



Request for Proposal 07-X-38709

For: OFFICE OF INFORMATION TECHNOLOGY-(OIT)
PAPER ROLLS FOR LASER PRINTING T-0116

Event	Date	Time
Bidder's Electronic Question Due Date (Refer to RFP Section 1.3.1 for more information.)	11/28/06	5:00 PM
Mandatory Pre-bid Conference (Refer to RFP Section 1.3.3 for important details about the new electronic bid option.)	N/A	N/A
Mandatory Site Visit (Refer to RFP Section 1.3.3 for more information.)	N/A	N/A
Bid Submission Due Date (Refer to RFP Section 1.3.2 for more information.)	12/12/06	2:00 PM

Dates are subject to change. All changes will be reflected in Addenda to the RFP posted on the Division of Purchase and Property website.

<p>Small Business Set-Aside (Refer to RFP Section 4.4.2.2 for more information.)</p>	<p>Status</p> <p><input checked="" type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Entire Contract</p> <p><input type="checkbox"/> Partial Contract</p> <p><input type="checkbox"/> Subcontracting Only</p>	<p>Category</p> <p><input type="checkbox"/> I</p> <p><input type="checkbox"/> II</p> <p><input type="checkbox"/> III</p>
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RFP Issued By

State of New Jersey
Department of the Treasury
Division of Purchase and Property
Trenton, New Jersey 08625-0230

Using Agency

State of New Jersey
Office of Information Technology

Date: 11/30/06

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1.0 INFORMATION FOR BIDDERS

1.1 PURPOSE AND INTENT

This Request for Proposal (RFP) is issued by the Purchase Bureau, Division of Purchase and Property, Department of the Treasury on behalf of the Treasury OIT. The purpose of this RFP is to solicit bid proposals for Paper-Rolls for Laser Printers. This paper is used by the State of New Jersey's OFFICE OF INFORMATION TECHNOLOGY at its HUB high speed printing center. The paper is used for many and various printing projects throughout the year. The necessity of the successful bidder to maintain a constant flow of paper to the HUB is essential.

The HUB has limited warehousing capacity, so consequently relies heavily on the warehouse facilities and fast delivery capabilities of the Contractor.

The intent of this RFP is to award a contract to those responsible bidders whose bid proposals, conforming to this RFP are most advantageous to the State, price and other factors considered. However, the State reserves the right to separately procure individual requirements that are the subject of the contract during the contract term, when deemed by the Director to be in the State's best interest.

The NJ Standard Terms and Conditions version 05/09/06 will apply to all contracts or purchase agreements made with the State of New Jersey. These terms are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with them unless the RFP specifically indicates otherwise.

1.2 BACKGROUND

This is a re-procurement of the Paper Rolls-Electrophotographic Type term contract, presently due to expire on **December 6, 2006**.

Bidders who are interested in the current contract specifications and pricing information may review the current contract (T0116) at <http://www.state.nj.us/treasury/purchase/contracts.htm>.

1.3 KEY EVENTS

1.3.1 ELECTRONIC QUESTION AND ANSWER PERIOD

The Purchase Bureau will accept questions and inquiries from all potential bidders electronically via web form. To submit a question, please go to Current Bid Opportunities webpage or to <http://ebid.nj.gov/QA.aspx>

Questions should be directly tied to the RFP and asked in consecutive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page number and section number to which it relates.

Bidders are not to contact the Using Agency directly, in person, by telephone or by email, concerning this RFP.

The cut-off date for electronic questions and inquiries relating to this RFP is indicated on the cover sheet. Addenda to this RFP, if any, will be posted on the Purchase Bureau's website after the cut-off date (see Section 1.4.1. of this RFP for further information).

1.3.2 SUBMISSION OF BID PROPOSAL

In order to be considered for award, the bid proposal must be received by the Purchase Bureau of the Division of Purchase and Property at the appropriate location by the required time. **ANY BID PROPOSAL NOT RECEIVED ON TIME AT THE LOCATION INDICATED BELOW WILL BE REJECTED. THE DATE AND TIME IS INDICATED ON THE COVER SHEET. THE LOCATION IS AS FOLLOWS:**

BID RECEIVING ROOM - 9TH FLOOR
PURCHASE BUREAU
DIVISION OF PURCHASE AND PROPERTY
DEPARTMENT OF THE TREASURY
33 WEST STATE STREET, P.O. BOX 230
TRENTON, NJ 08625-0230

Directions to the Purchase Bureau can be found at the following web address:
<http://www.state.nj.us/treasury/purchase/directions.htm>.

Note: Bidders using USPS Regular or Express mail services should allow additional time since USPS mail deliveries are not delivered directly to the Purchase Bureau.

1.4 ADDITIONAL INFORMATION

1.4.1 ADDENDA: REVISIONS TO THIS RFP

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. Any addendum to this RFP will become part of this RFP and part of any contract awarded as a result of this RFP.

ALL RFP ADDENDA WILL BE ISSUED ON THE DIVISION OF PURCHASE AND PROPERTY'S WEB SITE. TO ACCESS ADDENDA, SELECT THE BID NUMBER ON THE BIDDING OPPORTUNITIES WEB PAGE AT THE FOLLOWING ADDRESS:

<http://www.state.nj.us/treasury/purchase/bid/summary/bid.shtml>.

There are no designated dates for release of addenda. Therefore, interested bidders should check the Purchase Bureau's "Bidding Opportunities" website on a daily basis from time of RFP issuance through bid opening.

It is the sole responsibility of the bidder to be knowledgeable of all addenda related to this procurement.

1.4.2 BIDDER RESPONSIBILITY

The bidder assumes sole responsibility for the complete effort required in submitting a bid proposal in response to this RFP. No special consideration will be given after bid proposals are opened because of a bidder's failure to be knowledgeable as to all of the requirements of this RFP.

1.4.3 COST LIABILITY

The State assumes no responsibility and bears no liability for costs incurred by a bidder in the preparation and submittal of a bid proposal in response to this RFP.

1.4.4 CONTENTS OF BID PROPOSAL

Subsequent to bid opening, all information submitted by bidders in response to the bid solicitation is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and the common law. If the State proposes to negotiate and/or pursue a Best and Final Offer, bid proposals will not be made public until the Letter of Intent to Award is issued.

A bidder may designate specific information as not subject to disclosure when the bidder has a good faith legal/factual basis for such assertion. The State reserves the right to make the determination and will advise the bidder accordingly. The location in the bid proposal of any such designation should be clearly stated in a cover letter. **The State will not honor any attempt by a bidder either to designate its entire bid proposal as proprietary and/or to claim copyright protection for its entire proposal.**

By signing the cover sheet of this RFP, the bidder waives any claims of copyright protection set forth within the manufacturer's price list and/or catalogs. The price lists and/or catalogs must be accessible to State Using Agencies and cooperative purchasing partners and thus have to be made public to allow all eligible purchasing entities access to the pricing information.

All bid proposals, with the exception of information determined by the State or the Court to be proprietary, are available for public inspection after the Letter of Intent to Award is issued. At such time, interested parties can make an appointment with the Purchase Bureau to inspect bid proposals received in response to this RFP.

1.4.5 PRICE ALTERATION

Bid prices must be typed or written in ink. Any price change (including "white-outs") must be initialed. Failure to initial price changes shall preclude a contract award from being made to the bidder.

1.4.6 BID ERRORS

In accordance with N.J.A.C. 17:12-1.22, "Bid Errors," a bidder may withdraw its bid as follows:

A bidder may request that its bid be withdrawn prior to the bid opening. Such request must be made, in writing, to the Supervisor of the Business Unit. If the request is granted, the bidder may submit a revised bid as long as the bid is received prior to the announced date and time for bid opening and at the place specified.

If, after bid opening but before contract award, a bidder discovers an error in its proposal, the bidder may make a written request to the Supervisor of the Business Unit for authorization to withdraw its proposal from consideration for award. Evidence of the bidder's good faith in making this request shall be used in making the determination.

Some of the factors that may be considered are that the mistake is so significant that to enforce the contract resulting from the proposal would be unconscionable; that the mistake relates to a material feature of the contract; that the mistake occurred notwithstanding the bidder's exercise of reasonable care; and that the State will not be significantly prejudiced by granting the withdrawal of the proposal.

Note: A "PB-36" Complaint Form may be filed and forwarded to the Division's Contract Compliance and Administration Unit (CCAU) for handling. A record of the complaint will also be maintained in the Division's Vendor Performance File for evaluation of future bids submitted.

All bid withdrawal requests must include the bid identification number and the final bid opening date and sent to the following address:

Department of the Treasury
Purchase Bureau, PO Box 230
33 West State Street – 9th Floor
Trenton, New Jersey 08625-0230

Attention: Supervisor, Business Unit

If an obvious pricing error made by a potential contract awardee is found during the bid evaluation process, the Director shall issue a written notice to the bidder. The bidder will have five (5) days after receipt of the notice to confirm its pricing. If the bidder fails to respond, its bid shall be considered withdrawn and no further consideration shall be given to it.

If it is discovered that there is an arithmetic disparity between the unit price and the total extended price, the unit price shall prevail.

If there is any other ambiguity in the pricing, other than a disparity between the unit price and extended price, and the bidder's intention is not readily discernible from other parts of the bid proposal, the Director may seek clarification from the bidder to ascertain the true intent of the bid.

1.4.7 JOINT VENTURE

If a joint venture is submitting a bid proposal, the agreement between the parties relating to such joint venture should be submitted with the joint venture's bid proposal.

Authorized signatories from each party comprising the joint venture must sign the bid proposal.

A separate Ownership Disclosure Form, Disclosure of Investigations and Actions Involving Bidder, Affirmative Action Employee Information Report, MacBride Principles Certification, and Business Registration or Interim Registration must be supplied for each party to a joint venture.

2.0 DEFINITIONS

2.1 GENERAL DEFINITIONS

The following definitions will be part of any contract awarded or order placed as result of this RFP.

Addendum - Written clarification or revision to this RFP issued by the Purchase Bureau.

Amendment - A change in the scope of work to be performed by the contractor after contract award. An amendment is not effective until signed by the Director, Division of Purchase and Property or his/her designee.

Bidder – A vendor submitting a bid proposal in response to this RFP.

Contract - This RFP, any addendum to this RFP, the bidder's bid proposal submitted in response to this RFP and the Division's Notice of Acceptance.

Contractor - The contractor is the bidder awarded a contract.

Director - Director, Division of Purchase and Property, Department of the Treasury. By statutory authority, the Director is the chief contracting officer for the State of New Jersey.

Division - The Division of Purchase and Property.

Joint Venture – A business undertaking by two or more entities to share risk and responsibility for a specific project.

May - Denotes that which is permissible, but not mandatory.

Request for Proposal (RFP) - This document, which establishes the bidding and contract requirements and solicits bid proposals to meet the purchase needs of [the] Using Agency[ies], as identified herein.

Shall or Must - Denotes that which is a mandatory requirement.

Should - Denotes that which is recommended, but not mandatory.

State - State of New Jersey

Using Agency[ies]- The entity[ies] for which the Division has issued this RFP.

2.2 CONTRACT SPECIFIC DEFINITIONS

See Glossary of Terms under Section 3.2

3.0 COMMODITY DESCRIPTION/SCOPE OF WORK

3.1 TECHNICAL PAPER SPECIFICATION AND REQUIREMENTS

This specification defines the physical characteristics of papers suitable for application in the high speed OCE 744 laser printers. This bid requires warehousing of rolls and deliveries on an as needed basis. The delivery requirements for this contract are intense. This contract will only be awarded to Manufacturing Principals, Paper Converters, or Paper Merchants who have experience with this type of roll paper.

This contract will NOT be awarded to printing brokers or other brokers unless the broker can demonstrate in writing submitted with the bid, that it is currently supplying this type of paper to other End Users. Bidders are required to submit an ACTION PLAN if requested, that details how it intends to fulfill the printing, converting, warehousing, and delivery of this product.

3.1.1 PHYSICAL REQUIREMENTS

IMPORTANT NOTE:

The paper to be delivered under this contract must be consistent from one delivery to the next in quality and especially in brightness and run ability.

There have been problems in the past when the brightness varies from one roll to the next, thereby creating significant problems for the End User.

Failure to maintain consistency could result in rejection of a shipment, a price reduction, or cancellation of the contract in its entirety.

A) Weight Range

This request for proposal is for two (2) paper weights:

20 lb. Bond, Xerographic finish (smooth)

28 lb. Bond (70 lb. offset, smooth)

In addition, the bid is requesting prices for a 60 lb. opaque offset which may or may not be ordered or may eventually replace the 70 lb. offset.

In terms of industrial units of weight for the class of writing and printing papers, the 20 lb. bond is the most frequently used.

B) Acceptable Range of Physical Characteristics

Suitable values of caliper, surface smoothness, stiffness, tear resistance, bursting strength, brightness, opacity, and moisture content are listed below:

<u>Property</u>	<u>20 pounds</u>	<u>28 pounds</u>
Caliper	.004	.005
Sheffield smoothness	150	150
Stiffness M.D.	1.8	2.5
C.D.	.8	1.4
Tear resistance	44	51
Bursting strength (#/sq.in)	20	28
Brightness	84	84
Opacity	88	90
Moisture	5.2%	5.2%

C) Test Methods

The methods of measurement for determining the properties of paper varieties applicable in the printers are based on the official standards of the technical association of pulp and paper industry (TAPPI).

The pertinent test methods are as follows:

- A. Tappi Standard T410: Weight per unit area (basis weight or substance) of paper and paperboard.
- B. Tappi Standard T411: Thickness (caliper of paper and paperboard).
- C. Tappi Routine Control Method RC-285: Measurement of sheffield smoothness.
- D. Tappi Standard T451: Rigidity, stiffness, and softness of paper.
- E. Tappi Standard T414: Internal tearing resistance of paper.
- F. Tappi Standard T403: Bursting strength of paper.
- G. Tappi Standard T452: Brightness of paper and paperboard.
- H. Tappi Standard T425: Opacity of paper.
- I. Tappi Standard T412: Moisture in paper.

It is to be noted that the limitations of moisture content must also be satisfied in addition to restrictions of the volume resistive range.

3.1.2 ADDITIONAL REQUIREMENTS AFFECTING PERFORMANCE

A) Restrictions on Curl In-roll Curl

The paper roll must be free of "bends," especially near the core of the roll.

1. Curl resulting from humidity variations

The moisture content must be maintained such that curl leading to jams in the equipment is avoided.

2. Furthermore, the environmental stability of cut sheets must be maintained within the range of relative humidity between 30% and 70% at normal temperature.

Rapid loss or gain of moisture must not cause distortion or deformation, appearing as curl, in the paper structure.

In the extremes of humidity range stated above, the average curl measured on five (5) sheets laid out on a flat screen must not exceed 0.25 inch at any of the corners or edges.

B) Restriction on Debris

The paper surface converted into paper rolls shall be a free sheet, free of any trim scraps, lint paper dust, and loose particles of any origin.

Note: Rapid accumulation of debris in the printers will hinder acceptable performance and maintenance of the functions of printer unit related to imaging, toning, and image transfer.

C) Structural Integrity of Paper

The paper must be free of wrinkles, folds, bends, holes, and cockling. Also, the fibers and additives forming the paper structure must have sufficient bonding strength so that no fiber or conglomeration of fibers is lifted off onto any component in normal operation.

3.1.3 CONVERTING AND FINISHING REQUIREMENTS

A) Roll Dimensions

The width of paper wound in rolls shall be 18 inches (with pin feed). The paper shall not deviate from the nominal width by more than 0.03 inch. The diameter of each roll shall be 50 inches in diameter.

B) Cherry Rolls

No splice (splice free).

C) Core Size

Each roll shall be wound on a fiber core having a nominal wall thickness of 0.25 inch and an inside diameter of 3.015 plus or minus 0.015 inches. The deviation from a perfect alignment of the flat edge of paper roll with the edge of core shall be within 0.031 inch on either side, and an inside diameter of 6.015 plus or minus 0.015 inches for the 18 inch rolls.

D) Preparation of Rolls

The paper received by the converter in a large roll (jumbo) form shall be slit cleanly and evenly into 18 inch wide rolls. The converter must make provisions for assuring that the moisture content requirements are satisfied and that the moisture content of the paper shall not change (increase or decrease) during the process of slitting and packaging splicing of rolls is not allowed.

E) Damaged Rolls

Damaged rolls shall be rejected. The contractor shall provide full credit to the Using Agency for damaged rolls.

F) Test of roll alignment with respect to the axis of core

When a fixture consisting of a shaft three inches in diameter and a shoulder five inches in diameter is inserted inside the core, no portion of the edge of the roll shall be separated by more than 0.063 inch from the plane of the shoulder.

G) Test of Telescoping

Tension in the winding of a roll shall be sufficient to prevent telescoping when a 75 lb. Force is applied to the outer edge in a direction parallel to the core while the core is held stationary.

3.1.4 PRINTING REQUIREMENTS - (REGISTRATION MARKS)

As in the past, the roll requirements include the printing of register/tick marks per the specifications which will be provided by the End User, OIT. Bidders are required to submit pricing on the Price Lines which will consist of four Price Lines with Tick Marks and four Price Lines without the printing.

The tick/ registration marks are to be printed on both sides of the sheet in perfect registration.

Pricing with and without tick marks is being used to see if there is any significant cost savings and if the delivery times can be expedited without printing in the case of an emergency shortage. The State will determine the efficacy of awarding one or the other which may depend on cost savings.

3.1.5 DELIVERY REQUIREMENTS

3.1.5.1 Deliveries shall be made at such time and in such quantities as ordered and in strict accordance with the instructions from the issuing agency, F.O.B. destination, for the New Jersey location listed below. The contractor will be responsible for the delivery of material in first class condition at the specified point of delivery, and in accordance with good commercial practices.

All items on this contract shall be delivered to the following location:

**HUB-Data Center
One Schwarzkopf Drive
Trenton, NJ 08625**

3.15.2 Delivery shall be five (5) days after receipt of order.

3.15.3 Delivery notification should be made at least two (2) days in advance.

3.15.4 Lead Time: Required delivery to Using Agency must be within five (5) working days after order is placed by phone, e-mail or fax. A Purchase Order will follow. In cases of extreme emergency, the State reserves the right at its own expense, to pick up paper from the contractor's warehouse.

3.15.5 Receipts: The contractor shall provide, for each delivery, a receipt showing the items being delivered and the agency reference number to which items apply.

3.15.6 Vendor must have fleet of vehicles with hydraulic lift equipment necessary for doorstep, dock and inside deliveries capable of fulfilling the delivery requirement of five (5) working days after receipt or order (ARO).

3.15.7 If circumstances beyond the control of the contractor may possibly result in a later delivery, it is the responsibility of the contractor to immediately make the details known to the Using Agency. The Using Agency reserves the right to cancel all or part of any such order and purchase the item or items elsewhere, charging any price increase to the contractor.

3.15.8 If the contractor fails to deliver by the specified delivery date, the Using Agency reserves the right to cancel the portion of the order which the contractor has failed to deliver within the specified time and to purchase that item or items elsewhere, charging the increase in price and cost of handling, if any, to the contractor. In the event of a contract cancellation for cause, the State reserves the right to cancel all outstanding orders.

3.15.9 The State reserves the right to test the delivered product during the contract term to ensure that it meets the contract requirements. If the product fails to meet contract requirements, the delivery shall be rejected and must be replaced within a period of time considered necessary by the Using Agency. If said replacement is not made, the Using Agency reserves the right to purchase product elsewhere, charging any increase in price or handling to the contractor.

3.1.6 PACKAGING REQUIREMENTS

A) Each roll shall be wrapped in a moisture barrier wrap or bag of four mil density polyethylene or equivalent. It may be closed by tucking ends into the core and holding in place with a core plug and identified by a code revealing information production lot and date.

B) Core plugs shall be used on both ends of the core to protect it from being crushed.

C) The following cautions shall appear on the outside of the box.

1. Store below 90 degrees F.

2. Do not unwrap until ready to print.

3. Cold paper must be allowed to equilibrate 24 hours, plus 4 hours for every 10 degrees difference in temperature between storage area and printing area.

D) Palletizing

No more than two (2) 18 inch rolls shall be placed on a single pallet. Pallets should have headboards and three (3) plastic straps in each direction. Pallets should be strapped through the core to the pallet. There should be a cardboard shroud on the top and sides and a waterproof barrier between pallet and boxes. Pallets should be suitable for shipment by rail, truck or air.

3.2 GLOSSARY OF TERMS

A. Basis weight is the weight per unit area of the paper expressed in terms of grams per meter squared.

It is often stated in terms of "industrial units" as pounds per ream. For the purposes of this specification, a ream size of 1300 square feet (the total area represented by five hundred (500) 17 inch by 22 inch sheets) is chosen.

Thus, for the class of "writing and printing" papers, one lb. per ream (or one pound for short) is equivalent to 3.76 gm/m squared.

B. Bend is a type of curl caused by a deformation of the fiber structure of the paper. It may become pronounced near the core of the roll.

C. Bonding strength is the resistance of the paper to picking or lifting of its surface fibers, and to splitting or tearing away any part of the paper in the course of printing and transport of paper in the equipment.

D. Brightness, or whiteness, of paper is a judgment of the eye as it perceives the amount of light reflected from the paper surface, regardless of the hue of the color.

E. Bursting strength is the hydrostatic pressure (in pounds per square inch) required to produce rupture of the paper when the pressure is applied at a controlled increasing rate through a rubber diaphragm to a circular area, 1.2 inches in diameter.

F. Caliper is the average thickness of the finished paper expressed in mils (thousandths of an inch).

G. Cockling is a rippling effect observed on the surface of the paper when it is improperly dried. Excess moisture pickup of the sheet may also result in cockling, or wavy edges.

H. Converting is the modification of raw paper as delivered from the mill rewinder into an improved grade of paper with special properties, or its fabrication into a finished article.

I. Curl is a tendency of paper to coil or roll up at the edges or corners.

J. Finishing refers to those operations at the paper mill which are necessary to make the paper ready for shipment. The principal operations involved in finishing are super calendering to improve surface finish, secondary slitting and rewinding to produce rolls of a size desired by the customer.

K. Folds are severe creases in the paper web which, in effect, magnify the caliper in a particular region and usually cause handling and/or printing difficulties.

L. Moisture content is the relative amount of water enclosed in the bulk of paper structure expressed as percent and determined from $(ws-wd)/ws$ where ws is the weight of paper sample and wd is the weight of the same, fully dried sample.

M. Opacity is the quality and measure of "show-through" of images from one side of the paper to the other. It is defined as a "contrast ratio": The ratio of closely zero reflectance of a paper sample backed by a black surface to the reflectance of the same sample backed by a white surface of reflectance 0.89.

N. Stiffness, or flexural rigidity, of a paper sample is the bending moment in gram-centimeters necessary to deflect the free end of the sample.

O. Surface roughness is the combined effect of the asperities due, in part, to the presence of pigment particles at the paper surface and, in part, to the surface fibers of the paper structure.

P. Tearing resistance is the average force in grams required to tear a single sheet of paper after the tear has been started.

Q. Wrinkles are irregularities in the form of small ridges or furrows, folding or creasing due to constriction of paper structure.

R. Standard pin feed punching, punched left and right 5/32" round holes.

3.3 PAPER REQUIREMENTS DETAIL

The following requirements detail will be found on the Pricing Lines at the end of this document which are to be used to submit prices.

LINE 1 - ROLL - 18 WIDE BY 50 INCHES, 20 LB. BOND, WHITE, NO HOLE PUNCHING, DELIVER 18 ROLLS PER MONTH, WITH TICK MARKS FRONT & BACK, 6 INCH CORE. 11 INCH CUT OFF.

LINE 2 - ROLL - 18 WIDE BY 50 INCHES, 20 LB. BOND, WHITE, 3 HOLE PUNCHED, DELIVER 18 ROLLS PER MONTH, WITH TICK MARKS FRONT & BACK, 6 INCH CORE. 11 INCH CUT OFF.

LINE 3 - ROLL - 18 WIDE BY 50 INCHES, 70 LB. OFFSET, WHITE, SMOOTH, DELIVER 14 ROLLS PER MONTH, WITH TICK MARKS FRONT & BACK, 6 INCH CORE. 11 INCH CUT OFF.

LINE 4 - (NEW ITEM) - ROLL - 18 WIDE BY 50 INCHES, 60 LB. OPAQUE OFFSET, WHITE, SMOOTH, DELIVER 14 ROLLS PER MONTH, WITH TICK MARKS FRONT & BACK, 6 INCH CORE. 11 INCH CUT OFF.

Note: This item may or may not be awarded in lieu of the 70 lb. offset or in addition to it.

LINE 5 - Same as line 1 but without printing.

LINE 6 - Same as line 2 but without printing.

LINE 7 - Same as line 3 but without printing.

LINE 8 - Same as line 4 but without printing.

3.4 PAPER PRICE ADJUSTMENTS

All paper price increases may be considered by the Purchase Bureau after the first three (3) months by providing documentation and proof in the form of a letter from the raw material supplier that the increase exists and no other source of comparable paper is available. The increase will be for the cost of the paper only. The Vendor must submit a letter detailing the cost of the old roll and the price of the new. Permission will be granted or denied by the Director of the Division of Purchase and Property.

3.5 PRICING METHODOLOGY ON PRICE SHEET

Submit prices for all lines on the Price Sheet.

Included on the price lines are provisions to fill in the following:

**TOTAL PRICE PER ROLL
NUMBER OF SHEETS PER ROLL
NUMBER OF LBS. PER ROLL
PRICE PER LB.**

Low bid award will be made by line item using these factors in the evaluation.

Orders placed by the Using Agency will be made using the Price Per Roll.

4.0 BID PROPOSAL PREPARATION AND SUBMISSION

4.1 GENERAL

In preparing and submitting its bid proposal, the bidder is advised to thoroughly read and follow all instructions contained in this RFP, including the instructions on the RFP's signatory page.

4.2 BID PROPOSAL DELIVERY AND IDENTIFICATION

In order to be considered, a bid proposal must arrive at the Purchase Bureau in accordance with the instructions on the RFP signatory page:

<http://www.state.nj.us/treasury/purchase/bid/summary/07x38709.shtml>.

Bidders are cautioned to allow adequate delivery time to ensure timely delivery of bid proposals.

State regulation mandates that late bid proposals are ineligible for consideration.

**THE EXTERIOR OF ALL BID PROPOSAL PACKAGES ARE TO BE LABELED
WITH THE BID IDENTIFICATION NUMBER AND THE FINAL BID OPENING DATE
OR RISK NOT BEING RECEIVED IN TIME.**

4.3 NUMBER OF BID PROPOSAL COPIES

The bidder must submit **one (1) complete ORIGINAL bid proposal**, clearly marked as the "ORIGINAL" bid proposal. The bidder should submit **two (2) full, complete and exact copies** of the original. The copies requested are necessary in the evaluation of the bid proposal. A bidder failing to provide the requested number of copies will be charged the cost incurred by the State in producing the requested number of copies. It is suggested that the bidder make and retain a copy of its bid proposal.

4.4 BID PROPOSAL CONTENT

4.4.1 FORMS THAT MUST BE SUBMITTED WITH BID PROPOSAL

4.4.1.1 SIGNATORY PAGE

The bidder shall complete and submit the Signatory page provided on the Advertised Solicitation, Current Bid Opportunities webpage which is:

<http://www.state.nj.us/treasury/purchase/bid/summary/07x38709.shtml>.

The Signatory page shall be signed by an authorized representative of the bidder. If the bidder is a limited partnership, the Signatory page must be signed by a general partner. If the bidder is a joint venture, the Signatory page must be signed by a principal of each party of the joint venture. Failure to comply will result in rejection of the bid proposal.

4.4.1.2 OWNERSHIP DISCLOSURE FORM

In the event the bidder is a corporation, partnership or sole proprietorship, the bidder must complete the attached Ownership Disclosure Form. A current completed Ownership Disclosure Form must be received prior to or accompany the bid proposal. Failure to do so will preclude the award of a contract.

The Ownership Disclosure Form is located on the Advertised Solicitation, Current Bid Opportunities webpage:

<http://www.state.nj.us/treasury/purchase/bid/summary/07x38709.shtml>.

4.4.1.3 DISCLOSURE OF INVESTIGATIONS/ACTIONS INVOLVING BIDDER

The bidder shall provide a detailed description of any investigation, litigation (including administrative complaints or other administrative proceedings) involving any public sector clients during the past five (5) years including the nature and status of the investigation, and, for any litigation, the caption of the action, a brief description of the action, the date of inception, current status, and, if applicable, disposition. The bidder shall use the Disclosure of Investigations and Actions Involving Bidder form located on the Advertised Solicitation, Current Bid Opportunities webpage: <http://www.state.nj.us/treasury/purchase/bid/summary/07x38709.shtml>.

4.4.2 PROOFS OF REGISTRATION THAT MUST BE SUBMITTED WITH THE BID PROPOSAL

4.4.2.1 BUSINESS REGISTRATION CERTIFICATE FROM THE DIVISION OF REVENUE

FAILURE TO SUBMIT A COPY OF THE BIDDER'S BUSINESS REGISTRATION CERTIFICATE (OR INTERIM REGISTRATION) FROM THE DIVISION OF REVENUE WITH THE BID PROPOSAL MAY BE CAUSE FOR REJECTION OF THE BID PROPOSAL.

The bidder may go to www.nj.gov/njbgs to register with the New Jersey Division of Revenue or to obtain a copy of an existing Business Registration Certificate.

Refer to Section 1.1. of the NJ Standard Terms and Conditions version 05/09/06 located on the Advertised Solicitation, Current Bid Opportunities webpage:

<http://www.state.nj.us/treasury/purchase/bid/summary/07x38709.shtml>

4.4.3 FORMS THAT MUST BE SUBMITTED BEFORE CONTRACT AWARD AND SHOULD BE SUBMITTED WITH THE BID PROPOSAL.

4.4.3.1 MACBRIDE PRINCIPLES CERTIFICATION

The bidder is required to complete the attached MacBride Principles Certification evidencing compliance with the MacBride Principles. The requirement is a precondition to entering into a State contract. The MacBride Principles Certification Form is located on the Advertised Solicitation, Current Bid Opportunities webpage:

<http://www.state.nj.us/treasury/purchase/bid/summary/07x38709.shtml>.

4.4.3.2 AFFIRMATIVE ACTION

The bidder is required to complete the attached Affirmative Action Employee Information Report.

However, if the bidder has already received a New Jersey Affirmative Action Certificate or has evidence that the bidder is operating under a Federally approved or sanctioned affirmative action program, then the bidder is to submit either the New Jersey Affirmative Action Certificate or evidence of the Federally approved affirmative action program.

This requirement is a precondition to entering into a State contract. The Affirmative Action Form is located on the Advertised Solicitation, Current Bid Opportunities webpage:

<http://www.state.nj.us/treasury/purchase/bid/summary/07x38709.shtml>.

4.4.4 SUBMITTALS

4.4.4.1 BIDDER EXPERIENCE - DATA SHEETS

The bidder must provide all of the information requested in the Bidder's Data Packet located on the Advertised Solicitation, Current Bid Opportunities webpage:

<http://www.state.nj.us/treasury/purchase/bid/summary/07x38709.shtml>.

4.4.4.2 SAMPLES/SAMPLE TESTING

N/A

4.4.5 FINANCIAL CAPABILITY OF THE BIDDER

UPON REQUEST, In order to provide the State with the ability to judge the bidder's financial capacity and capabilities to undertake and successfully complete the contract, the bidder should submit two (2) years of certified financial statements that include a balance sheet, income statement and statement of cash flow, and all applicable notes for the most recent calendar year or the bidder's most recent fiscal year.

If certified financial statements are not available, the bidder should provide either a reviewed or compiled statement from an independent accountant setting forth the same information required for the certified financial statements, together with a certification from the Chief Executive Officer and the Chief Financial Officer, that the financial statements and other information included in the statements fairly present in all material respects the financial condition, results of operations and cash flows of the bidder as of, and for, the periods presented in the statements.

In addition, the bidder should submit a bank reference.

If the information is not supplied with the bid proposal, the State may still require the bidder to submit it. If the bidder fails to comply with the request within seven (7) business days, the State may deem the proposal non-responsive.

The bidder may designate specific financial information as not subject to disclosure when the bidder has a good faith legal/factual basis for such assertion. The bidder may submit specific financial documents in a separate, sealed package clearly marked "Confidential-Financial Information" along with its Bid Proposal.

The State reserves the right to make the determination whether to accept the bidder's assertion of confidentiality and will advise the bidder accordingly.

4.4.6 PRICING

The bidder must submit its pricing using the format set forth in the State supplied price sheet(s) attached to this RFP. Failure to submit all information required will result in the bid being considered non-responsive. Each bidder is required to hold its prices firm through issuance of contract.

5.0 SPECIAL CONTRACTUAL TERMS AND CONDITIONS

5.1 PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS

The contract awarded as a result of this RFP shall consist of this RFP, addendum to this RFP, the contractor's bid proposal and the Division's Notice of Award.

Unless specifically stated within this RFP, the Special Contractual Terms and Conditions of the RFP take precedence over the NJ Standard Terms and Conditions version 05/09/06 located on the Advertised Solicitation, Current Bid Opportunities webpage:

<http://www.state.nj.us/treasury/purchase/bid/summary/07x38709.shtml>.

In the event of a conflict between the provisions of this RFP, including the Special Contractual Terms and the NJ Standard Terms and Conditions version 05/09/06, and any Addendum to this RFP, the Addendum shall govern.

In the event of a conflict between the provisions of this RFP, including any Addendum to this RFP, and the bidder's bid proposal, the RFP and/or the Addendum shall govern.

5.2 CONTRACT TERM AND EXTENSION OPTION

The term of the contract shall be for a period of one (1) year. The anticipated "Contract Effective Date" is provided on the signatory page of this RFP:

<http://www.state.nj.us/treasury/purchase/bid/summary/07x38709.shtml>.

If delays in the procurement process result in a change to the anticipated Contract Effective Date, the bidder agrees to accept a contract for the full term of the contract.

The contract may be extended for all or part of **two (2)** one-year periods, by the mutual written consent of the contractor and the Director.

Purchase orders may be placed against the contract up to and including the end of business on the last day of the contract, for delivery no more than 45 days after contract expiration.

5.3 CONTRACT TRANSITION

In the event that a new contract has not been awarded prior to the contract expiration date, as may be extended herein, it shall be incumbent upon the contractor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than **ninety (90)** days beyond the expiration date of the contract.

5.4 CONTRACT AMENDMENT

Any changes or modifications to the terms of the contract shall be valid only when they have been reduced to writing and signed by the contractor and the Director of the Division of Purchase and Property.

5.5 CONTRACTOR'S WARRANTY

- a) The Contractor is responsible for the quality, technical accuracy, timely completion and delivery of all deliverables and other services to be furnished by the Contractor under the contract. The Contractor agrees to perform in a good, skillful and timely manner all services set forth in the contract.

- b) The Contractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in its services and deliverables furnished under the contract. The approval of interim deliverables furnished under the contract shall not in any way relieve the Contractor of fulfilling all of its obligations under the contract. The acceptance or payment for any of the services rendered under the contract shall not be construed as a waiver by the State or Agency, of any rights under the agreement or of any cause of action arising out of the Contractor's performance of the contract.

- c) The acceptance of, approval of or payment for any of the services performed by the Contractor under the contract shall not constitute a release or waiver of any claim the State or Agency, has or may have for latent defects or errors or other breaches of warranty or negligence.

5.6 ITEMS ORDERED AND DELIVERED

The Using Agency is authorized to order and the contractor/contractors is/are authorized to ship only those items covered by the contracts resulting from this RFP.

If a review of orders placed by the Using Agency [Agencies] reveals [reveal] that material other than that covered by the contract has been ordered and delivered, such delivery shall be a violation of the terms of the contract and may be considered by the Director as a basis to terminate the contract and/or as a basis not to award the contractor a subsequent contract.

The Director may take such steps as are necessary to have the items returned by the Using Agency, regardless of the time between the date of delivery and the discovery of the violation.

In such event, the contractor shall reimburse the State the full purchase price.

The contract involves items which are necessary for the continuation of ongoing critical State services. Any delay in delivery of these items would disrupt State services and would force the State to immediately seek alternative sources of supply on an emergency basis. Timely delivery is critical to meeting the State's ongoing needs.

5.7 REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS

In the event that the Contractor fails to comply with any material contract requirements, the Director may take steps to terminate the contract in accordance with the State Administrative Code and/or authorize the delivery of contract items by any available means, with the difference between the price paid and the defaulting Contractor's price either being deducted from any monies due the defaulting Contractor or being an obligation owed the State by the defaulting Contractor.

5.8 MANUFACTURING/PACKAGING REQUIREMENTS

5.8.1 All products must conform in every respect to the standards and regulations established by Federal and New Jersey State laws.

5.8.2 All products shall be manufactured and packaged under modern sanitary conditions in accordance with Federal and New Jersey State laws and standard industry practice.

5.8.3 All products are to be packaged in sizes as specified in this RFP and shall be packaged in such a manner as to ensure delivery in first class condition and properly marked for identification. All shipments must be comprised of original cartons associated with the commercial industry represented by the actual product contained within each carton. Deliveries containing re-used, re-labeled, re-worked or alternate cartons are subject to rejection by the Using Agency at the Contractor's expense.

5.9 CLAIMS

All claims asserted against the State by the Contractor shall be subject to the New Jersey Tort Claims Act, N.J.S.A. 59:1-1.1, et seq., and/or the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1, et seq.

5.10 CONTRACT ACTIVITY REPORT

In conjunction with the standard record keeping requirements of this contract, as required by in paragraph 3.19 of the NJ Standard Terms and Conditions version 05/09/06, located on the Advertised Solicitation, Current Bid Opportunities webpage:

<http://www.state.nj.us/treasury/purchase/bid/summary/07x38709.shtml>

Contractor(s) must provide, on a calendar quarter basis, to the Purchase Bureau buyer assigned, a record of all purchases made under their contract award resulting for this Request for Proposal.

This includes purchases made by all Using Agencies including the State and political subdivisions thereof.

This reporting requirement includes sales to State Using Agencies and, if permitted under the terms of the contract, sales to counties, municipalities, school districts, volunteer fire departments, first aid squads and rescue squads, and independent institutions of higher education.

The requirement also includes sales to State and County Colleges and Quasi-State Agencies. Quasi-State Agencies include any agency, commission, board, authority or other such governmental entity which is established and is allocated to a State department or any bi-state governmental entity of which the State of New Jersey is a member.

This information must be provided in a tabular format such that an analysis can be made to determine the following:

- Contractor's total sales volume to each purchaser under the contract, subtotaled by product, including, if applicable, catalog number and description, price list with appropriate page reference and/or contract discount applied.
- Total dollars paid to subcontractors.

Submission of purchase orders, confirmations, and/or invoices do not fulfill this contract requirement for information.

Contractors are strongly encouraged to submit the required information in electronic spreadsheet format. The Purchase Bureau uses Microsoft Excel.

Failure to report this mandated information will be a factor in future award decisions.

6.0 PROPOSAL EVALUATION

6.1 CONTRACT EVALUATION

The following criteria will be used to evaluate all bid proposals that meet the requirements of this RFP. The criteria are not listed in order of importance:

6.1.1 Price - Low bid by line. The State reserves the right to award a line to the main awardee even though it may not be the lowest price but is in the State's best interest to keep the contract in one place.

6.1.2 Experience of the bidder

6.1.3 The bidder's past performance under similar contracts, including if applicable, the Division's vendor performance database.

6.2 ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL

Prior to contract award and with the exception of scheduling a review of submitted bids, unless requested by the State, contact with the State is limited to status inquiries only and such inquiries are only to be directed to the buyer.

Any further contact or information about the proposal with the buyer or any other State official connected with the solicitation will be considered an impermissible supplementation of the bidder's bid proposal.

The bidder may be required to give an oral presentation to the State concerning its bid proposal. The State may also require the bidder to submit written responses to questions regarding its bid proposal.

The purpose of such communication with the bidder, either through an oral presentation or a letter of clarification, is to provide an opportunity for the bidder to clarify or elaborate on its bid proposal.

Original bid proposals submitted, however, cannot be supplemented, changed, or corrected in any way. No comments regarding other bid proposals are permitted.

Bidders may not attend presentations made by their competitors.

It is within the State's discretion whether to require the bidder to give an oral presentation or require the bidder to submit written responses to questions regarding its bid proposal. Action by the State in this regard should not be construed to imply acceptance or rejection of a bid proposal. The Purchase Bureau buyer will be the sole point of contact regarding any request for an oral presentation or clarification.

6.3 BID DISCREPANCIES

In evaluating bids:

- Discrepancies between words and figures will be resolved in favor of words.
- Discrepancies between unit prices and totals of unit prices will be resolved in favor of unit prices.

- Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit prices.
- Discrepancies between the indicated total of multiplied unit prices and units of work and the actual total will be resolved in favor of the actual total.
- Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the corrected sum of the column of figures.

7.0 CONTRACT AWARD

7.1 DOCUMENTS REQUIRED BEFORE CONTRACT AWARD

7.1.1 REQUIREMENTS OF N.J.S.A. 19:44A-20.13-25 (FORMERLY EXECUTIVE ORDER 134)

In order to safeguard the integrity of State government procurement by imposing restrictions to insulate the negotiation and award of State contracts from political contributions that pose the risk of improper influence, purchase of access, or the appearance thereof, the Legislature enacted N.J.S.A. 19:44A-20.13 – 25 on March 22, 2005 the “Legislation”, retroactive to October 15, 2004, superseding the terms of Executive Order 134. Pursuant to the requirements of the Legislation, the terms and conditions set forth in this section are material terms of any contract resulting from this RFP:

7.1.1.1 DEFINITIONS

For the purpose of this section, the following shall be defined as follows:

a) **Contribution** – means a contribution reportable as a recipient under “The New Jersey Campaign Contributions and Expenditures Reporting Act.” P.L. 1973, c. 83 (C.19:44A-1 et seq.), and implementing regulations set forth at N.J.A.C. 19:25-7 and N.J.A.C. 19:25-10.1 et seq. Through December 31, 2004, contributions in excess of \$400 during a reporting period were deemed "reportable" under these laws. As of January 1, 2005, that threshold was reduced to contributions in excess of \$300.

b) **Business Entity** – means any natural or legal person, business corporation, professional services corporation, Limited Liability Company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other State or foreign jurisdiction.

The definition of a business entity includes:

- (i) All principals who own or control more than 10 percent of the profits or assets of a business entity or 10 percent of the stock in the case of a business entity that is a corporation for profit, as appropriate;
- (ii) Any subsidiaries directly or indirectly controlled by the business entity;
- (iii) Any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee;

- (iv) If a business entity is a natural person, that person's spouse or child, residing in the same household.

7.1.1.2 BREACH OF TERMS OF THE LEGISLATION

It shall be a breach of the terms of the contract for the Business Entity to:

- (i) Make or solicit a contribution in violation of the Legislation;
- (ii) Knowingly conceal or misrepresent a contribution given or received;
- (iii) Make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution;
- (iv) Make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee or any candidate of holder of the public office of Governor, or to any State or county party committee;
- (v) Engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any contribution, which if made or solicited by the business entity itself, would subject that entity to the restrictions of the Legislation;
- (vi) Fund contributions made by third parties, including consultants, attorneys, family members, and employees;
- (vii) Engage in any exchange of contributions to circumvent the intent of the Legislation;
- (viii) Directly or indirectly through or by any other person or means, do any act which would subject that entity to the restrictions of the Legislation.

7.1.1.3 CERTIFICATION AND DISCLOSURE REQUIREMENTS

- a) The State shall not enter into a contract to procure from any Business Entity services or any material, supplies or equipment, or to acquire, sell or lease any land or building, where the value of the transaction exceeds \$17,500, if that Business Entity has solicited or made any contribution of money, or pledge of contribution, including in-kind contributions to a candidate committee and/or election fund of any candidate for or holder of the public office of Governor, or to any State or county political party committee during certain specified time periods
- b) Prior to awarding any contract or agreement to any Business Entity, the Business Entity proposed as the intended awardee of the contract shall submit the Certification and Disclosure form, certifying that no contributions prohibited by the Legislation have been made by the Business Entity and reporting all contributions the Business Entity made during the preceding four years to any political organization organized under 26 U.S.C.527 of the Internal Revenue Code that also meets the definition of a "continuing political committee" within the mean of N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.7.

The required form and instructions, available for review on the Purchase Bureau website at:

<http://www.state.nj.us/treasury/purchase/forms.htm#eo134>

shall be provided to the intended awardee for completion and submission to the Purchase Bureau with the Notice of Intent to Award. Upon receipt of a Notice of Intent to Award a Contract, the intended awardee shall submit to the Division, in care of the Purchase Bureau buyer, the Certification and Disclosure(s) within five (5) business days of the State's request. Failure to submit the required forms will preclude award of a contract under this RFP, as well as future contract opportunities.

- c) Further, the Contractor is required, on a continuing basis, to report any contributions it makes during the term of the contract, and any extension(s) thereof, at the time any such contribution is made. The required form and instructions, available for review on the Purchase Bureau website at:

<http://www.state.nj.us/treasury/purchase/forms.htm#eo134>

shall be provided to the intended awardee with the Notice of Intent to Award.

7.1.1.4 STATE TREASURER REVIEW

The State Treasurer, or his designee, shall review the disclosures submitted pursuant to this section, as well as any other pertinent information concerning the contributions or reports thereof by the intended awardee, prior to award, or during the term of the contract, by the contractor.

If the State Treasurer determines that any contribution or action by the contractor constitutes a breach of contract that poses a conflict of interest in the awarding of the contract under this solicitation, the State Treasurer shall disqualify the Business Entity from award of such contract.

7.1.1.5 ADDITIONAL DISCLOSURE REQUIREMENT OF P.L. 2005, C. 271

Contractor is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to P.L. 2005, c. 271, section 3 if the contractor receives contracts in excess of \$50,000 from a public entity in a calendar year.

It is the contractor's responsibility to determine if filing is necessary.

Failure to so file can result in the imposition of financial penalties by ELEC.

Additional information about this requirement is available from ELEC at 888-313-3532 or at: www.elec.state.nj.us.

7.2 FINAL CONTRACT AWARD

Contract award[s] shall be made with reasonable promptness by written notice to that responsible bidder(s), whose bid proposal(s), conforming to this RFP, is (are) most advantageous to the State, price, and other factors considered. Any or all bid proposals may be rejected when the State Treasurer or the Director determines that it is in the public interest to do so.

7.3 INSURANCE CERTIFICATES

The contractor shall provide the State with current certificates of insurance for all coverages required by the terms of this contract, naming the State as an Additional Insured.

8.0 CONTRACT ADMINISTRATION

8.1 CONTRACT MANAGER

The State Contract Manager is the State employee responsible for the overall management and administration of the contract.

The State Contract Manager for this project will be identified at the time of execution of contract. At that time, the contractor will be provided with the State Contract Manager's name, department, division, agency, address, telephone number, fax phone number, and e-mail address.

8.1.1 STATE CONTRACT MANAGER RESPONSIBILITIES

For an agency contract where only one State office uses the contract, the State Contract Manager will be responsible for engaging the contractor, assuring that Purchase Orders are issued to the contractor, directing the contractor to perform the work of the contract, approving the deliverables and approving payment vouchers.

The State Contract Manager is the person that the contractor will contact **after the contract is executed** for answers to any questions and concerns about any aspect of the contract.

The State Contract Manager is responsible for coordinating the use and resolving minor disputes between the contractor and any component part of the State Contract Manager's Department.

If the contract has multiple users, then the State Contract Manager shall be the central coordinator of the use of the contract for all Using Agencies, while other State employees engage and pay the contractor.

All persons and agencies that use the contract must notify and coordinate the use of the contract with the State Contract Manager.

8.1.2 COORDINATION WITH THE STATE CONTRACT MANAGER

Any contract user that is unable to resolve disputes with a contractor shall refer those disputes to the State Contract Manager for resolution. Any questions related to performance of the work of the contract by contract users shall be directed to the State Contract Manager. The contractor may contact the State Contract Manager if the contractor can not resolve a dispute with contract users.

PRICE LINES SAMPLES

No. of Lbs. Price per Lb. Price per Roll

LINE 1 - 50 inch roll,
20 lb. bond/50 lb. offset
18" wide with pin feed and
tick marks.

SHEETS PER ROLL_____

BRAND_____

LINE 2 - 50 inch roll, 3 hole punch
20 lb. bond/50 lb. offset
18" wide with pin feed and
tick marks.

SHEETS PER ROLL_____

BRAND_____

LINE 3 - 50 inch roll,
70 lb. offset.
18" wide with pin feed and
tick marks.

SHEETS PER ROLL_____

BRAND_____

LINE 4 - 50 inch roll, (new item)
60 lb. opaque offset
18" wide with pin feed and
tick marks.

SHEETS PER ROLL_____

BRAND_____

LINE 8 - 50inch roll (new item)
60 lb. opaque offset
18" wide with pinfeed
NO TICK MARKS
(provide samples)

LINE 5 - 50 inch roll,
20 lb. bond/50 lb. offset
18" wide with pin feed.
NO TICK MARKS

LINE 6 - 50 inch roll, 3 hole punch
20 lb. bond/50 lb. offset
18" wide with pin feed.
NO TICK MARKS

LINE 7 - 50 inch roll,
70 lb. offset
18" wide with pin feed.
NO TICK MARKS

ADDENDUM #1

NOVEMBER 30, 2006

To: All Interested Bidders

RE: RFP # 07-X-38709 (T-0116)
PAPER ROLLS-ELECTROPHOTOGRAPHIC TYPE
DEPT OF TREASURY - OIT

Original Bid Due Date: **December 5, 2006** (2:00 PM)

Revised Bid Due Date: **December 12, 2006** (2:00 PM)

ADDENDUM #1

The following constitutes Addendum #1 to the above referenced solicitation. This addendum is divided into the following parts:

Part 1: Answers to questions.

Part 2: Additions, deletions, clarifications and modifications to the RFP

It is the bidder's responsibility to ensure that all changes are incorporated into the original RFP.

All other instructions, terms and conditions of the RFP shall remain the same.

PART 1

RFP # 07-X-38709 (T-0116)
PAPER ROLLS-ELECTROPHOTOGRAPHIC TYPE
DEPT OF TREASURY - OIT

Answers to Questions

Note: Some of the questions have been paraphrased in the interest of readability and clarity. Each question is referenced by the appropriate RFP page number(s) and section where applicable.

#	Page #	RFP Section Reference	Question	Answer
1	15	3.3 Paper Requirements Detail	I would like to get a specific size of the paper. All around total specifications.	Please see Section 3.3 Paper Requirements Detail - Lines # 1 through #8 of the RFP.
2	15	3.3 Paper Requirements Detail	How much will ship at any one time combined items?	Please see Section 3.3 Paper Requirements Detail - Lines # 1 through #8 of the RFP.
3	11	3.1.3 Converting & Finishing Requirements	Bid says "No Splice"	No "Mill" Splicing will be accepted.

PART 2

RFP # 07-X-38709 (T-0116)
PAPER ROLLS-ELECTROPHOTOGRAPHIC TYPE
DEPT OF TREASURY - OIT

ADDITIONS, DELETIONS, CLARIFICATIONS AND MODIFICATIONS TO THE RFP

#	Page #	RFP Section Reference	Additions, Deletions, Clarifications and Modifications
1	1	Title Page	The revised Bid Due Date: Tuesday 12/12/06 (2:00 PM)