



Request for Proposal 04-X-36465

**For: Paper: Fine-Variou Agencies
(Merchant Distribution) T-0018**

The following is a copy of the original RFP Specifications for the above referenced RFP.

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1.0 Purpose and Intent

The intent of this proposal is to enter into contracts for the purchase of miscellaneous Recycled and Virgin Paper for delivery to various State agencies and counties, municipalities, and school districts. No white xerographic paper, 20 lb. bond, sizes 8 1/2 X 11 or 8 1/2 X 14" is to be included in this contract. Separate contracts have been established for the exclusive purchase of this xerographic paper either through the State Distribution Center or by using the contract established by the Purchase Bureau for municipality use only (T0362).

The State strongly urges users of this contract to buy recycled products.

2.0 Definitions - General

Authorization to Proceed

Purchase Bureau notification to the successful contractor that they are permitted to perform work under the awarded contract (i.e. the first day of the contract/purchase order).

Bidder

- A person, partnership or corporation submitting a bid proposal for the purpose of obtaining the state contract period.

Contract

- Consists of the request for proposal, specifications, any addenda thereto, and the vendor's response proposal, as accepted by the State.

Contractor

- A person, partnership or corporation who has a contractual agreement with the State of New Jersey undertaking to do all work contracted for under the contract, and includes the prime contractor and all subcontractors.

First (Base) Calendar Year

- A year that contains twelve (12) calendar months.

Director

- Director of the Division of Purchase and Property, Department of the Treasury.

Intent to Award a Contract

- Purchase Bureau notification in writing to all bidders of the Director's intent to award a contract.

Issuing Office

- Purchase Bureau, Division of Purchase & Property, Department of Treasury.

Response Proposal

- The bidders response to the Request for Proposal.

RFP

- Request for Proposal.

State

- The State of New Jersey.

Subcontractor

- A subcontractor is an individual or firm who has a direct contract with the prime contractor to perform any of the work at the site.

Using Agency

- Instrumentality of local government using the product/service furnished by the contractor.

3.0 Bidder Information

3.1 Issuing Office

This RFP is issued by the Division of Purchase and Property which is the sole point of contact for purposes of this RFP and related communications.

3.2 Advisory Information

State bidding is governed by rules designed to protect both the bidder and the taxpayer. The rules assure that each bidder is treated equally and without favoritism. Carefully review NJSA, Chapter 52, and the New Jersey Administrative Code prior to preparing the bid proposal. Noncompliance will result in a bid rejection. Note: See Para. 3.7.

3.2.1 In order to be considered, bid proposal must arrive at the Purchase Bureau and be time stamped prior to the deadline specified above.

3.2.2 Bid Proposal Delivery

The exterior of all bid proposal(s) must be labeled with the bid identification number, and final bid opening date.

3.2.3 Signature

The bid proposal must be signed. Unsigned bids will be rejected, for they have no binding effect upon the bidder.

3.2.4 Literature, Bid Information and Other Submittals

This RFP requires descriptive literature for each of the machines being proposed and other submittals as specified elsewhere herein.

3.2.5 Proposal Preparation

Bidders are to follow the instructions contained in Section 7.0 of this document in preparing and submitting their bid proposal. Bidders are advised to thoroughly read and understand the entire RFP document and any applicable addenda prior to preparing and submitting their bid proposal.

3.3 Mandatory Bidders Conference

There will be no Mandatory Bidders Conference on this RFP.

3.4 Questions and Inquiries

3.4.1 It is the policy of the Division of Purchase and Property to accept questions and inquiries in writing. Any written response to questions and any additional information, in the form of an addenda to this Request for Proposal, will be made available to all vendors.

3.4.2 Oral explanations or instructions given prior to award at any time shall not be binding.

3.4.3 All written questions must be directed to the Procurement Specialist designated below:

Sharon Overton, Procurement Specialist I
State of New Jersey
Department of Treasury
Purchase bureau
PO Box 230 33 West State St.
Trenton, NJ 08625

3.4.4 All written questions must be received within 10 days of the Date of Issue located on the front of the RFP.

3.5 Bid Security

There is no bid security required for this RFP. Failure to hold firm your prices as bid until the award of this RFP will result in administrative action which may lead to removal of the bidder from the State's bid list.

3.6 Performance Security

There is no performance security required for this RFP and resulting contract(s).

3.7 Automatic Rejection of Bids

Pursuant to New Jersey Administrative Code Title 17, Chapter 12, Subchapter 2.5, shall be rejected automatically for the following reasons:

- 3.7.1 Failure to sign the bid document.
- 3.7.2 Bid not received on time.
- 3.7.3 Bid submitted in pencil.
- 3.7.4 Failure to provide bid security when required.
- 3.7.5 Failure to attend mandatory bidder's conference when required.
- 3.7.6 Failure to attend mandatory site inspection when required.
- 3.7.7 Failure to initial price alterations. (including white-outs)
- 3.7.8 Failure to provide price information.
- 3.7.9 Failure to return stockholders disclosure form with bid.

3.7.10 Failure to comply with foreign corporation registration requirements.

3.7.11 Failure to return affirmative action form within (7) days.

Note: When a portion of a bid is rejected in accordance with section 3.7.7, no further consideration will be given to that portion which has been rejected.

3.8 Cost Liability

The State of New Jersey assumes no responsibility and no liability for any and all costs incurred by bidders prior to execution of the contract.

3.9 Oral Presentation

Bidders who submit a bid proposal may be required to give an oral presentation of the proposal to the Procurement Specialist. This will provide an opportunity for the bidder to clarify or elaborate on his proposal but will in no way change the bidder's original bid. The Purchase Bureau will schedule the time and location of these presentations.

3.10 Proposal Acceptance Period

Vendors are required to hold prices for 120 days after bid opening date to allow time for the evaluation process and contract award(s).

3.11 Obligation of Bidder

3.11.1 By submitting a proposal, the bidder covenants and agrees that he has satisfied himself, from his own investigation of the conditions to be met, that he fully understands his obligations and that he will not make any claim for, or have any right to cancellation or relief, without penalty, because of misunderstanding or lack of information.

3.11.2 The bidder, who is awarded a contract resulting from this RFP, assumes total responsibility for the work called for hereunder.

4.0 Contract Specific Terms and Conditions

The terms and conditions listed below are in addition to and, in

those instances of conflicting language, supersede the terms and conditions contained on the front cover entitled Purchase Bureau Advertised Bid Proposal, and entitled Standard Terms and Conditions, and are hereby made a part of this RFP and resulting contracts.

4.1 Conflict of Terms

In the event the terms, conditions, specifications or scope of the vendor's bid proposal conflict with terms, conditions, specifications and scope set forth in the RFP and any addenda thereto, the latter shall prevail.

4.1.1 During the period of the contract, no change is permitted in any of its terms and conditions and specifications.

4.1.2 Modifications in the bidding specifications can only be authorized by the Purchase Bureau. All changes will always be confirmed, in writing, by an addendum to the bid proposal.

4.2 Price and Price Adjustments

Price may be adjusted under this contract in accordance with paragraph 4.1 of the Standard Terms and Conditions of this RFP.

4.2.1 Paper Price Escalations:

Due to the volatility of the paper market, price escalations, for paper only, are allowable under this contract. Except as printed in Section 3.2 , all prices submitted are to be firm for the initial six months of the contract.

After this initial period, the contractor may submit to the Director, Division of Purchase and Property, a request for or a price adjustment if the contractor's price for a frequently used paper has been increased by the paper mill and the contractor's allotment for that type of paper at the price quoted is exhausted.

This increase will only be considered after the contractor has determined that no comparable source of supply is available and can document a good faith effort to secure the required amount of paper from alternate sources.

The contractor must also submit a letter from the paper mill documenting the increase.

- 1) Contractor must make a good faith effort to secure the required amount of paper from alternate sources before applying for any increase(s).
- 2) Increases will be based on the increased cost of the paper. No built-in profit is allowable, nor is any increase allowed for any warehousing, packaging and administrative costs.
- 3) All noted requests must be made in writing to the

Director, Division of Purchase and Property through the Purchase Bureau Printing Procurement Unit. The Director reserves the right to either accept or reject the increase, or to cancel the contract and rebid and reaward the contract, after the initial allotments have been provided.

- 4.2.2 Should prices from the manufacturer be reduced the State is to be given the reduced pricing within five business days of the reductions, in accordance with paragraph 4.1 of the Standard Terms and Conditions of the RFP.

4.4 Period of Contract/Transition

- 4.4.1 This is a twenty-four (24) month term contract. The anticipated contract effective date appears on the cover sheet of this RFP. If delays in the bid process result in the postponement of the effective date, the bidder agrees to accept a contract for the full twenty-four month contract period. Awarded contractor may begin gearing up to render service upon receipt of their term contract from the Purchase Bureau.
- 4.4.2 In the event that a new contractor is not selected prior to the contract expiration date, it shall be incumbent upon the contractor to continue to provide materials and services under the current terms and conditions until a new contract can be completely operational. At no time shall a transition period extend more than ninety (90) days beyond the expiration date of the existing contract, except by agreement of the parties.

4.4.3 Any extension(s) of the contract resulting from this RFP will be done according to Section 3.2 of the Division of Purchase and Property's Standard Terms and Conditions. This contract may be extended for one (1) or more period(s) of all or part of one (1) year. Normally, the entire length of the contract period, including all extensions, will not exceed five (5) years. In the event that public exigency requires, the Director may extend this contract beyond the period noted above.

4.5 Contract Extension Option

If, in the opinion of the Director of the Division of Purchase and Property, it is in the best interest of the contract users to extend any contract entered into as a result of this request for proposal for periods of three months or more, which in their totality do not exceed two (2) years, the contractor will be so notified in accordance with Section 3.2 of the Standard Terms and Conditions of this RFP.

4.6 Responsibility of the Contractor/Safety Precautions and Programs

4.6.1 The contractor agrees to perform all work under this contract.

4.6.2 The contractor shall be responsible to the Director for the acts and omissions of his employees, agents and/or his subcontractors.

4.6.3 The contractor shall be responsible for any damages to buildings or individuals as a result of delivery and for all damage or destruction caused directly or indirectly by his operations to all parts of the work, both temporary and permanent, and to all adjoining property.

4.6.4 In order to protect the lives and health of his employees, the contractor shall comply with all applicable statutes and shall maintain an accurate record of all cases of death, occupational disease, and injury requiring medical attention or causing loss of time from work, arising out of and in the course of employment on work under the contract.

4.6.5 The contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work.

4.6.6 Contractor must provide the State of New Jersey with a representative to assist in resolving any problems, on site, that may arise in the use of awarded millbrands in local government offices and agencies. Representative must be available, on site, within two business days of notification of a problem by a using agency.

4.7 Contractor Personnel

4.7.1 Each contractor shall employ qualified competent personnel in their respective lines in work.

4.7.2 All personnel must observe all regulations in effect at the using agency. The contractor or his personnel shall not represent themselves as employees of the using agency.

4.7.3 The Director, Division of Purchase and Property may request the contractor to transfer from the workcrew employees who are found to be incompetent and/or prone to theft.

4.7.4 The contractor shall be responsible for ensuring that all articles found by his employees in or near the premises are turned in at a designated place.

4.7.5 The contractor shall furnish each employee with an identification card which shall contain, as a minimum the employee's name and the name of the contractor's firm. The purpose of the i.d. card is for comparison with the list submitted by the contractor. If possible a photo of the employee would be desirable.

4.7.6 The contractor shall prohibit his employees from disturbing papers on desks, opening desk drawers or cabinets, or using telephone or office equipment provided for official State use.

4.7.8 The contractor shall require his employees to comply with all instructions issued by the Director of the Division of Purchase and Property pertaining to conduct and building regulations.

4.8 Remedies for Non-Performance

Failure to comply with contract requirements. In the event that the contractor shall fail to comply with any of the conditions herein provided and as covered by the contract, the Director of the Division of Purchase and Property shall

notify the contractor to remedy the same within said period. As per Section 3,5 of the Standard Terms and Conditions of this RFP, the Director will authorize the service to be performed or items delivered by any available means, with the difference between the actual cost paid and the bid of the defaulting contractor to be deducted from any moneys due the defaulting contractor.

4.9 Records

In conjunction with the standard record keeping requirements of this contract, as listed in paragraph 3.19 of this RFP's Standard Terms and Conditions. Contractor will provide, on a quarterly basis to the Purchase Bureau a record of all purchases made under their contract award resulting from this Request for Proposal. This information must be provided in a tabular format such that an analysis can be made to determine any of the following:

- Contractor's total sales volume, subtotaled by product or subtotaled by purchaser
- Customer purchase volume, subtotaled by product and/or manufacturer

Additionally, a detailed report must be made available which will identify, for the vendor's contract award, a listing of all sales activity:

- Items, catalog number and description
- Price list with appropriate page reference
- Contract discount applied

Submission of purchase order, confirmations, and or invoices does not fulfill this contract requirement for information. Failure to report information in a meaningful formal, as requested, may be a factor in decisions for future awards to the offending contractor.

4.10 Non-Conformance/Nonperformance of Product

In the event that product from the contractor deviates from the specifications or awarded product, the Director of Purchase and Property reserves the right to refuse delivery, cancel the order and authorize the using agency to obtain material necessary to function from available sources. In the event that the price paid is in excess of the contract price, the defaulting contractor shall be assessed the additional cost. Vendor shall be given notice of deficient product & opportunity to replace it. If the vendor cannot do so the

Purchase Bureau will then authorize replacement from another vendor. The contractor must assume the cost of removing the unsatisfactory paper from the shelves of the using agency and replace it with satisfactory material at no charge to the same location.

4.11 Delivery:

4.11.1 Bidder's signature on this RFP certifies their ability to deliver to deliver to designated areas within the State of New Jersey within five (5) days after receipt of order:

Delivery service must include delivery to platform or doorway of the using agency. Contractors may on occasion be required to provide inside delivery at no extra charge.

4.11.2 Should the result of any test or inspection by authorized State representatives show that product delivered fails to meet the requirements of the specification, the material shall be rejected and immediately replace by the contractor. Failure to replace unsatisfactory product may be cause for cancellation of contract and suspension from State bidders list for future solicitations.

4.11.3 In the event that delivery is not made within the number of days stipulated, the using agency will be authorized to pick-up the required material from any available source - the difference in price, if any, to be paid by the contractor failing to meet their obligation.

4.11.4 Requests for delivery, in many cases, will be made by

telephone. In any case, all orders will be forwarded in hard copy to contract vendor. Do not duplicate orders when hard copy of purchase order is received.

4.11.5 Prices quoted shall be net, FOB any destination within the State of New Jersey or region thereof, as indicated by the bidder, and include platform delivery.

4.11.6 Agencies without unloading docks may require elevator delivery to the floor of the agency. "Inside" delivery may be required.

5.0 Paper Specifications - Paper Fine, Not Stocked at DSS Center

- 5.1 All paper must be boxed in a moisture proof paper with the printed label attached setting forth the millbrand, kind of paper, size, substance weight, grain and number of sheets contained therein.
- 5.2 All prices submitted are to be FOB destination, State of New Jersey.
- 5.3 Cut reams are to be packed in junior cartons containing not more than ten (10) reams each.
- 5.4 All cartons must be plainly marked with purchase order number and contract number before shipment.
- 5.5 Bill of lading describing contents must accompany each shipment.
- 5.6 Trucking service must include delivery to and on the platform or doorway of the consignee or to the closest place on the curb adjacent to the building of the consignee if platform or doorway facilities are unavailable. Bidders are privileged to inspect any of the State of New Jersey premises before submitting prices or delivering.

NOTE: Bidders are to note that the building at the John Fitch Plaza (Labor and Industry) will not accommodate tractor-trailer type trucks.

- 5.7 Paper shall be full size when delivered and cut square on all four (4) sides.
- 5.8 Grain to be specified by the using agency.
- 5.9 Paper having a curl which cannot be overcome under reasonable working conditions will be rejected.
- 5.10 "Mill Count" 500 sheets per ream shall be accurate for all grades of paper. Verification of mill count will be made by the receiving agencies. Deliveries may be rejected at vendors expense for inaccurate ream count. Shortage will be deducted from invoice in case of delivery.

5.11 Unless otherwise specified, any variation above or below the basis weight shall not exceed 5%.

5.12 Bond and ledger (sulfate and rag) must be millbrand watermarked.

5.13 Millbrands submitted must be listed in the latest edition of Walden Mott Paper Catalog.

5.14 If latent defects should be discovered after product has been accepted, the contractor shall be required to replace defective material at no cost to the State.

5.15 Orders placed will be for a minimum of one full carton minimum, any location - State of New Jersey.

5.16 Photocopy and press paper must be capable of feeding error free in high speed equipment at speeds up to 8000 sheets per hour.

5.17 No 8 1/2 X 11" or 8 1/2 X14" xerographic paper is included in this contract. That paper is available on two other contracts established exclusively for the purchase of xerographic paper.

Vendors selling 8 1/2 X 11 or 14" xerographic paper to State agencies other than Distribution & Support Services face cancellation of contract and possible suspension from State Bidder's List for future solicitations.

5.18 Miscellaneous fine papers shall include the following materials:

(But not be limited to these materials only)

Offset text and cover, white and colors.

Ledger and bristol, white and colors.

Writing text and envelopes, white and colors.

Gloss coated text and cover, white and colors.

Index, white and colors.

NCR type collated paper sets.

Gummed papers and chipboard.

Commercial envelopes.

6.0 Qualification of Bidders:

Bidders must be in a position to meet the following qualifications:

A. In order to be accepted as a responsive bidder, the bidder must be a recognized full line Fine Paper Merchant with a fleet of trucks capable of making overnight deliveries to all areas of the State. Bidder must have warehousing facilities within the State of New Jersey and carry each and every type of paper as listed in 5.18.

Bidder must also have a current listing in Grade Finders, Inc., The Paper Buyer's Encyclopedia in the Suppliers Section.

B. Contractors must provide a qualified field service representative, at no charge, to assist using agencies at their offices with any problems.

C. Where problems with any awarded paper is encountered, the State will expect manufacturer's representative to respond quickly with resolution or replacement of the paper to using agencies satisfaction.

D. Bidder must have the ability to provide delivery to various locations within the State of New Jersey.

7.0 Proposal Preparation, Evaluation and Award

7.1 Number of Copies

Bidders are requested to submit, in addition to their original proposal one complete copy of their proposal. The original should be marked "Original" on the cover.

7.2 Bidders' Signature

Bidder's signature accepts the terms and conditions of this RFP which shall supersede any preprinted terms and conditions listed in any published price list submitted by the bidder.

7.3 Cost Proposal

- 1) Bidders shall submit, as part of their bid proposal, the paper merchant published price list for each of the brands of paper they propose to furnish. For each list submitted the bidder is to list the price list date, preferably in the appropriate space provided on the price sheets of the RFP.
- 2) Bidders' will indicate the bracket prices offered from price lists, based on unit prices of one carton, four carton, sixteen cartons, and one quantity of the bidder's

choice. Bracket pricing will be used regardless of the quantity ordered.

- 3) Bidders are to submit bracket prices from price lists for quantities of one, four, and sixteen cartons. Bidders may select another quantity break to match the price list being used, inserting the quantity as required.

7.4 Allotment

Bidders may include as part of their bid any allotment quantities they have been subjected to. This information should be submitted on their company's letterhead. If not provided with the bid, it will be assumed by the State that all requirements will be met by the contractor and that the contractor will not be relieved of any obligations under this

7.5 Award of Contract

Awards will be made for each quantity and type of paper listed on the attached price sheets. Due to the current economic climate the State reserves the right to award more than one contract for each pricing line except 33 through 58. Line items 33 through 58, will have only one primary & one secondary vendor. The secondary contractor in the case of those line items will be used in the event the primary contractor cannot fill a requirement in a timely fashion or the user requires a specific brand, color or finish only available from the secondary contractor. The number of backup contractors for the catalog pricing, on the other hand, will be based upon the total allotments deemed necessary by the State to provide for sufficient quantities of paper and guarantee delivery to all regions of the State.

All prices submitted are to be firm and not subject to increase for a period of the first six months of this twenty-four month contract. After which the contractor may request a price adjustment in accordance with Section 4.2 Price and Price Adjustment.

8.0 Recycled Paper Information

This contract will be awarded in accordance with the provisions of Public Law 1987, Chapter 102, which requires agencies of the State to use paper products made with not less than 50% secondary waste content and not less than 15% post-consumer waste content.

8.1 Recycled Content

Bidders signature on page 1 of this solicitation will certify

that all information regarding post consumer waste is correct according to mill certification.

Contractors are to submit a written mill certification within ten (10) calendar days when requested by the State.

8.2 Recycled Paper Definitions:

- A. Bidders may be required to certify percentage of secondary material and percentage of post consumer waste for items submitted.
- B. "Recycled paper" means any paper having a total weight consisting of not less than 50% secondary waste material.
- C. "Secondary waste material" means paper waste generated after completion of a paper making process, such as post consumer waste material, envelope cuttings, bindery trimmings, printing waste, cutting and other converting waste, butt rolls and mill wrappers; except that secondary waste paper material shall not include fibrous waste generated during the manufacturing process, such as fibers recovered from waste or trimmings of paper machine rolls, fibrous by-products of harvesting, extractive or woodcutting or forest residue such as bark.
- D. "Post consumer recovered materials" mean paper, paperboard, and fibrous waste that passed through their end usage as a consumer item or that enter and are collected from the municipal waste stream.
- E. Dual purpose copier bond must run satisfactorily in all copiers. Failure to run properly in any copier may be cause for cancellation of contract.

Vendors are advised to bid only sheets that are manufactured for problem free operations in the areas bid. Where problems are encountered, the State will expect the manufacturer's representatives to respond quickly to resolve the problem or replace the paper.

9.0 Contractor Data

9.1 The number of years your firm has been providing printing papers in the quantities required by this contract.

9.2 Location of bidder's office, and individual who will be responsible for managing this contract and who will be

responsible regarding orders, deliveries and problems.

Name: _____

Street Address: _____

City, State: _____

Phone Number: _____

9.3 Address where all purchase orders and payments are to be mailed by users of contract(s) resulting from this bid (if different from #2 above):

Purchase orders:

Firm Name: _____

Street Address: _____

City, State: _____

Payments:

Firm Name: _____

Street Address: _____

City, State: _____

9.4 Location of bidder's facility where product may be inspected. (if different from #3)

Firm Name: _____

Street Address: _____

City, State: _____

9.5 Is firm registered with Secretary of State of New Jersey:

Yes _____ No _____

If answer is no see paragraph 1.1 of the standard terms and conditions of this RFP.

9.6 Warehousing Locations:

9.7 Number and types of trucks: _____

Note: The Director of Purchase and Property reserves the right to assign representatives of the State to visit

the bidder's manufacturing and warehouse locations.

9.8 Bidder must have a fleet of trucks available capable of servicing all areas of the state. Bidder must have warehousing facilities within the state of New Jersey. Bidder must identify and list all vehicles available for servicing this contract. If your firm utilizes other than its own fleet you must describe below your plan for providing the delivery requirements of this contract.

Use additional sheets if necessary

9.9 Delivery regions of the State. Bidder(s) is to indicate the regions(s) of the State they will service:

Entire State: All counties: _____

Northern Region: _____
Bergen, Essex, Hudson, Morris, Passaic,
Sussex, Union, Warren

Central Region: _____
Hunterdon, Mercer, Middlesex, Monmouth,
Somerset

Southern Region: _____
Atlantic, Burlington, Camden, Cape May,
Cumberland, Gloucester, Ocean, Salem

9.10 References

Please provide a list of clients - located in the PA/NJ/NY

areas under contract with your firm. Include length of time each contract has been in force and the name of a person with phone number the State may contact for reference.

Current Clients	Length of Contract	Name & Phone No. to Contact
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

METHOD OF OPERATION

This contract has been revised to consist of several different pricing methods.

Lines 1 through 20,(CUT SIZES) on the price sheets require a price per M from your PAPER MERCHANT'S CATALOG. It also requires the bidder to indicate on the lines which price break should be used when calculating a price. (E.G.), If the bidder intends to charge the 4 carton price for a one carton order the bracket price for line one will be (4). For line 2, the four carton quantity bracket price could be (10) the ten carton price, etc. A price list date is also required in the last column.

Lines 21 through 24, (precollated, carbonless sets), require bracket prices from your PAPER MERCHANT'S CATALOG based on 1M SETS.

Lines 25 through 28, (envelopes & announcements), require bracket prices based on the price per 1M.

Lines 29 through 32, (miscellaneous uncut stocks), require bracket prices based on the price per hundredweight, (CWT).

Lines 33 through 58, (printshop sizes), require the delivered price per M, the brand name, and the number of sheets per carton. In some items the request is for recycled only. These lines do NOT require bracket pricing or price list date. Awards will be made to one primary and one secondary vendor only who have the capability to service the entire State with LTL/JUST IN TIME

DELIVERY service. Line item pricing for these papers will range from 17 1/2 x 22 1/2 50lb white opaque to 67 lb. vellum bristol white & colors.

When using this contract some agencies may elect to obtain competitive quotes from three contract vendors. This usually occurs when the user has a need to order various types of paper at the same time and is not particular about the brand. Often agencies may have need to order a certain brand and will use the bracket pricing accordingly. Lines 29 through 32 will require pricing out by the vendors on a per order basis.