

REQUEST FOR PROPOSAL

#6102

OFFICE SUPPLIES

FOR

WASHTENAW COUNTY

Prepared By:



Washtenaw County Purchasing

Administration Building
P.O. Box 8645
220 N. Main B-35
Ann Arbor, MI 48107

Crystal A. Wake, C.P.M., CPPB

Buyer
(734) 222-6760



WASHTENAW COUNTY

Finance Department

Purchasing Division

P.O. Box 8645, 220 N. Main, Ann Arbor, MI 48107-8645
Phone (734) 222-6760, Fax (734) 222-6764

REQUEST FOR PROPOSAL # 6102

August 18, 2003

Washtenaw County Purchasing Division is issuing a Sealed Request for Proposal (RFP) #6102 for Office Supplies.

Sealed Proposals: Consultant will deliver one (1) original and **one (1)** copy to the following address:

**Washtenaw County Purchasing Division
220 N. Main St. Room B-35
Ann Arbor, MI. 48107**

by 2:00 p.m. on MONDAY SEPTEMBER 8, 2003

This submission shall include the entire Request for Proposal document and any amendments if issued. **Proposals received after the above cited time will be considered a late bid and are not acceptable unless waived by the Purchasing Manager.**

- Please use the attached self-addressed label or the envelope must be clearly marked **"SEALED RFP #6102"**.
- Please direct purchasing and procedural questions regarding this RFP to Crystal A. Wake at **734-222-6760**.

Thank you for your interest.

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DEFINITIONS: "County" is Washtenaw County in Michigan.

"Bidder" an individual or business submitting a bid to Washtenaw County.

PURPOSE OF PROPOSAL:

The Washtenaw County Purchasing Department is requesting proposals from qualified vendors to provide Office Supplies to all Washtenaw County Departments.

II. PROPOSAL TERMS

- A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Vendors qualifications and capabilities to provide the specified service, and other factors which Washtenaw County may consider. The County does not intend to award a bid fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a bid would be awarded, and negotiations would be undertaken with that vendor whose proposal is deemed to best meet the County's specifications and needs.
- The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.
- C. The price quotations stated in the bidder's proposal will not be subject to any price increase from the date on which the proposal is opened at the County Purchasing Office to the mutually agreed-to date of Bid.
- D. Proposals must be signed by an official authorized to bind the contractor to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the Bid may result in the cancellation of any award.

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In the event it becomes necessary to revise any part of the RFP, the **entire** proposal document with any amendments should be returned with addenda provided. Deadlines for submission of RFP's may be adjusted to allow for revisions. To be considered, **original proposal and one copy** must be at the County Purchasing Division on or before the date and time specified.

- F. Proposals should be prepared simply and economically providing a straight-forward, concise description of the contractor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the proposal.

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III. VENDOR INFORMATION

The proposal shall include all of the following information (failure to include all the information could result in disqualification):

- A. Vendor's Qualifications – Years in business, size of operation, number of employees. Location of Company Headquarters, address and phone number.
(Addenda **A**)
- B. References: List three (3) references that bidder has provided similar items referenced in this RFP. Include: Company name, Contact name & phone number.
(Addenda **B**)
 - State the location from where the supplies would be provided.
(Addenda **C**)
- D. Describe your procedure for delivery and pickup of returned supplies from the various departments.
(Addenda **D**)
- E. Please list bank reference with location and contact person.
(Addenda **E**)
- F. Review requirements in **Requirements** (pg. 4) and concur that these requirements will be met.
(Addenda **F**)

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IV. TERMS AND CONDITIONS

REQUIREMENTS

- **Web-Based Ordering System**

Bidders must have a Secure Internet ordering system already established.

- System will provide individual access to the web site with password availability.
- System must have the capability to review orders, cancel orders, provide product information, and track orders.
- System will have the ability to accept purchase orders, P-Cards or Credit Cards for payment.
- System will provide multi approval levels. At least two.
- System will have Washtenaw County's discounted pricing in place.

- 2. **Delivery and Returns**

Returns of saleable items must be accepted without restocking fees.

Exceptions will be made for customized or special orders.

- Vendor must pick-up returned item from desktop and provide a receipt.
- Describe your credit policy for returned items and how they are applied.
- Describe your back order policy and procedures.
- Describe your delivery policies for stock and non-stock items.
- All deliveries shall be FOB Destination.

- 3. **Accounting Procedures**

Washtenaw County is in the process of issuing Procurement cards to selected departments. Departments have the option to accept the P-cards or not to accept the P-cards. The system must allow for P-card, purchase order or credit card payment.

- System must be an invoice payment system with net 30 days terms.
- Invoices and credits must be supplied on request.
- Credits must show original invoice number.
- P-card, purchase order or credit card number must appear on invoice.
- Must provide name of individual placing order and signature of person signing for supplies.
- Require monthly statements for account reconciliation.
- Require reports on recycled items purchased and supplies ordered from minority or woman-owned companies.

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- **Pricing and Discounts**

Washtenaw County requires a price listing stating the discounts for each item.

 - State discounts offered in the catalog and for special order items.
 - State the items listed that are **not** included in the general discount, and state the discount percentage that will be applied to these items.
 - The County has restrictions for ordering items i.e. furniture, computers, copiers and fax machines. Purchasing staff must have the ability to order these products at a discounted price.
 - Refer to the Bid Sheet on page 8. Fill in pricing for sample supplies.
 - State any additional pricing information.

- 5. **Freight Costs & Minimum Orders**

Freight charges will be quoted “F.O.B. Destination” Vendor is responsible for paying freight, and the title and risk of loss or damage passes to Washtenaw County at the receiving dock or desktop location.

 - State minimum order requirements.
 - State any exceptions to freight costs.

- 6. **Implementation Plan**

Washtenaw County presently has an online ordering system in place. Staff is comfortable with ordering online.

 - State plan to implement new online system
 - Include training procedures and manuals
 - Set-up of data online
 - Set-up of users ID and passwords
 - Interaction between vendor, purchasing, ITS staff and general staff.
 - Set-up for approval processes and levels.

- 7. **Special Ordering & Delivery**

Washtenaw County presently orders copy paper for departments at no charge. Purchasing enters the order online and it is delivered to the designated department at no charge. Invoice is sent to Purchasing and purchasing pays for the paper.

 - Purchasing must have a separate account for ordering paper.
 - Four types and sizes of paper will be required.
 - Paper sizes 8.5x11, 8.5x11 w/3 hole punched, 11x17 and 8.5x14.
 - Bidder must submit samples of paper for testing.
 - State minimum orders if any apply.

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AWARD:

Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Vendors qualifications and capabilities to provide the specified service, and other factors which the County may consider. The County does not intend to make an award fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a purchase order would be awarded, and negotiations would be undertaken with that vendor whose proposal is deemed to best meet the County's specifications and needs.

It is the intention of the County to award the entire bid to one vendor.

TERM:

The term is for three (3) years. If both the County and Vendor agree, the term could be extended for years four (4) and five (5).

NO PRICING CHANGES ARE ALLOWED DURING THE FIRST YEAR OF THE TERM. FOR YEARS (2) THROUGH (5) NO PRICE CHANGES WILL BE ALLOWED WITHOUT AGREEMENT OF ALL THE PARTIES. For price changes to be considered information justifying a price increase must be submitted to Purchase Division at least 90 days prior to the end of the one year term.

COST OF RFP:

The County will not be liable for any costs associated with the preparation, transmittal, or presentation of any materials submitted in response to this RFP.

INSPECTION OF FACILITIES:

The Manager of the Purchasing Division reserves the right before making an award to have the premise of the bidder inspected, or to take any other action necessary to determine fitness, reliability and ability to perform. The inspection could check the physical location, facilities, products or warehouse for ability to comply with conditions of the bid.

DELIVERY LOCATION:

See attachment "A" listing department name, shipping code number and address.

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BID SHEET

ITEM DESCRIPTION	MFG CODE	U/M	ANNUAL USAGE	YOUR SKU NUMBER	U/M	RFP UNIT COST
COVER PSBD 8.5" CC 11X8.5 BLK	25071	EA	80			
PEN GRIP/RND STIC BLK.	GSMG11BK	DZ	261			
PEN GRIP/RND STIC BLU	GSMG11BE	DZ	153			
PEN BALL PT MEDIUM STICK BLUE	33111	DZ	75			
PEN ROUNDSTIC BIC MED BLACK	GSM11BLK	DZ	170			
REFILL PEN STAY-PUT BLACK	258025604	EA	130			
PENCIL POUCH CARRYALL	VZ-O	EA	156			
PAPER 3-HOLE RECYCLED 8.5X11 20#	OC11203HPR	RM	600			
PAPER COPY RECYCLED 8.5X11 20#	OC1120R	RM	1150			
PAPER COPY 11X17 20# 90 BRIGHT	OC9017	RM	150			
PAPER COPY 8.5x14" 84 BR 20#	OC8414	RM	100			
FOLDER CLASSIFICATION LEGAL EXP	UPG2257BL	EA	150			
FOLDER CLASSIFIED LTR GRN	1157G	EA	250			
FOLDER CLASS BTR 2/5 2-DIV BLU	C402-5A-2D-BE	EA	1010			
FOLDER FILE BTR 1/3 FSTNR 50/B	2K2-153L-1&3	BX	85			
FOLDER LTR W/FASTENAER 11PT 1/3	2K2-153L-1	BX	125			
FOLDER HANGING LTR 1/5 GREEN	C15H	BX	60			
POCKET STRT ET LTR 3.5: TYVEK.	SMDETMC1524E	EA	100			
POCKET FILE LGL 5.25 EXP	ETTP37G-EA	EA	200			
POCKET STRT ET LTR 3.5' MLA	ETM1524EEA	EA	325			
POCKET FILE LTR 2" STRT MAN	SMD2-4920	EA	505			
FILE PCKTS LTR RFD EXP 3.5	TP24E-EA	EA	115			
FILE STORAGE LTR/LGL ECONOMY	808337	EA	165			
JACKET FILE LTR 1" EXP MAN	4910	EA	450			
JACKET FILE LETTER STR 2" EXP	4920	EA	420			
JACKET FILE LTR 1" EXP DBL MAN	24910-EA	EA	505			
REEL F/ID CARD BK	68824	EA	208			

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	MFG		ANNUAL	YOUR SKU		RFP
ITEM DESCRIPTION	CODE	U/M	USAGE	NUMBER	U/M	UNIT COST
CARTRIDGE INK BLK 51645A	51645A	EA	160			
CARTRIDGE INKJET HP #78 TRICLR	C6578DN	EA	204			
CARTRIDGE INK BLK 51629A	51629A	EA	50			
CARTRODGE [ROMT S,RT C8061X HP	C8061X	EA	50			
TONER ULTRA PRECISE 27X	C4127X	EA	185			
TONER FAX PANA UF550	P550TDR	EA	65			
TONER CRG LJ 98A	92298A	EA	170			
TAPE COVER-UP POST-IT 1"X700"	658	RL	135			
TAPE CORRECTION MONO 2PK WHITE	68627	PK	135			
TAPE INVISIBLE 3/4"X36YD	6200-3/4X1296	RL	75			
GLUE STICK BULK PK 1OZ	00196'	EA	95			
POST-IT NOTES REC 3X3 10PK YEL	654-RP10PK	PK	75			
PAD NOTE POST-IT 3"X3" 12PK AS	654A-12	DZ	50			
NOTE LINED 3X3 6 PK YELLOW	630-6PK	PK	75			
PAD PERF 8.5X11 LGL RLD 12P	99401	DZ	140			
WATER .5 LITER BOTTLES 24/CASE	7304502	CA	80			
STAPLER ECON FULL STRIP BLACK	54501	EA	75			
STAPLES STD CHISEL POINT 5M/BX	191/4CP	BX	85			
STAPLES STANDARD SF-1 5000/BX	35108	BX	165			
REMOVER STAPLE #10	79793	EA	85			
ENVELOPE NED/PROF 9.5X11.75	63972	BX	60			
VERBATIM 74MIN CD-R	VER91224	EA	200			
DISK CD-ROM REWRITABLE	12381-8	EA	250			
DISK ZIP PC 100MB 10/PK GREY	10028	TP	75			
DISKETTE 3.5 DSHD FMTD 10/BX	12881	BX	150			
BINDER VIEW 1.5" RING WHT	SC11-15-WE	EA	60			
BINDER DR VIEW 1.5 BLUE	W85662D	EA	280			
BINDER D-RING 1" VUE WHITE	386-14W	EA	175			
BINDER D-RING 2" VUE WHITE	386-44W	EA	150			
BINDER D-RING 1.5" VUE WHITE	386-34W	EA	100			
BINDER 3RG VNL 11X8.5 .5"C BLK	368-13NB	EA	525			
BINDER OVERLAY CLEAR 1" BLACK	362-14BG	EA	135			
BINDER PRS DRG 11X8.5 1.5C WHT	385-34W	EA	95			

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	MFG		ANNUAL	YOUR SKU		RFP
ITEM DESCRIPTION	CODE	U/M	USAGE	NUMBER	U/M	UNIT COST
CALENDAR PAD DESK MO 22X17 BLK	SK24BD0003	EA	100			
CLIP BINDER LARGE 2IN 12/BX	308957	BX	70			
BATTERY AAA ENERGIZER 24/BX	E921C24	BX	65			
BATTERY AAA ENERGIZER 8PD	E92BP-8/E92BP8-F2	P8	145			
BATTERY SIZE AA ALKALINE	EN91	BX	150			
INDEX RG BK 5TAB 11X8.5 CLEAR	C12135C	ST	365			
INDEX 11X8.5 1-5 TAB BLK/WHT	R12135C	ST	220			
INDEX 11X8.5 1-10 TAB BLK/WHT	R121310C	ST	280			
LABEL PRIVATE OD NULTI 12 TAB	OD912099	ST	115			
CUP PAPER HOT 8OZ	2338DX	PK	475			
KLEENEX FACIAL TISSUE BUNDLE	21005	P5	105			
TISSUE KLEENEX BOUTIQUE	21271	P6	175			
WASTEBASKET 28QT BLK	69176	EA	60			

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ADDENDA

Attach requested **ADDENDA A** thru **F** to the balance of this RFP.

See page 3 for information to include.

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SIGNATURE PAGE

Signature _____	Company Name _____
Print Name _____	Company Address _____
Title _____	City _____ St. _____ Zip _____
Telephone # _____	Fax # _____
Federal Tax ID # _____	URL/Email Address _____

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.