



## Solicitation

1. Solicitation #: SW17017

2. Solicitation Issue Date: 09/30/2016

3. Brief Description of Requirement:

Statewide Contract for Multipurpose Cut Sheet Paper

Questions due October 20, 2016, 5:00 Central

4. Response Due Date<sup>1</sup>: 11/03/2016

Time: 3:00 PM CST/CDT

5. Issued By and RETURN SEALED BID TO<sup>2</sup>:

**Personal, U.S. Postal or Common Carrier Delivery:**

Office of Management and Enterprise Services  
Central Purchasing  
5005 N. Lincoln Blvd., Suite 300  
Oklahoma City, OK 73105

6. Solicitation Type (type "X" at one below):

- ☐ Invitation to Bid
- ☐ Request for Proposal
- ☐ Request for Quote

7. Requesting Agency: STATEWIDE CONTRACT

8. Contracting Officer:

Name: Theresa Johnson  
Phone: 405-521-2289  
Email: thersa.johnson@omes.ok.gov

<sup>1</sup> Amendments to solicitation may change the Response Due Date (read GENERAL PROVISIONS, section 3, "Solicitation Amendments")

<sup>2</sup> If "U.S. Postal Delivery" differs from "Carrier Delivery", use "Carrier Delivery" for courier or personal deliveries



## Responding Bidder Information

*"Certification for Competitive Bid and Contract" **MUST** be submitted along with the response to the Solicitation.*

1. **RE: Solicitation #** SW17017

2. **Bidder General Information:**

FEI / SSN : \_\_\_\_\_

VEN ID: \_\_\_\_\_

Company Name: \_\_\_\_\_

3. **Bidder Contact Information:**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ FAX#: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

4. **Oklahoma Sales Tax Permit<sup>1</sup>:**

☐ YES – Permit #: \_\_\_\_\_

☐ NO – Exempt pursuant to Oklahoma Laws or Rules

5. **Registration with the Oklahoma Secretary of State:**

☐ YES - Filing Number: \_\_\_\_\_

☐ NO - Prior to the contract award, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming ([www.sos.ok.gov](http://www.sos.ok.gov) or 405-521-3911).

6. **Workers' Compensation Insurance Coverage:**

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers' Compensation Act.

☐ YES – include a certificate of insurance with the bid

☐ NO - attach a signed statement that provides specific details supporting the exemption you are claiming from the Workers' Compensation Act (Note: Pursuant to Attorney General Opinion #07-8, the exemption from 85 O.S. 2011, § 311 applies only to employers who are natural persons, such as sole proprietors, and does not apply to employers who are entities created by law, including but not limited to corporations, partnerships and limited liability companies.)<sup>2</sup>

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

<sup>1</sup> For frequently asked questions concerning Oklahoma Sales Tax Permit, see <http://www.tax.ok.gov/faq/faqbussales.html>

<sup>2</sup> For frequently asked questions concerning workers' compensation insurance, see <http://www.ok.gov/oid/faqs.html#c221>



## Certification for Competitive Bid and/or Contract (Non-Collusion Certification)

**NOTE:** A certification shall be included with any competitive bid and/or contract exceeding \$5,000.00 submitted to the State for goods or services.

Solicitation or Purchase Order #: SW17017

Supplier Legal Name: \_\_\_\_\_

### SECTION I [74 O.S. § 85.22]:

A. For purposes of competitive bid,

1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
  - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
  - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
  - c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor
  - d. to any collusion with any state agency or political subdivision official or employee as to create a sole-source acquisition in contradiction to Section 85.45j.1 of this title.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

### SECTION II [74 O.S. § 85.42]:

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

**The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:**

☐ the competitive bid attached herewith and contract, if awarded to said supplier;

OR

☐ the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

\_\_\_\_\_  
Supplier Authorized Signature

\_\_\_\_\_  
Certified This Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Fax Number

## **A. GENERAL PROVISIONS**

### **A.1. Definitions**

As used herein, the following terms shall have the following meaning unless the context clearly indicates otherwise:

- A.1.1. "Acquisition" means items, products, materials, supplies, services, and equipment a state agency acquires by purchase, lease purchase, lease with option to purchase, or rental pursuant to the Oklahoma Central Purchasing Act;
- A.1.2. "Bid" means an offer in the form of a bid, proposal, or quote a bidder submits in response to a solicitation;
- A.1.3. "Bidder" means an individual or business entity that submits a bid in response to a solicitation;
- A.1.4. "Solicitation" means a request or invitation by the State Purchasing Director or a state agency for a supplier to submit a priced offer to sell acquisitions to the state. A solicitation may be an invitation to bid, request for proposal, or a request for quotation; and
- A.1.5. "Supplier" or "vendor" means an individual or business entity that sells or desires to sell acquisitions to state agencies.

### **A.2. Bid Submission**

- A.2.1. Submitted bids shall be in strict conformity with the instructions to bidders and shall be submitted with a completed Responding Bidder Information, OMES-FORM-CP-076, and any other forms required by the solicitation.
- A.2.2. Bids shall be submitted to the Central Purchasing Division in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.
- A.2.3. The required certification statement, "Certification for Competitive Bid and/or Contract (Non-Collusion Certification)", OMES-FORM-CP-004, must be made out in the name of the bidder and must be properly executed by an authorized person, with full knowledge and acceptance of all its provisions.
- A.2.4. All bids shall be legible and completed in ink or with electronic printer or other similar office equipment. Any corrections to bids shall be identified and initialed in ink by the bidder. Penciled bids and penciled corrections shall NOT be accepted and will be rejected as non-responsive. In addition to a hard copy submittal, the bidder will also be required to submit an electronic copy. Electronic responses must be submitted in the identical format contained in the solicitation (for example Microsoft Word, Microsoft Excel, but not Adobe PDF). In the event the hard copy of the price worksheets and electronic copy of the price worksheets do not agree, the electronic copy will prevail.
- A.2.5. All bids submitted shall be subject to the Oklahoma Central Purchasing Act, Central Purchasing Rules, and other statutory regulations as applicable, these General Provisions, any Special Provisions, solicitation specifications, required certification statement, and all other terms and conditions listed or attached herein—all of which are made part of this solicitation.

### **A.3. Solicitation Amendments**

- A.3.1. If an "Amendment of Solicitation", OMES-FORM-CP-011, is issued, the bidder shall acknowledge receipt of any/all amendment(s) to solicitations by signing and returning the solicitation amendment(s). Amendment acknowledgement(s) may be submitted with the bid or may be forwarded separately. If forwarded separately, amendment acknowledgement(s) must contain the solicitation number and response due date and time on the front of the envelope. The Central Purchasing Division must receive the amendment acknowledgement(s) by the response due date and time specified for receipt of bids for the bid to be deemed responsive. Failure to acknowledge solicitation amendments may be grounds for rejection.
- A.3.2. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the solicitation. All amendments to the solicitation shall be made in writing by the Central Purchasing Division.
- A.3.3. It is the Bidder's responsibility to check the OMES/Central Purchasing Division website frequently for any possible amendments that may be issued. The Central Purchasing Division is not responsible for a bidder's failure to download any amendment documents required to complete a solicitation.

#### **A.4. Bid Change**

If the bidder needs to change a bid prior to the solicitation response due date, a new bid shall be submitted to the Central Purchasing Division with the following statement "This bid supersedes the bid previously submitted" in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.

#### **A.5. Certification Regarding Debarment, Suspension, and Other Responsibility Matters**

By submitting a response to this solicitation:

- A.5.1. The prospective primary participant and any subcontractor certifies to the best of their knowledge and belief, that they and their principals or participants:
  - A.5.1.1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State or local department or agency;
  - A.5.1.2. Have not within a three-year period preceding this proposal been convicted of or pled guilty or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) contract; or for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - A.5.1.3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph A.5.1.2. of this certification; and
  - A.5.1.4. Have not within a three-year period preceding this application/proposal had one or more public (Federal, State, or local) contracts terminated for cause or default.
- A.5.2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to its solicitation response.

#### **A.6. Bid Opening**

Sealed bids shall be opened by the Central Purchasing Division at 5005 N. Lincoln Blvd. Suite 300, Oklahoma City, Oklahoma, 73105 at the time and date specified in the solicitation as Response Due Date and Time.

#### **A.7. Open Bid / Open Record**

Pursuant to the Oklahoma Public Open Records Act, a public bid opening does not make the bid(s) immediately accessible to the public. The procurement or contracting agency shall keep the bid(s) confidential, and provide prompt and reasonable access to the records only after a contract is awarded or the solicitation is cancelled. This practice protects the integrity of the competitive bid process and prevents excessive disruption to the procurement process. The interest of achieving the best value for the State of Oklahoma outweighs the interest of vendors immediately knowing the contents of competitor's bids. [51 O.S. § 24A.5(5)]

Additionally, financial or proprietary information submitted by a bidder may be designated by the Purchasing Director as confidential and the procurement entity may reject all requests to disclose information designated as confidential pursuant to 62 O.S. (2012) § 34.11.1(H)(2) and 74 O.S. (2011) § 85.10. Bidders claiming any portion of their bid as proprietary or confidential must specifically identify what documents or portions of documents they consider confidential and identify applicable law supporting their claim of confidentiality. The State Purchasing Director shall make the final decision as to whether the documentation or information is confidential pursuant to 74 O.S. § 85.10. Otherwise, documents and information a bidder submits as part of or in connection with a bid are public records and subject to disclosure after contract award or the solicitation is cancelled.

#### **A.8. Late Bids**

Bids received by the Central Purchasing Division after the response due date and time shall be deemed non-responsive and shall NOT be considered for any resultant award.

#### **A.9. Legal Contract**

- A.9.1. Submitted bids are rendered as a legal offer and any bid, when accepted by the Central Purchasing Division, shall constitute a contract.
- A.9.2. The Contract resulting from this solicitation may consist of the following documents in order of preference:
  - A.9.2.1. Purchase order, as amended by Change Order (if applicable);
  - A.9.2.2. Solicitation, as amended (if applicable); and

A.9.2.3. Successful bid (including required certifications), to the extent the bid does not conflict with the requirements of the solicitation or applicable law.

A.9.3. Any contract(s) awarded pursuant to the solicitation shall be legibly written or typed.

#### **A.10. Pricing**

A.10.1. Bids shall remain firm for a minimum of sixty (60) days from the solicitation closing date.

A.10.2. Bidders guarantee unit prices to be correct.

A.10.3. In accordance with 74 O.S. §85.40, ALL travel expenses to be incurred by the supplier in performance of the Contract shall be included in the total bid price/contract amount.

#### **A.11. Manufacturers' Name and Approved Equivalents**

Unless otherwise specified in the solicitation, manufacturers' names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. Bidder may offer any brand for which they are an authorized representative, and which meets or exceeds the specification for any item(s). However, if bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Bidder shall submit sketches, descriptive literature, and/or complete specifications with their bid. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids that do not comply with these requirements are subject to rejection.

#### **A.12. Clarification of Solicitation**

A.12.1. Clarification pertaining to the contents of this solicitation shall be directed in writing to the Central Purchasing Contracting Officer specified in the solicitation, and must be prior to the closing date of the solicitation.

A.12.2. If a bidder fails to notify the State of an error, ambiguity, conflict, discrepancy, omission or other error in the SOLICITATION, known to the bidder, or that reasonably should have been known by the bidder, the bidder shall submit a bid at its own risk; and if awarded the contract, the bidder shall not be entitled to additional compensation, relief, or time, by reason of the error or its later correction. If a bidder takes exception to any requirement or specification contained in the SOLICITATION, these exceptions must be clearly and prominently stated in their response.

A.12.3. Bidders who believe proposal requirements or specifications are unnecessarily restrictive or limit competition may submit a written request for administrative review to the contracting officer listed on the solicitation. This request must be made prior to the closing date of the solicitation.

#### **A.13 Negotiations**

A.13.1. In accordance with Title 74 §85.5, the State of Oklahoma reserves the right to negotiate with one, selected, all or none of the vendors responding to this solicitation to obtain the best value for the State. Negotiations could entail discussions on products, services, pricing, contract terminology or any other issue that may mitigate the State's risks. The State shall consider all issues negotiable and not artificially constrained by internal corporate policies. Negotiation may be with one or more vendors, for any and all items in the vendor's offer.

A.13.2. Firms that contend that they lack flexibility because of their corporate policy on a particular negotiation item shall face a significant disadvantage and may not be considered. If such negotiations are conducted, the following conditions shall apply:

A.13.3. Negotiations may be conducted in person, in writing, or by telephone.

A.13.4. Negotiations shall only be conducted with potentially acceptable offers. The State reserves the right to limit negotiations to those offers that received the highest rankings during the initial evaluation phase.

A.13.5. Terms, conditions, prices, methodology, or other features of the bidders offer may be subject to negotiations and subsequent revision. As part of the negotiations, the bidder may be required to submit supporting financial, pricing, and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the offer.

A.13.6. The requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the State determines that a change in such requirements is in the best interest of the State Of Oklahoma.

#### **A.14. Rejection of Bid**

The State reserves the right to reject any bids that do not comply with the requirements and specifications of the solicitation. A bid may be rejected when the bidder imposes terms or conditions that would modify requirements of the solicitation or limit the bidder's liability to the State. Other possible reasons for rejection of bids are listed in OAC 260:115-7-32.

#### **A.15. Award of Contract**

- A.15.1. The State Purchasing Director may award the Contract to more than one bidder by awarding the Contract(s) by item or groups of items, or may award the Contract on an ALL OR NONE basis, whichever is deemed by the State Purchasing Director to be in the best interest of the State of Oklahoma.
- A.15.2. Contract awards will be made to the lowest and best bidder(s) unless the solicitation specifies that best value criteria is being used.
- A.15.3. In order to receive an award or payments from the State of Oklahoma, suppliers must be registered. The vendor registration process can be completed electronically through the OMES website at the following link: <https://www.ok.gov/dcs/vendors/index.php>.

#### **A.16. Contract Modification**

- A.16.1. The Contract is issued under the authority of the State Purchasing Director who signs the Contract. The Contract may be modified only through a written Contract Modification, signed by the State Purchasing Director.
- A.16.2. Any change to the Contract, including but not limited to the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the Central Purchasing Division in writing, or made unilaterally by the supplier, is a breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including unauthorized written Contract Modifications, shall be void and without effect, and the supplier shall not be entitled to any claim under this Contract based on those changes. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the resultant Contract.

#### **A.17. Delivery, Inspection and Acceptance**

- A.17.1. Unless otherwise specified in the solicitation or awarding documents, all deliveries shall be F.O.B. Destination. The bidder(s) awarded the Contract shall prepay all packaging, handling, shipping and delivery charges and firm prices quoted in the bid shall include all such charges. All products and/or services to be delivered pursuant to the Contract shall be subject to final inspection and acceptance by the State at destination. "Destination" shall mean delivered to the receiving dock or other point specified in the purchase order. The State assumes no responsibility for goods until accepted by the State at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the supplier until accepted by the receiving agency. The supplier(s) awarded the Contract shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance.
- A.17.2. Supplier(s) awarded the Contract shall be required to deliver products and services as bid on or before the required date. Deviations, substitutions or changes in products and services shall not be made unless expressly authorized in writing by the Central Purchasing Division.

#### **A.18. Invoicing and Payment**

- A.18.1. Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered or services provided.
- A.18.2. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. §34.71 and 62 O.S. §34.72.

#### **A.19. Tax Exemption**

State agency acquisitions are exempt from sales taxes and federal excise taxes. Bidders shall not include these taxes in price quotes.

#### **A.20. Audit and Records Clause**

- A.20.1. As used in this clause, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any Contract with the State, the successful bidder(s) agree any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant Contract.
- A.20.2. The successful bidder(s) awarded the Contract(s) is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion and/or termination of the Contract. If an audit, litigation, or other action involving such records is started before the end of the seven (7) year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the seven (7) year retention period, whichever is later.

#### **A.21. Non-Appropriation Clause**

The terms of any Contract resulting from the solicitation and any Purchase Order issued for multiple years under the Contract are contingent upon sufficient appropriations being made by the Legislature or other appropriate government entity. Notwithstanding any

language to the contrary in the solicitation, purchase order, or any other Contract document, the procuring agency may terminate its obligations under the Contract if sufficient appropriations are not made by the Legislature or other appropriate governing entity to pay amounts due for multiple year agreements. The Requesting (procuring) Agency's decisions as to whether sufficient appropriations are available shall be accepted by the supplier and shall be final and binding.

#### **A.22. Choice of Law**

Any claims, disputes, or litigation relating to the solicitation, or the execution, interpretation, performance, or enforcement of the Contract shall be governed by the laws of the State of Oklahoma.

#### **A.23. Choice of Venue**

Venue for any action, claim, dispute or litigation relating in any way to the Contract shall be in Oklahoma County, Oklahoma.

#### **A.24. Termination for Cause**

- A.24.1. The supplier may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from the Central Purchasing Division. The State may terminate the Contract for default or any other just cause upon a 30-day written notification to the supplier.
- A.24.2. The State may terminate the Contract immediately, without a 30-day written notice to the supplier, when violations are found to be an impediment to the function of an agency and detrimental to its cause, when conditions preclude the 30-day notice, or when the State Purchasing Director determines that an administrative error occurred prior to Contract performance.
- A.24.3. If the Contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

#### **A.25. Termination for Convenience**

- A.25.1. The State may terminate the Contract, in whole or in part, for convenience if the State Purchasing Director determines that termination is in the State's best interest. The State Purchasing Director shall terminate the Contract by delivering to the supplier a Notice of Termination for Convenience specifying the terms and effective date of Contract termination. The Contract termination date shall be a minimum of 60 days from the date the Notice of Termination for Convenience is issued by the State Purchasing Director.
- A.25.2. If the Contract is terminated, the State shall be liable only for products and/or services delivered and accepted, and for costs and expenses (exclusive of profit) reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the supplier.

#### **A.26. Insurance**

The successful bidder(s) awarded the Contract shall obtain and retain insurance, including workers' compensation, automobile insurance, medical malpractice, and general liability, as applicable, or as required by State or Federal law, prior to commencement of any work in connection with the Contract. The supplier awarded the Contract shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and shall provide the Central Purchasing Division and the procuring agency with evidence of such insurance and renewals.

#### **A.27. Employment Relationship**

The Contract does not create an employment relationship. Individuals performing services required by this Contract are not employees of the State of Oklahoma or the procuring agency. The supplier's employees shall not be considered employees of the State of Oklahoma nor of the procuring agency for any purpose, and accordingly shall not be eligible for rights or benefits accruing to state employees.

#### **A.28. Compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007**

By submitting a bid for services, the bidder certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

#### **A.29. Compliance with Applicable Laws**

The products and services supplied under the Contract shall comply with all applicable Federal, State, and local laws, and the supplier shall maintain all applicable licenses and permit requirements.

#### **A.30. Special Provisions**

Special Provisions set forth in SECTION B apply with the same force and effect as these General Provisions. However, conflicts or inconsistencies shall be resolved in favor of the Special Provisions.



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## **B. SPECIAL PROVISIONS**

### **B.1. Contract Period**

**B.1.1.** The contract period is December 1, 2016 through November 30, 2017. The contract may be renewed, for up to two (2), one (1) year option periods.

### **B.2. Agreement Period**

**B.2.1.** The agreement period is December 1, 2016 through November 30, 2019

### **B.3. Type of Contract.**

**B.3.1.** This is a firm fixed price contract for indefinite delivery and indefinite quantity for the supplies/services specified.

### **B.4. Contract Priority**

**B.4.1.** This is a mandatory contract

### **B.5. Authorized Users**

**B.5.1.** RFP's shall cover requirements during the specified period for all State Departments, Boards, Commissions, Agencies and Institutions. The Oklahoma Statutes state that Counties, School Districts and Municipalities may avail themselves of the contract subject to the approval of the successful supplier(s).

#### **B.5.1.1. CHECK APPROPRIATE BLOCK**

**B.5.1.1.1.** \_\_\_\_\_ Yes, permits usage by other than State Agencies

**B.5.1.1.2.** \_\_\_\_\_ No, permits usage by State Agencies only.

**B.5.2.** Conditions included in this contract shall be the same for local governments. The State has no responsibility for payments owned by local governments. Successful supplier must deal directly with the local governments

### **B.6. Oral Agreements.**

**B.6.1.** No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the RFP or the resultant contract. All modifications to the contract must be made in writing by the Central Purchasing Division.

### **B.7. Notice of Award**

**B.7.1.** Notice of award letter resulting from this RFP will be furnished to each successful vendor and shall result in a binding contract without further action by either party. It shall be the successful vendor's responsibility to reproduce and distribute copies to all authorized dealers listed in your RFP response. No additions, deletions or changes of any kind shall be made to this contract without prior approval of Central Purchasing.

### **B.8. Extension of Contract**

**B.8.1.** The State may extend the term of this contract up to 180 days if mutually agreed upon by both parties in writing.

### **B.9. Ordering.**

**B.9.1.** Any supplies and/or services to be furnished under this contract shall be ordered by issuance of written purchase orders or by State Purchase Card (PCard) by state agencies and authorized entities. There is no limit on the number that may be issued. Delivery to multiple destinations may be required. All orders are subject to the terms and conditions of this contract. Any order dated prior to expiration of this contract shall be performed. In the event of conflict between a purchase order and this contract, the contract shall have precedence.

### **B.10. Required Delivery**

**B.10.1.** Delivery shall be made within 7 calendar days after receipt of order by the successful supplier. Offers that specify a different delivery lead time will be considered in the evaluation.

**B.10.2.** The earlier delivery lead time: \_\_\_\_\_

**B.10.3.** The later delivery lead time: \_\_\_\_\_

**B.11. Minimum Order Requirement**

**B.11.1.** Minimum order requirements are \_\_\_\_\_, if stated will be considered in the response evaluation.

If agencies order less than the minimum amount specified, freight will be prepaid and added to invoice as a separate item. Instances where successful supplier makes partial shipment of orders meeting minimum requirements, shipments shall be made F.O.B. Destination with no transportation charges added.

**B.12. Price Adjustments.**

**B.12.1.** Prices are to remain firm during the first 90 days of the contract. After that date, if there have been industry-wide price increase announcements, suppliers may request an increase in the same amount as the announced increase from the mills. Price increases may be requested only once every quarter and must be approved by the contracting officer. Pricing changes must be submitted 30 days before the date of the effective change. Documentation from the mill and a list detailing the item with the new price change shall be submitted. Increases will not affect any orders issued prior to the effective date of the price changes. Supplier's failure to promptly notify the State of any price decreases may result in the cancellation of their contract. No price reduction may be offered to an agency unless that reduction is offered to all agencies.

**B.13. Substitutions**

**B.13.1.** Only brands and number stated in the award are approved for delivery under this contract and any substitutions must receive prior approval from the Contracting Officer or ordering entity.

**B.14. State and Federal Taxes.**

**B.14.1.** Purchases by the State are not subject to any sales tax or Federal excise tax. Exemption certificates will be furnished upon request.

**B.15. Contractor Invoices**

**B.15.1.** The vendor shall be paid upon submission of proper certified invoices to the ordering agency at the prices stipulated on the contract. Invoices shall contain the contract number and purchase order number. Failure to follow these instructions may result in delay of processing invoices for payment. The Company or Corporation submitting a proposal shall be the only office authorized to receive orders, invoice and receive payment. If the Vendor wishes to ship or provide service from a point other than the address listed on the face of the RFP, the Vendor will furnish a list of these locations. No ordering or invoicing will be done at these locations.

**B.15.2.** Invoicing shall be made in accordance with instructions by agency or division issuing the purchase order.

**B.15.3.** If you are paid more than 45 days after submitting a proper invoice, you may be entitled to claim an interest penalty. Contact the Office of State Finance for a copy of the regulations.

**B.15.4.** In cases of partial delivery the state agency may make partial payment, dependent on the dollar value, or hold all invoices until final delivery is completed.

**B.16. Quantity Price Breaks**

**B.16.1.** Agencies will be allowed to mix colors to reach the minimum/maximum quantity breaks. However, agencies must order at least one half (1/2) carton of each color of paper. Reams of paper will not be broken.

**B.17. Inspection, Acceptance:**

**B.17.1.** Inspection and acceptance will be destination unless otherwise provided. Destination shall mean delivered to the receiving dock, agency stockroom or other point specified in the purchase order. The State accepts no responsibility for goods until accepted at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the ordering agency. The contract supplier shall be responsible for filing, processing and collecting all damage claims.

**B.18. Prompt Payment Discounts**

**B.18.1.** Discounts for prompt payment will not be considered in the evaluation of offers. However, any discount offered will be annotated on the award and may be taken if payment is made within the discount period.

**B.19. Warranty**

**B.19.1.** The Successful vendor agrees the products furnished under this contract shall be covered by the most favorable commercial warranties the contractor gives to any customer for such products; and rights and remedies provided herein are in addition to and do not limit any rights afforded to the State of Oklahoma by any other clause of this contract.

**B.20. Gratuities**

**B.20.1.** The right of the successful vendor to perform under this contract may be terminated by written notice if the Contracting Officer determines that the successful vendor, or its agent or another representative offered or gave a gratuity (e.g., an entertainment or gift) to an officer, official or employee of Central Purchasing or an evaluation team member.

**B.21. Patents and Royalties**

**B.21.1.** The Vendor, without exception, shall indemnify and save harmless the State of Oklahoma and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract including its use by the State of Oklahoma. If the vendor uses any design, device or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the RFP prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

**B.22. Subcontractor**

**B.22.1.** The successful supplier shall be responsible for subcontractor payments and contract performance, to the extent of the services to be performed by subcontractors. Payments to sub-contractors shall not rely upon receiving payments from the State. The successful supplier is required to have substantially financial stability to support their business operations.

**B.23. State Purchase Card (P-Card)**

**VENDORS PLEASE NOTE - IN ORDER TO BE CONSIDERED FOR AWARD, SUCCESSFUL VENDORS MUST ACCEPT THE STATE OF OKLAHOMA PURCHASE CARD (P-CARD). FAILURE TO ACCEPT THE P-CARD WILL BE CAUSE FOR REJECTION OF YOUR PROPOSAL.**

**SIGNATURE OF ACCEPTANCE:** \_\_\_\_\_ **DATE:**\_\_\_\_\_

**B.23.1.** Acceptance of the State of Oklahoma Purchase Card (P-Card) requires that no charges be posted to the P-Card prior to the shipping of goods. Only the total of goods shipped may be charged to the P-Card upon shipping. All back-ordered goods cannot be charged until received by the supplier and shipped to the State of Oklahoma end user. Upon shipment, an itemized invoice must be emailed to the order requestor within two (2) business days of the charge.

**B.24. Contract Management Fee**

**B.24.1.** As empowered by State Statue 74 O.S. §85.33 A , the Office of Management and Enterprise Services imposes, and Suppliers agree to pay a contract management fee in the sum of one (1) % of the combined total quarterly expenditures under this contract. This contract management fee is to be noted on the quarterly "Contract Usage Report" and paid by the Supplier, to OMES, Central Purchasing Division within 45 calendar days from the completion of the quarterly reporting period stated under the section titled "Contract quarterly reporting periods". To ensure the payment is credited properly, the supplier must identify the check as a "contract management fee", the contract number and the quarter reporting.

**B.24.2.** The check should be mailed to:

OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES  
ATTENTION: ACCOUNTS RECEIVABLE  
5005 N. LINCOLN BOULEVARD  
OKLAHOMA CITY, OK 73105

**B.24.3.** Contract quarterly reporting periods for management fees shall be as follows:

Reporting Quarter	Due Date
January 1 through March 31.	May 15th
April 1 through June 30	August 15th
July 1 through September 30	November 15th
October 1 through December 31	February 15th

**B.25. Contract Usage Reporting Requirements.**

**B.25.1.** Contractor's Report of Sales: Reports shall provide the amounts sold to all political entities that include but are not limited to State Agencies, Counties, Cities, Schools, and Municipalities.

**B.25.2.** The Contract Usage Report will be sent, electronically (format: .XLS) and regardless of quantity, within 45 calendar days upon completion of the quarterly reporting period to:

**B.25.2.1.** [Strategic.Sourcing@omes.ok.gov](mailto:Strategic.Sourcing@omes.ok.gov)

**B.25.3.** Contract quarterly reporting periods for usage reports shall be as follows:

Reporting Quarter	Due Date
January 1 through March 31.	May 15th
April 1 through June 30	August 15th
July 1 through September 30	November 15th
October 1 through December 31	February 15th

**B.25.4.** Failure to provide usage reports shall result in cancellation or suspension of contract.

## **C. SOLICITATION SPECIFICATIONS**

### **C.1. Definitions**

- C.1.1.** (a) *RFP means Request for Proposal.*
- C.1.2.** (b) *Release* means purchase order issued against the specified contract.
- C.1.3.** (d) *State* means the State of Oklahoma

### **C.2. Introduction**

- C.2.1.** The Central Purchasing Division of the Office of Management and Enterprises Services (OMES) is seeking to establish on a Best Value basis a statewide contract for the purchase of Paper, Multipurpose Cut Sheets. Exact quantities to be purchased are unknown, but the 2016 fiscal year spend is \$1,423,544.60. Orders for delivery will be issued directly to the supplier by various state entities on purchase orders, by P-Card or other type of forms. This statewide contract is offered by the State to take advantage of volume discount pricing for goods and/or services that have a recurring demand from one or more entities. All State Agencies must use this contract for the product specified here, unless an ordering agency has received a written exception from the Central Purchasing Contracting Officer

### **C.3. Brand Name**

- C.3.1.** The brand name, manufacturer number and supplier's part number must be completed on each line item.

### **C.4. Colors**

- C.4.1.** Suppliers must list all available colors for each type of color paper being offered in your response.

### **C.5. Alternate Proposal**

- C.5.1.** In order to procure the most cost effective method of ordering paper and meets the needs of agency end users. Agencies have expressed a desire to purchase in alternate quantities. Vendors are encouraged to suggest the most cost effect means to purchase paper by submitting an alternate proposal for differing quantities and differing delivery scenarios in an attempt to offer a multi solution contract. All responsible, responsive proposals will be considered to provide end users with several options. The following is an example of desired options:
  - C.5.1.1.** Purchases of paper less than a carton: half carton, per ream. For color paper and for white paper
  - C.5.1.2.** Purchases of paper by truckload, or multiple truckloads
  - C.5.1.3.** Provide discounts for will call, or direct shipments from mill.

## **D. EVALUATION**

- D.1.** This contract will be awarded by the best value method.
- D.2.** Evaluation factors will include
  - D.2.1.** Cost
  - D.2.2.** Minimum Order specified
  - D.2.3.** Delivery lead time specified

### **D.3. Negotiations**

The supplier is advised that under the provisions of this Request for Proposal, the Central Purchasing Division reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations.

The State may negotiate if deemed necessary, and will determine the scope and subject of any negotiations. However, the Supplier should not expect that the State will negotiate to give the Supplier an opportunity to strengthen its proposal. Therefore, the Supplier must submit its best offer based on the terms and condition set forth in this solicitation. If such negotiations are conducted, the following conditions shall apply.

- D.3.1. Negotiations may be conducted in person, in writing, or by telephone.
- D.3.2. Negotiations will only be conducted with potentially acceptable proposals. The Central Purchasing Division reserves the right to limit negotiations to those proposals that received the highest rankings during the initial evaluation phase. All suppliers involved in the negotiation process will be invited to submit a best and final offer.
- D.3.3. Terms, conditions, prices, methodology, or other features of the supplier's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the supplier may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal
- D.3.4. The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the Central Purchasing Division determines that a change in such requirements is in the best interest of the State of Oklahoma.

## E. INSTRUCTIONS TO SUPPLIER

### E.1. Explanation to Suppliers.

- E.1.1. Suppliers who need clarification shall contact the Central Purchasing contracting officer shown on the **RFP**. Oral explanations or instructions given before proposal opening will not be binding. Any information given a supplier concerning a solicitation will be provided promptly to all other suppliers as an amendment, if that information is necessary in submitting proposals or if the lack of it would be prejudicial to other suppliers.

### E.1. Submission of Responses

- E.1.1. All inquiries must be submitted in the form of questions or requests for clarification. Such questions or requests for clarification must be submitted in writing via e-mail to [theresa.johnson@omes.ok.gov](mailto:theresa.johnson@omes.ok.gov) and received by the contracting officer on or before 5:00 p.m. ("CDT"), on October 20, 2016. Questions must reference the identifying solicitation number.
- E.1.2. Questions or requests for clarification received by telephone or by fax or received after 5:00 p.m. (CDT) October 20, 2016 will not be accepted, reviewed or responded to.

### E.2. Product Availability

- E.2.1. Product proposed must be a current product model and available for general marketing purposes at the opening of this solicitation. Perceptive supplier must use best effort to assure product availability through duration of contract period.

### E.3. Preparation of Proposals.

- E.3.1. (a) Suppliers are expected to examine the solicitation, statement of work, instructions, and all amendments. Failure to do so will be at the supplier's risk.
- E.3.2. (b) Each supplier shall provide the information required by the solicitation. Proposals shall be typewritten or written in ink; Penciled proposals will not be accepted. Erasures or other changes **shall be initialed** by the person signing the proposals.
- E.3.3. (c) Any usage amounts specified are estimates only and are not guaranteed to be purchased.
- E.3.4. (d) Unit price shall be entered on the form provided or a copy thereof.
- E.3.5. (e) If supplier wishes to propose "all or none" this must be clearly shown on the proposal.
- E.3.6. (f) Recipients of this solicitation not responding with a response shall return only the front sheet (CP-01 form) annotated with "No Bid", their company and address.
- E.3.7. (c) The State reserves the right to accept by item, groups of items or by the total proposal.
- E.3.8. (d) The State may award multiple contracts for the same or similar supplies to two or more sources under this solicitation.
- E.3.9. Contractors who believe proposal requirements or specifications are unnecessarily restrictive or limit competition may submit a request for administrative review, in writing, to the Central Purchasing Division. To be considered, a request for review must be received no later than the due date and time for submission of questions. The Central

Purchasing Division shall promptly respond in writing to each written review request, and where appropriate, issue all revisions, substitutions or clarifications through a written amendment to the RFP. Requests for administrative review of technical or contractual requirements shall include the reason for the request, supported by factual information, and any proposed changes to the requirements.

#### **E.4. Amendments to Request for Proposal.**

- E.4.1.** (a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.
- E.4.2.** (b) Suppliers shall acknowledge receipt of any amendment to this solicitation by signing and returning the amendment. Central Purchasing must receive the acknowledgment by the opening time and date specified for receipt of proposals.

#### **E.5. Proposal Compliance.**

- E.5.1.** The state reserves the right to reject any proposal that does not comply with the requirements and specifications of the RFP. A proposal shall be rejected when the supplier imposes terms or conditions that would modify requirements of the RFP or limit the supplier's liability to the State.

#### **E.6. Proposal Conformity.**

- E.6.1.** By submitting a response to this solicitation, the supplier attests that the supplies or services conform to specified contract requirements.

#### **E.7. Energy Conservation**

- E.7.1.** Oklahoma is an energy conservation State and we welcome any comments on your RFP that would indicate energy savings.

#### **E.8. Conflict of Interest**

- E.8.1.** The Request for Proposal hereunder is subject to the provisions of the Oklahoma Statutes. All Vendors must disclose with the RFP the name of any officer, director or agent who is also an employee of the State of Oklahoma or any of its agencies. Further, all Vendors must disclose the name of any State Employee who owns, directly or indirectly, an interest of five percent (5%) or more in the suppliers firm or any of its branches.

### **F. CHECKLIST**

None

### **G. OTHER**

None

### **H. PRICE AND COST**

See attached spreadsheet

Spreadsheet is also available in excel format on web.



## SW CONTRACT TITLE: PAPER, MULTIPURPOSE CUT SHEET

SOLICITATION NUMBER: SW17017

## ATTACHMENT A - PRICE LIST

	Multipurpose, premium laser copy paper, brightness 92 - 8 1/2 x 11, WHITE							
	Price per CT (carton)							
	<u>ITEM ID</u>	<u>Ctn. Range</u>	<u>Item Specifications</u>	<u>Weight</u>	<u>Ctn Qty</u>	<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
			No. 4, 20% recycled	20 lb.	5000			N/A
1	1000025057	1 to 10						
2	1000025058	11 to 40						
3	1000025059	41 to 80						
4	1000025060	81 to 200						
5	1000025061	201 to 400						
6	1000025062	401 to 800						
7	1000024962	801 and up						
	ALTERNATE PROPOSAL		<u>Delivery minimums</u>	<u>Qty</u>		<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
	Price per ream							N/A
	Multipurpose, premium laser copy paper, brightness 92 - 8 1/2 x 14, WHITE							
	Price per CT (carton)							
	<u>ITEM ID</u>	<u>Ctn. Range</u>	<u>Item Specifications</u>	<u>Weight</u>	<u>Ctn Qty</u>	<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
			No. 4, 20% recycled	20 lb.	5000			N/A
8	1000025089	1 to 10						
9	1000025090	11 to 40						
10	1000025091	41 to 80						
11	1000025094	81 to 200						
12	1000025095	201 to 400						
13	1000025092	401 to 800						
14	1000025093	801 and up						
	ALTERNATE PROPOSAL		<u>Delivery minimums</u>	<u>Qty</u>		<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
	Price per ream							N/A
	Paper Recycled, Watermark, 8 1/2 x 11, WHITE							
	Price per CT (carton)							
	<u>ITEM ID</u>	<u>Ctn. Range</u>	<u>Item Specifications</u>	<u>Weight</u>	<u>Ctn Qty</u>	<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
			25% cotton fiber	20 lb.				N/A
15	1000024963	1 to 10						
16	1000024964	11 to 40						
17	1000025044	41 to 80						
	ALTERNATE PROPOSAL		<u>Delivery minimums</u>	<u>Qty</u>		<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
	Price per ream							N/A

ATTACHMENT A - PRICE LIST								
PAGE TWO								
Paper Recycled, Watermark, 8 1/2 x 11, WHITE								
Price per CT (carton)								
	<u>ITEM ID</u>	<u>Ctn. Range</u>	<u>Item Specifications</u>	<u>Weight</u>	<u>Ctn Qty</u>	<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
			25% cotton fiber	20 lb.				N/A
15	1000024963	1 to 10						
16	1000024964	11 to 40						
17	1000025044	41 to 80						
	ALTERNATE PROPOSAL		<u>Delivery minimums</u>	<u>Qty</u>		<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
	Price per ream							N/A
Paper Recycled, Watermark, 8 1/2 x 14, WHITE								
Price per CT (carton)								
	<u>ITEM ID</u>	<u>Ctn. Range</u>	<u>Item Specifications</u>	<u>Weight</u>	<u>Ctn Qty</u>	<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
			25% cotton fiber	20 lb.				N/A
18	1000025045	1 to 10						
19	1000025046	11 to 40						
20	1000025047	41 to 80						
	ALTERNATE PROPOSAL		<u>Delivery minimums</u>	<u>Qty</u>		<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
	Price per ream							N/A
Dual purpose, premium, 8 1/2 x 11, WHITE								
Price per CT (carton)								
	<u>ITEM ID</u>	<u>Ctn. Range</u>	<u>Item Specifications</u>	<u>Weight</u>	<u>Ctn Qty</u>	<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
			No. 4,multi, offset	20 lb.				N/A
21	1000025048	1 to 10						
22	1000025049	11 to 40						
23	1000025050	41 to 80						
24	1000025051	81 to 200						
25	1000025052	201 to 400						
26	1000025053	401 to 800						
27	1000025054	801 and up						
	ALTERNATE PROPOSAL		<u>Delivery minimums</u>	<u>Qty</u>		<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
	Price per ream							N/A

ATTACHMENT A - PRICE LIST								
PAGE THREE								
	Dual purpose, premium, 8 1/2 x 11, COLORS - list colors available							
	Price per CT (carton)							
	<u>ITEM ID</u>	<u>Ctn. Range</u>	<u>Item Specifications</u>	<u>Weight</u>	<u>Ctn Qty</u>	<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
			No. 4,multi, offset	20 lb.				
28	1000025055	1 to 10						
29	1000025056	11 to 40						
30	1000025031	41 to 80						
31	1000025032	81 to 200						
32	1000025033	201 to 400						
33	1000025034	401 to 800						
34	1000025035	801 and up						
	ALTERNATE PROPOSAL		<u>Delivery minimums</u>	<u>Qty</u>		<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
	Price per ream							N/A
	Dual purpose, premium, 8 1/2 x 14, WHITE							
	Price per CT (carton)							
	<u>ITEM ID</u>	<u>Ctn. Range</u>	<u>Item Specifications</u>	<u>Weight</u>	<u>Ctn Qty</u>	<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
			No. 4,multi, offset	20 lb.	2500			N/A
35	1000025036	1 to 10						
36	1000025037	11 to 40						
37	1000025038	41 to 80						
38	1000025039	81 to 200						
39	1000025040	201 to 400						
40	1000025041	401 to 800						
41	1000025042	801 and up						
	ALTERNATE PROPOSAL		<u>Delivery minimums</u>	<u>Qty</u>		<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
	Price per ream							N/A
	Dual purpose, premium, 8 1/2 x 14, COLORS - list colors available							
	Price per CT (carton)							
	<u>ITEM ID</u>	<u>Ctn. Range</u>	<u>Item Specifications</u>	<u>Weight</u>	<u>Ctn Qty</u>	<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
			No. 4,multi, offset	20 lb.				
42	1000025043	1 to 10						
43	1000025018	11 to 40						
44	1000025019	41 to 80						
45	1000025020	81 to 200						
46	1000025021	201 to 400						
47	1000025022	401 to 800						
48	1000025023	801 and up						
	ALTERNATE PROPOSAL		<u>Delivery minimums</u>	<u>Qty</u>		<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
	Price per ream							N/A

ATTACHMENT A - PRICE LIST								
PAGE FOUR								

ATTACHMENT A - PRICE LIST								
PAGE FOUR								

ATTACHMENT A - PRICE LIST								
PAGE FOUR								

ATTACHMENT A - PRICE LIST								
PAGE FIVE								
	Premium, high speed/laser compatible, 8 1/2 x 14, WHITE							
	Price per CT (carton)							
	<u>ITEM ID</u>	<u>Ctn. Range</u>	<u>Item Specifications</u>	<u>Weight</u>	<u>Ctn Qty</u>	<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
			#1 Mill Brand	20 lb.				N/A
70	1000025012	1 to 10						
71	1000025013	11 to 40						
72	1000025014	41 to 80						
73	1000025015	81 to 200						
74	1000025016	201 to 400						
75	1000025017	401 to 800						
76	1000024993	801 and up						
	ALTERNATE PROPOSAL		<u>Delivery minimums</u>	<u>Qty</u>		<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
	Price per ream							N/A
	Super Premium Paper, 4.5% moisture, 190 maximum smoothness, in ream curl 0-15 millimeters cut to within .031 inch of specified size, co-efficient of friction 4-7. 8 1/2 x 11, WHITE							
	Price per CT (carton)							
	<u>ITEM ID</u>	<u>Ctn. Range</u>	<u>Item Specifications</u>	<u>Weight</u>	<u>Ctn Qty</u>	<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
			#4 Super Premium	20 lb.	5000			N/A
77	1000025001	1 to 10						
78	1000025002	11 to 40						
79	1000025003	41 to 80						
80	1000025004	81 to 200						
81	1000024982	201 to 400						
82	1000024983	401 to 800						
83	1000024984	801 and up						
	ALTERNATE PROPOSAL		<u>Delivery minimums</u>	<u>Qty</u>		<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
	Price per ream							N/A
	Super Premium Paper, 4.5% moisture, 190 maximum smoothness, in ream curl 0-15 millimeters cut to within .031 inch of specified size, co-efficient of friction 4-7. 8 1/2 x 14, WHITE, Price per CT (carton)							
	<u>ITEM ID</u>	<u>Ctn. Range</u>	<u>Item Specifications</u>	<u>Weight</u>	<u>Ctn Qty</u>	<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
			#4 Super Premium	20 lb.	5000			N/A
84	1000025001	1 to 10						
85	1000025002	11 to 40						
86	1000025003	41 to 80						
87	1000025004	81 to 200						
88	1000024982	201 to 400						
89	1000024983	401 to 800						
90	1000024984	801 and up						
	ALTERNATE PROPOSAL		<u>Delivery minimums</u>	<u>Qty</u>		<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
	Price per ream							N/A

ATTACHMENT A - PRICE LIST								
PAGE SIX								
Xerographic bond super premium, moisture content 4.5% or below. Target brightness 92, 8 1/2 x 11, WHITE								
	Price per CT (carton)							
	<u>ITEM ID</u>	<u>Ctn. Range</u>	<u>Item Specifications</u>	<u>Weight</u>	<u>Ctn Qty</u>	<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
			#4 Long grain	20 lb.	5000			N/A
91	1000025012	1 to 10						
92	1000025013	11 to 40						
93	1000025014	41 to 80						
94	1000025015	81 to 200						
95	1000025016	201 to 400						
96	1000025017	401 to 800						
97	1000024993	801 and up						
	ALTERNATE PROPOSAL		<u>Delivery minimums</u>	<u>Qty</u>		<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
	Price per ream							N/A
Xerographic bond super premium, moisture content 4.5% or below. Target brightness 92, 8 1/2 x 14, WHITE								
	Price per CT (carton)							
	<u>ITEM ID</u>	<u>Ctn. Range</u>	<u>Item Specifications</u>	<u>Weight</u>	<u>Ctn Qty</u>	<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
			#4 Long grain	20 lb.	5000			N/A
98	1000025012	1 to 10						
99	1000025013	11 to 40						
100	1000025014	41 to 80						
101	1000025015	81 to 200						
102	1000025016	201 to 400						
103	1000025017	401 to 800						
104	1000024993	801 and up						
	ALTERNATE PROPOSAL		<u>Delivery minimums</u>	<u>Qty</u>		<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
	Price per ream							N/A
FORMS: 8-1/2 x 11, 60# White, 92 Bright Paper, with Horizontal Laser Perforation at 3-3/16" from bottom.								
	Price per CT (carton)							
	<u>ITEM ID</u>	<u>Ctn. Range</u>	<u>Item Specifications</u>	<u>Weight</u>	<u>Ctn Qty</u>	<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
			Cut sheet, w/laser perf	60 lb.	2500			N/A
105	1000025012	1 to 10						
106	1000025013	11 to 40						
107	1000025014	41 to 80						
108	1000025015	81 to 200						
109	1000025016	201 to 400						
	ALTERNATE PROPOSAL		<u>Delivery minimums</u>	<u>Qty</u>		<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
	Price per ream							N/A

ATTACHMENT A - PRICE LIST								
PAGE SEVEN								
	Standard 3-hole drilled paper xerographic bond, holes to be cut same time sheet size is cut. For standard							
	3 ring binder, 8 1/2 x 11, WHITE. Price per CT (carton)							
	<u>ITEM ID</u>	<u>Ctn. Range</u>	<u>Item Specifications</u>	<u>Weight</u>	<u>Ctn Qty</u>	<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
			Super Premium #4	20 lb.	5000			N/A
110	1000025012	1 to 10						
111	1000025013	11 to 40						
112	1000025014	41 to 80						
	ALTERNATE PROPOSAL		<u>Delivery minimums</u>	<u>Qty</u>		<u>Brand</u>	<u>Unit Price</u>	<u>Colors</u>
	Price per ream							N/A

Multipurpose, premium laser copy paper, No. 4 20% recycled, brightness 92, 20 lb.  
8 1/2 x 11, White, 5000/ctn. Price per CT (carton)

item ID	1000025057	1000025058	1000025059	1000025060	1000025061	1000025062	1000024962
ctn range	1 to 10	11 to 40	41 to 80	81 to 200	201 to 400	401 to 800	801 and up