

STATE OF SOUTH DAKOTA
OFFICE OF PROCUREMENT MANAGEMENT
523 EAST CAPITOL AVENUE
PIERRE, SOUTH DAKOTA 57501-3182

IFB 24923 – REMANUFACTURED BIOBASED TONER CARTRIDGES- ANNUAL

NOTICE

ADDENDUM 4

DATE: January 6, 2012

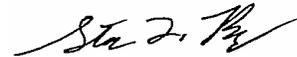
BUYER: Kathy Stasch

PHONE: 605-773-6877

Addendum 4 is being issued for the following:

The contract has been extended until January 31, 2013.

All terms and conditions remain the same.



Steven L. Berg, Director
Office of Procurement Management

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NOTICE

ADDENDUM 3

DATE: April 14, 2011

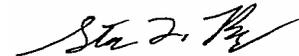
BUYER: Kathy Stasch

PHONE: 605-773-6877

Addendum 3 is being issued for the following:

The Agritone cartridges have been removed and replaced with SoyPrint cartridges. The Agritone cartridges were leaving too much residue on the paper and printers. The catalog on the Notice of Award and EasyPurchase has been updated.

All terms and conditions remain the same.



Steven L. Berg, Director
Office of Procurement Management

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IFB 24923 – REMANUFACTURED BIOBASED TONER CARTRIDGES- ANNUAL

NOTICE

ADDENDUM 2

DATE: April 6, 2011

BUYER: Kathy Stasch

PHONE: 605-773-6877

Addendum 2 is being issued for the following:

Lasermonks have merged with SoyPrint Inc therefore SoyPrint Inc. will be listed as the main contractor on the current contract. SoyPrint's contract information is listed below and their Agency Ordering Instructions have been added to the Notice of Award.

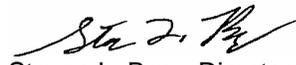
SoyPrint
PO Box 1143
Yarmouth, ME 04096

Contact: Debe Overhaug
Phone: 877-261-3909 Ext. 103
Fax: 207-221-1260

Vendor Number: 12276142
Contract #15825

customerservice@soyprint.net or Debe@soyprint.net

All terms and conditions remain the same.


Steven L. Berg, Director
Office of Procurement Management

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IFB 24923 – REMANUFACTURED BIOBASED TONER CARTRIDGES- ANNUAL

NOTICE

ADDENDUM 1

DATE: December 21, 2010

BUYER: Kathy Stasch

PHONE: 605-773-6877

Addendum 1 is being issued for the following:

The contracts have been extended until January 31, 2012.

All terms and conditions remain the same.

A handwritten signature in black ink, appearing to read "Jeff T. Holden". The signature is fluid and cursive, with the first name "Jeff" and last name "Holden" clearly legible.

Jeff T. Holden, Director
Office of Procurement Management



PMB 01231
BUREAU OF ADMINISTRATION
OFFICE OF PROCUREMENT MANAGEMENT
523 EAST CAPITOL
PIERRE, SD 57501-3182
(605) 773-3405
FAX (605) 773-4840



REMANUFACTURED BIOBASED TONER CARTRIDGES

NOTICE OF AWARDS

Buyer: Kathy Stasch 011
Phone: 605-773-6877
Fax: 605-773-4840
Email: Kathy.Stasch@state.sd.us

Date: January 25, 2010

1. **Contract Term:** This notice establishes contract(s) resulting from Solicitation # 24923 for a period of one (1) year, from February 1, 2010 through January 31, 2011 inclusive. The Solicitation and the vendor's response, along with the South Dakota Vendor's Manual are made part of the vendor's contract by this reference.
2. **Extension:** The State shall have the option to extend the contract for up to three (3) additional one (1) year periods. Notice shall be given by the State to the vendor at least 60 days prior to the termination of the contract, and the vendor shall agree to such extension within 30 days thereafter, before such extension period shall become effective.
3. **Pricing:** All prices quoted in the referenced proposal are firm for the term of this contract. Price decreases are acceptable on invoice(s) presented for payment. If the open market price of a specific contract item is under the vendor's price, the State reserves the right to purchase the lower priced product.

Price increases will be considered only at the time of renewal or extension of the master price agreement. Dated manufacturer's printed price sheets or similar documentary evidence must support written requests for price increases. This evidence must be presented to the lead state and NASPO for review, and if approved, the new pricing will become effective on the date the extension becomes effective. Prices will remain firm for the duration of the extended term of the master price agreement.

If the price for items in the master price agreement becomes unreasonable in view of changing market conditions, the South Dakota Bureau of Administration, Office of Procurement Management may cancel the master agreement or adjust the master agreement price to meet the changing market conditions if it is necessary to obtain necessary materials at the required time. Any master agreement price adjustment shall be justified in writing by the contractor to the Office of Procurement Management. No price adjustment may allow for increased management costs or for an increase in the dollar amount of profit for the contractor having the contract.

4. **Delivery:** The prices offered shall be the delivered price to any NASPO state agency or purchasing entity. All deliveries shall be F.O.B. destination with all transportation and handling charges paid by the contractor. Responsibility and liability for loss or damage shall remain the Contractor until final inspection and acceptance when responsibility shall pass to the Purchasing Entity except as to latent defects, fraud and Contractor's warranty obligations. **No minimum order or shipment amount will be allowed.** All items in common usage are to be delivered within **five days from the date of purchase order.** The Contractor shall provide written notification to the ordering agency at time of order if items are not available for immediate delivery.

In the event of the inability or failure of the contractor to furnish and deliver any item or items enumerated in the schedules and specifications at the time and in accordance with the terms and conditions therein provided, the Director of the Office of Procurement Management may contract for or purchase such supplies, equipment, and commodities in the open market and the contractor shall make good the excess over the price named in the schedule and specifications and the cost of such supplies, equipment, and commodities in the open market provided however, that the foregoing provisions shall not apply where other penalties for any default in the performance of the conditions of this contract are provided for in the schedules and specifications.

All delivery tickets, invoices and statements shall show the purchase order number, brand or trade name and State Item Number when applicable as shown in this contract. Invoices must be submitted in duplicate to the State Agency ordering the merchandise. DO NOT SUBMIT STATEMENTS OR INVOICES TO THE OFFICE OF PROCUREMENT MANAGEMENT AS IT ONLY DELAYS PAYMENT.

- 5. Payment:** Payment for completion of a master price agreement order is normally made within 30 days following the date the entire order is delivered or the date a correct invoice is received, whichever is later. The Contractor may assess overdue account charges on the outstanding balance in accordance with, and up to the maximum allowed by, the laws of the participating state. Payments may be remitted by mail or electronic funds transfer. Payments may also be made via a Purchasing Entity's "Purchasing Card". The successful vendor may not charge additional costs or fees as a condition of use of a purchasing card as payment under the master price agreement.

Jeff Holden, Director
Office of Procurement Management

CONTRACTOR

SoyPrint Inc
PO Box 1143
Yarmouth, ME 04096

Contact: Debe Overhaug
Phone: 877-261-3909 Ext. 103
Fax: 207-221-1260
Email: customerservice@soyprint.net
Debe@soyprint.net

Vendor Number: 12276142
Contract #: 15825

SoyPrint Inc. Ordering, Billing and Recycling Information

Main Account Contact

Debe Overhaug is the main contact for the account/contract—she will receive all orders, questions about orders or replacements, shipping and tracking information, problems with orders, and defects.

She is also the main contact for recycling.

Debe Overhaug, Account Manager for SoyPrint
Email: customerservice@soyprint.net
Alternative email: debe@soyprint.net
Phone: (877) 261-3909 Ext 103
Alternative Phone: (207) 847-4030 EXT 103
Cell Phone Number: (207) 776-1340

Secondary Account Contact

Mathew Airey is the secondary contact for this contract. Matt is responsible for account setup and management for other NASPO participating states and entities.

Matt Airey, Account Manager for SoyPrint
Email: matta@soyprint.net
Phone: (207) 776-0747
Alternative Phone: (877) 261-3909 EXT108

Billing Contact

Debe Overhaug is the contact for all payment and billing information.

Debe Overhaug, Accounts Receivable Manager
Email: debe@soyprint.net
Alternative email: customerservice@soyprint.net
Phone: (877) 261-3909 EXT 103

NASPO Participating States will need to contact Mathew Airey to setup their State's account, see Secondary Account Contact.

Ordering Information

Below is the list of the primary ordering methods you may use when placing orders with SoyPrint for this contract. You may use the method most convenient for you—SoyPrint is equipped to handle all of these methods of orders and Purchase Orders.

Order by Fax

You may place your orders easily and quickly by sending a fax to (207) 221-1260. This fax goes directly to Debe Overhaug, who is handling this contract. Orders will be processed immediately and sent to our warehouse for shipping.

Order by Phone

You may also order by phone to (877) 261-3909 EXT 103. This extension also has a voice mailbox and we encourage you to leave a message should someone not be available to answer your call. You may call this number from 7:00 am CST to 6:00 PM CST or leave a message outside of these hours.

Order Electronically by Ecommerce/Website

State of South Dakota Electronic Ordering: SoyPrint has an Ecommerce website for the State of South Dakota. This site contains the contracted bio-toner products with contract pricing. Please contact Debe Overhaug at debe@soyprint.net to set up your account. Debe will send you an email confirming your account has been set up with your user name and password.

As orders are placed, the site will contain order history information .

To Login:

Go to <https://printrecovery.redcheetah.com/>

To Login to your account

Enter in your user name and password.

To Select Products and Place Orders

1. Products are listed in alphabetical order under **Contract Items**.
2. Find the product you would like to order
3. Change the quantity or click the +/- buttons next to the quantity
4. Click on **Add to Cart**
5. The system will tell you the item has been successfully added to your cart
6. Once the item is in your cart, you may add additional items to your cart or go to your cart (see shopping cart at the top of the page)

To Checkout and Finalize Order

1. You can change quantities on this page, add notes, and **Checkout** (bottom of page)
2. Choose your shipping address from the dropdown menu. If you need additional addresses added to your site, please email customerservice@soyprint.net
3. Your shipping method is automatically ground shipping
4. Choose the payment method. Credit cards and invoices with net 30 payment terms are both options.
5. If your department requires purchase orders, please make sure this is specified on the account and the system will require this entry
6. Click **Submit Order**. Your order is not final until this step has been completed.

About Purchasing Electronically

SoyPrint Inc. has the ability to setup individual logins for each department or office for your state. Each login can have a custom page with ship to addresses and specific products ordered by location. Order history will be stored and repetitive orders can be saved for easy re-order.

To request a customized webpage, email:
customerservice@soyprint.net

To Order by Email:

Orders by email are quick and easy: send an email to: customerservice@soyprint.net with the following information:

1. Item Numbers you are purchasing along with quantities
2. Your Purchase Order number (if you use Purchase Orders)
3. The Bill To Address – this is important for invoicing
4. The Ship To address—this is very important, especially if the ship to address is different than your bill to address
5. The contact person on the order (we will add that onto the label/packing slip)
6. Any special instructions or requirements on the order (ie, special shipping instructions)

You will receive an order confirmation email within 2 hours of your order being placed. Orders received by 3:00 pm CST will normally be shipped the same day.

States Requiring State Specific Fees

Should your state require an administrative fee specifically for purchases in your state, please contact Mathew Airey matta@soyprint.net or call (207) 776-0747 or (877) 261-3909 EXT 108.

Types of Payment Accepted

SoyPrint Inc. accepts the following payment types:

1. Credit Cards (Including Gov't Credit Cards) Visa, Mastercard, American Express, Discover
2. Electronic Check
3. Payment by Check on Account (net 30 terms)
4. Payment by ACH – (for ACH payments please contact debe@soyprint.net or call (877) 261-3909 EXT 103 to setup the ACH payments

All payments should be remitted to SoyPrint at:

SoyPrint Inc.
PO Box 1143
Yarmouth, ME 04096

To Request a Replacement for Defective Product or Credit for Unused Product

You may email us at: customerservice@soyprint.net or call us at (877) 261-3909 EXT 103 or fax us at (207) 221-1260.

Please detail your request and reason for request.

If it is a **defect**, we will ship your replacement **immediately**.

Our factory takes quality very seriously. Our cartridges work 99.5% of the time. All defects must be returned to the factory with specific pre-paid return labels. Please include print samples or information regarding the complaint with the returned cartridge.

You will receive instructions by email on how to send back the defect. You must use the specific return labels emailed to you for the defect to receive credit for the return. Cartridges should be returned within 10 business days.

If it is a request for credit for unused product, specific return labels will be provided to you via email. Do not use any return labels not specifically provided to you for the return or credit cannot be issued.

Instructions on Returning Used Toner Cartridges

SoyPrint Inc. is strongly committed to helping our planet and environment by recycling the products we sell.

We ask that you recycle the toners you receive from SoyPrint and we have made this process very simple and straightforward.

1. Most shipments contain a prepaid return label in the box. One label can be used for up to 8 cartridges.
2. When your toner is used up, please put the toner back in its original box (or another box if you have thrown out the original) and if you have saved the packaging, please use the same inside packaging.
3. Affix the label onto the box and it is ready for pickup.
4. When UPS makes their normal deliveries to your location, they will pick up the box.
5. If your location or office would prefer to send a group of toners together, SoyPrint will gladly ship out to you a prepaid toner box (holds approximately 8-10 toners) Please contact Debe Overhaug at customerservice@soyprint.net or (877) 261-3909 EXT 103.

There are rare times when you may not find a label in your box (our warehouse endeavors to ensure each box has a label, but human error will occur on occasion). If you need additional labels, simply email Debe Overhaug at customerservice@soyprint.net or (877) 261-3909 EXT 103.

Catalog Report

State of South Dakota

Catalog Name: REMAN PRINTER/FAX CARTRIDGES WITH BIOBASED TONER
Report Range: (1 - 24) of 24
Vendor: SoyPrint Toner Cartridges
Contact Name: Overhaug ext 103, Debe
Contact Phone: (877)261-3909

Report Requestor: Stasch, Kathy
Run Date: 04/14/2011 3:01 PM

Product Name	Mfg's Name	Vendor's Item Number	Price (\$)	Unit Of Measure	Qty
BIOBASED REMANUFACTURED HP 92298A BLACK TONER CARTRIDGE FOR 4/4+/5/5N/5M; CONTRACT 15825	SoyPrint	HP 92298A	68.20	1 Each Purchase	<input type="text"/>

Description: This is a Soyprint eco-toner. This toner replaces the petroleum oil with Soy Bean Oil. The product is backed by the Indiana Soybean Alliance.
 Estimated Page Yield is: 7,199.

BIOBASED REMANUFACTURED HP C3909A BLACK TONER CARTRIDGE FOR 5SI/8000; CONTRACT 15825	SoyPrint	HP C3909A	121.00	1 Each Purchase	<input type="text"/>
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Description: This is a Soyprint eco-toner. This toner replaces the petroleum oil with Soy Bean Oil. The product is backed by the Indiana Soybean Alliance.
 Estimated Page Yield is: 14,029

BIOBASED REMANUFACTURED HP C4092A BLACK TONER CARTRIDGE FOR 1100; CONTRACT 15825	SoyPrint	HP C4092A	48.00	1 Each Purchase	<input type="text"/>
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Description: This is a Soyprint eco-toner. This toner replaces the petroleum oil with Soy Bean Oil. The product is backed by the Indiana Soybean Alliance.
 Estimated Page Yield is: 4,318

BIOBASED REMANUFACTURED HP C4096A BLACK TONER CARTRIDGE FOR 2100/2200; CONTRACT 15825	SoyPrint	HP C4096A	70.00	1 Each Purchase	<input type="text"/>
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Description: This is a Soyprint eco-toner. This toner replaces the petroleum oil with Soy Bean Oil. The product is backed by the Indiana Soybean Alliance.
 Estimated Page Yield is: 6,000

BIOBASED REMANUFACTURED HP C4127X BLACK TONER CARTRIDGE FOR 4000/4050; CONTRACT 15825	SoyPrint	HP C4127X	85.00	1 Each Purchase	<input type="text"/>
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Description: This is a Soyprint eco-toner. This toner replaces the petroleum oil with Soy Bean Oil. The product is backed by the Indiana Soybean Alliance.
 Estimated Page Yield is: 11,376

BIOBASED REMANUFACTURED HP C4129X BLACK TONER CARTRIDGE FOR 5000/5100; CONTRACT 15825	SoyPrint	HP C4129X	94.60	1 Each Purchase	<input type="text"/>
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Description: This is a Soyprint eco-toner. This toner replaces the petroleum oil with Soy Bean Oil. The product is backed by the Indiana Soybean Alliance.
 Estimated Page Yield is: 9,188

BIOBASED REMANUFACTURED HP C4182X BLACK TONER CARTRIDGE 8100/8150; CONTRACT 15825	SoyPrint	HP C4182X	126.50	1 Each Purchase	<input type="text"/>
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Description: This is a Soyprint eco-toner. This toner replaces the petroleum oil with Soy Bean Oil. The product is backed by the Indiana Soybean Alliance.
 Estimated Page Yield is: 23,000

Product Name	Mfg's Name	Vendor's Item Number	Price (\$)	Unit Of Measure	Qty
BIOBASED REMANUFACTURED HP C7115X BLACK TONER CARTRIDGE FOR 1000/1200; CONTRACT 15825	SoyPrint	HP C7115X	58.30	1 Each Purchase	<input type="text"/>
Description: This is a Soyprint eco-toner. This toner replaces the petroleum oil with Soy Bean Oil. The product is backed by the Indiana Soybean Alliance.					
BIOBASED REMANUFACTURED HP C8061X BLACK TONER CARTRIDGE FOR 4100; CONTRACT 15825	SoyPrint	HP C8061X	86.90	1 Each Purchase	<input type="text"/>
Description: This is a Soyprint eco-toner. This toner replaces the petroleum oil with Soy Bean Oil. The product is backed by the Indiana Soybean Alliance. Estimated Page Yield is: 8,594					
BIOBASED REMANUFACTURED HP C8543X BLACK TONER CARTRIDGE FOR 9000/9050; CONTRACT 15825	SoyPrint	HP C8543X	181.50	1 Each Purchase	<input type="text"/>
Description: This is a Soyprint eco-toner. This toner replaces the petroleum oil with Soy Bean Oil. The product is backed by the Indiana Soybean Alliance. Estimated Page Yield is: 32,300					
BIOBASED REMANUFACTURED HP Q1338A BLACK TONER CARTRIDGE FOR 4200; CONTRACT 15825	SoyPrint	HP Q1338A	96.00	1 Each Purchase	<input type="text"/>
Description: This is a Soyprint eco-toner. This toner replaces the petroleum oil with Soy Bean Oil. The product is backed by the Indiana Soybean Alliance.					
BIOBASED REMANUFACTURED HP Q1339A BLACK TONER CARTRIDGE FOR 4300; CONTRACT 15825	SoyPrint	HP Q1339A	137.50	1 Each Purchase	<input type="text"/>
Description: This is a Soyprint eco-toner. This toner replaces the petroleum oil with Soy Bean Oil. The product is backed by the Indiana Soybean Alliance.					
BIOBASED REMANUFACTURED HP Q2610A BLACK TONER CARTRIDGE FOR 2300; CONTRACT 15825	SoyPrint	HP Q2610A	86.90	1 Each Purchase	<input type="text"/>
Description: This is a Soyprint eco-toner. This toner replaces the petroleum oil with Soy Bean Oil. The product is backed by the Indiana Soybean Alliance. Estimated Page Yield is: 7,056					
BIOBASED REMANUFACTURED HP Q2612A BLACK TONER CARTRIDGE FOR 1010/1012/1018/1020/1022; CONTRACT 15825	SoyPrint	HP Q2612A	48.40	1 Each Purchase	<input type="text"/>
Description: This is a Soyprint eco-toner. This toner replaces the petroleum oil with Soy Bean Oil. The product is backed by the Indiana Soybean Alliance.					
BIOBASED REMANUFACTURED HP Q2613X BLACK TONER CARTRIDGE FOR 1300; CONTRACT 15825	SoyPrint	HP Q2613X	58.30	1 Each Purchase	<input type="text"/>
Description: This is a Soyprint eco-toner. This toner replaces the petroleum oil with Soy Bean Oil. The product is backed by the Indiana Soybean Alliance.					
BIOBASED REMANUFACTURED HP Q2624X BLACK TONER CARTRIDGE FOR 1150; CONTRACT 15825	SoyPrint	HP Q2624X	65.00	1 Each Purchase	<input type="text"/>
Description: This is a Soyprint eco-toner. This toner replaces the petroleum oil with Soy Bean Oil. The product is backed by the Indiana Soybean Alliance. Estimated Page yield is: 6,663					

Product Name	Mfg's Name	Vendor's Item Number	Price (\$)	Unit Of Measure	Qty
BIOBASED REMANUFACTURED HP Q5942A BLACK TONER CARTRIDGE FOR 4240; CONTRACT 15825	SoyPrint	HP Q5942A	91.30	1 Each Purchase	<input type="text"/>
Description: This is a Soyprint eco-toner. This toner replaces the petroleum oil with Soy Bean Oil. The product is backed by the Indiana Soybean Alliance.					
BIOBASED REMANUFACTURED HP Q5942X BLACK TONER CARTRIDGE FOR 4250/4350; CONTRACT 15825	SoyPrint	HP Q5942X	128.70	1 Each Purchase	<input type="text"/>
Description: This is a Soyprint eco-toner. This toner replaces the petroleum oil with Soy Bean Oil. The product is backed by the Indiana Soybean Alliance.					
BIOBASED REMANUFACTURED HP Q5945A BLACK TONER CARTRIDGE FOR 4345; CONTRACT 15825	SoyPrint	HP Q5945A	137.50	1 Each Purchase	<input type="text"/>
Description: This is a Soyprint eco-toner. This toner replaces the petroleum oil with Soy Bean Oil. The product is backed by the Indiana Soybean Alliance.					
BIOBASED REMANUFACTURED HP Q5949A BLACK TONER CARTRIDGE FOR 1160; CONTRACT 15825	SoyPrint	HP Q5949A	62.00	1 Each Purchase	<input type="text"/>
Description: This is a Soyprint eco-toner. This toner replaces the petroleum oil with Soy Bean Oil. The product is backed by the Indiana Soybean Alliance. Estimated Page yield is: 3,797					
BIOBASED REMANUFACTURED HP Q5949X BLACK TONER CARTRIDGE FOR 1320; CONTRACT 15825	SoyPrint	HP Q5949X	88.00	1 Each Purchase	<input type="text"/>
Description: This is a Soyprint eco-toner. This toner replaces the petroleum oil with Soy Bean Oil. The product is backed by the Indiana Soybean Alliance. Estimated Page yield is: 7,352					
BIOBASED REMANUFACTURED HP Q6511X BLACK TONER CARTRIDGE FOR 2420; CONTRACT 15825	SoyPrint	HP Q6511X	119.90	1 Each Purchase	<input type="text"/>
Description: This is a Soyprint eco-toner. This toner replaces the petroleum oil with Soy Bean Oil. The product is backed by the Indiana Soybean Alliance. Estimated Page yield is: 14,680					
BIOBASED REMANUFACTURED HP Q7551X BLACK TONER CARTRIDGE FOR P3005; CONTRACT 15825	SoyPrint	HP Q7551X	119.90	1 Each Purchase	<input type="text"/>
Description: This is a Soyprint eco-toner. This toner replaces the petroleum oil with Soy Bean Oil. The product is backed by the Indiana Soybean Alliance. Page yield is: 13,069					
BIOBASED REMANUFACTURED HP Q7553X BLACK TONER CARTRIDGE FOR P2015; CONTRACT 15825	SoyPrint	HP Q7553X	96.80	1 Each Purchase	<input type="text"/>
Description: This is a Soyprint eco-toner. This toner replaces the petroleum oil with Soy Bean Oil. The product is backed by the Indiana Soybean Alliance. Estimated Page yield is: 8,814					