contractor must provide:

4.9.1 A competent factory-trained authorized service technician to repair printer within two (2) working days at the Contractor's expense.

4.9.2 The Contractor must reimburse the County for any printer service performed due to the Contractor's defective cartridge. If the defective cartridge causes damage to the equipment, the Contractor must repair it to OEM specifications or replace it.

4.9.3 Contractor is responsible for quality of products provided to County. If equipment failure should result due to product defects, Contractor will replace any failed equipment and defective product at no additional cost to County within three (3) business days after vendor is notified. Contractor will also be responsible for any/all damages created as result of defective product. If problems occur with printers or fax machines due to defective product, the Contractor will provide a competent factory-trained authorized service technician to repair printer within two (2) working days at the Contractor's expense.

If a County representative places a call for a defective cartridge, the Contractor's customer service representative must be capable of discussing the County contract and correcting any problems, and/or must visit the individual utilizing the remanufactured cartridge in-person within two (2) business days after notification.

The Contractor will diagnose whether the cartridge is defective. If defective, the Contractor will replace cartridge at that time. If the cartridge is not defective, the Contractor will troubleshoot the problem, at no charge, and report findings to the user's Department and, if hardware related, the County IT Network Operations Center (NOC).

All defective toner and ink cartridges will be returned to the Contractor at the Contractor's expense. The Contractor must pick up defective cartridge(s) at the location of toner and ink cartridge delivery. All transportation charges covering return and replacement of these items must be borne by the Contractor.

4.10 Group 2: Remanufactured Toner/Ink Cartridges Warranty

Contractor must warrant in writing that the use of the remanufactured cartridges will not void the manufacturer's warranty on any printer or fax. County equipment warranties must be fully covered under warranties if the cartridges are remanufactured to Original Equipment Manufacture's (OEM) standards; subsequently, this agreement requires remanufactured cartridges to meet this standard.

Solicitation No. IFB-2600000301

Title: OEM & Remanufactured
Printer & Fax Toner Cartridges

Any cartridge found defective must be replaced, free of charge, regardless of the amount of toner remaining in the cartridge.

Defective cartridges must be replaced in two (2) days or monies refunded (credit memo issued) within five (5) calendar days after the Contractor is notified. Any toner and ink cartridge found defective, must be replaced free of charge regardless of the amount of toner remaining in the cartridge. Replacement cartridges must be properly marked as replacements and identified by the Delivery Order (DO) number.

If problems occur with printers due to a defective toner cartridge, the Contractor must provide:

A competent trained authorized service technician to repair printer within two (2) business days at the Contractor's expense. The Contractor must reimburse the County for any printer service performed due to the Contractor's defective cartridge. If the defective cartridge causes damage to the equipment, the Contractor must repair it to OEM specifications or replace it. If equipment failure should result due to product defects, Contractor will replace any failed equipment and defective product at no additional cost to County within three (3) business days after Contractor is notified. Contractor will also be responsible for any/all damages created as result of defective product.

If a County representative places a call for a defective cartridge, the Contractor's customer service representative must be capable of discussing the County contract and correcting any problems, and/or must visit the individual utilizing the remanufactured cartridge in-person within two (2) business days after notification.

The Contractor will diagnose whether the cartridge is defective. If defective, the Contractor will replace cartridge at that time. If the cartridge is not defective, the Contractor will troubleshoot the problem, at no charge, and report findings to the user's Department and, if hardware related, the County IT Network Operations Center (NOC).

All defective toner and ink cartridges will be returned to the Contractor at the Contractor's expense. The Contractor must pick up defective cartridge(s) at the location of toner and ink cartridge delivery. All transportation charges covering return and replacement of these items must be borne by the Contractor.

- 4.11 Remanufactured Cartridges Item Specifications: Cartridge has been completely disassembled and cleaned, replaced with a new long-life optical photo-conductive (OPC) drum with a minimum rating equal to the OEM yield. Remanufactured toner cartridges must use the original OEM core. New non-OEM cores are not acceptable. Laser printer/toner cartridges that are only refilled, recharged or cloned are not considered remanufactured. Each cartridge is backed by a 100% satisfaction guarantee and provides for the same warranties of an OEM toner cartridge.

Toner cartridges must be completely disassembled, cleaned, and inspected prior to filling. Toner cartridges must be refilled with an ample quantity of high-quality toner necessary to provide the projected yield specific to each item solicited and requested by the County.

The Contractor must furnish remanufactured toner and ink cartridges that have been fully remanufactured to specifications equal to or exceeding OEM standards of quality and performance and approved remanufactured toner cartridge industry standards such as the guidelines adopted by the Standardized Test Methods Committee (STMC); the American Society for Testing and Materials (ASTM) and/or ISO 9001:2000.

- 4.12 Toner Cartridge Remanufacturing Process: Assessment to determine if the toner cartridge can be remanufactured. Complete disassembly of cartridge to thoroughly clean and inspect all internal and external components against OEM specifications.

Replacement of the following with new parts:

- 4.12.1 Drum
- 4.12.2 Magnetic Roller
- 4.12.3 Magnetic Roller Brushing
- 4.12.4 Wiper Blade
- 4.12.5 Any parts with excessive wear and/or not meeting OEM specifications
- 4.12.6 Filling of cartridge with new toner to meet or exceed OEM standards.
- 4.12.7 Testing of every remanufactured toner cartridge. Upon request, Contractor must provide methods used in testing cartridges.

Solicitation No. IFB-2600000301

Title: OEM & Remanufactured Printer & Fax Toner Cartridges

- 4.13 **Ink Cartridge Remanufacturing Process:**
Assessment to determine if the ink cartridge can be remanufactured. Complete disassembly of cartridge to thoroughly clean and inspect all internal and external components against OEM specifications. Properly refilling the cartridge to OEM standards. Testing of every remanufactured ink cartridge. Upon request, Contractor must provide methods used in testing cartridges.
- 4.14 **Recycling and Material Disposal:** Contractor must recycle components as often as possible such that minimal elements will go into a landfill. Contractor must ensure that remaining toner in used cartridges is recycled or disposed of in a manner that complies with all environmental and human health and safety laws. At the County's request, Contractor must provide manifests and any other documentation needed to confirm the proper disposal of material.
- 4.15 **Returns:** Returns must have Pima County shipping information as well as prepaid services if cartridges will not be picked up for return or disposal.

Customer Service/Order Placement Contact Information		
Order Placement		
Contact Information	Email Address	jeffrey.kozma@rasixinc.com
	Website	www.academicssupplier.net
	Phone Number (Toll Free)	800.266.2892 x117
Customer Service		
Primary Contact	Name & Title	Jeffrey Kozma, Contract Manager
	Phone Number (Toll Free)	800.266.2892 x117
	Email Address	jeffrey.kozma@rasixinc.com
Secondary Contact	Name & Title	Veronica Perez, Customer Service Manager
	Phone Number (Toll Free)	800.266.2892 x103
	Email Address	veronica.perez@rasixinc.com

Used/Empty Cartridge Return/Pick-Up Contact Information	
Pick-Up Person	
Contractor will <u>pick-up</u> used/empty cartridges at the time of delivery of new order.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Prepaid Return Label	
Contractor will <u>package</u> each cartridge with Prepaid Return Label for common carrier pick-up.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
FedEx toll free phone number for pick-up	
UPS toll free phone number for pick-up	800.742.5877
USPS toll free phone number for pick-up	
Contractor's Prepaid Return Label will be available for download from the below websites.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
FedEx Website	
UPS Website	
USPS Website	

5. SUSTAINABILITY

In accordance with Board of Supervisors Resolution 2007-84, Pima County values and highly encourages contractors to utilize sustainable practices. Please **CHECK** any of the following that your business incorporates:

- Waste prevention/reduction or material recycling/reuse.
- Alternative energy/fuels (such as solar/wind energy; biodiesel; alternative fuels; hybrid vehicles) in your program's preparation, transportation, and demonstration.
- Environmentally preferable materials (such as recycled materials; locally produced/manufactured products).

Solicitation No. IFB-2600000301

Title: OEM & Remanufactured
Printer & Fax Toner Cartridges

- Sustainable practices that lessen impact on non-renewable resources and global climate change (such as reduction in water/energy/paper use; minimization of hazardous materials; use of compressed/flexible work schedules).
- Other practices which coincide with County's definition of sustainable practices (such as alternative modes of transportation; transportation minimization; life-cycle costs; product/packaging "take back" practices; preference to firms located with Pima County).

6. OFFER ACCEPTANCE & ORDER RELEASES

County will accept offers and execute this contract by issuing an SC (recurring requirements) to be effective on the document's date of issue without further action by either party. The SC will include the term of the contract.

Pursuant to the executed SC, County departments requiring the goods or services described herein will issue a DO to the Contractor. County will furnish the DO to Contractor via facsimile, e-mail or telephone. **If County gives the order verbally, the County Department issuing the order will transmit a confirming order document to Contractor within five (5) workdays of the date it gives the verbal order.**

Contractor must not supply materials or services that are not specified on the SC and are not documented or authorized by a DO at the time of provision. County accepts no responsibility for control of or payment for materials or services not documented by a County DO.

Contractor will establish, monitor, and manage an effective contract administration process that assures compliance with all requirements of this contract. In particular, Contractor will not provide goods or services in excess of the executed contract items, item quantity, item amount, or contract amount without prior written authorization by contract amendment that County has properly executed and issued. Any items Contractor provides in excess of those stated in the contract are at Contractor's own risk. Contractor will decline verbal requests to deliver items in excess of the contract and will report all such requests in writing to County's Procurement Department within one (1) workday of the request. The report must include the name of the requesting individual and the nature of the request.

7. ACCEPTANCE OF GOODS & SERVICES

The County Department designated on the issued order DO will accept goods and services only in accordance with this contract. Such acceptance is a prerequisite to the commencement of payment terms.

8. COMPENSATION & PAYMENT

The SC will establish the contractual unit pricing and Not-to-Exceed Amount ("NTE Amount"). The NTE Amount represents the funding appropriated by County for this contract, and neither the NTE Amount nor unit pricing can be altered without amendment. For this contract, the NTE Amount is shared between each Contractor awarded. The sum total of County payments to all Contractors cannot exceed the established NTE Amount, regardless of the independent total of each Contractor. **Contractor will not accept orders, or provide services or products that cumulatively exceed the contract amount.**

8.1. Unit Prices (Net 30-day Payment Terms)

Contractor's unit prices must include all incidentals and associated costs required to comply with and satisfy all requirements of this contract, which includes the Offer Agreement and the Standard Terms and Conditions. County will make no payments for items not in the contract and Contractor will not invoice them.

Quantities in this solicitation are estimates only. County may increase or decrease quantities and amounts. County makes no guarantee regarding actual orders for items or quantities during the term of the contract. County is not responsible for Contractor inventory or order commitment.

Unless the parties otherwise agree in writing, all pricing will be F.O.B. Destination & Freight Prepaid Not Billed ("F.O.B. Destination"). Contractor will deliver and unload products or services at the destination(s) that the delivery article of this contract or accepted Order indicates. The offered Unit Price must include all freight costs.

Although an order may not fully include State and City sales tax, County will pay such taxes as are **DIRECTLY** applicable to County and Contractor invoices such taxes as a separate line item. Contractor must not include such taxes in the item unit price.

Solicitation No. IFB-2600000301

Title: OEM & Remanufactured
Printer & Fax Toner Cartridges**8.2. Price Warranty and Trade-In Allowance**

Contractor will give County the benefit of any price reduction before actual time of shipment. Parties may negotiate a fair and equitable trade-in allowance value for County surplus property to be applied through either a discounted purchase price or account credit. The trade-in value must be stated on a written price quote prior to County making a purchase, or on a credit memo invoice for a prior purchase. Trade-In property will be itemized on the quote or invoice by description, model/part number, quantity and guaranteed trade-in value. County will coordinate and document the delivery of surplus trade-in property to Contractor. Award of contract constitutes disposition authority to trade-in surplus property pursuant to Board of Supervisors' Policy D.29.11, Surplus Personal Property.

8.3. Price Escalation

All unit prices shall consider/provide for current economic and market conditions and include compensation for Contractor to implement and actively conduct cost and price control. No additional compensation shall be paid to Contractor to reimburse efforts to implement and conduct cost and price controls. **Prices shall remain fixed for the initial contract term, after which Contractor may submit no more than one (1) written Price Escalation Request ("PER") per term.** The PER must be submitted not later than 90 days prior to the contract renewal date and must clearly demonstrate justification for the increase in price, such as continued and significant changes in economic and/or market conditions justifying any requested price escalation. The PER must reference/cite any source materials used to form the basis of the proposed justification but must not include historical information prior to the initial contract term. County will research Bureau of Labor Statistics (BLS) Producer Price Index (PPI) and/or other related indicators or sources and conduct an analysis to determine 1) if the submitted justification and evidence are sufficient, 2) the requested price escalation is fair and reasonable, and 3) if approving the PER is in the County's best interest. County reserves the right to negotiate, accept or reject the PER, or terminate and re-solicit the contract.

8.4. Living Wage

All pricing will conform to Pima County's Living Wage Ordinance 2002-1 if applicable, including required annual adjustments of the wage.

8.5. Additional Items and/or Services

This following section is for items that Contractor did not list or price above but are within the scope of this contract. Contractor may provide these items under this contract. Contractor will submit Master Price List (MPL) documents, compact disc (CD) or USB flash drive and file names or identify website address, identifying all other items offered pursuant to this contract. The MPL or website address specifically designed for County must include the supplier's/manufacturer's or retail price list and the discount percentage off utilized to get to include Discounted Unit Price being offered to County i.e. $\text{Manufacturer's List Price} - (\text{List price} \times \text{Discount \%}) = \text{Discounted Unit Price}$. The resulting Unit Prices must be of similar discount off List Prices for those items specifically included above. Item Unit Prices above will govern in case of conflict with the Master Price List.

The parties may negotiate and establish unit pricing in writing under the contract for items included in the scope of the contract that does not have previously listed unit pricing.

8.6. Standard Payment Term

Net 30, effective from the date of valid invoice document and does not commence until the later of 1) the receiving County Department receives goods or services into County's payment system or 2) County Financial Operations receives and verifies Contractor's invoice.

8.7. Optional Early Payment Discount Term

Pima County Administrative Procedure No. 22-35 Section 2.2.4 describes County's practice regarding discounts for early payment. Contractor offers the following discounts to those prices to be used for all orders issued pursuant to this contract. County will utilize the existing payment code that best matches that offered and does not exceed the offered discount percentage. Payment days cannot be less than ten (10) calendar days. Contractor will submit valid invoice document consistent with the associated DO to County's Finance Department at least seven (7) calendar days prior to the date on which the discounted payment is due. If desired, for any order issued pursuant with this contract, Contractor may offer early payment discounts that exceed this Early Payment Discount.

Solicitation No. IFB-2600000301

Title: OEM & Remanufactured Printer & Fax Toner Cartridges

Optional Early Payment Discount: 0 % if payment tendered within 30 Days as indicated above.

8.8. Invoicing

Contractor will submit Request(s) for Payment or Invoices to the location and entity identified by County's DO document.

All Invoice documents will reference County's DO number under which the services or products were ordered. Contractor must utilize the item description, precise unit price, **AND** unit of measure included in County's order document for **ALL** Invoice line items. County may return invoices that include line items or unit prices that do not match those documented by County's order to Contractor unprocessed for correction.

Contractor will provide detailed documentation in support of payment requests, which should be consistent with and not exceed County's DO document. Contractor will bill County within one (1) month after the date on which Contractor's right to payment accrues ("Payment Accrual Date"), which, unless this contract specifically provides otherwise, is the date Contractor delivers goods, performs services or incurs costs. Invoices must assign each billed amount to an appropriate line item of County's order and document each Payment Accrual Date. County may refuse to pay any amount that Contractor bills in which does not conform to County's DO document. County will refuse to pay any amount that Contractor bills more than six (6) months after the Payment Accrual Date, pursuant to A.R.S. § 11-622(C).

9. SUPPLIER RECORD MAINTENANCE

9.1. Pima County Supplier Record

Contractor must establish and maintain a complete Pima County Supplier record, which includes the provision of a properly completed and executed "Request for Taxpayer Identification Number and Certification" document (Form W-9). The record must be registered with a valid and monitored email address for Contractor. In the event of any change that renders the information on that record inaccurate Contractor must update the record within ten (10) calendar days of the change and prior to the submission of any invoice or request for payment. Contractor must register through vendors@pima.gov.

9.2. BidNet Vendor Record

Contractor must establish and maintain an active BidNet Vendor record, The record must be registered with a valid and monitored email address for Contractor. Use of BidNet by Contractor may be governed by terms and conditions as determined by BidNet, and County is not a party to any agreement formed by Contractor's use of the BidNet platform.

10. DELIVERY

"On-Time" delivery is an essential part of the consideration that Contractor is to provide to County under the contract. Contractor will make delivery in accordance with the Standard Terms and Conditions and to the location(s) on the DO document.

The Contractor must provide the County representatives with the tracking number for each container that corresponds with the DO document.

Orders must be delivered directly to the ordering County department at the location specified on the DO document. Delivery is to be made either with a direct, in-person delivery; via a common carrier such as UPS or FedEx; or via the US Postal Service. Deliveries will be required, at a minimum, to locations in the following zip codes:

85321	85629	85701	85711	85718	85739	85746	85757
85601	85641	85704	85712	85719	85741	85747	
85614	85645	85705	85713	85730	85742	85749	
85619	85653	85706	85714	85735	85743	85750	
85622	85654	85710	85716	85737	85745	85756	

Each order will be packaged separately, sealed, and delivered in a separate container with a packing slip attached to the outside of the container, including the name of the ordering County representative, department, DO number, and location including building and room (as applicable).

Solicitation No. IFB-2600000301

Title: OEM & Remanufactured
Printer & Fax Toner Cartridges

Contractor guarantees delivery of product or service in less than five (5) calendar days after issue date of order. If necessary to satisfy the guaranteed delivery time, Contractor will utilize premium freight method at no additional cost to County.

Pursuant to IRS Publication 510, County is exempt from federal excise taxes for goods. County is subject to State and City sales tax. County will pay no separate charges for delivery, drayage, express, parcel post, packing, insurance, license fees, permits, costs of bonds, surcharges, or bid preparation unless the contract expressly includes such charges and the solicitation documents itemize them.

11. OTHER DOCUMENTS

Contractor and County are entering into this contract have relied upon information provided or referenced by Pima County Solicitation No. IFB-2600000301 including the IFB, Offer Agreement, Standard Terms and Conditions, Solicitation Amendments, Contractor's Bid Offer, documents submitted by Contractor or References to satisfy Minimum Qualifications and any other information and documents that Contractor has submitted in its response to County's Solicitation. The Contract incorporates these documents as though set forth in full herein, to the extent not inconsistent with the provisions of this contract.

12. INSURANCE

The Insurance Requirements herein are minimum requirements for this contract and in no way limit the indemnity covenants contained in this contract. Contractor's insurance shall be placed with companies licensed in the State of Arizona and the insureds shall have an "A.M. Best" rating of not less than A- VII, unless otherwise approved by County. County in no way warrants that the minimum insurer rating is sufficient to protect Contractor from potential insurer insolvency.

12.1. Minimum Scope and Limits of Insurance

Contractor will procure and maintain at its own expense, until all contractual obligations have been discharged, the insurance coverage with limits of liability not less than stated below. County in no way warrants that the minimum insurance limits contained herein are sufficient to protect Contractor from liabilities that arise out of the performance of the work under this contract. If necessary, Contractor may obtain commercial umbrella or excess insurance to satisfy County's Insurance Requirements.

12.1.1. Commercial General Liability (CGL)

Occurrence Form with limits of \$2,000,000 Each Occurrence and \$2,000,000 General Aggregate. Policy shall include cover for liability arising from premises, operations, independent contractors, personal injury, bodily injury, property damage, broad form contractual liability coverage, personal and advertising injury and products – completed operations.

12.1.2. Business Automobile Liability

Bodily Injury and Property Damage for any owned, leased, hired, and/or non-owned automobiles assigned to or used in the performance of this contract with a Combined Single Limit (CSL) of \$1,000,000 Each Accident.

12.1.3. Workers' Compensation (WC) and Employers' Liability

Statutory requirements and benefits for Workers' Compensation. In Arizona, WC coverage is compulsory for employers of one or more employees. Employers' Liability coverage with limits of \$1,000,000 each accident and \$1,000,000 each person - disease.

12.2. Additional Insurance Requirements

The policies shall include, or be endorsed to include, as required by this contract, the following provisions:

12.2.1. Claims-Made Insurance Coverage

If any part of the Required Insurance is written on a claims-made basis, any policy retroactive date must precede the effective date of this contract, and Contractor must maintain such coverage for a period of not less than three (3) years following contract expiration, termination or cancellation.

Solicitation No. IFB-2600000301

Title: OEM & Remanufactured
Printer & Fax Toner Cartridges**12.2.2. Additional Insured Endorsement**

The General Liability, Business Automobile, policies must each be endorsed to include Pima County and all its related special districts, elected officials, officers, agents, employees and volunteers (collectively "County and its Agents") as additional insureds with respect to vicarious liability arising out of the activities performed by or on behalf of the Contractor. The full policy limits and scope of protection must apply to County and its Agents as an additional insured, even if they exceed the Insurance Requirements.

12.2.3. Subrogation Endorsement

The General Liability, Business Automobile Liability, Workers' Compensation Policies shall each contain a waiver of subrogation endorsement in favor of County, and its departments, districts, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

12.2.4. Primary Insurance Endorsement

Contractor's policies shall stipulate that the insurance afforded Contractor shall be primary and that any insurance carried by County, its agents, officials, or employees shall be excess and not contributory insurance. The Required Insurance policies may not obligate County to pay any portion of Contractor's deductible or Self Insurance Retention (SIR).

12.2.5. Insurance provided by Contractor shall not limit Contractor's liability assumed under the indemnification provisions of this Contract.

12.2.6. Subcontractors

Contractor must either (a) include all subcontractors as additional insureds under its Required Insurance policies, or (b) require each subcontractor to separately meet all Insurance Requirements and verify that each subcontractor has done so, Contractor must furnish, if requested by County, appropriate insurance certificates for each subcontractor. Contractor must obtain County's approval of any subcontractor request to modify the Insurance Requirements as to that subcontractor.

12.3. Notice of Cancellation

Each Required Insurance policy must provide, and certificates specify, that County will receive not less than thirty (30) days advance written notice of any policy cancellation, except 10-days prior notice is sufficient when the cancellation is for non-payment of a premium. Notice must be mailed, emailed, hand-delivered or sent via facsimile transmission to County's Contracting Representative, and must include the project or contract number and project description.

12.4. Verification of Coverage

Contractor shall furnish County with certificates of insurance (valid ACORD form or equivalent approved by County) as required by this contract. An authorized representative of the insurer shall sign the certificates. Each certificate must include:

- County's tracking number for this contract, which is shown on the first page of the contract, and a project description, in the body of the Certificate;
- A notation of policy deductibles or SIRs relating to the specific policy; and
- Certificates must specify that the appropriate policies are endorsed to include additional insured and subrogation waiver endorsements for County and its Agents. Note: Contractors for larger projects must provide actual copies of the additional insured and subrogation endorsements.

12.4.1. All certificates and endorsements, as required by this contract, are to be received and approved by County before, and be in effect not less than 15 days prior to, commencement of work. A renewal certificate must be provided to County not less than 15 days prior to the policy's expiration date to include actual copies of the additional insured and waiver of subrogation endorsements. Failure to maintain the insurance coverages or policies as required by this contract, or to provide evidence of renewal, is a material breach of contract.

12.4.2. All certificates required by this contract shall be sent directly to the appropriate County Department. The Certificate of Insurance shall include County's project or contract number and project description on the

Solicitation No. IFB-2600000301

Title: OEM & Remanufactured
Printer & Fax Toner Cartridges

certificate. County may require complete copies of all insurance policies required by this contract at any time.

12.5. Approval and Modifications

County's Risk Manager may approve a modification of the Insurance Requirements without the necessity of a formal contract amendment, but the approval must be in writing. County's failure to obtain a required insurance certificate or endorsement, County's failure to object to a non-complying insurance certificate or endorsement, or County's receipt of any other information from the Contractor, its insurance broker(s) and/or insurer(s), do not constitute a waiver of any of the Insurance Requirements.

13. PERFORMANCE BOND

Not applicable to this contract.

14. ACKNOWLEDGEMENT OF SOLICITATION AMENDMENTS

Contractor must acknowledge in the table below to have read all published solicitation amendments and must ensure they are submitting all amended pages of the solicitation (if any) with their response:

Amendment #	Date	Amendment #	Date	Amendment #	Date

15. SMALL BUSINESS ENTERPRISE (SBE) CERTIFICATION

Is your firm SBE certified as defined by the solicitation's Instructions to Offerors Section 7.1? Yes No

(select one)

If Yes, have you included your certification document? Yes No
(select one)

NOTE: If you do not submit the SBE Certification document with your bid, County will not apply the SBE Preference.

Solicitation No. IFB-260000301

Title: OEM & Remanufactured
Printer & Fax Toner Cartridges

16. BID/OFFER CERTIFICATION

CONTRACTOR LEGAL NAME: Rasix Computer Center, Inc.

BUSINESS ALSO KNOWN AS: dba Academic Supplier

MAILING ADDRESS: 3519 Main Street, Suite 401

CITY/STATE/ZIP: Chula Vista, CA 91911-0801

REMIT TO ADDRESS: 3519 Main Street, Suite 401

CITY/STATE/ZIP: Chula Vista, CA 91911-0801

CONTACT PERSON NAME/TITLE: Sumit A. Shah, Director

PHONE: 800.266.2892 x102 **FAX:** 866.540.3292

CONTACT PERSON EMAIL ADDRESS: sumit.shah@rasixinc.com

EMAIL ADDRESS FOR ORDERS & CONTRACTS: jeffrey.kozma@rasixinc.com

CORPORATE HEADQUARTERS ADDRESS: 3519 Main Street, Suite 401, Chula Vista, CA 91911-0801

WEBSITE: www.academicssupplier.net

By signing and submitting the Offer Agreement, the undersigned certifies that they are legally authorized to represent and bind Contractor to legal agreements, that all information submitted is accurate and complete, that Contractor has reviewed the County's Procurement website for solicitation amendments and has incorporated all such amendments to its offer, that Contractor is qualified and willing to provide the items requested, and that Contractor will comply with all requirements of the contract. The Unit Pricing includes all costs incidental to the provision of the items in compliance with the contract; no additional payment will be made. County may deem conditional offers that modify the solicitation requirements not 'responsive' and County may not evaluate them. Contractor's submission of a signed Offer Agreement will constitute a firm offer and upon the issuance of an SC document issued by County's Procurement Director or authorized designee will form a binding contract that will require Contractor to provide the goods or services and materials described in this contract. The undersigned hereby offers to furnish the goods or services in compliance with all terms, conditions, and specifications in this Offer Agreement.

SIGNATURE: 

DATE: 6/11/26

Sumit A. Shah, Director

PRINTED NAME & TITLE OF AUTHORIZED CONTRACTOR REPRESENTATIVE EXECUTING OFFER

PHONE AND EMAIL: 800.266.2892 x102 sumit.shah@rasixinc.com

County Attorney Contract Approval "As to Form".

Solicitation No. IFB-2600000301

Title: OEM & Remanufactured
Printer & Fax Toner Cartridges**PIMA COUNTY STANDARD TERMS AND CONDITIONS****1. WARRANTY**

Contractor warrants goods or services to be satisfactory and free from defects. Contractor also warrants that all products and services provided under this contract are non-infringing.

2. PACKING

Contractor will make no extra charges for packaging or packing material. Contractor is responsible for safe packaging conforming to carrier's requirements.

3. DELIVERY

On-time delivery of goods and services is an essential part of the consideration that County will receive.

Contractor must provide a guaranteed delivery date, or interval period from order release date to delivery if the Price proposal document requires it. Upon receipt of notification of delivery delay, County may cancel the order or extend delivery times at no cost to County. Any extension of delivery times will not be valid unless an authorized representative of County extends it to Contractor in writing.

To mitigate or prevent damages from delayed delivery, County may require Contractor to deliver additional quantity utilizing express modes of transport, or overtime, all costs to be Contractor's responsibility. County may cancel any delinquent order, procure from an alternate source, or refuse receipt of or return delayed deliveries at no cost to County. County may cancel any order or refuse delivery upon default by Contractor concerning time, cost, or manner of delivery. Contractor is not responsible for unforeseen delivery delays caused by fires, strikes, acts of God, or other causes beyond Contractor's control, provided that Contractor provides County immediate notice of delay.

4. SPECIFICATION CHANGES

County may make changes in the specifications, services, or terms and conditions of an order. If such changes cause an increase or decrease in the amount due under an order or in time required for performance, County will make an acceptable adjustment and will modify the order in writing. No verbal agreement for adjustment is acceptable.

Nothing in this clause reduces Contractor's responsibility to proceed without delay in the delivery or performance of an order.

5. INSPECTION

County may inspect or test all goods and services at place of manufacture, destination, or both. Contractor will hold goods failing to meet specifications of the order or contract at Contractor's risk and County may return such goods to Contractor and Contractor will be responsible for costs for transportation, unpacking, inspection, repacking, reshipping, restocking or other like expenses. In lieu of return of nonconforming supplies, County may waive any nonconformity, receive the delivery, and treat the defect(s) as a warranty item, but any waiver of any condition will not apply to subsequent shipments or deliveries.

6. ACCEPTANCE OF MATERIALS AND SERVICES

County will not execute an acceptance or authorize payment for any service, equipment or component prior to delivery and verification that the delivery meets all specification requirements.

7. RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT

If Contractor furnishes items that do not conform to the contract requirements, or to the sample that Contractor submitted, County may reject the items. Contractor must then reclaim and remove the items, without expense to County. Contractor must also immediately replace all rejected items with conforming items. Should Contractor fail, neglect, or refuse immediately to do so, County may purchase in the open market a corresponding quantity of any such items and deduct from any monies due or that may become due to Contractor the difference between the price named in the SC or PO and the actual cost to County.

If Contractor fails to make prompt delivery of any item, County may purchase the item in the open market and invoke the reimbursement condition above apply, except when delivery is delayed by fire, strike, freight embargo, or acts of God or of the government. If County cancels an SC, PO or associated order, either in whole or in part, by reason of the default or breach by Contractor, Contractor will pay for any loss or damage sustained by County in procuring any items which Contractor was obligated to supply. These remedies are not exclusive and are in addition to any other rights and remedies provided by law or under the contract.

Solicitation No. IFB-2600000301

Title: OEM & Remanufactured
Printer & Fax Toner Cartridges**8. FRAUD AND COLLUSION**

Contractor certifies that no officer or employee of County or of any subdivision thereof has aided or assisted Contractor in securing or attempting to secure a contract to furnish labor, materials or supplies at a higher price than that proposed by any other Contractor. Contractor also certifies that it is not aware of any County employee 1) favoring one Contractor over another by giving or withholding information or by willfully misleading a Offeror in regard to the character of the material or supplies called for or the conditions under which the proposed work is to be done; 2) knowingly accepting materials or supplies of a quality inferior to those called for by any contract; or 4) directly or indirectly having a financial interest in the proposal or resulting contract. Additionally, during the conduct of business with County, Contractor will not knowingly certify, or induce others to certify, to a greater amount of labor performed than has been actually performed, or to the receipt of a greater amount or different kind of material or supplies that has been actually received. If County finds at any time that Contractor has in presenting any proposal(s) colluded with any other party or parties for the purpose of preventing any other proposal being made, then County will terminate any contract so awarded and that person or entity will be liable for all damages that County sustains.

9. COOPERATIVE USE OF RESULTING CONTRACT

As allowed by law, County has entered into cooperative procurement agreements that enable other public agencies to utilize County's contracts. Those public agencies may contact Contractor with requests to provide services and products pursuant to the pricing, terms and conditions in the SC, or PO. A public agency and Contractor may make minor adjustments by written agreement to the contract to accommodate additional cost or other factors not present in the contract and required to satisfy particular public agency code or functional requirements and within the intended scope of the solicitation and resulting contract. The parties to the cooperative procurement will negotiate and transact any such usage in accordance with procurement rules, regulations and requirements. Contractor will hold harmless County, its officers, employees, and agents from and against all liability, including without limitation payment and performance associated with any cooperative agreement with another public agency. Contractor may view a list of agencies that are authorized to use County contracts at the Procurement Department Internet home page: <http://www.pima.gov/procure>, under the Vendor Information tab, by selecting the link titled County Cooperative Agreements – Authorized Agencies.

10. INTELLECTUAL PROPERTY INDEMNITY

Contractor will indemnify, defend and hold County, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, for infringement or use of any copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract and any SC, PO, and associated orders. County may require Contractor to furnish a bond or other indemnification to County against any and all loss, damage, costs, expenses, claims and liability for patent or copyright infringement.

11. INDEMNIFICATION

Contractor will indemnify, defend, and hold harmless County, its officers, employees, and agents from and against any and all suits, actions, legal administrative proceedings, claims or demands and costs, including attorney's fees arising out of any act, omission, fault or negligence by Contractor, its agents, employees or anyone under its direction or control or on its behalf in connection with performance of the contract and any SC, PO or associated orders. Contractor will indemnify, defend and hold County harmless from any claim of infringement arising from services provided under this contract or from the provision, license, transfer or use for their intended purpose of any products provided under this Contract.

12. UNFAIR COMPETITION AND OTHER LAWS

Responses must comply with Arizona trade and commerce laws (Title 44 A.R.S.) and all other applicable County, State, and Federal laws and regulations.

13. COMPLIANCE WITH LAWS

Contractor will comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders, without limitation. In the event any services that Contractor provides under this contract require a license issued by the Arizona Registrar of Contractors ("ROC"), Contractor certifies that a Contractor licensed by ROC to perform those services in Arizona will provide such services. The laws and regulations of the State of Arizona govern the interpretation and construction of this contract, and the rights, performance and disputes of and between the parties. Any action relating to this Contract must be filed and maintained in a court of the State of Arizona in Pima County.

14. ASSIGNMENT

Contractor may not assign its rights to the contract, in whole or in part, without prior written approval of County. County may withhold approval at its sole discretion, provided that County will not unreasonably withhold such approval.

Solicitation No. IFB-2600000301

Title: OEM & Remanufactured
Printer & Fax Toner Cartridges**15. CANCELLATION FOR CONFLICT OF INTEREST**

This contract is subject to cancellation pursuant to A.R.S. §§ 38-506 and 38-511, the pertinent provisions of which are incorporated into this Contract by reference.

16. NON-DISCRIMINATION

Contractor agrees to comply with all provisions and requirements of Arizona Executive Order 2009-09 which is hereby incorporated into this contract as if set forth in full herein including flow down of all provisions and requirements to any subcontractors. During the performance of this contract, Contractor must not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

17. NON-APPROPRIATION OF FUNDS

County may cancel this contract if for any reason County's Board of Supervisors does not appropriate funds for the stated purpose of maintaining the contract. In the event of such cancellation, County has no further obligation, other than payment for services or goods that County has already received.

18. PUBLIC RECORDS

Disclosure. Pursuant to A.R.S. § 39-121 et seq., and A.R.S. § 34-603(H) in the case of construction or Architectural and Engineering services procured under A.R.S. Title 34, Chapter 6, all documents submitted in response to the solicitation resulting in award of this Contract, including, but not limited to, pricing schedules, product specifications, work plans, and any supporting documents, are public records. As such, those documents are subject to release and/or review by the general public upon request, including competitors.

Records Marked Confidential; Notice and Protective Order. If Contractor reasonably believes that some of those records contain proprietary, trade-secret or otherwise-confidential information, Contractor must prominently mark those records "CONFIDENTIAL." In the event a public-records request is submitted to County for records marked CONFIDENTIAL, County will notify Contractor of the request as soon as reasonably possible. County will release the records 10 business days after the date of that notice, unless Contractor has, within that period, secured an appropriate order from a court of competent jurisdiction, enjoining the release of the records. County will not, under any circumstances, be responsible for securing such an order, nor will County be in any way financially responsible for any costs associated with securing such an order.

Contractor agrees to waive confidentiality of any price terms.

19. CUSTOM TOOLING, DOCUMENTATION AND TRANSITIONAL SUPPORT

Costs to develop all tooling and documentation, such as and not limited to dies, molds, jigs, fixtures, artwork, film, patterns, digital files, work instructions, drawings, etc. necessary to provide the contracted services or products and unique to the services or products supplied to County are included in the agreed upon Unit Price unless the contract specifically states otherwise. Such tools and documentation are the property of County and will be marked, as is practical, as the "Property of Pima County" and County so requests, Contractor will deliver a copy of the tooling and documentation to County within twenty (20) days of acceptance by County of the first article sample, or not later than ten (10) days of termination of the contract associated with their development, without additional cost to County. Contractor also agrees to act in good faith to facilitate the transition of work to a subsequent Contractor if and as reasonably requested by County at no additional cost. Should exceptional circumstances be present that may justify an additional charge, Contractor may submit said justification and proposed cost and negotiate an agreement acceptable to both Contractor and County, but Contractor may not withhold any requested tooling, document or support as described above that would delay the orderly, efficient and prompt transition of work. Should conduct by Contractor result in additional costs to County, Contractor will reimburse County for said actual and incremental costs provided that County has given Contractor reasonable time to respond to County's requests for support.

20. AMERICANS WITH DISABILITIES ACT

Contractor will comply with all applicable provisions of the Americans with Disabilities Act (public law 101-336, 42 USC 12101-12213) and all applicable federal regulations under the act, including 28 CFR parts 35 and 36.

21. NON-EXCLUSIVE AGREEMENT

Contractor understands that this Contract is nonexclusive and is for the sole convenience of County. County may obtain like services from other sources for any reason.

Solicitation No. IFB-2600000301

Title: OEM & Remanufactured
Printer & Fax Toner Cartridges**22. TERMINATION**

County may terminate any contract and any SC, PO, DO or issued NORFA, in whole or in part, at any time for any reason or no reason, without penalty or recourse, when in the best interests of County. Upon receipt of written notice, Contractor will immediately cease all work as directed by the notice, notify all subcontractors of the effective date of termination, and take appropriate actions to minimize further costs to County. In the event of termination under this paragraph, all documents, data, and reports prepared by Contractor under the contract become the property of County and Contractor must promptly deliver them to County. Contractor is entitled to receive just and equitable compensation for work in progress, work completed, and materials accepted by County before the effective date of the termination.

23. ORDER OF PRECEDENCE – CONFLICTING DOCUMENTS

In the event of inconsistencies between contract documents, the following is the order of precedence, superior to subordinate, that will apply to resolve the inconsistency: SC or PO; DO; Offer Agreement; these standard terms and conditions; any Contractor terms (Terms of Sale; End User Licenses Agreement; Service Agreement; etc.) attached to an SC, PO, or DO, if applicable; any other solicitation documents.

24. INDEPENDENT CONTRACTOR

Contractor is an independent contractor. Contractor and Contractor officer's, agents or employees are not considered employees of County and are not entitled to receive any employment-related fringe benefits under County's Merit System. Contractor is responsible for paying all federal, state and local taxes associated with the compensation received pursuant to this Contract and will indemnify and hold County harmless from any and all liability which County may incur because of Contractor's failure to pay such taxes.

25. BOOK AND RECORDS

Contractor will keep and maintain proper and complete books, records and accounts, which will be open at all reasonable times for inspection and audit by duly authorized representatives of County. In addition, Contractor will retain all records relating to this contract at least five (5) years after its termination or cancellation or, if later, until any related pending proceeding or litigation has been closed.

26. COUNTERPARTS

The parties may execute the SC or PO that County awards pursuant to this solicitation in any number of counterparts, and each counterpart is considered an original, and together such counterparts constitute one and the same instrument. For the purposes of the SC and PO, the signed offer of Contractor and the system-generated SC or other agreement document signed by County are each an original and together constitute a binding SC, if all other requirements for execution are present.

27. AUTHORITY TO CONTRACT

Contractor warrants its right and power to enter into the SC or PO. If any court or administrative agency determines that County does not have authority to enter into the SC or PO, County is not liable to Contractor or any third party by reason of such determination or by reason of the SC or PO.

28. FULL AND COMPLETE PERFORMANCE

The failure of either party to insist on one or more instances upon the full and complete performance with any of the terms or conditions of the contract and any SC, PO, or DO to be performed on the part of the other, or to take any action permitted as a result thereof, is not a waiver or relinquishment of the right to insist upon full and complete performance of the same, or any other covenant or condition, either in the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time is not an accord and satisfaction.

29. SUBCONTRACTORS

Contractor is fully responsible for all acts and omissions of any subcontractor and of persons directly or indirectly employed by any subcontractor, and of persons for whose acts Contractor may be liable to the same extent that Contractor is responsible for the acts and omissions of persons that it directly employs. Nothing in this contract creates any obligation on the part of County to pay or see to the payment of any money due any subcontractor, except as may be required by law.

30. SEVERABILITY

Each provision of this contract stands alone, and any provision of this contract that a court finds to be prohibited by law is ineffective to the extent of such prohibition without invalidating the remainder of this contract.

Solicitation No. IFB-2600000301

Title: OEM & Remanufactured
Printer & Fax Toner Cartridges**31. LEGAL ARIZONA WORKERS ACT COMPLIANCE**

For the procurement of services in the State of Arizona, Contractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Contractor's employment of its employees, and with the requirements of A.R.S. §§ 41-4401 and 23-214 (A) (together the "State and Federal Immigration Laws"). Contractor will further ensure that each subcontractor who performs any work for Contractor under this contract likewise complies with the State and Federal Immigration Laws.

County has the right at any time to inspect the books and records of Contractor and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.

Any breach of Contractor's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, is a material breach of this Contract subjecting Contractor to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Contractor will take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor as soon as possible so as not to delay project completion.

Contractor will advise each subcontractor of County's rights, and the subcontractor's obligations, under this Section by including a provision in each subcontract substantially in the following form:

"Subcontractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Subcontractor's employees, and with the requirements of A.R.S. § 23-214 (A). Subcontractor further agrees that County may inspect the Subcontractor's books and records to ensure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor is a material breach of this contract subjecting Subcontractor to penalties up to and including suspension or termination of this contract."

Any additional costs attributable directly or indirectly to remedial action under this Section is the responsibility of Contractor. In the event that remedial action under this Section results in delay to one or more tasks on the critical path of Contractor's approved construction or critical milestones schedule, such period of delay will be excusable delay for which Contractor is entitled to an extension of time, but not costs.

32. CONTROL OF DATA PROVIDED BY COUNTY

For those projects and contracts where County has provided data to enable the Contractor to provide contracted services or products, unless County otherwise specifies and agrees in writing, Contractor will treat, control and limit access to said information as confidential and will under no circumstances release any data provided by County during the term of this contract and thereafter, including but not limited to personal identifying information as defined by A.R.S. § 44-1373, and Contractor is further prohibited from selling such data directly or through a third party. Upon termination or completion of the contract, Contractor will either return all such data to County or will destroy such data and confirm destruction in writing in a timely manner not to exceed sixty (60) calendar days.

33. ISRAEL BOYCOTT CERTIFICATION

Pursuant to A.R.S. § 35-393.01, if Contractor engages in for-profit activity and has ten (10) or more employees, and if this Contract has a value of \$100,000.00 or more, Contractor certifies it is not currently engaged in, and agrees for the duration of this Contract to not engage in, a boycott of goods or services from Israel. This certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to 50 U.S.C. § 4842.

34. FORCED LABOR OF ETHNIC UYGHURS

Pursuant to A.R.S. § 35-394 if Contractor engages in for-profit activity and has 10 or more employees, Contractor certifies it is not currently using, and agrees for the duration of this Contract to not use (1) the forced labor of ethnic Uyghurs in the People's Republic of China; (2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and (3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If Contractor becomes aware during the term of the Contract that the Company is not in compliance with A.R.S. § 35-394, Contractor must notify the County within five business days and provide a written certification to County regarding compliance within one hundred eighty days.

Solicitation No. IFB-2600000301

Title: OEM & Remanufactured
Printer & Fax Toner Cartridges

35. HEAT INJURY AND ILLNESS PREVENTION AND SAFETY PLAN

Pursuant to Pima County Procurement Code 11.40.030, Contractor hereby warrants that if Contractor's employees perform work in an outdoor environment under this Contract, Contractor will keep on file a written Heat Injury and Illness Prevention and Safety Plan. At County's request, Contractor will provide a copy of this plan and documentation of heat safety and mitigation efforts implemented by Contractor to prevent heat-related illnesses and injuries in the workplace. Contractor will post a copy of the Heat Injury and Illness Prevention and Safety Plan where it is accessible to employees. Contractor will further ensure that each subcontractor who performs any work for Contractor under this Contract complies with this provision.

36. ENTIRE AGREEMENT

This document constitutes the entire agreement between the parties pertaining to the subject matter it addresses, and this Contract supersedes all prior or contemporaneous agreements and understandings, oral or written.

END OF PIMA COUNTY STANDARD TERMS AND CONDITIONS

HP Amplify Membership Certificate

Effective November 1, 2025 to October 31, 2026.

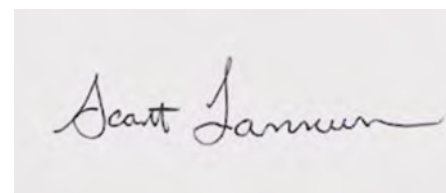
Company Legal Name: Rasix Computer Center, Inc. (3-HSGW-6565)
Company DBA Name: Rasix Computer Center, Inc.

is a member of the HP Amplify Partner Program with the following designation(s):

HP Amplify Power Partner

Kobi Elbaz

Kobi Elbaz
SVP & General Manager, Global Channel, Sales
Innovation & Operations



Scott Lannum
Interim North America Managing Director
North America





November 6, 2025

RE: Letter of Authorization (LOA)

To whom it concerns:

Lexmark International, Inc., as the manufacturer of Lexmark-branded products, hereby confirms that Rasix Computer Center, Inc. dba Academic Supplier dba Office 2000 "Rasix" is an authorized reseller to supply Lexmark branded products, consumables and warranty services.

Should you require any further information or clarification, please do not hesitate to contact me directly at 847.537.0344 or debra.lee@lexmark.com or the National Sales Manager, Kristine McNutt at 214-257-0015 or Kristine.mcnutt@lexmark.com at any time.

Sincerely,

A handwritten signature in black ink, appearing to read "Debra Lee", is placed over a light gray rectangular background.

Debra Lee
Contract Business Development Manager
State & Local Government and Education
847.537.0344
Debra.lee@lexmark.com



Xerox Corporation
US Channels
27063 SW Canyon Creek Rd
Wilsonville, OR 97070-9297
Telephone 800.835.6100

October 23, 2025

RASIX COMPUTER CENTER INC
ACADEMIC SUPPLIER / OFFICE 2000
3519 MAIN STREET, SUITE 401
CHULA VISTA, CA 92111

To Whom It May Concern:

This letter is to confirm that Rasix Computer Center Inc dba: Academic Supplier / Office 2000 is currently an authorized reseller for our products and services; Xerox office printers, selected multifunction products, service and supplies.

If you have any questions, please contact your Xerox US Channels Account Manager.

Sincerely,

A handwritten signature in black ink, appearing to read "Carol L. Weitzel". The signature is written in a cursive style.

Carol L. Weitzel
Contract Administrator
Xerox US Channels

cc: Shannon Sullivan



200 CROSSING BOULEVARD, BRIDGEWATER, NJ 08807-0911 TEL 908-704-1700 FAX 908-704-8235

BROTHER INTERNATIONAL CORPORATION

Date: 10/11/2022

Rasix Computer Center, Inc.
dba Academic Supplier
dba Office 2000
3519 Main Street, Suite 401
Chula Vista, CA 91911

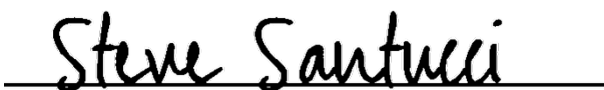
Re: Letter of Authorization

To Whom It May Concern:

This letter shall confirm that Rasix Computer Center, Inc. (dba Academic Supplier/ Office 2000), headquartered at 3519 Main Street, Suite 401, Chula Vista, CA 91911, is currently authorized to resell Brother Products within the United States of America.

Any additional information needed please contact Ray Silakoski at 908- 255-5780 or email Raymond.Silakoski@brother.com.

Regards,

A handwritten signature in black ink that reads "Steve Santucci". The signature is written in a cursive style and is positioned above a solid horizontal line.

Steve Santucci
Senior Director of Sales
Brother International Corporation
200 Crossing Boulevard
Bridgewater, NJ 08807
Ph: 908.210.1598
steve.santucci@brother.com



39 Pelham Ridge Drive | Greenville, SC 29615

September 14, 2022

To Whom it may Concern:

This letter is to confirm that TD SYNEX is an authorized distributor for the U.S.'s most popular IT OEM manufactures. These companies include Brother, Canon, Epson, Hewlett Packard, Lexmark, Okidata, Samsung, Dell, and Xerox.

Rasix Computer Center Inc., DBA Academic Supplier has been a long-standing reseller partner with SYNEX and is authorized to reseller products manufactured by the aforementioned manufacturers. Please feel free to contact me with any questions.

Regards

A handwritten signature in black ink, appearing to read "Chris Briones".

Chris Briones
Sales Director
TD SYNEX
(864) 349-4470

Rasix Computer Center, Inc.

Academic Supplier

OEM Cartridge Take-Back System

Containers available for shipping and returning spent cartridges.

No Freight Cost

OEM Cartridges Only



Laser Toner container with pre-paid label

20" x 20" x 22"

Capacity: Holds 10-12 Cartridges

Fill the box with cartridges, seal box and have UPS arrange for pickup.

Contact: Veronica Perez

☐ ☐ Toll Free 800.266.2892 Ext. 103

☐ ☐ veronica.perez@rasixinc.com

Certificate Number

AZ675271



Advancing Economic
Impact Together

This certificate attests that the below mentioned company is an NMSDC-Certified
Minority Business Enterprise(MBE)

Rasix Computer Center Inc.

Doing Business As

Academic Supplier / Office 2000

03-20-2026

Issuance Date

03-31-2027

Expiration Date

Donald R. Cravins, Jr.
President and CEO
NMSDC

532420,423420,423430,424120,
453210,443142

NAICS Codes

44100000,43211500,43212104,43212105,
44103103

UNSPSC Codes

Regional Affiliate: Pacific Southwest MSDC

Form **W-9**
 (Rev. December 2022)
 State of Colorado
 Substitute

Request for Taxpayer Identification Number and Certification

Give Form to the requester or State Agency. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name. Do not leave this line blank. This must match the Taxpayer Identification Number provided below in Part I. Rasix Computer Center Inc DBA Academic Supplier	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address. See instructions. 3519 Main St Ste 401 Include the number, street, and apt/suite or PO Box Chula Vista, CA 91911 City, state, and ZIP code <input type="checkbox"/> This address has recently changed	6 Remittance/Payment address, if different (optional) _____ Include the number, street, and apt/suite or PO Box _____ City, state, and ZIP code <input type="checkbox"/> This address has recently changed
	7 Contact name and email	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. **The TIN provided must match the name given on Line 1 to avoid backup withholding.** For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). Please do not enter both an SSN and EIN. If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
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or										
Employer identification number										
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3	3	-	0	8	1	1	4	6	0	

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions: The TIN in Part I must match the Name on Line 1 per the IRS. 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. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ 01/01/2026
------------------	----------------------------	--------------------------

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/21/2025

PRODUCER (855) 266-2135 Fixated Financial & Insurance Solutions, Inc. P.O. Box 2445 Newport Beach CA 92659-	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.												
INSURED Rasix Computer Center, Inc. dba: Office 2000, dba: Academic Supplier 3519 Main St., Suite #401 Chula Vista CA 91911-	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">INSURERS AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: ACE Fire Underwriters</td> <td>20702</td> </tr> <tr> <td>INSURER B: Technology Ins. Co</td> <td>42376</td> </tr> <tr> <td>INSURER C: Admiral Insurance Co</td> <td>24856</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> </tbody> </table>	INSURERS AFFORDING COVERAGE	NAIC #	INSURER A: ACE Fire Underwriters	20702	INSURER B: Technology Ins. Co	42376	INSURER C: Admiral Insurance Co	24856	INSURER D:		INSURER E:	
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INSURER D:													
INSURER E:													

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	D96602558	10/20/2025	10/20/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	D96602558	10/20/2025	10/20/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO		/ /	/ /	AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$		/ /	/ /	EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below	QWC1403488	11/01/2025	11/01/2026	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A		OTHER PERSONAL PROPERTY	D96602558	10/20/2025	10/20/2026	LIMIT 756,882 DEDUCTIBLE 1,000
C		EPLI Retro 10/20/16	DEP-2147026-P3	10/20/2025	10/21/2026	Aggregate 250,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 PROOF OF INSURANCE ONLY.

*10 DAYS NOTICE OF CANCELLATION FOR NON-PAYMENT OF PREMIUM.

CERTIFICATE HOLDER

CANCELLATION

() - () - <p style="text-align: center;">PROOF OF INSURANCE ONLY</p>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <div style="text-align: right;"><i>Laura Rustz</i></div>
---	---

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

This Certificate of Insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

Rasix Computer Center, Inc.

Academic Supplier

Cartridge Take-Back System

Containers available for shipping and returning spent cartridges.

No Freight Cost



Laser Toner container with pre-paid label

20" x 20" x 22"

Capacity: Holds 10-12 Cartridges

Fill the box with cartridges, seal box and have UPS arrange for pickup.

Contact: Veronica Perez

☐ ☐ Toll Free 800.266.2892 Ext. 103

☐ ☐ veronica.perez@rasixinc.com



This Certifies that:

Clover Imaging Group, LLC

Successfully completed the prescribed course of training and demonstrated competence in Toner Printer Cartridge Quality Assurance Test Methods according to the STMC Guide for Evaluating All-in-One Printer Cartridges, including
ASTM F 1856-04 · ANSI IT 2.17-95 · ISTA 1A Version – 99 · ASTM 2036-05

Valid June 18, 2024 – June 18, 2026


Michael Josiah
Chairman, STMC Committee


Tricia Judge
Executive Director

As recognized by the International Imaging Technology Council



This Certifies that:

International Laser Products

Successfully completed the prescribed course of training and demonstrated competence in Toner Printer Cartridge Quality Assurance Test Methods according to the STMC Guide for Evaluating All-in-One Printer Cartridges, including
ASTM F 1856-04 · ANSI IT 2.17-95 · ISTA 1A Version - 99 · ASTM 2036-05

Valid March 4, 2024 - March 4, 2026


Michael J. Smith
Chairman, STMC Committee


Tricia Judge
Executive Director

As recognized by the International Imaging Technology Council



Company ID Number: 413330

THE E-VERIFY MEMORANDUM OF UNDERSTANDING FOR EMPLOYERS

ARTICLE I PURPOSE AND AUTHORITY

The parties to this agreement are the Department of Homeland Security (DHS) and Rasix Computer Center Inc. (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

ARTICLE II RESPONSIBILITIES

A. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
 - a. Notice of E-Verify Participation
 - b. Notice of Right to Work
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.



Company ID Number: 413330

4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.
 5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.
 - a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.
 6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:
 - a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.
 - b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.
- Note:** Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.
7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.
 8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the anti-discrimination requirements of section 274B of the INA with respect to Form I-9 procedures.
 - a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly



Company ID Number: 413330

employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status



Company ID Number: 413330

(including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at E-Verify@uscis.dhs.gov. Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and other agents, upon



Company ID Number: 413330

reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that [E-Verify trademarks](#) and logos may be used only under license by DHS/USCIS (see [M-795 \(Web\)](#)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

B. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.



Company ID Number: 413330

- b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.
- c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.
- d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.
- e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:
- i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
 - ii. The employee's work authorization has not expired, and
 - iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).
- f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:
- i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
 - ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
 - iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with



Company ID Number: 413330

Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

C. RESPONSIBILITIES OF SSA

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.
2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).
3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.
4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

D. RESPONSIBILITIES OF DHS

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:
 - a. Automated verification checks on alien employees by electronic means, and



Company ID Number: 413330

- b. Photo verification checks (when available) on employees.
2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.
4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.
6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

ARTICLE III REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case.



Company ID Number: 413330

The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.
4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.
6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.
2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.
4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the



Company ID Number: 413330

employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.
6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:
 - a. Scanning and uploading the document, or
 - b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).
7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.
8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

ARTICLE IV SERVICE PROVISIONS

A. NO SERVICE FEES

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

ARTICLE V MODIFICATION AND TERMINATION

A. MODIFICATION

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.
2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.



Company ID Number: 413330

B. TERMINATION

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.
2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.
3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.
4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

ARTICLE VI PARTIES

- A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.
- B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.
- C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.
- D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.



Company ID Number: 413330

E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.



Company ID Number: 413330

Approved by:

Employer Rasix Computer Center Inc.	
Name (Please Type or Print) Ashok C Shah	Title
Signature Electronically Signed	Date 05/05/2011
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 05/05/2011



Company ID Number: 413330

Information Required for the E-Verify Program

Information relating to your Company:

Company Name	Rasix Computer Center Inc.
Company Facility Address	3519 Main Street Suite 401 Chula Vista, CA 91911
Company Alternate Address	
County or Parish	SAN DIEGO
Employer Identification Number	330811460
North American Industry Classification Systems Code	424
Parent Company	
Number of Employees	10 to 19
Number of Sites Verified for	1 site(s)



Company ID Number: 413330

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

CA 1



Company ID Number: 413330

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name Christopher Dahl
Phone Number 6196712000114
Fax 6196712000
Email Chris@academicsupplier.com

Name Noemi Tolentino
Phone Number 6196712000116
Fax 6196712001
Email noemi@academicsupplier.com

Name Ashok C Shah
Phone Number 6196712000115
Fax 6196712001
Email ash.shah@rasixinc.com



Company ID Number: 413330

This list represents the first 20 Program Administrators listed for this company.



P. 800.266.2892 F. 866.540.3292
3519 Main Street, Suite 401 Chula Vista, CA 91911

Rasix Computer Center, Inc. dba Academic Supplier References

City of Los Angeles Purchasing
Department of General Services
111 East 1st Street
Los Angeles, CA 90012
Nicholas Ooi: nicholas.ooi@lacity.org
Phone: (626) 322.8485

Pacific Time

Clarksville-Montgomery County School System
Business Affairs Department
621 Gracey Ave
Clarksville, Tennessee 37040
Phyllis Hermantin: phyllis.hermantin@cmcss.net
Phone: (931) 920.7784

Central Time

North County Educational Purchasing Consortium
302 North Midway Drive
Escondido, CA 92027

Carissa Iwamoto, Director of Purchasing and Risk Management: ciwamoto@euhsd.org
Phone: (760) 291.3223 Fax: (760) 741.1915

Pacific Time

Bakersfield City School District
1300 Baker Street
Bakersfield, CA 93305

David West, Director, Purchasing: westd@bcasd.com
Phone: (661) 631.4712 Fax: (661) 861.9907

Pacific Time

Cobb County School District
Procurement Services
6975 Cobb International Blvd
Kennesaw, GA 30152

Debbie Mosher, Senior Buyer: debbie.mosher@cobbk12.org
Phone: (770) 590.4522

Eastern Time





P. 800.266.2892 F. 866.540.3292
 3519 Main Street, Suite 401 Chula Vista, CA 91911

Rasix Computer Center Inc. dba Academic Supplier

Company Contacts

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Contract Manager Jeffrey Kozma	E-Mail jeffrey.kozma@rasixinc.com	Toll Free 800.266.2892 x117
Customer Service Veronica Perez	E-Mail veronica.perez@rasixinc.com	Toll Free 800.266.2892 x103
Customer Service Ashley Calvario	E-Mail ashley.calvario@rasixinc.com	Toll Free 800.266.2892 x106
Accounts Receivable Lorena Flores	E-Mail lorena.flores@rasixinc.com	Toll Free 800.266.2892 x110

