

REQUEST FOR PROPOSAL

**DISTRICTWIDE
SPECIALTY & MULTI-PURPOSE PAPER**

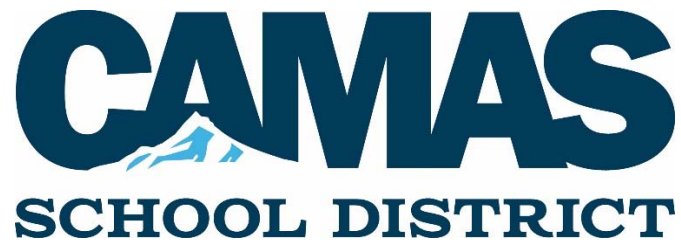
For

(OWNER)

Camas School District #117

841 NE 22nd Avenue

Camas, Washington 98607



May 30, 2019

REQUEST FOR PROPOSAL

NOTICE TO PAPER PRODUCT DISTRIBUTORS

Notice is hereby given that Camas School District No. 117 will receive sealed proposals at the Zellerbach Administration Center, 814 NE 22nd Ave., Camas WA 98607, up to the hour of **2:00 p.m., Tuesday, July 9, 2019** at which time responsible proposals will be publicly opened and read aloud for the purchase and delivery of paper products as noted in the Request for Proposal to Camas School District and other Southwest Washington school districts who choose to participate throughout the five (5) year contract period. Proposal specifications and bid documents can be downloaded at the district website, www.camas.wednet.edu, under About CSD, Bid Documents.

The district will not require vendors to furnish a bid bond at time of opening or a performance bond after award. Based upon past performance, the district perceives a high level of integrity with local vendors. However, if problems arise regarding requisition or delivery of materials and/or services, bonding requirements may be required on future proposals.

The district reserves the right to reject any or all proposals and to waive any or all irregularities in the RFP submittals. However, the district will consider alternate proposals that closely approximate the attached specifications, but reserves the right to select services best suited to the overall interest of the district.

DATES OF PUBLICATION: May 30 & June 6, 2019

INSTRUCTION TO PROPOSERS

1. Envelopes containing proposals must be sealed, marked on the upper left hand corner with the name and address of the proposer and the date and hour of opening, and addressed to Camas School District 117, Zellerbach Administration Center, 814 NE 22nd Ave., Camas WA 98607. Electronic, emailed or faxed submissions will not be considered.

2. RETURN ADDRESS ENVELOPE

The appropriate proposal title, date and time of opening has been pre-typed for your convenience in returning your proposal to the district. Use of the return envelope will avoid delay or misrouting of the mail.

3. DEFINITIONS

The following definitions are enclosed for clarification of the parties involved:

A. District

Camas School District 117, municipal corporations of the State of Washington, hereinafter designated "District".

B. Vendor/Proposer

Manufacturer or distributor submitting a proposal to the District, hereinafter designated "Vendor".

C. Contractor

Same as vendor listed above.

4. DISTRICT SPECIFICATIONS

For purposes of this Request for Proposal, Specifications for Paper Supply and Delivery Services are general in nature and represent the requirements of the District to implement a Paper Product and Delivery Service program. Reference is made in the proposal forms to specific product lines and specifications may appear to be written around a specific manufacturer's products; however, the intent of these references is to convey specific specifications which represent the ultimate goal of the district. The District expects each prospective proposer to submit detailed information relating to all aspects of their proposal based upon District specified criteria listed in this document.

disclosure or use of unmarked RFP proposal data and may use or disclose the data for any purpose and may consider that the proposal was not submitted in confidence and therefore is subject to release.

9. PROPOSAL FORMS

Prospective bidders shall complete all areas of the proposal forms furnished with this document and furnish all other District-requested information as an attachment to the District-furnished bid forms in a vendor-preferred format. For ease of calculations, an electronic version of the proposal forms is available upon request.

10. BIDDER RESPONSIBILITY

The District has made every effort to provide all of the information necessary to describe the district's Paper Project and Delivery Service program. It is the responsibility of each proposer to review, evaluate and, where necessary, request any additional clarification prior to the submission of their respective proposal.

Prospective proposers requiring clarifications on any of the requirements of this proposal may submit their questions in writing to the Camas School District office at 841 NE 22nd Ave., Camas WA 98607. The District will respond to all questions in writing to all questions received. Proposers should be aware that the District intends to share all questions and related responses equally with all proposers on the vendor list. The District will not be responsible for any error or omission in the proposal.

The failure or omission of any proposer to receive or examine any document, form, instrument, addendum, and become acquainted with existing conditions shall not relieve the proposer from obligation with respect to his proposal or to any ensuing contract.

11. SUBMITTALS

The quality of the proposal submitted by a proposer will be viewed as a basic indication of a proposer's general capability and technical competence. Quality will be interpreted as completeness, accuracy, compliance with bid instructions, and the organization and conciseness of descriptive text material. Proposal documents to be submitted and included in response to this bid are the completed original with attachments and two (2) complete copies with attachments. Proposers which do not comply with instructions may be eliminated from further consideration.

12. BID REJECTION

The District reserves the right to reject any and all proposals received as a result of this RFP. Subsequent procurement, if any, will be in accordance with appropriate legal procedures for the State of Washington. Noncompliance with the conditions of this RFP

may result in disqualification of the offending proposers. The District reserves the right to determine compatibility of each proposal to specific requirements outlined in this RFP.

13. AWARD OF RFP

The District reserves the right to make an award without further discussion of the proposals received. The award shall be made to the responsible proposer submitting the most advantageous proposal, which will be awarded by the evaluation committee based upon the award criteria established in the RFP. Due to the nature of this type of proposal, the District intends to recommend an award to one (1) proposer for the Paper Product and Delivery Service program stated in this RFP. An award recommendation will be prepared and presented to the Camas School District Board of Directors for final approval at the appropriate Board of Director's meeting.

14. EVALUATION COMMITTEE

Each proposal will be evaluated by an evaluation committee consisting of district personnel.

15. RFP TIMELINE

<u>Milestone</u>	<u>Date</u>
RFP Release	May 30, 2019
Proposal Responses Due	July 9, 2019
Final Evaluation Complete	July 18, 2019
Board of Directors Award	July 25, 2019
Implement Paper Products/Delivery Service	Sept. 1, 2019

16. INSURANCE/FEES

The contractor shall maintain insurance adequate to protect the District from claims of damages for bodily injury, including death, and damage to property, which may arise from operations under the contract and/or product liability. Failure to furnish such evidence may be considered default of the proposer. Performance under this contract shall not commence until such proof has been filed with the District. The contractor shall be required to file with the District certificates and endorsements of such insurance coverage for at least these minimum amounts during the life of any resultant contract:

1. Comprehensive General Liability, Bodily Injury and Property Damage Liability, including Premise and Operations, Independent Contractors, Protective Liability, Completed Operations and Products, Contractual, Combined Single Limit of at least \$1,000,000 per occurrence with a general aggregate limit of at least \$2,000,000.

2. Comprehensive Automobile Liability, Bodily Injury and Property Damage Combined Single Limit of at least \$1,000,000.

The contractor will be responsible for all applicable business related taxes, fees, and licenses which are required to conduct business in Vancouver/Clark County Washington. Terms and issues relating to insurance and fees will be identified as part of the evaluation phase of this project and made part of the contract.

17. STANDARD OF SERVICES

All services performed as a result of this RFP shall be made in a professional manner, unless the means or methods of performing a task are specified elsewhere in this contract. Contractor shall employ methods that are generally accepted and used in the industry, in accordance with industry standards. District's authorized representatives shall have access to and the right to inspect the service records at all times. Defective product, sales, or services shall be corrected at contractor's expense.

Contractor shall comply with all federal, state, and local laws, codes, regulations and ordinances applicable to the work in this contract. Unless otherwise specified in this contract, contractor shall obtain all permits necessary to perform all sales and services under this RFP. Failure to comply shall constitute a breach of this contract.

SPECIFICATIONS

RFP: Districtwide Paper Supply and Delivery Services

Opening: Tuesday, July 9, 2019, 2:00 PM

Zellerbach Administration Center, 841 NE 22nd Avenue, Camas, WA

SCOPE OF SERVICES:

The Camas School District (herein referred to as “CSD” and/or “District”) is requesting proposals from qualified vendors to provide, and deliver all paper inventories as detailed in the Bid Form.

CONTRACT PERIOD:

The intention of this RFP is to meet the requirements for the district for the 2019-20 school-year with the option to extend for four (4) additional one year periods which would extend the bid award to a five (5) year contract period. The initial contract will commence upon CSD Board approval, which is expected to be late June 2019. The CSD Board shall also approve contract extensions for optional years two through five on/or about this RFP’s annual anniversary date providing both parties are in agreement.

CONTRACT ADMINISTRATION:

It shall be the responsibility of the CSD Business Services Office to administer the contract awarded under this RFP. Under no circumstances shall the contractor negotiate alternate terms of pricing with individual schools or school district, unless approved through the CSD Business Services department.

CONTRACT MODIFICATION:

Should the passage of any federal, state, or local laws affect the terms of this contract or require changes to the contract to meet any new regulations, the Camas School District shall have the right to modify the contract without penalty.

CONTRACTOR RESPONSIBILITIES:

Ordering of paper products for the 2019-20 school year:

- There will not be one large order, but frequent orders placed throughout the year
- Orders size will vary from large to small throughout the year
- Pallet or half-pallet orders may occasionally be delivered to Washougal School District
- Online ordering is preferred
- Orders must be received within a 48 hour period from the time of order placement
- Prices must include all shipping/handling charges; FOB destination to each district facility
- Contact person for orders: Vickie Gibson, 360.335.3000 x78238



Delivery destinations and order specifications:

- Pallets need to be marked with school district name or district and school name per pallet:
 - Camas School District Print Center *(add address)* or School Name *(add address)*
 - Washougal School District *(add address)*
- Pallets need to be total shrink wrapped

Billing specifications:

- Outline and define any additional costs for fuel, re-palleting, etc.
- Invoices are mailed to Camas School District

REFERENCES:

Proponent must provide a minimum of three (3) school district references within the states of Washington or Oregon who have current contracts in place for paper supply services. All references should be similar in size and scope of the Camas School District requirements. The district will make independent calls to a school district not named as references as part of this evaluation to receive third party reference.

AWARD CRITERION:

Award will be made to the proponent whose offer is in the best interest of the district. Pricing shall not be the sole determining factor for award.

The final evaluation may also include an interview process and requests for additional information. **For the evaluation process, each provider must include two (2) printed copies of their proposal.**

<u>Award Criteria</u>	<u>Points</u>
Pricing	30
Delivery Time Line	25
Online Ordering	20
References	15
Previous Experience	<u>10</u>
Total Points	100

REFERENCES

1. School District _____

Contact Individual _____

Telephone Number (____) _____

Contract Period _____ to _____

Scope and Size of Service

2. School District _____

Contact Individual _____

Telephone Number (____) _____

Contract Period _____ to _____

Scope and Size of Service

3. School District _____

Contact Individual _____

Telephone Number (____) _____

Contract Period _____ to _____

Scope and Size of Service

BID FORM

Camas School District #117
RFP: Districtwide Specialty and Multi-Purpose Paper
Opening: Tuesday, July 9, 2019, 2:00 PM

COMPANY: _____

1. Paper, **Multi-Use**, laser/inkjet compatible, 8 ½ x 11"

- 20 lb.
- 500 sheets per ream
- Color: White
- Georgia-Pacific or equal (domestic produced)

15,000 reams

Manufacturer: _____ Mfg Product #: _____

Unit Price \$ _____/ream Total Cost \$ _____

Please round quantity up to accommodate full manufacturer case quantity: _____

2. Paper, **Multi-Purpose**, 8 ½ x 11"

- 20 lb.
- 500 sheets per ream
- Colors: Canary, Pink, Salmon, Cherry, Tan, Green, Blue, Gray, Orchid, Goldenrod
- US Office, Georgia-Pacific, Domtar or equal

5,000 reams

Manufacturer: _____ Mfg Product #: _____

Unit Price \$ _____/ream Total Cost \$ _____

Please round quantity up to accommodate full manufacturer case quantity: _____

3. Paper, **Vellum Bristol Cover**, 8 ½ x 11"

- 65 lb.
- 250 sheets per package
- Color: White
- Domtar Earth Choice or equal

96 packages

Manufacturer: _____ Mfg Product #: _____

Unit Price \$ _____/ream Total Cost \$ _____

Please round quantity up to accommodate full manufacturer case quantity: _____

4. Paper, **Vellum Bristol Cover**, 8 ½ x 11"

- 65 lb.
- 250 sheets per package
- Colors: Canary, Pink, Tan, Green Blue, Gray, Orchid, Goldenrod
- Domtar Earth Choice or equal

48 packages

Manufacturer: _____ Mfg Product #: _____

Unit Price \$ _____/ream Total Cost \$ _____

Please round quantity up to accommodate full manufacturer case quantity: _____

5. Paper, **Brite Text**, 8 ½ x 11"

- 24/60 lb.
- 500 sheets per ream
- Colors: Lift-Off Lemon, Cosmic Orange, Re-Entry Red, Fireball Fuchsia, Lunar Blue, Planetary Purple, Terra Green, Gamma Green
- Astrobright or equal

200 reams

Manufacturer: _____ Mfg Product #: _____

Unit Price \$ _____/ream Total Cost \$ _____

Please round quantity up to accommodate full manufacturer case quantity: _____

6. Paper, **Brite Cover**, 8 ½ x 11"

- 65 lb.
- 250 sheets per package
- Colors: Lift-Off Lemon, Cosmic Orange, Re-Entry Red, Fireball Fuchsia, Lunar Blue, Planetary Purple, Terra Green, Gamma Green
- Astrobright or equal

20 packages

Manufacturer: _____ Mfg Product #: _____

Unit Price \$ _____/ream Total Cost \$ _____

Please round quantity up to accommodate full manufacturer case quantity: _____

7. Paper, **Multi-Use**, 8 ½ x 14"

- 20 lb.
- 500 sheets per ream
- Color: White
- Georgia-Pacific or equal (domestic produced)

150 reams

Manufacturer: _____ Mfg Product #: _____

Unit Price \$ _____/ream Total Cost \$ _____

Please round quantity up to accommodate full manufacturer case quantity: _____

8. Paper, **Multi-Purpose**, 8 ½ x 14"
- 20 lb.
 - 500 sheets per ream
 - Colors: Canary, Pink, Tan, Green, Blue
 - US Office, Georgia-Pacific, Domtar or equal
- 100 reams

Manufacturer: _____ Mfg Product #: _____

Unit Price \$ _____/ream Total Cost \$ _____

Please round quantity up to accommodate full manufacturer case quantity: _____

9. Paper, **Vellum Bristol Cover**, 8 ½ x 14"
- 65 lb.
 - 250 sheets per package
 - Colors: White
 - Domtar Earth Choice or equal
- 48 packages

Manufacturer: _____ Mfg Product #: _____

Unit Price \$ _____/ream Total Cost \$ _____

Please round quantity up to accommodate full manufacturer case quantity: _____

10. Paper, **Vellum Bristol Cover**, 8 ½ x 14"
- 65 lb.
 - 250 sheets per package
 - Colors: Canary, Pink, Tan, Green Blue
 - Domtar Earth Choice or equal
- 48 packages

Manufacturer: _____ Mfg Product #: _____

Unit Price \$ _____/ream Total Cost \$ _____

Please round quantity up to accommodate full manufacturer case quantity: _____

11. Paper, **Brite Text**, 8 ½ x 14"

- 24/60 lb.
- 500 sheets per package
- Colors: Lift-Off Lemon, Cosmic Orange, Re-Entry Red, Lunar Blue
- Astrobright or equal

5 reams each

Manufacturer: _____ Mfg Product #: _____

Unit Price \$ _____/ream Total Cost \$ _____

Please round quantity up to accommodate full manufacturer case quantity: _____

12. Paper, **Multi-Use**, laser/inkjet compatible, 11 x 17"

- 20 lb.
- 500 sheets per ream
- Colors: White
- Georgia-Pacific or equal (domestic produced)

1,000 reams

Manufacturer: _____ Mfg Product #: _____

Unit Price \$ _____/ream Total Cost \$ _____

Please round quantity up to accommodate full manufacturer case quantity: _____

13. Paper, **Multi-Purpose** 11 x 17"

- 20 lb.
- 500 sheets per ream
- Colors: Canary, Pink, Salmon, Tan, Green, Blue, Gray, Orchid, Goldenrod
- Domtar Earth Choice or equal

500 reams

Manufacturer: _____ Mfg Product #: _____

Unit Price \$ _____/ream Total Cost \$ _____

Please round quantity up to accommodate full manufacturer case quantity: _____

14. Paper, **Vellum Bristol Cover**, 11 x 17"

- 65 lb.
- 250 sheets per package
- Color: White
- Domtar Earth Choice or equal

96 packages

Manufacturer: _____ Mfg Product #: _____

Unit Price \$ _____/ream Total Cost \$ _____

Please round quantity up to accommodate full manufacturer case quantity: _____

15. Paper, **Vellum Bristol Cover**, 11 x 17"

- 65 lb.
- 250 sheets per package
- Colors: Canary, Pink, Tan, Green, Blue, Gray, Orchid, Goldenrod
- Domtar Earth Choice or equal

48 packages

Manufacturer: _____ Mfg Product #: _____

Unit Price \$ _____/ream Total Cost \$ _____

Please round quantity up to accommodate full manufacturer case quantity: _____

16. Paper, **Brite Cover**, 11 x 17"

- 65 lb.
- 250 sheets per package
- Colors: Re-Entry Red, Lunar Blue, Planetary Purple
- Astrobright or equal

20 packages

Manufacturer: _____ Mfg Product #: _____

Unit Price \$ _____/ream Total Cost \$ _____

Please round quantity up to accommodate full manufacturer case quantity: _____

SPECIALTY PAPERS:

17. Paper, **2-Part Digital Carbonless**, 8 ½ x 11"

- 250 set per ream
- Colors: White, Canary
- Appvion, Xerox or equal

50 reams

Manufacturer: _____ Mfg Product #: _____

Unit Price \$ _____/ream Total Cost \$ _____

Please round quantity up to accommodate full manufacturer case quantity: _____

18. Paper, **3-Part Digital Carbonless**, 8 ½ x 11"

- 250 set per ream
- Colors: White, Canary, Pink
- Appvion, Xerox or equal

30 reams

Manufacturer: _____ Mfg Product #: _____

Unit Price \$ _____/ream Total Cost \$ _____

Please round quantity up to accommodate full manufacturer case quantity: _____

19. Paper, **4-Part Digital Carbonless**, 8 ½ x 11"

- 250 set per ream
- Colors: White, Canary, Pink, Goldenrod
- Appvion, Xerox or equal

10 reams

Manufacturer: _____ Mfg Product #: _____

Unit Price \$ _____/ream Total Cost \$ _____

Please round quantity up to accommodate full manufacturer case quantity: _____

20. Envelope, **#10 24# White – Hard Box Diagonal Seam EPS**

- 500 per box
- Color: White
- US Office or equal

20 cartons

Manufacturer: _____ Mfg Product #: _____

Unit Price \$ _____/ream Total Cost \$ _____

Please round quantity up to accommodate full manufacturer case quantity: _____

21. Envelope, #10 24# White Window – Hard Box Diagonal Seam EPS

- 500 per box
- Color: White
- US Office or equal

20 cartons

Manufacturer: _____ Mfg Product #: _____

Unit Price \$ _____/ream Total Cost \$ _____

Please round quantity up to accommodate full manufacturer case quantity: _____

22. Envelope, 9 x 12" 24# White

- 500 per box
- Color: White
- US Office or equal

1 carton

Manufacturer: _____ Mfg Product #: _____

Unit Price \$ _____/ream Total Cost \$ _____

Please round quantity up to accommodate full manufacturer case quantity: _____

ADDENDA:

Receipt of the Addenda to the Contract Documents is acknowledge.

Addendum No. _____ Date _____ Addendum No. _____ Date _____

Addendum No. _____ Date _____ Addendum No. _____ Date _____

Addendum No. _____ Date _____ Addendum No. _____ Date _____

SUBMITTED BY:

Firm Name: _____

Address: _____

City, State, Zip: _____

Signature: _____

Name (printed): _____

Date: _____