

OFFICE OF THE SULLIVAN COUNTY TN PURCHASING AGENT

3411 HIGHWAY 126-SUITE 201, BLOUNTVILLE, TN 37617-0569

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|                                                                                                     |
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| REQUEST FOR PROPOSAL/TERM CONTRACT # <b>G34006(AW)</b>                                              |
| CONTRACT PERIOD EFFECTIVE: <u>JULY 1<sup>ST</sup> 2016</u> THROUGH <u>JUNE 30<sup>TH</sup> 2017</u> |
| COMMODITY/SERVICE DESCRIPTION: <b>CARBONLESS PAPER</b>                                              |
| BID OPENING DAY/TIME: <b>TUESDAY, JUNE 7, 2016 (2:00pm)</b>                                         |
| SULLIVAN COUNTY USER DEPARTMENT(S) <b>PRINT SHOP</b>                                                |

EACH RFP/TERM CONTRACT RESPONSE MUST BE RETURNED IN A SEALED ENVELOPE VIA MAIL, COURIER OR IN PERSON. PHONE, FAX OR ELECTRONIC RESPONSES ARE NOT ACCEPTABLE! RESPONSES WILL BE ACCEPTED BY THE PURCHASING AGENT ONLY UNTIL THE DAY/TIME DESIGNATED ABOVE, AT WHICH TIME THEY WILL BE PUBLICLY OPENED. RESPONSES MUST CLEARLY IDENTIFY THE RFP/TERM CONTRACT NUMBER ON THE OUTSIDE OF THE ENVELOPE, BE PRESENTED IN ORIGINAL FORMAT, BE COMPLETED IN TOTALITY AND BEAR THE HANDWRITTEN SIGNATURE OF A DULY AUTHORIZED COMPANY REPRESENTATIVE. FAILURE TO COMPLY WITH THE RFP PREREQUISITE WILL BE CAUSE TO DISQUALIFY SAME. LATE RESPONSES WILL ARE NOT ACCEPTABLE!

SUBMISSION OF THIS TERM CONTRACT RESPONSE VERIFIES VENDOR'S ACCEPTANCE OF THE RFPs LANGUAGE, REQUIREMENTS AND THE GENERAL PROCUREMENT TERMS AND CONDITIONS FORM #GPTC1004-14.

NOTE: IF FORM #GPTC1004-14 IS OMITTED IN THIS RFP REQUEST, WE HAVE THE APPROPRIATE SIGNED DOCUMENTS FROM YOUR COMPANY (A DUPLICATE IS NOT NECESSARY UNLESS INFORMATION HAS CHANGED SINCE LAST SUBMITTAL). IF FORM #GPTC1004-14 IS ENCLOSED WITH THIS RFP SOLICITATION, PLEASE SIGN AND RETURN THE APPROPRIATE PAGES WITH YOUR RFP REPOSE.

UNIT PRICES FOR GOODS/SERVICES SHALL BE QUOTED "NET 30 DAYS" AND SHALL INCLUDE ALL SHIPPING, HANDLING, FREIGHT AND/OR ANY OTHER COSTS ASSOCIATED TO EITHER DELIVERY TO SULLIVAN COUNTY LOCATION, PICKED UP AT VENDOR'S BUSINESS LOCATION AND/OR BOTH (AS DESIGNATED). ADDITIONAL DELIVERY, LOADING/UNLOADING CHARGES AND/OR ANY OTHER CHARGES/SURCHARGES WILL NOT BE AUTHORIZED DURING THE CONTRACT PERIOD, UNLESS WRITTEN PERMISSION IS GRANTED BY THE PURCHASING AGENT. AWARDS MAY BE DETERMINED PER UNIT (LINE ITEM) AND/OR AS A TOTAL (WHOLE) AWARD; WHICHEVER IS IN THE BEST INTEREST OF SULLIVAN COUNTY. PRICE INCREASES WILL NOT BE CONSIDERED UNTIL AFTER AUGUST 1<sup>ST</sup> 2016. IF AN ESCALATION CLAUSE IS TO BE CONSIDERED AFTER THAT DATE, VENDOR IS REQUIRED TO SUBMIT WRITTEN NOTIFICATION TO THE PURCHASING AGENT AT LEAST FIVE (5) WORKING DAYS PRIOR TO THE EFFECTIVE DATE OF ANY PRICE INCREASE - NO EXCEPTIONS! APPROVAL OF ANY PRICE INCREASES WILL BE DEPENDENT UPON OPEN MARKET TRENDS. PURCHASING AGENT HAS THE RIGHT TO ACCEPT OR REJECT ANY PRICE INCREASES.

**ARE PRICES SUBMITTED ARE ... FIRM  SUBJECT TO CHANGE  [Check appropriate space]**

ALL ITEMS MUST BE READILY AVAILABLE FROM THE SUCCESSFUL VENDOR DURING THE ENTIRE TERM PERIOD. INDICATE RESPONSE TIME: DELIVERED \_\_\_\_\_ DAYS ... PICKED UP \_\_\_\_\_ DAYS

ALL GOODS PROVIDED TO SULLIVAN COUNTY SHALL BE FREE FROM DAMAGE/DEFECTS. GOODS DAMAGED IN TRANSIT BY COMMON CARRIER ARE THE SOLE RESPONSIBILITY OF THE VENDOR, INCLUDING ALL COMMUNICATIONS AND REPLACEMENT ARRANGEMENTS.

IF INFORMATION (SPECIFICATIONS, DATA SHEETS, ANALYSIS, DRAWINGS, ETC.) OR PRODUCT SAMPLES ARE REQUESTED IN THIS TERM CONTRACT PROPOSAL, RESPONDING VENDOR MUST ENCLOSE/SUPPLY SAME. FAILURE TO COMPLY WILL BE CAUSE TO DISQUALIFY THE VENDOR FROM AWARD CONSIDERATION.

THE SULLIVAN COUNTY PURCHASING AGENT HAS THE RIGHT TO ACCEPT, REJECT, AWARD OR CANCEL ANY/ALL QUOTES AND TO WAIVE ANY INFORMALITIES OR IRREGULARITIES, IF SAME IS DEEMED IN THE BEST INTEREST OF SULLIVAN COUNTY. SULLIVAN COUNTY DOES NOT OBLIGATE ITSELF TO ACCEPT THE LOWEST AND/OR ANY QUOTE OFFERED.

|                                       |
|---------------------------------------|
| VENDOR: _____ REPRESENTATIVE: _____   |
| PHONE: _____ FAX: _____ E-MAIL: _____ |
| SIGNATURE: _____ DATE: _____          |

**CONTRACT (TERM) COVER PAGE**

## **SPECIAL INSTRUCTIONS TO ATTACHMENT TO RFP G34474(AW)**

**Note: All paper to be 8-1/2" x 11"**. All paper must be minimum weight of 17# (20# preferred). Please indicate weight in appropriate column. All paper to be packaged with five hundred (500) sheets per ream; ten (10) reams per carton. Pricing must reflect unit cost per thousand (M) in appropriate column.

**\*NCR or EQUAL. IF BIDDING SUBSTITUTES, SAMPLES MUST BE PROVIDED.**

**Merchandise supplied to Sullivan County shall be free from damage or defects. Sullivan County procures term contracts with respective suppliers; not with transportation providers. Merchandise damaged in transit or supplied with defects is the responsibility of the supplier including all communications and provisions with the transportation providers to pick up and/or replace merchandise. Prices shall be quoted delivered to site, picked up at business and/or both, as (indicated). Prices must include all charges: freight, shipping, handling, loading, unloading, etc.**

**ATTACHMENT TO CONTRACT BID PROPOSAL #G34006(AW)**

| ITEM NO. | ITEM DESCRIPTION                                                                                                              | CASE QTY. | WEIGHT | BRAND | UNIT PRICE PER M | CASE PRICE |
|----------|-------------------------------------------------------------------------------------------------------------------------------|-----------|--------|-------|------------------|------------|
|          | <b>NCR or EQUAL: (IF BIDDING SUBSTITUTE, SAMPLES MUST BE PROVIDED) 8-1/2" X 11", 17# - 20# (17# MINIMUM)</b>                  |           |        |       |                  |            |
| 1        | PINK, CFB                                                                                                                     |           |        |       |                  |            |
| 2        | GREEN, CFB                                                                                                                    |           |        |       |                  |            |
| 3        | GOLDENROD, CFB                                                                                                                |           |        |       |                  |            |
| 4        | BLUE, CFB                                                                                                                     |           |        |       |                  |            |
| 5        | BLUE, CF                                                                                                                      |           |        |       |                  |            |
| 6        | CANARY, CF                                                                                                                    |           |        |       |                  |            |
| 7        | PINK, CF                                                                                                                      |           |        |       |                  |            |
| 8        | WHITE, CB                                                                                                                     |           |        |       |                  |            |
| 9        | WHITE CF                                                                                                                      |           |        |       |                  |            |
| 10       | WHITE CFB                                                                                                                     |           |        |       |                  |            |
| 11       | CARBONLESS PAPER: 2-PART, 8 1/2" X 11", 17#, BLACK IMAGE 10 RMS/CTN - WHITE, CB & CANARY, CF - MEAD EXCEL                     |           |        |       |                  |            |
|          | <b>MULTI-PLY CARBONLESS PAPER AS FOLLOWS:</b>                                                                                 |           |        |       |                  |            |
| 12       | CARBONLESS PAPER: 2-PART, 8 1/2" X 11", 17#, BLACK IMAGE 10 RMS/CTN - STANDARD COLORS - MEAD EXCEL (SPECIFY COLORS BID _____) |           |        |       |                  |            |
| 13       | CARBONLESS PAPER: 3-PART, 8 1/2" X 11", 17#, BLACK IMAGE 10 RMS/CTN - STANDARD COLORS - MEAD EXCEL (SPECIFY COLORS BID _____) |           |        |       |                  |            |
| 14       | CARBONLESS PAPER: 4-PART, 8 1/2" X 11", 17#, BLACK IMAGE 10 RMS/CTN - STANDARD COLORS - MEAD EXCEL (SPECIFY COLORS BID _____) |           |        |       |                  |            |
| 15       | CARBONLESS PAPER: 5-PART, 8 1/2" X 11", 17#, BLACK IMAGE 10 RMS/CTN - STANDARD COLORS - MEAD EXCEL (SPECIFY COLORS BID _____) |           |        |       |                  |            |
| 16       | FAN-OUT PADDING ADHESIVE: FOR MEAD EXCEL CARBONLESS PAPER (QUART CONTAINERS)                                                  |           |        |       |                  |            |