



State of New York  
County of Broome Government Offices

Division of Purchasing

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

**Notice of Bid Award**

November 20, 2018

Toshiba Business Solutions  
Jeanette Gunn  
180 Kenneth Dr. Suite 200  
Rochester, NY 14623

Whom It May Concern,

This shall advise you that on September 12, 2018, the Board of Acquisition and Contract approved the following:

Bid Title: Purchase of Laser Printer and Fax Toner Cartridges with Maintenance and Service Repairs  
Bid #: RFP-2018-076  
CA #: 2567A  
Term: 10/1/2018 through 9/30/2019 - 5 optional renewals  
Amount: Per Attached

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 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

cc: Carolyn Secor, Purchasing  
Jeanne Bourque, Risk  
Purchasing, Bid File