

OFFICE OF THE SULLIVAN COUNTY TN PURCHASING AGENT

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

PHONE 423/323-6400

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REQUEST FOR PROPOSAL/TERM CONTRACT **#G34003(CL)**

CONTRACT PERIOD EFFECTIVE: JULY 1<sup>ST</sup> 2016 THROUGH JUNE 30<sup>TH</sup> 2017

COMMODITY/SERVICE DESCRIPTION: Paper Products

BID OPENING DAY/TIME Tuesday, June 7, 2016 (2:00pm)

SULLIVAN COUNTY USER DEPARTMENT(S) Print Shop / Dept of Education

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 RESPONSE.

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

## **ATTACHMENT TO RFP G34003(CL) SPECIAL INSTRUCTIONS**

**Please carefully review the items requested and bid on the items you can supply:**

1. Copy Paper
2. Envelopes

**Note:** There are two (2) sections to this bid. Section A is for the Sullivan County Print Shop, 3411 Highway 126, Blountville, TN 37617. Section B is for the Sullivan County Department of Education Warehouse, Akard Service Center, 224 Mount Area Drive, Bristol, TN 37620. 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 provision 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.**

**Responding vendors must indicate the quantity per case and brand name for each item bid. All unit prices must be offered per thousand in the unit price column and case price in the case price column. Failure to comply with this request will be cause to disqualify any/all award considerations! Please review and comply with all other language on line attachments.**

## SECTION A - PAGE 1

## ATTACHMENT TO BID PROPOSAL G34003(CL)

BRAND NAMES &amp; QUANTITIES MUST BE DENOTED ON EACH LINE!

ITEM NO.	ITEM DESCRIPTION	CASE QTY.	BRAND	UNIT PRICE PER M	CASE PRICE
	<b>PAPER: COPY/DPLICATOR, 20#, DUAL PURPOSE BOND, GRADE 4 (OR BETTER), 10 REAMS/CARTON, WRAPPED AND LABELED WITH ARROW TO SHOW PAPER CURL, DOMTAR (OR EQUAL) IF BIDDING OTHER THAN DOMTAR YOU MUST PROVIDE SAMPLES WITH BID!!</b>				
	<b>SPECIFICATIONS FOR ITEMS #1-6: ALL 8-1/2" X 11" &amp; 8-1/2" X 14" PAPER <u>MUST</u> BE SHIPPED 500 SHEETS/PACK &amp; 10 PACKS/CASE</b>				
1	8-1/2"x11", WHITE				
2	8-1/2"x11", GREEN				
3	8-1/2"x11", BLUE				
4	8-1/2"x11", CANARY				
5	8-1/2"x11", PINK				
6	8-1/2"x14", WHITE				
7	11"x17", WHITE				
8	8-1/2"x11", WHITE, 3-HOLE PUNCHED				
9	<b>BOND:</b> 8-1/2"x11", 20#, 25% COTTON FIBER, WHITE				
10	<b>LEDGER:</b> 17"x28", 28#, WHITE, 100% COTTON FIBER, 500 SHEETS PER REAM				
	<b>INDEX:</b> 25-1/2"x30-1/2", 110#				
11	WHITE				
12	BUFF				
13	GREEN				
14	SALMON				
15	BLUE				
16	CHERRY				
	<b>SPRINGHILL VELLUM, 8 1/2" X 11", 67# , PAPER MUST BE SHIPPED 200 SHEETS/PACK &amp; 10 PACKS/CASE</b>				
17	GREEN				
18	CANARY				
19	CHIPBOARD, 17 1/2" X 22 1/2" - 229 PIECES PER BUNDLE				

**SECTION A - PAGE 2**

<b>ITEM NO.</b>	<b>ITEM DESCRIPTION</b>	<b>NO./ BOX</b>	<b>BRAND</b>	<b>UNIT PRICE PER M</b>	<b>CASE PRICE</b>
<b>SPECIFICATIONS FOR ITEMS #16-21: #10 ENVELOPES <u>MUST</u> BE SHIPPED 500/BOX, 5 BOX/CS, UNLESS NOTED OTHERWISE</b>					
20	ENVELOPES: #10, SUB-24, TRADITIONAL BUSINESS, FULL SIZE FLAP, WHITE, 500/BX				
21	ENVELOPES: #10, SUB-24, WINDOW, FULL FLAP, WHITE, 500/BX.				
22	ENVELOPES: #10, SUB-24, TRADITIONAL BUSINESS, 25% COTTON FIBER, WHITE, 500/BX				
23	ENVELOPES: #10, SUB-24, TRADITIONAL BUSINESS, 25% COTTON FIBER, GRAY FLECK, 500/BX				
24	ENVELOPES: CATALOG, 9-1/2"x12-1/2", KRAFT, 28#, OPEN END STYLE, WITH HEAVY GUMMED FLAP				
25	ENVELOPES: 3-7/8"x7-1/2", STANDARD DEEP FLAP, 24#, WHITE, WINDOW 3-1/4" X 1-1/8" (7/8" FROM LEFT, 1/2" FROM BOTTOM)				
<b>NOTE: ALL ENVELOPES TO BE PACKAGED IN BOXES [NO SHRINK WRAP ACCEPTABLE].</b>					
<b>ITEMS TO BE DELIVERED TO THE SULLIVAN COUNTY PRINT SHOP, 3411 HWY 126, BLOUNTVILLE, TN 37617</b>					

**SECTION B - PAGE 1**

**BRAND NAMES & QUANTITIES MUST BE DENOTED ON EACH LINE!**

ITEM NO.	ITEM DESCRIPTION	CASE QTY.	BRAND	UNIT PRICE PER M	CASE PRICE
<p align="center"><b>PAPER: COPY/DUPLICATOR, 20#, DUAL PURPOSE BOND, GRADE 4 (OR BETTER), 10 REAMS/CARTON, WRAPPED AND LABELED WITH ARROW TO SHOW PAPER CURL, <i>DOMTAR (OR EQUAL) IF BIDDING OTHER THAN DOMTAR YOU MUST PROVIDE SAMPLES WITH BID!!</i></b></p>					
1	8-1/2"x11", WHITE				
2	8-1/2"x14", WHITE				
3	11"x17", WHITE				
4	8-1/2"x11", WHITE, 3-HOLE PUNCHED				
<p align="center"><b>COPY PAPER: 8-1/2"X11", 20#, GRADE 4 (OR BETTER), DUAL PURPOSE BOND, 10 REAMS/CARTON, WRAPPED &amp; LABELED WITH ARROW TO SHOW PAPER CURL, <i>SPRINGHILL (OR EQUAL)</i></b></p>					
5	BUFF				
6	BLUE				
7	GOLDENROD				
8	GREEN				
9	GRAY				
10	IVORY				
11	PINK				
12	CHERRY				
13	SALMON				
14	CANARY YELLOW				
15	LAVENDER/ORCHID				
<p align="center"><b>COPY PAPER: 8-1/2"X11", 20# OR 24#, DUAL PURPOSE BOND, GRADE 4 (OR BETTER), 10 REAMS/CARTON, WRAPPED &amp; LABELED WITH ARROW TO SHOW PAPER CURL, <i>BOISE FIREWORX (NO SUBSTITUTES)</i></b></p>					
16	AQUA				
17	EMERALD GREEN				
18	HOT PINK				

**SECTION B - PAGE 2**

**BRAND NAMES & QUANTITIES MUST BE DENOTED ON EACH LINE!**

ITEM NO.	ITEM DESCRIPTION	CASE QTY.	BRAND	UNIT PRICE PER M	CASE PRICE	
19	LIME					
20	LEMON					
21	RUBY RED					
22	TANGERINE					
<p align="center"><b>ITEMS TO BE DELIVERED TO THE SULLIVAN COUNTY DEPARTMENT OF EDUCATION WAREHOUSE, AKARD SERVICE CENTER, 224 MOUNT AREA DRIVE, BRISTOL, TN 37620</b></p>						
<p align="center">NOTE TO VENDOR: THE SCHOOL DEPARTMENT IS REQUESTING SOME SPECIAL CONSIDERATIONS ON THE FOLLOWING ITEMS. CAN YOU MEET THESE REQUIREMENTS? _____YES _____NO</p>						
<p>#1 Each individual order will be for a minimum of 400 cartons, except in an emergency situation.</p>						
<p>Vendor must guarantee ten (10) days response time for delivery of order.</p>						
<p>#2-3 Items ordered as needed - no minimum quantities.</p>						
<p>Vendor must guarantee ten (10) days response time for delivery of order.</p>						
<p>#4-21 Items ordered as needed - minimum of five (5) cartons per color.</p>						
<p>Vendor must guarantee ten (10) days response time for delivery of order.</p>						