



May 16, 2011

CITY OF ANN ARBOR
INVITATION TO BID
CHLORINE FREE RECYCLED COPY PAPER

BID NO. ITB-4164

DUE: MONDAY, MAY 30, 2011 2:00 P.M.

Sealed bids will be received by the Financial Services Area, Procurement Unit on the 5th Floor, City Hall (**ORIGINAL PLUS ONE (1) COPY**) for **Chlorine Free Recycled Copy paper on** or before 2:00 p.m., Monday, May 20, 2011, at which time they will be opened and publicly read aloud. All bids become the property of the City of Ann Arbor.

We have enclosed our Human Rights Work Utilization Forms to be filled out and returned with your bid or you may submit an updated EEO-1 with your bid. Submittal of these forms with your bid is not a requirement; however, the first and second low bidders are required to complete a contract compliance form or an acceptable equivalent by no later than 5:00 p.m. of the workday following the opening.

No bidder may withdraw their bid within 60 days after the date set for the opening thereof.

The City of Ann Arbor reserves the right to accept any bid, to reject any bid or all bids, to waive irregularities and/or informalities in any bid, and to make the award in any manner deemed in the best interest of the City.

Specifications referred to in Section A herein are used to indicate the desired type, and/or construction, and/or operation. An alternate may be offered if deviations from specifications are minor and if all deviations are properly outlined on a separate sheet. Failure to outline all deviations may be grounds for rejection of your bid.

The decision of the City of Ann Arbor, acting through its Purchasing Agent, or his/her authorized representative, shall be final as to what constitutes acceptable deviations from specifications.

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INVITATION TO BID
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BID NO. ITB-4164

DUE: MONDAY, MAY 30, 2011 – 2:00 P.M.

All bid submittals must be marked, "CHLORINE FREE RECYCLED COPY PAPER – BID No. 3827, using a label on the outside of your sealed bid packet/envelope. We cannot be responsible for any bid not marked as stated above. Late bids will not be accepted.

Authorized,

Karen Lancaster, Purchasing Agent
Financial Services Area

**CITY OF ANN ARBOR
SPECIFICATIONS
CHLORINE FREE RECYCLED COPY PAPER**

**BID NO. ITB-4164
DUE: MONDAY, MAY 30, 2011 2:00 P.M.**

GENERAL: The City of Ann Arbor's Financial Services Area, Procurement, is soliciting quotations for a two-year contract to supply **chlorine-free recycled copy paper as per specifications listed below:**

CONTACT PERSON: If there any questions concerning this bid, please contact Dee Lumpkin, Procurement, at (734) 794-6576, between the hours of 9:00 a.m. through 4:00 p.m., Monday through Friday.

SAMPLES: **Samples will be requested on any items in Sections A.**

NOTE: The City of Ann Arbor reserves the right to reject samples which do not meet specifications or fail to perform adequately (e.g. copy paper not feeding through, etc.)

QUANTITIES: **The quantities shown are for estimating purposes only. No guarantee of minimum quantities is offered in this solicitation.**

COPIES OF BID: You are required to submit an **original plus one (1) copy of your bid.**

AWARD: The award will be to the lowest responsible total bid and bidder or in any manner deemed to be in the best interest of the City of Ann Arbor.

CONTRACT PERIOD: Four 6-month periods to start approximately July 1, 2011 through June 30, 2013.

RENEWAL: The proposed agreement may be renewed for up to four additional 6-month periods provided that by 45 days prior to end of the contract both parties agree to an extension under the same terms and conditions as exist in the current contract. No further renewal shall be made.

DELIVERY LOCATION: All material as specified will be delivered F.O.B. Destination, freight prepaid to the following locations:

CITY OF ANN ARBOR
RECEIVING
100 N. FIFTH AVE.
ANN ARBOR, MI 48104
(Approx. 240 Cases Total)

CITY OF ANN ARBOR
MUNICIPAL BUILDING
301 E. HURON
ANN ARBOR, MI 48104
(Approx. 110 Cases Total)

CITY OF ANN ARBOR
FIRE STATION
111 N. FIFTH AVE.
ANN ARBOR, MI 48104
(Approx. 24 Cases Total)

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SPECIFICATIONS
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**BID NO. ITB-4164
DUE: MONDAY, MAY 30, 2011 2:00 P.M.**

DELIVERY: The successful bidder shall guarantee delivery within five (5) working days from receipt of order.

_____ Yes, we can

_____ No, we cannot meet the above delivery schedule, but we offer the following: _____

NOTE: The City of Ann Arbor reserves the right to reject bids which offer an unsatisfactory delivery schedule.

REFERENCES: Please list at least three (3) companies or public agencies for which you have provided Chlorine Free Recycled Copy Paper (excluding the City of Ann Arbor).

<u>ORGANIZATION</u>	<u>ADDRESS</u>	<u>CONTACT PERSON</u>	<u>TELEPHONE</u>
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- 1.
- 2.
- 3.

NOTE: The City of Ann Arbor reserves the right to reject low bids for poor past performance or inadequate references.

CONTRACT COMPLIANCE: The successful bidder must comply with the city of Ann Arbor's Non-Discrimination Regulations (Chapter 112, Section 9:161 of the City Code) before award and at all times during the term of this proposed contract and/or agreement.

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ERRORS/OMISSIONS/DISCREPANCIES: Any errors, omissions or discrepancies in the specifications discovered by a prospective contractor and/or service provider shall be brought to the attention of **(Dee Lumpkin, Procurement Unit (734) 794-6576)** as soon after discovery as possible. Further, the contractor and/or service provider shall not be allowed to take advantage of errors, omissions or discrepancies in the specifications.

INDEMNIFICATION: The successful bidder agrees to defend, indemnify and hold harmless the City, its employees and agents from all claims and lawsuits arising out of its performance of this contract.

DEFAULT: Is defined as the failure of the bidder to fulfill the obligations of the contract, including but not limited to: failure to deliver on time or the unauthorized substitution of articles other than those quoted and specified on the contract; or failure to deliver specified quantities (repetitive shortages). If continued abuse of any or all of the above conditions persists, the City of Ann Arbor will notify the contractor in writing. The contractor will be given thirty (30) days to correct this "Default" condition. Failure to do so within the specified period will result in the City's canceling the contract and procuring the articles or services from other sources and hold the contractor responsible for articles or services from other sources and hold the contractor responsible for any excess costs occasioned thereby.

TERMINATION: The City of Ann Arbor reserves the right to terminate any award to the bidder for cause, without any liability, upon thirty (30) days notice from the Purchasing Agent or his/her authorized representative, (see Default above). The City shall provide notice of such termination by personal service or by first-class mail to the bidder at the address listed in the bid documents. If notice is provided by first-class mail it shall be considered delivered when placed, postage prepaid, in the U. S. Mail.

PLEASE CHECK: Have you read the attached specifications thoroughly? () Yes () No

Are all exceptions to the attached specifications properly outlined? () Yes () No

INVOICE TERMS: Discount of ___% or \$_____ will be allowed for payment of invoice thirty (30) days from day of delivery and acceptance.

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OTHER TERMS: Less than 30 days, E.O.M., Proximo, etc., will not be considered in determining award of contract.

The City of Ann Arbor reserves the right to accept any bid, to reject any bid or all bids, to waive irregularities and/or informalities in any bid, and to make the award in any manner deemed in the best interest of the City.

CERTIFICATION: We hereby certify that the "Chlorine-Free Recycled Copy Paper" provided will meet or exceed your specifications in every respect. The vendor also certifies that "no chlorinated compounds have been used by the mill in the production of this paper" which has a minimum of 30% post-consumer, 50% overall recycled content.

Authorized Representative's Signature

Printed Name

The undersigned agrees that if the bid is accepted by the City of Ann Arbor a binding contract will be in effect for the delivery of the goods in accordance with the bid.

All envelopes must be labeled "Chlorine Free Recycled Copy Paper" ITB-4164. We cannot be responsible for any bid not marked as stated above.

RETURN BID TO:

CITY OF ANN ARBOR
PROCUREMENT, FINANCIAL SERVICES AREA
P.O. BOX 8647 (48107)
100 N. FIFTH AVE.
ANN ARBOR, MI 48104

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COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

Company's Representative _____

Signature _____

Date: _____ Title _____

Phone Number: _____

COPY PAPER - SECTION A

Below, the City of Ann Arbor is requesting quotations for our paper requirements for the next six (6) months. Purchases will be chlorine-free recycled copy paper as specified below.

SPECIFICATIONS:

QUOTING ON

Domtar Recycled Copy White
Chlorine Free

___ Yes ___ No, if quoting an alternate,
please specify brand _____

Minimum Recycled Content of 50%
Minimum Post-Consumer Recycled
content of 30%

___% of recycled content
___% of Post-Consumer

White Text/Xerographic

___ Yes ___ No

Laser Guaranteed

___ Yes ___ No

100% Elemental Chlorine-Free (ECF)

___% of (ECF)

100% Processed Chlorine-Free Recycled
Fiber

___% of (PC-FRF)

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ITEM	APPROX.		UNIT	TOTAL
<u>NO.</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>COST</u>	<u>COST</u>
1.	380 Cases	8 1/2" x 11" Domtar Chlorine Free Recycled Copy White	\$_____cs	\$_____
				Total

Ordered in 30-40 case lots per Month
 Packed: _____/m per case

ALTERNATE: _____ \$_____cs \$_____
 SPECIFY BRAND

ITEM	APPROX.		total UNIT	TOTAL
<u>NO.</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>COST</u>	<u>COST</u>
2.	10 Cases	8 1/2" x 14" Domtar Recycled Copy White Or an approved equal	\$_____cs	\$_____

Ordered in 5 case lots on an as needed basis.

ALTERNATE: _____ \$_____cs \$_____
 SPECIFY BRAND

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PRICE: (If you do not check one of the following your bid will be considered FIRM).

- A. Contract prices are not subject to increase, but will be subject to reduction.
(This will be considered only in case of identical prices offered).

Clause A applies to items no. _____.

- B. Contract prices are firm for entire contract period (including renewals).

- C. Contract prices are firm until December 31, 2011, and are subject to adjustment with maximum allowable increase of _____% from January 1, 2012 through June 30, 2012 and each renewed 6-month period beginning January 1, 2008 through June 30, 2013.

NOTE: Percentage figure must be shown to obtain consideration under paragraph C above for price increase if contract is renewed.

The City of Ann Arbor reserves the right to cancel balance of contract if any proposed increase (in writing) is considered unacceptable.

NOTE: Any chlorine free recycled copy paper (sample) must be able to run through our multi-function copiers without excessive jams and without increased maintenance due to dust from recycled copy paper. Selection of chlorine-free recycled copy paper will be based on the above factors. The City of Ann Arbor reserves the right to buy up to five (5) cases (F.O.B. Destination, Freight Prepaid) for test purposes before awarding chlorine-free recycled copy paper contract. **(1) Ream of paper must be provided with bid submittal for testing purposes.**

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SHIPPING LOCATION:

Address _____

City, State, Zip

Contact Person _____

Telephone Number _____

NOTE: The City of Ann Arbor reserves the right to reject low bids which offer an unsatisfactory shipping location.