



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

**Request for  
 Quotation**

RFO NUMBER  
**SANPA12**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**PAUL REYNOLDS  
 304-558-0468**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE  
**JANPAK INC  
 6144 LITTLE SEVEN MILE ROAD  
 HUNTINGTON WV 25702**

SHIP TO

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/16/2012	Net 30 Days	Jan Pak	Huntington/Bluefield	\$300 PPD freight

BID OPENING DATE: **06/30/2012** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001		CS		640-75-01-001		
<p>TISSUE: TOILET, ROLLS, SINGLE-PLY, 1000 SHEETS,            SINGLE-PLY, 4.5" X 4.5" PER SHEET, 96 EACH            INDIVIDUALLY WRAPPED ROLLS PER CASE.</p> <p>OPEN END CONTRACT</p> <p>THE WEST VIRGINIA STATE PURCHASING DIVISION IS SOLICITING BIDS FOR AN OPEN END CONTRACT TO SUPPLY SANITARY PAPER AND SUPPLIES (AND DISPENSERS) TO ALL WEST VIRGINIA STATE AGENCIES AND POLITICAL SUBDIVISIONS PER THE ATTACHED SPECIFICATIONS.</p> <p>TECHNICAL QUESTIONS CONCERNING THIS SOLICITATION MUST BE SUBMITTED IN WRITING TO PAUL REYNOLDS IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIA EMAIL AT PAUL.REYNOLDS@WV.GOV.</p> <p>DEADLINE FOR ALL TECHNICAL QUESTIONS IS JUNE 1, 2012, AT THE CLOSE OF BUSINESS.</p> <p>ANY TECHNICAL QUESTIONS RECEIVED WILL BE ANSWERED BY FORMAL WRITTEN ADDENDUM TO BE ISSUED BY THE PURCHASING DIVISION AFTER THE DEADLINE HAS LAPSED.</p> <p>VERBAL COMMUNICATION: ANY VERBAL COMMUNICATION BETWEEN THE VENDOR AND ANY STATE PERSONNEL IS NOT BINDING INCLUDING THAT MADE AT THE MANDATORY PRE-BID MEETING. ONLY INFORMATION ISSUED IN WRITING AND ADDED TO THE RFQ SPECIFICATION BY AN OFFICIAL WRITTEN ADDENDUM BY THE PURCHASING DIVISION IS BINDING.</p> <p>NO CONTACT BETWEEN THE VENDOR AND THE AGENCY IS</p>						

RECEIVED  
 2012 JUL 28 AM 8:05  
 WV PURCHASING  
 DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *[Signature]* TELEPHONE **304-736-4046** DATE **6-27-12**

TITLE **Account Manager** FEIN **55-033-0291** ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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*Jan Pak, Inc.*

SHIP TO

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05/16/2012				

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>PERMITTED WITHOUT THE EXPRESS WRITTEN CONCENT OF THE STATE BUYER. VIOLATION MAY RESULT IN THE REJECTION OF THE BID. THE STATE BUYER LISTED ABOVE IS THE SOLE CONTACT FOR ANY AND ALL INQUIRIES AFTER THIS RFQ HAS BEEN RELEASED.</p> <p>MANDATORY PRE-BID</p> <p>A MANDATORY PRE-BID WILL BE HELD ON 05/31/12 AT 10AM, 2019 WASHINGTON ST. E. CHARLESTON, WV 25305, ALL INTERESTED PARTIES ARE REQUIRED TO ATTEND THIS MEETING. FAILURE TO ATTEND THE MANDATORY PRE-BID SHALL RESULT IN DISQUALIFICATION OF THE BID. NO ONE PERSON MAY REPRESENT MORE THAN ONE BIDDER.</p> <p>AN ATTENDANCE SHEET WILL BE MADE AVAILABLE FOR ALL POTENTIAL BIDDERS TO COMPLETE. THIS WILL SERVE AS THE OFFICIAL DOCUMENT VERIFYING ATTENDANCE AT THE MANDATORY PRE-BID. FAILURE TO PROVIDE YOUR COMPANY AND REPRESENTATIVE NAME ON THE ATTENDANCE SHEET WILL RESULT IN DISQUALIFICATION OF THE BID. THE STATE WILL NOT ACCEPT ANY OTHER DOCUMENTATION TO VERIFY ATTENDANCE. THE BIDDER IS RESPONSIBLE FOR ENSURING THEY HAVE COMPLETED THE INFORMATION REQUIRED ON THE ATTENDANCE SHEET. THE PURCHASING DIVISION AND THE STATE AGENCY WILL NOT ASSUME ANY RESPONSIBILITY FOR A BIDDER-S FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. IN ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUDE THEIR EMAIL ADDRESS AND FAX NUMBER.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE UPON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL</p>						

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05/16/2012				

BID OPENING DATE: **06/30/2012** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	QAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 01/17/2012</p> <p>ALL POTENTIAL BIDDERS ARE REQUESTED TO ARRIVE PRIOR TO PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p>						

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## SANPAP12

### GENERAL SPECIFICATIONS

- 1) Orders shall be delivered within 14 days after orders are placed. Preferred delivery is 10 days ARQ. Bids that contain delivery greater than 14 days shall not be considered. Spending units must be advised in writing if orders are delayed for any reason. Contractor shall carry an adequate stock to insure such delivery service for the duration of the contract.
- 2) All orders from this contract totalling \$300.00 or more shall be delivered FOB: Destination. All orders less than \$300.00 shall be delivered FOB Shipping Point. Any transportation cost (for orders less than \$300.00) will be invoiced as a separate charge with the original freight bill attached to the invoice. Agencies may make purchases of less than \$300.00 from a local source if the price includes delivery and a savings results in such local purchase.
- 3) Contractor shall remove any product on this contract that the agency has received and determined the product is unsatisfactory in performance and/or is not suitable for their facility. This shall be carried out at no charge to the agency.
- 4) The successful bidder shall not substitute any other brand from that awarded, nor sell any additional items under the contract not specifically covered herein, without prior written permission of the Purchasing Division.
- 5) If any proprietary, trade, brand, or manufacturer's name or part number is used herein in describing the required equipment, it shall be understood to indicate the minimum standard of composition and quality required, and shall not be construed to exclude items that equals or exceeds the functional capacity, and quality of the named product.
- 6) Verification of product quality is the responsibility of the vendor. Bidders bidding products other than those specified should include manufacturer's information verifying products meet quality standards as set by the request for quotation.

**NOTE: Do not send samples of paper dispensers**

- 7) Successful vendor shall provide a nine month summary report of procurement volumes by item and dollar amounts. This report must also include any purchases made by any political subdivisions as well as state agencies in the state of West Virginia. This is a single report which is to be furnished at the beginning of the tenth month of the contract. The report is to be delivered to Paul Reynolds, Senior Buyer, Purchasing Division, 2019 Washington Street East. Charleston, WV 25305-0130.

**Note:**

The brand specified herein establishes the acceptable level of quality only and are not intended to reflect a preference or favor any particular brand or vendor. Vendors who are bidding alternates should so state and include pertinent literature and specifications. Failure to provide information for any alternates may be grounds for rejection of the bid. The State reserves the right to waive minor irregularities in bids or specifications in accordance with section 148-1-4 (F) of the West Virginia Legislative Rules and Regulations.

## SANPAP12 Item Specifications

Item #	Standard (Equal to)	Description
1	Georgia Pacific Envision (14580)	1 ply Bath Tissue
2	Georgia Pacific Acclaim (13701)	1 Ply Rollsavr Jumbo Roll Bath Tissue
3	Georgia Pacific Angel Soft PS (16640)	2 Ply Bath Tissue (Muskogee)
4	Georgia Pacific (47046)	1 Ply ½ Fold Seat Covers
5	Georgia Pacific Acclaim (47410)	2 Ply Facial Tissue, Flat Box
6	Georgia Pacific Envision (23304)	1 Ply Multifold (Savannah, Moskogee)
7	Georgia Pacific Envision (23504)	1 Ply Singlefold Towel
8	Georgia Pacific Envision (21924)	1 Ply C-Fold Towel
9	Georgia Pacific Envision (26401)	1 Ply Hardwound Roll Towel (GBB, MSK, SRM)
10	Georgia Pacific Preference (27385)	2 Ply Perforated Roll Towel
11	Georgia Pacific Dyna Max (29414)	Carded Rayon Wiper (C-Fold)
12	Georgia Pacific enMotion (89460)	1 Ply High Capacity Roll Towels (GBB)
13	Georgia Pacific Shur-Wipe (29811/01)	2 Ply Utility Wiper
Items 14 – 16	Sanitary paper dispensers herein shall be of standard manufacture and shall be new and shall be of the current production model. Dispensers shall be suitable for public buildings.	
Item 17	Georgia Pacific enMotion	Automated Touchless Dispenser
18	Scott (SC-05137)	2 Ply Toilet Tissue
19	Kimberly Clark (KC-01510)	1 Ply C-Fold White Towel
20	Kimberly Clark (KC-07827)	2 Ply Toilet Tissue
21	Kimberly Clark (KC-07805)	2 Ply Toilet Tissue JR
22	Kimberly Clark (KC-01040)	White Roll Towel
23	Kimberly Clark (KC-01080)	White Roll Towel
24	Kimberly Clark (KC -01890)	White Multifold Towel

\*See detailed item specifications of items 1 – 13 attached.



VENDOR JanPak, Inc.

SANPAP12  
Pricing pages

	Description	Mfg	Model	Rolls or Pkg Per Case	Basis Weight	Post Consumer Content %	Sheet size	Sq Ft Per Case	Est Qty	Case Price	Total
1	Toilet Tissue, Rolls Single Ply	GP	14580/61	80	10.4	20	4.0" x 4.05"	10890	5000	39.27	196350.00
2	Tissue, Toilet, Jumbo Rolls, Single Ply	KC	07223	12		75	3.55" x 2000'	7100	5000	25.75	128750.00
3	Tissue, Toilet, Rolls, Two-Ply, Facial Quality	KC	17713	60		20	4.09" x 4.0"	3442	5000	30.05	150250.00
4	Covers, Toilet Seat, Half-Fold, flat, covers per case, in dispensing carton	GP	47046	20	9.2		14.5" x 17"	8559	5000	31.44	157200.00
5	Tissue: Facial, Two-Ply	GP	47410	30	18.5	10	8" x 8.33"	1383	2000	15.56	31120.00
6	Hand Towels, Multi-Fold, unbleached, Single-Ply Sheet	GP	23304	16	22	40	9.2" x 9.4"	2402	5000	15.56	77800.00
7	Hand Towels: Single-Fold, Unbleached, Single Ply Sheets	GP	23504	16	22	40	9.25" x 10.25"	2634	3000	16.04	48120.00
8	Hand Towels, C-Fold, Unbleached, Single-Ply Sheet	GP	21924	10	22	40	10.1" x 13.2"	2222	2000	16.80	33600.00
9	Hand Towels: Non perforated roll, unbleached, single ply sheet	GP	26401	12	22	40	7.875" x 3.38"	2756	2500	16.95	42375.00
10	Hand Towels: Bleached, household type, two-ply, perforated roll.	GP	27385	30	24.5		11.0" x 8.8"	1714	2500	17.70	44250.00
11	Towels: Food Service, Heavy Duty	KC	05925	1		0	12.5" x 23.5"	612	2500	25.81	64525.00
12	Towels: (Must fit automated touchless dispenser item 17.)	GP	89460	6	18.3		10" x 80"	4000	1000	46.14	46140.00
13	Wipers: Industrial Paper, Medium Duty	KC	05320	18		0	9" x 10.5"	1476	1000	29.24	29240.00
14	Dispenser: Toilet tissue roll, open style; open style, single roll, heavy duty construction; Pricing must be per individual dispenser.	GP	57120	1					30	5.90	177.00
15	Dispenser: Toilet Tissue roll, open style; enclosed style, jumbo roll. Pricing shall be per individual dispenser.	GP	58050	1					30	7.51	225.30
16	Dispenser: Hand Towel, non-perforated roll; Unbleached single-ply sheet. (This is for use with item 9.) Pricing shall be per individual dispenser.	GP	54338	1					30	26.56	796.80

GP = Georgia Pacific  
KC = Kimberly-Clark

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Pricing pages

	Description	Mfg	Model	Rolls or Pkg Per Case	Basis Weight	Post Consumer Content %	Sheet size	Sq Ft Per Case	Est Qty	Case Price	Total	
17	Dispenser: Automated Touchless (This is for use with Item 12.) Pricing shall be per individual dispenser.	GP	59460	1			4" x		50	40.57	2028.50	
18	Tissue, Toilet, 2 ply. 500 sheet/rolls	GP	19580/01	80	19	20	4.05" x	4950	2000	33.53	67060.00	
19	Hand Towels, C-Fold, White Single-Ply Sheet	KC	01510	12		40	10.1" x 13.15"	2214	3000	21.24	63720.00	
20	Toilet Tissue, Rolls, 2 Ply	KC	07827	6		75	3.55" x 2000'	3550	1000	25.22	25220.00	
21	Toilet Tissue, JR, Rolls, 2 Ply	KC	07805	12		75	3.55" x 1000'	3550	500	24.68	12340.00	
22	Towel, White Roll	KC	01040	12		50	8" x 300'	6400	2000	46.69	93380.00	
23	Towel, White Roll	KC	01080	12		40	8" x 425'	3400	1000	43.92	43920.00	
24	Towel, White Multifold	KC	01890	16		40	9.2" x 9.4"	1441	500	16.90	8450.00	
	# of Days ARO for Delivery (Bids listing more than 15 days will not be considered.)	10										
	Contract Coordinator:	Mark Tolliver										
	Toll Free Telephone Number:	800-736-4046										
	Telephone Number:	304-736-4046										
	Fax Number:	304-736-2303										
	E-Mail:	mtolliver@janpak.com							Date:	6-27-12		



VENDOR

JanPak, Inc.

SANPAP12  
Pricing pages

Alternate Bid No. 1 - Affex Paper

	Description	Mfg	Model	Rolls or Pkg Per Case	Basis Weight	Post Consumer Content %	Sheet size	Sq Ft Per Case	Est Qty	Case Price	Total
1	Toilet Tissue, Rolls Single Ply	Affex	TP139	96	10.5	60	4.1" x 3.75"	10250	5000	37.10	185500.00
2	Tissue, Toilet, Jumbo Rolls, Single Ply	Affex	JRT2M	12	10.3	60	3.5" x 2000'	7000	5000	28.34	141700.00
3	Tissue, Toilet, Rolls, Two-Ply, Facial Quality	Affex	TPS38	96	8.8	60	4.5" x 3.75"	56.25	5000	36.40	182000.00
4	Covers, Toilet Seat, Half-Fold, flat, covers per case, in dispensing carton								5000	No Bid	
5	Tissue: Facial, Two-Ply	Affex	FT100	30	9.3	60	8.0" x 9.33"	1388	2000	14.83	29660.00
6	Hand Towels, Multi-Fold, unbleached, Single-Ply Sheet	Affex	MFK200	16	22	60	9.5" x 9.3"	2454	5000	15.13	75650.00
7	Hand Towels: Single-Fold, Unbleached, Single Ply Sheets	Affex	SFK100	16	22	60	10.25" x 9.1"	2591	3000	16.56	49650.00
8	Hand Towels, C-Fold, Unbleached, Single-Ply Sheet	Affex	CFB600	16	20	60	13" x 10.25"	2221	2000	16.59	33180.00
9	Hand Towels: Non perforated roll, unbleached, single ply sheet	Affex	RTK350	12	22	60	7.575" x 3.50'	2756	2500	16.50	41250.00
10	Hand Towels: Bleached, household type, two-ply, perforated roll.	Affex	KRT30	30	12	60	11" x 8.3"	1714	2500	18.55	46375.00
11	Towels: Food Service, Heavy Duty	Affex	630	1			4" x 21.5"	327	2500	19.94	49850.00
12	Towels: (Must fit automated touchless dispenser Item 17.)	Affex	RTB500	6	22	60	7.875" x 500'	3150	1000	18.14	18140.00
13	Wipers: Industrial Paper, Medium Duty	Affex	4210	6			10.25" x 12"	769	1000	26.74	26740.00
14	Dispenser: Toilet tissue roll, open style; open style, single roll, heavy duty construction; Pricing must be per individual dispenser.	Affex	66025	1					30	15.88	476.40
15	Dispenser: Toilet Tissue roll, open style; enclosed style, jumbo roll. Pricing shall be per individual dispenser.	Affex	66026	1					30	13.23	396.90
16	Dispenser: Hand Towel, non-perforated roll; Unbleached single-ply sheet. (This is for use with item 9.) Pricing shall be per individual dispenser.	Affex	66210	1					30	36.58	1097.40

Note - This item does not fit the Enmotion Dispenser

VENDOR Jan Pak, Inc.

SANPAP12  
Pricing pages

Alternate Bid No. 1 - Affex Paper

	Description	Mfg	Model	Rolls or Pkg Per Case	Basis Weight	Post Consumer Content %	Sheet size	Sq Ft Per Case	Est Qty	Case Price	Total	
17	Dispenser: Automated Touchless (This is for use with Item 12.) Pricing shall be per individual dispenser.	Affex	66245	1			4.0"		50	81.20	4060.00	
18	Tissue, Toilet, 2 ply, 500 sheet/rolls	Affex	TP543	96	17.6	60	43.75"	5000	2000	33.20	66400.00	
19	Hand Towels, C-Fold, White Single-Ply Sheet	Affex	CFB600	16	20	60	13" x 10.25"	2221	3000	15.89	47670.00	
20	Toilet Tissue, Rolls, 2 Ply	Affex	JRT2M2	6	8.8	60	3.5" x 2000'	3500	1000	22.90	22900.00	
21	Toilet Tissue, JR, Rolls, 2 Ply	Affex	JRT1M2	12	8.8	60	3.5" x 1000'	3500	500	21.00	10500.00	
22	Towel, White Roll	Affex	RTB800	6	22	60	7.875" x 800'	3150	2000	18.15	36300.00	
23	Towel, White Roll	Affex	RTB350	12	22	60	7.875" x 350'	2756	1000	16.95	16950.00	
24	Towel, White Multifold	Affex	MFB400	16	22	60	9.5" x 9.25"	2441	500	16.55	8275.00	
	# of Days ARO for Delivery (Bids listing more than 15 days will not be considered.)	10										
	Contract Coordinator:	Mark Talliver										
	Toll Free Telephone Number:	800-736-4046										
	Telephone Number:	304-736-4046										
	Fax Number:	304-736-2303										
	E-Mail:	mtalliver@janpak.com								Date:	6-27-12	

VENDOR Jan Pak, Inc.

SANPAP12  
Pricing pages

Alternate Bid No. 2 - Atlas Paper

	Description	Mfg	Model	Rolls or Pkg Per Case	Basis Weight	Post Consumer Content %	Sheet size	Sq Ft Per Case	Est Qty	Case Price	Total
1	Toilet Tissue, Rolls Single Ply	Atlas	115	96	9.2	40	4.1" x 3.11"	8473	5000	30.94	154700.00
2	Tissue, Toilet, Jumbo Rolls, Single Ply	Atlas	710	12	9.2	40	3.42" x 2.00"	6840	5000	20.72	103600.00
3	Tissue, Toilet, Rolls, Two-Ply, Facial Quality	Atlas	276	96	18.4	40	4.1" x 3.1"	4237	5000	25.14	125700.00
4	Covers, Toilet Seat, Half-Fold, flat, covers per case, in dispensing carton								5000		
5	Tissue: Facial, Two-Ply								2000		
6	Hand Towels, Multi-Fold, unbleached, Single-Ply Sheet								5000		
7	Hand Towels: Single-Fold, Unbleached, Single Ply Sheets								3000		
8	Hand Towels, C-Fold, Unbleached, Single-Ply Sheet								2000		
9	Hand Towels: Non perforated roll, unbleached, single ply sheet								2500		
10	Hand Towels: Bleached, household type, two-ply, perforated roll.								2500		
11	Towels: Food Service, Heavy Duty								2500		
12	Towels: (Must fit automated touchless dispenser Item 17.)								1000		
13	Wipers: Industrial Paper, Medium Duty								1000		
14	Dispenser: Toilet tissue roll, open style; open style, single roll, heavy duty construction; Pricing must be per individual dispenser.								30		
15	Dispenser: Toilet Tissue roll, open style; enclosed style, jumbo roll. Pricing shall be per individual dispenser.								30		
16	Dispenser: Hand Towel, non-perforated roll; Unbleached single-ply sheet. (This is for use with item 9.) Pricing shall be per individual dispenser.								30		

VENDOR

Jan Pak, Inc.

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Pricing pages

Alternate Bid No. 2 - Atlas Paper

	Description	Mfg	Model	Rolls or Pkg Per Case	Basis Weight	Post Consumer Content %	Sheet size	Sq Ft Per Case	Est Qty	Case Price	Total	
17	Dispenser: Automated Touchless (This is for use with Item 12.) Pricing shall be per individual dispenser.						4.1" x		50			
18	Tissue, Toilet, 2 ply, 500 sheet/rolls	Atlas	276	96	18.4	40	3.1"	4237	2000	25.14	50280.00	
19	Hand Towels, C-Fold, White Single-Ply Sheet								3000			
20	Toilet Tissue, Rolls, 2 Ply	Atlas	730	6	18.4	40	3.42" x 2000'	3420	1000	20.17	20170.00	
21	Toilet Tissue, JR, Rolls, 2 Ply	Atlas	700	12	18.4	40	3.42" x 1000'	3420	500	20.17	10085.00	
22	Towel, White Roll								2000			
23	Towel, White Roll								1000			
24	Towel, White Multifold								500			
	# of Days ARO for Delivery (Bids listing more than 15 days will not be considered.)	10										
	Contract Coordinator:	Mark Tolliver										
	Toll Free Telephone Number:	800-736-4046										
	Telephone Number:	304-736-4046										
	Fax Number:	304-736-2303										
	E-Mail:	mtolliver@janpak.com							Date:	6-27-12		

# Certification

SANPAP12

By submitting a signed bid for SANPAP12 –Paper and Sanitary supplies - vendor hereby certifies under penalty of fraud that all mandatory specifications contained in Request for Quotation are met. Vendor additionally certifies that it can supply the eligible items contained in its bid response.

JANPAK INC

Vendor (Type Name of Company)

6144 LITTLE SEVEN MILE ROAD  
HUNTINGTON WV 25702

Address

MARK TOLLIVER

Account Manager

Name (Type Name)

Title



6/27/12

Signature

Date

Note: No contract shall be awarded prior to receipt of this certification.

EXHIBIT 10

REQUISITION NO.: SANPAP 12

ADDENDUM ACKNOWLEDGEMENT

I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED  
ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY  
PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.

ADDENDUM NO.'S:

NO. 1  .....

NO. 2 .....

NO. 3 .....

NO. 4 .....

NO. 5 .....

I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE  
ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS. VENDOR  
MUST CLEARLY UNDERSTAND THAT ANY VERBAL  
REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY  
ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES  
AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE  
INFORMATION ISSUED IN WRITING AND ADDED TO THE  
SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.



\_\_\_\_\_  
SIGNATURE

Jan Pak, Inc.

\_\_\_\_\_  
COMPANY

6-27-12

\_\_\_\_\_  
DATE



**Please use this document for technical questions, posing in a question format**

Please refer to the section your question is in reference to.

Technical questions for RFQ# **SANPAP12**

Vendor Name: \_\_\_\_\_

Questions:

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State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
**SANPAP12**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**PAUL REYNOLDS**  
**304-558-0468**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE  
**Jan Pak, Inc.**  
**6144 Little Seven Mile Road**  
**Huntington, WV 25701**

SHIP TO

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED <b>05/29/2012</b>	TERMS OF SALE <b>Net 30</b>	SHIP VIA <b>Jan Pak</b>	F.O.B. <b>Huntington/Bluefield</b>	FREIGHT TERMS <b>\$300 PPD Freight</b>
BID OPENING DATE: <b>06/28/2012</b>		BID OPENING TIME <b>01:30PM</b>		

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
ADD: EXHIBIT 10						
ADD: BID NOTICE						
BID OPENING DATE CHANGED						
FROM: 06/30/12 @ 1:30 P.M.						
TO: 06/28/12 @ 1:30 P.M.						
MANDATORY PREBID MEETING REMAINS 05/31/12 AT 10:00 AM. SAME LOCATION.						
0001		CS		640-75-01-001		
TISSUE: TOILET, ROLLS, SINGLE-PLY, 100 SHEETS,						
SINGLE-PLY, 4.5" X 4.5" PER SHEET, 96 EACH INDIVIDUALLY WRAPPED ROLLS PER CASE.						
A SIGNED BID MUST BE SUBMITTED TO: DEPARTMENT OF ADMINISTRATION						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE <b>304-736-4046</b>	DATE <b>6-27-12</b>
TITLE <b>Account Manager</b>	FEIN <b>55-033-0291</b>	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

## GENERAL TERMS & CONDITIONS REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.html](http://www.state.wv.us/admin/purchase/vrc/hipaa.html) and is hereby made part of the agreement provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

### INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER
SANPAP12

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF:
PAUL REYNOLDS 304-558-0468

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/29/2012				

BID OPENING DATE: 06/28/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130					
	THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:					
	BUYER: PAUL REYNOLDS		FILE 43			
	RFQ. NO.		SANPAP12			
	BID OPENING DATE:		06/28/12			
	BID OPENING TIME:		1:30 P.M.			
	PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: <u>304-736-2303</u>					
	CONTACT PERSON (PLEASE PRINT CLEARLY): <u>Mark Tolliver</u>					
	***** THIS IS THE END OF RFQ SANPAP12 ***** TOTAL: _____					

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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\_\_\_\_\_  
SIGNATURE

Jan Pak, Inc.

\_\_\_\_\_  
COMPANY

6-27-12

\_\_\_\_\_  
DATE

Rev. 09/08

State of West Virginia  
**VENDOR PREFERENCE CERTIFICATE**

Certification and application\* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,  
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or** 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,  
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or**,
2. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,
3. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,
4.  **Application is made for 5% resident vendor preference for the reason checked:**  
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or**,
5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or**,
6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Jan Pak, Inc. Signed: [Signature]  
 Date: 6-27-12 Title: Account Manager

\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.



STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**West Virginia Code §5A-3-10a states:** No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

**WITNESS THE FOLLOWING SIGNATURE**

Vendor's Name: JanPak, Inc.

Authorized Signature:  Date: 6-12-12

State of WV

County of Cabell, to-wit:

Taken, subscribed, and sworn to before me this 12 day of June, 2012

My Commission expires 2-21, 2021.

AFFIX SEAL HERE

NOTARY PUBLIC 

