

JORDAN
SCHOOL DISTRICT
PURCHASING



January 7, 2018
Toner and Ink Supplies

A new contract for toner and ink supplies will be posted on the Purchasing's website under Vendors subcategory District Contracts.

This is an approved vendor list contract and it is the responsibility of the school or department to review pricing from all vendors before making your decision.

JSD users must adhere to the following:

Review the approved vendor list

Must obtain a minimum of two (2) quotes

Must purchase from the lowest responsive quote

Be sure to specify OEM or Remanufactured toner when getting quotes. Copy and fax machines must only use OEM and Ink cartridges must only use OEM. Price quoted must include shipping

Deliveries should be made within two to three (2-3) business days from all vendors. If remanufactured cartridges leak in the printer, the vendor should respond within two to three (2-3) business days after a call has been placed. The vendor should have a qualified technician clean the printer at no cost to the District.

All current open purchase orders for toner and ink will be closed by Accounting on January 21, 2018.