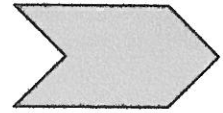




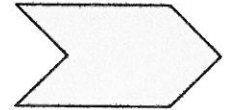
BID FOR
STATE OF WEST VIRGINIA
RFQ
SANPAP13

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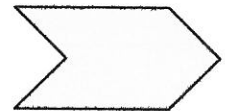
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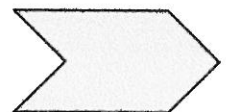
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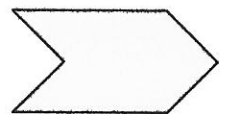
SANPAP13 PRICE PAGES



SANPAP13 PROPOSED ITEMS



SANPAP13 ORDERING &
REPORTING





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

Solicitation

NUMBER
SANPAP13

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL 304-558-2596

V
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O
R

RFQ COPY
TYPE NAME/ADDRESS HERE
UNISOURCE WORLDWIDE, INC.
550 27TH STREET
HUNTINGTON, WV 25702

S
H
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P
T
O

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

DATE PRINTED
05/10/2013

BID OPENING DATE:

06/04/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		640-75		
SANITARY PAPER PRODUCTS						
REQUEST FOR QUOTATION (RFQ)						
OPEN END STATEWIDE CONTRACT						
THE WEST VIRGINIA STATE PURCHASING DIVISION IS SOLICITING BIDS FOR AN OPEN END STATEWIDE CONTRACT FOR SANITARY PAPER PRODUCTS PER THE ATTACHED SPECIFICATIONS.						
***** THIS IS THE END OF RFQ SANPAP13 ***** TOTAL:						

SIGNATURE	TELEPHONE (304) 552-1492	DATE 7/15/13
TITLE SR. DIRECTOR	FEIN 13-5369500	ADDRESS CHANGES TO BE NOTED ABOVE

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

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. **REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.
2. **MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.
3. **PREBID MEETING:** The item identified below shall apply to this Solicitation.

☐ A pre-bid meeting will not be held prior to bid opening.

☐ A NON-MANDATORY PRE-BID meeting will be held at the following place and time:

☒ A MANDATORY PRE-BID meeting will be held at the following place and time:

Monday, May 20, 2013 at 10:00 am in the conference room of the Purchasing Division (Building 15 located on the West Virginia State Capitol Complex at 2019 Washington Street, East in Charleston, West Virginia.) Parking is limited in and around the Purchasing Division. Vendors are encouraged to allow time to secure parking prior to the meeting.

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing. Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required

information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. **VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are non-binding.

Question Submission Deadline: May 24, 2013 at 5:00 PM EST

Submit Questions to:

Krista S. Ferrell, Buyer Supervisor

2019 Washington Street, East

P.O. Box 50130

Charleston, WV 25305

Fax: 304-558-2596

Email: krista.s.ferrell@wv.gov

5. **VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including that made at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.
6. **BID SUBMISSION:** All bids must be signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The bid delivery address is:

Department of Administration, Purchasing Division
2019 Washington Street East
P.O. Box 50130,
Charleston, WV 25305-0130

The bid should contain the information listed below on the face of the envelope or the bid may not be considered:

SEALED BID

BUYER: _____
 SOLICITATION NO.: _____
 BID OPENING DATE: _____
 BID OPENING TIME: _____
 FAX NUMBER: _____

In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus n/a convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: ☐ Technical
 ☐ Cost

7. **BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when time stamped by the official Purchasing Division time clock.

Bid Opening Date and Time:

June 4, 2013 at 1:30 PM EST

Bid Opening Location:

Department of Administration, Purchasing Division
 2019 Washington Street East
 P.O. Box 50130,
 Charleston, WV 25305-0130

8. **ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.
9. **BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of a Purchase Order signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.
2. **DEFINITIONS:** As used in this Solicitation / Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation / Contract.
 - 2.1 **"Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.
 - 2.2 **"Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods and services requested in the Solicitation.
 - 2.3 **"Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.
 - 2.4 **"Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.
 - 2.5 **"Purchase Order"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the successful bidder and Contract holder.
 - 2.6 **"Solicitation"** means the official solicitation published by the Purchasing Division and identified by number on the first page thereof.
 - 2.7 **"State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.
 - 2.8 **"Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. **CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

☒ **Term Contract**

Initial Contract Term: This Contract becomes effective on

award

 and extends for a period of

one, (1),

 year(s).

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal must be submitted to the Purchasing Division Director thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to

two, (2),

 successive one (1) year periods. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

Reasonable Time Extension: At the sole discretion of the Purchasing Division Director, and with approval from the Attorney General's office (Attorney General approval is as to form only), this Contract may be extended for a reasonable time after the initial Contract term or after any renewal term as may be necessary to obtain a new contract or renew this Contract. Any reasonable time extension shall not exceed twelve (12) months. Vendor may avoid a reasonable time extension by providing the Purchasing Division Director with written notice of Vendor's desire to terminate this Contract 30 days prior to the expiration of the then current term. During any reasonable time extension period, the Vendor may terminate this Contract for any reason upon giving the Purchasing Division Director 30 days written notice. Automatic extension of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases, but Attorney General approval may be required.

- ☐ **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within

--

 days.
- ☐ **One Time Purchase:** The term of this Contract shall run from the issuance of the Purchase Order until all of the goods contracted for have been delivered, but in no event shall this Contract extend for more than one fiscal year.
- ☐ **Other:** See attached.

4. **NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Purchase Order will be considered notice to proceed.
5. **QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.
 - ☒ **Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. 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.
 - ☐ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.
 - ☐ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.
 - ☐ **One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.
6. **PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.
7. **EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.
8. **REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.
 - ☐ **BID BOND:** All Vendors shall furnish a bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

- [] **PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of . The performance bond must be issued and received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.
- [] **LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be issued and delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

- [] **MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.
- [] **WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall have appropriate workers' compensation insurance and shall provide proof thereof upon request.
- [] **INSURANCE:** The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award:

- [] **Commercial General Liability Insurance:**

or more.

- [] **Builders Risk Insurance:** builders risk – all risk insurance in an amount equal to 100% of the amount of the Contract.

[]

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[]

[]

[]

The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed above.

- [] **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

[]

[]

[]

[]

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

9. **LITIGATION BOND:** The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or \$5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.
10. **ALTERNATES:** Any model, brand, or specification listed herein establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.
11. **EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or

other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

12. **LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount

	for	

This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy.

13. **ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part. Vendor's signature on its bid signifies acceptance of the terms and conditions contained in the Solicitation and Vendor agrees to be bound by the terms of the Contract, as reflected in the Purchase Order, upon receipt.
14. **REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee if applicable.
15. **COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.
16. **FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.
17. **PAYMENT:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears, to the Agency at the address on the face of the purchase order labeled "Invoice To."
18. **UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.
19. **DELIVERY:** All quotations are considered freight on board destination ("F.O.B. destination") unless alternate shipping terms are clearly identified in the bid. Vendor's listing of shipping terms that contradict the shipping terms expressly required by this Solicitation may result in bid disqualification.
20. **INTEREST:** Interest attributable to late payment will only be permitted if authorized by the West Virginia Code. Presently, there is no provision in the law for interest on late payments.
21. **PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Resident Vendor Certification form has been attached hereto to allow Vendor to apply for the preference. Vendor's

failure to submit the Resident Vendor Certification form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.

22. **SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid on or after July 1, 2012, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to submission of its bid to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.
23. **TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
24. **CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-7.16.2.
25. **WAIVER OF MINOR IRREGULARITIES:** The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.
26. **TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.
27. **APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.
28. **COMPLIANCE:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendors acknowledge that they have reviewed, understand, and will comply with all applicable law.
29. **PREVAILING WAGE:** On any contract for the construction of a public improvement, Vendor and any subcontractors utilized by Vendor shall pay a rate or rates of wages which shall not be less than the fair minimum rate or rates of wages (prevailing wage), as established by the West Virginia Division of Labor under West Virginia Code §§ 21-5A-1 et seq. and available at <http://www.sos.wv.gov/administrative-law/wagerates/Pages/default.aspx>. Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage

requirements are applicable. The required contract provisions contained in West Virginia Code of State Rules § 42-7-3 are specifically incorporated herein by reference.

- 30. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.
- 31. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary, no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). **No Change shall be implemented by the Vendor until such time as the Vendor receives an approved written change order from the Purchasing Division.**
- 32. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.
- 33. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.
- 34. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.
- 35. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.
- 36. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.
- 37. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.

38. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at <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 Covered entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the Vendor. Additionally, the HIPAA Privacy, Security, Enforcement & Breach Notification Final Omnibus Rule was published on January 25, 2013. It may be viewed online at <http://www.gpo.gov/fdsys/pkg/FR-2013-01-25/pdf/2013-01073.pdf>. Any organization, that qualifies as the Agency's Business Associate, is expected to be in compliance with this Final Rule. For those Business Associates entering into contracts with a HIPAA Covered State Agency between January 25, 2013 and the release of the 2013 WV State Agency Business Associate Agreement, or September 23, 2013 (whichever is earlier), be advised that you will be required to comply with the 2013 WV State Agency Business Associate Agreement. For those Business Associates with contracts with a HIPAA Covered State Agency executed prior to January 25, 2013, be advised that upon renewal or modification, you will be required to comply with the 2013 WV State Agency Business Associate Agreement no later than September 22, 2014.
39. **CONFIDENTIALITY:** The Vendor agrees that it 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/default.html>.
40. **DISCLOSURE:** Vendor's response to the Solicitation and the resulting Contract are considered public documents and will be disclosed to the public in accordance with the laws, rules, and policies governing the West Virginia Purchasing Division. Those laws include, but are not limited to, the Freedom of Information Act found in West Virginia Code § 29B-1-1 et seq.

If a Vendor considers any part of its bid to be exempt from public disclosure, Vendor must so indicate by specifically identifying the exempt information, identifying the exemption that applies, providing a detailed justification for the exemption, segregating the exempt information from the general bid information, and submitting the exempt information as part of its bid but in a segregated and clearly identifiable format. Failure to comply with the foregoing requirements will result in public disclosure of the Vendor's bid without further notice. A Vendor's act of marking all or nearly all of its bid as exempt is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor's act of marking a bid or any part thereof as "confidential" or "proprietary" is not sufficient to avoid disclosure and WILL NOT BE HONORED. In addition, a legend or other statement indicating that all or substantially all of the bid is exempt from disclosure is not sufficient to avoid disclosure and WILL NOT BE HONORED. Vendor will be required to defend any claimed exemption for nondisclosure in the event of an administrative or judicial challenge to the State's nondisclosure. Vendor must indemnify the State for any costs incurred related to any exemptions claimed by Vendor. Any questions regarding the applicability of the various public records laws should be addressed to your own legal counsel prior to bid submission.

41. **LICENSING:** In accordance with West Virginia Code of State Rules §148-1-6.1.7, Vendor 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, West Virginia Insurance Commission, or any other state agency or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.
42. **ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Purchase Order from any agency of the State of West Virginia, the Vendor agrees to 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 Vendor.
43. **VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid for the same material, supplies, equipment or services; (2) that its bid is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this RFQ in its entirety; understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

The individual signing this bid on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

44. **PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

☐ Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

45. **VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting,

supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, *etc.* and the filing of all necessary documents, forms and returns pertinent to all of the foregoing. Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

46. **INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.
47. **PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.
48. **ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by and extends to other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). This Contract shall be extended to the aforementioned Other Government Entities on the same prices, terms, and conditions as those offered and agreed to in this Contract. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.
49. **CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire any interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

50. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

- ☒ Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.
- ☒ Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.requisitions@wv.gov.

51. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision.

The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

52. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or

such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process.

The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:

- a. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- b. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

53. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products.

This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the State of West Virginia to establish an open-end statewide contract for sanitary paper products.
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.

2.1 "Basis Unit Weight" means weigh in pounds of one square foot of item

2.2 "Contract Price (Per Case)" the contract price represents the price of the packaged quantity the Vendor will sell to the Agency. For example the contract price for toilet paper in cases of 96 rolls would be the price for the case of 96 rolls under this Contract.

2.3 "Dispenser Number" Number of the corresponding sanitary paper product dispenser which fits the sanitary paper product being provided.

2.4 "Eligible Items" or "Eligible Item" means the list of sanitary paper and other accessories available under this Contract that have been specifically identified on the Pricing Page. A copy of the Pricing Page has been attached hereto and is specifically incorporated herein by reference.

2.5 "Extended Unit Price" means the Unit Price multiplied by the Estimated Quantity

2.6 "Item" means one package/roll/etc. of the product provided

2.7 "Item Price (Cost Per Item)"-means price of one item

2.8 "Manufacturer"-means the producer of the Eligible Items

2.9 "Manufacturer Model/Product Number" means the model or product code designated by the manufacturer for order placement

2.10 "Pricing Page" or "Pricing Pages" means the schedule of prices, Unit Prices, estimated usage, and totals attached hereto and used to evaluate the RFQ.

2.11 "RFQ" means the official RFQ published by the Purchasing Division and identified as SANPAP13.

- 2.12 **"Items Per Case (Rolls of Paper for Contract Price)"** means the number of sanitary paper rolls or sanitary accessories that are included in the package being sold for the Contract Price.
- 2.13 **"Item Length in Feet"** means the total square feet of sanitary paper products or accessories contained in each item.
- 2.14 **"Item Net Weight In Pounds"** means the weigh in pounds of one item
- 2.15 **"Item Width in Feet"** means the total square feet of sanitary paper products or accessories contained in each item.
- 2.16 **"Total Bid Cost"** means the sum of the bid total column on the Pricing Pages shown below the bid total column and identified as the total bid cost.
- 2.17 **"Unit of Measure"** means the smallest measurable amount of an Eligible Item and is identified on the Pricing Pages in the Unit column. The Unit will only be utilized for bid evaluation purpose
- 2.18 **"Unit Price"** means the price of an individual unit of an Eligible Item as shown on the Pricing Pages.

3. GENERAL REQUIREMENTS:

- 3.1 **Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

PAPER PRODUCTS:

3.1.1 BATH TISSUE

- 3.1.1.1 Bath tissue shall be made with reasonable industry practice with respect to holes, tears, wrinkles, cleanliness, and foreign materials.
- 3.1.1.2 Bath tissue shall be professional grade.
- 3.1.1.3 Product Specifications:

REQUEST FOR QUOTATION
SANPAP13: Sanitary Paper Products

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- 3.1.1.3.1 Item 1: Bath Tissue shall be Envision (GP Model 14585), or equal and have the following minimum requirements:
 - A. White in color
 - B. Single Ply
 - C. Post-consumer Waste of no less than 20% (EPA minimum requirements)
 - D. Recycled Content of no less than 20% (EPA minimum requirements)
 - E. Basis weight of .00101 lbs./sq.'
- 3.1.1.3.2 Item 2: Bath Tissue shall be Angel Soft Embossed (GP Model 16840), or equal and have the following minimum requirements:
 - A. White in color
 - B. Double Ply
 - C. Post-consumer Waste of no less than 20% (EPA minimum requirements)
 - D. Recycled Content of no less than 20% (EPA minimum requirements)
 - E. Basis weight of .00219 lbs./sq.'
- 3.1.1.3.3 Item 3: Bath Tissue shall be Acclaim Jumbo Jr. (GP Model 13718), or equal and have the following minimum requirements:
 - A. White in color
 - B. Single Ply
 - C. Basis weight of .0002991 lbs./sq.'
- 3.1.1.3.4 Item 4: Bath Tissue shall be Acclaim Jumbo Jr. (GP Model 13728), or equal and have the following minimum requirements:
 - A. White in color
 - B. Double Ply
 - C. Basis weight of .00234 lbs./sq.'
- 3.1.1.3.5 Item 5: Bath Tissue shall be Envision Jumbo Jr. (GP Model 12798), or equal and have the following minimum requirements:
 - A. White in color
 - B. Double Ply

- C. Post-consumer Waste of no less than 20% (EPA minimum requirements)
- D. Recycled Content of no less than 20% (EPA minimum)
- E. Basis weight of .00622 lbs./sq.'

3.1.2 BATH TISSUE DISPENSERS

- 3.1.2.1 Bath tissue dispensers shall be made with standard industry practice.
- 3.1.2.2 Bath tissue dispensers shall be professional grade.
- 3.1.2.3 Bath tissue dispensers shall fit bath tissue supplied as a part of this contract.
- 3.1.2.4 Product Specifications:
 - 3.1.2.4.1 Item 7: Bath Tissue Dispenser shall be Georgia Pacific (GP Model 57120/01), or equal and have the following minimum requirements:
 - A. Metal or Durable Plastic Construction
 - B. Hold Two Rolls Small Single or Double Ply Bath Tissue
 - 3.1.2.4.2 Item 8: Bath Tissue Dispenser shall be Georgia Pacific (GP Model 59206), or equal and have the following minimum requirements:
 - A. Durable Plastic Construction
 - B. Hold Two Rolls of Small Single or Double Ply Bath Tissue
 - 3.1.2.4.3 Item 9: Bath Tissue Dispenser shall be Georgia Pacific (GP Model 58050), or equal and have the following minimum requirements:
 - A. Durable Plastic Construction
 - B. Hold One Roll of Large Single or Double Ply Bath Tissue

3.1.3 ROLL TOWELS

3.1.3.1 Towels shall be made in accordance with standard industry practice with respect to holes, tears, wrinkles, cleanliness, foreign materials, and dirt. Edges shall be cleanly cut and not ragged.

3.1.3.2 Towels shall be of professional grade.

3.1.3.3 Product Specifications:

3.1.3.3.1 Item 9: Towels shall be enMotion High Capacity (GP Model 89420), or equal and have the following minimum requirements:

A. White in color

B. Basis weight of .00633 lbs./sq.'

3.1.3.3.2 Item 10: Towels shall be enMotion High Capacity (GP Model 89460) or equal and have the following minimum requirements:

A. White in color

B. Basis weight of .00667 lbs./sq.'

3.1.3.3.3 Item 11: Towels shall be Ultima High Capacity Premium (GP Model 2530), or equal and have the following minimum requirements:

A. White in color

B. Basis weight of .00999 lbs./sq.'

3.1.3.3.4 Item 12: Towels shall be Envision Hardwound Roll (GP Model 26401), or equal and have the following minimum requirements:

A. Brown in color

B. Post-consumer Waste of 40% (EPA minimum requirements)

C. Recycled Content of 40% or (EPA minimum requirements)

D. Basis weight of .00725 lbs./sq.'

3.1.4 ROLL TOWEL DISPENSERS

3.1.4.1 Roll Towel Dispensers shall be made in accordance with standard industry practice.

3.1.4.2 Roll Towel Dispensers shall be of professional grade.

3.1.4.3 Roll Towel Dispensers shall fit roll towels provided as a part of this contract.

3.1.4.4 Product Specifications:

- 3.1.4.4.1 Item 13: Roll Towel Dispenser shall be enMotion (GP Model 59498), or equal and have the following minimum requirements:
 - A. Durable Plastic Construction
 - B. Wall Mounted
- 3.1.4.4.2 Item 14: Roll Towel Dispenser shall be (GP Model 59460) or equal and have the following minimum requirements:
 - A. Durable Plastic Construction
 - B. Wall Mounted
- 3.1.4.4.3 Item 15: Roll Towel Dispenser shall be Cormatic (GP Model ADS200B), or equal and have the following minimum requirements:
 - A. Durable Plastic Construction
 - B. Wall Mounted
- 3.1.4.4.4 Item 16: Roll Towel Dispenser shall be GP Push Paddle for Roll Paper (GP Model 54338), or equal and have the following minimum requirements:
 - A. Durable Plastic Construction
 - B. Wall Mounted

3.1.5 FOLDED TOWELS

3.1.5.1 Towels shall be made in accordance with standard industry practice with respect to holes, tears, wrinkles, cleanliness, foreign materials, and dirt. Edges shall be cleanly cut and not ragged.

3.1.5.2 Towels shall be of professional grade.

3.1.5.3 Product Specifications:

- 3.1.5.3.1 Item 17: Towels shall be Georgia Pacific Single Fold, Bleached (GP Model 20904), or equal and have the following minimum requirements:
 - A. White in color

- B. Basis weight of .000047 lbs./sq.’
 - 3.1.5.3.2 Item 18: Towels shall be Envision Single Fold Economy Towels, Unbleached (GP Model 23504), or equal and have the following minimum requirements:
 - A. Brown in color
 - B. Post-consumer Waste of 40% (EPA minimum requirements)
 - C. Recycled Content of 40% or (EPA minimum requirements)
 - D. Basis weight of .000051 lbs./sq.’
 - 3.1.5.3.3 Item 19: Towels shall be Acclaim C Fold, Bleached (GP Model 20603), or equal and have the following minimum requirements:
 - A. White in color
 - B. Basis weight of .000052 lbs./sq.’
 - 3.1.5.3.4 Item 20: Towels shall be Envision C-Fold Economy, Unbleached (GP Model 21924), or equal and have the following minimum requirements:
 - A. Brown in color
 - B. Post-consumer Waste of 40% (EPA minimum requirements)
 - C. Recycled Content of 40% or (EPA minimum requirements)
 - D. Basis weight of .000052 lbs./sq.’
 - 3.1.5.3.5 Item 21: Towels shall be Signature Multifold (Z Fold) Bleached Economy (GP Model 21000), or equal and have the following minimum requirements:
 - A. White in color
 - B. Basis weight of .000080 lbs./sq.’
 - 3.1.5.3.6 Item 22: Towels shall be envision Multifold (GP Model 23304), or equal and have the following minimum requirements:
 - A. Brown in color
 - B. Post-consumer Waste of 40% (EPA minimum requirements)
 - C. Recycled Content of 40% or (EPA minimum requirements)
 - D. Basis weight of .000052 lbs./sq.’

3.1.6 FOLDED TOWEL DISPENSERS

3.1.6.1 Folded Towel Dispensers shall be made in accordance with standard industry practice.

3.1.6.2 Folded Towel Dispensers shall be of professional grade.

3.1.6.3 Roll Towel Dispensers shall fit roll towels provided as a part of this contract.

3.1.6.4 Product Specifications:

3.1.6.4.1 Item 23: Folded Towel Dispenser shall be Georgia Pacific Single Fold Towel (GP Model 56701), or equal and have the following minimum requirements:

A. Metal or Durable Plastic Construction

B. Wall Mounted

3.1.6.4.2 Item 24: Folded Towel Dispenser shall be Georgia Pacific Combination C and Multifold (Z-Fold) (GP Model 56650/01) or equal and have the following minimum requirements:

A. Metal or Durable Plastic Construction

B. Accommodate both C-Fold and Multifold (Z-Fold) Towels

C. Wall Mounted

3.1.7 MISC. PRODUCTS AND ACCESSORIES

3.1.7.1 Products shall be of professional grade.

3.1.7.2 Product Specifications:

3.1.7.2.1 Item 25: Facial Tissues: Envision 2 Ply Facial (GP Model 47410), or equal and have the following minimum requirements:

A. White in color

B. Basis weight of .000042 lbs./sq.'

3.1.7.2.2 Item 26: Kitchen Towels: Preference, Perforated, Bleached (GP Model 27700), or equal and have the following minimum requirements:

- A. White in color
 - B. Basis weight of .00909 lbs./sq.'
- 3.1.7.2.3 Item 27: Kitchen Towels : Envision Perforated, Unbleached (GP Model 28290), or equal and have the following minimum requirements:
 - A. Brown in color
 - B. Basis weight of .00909 lbs./sq.'
- 3.1.7.2.4 Item 28: Toilet Seat Covers: Safe-T-Gard (GP Model 47052), or equal and have the following minimum requirements:
 - A. White in color
- 3.1.7.2.5 Item 29: Toilet Seat Cover Dispenser: Safe-T-Gard (GP Model 57710), or equal and have the following minimum requirements:
 - A. Durable Plastic Construction
 - B. Wall Mounted
 - C. Fit Toilet Seat Covers supplied as a part of this contract
- 3.1.7.2.6 Item 30: Wipers: Brawny Industrial Light Duty, Double Ply (GP Model 29221), or equal and have the following minimum requirements:
 - A. White in color
 - B. Basis weight of .000078 lbs./sq.'
- 3.1.7.2.7 Item 31: Foodservice Towels: Brawny Dine-A-Wipe (GP Model 29414), or equal and have the following minimum requirements:
 - A. White in color
 - B. Basis weight of .000066 lbs./sq.'

4.3.2 ADDITIONAL REQUIREMENTS

- 4.3.2.1 Vendor must provide manufacturer specification sheets for all products bid. It is strongly preferred this information accompany the bid response. Manufacturer specification sheets will be used to validate information contained in the pricing page. Differences in information provided on the manufacturer specification sheet and the pricing page may result in the disqualification of the vendor's bid.

4.3.2.2 Customer Service

4.3.2.2.1 Vendor shall provide assistance via telephone and/or email to all contract users in placing orders against this contract as it relates to the vendor's functions including: order placement, order status, account inquiry, and billing.

4.3.2.2.2 Vendor should resolve any issues arising from order placement, order status, account inquiry, and/or billing within 1 business day of the inquiry. Issues which cannot be resolved in this timeframe must be reported to Agency with a description of the issue and expected resolution deadline. The vendor shall report all inquiries unresolved in five business days to the Purchasing Division.

4.3.2.2.3 Vendor must carry sufficient stock to fill orders placed under this contract within the delivery requirements specified in Section 6.

CONTRACT AWARD:

4.4 Contract Award: The Contract is intended to provide the Agency's with a Contract Price for all Eligible Items. The Contract shall be awarded to the Vendor that meets the mandatory RFQ specifications and provides the lowest Total Bid Cost. In order to fairly evaluate price, evaluation will be based on the Unit Price (Price Per Square Foot) as reflected in the bidding scenario and calculated as the Total Bid Cost for the Eligible Items listed on the Pricing Pages. Please note that orders placed against this contract will reflect the Contract Price (Price Per Case). Notwithstanding the foregoing, the Purchasing Division reserves the right to award this Contract to multiple Vendors if it deems such action necessary.

The Price quoted must take into account any and all fees, charges, or other miscellaneous costs that Vendor may require, including delivery charges as indicated below, because those fees, charges, or other miscellaneous costs will not be paid separately. The Agency shall only pay the appropriate Contract Price for items purchased under this Contract.

4.5 Pricing Pages: Vendors are **strongly encouraged** to complete the Pricing Pages electronically in Microsoft Excel. Doing so will reduce the number of

calculations required and the possibility for calculation errors as explained below.

4.3.3 Information Requested. The Pricing Page includes paper products and accessories. Vendor should complete the Pricing Pages by filling in any blank spaces with the information requested. The information requested on the Pricing Pages for each frequently purchased Eligible Item includes the Manufacturer, the Manufacturer's Model/Product Number, Dispenser No. (If Applicable), Contract Price (Per Case), Items Per Case (Rolls or Packages of Paper for Contract Price), Item Price (Cost per Item), Item Length in Feet, Item Width in Feet, Item Net Weight in Pounds, Basis Unit Weight (Pounds Per Square Foot), Unit Price (Price Per Square Foot), Unit of Measure, Estimated Unit Quantity, Extended Unit Price, and Total Bid Cost.

4.3.4 Pricing Page Calculations. The Pricing Pages require Vendor to insert its Manufacturer, Manufacturer Number, Dispenser No., Contract Price (Per Case), Items Per Case (Rolls or Packages of Paper for Contract Price), Item Length in Feet, Item Width In Feet, and Item Net Weight In Pounds. That information, along with information that is already included on the Pricing Pages will be used to calculate the Unit Price (Cost Per Item), Basis Unit Weight (Pounds Per Square Foot), Unit Price (Price Per Square Foot), Unit of Measure, Extended Unit Price, and Total Bid Cost. If Vendor completes the Pricing Pages electronically using the Microsoft Excel version from the Purchasing Division, these calculations will be automatically populated.

4.3.5 Vendor Entered Information Calculations

4.3.5.1 Item Length in Feet-Linear feet of product contained in the Item.

Note: For sheet items, this will be the linear feet of one sheet of the item.

Ie. Item 17 GP 20904 Single Fold Bleached Towel.

Towel length (10.250")/12=.85 square feet per sheet.

4.3.5.2 Item Width in Feet: Width of product

Note: For sheet items, this will be the linear feet of one sheet of the item.

Ie. Item 17 GP 20904 Single Fold Bleached Towel

Towel width 9.25"/12=.77' per sheet

4.3.6 Populated Information Calculations

4.3.6.1 Unit Price (Cost Per Item)-Contract price divided by the number of Items Per Case (Rolls or Packages of Paper for Contract Price) IE. Contract Price \$10.00/(4) Items per Case=\$2.50 Per Item.

4.3.6.2 Basis Unit Weight (Pounds Per Square Foot)-Item Net Weight in Pounds divided by the total of Item Length in Feet multiplied by Item Width in Feet. IE. 2.050 Lbs.(Item Net Weight in Pounds) divided by {2000 lineal feet (Item Length in Feet)*0.29 lineal feet(Item Width in Feet)}

$$\frac{2.050 \text{ Lbs.}}{2000' \times 0.029'} = \frac{2.050 \text{ Lbs.}}{68.97 \text{ Sq. Feet}} = .0297 \text{ Lbs./Sq. Feet}$$

4.3.6.3 Unit Price-Unit Price (Cost Per Item) divided by Square Footage of Item (This will be the cost utilized in the evaluation.)

IE. \$2.50 divided by 68.97 Sq. Feet =\$0.0362/Sq. Foot

4.3.6.4 Extended Unit Price-Cost-Basis Cost multiplied by the estimated Quantity

IE. \$0.0362 x 25,000=\$905.00

4.3.6.5 Total Bid Cost-Summation of all Basis Total Costs

4.3.7 **Estimated Quantities Only.** The Pricing Pages contain an estimated unit quantity that will be purchased. The estimated unit quantity for each item

represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

4.3.8 Correction of Errors. Notwithstanding anything contained herein, the Purchasing Division may correct errors on the Pricing Pages. Vendor is strongly encouraged to electronically enter the information into the Pricing Pages to prevent errors in the evaluation.

4.3.9 Electronic Version. The Pricing Pages were created as a Microsoft Excel document and Vendor can request an electronic copy for bid purposes by sending an email request to the following address: krista.s.ferrell@wv.gov

The Purchasing Division's electronic version of the Pricing Pages contains the formulas for calculating the Unit Price (Cost Per Item), Basis Weight, Basis Cost, and Basis Total Cost. Those items will be automatically populated by the Microsoft Excel program when Vendor inserts its Manufacturer, Manufacturer Number, Dispenser No., Contract Price (Per Case), Items Per Case (Rolls or Packages of Paper for Contract Price), Item Length in Feet, Item Width In Feet, and Item Net Weight In Pounds. Utilizing the electronic version of the Pricing Pages and inserting the values using Microsoft Excel will greatly reduce the number of calculations that Vendor will have to make and the possibilities for error. The Purchasing Division reserves the right to take Vendor's Pricing Pages and insert the appropriate numbers into the Microsoft Excel spreadsheet if Vendor chooses to complete the Pricing Pages in any other way.

5 ORDERING AND PAYMENT:

5.1 Ordering: Vendor shall accept orders by regular mail, facsimile, e-mail, or any other written forms of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Any on-line ordering system must have the capability to restrict prices and available items to conform to the Pricing Pages originally submitted with this RFQ. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

Vendor shall provide the Purchasing Division with access to its internet ordering portal/website, if one will be used under this Contract, to allow the Purchasing Division to ensure that the requirements of this Contract are being met.

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, faxed, and/or emailed to the vendor as authorization for shipment, a second copy mailed to the Purchasing Division, and a third copy retained by the spending unit.

Agencies wishing to make payment via P-card must include this information on the fact of the WV-39 State Contract Order. Failure to include this information may result in the inability of the Vendor to accept this form of payment.

Agencies placing emergency orders must include this information on the face of the WV-39 State Contract Order. Failure to include this information may result in the delayed delivery.

- 5.2 **Invoicing and Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. Payment in advance is not permitted under this Contract.

6 DELIVERY AND RETURN:

- 6.1 **Delivery Time and Place:** Vendor shall deliver standard orders within five (5) working days after orders are received. Vendor shall deliver emergency orders within one (1) working day after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met. Eligible Items must be delivered to Agency at various locations within the State of West Virginia.
- 6.2 **Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party. Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.
- 6.3 **Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its Contract Price for each Eligible Item and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice. Notwithstanding the foregoing, Vendor may invoice Agency for the cost of any delivery valued at less than \$200.00 provided that the vendor

invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.

6.4 Return of Unacceptable Items: Items that Agency deems unacceptable shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

6.5 Return Due to Agency Error: Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

7 MISCELLANEOUS:

7.1 No Substitutions: Vendor shall supply only Eligible Items under this Contract. Vendor shall not supply substitute items unless expressly approved in writing by the Purchasing Division.

7.2 Vendor Supply: Vendor must carry sufficient inventory of the Eligible Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Eligible Items contained in its bid response.

7.3 Reports: Vendor shall provide quarterly reports and annual summaries to: purchasing.requisition@wv.gov showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.

REQUEST FOR QUOTATION
SANPAP13: Sanitary Paper Products

33

- 7.4 **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Greg Reynolds
Telephone Number: (304) 552-1492
Fax Number: (866) 232-7071
Email Address: gregory.reynolds@unisourceworldwide.com

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: SANPAP13

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

<input checked="" type="checkbox"/> Addendum No. 1	<input checked="" type="checkbox"/> Addendum No. 6
<input checked="" type="checkbox"/> Addendum No. 2	<input checked="" type="checkbox"/> Addendum No. 7
<input checked="" type="checkbox"/> Addendum No. 3	<input checked="" type="checkbox"/> Addendum No. 8
<input checked="" type="checkbox"/> Addendum No. 4	<input checked="" type="checkbox"/> Addendum No. 9
<input checked="" type="checkbox"/> Addendum No. 5	<input checked="" type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

UNISOURCE WORLDWIDE INC.

Company

Authorized Signature

08/22/2013

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

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.
7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**
☐ Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

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: **UNISOURCE WORLDWIDE INC.**

Signed: 

Date: **7/15/13**

Title: **SR. DIRECTOR**

STATE OF WEST VIRGINIA
Purchasing Division
PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

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.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"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 exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: UNISOURCE WORLDWIDE INC.

Authorized Signature: [Signature] Date: 7/15/13

State of FLORIDA

County of DUVAL, to-wit:

Taken, subscribed, and sworn to before me this 15TH day of July, 2013.

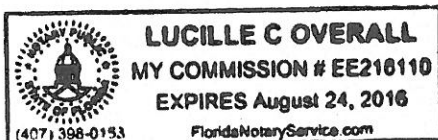
My Commission expires Aug 24, 2016.

AFFIX SEAL HERE

NOTARY PUBLIC

[Signature: Lucille C. Overall]

Purchasing Affidavit (Revised 07/01/2012)





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

Solicitation

NUMBER
SANPAP13

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
KRISTA FERRELL 304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

UNISOURCE WORLDWIDE, INC.
550 27TH STREET
HUNTINGTON, WV 25702

VENDOR

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

SHIP TO

DATE PRINTED
08/23/2013

BID OPENING DATE: 08/27/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 11						
THIS ADDENDUM IS ISSUED TO MODIFY THE ORIGINAL SOLICITATION PER THE ATTACHED DOCUMENTATION.						
0001	1	LS		640-75		
SANITARY PAPER PRODUCTS						
***** THIS IS THE END OF RFQ SANPAP13 ***** TOTAL:						

SIGNATURE	TELEPHONE	DATE
	(304) 552-1492	8/23/13
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
SR DIRECTOR	13-5369500	

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

SOLICITATION NUMBER: SANPAP13**Addendum Number: 11**

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☐ | Modify bid opening date and time
- ☐ | Modify specifications of product or service being sought
- ☐ | Attachment of vendor questions and responses
- ☐ | Attachment of pre-bid sign-in sheet
- ☒ | Correction of error
- ☐ | Other

Description of Modification to Solicitation:

To provide corrected pricing sheets

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: 11

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

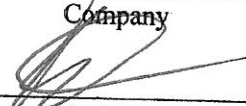
(Check the box next to each addendum received)

- | | |
|---|---|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input checked="" type="checkbox"/> Addendum No. 10 |
| | ✓ ADDENDUM NO. 11 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

UNISOURCE WORLDWIDE INC.

Company


Authorized Signature

8/23/13
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
 Revised 6/8/2012



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

Solicitation

NUMBER
SANPAP13

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL 304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

UNISOURCE WORLDWIDE, INC.
550 27TH STREET
HUNTINGTON, WV 25702

V
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O
R

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

S
H
I
P
T
O

DATE PRINTED
08/16/2013

BID OPENING DATE: 08/27/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 10						
THIS ADDENDUM IS ISSUED TO MODIFY THE ORIGINAL SOLICITATION PER THE ATTACHED DOCUMENTATION.						
0001	1	LS		640-75		
SANITARY PAPER PRODUCTS						
***** THIS IS THE END OF RFQ SANPAP13 ***** TOTAL:						

SIGNATURE	TELEPHONE (304) 552-1492	DATE 8/19/13
TITLE SR. DIRECTOR	FEIN 13-5369500	ADDRESS CHANGES TO BE NOTED ABOVE

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

SOLICITATION NUMBER: SANPAP13

Addendum Number: 10

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☐ | Modify bid opening date and time
- ☐ | Modify specifications of product or service being sought
- ☐ | Attachment of vendor questions and responses
- ☐ | Attachment of pre-bid sign-in sheet
- ☒ | Correction of error
- ☐ | Other

Description of Modification to Solicitation:

To provide corrected pricing sheets

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: SANPAP13

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

<input type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input checked="" type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

UNISOURCE WORLDWIDE INC.

Company

Authorized Signature

8/19/13

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
Revised 6/8/2012



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

Solicitation

NUMBER
SANPAP13

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
KRISTA FERRELL 304-558-2596

V E N D O R	RFQ COPY
	TYPE NAME/ADDRESS HERE
	UNISOURCE WORLDWIDE, INC.
	550 27TH STREET HUNTINGTON, WV 25702

S H I P T O	ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS VARIOUS LOCALES AS INDICATED BY ORDER
----------------------------	--

DATE PRINTED
08/09/2013

BID OPENING DATE: 08/27/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO.9						
THIS ADDENDUM HAS BEEN ISSUED TO AMEND THE ORIGINAL SOLICITATION PER THE ATTACHED DOCUMENTATION.						
0001	1	LS		640-75		
SANITARY PAPER PRODUCTS						
***** THIS IS THE END OF RFQ SANPAP13 ***** TOTAL:						

SIGNATURE	TELEPHONE (304) 552-1492	DATE 8/19/13
TITLE SR. DIRECTOR	FEIN 13-5369500	ADDRESS CHANGES TO BE NOTED ABOVE

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

SOLICITATION NUMBER: SANPAP13

Addendum Number: 9

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☒ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☐ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☒ Correction of error
- ☐ Other

Description of Modification to Solicitation:

To change the bid opening time to August 27, 2013 at 1:30PM EST

To provide corrected pricing sheets

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: SANPAP13

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

<input type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input type="checkbox"/> Addendum No. 4	<input checked="" type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

UNISOURCE WORLDWIDE INC.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
 Revised 6/8/2012



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

Solicitation

NUMBER
SANPAP13

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
KRISTA FERRELL 304-558-2596

V E N D O R	RFQ COPY
	TYPE NAME/ADDRESS HERE
	UNISOURCE WORLDWIDE, INC.
	550 27TH STREET HUNTINGTON, WV 25702

S H I P T O	ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS VARIOUS LOCALES AS INDICATED BY ORDER
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DATE PRINTED
08/06/2013

BID OPENING DATE: 08/13/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 08						
THIS ADDENDUM HAS BEEN ISSUED TO AMEND THE ORIGINAL SOLICITATION PER THE ATTACHED DOCUMENTATION.						
0001	1	LS	640-75			
SANITARY PAPER PRODUCTS						
***** THIS IS THE END OF RFQ SANPAP13 ***** TOTAL:						

SIGNATURE	TELEPHONE (304) 552-1492	DATE 8/23/13
TITLE SR. DIRECTOR	FEIN 13-5369500	ADDRESS CHANGES TO BE NOTED ABOVE

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

SOLICITATION NUMBER: SANPAP13

Addendum Number: 8

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☒ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☐ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☐ Other

Description of Modification to Solicitation:

To change the bid opening date to August 13, 2013 at 1:30 PM

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: SANPAP13

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input checked="" type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

UNISOURCE WORLDWIDE INC.

Company

Authorized Signature

8/23/13

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
 Revised 6/8/2012



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

Solicitation

NUMBER
SANPAP13

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
KRISTA FERRELL 304-558-2596

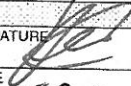
V E N D O R	RFQ COPY
	TYPE NAME/ADDRESS HERE
	UNISOURCE WORLDWIDE, INC.
	550 27TH STREET HUNTINGTON, WV 25702

S H I P T O	ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS VARIOUS LOCALES AS INDICATED BY ORDER
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DATE PRINTED
07/31/2013

BID OPENING DATE: 08/06/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 07						
THIS ADDENDUM HAS BEEN ISSUED TO AMEND THE ORIGINAL SOLICITATION PER THE ATTACHED DOCUMENTATION.						
0001	1	LS	640-75	SANITARY PAPER PRODUCTS		
***** THIS IS THE END OF RFQ SANPAP13 ***** TOTAL:						
SIGNATURE 						
TITLE SR DIRECTOR			FEIN 13-5369500		TELEPHONE (304) 552-1492	DATE 8/23/13

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

SOLICITATION NUMBER: SANPAP13

Addendum Number: 7

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☐ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☐ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☒ Correction of error
- ☐ Other

Description of Modification to Solicitation:

To provide corrected pricing sheets

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: SANPAP13

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input checked="" type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

UNISOURCE WORLDWIDE INC.

Company

Authorized Signature

8/23/13

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
 Revised 6/8/2012



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

Solicitation

NUMBER
SANPAP13

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
KRISTA FERRELL 304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

UNISOURCE WORLDWIDE, INC.
550 27TH STREET
HUNTINGTON, WV 25702

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

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DATE PRINTED
07/29/2013

BID OPENING DATE: 08/06/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 06						
THIS ADDENDUM HAS BEEN ISSUED TO AMEND THE ORIGINAL SOLICITATION PER THE ATTACHED DOCUMENTATION.						
0001	1	LS		640-75		
SANITARY PAPER PRODUCTS						
***** THIS IS THE END OF RFQ SANPAP13 ***** TOTAL:						

SIGNATURE	TELEPHONE (304) 552-1492	DATE 8/2/13
TITLE SR. DIRECTOR	FEIN 13-5369500	ADDRESS CHANGES TO BE NOTED ABOVE

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

SOLICITATION NUMBER: SANPAP13**Addendum Number: 6**

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☒ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☐ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☐ Other

Description of Modification to Solicitation:

To change the bid opening date to August 6, 2013 at 1:30 PM

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: SANPAP13

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input checked="" type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

UNISOURCE WORLDWIDE INC.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
 Revised 6/8/2012



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

Solicitation

NUMBER
SANPAP13

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL 304-558-2596

V E N D O R	RFQ COPY
	TYPE NAME/ADDRESS HERE
	UNISOURCE WORLDWIDE, INC.
	550 27TH STREET HUNTINGTON, WV 25702

S H I P T O	ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS VARIOUS LOCALES AS INDICATED BY ORDER
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DATE PRINTED
07/17/2013

BID OPENING DATE: 07/30/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 05						
THIS ADDENDUM HAS BEEN ISSUED TO AMEND THE ORIGINAL SOLICITATION PER THE ATTACHED DOCUMENTATION.						
0001	1	LS		640-75		
SANITARY PAPER PRODUCTS						

SIGNATURE	TELEPHONE	DATE
	(304) 552-1492	7/24/13
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
SR. DIRECTOR	13-5369500	

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

SOLICITATION NUMBER: SANPAP13**Addendum Number: 5**

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☐ Modify bid opening date and time
- ☒ Modify specifications of product or service being sought
- ☐ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☒ Other

Description of Modification to Solicitation:

To add items per the revised specifications
Provide amended pricing page

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

REQUEST FOR QUOTATION
SANPAP13: Sanitary Paper Products

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the State of West Virginia to establish an open-end statewide contract for sanitary paper products.
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 **"Basis Unit Weight"** means weigh in pounds of one square foot of item
 - 2.2 **"Contract Price (Per Case)"** the contract price represents the price of the packaged quantity the Vendor will sell to the Agency. For example the contract price for toilet paper in cases of 96 rolls would be the price for the case of 96 rolls under this Contract.
 - 2.3 **"Dispenser Number"** Number of the corresponding sanitary paper product dispenser which fits the sanitary paper product being provided.
 - 2.4 **"Eligible Items" or "Eligible Item"** means the list of sanitary paper and other accessories available under this Contract that have been specifically identified on the Pricing Page. A copy of the Pricing Page has been attached hereto and is specifically incorporated herein by reference.
 - 2.5 **"Extended Unit Price"** means the Unit Price multiplied by the Estimated Quantity
 - 2.6 **"Item"** means one package/roll/etc. of the product provided
 - 2.7 **"Item Price (Cost Per Item)"**-means price of one item
 - 2.8 **"Manufacturer"**-means the producer of the Eligible Items
 - 2.9 **"Manufacturer Model/Product Number"** means the model or product code designated by the manufacturer for order placement
 - 2.10 **"Pricing Page" or "Pricing Pages"** means the schedule of prices, Unit Prices, estimated usage, and totals attached hereto and used to evaluate the RFQ.
 - 2.11 **"RFQ"** means the official RFQ published by the Purchasing Division and identified as SANPAP13.

REQUEST FOR QUOTATION
SANPAP13: Sanitary Paper Products

- 2.12 “Items Per Case (Rolls of Paper for Contract Price)”** means the number of sanitary paper rolls or sanitary accessories that are included in the package being sold for the Contract Price.
- 2.13 “Item Length in Feet”** means the total square feet of sanitary paper products or accessories contained in each item.
- 2.14 “Item Net Weight In Pounds”** means the weigh in pounds of one item
- 2.15 “Item Width in Feet”** means the total square feet of sanitary paper products or accessories contained in each item.
- 2.16 “Total Bid Cost”** means the sum of the bid total column on the Pricing Pages shown below the bid total column and identified as the total bid cost.
- 2.17 “Unit of Measure”** means the smallest measurable amount of an Eligible Item and is identified on the Pricing Pages in the Unit column. The Unit will only be utilized for bid evaluation purpose
- 2.18 “Unit Price”** means the price of an individual unit of an Eligible Item as shown on the Pricing Pages.

3. GENERAL REQUIREMENTS:

- 3.1 Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

PAPER PRODUCTS:

3.1.1 BATH TISSUE

- 3.1.1.1** Bath tissue shall be made with reasonable industry practice with respect to holes, tears, wrinkles, cleanliness, and foreign materials.
- 3.1.1.2** Bath tissue shall be professional grade.
- 3.1.1.3** Product Specifications:

REQUEST FOR QUOTATION
SANPAP13: Sanitary Paper Products

- 3.1.1.3.1 Item 1: Bath Tissue shall be Envision (GP Model 14585), or equal and have the following minimum requirements:
- A. White in color
 - B. Single Ply
 - C. Post-consumer Waste of no less than 20% (EPA minimum requirements)
 - D. Recycled Content of no less than 20% (EPA minimum requirements)
 - E. Basis weight of .00101 lbs./sq.'
- 3.1.1.3.2 Item 2: Bath Tissue shall be Angel Soft Embossed (GP Model 16840), or equal and have the following minimum requirements:
- A. White in color
 - B. Double Ply
 - C. Post-consumer Waste of no less than 20% (EPA minimum requirements)
 - D. Recycled Content of no less than 20% (EPA minimum requirements)
 - E. Basis weight of .00219 lbs./sq.'
- 3.1.1.3.3 Item 3: Bath Tissue shall be Envision 2 Ply Embossed (GP Model 19880/01), or equal and have the following minimum requirements:
- F. White in color
 - G. Double Ply
 - H. Post-consumer Waste of no less than 20% (EPA minimum requirements)
 - I. Recycled Content of no less than 20% (EPA minimum requirements)
 - J. Basis weight of .0063255 lbs./sq.'
- 3.1.1.3.4 Item 4: Bath Tissue shall be Acclaim Jumbo Jr. (GP Model 13718), or equal and have the following minimum requirements:
- A. White in color
 - B. Single Ply

REQUEST FOR QUOTATION
SANPAP13: Sanitary Paper Products

C. Basis weight of .0002991
lbs./sq.'

3.1.1.3.5 Item 5: Bath Tissue shall be Scott JRT Sr.
(KC Model 07827), or equal and have the
following minimum requirements:

D. White in color

E. Double Ply

F. Basis weight of .0063255
lbs./sq.'

3.1.1.3.6 Item 6: Bath Tissue shall be Acclaim Jumbo
Jr. (GP Model 13728), or equal and have the
following minimum requirements:

A. White in color

B. Double Ply

C. Basis weight of .00234 lbs./sq.'

3.1.1.3.7 Item 7: Bath Tissue shall be Envision
Jumbo Jr. (GP Model 12798), or equal and
have the following minimum requirements:

A. White in color

B. Double Ply

C. Post-consumer Waste of no less
than 20% (EPA minimum
requirements)

D. Recycled Content of no less than
20% (EPA minimum

E. Basis weight of .00622 lbs./sq.'

3.1.2 BATH TISSUE DISPENSERS

3.1.2.1 Bath tissue dispensers shall be made with standard
industry practice.

3.1.2.2 Bath tissue dispensers shall be professional grade.

3.1.2.3 Bath tissue dispensers shall fit bath tissue supplied as a
part of this contract.

3.1.2.4 Product Specifications:

3.1.2.4.1 Item 8: Bath Tissue Dispenser shall be
Georgia Pacific (GP Model 57120/01), or
equal and have the following minimum
requirements:

REQUEST FOR QUOTATION
SANPAP13: Sanitary Paper Products

- A. Metal or Durable Plastic Construction
- B. Hold Two Rolls Small Single or Double Ply Bath Tissue
- 3.1.2.4.2 Item 9: Bath Tissue Dispenser shall be Georgia Pacific (GP Model 59206), or equal and have the following minimum requirements:
 - A. Durable Plastic Construction
 - B. Hold Two Rolls of Small Single or Double Ply Bath Tissue
- 3.1.2.4.3 Item 10: Bath Tissue Dispenser shall be Georgia Pacific (GP Model 58050), or equal and have the following minimum requirements:
 - A. Durable Plastic Construction
 - B. Hold One Roll of Large Single or Double Ply Bath Tissue

3.1.3 ROLL TOWELS

3.1.3.1 Towels shall be made in accordance with standard industry practice with respect to holes, tears, wrinkles, cleanliness, foreign materials, and dirt. Edges shall be cleanly cut and not ragged.

3.1.3.2 Towels shall be of professional grade.

3.1.3.3 Product Specifications:

- 3.1.3.3.1 Item 11: Towels shall be Scott Hard Roll Towel (KC Model 04142), or equal and have the following minimum requirements:
 - A. Brown in color
 - B. Basis weight of .0075 lbs./sq.'
- 3.1.3.3.2 Item 12: Towels shall be Kleenex Hard Roll Towel (KC Model 50606), or equal and have the following minimum requirements:
 - C. White in color
 - D. Basis weight of .0092708 lbs./sq.'
- 3.1.3.3.3 Item 13: Towels shall be Kleenex Hard Roll Towel (KC Model 01080), or equal and have the following minimum requirements:
 - E. White in color

**REQUEST FOR QUOTATION
SANPAP13: Sanitary Paper Products**

F. Basis weight of .0052353
lbs./sq.'

3.1.3.3.4 Item 14: Towels shall be Scott Roll Towel (KC Model 01040), or equal and have the following minimum requirements:

G. White in color

H. Basis weight of .0062344
lbs./sq.'

3.1.3.3.5 Item 15: Towels shall be enMotion High Capacity (GP Model 89420), or equal and have the following minimum requirements:

I. White in color

J. Basis weight of .00633 lbs./sq.'

3.1.3.3.6 Item 16: Towels shall be enMotion High Capacity (GP Model 89460) or equal and have the following minimum requirements:

A. White in color

B. Basis weight of .00667
lbs./sq.'

3.1.3.3.7 Item 17: Towels shall be Ultima High Capacity Premium (GP Model 2530), or equal and have the following minimum requirements:

A. White in color

B. Basis weight of .00999 lbs./sq.'

3.1.3.3.8 Item 18: Towels shall be Envision Hardwound Roll (GP Model 26401), or equal and have the following minimum requirements:

A. Brown in color

B. Post-consumer Waste of 40%
(EPA minimum requirements)

C. Recycled Content of 40% or
(EPA minimum requirements)

D. Basis weight of .00725 lbs./sq.'

3.1.4 ROLL TOWEL DISPENSERS

3.1.4.1 Roll Towel Dispensers shall be made in accordance with standard industry practice.

3.1.4.2 Roll Towel Dispensers shall be of professional grade.

3.1.4.3 Roll Towel Dispensers shall fit roll towels provided as a part of this contract.

**REQUEST FOR QUOTATION
SANPAP13: Sanitary Paper Products**

3.1.4.4 Product Specifications:

- 3.1.4.4.1 Item 19: Roll Towel Dispenser shall be enMotion (GP Model 59498), or equal and have the following minimum requirements:
 - A. Durable Plastic Construction
 - B. Wall Mounted
- 3.1.4.4.2 Item 20: Roll Towel Dispenser shall be (GP Model 59460) or equal and have the following minimum requirements:
 - A. Durable Plastic Construction
 - B. Wall Mounted
- 3.1.4.4.3 Item 21: Roll Towel Dispenser shall be Cormatic (GP Model ADS200B), or equal and have the following minimum requirements:
 - A. Durable Plastic Construction
 - B. Wall Mounted
- 3.1.4.4.4 Item 22: Roll Towel Dispenser shall be GP Push Paddle for Roll Paper (GP Model 54338), or equal and have the following minimum requirements:
 - A. Durable Plastic Construction
 - B. Wall Mounted

3.1.5 FOLDED TOWELS

3.1.5.1 Towels shall be made in accordance with standard industry practice with respect to holes, tears, wrinkles, cleanliness, foreign materials, and dirt. Edges shall be cleanly cut and not ragged.

3.1.5.2 Towels shall be of professional grade.

3.1.5.3 Product Specifications:

- 3.1.5.3.1 Item 23: Towels shall be Georgia Pacific Single Fold, Bleached (GP Model 20904), or equal and have the following minimum requirements:
 - A. White in color
 - B. Basis weight of .000047 lbs./sq.'

REQUEST FOR QUOTATION
SANPAP13: Sanitary Paper Products

- 3.1.5.3.2 Item 24: Towels shall be Envision Single Fold Economy Towels, Unbleached (GP Model 23504), or equal and have the following minimum requirements:
 - A. Brown in color
 - B. Post-consumer Waste of 40% (EPA minimum requirements)
 - C. Recycled Content of 40% or (EPA minimum requirements)
 - D. Basis weight of .000051 lbs./sq.'
- 3.1.5.3.3 Item 25: Towels shall be Acclaim C Fold, Bleached (GP Model 20603), or equal and have the following minimum requirements:
 - A. White in color
 - B. Basis weight of .000052 lbs./sq.'
- 3.1.5.3.4 Item 26: Towels shall be Envision C-Fold Economy, Unbleached (GP Model 21924), or equal and have the following minimum requirements:
 - A. Brown in color
 - B. Post-consumer Waste of 40% (EPA minimum requirements)
 - C. Recycled Content of 40% or (EPA minimum requirements)
 - D. Basis weight of .000052 lbs./sq.'
- 3.1.5.3.5 Item 27: Towels shall be Signature Multifold (Z Fold) Bleached Economy (GP Model 21000), or equal and have the following minimum requirements:
 - A. White in color
 - B. Basis weight of .000080 lbs./sq.'
- 3.1.5.3.6 Item 28: Towels shall be envision Multifold (GP Model 23304), or equal and have the following minimum requirements:
 - A. Brown in color
 - B. Post-consumer Waste of 40% (EPA minimum requirements)
 - C. Recycled Content of 40% or (EPA minimum requirements)
 - D. Basis weight of .000052 lbs./sq.'

3.1.6 FOLDED TOWEL DISPENSERS

REQUEST FOR QUOTATION
SANPAP13: Sanitary Paper Products

3.1.6.1 Folded Towel Dispensers shall be made in accordance with standard industry practice.

3.1.6.2 Folded Towel Dispensers shall be of professional grade.

3.1.6.3 Roll Towel Dispensers shall fit roll towels provided as a part of this contract.

3.1.6.4 Product Specifications:

3.1.6.4.1 Item 29: Folded Towel Dispenser shall be Georgia Pacific Single Fold Towel (GP Model 56701), or equal and have the following minimum requirements:

- A. Metal or Durable Plastic Construction
- B. Wall Mounted

3.1.6.4.2 Item 30: Folded Towel Dispenser shall be Georgia Pacific Combination C and Multifold (Z-Fold) (GP Model 56650/01) or equal and have the following minimum requirements:

- A. Metal or Durable Plastic Construction
- B. Accommodate both C-Fold and Multifold (Z-Fold) Towels
- C. Wall Mounted

3.1.7 MISC. PRODUCTS AND ACCESSORIES

3.1.7.1 Products shall be of professional grade.

3.1.7.2 Product Specifications:

3.1.7.2.1 Item 31: Facial Tissues: Envision 2 Ply Facial (GP Model 47410), or equal and have the following minimum requirements:

- A. White in color
- B. Basis weight of .000042 lbs./sq.'

3.1.7.2.2 Item 32: Kitchen Towels: Preference, Perforated, Bleached (GP Model 27700), or equal and have the following minimum requirements:

REQUEST FOR QUOTATION
SANPAP13: Sanitary Paper Products

- A. White in color
 - B. Basis weight of .00909 lbs./sq.'
- 3.1.7.2.3 Item 33: Kitchen Towels : Envision Perforated, Unbleached (GP Model 28290), or equal and have the following minimum requirements:
 - A. Brown in color
 - B. Basis weight of .00909 lbs./sq.'
- 3.1.7.2.4 Item 34: Toilet Seat Covers: Safe-T-Gard (GP Model 47052), or equal and have the following minimum requirements:
 - A. White in color
- 3.1.7.2.5 Item 35: Toilet Seat Cover Dispenser: Safe-T-Gard (GP Model 57710), or equal and have the following minimum requirements:
 - A. Durable Plastic Construction
 - B. Wall Mounted
 - C. Fit Toilet Seat Covers supplied as a part of this contract
- 3.1.7.2.6 Item 36: Wipers: Brawny Industrial Light Duty, Double Ply (GP Model 29221), or equal and have the following minimum requirements:
 - A. White in color
 - B. Basis weight of .000078 lbs./sq.'
- 3.1.7.2.7 Item 37: Foodservice Towels: Brawny Dine-A-Wipe (GP Model 29414), or equal and have the following minimum requirements:
 - A. White in color
 - B. Basis weight of .000066 lbs./sq.'

4.3.2 ADDITIONAL REQUIREMENTS

- 4.3.2.1 Vendor must provide manufacturer specification sheets for all products bid. It is strongly preferred this information accompany the bid response. Manufacturer specification sheets will be used to validate information contained in the pricing page. Differences in information provided on the manufacturer specification sheet and the pricing page may result in the disqualification of the vendor's bid.**

**REQUEST FOR QUOTATION
SANPAP13: Sanitary Paper Products**

4.3.2.2 Customer Service

- 4.3.2.2.1 Vendor shall provide assistance via telephone and/or email to all contract users in placing orders against this contract as it relates to the vendor's functions including: order placement, order status, account inquiry, and billing.
- 4.3.2.2.2 Vendor should resolve any issues arising from order placement, order status, account inquiry, and/or billing within 1 business day of the inquiry. Issues which cannot be resolved in this timeframe must be reported to Agency with a description of the issue and expected resolution deadline. The vendor shall report all inquiries unresolved in five business days to the Purchasing Division.
- 4.3.2.2.3 Vendor must carry sufficient stock to fill orders placed under this contract within the delivery requirements specified in Section 6.

CONTRACT AWARD:

- 4.4 Contract Award:** The Contract is intended to provide the Agency's with a Contract Price for all Eligible Items. The Contract shall be awarded to the Vendor that meets the mandatory RFQ specifications and provides the lowest Total Bid Cost. In order to fairly evaluate price, evaluation will be based on the Unit Price (Price Per Square Foot) as reflected in the bidding scenario and calculated as the Total Bid Cost for the Eligible Items listed on the Pricing Pages. Please note that orders placed against this contract will reflect the Contract Price (Price Per Case). Notwithstanding the foregoing, the Purchasing Division reserves the right to award this Contract to multiple Vendors if it deems such action necessary.

The Price quoted must take into account any and all fees, charges, or other miscellaneous costs that Vendor may require, including delivery charges as indicated below, because those fees, charges, or other miscellaneous costs will not be paid separately. The Agency shall only pay the appropriate Contract Price for items purchased under this Contract.

Minimum Order: Orders under \$300.00 may be purchased in the open market through normal competitive bidding requirements.

REQUEST FOR QUOTATION
SANPAP13: Sanitary Paper Products

4.5 Pricing Pages: Vendors are **strongly encouraged** to complete the Pricing Pages electronically in Microsoft Excel. Doing so will reduce the number of calculations required and the possibility for calculation errors as explained below.

4.3.3 Information Requested. The Pricing Page includes paper products and accessories. Vendor should complete the Pricing Pages by filling in any blank spaces with the information requested. The information requested on the Pricing Pages for each frequently purchased Eligible Item includes the Manufacturer, the Manufacturer's Model/Product Number, Dispenser No. (If Applicable), Contract Price (Per Case), Items Per Case (Rolls or Packages of Paper for Contract Price), Item Price (Cost per Item), Item Length in Feet, Item Width in Feet, Item Net Weight in Pounds, Basis Unit Weight (Pounds Per Square Foot), Unit Price (Price Per Square Foot), Unit of Measure, Estimated Unit Quantity, Extended Unit Price, and Total Bid Cost.

4.3.4 Pricing Page Calculations. The Pricing Pages require Vendor to insert its Manufacturer, Manufacturer Number, Dispenser No., Contract Price (Per Case), Items Per Case (Rolls or Packages of Paper for Contract Price), Item Length in Feet, Item Width In Feet, and Item Net Weight In Pounds. That information, along with information that is already included on the Pricing Pages will be used to calculate the Unit Price (Cost Per Item), Basis Unit Weight (Pounds Per Square Foot), Unit Price (Price Per Square Foot), Unit of Measure, Extended Unit Price, and Total Bid Cost. If Vendor completes the Pricing Pages electronically using the Microsoft Excel version from the Purchasing Division, these calculations will be automatically populated.

4.3.5 Vendor Entered Information Calculations

4.3.5.1 Item Length in Feet-Linear feet of product contained in the Item.

Note: For sheet items, this will be the linear feet of one sheet of the item.

Ie. Item 17 GP 20904 Single Fold Bleached Towel.

Towel length (10.250")/12=.85 square feet per sheet.

**REQUEST FOR QUOTATION
SANPAP13: Sanitary Paper Products**

4.3.5.2 Item Width in Feet: Width of product

Note: For sheet items, this will be the linear feet of one sheet of the item.

Ie. Item 17 GP 20904 Single Fold Bleached Towel

Towel width 9.25"/12=.77' per sheet

4.3.6 Populated Information Calculations

4.3.6.1 Unit Price (Cost Per Item)-Contract price divided by the number of Items Per Case (Rolls or Packages of Paper for Contract Price) IE. Contract Price \$10.00/(4) Items per Case=\$2.50 Per Item.

4.3.6.2 Basis Unit Weight (Pounds Per Square Foot)-Item Net Weight in Pounds divided by the total of Item Length in Feet multiplied by Item Width in Feet. IE. 2.050 Lbs.(Item Net Weight in Pounds) divided by {2000 lineal feet (Item Length in Feet)*0.29 lineal feet(Item Width in Feet)}

$$\frac{2.050 \text{ Lbs.}}{2000' \times 0.029'} = \frac{2.050 \text{ Lbs.}}{68.97 \text{ Sq. Feet}} = .0297 \text{ Lbs./Sq. Feet}$$

4.3.6.3 Unit Price-Unit Price (Cost Per Item) divided by Square Footage of Item (This will be the cost utilized in the evaluation.)

IE. \$2.50 divided by 68.97 Sq. Feet =\$0.0362/Sq. Foot

4.3.6.4 Extended Unit Price-Cost-Basis Cost multiplied by the estimated Quantity

IE. \$0.0362 x 25,000=\$905.00

4.3.6.5 Total Bid Cost-Summation of all Basis Total Costs

REQUEST FOR QUOTATION
SANPAP13: Sanitary Paper Products

- 4.3.7 Estimated Quantities Only.** The Pricing Pages contain an estimated unit quantity that will be purchased. The estimated unit quantity for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.
- 4.3.8 Correction of Errors.** Notwithstanding anything contained herein, the Purchasing Division may correct errors on the Pricing Pages. Vendor is strongly encouraged to electronically enter the information into the Pricing Pages to prevent errors in the evaluation.
- 4.3.9 Electronic Version.** The Pricing Pages were created as a Microsoft Excel document and Vendor can request an electronic copy for bid purposes by sending an email request to the following address: krista.s.ferrell@wv.gov

The Purchasing Division's electronic version of the Pricing Pages contains the formulas for calculating the Unit Price (Cost Per Item), Basis Weight, Basis Cost, and Basis Total Cost. Those items will be automatically populated by the Microsoft Excel program when Vendor inserts its Manufacturer, Manufacturer Number, Dispenser No., Contract Price (Per Case), Items Per Case (Rolls or Packages of Paper for Contract Price), Item Length in Feet, Item Width In Feet, and Item Net Weight In Pounds. Utilizing the electronic version of the Pricing Pages and inserting the values using Microsoft Excel will greatly reduce the number of calculations that Vendor will have to make and the possibilities for error. The Purchasing Division reserves the right to take Vendor's Pricing Pages and insert the appropriate numbers into the Microsoft Excel spreadsheet if Vendor chooses to complete the Pricing Pages in any other way.

REQUEST FOR QUOTATION
SANPAP13: Sanitary Paper Products

5 ORDERING AND PAYMENT:

- 5.1 Ordering:** Vendor shall accept orders by regular mail, facsimile, e-mail, or any other written forms of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Any on-line ordering system must have the capability to restrict prices and available items to conform to the Pricing Pages originally submitted with this RFQ. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

Vendor shall provide the Purchasing Division with access to its internet ordering portal/website, if one will be used under this Contract, to allow the Purchasing Division to ensure that the requirements of this Contract are being met.

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, faxed, and/or emailed to the vendor as authorization for shipment, a second copy mailed to the Purchasing Division, and a third copy retained by the spending unit.

Agencies wishing to make payment via P-card must include this information on the fact of the WV-39 State Contract Order. Failure to include this information may result in the inability of the Vendor to accept this form of payment.

Agencies placing emergency orders must include this information on the face of the WV-39 State Contract Order. Failure to include this information may result in the delayed delivery.

- 5.2 Invoicing and Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. Payment in advance is not permitted under this Contract.

6 DELIVERY AND RETURN:

- 6.1 Delivery Time and Place:** Vendor shall deliver standard orders within five (5) working days after orders are received. Vendor shall deliver emergency orders within one (1) working day after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met. Eligible Items must be delivered to Agency at various locations within the State of West Virginia.

- 6.2 Late Delivery:** The Agency placing the order under this Contract must be

REQUEST FOR QUOTATION
SANPAP13: Sanitary Paper Products

notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party. Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

6.3 Delivery Payment/Risk of Loss: Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its Contract Price for each Eligible Item and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice. Notwithstanding the foregoing, Vendor may invoice Agency for the cost of any delivery valued at less than \$200.00 provided that the vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.

6.4 Return of Unacceptable Items: Items that Agency deems unacceptable shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

6.5 Return Due to Agency Error: Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

7 MISCELLANEOUS:

7.1 No Substitutions: Vendor shall supply only Eligible Items under this Contract. Vendor shall not supply substitute items unless expressly approved in writing by the Purchasing Division.

REQUEST FOR QUOTATION
SANPAP13: Sanitary Paper Products

- 7.2 **Vendor Supply:** Vendor must carry sufficient inventory of the Eligible Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Eligible Items contained in its bid response.
- 7.3 **Reports:** Vendor shall provide quarterly reports and annual summaries to: purchasing.requisition@wv.gov showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.
- 7.4 **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Greg Reynolds
Telephone Number: (304) 552-1492
Fax Number: (866) 232-7071
Email Address: gregory.reynolds@unisourceworldwide.com

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: SANPAP13

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

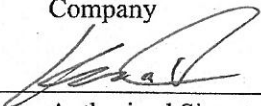
(Check the box next to each addendum received)

<input type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input checked="" type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

UNISOURCE WORLDWIDE INC.

Company


Authorized Signature

Date

7/24/13

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

Revised 6/8/2012



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

Solicitation

NUMBER
SANPAP13

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
KRISTA FERRELL 304-558-2596

V E N D O R	RFQ COPY
	TYPE NAME/ADDRESS HERE
	UNISOURCE WORLDWIDE, INC.
	550 27TH STREET HUNTINGTON, WV 25702

S H I P T O	ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS VARIOUS LOCALES AS INDICATED BY ORDER
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DATE PRINTED
07/15/2013

BID OPENING DATE: 07/30/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 04		
				THIS ADDENDUM HAS BEEN ISSUED TO AMEND THE ORIGINAL SOLICITATION PER THE ATTACHED DOCUMENTATION.		
0001	1	LS		640-75		
				SANITARY PAPER PRODUCTS		

SIGNATURE	TELEPHONE (304) 552-1492	DATE 7/15/13
TITLE SR. DIRECTOR	FEIN 13-5369500	ADDRESS CHANGES TO BE NOTED ABOVE

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

SOLICITATION NUMBER: SANPAP13

Addendum Number: 4

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☒ | Modify bid opening date and time
- ☐ | Modify specifications of product or service being sought
- ☐ | Attachment of vendor questions and responses
- ☐ | Attachment of pre-bid sign-in sheet
- ☐ | Correction of error
- ☐ | Other

Description of Modification to Solicitation:

To extend the bid opening date to July 30, 2013 at 1:30 PM

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: SANPAP13

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:


(Check the box next to each addendum received)

- | | |
|--|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input checked="" type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

UNISOURCE WORLDWIDE INC.

Company



Authorized Signature

7/15/13

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
 Revised 6/8/2012



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

Solicitation

NUMBER

SANPAP13

PAGE

1

ADDRESS CORRESPONDENCE TO ATTENTION OF:

KRISTA FERRELL
304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

UNISOURCE WORLDWIDE, INC.
550 27TH STREET
HUNTINGTON, WV 25702

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

DATE PRINTED

07/01/2013

BID OPENING DATE:

07/16/2013

BID OPENING TIME

1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 03						
THIS ADDENDUM HAS BEEN ISSUED TO AMEND THE ORIGINAL SOLICITATION PER THE ATTACHED DOCUMENTATION.						
0001	1	LS		640-75		
SANITARY PAPER PRODUCTS						

SIGNATURE

TELEPHONE

(304) 552-1492

DATE

7/15/13

TITLE

SR. DIRECTOR

FEIN

13-5369500

ADDRESS CHANGES TO BE NOTED ABOVE

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

SOLICITATION NUMBER: SANPAP13

Addendum Number: 3

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☒ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☐ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☐ Other

Description of Modification to Solicitation:

To extend the bid opening date to July 16, 2013 at 1:30 PM

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: SANPAP13

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:


(Check the box next to each addendum received)

- | | |
|--|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input checked="" type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

UNISOURCE WORLDWIDE INC.

Company



Authorized Signature

7/15/13

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
 Revised 6/8/2012



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

Solicitation

NUMBER

SANPAP13

PAGE

1

ADDRESS CORRESPONDENCE TO ATTENTION OF

KRISTA FERRELL
304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

UNISOURCE WORLDWIDE, INC.
550 27TH STREET
HUNTINGTON, WV 25702

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

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DATE PRINTED

06/12/2013

BID OPENING DATE:

07/02/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 02						
THIS ADDENDUM IS ISSUED TO AMEND THE ORIGINAL SOLICITATION (SANPAP13) PER THE ATTACHED DOCUMENTATION						
A SUBSEQUENT ADDENDUM WILL BE ISSUED TO ANSWER THE TECHNICAL QUESTIONS PROPOSED BY VENDORS.						
0001	1	LS	640-75			
SANITARY PAPER PRODUCTS						
***** THIS IS THE END OF RFQ SANPAP13 ***** TOTAL:						

SIGNATURE

TELEPHONE

(304) 552-1492

DATE

7/15/13

TITLE

SR. DIRECTOR

FEIN

13-5369500

ADDRESS CHANGES TO BE NOTED ABOVE

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

SOLICITATION NUMBER: SANPAP13

Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☒ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☐ Attachment of vendor questions and responses
- ☒ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☐ Other

Description of Modification to Solicitation:

The bid opening date is extended to 07/02/2013. A subsequent addendum will be issued to address the technical questions proposed by the vendors.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: SANPAP13

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

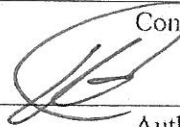
(Check the box next to each addendum received)

- | | |
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| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

UNISOURCE WORLDWIDE INC.

Company



Authorized Signature

7/15/13

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
 Revised 6/8/2012

SIGN IN SHEET

Page 1 of 1

Request for Proposal No.

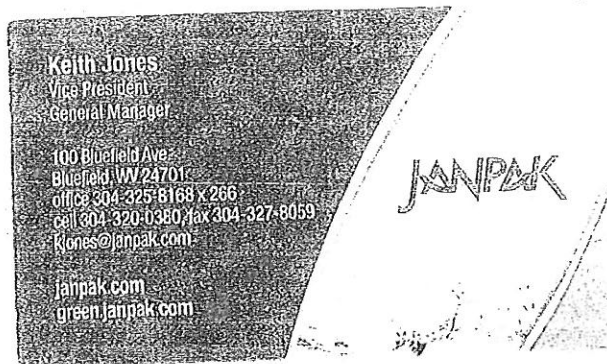
PLEASE PRINT

Date: 05/20/13

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>UNISOURCE WORLDWIDE</u>	<u>550 27th St.</u>	PHONE <u>(304) 552-1492</u>
Rep: <u>GREG REYNOLDS</u>	<u>Huntington, WV</u>	TOLL FREE <u>800-344-6604</u>
Email Address: <u>greg.reynolds@unisourceworldwide.com</u>		FAX <u>866-232-7071</u>
Company: <u>Liberty Distributors</u>	<u>P.O. Box 498</u>	PHONE <u>304 547 0414</u>
Rep: <u>MARTY PELUCHO</u>	<u>Trindelphia, WV 26059</u>	TOLL FREE <u>800 828 9920</u>
Email Address: <u>marty.p@libertydistributors.com</u>		FAX <u>304 547 0790</u>
Company: <u>Liberty Distributors</u>	<u>P.O. Box 498</u>	PHONE <u>304-547-0414</u>
Rep: <u>Steve Shancross</u>	<u>Trindelphia, WV 26059</u>	TOLL FREE <u>800-828-9920</u>
Email Address: <u>Stevess@libertydistributors.com</u>		FAX <u>304-547-0490</u>
Company: <u>Jan Pak</u>	<u>P.O. Box 49</u>	PHONE <u>304-320-0380</u>
Rep: <u>KEITH JONES</u>	<u>100 BLUEFIELD AVE.</u>	TOLL FREE <u>800-642-5874</u>
Email Address: <u>Kjones@janpak.com</u>	<u>BLUEFIELD WV 24701</u>	FAX <u>304-325-5101</u>
Company: <u>BIO-MEDIC HEALTH SERVICES</u>	<u>1099 COLONIAL FORT DRIVE</u>	PHONE <u>540-772-0072</u>
Rep: <u>WILLIAM WILLIAMS</u>	<u>ROANOKE VIRGINIA</u>	TOLL FREE <u>800-525-0072</u>
Email Address: <u>WJWILLIAMS@BIO-MEDIC.COM</u>	<u>24122</u>	FAX <u>540-747-2555</u>





LIBERTY DISTRIBUTORS, INC.

Route 40
P.O. Box 498
Triadelphia, West Virginia, 26059
(304) 547-0414
FAX (304) 547-0490
TOLL FREE 1-800-828-9920
VOICE MAIL (304) 547-0320 (Ext. 157)
Email: steves@libertydistributors.com

Stephen M. Shallcross
Director of Purchasing

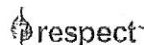
"Paper Products, Packaging & Shipping Materials, Janitorial Supplies"



unisource

Greg Reynolds
Healthcare Specialist
550 27th Street
Huntington, WV 25702

(304) 552-1492
(866) 232-7071 Fax
gregory.reynolds@unisourceworldwide.com
www.unisourceworldwide.com





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

Solicitation

NUMBER
SANPAP13

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL 304-558-2596

RFQ COPY
TYPE NAME/ADDRESS HERE
UNISOURCE WORLDWIDE, INC.
550 27TH STREET
HUNTINGTON, WV 25702

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

DATE PRINTED
06/03/2013

BID OPENING DATE:

06/18/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 01						
THIS ADDENDUM IS ISSUED TO MODIFY THE ORIGINAL SOLICITATION PER THE ATTACHED DOCUMENTATION.						
A SUBSEQUENT ADDENDUM WILL BE ISSUED TO ANSWER THE TECHNICAL QUESTIONS PROPOSED BY VENDORS.						
0001	1	LS		640-75		
SANITARY PAPER PRODUCTS						

SIGNATURE

TELEPHONE

(304) 552-1492

DATE

7/15/13

TITLE

S.A. DIRECTOR

FEIN

13-5369500

ADDRESS CHANGES TO BE NOTED ABOVE

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

SOLICITATION NUMBER: SANPAP13

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☒ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☐ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☐ Other

Description of Modification to Solicitation:

To change to the bid opening date to June 18, 2013 at 1:30 PM

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: SANPAP13

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:


(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

UNISOURCE WORLDWIDE INC.

Company


Authorized Signature

7/15/13
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
 Revised 6/8/2012

VENDORS SHOULD COMPLETE ALL COLUMNS. COLUMNS HIGHLIGHTED IN GREEN INDICATE INFORMATION INPUTTED BY THE VENDOR. GRAY HIGHLIGHTED AREAS ARE NOT APPLICABLE TO THE PRODUCT LISTED.

Paper Products

Item #	Eligible Item Description					Item Information and Pricing							Pricing for Evaluation			
	All references to brand names are for illustration purposes only and vendors may bid the brand listed or an equal product.					The information below is necessary to fully evaluate the vendor's bid response. Failure to provide the information requested may result in the disqualification of the vendor's bid.							The information provided in this section will be used for evaluation purposes.			
	Description	Manufacturer	Manufacturer Model/Product Number	Dispenser No. (If applicable)	Contract Price (Per Case)	Items per Case (Rolls or Packages of Paper for Contract Price)	Item Price (Cost Per Item)	Item Length in Feet	Item Width in Feet	Item Net Weight In Pounds	Basis Unit Weight (Pounds Per Square Foot)	Unit Price (Cost Per Square Foot)	Unit of Measure	Estimated Quantity	Extended Unit Price	
	Bathroom Tissue															
1	Small Single Ply Roll	GP14585 or equal	GEORGIA-PACIFIC	14585	57120/01											
2	Small Double Ply Roll	GP16840 or equal	GEORGIA-PACIFIC	16840	57120/01											
3	Small Double Ply Roll	GP19880/01 or equal	GEORGIA-PACIFIC	19880/01	57120/01											
4	Large Single Ply Roll	GP13718 or equal	GEORGIA-PACIFIC	13718	59206 / 59009											
5	Large Double Ply Roll	KC 07827 or Equal	KIMBERLY-CLARK	07827	09612											
6	Large Double Ply Roll	GP13728 or equal	GEORGIA-PACIFIC	13728	59206 / 59009											
7	Large Double Ply Roll EPA Compliant	GP12798 or equal	GEORGIA-PACIFIC	12798	59206 / 59009											
	Bathroom Tissue Dispensers															
8	Double Dispenser Basic	GP57120/01 or equal	GEORGIA-PACIFIC	57120/01	NA											
9	Enclosed Two-Roll Plastic	GP59206 or equal	GEORGIA-PACIFIC	59206	NA											
10	Enclosed Large Roll Plastic	GP58050 or equal	GEORGIA-PACIFIC	59009	NA											
	Roll Towels															
11	Hard Roll Towel Unbleached	KC 04142 Or Equal	KIMBERLY-CLARK	04142	54338											
12	Hard Roll Towel Bleached	KC 50806 or equal	KIMBERLY-CLARK	50806	54338											
13	Hard Roll Towel Bleached	KC01080 or equal	KIMBERLY-CLARK	01080	54338											
14	Roll Towel Bleached	KC 01040 or equal	KIMBERLY-CLARK	01040	54338											
15	High Capacity Touchless	GP89420 or equal	GEORGIA-PACIFIC	89420	59498											
16	High Capacity Towel Bleached	GP89460 or equal	GEORGIA-PACIFIC	89460	59460											
17	High Capacity Towel Un-bleached	GP2530 or equal	GEORGIA-PACIFIC	2530	ADS200B											
18	Hardround Roll Unbleached	GP26401 or equal	GEORGIA-PACIFIC	26401	54338											
	Roll Towel Dispensers															
19	Wall Mount Automatic Dispenser	GP59498 or equal	GEORGIA-PACIFIC	59498	NA											
20	Wall Mount Automatic Dispenser	GP59460 or equal	GEORGIA-PACIFIC	59462	NA											
21	Wall Mount Automatic Dispenser	GPADS200B or equal	GEORGIA-PACIFIC	ADS200B	NA											
22	Push Paddle Dispenser	GP54338 or equal	GEORGIA-PACIFIC	54338	NA											

	Folded Towels															
23	Single Fold Bleached	GP20904 or equal	GEORGIA-PACIFIC	20904	56701	\$19.02	16	1.18875	213.5416	0.7708	1.6088	0.0098	0.007222	Sqare Foot	250,000	1,805.536782
24	Single Fold Unbleached	GP23504 or equal	GEORGIA-PACIFIC	23504	56701	\$15.87	16	0.991875	213.5416	0.7708	1.2838	0.0078	0.006026	Sqare Foot	250,000	1,506.512552
25	C-Fold Bleached	GP20603 or equal	GEORGIA-PACIFIC	20603	56650/01	\$16.08	10	1.608	264.0000	0.8333	2.3000	0.0105	0.007309	Sqare Foot	250,000	1,827.345821
26	C-Fold Unbleached	GP21924 or equal	GEORGIA-PACIFIC	21924	56650/01	\$16.53	10	1.653	264.0000	0.8416	1.7620	0.0079	0.007440	Sqare Foot	250,000	1,859.958305
27	Z/Multiple Fold Bleached	GP21000 or equal	GEORGIA-PACIFIC	21000	56650/01	\$13.80	16	0.8625	97.9160	0.7666	0.9625	0.0128	0.011490	Sqare Foot	250,000	2,872.609774
28	Z/Multiple Fold Unbleached	GP23304 or equal	GEORGIA-PACIFIC	23304	56650/01	\$15.22	16	0.95125	195.8333	0.7666	1.4000	0.0093	0.006336	Sqare Foot	250,000	1,584.088063
	Folded Towel Dispensers															
29	Wall Mount Pull Dispenser	GP56701 or equal	GEORGIA-PACIFIC	56701	NA	\$13.05	1	13.05						Each	300	3,915.000000
30	Wall Mount Pull Dispenser	GP56650/01 or equal	GEORGIA-PACIFIC	56650/01	NA	\$13.59	1	13.59						Each	300	4,077.000000
	Miscellaneous															
31	Facial Tissue	GP47410 or equal	GEORGIA-PACIFIC	47410	NA	\$15.44	30	0.514666667	67.0000	0.6900	0.3900	0.0084	0.011133	Sqare Foot	50,000	556.637104
32	Kitchen Paper Towel Bleached	GP27700 or equal	GEORGIA-PACIFIC	27700	NA	\$19.18	12	1.598333333	166.6666	0.9167	1.6875	0.0110	0.010462	Sqare Foot	100,000	1,046.189845
33	Kitchen Paper Towel Unbleached	GP28290 or equal	GEORGIA-PACIFIC	28290	NA	\$18.48	12	1.54	166.6666	0.9167	1.7833	0.0117	0.010080	Sqare Foot	100,000	1,007.963750
34	Toilet Seat Covers	GP47052 or equal	GEORGIA-PACIFIC	47046	57710	\$33.15	20	1.6575	354.1666	1.2083	1.5750	0.0037	0.003873	Sqare Foot	250,000	968.302756
35	Toilet Seat Cover Dispenser	GP57710 or equal	GEORGIA-PACIFIC	57710	NA	\$4.35	1	4.35						Each	300	1,305.000000
36	Wipers, Light Duty	GP29221 or equal	GEORGIA-PACIFIC	29221	NA	\$48.92	20	2.446	154.1666	0.6667	1.5700	0.0153	0.023799	Sqare Foot	50,000	1,189.958360
37	Wipers, Heavy Duty	GP29414 or equal	GEORGIA-PACIFIC	29414	NA	\$25.00	8	3.125	288.6666	1.1667	0.6250	0.0019	0.009279	Sqare Foot	50,000	463.958549

Total Bid Cost	79,475.128192
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SANPAP13 ITEM #1 - GP 14585

UNISOURCE WORLDWIDE INC.

Envision® 1-Ply Bathroom Tissue

Economical 1-ply bath tissue meets the day-to-day needs of customers who require EPA compliant for recycled fiber content product.



Description:

Environmentally concerned customers appreciate our reliable, Envision 1-Ply bathroom tissue because it exceeds EPA guidelines for minimum post consumer recycled fiber and is composed of 95% recycled fiber. Envision 1-ply is an excellent solution for education, government, tax supported and other facilities that are sensitive to environmental concerns.

Features & Benefits:

- » Provides look of quality your employees, guests, or tenants will appreciate
- » Perfect Size Case allows for easier handling and storage
- » Safe for all standard sewer and septic systems
- » EPA compliant for recycled fiber content

Product details

Brand Owner	Georgia-Pacific
Brand	Envision®
MFG Part#	14585
Color	White
UP - UPC	073310145853
Each Per Ship Unit	80 Rolls
Items Per Each	1,210 Sheets
Case Total	96800 Sheets
Sheet (WxL)	4.000" x 3.500"
UNSPSC	14111704
Roll Diameter	4.5"
EPA CPG Compliant	Yes
Min. PCW %	20%
Min. Recycled %	95%
LEED EB&OM	MR,IEQ
Buy Multiple	24 CS

Case Shipping Info

Case GTIN	10073310145850
Case Gross Wgt	35.710 LBS
Case Net Wgt	32.630 LBS
Case Dimensions (LxWxH)	22.875" x 18.375" x 16.875"
Case Volume	4.105 CFT

Unit Shipping Info

TI-Qty/Layer	4
HI-Layers/Unit	6
Unit Qty	24
Unit Dimensions (LxWxH)	45.750" x 36.750" x 102.165"



printed: 8/24/2013

SANPAP13 ITEM #2 - GP 16840

UNISOURCE WORLDWIDE INC.

Angel Soft ps® 2-Ply Premium Embossed Bathroom Tissue

NOW EPA compliant for recycled fiber content. Nationally recognized bath tissue in convenient half case put-up and innovative "Dispenser Pack" case.



Description:

Angel Soft ps is the brand of premium 2-ply bathroom tissue that delivers the appearance and softness of at-home tissue for today's discerning business customers and employees. Whether you manage a hospitality property, restaurant or an upscale office building, you want to make a positive impression on your guests, patrons or tenants - every time. One of the most simple and fool proof ways to impress people at minimal cost is to offer your customers quality, familiar brands to use in your facilities. Suggested applications include all segments which require great quality at an affordable price and value.

Features & Benefits:

- » Recognized brand by 85% of households (Millward Brown Brand Equity Tracker Q2 2009)
- » High capacity 450-sheet count rolls decreases roll changes which reduces labor costs.
- » Dispenser pack case makes storage and dispensing product a breeze.
- » Safe for all standard sewer and septic systems
- » Attractive emboss makes a positive impression with your customers
- » Clean upscale packaging coordinates with decor
- » Coordinates with facial tissue boxes for an elegant, professional look.
- » EPA compliant for recycled fiber content

Product details

Brand Owner	Georgia-Pacific
Brand	Angel Soft ps®
MFG Part#	16840
Color	White
UP - UPC	036500303785
Each Per Ship Unit	40 Rolls
Items Per Each	450 Sheets
Case Total	18000 Sheets
Sheet (WxL)	4.000" x 4.050"
UNSPSC	14111704
EPA CPG Compliant	Yes
Min. PCW %	20%
Min. Recycled %	20%
LEED EB&OM	MR,IEQ
Replaces Item	16640
Buy Multiple	4 CS

Case Shipping Info

Case GTIN	10036500303782
Case Gross Wgt	15.580 LBS
Case Net Wgt	13.160 LBS
Case Dimensions (LxWxH)	23.750" x 19.130" x 9.000"
Case Volume	2.366 CFT

Unit Shipping Info

TI-Qty/Layer	4
HI-Layers/Unit	11
Unit Qty	44
Unit Dimensions (LxWxH)	47.500" x 38.250" x 102.165"



printed: 8/24/2013

SANPAP13 ITEM #3 - GP 19880/01

UNISOURCE WORLDWIDE INC.

Envision® 2-Ply Embossed Bathroom Tissue

Economical, EPA compliant for recycled fiber content 2-ply bathroom tissue - now embossed.



Description:

Environmentally concerned customers appreciate our reliable performance tissue that consistently exceeds EPA guidelines for minimum post consumer recycled fiber content. Consumers give this tissue high marks for its softness, quick absorbency, durability and thickness. Suggested applications include Education, Government, Manufacturing and QSR.

Features & Benefits:

- » 2-Ply embossed sheet engineered for improved softness versus 19880
- » EPA compliant for recycled fiber content
- » Perfect Size Case allows for easier handling and storage
- » Safe for all standard sewer and septic systems

Product details

Brand Owner	Georgia-Pacific
Brand	Envision®
MFG Part#	19880/01
Color	White
UP - UPC	073310198804
Each Per Ship Unit	80 Rolls
Items Per Each	550 Sheets
Case Total	44000 Sheets
Sheet (WxL)	4.000" x 4.050"
UNSPSC	14111704
Roll Diameter	4.75"
Core Size	1.625
EPA CPG Compliant	Yes
Min. PCW %	20%
Min. Recycled %	100%
LEED EB&OM	MR,IEQ
Replaces Item	19680/01, 19880
Buy Multiple	24 CS

Case Shipping Info

Case GTIN	10073310198801
Case Gross Wgt	34.550 LBS
Case Net Wgt	31.350 LBS
Case Dimensions (LxWxH)	23.750" x 19.130" x 16.875"
Case Volume	4.437 CFT

Unit Shipping Info

TI-Qty/Layer	4
HI-Layers/Unit	6
Unit Qty	24
Unit Dimensions (LxWxH)	47.500" x 38.250" x 102.165"



printed:8/24/2013

SANPAP13 ITEM #4 - GP 13718

UNISOURCE WORLDWIDE INC.

Acclaim® 1-Ply Jumbo Jr. Bathroom Tissue

Economical 1-ply bathroom tissue in a long-lasting jumbo junior roll format now in better packing and efficient put up case size. REPLACES 13701



Description:

Our 1-ply jumbo jr. bathroom tissue is an affordable choice for high-traffic areas, such as washrooms in hotels, office buildings, public facilities, schools, foodservice and healthcare facilities. Each jumbo-sized roll delivers an economical 2,000 feet of tissue, which means reduced maintenance time and greater customer satisfaction by decreasing the chances of run-out during peak times.

Features & Benefits:

- » Reliable performing jumbo jr. bathroom tissue in 2000' 1-ply roll format is an affordable choice for high-traffic areas
- » Provides look of quality your employees, guests, or tenants will appreciate
- » This jumbo tissue is replaced less often, reducing maintenance time and maximizing customer satisfaction
- » Safe for all standard sewer and septic systems
- » Perfect Size™ GMA pallet configuration offers better packaging efficiency & easier to handle, lighter cases

Product details

Brand Owner	Georgia-Pacific
Brand	Acclaim®
MFG Part#	13718
Color	White
UP - UPC	073310137186
Each Per Ship Unit	8 Rolls
Items Per Each	2,000 Linear Feet
Case Total	16000 Linear Feet
Sheet (WxL)	3.500" x 2000.000'
UNSPSC	14111704
Core Size	3.3"
Replaces Item	13701
Buy Multiple	30 CS

Case Shipping Info

Case GTIN	10073310137183
Case Gross Wgt	17.240 LBS
Case Net Wgt	16.410 LBS
Case Dimensions (LxWxH)	18.625" x 9.500" x 15.125"
Case Volume	1.549 CFT

Unit Shipping Info

TI-Qty/Layer	10
HI-Layers/Unit	6
Unit Qty	60
Unit Dimensions (LxWxH)	47.125" x 38.000" x 90.750"



printed: 8/24/2013



Exceptional
Workplaces[®]

SANPAP13 ITEM #5 - KC 07827
UNISOURCE WORLDWIDE INC.



SCOTT® JRT Bathroom Tissue
CODE 07827

General

Variation

Resource

Environment

Specification

Dispensers



COLOR:
WHITE

SIZE:
**3.55"x2,000 /
9.0cmx609.6m**

Packaging Level 1: 1 Case = 6 Roll(s)

Packaging Level 2: 1 Roll = 2000 Feet(s)

Packaging Level 3: 1 Case = 12000 Feet(s)

Recycled Fiber Content: 100%

Post Consumer Waste: 40%

Meets EPA: Yes

Availability: North America

SCOTT® 2-ply JRT Jumbo Roll Tissue is the reliable and practical choice. One roll of this high capacity tissue equals nearly 10 standard rolls. This system is ideal for those high traffic areas by helping reduce run-outs and re-fills. Meets EPA Standards for minimum post consumer waste content.



SANPAP13 ITEM #6 - GP 13728

UNISOURCE WORLDWIDE INC.

Acclaim® 2-Ply Jumbo Jr. Bathroom Tissue

Economical 2-ply bathroom tissue in a long-lasting 9" jumbo junior roll format now in better packing and efficient put up case size. REPLACES 13702 and 13566



Description:

Our jumbo jr. bath tissue is an affordable choice for high-traffic areas, such as washrooms in hotels, office buildings, public facilities, schools, foodservice and healthcare facilities. Each jumbo-sized roll delivers an economical 1,000 feet of tissue, which means reduced maintenance time and greater customer satisfaction by decreasing the chances of run-out during peak times.

Features & Benefits:

- » Reliable performing jumbo jr. bathroom tissue in 1000' 2-ply roll format is an affordable choice for high-traffic areas
- » This jumbo tissue is replaced less often, reducing maintenance time and maximizing customer satisfaction
- » Perfect Size™ GMA pallet configuration offers better packaging efficiency & easier to handle, lighter cases

Product details

Brand Owner	Georgia-Pacific
Brand	Acclaim®
MFG Part#	13728
Color	White
UP - UPC	073310137285
Each Per Ship Unit	8 Rolls
Items Per Each	1,000 Linear Feet
Case Total	8000 Linear Feet
Sheet (WxL)	3.500" x 1000.000"
UNSPSC	14111704
Roll Diameter	9"
Core Size	3.3"
Replaces Item	13702, 13566
Buy Multiple	30 CS

Case Shipping Info

Case GTIN	10073310137282
Case Gross Wgt	15.350 LBS
Case Net Wgt	14.520 LBS
Case Dimensions (LxWxH)	18.630" x 9.500" x 15.130"
Case Volume	1.550 CFT

Unit Shipping Info

TI-Qty/Layer	10
HI-Layers/Unit	6
Unit Qty	60
Unit Dimensions (LxWxH)	47.130" x 38.000" x 90.750"



printed: 8/24/2013

SANPAP13 ITEM #7 - GP 12798

UNISOURCE WORLDWIDE INC.

Envision® 2-Ply Jumbo Jr. EPA Compliant Bathroom Tissue

Economical 2-ply bathroom tissue for environmentally concerned customers in a long-lasting jumbo junior roll format now in better packing and efficient put up case size. REPLACES 12790



Description:

This Envision® jumbo bathroom tissue meets EPA guidelines for minimum post consumer waste and is an economical choice for environmentally concerned customers with high-traffic washroom areas. Ideal for washrooms in public facilities, schools, industrial/manufacturing, retail stores, and cafeterias/quick service restaurants, this jumbo-sized roll delivers 1,000 feet of tissue for reduced maintenance intervals and greater customer satisfaction.

Features & Benefits:

- » Reliable performing jumbo bath tissue is an affordable choice for high-traffic areas
- » Meets or exceeds EPA Comprehensive Procurement Guidelines for minimum post consumer recycled fiber content
- » This jumbo tissue is replaced less often, reducing maintenance time and maximizing customer satisfaction
- » Perfect Size™ GMA pallet configuration offers better packaging efficiency & easier to handle, lighter cases

Product details

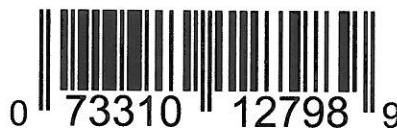
Brand Owner	Georgia-Pacific
Brand	Envision®
MFG Part#	12798
Color	White
UP - UPC	073310127989
Each Per Ship Unit	8 Rolls
Items Per Each	1,000 Linear Feet
Case Total	8000 Linear Feet
Sheet (WxL)	3.500" x 1000.000'
UNSPSC	14111704
Core Size	3.3"
EPA CPG Compliant	Yes
Min. PCW %	20%
Min. Recycled %	100%
LEED EB&OM	MR,IEQ
Replaces Item	12790
Buy Multiple	30 CS

Case Shipping Info

Case GTIN	10073310127986
Case Gross Wgt	15.350 LBS
Case Net Wgt	14.520 LBS
Case Dimensions (LxWxH)	18.630" x 9.500" x 15.130"
Case Volume	1.550 CFT

Unit Shipping Info

TI-Qty/Layer	10
HI-Layers/Unit	6
Unit Qty	60
Unit Dimensions (LxWxH)	47.130" x 38.000" x 90.750"



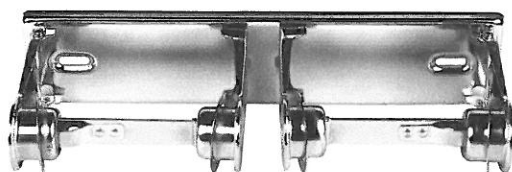
printed:8/24/2013

SANPAP13 ITEM #8 - GP 57120/01

UNISOURCE WORLDWIDE INC.

GP 2-Roll Open Standard Bathroom Tissue Dispenser

Durable, self-locking tissue dispenser holds two standard 4-4.5" -wide roll of tissue up to 5" in diameter for cost-conscious customers.



Description:

Regular two-roll bath tissue dispenser holds two 4.0-4.5" wide rolls of tissue up to 5" in diameter to offer a cost-effective solution for washroom tissue dispensing. It's durable steel construction delivers reliable performance in high-traffic areas. This self-locking design makes refilling rolls quick and easy.

Features & Benefits:

- » Durable steel construction holds up to your most demanding customers
- » 2-roll dispensing design offers a longer service interval approach for washroom tissue dispensing
- » Keyless self-locking design makes servicing quick and easy

Product details

Brand Owner	Georgia-Pacific
Brand	GP
MFG Part#	57120/01
Color	Chrome Metal
UP - UPC	073310571201
Each Per Ship Unit	12 Each
Items Per Each	0 Each
Case Total	12 Each
Dispenser (WxDxH)	12.375" x 4.375" x 2.750"
UNSPSC	47131710
Replaces Item	57120
Buy Multiple	12 EA

Case Shipping Info

Case GTIN	10073310571208
Case Gross Wgt	31.200 LBS
Case Net Wgt	19.440 LBS
Case Dimensions (LxWxH)	23.750" x 13.125" x 14.500"
Case Volume	2.616 CFT

Each Shipping Info

Each Gross Weight	1.8 LBS
Each Net Wgt	1.62 LBS
Each Dimensions	4.375" x 12.375" x 2.750"
Each Volume	0.218 CFT

Unit Shipping Info

TI-Qty/Layer	6
HI-Layers/Unit	7
Unit Qty	42
Unit Dimensions (LxWxH)	47.500" x 39.375" x 101.500"



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SANPAP13 ITEM #9 - GP 59206

UNISOURCE WORLDWIDE INC.

GP Two Roll Side-by-Side Covered Bathroom Tissue Dispenser

Two roll up to 4" width bathroom tissue dispenser with higher capacity rolls can offer longer service intervals & reduced maintenance requirements versus standard rolls.



Description:

This double-roll, covered bath tissue dispenser is designed to reduce maintenance time, minimize outages and reduce waste, making it ideal for high-traffic areas, office buildings, healthcare and foodservice facilities. The system is designed to hold up to 2 rolls 1,000 sheet 2-ply, or 2 rolls 1800 sheets 1-ply tissue making this dispensing system a cost-effective solution for your high-traffic needs.

Features & Benefits:

- » Easy-to-fill, high-capacity dispenser reduces labor and maintenance costs
- » Sliding gate mechanism helps ensure full utilization of the stub roll, eliminating stub roll waste
- » Dispenser can be mounted vertically or horizontally

Product details

Brand Owner	Georgia-Pacific
Brand	GP
MFG Part#	59206
Color	Translucent Smoke
UP - UPC	073310592060
Each Per Ship Unit	1 Each
Items Per Each	0 Each
Case Total	1 Each
Dispenser (WxDxH)	13.580" x 5.730" x 8.590"
UNSPSC	47131710
Replaces Item	52102
Buy Multiple	1 EA

Case Shipping Info

Case GTIN	10073310592067
Case Gross Wgt	2.520 LBS
Case Net Wgt	2.060 LBS
Case Dimensions (LxWxH)	13.820" x 5.980" x 9.090"
Case Volume	0.440 CFT

Unit Shipping Info

TI-Qty/Layer	24
HI-Layers/Unit	5
Unit Qty	120
Unit Dimensions (LxWxH)	47.440" x 41.860" x 52.232"



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SANPAP13 ITEM #10 - GP 59009

UNISOURCE WORLDWIDE INC.

GP Jumbo Jr. Bathroom Tissue Dispenser

Durable, high-capacity 9" jumbo bathroom tissue dispenser for cost-saving performance you can count on.



Description:

This durable, high-capacity 9" jumbo bath tissue dispenser holds one roll up to 9" in diameter-the equivalent length of 5.4 rolls of standard 2-ply tissue. Attractive see-through grey color complements any decor. This covered, key-lock design helps protect against waste as well as pilferage while making refilling rolls quick and easy.

Features & Benefits:

- » High-Impact plastic construction is durable, washable, and stands up to most cleaning agents, ensuring years of cost-saving performance
- » Holds one roll up to 9" in diameter (the equivalent of 5.7 rolls of standard 2-ply tissue) for continuous service
- » Attractive design and color complement any décor

Product details

Brand Owner	Georgia-Pacific
Brand	GP
MFG Part#	59009
Color	Translucent Smoke
UP - UPC	073310590097
Each Per Ship Unit	1 Each
Items Per Each	0 Each
Case Total	1 Each
Dispenser (WxDxH)	10.610" x 5.390" x 11.290"
UNSPSC	47131710
Replaces Item	58050
Buy Multiple	1 EA

Case Shipping Info

Case GTIN	10073310590094
Case Gross Wgt	2.080 LBS
Case Net Wgt	1.640 LBS
Case Dimensions (LxWxH)	10.870" x 5.550" x 11.770"
Case Volume	0.411 CFT

Each Shipping Info

Each Gross Weight	2.08 LBS
Each Net Wgt	1.64 LBS
Each Dimensions	10.870" x 5.550" x 11.770"
Each Volume	0.411 CFT

Unit Shipping Info

TI-Qty/Layer	31
HI-Layers/Unit	4
Unit Qty	124
Unit Dimensions (LxWxH)	49.030" x 38.850" x 47.080"



printed: 8/24/2013



Exceptional
Workplaces®

SANPAP13 ITEM #11 - KC 04142
UNISOURCE WORLDWIDE INC.



SCOTT® Hard Roll Towels
CODE 04142

General

Resource

Specification



COLOR:
BROWN

SIZE:
8" x 800' / 20.3 cm x
243.8 m

Packaging Level 1: 1 Case = 12 Roll(s)

Packaging Level 2: 1 Roll = 800 Feet(s)

Packaging Level 3: 1 Case = 9600 Feet(s)

Recycled Fiber Content: 100%

Post Consumer Waste: 78%

Meets EPA: Yes

Availability: North America

100% recovered materials; having minimum 60% post-consumer recycled waste (Meets minimum EPA standards); elemental chlorine-free (ECF) bleaching; and are made from recycled cardboard. High-footage SCOTT® Roll Towels provide reliable quality -- and can last a long, long time! Color brown. 1.5" core diameter & 7.36" roll diameter.



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SANPAP13 ITEM #12 - KC 50606
UNISOURCE WORLDWIDE INC.



KLEENEX[®] Hard Roll Towels
CODE 50606

General

Variation

Resource

Environment

Specification

Dispensers



COLOR:
WHITE

SIZE:
8" x 600' / 20.3cm x
182.9m

Packaging Level 1: 1 Case = 6 Roll(s)

Packaging Level 2: 1 Roll = 600 Feet(s)

Packaging Level 3: 1 Case = 3600 Feet(s)

Recycled Fiber Content: 50%

Post Consumer Waste: 40%

Process Chlorine Free: Yes

Recyclable Container: Yes

Availability: North America

Soft feel, premium performance in a roll towel, preferred for hand drying performance. KLEENEX[®] Hard Roll Towels with new Zip-Off Top packaging have absorbency pockets that absorb lots of water fast, for superior hand drying. Meets EPA standards with a minimum of 40% post consumer waste. Smaller case for easier handling and storage. 1.75" core size. 7.9" roll diameter.



Exceptional
Workplaces

SANPAP13 ITEM #13 - KC 01080
UNISOURCE WORLDWIDE INC.



KLEENEX® Hard Roll Towels
CODE 01080

General

Variation

Resource

Environment

Specification

Dispensers



COLOR:
WHITE

SIZE:
8" x 4 25' / 20.3cm x
129.5m

Packaging Level 1: 1 Case = 12 Roll(s)

Packaging Level 2: 1 Roll = 425 Feet(s)

Packaging Level 3: 1 Case = 5100 Feet(s)

Recycled Fiber Content: 60

Post Consumer Waste: 40

Process Chlorine Free: Yes

Recyclable Container: Yes

Availability: North America

KLEENEX® Hard Roll Towels have ABSORBENCY POCKETS® that absorb lots of water fast, for superior hand drying. Soft premium towel with embossed pattern. Meets EPA standards with a minimum of 40% post consumer waste, 1.5" core diameter & 7.9" roll diameter.





Exceptional
Workplaces

SANPAP13 ITEM #14 - KC 01040
UNISOURCE WORLDWIDE INC.



SCOTT® Hard Roll Towels
CODE 01040

General

Variation

Resource

Environment

Specification

Dispensers



COLOR
WHITE

SIZE:
8" x 800' / 20.3cm x
243.8m

Packaging Level 1: 1 Case = 12 Roll(s)

Packaging Level 2: 1 Roll = 800 Feet(s)

Packaging Level 3: 1 Case = 9600 Feet(s)

Recycled Fiber Content: 60%

Post Consumer Waste: 40%

Process Chlorine Free: Yes

Recyclable Container: Yes

Availability: North America

SCOTT® Hard Roll Towels provide reliable quality, softness, and absorbency -- and can last a long, long time! 1.5" core diameter & 7.85" roll diameter.



SANPAP13 ITEM #15 - GP 89420

UNISOURCE WORLDWIDE INC.

enMotion® High Capacity Touchless Roll Towel

High capacity, high quality, refill roll towels for the enMotion Recessed or Impulse 8 Automated Towel Dispenser.



Description:

These cost-effective, high-quality roll towels are specifically engineered to be used with our enMotion® Recessed Automated Towel Dispenser or enMotion® Impulse® 8 Towel Dispenser to provide reliable towel dispensing at the wave of a hand. Choose these towels for dependable performance and customer satisfaction.

Features & Benefits:

- » Long lasting 700' roll reduces maintenance costs & the risk of run-out
- » Automated touch free dispensing helps reduce cross-contamination for a more hygienic washroom
- » High quality towel makes a positive statement about a facility & enhances user satisfaction

Product details

Brand Owner	Georgia-Pacific
Brand	enMotion®
MFG Part#	89420
Color	White
UP - UPC	073310894201
Each Per Ship Unit	6 Rolls
Items Per Each	700 Linear Feet
Case Total	4200 Linear Feet
Towel (WxL)	8.200" x 700.000'
UNSPSC	14111703
Core Size	1.75"
LEED EB&OM	IO
Buy Multiple	5 CS

Case Shipping Info

Case GTIN	10073310894208
Case Gross Wgt	19.500 LBS
Case Net Wgt	18.290 LBS
Case Dimensions (LxWxH)	22.875" x 15.250" x 9.000"
Case Volume	1.817 CFT

Unit Shipping Info

TI-Qty/Layer	5
HI-Layers/Unit	11
Unit Qty	55
Unit Dimensions (LxWxH)	45.750" x 38.125" x 99.000"



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SANPAP13 ITEM #16 - GP 89460

UNISOURCE WORLDWIDE INC.

enMotion® High Capacity Roll Towel

High quality 10 inch wide roll towels for enMotion® Classic or Impulse® 10 automated electronic roll towel systems.



Description:

These cost-effective, high-quality roll towels are specifically engineered to be used with our enMotion® Wall-Mount Automated Towel Dispenser or enMotion® Impulse® 10 Towel Dispenser to provide reliable towel dispensing at the wave of a hand. Choose these towels for dependable, cost-saving performance and customer satisfaction.

Features & Benefits:

- » One-at-a-time, touch free dispensing helps minimize usage and helps reduce the risk of cross contamination
- » Long lasting 800' roll reduces maintenance costs and the risk of run-out
- » Provides fast and pleasant hand drying experience

Product details

Brand Owner	Georgia-Pacific
Brand	enMotion®
MFG Part#	89460
Color	White
UP - UPC	073310894607
Each Per Ship Unit	6 Rolls
Items Per Each	800 Linear Feet
Case Total	4800 Linear Feet
Towel (WxL)	10.000" x 800.000'
UNSPSC	14111703
Core Size	1.75"
LEED EB&OM	IO
Replaces Item	89461
Buy Multiple	45 CS

Case Shipping Info

Case GTIN	10073310894604
Case Gross Wgt	29.370 LBS
Case Net Wgt	26.700 LBS
Case Dimensions (LxWxH)	24.375" x 16.375" x 10.875"
Case Volume	2.510 CFT

Unit Shipping Info

TI-Qty/Layer	5
HI-Layers/Unit	9
Unit Qty	45
Unit Dimensions (LxWxH)	49.130" x 40.750" x 97.880"



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SANPAP13 ITEM #17 - GP 2530

UNISOURCE WORLDWIDE INC.

Ultima® High Capacity Premium Towels on 8 1/4" Rolls

Ultra-premium white refill roll towels for complete patron satisfaction.



Description:

As part of our Ultimatic® roll towel dispenser system solution, these premium plus Thru-Embossed single-ply roll towels are designed to reduce maintenance time, minimize outages and reduce waste, making them ideal for high-traffic areas, office buildings, healthcare and foodservice facilities.

Features & Benefits:

- » Bright, white paper towels add a clean, elegant touch to any washroom
- » Delivers softness, quick absorbency, durability and thickness patrons appreciate
- » Embossed to offer reliable performance

Product details

Brand Owner	Georgia-Pacific
Brand	Ultima®
MFG Part#	2530
Color	White
UP - UPC	036500421175
Each Per Ship Unit	12 Rolls
Items Per Each	425 Linear Feet
Case Total	5100 Linear Feet
Towel (WxL)	8.250" x 425.000'
UNSPSC	14111703
LEED EB&OM	IO
Buy Multiple	25 CS

Case Shipping Info

Case GTIN	10036500421172
Case Gross Wgt	36.550 LBS
Case Net Wgt	35.060 LBS
Case Dimensions (LxWxH)	22.500" x 15.000" x 17.375"
Case Volume	3.390 CFT

Unit Shipping Info

TI-Qty/Layer	5
HI-Layers/Unit	5
Unit Qty	25
Unit Dimensions (LxWxH)	45.000" x 37.500" x 86.880"



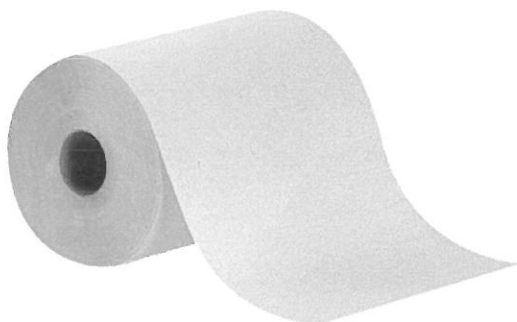
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SANPAP13 ITEM #18 - GP 26401

UNISOURCE WORLDWIDE INC.

Envision® Hardwound Roll Paper Towel

Economical brown hardwound roll towels offer reliable performance at a low cost for environmentally concerned customers.



Description:

Designed to fit into a wide range of everyday hardwound roll towel dispensers, these economical, brown hardwound towels help you keep costs under control. Low per-unit costs makes these towels an affordable choice for areas such as washrooms in government and public facilities, office buildings, foodservice facilities and lodging. EPA compliant for minimum post consumer waste recycled fiber content, these hardwound roll towels let you offer your customers reliable performance at a low cost.

Features & Benefits:

- » Offers dependable absorbency, thickness, and strength
- » Low per-unit cost make these paper towels a good everyday choice
- » Smaller diameter roll fits into a wider range of everyday universal dispensers
- » EPA compliant for recycled fiber content

Product details

Brand Owner	Georgia-Pacific
Brand	Envision®
MFG Part#	26401
Color	Brown
UP - UPC	073310264011
Each Per Ship Unit	12 Rolls
Items Per Each	350 Linear Feet
Case Total	4200 Linear Feet
Towel (WxL)	7.875" x 350.000'
UNSPSC	14111703
Core Size	1.625
EPA CPG Compliant	Yes
Min. PCW %	40%
Min. Recycled %	100%
LEED EB&OM	MR,IEQ
Replaces Item	27691, 26890
Buy Multiple	27 CS

Case Shipping Info

Case GTIN	10073310264018
Case Gross Wgt	21.320 LBS
Case Net Wgt	20.000 LBS
Case Dimensions (LxWxH)	16.625" x 11.375" x 16.625"
Case Volume	1.819 CFT

Unit Shipping Info

TI-Qty/Layer	9
HI-Layers/Unit	6
Unit Qty	54
Unit Dimensions (LxWxH)	45.500" x 39.375" x 99.750"



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SANPAP13 ITEM #19 - GP 59498

UNISOURCE WORLDWIDE INC.

enMotion® Impulse® 8 Automated Towel Dispenser

Automated, touchless dispensing improves hygiene, lowers your risk of cross-contamination, reduces towel usage by up to 30 percent* and decreases operational expenses.



Description:

From the makers of enMotion® comes the enMotion® Impulse® 8 dispenser. Sharing many features as the enMotion® Wall Mount Towel Dispenser (does not include roll transfer feature), the enMotion® Impulse® 8 dispenser is designed to fit in employee break rooms, medical/dental offices, back of the house in foodservice, and other areas with space constraints. Hygienic and hands-free, the enMotion® Impulse® 8 dispenser is everything you love about the enMotion® wall mount dispenser in a new, smaller size. *Only available via a one-time, lifetime lease agreement through GP or authorized distributor.

Features & Benefits:

- » One-at-a-time towel dispensing improves operational efficiency
- » Automatic touchless dispensing helps improve hygiene and helps reduce risk of cross-contamination
- » Smaller profile fits great in small spaces and enhances image and decor
- » Adjustable settings - sheet length, time delay, and dispense mode
- » Operates quietly on 3 D-cell alkaline batteries (included)
- » Uses same towel as enMotion® Recessed Towel Dispensers
- » UL Listed

Product details

Brand Owner	Georgia-Pacific
Brand	enMotion®
MFG Part#	59498
Color	Translucent Smoke
UP - UPC	073310594989
Each Per Ship Unit	1 Each
Items Per Each	0 Each
Case Total	1 Each
Dispenser (WxDxH)	13.230" x 9.500" x 13.120"
UNSPSC	47131701
LEED EB&OM	IO
Buy Multiple	1 EA

Case Shipping Info

Case GTIN	10073310594986
Case Gross Wgt	8.910 LBS
Case Net Wgt	5.500 LBS
Case Dimensions (LxWxH)	13.875" x 11.625" x 16.000"
Case Volume	1.350 CFT

Unit Shipping Info

TI-Qty/Layer	9
HI-Layers/Unit	8
Unit Qty	72
Unit Dimensions (LxWxH)	48.000" x 41.625" x 97.000"



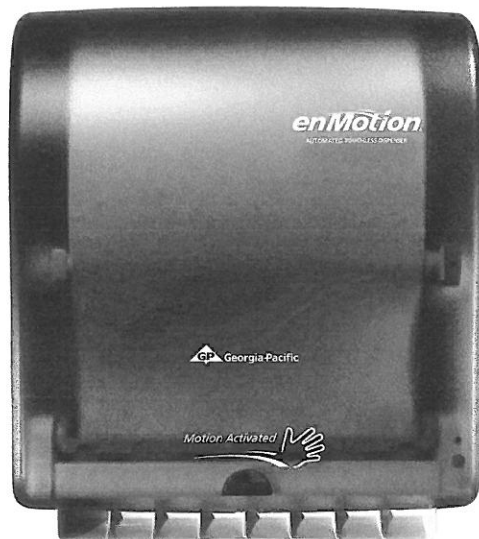
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SANPAP13 ITEM #20 - GP 59462

UNISOURCE WORLDWIDE INC.

enMotion® Wall Mount Automated Touchless Towel Dispenser

Using technology to help improve hygiene, enhance image, and control costs.



Description:

The enMotion® towel dispenser is a highly reliable, affordable solution for automated touchless towel dispensing. For over a decade, this high-capacity dispenser has helped facilities reduce towel consumption, waste and service visits, while enhancing image and improving hygiene. The enMotion® towel dispenser supplies a single towel by waving your hand and is the leader in automated, touchless dispensing. It's no wonder that 98% of enMotion® towel dispenser customers are satisfied with its performance!

Features & Benefits:

- » Adjustable settings for sheet length, time delay, sensor range and dispensing mode controls usage and increases operational efficiency
- » One-at-a-time dispensing helps reduce the risk of cross-contamination for a more hygienic washroom
- » High-capacity system and paper transfer mechanism provide continuous service while reducing maintenance costs
- » High tech functionality, sleek styling and quality towels make positive statements about your facility
- » Perfect for washrooms or food prep areas
- » Multiple power options: 4 Standard Alkaline D-Cell batteries (included) or optional AC power adapters

Product details

Brand Owner	Georgia-Pacific
Brand	enMotion®
MFG Part#	59462
Color	Translucent Smoke
UP - UPC	073310594620
Each Per Ship Unit	1 Each
Items Per Each	0 Each
Case Total	1 Each
Dispenser (WxDxH)	14.800" x 9.750" x 16.750"
UNSPSC	47131701
LEED EB&OM	IO
Buy Multiple	1 EA

Case Shipping Info

Case GTIN	10073310594627
Case Gross Wgt	11.880 LBS
Case Net Wgt	10.000 LBS
Case Dimensions (LxWxH)	15.160" x 11.810" x 19.290"
Case Volume	1.960 CFT

Each Shipping Info

Each Gross Weight	11.88 LBS
Each Net Wgt	10.0 LBS
Each Dimensions	15.160" x 11.810" x 19.290"
Each Volume	1.960 CFT

Unit Shipping Info

TI-Qty/Layer	6
HI-Layers/Unit	8
Unit Qty	48
Unit Dimensions (LxWxH)	45.380" x 37.750" x 95.000"



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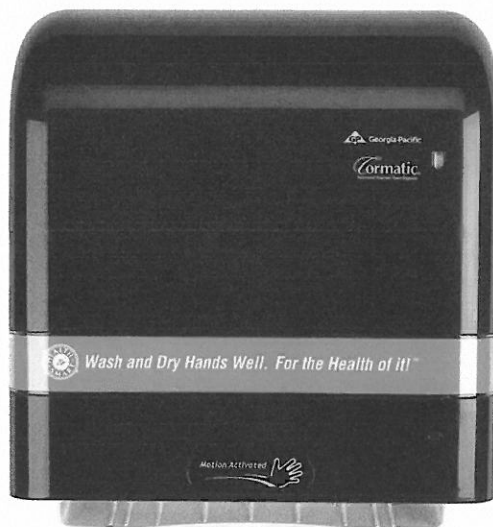
SANPAP13 ITEM #21 - GP ADS200B

UNISOURCE WORLDWIDE INC.

** LEASE AGREEMENT REQUIRED **

Cormatic® Automated Designer Series Towel Dispenser

Automated touch-free Cormatic® system provides a hygienic solution, operational efficiencies, and enhances your facilities image.



Description:

The Cormatic® automated towel dispenser delivers the image of the Designer Series with patented, automatic, one-at-a-time dispensing. High-quality, high-capacity rolls help generate easy and low maintenance requirements. Proven in the market for decades, this dispenser is image enhancing, hygienic, and durable. Only available via one time, lifetime, Lease Agreement with GP or authorized distributor.

Features & Benefits:

- » Highly durable, long lasting dispenser
- » Customized inserts available
- » Reliable, hygienic touch free dispensing helps reduce risk of cross-contamination
- » Operationally Efficient - Reduces usage and waste to help your bottom line and the environment
- » Adjustable settings allow you to customize towel length, sensor range, time delay and hang mode
- » Uses long-lasting, standard D-cell batteries (included with dispenser) or optional AC power kits for easy and low maintenance requirements
- » ADA compliant when mounted according to Georgia-Pacific installation instructions
- » Warranty Program - covers workmanship and parts; while normal wear and tear and vandalism are not covered

Product details

Brand Owner	Georgia-Pacific
Brand	Cormatic®
MFG Part#	ADS200B
Color	Black
UP - UPC	036500302948
Each Per Ship Unit	1 Each
Items Per Each	0 Each
Case Total	1 Each
Dispenser (WxDxH)	14.250" x 9.100" x 15.500"
UNSPSC	47131701
LEED EB&OM	IO
Buy Multiple	1 EA

Case Shipping Info

Case GTIN	10036500302945
Case Gross Wgt	10.400 LBS
Case Net Wgt	9.372 LBS
Case Dimensions (LxWxH)	15.775" x 12.175" x 19.825"
Case Volume	2.200 CFT

Each Shipping Info

Each Gross Weight	11.85 lbs
Each Net Wgt	9.372 lbs
Each Dimensions	15.775" x 12.175" x 19.825"
Each Volume	2.200 CFT

Unit Shipping Info

TI-Qty/Layer	6
HI-Layers/Unit	7
Unit Qty	42
Unit Dimensions (LxWxH)	47.330" x 39.650" x 85.230"



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SANPAP13 ITEM #22 - GP 54338

UNISOURCE WORLDWIDE INC.

GP Push Paddle Roll Paper Towel Dispenser

Offering a great combination of portion control for operational efficiency and an enhanced push paddle design.



Description:

Put the simple, clean performance of the push paddle towel dispenser to work for you. This high-capacity dispenser, which holds an 8" diameter roll, will cut down on labor costs and help maintain user satisfaction. The contemporary design fits perfectly in a variety of market segments including manufacturing, schools, and high-traffic areas. This dispenser meets ADA guidelines when properly installed, giving you peace of mind while enjoying reliable, consistent performance from this dispenser.

Features & Benefits:

- » Contemporary design fits perfectly into a variety of market segments
- » Dispenses high capacity 8 Inch diameter rolls to help reduce costs and maintain user satisfaction
- » Durable dispenser provides consistent performance for peace of mind
- » ADA compliant when mounted properly

Product details

Brand Owner	Georgia-Pacific
Brand	GP
MFG Part#	54338
Color	Translucent Smoke
UP - UPC	073310543383
Each Per Ship Unit	1 Each
Items Per Each	0 Each
Case Total	1 Each
Dispenser (WxDxH)	12.750" x 10.500" x 14.250"
UNSPSC	47131701
Replaces Item	58553, 58353
Buy Multiple	1 EA

Case Shipping Info

Case GTIN	10073310543380
Case Gross Wgt	8.000 LBS
Case Net Wgt	7.380 LBS
Case Dimensions (LxWxH)	13.000" x 10.500" x 14.250"
Case Volume	1.130 CFT

Unit Shipping Info

TI-Qty/Layer	14
HI-Layers/Unit	3
Unit Qty	42
Unit Dimensions (LxWxH)	45.500" x 40.500" x 40.880"



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SANPAP13 ITEM #23 - GP 20904

UNISOURCE WORLDWIDE INC.

Envision® Singlefold Paper Towels

Economical, EPA compliant for recycled fiber content singlefold towels offer reliable performance at a low cost.



Description:

Designed to fit into singlefold dispensers, low per-unit costs makes these towels an affordable choice for areas such as washrooms in government and public facilities, office buildings, foodservice facilities and lodging. Envision® singlefold towels let you offer your customers reliable performance at a low cost. (Folded width: 5 5/16")

Features & Benefits:

- » Offers dependable absorbency, thickness, and strength
- » Affordable choice
- » EPA compliant for recycled fiber content

Product details

Brand Owner	Georgia-Pacific
Brand	Envision®
MFG Part#	20904
Color	White
UP - UPC	073310209043
Each Per Ship Unit	16 Packages
Items Per Each	250 Count
Case Total	4000 Count
Towel (WxL)	9.250" x 10.250"
Folded (WxL)	9.25" x 5.625"
UNSPSC	14111703
EPA CPG Compliant	Yes
Min. PCW %	40%
Min. Recycled %	40%
LEED EB&OM	MR,IEQ
Replaces Item	23990
Buy Multiple	35 CS

Case Shipping Info

Case GTIN	10073310209040
Case Gross Wgt	20.540 LBS
Case Net Wgt	18.000 LBS
Case Dimensions (LxWxH)	22.375" x 14.625" x 10.000"
Case Volume	1.890 CFT

Unit Shipping Info

TI-Qty/Layer	7
HI-Layers/Unit	10
Unit Qty	70
Unit Dimensions (LxWxH)	51.630" x 44.750" x 100.000"



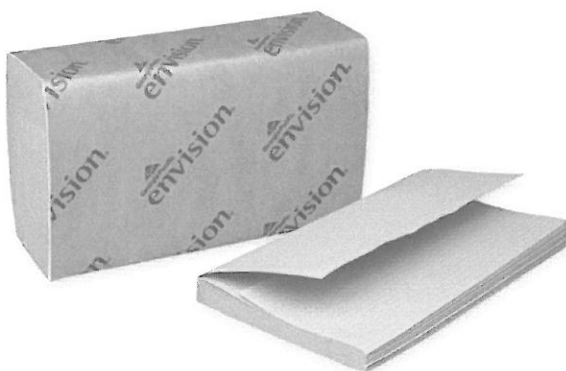
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SANPAP13 ITEM #24 - GP 23504

UNISOURCE WORLDWIDE INC.

Envision® Singlefold Paper Towels

Economical, EPA compliant for recycled fiber content singlefold towels offer reliable performance at a low cost.



Description:

These brown singlefold towels help you keep costs under control. Low per-unit costs makes these towels an affordable choice for areas such as washrooms in government and public facilities, office buildings, foodservice facilities and lodging. EPA compliant for minimum post consumer waste recycled fiber content Envision® singlefold towels let you offer your customers quality and reliable performance at a low cost. (Folded width: 5 5/16")

Features & Benefits:

- » Offers dependable absorbency, thickness, and strength
- » Economic Low per-unit cost make these towels an affordable choice
- » EPA compliant for recycled fiber content

Product details

Brand Owner	Georgia-Pacific
Brand	Envision®
MFG Part#	23504
Color	Brown
UP - UPC	073310235042
Each Per Ship Unit	16 Packages
Items Per Each	250 Count
Case Total	4000 Count
Towel (WxL)	9.250" x 10.250"
Folded (WxL)	9.25" x 5.625"
UNSPSC	14111703
EPA CPG Compliant	Yes
Min. PCW %	40%
Min. Recycled %	100%
LEED EB&OM	MR,IEQ
Replaces Item	20757
Buy Multiple	35 CS

Case Shipping Info

Case GTIN	10073310235049
Case Gross Wgt	20.540 LBS
Case Net Wgt	19.310 LBS
Case Dimensions (LxWxH)	22.380" x 14.630" x 10.000"
Case Volume	1.890 CFT

Unit Shipping Info

TI-Qty/Layer	7
HI-Layers/Unit	10
Unit Qty	70
Unit Dimensions (LxWxH)	51.625" x 44.750" x 100.000"



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SANPAP13 ITEM #25 - GP 20603

UNISOURCE WORLDWIDE INC.

Acclaim® C-Fold Paper Towels

Economy C-Fold towels offer reliable performance at a low cost.



Description:

Designed to fit into a wide range of appropriate dispensers, Acclaim economy C-Fold towels help you keep costs under control. And low per-unit costs makes these towels the affordable choice for areas such as washrooms in government and public facilities, office buildings, foodservice facilities, and lodging. Acclaim C-Fold towels let you offer your customers reliable performance at a low cost. (Folded width: 3.6")

Features & Benefits:

- » Offers dependable absorbency, thickness, and strength
- » Low per-unit cost make these paper towels an affordable C-Fold choice

Product details

Brand Owner	Georgia-Pacific
Brand	Acclaim®
MFG Part#	20603
Color	White
UP - UPC	073310206035
Each Per Ship Unit	10 Packages
Items Per Each	240 Count
Case Total	2400 Count
Towel (WxL)	10.100" x 13.200"
Folded (WxL)	10.1" x 3.6"
UNSPSC	14111703
Replaces Item	21924
Buy Multiple	63 CS

Case Shipping Info

Case GTIN	00073310206035
Case Gross Wgt	17.600 LBS
Case Net Wgt	16.600 LBS
Case Dimensions (LxWxH)	18.880" x 13.380" x 10.880"
Case Volume	1.590 CFT

Unit Shipping Info

TI-Qty/Layer	7
HI-Layers/Unit	9
Unit Qty	63
Unit Dimensions (LxWxH)	45.625" x 40.125" x 97.875"



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SANPAP13 ITEM #26 - GP 21924

UNISOURCE WORLDWIDE INC.

Envision® C-Fold Paper Towels

Economical C-Fold towels for environmentally concerned customers offer reliable performance at a low cost



Description:

Designed for environmentally concerned customers and to fit into a wide range of C-Fold dispensers, Envision® economical C-Fold towels help you keep costs under control. And low per-unit costs makes these towels the affordable choice for areas such as washrooms in government and public facilities, office buildings, foodservice facilities and lodging. Envision C-Fold towels let you offer your customers quality and reliable performance at a low cost. (Folded width: 3.6")

Features & Benefits:

- » Offers dependable absorbency, thickness, and strength
- » Low per-unit cost make these paper towels an affordable C-Fold choice
- » Fits into a wide range of everyday roll towel dispensers
- » EPA compliant for recycled fiber content

Product details

Brand Owner	Georgia-Pacific
Brand	Envision®
MFG Part#	21924
Color	Brown
UP - UPC	073310219240
Each Per Ship Unit	10 Packages
Items Per Each	240 Count
Case Total	2400 Count
Towel (WxL)	10.100" x 13.200"
Folded (WxL)	10.1" x 3.6"
UNSPSC	14111703
EPA CPG Compliant	Yes
Min. PCW %	40%
Min. Recycled %	40%
LEED EB&OM	MR,IEQ
Replaces Item	25290
Buy Multiple	63 CS

Case Shipping Info

Case GTIN	10073310219247
Case Gross Wgt	17.620 LBS
Case Net Wgt	16.600 LBS
Case Dimensions (LxWxH)	18.880" x 13.380" x 10.875"
Case Volume	1.590 CFT

Unit Shipping Info

TI-Qty/Layer	7
HI-Layers/Unit	9
Unit Qty	63
Unit Dimensions (LxWxH)	45.630" x 40.130" x 97.875"



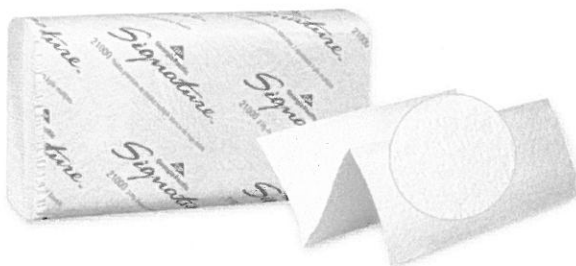
printed:8/24/2013

SANPAP13 ITEM #27 - GP 21000

UNISOURCE WORLDWIDE INC.

Signature® 2-Ply Premium Multifold Paper Towels

Our best-selling, premium 2-ply multifold hand towels provide softness and absorbency your patrons and tenants will appreciate. REPLACES 20650



Description:

Signature® towels let you pamper your guests, tenants and customers with the ultimate in luxury. These multifold towels feature our patented honeycomb emboss that adds a touch of elegance to any washroom, while two thick and thirsty plies offer super absorbency with every hand dry. (Folded width: 3 1/4") (Not Available in Canada)

Features & Benefits:

- » 2-Ply towel offers more absorbency with every hand dry
- » Designer packaging makes a statement of elegance and coordinates with bath and facial tissue products
- » Customer-preferred patented honeycomb pattern creates thick, luxurious softness

Product details

Brand Owner	Georgia-Pacific
Brand	Signature®
MFG Part#	21000
Color	White
UP - UPC	073310210001
Each Per Ship Unit	16 Packages
Items Per Each	125 Count
Case Total	2000 Count
Towel (WxL)	9.200" x 9.400"
Folded (WxL)	9.2" x 3.25"
UNSPSC	14111703
Replaces Item	20650
Buy Multiple	35 CS

Case Shipping Info

Case GTIN	10073310210008
Case Gross Wgt	15.408 LBS
Case Net Wgt	13.800 LBS
Case Dimensions (LxWxH)	20.875" x 13.875" x 9.875"
Case Volume	1.655 CFT

Unit Shipping Info

TI-Qty/Layer	7
HI-Layers/Unit	10
Unit Qty	70
Unit Dimensions (LxWxH)	48.625" x 41.750" x 98.750"



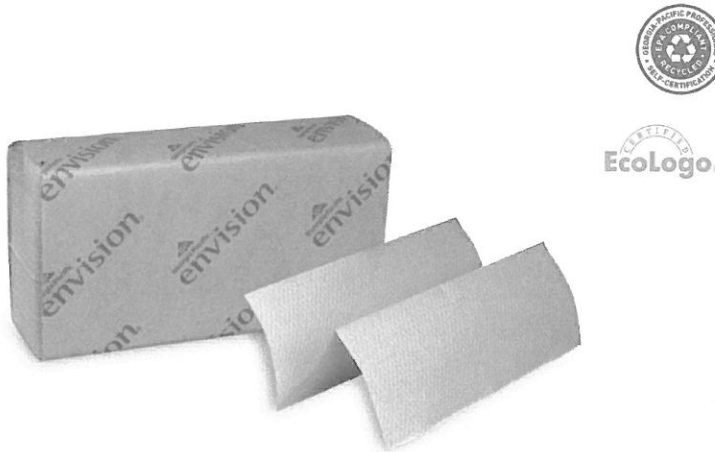
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SANPAP13 ITEM #28 - GP 23304

UNISOURCE WORLDWIDE INC.

Envision® Multifold Paper Towels

Economical, EPA compliant for recycled fiber content multifold towels offer reliable performance at a low cost.



Description:

These economical multifold towels help you keep costs under control. Low per-unit costs makes these towels an affordable choice for areas such as washrooms in government and public facilities, office buildings, foodservice facilities, and lodging. EPA compliant for minimum post consumer waste recycled fiber content, Envision multifold towels let you offer your customers reliable performance at a low cost. (Folded width: 3 1/4")

Features & Benefits:

- » Offers dependable absorbency, thickness, and strength
- » Low per-unit cost make these paper towels a good everyday choice
- » EPA compliant for recycled fiber content

Product details

Brand Owner	Georgia-Pacific
Brand	Envision®
MFG Part#	23304
Color	Brown
UP - UPC	073310233048
Each Per Ship Unit	16 Packages
Items Per Each	250 Count
Case Total	4000 Count
Towel (WxL)	9.200" x 9.400"
Folded (WxL)	9.2" x 3.25"
UNSPSC	14111703
EPA CPG Compliant	Yes
Min. PCW %	40%
Min. Recycled %	100%
LEED EB&OM	MR,IEQ
Replaces Item	21604, 25999, 29990, 24990,
Buy Multiple	35 CS

Case Shipping Info

Case GTIN	10073310233045
Case Gross Wgt	19.100 LBS
Case Net Wgt	18.000 LBS
Case Dimensions (LxWxH)	21.375" x 13.875" x 9.875"
Case Volume	1.695 CFT

Unit Shipping Info

TI-Qty/Layer	7
HI-Layers/Unit	10
Unit Qty	70
Unit Dimensions (LxWxH)	49.125" x 42.750" x 98.750"



printed: 8/24/2013

SANPAP13 ITEM #29 - GP 56701

UNISOURCE WORLDWIDE INC.

GP Singlefold Towel Dispenser

Space saver singlefold towel dispenser for cost-conscious customers.



Description:

Our space saver singlefold towel dispenser holds up to 500 singlefold towels. This simple, white metal dispenser complements any decor, and the covered key-lock design protects against waste and pilferage while making refilling towels quick and easy.

Features & Benefits:

- » Durable steel construction holds up to 500 singlefold towels
- » Offers an economical approach to towel dispensing
- » Covered, key-lock mechanism provides protection against waste and pilferage

Product details

Brand Owner	Georgia-Pacific
Brand	GP
MFG Part#	56701
Color	White
UP - UPC	073310567013
Each Per Ship Unit	6 Each
Items Per Each	0 Each
Case Total	6 Each
Dispenser (WxDxH)	11.625" x 6.625" x 8.125"
UNSPSC	47131701
Buy Multiple	6 EA

Case Shipping Info

Case GTIN	00073310567013
Case Gross Wgt	25.800 LBS
Case Net Wgt	20.298 LBS
Case Dimensions (LxWxH)	20.375" x 16.375" x 12.125"
Case Volume	2.341 CFT

Each Shipping Info

Each Gross Weight	4.11 LBS
Each Net Wgt	3.383 LBS
Each Dimensions	6.625" x 11.625" x 8.125"
Each Volume	0.362 CFT

Unit Shipping Info

TI-Qty/Layer	6
HI-Layers/Unit	4
Unit Qty	24
Unit Dimensions (LxWxH)	40.125" x 40.750" x 48.500"



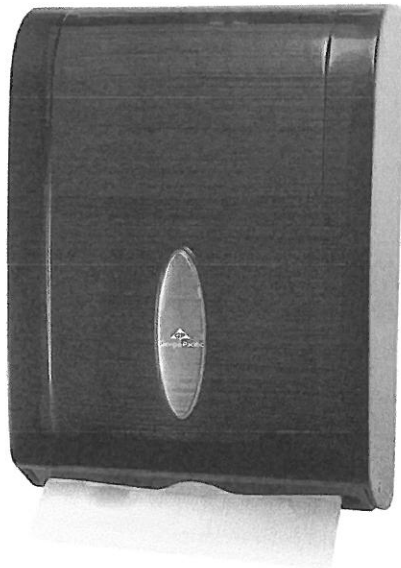
printed:8/24/2013

SANPAP13 ITEM #30 - GP 56650/01

UNISOURCE WORLDWIDE INC.

GP Combination C-Fold or Multifold Paper Towel Dispenser

Combination C-Fold / multifold / BigFold® towel dispenser couples affordability with versatility for cost-conscious customers.



Description:

This durable and versatile plastic towel dispenser holds up to 400 C-Fold, 600 multifold, or one package of BigFold® towels to provide a cost-effective solution for washroom towel dispensing. This attractive see-through grey color complements any decor, and the covered key-lock design protects against waste and pilferage while making refilling towels quick and easy.

Features & Benefits:

- » Durable plastic construction
- » Holds up to 400 C-Fold, 600 multifold, or one pack BigFold® paper towels
- » Offers an economical and versatile approach to towel dispensing

Product details

Brand Owner	Georgia-Pacific
Brand	GP
MFG Part#	56650/01
Color	Translucent Smoke
UP - UPC	073310566504
Each Per Ship Unit	1 Each
Items Per Each	0 Each
Case Total	1 Each
Dispenser (WxDxH)	11.000" x 5.250" x 15.400"
UNSPSC	47131701
Replaces Item	59501
Buy Multiple	1 EA

Case Shipping Info

Case GTIN	10073310566501
Case Gross Wgt	3.140 LBS
Case Net Wgt	2.220 LBS
Case Dimensions (LxWxH)	11.125" x 13.625" x 5.688"
Case Volume	0.544 CFT

Unit Shipping Info

TI-Qty/Layer	10
HI-Layers/Unit	8
Unit Qty	80
Unit Dimensions (LxWxH)	48.000" x 39.000" x 48.000"



printed: 8/24/2013

SANPAP13 ITEM #31 - GP 47410

UNISOURCE WORLDWIDE INC.

Envision® Facial Tissue, Flat Box

Economical, EPA compliant for recycled fiber content facial tissue provides an affordable solution for all areas.



Description:

Our economical, white, 2-ply facial tissue with 100 tissue sheets per box offers an affordable solution for all areas. This product is engineered to meet EPA guidelines for minimum post consumer waste recycled fiber content. Customers will appreciate this reliably performing facial tissue, while you appreciate the savings. Individual Box Dimensions (LxWxH): 9" x 4.75" x 2"

Features & Benefits:

- » Affordable choice
- » Economical facial tissue employees, guests, tenants will appreciate
- » EPA compliant for recycled fiber content

Product details

Brand Owner	Georgia-Pacific
Brand	Envision®
MFG Part#	47410
Color	White
UP - UPC	073310474106
Each Per Ship Unit	30 Boxes
Items Per Each	100 Sheets
Case Total	3000 Sheets
Sheet (WxL)	8.000" x 8.330"
UNSPSC	14111701
EPA CPG Compliant	Yes
Min. PCW %	20%
Min. Recycled %	100%
LEED EB&OM	MR,IEQ
Replaces Item	48090
Buy Multiple	35 CS

Case Shipping Info

Case GTIN	10073310474103
Case Gross Wgt	11.700 LBS
Case Net Wgt	8.530 LBS
Case Dimensions (LxWxH)	21.875" x 14.750" x 9.625"
Case Volume	1.800 CFT

Each Shipping Info

Each Gross Weight	0.0 LBS
Each Net Wgt	0.284 LBS
Each Dimensions	9.000" x 4.750" x 2.000"
Each Volume	0.049 CFT

Unit Shipping Info

TI-Qty/Layer	7
HI-Layers/Unit	10
Unit Qty	70
Unit Dimensions (LxWxH)	51.375" x 44.250" x 96.250"



SANPAP13 ITEM #32 - GP 27700

UNISOURCE WORLDWIDE INC.

Preference® Jumbo Perforated Roll Towel

2-ply perforated white roll towels in a jumbo-sized roll offer long lasting reliable performance



Description:

Designed for lasting service and exceptional absorbency, Preference® 2-ply perforated roll towels are ideal for cleaning and wiping in foodservice, healthcare, laboratory and clinic settings. Join the growing number of facilities that are moving up to additional sheets to enhance the ease and efficiency of clean-up tasks. This 2-ply, jumbo-sized 250-count roll offers the same full-weight, full-strength paper as standard, 2-ply Preference.

Features & Benefits:

- » Lasting strength and absorbency make this towel ideal for cleaning/wiping in foodservice, healthcare, lab, and clinic settings
- » Jumbo roll offers the same full-weight, full-strength paper as standard Georgia-Pacific 2-ply rolls
- » For everyday cleaning and wiping tasks

Product details

Brand Owner	Georgia-Pacific
Brand	Preference®
MFG Part#	27700
Color	White
UP - UPC	073310277004
Each Per Ship Unit	12 Rolls
Items Per Each	250 Count
Case Total	3000 Count
Towel (WxL)	11.000" x 8.800"
UNSPSC	14111703
Core Size	1.625
Min. Recycled %	
Buy Multiple	20 CS

Case Shipping Info

Case GTIN	10073310277001
Case Gross Wgt	20.247 LBS
Case Net Wgt	18.200 LBS
Case Dimensions (LxWxH)	22.875" x 16.125" x 11.625"
Case Volume	2.481 CFT

Unit Shipping Info

TI-Qty/Layer	5
HI-Layers/Unit	8
Unit Qty	40
Unit Dimensions (LxWxH)	48.375" x 39.000" x 93.000"



printed:8/24/2013

SANPAP13 ITEM #33 - GP 28290

UNISOURCE WORLDWIDE INC.

Envision® High Capacity Perforated Paper Kitchen Roll Towel

2-ply, perforated, brown roll towels are EPA compliant for recycled fiber content and offer reliable performance in a long lasting jumbo-sized roll.



Description:

Envision® jumbo perforated roll towels contain at least 40% post-consumer recycled fiber and meet or exceed EPA guidelines for post-consumer recycled fiber content. Offering good quality at a value price, these absorbent, 2-ply towels are a cost-effective choice for environmentally concerned customers in foodservice, healthcare, laboratories and clinic settings. Envision® jumbo perforated roll towels let you offer your employees high-quantity, good quality and reliable performance.

Features & Benefits:

- » Lasting strength and absorbency make this towel ideal for cleaning/wiping in foodservice, healthcare, lab, and clinic settings
- » High capacity jumbo roll offers longer replacement intervals
- » EPA compliant for recycled fiber content

Product details

Brand Owner	Georgia-Pacific
Brand	Envision®
MFG Part#	28290
Color	Brown
UP - UPC	073310282909
Each Per Ship Unit	12 Rolls
Items Per Each	250 Count
Case Total	3000 Count
Towel (WxL)	11.000" x 8.800"
UNSPSC	14111703
Core Size	1.625
EPA CPG Compliant	Yes
Min. PCW %	40%
Min. Recycled %	40%
LEED EB&OM	MR,IEQ
Buy Multiple	20 CS

Case Shipping Info

Case GTIN	10073310282906
Case Gross Wgt	21.400 LBS
Case Net Wgt	16.840 LBS
Case Dimensions (LxWxH)	22.875" x 16.125" x 11.625"
Case Volume	2.481 CFT

Unit Shipping Info

TI-Qty/Layer	5
HI-Layers/Unit	8
Unit Qty	40
Unit Dimensions (LxWxH)	48.375" x 39.000" x 93.000"



printed:8/24/2013

SANPAP13 ITEM #34 - GP 47046

UNISOURCE WORLDWIDE INC.

Safe-T-Gard™ 1/2-Fold Toilet Seatcovers

Quality 1/2-fold disposable paper toilet seat covers for a hygienic barrier at an economical cost



Description:

As part of our seat cover offering, these clean, white toilet seat covers offer increased protection at an economical cost. Our quality seat covers provide a low-cost alternative to wasteful makeshift seat covers comprising of expensive tissue paper and/or towels prepared by patrons when real seat covers are not provided. Furthermore, they reduce labor and maintenance costs associated with system clogs and restroom litter. Offer your patrons the protection and convenience of these easy-to-dispense, sanitary seat covers.

Features & Benefits:

- » Clean white seat covers offer increased protect against germs and minimizes cross-contamination
- » Reduces unnecessary waste and labor costs resulting from patrons creating makeshift seat covers from tissue paper
- » Reduces system clogs caused by makeshift tissue and towel seat covers

Product details

Brand Owner	Georgia-Pacific
Brand	Safe-T-Gard™
MFG Part#	47046
Color	White
UP - UPC	073310470467
Each Per Ship Unit	20 Packages
Items Per Each	250 Count
Case Total	5000 Count
Size (WxL)	14.500" x 17.000"
UNSPSC	14111702
Replaces Item	47048, 47846, 47051
Buy Multiple	12 CS

Case Shipping Info

Case GTIN	10073310470464
Case Gross Wgt	28.440 LBS
Case Net Wgt	27.730 LBS
Case Dimensions (LxWxH)	16.140" x 10.630" x 13.780"
Case Volume	1.368 CFT

Unit Shipping Info

TI-Qty/Layer	12
HI-Layers/Unit	6
Unit Qty	72
Unit Dimensions (LxWxH)	48.420" x 42.520" x 82.680"



printed:8/24/2013

SANPAP13 ITEM #35 - GP 57710

UNISOURCE WORLDWIDE INC.

Safe-T-Gard™ 1/2 Fold Seatcover Dispenser

1/2-fold seat cover dispensing system provides increased protection against germs at an economical cost.



Description:

Our Safe T Gard seat cover dispensing system solution delivers clean, white seat covers for increased protection against germs at an economical cost. Our quality seat covers provide a low-cost alternative to wasteful makeshift seat covers comprising of expensive tissue paper and/or towels prepared by patrons when real seat covers are not provided. Furthermore, they reduce labor and maintenance costs associated with system clogs and restroom litter. Offer your patrons the protection and convenience of easy-to-dispense, sanitary seat covers with these durable plastic dispensers.

Features & Benefits:

- » "No Touch" feature minimizes cross-contamination
- » Dispenses highly dispersible seat covers to reduce clogs caused by the use of costly alternatives, such as towels or tissues
- » Durable plastic dispenser with double-pack loading feature is easy to install and cost-effective to maintain

Product details

Brand Owner	Georgia-Pacific
Brand	Safe-T-Gard™
MFG Part#	57710
Color	White
UP - UPC	073310577104
Each Per Ship Unit	10 Each
Items Per Each	0 Each
Case Total	10 Each
Dispenser (WxDxH)	16.375" x 2.500" x 11.750"
UNSPSC	47131710
Replaces Item	57724
Buy Multiple	10 EA

Case Shipping Info

Case GTIN	00073310577104
Case Gross Wgt	9.800 LBS
Case Net Wgt	8.000 LBS
Case Dimensions (LxWxH)	24.125" x 15.250" x 17.375"
Case Volume	3.690 CFT

Each Shipping Info

Each Gross Weight	0.98 LBS
Each Net Wgt	0.8 LBS
Each Dimensions	12.000" x 3.125" x 17.000"
Each Volume	0.369 CFT

Unit Shipping Info

TI-Qty/Layer	50
HI-Layers/Unit	4
Unit Qty	200
Unit Dimensions (LxWxH)	48.250" x 39.380" x 69.500"



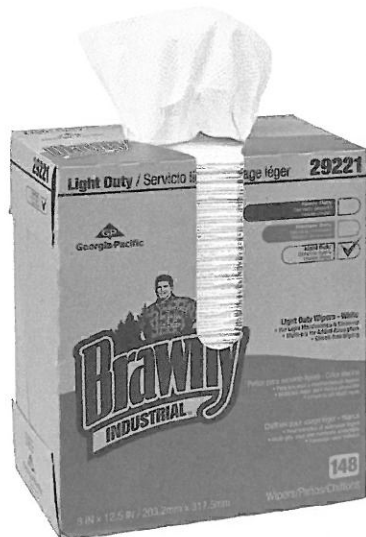
printed: 8/24/2013

SANPAP13 ITEM #36 - GP 29221

UNISOURCE WORLDWIDE INC.

Brawny Industrial® Light Duty 2-Ply Paper Wipers

Light Duty, single use 2-Ply white paper wipers perfect for glass cleaning, small spills, light lubes and light solvent use. Convenient, top dispensing box for waste management and cost control - one-at-a-time dispensing.



Description:

The Brawny Industrial® light-duty paper wiper offers superior 2-ply quality and absorbency for quick clean-up of light oils and solvents. These cost-effective light-duty paper wipers come in a convenient, portable pop up box for added protection. Quick and easy hands-free, one-at-a-time dispensing for waste and cost control.

Features & Benefits:

- » 2-ply paper is engineered for greater absorbency
- » Economical streak-free cleaning ideal for cleaning grocery check-out stands, automotive windshields, mirrors and more
- » Perfect for general maintenance
- » Tall, pop-up dispenser box format meets market preferences for dispensing

Product details

Brand Owner	Georgia-Pacific
Brand	Brawny Industrial®
MFG Part#	29221
Color	White
UP - UPC	073310292212
Each Per Ship Unit	20 Boxes
Items Per Each	148 Count
Case Total	2960 Count
Wiper (WxL)	8.000" x 12.500"
UNSPSC	47131502
Replaces Item	29811/03
Buy Multiple	4 CS

Case Shipping Info

Case GTIN	10073310292219
Case Gross Wgt	31.400 LBS
Case Net Wgt	23.300 LBS
Case Dimensions (LxWxH)	23.375" x 20.125" x 17.375"
Case Volume	4.730 CFT

Each Shipping Info

Each Gross Weight	1.413 LBS
Each Net Wgt	1.165 LBS
Each Dimensions	8.312" x 4.500" x 9.750"
Each Volume	0.211 CFT

Unit Shipping Info

TI-Qty/Layer	4
HI-Layers/Unit	6
Unit Qty	24
Unit Dimensions (LxWxH)	46.750" x 40.250" x 104.250"



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SANPAP13 ITEM #37 - GP 29414

UNISOURCE WORLDWIDE INC.

Brawny Dine-A-Wipe® Foodservice Busing Towel (Carded Rayon 1/4 Fold)

Foodservice wiper engineered for front of house cleaning of tables and spills. Strong, durable, stands up to harsh sanitizers, washable and reusable.



Description:

The Brawny® Dine-A-Wipe® medium weight, quarter fold foodservice wipers is engineered from carded rayon and designed for cleaning and wiping in retail grocery and food service areas. These economical, strong wipers stand up to harsh sanitizers, can be rinsed and reused and are machine washable for longer use, making them a cost-effective wiper solution for your establishment. For added convenience, these white and red wipers are available in a dispenser box.

Features & Benefits:

- » Perfect for front of house cleaning of tables and spills
- » High-quality, strong, rinseable wipes for repeat use means cost savings to you
- » Strong, carded rayon material for continued use that holds up well in sanitizers
- » Washable and reusable

Product details

Brand Owner	Georgia-Pacific
Brand	Brawny Dine-A-Wipe®
MFG Part#	29414
Color	Red and White
UP - UPC	073310294148
Each Per Ship Unit	1 Box
Items Per Each	160 Count
Case Total	160 Count
Wiper (WxL)	14.000" x 21.500"
UNSPSC	47131502
Buy Multiple	16 CS

Case Shipping Info

Case GTIN	00073310294148
Case Gross Wgt	3.620 LBS
Case Net Wgt	3.250 LBS
Case Dimensions (LxWxH)	11.875" x 10.000" x 7.625"
Case Volume	0.524 CFT

Unit Shipping Info

TI-Qty/Layer	16
HI-Layers/Unit	13
Unit Qty	208
Unit Dimensions (LxWxH)	47.500" x 40.000" x 99.125"



printed:8/24/2013

ORDERING

Agencies may order SANPAP13 products from Unisource in any of the following options;

- By the Unisource E-Commerce website at <http://commerce.unisourcelink.com>
- By faxing to Unisource Customer Service – (800) 863-4488
- By phoning Unisource Customer Service – (800) 667-8708

Once an agency has established an account with Unisource they can request a user I.D. and password to the E-Commerce website. Once logged into the E-Commerce website the agency will be directed to a customer specific home page that looks like the picture below

unisource link™ CORPORATE SITE CONTACT US HELP LOG OUT

HOME PRODUCTS MY ACCOUNT SEARCH FOR IN GO

Southeast - Atlanta Demo Account QUICK ORDER / SEARCH 0 Items

MY ACCOUNT:
Welcome Greg Reynolds
[Edit my profile](#)

MY ORDER 8:
[View Order Status](#)
[Upload Order](#)

MY ORDER LIST 8:
AATC - ASC02
Corrugated
[Create/View Lists](#)

MY INVOICE 8:
[View/Generate Invoices](#)

MY REPORT 8:
No saved reports found
[Create/View Reports](#)

MY STATEMENT 8:
[View My Statements](#)

PACKAGING PRODUCTS **PRINTING & IMAGING PRODUCTS**

Facility Supplies Products

- Abrasives
- Absorbents
- Adhesives
- Amenities
- Brooms, Brushes & Handles
- Can Liners & Trash Bags
- Carpet Bonnets, Floor Pads & Hand Pads
- Carpet Care
- Chemicals
- Cleaners
- Disinfectants
- Floor Care
- Food Service Disposable
- Gloves
- Hazard & Safety Supplies
- Material Handling
- Mats & Matting
- Mops, Handles & Frames
- Odor Control
- Office & School Supplies
- Personal Hygiene
- Personal Protection
- Powered Cleaning Equipment
- Restroom Care
- Safety Supplies
- Skin Care
- Special Industrial
- Towels, Tissues & Wipers
- Trash Cans & Lids
- Vehicle Care
- Washroom Accessories
- Window Cleaning Equipment

QUICK ORDER / SEARCH

Item#	Qty
Item#	Qty
Item#	Qty
Item#	Qty
Item#	Qty
Item#	Qty
Item#	Qty

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EC Administration
☒ Email Customer Service

Floorcare Equipment Service

- Propane burners
- Swing machines
- Upright vacuums
- Loaned/rental units

Dedicated Service Hotline:
866-549-7198

For assistance with the web site, please visit our FAQ section or contact the eBusiness Support Team at eBusinessSupport@unisourcelink.com or (866) 255-0155 from 9:00am - 5:00pm ET Monday through Friday.

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Once all of the ordered items are in the cart the user then proceeds to check-out and either enters a purchase order number or P-Card information. The user then clicks the submit order button and receives a screen confirmation that the order has been placed. Once the order has completed all of the necessary functions at Unisource Customer Service the user will receive an email confirmation that the order has been processed with a complete breakdown of shipping or delivery dates, quantity shipping, along with any backordered items.

ORDERING

In addition to the reports required in SANPAP13 the individual agencies that utilize the Unisource E-Commerce website will have the availability of account specific reports that can be customized with numerous filtering options. Typical report data available include; specific item purchases, date filtered item purchases for any or all items, and purchase history listing. All of these reports can be exported in (Excel) spreadsheet format.

Additional Unisource E-Commerce features include;

- Copies of invoices which can be sorted by date range or purchase order numbers
- Copies of Proof-Of-Delivery documents for items delivered on a Unisource truck
- Account statements

The screenshot displays the Unisource link website interface. At the top, there is a navigation bar with links for 'CORPORATE SITE', 'CONTACT US', 'HELP', and 'LOG OUT'. Below this is a search bar with the text 'SEARCH FOR Keywords or Item# IN All Items' and a 'GO' button. The main navigation menu includes 'HOME', 'PRODUCTS', and 'MY ACCOUNT'. The 'MY ACCOUNT' section is active, showing the user's name 'Welcome Greg Reynolds' and a link to 'Edit my profile'. Below this, there are sections for 'MY ORDERS' (with links for 'View Order Status' and 'Upload Order'), 'MY ORDER LISTS' (with links for 'AATC - ASC02 Corrugated' and 'Create/View Lists'), 'MY INVOICES' (with a link for 'View/Generate Invoices'), 'MY REPORTS' (with a link for 'Create/View Reports'), and 'MY STATEMENTS' (with a link for 'View My Statements'). The 'MY USAGE REPORTS' section is highlighted, showing 'General Reports' and a list of three top requested reports: 'Product Usage Report (Excel)', 'Line Item Detail Report (Excel)', and 'Total Spend Report (Excel)'. There is a 'Run Report' button and a 'My Saved Reports' section. The 'My Custom Reports' section shows a 'Line Item Tax Report' with a 'Line Item Tax for 762121'. At the bottom, there is a 'Create a New Report' section with a 'Select Report Type' dropdown menu. The footer includes logos for 'Ariba Ready PLATINUM', 'GHX', and 'BirchStreet', along with contact information for the eBusiness Support Team and a copyright notice for Unisource Worldwide, Inc.