



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at wvOASIS.gov. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at WVPurchasing.gov with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 2

[List View](#)

General Information

[Contact](#)[Default Values](#)[Discount](#)[Document Information](#)

Procurement Folder: 470924

Procurement Type: Central Master Agreement

Vendor ID: 000000199961

Legal Name: STATIONERS INC

Alias/DBA:

Total Bid: \$193,161.24

Response Date: 08/21/2018

Response Time: 8:50

SO Doc Code: CRFQ

SO Dept: 0210

SO Doc ID: ISC1900000001

Published Date: 8/14/18

Close Date: 8/21/18

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum; Office of Technology - Multiple-Size Rolled Paper

Total of Header Attachments: 2

[Apply Default Values to Commodity Lines](#)[View Procurement Folder](#)



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State of West Virginia
 Solicitation Response**

Proc Folder : 470924

Solicitation Description : Addendum; Office of Technology - Multiple-Size Rolled Paper

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2018-08-21 13:30:00	SR 0210 ESR08211800000000818	1

VENDOR
000000199961 STATIONERS INC

Solicitation Number: CRFQ 0210 ISC1900000001

Total Bid : \$193,161.24 **Response Date:** 2018-08-21 **Response Time:** 08:50:38

Comments:

FOR INFORMATION CONTACT THE BUYER
 Guy Nisbet
 (304) 558-2596
 guy.l.nisbet@wv.gov

Signature on File	FEIN #	DATE
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Total Cost for all Multiple-Size Rolled Paper	1.00000	EA	\$193,161.240000	\$193,161.24

Comm Code	Manufacturer	Specification	Model #
14111506			

Extended Description : See attached specifications for complete details Vendor must submit Pricing Page showing all required Pricing. If submitting online Vendor should enter their Total Bid Amount on Oasis Commodity Line.

Comments: See attached file



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation
 29 – Office Supplies

Proc Folder: 470924

Doc Description: Addendum; Office of Technology - Multiple-Size Rolled Paper

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2018-08-14	2018-08-21 13:30:00	CRFQ 0210 ISC1900000001	2

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

Stationers Inc
 100 Industrial Ln
 Huntington, WV 25702
 800-862-7200

FOR INFORMATION CONTACT THE BUYER

Guy Nisbet
 (304) 558-2596
 guy.l.nisbet@wv.gov

Signature X 

FEIN # 55-0289510

DATE 8-20-18

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

Addendum

Addendum No.01 issued to publish and distribute the attached information to the vendor community.

Request for Quotation
(Miscellaneous Sized Rolled Paper)

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Office of Technology to establish an open-end contract for multiple-size rolled paper, for the Agency's printing department located at the State Capitol Complex, in Charleston, Kanawha County, WV. This contract will have multiple paper sizes. Vendor must be able to provide all paper sizes specified within these solicitation documents.

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION OFFICE OF TECHNOLOGY 1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR CHARLESTON WV25305 US	IS&C - DATA CENTER MANAGER DEPARTMENT OF ADMINISTRATION BLDG 6 RM B110 1900 KANAWHA BLVD E CHARLESTON WV 25305-0135 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Total Cost for all Multiple-Size Rolled Paper	1.00000	EA		193,161.24

Comm Code	Manufacturer	Specification	Model #
14111506			

Extended Description :

See attached specifications for complete details Vendor must submit Pricing Page showing all required Pricing. If submitting online Vendor should enter their Total Bid Amount on Oasis Commodity Line.

ISC1900000001	Document Phase Final	Document Description Addendum; Office of Technology - Multiple-Size Rolled Paper	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

**EXHIBIT A – Pricing Page
Multiple-Size Rolled Paper - OT18202**

Note to Vendors: The Pricing Page is locked. Only the column for Unit Cost is unlocked.

Section	Description	Unit of Measure	Estimated Annual Quantity of 1,000	Unit Cost	Extended Cost
3.1.1	Contract Item 1 - Rolled Paper - Form Size 12" x 8 1/2" (W&L)	Per 1000 Forms	4,320	8.130	35,121.60
3.1.2	Contract Item 2 - Rolled Paper - Form Size 9 1/2" x 11" (W&L)	Per 1000 Forms	1,104	8.360	9,229.44
3.1.3	Contract Item 3 - Rolled Paper - Form Size 9 1/2" x 11" (W&L) with additional perforation	Per 1000 Forms	60	9.820	589.20

Optional Renewal Year 2

3.1.1	Optional Renewal Year 2 - Contract Item 1 - Rolled Paper - Form Size 12" x 8 1/2" (W&L)	Per 1000 Forms	4,320	8.510	36,763.20
3.1.2	Optional Renewal Year 2 - Contract Item 2 - Rolled Paper - Form Size 9 1/2" x 11" (W&L)	Per 1000 Forms	1,104	8.740	9,648.96
3.1.3	Optional Renewal Year 2 - Contract Item 3 - Rolled Paper - Form Size 9 1/2" x 11" (W&L) with additional perforation	Per 1000 Forms	60	10.280	616.80

Optional Renewal Year 3

3.1.1	Optional Renewal Year 3 - Contract Item 1 - Rolled Paper - Form Size 12" x 8 1/2" (W&L)	Per 1000 Forms	4,320	8.930	38,577.60
3.1.2	Optional Renewal Year 3 - Contract Item 2 - Rolled Paper - Form Size 9 1/2" x 11" (W&L)	Per 1000 Forms	1,104	9.170	10,123.68
3.1.3	Optional Renewal Year 3 - Contract Item 3 - Rolled Paper - Form Size 9 1/2" x 11" (W&L) with additional perforation	Per 1000 Forms	60	10.780	646.80

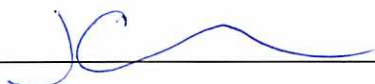
Optional Renewal Year 4

3.1.1	Optional Renewal Year 4 - Contract Item 1 - Rolled Paper - Form Size 12" x 8 1/2" (W&L)	Per 1000 Forms	4,320	9.380	40,521.60
3.1.2	Optional Renewal Year 4 - Contract Item 2 - Rolled Paper - Form Size 9 1/2" x 11" (W&L)	Per 1000 Forms	1,104	9.640	10,642.56
3.1.3	Optional Renewal Year 4 - Contract Item 3 - Rolled Paper - Form Size 9 1/2" x 11" (W&L) with additional perforation	Per 1000 Forms	60	11.330	679.80

				Total Bid Amount	193,161.24
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Please note: This information is being captured for auditing purposes

Contract will be evaluated on all lines but only awarded on first year. Renewal options for years 2, 3, and 4 will be initiated by the Agency, agreed to by the Vendor and processed by the West Virginia Purchasing Division as Change Orders for subsequent years.

Signature:  _____

Date: 8/20/18

SOLICITATION NUMBER: CRFQ 0210 ISC1900000001

Addendum Number: No.01

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:

Addendum issued to publish and distribute the attached documentation to the vendor community.

1. Vendor submitted questions and Agency responses.

No other Changes.

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

CRFQ ISC19*1
WVOT Print Shop Multiple Paper
Vendor Submitted Questions and Agency Responses
08/14/2018

- 1) When is the expected first month release and effective date for this opened contract?
 - A. We are estimating an October 2018 award date, although this may vary due to unforeseen issues with the solicitation, the evaluation and/or the contract award process.

- 2) Can you give a more detailed delivery information concerning "Contract Item #3: "9 ½ x 11" with perforation - 60,000 forms delivered annually." This statement is very vague and can be opened to the interpretation of many monthly, quarterly, semi-annual or one annual shipment which has an impact on associated production and shipping cost.
 - A. This can be a one-time shipment, delivered at the beginning of the contract.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: _____

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:

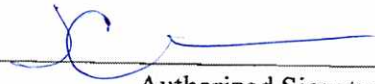
(Check the box next to each addendum received)

- | | |
|--|--|
| <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.

Stationers Inc

Company



Authorized Signature

8/20/18

Date


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

Revised 6/8/2012

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Lola Jobe, Purchasing
 (Name, Title)
 Lola Jobe, Purchasing
 (Printed Name and Title)
 100 Industrial Ln, Huntington, WV 25702
 (Address)
 P: 800-862-7200 F: 800-950-7550
 (Phone Number) / (Fax Number)
 ljobe@champion-industries.com
 (email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Stationers Inc
 (Company)

 (Authorized Signature) (Representative Name, Title)
Justin Carpenter, President
 (Printed Name and Title of Authorized Representative)
8-20-18
 (Date)
 P: 800-862-7200 F: 800-950-7550
 (Phone Number) (Fax Number)

REQUEST FOR QUOTATION
Multiple-Size Rolled Paper

SPECIFICATIONS

- 1. PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Office of Technology to establish an open-end contract for multiple-size rolled paper, for the Agency's printing department located at the State Capitol Complex, in Charleston, Kanawha County, WV. This contract will have multiple paper sizes. Vendor must be able to provide all paper sizes specified.

This solicitation was previously solicited as: CRFQ 0210 ISC1700000018, and opened on: 03/30/2017. Vendors may review submitted responses at: <http://www.state.wv.us/admin/purchase/Bids/FY2017/BO20170330.html>. Vendors are also cautioned that specifications may have changed since last solicited and to review thoroughly.

- 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 "ARO" means after receipt of order.

2.2 "Automatic Shipment" means established quantities of materials to be provided at predetermined intervals. These quantities may be revised at any time by the State of West Virginia. These quantities are included in the estimated quantities listed on Exhibit A.:

2.3 "Business Hours" means Monday - Friday 8:00 AM to 5:00 PM EST excluding weekends and Federal and State holidays, which are as follows:

- New Year's Day (January 1)
- Martin Luther King Day (Third Monday in January)
- President's Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- West Virginia Day (June 20)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Columbus Day (Second Monday in October)
- Veterans Day (November 11)
- Thanksgiving (Fourth Thursday in November)
- Day After Thanksgiving (Fourth Friday in November)
- Christmas Day (December 25)

2.2 "Contract Services" means providing multiple-size rolled paper as more fully described in these specifications.

REQUEST FOR QUOTATION
Multiple-Size Rolled Paper

- 2.3 "Perf" means contains perforation in specific locations on the form.
- 2.4 "Pricing Pages" means the schedule of prices, order quantity, and totals contained in wvOASIS or attached hereto as Exhibit A, and used to evaluate the Solicitation responses.
- 2.5 "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

3. GENERAL REQUIREMENTS:

- 3.1 **Contract Items and Mandatory Contract:** 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.

- 3.1.1 **Contract Item #1: Rolled Paper - Form Size 12" x 8 1/2" (W x L)**

- 3.1.1.1 The Vendor must provide an estimated annual quantity of 4,320,000 forms.

- 3.1.1.1.1 The Vendor must deliver a quantity of 360,000 forms each month.

- 3.1.1.2 **Paper Specifications:** The Vendor must provide the following:

- 3.1.1.2.1 ~~Each roll must have minimum of 60,000 forms.~~
- 3.1.1.2.2 Form Size 12" x 8 1/2" (Width x Length)
- 3.1.1.2.3 Form must include 0.5" on each side with pin feed holes.
- 3.1.1.2.4 Form must have horizontal smooth edge perforation every 8.5".
- 3.1.1.2.5 Horizontal perforations must be 8 to 10 edge tied perforations between pages with tensile strength of 4 to 14 pounds per linear inch.
- 3.1.1.2.6 Form must be blank stock, minimum 84 bright, #4 grade.
- 3.1.1.2.7 Form must not have any vertical perforations.
- 3.1.1.2.8 Form must not have any mill or roll splices.
- 3.1.1.2.9 Form must be 1-ply roll paper with 80% minimum chemical wood pulp, with no ground wood.
- 3.1.1.2.10 Form must be 20 pound paper.
- 3.1.1.2.11 Form must have moisture content of 3.7% to 5.3%.

- 3.1.1.3 **Roll Specifications:** Vendor must provide the following:

- 3.1.1.3.1 Each roll of forms must be smoothly spooled on a 6" core.

REQUEST FOR QUOTATION
Multiple-Size Rolled Paper

- 3.1.1.3.2 Each 6" core must be flush with the sides of the paper roll.
 - 3.1.1.3.3 Each roll must be thoroughly vacuumed to remove paper dust and chads.
 - 3.1.1.3.4 Each roll must be clearly stamped with the direction of the unwind on the top and side of each roll.
 - 3.1.1.3.5 Each roll diameter must be 47-50".
- 3.1.1.4 Packaging / Palletizing Specifications:** The Vendor must package the rolled paper:
- 3.1.1.4.1 Three (3) rolls must be packaged upright on a single pallet, all in the same unwind direction.
 - 3.1.1.4.2 The rolls must be poly-wrapped together as one unit.
 - 3.1.1.4.3 The rolls must not be openly exposed once they have been wrapped on the pallet.
 - 3.1.1.4.4 Each pallet of 3 rolls must be double strapped through both roll cores and single strapped through the roll cores and looped across the top of the rolls.
 - 3.1.1.4.5 Metal strapping material is prohibited.
 - 3.1.1.4.6 Each pallet must be no larger than 40" x 51".
 - 3.1.1.4.7 A moisture barrier must be present between the pallet and the bottom of the rolls, preferably a flat sheet of poly-wrap.
 - 3.1.1.4.8 The poly-wrap must encompass the sides, top and bottom to form a complete moisture barrier.
- 3.1.1.5 Compatibility Specifications:** The Vendor must provide rolled paper compatible with the following Agency owned and operated systems:
- 3.1.1.5.1 IBM InfoPrint 4000 Printers Model IDI/ID2.
 - 3.1.1.5.2 Roll Systems Inc. Unwinder Model 800152.
 - 3.1.1.5.3 Roll Systems Inc. Folder/Job Separator Model 80037.
 - 3.1.1.5.4 Roll Systems Inc. Cutter/Trimmer/Stacker Models 503176,503410,500777.
 - 3.1.1.5.5 Pitney Bowes Mail Stream Evolution Inserting System 14 (MSE Console Inserter).
- 3.1.1.6** The Vendor must include in their bid the cost of optional Annual renewals for years 2, 3, and 4. These optional Annual renewals will be initiated by the Agency, agreed to by the Vendor and processed as a Change Order authorized by the West Virginia Purchasing Division.

REQUEST FOR QUOTATION
Multiple-Size Rolled Paper

3.1.2 Contract Item #2: Rolled Paper - Size 9 ½" x 11" (W x L)

3.1.2.1 The Vendor must provide an estimated annual quantity of 1,104,000 forms.

3.1.2.1.1 The Vendor must deliver a quantity of 276,000 forms each quarter.

3.1.2.2 Paper Specifications: The Vendor must provide the following:

3.1.2.2.1 Each roll must have minimum of 46,000 forms.

3.1.2.2.2 Form Size 9 ½" x 11" (Width x Length)

3.1.2.2.3 Form must include 0.5" on each side with pin feed holes.

3.1.2.2.4 Form must have horizontal smooth edge perforation every 11".

3.1.2.2.5 Horizontal perforations must be 8 to 10 edge tied perforations between pages with tensile strength of 4 to 14 pounds per linear inch.

3.1.2.2.6 Form must be blank stock, minimum 84 bright, #4 grade.

3.1.2.2.7 Form must not have any vertical perforations.

3.1.2.2.8 Form must not have any mill or roll splices.

3.1.2.2.9 Form must be 1-ply roll paper with 80% minimum chemical wood pulp, with no ground wood.

3.1.2.2.10 Form must be 20-pound paper.

3.1.2.2.11 Form must have moisture content of 3.7% to 5.3%.

3.1.2.3 Roll Specifications: Vendor must provide the following:

3.1.2.3.1 Each roll of forms must be smoothly spooled on a 6" core.

3.1.2.3.2 Each 6" core must be flush with the sides of the paper roll.

3.1.2.3.3 Each roll must be thoroughly vacuumed to remove paper dust and chads.

3.1.2.3.4 Each roll must be clearly stamped with the direction of the unwind on the top and side of each roll.

3.1.2.3.5 Each roll diameter must be 47-50".

3.1.2.4 Packaging / Palletizing Specifications: The Vendor must package the rolled paper:

3.1.2.4.1 Three (3) or four (4) rolls must be packaged upright on a single pallet, all in the same unwind direction.

3.1.2.4.2 The rolls must be poly-wrapped together as one unit.

REQUEST FOR QUOTATION
Multiple-Size Rolled Paper

- 3.1.2.4.3 The rolls must not be openly exposed once they have been wrapped on the pallet.
 - 3.1.2.4.4 Each pallet of three (3) or four (4) rolls must be double strapped through both roll cores and single strapped through the roll cores and looped across the top of the rolls.
 - 3.1.2.4.5 Metal strapping material is prohibited.
 - 3.1.2.4.6 Each pallet must be no larger than 40"x 51".
 - 3.1.2.4.7 A moisture barrier must be present between the pallet and the bottom of the rolls, preferably a flat sheet of poly-wrap.
 - 3.1.2.4.8 The poly-wrap must encompass the sides, top and bottom to form a complete moisture barrier.
- 3.1.2.5 Compatibility Specifications:** The Vendor must provide rolled paper compatible with the following Agency owned and operated systems:
- 3.1.2.5.1 IBM InfoPrint 4000 Printers Model ID1/ID2.
 - 3.1.2.5.2 Roll Systems Inc. Unwinder Model 800152.
 - 3.1.2.5.3 Roll Systems Inc. Folder/Job Separator Model 80037.
 - 3.1.2.5.4 Roll Systems Inc. Cutter/Trimmer/Stacker Models 503176, 503410, 500777.
 - 3.1.2.5.5 Pitney Bowes Mail Stream Evolution Inserting System 14 (MSE Console Inserter).
- 3.1.2.6** The Vendor must include in their bid the cost of optional Annual renewals for years 2, 3, and 4. These optional Annual renewals will be initiated by the Agency, agreed to by the Vendor and processed as a Change Order authorized by the West Virginia Purchasing Division.
- 3.1.3 Contract Item #3: Rolled Paper – Form Size 9 ½" x 11" (W x L) with additional perforation**
- 3.1.3.1 The Vendor must provide a quantity of 60,000 forms to be delivered annually.
 - 3.1.3.2 **Paper Specifications:** The Vendor must provide the following:

REQUEST FOR QUOTATION
Multiple-Size Rolled Paper

- 3.1.3.2.1 Each roll must have minimum of 20,000 forms or a maximum of 30,000 forms.
 - 3.1.3.2.2 Form Size 9 ½" x 11" (Width x Length)
 - 3.1.3.2.3 Form must include 0.5" on each side with pin feed holes.
 - 3.1.3.2.4 Form must have horizontal smooth edge perforation every 11".
 - 3.1.3.2.5 Horizontal perforations must be 8 to 10 edge tied perforations between pages with tensile strength of 4 to 14 pounds per linear inch.
 - 3.1.3.2.6 Form has an additional perforation located 3.5" from bottom. Perforation must be 50 tie perf/linear inch for intra-page clean perf.
 - 3.1.3.2.7 Form must be blank stock, minimum 84 bright, #4 grade.
 - 3.1.3.2.8 Form must not have any vertical perforations.
 - 3.1.3.2.9 Form must not have any mill or roll splices.
 - 3.1.3.2.10 Form must be 1-ply roll paper with 80% minimum chemical wood pulp, with no ground wood.
 - 3.1.3.2.11 Form must be 24-pound paper.
 - 3.1.3.2.12 Form must have moisture content of 3.7% to 5.3%.
- 3.1.3.3 Roll Specifications: Vendor must provide the following:**
- 3.1.3.3.1 Each roll of forms must be smoothly spooled on a 6" core.
 - 3.1.3.3.2 Each 6" core must be flush with the sides of the paper roll.
 - 3.1.3.3.3 Each roll must be thoroughly vacuumed to remove paper dust and chads.
 - 3.1.3.3.4 Each roll must be clearly stamped with the direction of the unwind on the top and side of each roll.
 - 3.1.3.3.5 Each roll diameter must be 47-50".
- 3.1.3.4 Packaging / Palletizing Specifications: The Vendor must package the rolled paper:**
- 3.1.3.4.1 Three (3) or four (4) rolls must be packaged upright on a single pallet, all in the same unwind direction.
 - 3.1.3.4.2 The rolls must be poly-wrapped together as one unit.
 - 3.1.3.4.3 The rolls must not be openly exposed once they have been wrapped on the pallet.
 - 3.1.3.4.4 Each pallet of three (3) or four (4) rolls must be double strapped through both roll cores and single strapped through the roll cores and looped across the top of the rolls.

REQUEST FOR QUOTATION
Multiple-Size Rolled Paper

- 3.1.3.4.5 Metal strapping material is prohibited.
 - 3.1.3.4.6 Each pallet must be no larger than 40" x 51".
 - 3.1.3.4.7 A moisture barrier must be present between the pallet and the bottom of the rolls, preferably a flat sheet of poly-wrap.
 - 3.1.3.4.8 The poly-wrap must encompass the sides, top and bottom to form a complete moisture barrier.
- 3.1.3.5 **Compatibility Specifications:** The Vendor must provide rolled paper compatible with the Agency owned and operated systems:
- 3.1.3.5.1 IBM InfoPrint 4000 Printers Model ID1/ID2.
 - 3.1.3.5.2 Roll Systems Inc. Unwinder Model 800152.
 - 3.1.3.5.3 Roll Systems Inc. Folder/Job Separator Model 80037.
 - 3.1.3.5.4 Roll Systems Inc. Cutter/Trimmer/Stacker Models 503176, 503410, 500777.
 - 3.1.3.5.5 Pitney Bowes Mail Stream Evolution Inserting System 14 (MSE Console Inserter).
- 3.1.3.6 The Vendor must include in their bid the cost of optional Annual renewals for years 2, 3, and 4. These optional Annual renewals will be initiated by the Agency, agreed to by the Vendor and processed as a Change Order authorized by the West Virginia Purchasing Division.

4. CONTRACT AWARD:

- 4.1 **Contract Award:** The Contract is intended to provide Agency with a purchase price for the Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

CONTRACT WILL BE EVALUATED ON THE TOTAL BID AMOUNT; and will be awarded for the initial year only.

Renewal options for years 2, 3, and 4 will be initiated by the Agency, agreed to by the Vendor and processed by the West Virginia Purchasing Division as Change Orders for subsequent years.

- 4.2 **Pricing Page:** The Vendor should complete the Pricing Page by providing the unit price per 1000 forms (PM) for Contract items 1 through 3. All shipping charges must be included in this cost with no additional fees added later. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

REQUEST FOR QUOTATION
Multiple-Size Rolled Paper

Pricing Example:

Estimated Quantity	X	Unit Price	=	Extended Unit Price
4,320,000 forms/1000		\$5.00 per 1000 Forms	=	\$21,600.00

The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume 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.

4.2.1 Vendor's can download an electronic copy of the Pricing Pages for bid purposes from the wvOASIS VSS Vendor Self-Serve Portal at: <https://prod-fin-vss.wvoasis.gov/webapp/prdvss11/AltSelfService> under this solicitation.

If submitting on-line vendor must attach their submitted Pricing Page as an Attachment to their submitted bid response. Pricing Page must capture all information as request for this solicitation.

5. ORDERING AND PAYMENT:

- 5.1 **Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written form 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. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.
- 5.2 **Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

6. DELIVERY AND RETURN:

- 6.1 **Delivery Requirements and Time:** Vendor must deliver standard orders within (3) working days after orders are received. Vendor shall deliver emergency orders within (1) working day after orders are received.

Automatic shipments must be delivered on or near the 1st working day of each month (or time period specified). Estimated quantities are:

- Contract Item #1: "12 x 8 ½" – 360,000 forms delivered each month,
- Contract Item #2: "9 ½ x 11" – 276,000 forms delivered each quarter,
- Contract Item #3: "9 ½ x 11" with perforation – 60,000 forms delivered annually.

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Shipments may be increased or decreased by the customer as necessary. Orders requested outside the 1st working day of the month are to be delivered within 10 days of ARO.

All pre-scheduled deliveries are to be made Monday through Friday between 9:00am and 2:00pm EST.

Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.

- 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 bid pricing/discount 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.
- 6.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items 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. VENDOR DEFAULT:

7.1 The following shall be considered a vendor default under this Contract.

- 7.1.1 Failure to provide Contract Items in accordance with the requirements contained herein.
- 7.1.2 Failure to comply with other specifications and requirements contained herein.
- 7.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 7.1.4 Failure to remedy deficient performance upon request.

7.2 The following remedies shall be available to Agency upon default.

- 7.2.1 Immediate cancellation of the Contract.
- 7.2.2 Immediate cancellation of one or more release orders issued under this Contract.
- 7.2.3 Any other remedies available in law or equity.

8. MISCELLANEOUS:

- 8.1 **No Substitutions:** Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.
- 8.2 **Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.

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8.3 Reports: Vendor shall provide quarterly reports and annual summaries to the Agency 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.

8.4 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:	Lola Jobe, Purchasing
Telephone Number:	800-862-7200
Fax Number:	800-950-7550
Email Address:	ljobe@champion-industries.com

