



C o u n t y o f S a n L u i s O b i s p o

## GENERAL SERVICES AGENCY

Janette D. Pell, Director

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Helen McCann, Department Administrator

### INVITATION TO BID #3513-10 REPROGRAPHIC PAPER

December 23, 2010

The County of San Luis Obispo is currently soliciting bids for Reprographic Paper as noted.

Each bid shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the bid. Failure to set forth any item in the specifications shall be grounds for rejection. The County of San Luis Obispo reserves the right to reject all bids and to waive any informalities.

Please submit your bids on the attached form. They must be received at the office of the General Services Agency no later than 300 p.m. on January 18, 2011.

Any and all comments and suggestions are sincerely encouraged prior to the bid opening.

Barbara Adams  
Buyer – GSA-Purchasing  
[beadams@co.slo.ca.us](mailto:beadams@co.slo.ca.us)

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**REPROGRAPHIC PAPER**

**TO: ALL PROSPECTIVE BIDDERS**  
**SUBJECT: LOCAL BIDDERS PREFERENCE**

The County of San Luis Obispo has established a local vendor preference. All informal and formal bids for contracts will be evaluated with a 5% preference for local vendors. Note the following exceptions:

1. Those contracts which State Law requires be awarded to the lowest responsible bidder.
2. Public works construction projects.

A "local" vendor will be approved as such when, 1) It conducts business in an office with a physical location within the County of San Luis Obispo; 2) It holds a valid business license issued by the County or a city within the County; and 3) Business has been conducted in such a manner for not less than six (6) months prior to being able to receive the preference.

As of March 3, 1994 individual County Buyers evaluate bids considering the local vendor preference described above. The burden of proof will lie with bidders relative to verification of "local" vendor preference. Should any questions arise, please contact a buyer at (805) 781-5200. All prospective bidders are encouraged to quote the lowest prices at which you can furnish the items or services listed in County bids.

	YES	NO
Do you claim local vendor preference?		
Do you conduct business in an office with a physical location within the County of San Luis Obispo?		
Business Address: _____ _____		
Years at this Address: _____		
Does your business hold a valid business license issued by the County or a City within the County?		
Name of Local Agency which issued license: _____		

Business Name: \_\_\_\_\_

Authorized Individual: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

**TO: ALL PROSPECTIVE BIDDERS**

**SUBJECT: POLICY ON PURCHASING PRODUCTS MADE WITH OR CONTAINING  
CHLOROFLUOROCARBONS (CFC's)**

Summary

Many products contain chlorofluorocarbons (CFC's), a known depleter of ozone in the atmosphere. Under the U.S. Clean Air Act and the Montreal Protocol on Substances That Deplete the Ozone Layer, CFC production for use in industrialized nations is to be totally phased out by January 1, 1996. There are still many products on the market that contain CFC's or are made with CFC's. The Department of General Services, purchasing staff must identify products made with or containing CFC's and purchase alternative products whenever practical and possible.

Policy

To this end, it shall be the policy of the County of San Luis Obispo that all bidders, who wish to do business with the County are required to identify all products that contain CFC's or use CFC's in the manufacturing or shipping processes. Bidders are required to identify alternative products that do not use CFC's, for possible purchase by the County.

Bidder Response

	<b>YES</b>	<b>NO</b>
Do any products offered herein contain CFC's or use CFC's in the manufacturing or shipping process?		
If yes, please offer an alternative product by copying bid forms and submitting an alternate bid. Will you offer an alternate?		
Please provide any other information that may be helpful to the County. Attachments are acceptable.		

Bidder: \_\_\_\_\_

**GENERAL CONDITIONS AND INSTRUCTIONS**

1. All bids submitted by Seller to Purchaser should be submitted upon the attached bidder's form, completed and signed, (only typewritten or ink shall be accepted with no erasures or corrections unless properly authenticated by signature) in accordance with the instructions contained herein.
2. The issuance of this bid request creates no obligation on the part of the County and the County reserves the unconditional right at its option to either reject all bids or waive any irregularities or informalities therein. Each bid shall be in a separate sealed envelope with the bid number, name of bidder, title of the bid, date and time due showing on the outside of the envelope.
3. All prices must be firm for 45 days from the date of the bid opening and be inclusive. Upon award, prices will be in effect for the term of the contract.
4. If you offer any prompt payment discounts, please indicate this on your bid.
5. Awards will be made to realize the greatest savings to the County and may not necessarily be the lowest bid especially where services are of the utmost importance.
6. Submission of a signed bid will be interpreted to mean that the bidder has thereby agreed to all conditions, instructions, descriptions and specifications contained herein.
7. All materials included in the contract shall be in compliance with all Federal and State OSHA laws.
8. All applicable City, State, and Federal taxes and fees are to be included in the proposal.
9. The only terms that will be honored are those terms included in general and special conditions and instructions, purchase order or other documents issued by the County.
10. In the event of any conflicts or ambiguities between these instructions and State or Federal laws, regulations or rules, then the latter shall prevail.
11. Only one bid will be accepted per vendor.
12. Bidders may withdraw their bid either personally, by written request, or by telegraphic request confirmed in the manner specified above at any time prior to the scheduled closing time for receipt of bids. No bidder may withdraw their bid after the time set for the opening.
13. All time limits stated are of the essence and must be complied with. Any bids received after closing time stipulated will be returned unopened.
14. All bids must be submitted in a manner so they can be readily hole-punched and placed in a standard legal size file folder.
15. The County may make partial payments after a substantial portion of the merchandise has been delivered. On all items, a 10% retention will be withheld until all merchandise has been accepted.
16. Brand names are used to establish a level of quality only. Any alternates must be approved five (5) days prior to the bid opening date, by the Central Services Manager, who will have the sole right to

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**REPROGRAPHIC PAPER**

determine this. If an alternate is submitted without going through the above- described process, the County will have the sole right to decide whether or not an alternate is acceptable.

17. Vendor agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin and that it will comply with the "Contractor's Agreements" provisions of Presidential Executive Order No. 11246.
18. **NO FAXED** Bids will be accepted.
19. Return bid by **January 18, 2011 at 3:00 p.m.** to:

COUNTY OF SAN LUIS OBISPO  
GENERAL SERVICES AGENCY  
BARBARA ADAMS, BUYER  
1087 SANTA ROSA STREET  
SAN LUIS OBISPO, CALIFORNIA 93408

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1. The County of San Luis Obispo solicits your bid to provide Reprographic Paper as described herein for the period starting January 20, 2011 through June 30, 2016.
2. Cancellation - Any purchase agreement based on this bid may be canceled by either party on 30 days written notice.
3. Seller - Shall ship items complete as requested within the time stated in the supply agreement to the address in the release memorandum. (Seller shall contact buyer if Seller is unable to meet the requirements of an individual order).
4. Release Order Timing - It is expected that orders will be weekly or more frequently.
5. Invoicing - Seller shall invoice each release order upon shipment. The invoice shall reference the release order number, and the blanket purchase agreement.
6. F.O.B. Point - The County will accept only bids of F.O.B. Destination. This delivery location has no loading dock, and requires a truck with a liftgate to unload.
7. Bid Quantity - The bid quantity as noted on the bid sheet is the County's estimated annual usage and will be used for bid evaluation purposes. The bid quantity shall NOT be construed to be a guarantee of the quantity to be released.
8. Terms - The County will consider prompt payment discounts in evaluating bids.
9. Assigned Stock or Consigned Inventory - The County requires a commitment of assigned stocks available to the County for shipment within 24 hours. The quantity of this stock will be 10% of the County's estimated annual usage.
10. Award of this Bid may be awarded to one, or more than one Vendor. The County reserves the right to determine award once all bids have been opened and evaluated in order to realize the lowest cost to the County.
11. Cooperative Agreement - Schools, cities, and political subdivisions which have cooperative Purchasing Agreements with the County may buy from this contract. They shall make purchases in their own name, have deliveries made to their facilities and they will be responsible for tax liabilities and payments directly to the Contractor. The agencies will hold harmless County of San Luis Obispo from all claims, demands, actions, and or causes of actions of every kind resulting directly or indirectly, from or arising, out of, in any way connected with this contract.
12. Alternate Bids - The County requests your bid on both recycled and virgin paper options. County ordinance currently allows a 10% price preference for recycled paper.
13. Prices - A price increase may be allowed as the result of:
  - 1) Manufacturer or Supplier price increases in the product(s) offered;
  - 2) Governmental or regulatory agency increases to the trade;
  - 3) National Average Consumer Price Index (CPI-U) increases as published by the United States Department of Labor.

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Any request for a price increase must be substantiated with documentation from the vendor, a manufacturer, supplier, or governmental agency and must be submitted in writing at least (30) days prior to the effective date of the increase. Overall increases of greater than 3% from prior year prices will not normally be allowed.

14. Samples - Samples of proposed paper product may be required before award for testing and shall be supplied at no cost to County within seven (7) days of County's request.
15. Return bid by January 18, 2011, 3:00 p.m. to:

COUNTY OF SAN LUIS OBISPO  
BARBARA ADAMS, BUYER  
GENERAL SERVICES AGENCY - PURCHASING  
1087 SANTA ROSA STREET  
SAN LUIS OBISPO, CA 93408

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Reprographic Paper

Bidder's Name: \_\_\_\_\_

NO.	DESCRIPTION	VIRGIN STOCK		RECYCLED STOCK	
		Unit Price	Ext. Price	Unit Price	Ext. Price
Envelopes, White Wove, S/24, 500/Box Brand Proposed _____ Samples may be required					
1	300 M	No. 9, Regular (Price per M) (soft box)			
2	50 M	No. 9, Window			
3	500 M	No. 10, Regular			
4	500 M	No. 10, Window			
No. 4 Sulphate Bond, Dual Purpose, S/20, <b>Various Colors</b> Brand Proposed _____					
5	3000 Rms	8½" x 11" (Price per Ream)			
6	50 Rms	8½" x 14"			
7	50 Rms	11" x 17"			
No. 1 S/24, White, Watermarked, 25% Cotton Brand Proposed _____					
8	200 Rms	8½" x 11" (Price per Ream)			
Scott Index or Equal Basis 110, White and Various Colors Brand Proposed _____					
9	500 Pkgs.	8½" x 11" White (Price per pkg. of 250)			
10	100 Pkgs.	8½" x 11" Various Colors			
Carbonless Pre-collated, Reverse Sequence, Black Print, Heavyweight Brand Proposed _____ All purchases will be <b>heavyweight</b> .					
11	500 Rms	8½" x 11", 2 Part (C/W)(Price per Rm)			
12	300 Rms	8½" x 11", 3 Part			
13	200 Rms	8½" x 11", 4 Part			
14	25 Rms	8½" x 11", 5 Part			
15	50 Rms	8½" x 14", 2 Part			

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Reprographic Paper  
Bidder's Name: \_\_\_\_\_

NO.	DESCRIPTION		VIRGIN STOCK		RECYCLED STOCK	
			Unit Price	Ext. Price	Unit Price	Ext. Price
16	100 Rms	8½" x 14", 3 Part				
17	300 Rms	11" x 17", 2 Part				
18	100 Rms	11" x 17", 3 Part				
19	3,500 Rms	8 ½" x 11", S/20 Xerographic White 84 Brightness				
		(Alternate) 92 Brightness				
20	250 Rms	8 ½" x 14", S/20 Xerographic White 84 Brightness				
		(Alternate) 92 Brightness				
21	250 Rms	11" x 17", S/20 Xerographic White 84 Brightness				
		(Alternate) 92 Brightness				
<b>Miscellaneous Items</b>						
22	7 Gal.	Carbonless Padding Adhesive (Price per Gal)			N/A	N/A
23		<b><u>Prices of other standard catalog items not itemized above shall be determined by subtracting a percentage discount from the 5000 lb. price. Please offer a % discount from the 5000 lb. price column.</u></b>	_____ %			
SUBTOTAL OF ALL ITEMS						
TAX AT 8.25%						
<b>TOTAL OF ALL CHARGES</b>						
<b>TOTAL OF ALL CHARGES WITH ALTERNATE XEROGRAPHIC</b>						

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The undersigned agrees to:

Deliver F.O.B. San Luis Obispo to 1050 Palm Street, Room 230 (inside delivery), the Reprographic Paper itemized below, and in accordance with Specifications attached.

DEVIATIONS TO ATTACHED SPECIFICATIONS MUST BE CLEARLY INDICATED. NO DEVIATIONS UNLESS SPECIFIED IN SPECIFICATION SHEET OR BELOW.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is online ordering available?  NO  YES

Do you have a minimum delivery?  NO  YES \$ \_\_\_\_\_

TERMS OF SALE \_\_\_\_\_

DATE OF DELIVERY \_\_\_\_\_

Authorized Official Name (Print) \_\_\_\_\_

Authorized Official Title (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone \_\_\_\_\_ FAX \_\_\_\_\_

Federal Taxpayer ID# \_\_\_\_\_

Individual/Sole Proprietor  Corporation  Partnership  Other

**BIDS MUST BE RECEIVED BY 3:00 P.M., JANUARY 18, 2011 AND  
WILL BE OPENED IN THE OFFICE OF GSA – PURCHASING  
Bid #3513-10**

Accepted as to items numbered \_\_\_\_\_

Date \_\_\_\_\_ Order(s) No. \_\_\_\_\_