



SEDGWICK COUNTY, KANSAS
FINANCE DEPARTMENT
DIVISION OF PURCHASING

525 N. Main, Suite 823 ~ Wichita, KS 67203
Phone: 316 660-7255 Fax: 316 383-7055

<http://www.sedgwickcounty.org/finance/purchasing.asp>

REQUEST FOR BID
17-0023
PAPER STOCK

March 23, 2017

Sedgwick County, Kansas (hereinafter referred to as "county") is seeking bids for Various Paper Stock. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Bid. Responses are due no later than 1:45pm CDT, April 11, 2017

All contact concerning this solicitation shall be made through the Division of Purchasing. Bidders shall not contact county employees, department heads, using agencies, evaluation committee members or elected officials with questions or any other concerns about the solicitation. Questions, clarifications and concerns shall be submitted to the Division of Purchasing in writing. Failure to comply with these guidelines may disqualify the Bidder's response.

Sincerely,

Kimberly Bush, CPPB
Purchasing Agent

17-0023

Sedgwick County....Working for You

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I. Purpose

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas’ 105 counties with a population estimated at more than 508,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas’ counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2,800 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

Sedgwick County is seeking bids for various paper stock, in accordance with the specifications outlined, in this Request for Bid.

This chart shows estimated annual usage based on 2016 data. These usage numbers *do not* reflect the actual amount of paper the county will purchase during the contract period. The majority of core stock purchased previously has been 8.5 x 11, the county wishes to purchase 11 x 17 stock where available, pricing will be requested for multiple sizes of stock, vendor should submit pricing for all options they can provide. The county reserves the right to award the options that best meet the needs of the Print Shop.

Description	Weight	2017 Estimated usage
8.5 x 11 White	20 LB	6000
8.5 x 14 White	20 LB	24
11 x 17 white	20 LB	20
8.5 x 11 White 3 Hole	20 LB	20
11 x 17 Blue	20 LB	17
11 x 17 Canary	20 LB	15
11 x 17 Ivory	20 LB	15
11 x 17 Green	20 LB	15
11 x 17 Pink	20 LB	0
11 x 17 Goldenrod	20 LB	0
11 x 17 Tan	20 LB	10
11 x 17 Orchid	20 LB	0
11 x 17 Salmon	20 LB	10
11 x 17 Bright White Cover (smooth)	100 LB	25
11 x 17 Index White	110 LB	25
8.5 x 11 Index Blue	110 LB	0
8.5 x 11 Index Canary	110 LB	0
8.5 x 11 Index Cherry	110 LB	2
8.5 x 11 Index Green	110 LB	0
8.5 x 11 Index Ivory	110 LB	0
8.5 x 11 Index Salmon	110 LB	10
12 x 18 Bright White Laser	28/70 LB	1
11 x 17 White Offset	70 LB	3
8.5 x 11 Kant Kopy K2 non-carbonless	20 LB	4
8.5 x 11 CFB canary	20 LB	3
8.5 x 11 CFB Pink	20 LB	5

8.5 x 11 CFB White	20 LB	5
8.5 x 11 CFB Blue	20 LB	3
8.5 x 11 CB blue	20 LB	3
8.5 x 11 CB white	20 LB	3
8.5 x 11 CB pink	20 LB	3
8.5 x 11 CB canary	20 LB	3
8.5 x 11 CF canary	20 LB	3
8.5 x 11 CF pink	20 LB	3
8.5 x 11 CF blue	20 LB	3
8.5 x 11 CF Manilla Tag	80 LB	3
1 ream Letter Stationery boxes		10
2 ream Letter Stationery boxes		10
Business card box 6 1/2 x 3 5/8 x 2 1/6		5
Business card box 3 5/8 x 3 5/8 x 2 1/6		4
8.5 x 11 2part Digital/Printer Pre-collated Reverse Carbonless	20 LB	30
8.5 x 11 4part Digital/Printer Pre-collated Reverse Carbonless	20 LB	10
8.5 x 11 5part Digital/Printer Pre-collated Reverse Carbonless	20 LB	2
8.5 x 11 3part Digital/Printer Pre-collated Reverse Carbonless	20 LB	43
8.5 x 14 3part Digital/Printer Pre-collated Reverse Carbonless	20 LB	5
8.5 X 11 Chipboard		5
8.5 x 14 Chipboard		3
11 x 17 Chipboard		3
A2 White Linen Envelopes		2
Fan Apart Adhesive	Quart	8

END OF SECTION

II. Submittals

Carefully review this Request for Bid. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) original **AND** one (1) **electronic copy supplied on a flash drive of the entire document and pricing sheet** with any supplementary materials to:

Kim Bush, CPPB
Sedgwick County Division of Purchasing
525 N. Main, Suite 823
Wichita, KS 67203

SUBMITTALS are due **NO LATER THAN 1:45 p.m. CDT, TUESDAY, April 11, 2017**. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, bid number, and bid due date. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Pricing sheets must be completed as provided by the Division of Purchasing. Pricing will be imported into the tabulations at Bid Opening. Failure to complete pricing sheets as requested may result in rejection of bid. Bid responses will be acknowledged and read into record at bid opening which will occur at 2:00 p.m. CDT, on the due date.

III. Scope of Work

1. All stock must be unlined, single sheet stock bundled with moisture barrier wrapper. Stock must be suitable for use in laser printers as well as copiers.
2. All pricing submitted under this Request for Bid must include the manufacturer's information as indicated on the bid form.
3. Vendor will be required to provide itemized monthly usage reports by the 5th day of the following month and as requested by county staff.
4. Stock must be delivered within 24 hours after receipt of order.
5. All pricing should include freight and inside delivery.
6. Vendor must be able to provide storage space for stock, the county reserves the right to audit any stock held on the vendor premises.
7. All stock quoted as part of this Bid shall be domestic stock only.
8. Vendor must supply the Division of Purchasing a pulp and paper index report quarterly.
9. Samples for testing to be submitted before or with response to the Division of Purchasing. All samples must be clearly marked with Bid number and vendor information-
 - a. Provide 2 reams of 8.5x11 20 LB virgin stock, 2 reams of recycled stock.
 - b. Provide 2 reams of 11x17 20 LB virgin stock, 2 reams of recycled stock.
 - c. Provide 2 reams of 2-part digital pre-collated reverse carbonless virgin stock.
 - d. Provide 2 reams of 3-part digital pre-collated reverse carbonless virgin stock.

IV. Sedgwick County's Responsibility

- Provide information, as legally allowed, in possession of the county, which relates to the county's requirements or which is relevant to this project.
- Designate a person to act as the County Contract Manager with respect to the work to be performed under this contract.

V. Bid Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted in writing to Kim Bush, CPPB at Kimberly.Bush@sedgwick.gov by 5:00 p.m. CDT March 29, 2017. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at www.sedgwickcounty.org/finance/purchasing.asp, under view current RFQs and RFPs; to the right of the RFB number by 5:00 p.m. CDT April 4, 2017. Firms are responsible for checking the website and acknowledging any addendums on their bid response form.

B. Minimum Qualifications

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this Request for Bid. Firms must meet or exceed these qualifications to be considered for award. Any exceptions to the requirements listed should be clearly detailed in bidder's response.

Bidders shall:

1. Have proper certification(s) or license(s) for the services/product specified in this document.
2. Ensure that project work meets all local, state and federal laws, regulations and ordinances.
3. Have the capacity to acquire all required permits, bonds, escrows or insurances.
4. Provide appropriate project supervision and quality control procedures.
5. Have appropriate material, equipment and labor to perform job safely and efficiently. *All costs associated with meeting this requirement will be the sole responsibility of the vendor.*

C. Evaluation Criteria

An award will be made to the lowest responsible and responsive bidder.

D. Request for Bid Timeline

The following dates are provided for information purposes and are **subject to change without notice**. Contact the Division of Purchasing at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Bid to interested parties	March 23, 2017
Clarification, Information and Questions submitted in writing by 5:00 p.m. CDT	March 29, 2017
Addendum Issued	April 4, 2017
Sealed Bid due before 1:45pm CDT	April 11, 2017
Evaluation Period	April 12-April 26, 2017
Board of Bids and Contracts Recommendation	April 27, 2017
Board of County Commission Award	May 3, 2017

E. [Contract Period and Payment Terms](#)

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm(s) and a fully executed contract for one (1) year with five (5) one (1) year options to renew.

The base price of this contract is the bid price. Prices must remain firm for the first full term of the contract. This contract will allow for escalators of no more than 5% per year, price changes require written notice and approval from the Division of Purchasing, as indicated below:

- Request for price increases must be submitted in writing to the Division of Purchasing 60 days prior to requested price change/contract renewal point. Requested price change must include a letter from the supplier stating a price increase. Any price increases shall NOT increase the vendor's margin of profit.
- Approval of each request shall be in writing from the Division of Purchasing. If the county should consider the price increase unwarranted or unreasonable, the county reserves the right to terminate the contract with the vendor.

ANY PRICE DECREASE AT THE MANUFACTURER'S LEVEL SHALL BE REFLECTED IN AN IMMEDIATE REDUCTION OF THE CONTRACT PRICES AND THE VENDOR SHALL NOTIFY THE BUYER OF SAID DECREASE.

Either party may cancel its obligations herein upon thirty-day (30) prior written notice to the other party. It is understood that funding may cease or be reduced at any time, and in the event that adequate funds are not available to meet the obligations hereunder, either party reserves the right to terminate this agreement upon thirty (30) days prior written notice to the other.

Payment will be remitted following receipt of monthly detailed invoice.

Payment and Invoice Provisions

http://www.sedgwickcounty.org/purchasing/payment_and_invoice_provisions.pdf

F. [Insurance Requirements](#)

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, workers' compensation and employer's liability. **Certificate shall be provided prior to award of contract.** Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after County receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas (**must be acknowledged on the bid/proposal response form**).

NOTE: If any insurance is subject to a deductible or self-insured retention, written disclosure must be included in your proposal response and also be noted on the certificate of insurance.

It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements. Contractor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

Workers' Compensation:	
Applicable coverage per State Statutes	
Employer's Liability Insurance:	\$100,000.00
Commercial General Liability Insurance:	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Personal Injury:	
Each Occurrence	\$500,000.00
General Aggregate	\$500,000.00
Automobile Liability:	
Combined single limit	\$500,000.00
Professional Liability If required	

Special Risks or Circumstances:

Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

G. Indemnification

To the fullest extent of the law, the provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the provider's performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

H. Confidential Matters and Data Ownership

The successful proposer agrees all data, records and information, which the proposer, its agents and employees, which is the subject of this bid, obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful proposer agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful proposer agrees it will not use any names or addresses contained in such data, records, plans and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful proposer agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. Proposer agrees that all data, regardless of form that is generated as a result of this Request for Bid is the property of Sedgwick County.

I. **Bid Conditions**

http://www.sedgwickcounty.org/purchasing/pdf_files/Bid%20Terms%20%20Conditions.pdf

General Contract Provisions

http://www.sedgwickcounty.org/purchasing/pdf_files/General%20Contractual%20Provisions.pdf

Mandatory Contract Provisions

http://www.sedgwickcounty.org/purchasing/pdf_files/Mandatory%20Contractual%20Provisions.pdf

Sample Contract

http://www.sedgwickcounty.org/purchasing/pdf_files/Sample%20Contract.pdf

VI. **Required Response Content**

Bid response should include the following:

1. Any exclusions clearly delineated.
2. Completed and signed Bid Response Form.
3. Completed pricing table as attached to this document in Excel format.
4. Those responses that do not include all required forms/items may be deemed non-responsive.
5. Samples as requested in Section III, due before or at the time of bid submission.

VII. Response Form

**REQUEST FOR BID
17-0023
PAPER STOCK**

The undersigned, on behalf of the Bidder, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a bid on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the bidder is entered; (4) they have read the complete Request for Bid and understands all provisions; (5) if accepted by the County, this bid is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted bid will be their responsibility.

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ **CITY/STATE** _____ **ZIP** _____

PHONE _____ **FAX** _____ **HOURS** _____

STATE OF INCORPORATION or ORGANIZATION _____

COMPANY WEBSITE ADDRESS _____ **E-MAIL** _____

NUMBER OF LOCATIONS _____ **NUMBER OF PERSONS EMPLOYED** _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

Partnership _____ Other (Describe): _____

BUSINESS MODEL: Small Business _____ Manufacturer _____ Distributor _____ Retail _____

Dealer _____ Other (Describe): _____

Not a Minority-Owned Business: _____ **Minority-Owned Business:** _____ (Specify Below)

___ African American (05) ___ Asian Pacific (10) ___ Subcontinent Asian (15) ___ Hispanic (20)

___ Native American (25) ___ Other (30) - Please specify _____

Not a Woman-Owned Business: _____ **Woman-Owned Business:** _____ (Specify Below)

___ Not Minority -Woman Owned (50) ___ African American-Woman Owned (55)

___ Asian Pacific-Woman Owned (60) ___ Subcontinent Asian-Woman Owned (65) ___ Hispanic Woman Owned (70)

___ Native American-Woman Owned (75) ___ Other – Woman Owned (80) – Please specify _____

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: _____ Yes _____ No

INSURANCE REGISTERED IN THE STATE OF KS WITH MINIMUM BEST RATING OF A-VIII: ___ Yes ___ No

ACKNOWLEDGE RECEIPT OF ADDENDA: All addendum(s) are posted to our RFQ/RFP web page and it is the vendor’s responsibility to check and confirm all addendum(s) related to this document by going to www.sedgwickcounty.org/finance/purchasing.asp .

NO. _____, DATED _____; NO. _____, DATED _____; NO. _____, DATED _____

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature _____ Title _____

Print Name _____ Dated _____