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*Helping People
Help the Land*

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Transmitted via email

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MINNESOTA BULLETIN NO. 120-7-5

SUBJECT: ADS – TONER CARTRIDGES AND INK SUPPLIES

Purpose. To provide information on obtaining toner cartridges and ink supplies.

Expiration Date. September 30, 2008.

USDA has issued a Blanket Purchase Agreement (BPA) for remanufactured/OEM toner and ink supplies to ABM Federal Sales, a Service Disabled Veteran Owned Small Business.

When toner, ink supplies or maintenance kits are needed for an NRCS owned fax/printer/plotter, offices are to contact their respective area office. Area Administrative Coordinators will place orders using their government credit card. Supplies will be shipped directly to offices via UPS within 4 days.

A return shipping label will be provided with each toner cartridge supplied. If a return label is not included, contact ABM Federal at 866-860-4288 to request a label or if you receive return label from Cartridge Savers Inc, (ABM partner), use this to return the empty cartridge. If you receive a defective toner cartridge or ink supplies or if these items cause damage to the printer, notify ITS. ITS will call ABM Federal Support Desk to ensure a replacement cartridge is shipped to the site and any printer issues are resolved.

Areas will purchase toner cartridges and ink supplies from OfficeMax only if ABM can not provide the needed item. It is not the responsibility of ITS to purchase toner and ink supplies.

Contact Laurie Otte, Management Services Specialist, if you have questions.

WILLIAM HUNT
State Conservationist

DIST: AE