



The School Board of Miami-Dade County, Florida
SCHOOL BOARD ADMINISTRATION BUILDING
Procurement Management Services
1450 N.E. 2 nd Avenue, Room 352
Miami, Fl. 33132

Direct All Inquiries To
Procurement Management Services

Buyer
PHONE: (305) 995-1358
TDD PHONE: (305) 995-2400

BID/RFP ADDENDUM

BID/RFP No.: 033-JJ12

BID/RFP TITLE: Printer Consumables: OEM, Compatible and remanufactured

Date: March 6, 2009

Addendum No. 2

This addendum modifies the conditions of the above referenced BID/RFP as follows:

Revised Special Condition 2: AWARD (Replaced page SC1)

The attached pages containing clarifications, additional information and requirements constitutes an integral part of the referenced bid.

- 1 If your bid/proposal has not been mailed, substitute the pages marked REVISED and mail your entire bid/proposal package. **REMEMBER TO SIGN THE BIDDER QUALIFICATION FORM.**

OR

2. If your bid/proposal has been mailed, sign and return this addendum form with the revised pages by the time and date indicated on the revised Bidder Qualification Form.
BY SIGNING THIS ADDENDUM, THE VENDOR AGREES TO THE TERMS AND CONDITIONS CONTAINED IN THE BIDDER QUALIFICATION FORM AND ALL RELATED BID DOCUMENTS.

I acknowledge receipt of Addendum Number 1.

PLEASE NOTE: If your firm has mailed a copy of this bid/proposal to another vendor, it is your responsibility to forward them a copy of this addendum.

(PLEASE TYPE OR PRINT BELOW)

LEGAL NAME OF BIDDER: _____

MAILING ADDRESS: _____

CITY, STATE ZIP CODE: _____

TELEPHONE NUMBER: _____ E-MAIL I.D. _____ FAX # _____

BY: SIGNATURE (Manual): _____

OF AUTHORIZED REPRESENTATIVE
NAME (Typed)- _____ TITLE: _____

OF AUTHORIZED REPRESENTATIVE

MIAMI-DADE COUNTY PUBLIC SCHOOLS
BID PROPOSAL FORM (FORMAT A) **TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY FLORIDA**

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SPECIAL CONDITIONS

- PURPOSE:** The purpose of this bid is to establish a contract, with approved vendors, for the purchase of Printer: Consumables, OEM, Compatible and Remanufactured for Miami-Dade County Public Schools. The term of the bid shall be from date of award, through December 31, 2010, and may, by mutual agreement between Miami-Dade County Public Schools (M-DCPS) and the awardee(s), be extended for three (3) additional one year periods, and if needed, 90 days beyond the expiration date of the current contract period. Procurement Management Services may, if considering extending request a letter of intent to extend from the awardee, prior to the end of the current contract period. The awardee(s) will be notified when the recommendation has been acted upon. The successful vendor(s) agrees to this condition by signing its bid.
- AWARD:** The bid will be awarded to three (3) responsive and responsible vendors, for each group (Primary, First Alternate, Second Alternate), offering the lowest total discounted prices on the items listed per Group for OEM, Compatible and Remanufactured Toners. A maximum of 3 vendors per Group will be awarded. Submissions will be evaluated and ranked from low to high per Group using a weighted factor based on the districts previous usage. The top three, offering the lowest total discounted prices, meeting all requirements per Group, will be awarded. New Items not currently listed will be awarded to the primary vendor per group.

Section A: OEM

- Group 1 – Brother
- Group 2 – Canon
- Group 3 – Epson
- Group 4 – Dell
- Group 5 – HP
- Group 6 – Lexmark
- Group 7 – Xerox
- Group 8 - Infoprint

Section B: COMPATIBLE

- Group 1 – Brother
- Group 2 – Canon
- Group 3 – Epson
- Group 4 – Dell
- Group 5 – HP
- Group 6 – Lexmark
- Group 7 – Xerox
- Group 8 - Infoprint

Section C: REMANUFACTURED:

- Group 1 – Brother
- Group 2 – Canon
- Group 3 – Epson
- Group 4 - HP
- Group 5 - Lexmark
- Group 6 - Dell

The bidders are required to respond to all items in a Group to be considered for award in that Group. In the event

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of a discrepancy in manufacturer code(s) and/or packaging on the electronic format or bid form posted, the bidder(s) shall so indicate on the printed copy, which will be used for the evaluation.

Pricing solicited for items listed, will be firm for 180 days after award and will be used for the initial posting to the Districts Shopping Cart, e-catalog or other e-procurement sites, as deemed appropriate. Only the Primary vendor will be used for the posting. If the primary awardee fails to perform under the terms and conditions of the contract, the First Alternate awardee will be contacted. Price quotes submitted by Primary and First Alternate and Second Alternate after the initial 180 days and during any extension period will determine the low bid status for that quote period, as defined in the Request for Quote, after the initial 180 days. The Board reserves the right to issue Request for quotes during the initial 180 day period for specific projects, if deemed in the best interest of the Board. Request for Quotes, for future needs, will be solicited, from the list of awarded vendors, per Group.

3. **ESTIMATED QUANTITIES:** The factored quantity shown on the Bid Proposal Form, illustrate a comparison of M-DCPS usage of items specified and will be used to factor bid prices to determine the total low bid. They do not indicate the total quantity of an item to be purchased during the contract term. No guarantee is expressed or implied, as to the quantities that will be used during the contract period. A recap is attached to this bid that reflects the purchases from the Districts Shopping Cart from February 2005 through February 2006. The quantity does not include purchases made via Credit Card or through MSAF Purchase Orders.
4. **PRE-BID CONFERENCE:** A pre-bid conference will be held March 4, 2009 at 9:00 am in Lecture Room #1 at Information Technology Services, 13135 SW 26 Street, Miami, FL 33175. Pre-Bid Conference attendance by the bidder or his qualified representative is highly recommended for bid acceptance.
5. **NON-EXCLUSIVITY:** MDCPS reserves the right to procure the items herein described in any manner it sees fit, including, but not limited to, awarding of other contracts, and use of contracts awarded by GSA, the State of Florida, any other county or municipality, or authorized contract, whichever is considered to be in the best interest of the Board.
6. **REQUEST FOR QUOTATION PURCHASE:** The awarded bidder(s) shall be approved to participate in Request for Quotations as required. The awarded bidder(s) shall be invited to offer a fixed price for item(s), as specified. These prices must remain fixed and firm as per the Request for Quote (RFQ). Awarded vendor(s) will be placed in a database and shall be contacted via fax, letter, E-mail or other electronic methods for quotes. All awarded vendors(s) will be invited to offer quotes. Results may be posted to the Internet and District Shopping Cart. Schools and District Offices will utilize these prices to make selections based on the specifications required at their site.
7. **ACQUISITION/POSTING AUTHORIZED PRODUCT:** Awarded product will be posted on the Districts web and/or Shopping Cart. Awardees will be requested, upon notification, to:
Supply electronically, in a format to be determined by M-DCPS, information that may include:
 - Thumbnail or full size pictures in .jpg format, and descriptive text in a downloadable file.
 - Develop a unique section, at the vendor's web site, an on-line catalog, from which the district will create requisitions and upon approval generate purchase orders or P-Card transactions.
 - Provide a billing arrangement that may allow for electronic submission of invoices

The requested information will be used to populate the shopping cart, for items awarded, with sufficient information and descriptive detail to allow for easy use and item selection, for the District's end users. It is the intent of the District to utilize the Shopping Cart (or other E-Procurement systems) as the procurement method, and schools and offices will be required to utilize the items as specified and posted at this site.

8. **DELIVERY:** Prices shall include all charges for packing, handling, freight, distribution, and inside delivery. Transportation of goods shall be FOB destination to any point within thirty (30) days after receipt of purchase order. Vendors must notify the Buyer of any potential delivery delays or delays in availability of product. Evidence of inability to deliver or intentional delays may cause termination of contract. It shall be the responsibility of the successful bidders to include inside delivery with every unit.

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9. **PRODUCT APPROVAL:** Prior to award, vendors may be required to submit samples for testing and approval by Information Technology Services or Materials Testing and Evaluation. If requested, two units, as specified in the attached documentation, for each unit submitted for consideration, shall be delivered to ITS for testing. Samples will be supplied to the District at no charge.
10. **SAMPLES:** Samples, if required, shall be delivered within **(10) ten days** after request to the address listed in the Notice for Sample received by the vendor. Samples not received within the ten (10) days may be considered non-responsive, and bidder and/or item may not be recommended for award. Samples will be submitted at no charge to the District and will be made available for sixty- (60) days.
11. **MANUFACTURERS/AUTHORIZED DEALER CERTIFICATION:** If bid is being submitted by other than the manufacturer, a manufacturer's certification, if applicable, that bidder is an authorized dealer, of product, may be required. Failure to submit this letter at time of bid, or within five (5) days of request, may result in the bid not being considered for award.
12. **OEM/COMPATIBLE/REMANUFACTURED SUPPLIES:** This bid shall be for new OEM, Compatible and Remanufactured supplies authorized for sale in the U.S. market. Newly manufactured containing used or rebuilt parts, remanufactured, rebuilt, reconditioned, newly re-manufactured, used, shopworn, demonstrator or prototype cartridges is not acceptable and will be rejected if OEM and/or Compatible consumables are requested. All vendors must participate with all manufactures requests for information of all district purchases of all consumables for the purpose of providing reimbursements back to the district. **Failure to comply with this condition may cause the bidder(s) not to be awarded any new business and be in default for non-compliance.**
13. **COMPATIBLE TONER CARTRIDGE DEFINITION:** Compatible toner cartridges as it is used herein will mean that a toner cartridge can be used in the specific equipment listed and that it is not genuine OEM Manufacturers Brand. Compatible toner cartridges shall mean 100% brand new, but generic or aftermarket. No refurbished, recharged or refilled cartridges will be accepted. Vendor guarantees that the compatible toner cartridges will provide high-quality, crisp, dark printouts with no streaking, banding or fading of test and images.
14. **ISO 9001 FACILITY:** The awarded vendor must guarantee that all compatible toner cartridges supplied to MDCP-S are from an ISO 9001 Certified facility. **Only ISO 9001 facility compatible cartridges will be accepted.**

MDCP-S may at any time request from the awarded vendor documentation proving that the compatible toner cartridges are being manufactured in an ISO Certified facility. If it is discovered that the awarded vendor is not supplying ISO 9001 Certified factory cartridges, the vendor's contract will be terminated immediately.
15. **REMANUFACTURED SUPPLIES:** Must be authorized for sale in the U.S. market. Remanufactured Cartridges must include all of the following:
 - A. **GENERAL REQUIREMENTS:** Bidder shall furnish remanufactured toner cartridges that have been fully remanufactured to specifications equal to, or exceeding original equipment manufacturer's (OEM) cartridge standards of quality and performance and approved remanufactured toner cartridge industry standards. Toner cartridges furnished to this specification shall meet or exceed the latest remanufactured toner cartridge standards and must be a Standardized Test Methods Committee (STMC) certified company or supply toners from a STMC certified company. Bidder shall certify that its remanufactured toner cartridges have been tested in accordance with the above standards and guidelines and that its cartridges have met or exceeded those tests. Vendor must indicate the same certified company name on the last page of format B.
 - B. **CARTRIDGE REMANUFACTURING PROCESS:** The District defines the term "remanufactured" as including, at a minimum, the following: Assessment to determine if the toner cartridge can be remanufactured. Complete disassembly of toner cartridge to thoroughly clean and check all internal and external components against the original manufacturer's specifications. Worn, damaged, or end of life-cycle components must be replaced. Replacement of the original OEM drum with a new drum (which may include an extended life-drum). If the returned toner cartridge is equipped with an extended-life drum; bidder shall inspect it, clean it, or replace it

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with a new extended-life drum or new after market drum. Replacement of all seals with an OEM-type heat seal, card seal, or pressure sensitive seal. Replacement of the primary charge roller (PCR) with a re-coated or new PCR. Replacement of wiper blade meeting OEM specifications or the latest remanufactured toner cartridge industry standards adopted by the STMC or the latest guidelines adopted by ASTM for remanufactured toner cartridges. Replacement of any parts not meeting OEM specifications or the latest remanufactured toner cartridge industry standards adopted by the STMC or the latest guidelines adopted by ASTM for remanufactured toner cartridges. Filling of toner cartridge meeting OEM specifications or the latest remanufactured toner cartridge industry standards adopted by the STMC or the latest guidelines adopted by ASTM for remanufactured toner cartridges. Chemically cleaning or replacing the corona wire assembly (where applicable). One fuser wand (where applicable) with high temperature resistant felt wiper and one cotton swab shall be provided with each toner cartridge. The hopper shall be filled to capacity with new toner meeting or exceeding OEM standards. Bidder shall indicate in this bid the original manufacturer(s) and part number(s) of toner supplied. A toner hopper seal/separator meeting or exceeding OEM standards shall be inserted to prevent spillage of toner during shipping.

- C. **CARTRIDGE PACKAGING:** Bidder shall clearly label each toner cartridge with the manufacturer's/supplier's name and cartridge model number. Each toner cartridge shall be packaged in an anti-static moisture proof bag and either heat-sealed or zip-locked, meeting or exceeding OEM standards. The cartridge shall then be placed in a protective cradle prior to being packaged in an external carton. The external carton and packaging of the toner cartridge shall protect the cartridge from damage during shipping. Packaging for the toner cartridges shall be constructed to permit users to re-package spent cartridges for return to bidder. It is desirable that all corrugated packaging contain a minimum of 35% post-consumer recycled content. The external carton or an internal shipping invoice shall identify toner cartridge type (make and model), the bidder's name, address and telephone number, and the purchase order number. All cartridge boxes or internal shipping invoices will also bear the date of remanufacture and use by date for shelf life and inventory purposes.
- D. **CARTRIDGE TESTING:** All cartridges are to be tested after remanufacturing by installing the cartridge in an applicable printer, running and inspecting test copies. It is desirable that a copy of a test page be included with the finished product. Bidders shall also provide to buyer at least five cartridges from the items listed in this solicitation for testing and evaluation by buyer, at the request of buyer.
- E. **DEFECTIVE CARTRIDGES:** All defective toner cartridges will be returned to the bidder at bidder's expense. Bidder shall supply pre-paid mailing labels, or shall pick up defective cartridge(s) at the buyer's location. A diagnostic analysis shall be performed to determine the cause of the problem for any toner cartridge returned by the buyer. The diagnostic analysis report shall be delivered to the buyer within ten (10) business days. If the analysis determines that the toner cartridge failed, a replacement remanufactured cartridge shall be provided at no expense to the buyer within ten (10) business days from completion of analysis. Replacement cartridges shall be properly marked as replacements and identified by the purchase order number. If the buyer has continued uncorrected problems with a particular model, or if there are page yields consistently below OEM standards or approved manufactured toner cartridge industry standards, the buyer may cancel the cartridge mode from the contract. If the toner cartridge defect rate exceeds three (3%) percent of all cartridges utilized within any six-month period, the District reserves the right to remove vendor from bid.

- 16. **AREA REPRESENTATIVE:** Bidder(s) must indicate in the space provided, the name, address, and phone number of the vendor representative who may make periodic scheduled visits to the schools and departments and who will be available, upon request, to resolve billing and delivery problems.
- 17. **LABELING:** Label should be affixed in an easy to view area on the outside of the inkjet/toner cartridge. It is requested to clearly indicate the Manufacturer, part number and serial number or production control if available and/or date of manufacture.
- 18. **WARRANTY:** The warranty, after product installation by the school or department, shall be for **six (6) months** on-

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site. The vendor is to ensure that product shipped to the district is within warranty, end-of warranty and install by requirements of the manufacturer. All warranty claims require a 24-hour response time. If product defect results in damage to District owned property, vendor will be responsible for repair, or replacement, if repairs cannot be made. Repairs must be completed within three days, or the vendor may be considered in default of the contract. A detailed description of all repair work shall be provided to the end user after the work is completed. When performing any work at a school site, service personnel must check in at the main office prior to commencement of work. If equipment cannot be repaired at the site, the vendor will provide shipping materials, shipping instructions, call tags and pay all shipping charges.

19. **PUBLIC RECORDS LAW:** It is the practice of The School Board of Miami-Dade County, Florida, to evaluate all Invitation to Bids in a public forum open to the Sunshine, pursuant to Florida Statute §286.011 and to make available for public inspection and copying any information received in response to a solicitation, in accordance with Florida Statute §119, as such any information sent to M-DCPS is being sent into the public domain. No action on the part of the proposer would create an obligation of confidentiality on the part of the School Board, including but not limited to, making a reference in the proposal to the trade secret statutes, Florida Statutes §§ 812.081, 815.045. It is recommended that potential suppliers exclude from their response any information that, in their judgment, may be considered a trade secret.
20. **UNAUTHORIZED SHIPMENT/SUBSTITUTION:** Unauthorized substitutions and shipments shall be grounds for termination. Vendors shall be considered in default of the contract and may lose eligibility to transact new business with the Board for a period of fourteen (14) months from the date of termination by the Board.
21. **VENDOR INFORMATION SHEET:** All bidders are requested to complete the attached Vendor Information Sheet. In order to conduct new business under this bid, M-DCPS requires that the vendor(s) have a current vendor application on file. The information on both documents must be consistent. Failure to comply with this condition may cause the Bidder(s) not to be awarded any new business. Vendor applications can be downloaded at, <http://procurement.dadeschools.net/>
22. **OCCUPATIONAL LICENSE:** Any person, firm, corporation or joint venture, with a business location in Miami-Dade County, Florida, which is submitting a bid, shall meet the County's Occupational License Tax requirements in accordance with Chapter 8A, Article IX of the Code of Miami-Dade County, Florida. Bidders with a location outside Miami-Dade County shall meet their local Occupational Tax requirements. A copy of the license is requested to be submitted with the Bid Proposal. If the Bidder has already complied with this requirement, a new copy is not required while the license is valid and in effect. It is the Bidder's responsibility to resubmit a copy of a new license after expiration or termination of the current license. Non-compliance with this condition may cause the bid not to be considered for award.
23. **INVOICING AND PAYMENT:** Invoices are requested to contain the purchase order number, contract number, quantity, unit description, quote number (if applicable) and price. Any deviation from this requirement may be grounds for termination of the contract. The payment terms of the District are net 45 days after receipt and acceptance of item(s). Vendor may be requested to provide electronic submission of invoices in a format to be determined by the District.
24. **CREDIT CARDS:** Some orders may be placed utilizing a district issued credit card as the form of payment. These orders will be made via phone or fax for direct delivery and billing to the requesting work location. Please note that credit card purchases will benefit all vendors by providing immediate payment (i.e., within 48-72 hours) and eliminating the need to submit an invoice to the District's Accounts Payable Department or reconcile receivable balances. For credit card purchases, all vendors must have the capability to accept fax orders, which must be confirmed by calling back the requesting work location to verify prices and obtain a credit card number or as per any future district requirements as promulgated. Only actual items shipped/delivered can be charged to the credit card account (i.e., no back-orders). All purchase deliveries must include a packing slip or receipt/invoice listing the items and prices of goods delivered. For security reasons, the credit card charge receipt showing the work location's credit card number cannot be attached to the packing slip or receipt/invoice submitted as part of the purchase delivery.

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Vendor must be able to provide level three (III) reporting on transactions to the credit card company utilized by the district and/or provide a monthly transaction file (in a format to be determined by MDCPS) and to include at a minimum the following information:

- Site/School
- Mfg
- Product Name
- Product Number
- Quantity Purchased
- Price Paid
- Transaction Information including date

25. **BID ADDENDUMS OR QUESTIONS AND ANSWERS:** All bidders should monitor continuously, the M-DCPS Procurement website, for any addendums or questions and answers that may be posted, prior to the opening of this solicitation. The procurement website, which lists all bids, addendums, questions and answers and award information, is as follows: <http://procurement.dadeschools.net> (then click on) Current Bids/RFP's Under the Cone of Silence.
26. **CONE OF SILENCE:** A Cone of Silence is applicable to this competitive solicitation. Any inquiry, clarification, or information regarding this bid must be requested, in writing, by FAX or E-mail to:

A COPY OF THIS WRITTEN REQUEST MUST BE SENT SIMULTANEOUSLY TO:

Harry Eschbach, CPSM
Procurement Management Services
Miami-Dade County Public Schools
1450 N.E. 2ND Avenue, Room 352
Miami, Florida 33132
Fax #305-523-3361
E-Mail: eschbachh@dadeschools.net

Ileana Martinez, School Board Clerk
Miami-Dade County Public Schools
1450 N.E. 2ND Avenue, Room 268B
Miami, Florida 33132
Fax #305-995-1448
E-Mail: martinez@dadeschools.net

DEADLINE FOR ANY INQUIRY, CLARIFICATION, OR INFORMATION REGARDING THIS BID IS MARCH 10, 2009 TO ALLOW MDCPS SUFFICIENT TIME TO ADDRESS ALL RECEIVED INQUIRIES

27. **BID SUBMISSIONS:** Vendor is requested to provide one (1) original and one (1) copy of bid proposal. Additionally, vendor is to provide a copy of the excel file on Jump Drive or CD with Bid Package. File to be completed may be downloaded at <http://procurement.dadeschools.net> (then click on) Current Bids/RFP's Under the Cone of Silence. Bids will be accepted until the time and date indicated on the Bidders Qualification Form, in Room351, of SBAB, 1450 NE 2nd Ave, Miami, FL 33132. Bids and or files will not be accepted by E-Mail. Bidders are required to submit, with their bid package, all information requested in the attached specifications. Failure to provide documentation with the bid may result in the bid not being considered for award. Requested information includes, but is not limited to:
- Bidders Qualification Form.
 - Bid Proposal Form.
 - Vendor Information Sheet.
 - Manufacturers Certification, if applicable, that bidder is an authorized dealer of product submitted.
 - In order to facilitate the evaluation, vendors are requested to submit the excel file on jump drive in addition to the hard copy of the Bid Proposal Form.
28. **ERASURES AND CORRECTIONS:** When filling out the Bid Proposal Form, bidders are requested to use a typewriter or complete the proposal in ink.

- a. Use of pencil is prohibited.

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- b. Do not erase or use correction fluid to correct error.
- c. All changes must be crossed out and initialed in ink.

Those bids for individual items that do not comply with items 1, 2, and 3 above will be considered non-responsive for that item(s) and ineligible for award.