



State of New York
County of Broome Government Offices

Division of Purchasing

Jason T. Garnar, County Executive · Tyler B. West, Director

Notice of Bid Renewal

September 5, 2017

Toshiba Business Solutions
6800 Old Collamer Rd.
Syracuse, NY 13857

To Whom It May Concern,

This letter shall serve notice that the Board of Acquisition and Contract (BAC) approved the following bid renewal option on August 23, 2017:

Bid Title: Purchase of Fax and Laser Printer Toner Cartridges, Including Repair Services
Bid #: 2013-076
CA #: 2567(a)
Amount: NTE: \$45,000.00
Term: 10/01/2017 – 09/30/2018

Purchase order(s) will be forthcoming upon receipt of a certificate of insurance in compliance with the insurance requirements as stated in the specifications. **Incorrect insurance certificates will cause delays in payment.**

If you have not submitted the proper insurance certificate, please send/fax a copy to Thomas Dellapenna, Risk Manager, Broome County Office of Risk Management, County Office Building, 3rd Floor, 60 Hawley Street, P.O. Box 1766, Binghamton, NY 13902-1766. Phone: (607) 778-2402 Fax #: (607) 778-6009.
IMPORTANT: Please include the *bid title* and *bid number* on the insurance certificate.

Very truly yours,

Tyler West
Director

c: Chuck, Ellsworth, Purchasing
Jeanne Bourque, Risk
Purchasing - Bid File