

REVISED 4/17/17

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **PAPER – MULTIPURPOSE – RECYCLED AND VIRGIN
THIS IS A COOPERATIVE BID**

Contract Period: July 1, 2016 through December 31, 2016 w/4- six month options,
Extend through June 30, 2017 with 3 six month options,
Extend through December 31, 2017 with 2 six-month options

Original Date of Issue: June 29, 2016

Date of Revision: **April 17, 2017**

BID No: **RFB-RC-2016-042**

Catalog: **Paper**

Authorized Users: County Departments, Agencies in Cooperative

Address Inquires To:

Name: Ann Marie Curley, CPPB
Title: Assistant Director of Purchasing
Phone: 845-364-3698
Fax: 845-364-3809
E-mail: curleya@co.rockland.ny.us

Description

This is a multi-purpose paper bid.

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 16-042	0000007407	Paper Mart DID NOT RENEW 151 Ridgedale Avenue East Hanover, NJ 07936 Contact: Howard Levey howard.levy@papmar.com	PHONE: 800-524-0031 FAX: 973-884-1982
BID 16-042-A	00000000168	WB Mason Company 12 Jeanne Drive Newburgh, NY 12550 Contact: Stephen Persampieri stephen.persampieri@wbmason.com	PHONE: 888-926-2766 Ext. 1712 FAX: 855-233-7915

PLEASE NOTE:

Only agencies that are participating in the cooperative are allowed to use this bid. Please see attached list of agencies that are participating in this cooperative. If your agency would like to participate in this cooperative bid, please use the form for the Piggyback Request and fax back to the Purchasing Department. No agency is to participate without prior approval from the Rockland County Purchasing Department.

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 2ND FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

**TITLE: MULTI PURPOSE PAPER – VIRGIN &
 RECYCLED-COOPERATIVE BID**

**BID NUMBER:
 RFB-RC-2016-042**

ATTACHMENT A – Listing of Participating Agencies

AgencyName	Contact First Name	Contact Last Name	Phone
Brewster Central School District	Timothy	Conway	(845) 279-8000
City of Poughkeepsie	Barbara	Lynch	(845) 451-4048
City of White Plains	Michael	Boggi	(914) 422-1267
City of Yonkers	Tom	Collich	(914) 377-6035
Cornell Cooperative Extension	Leah	Cadwallader	(845) 677-8223
Dutchess Community College	Barbara	Lynch	(845) 431-8305
Dutchess County	Donald	Miller	(845) 486-3655
Eastchester Union Free School	Denise	Zapata	(914) 793-6130
Garrison Union Free School District	Susan	Huetter	(845) 424-3689
Greystone Programs, Inc.	Karen	LaMonica	(845) 452-5772
Hartsdale Fire District	Edward	Rush	(914) 949-6122
Haverstraw Stony Point Central	James B.	Johnston	(845) 942-3005
Heritage Centers	Angel	Slisz	716-833-8603
Hyde Park Central School District	Joanne	Freeley	(845) 229-4000
Jawonio	Joanne	Pocchiari	(845) 708-2000
Orange County	Ron	Greene	(845) 291-2745
Pelham School District	Mariam	Lovett	(914) 738-9140
Poughkeepsie Day School, Inc.	Andrea	Parent-Tibbetts	(845) 462-7600
Poughkeepsie Public Library	Mary	Aldrich	(845) 485-5912
Putnam County	Alex	Mazzotta	(845) 225-0441
Rockland County	Ann Marie	Curley	(845) 364-3698
Town of Cortlandt	David	Doyle	(914) 734-1037
Town of Greenburgh	Mark	McCrum	(914) 993-1599
Town of Hyde Park	Chu	Savath	(845) 229-5111
Town of Ramapo	Mona	Montal	(845) 357-5100
Valhalla Fire District	Ken	Hoffanth	(914) 774-1064
Village of Cold Spring	Mary	Saari	(845) 265-3611
Village of Haverstraw	Damaris	Santiago	(845) 429-0300
Village of Mount Kisco	James	Palmer	(914) 864-0016
Village of Scarsdale	Eric	Gerringer	(914) 722-1150
Village of Tarrytown	James J.	Hart	(914) 831-7873
Village of West Haverstraw	Catherine	Kopf	(845) 947-2800
Westchester County	Dianne	Munro	(914) 231-1546

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ATTACHMENT B

Paper – Multi Use Paper – Cooperative Bid
Piggyback Request (*please print clearly*)

Agency Name: _____

Agency Address: _____

Contact Name: _____

Contact Email: _____

Contact Phone: _____

Contact Fax#: _____

Please note anticipated annual usage in cartons:

RECYCLED 30% POST CONSUMER WASTE	5 Carton Minimum as Specified	40 Carton Minimum as Specified	Truck Load Minimum as Specified
8 ½" X 11"			
8 ½" X 14"			
11" X 17"			
VIRGIN PAPER			
8 ½" X 11"			
8 ½" X 14"			
11" X 17"			

Special Notes: _____

Please forward the completed form to County of Rockland – 845-364-3809 or email to Ann Marie Curley at curleya@co.rockland.ny.us

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	BRAND NAME/PRODUCT CODE	VENDOR
	SECTION A – FIVE (5) to SEVEN (7) Day - Inside Delivery Directly to all authorized users Minimum order - five cartons (combined order) Recycled, 30% Post Consumer Waste						
1	PAPER, BOND Size: 8 ½” x 11”, White 20#, 10 reams per carton Boise Cascade Aspen 30 CAS054901, WBM20030 or approved equal	64521670001	5,119	Carton	\$ 25.44	mason recycled-wbm20020	WB MASON
2	PAPER, BOND Size: 8 ½” x 14”, White 20# 10 reams per carton Boise Cascade Aspen 30 CAS054904 or approved equal	64521670002	280	Carton	\$ 35.32	mason recycled-wbm20314	WB MASON
3	PAPER, BOND Size: 11” x 17”, White 20# 5 reams per carton Boise Cascade Aspen 30 CAS054907 or approved equal	64521670003	104	Carton	\$ 27.77	mason recycled-wbm20317	WB MASON
4	PAPER, BOND, COLORS Size: 8 ½” x 11”, 20# Colors: Blue, Canary (Yellow), Goldenrod, Green, Pink, Ivory, Buff, Lilac, Salmon, Cherry. 10 reams per carton Boise Cascade Fireworx CASMP2201 or approved equal	64521670004	238	Carton	\$ 34.00	boise fireworx-casmp2201xx	WB MASON
5	PAPER, BOND, COLORS Size: 8 ½” x 14”, 20# Colors: Blue, Canary (Yellow), Goldenrod, Green, Pink, Ivory, Buff, Lilac, Salmon, Cherry. 10 reams per carton Boise Cascade Fireforx CASMP2204 or approved equal	64521670005	2	Carton	\$ 47.39	EarthChoice/5117010	PAPER MART DID NOT RENEW

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	BRAND NAME/PRODUCT CODE	VENDOR
	SECTION B FIVE (5) to SEVEN (7) Day - Inside Delivery Directly to all authorized users Minimum order - five cartons (combined order) VIRGIN PAPER						
6	PAPER, BOND Size: 8 ½” x 11”, White 20#, 10 reams per carton Domtar Willcopy 851001 or approved equal	Not to be used by Rockland County	45	Carton	\$ 20.99	mason flagship-wbm21200	WB MASON
7	PAPER, BOND Size: 8 ½” x 14”, White 20# 10 reams per carton Domtar Willcopy 854001 or approved equal	Not to be used by Rockland County	90	Carton	\$ 31.41	mason flagship-wbm24200	WB MASON
8	PAPER, BOND Size: 11” x 17”, White 20# 5 reams per carton Domtar Willcopy 117001 or approved equal	Not to be used by Rockland County	30	Carton	\$ 24.73	mason flagship-wbm28110	WB MASON
9	PAPER, BOND, COLORS Size: 8 ½” x 11”, 20# Colors: Blue, Canary (Yellow), Goldenrod, Green, Pink, Ivory, Buff, Lilac, Salmon, Cherry, and Light Gray. 10 reams per carton Domtar Willcopy or approved equal	Not to be used by Rockland County	10	Carton	\$ 34.00	boise fireworx-casmp2201xx	WB MASON
10	PAPER, BOND, COLORS Size: 8 ½” x 14”, Colors: Blue, Canary (Yellow), Goldenrod, Green, Pink, Ivory, Buff, Lilac, Salmon, Cherry, and Light Gray. 10 reams per carton Domtar Willcopy or approved equal	Not to be used by Rockland County	2	Carton	\$ 47.39	Earthchoice/5117010	PAPER MART DID NOT RENEW

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	BRAND NAME/PRODUCT CODE	VENDOR
	SECTION C Five Day Bulk Delivery Directly to all authorized users Minimum order – 40 cartons (8 ½” x 11” & 11” x 17”) 30 cartons (8 ½” x 14”) Recycled, 30% Post Consumer Waste						
11	PAPER, BOND Size: 8 ½” x 11”, White 20# 10 reams per carton - 40 Cartons per Pallet Boise Cascade Aspen 30 CAS054901 or approved equal	64521671001	2,000	Carton	\$ 25.44	mason recycled-wbm20020	WB MASON
12	PAPER, BOND Size: 8 ½” x 14”, White 20# 10 reams per carton - 30 Cartons per Pallet Boise Cascade Aspen 30 CAS054904, Nekoosa 5731305 or approved equal	64521671002	40	Carton	\$ 35.32	mason recycled-wbm20314	WB MASON
13	PAPER, BOND Size: 11” x 17”, White 20# 5 reams per carton - 40 Cartons per Pallet Boise Cascade Aspen 30 CAS054907 or approved equal	64521671003	40	Carton	\$ 27.77	mason recycled-wbm20317	WB MASON
14	PAPER, BOND, COLORS Size: 8 ½” x 11”, 20#, Colors: Blue, Canary (Yellow), Goldenrod, Green, Pink, Ivory, Buff, Lilac, Salmon, Cherry, and Light Gray. 10 reams per carton - 40 Cartons per Pallet Boise Cascade Fireworx CASMP2201 or approved equal	64521670104	60	Carton	\$ 32.70	boise fireworx-casmp2201xx	WB MASON
15	PAPER, BOND, COLORS Size: 8 ½” x 14”, High Speed Xerographic Bond, 20#, Colors: Blue, Canary (Yellow), Goldenrod, Green, Pink, Ivory, Buff, Lilac, Salmon, Cherry, and Light Gray. For copier use. 10 reams per carton - 30 Cartons per Pallet Boise Cascade Fireforx CASMP2204 or approved equal	64521670105	1	Carton	\$ 51.00	boise fireworx-casmp2204xx	WB MASON

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	BRAND NAME/PRODUCT CODE	VENDOR
	SECTION D Five Day Bulk Delivery Directly to all authorized users Minimum order – 40 cartons (8 ½” x 11” & 11” x 17”) 30 cartons (8 ½” x 14”) VIRGIN PAPER						
16	PAPER, BOND Size: 8 ½” x 11”, White 20# 10 reams per carton - 40 Cartons per Pallet Domtar Willcopy 851001 or approved equal	Not to be used by Rockland County	40	Carton	\$ 20.99	mason flagship-wbm21200	WB MASON
17	PAPER, BOND Size: 8 ½” x 14”, White 20# 10 reams per carton - 30 Cartons per Pallet Domtar Willcopy 854001 or approved equal	Not to be used by Rockland County	30	Carton	\$ 31.41	mason flagship-wbm24200	WB MASON
18	PAPER, BOND Size: 11” x 17”, White 20# 5 reams per carton - 40 Cartons per Pallet Domtar Willcopy 117001 or approved equal	Not to be used by Rockland County	40	Carton	\$ 24.73	mason flagship-wbm28110	WB MASON
19	PAPER, BOND, COLORS Size: 8 ½” x 11”, 20#, Colors: Blue, Canary (Yellow), Goldenrod, Green, Pink, Ivory, Buff, Lilac, Salmon, Cherry, and Light Gray. 10 reams per carton - 40 Cartons per Pallet Domtar Willcopy or approved equal	Not to be used by Rockland County	40	Carton	\$ 32.70	boise fireworx-casmp2201xx	WB MASON
20	PAPER, BOND, COLORS Size: 8 ½” x 14”, 20#, Colors: Blue, Canary (Yellow), Goldenrod, Green, Pink, Ivory, Buff, Lilac, Salmon, Cherry, and Light Gray. 10 reams per carton - 30 Cartons per Pallet Domtar Willcopy or approved equal	Not to be used by Rockland County	30	Carton	\$ 51.00	boise fireworx-casmp2204xx	WB MASON

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	BRAND NAME/PRODUCT CODE	VENDOR
	SECTION E Five Day – Inside Delivery Directly to all authorized users Minimum order - TRUCK LOAD Recycled 30% Post Consumer Waste						
21	PAPER, BOND Size: 8 ½” x 11”, White 20#, Truck Load - 21 pallets each containing 40 cases or 840 cases per delivery Boise Cascade Aspen 30 CAS054901 or approved equal	Not to be used by Rockland County	840	Carton	\$ 25.44	mason recycled-wbm20030	WB MASON
	SECTION F Five Day – Inside Delivery Directly to all authorized users Minimum order - TRUCK LOAD VIRGIN PAPER						
22	PAPER, BOND Size: 8 ½” x 11”, White 20# Truck Load - 21 pallets each containing 40 cases or 840 cases per delivery Domtar Willcopy 851001 or approved equal	Not to be used by Rockland County	2,520	Carton	\$ 20.99	mason flagship-wbm21200	WB MASON

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**TITLE: PAPER-MULTIPURPOSE-RECYCLED AND
 VIRGIN COOPERATIVE BID**

**BID NUMBER:
 RFB-RC-2016-042**

SPECIFICATIONS

1. SCOPE

- 1.1. The County of Rockland Purchasing Division is the lead agency issuing this **Cooperative Bid for multi-purpose paper**. This cooperative bid will aggregate the purchase volume of participating governments and non-profits to achieve best value pricing for multi-purpose paper on a regional basis. See **Attachment A** for a complete listing of participating agencies.
- 1.2. The multi-purpose paper offered shall be recycled and virgin cut size sheet paper for use in various office equipment such as multi-use or single use copy and/or high speed reproduction devices, laser printers, and plain paper fax machines.
- 1.3. This solicitation is broken down into six (6) sections.
 - 1.3.1. Sections A and B cover the inside delivery directly to various County of Rockland departments and/or other ordering agencies. Sections C, D, E & F cover bulk delivery directly to central locations.

2. AUTHORIZED AGENCIES AND PIGGYBACK CLAUSE

- 2.1. Only the Agencies listed in **Attachment A** are authorized to purchase paper from an ensuing contract issued in accordance with this Bid.
 - 2.1.1. Vendors shall not accept orders for paper under this award from any agency not listed in **Attachment A**.
- 2.2. **Piggyback Clause**
 - 2.2.1. Any agency wishing to make a purchase off this contract can do so only after receiving authorization from the County of Rockland.
 - 2.2.1.1. Any agency seeking authorization to purchase paper from this Bid must submit the completed Piggyback request form (**see Attachment B**) to the Director of Purchasing for the County of Rockland.
 - 2.2.1.2. Vendors are encouraged to inform agencies of this purchasing cooperative.

3. QUANTITIES & EXPENDITURES - (see usage reports – separate attachment)

- 3.1. ***The quantities provided on the proposal pages are indefinite, however, the quantities on the proposal pages reflect quantities ordered for the 6 month period commencing on 07/01/2015 through 12/31/2015 with total expenditures at \$270,073.00 The first term of this contract shall commence on July 01/2016 through 12/31/2016.***
 - 3.1.1. The contract shall be for the quantities actually ordered during the contract period. The agencies will not be compelled to order the total estimated quantities during the contract period.
 - 3.1.2. The total expenditures against this contract for a 18 month period commencing on 07/01/2014 through 12/31/2015 was \$630,252.00

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4. **CONTRACT TERM**

- 4.1. Any ensuing contract(s) shall be in effect for six (6) months with three (3) six (6) month renewals by mutual agreement.

5. **PRICING**

- 5.1. Contract pricing shall remain firm for the **first six (6) month term of the contract**. All renewal periods may be subject to mill increase or decreases with verification from the mill. Price adjustments must be supported by a general price increase in the cost of the finished supplies. Adjustments shall be made on the basis of the Producer Price Index (PPI) for paper, WPU09 and WPU0913, published by the U.S. Department of Labor, Bureau of Labor Statistics. Detailed documentation, to include a comparison list of the contract items and proposed price increases, must be submitted to support the requested increase.

- 5.1.1. Adjustments shall be established as follows: Following the first six months of the contract, a price adjustment shall be effected beginning the first month following the first six months of the contract and then every six months of the contract thereafter. The adjustment shall be based on the average percentage of increase or decrease in the average delivered price in the six months ending one month prior to the date in which price adjustments are effected. For example, if price adjustments are scheduled to be effected on March 1st, they will be based on the average percentage of increase or decrease in the average pricing from the preceding August through January as published by PPI. The resulting percentage of increase or decrease shall be applied to the prices to arrive at the new contract pricing. Each succeeding six months will follow this format. Price increases shall not exceed 5%.

- 5.1.2. Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the contractor is responsible to notify the County of Rockland Purchasing Division immediately.

- 5.1.3. All price adjustments will be incorporated into the contract and will be effective on all purchase orders issued after the effective date of the adjustment.

- 5.2. Pricing shall include inside delivery.

- 5.2.1. No delivery charges shall apply. No surcharges (i.e., fuel) shall apply.

6. **COMPLETION OF PROPOSAL PAGES**

- 6.1. **The bid proposal pages were created using Microsoft Office 2016 Excel and must be downloaded (see separate attachment). Bidders shall enter the unit pricing directly onto the Excel spreadsheet and print the proposal pages to submit with their bid.**
- 6.2. **Each bidder is REQUIRED to copy the completed proposal pages (in Excel format) onto a CD and submit the CD with their bid. The CD shall be labeled with the RFB number and vendor name. Failure to follow the submittal procedures for this RFB may render your proposal non-responsive.**

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- 6.3. Bidder must fill in all applicable spaces on bid proposal pages. All lines have an indication of bidder's response whether it be "0", "N/A" or a dollar figure. All lines must be filled in to indicate bidder's acknowledgement of the request.
- 6.4. Bids that do not have all applicable lines filled in on the bid proposal pages may be disqualified as a non-responsive bid. We cannot assume that there is "no charge" when lines are left blank.

7. REQUIREMENTS

7.1. Reporting

7.1.1. Contractor Sales Report

- 7.1.1.1. Every six (6) months the Contractor must report the value (in U.S. dollars) of the sales under this contract, including both the County of Rockland and all using agencies. The dollar value of the sale is the net price paid by the contract user for the products listed on the purchase order or other encumbering document, as recorded by the contractor.
- 7.1.1.2. The contractor shall be required to report the dollar value of sales to the Rockland County Department of Purchasing. If no sales occur the contractor must show zero. This report must be submitted within 15 business days of completion of the reporting period.
- 7.1.1.3. The contractor shall also submit a close-out report within thirty (30) days of the expiration of this contract. The contract expires upon the physical completion of the last outstanding task or delivery order of the contract. The close-out report must cover all sales not shown in the final sales report and reconcile all errors and credits.

7.1.2. Usage Reports

- 7.1.2.1. In addition the Contractor Sales Report above, every six (6) months the contractor must submit a report (in Excel format) indicating sales generated by this contract. The report shall list usage by customer, by line item, showing the quantities / dollars generated by this contract.

- 7.1.3. All reports defined above shall be electronically submitted via email to the Rockland County Director of Purchasing at brennanp@co.rockland.ny.us and cc'd to curleya@co.rockland.ny.us .

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7.2. Sections A & B Requirements

7.2.1.1. SECTION A = **Recycled, 30% post consumer waste** – Delivery **5 carton combined minimum**, five (5) - seven (7) day – inside delivery directly to all authorized users

7.2.1.2. SECTION B = **Virgin Paper** – Delivery **5 carton combined minimum**, five (5) - seven (7) day – inside delivery directly to all authorized users

7.2.1.2.1. These sections represent the direct stockless sections. They are inclusive of all orders by the County of Rockland departments and/or other ordering agencies. A minimum order of five cartons shall be imposed on any user. User will not be restricted in regard to maximum orders. Pricing is to include individual, inside delivery to various users.

7.2.2. Sections C, D, E and F Requirements

7.2.2.1. SECTION C = **Recycled, 30% post consumer waste** – Delivery **40 carton combined minimum**, five (5) day bulk delivery directly to all authorized users

7.2.2.2. SECTION D = **Virgin Paper** – Delivery **40 carton combined minimum**, five (5) day bulk delivery directly to all authorized users

7.2.2.3. SECTION E = **Recycled, 30% post consumer waste** – Delivery **TRUCKLOAD**, five (5) day bulk delivery directly to all authorized users

7.2.2.4. SECTION F = **Virgin Paper** – Delivery **TRUCKLOAD**, five (5) day bulk delivery directly to all authorized users

7.2.2.5. These sections represent the bulk stockroom sections. They are inclusive of all paper orders for the County of Rockland's central stockroom (Building A) and/or the Social Services Department (Building L), both located in Dr. RL Yeager Health Center, Sanatorium Road, Pomona, NY, 10970 as well as any other ordering agency. The minimum order, for this section, shall be 40 cartons or Truckload Delivery of 840 cartons.

8. DELIVERY REQUIREMENTS

8.1. Inside Delivery – Inside delivery is a requirement of this contact. Contractor's agents or delivery personnel are required to deliver and off-load all shipments. Vendor shall be responsible to provide any equipment needed to complete the delivery process.

8.1.1. Guarantee Time of Delivery

8.1.1.1. Sections A & B - Paper orders shall be inside delivered directly to ordering agency as per purchase orders. Orders from offices other than the County of Rockland must be delivered to the ordering agency or comply with directions given. Delivery must be within five (5) - seven (7) days ARO. Inside delivery is required on all orders. Loading docks may not be available at all locations; use of truck with lift gate is required. Vendor should coordinate delivery with ordering agency.

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8.1.1.2. Section C, D, E & F- The contract resulting from these sections of the bid will require that all deliveries be inside to the ordering agency's stockroom. Delivery must be within five (5) days ARO. Loading docks may not be available at all locations; use of truck with lift gate is required. Vendor should coordinate delivery with ordering agency. Delivery of all orders processed under Sections E & F of this contract (truckload bulk delivery) shall be Tailgate Delivery.

9. **BACKORDERS**

9.1. All items which are back ordered for more than two business days may be purchased from the next available source. The difference in cost will be documented and deducted from subsequent bills submitted by the non-responsive vendor.

10. **SAMPLES**

10.1. The apparent low bidder(s) shall supply, free of charge, within 24 hours of request, three (3) ream samples of 20 lb. white 8 1/2" x 11" of both the virgin and recycled copy paper of brand offered. Samples will not be returned. Samples are required only for brands not listed in the description on the proposal pages.

10.2. In regard to the recycled paper, vendor is required to submit documentation to prove the paper provided is actually recycled at 30% post consumer waste.

11. **CONTRACTOR RESPONSIBILITIES**

11.1. Return the ordering agencies phone calls promptly.

11.2. Make timely inside deliveries in accordance with contractually guaranteed delivery requirements.

11.3. Assign a knowledgeable person to service this contract and serve as liaison between your company and the ordering agencies.

11.4. CONTACT NAME: _____

11.5. PHONE NUMBER: _____ EXT. _____

11.6. EMAIL ADDRESS: _____

12. **CONTRACTOR RESPONSIBILITIES (BULK DELIVERIES)**

12.1. Confirm receipt of purchase order with ordering agency either by phone or in writing and give ordering approximate delivery date. Contact the ordering agency immediately if there are any questions about a purchase order.

12.2. Notify all delivering truck drivers that it is their responsibility to unload the truck and make inside delivery to a central stockroom. Typical delivery hours: 8:00 AM – 12:00 Noon and 12:30 PM – 4:00 PM, these delivery times will vary by delivery location. Delivery date and time shall be confirmed by the Contractor. Delivery of orders must be made within five calendar days after the receipt of purchase order.

12.3. Skids or pallets furnished must be sturdily constructed so that they may properly support the weight of the cartons placed thereon without breaking. No tops required. Two way or four

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way entry pallets are acceptable. Pallets to be disposable and their cost included in the price. No additional charges will be allowed for skids or pallets. Cartons shall be carefully tier stacked to prevent damage. Skids or pallets to be stretch film wrapped or covered with water resistant paper to protect cartons against moisture damage in the event that delivery is made during inclement weather.

- 12.4. A pallet jack shall be used to bring pallets into the stockroom as to maintain the above conditions for bulk delivery.

13. ADDITIONAL REQUIREMENTS

13.1. Guarantee

- 13.1.1. All recycled paper furnished must be unconditionally guaranteed to provide trouble-free operation when used with various office equipment such as multi-use or single use copy and/or high speed reproduction devices, laser printers, and plain paper fax machines. If requested by any using agency the bidder must submit a letter from the paper mill manufacturing the stock that the bidder is offering, unconditionally guaranteeing that the stock furnished will operate trouble free.

13.2. Physical Surface Characteristics

- 13.2.1. Paper shall be free from lint, fuzz, wrinkles, waviness, folds, holes, tears, slime spots, wrapper glue, turned-over corners, damaged edges and any scraps of foreign material and/or other defects. All recycled content of paper to be listed.

13.3. Feed Characteristics

- 13.3.1. Paper must be relatively free of static electricity and have sufficient stiffness and tensile strength to insure efficient feeding and transport through various office equipment specified. Paper furnished must run consistently trouble free through all types of dry toner copier systems including high speed copier systems. It must be capable of being printed on two sides without excessive curling or otherwise jamming the copier.

13.4. Brand Name (Stock)

- 13.4.1. Bidders must propose to furnish standard mill brands, which are produced by a mill manufacturer (as opposed to a converter).

12.4.2. Substitutions after Award

- 12.4.2.1 Product substitutions shall not be made by any contractor or supplier without written approval from the County of Rockland Director of Purchasing.
- 12.4.2.2 No approval will be granted unless the substituted items are of equal quality, meet or exceed the specifications contained in this solicitation, and are provided at or below the price awarded.
- 12.4.2.3 Contractor shall notify the County of Rockland Director of Purchasing immediately should any item on this contract be discontinued. In the event an item of paper stock is discontinued, the contractor may not substitute alternate stock without the permission of the County of Rockland Director of Purchasing.

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13.5. Packing

13.5.1. Any paper items ordered from the ensuing contract shall be packaged in accordance with mill specifications and in accordance with standards of the paper industry. The paper contractor(s) shall be responsible for any damage resulting from improper packaging of the paper. Any sheet stock ordered from the ensuing contract shall be:

13.5.1.1. ream marked on skids

13.5.1.2. packed in cartons

13.5.1.3. cartons packed on pallets.

13.5.2. All copy paper shall be properly ream-wrapped in moisture proof paper, and shall be packed in corrugated cartons as standard to the industry. All cartons, where applicable, shall be packed on skids or pallets and properly banded or secured to prevent shifting or damage to the paper. Stretch wrapping is the preferred method for securing the cartons. Any damage resulting from improper packaging and/or packing method shall be the responsibility of the vendor.

13.5.3. Standard mill packaging schedules will apply. Labels for all types, cartons shall be marked with pertinent information accurately describing the contents of the package, e.g. quantity, sheet size, basis weight of paper, brand name, width, etc.

13.6. Marking

13.6.1. Each ream and container shall be clearly marked with commodity, brand, quantity, size and color. Each ream shall also be marked, as applicable, to clearly indicate "Print First Side" in word and symbols. Lack of "Print First Side" operator instructions shall be interpreted as manufacturer's recommendation to Print Either Side first.

14. AWARD

14.1. It is the intent of the County of Rockland to award this contract to a sole supplier, therefore, recommending award to the lowest responsive, responsible bidder, however, the County of Rockland reserves the right to award this contract line by line or by section to the lowest responsible, responsive bidder(s).

14.2. Rescission of Award

14.2.1. The vendor is required to furnish paper exactly as per the specifications. If the successful vendor demonstrates a pattern of delayed deliveries or backorders the County of Rockland reserves the right to rescind their award and to disqualify them from future bidding.

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15. **MULTI-USE PAPER SPECIFICATIONS**

<p><u>Multi-Purpose Paper</u></p> <p>For use in various office equipment such as multi-use or single use copy and/or high speed reproduction devices, laser printers, and plain paper fax machines.</p> <p>30% Post Consumer Waste or Virgin Paper</p>	
<p>Color</p>	<p>White</p>
<p>Brightness</p>	<p>92 bright</p>
<p>Package Size</p>	<p>8 ½" x 11" (500) sheets per ream (10 reams per carton)</p> <p>8 ½" x 14" (500) sheets per ream (10 reams per carton)</p> <p>11" x 17" (500) sheets per ream (5 reams per carton)</p>
<p>Weight</p>	<p>20 lb.</p>

Any alterations to this document made by the Offeror may be grounds for rejection of the proposal, cancellation of any subsequent award, or any legal remedies available to the County of Rockland.

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Multi-Purpose Paper – color

For use in various office equipment such as multi-use or single use copy and/or high speed reproduction devices, laser printers, and plain paper fax machines.

30% Post Consumer Waste or Virgin Paper

Color

11 colors – Blue, Canary (Yellow), Goldenrod, Green, Pink, Ivory, Buff, Lilac, Salmon, Cherry, and Light Gray

Brightness

92

Package Size

8 ½” x 11” (500) sheets per ream
(10 reams per carton)
8 ½” x 14” (500) sheets per ream
(10 reams per carton)

Weight

20 lb.