



# CONTRACT INFO SHEET

Monroe County Division of Purchasing  
200 County Office Building, Rochester NY 14614

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**DATE:** JUNE 28, 2021

## CONTRACT EXTENSION

**BID TITLE:** Toner Cartridges

**CONTRACT #:** BP#0706-18 (4700007482)

**CONTRACT DATES:** 09/10/2018 – 07/31/2022

**BUYER:** Susan Archacki

**PHONE:** 585-753-1110

**FAX:** 585-753-1104

**VENDOR(S):** #11120314  
The Tree House, Inc.  
P O Box 413  
Norwood, Massachusetts 02062

**CHANGES AS FOLLOWS:** THE ABOVE CONTRACT HAS BEEN EXTENDED THROUGH JULY 31, 2022.

Susan Archacki  
Buyer

XC: BP FOLDER  
VENDOR  
BUYER



# CONTRACT INFO SHEET

Monroe County Division of Purchasing  
200 County Office Building, Rochester NY 14614

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**DATE:** MAY 21, 2020

## CONTRACT EXTENSION

**BID TITLE:** Toner Cartridges

**CONTRACT #:** BP#0706-18 (4700007482)

**CONTRACT DATES:** 09/10/2018 – 07/31/2021

**BUYER:** Susan Archacki

**PHONE:** 585-753-1110

**FAX:** 585-753-1104

**VENDOR(S):** #11120314  
The Tree House, Inc.  
P O Box 413  
Norwood, Massachusetts 02062

**CHANGES AS FOLLOWS:** THE ABOVE CONTRACT HAS BEEN EXTENDED THROUGH JULY 31, 2021.

A handwritten signature in black ink, appearing to read "Susan", is written over a light blue horizontal line.

Susan Archacki  
Buyer

**XC:** BP FOLDER  
VENDOR  
BUYER



# CONTRACT INFO SHEET

Monroe County Division of Purchasing  
200 County Office Building, Rochester NY 14614

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**DATE:** MARCH 13, 2020

## CONTRACT ADDITION

**BID TITLE:** Toner Cartridges  
**CONTRACT #:** BP#0706-18 (4700007482)  
**CONTRACT DATES:** 09/10/2018 – 07/31/2020  
**BUYER:** Susan Archacki  
**PHONE:** 585-753-1110  
**FAX:** 585-753-1104  
**VENDOR(S):** #11120314  
The Tree House, Inc.  
P O Box 413  
Norwood, Massachusetts 02062

**CHANGES AS FOLLOWS:** The following item has been added to the contract, effective March 12, 2020.

HP CF237A Toner \$123.90 each

A handwritten signature in black ink, appearing to read "Susan Archacki", is written over a light blue horizontal line.

Susan Archacki  
Buyer

**XC:** BP FOLDER  
VENDOR  
BUYER  
B. SITTER



# CONTRACT INFO SHEET

Monroe County Division of Purchasing  
200 County Office Building, Rochester NY 14614

**DATE:** JULY 17, 2019

## CONTRACT ADDITION

**BID TITLE:** Toner Cartridges  
**CONTRACT #:** BP#0706-18 (4700007482)  
**CONTRACT DATES:** 09/10/2018 – 07/31/2020  
**BUYER:** Susan Archacki  
**PHONE:** 585-753-1110  
**FAX:** 585-753-1104  
**VENDOR(S):** #11120314  
The Tree House, Inc.  
P O Box 413  
Norwood, Massachusetts 02062

**CHANGES AS FOLLOWS:** The following items have been added to the contract, effective July 18, 2019:

Xerox #106R03859: \$121.95  
Xerox #106R03860: \$121.95  
Xerox #106R03861: \$121.95  
Xerox #106R03862: \$133.35  
Xerox #106R02775: \$59.90  
Xerox #106R02722: \$308.90  
Xerox #106R03580: \$152.65  
Xerox #106R03940: \$185.75

Susan Archacki  
Buyer

XC: BP FOLDER  
VENDOR  
BUYER  
B. SITTER



# CONTRACT INFO SHEET

Monroe County Division of Purchasing  
200 County Office Building, Rochester NY 14614

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**DATE:**                   **JULY 11, 2019**

## CONTRACT EXTENSION

**BID TITLE:**                                   **HP CF237Y Toner Cartridges**

**CONTRACT #:**                               **BP#0706-18 (4700007482)**

**CONTRACT DATES:**                       **09/10/2018 – 07/31/2020**

**BUYER:**                                       **Susan Archacki**  
**PHONE:**                                      **585-753-1110**  
**FAX:**   **585-753-1104**

**VENDOR(S):**                               **#11120314**  
   **The Tree House, Inc.**  
   **P O Box 413**  
   **Norwood, Massachusetts 02062**

**CHANGES AS FOLLOWS:**               **THE ABOVE CONTRACT HAS BEEN EXTENDED THROUGH**  
   **JULY 31, 2020.**

A handwritten signature in black ink, appearing to read "Susan Archacki".

**Susan Archacki**  
**Buyer**

**XC: BP FOLDER**  
**VENDOR**  
**BUYER**



# CONTRACT DATA SHEET

Monroe County Division of Purchasing  
200 County Office Building, Rochester NY 14614

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**DATE:** SEPTEMBER 10, 2018

**TITLE:** HP CF237Y TONER CARTRIDGES

**CONTRACT #:** 0706-18 – SAP Contract #4700007482

**CONTRACT DATES:** 09/10/2018 - 07/31/2019

**BUYER:** Greg Hart  
**PHONE:** 585-753-1135  
**FAX:** 585-324-1379

**VENDOR:** 120314  
The Tree House, Inc.  
P O Box 413  
Norwood, MA 02062

**VENDOR CONTACT:** David Rizzo  
**PHONE:** 800-595-6651  
**FAX:** 781-278-0706  
**Email:** [djirizz@aol.com](mailto:djirizz@aol.com)

XC: BP FILE  
B Sitter

**TERMS AND CONDITIONS**

**BID ITEM:** HP 37Y Toner Cartridges

**FOR:** Department of Human Services

**PURCHASING CONTACT:** Walter B. LaRaus, (585) 753-1121

**DUPLICATE COPIES:** **PLEASE SUBMIT YOUR BID IN DUPLICATE; THE ORIGINAL AND ONE (1) COPY.**

**BID INFORMATION:** At the time of bid, the bidder shall supply detailed specifications covering the item(s) contained herein and shall clearly indicate any areas in which item or items offered do not fully comply with the specifications contained herein.

**SUBMITTAL OF FORMAL PROPOSAL:** Bid proposal must be legible and submitted in the original form, bearing an original signature. **EMAILS AND FACSIMILES ARE NOT ACCEPTABLE.**

All bidders must submit proof that they have obtained the required **Workers' Compensation** and **disability benefits** coverage or proof that they are exempt.

**SPECIFICATION ALTERATIONS:** Specifications will be construed to be complete and be considered the entire description of the goods or services upon which Monroe County is now seeking bids. **Only formal written addenda can materially alter this set of specifications.** No verbal statement made by a Monroe County employee or anyone else is binding nor shall such statement be considered an official part of this public bid proposal.

**QUANTITIES:** The quantities listed are the estimated annual requirements and should not be construed to represent either maximum or minimum quantities to be ordered during the contract term.

**QUALIFIED BIDDER:** Each bidder must be prepared to present satisfactory proof of his capacity and ability to perform this contract. Such proof may include, but is not limited to, an inspection of the bidder's facilities and equipment, financial statements, references and performance of similar contracts. **The Purchasing Manager reserves the right to reject any bid where the bidder cannot satisfy the County as to their ability to perform.** Monroe County reserves the right to reject any and all bids if the Monroe County Purchasing Manager deems said action to be in the best interests of Monroe County.

**METHOD OF AWARD:** Monroe County intends to award the bid to the lowest responsive and responsible bidder, based on the **TOTAL. Bidder must bid on all items in order to be considered.** **The County reserves the right to reject any and all bids** if the Purchasing Manager deems said action to be in the best interest of the County.

**BUYER CONTACT:**

The Buyer, identified below, is the sole point of contact regarding this Bid from the date of issuance until the bids are opened and the results made public.

Walter B. LaRaus  
Monroe County Division of Purchasing  
200 County Office Building  
39 West Main Street  
Rochester, NY 14614  
Email: wlaraus@monroecounty.gov

All requests for bid clarification must be submitted in writing to the Buyer referenced above and received no later than close of business (5:00 PM Eastern Standard Time) on **August 6, 2018**.

All questions will be answered and documented in writing as an Addendum to the Bid. These will be sent out to all Bidders who received the original Bid no later than **August 8, 2018**.

**CONTRACT TERM:**

Contract will start with the date of the contract award and run through **July 31, 2019**, with the option to renew the contract up to four (4) additional twelve (12) month periods with the mutual consent of both parties.

**PRICE CHANGES:**

Price changes may be proposed by either party no later than forty-five (45) days prior to contract extension, based upon manufacturer price changes which must be supported with documentation. Should price changes not be acceptable to both parties, the contract will not be extended. Prices may change only at the time of extension.

**MINIMUM ORDER:**

No minimum order is specified for this contract. Agencies must be able to order as needed. **Political subdivisions and others authorized by law may participate in this contract.**

**DELIVERY:**

All deliveries to be F.O.B. Monroe County to agency as specified by a Purchase Order. Delivery costs must be built into the unit prices bid. Deliveries must be made within **two (2) weeks** after receipt of purchase order number. The County reserves the right to terminate the contract in the event the specified delivery time is not met.

**PURCHASE ORDER  
ISSUANCE:**

Delivery of services may be directed by the receipt of a Purchase Order only. **Items that are not part of this bid will not be paid for by Monroe County.** As to all purchase orders issued by Monroe County, exceptions may only be authorized, in writing, by the Purchasing Manager or her authorized agent prior to delivery.

**BILLING  
PROCEDURE:**

All invoices for items sold any authorized agency as a result of this contract must be billed in the following manner: Purchase Order #, Quantity, Description of Item Purchased, BP#, Item #, Extension and Total. **ALL INVOICES MUST BE MARKED WITH THE PURCHASE ORDER NUMBER. INVOICES WITHOUT THIS INFORMATION WILL NOT BE PROCESSED FOR PAYMENT.**

**WARRANTY/  
GUARANTEE:**

All warranties by manufacturer shall apply. Bidder shall, as part of its proposal, furnish its warranty/guarantee for all goods/services to be furnished hereunder. As a minimum, Bidder shall warrant all goods for a period of one (1) year from date of acceptance. Bidder shall be obligated to repair or replace all defects in material or workmanship, which are discovered or exist during said period. All labor, parts and transportation shall be at Bidder's expense.

**UNCONTEMPLATED  
PURCHASES:**

Monroe County reserves the right to request separate bids for such quantities of items on this contract that may be best procured via separate public bid offering and to otherwise act in furthering its own best interests.

**SUBCONTRACT:**

The Contractor shall not subcontract any work without first obtaining the written consent of the Monroe County Purchasing Manager.

**RELATED ITEMS:**

The County reserves the right to add miscellaneous related items to this contract during the contract term upon agreement by both parties as to the price. Approval must be given in writing by the Purchasing Manager or her Designee.

**REPORT OF  
PURCHASE:**

The Contractor must, upon request, provide the County Purchasing Manager with detailed information showing how much of each item was delivered to any and all agencies under this contract. This includes deliveries to not only the County but any other municipality or agency which orders from this contract.

**OTHER AGENCIES:**

The Contractor(s) **must** honor the prices, terms and conditions of this contract with political subdivisions or districts located in whole or in part within Monroe County. In addition, the contractor may, but is not required to, extend the prices, terms and conditions of this contract to any political subdivision or district. Usage of this contract by any of these other political subdivisions or districts will have to be coordinated between that subdivision or district and the contractor. Orders placed against this contract between any subdivision or district will be contracts solely between the Contractor(s) and those entities. Monroe County will not be responsible for, nor will it have any liability or other obligation for, such contract between the Contractor(s) and any third party.

**INDEMNIFICATION:**

The Contractor shall defend, indemnify and save harmless the County, its officers, agents, and employees from and against all liability, damages, costs or expenses, causes of actions, suits, judgments, losses, and claims of every name not described, including attorneys' fees and disbursements, brought against the County which may arise, be sustained, or occasioned directly or indirectly by any person, firm or corporation arising out of or resulting from the performance of the services by the Contractor, its agents or employees, the provision of any products by the Contractor, its agents or employees, arising from any act, omission or negligence of the Contractor, its agents or employees, or arising from any breach or default by the Contractor, its agents or employees under the Agreement. Nothing herein is intended to relieve the County from its own negligence or misfeasance or to assume any such liability for the County by the Contractor.

BP#0706-18, Toner Cartridges  
Unit Price Sheet

HP TONER CARTRIDGE, CF237Y, BLACK	256.9
HP TONER CARTRIDGE, CF237A, BLACK	123.9
XEROX TONER CARTRIDGE, 106R03859, CYAN	121.95
XEROX TONER CARTRIDGE, 106R03860, MAG	121.95
XEROX TONER CARTRIDGE, 106R03861, YELLOW	121.95
XEROX TONER CARTRIDGE, 106R03862, BLACK	133.35
XEROX TONER CARTRIDGE, 106R02775, BLACK	59.9
XEROX TONER CARTRIDGE, 106R02722, BLACK	308.9
XEROX TONER CARTRIDGE, 106R03580, BLACK	152.65
XEROX TONER CARTRIDGE, 106R03940, BLACK	185.75