

CANLINE06 Specifications and Conditions

A mandatory pre-bid meeting was held on Tuesday, April 18, 2006, at 11:00 a.m. This meeting was held at the Purchasing Division Conference Room located at 2019 Washington Street, East, Charleston, West Virginia 25305 (Building 15 at the Capitol Complex). Only those represented at the meeting are qualified to bid. No one person can represent more than one bidder.

NOTE:

As agreed at the pre-bid meeting, the pricing pages have been revised. Twist ties have been added and the thickness of the smallest 10 gallon bag has been revised to .5 Mil.

1. Can Liners are not required to have twist ties included in each box. However, vendor shall offer them as an option. Such tie shall not be less than four (4) inches in length. This option has been included on the pricing page.
2. Successful bidder shall have a manufacturer's certification that the products bid meet all specifications as detailed on the attached sheets. This certification should be submitted with each bid; it shall be required prior to award of any contract.
3. Orders shall be delivered within 15 working days after receipt of order (ARO). Preferred delivery is 10 calendar days ARO. Bids with delivery greater than 15 working days will not be considered. Spending units must be advised in writing if orders will be delayed for any reason. Contractor shall carry an adequate stock to insure such delivery service for the duration of the contract. Vendor shall note the number of days required for delivery (calendar or working) on the pricing page.
4. All orders from this contract totaling \$300.00 or more shall be delivered FOB: Destination (Vendor shall pay all shipping charges.)
5. All orders less than \$300.00 shall be delivered FOB: Shipping Point. Any transportation charges costs shall be itemized as a separate charge.
6. All pricing shown on this bid shall be FOB: Destination and include all delivery charges. (Vendor pays shipping.)
7. Agencies may make small purchases (under the \$300.00) from a local source if pricing includes delivery and a savings results. Note:

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Agencies are not permitted to string orders to circumvent purchasing policy.

8. Pricing shall be firm for 90 days. Successful bidder may, with 30 days notice, request price increase to be effective after each 90 day period. Such price increase requests must include documentation from the appropriate suppliers to substantiate such price increase. Price increases shall not be done on a percentage basis, and shall be limited to additional pass-through costs that are documented and substantiated by letters or other information from the suppliers.
9. All products bid shall meet the attached specifications for the products bid.
10. Vendor shall remove and replace any product on this contract that an agency has received and determined the product is unsatisfactory in performance and/or is not suitable for their facility. Vendor shall do this at no cost to the agency.
11. All quantities listed on the pricing page are approximations only, based on estimates. Quantity is shown for informational purposes only and is not to be construed as a guarantee of any future contract usage. This quantity shall be used to evaluate the bids. 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.
12. The successful bidder shall not substitute any other brand from those awarded, nor sell any additional items under their contract not specifically covered herein, without prior written permission of the Purchasing Division.
13. If the selected vendor fails to meet any provision of the contract, the contract may be canceled immediately.
14. Bidder shall provide at no expense or liability to the State of West Virginia, four (4) individual bag samples of each item bid. Any vendor failing to provide samples may be disqualified. Bidders shall deliver the samples to the following address:

Purchasing Division
Attention: Betty L. Francisco
2019 Washington Street, East
Charleston, WV 25305-0130

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Each sample package shall be labeled with the following information:

RFQ Number: CANLINE05
Item number from the pricing page that the sample represents
Size
Count Per case
Case weight
Bidder Stock/Item Number
Bidder Name:
Bidder Telephone #
Manufacturer of can liner bid

Samples should be delivered in a separate package from the bid document. Samples should be submitted prior to or by the bid opening date and time. These samples may deviate from the required dimensions as referenced in the specifications plus or minus an inch. However, the actual awarded items must meet the size as required in the specifications for each item.

Samples shall not be returned unless bidder includes shipping number to cover the cost of return mail.

14. Selected vendor shall be required to submit quarterly reports of the total number of cases sold of each contract item. Failure to submit such reports may be cause for cancellation of contract.