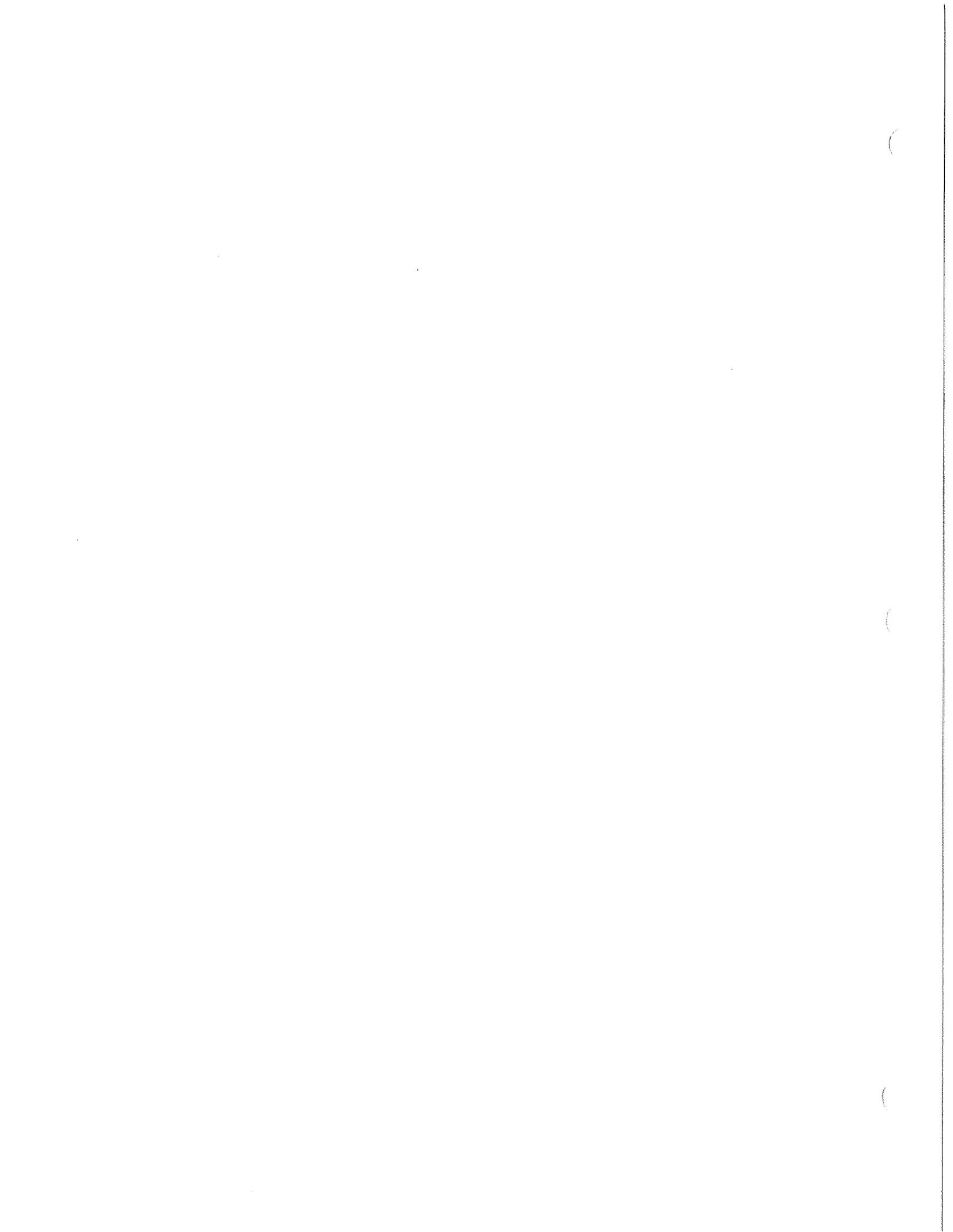


ITEM	VENDOR	DESCRIPTION	W.B. Mason		Contract Paper Group		Vertiv Corporation		
			UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	
<b>A</b>	<b>Anne Arundel County Public Schools</b>								
A. 1	Premium #4 Xerographic Paper 8.5X11"	White 20 lb.	344,400	2.208	\$760,435.20	2.25	\$774,900.00	2.269	\$781,443.60
2. A	Premium #4 Xerographic Paper 8.5X11"	20 lb. Pink	3,200	3.09	\$9,888.00	3.327	\$10,646.40	3.339	\$10,684.80
B.	Premium #4 Xerographic Paper 8.5X11"	20 lb. Blue	4,800	3.09	\$14,832.00	3.327	\$15,969.60	3.339	\$16,027.20
C.	Premium #4 Xerographic Paper 8.5X11"	20 lb. Tan	1,600	3.09	\$4,944.00	3.327	\$5,323.20	3.339	\$5,342.40
D.	Premium #4 Xerographic Paper 8.5X11"	20 lb. Green	3,200	3.09	\$9,888.00	3.327	\$10,646.40	3.339	\$10,684.80
E.	Premium #4 Xerographic Paper 8.5X11"	20 lb. Canary	2,800	3.09	\$8,652.00	3.327	\$9,315.60	3.339	\$9,349.20
F.	Premium #4 Xerographic Paper 8.5X11"	20 lb. Goldenrod	2,400	3.09	\$7,416.00	3.327	\$7,984.80	3.339	\$8,013.60
	<b>Total</b>				<b>\$816,055.20</b>		<b>\$834,786.00</b>		<b>\$841,545.60</b>
AA. A.	Fluorescent 20lb. 8.5X11 Blue		1,600	4.35	\$6,960.00	4.337	\$6,939.20	4.585	\$7,336.00
B.	Fluorescent 20lb. 8.5X11 Green		2,000	4.35	\$8,700.00	4.337	\$8,674.00	4.585	\$9,170.00
C.	Fluorescent 20lb. 8.5X11 Orange		2,000	4.35	\$8,700.00	4.337	\$8,674.00	4.585	\$9,170.00
D.	Fluorescent 20lb. 8.5X11 Pink		2,000	4.35	\$8,700.00	4.337	\$8,674.00	4.585	\$9,170.00
E.	Fluorescent 20lb. 8.5X11 Red		2,000	4.35	\$8,700.00	4.337	\$8,674.00	4.585	\$9,170.00
F.	Fluorescent 20lb. 8.5X11 Yellow		4,000	4.35	\$17,400.00	4.337	\$17,348.00	4.585	\$18,340.00
AA.	<b>Total Bid Price AACPS</b>				<b>\$59,160.00</b>		<b>\$58,983.20</b>		<b>\$62,356.00</b>

Bold indicates awarddees



RFB 16CM-062



ANNE ARUNDEL COUNTY PUBLIC SCHOOLS  
PURCHASING OFFICE  
2644 RIVA ROAD

ANNE ARUNDEL  
COUNTY PUBLIC SCHOOLS

REQUEST FOR BID #16CM-062

Date of Issue: December 28, 2015 Buyer: William T. Hubbard, CPPB, Lead Buyer: MID ATLANTIC PURCHASING TEAM (MAPT) COOPERATIVE PAPER BID

**Bid Due Date:** Bids are due no later than January 28, 2016 at 11:00 AM Eastern Time in the Purchasing Office. The opening is public and shall be conducted in the Bid Room at the address shown above. **NOTE: If the Central Office Building (address above) is closed due to inclement weather, bids shall be due on the next business day that the building is open. The originally scheduled bid opening time shall remain the same regardless of the opening day. Use telephone number 410-222-5160 to determine if the building is closed. ALSO NOTE: The closing of schools does not constitute the closing of the Central Office Building.**

NOTE: MINORITY & SMALL BUSINESS ENTERPRISES ARE ENCOURAGED TO RESPOND TO THIS RFB.

This Bid must be signed by an owner, partner, or in the case of the corporation, the President, Vice President, Secretary, or other corporate officers. To be signed by any other official, a Power of Attorney or Corporate Resolution must be attached to the bid. If the bidder is a corporation, then it must be registered in accord with the Corporations and Associations Article of the Annotated Code of Maryland. Your signature on this page hereby provides the AACPS your acknowledgment and acceptance of the terms and conditions contained in the Request for Bid and the execution of same during the discharge of any succeeding contract.

It shall be clearly understood that unless otherwise indicated, when this page is executed by an authorized officer of the Anne Arundel County Public Schools ("AACPS"), these specifications, terms and general conditions, and price bid shall become a legally binding Contract between the Successful Bidder and the AACPS.

Name of Bidder: W.B. Mason Co., Inc.

Address: 9420 Gerwig Lane, Columbia, MD 21046

Phone: 888-926-2766 Fax: 410-290-6817

Email: jeffrey.kirsh@wbmason.com

Federal ID or Social Security Number: 04-2455641 Payment Terms: Net 30 Days

MDOT MBE Certification # \_\_\_\_\_ DGS Small Business Registration #: \_\_\_\_\_

Web Address: www.wbmason.com MD Dept. of Assess. & Taxation # F13928221

Date Bid Submitted: 1-26-16 Signature of Bidder: [Signature]

Printed/Typed Name and Title: Daniel Orr Jr., Senior V.P.

Accepted by AACPS Supervisor of Purchasing: [Signature]  
Date: 1-31-16

Award Limitations: Maximum # of xerographic paper 8.5x11 20lb

white, blue, pink, tan, green, caraway, goldenrod Page 1

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Mid Atlantic Purchasing Rider Clause

**Section I: GENERAL INFORMATION**

**1. GENERAL**

The Board of Education of Anne Arundel County, also called Anne Arundel County Public Schools ("AACPS") is soliciting competitive sealed bids, as the lead agency for a regional consortium, for all necessary supplies, materials, equipment, labor and supervision required to provide the services as more fully described herein. Services shall be performed in accordance with the specifications, terms, general conditions, and attachments (if any). ***If further information is required, contact the buyer at 410-222-5160. It is the responsibility of bidders to check for addenda on our web page ([www.aacps.org](http://www.aacps.org)) prior to the bid opening.***

Familiarize yourself with the Request for Bid (RFB). The opening place, due date and time are stated herein. Schedules for site inspections and or pre-bid conference, if required, are also noted. Familiarize yourself with the Instructions to Respondents, Check off List, Specifications, Qualifications, Mandatory Terms and Conditions, Price Proposal Work Sheet, Experience Questionnaire, Plans (if any) and Site Conditions.

AACPS is functioning as the lead agency for the Baltimore Regional Cooperative Purchasing Committee ("BRPCPC"). Appendix A contains the additional terms and conditions for this regional procurement and are considered incorporated in any resulting contract.

**2. NO OBLIGATION**

This inquiry implies no obligation on the part of the AACPS.

**3. BID INSTRUCTIONS**

Respondents are responsible for properly labeling their bid envelope with their name, address, bid number and due date. AACPS shall not be held responsible for a bid, which may be inadvertently opened prior to the specified opening date, unless it is submitted with proper labeling.

**4. REJECTION/CANCELLATION OF RFB**

This solicitation is subject to cancellation when determined by the Supervisor of Purchasing to be in the best interest of AACPS. Additionally, to insure fair competition and to permit a determination of the lowest responsive and responsible bidder, non-responsive or non-responsible bids which demonstrably show a risk of default, or which include omissions, alterations of form and bids that are conditional or irregular in any respect, may be rejected by the Supervisor of Purchasing.

**5. PRICE GUARANTEE**

The bidder warrants that the bid price shall be effective for a period of not less than ninety (90) days from the date bids are due. NOTE: If successful, prices shall remain firm over the duration of the contract stated herein.

**6. EXCEPTIONS**

Should a bidder find any discrepancy in the plans and/or specifications or should there be any doubt as to the meaning or intent of any part thereof or should bidder have any exceptions to the terms and conditions stated herein, bidder must, not later than seven days (Saturdays and Sundays included) prior to the opening of bids, request clarification from the AACPS, which shall correct the discrepancy. Failure to request such clarification shall be construed as a waiver of any claim by the bidder for expense made necessary by reason of a later interpretation of the contract documents by the Supervisor of Purchasing.

Failure to comply with this paragraph shall indicate full acceptance of the terms and conditions as stated, and/or result in the rejection of your bid as non-responsive.

**7. SUBMITTALS**

The submittals for this solicitation include the original, unaltered solicitation document including any addendums issued by AACPS, financial statement, Qualifications/Experience Questionnaire, Bid Work Sheet, and any other additional documents requested herein shall be completed and returned with each bid/proposal. Failure to do so may cause rejection of bid. Acceptable documents for compliance with the Financial Statement requirement includes bidder's:

- Latest Balance Sheet and Income Statement as computed by an Independent accounting firm;
- Annual Report;
- Dun & Bradstreet complete Business Report or
- Other financial documents as determined acceptable by the Supervisor of Purchasing.

**8. LATE BIDS**

Late bids will not be accepted unless there is a mistake on the part of an AACPS employee that causes the bid to be late. Otherwise, it is the sole responsibility for the bidder to ensure that their bid is submitted on or before the date and time specified in the solicitation. Late bids will either not be accepted, returned unopened, or destroyed at the bidder's request.

**9. BID WITHDRAWAL**

No bid can be withdrawn after it is filed unless the respondent makes a written request to the buyer, prior to the time set for the opening of bids, or if AACPS fails to award or issue a notice of Intent to award, or respondent provides clear and convincing evidence that a mistake in the bid calculation has been made *and only then with the approval of the AACPS Supervisor of Purchasing.*

**10. COST OF BIDDING**

AACPS accepts no responsibility for any expense incurred in the proposal preparation and presentation requirements, if any. Such expense is to be borne exclusively by the bidder.

**11. COOPERATIVE PURCHASING CLAUSE**

Anne Arundel County Public Schools reserves the right to extend all of the terms, conditions, specifications, and unit or other prices of any contract resulting from this bid to any and all public bodies, subdivisions, school districts, community colleges, colleges, and universities including non-public schools. This is conditioned upon mutual agreement of all parties pursuant to special requirements, which may be appended thereto. The supplier/contractor agrees to notify the issuing body of those entities that wish to use any contract resulting from this bid and will also provide usage information, which may be requested.

Anne Arundel County Public Schools assumes no authority, liability, or obligation, on behalf of any other public or non-public entity that may use any contract resulting from this bid. All purchases and payment transactions will be made directly between the contractor and the requesting entity. Any exceptions to this requirement must be specifically noted in the bid/proposal response.

**12. PROTESTS**

This contract shall be subject to the provision of the Board of Education of Anne Arundel County Policies and Regulations, Code DEC-RA.

**13. REGISTRATION**

Pursuant to Section 7-201 et seq. of the Corporations and Associations Article of the Annotated Code of Maryland, corporations must be registered with the State Department of Assessments and Taxation, 301 W. Preston Street, Baltimore, Maryland 21210, before doing business in this State.

**14. COMPETITIVE SEALED BID PROCESS**

- Bidders shall submit all mandatory requirements as set forth in the RFB.
- Bidders shall submit one copy of their bid, including all attachments on or before the date and time specified on the title page. Any and all bids received after the date and time specified shall be considered late and rejected on that basis.
- A bidder may not offer more than one price on each item even though two or more types or styles shall meet specifications. Bidders shall determine for themselves which to offer. If a bidder submits more than one price on an item, all prices for that item may be rejected at the discretion of the Buyer.
- The Buyer will review each bid for responsiveness. If a bid is determined to be not responsive or a bidder determined to be not responsible, the bid shall be rejected and the bidder notified in writing accordingly.
- Award of this RFB may be made by group, item, lot or any combination at the sole option of the AACPS and shall be made to the bidder(s) offering the lowest favorable bid price.

**15. ANTI-BRIBERY**

The Contractor warrants that neither it nor any of its officers, directors, or partners nor any of its employees who are directly involved in obtaining or performing contracts with any public body has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or of the federal government or has engaged in conduct since July 1, 1977, which would constitute bribery, attempted bribery, or conspiracy to bribe under the laws of any state or the federal government.

**16. SITE INSPECTION**

If applicable, respondent is responsible for examining all locations and surroundings in which the service is to be performed, thoroughly acquainting themselves with the details of the work and all conditions and obstacles, if any, which may be encountered in the performance and completion of the work. If any provision of these specifications is found by bidder to be inconsistent with or contrary to any existing rule, regulation, law or ordinance, the bidder shall report such to the Supervisor of Purchasing.

A site inspection may be made to the following locations:

**A. Anne Arundel County Public Schools Contract Requirements**

Delivery will be FOB Destination to:

Anne Arundel County Public Schools Warehouse  
8313 Grover Road  
Millersville, MD 21108  
Attn: Brian Dorsey 410-222-3861

**B. Baltimore County Public Schools**

Deliveries will be F.O.B. Destination to:

BCPS Logistics  
9611 Pulaski Park Drive  
Baltimore, MD 21220  
Attn: Nik Buckler, 410-887-6345

**C. The Howard County Public School System**

Deliveries will be FOB Destination to:

6675 Amberton Drive  
Elkridge, MD 21075  
Attn: Warren Breitschwerdt 410-313-6727

**17. TAXES**

The AACPS is exempt from Federal Excise taxes [52-73-0144K] and State and local Sales or Use taxes [3000110-2]. Bidders may not include these taxes in their bid price. Exemption certificates will be provided upon request. Where a Contractor is required to furnish and install material in the construction or improvement of real property in performance of a contract, the Contractor shall pay the Maryland sales tax exemption does not apply.

**18. BEST CUSTOMER**

The AACPS expects to receive pricing of the best customer of the Supplier/Contractor. If during the life of any resulting contract, a better price is offered to another customer, then that best price shall be offered to the AACPS.

**19. TOBACCO PRODUCTS**

**Drug, Alcohol, and Tobacco-Free Work Environments**

Referencing AACPS Board Policy GAC and Code of Maryland Regulations 13A.02.04, the use of drugs, alcohol, or tobacco products is not permitted in or on property owned by the Board of Education of Anne Arundel County. Failure to comply with this clause is considered a material breach of contract that may result in termination.

**20. IRREGULARITIES**

AACPS reserves the right to waive any minor mistakes in the solicitations and or bids. AACPS reserves the right to negotiate or modify any element of the bid to ensure that the best possible arrangements for achieving the stated purpose are obtained.

**21. SUBCONTRACTORS**

AACPS shall enter into an agreement with the selected Contractor(s) only. The selected Contractor(s) shall be responsible for all products and services as required by this RFB. Subcontractors, if any, shall be identified and a complete description of their role relative to this bid shall be included at the time of the bid opening.

**22. CRIMINAL BACKGROUND CHECKS/SEX OFFENDER NOTIFICATION**

All bidders selected for award shall comply with, the following requirements of Section 11-722 of the Criminal Procedure Article, and Section 6-113 of the Education Article, Annotated Code of Maryland:

- A. Maryland Law requires sex offenders to register with the State and with the local law enforcement agency in the county in which they will reside, work, or attend school. An AACPS contractor may not knowingly employ an individual to work at a school if the individual is a registrant. A contractor violating this Law is guilty of a misdemeanor and may be subject to imprisonment not exceeding five years or a fine not exceeding \$5,000, or both.

*See Section 11-722 of the Criminal Procedure Article, Annotated Code of Maryland.*

- B. An AACPS contractor or subcontractor may not knowingly assign an employee to work on school premises with direct, unsupervised, and uncontrolled access to children, if the employee has been convicted of:

- 1) Section 3-307 of the Criminal Law Article, Maryland Annotated Code, *Sexual Offense in the Third Degree*;
- 2) Section 3-308 of the Criminal Law Article, Maryland Annotated Code, *Sexual Offense in the Fourth Degree*;
- 3) An offense under the laws of another state that would constitute a violation of Sections 3-307 or 3-308 of the Criminal Law Article if committed in Maryland;
- 4) Child sexual abuse under Section 3-602 of the Criminal Law Article, Annotated Code of Maryland;
- 5) An offense under the laws of another state that would constitute child sexual abuse under Section 3-602 of the Criminal Law Article if committed in Maryland;
- 6) A crime of violence as defined in Section 14-101 of the Criminal Law Article, Annotated Code of Maryland; or
- 7) An offense under the laws of another state that would constitute a crime of violence under Section 14-101 of the Criminal Law Article if committed in Maryland.

See Section 6-113 of the Education Article, Annotated Code of Maryland

**23. ACCESS TO PUBLIC RECORDS ACT**

Bidders should identify those portions of its bid/proposal that it considers confidential, proprietary commercial information or trade secrets, and provide, upon request, justification why such materials, if requested, should not be disclosed by the AACPS under the Maryland Public Information Act. Bidders are advised that, upon request for this information from a third party, the Supervisor of Purchasing will be required to make an independent determination whether the information may be disclosed. Failure to clearly identify confidential, proprietary or trade secret information will be an indication to AACPS that the entire bid/proposal is available for public disclosure.

**24. GIFTS**

In accordance with Board Policy BAF, contractors/vendors are hereby notified that the giving or offering a gift or series of gifts to a Board official or employee is improper and may result in disqualification from future work on the grounds that the donor/offeree is no longer a responsible bidder or vendor.

**25. eMarylandMarketplace REGISTRATION**

Contractors are required to register with [www.eMarylandMarketplace.com](http://www.eMarylandMarketplace.com) within five days following notice of award. Maryland Law requires local and State agencies to post award notices on eMarylandMarketplace. This cannot be done without the contractor's self registration in the system. Registration is free. Failure to comply with this requirement may be considered grounds for default. It is recommended that any interested bidder register with eMarylandMarketplace regardless of the award outcome for this procurement as it is a valuable resource for bid notification for State, county, and municipal agencies throughout Maryland.

**26. Check-off list for requirements in your bid, provided for your convenience:**

1. **Return entire, original document including Title Page, Specifications, Addendums and Bid Work Sheet**
2. Qualification/Experience Questionnaire
3. Financial Statement
4. Evidence that proposed products on all Bid Worksheets are listed in the Current Edition of The Competitive Grade Finder As A Mill Brand, Business Equipment Brand, or, Private Label Brand.
5. Samples Of Proposed Products, if Requested By Anne Arundel County Public Schools, Baltimore County Public Schools or The Howard County Public School System.
6. Certificate of Insurance shall be provided by Successful Contractors upon notification of award for each participating entity.

Failure to provide the requirements may be cause for rejection of your bid.

**Section II: Qualifications/Experience Questionnaire/Affidavit**

**Submitted to:** Anne Arundel County Public Schools, Purchasing Office

**By:** W.B. Mason Co., Inc.

Information furnished in response to this Questionnaire and any verifications made by the Anne Arundel County Public Schools (AACPS) shall provide a basis for determining the responsibility of bidders. In the event that references are deemed insufficient by AACPS the right is hereby reserved to determine a bidder as not responsible, which may cause rejection of their bid.

Bidder shall have at least three years' experience in providing Paper Products similar in **scope and complexity** to those described herein. This experience must be under bidder's legal company name from which this bid has been submitted.

How many years has your firm been in the business of providing similar products under your present legal name?  
117 years of relevant experience

2. List at least three contracts/references similar to the work described herein, in which your organization has completed within the last 24 months. (Include company names, firm or government agency, address, and contact person and phone number). AACPS reserves the right to also inquire about projects known to AACPS that are not listed by bidder.

A. Address: State House, One Capitol Hill, Providence, RI 02908  
 Contact Person: Nancy McIntyre Phone Number: (401) 222-2142  
 Company Name: State of Rhode Island

B. Address: City Hall, Room 808, Boston, MA  
 Contact Person: Geraldine Antonelli Phone Number: 617-635-3704  
 Company Name: City of Boston

C. Address: City Hall, Room 404, Worcester, MA 01608  
 Contact Person: Paula Carey Phone Number: 508-799-1220  
 Company Name: City of Worcester

3. List two professional references not including those cited above. Provide name, address, phone and fax number and point of contact.

Name	Address	Phone	Email	Point of Contact
The Education Co-op	112 High Street, Dedham, MA 02027	781-326-2473	mdechristoforo@tec-coop.org	Maureen DeChristoforo
Seacoast Educational Service	1 Wakefield St # 308, Rochester, NH	03867 603-330-3229	jingells@sesnh.org	Jane Ingells

4. What is your Dunn and Bradstreet Rating? 4

5. How many people does your company presently employ on a:

A. Full Time basis? 3,369

B. Part Time basis? 0

6. Other than those listed above, has your business performed any contract for any Department, Board, Administration, Agency, organization of the State of Maryland or Anne Arundel County Government over the last five years? (Please list names, addresses, dates and the government employee responsible for accepting the work). *Yes AACPS: #11CM-098 William Hubbard - (410) 222-5165  
#12CM-050  
#15CM-051*

7. Has your company or any of its officers ever been found guilty of any criminal act in regard to the performance of any contract by a federal or state court or subjected to any penalty, or liquidated damages arising out of poor or non-performance? Explain. *No*

8. Has your company ever been suspended or debarred bidding on future Local, State or Federal contracts by the Board of Public Works, or any other Local, State or Federal organization for any reason? Explain. *No*

9. Has your company ever filed for bankruptcy/receivership or any other similar defalcation? Explain. *No*

10. Is any part of the service or product provided under this solicitation purchased or made outside the United States? Explain. *Yes, some paper is manufactured outside the U.S.*

The signatory of this form hereby affirms that the information as set forth is accurate, truthful and complete, to the best of his/her knowledge and belief.

Date this 16 day of January 2016.

Name of Organization: W.B. Mason Co., Inc.

By:   
Daniel Orr Jr.

Title: (Print Name)  
Senior V.P.

### **SECTION III: SPECIFICATIONS**

#### **1. SCOPE:**

Contractor shall provide paper products to Anne Arundel County Public Schools and other participating entities of the resultant Contract in accordance with the specifications, terms, conditions and pricing of the Subject Contract. Participants in this MAPT Procurement shall minimally include: Anne Arundel County Public Schools, Baltimore County Public Schools and The Howard County Public School System. Participants in the MAPT Cooperative Group also include the District of Columbia and Virginia. It is expected that Awardee(s) will extend pricing to Entities noted above if quantities and delivery dates are the same as Anne Arundel County Public Schools, Baltimore County Public Schools or the Howard County Public School System.

#### **2.0 PRODUCT SPECIFICATIONS:**

**COPIER/DUPLICATOR PAPER; Premium No. 4 - Mill Brand, Business Equipment Manufacturing Brand or Private Label Brand as listed in the current edition of the Competitive Grade Finder (CGF) minimum "92 Brightness." Basis Weight - 20 lb. grain - long. To be used for high speed duplicating in copiers. Packaged 500 sheets per ream, 10 reams per case. SUPPLY DOCUMENTATION OF PAPER TYPES AND INFORMATION FROM THE CURRENT EDITION OF THE COMPETITIVE GRADE FINDER (CGF), THAT PROPOSED PRODUCT(S) ARE LISTED IN THE CURRENT CGF AS NOTED HEREIN. PAPER WITH RECYCLED CONTENT, (30% POST CONSUMER FIBER), WILL BE ACCEPTED ONLY FOR BID WORKSHEET B, BALTIMORE COUNTY PUBLIC SCHOOLS, AS NOTED AND COLORED PAPER FOR THE PARTICIPATING ENTITIES ON BID WORKSHEETS PAGES 21-24.**

#### **2.1 DELIVERY:**

##### **Anne Arundel County Public Schools**

Deliveries will be FOB Destination to:

Anne Arundel County Public Schools Warehouse  
8313 Grover Road  
Millersville, MD 21108  
Attn: Brian Dorsey 410-222-3861

Delivery hours are Monday – Friday 6:30 AM – 2:30 PM (exclusive of school holidays)

Deliveries must be made by either a tractor-trailer capable of unloading at a loading dock, or a truck with a hydraulic lift gate. All cartons must be palletized. A delivery ticket shall accompany all deliveries. The delivery ticket must include the school systems' purchase order number. The contractor shall obtain a signature from an AACPS employee on the delivery receipt. The Contractor will be required to furnish proof of delivery in case of dispute. AACPS will accept products contained in the Bid Worksheet as soon as they are available.

Provide all deliveries of paper on pallets sized 40 x 48 OR pallets sized at 35.5 inches x 47.5 inches (known as "throw away" pallets). Smaller pallets are not acceptable. Total acceptable height shall be 56.25 inches. Pallets shall contain 40 cartons of paper.

**Baltimore County Public Schools Contract Requirements:**

1. The term of the contract shall commence from the day of signing of the contract after the Board of Education of Baltimore County's approval (set tentatively for February 16, 2016), and all terms and conditions shall remain in effect for a six (6) month period with one (1) option to extend for six (6) months. When the option to extend the term of this contract with the BCPS is exercised the following conditions are applicable:
  - a) It is determined that exercising the option is advantageous to the Board of Education of Baltimore County considering price and acceptable performance by Award Bidder.
  - b) The Board of Education of Baltimore County may exercise the option by providing a written notice to Award Bidder within thirty (30) calendar days, unless otherwise noted, prior to the expiration of the contract.
  - c) When the Board of Education of Baltimore County exercises its option to extend the term of this contract, prices in effect at the time the option is exercised will remain in effect during the option period, unless an adjustment is made upon mutual agreement by the Board of Education of Baltimore County and Award Bidder.
  - d) Any upward adjustment in item pricing during the six (6) month option period shall be limited to the actual cost increase to the Award Bidder from mill/manufacturer. Award Bidder shall provide to BCPS Office of Purchasing the supporting documentation. The adjustment is not automatic. Any upward adjustment in item pricing during the six (6) month option period shall not exceed ten percent (10%) of the original contract price.
2. If mill/manufacturer represented by Award Bidder issues a force majeure pricing adjustment, BCPS shall either accept or reject such on a case by case basis. In such instance, Award Bidder shall provide to BCPS Office of Purchasing all supporting documentation.
3. BCPS reserves the right to accept discount item pricing if offered by the Award Bidder (i.e. special offers, promotional pricing).
4. Contract pricing shall apply at time of receipt of Purchase Order (PO) by Award Bidder. For example, BCPS issues PO and Award Bidder receives PO on June 30. Award Bidder is obligated to accept pricing as indicated on the PO, even if there is a mutually accepted upward pricing adjustment on July 1. PO pricing shall prevail.

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RFB 16CM-062

Deliver all services and/or materials per the requirements as set forth herein.

1. Delivery will be F.O.B. Destination to:

BCPS Logistics  
9611 Pulaski Park Drive  
Baltimore, MD 21220  
Attn: Nik Buckler, 410-887-6345

2. Provide all deliveries of paper on pallets sized 40 x 48 OR pallets sized at 35.5 inches x 47.5 inches (known as "throw away" pallets). Smaller pallets are not acceptable. Total acceptable height shall be 56.25 inches. Pallets shall contain 40 cartons of paper.
3. Deliver paper within seven (7) days of the date of receipt of the purchase order document.
4. All deliveries must be scheduled by Award Bidder 48 hours in advance.
5. Award Bidder shall maintain 840 cartons of 8.5 x 11 paper (20#, white) in stock through duration of contract, allocated exclusively for BCPS.
6. BCPS will order all paper by the full pallet and/or truckload. Typically, 5 - 6 truckloads at a time, 40 cartons per pallet. 840 cartons per truck. Colors will be ordered by the truckload combination of the various colors.
7. Recycled xerographic paper (White 20 LB 8.5 x 11") shall contain 30% post consumer fibre.
8. The minimum acceptable "brightness" shall be "92" for all white paper.

**C. The Howard County Public School System Contract Requirements**

1. Deliveries will be FOB Destination to:

6675 Amberton Drive  
Elkridge, MD 21075  
Attn: Warren Breitschwerdt 410-313-8727

2. Delivery hours are 7:00 AM - 2:30 PM (exclusive of school holidays)
3. Provide all deliveries of paper on pallets sized 40 x 48 OR pallets sized at 35.5 inches x 47.5 inches (known as "throw away" pallets). Smaller pallets are not acceptable. Total acceptable height shall be 56.25 inches. Pallets shall contain 40 cartons of paper.
4. Any upward adjustment in item pricing during the contract term shall not exceed ten percent (10%) of the original contract price.

**2.2 F.O.B. Destination**

All contract pricing shall include shipping. If shipping costs are not shown separately, the parties agree that shipping costs are included in the total price to the AACPS.

**2.3 Fort George G. Meade (Reserved)**

**2.4 CONFIDENTIALITY**

Contractor shall ensure the complete confidentiality of any and all information provided by AACPS, and gathered and developed by Contractor in the performance of this Contract. The material gathered, used and developed shall not be provided to any other party without the expressed written approval of the Supervisor of Purchasing.

**3. AACPS RESPONSIBILITIES**

**3.1 General**

As the lead agency for this regional procurement, AACPS is responsible for administering the bid process for all participating entities. Regardless of participation, AACPS is the central point of contact for the solicitation.

**3.2 Access to the Premises**

AACPS will provide access to applicable AACPS Locations, Monday through Friday 8:00 A.M. to 2:00 P.M., all days AACPS is open for business. Vendors are welcome to visit our website at [www.aacps.org](http://www.aacps.org) for school holidays and other school closings.

**3.3 Inspection of Services and Testing of Supplies and Services**

The Contractor shall provide and maintain an inspection system acceptable to the AACPS covering the supplies/services under this solicitation/contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the AACPS during contract performance and for as long afterwards as the contract requires.

The AACPS has the right to inspect and test all materials/services in accordance with the solicitation/contract, to the extent practicable at all times and places during the term of the contract. The AACPS shall perform inspections and tests in a manner that will not unduly delay the work.

If the AACPS performs inspections or tests on the premises of the Contractor or a Subcontractor, the Contractor shall furnish, and shall require Subcontractor to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of these duties.

(1) No inspector other than the Supervisor of Purchasing may change any provision of the specifications or the contract without written authorization. The presence or absence of an inspector does not relieve the Contractor or Subcontractor from any requirements of the contract.

(2) Location. When an inspection is made in the plant or place of business of a Contractor or Subcontractor, the Contractor or Subcontractor shall provide, without charge, all reasonable facilities and assistance for the safety and convenience of the person or persons performing the inspection or testing.

(3) Time. Inspection or testing of supplies and services performed at the plant or place of business of any Contractor or Subcontractor shall be performed at reasonable times.

If any of the materials/services do not conform to solicitation/contract requirements, the AACPS may require the Contractor to perform the services again in conformity with contract requirements, the AACPS may:

(1) Require the Contractor to take necessary action to ensure that future performance conforms to contract requirements; and

(2) Reduce the contract price to reflect the reduced value of the services performed.

If the Contractor fails to cure any defect or ensure future performance in conformity with contract requirements, the AACPS may:

- (1) By contract or otherwise acquire the supplies/services and charge to the Contractor any cost incurred by the AACPS that is directly related to the acquisition of such material/service; and/or Terminate the contract for default.

#### 4. QUANTITIES

AACPS reserves the right to increase or decrease quantities as required. Quantities are approximate and unit prices bid shall apply regardless of any increase or decrease in the estimated quantities shown herein.

#### 5. DURATION OF CONTRACT

See requested delivery schedules in Clause 2.1, pages 10-12.

#### 6. SURETY (RESERVED)

#### 7. INSURANCE REQUIREMENTS

Unless otherwise required in these specifications, or elsewhere, if a Contract is awarded the Contractor shall be required to purchase and maintain during the life of the Contract, Commercial General Liability Insurance, Business Automobile Liability Insurance, and Workers' Compensation Insurance with limits of not less than those set forth below. The Contractor shall require similar coverage from any of its subcontractors.

##### Commercial General Liability

At least \$1,000,000 combined single limit coverage written on an occurrence basis covering all premises and operations and including Personal Injury, Independent Contractor, Contractual Liability and Products and Completed Operations. **The general aggregate limit is to apply per project.** On all Commercial General Liability Insurance policies the **Board of Education of Anne Arundel County (the BOARD) AKA Anne Arundel County Public Schools (AACPS) and all of its agents and employees** shall be named as an additional insured, which shall be shown on the insurance certificates furnished to AACPS under this Section.

##### Business Automobile Liability Insurance

At least \$1,000,000 Combined Single Limit to include owned, non-owned, and hired vehicles.

##### Workers' Compensation Insurance

Statutory benefits as required by Maryland law and/or, when required, the U.S. Longshoremen's and Harbor Workers' Compensation Act including standard Other States coverage; Employers' Liability coverage with limits of at least \$100,000 each accident/\$100,000 each employee disease/\$500,000 disease policy limit.

##### Waiver of Subrogation

To the fullest extent permitted by law, the Contractor and its invitees, employees, officials, volunteers, agents and representatives waive any right of recovery against the Board of Education of Anne Arundel County (the Board) for any and all claims, liability, loss, damage, costs or expense (including attorney's fees) arising out of the services provided by Contractor under this Contract. Such waiver shall apply regardless of the cause of origin of the injury, loss or damage, including the negligence of the Board and its elected and appointed officials, officers, volunteers, consultants, agents and employees. The Contractor shall advise its Insurers of the foregoing.

**Section IV: MANDATORY TERMS AND CONDITIONS**

The following are mandatory terms and conditions to be included in all contracts

**1. LEGAL COMPLIANCE**

Contractor shall comply in all respect with Federal, State (including Maryland Motor Vehicle laws) and Local Regulations, including laws regarding eligibility to work in the United States. The provisions of this Contract shall be governed by the laws of Maryland. Any disputes, legal cases or other controversies shall be pursued in Maryland Courts consistent with and subject to Maryland State Law.

If applicable, all materials, supplies, equipment, or services supplied, as a result of this Contract shall comply with the applicable U.S. and Maryland Occupational Safety and Health Act Standards.

**2. EPA COMPLIANCE (If applicable)**

Materials, supplies, equipment, or services shall comply in all respects with the Federal Noise Control Act of 1972, where applicable.

**3. MINORITY AND SMALL BUSINESS ENTERPRISES**

Minority and Small Business Enterprises are encouraged to respond to this solicitation notice. It is the goal of AACPS that Maryland Department of Transportation certified Minority Business Enterprises and Maryland Department of General Services registered Small Businesses participate in a minimum of fifteen (15) percent of the total dollar value of the District's construction, supply and service procurements. For additional information please contact AACPS's Minority and Small Business Enterprise Office, Esther Avery at 410-222-5130. The Maryland Department of Transportation web site ([www.mdot.state.md.us](http://www.mdot.state.md.us)) is available to help locate Maryland Department of Transportation certified Minority Business Enterprises. The Maryland Department of General Services website [www.smallbusinessreserve.maryland.gov](http://www.smallbusinessreserve.maryland.gov) is available to help locate registered Small Business Enterprises.

**A certified MBE subcontract participation goal of 0 percent of the contract has been established for this procurement.** MBE forms and procedures can be located in Section VI of these documents.

**4. RETENTION OF RECORDS**

The Contractor shall retain and maintain all records and documents relating to this contract for five years after final payment by the AACPS hereunder or any applicable statute of limitation, whichever is longer, and shall make them available for inspection and audit by authorized representatives of the AACPS, including the Supervisor of Purchasing or the Supervisor of Purchasing's designee, at all reasonable time.

**5. OCCUPATIONAL SAFETY AND HEALTH (O.S.H.A.)**

All materials, supplies, equipment, or services supplied, as a result of this contract shall comply with the applicable U.S. and Maryland Occupational Safety and Health Act standards.

**6. HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA SHEET (if applicable)**

(a) "Hazardous material," as used in this clause, includes any material defined as hazardous under the latest version of Federal Standard No. 313 (including revisions adopted during the term of the contract).

(b) The Offeror must list any hazardous material, as defined in paragraph (a) of this clause, to be delivered under this contract. The hazardous material shall be properly identified and include any applicable identification number, such as National Stock Number or Special Item Number. This information shall also be included on the Material Safety Data Sheet submitted under this contract.

**7. TERMINATION**

**7.1 TERMINATION FOR DEFAULT**

Should a Contractor fail to perform fully, faithfully and promptly any obligation owed to AACPS under this contract, then AACPS may, at its election, consider the breach material and, notwithstanding any requirement of notice, terminate the contract in its entirety. Failure on the part of the Contractor to fulfill contractual obligations shall be considered just cause for termination of the contract, and the Contractor is not entitled to recover any cost incurred by the Contractor up to the date of termination. Such termination, or failure to terminate, by AACPS shall not be construed as a waiver of any other right or remedy afforded by law or by agreement between the parties which AACPS may have against Contractor. No failure of AACPS to utilize a remedy afforded by law or contract upon any breach by Contractor shall be construed as a waiver of the right to insist upon full, prompt and faithful performance of the particular obligation, and all other obligations of Contractor in the future.

**7.2 TERMINATION FOR CONVENIENCE**

The performance of work under this contract may be terminated by AACPS in accordance with this clause in whole, or from time to time in part, whenever AACPS shall determine that such termination is in the best interest of AACPS. AACPS shall pay all reasonable costs associated with the contract that the Contractor has incurred up to the date of termination, and all reasonable costs associated with termination of the contract; provided, however, that the Contractor shall not be reimbursed for any anticipatory profits that have not been earned as of the date of termination.

**7.3 NONAVAILABILITY OF FUNDING**

If the County Council fails to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this contract succeeding the first fiscal period, this contract shall be canceled automatically as of the beginning of the fiscal year for which funds were not appropriated or otherwise made available; provided, however, that this shall not affect either AACPS's rights or the Contractor's rights under any termination clause in this contract. The effect of termination of the contract hereunder shall be to discharge both the Contractor and AACPS from future performance of the contract, but not from their rights and obligations existing at the time of termination.

**8. ASSIGNMENT**

The assignment of this contract to successors, associated companies or any other parties by the Contractor for any reason, without the expressed written approval of AACPS, is hereby specifically prohibited.

**9. PAYMENT**

Subject to the performance of the work and its acceptance by the AACPS, contractor may invoice the AACPS for all appropriate charges for services performed during the billing period. All such charges shall be derived in accordance with the prices originally bid on the BID WORK SHEET, found in

Section V attached hereto and made a part hereof. In the event that contractor is not in default of any of the contract terms and conditions, then AACPS shall cause said invoice to be timely paid.

Contractor agrees to include on the face of all invoices billed to the AACPS, its Taxpayer Identification Number, which is the Social Security Number for individuals and sole proprietors and the Federal Employer Identification Number for all other types of organizations, and the purchasing document number; such as the purchase order.

When appropriate, AACPS reserves the right to use the AACPS procurement card for the payment of supplies or services listed in the Contract in lieu of issuing a purchase order. No procurement card transaction shall take place without the written authorization of the cardholder indicating the order for the supplies or services. The limits set on the procurement card may not be exceeded nor may the order be split to fall within those limits. The Contractor shall receive orders by phone, facsimile, or other forms of notification from the AACPS procurement card holder. The Contractor may process a payment in the credit card network ONLY upon shipment of supplies or performance of the services ordered by the cardholder. For partial shipments or performance, the Contractor may process a payment ONLY for the amount shipped or completed and NOT for the entire amount ordered by the cardholder. Upon shipment or completion of the remaining order, the Contractor may process a payment request to the credit card network for the remainder of the order. ***The Contractor may not charge AACPS for any fees related to the use of the procurement card above their bid prices.***

**10. INDEMNIFICATION OF THE ANNE ARUNDEL COUNTY PUBLIC SCHOOLS**

Contractor shall indemnify and save harmless the AACPS, its agents, AACPS members and employees, against and from all suits, actions, claims, demands, damages, losses, expenses and/or costs of every kind and description to which the AACPS may be subjected or put, including but not exclusively so, by reason of injury (including death) to persons or damage to property, in any way resulting from Contractor's performance of the work specified herein or performed under this contract, or any part thereof, or by or on account of any act or omission of the Contractor, its agents or employees, whether such suits, actions, claims, demands, damages, losses, expenses and/or costs be against, suffered or sustained by the AACPS, its agents, AACPS members and employees, or be against, suffered or sustained by other corporations and persons to whom the AACPS, its agents, AACPS members and employees, may become liable therefore, except that Contractor shall not indemnify and save harmless the AACPS, its agents, AACPS members and employees, against and from all suits, actions, claims, demands, damages, losses, expenses and/or costs arising from or due to the negligence of the AACPS or its agents, AACPS members and employees. The whole, or so much of the moneys due, or to become due the Contractor under the contract, as may be considered necessary by the Supervisor of Purchasing, may be retained by the AACPS until such suits or claims for damages shall have been settled, or otherwise disposed of, and satisfactory evidence to that effect furnished to the Supervisor of Purchasing.

**11. AGENT CERTIFICATION**

The Contractor warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the Contractor, architect, or engineer, to solicit or secure this agreement, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity other than a bona fide employee, bona fide salesperson, or commercial selling agency, any fee or other consideration contingent on the making of any agreement resulting from this solicitation.

**12. INTELLECTUAL PROPERTY**

Contractor agrees to indemnify and save harmless AACPS, its officers, agents and employees with respect to any claim, action, cost or judgment for patent infringement, or trademark or copyright violation arising out of the purchase of materials, supplies, equipment or services covered by this

contract. Further, Contractor shall not share, exchange, or release AACPS's data to any other party without the express written consent from the Superintendent or his/her designee of AACPS.

**13. AACPS's INCIDENTAL AND CONSEQUENTIAL DAMAGES**

In accordance with the Uniform Commercial Code, section 2-715(2), which describes recoverable consequential damages, this contract covers incidental and consequential damages resulting from contractor's breach as follows:

- a) any loss resulting from general or particular requirements and needs of which the contractor at the time of contracting had reason to know and which could not reasonably be prevented by cover or otherwise; and
- b) Injury to person or property proximately resulting from any breach of warranty.

**14. IDENTIFICATION OF ASBESTOS CONTAINING MATERIAL (if applicable)**

The U.S Environmental Protection Agency (EPA) requires the contractor to identify asbestos-containing material under the Asbestos Hazard Emergency Response Act (AHERA), 15 U.S.C. §§ 2641-2656, and EPA's implementation codified at 40 C.F.R. Part 763, Subpart E. Contractor/Supplier shall supply documentation that the material(s) contain no asbestos containing materials. The documentation shall be provided for the bulk samples, which shall be analyzed in accordance with AHERA regulations.

Contractor/Supplier shall utilize an independent laboratory for analytical purposes. The laboratory shall have received EPA accreditation for PLM/DS bulk sampling analysis, NVLAP accreditation and the bulk analyst shall have passed the McCrone Institute Bulk Analysis Course. Contractor/Supplier shall also provide an overview of the laboratories site, structure, controls, references and copy of their current NVLAP certificate.

Materials ordered that are produced in lots shall have the required EPA documentation for each lot produced. The sampling analysis for each lot shall be submitted at time of delivery to AACPS, if analysis is not provided AACPS shall not accept delivery of materials. Contractor/Supplier shall submit the Verification of No (ACBM) in Products-Construction Materials Form.

**15. CODE OF ETHICS**

This solicitation shall be governed by the Ethics and Vendor Relations policies and regulations of the Board of Education of Anne Arundel County, including Policy, DEC, and Administrative Regulation DEC-RA.

**16. NON HIRING OF EMPLOYEES**

No employee of the AACPS or any department, commission, agency or branch thereof whose duties as such employee include matters relating to or affecting the subject matter of this contract shall, while being employed, become or be employee of the party or parties hereby contracting with the AACPS or any department, or branch thereof.

**17. DISPUTES**

This contract shall be subject to the provision of the Board of Education of Anne Arundel County Policies and Regulations, Code DEC-RA. Pending resolution of a claim, the Contractor shall proceed diligently with the performance of the contract in accordance with the Supervisor of Purchasing's decision.

**18. REGULATIONS**

The Board of Education of Anne Arundel County Policies and Regulations in effect on the date of execution of this Contract are applicable to this Contract.

**19. SEVERABILITY**

Should any clause or paragraph found herein be considered by court action to be illegal, invalid, inoperative or unenforceable, it shall be modified or removed accordingly. However, the modification or removal of a clause or paragraph shall not serve to nullify the Contract. All other clauses and paragraphs shall remain enforceable as written.

**20. WAIVER**

No provision of these Contract Documents shall be deemed to have been waived unless such waiver is in writing. Any waiver shall extend to the particular case only and only in the manner specified, and shall not be construed in any way to be a waiver of any further or other rights in the same or different circumstances.

**21. NON-DISCRIMINATION CLAUSE**

Anne Arundel County Public Schools prohibits discrimination in matters affecting employment or in providing access to programs on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientation, genetic information, gender identity, or disability. For more information contact: The Division of Human Resources, Anne Arundel County Public Schools, 2644 Riva Road, Annapolis, MD 21401 410-222-5286 TDD 410-222-5000."

**22. MODIFICATIONS AND AMENDMENTS**

Amendments and/or Modifications to this Contract shall be made only with the express written concurrence of both parties unless an expressed unilateral right is identified herein.

**23. FORCE MAJEURE**

Force Majeure is defined as an occurrence beyond the control of the affected party and not avoidable by reason of diligence. It includes the acts of nature, war, riots, strikes, fire, floods, epidemics, or other similar occurrences. If either party is delayed by force majeure, said party shall provide written notification to the other within 48 hours. Delays shall cease as soon as practicable and written notification of same provided. The time of contract completion may be extended by contract modification, for a period of time equal to that delay caused under this condition. AACPS may also consider requests for price increase for raw materials that are directly attributable to the cause of delay. AACPS reserves the right to cancel the contract and/or purchase materials, equipment or services from the best available source during the time of force majeure, and Contractor shall have no recourse against AACPS. Further, except for payment of sums due, neither party shall be liable to the other or deemed in default under this contract, if and to the extent that such party's performance of this contract is prevented by reason of force majeure as defined herein.

**24. MID ATLANTIC PURCHASING TEAM (MAPT)**

The MAPT General Terms and Conditions are incorporated into the Request for Bids only to the extent the General Terms and Conditions do not conflict with the RFB terms and conditions. If there is a conflict between the terms and conditions of the RFB and the BRCPG General Terms and Conditions, the terms of the RFB will prevail.



**Section V: BID WORK SHEET**  
**#16CM-062**

Contractor: W.B. Mason Co., Inc.

Bid price shall be submitted as follows and shall include all costs associated with the performance of this RFB. This includes, but is not limited to salaries/wages, materials, equipment, transportation, overhead, taxes, profit and any other related costs:

NOTE: Amendments to solicitations often occur prior to bid opening and sometimes within as little as 24 hours prior to bid opening. It is the bidder's responsibility to frequently visit this section of our site to obtain amendments once they have been posted. Completion of this Bid Work Sheet indicated that you have read this section and visited the website, [www.aacps.org](http://www.aacps.org) for amendments that may affect your bid. Note: The use of brand names shall be interpreted as follows:

1. Brand names used with the "or equivalent" clause are intended to be descriptive and not restrictive. Bids may be considered on models or brands or products of manufacturers other than those specified provided the documentation or samples required are provided with your response.
2. Brand names that do not use the words "or equivalent" after them are to be considered the only brands acceptable to AACPS.

AACPS retains the sole right to determine when an equivalent shall be accepted, and when accepted, whether or not the substitute represents a true equal against the described bona-fide requirements. The use of the words "or equal", or "or equivalent" are intended to mean the same thing.

ALSO NOTE: The quantities listed below are estimates for evaluation purposes only unless otherwise stated herein.

**A. ANNE ARUNDEL COUNTY  
PUBLIC SCHOOLS**

	QUANTITY	UNIT COST	TOTAL COST
1. Premium #4 Xerographic Paper 8.5 X 11" White 20 lb.	344,400 Reams	<u>2.208</u>	<u>\$ 760,435.20</u>
2. Premium #4 Xerographic Paper 8.5 X 11" 20lb. 30% Post Consumer Fiber Or Virgin Sheet			
A. Pink	3,200 Reams	<u>3.090</u>	<u>\$ 9,888.00</u>
B. Blue	4,800 Reams	<u>3.090</u>	<u>\$ 14,832.00</u>

Contractor: W.B. Mason Co., Inc.

Bid Worksheet Con't	QUANTITY	UNIT COST	TOTAL COST
C. Tan	1,600 Reams	<u>3.090</u>	\$ <u>4,944.00</u>
D. Green	3,200 Reams	<u>3.090</u>	\$ <u>9,888.00</u>
E. Canary	2,800 Reams	<u>3.090</u>	\$ <u>8,652.00</u>
F. Goldenrod	2,400 Reams	<u>3.090</u>	\$ <u>7,416.00</u>

TOTAL BID PRICE ANNE ARUNDEL COUNTY PUBLIC SCHOOLS A.

(AWARD TO ONE VENDOR)

\$ 816,055.20

AA. ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

FLUORESCENT COPY PAPER (WAUSAU EXACT BRITES OR AACPS APPROVED EQUIVALENT) FOR ANNE ARUNDEL COUNTY PUBLIC SCHOOLS ONLY

20 lb. 8.5 X 11" 500 sheets per ream

A. Fluorescent Blue	1,600 Reams	\$ <u>4.35</u>	\$ <u>6,960.00</u>
B. Fluorescent Green	2,000 Reams	\$ <u>4.35</u>	\$ <u>8,700.00</u>
C. Fluorescent Orange	2,000 Reams	\$ <u>4.35</u>	\$ <u>8,700.00</u>
D. Fluorescent Pink	2,000 Reams	\$ <u>4.35</u>	\$ <u>8,700.00</u>
E. Fluorescent Red	2,000 Reams	\$ <u>4.35</u>	\$ <u>8,700.00</u>
F. Fluorescent Yellow	4,000 Reams	\$ <u>4.35</u>	\$ <u>17,400.00</u>

PROPOSED PRODUCT

TOTAL BID PRICE ANNE ARUNDEL COUNTY PUBLIC SCHOOLS (AA) \$ 59,160.00  
 AWARD TO ONE VENDOR

Price Proposal Compiled by: \_\_\_\_\_

Daniel Orr Jr., Senior V.P.

(Print Name of Individual Signing Form)

Contractor: W.B. Mason Co., Inc.

Bid Worksheet Con't	QUANTITY	UNIT COST	TOTAL COST
<b>B. BALTIMORE COUNTY PUBLIC SCHOOLS</b>			
1. Premium #4 Xerographic Paper 8.5 X 11" White 20 lb.	436,800 Reams	\$ <u>2.208</u>	\$ <u>964,454.40</u>
2. Premium #4 Xerographic Paper 8.5 X 14" White 20 lb.	840 Reams	\$ <u>3.298</u>	\$ <u>2,770.32</u>
3. Premium #4 Xerographic 8.5 X 11" 20 lb. 30% Post Consumer Fiber Or Virgin Sheet			
A. Pink	18,400 Reams	\$ <u>3.090</u>	\$ <u>56,856.00</u>
B. Blue	18,400 Reams	\$ <u>3.090</u>	\$ <u>56,856.00</u>
C. Green	19,600 Reams	\$ <u>3.090</u>	\$ <u>60,564.00</u>
D. Canary	25,200 Reams	\$ <u>3.090</u>	\$ <u>77,868.00</u>
4. Premium #4 Xerographic Paper 3 Hole Punched 8.5 X 11" 20 lb. White	93,200 Reams	\$ <u>2.576</u>	\$ <u>240,083.20</u>
5. Recycled Xerographic Paper 8.5 X 11" White 20 lb. 30% Post Consumer Fiber	2,520 Reams	\$ <u>2.690</u>	\$ <u>6,778.80</u>

TOTAL BID PRICE BALTIMORE COUNTY PUBLIC SCHOOLS \$ 1,466,230.72 (AWARD TO ONE VENDOR)

Price Proposal Compiled by: 

Daniel Orr Jr., Senior V.P.

(Print Name of Individual Signing Form)

title | RFB#

**C. THE HOWARD COUNTY  
PUBLIC SCHOOL SYSTEM**

	QUANTITY	UNIT COST	TOTAL COST
1. Premium #4 Xerographic Paper 8.5 X 11" White 20 lb.	151,200 Reams	\$ <u>2.208</u>	\$ <u>333,849.60</u>
2. Premium #4 Xerographic Paper 8.5 X 14" White 20 lb.	400 Reams	\$ <u>3.281</u>	\$ <u>1,312.40</u>
3. Premium #4 Xerographic Paper 8.5 X 14" White 20 lb. 3 Hole Punched	2,000 Reams	\$ <u>2.576</u>	\$ <u>5,152.00</u>
4. Premium #4 Xerographic Paper 8.5 X 11" (Colors) 30% Post Consumer Fiber Or Virgin Sheet			
Canary	500 Reams	\$ <u>3.090</u>	\$ <u>1,545.00</u>
Pink	400 Reams	\$ <u>3.090</u>	\$ <u>1,236.00</u>
Blue	500 Reams	\$ <u>3.090</u>	\$ <u>1,545.00</u>
Green	500 Reams	\$ <u>3.090</u>	\$ <u>1,545.00</u>
Goldenrod	300 Reams	\$ <u>3.090</u>	\$ <u>927.00</u>
Buff	200 Reams	\$ <u>3.090</u>	\$ <u>618.00</u>

**TOTAL BID PRICE THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM \$ 347,730.00**  
**(AWARD TO ONE VENDOR)**

Price Proposal Compiled by: \_\_\_\_\_

Daniel Orr Jr., Senior V.P.

(Print Name of Individual Signing Form)

## **DEFINITIONS**

- (1) **"Bid"**: An offer to perform a contract for work and labor or supplying materials or goods at a specified price.
- (2) **"Contractor"**: One who contracts to do work for another. The term is strictly applicable to any person who enters into a contract, but is commonly reserved to designate one who, for a fixed price, undertakes to procure the performance of works or services, or the furnishing of goods, whether for the public or a company or individual.
- (3) **"CPOC"**: Chief Purchasing Officers Committee, which is a part of the Metropolitan Washington Council of Governments.
- (4) **"DGS"**: Maryland Department of General Services
- (5) **"Equivalent Item"**: An item of equipment, material, or supply, the quality, design, or performance characteristics of which are functionally equal or superior to an item specified in a solicitation.
- (6) **"Equivalent"**: Equal in value, force, measure, volume, power, and effect or having equal or corresponding import, meaning or significance.
- (7) **"FOB" "Destination"**: The term "F.O.B." is an abbreviation for "free on board" and means that seller will deliver subject matter contracted for, on certain conveyance, without expense to buyer. The seller assumes all responsibilities and costs up to the point of delivery, including insurance, transportation, etc.
- (8) **"FOB Origin"**: Title of goods transfer when they leave the supplier's dock.
- (9) **"FOB Varieties"**:  

**Shipping Point Freight Collect** – Buyer pays/bears freight charges/owns goods in transit, files any claims.

**Shipping Point Freight Prepaid (and Allowed)** – Seller pays/bears freight charges; Buyer owns goods in transit and files any claims.

**Destination Freight Collect** – Buyer pays/bears freight charges; Seller owns goods in transit and files any claims.

**Destination Freight Prepaid** – Seller pays/bears freight charges/owns goods in transit and files any claims.

**Destination Freight Prepaid and Allowed**- Buyer pays freight charges, Seller bears freight, owns goods in transit, and files any claims.
- (10) **"MDOT"**: Maryland Department of Transportation
- (11) **"Most favorable"**: That bid received from a responsible bidder that is the lowest bid price or lowest evaluated bid price or the bid or evaluated bid that yields the greatest revenue for the AACPS under a revenue-producing procurement contract subject to this title.
- (12) **"Request for Bids"**: Invitation for bids.
- (13) **"Responsible"**: A person who has the capability in all respects to perform fully the contract requirements and the integrity and reliability that shall assure good faith performance.
- (14) **"Responsible Bidder"**: One who is capable financially and competent to complete the job for which he is bidding. A responsible bidder is one who is not only financially responsible, but who is possessed of a judgement, skill, ability, capacity and integrity requisite and necessary to perform a public contract according to its terms.
- (15) **"Responsive Bid"**: A bid submitted in response to an invitation for bids that conforms in all material respects to the requirements contained in the invitation for bids.
- (16) **"Services"**: The rendering of time, effort, or work, rather than the furnishing of a specific physical product other than reports incidental to the required performance. It includes, but is not limited to, the professional, personal, and/or contractual services provided by architects, engineers, attorneys, accountants, physicians, consultants, appraisers, land surveyors, and where the service is associated with the provision of expertise or labor, or both.
- (17) **"Vendor"**: A person who desires to enter into a contract with the AACPS for goods or services.



**Mid-Atlantic Purchasing Team  
Rider Clause**

USE OF CONTRACT(S) BY MEMBERS COMPRISING Mid-Atlantic Purchasing Team COMMITTEE

**Extension to Other Jurisdictions**

The [issuing jurisdiction] extends the resultant contract (s), including pricing, terms and conditions to the members of the Mid-Atlantic Purchasing Team, as well as all other public entities under the jurisdiction of the United States and its territories.

**Inclusion of Governmental & Nonprofit Participants [Optional Clause]**

This shall include but not be limited to private schools, Parochial schools, non-public schools such as charter schools, special districts, intermediate units, non-profit agencies providing services on behalf of government, and/or state, community and/or private colleges/universities that required these good, commodities and/or services.

**Notification and Reporting**

The Contractor agrees to notify the issuing jurisdiction of those entities that wish to use any contract resulting from this solicitation and will also provide usage information, which may be requested. The Contractor will provide the copy of the solicitation and resultant contract documents to any requesting jurisdiction or entity.

**Contract Agreement**

Any jurisdiction or entity using the resultant contract (s) may enter into its own contract with the successful Contractor (s). There shall be no obligation on the party of any participating jurisdiction to use the resultant contract (s). Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue.

**Mid-Atlantic Purchasing Team:**

- |                                 |  |   |  |
|---------------------------------|--|---|--|
| Alexandria, Virginia            | City Of Fredericksburg                   | Harridon, Virginia                              | Prince George's County, Maryland               |
| Alexandria Public Schools       | College Park, Maryland                   | Leesburg, Virginia                              | Prince George's Public Schools                 |
| Alexandria Sanitation Authority | District of Columbia Government          | Loudoun County, Virginia                        | Prince William County, Virginia                |
| Annapolis City                  | District of Columbia Public Schools      | Loudoun County Public Schools                   | Prince William County Public Schools           |
| Anne Arundel County             | District of Columbia Water & Sewer Auth. | Loudoun County Water Authority                  | Prince William County Service Authority        |
| Arlington County, Virginia      | Fairfax, Virginia                        | Manassas, Virginia                              | Rockville, Maryland                            |
| Arlington County Public Schools | Fairfax County, Virginia                 | City of Manassas Public Schools                 | Spotsylvania County Government & Schools       |
| Baltimore City                  | Fairfax County Water Authority           | Manassas Park, Virginia                         | Stafford County, Virginia                      |
| Baltimore County Schools        | Fairfax Church, Virginia                 | Maryland-National Capital Park & Planning Comm. | Takoma Park, Maryland                          |
| Bladensburg, Maryland           | Fauquier County Schools & Government     | Metropolitan Washington Airports Authority      | Upper Occoquan Service Authority               |
| Bowie, Maryland                 | Frederick, Maryland                      | Metropolitan Washington Council of Governments  | University of the District of Columbia         |
| BRPC                            | Frederick County, Maryland               | Montgomery College                              | Vienna, Virginia                               |
| Carroll County Schools          | Gaithersburg, Maryland                   | Montgomery County, Maryland                     | Washington Metropolitan Area Transit Authority |
| Charles County Government       | Greenbelt, Maryland                      | Montgomery County Public Schools                | Washington Suburban Sanitary Commission        |
| Charles County Public Schools   | Harford County                           |   | Winchester, Virginia                           |
| Charles County Government       | Harford County Schools                   |   | Winchester Public Schools                      |
|                                 | Howard County                            |   |  |
|                                 | Howard County Schools                    |   |  |



**ANNE ARUNDEL  
COUNTY PUBLIC SCHOOLS**

2644 Riva Road, Annapolis, MD 21401 | 410-222-5000 · 301-970-8644 (WASH) · 410-222-5500 (TDD) | [www.aacps.org](http://www.aacps.org)

January 6, 2016

**TO: ALL PROSPECTIVE RESPONDENTS**

**REF: ANNE ARUNDEL COUNTY PUBLIC SCHOOLS (AACPS) REQUEST FOR BID 16CM-062:  
MAPT COOPERATIVE PAPER BID**

**ADDENDUM #1**

Please be advised of the following information being added to Page 10, Clause 2.1 DELIVERY relevant to Baltimore County Public Schools in the Subject Solicitation.

The quantities listed within RFB 16CM-062, Section V: "Bid Work Sheet" for "B. Baltimore County Public Schools" are estimates only. The Award Bidder for "B. Baltimore County Public Schools" shall provide paper as required throughout the term of contract. This is an Indefinite Delivery / Indefinite Quantities contract. The materials intended for purchase are based upon future needs of the Baltimore County Public Schools. Baltimore County Public Schools reserves the right to authorize/order materials as may be required during the contract period and, also, reserves the right to not authorize/order any materials. To aid in bid preparation, Baltimore County Public Schools anticipates the total estimated annual usage to be as shown within RFB 16CM-062, Section V: "Bid Work Sheet" for "B. Baltimore County Public Schools". Actual usage may change drastically based upon the needs of the system for the term of this contract. Baltimore County Public Schools does not guarantee that these quantities will be met or exceeded, nor can BCPS guarantee any minimum purchase quantity to any Award Bidder.

This is the only change contemplated by this Addendum #1. Should you have any questions concerning this information feel free to contact me on 410-222-5165 or [p Hubbard@aacps.org](mailto:p Hubbard@aacps.org).

Sincerely,

A handwritten signature in black ink, appearing to read "William T. Hubbard".

William T. Hubbard, CPPB  
Lead Buyer

CC: Mary Jo Childs  
CeCe Clement  
Jeff Miller



**ANNE ARUNDEL  
COUNTY PUBLIC SCHOOLS**

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January 14, 2016

**TO: ALL PROSPECTIVE RESPONDENTS**

**REF: ANNE ARUNDEL COUNTY PUBLIC SCHOOLS (AACPS) REQUEST FOR BID 16CM-062:  
MART COOPERATIVE PAPER BID**

**ADDENDUM #2**

Please be advised of the following clarifications being added to the Subject Solicitation:

The following questions were raised by a Bidder:

1. "Are samples required at the time of bid opening?" No, but Participating Entities may ask for samples of the various products at some point.
2. "Is a security or performance bond required?" No.
3. "Will Procurement Cards be used as a method of payment?" No.
4. "Over what time frame will Anne Arundel County Public Schools want deliveries?" AACPS will order all of their specified products immediately after award.
5. "Item #3 for The Howard County Public School System lists 8 ½ X 14" for the White 201b, 3 Hole Punched Paper." That size should be 8 ½ X 11.
6. "Over what timeframe does the HCPSS want their deliveries?" The 8 ½ X 11" White Paper will be ordered .50% in April and 50% in June. The quantities will be equal to even truckloads. The other products noted for the HCPSS, will be ordered in April.

These are the only changes contemplated by this Addendum #2. Should you have any questions concerning this information, feel free to contact me on 410-222-5165 or [bhubbard@aacps.org](mailto:bhubbard@aacps.org).

Sincerely,

A handwritten signature in black ink, appearing to read "William T. Hubbard".

William T. Hubbard, CPPB  
Lead Buyer

CC: Mary Jo Childs  
CeCe Clement  
Jeff Miller  
Debbie Groat  
Brian Dorsey

Security measures may change and as they do, contractors are solely responsible for any expense and to keep updated on all new procedures by visiting Fort Meade's website at <http://www.ftmeade.army.mil> and/or by calling the Visitor Control Center at 301-677-1063, and for compliance therewith.

**Please also be aware that the Department of Defense has instituted a new policy on the use of cell phones which specifically prohibits cell phone use while driving on Fort Meade properties. Violators will be fined.**

## **2.7 QUOTE PREPARATION**

Contractor shall prepare quotations for each job that is requested. Said quotation shall be identical to prices quoted for Stage Step Products and Labor Charges. Completed quotes should be E-Mailed to Ms. Judi Fey, Dance Consultant. Ms. Fey's E-Mail is [JFey@aacps.org](mailto:JFey@aacps.org). Telephone: 410-222-5484. With concurrence from Ms. Fey and the receipt of an authorized AACPS Purchase Order, services can be completed.

## **2.8 SITE INSPECTION**

Site inspections of the AACPS Locations specified in this Solicitation are strongly recommended. Bidders may contact Ms. Christine Shekell, to arrange a visit those Schools. Ms. Shekell can be reached on 410-222-5484.

## **3.0 AACPS RESPONSIBILITIES**

### **3.1 Access to the Premises**

AACPS will provide access to applicable AACPS Locations, as each job requires.

### **3.2 Inspection of Services and Testing of Supplies and Services**

The Contractor shall provide and maintain an inspection system acceptable to the AACPS covering the supplies/services under this solicitation/contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the AACPS during contract performance and for as long afterwards as the contract requires.

The AACPS has the right to inspect and test all materials/services in accordance with the solicitation/contract, to the extent practicable at all times and places during the term of the contract. The AACPS shall perform inspections and tests in a manner that will not unduly delay the work.

If the AACPS performs inspections or tests on the premises of the Contractor or a Subcontractor, the Contractor shall furnish, and shall require Subcontractor to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of these duties.

(1) No inspector other than the Supervisor of Purchasing may change any provision of the specifications or the contract without written authorization. The presence or absence of an inspector does not relieve the Contractor or Subcontractor from any requirements of the contract.

(2) Location. When an inspection is made in the plant or place of business of a Contractor or Subcontractor, the Contractor or Subcontractor shall provide, without charge, all reasonable facilities and assistance for the safety and convenience of the person or persons performing the inspection or testing.

(3) Time. Inspection or testing of supplies and services performed at the plant or place of business of any Contractor or Subcontractor shall be performed at reasonable times.

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The #1 worldwide resource for paper grade and company location information -- "The Bible of the Industry" serving for over 40 years

Welcome  
 Mary Avers  
 Laboratory Notebook  
 Company, Inc.  
 Last Login: 12/9/2013  
 Logout

### Business Paper-Xerographic

#### No. 1 Xerographic Multi-Purpose

Please consult your Mill Representative or Paper Supplier for a detailed description of this product. Grade Finders Target Manufacturers Brightness Specification for a No. 1 Xerographic Multi-Purpose is 91-9

[Return to Results](#) Click the icon for company location information

#### Mill Brands

Brand Name/Manufacturer	Finish	Target Brightness	Target Whiteness	Alka-line	Target Gloss	Roughness Smoothness	Weight Range
Boise® Multi-purpose <i>Boise Inc.</i>		92		Yes		170	20
Boise® X-9® <i>Boise Inc.</i>		92		Yes		160/170/150	16/20/24
Domtar EarthChoice® Office Paper <i>Domtar</i>	S	92		Yes		160	20
Domtar® Copy <i>Domtar</i>	S	92		Yes		160	20/24
GP Xerographic Copy <i>Georgia-Pacific</i>	S	92	145	Yes		150	20
Hammermill Copy Plus <i>International Paper</i>	SD	92		Yes		150	20
Hammermill Tidal MP <i>International Paper</i>	SD	92		Yes		150	20
Husky® Copy <i>Domtar</i>	S	92		Yes		160	20
Relay MP <i>International Paper</i>	SD	92		Yes		160	20
Skyland Multipurpose - Evergreen Packaging	S	92		Yes			20/24
Spectrum® Premium 92 Ink Jet & Laser <i>Georgia-Pacific</i>		92	145	Yes		160	24
Spectrum® Standard 92 Multipurpose <i>Georgia-Pacific</i>		92	145	Yes		150	20
Williamsburg Offset PLUS <i>International Paper</i>	S V	94 92		Yes		150 250	20/24/28 20/24/28
Xerox Business 4200 <i>Domtar</i>	R	92	145	Yes		150	20/24/28
Xerox Business 4200 3-Hole Punched <i>Domtar</i>	R	92	145	Yes		150	20/24
Xerox Business 4200 FSC <i>Domtar</i>	R	92	145	Yes		150	20
Xerox Business 4200 Xpress <i>Domtar</i>	R	92	145	Yes		150	20

#### Private Brands

Brand Name/Manufacturer	Finish	Target Brightness	Target Whiteness	Alka-line	Target Gloss	Roughness Smoothness	Weight Range
Branch Laser <i>Paper Mart, Inc.</i>		92		Yes			20
Cavaller X02 <i>B.W. Wilson Paper Company</i>		92		Yes			
Comet Hi-Brite <i>Unisource Worldwide</i>	S	96-97		Yes			20
Comet92 <i>Unisource Worldwide</i>	S	92		Yes			20
Econosource® <i>Unisource Worldwide</i>	S	92	145	Yes		155	20
Flagship - W.B. Mason Company Inc.		92	145	Yes			20
FRP Laser Bond - CellMark Paper		92		Yes		160	20# 24#
FSC TopPrint Multi-Purpose Copy Paper - LinkMax Paper Ltd.	S	92	min. 135	Yes		20 - 35	75 ± 4%
Graphic Multipurpose - Graphic Paper Inc.		92		Yes			20
IMPACT Copy Paper <i>Impact Paper Co., Inc. (ATPPM)</i>	S	92		Yes			20
Meteor Multipurpose - Mac Papers, Inc.	S	92		Yes			20
Meteor Multipurpose - The Millcraft Group	S	92		Yes			20
Meteor Multipurpose - Midland Paper, Packaging + Supplies	S	92		Yes		160	20
Meteor Multipurpose - Network Services Company	S	92		Yes			20
Meteor Multipurpose - Athens Paper Company	S	92		Yes			20
Multipurpose Xerographic Copy Paper - Midland Paper, Packaging + Supplies	S	95 ISO	155	Yes			20
NetPrint Meteor Multi-Purpose - Network Services Company	S	92		Yes			20
Paper One Copier 93 Bright Copy Paper - Shinsel Pulp & Paper (USA) Corp.	S	93	155	Yes		190	20
Paperline - LinkMax Paper Ltd.	S	92	135 - 145	Yes		20 - 35	75 ± 4%
Papimar Laser <i>Paper Mart, Inc.</i>		92		Yes			20
PrintRight MP Copy - Spicers Paper, Inc.	S	91		Yes			20
Quickcopy Xerographic DP - Mac Papers, Inc.	S	92		Yes			20
The Sunniv Room Companies	S	92	145	Yes		150	20



**ANNE ARUNDEL  
COUNTY PUBLIC SCHOOLS**

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**January 28, 2016**

**TO: ALL PROSPECTIVE RESPONDENTS**

**REF: ANNE ARUNDEL COUNTY PUBLIC SCHOOLS (AACPS) REQUEST FOR BID 16CM-062: MAPT COOPERATIVE PAPER BID**

**ADDENDUM #3**

Please be advised of the following clarifications being added to the Subject Solicitation:

The due date for the Solicitation is being extended to February 5, 2016, at 11:00 AM Eastern Time. This action was necessitated due to inclement weather causing the closing of the AACPS Central Office. In addition, questions raised by Prospective Bidders are being evaluated as to the need for a response from the AACPS Purchasing Office.

These are the only changes contemplated by this Addendum #3. Should you have any questions concerning this information, feel free to contact me on 410-222-5165 or [bhubbard@aacps.org](mailto:bhubbard@aacps.org).

Sincerely,

  
William T. Hubbard, CPPB  
Lead Buyer

CC: Mary Jo Childs  
CeCe Clement  
Jeff Miller  
Debbie Groat



**ANNE ARUNDEL  
COUNTY PUBLIC SCHOOLS**

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**January 29, 2016**

**TO: ALL PROSPECTIVE RESPONDENTS**

**REF: ANNE ARUNDEL COUNTY PUBLIC SCHOOLS (AACPS) REQUEST FOR BID 16CM-062: MAPT COOPERATIVE PAPER BID**

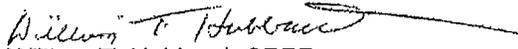
**ADDENDUM #4**

Please be advised of the following clarifications being made to the Subject Solicitation. These issues were brought up by Prospective Bidders.

1. Can the BEST CUSTOMER Clause 18, Page 6 be altered?  
"No. The Clause remains as stated."
2. Referencing, Clause 21, Page 6, SUBCONTRACTORS "Being removed from the Solicitation in its entirety."
3. Referencing Clause 7.1, Page 16, TERMINATION FOR DEFAULT AACPS Clarification: "In the event of Contract Termination, AACPS will pay the Contractor for satisfactory products received up until the time of Termination."
4. Clause 16, Page 18, NON HIRING OF EMPLOYEES, AACPS Clarification "The Contractor may not hire an AACPS Employee that has duties involved with the execution of the Subject Contract."

These are the only changes contemplated by this Addendum #4. Should you have any questions concerning this information, feel free to contact me on 410-222-5165 or [bhubbard@aacps.org](mailto:bhubbard@aacps.org).

Sincerely,

  
William T. Hubbard, CPPB  
Lead Buyer

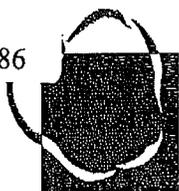
CC: Mary Jo Childs  
CeCe Clement  
Jeff Miller  
Debbie Groat

16CM-062AM4

**Contract Paper Group, Inc**

Randy Cockrill  
1519 Boettler Rd Unit B  
Uniontown Oh, 44685  
Ph:800-563-5739 Fx:330-896-6886

RFB 16CM-062



**ANNE ARUNDEL COUNTY PUBLIC SCHOOLS  
PURCHASING OFFICE  
2644 RIVA ROAD**

**ANNE ARUNDEL  
COUNTY PUBLIC SCHOOLS**

**REQUEST FOR BID #16CM-062**

**Date of Issue: December 28, 2015 Buyer: William T. Hubbard, GPPB, Lead Buyer: MID ATLANTIC PURCHASING TEAM (MAPT) COOPERATIVE PAPER BID**

**Bid Due Date:** Bids are due no later than January 28, 2016 at 11:00 AM Eastern Time in the Purchasing Office. The opening is public and shall be conducted in the Bid Room at the address shown above. **NOTE: If the Central Office Building (address above) is closed due to inclement weather, bids shall be due on the next business day that the building is open. The originally scheduled bid opening time shall remain the same regardless of the opening day. Use telephone number 410-222-5160 to determine if the building is closed. ALSO NOTE: The closing of schools does not constitute the closing of the Central Office Building.**

**NOTE: MINORITY & SMALL BUSINESS ENTERPRISES ARE ENCOURAGED TO RESPOND TO THIS RFB.**

This Bid must be signed by an owner, partner, or in the case of the corporation, the President, Vice President, Secretary, or other corporate officers. To be signed by any other official, a Power of Attorney or Corporate Resolution must be attached to the bid. If the bidder is a corporation, then it must be registered in accord with the Corporations and Associations Article of the Annotated Code of Maryland. Your signature on this page hereby provides the AACPS your acknowledgment and acceptance of the terms and conditions contained in the Request for Bid and the execution of same during the discharge of any succeeding contract.

It shall be clearly understood that unless otherwise indicated, when this page is executed by an authorized officer of the Anne Arundel County Public Schools ("AACPS"), these specifications, terms and general conditions, and price bid shall become a legally binding Contract between the Successful Bidder and the AACPS.

Name of Bidder: Contract Paper Group  
Address: 1519 Boettler Rd. - Unit B - Uniontown, OH. 44685  
Phone: 800-563-5739 Fax: 330-896-6886  
Email: Randy.c@cpbid.com  
Federal ID or Social Security Number: 36-4106437 Payment Terms: Net 30 Days  
MDOT MBE Certification # N/A DGS Small Business Registration #: N/A  
Web Address: www.cpbid.com MD Dept. of Assess. & Taxation # ED# 2002561926  
Date Bid Submitted: 2/3/16 Signature of Bidder: Randy Cockrill  
Printed/Typed Name and Title: Randy Cockrill / Account Rep

Accepted by AACPS Supervisor of Purchasing: [Signature]  
Date: 3/7/16

Award Limitations: Monument Paper 8.5x11 2016, blue, green, orange, pink, red, yellow

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## **Section I: GENERAL INFORMATION**

### **1. GENERAL**

The Board of Education of Anne Arundel County, also called Anne Arundel County Public Schools ("AACPS") is soliciting competitive sealed bids, as the lead agency for a regional consortium, for all necessary supplies, materials, equipment, labor and supervision required to provide the services as more fully described herein. Services shall be performed in accordance with the specifications, terms, general conditions, and attachments (if any). ***If further information is required, contact the buyer at 410-222-5160. It is the responsibility of bidders to check for addenda on our web page ([www.aacps.org](http://www.aacps.org)) prior to the bid opening.***

Familiarize yourself with the Request for Bid (RFB). The opening place, due date and time are stated herein. Schedules for site inspections and or pre-bid conference, if required, are also noted. Familiarize yourself with the Instructions to Respondents, Check off List, Specifications, Qualifications, Mandatory Terms and Conditions, Price Proposal Work Sheet, Experience Questionnaire, Plans (if any) and Site Conditions.

AACPS is functioning as the lead agency for the Baltimore Regional Cooperative Purchasing Committee ("BRCPC"). Appendix A contains the additional terms and conditions for this regional procurement and are considered incorporated in any resulting contract.

### **2. NO OBLIGATION**

This inquiry implies no obligation on the part of the AACPS.

### **3. BID INSTRUCTIONS**

Respondents are responsible for properly labeling their bid envelope with their name, address, bid number and due date. AACPS shall not be held responsible for a bid, which may be inadvertently opened prior to the specified opening date, unless it is submitted with proper labeling.

### **4. REJECTION/CANCELLATION OF RFB**

This solicitation is subject to cancellation when determined by the Supervisor of Purchasing to be in the best interest of AACPS. Additionally, to insure fair competition and to permit a determination of the lowest responsive and responsible bidder, non-responsive or non-responsible bids which demonstrably show a risk of default, or which include omissions, alterations of form and bids that are conditional or irregular in any respect, may be rejected by the Supervisor of Purchasing.

### **5. PRICE GUARANTEE**

The bidder warrants that the bid price shall be effective for a period of not less than ninety (90) days from the date bids are due. NOTE: If successful, prices shall remain firm over the duration of the contract stated herein.

### **6. EXCEPTIONS**

Should a bidder find any discrepancy in the plans and/or specifications or should there be any doubt as to the meaning or intent of any part thereof or should bidder have any exceptions to the terms and conditions stated herein, bidder must, not later than seven days (Saturdays and Sundays included) prior to the opening of bids, request clarification from the AACPS, which shall correct the discrepancy. Failure to request such clarification shall be construed as a waiver of any claim by the bidder for expense made necessary by reason of a later interpretation of the contract documents by the Supervisor of Purchasing.

Failure to comply with this paragraph shall indicate full acceptance of the terms and conditions as stated, and/or result in the rejection of your bid as non-responsive.

**7. SUBMITTALS**

The submittals for this solicitation include the original, unaltered solicitation document including any addendums issued by AACPS, financial statement, Qualifications/Experience Questionnaire, Bid Work Sheet, and any other additional documents requested herein shall be completed and returned with each bid/proposal. Failure to do so may cause rejection of bid. Acceptable documents for compliance with the Financial Statement requirement includes bidder's:

- Latest Balance Sheet and Income Statement as computed by an Independent accounting firm;
- Annual Report;
- Dun & Bradstreet complete Business Report or
- Other financial documents as determined acceptable by the Supervisor of Purchasing.

**8. LATE BIDS**

Late bids will not be accepted unless there is a mistake on the part of an AACPS employee that causes the bid to be late. Otherwise, it is the sole responsibility for the bidder to ensure that their bid is submitted on or before the date and time specified in the solicitation. Late bids will either not be accepted, returned unopened, or destroyed at the bidder's request.

**9. BID WITHDRAWAL**

No bid can be withdrawn after it is filed unless the respondent makes a written request to the buyer, prior to the time set for the opening of bids, or if AACPS fails to award or issue a notice of intent to award, or respondent provides clear and convincing evidence that a mistake in the bid calculation has been made *and only then with the approval of the AACPS Supervisor of Purchasing*.

**10. COST OF BIDDING**

AACPS accepts no responsibility for any expense incurred in the proposal preparation and presentation requirements, if any. Such expense is to be borne exclusively by the bidder.

**11. COOPERATIVE PURCHASING CLAUSE**

Anne Arundel County Public Schools reserves the right to extend all of the terms, conditions, specifications, and unit or other prices of any contract resulting from this bid to any and all public bodies, subdivisions, school districts, community colleges, colleges, and universities including non-public schools. This is conditioned upon mutual agreement of all parties pursuant to special requirements, which may be appended thereto. The supplier/contractor agrees to notify the issuing body of those entities that wish to use any contract resulting from this bid and will also provide usage information, which may be requested.

Anne Arundel County Public Schools assumes no authority, liability, or obligation, on behalf of any other public or non-public entity that may use any contract resulting from this bid. All purchases and payment transactions will be made directly between the contractor and the requesting entity. Any exceptions to this requirement must be specifically noted in the bid/proposal response.

**12. PROTESTS**

This contract shall be subject to the provision of the Board of Education of Anne Arundel County Policies and Regulations, Code DEC-RA.

**13. REGISTRATION**

Pursuant to Section 7-201 et seq. of the Corporations and Associations Article of the Annotated Code of Maryland, corporations must be registered with the State Department of Assessments and Taxation, 301 W. Preston Street, Baltimore, Maryland 21210, before doing business in this State.

**14. COMPETITIVE SEALED BID PROCESS**

- Bidders shall submit all mandatory requirements as set forth in the RFB.
- Bidders shall submit one copy of their bid, including all attachments on or before the date and time specified on the title page. Any and all bids received after the date and time specified shall be considered late and rejected on that basis.
- A bidder may not offer more than one price on each item even though two or more types or styles shall meet specifications. Bidders shall determine for themselves which to offer. If a bidder submits more than one price on an item, all prices for that item may be rejected at the discretion of the Buyer.
- The Buyer will review each bid for responsiveness. If a bid is determined to be not responsive or a bidder determined to be not responsible, the bid shall be rejected and the bidder notified in writing accordingly.
- Award of this RFB may be made by group, item, lot or any combination at the sole option of the AACPS and shall be made to the bidder(s) offering the lowest favorable bid price.

**15. ANTI-BRIBERY**

The Contractor warrants that neither it nor any of its officers, directors, or partners nor any of its employees who are directly involved in obtaining or performing contracts with any public body has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or of the federal government or has engaged in conduct since July 1, 1977, which would constitute bribery, attempted bribery, or conspiracy to bribe under the laws of any state or the federal government.

**16. SITE INSPECTION**

If applicable, respondent is responsible for examining all locations and surroundings in which the service is to be performed, thoroughly acquainting themselves with the details of the work and all conditions and obstacles, if any, which may be encountered in the performance and completion of the work. If any provision of these specifications is found by bidder to be inconsistent with or contrary to any existing rule, regulation, law or ordinance, the bidder shall report such to the Supervisor of Purchasing.

A site inspection may be made to the following locations:

**A. Anne Arundel County Public Schools Contract Requirements**

Delivery will be FOB Destination to:

Anne Arundel County Public Schools Warehouse  
8313 Grover Road  
Millersville, MD 21108  
Attn: Brian Dorsey 410-222-3861

**B. Baltimore County Public Schools**

Deliveries will be F.O.B. Destination to:

BCPS Logistics  
9611 Pulaski Park Drive  
Baltimore, MD 21220  
Attn: Nik Buckler, 410-887-6345

**C. The Howard County Public School System**

Deliveries will be FOB Destination to:

6675 Amberton Drive  
Elkridge, MD 21075  
Attn: Warren Breitschwerdt 410-313-6727

**17. TAXES**

The AACPS is exempt from Federal Excise taxes [52-73-0144K] and State and local Sales or Use taxes [3000110-2]. Bidders may not include these taxes in their bid price. Exemption certificates will be provided upon request. Where a Contractor is required to furnish and install material in the construction or improvement of real property in performance of a contract, the Contractor shall pay the Maryland sales tax exemption does not apply.

**18. BEST CUSTOMER**

The AACPS expects to receive pricing of the best customer of the Supplier/Contractor. If during the life of any resulting contract, a better price is offered to another customer, then that best price shall be offered to the AACPS.

**19. TOBACCO PRODUCTS**

**Drug, Alcohol, and Tobacco-Free Work Environments**

Referencing AACPS Board Policy GAC and Code of Maryland Regulations 13A.02.04, the use of drugs, alcohol, or tobacco products is not permitted in or on property owned by the Board of Education of Anne Arundel County. Failure to comply with this clause is considered a material breach of contract that may result in termination.

**20. IRREGULARITIES**

AACPS reserves the right to waive any minor mistakes in the solicitations and or bids. AACPS reserves the right to negotiate or modify any element of the bid to ensure that the best possible arrangements for achieving the stated purpose are obtained.

**21. SUBCONTRACTORS**

AACPS shall enter into an agreement with the selected Contractor(s) only. The selected Contractor(s) shall be responsible for all products and services as required by this RFB. Subcontractors, if any, shall be identified and a complete description of their role relative to this bid shall be included at the time of the bid opening.

**22. CRIMINAL BACKGROUND CHECKS/SEX OFFENDER NOTIFICATION**

All bidders selected for award shall comply with, the following requirements of Section 11-722 of the Criminal Procedure Article, and Section 6-113 of the Education Article, Annotated Code of Maryland:

- A. Maryland Law requires sex offenders to register with the State and with the local law enforcement agency in the county in which they will reside, work, or attend school. An AACPS contractor may not knowingly employ an individual to work at a school if the individual is a registrant. A contractor violating this Law is guilty of a misdemeanor and may be subject to imprisonment not exceeding five years or a fine not exceeding \$5,000, or both.

*See Section 11-722 of the Criminal Procedure Article, Annotated Code of Maryland.*

- B. An AACPS contractor or subcontractor may not knowingly assign an employee to work on school premises with direct, unsupervised, and uncontrolled access to children, if the employee has been convicted of:

- 1) Section 3-307 of the Criminal Law Article, Maryland Annotated Code, *Sexual Offense in the Third Degree*;
- 2) Section 3-308 of the Criminal Law Article, Maryland Annotated Code, *Sexual Offense in the Fourth Degree*;
- 3) An offense under the laws of another state that would constitute a violation of Sections 3-307 or 3-308 of the Criminal Law Article if committed in Maryland;
- 4) Child sexual abuse under Section 3-602 of the Criminal Law Article, Annotated Code of Maryland;
- 5) An offense under the laws of another state that would constitute child sexual abuse under Section 3-602 of the Criminal Law Article if committed in Maryland;
- 6) A crime of violence as defined in Section 14-101 of the Criminal Law Article, Annotated Code of Maryland; or
- 7) An offense under the laws of another state that would constitute a crime of violence under Section 14-101 of the Criminal Law Article if committed in Maryland.

See Section 6-113 of the Education Article, Annotated Code of Maryland

### **23. ACCESS TO PUBLIC RECORDS ACT**

Bidders should identify those portions of its bid/proposal that it considers confidential, proprietary commercial information or trade secrets, and provide, upon request, justification why such materials, if requested, should not be disclosed by the AACPS under the Maryland Public Information Act. Bidders are advised that, upon request for this information from a third party, the Supervisor of Purchasing will be required to make an independent determination whether the information may be disclosed. Failure to clearly identify confidential, proprietary or trade secret information will be an indication to AACPS that the entire bid/proposal is available for public disclosure.

### **24. GIFTS**

In accordance with Board Policy BAF, contractors/vendors are hereby notified that the giving or offering a gift or series of gifts to a Board official or employee is improper and may result in disqualification from future work on the grounds that the donor/offeror is no longer a responsible bidder or vendor.

### **25. eMarylandMarketplace REGISTRATION**

Contractors are required to register with [www.eMarylandMarketplace.com](http://www.eMarylandMarketplace.com) within five days following notice of award. Maryland Law requires local and State agencies to post award notices on eMarylandMarketplace. This cannot be done without the contractor's self registration in the system. Registration is free. Failure to comply with this requirement may be considered grounds for default. It is recommended that any interested bidder register with eMarylandMarketplace regardless of the award outcome for this procurement as it is a valuable resource for bid notification for State, county, and municipal agencies throughout Maryland.

**26. Check-off list for requirements in your bid, provided for your convenience:**

1. **Return entire, original document including Title Page, Specifications, Addendums and Bid Work Sheet**
2. Qualification/Experience Questionnaire
3. Financial Statement
4. Evidence that proposed products on all Bid Worksheets are listed in the Current Edition of The Competitive Grade Finder As A Mill Brand, Business Equipment Brand, or, Private Label Brand.
5. Samples Of Proposed Products, if Requested By Anne Arundel County Public Schools, Baltimore County Public Schools or The Howard County Public School System.
6. Certificate of Insurance shall be provided by Successful Contractors upon notification of award for each participating entity.

Failure to provide the requirements may be cause for rejection of your bid.

**Section II: Qualifications/Experience Questionnaire/Affidavit**

Submitted to: Anne Arundel County Public Schools, Purchasing Office

By: Contract Paper Group / Randy Coker, II

Information furnished in response to this Questionnaire and any verifications made by the Anne Arundel County Public Schools (AACPS) shall provide a basis for determining the responsibility of bidders. In the event that references are deemed insufficient by AACPS the right is hereby reserved to determine a bidder as not responsible, which may cause rejection of their bid.

Bidder shall have at least three years' experience in providing Paper Products similar in scope and complexity to those described herein. This experience must be under bidder's legal company name from which this bid has been submitted.

How many years has your firm been in the business of providing similar products under your present legal name?  
91 years of relevant experience

2. List at least three contracts/references similar to the work described herein, in which your organization has completed within the last 24 months. (Include company names, firm or government agency, address, and contact person and phone number). AACPS reserves the right to also inquire about projects known to AACPS that are not listed by bidder.

- A. Address: 1305 Pines Bend Rd - Prince Frederick, MD. 20678  
 Contact Person: Kevin Michael Phone Number: 410-535-7503  
 Company Name: Calvert County Public Schools
  
- B. Address: 33500 Van Buren Rd - Wayne, MI. 48184  
 Contact Person: Chuck Wolfhard Phone Number: 734-334-1511  
 Company Name: Wayne County RESA
  
- C. Address: 2111 Pontiac Lake Rd - Waterford, MI 48328  
 Contact Person: Vicky Gundlach Phone Number: 248-209-2033  
 Company Name: Oakland County FSD

3. List two professional references not including those cited above. Provide name, address, phone and fax number and point of contact.

Name	Address	Phone	Email	Point of Contact
<u>Worcester County School District</u>	<u>6220 Worcester Hwy. Newark, MD 21841</u>	<u>410-672-5264</u>	<u>bcooper@mil.worcester.k12.md.us</u>	<u>Beth Cooper</u>
<u>Allegany County School District</u>	<u>108 Washington St. Cumberland, MD 21502</u>	<u>301-722-4968</u>	<u>panela.edwards@aacps.k12.md.us</u>	<u>Parveta Edwards</u>

4. What is your Dunn and Bradstreet Rating? BBB

5. How many people does your company presently employ on a:

A. Full Time basis? 308

B. Part Time basis? \_\_\_\_\_

6. Other than those listed above, has your business performed any contract for any Department, Board, Administration, Agency, organization of the State of Maryland or Anne Arundel County Government over the last five years? (Please list names, addresses, dates and the government employee responsible for accepting the work).

- 1) AACPS - white, pastel & bright copy paper 2/1/04 to 4/30/14 - Bill Husband
- 2044 River Rd. - Annapolis, MD. 21401
- 2) Baltimore Co. Sch. Dist. white & color copy paper 2/5/12 to 1/31/13
- 1940 E Green Spring Dr. - Timonium, MD 21093 - Jeff Miller

7. Has your company or any of its officers ever been found guilty of any criminal act in regard to the performance of any contract by a federal or state court or subjected to any penalty, or liquidated damages arising out of poor or non-performance? Explain. no

8. Has your company ever been suspended or debarred bidding on future Local, State or Federal contracts by the Board of Public Works, or any other Local, State or Federal organization for any reason? Explain. no

9. Has your company ever filed for bankruptcy/receivership or any other similar defalcation? Explain. no

10. Is any part of the service or product provided under this solicitation purchased or made outside the United States? Explain.

Yes, for some products others are Domestic

The signatory of this form hereby affirms that the information as set forth is accurate, truthful and complete, to the best of his/her knowledge and belief.

Date this 3rd day of February 2016.

Name of Organization: Contract Paper Group

By: Randy Cook

Randy Cook  
(Print Name)

Title: Account Representative

## **SECTION III: SPECIFICATIONS**

### **1. SCOPE:**

Contractor shall provide paper products to Anne Arundel County Public Schools and other participating entities of the resultant Contract in accordance with the specifications, terms, conditions and pricing of the Subject Contract. Participants in this MAPT Procurement shall minimally include: Anne Arundel County Public Schools, Baltimore County Public Schools and The Howard County Public School System. Participants in the MAPT Cooperative Group also include the District of Columbia and Virginia. It is expected that Awardee(s) will extend pricing to Entities noted above if quantities and delivery dates are the same as Anne Arundel County Public Schools, Baltimore County Public Schools or the Howard County Public School System.

### **2.0 PRODUCT SPECIFICATIONS:**

**COPIER/DUPLICATOR PAPER:** Premium No. 4 - Mill Brand, Business Equipment Manufacturing Brand or Private Label Brand as listed in the current edition of the Competitive Grade Finder (CGF) minimum "92 Brightness." Basis Weight - 20 lb. grain - long. To be used for high speed duplicating in copiers. Packaged 500 sheets per ream, 10 reams per case. **SUPPLY DOCUMENTATION OF PAPER TYPES AND INFORMATION FROM THE CURRENT EDITION OF THE COMPETITIVE GRADE FINDER (CGF), THAT PROPOSED PRODUCT(S) ARE LISTED IN THE CURRENT CGF AS NOTED HEREIN. PAPER WITH RECYCLED CONTENT, (30% POST CONSUMER FIBER), WILL BE ACCEPTED ONLY FOR BID WORKSHEET B, BALTIMORE COUNTY PUBLIC SCHOOLS, AS NOTED AND COLORED PAPER FOR THE PARTICIPATING ENTITIES ON BID WORKSHEETS PAGES 21-24.**

### **2.1 DELIVERY:**

#### **Anne Arundel County Public Schools**

Deliveries will be FOB Destination to:

Anne Arundel County Public Schools Warehouse  
8313 Grover Road  
Millersville, MD 21108  
Attn: Brian Dorsey 410-222-3861

Delivery hours are Monday – Friday 6:30 AM – 2:30 PM (exclusive of school holidays)

Deliveries must be made by either a tractor-trailer capable of unloading at a loading dock, or a truck with a hydraulic lift gate. All cartons must be palletized. A delivery ticket shall accompany all deliveries. The delivery ticket must include the school systems' purchase order number. The contractor shall obtain a signature from an AACPS employee on the delivery receipt. The Contractor will be required to furnish proof of delivery in case of dispute. AACPS will accept products contained in the Bid Worksheet as soon as they are available.

Provide all deliveries of paper on pallets sized 40 x 48 OR pallets sized at 35.5 inches x 47.5 inches (known as "throw away" pallets). Smaller pallets are not acceptable. Total acceptable height shall be 56.25 inches. Pallets shall contain 40 cartons of paper.

**Baltimore County Public Schools Contract Requirements:**

1. The term of the contract shall commence from the day of signing of the contract after the Board of Education of Baltimore County's approval (set tentatively for February 16, 2016), and all terms and conditions shall remain in effect for a six (6) month period with one (1) option to extend for six (6) months. When the option to extend the term of this contract with the BCPS is exercised the following conditions are applicable:
  - a) It is determined that exercising the option is advantageous to the Board of Education of Baltimore County considering price and acceptable performance by Award Bidder.
  - b) The Board of Education of Baltimore County may exercise the option by providing a written notice to Award Bidder within thirty (30) calendar days, unless otherwise noted, prior to the expiration of the contract.
  - c) When the Board of Education of Baltimore County exercises its option to extend the term of this contract, prices in effect at the time the option is exercised will remain in effect during the option period, unless an adjustment is made upon mutual agreement by the Board of Education of Baltimore County and Award Bidder.
  - d) Any upward adjustment in item pricing during the six (6) month option period shall be limited to the actual cost increase to the Award Bidder from mill/manufacturer. Award Bidder shall provide to BCPS Office of Purchasing the supporting documentation. The adjustment is not automatic. Any upward adjustment in item pricing during the six (6) month option period shall not exceed ten percent (10%) of the original contract price.
2. If mill/manufacturer represented by Award Bidder issues a force majeure pricing adjustment, BCPS shall either accept or reject such on a case by case basis. In such instance, Award Bidder shall provide to BCPS Office of Purchasing all supporting documentation.
3. BCPS reserves the right to accept discount item pricing if offered by the Award Bidder (i.e. special offers, promotional pricing).
4. Contract pricing shall apply at time of receipt of Purchase Order (PO) by Award Bidder. For example, BCPS issues PO and Award Bidder receives PO on June 30. Award Bidder is obligated to accept pricing as indicated on the PO, even if there is a mutually accepted upward pricing adjustment on July 1. PO pricing shall prevail.

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Deliver all services and/or materials per the requirements as set forth herein.

1. Delivery will be F.O.B. Destination to:  
  
BCPS Logistics  
9611 Pulaski Park Drive  
Baltimore, MD 21220  
Attn: Nik Buckler, 410-887-6345
2. Provide all deliveries of paper on pallets sized 40 x 48 OR pallets sized at 35.5 inches x 47.5 inches (known as "throw away" pallets). Smaller pallets are not acceptable. Total acceptable height shall be 56.25 inches. Pallets shall contain 40 cartons of paper.
3. Deliver paper within seven (7) days of the date of receipt of the purchase order document.
4. All deliveries must be scheduled by Award Bidder 48 hours in advance.
5. Award Bidder shall maintain 840 cartons of 8.5 x 11 paper (20#, white) in stock through duration of contract, allocated exclusively for BCPS.
6. BCPS will order all paper by the full pallet and/or truckload. Typically, 5 - 6 truckloads at a time, 40 cartons per pallet. 840 cartons per truck. Colors will be ordered by the truckload combination of the various colors.
7. Recycled xerographic paper (White 20 LB 8.5 x 11") shall contain 30% post consumer fibre.
8. The minimum acceptable "brightness" shall be "92" for all white paper.

**C. The Howard County Public School System Contract Requirements**

1. Deliveries will be FOB Destination to:  
  
6675 Amberton Drive  
Elkridge, MD 21075  
Attn: Warren Breitschwerdt 410-313-6727
2. Delivery hours are 7:00 AM – 2:30 PM (exclusive of school holidays)
3. Provide all deliveries of paper on pallets sized 40 x 48 OR pallets sized at 35.5 inches x 47.5 inches (known as "throw away" pallets). Smaller pallets are not acceptable. Total acceptable height shall be 56.25 inches. Pallets shall contain 40 cartons of paper.
4. Any upward adjustment in item pricing during the contract term shall not exceed ten percent (10%) of the original contract price.

**2.2 F.O.B. Destination**

All contract pricing shall include shipping. If shipping costs are not shown separately, the parties agree that shipping costs are included in the total price to the AACPS.

**2.3 Fort George G. Meade (Reserved)**

## 2.4 CONFIDENTIALITY

Contractor shall ensure the complete confidentiality of any and all information provided by AACPS, and gathered and developed by Contractor in the performance of this Contract. The material gathered, used and developed shall not be provided to any other party without the expressed written approval of the Supervisor of Purchasing.

## 3. AACPS RESPONSIBILITIES

### 3.1 General

As the lead agency for this regional procurement, AACPS is responsible for administering the bid process for all participating entities. Regardless of participation, AACPS is the central point of contact for the solicitation.

### 3.2 Access to the Premises

AACPS will provide access to applicable AACPS Locations, Monday through Friday 8:00 A.M. to 2:00 P.M., all days AACPS is open for business. Vendors are welcome to visit our website at [www.aacps.org](http://www.aacps.org) for school holidays and other school closings.

### 3.3 Inspection of Services and Testing of Supplies and Services

The Contractor shall provide and maintain an inspection system acceptable to the AACPS covering the supplies/services under this solicitation/contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the AACPS during contract performance and for as long afterwards as the contract requires.

The AACPS has the right to inspect and test all materials/services in accordance with the solicitation/contract, to the extent practicable at all times and places during the term of the contract. The AACPS shall perform inspections and tests in a manner that will not unduly delay the work.

If the AACPS performs inspections or tests on the premises of the Contractor or a Subcontractor, the Contractor shall furnish, and shall require Subcontractor to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of these duties.

(1) No inspector other than the Supervisor of Purchasing may change any provision of the specifications or the contract without written authorization. The presence or absence of an inspector does not relieve the Contractor or Subcontractor from any requirements of the contract.

(2) Location. When an inspection is made in the plant or place of business of a Contractor or Subcontractor, the Contractor or Subcontractor shall provide, without charge, all reasonable facilities and assistance for the safety and convenience of the person or persons performing the inspection or testing.

(3) Time. Inspection or testing of supplies and services performed at the plant or place of business of any Contractor or Subcontractor shall be performed at reasonable times.

If any of the materials/services do not conform to solicitation/contract requirements, the AACPS may require the Contractor to perform the services again in conformity with contract requirements, the AACPS may:

(1) Require the Contractor to take necessary action to ensure that future performance conforms to contract requirements; and

(2) Reduce the contract price to reflect the reduced value of the services performed.

If the Contractor fails to cure any defect or ensure future performance in conformity with contract requirements, the AACPS may:

- (1) By contract or otherwise acquire the supplies/services and charge to the Contractor any cost incurred by the AACPS that is directly related to the acquisition of such material/service; and/or Terminate the contract for default.

#### 4. QUANTITIES

AACPS reserves the right to increase or decrease quantities as required. Quantities are approximate and unit prices bid shall apply regardless of any increase or decrease in the estimated quantities shown herein.

#### 5. DURATION OF CONTRACT

See requested delivery schedules in Clause 2.1, pages 10-12.

#### 6. SURETY (RESERVED)

#### 7. INSURANCE REQUIREMENTS

Unless otherwise required in these specifications, or elsewhere, if a Contract is awarded the Contractor shall be required to purchase and maintain during the life of the Contract, Commercial General Liability Insurance, Business Automobile Liability Insurance, and Workers' Compensation Insurance with limits of not less than those set forth below. The Contractor shall require similar coverage from any of its subcontractors.

##### Commercial General Liability

At least \$1,000,000 combined single limit coverage written on an occurrence basis covering all premises and operations and including Personal Injury, Independent Contractor, Contractual Liability and Products and Completed Operations. **The general aggregate limit is to apply per project.** On all Commercial General Liability Insurance policies the **Board of Education of Anne Arundel County (the BOARD) AKA Anne Arundel County Public Schools (AACPS) and all of its agents and employees** shall be named as an additional insured, which shall be shown on the insurance certificates furnished to AACPS under this Section.

##### Business Automobile Liability Insurance

At least \$1,000,000 Combined Single Limit to include owned, non-owned, and hired vehicles.

##### Workers' Compensation Insurance

Statutory benefits as required by Maryland law and/or, when required, the U.S. Longshoremen's and Harbor Workers' Compensation Act including standard Other States coverage; Employers' Liability coverage with limits of at least \$100,000 each accident/\$100,000 each employee disease/\$500,000 disease policy limit.

##### Waiver of Subrogation

To the fullest extent permitted by law, the Contractor and its invitees, employees, officials, volunteers, agents and representatives waive any right of recovery against the Board of Education of Anne Arundel County (the Board) for any and all claims, liability, loss, damage, costs or expense (including attorney's fees) arising out of the services provided by Contractor under this Contract. Such waiver shall apply regardless of the cause of origin of the injury, loss or damage, including the negligence of the Board and its elected and appointed officials, officers, volunteers, consultants, agents and employees. The Contractor shall advise its Insurers of the forgoing.

**Section IV: MANDATORY TERMS AND CONDITIONS**

The following are mandatory terms and conditions to be included in all contracts

**1. LEGAL COMPLIANCE**

Contractor shall comply in all respect with Federal, State (including Maryland Motor Vehicle laws) and Local Regulations, including laws regarding eligibility to work in the United States. The provisions of this Contract shall be governed by the laws of Maryland. Any disputes, legal cases or other controversies shall be pursued in Maryland Courts consistent with and subject to Maryland State Law.

If applicable, all materials, supplies, equipment, or services supplied, as a result of this Contract shall comply with the applicable U.S. and Maryland Occupational Safety and Health Act Standards.

**2. EPA COMPLIANCE (if applicable)**

Materials, supplies, equipment, or services shall comply in all respects with the Federal Noise Control Act of 1972, where applicable.

**3. MINORITY AND SMALL BUSINESS ENTERPRISES**

Minority and Small Business Enterprises are encouraged to respond to this solicitation notice. It is the goal of AACPS that Maryland Department of Transportation certified Minority Business Enterprises and Maryland Department of General Services registered Small Businesses participate in a minimum of fifteen (15) percent of the total dollar value of the District's construction, supply and service procurements. For additional information please contact AACPS's Minority and Small Business Enterprise Office, Esther Avery at 410-222-5130. The Maryland Department of Transportation web site ([www.mdot.state.md.us](http://www.mdot.state.md.us)) is available to help locate Maryland Department of Transportation certified Minority Business Enterprises. The Maryland Department of General Services website [www.smallbusinessreserve.maryland.gov](http://www.smallbusinessreserve.maryland.gov) is available to help locate registered Small Business Enterprises.

**A certified MBE subcontract participation goal of 0 percent of the contract has been established for this procurement.** MBE forms and procedures can be located in Section VI of these documents.

**4. RETENTION OF RECORDS**

The Contractor shall retain and maintain all records and documents relating to this contract for five years after final payment by the AACPS hereunder or any applicable statute of limitation, whichever is longer, and shall make them available for inspection and audit by authorized representatives of the AACPS, including the Supervisor of Purchasing or the Supervisor of Purchasing's designee, at all reasonable time.

**5. OCCUPATIONAL SAFETY AND HEALTH (O.S.H.A.)**

All materials, supplies, equipment, or services supplied, as a result of this contract shall comply with the applicable U.S. and Maryland Occupational Safety and Health Act standards.

**6. HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA SHEET (if applicable)**

(a) "Hazardous material," as used in this clause, includes any material defined as hazardous under the latest version of Federal Standard No. 313 (including revisions adopted during the term of the contract).

(b) The Offeror must list any hazardous material, as defined in paragraph (a) of this clause, to be delivered under this contract. The hazardous material shall be properly identified and include any applicable identification number, such as National Stock Number or Special Item Number. This information shall also be included on the Material Safety Data Sheet submitted under this contract.

**7. TERMINATION**

**7.1 TERMINATION FOR DEFAULT**

Should a Contractor fail to perform fully, faithfully and promptly any obligation owed to AACPS under this contract, then AACPS may, at its election, consider the breach material and, notwithstanding any requirement of notice, terminate the contract in its entirety. Failure on the part of the Contractor to fulfill contractual obligations shall be considered just cause for termination of the contract, and the Contractor is not entitled to recover any cost incurred by the Contractor up to the date of termination. Such termination, or failure to terminate, by AACPS shall not be construed as a waiver of any other right or remedy afforded by law or by agreement between the parties which AACPS may have against Contractor. No failure of AACPS to utilize a remedy afforded by law or contract upon any breach by Contractor shall be construed as a waiver of the right to insist upon full, prompt and faithful performance of the particular obligation, and all other obligations of Contractor in the future.

**7.2 TERMINATION FOR CONVENIENCE**

The performance of work under this contract may be terminated by AACPS in accordance with this clause in whole, or from time to time in part, whenever AACPS shall determine that such termination is in the best interest of AACPS. AACPS shall pay all reasonable costs associated with the contract that the Contractor has incurred up to the date of termination, and all reasonable costs associated with termination of the contract; provided, however, that the Contractor shall not be reimbursed for any anticipatory profits that have not been earned as of the date of termination.

**7.3 NONAVAILABILITY OF FUNDING**

If the County Council fails to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this contract succeeding the first fiscal period, this contract shall be canceled automatically as of the beginning of the fiscal year for which funds were not appropriated or otherwise made available; provided, however, that this shall not affect either AACPS's rights or the Contractor's rights under any termination clause in this contract. The effect of termination of the contract hereunder shall be to discharge both the Contractor and AACPS from future performance of the contract, but not from their rights and obligations existing at the time of termination.

**8. ASSIGNMENT**

The assignment of this contract to successors, associated companies or any other parties by the Contractor for any reason, without the expressed written approval of AACPS, is hereby specifically prohibited.

**9. PAYMENT**

Subject to the performance of the work and its acceptance by the AACPS, contractor may invoice the AACPS for all appropriate charges for services performed during the billing period. All such charges shall be derived in accordance with the prices originally bid on the BID WORK SHEET, found in

Section V attached hereto and made a part hereof. In the event that contractor is not in default of any of the contract terms and conditions, then AACPS shall cause said invoice to be timely paid.

Contractor agrees to include on the face of all invoices billed to the AACPS, its Taxpayer Identification Number, which is the Social Security Number for individuals and sole proprietors and the Federal Employer Identification Number for all other types of organizations, and the purchasing document number; such as the purchase order.

When appropriate, AACPS reserves the right to use the AACPS procurement card for the payment of supplies or services listed in the Contract in lieu of issuing a purchase order. No procurement card transaction shall take place without the written authorization of the cardholder indicating the order for the supplies or services. The limits set on the procurement card may not be exceeded nor may the order be split to fall within those limits. The Contractor shall receive orders by phone, facsimile, or other forms of notification from the AACPS procurement card holder. The Contractor may process a payment in the credit card network ONLY upon shipment of supplies or performance of the services ordered by the cardholder. For partial shipments or performance, the Contractor may process a payment ONLY for the amount shipped or completed and NOT for the entire amount ordered by the cardholder. Upon shipment or completion of the remaining order, the Contractor may process a payment request to the credit card network for the remainder of the order. ***The Contractor may not charge AACPS for any fees related to the use of the procurement card above their bid prices.***

#### **10. INDEMNIFICATION OF THE ANNE ARUNDEL COUNTY PUBLIC SCHOOLS**

Contractor shall indemnify and save harmless the AACPS, its agents, AACPS members and employees, against and from all suits, actions, claims, demands, damages, losses, expenses and/or costs of every kind and description to which the AACPS may be subjected or put, including but not exclusively so, by reason of injury (including death) to persons or damage to property, in any way resulting from Contractor's performance of the work specified herein or performed under this contract, or any part thereof, or by or on account of any act or omission of the Contractor, its agents or employees, whether such suits, actions, claims, demands, damages, losses, expenses and/or costs be against, suffered or sustained by the AACPS, its agents, AACPS members and employees, or be against, suffered or sustained by other corporations and persons to whom the AACPS, its agents, AACPS members and employees, may become liable therefore, except that Contractor shall not indemnify and save harmless the AACPS, its agents, AACPS members and employees, against and from all suits, actions, claims, demands, damages, losses, expenses and/or costs arising from or due to the negligence of the AACPS or its agents, AACPS members and employees. The whole, or so much of the moneys due, or to become due the Contractor under the contract, as may be considered necessary by the Supervisor of Purchasing, may be retained by the AACPS until such suits or claims for damages shall have been settled, or otherwise disposed of, and satisfactory evidence to that effect furnished to the Supervisor of Purchasing.

#### **11. AGENT CERTIFICATION**

The Contractor warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the Contractor, architect, or engineer, to solicit or secure this agreement, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity other than a bona fide employee, bona fide salesperson, or commercial selling agency, any fee or other consideration contingent on the making of any agreement resulting from this solicitation.

#### **12. INTELLECTUAL PROPERTY**

Contractor agrees to indemnify and save harmless AACPS, its officers, agents and employees with respect to any claim, action, cost or judgment for patent infringement, or trademark or copyright violation arising out of the purchase of materials, supplies, equipment or services covered by this

contract. Further, Contractor shall not share, exchange, or release AACPS's data to any other party without the express written consent from the Superintendent or his/her designee of AACPS.

**13. AACPS's INCIDENTAL AND CONSEQUENTIAL DAMAGES**

In accordance with the Uniform Commercial Code, section 2-715(2), which describes recoverable consequential damages, this contract covers incidental and consequential damages resulting from contractor's breach as follows:

- a) any loss resulting from general or particular requirements and needs of which the contractor at the time of contracting had reason to know and which could not reasonably be prevented by cover or otherwise; and
- b) injury to person or property proximately resulting from any breach of warranty.

**14. IDENTIFICATION OF ASBESTOS CONTAINING MATERIAL (if applicable)**

The U.S Environmental Protection Agency (EPA) requires the contractor to identify asbestos-containing material under the Asbestos Hazard Emergency Response Act (AHERA), 15 U.S.C. §§ 2641-2656, and EPA's implementation codified at 40 C.F.R. Part 763, Subpart E. Contractor/Supplier shall supply documentation that the material(s) contain no asbestos containing materials. The documentation shall be provided for the bulk samples, which shall be analyzed in accordance with AHERA regulations.

Contractor/Supplier shall utilize an independent laboratory for analytical purposes. The laboratory shall have received EPA accreditation for PLM/DS bulk sampling analysis, NVLAP accreditation and the bulk analyst shall have passed the McCrone Institute Bulk Analysis Course. Contractor/Supplier shall also provide an overview of the laboratories site, structure, controls, references and copy of their current NVLAP certificate.

Materials ordered that are produced in lots shall have the required EPA documentation for each lot produced. The sampling analysis for each lot shall be submitted at time of delivery to AACPS, if analysis is not provided AACPS shall not accept delivery of materials. Contractor/Supplier shall submit the Verification of No (ACBM) in Products-Construction Materials Form.

**15. CODE OF ETHICS**

This solicitation shall be governed by the Ethics and Vendor Relations policies and regulations of the Board of Education of Anne Arundel County, including Policy, DEC, and Administrative Regulation DEC-RA.

**16. NON HIRING OF EMPLOYEES**

No employee of the AACPS or any department, commission, agency or branch thereof whose duties as such employee include matters relating to or affecting the subject matter of this contract shall, while being employed, become or be employee of the party or parties hereby contracting with the AACPS or any department, or branch thereof.

**17. DISPUTES**

This contract shall be subject to the provision of the Board of Education of Anne Arundel County Policies and Regulations, Code DEC-RA. Pending resolution of a claim, the Contractor shall proceed diligently with the performance of the contract in accordance with the Supervisor of Purchasing's decision.

**18. REGULATIONS**

The Board of Education of Anne Arundel County Policies and Regulations in effect on the date of execution of this Contract are applicable to this Contract.

**19. SEVERABILITY**

Should any clause or paragraph found herein be considered by court action to be illegal, invalid, inoperative or unenforceable, it shall be modified or removed accordingly. However, the modification or removal of a clause or paragraph shall not serve to nullify the Contract. All other clauses and paragraphs shall remain enforceable as written.

**20. WAIVER**

No provision of these Contract Documents shall be deemed to have been waived unless such waiver is in writing. Any waiver shall extend to the particular case only and only in the manner specified, and shall not be construed in any way to be a waiver of any further or other rights in the same or different circumstances.

**21. NON-DISCRIMINATION CLAUSE**

Anne Arundel County Public Schools prohibits discrimination in matters affecting employment or in providing access to programs on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientation, genetic information, gender identity, or disability. For more information contact: The Division of Human Resources, Anne Arundel County Public Schools, 2644 Riva Road, Annapolis, MD 21401 410-222-5286 TDD 410-222-5000."

**22. MODIFICATIONS AND AMENDMENTS**

Amendments and/or Modifications to this Contract shall be made only with the express written concurrence of both parties unless an expressed unilateral right is identified herein.

**23. FORCE MAJEURE**

Force Majeure is defined as an occurrence beyond the control of the affected party and not avoidable by reason of diligence. It includes the acts of nature, war, riots, strikes, fire, floods, epidemics, or other similar occurrences. If either party is delayed by force majeure, said party shall provide written notification to the other within 48 hours. Delays shall cease as soon as practicable and written notification of same provided. The time of contract completion may be extended by contract modification, for a period of time equal to that delay caused under this condition. AACPS may also consider requests for price increase for raw materials that are directly attributable to the cause of delay. AACPS reserves the right to cancel the contract and/or purchase materials, equipment or services from the best available source during the time of force majeure, and Contractor shall have no recourse against AACPS. Further, except for payment of sums due, neither party shall be liable to the other or deemed in default under this contract, if and to the extent that such party's performance of this contract is prevented by reason of force majeure as defined herein.

**24. MID ATLANTIC PURCHASING TEAM (MAPT)**

The MAPT General Terms and Conditions are incorporated into the Request for Bids only to the extent the General Terms and Conditions do not conflict with the RFB terms and conditions. If there is a conflict between the terms and conditions of the RFB and the BRCPG General Terms and Conditions, the terms of the RFB will prevail.



**Section V: BID WORK SHEET**  
#16CM-062

Contractor: Contract Paper Group

Bid price shall be submitted as follows and shall include all costs associated with the performance of this RFB. This includes, but is not limited to salaries/wages, materials, equipment, transportation, overhead, taxes, profit and any other related costs:

NOTE: Amendments to solicitations often occur prior to bid opening and sometimes within as little as 24 hours prior to bid opening. It is the bidder's responsibility to frequently visit this section of our site to obtain amendments once they have been posted. Completion of this Bid Work Sheet indicated that you have read this section and visited the website, [www.aacps.org](http://www.aacps.org) for amendments that may affect your bid. Note: The use of brand names shall be interpreted as follows:

1. Brand names used with the "or equivalent" clause are intended to be descriptive and not restrictive. Bids may be considered on models or brands or products of manufacturers other than those specified provided the documentation or samples required are provided with your response.
2. Brand names that do not use the words "or equivalent" after them are to be considered the only brands acceptable to AACPS.

AACPS retains the sole right to determine when an equivalent shall be accepted, and when accepted, whether or not the substitute represents a true equal against the described bona-fide requirements. The use of the words "or equal", or "or equivalent" are intended to mean the same thing.

ALSO NOTE: The quantities listed below are estimates for evaluation purposes only unless otherwise stated herein.

**A. ANNE ARUNDEL COUNTY  
PUBLIC SCHOOLS**

	QUANTITY	UNIT COST	TOTAL COST
1. <i>Fascopy</i> Premium #4 Xerographic Paper 8.5 X 11" White 20 lb.	344,400 Reams	\$ 2.250	\$ 774,900.00
2. <i>Earthcore / Firemark</i> Premium #4 Xerographic Paper 8.5 X 11" 20lb. 30% Post Consumer Fiber Or Virgin Sheet			
A. Pink	3,200 Reams	\$ 3.327	\$ 10,646.40
B. Blue	4,800 Reams	\$ 3.327	\$ 15,969.60

note: mill pallet size is 35 1/2" x 46 1/2" x

Contractor: Contract Paper Group

Bid Worksheet Con't	QUANTITY	UNIT COST	TOTAL COST
C. Tan	1,600 Reams	3.327	5,323.20
D. Green	3,200 Reams	3.327	10,646.40
E. Canary	2,800 Reams	3.327	9,315.60
F. Goldenrod	2,400 Reams	3.327	7,984.80

TOTAL BID PRICE ANNE ARUNDEL COUNTY PUBLIC SCHOOLS A.

(AWARD TO ONE VENDOR) \$ 834,786.00

AA. ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

FLUORESCENT COPY PAPER (WAUSAU EXACT BRITES OR AACPS APPROVED EQUIVALENT) FOR ANNE ARUNDEL COUNTY PUBLIC SCHOOLS ONLY

20 lb. 8.5 X 11" 500 sheets per ream

A. Fluorescent Blue	1,600 Reams	4.337	6,939.20
B. Fluorescent Green	2,000 Reams	4.337	8,674.00
C. Fluorescent Orange	2,000 Reams	4.337	8,674.00
D. Fluorescent Pink	2,000 Reams	4.337	8,674.00
E. Fluorescent Red	2,000 Reams	4.337	8,674.00
F. Fluorescent Yellow	4,000 Reams	4.337	17,348.00

Brite Hue Brights (color swatch enclosed)

PROPOSED PRODUCT

\* SAME PAPER AS WE'VE SUPPLIED PREVIOUSLY \*

TOTAL BID PRICE ANNE ARUNDEL COUNTY PUBLIC SCHOOLS (AA) \$ 58,983.20  
AWARD TO ONE VENDOR

Price Proposal Compiled by: Randy Cockrell

Randy Cockrell

(Print Name of Individual Signing Form)

\* Please see the attached document for bid terms and conditions. \*



**CONTRACT PAPER GROUP, INC.**

Contract Paper Group, Inc.  
1531 Boettler Road  
Uniontown, OH 44685  
(800) 563-5739  
Fax (330) 896-6886

**Anne Arundel County Public Schools Bid**

Please apply the following conditions to your bid as part of our bid terms:

- Item #A-1: 8 ½ x 11" 20lb. White Xerographic Paper is supplied from the mill on 35 ½" x 46 ½" pallets.
- The quoted prices are valid thru April 30, 2016.
- A per order minimum of 840 cases/21 pallets applies for bid Item #A-1 8 ½ x 11" 20lb. Virgin White Xerographic Paper. If awarded any other items bid they must be ordered complete for delivery at the same time.
- Purchase order must be received before an order will be processed.
- Procurement cards will not be accepted at the quoted prices.
- Orders must be for full cases of the same product, we don't mix sizes, weights or colors in cases.
- Shortages and exceptions must be reported to the driver at the time of delivery and written on the Bill of Lading. Shortages cannot be collected thereafter.
- The quoted prices include shipments as listed in your bid to one location with dock-to-dock delivery. It will be your responsibility to unload deliveries without any driver assistance. The quoted prices include delivery.

Thank you for your understanding,

Randy Cockrill  
Account Representative  
Contract Paper Group, Inc.  
[randyc@cpgbid.com](mailto:randyc@cpgbid.com)  
Web Site: [www.cpgbid.com](http://www.cpgbid.com)

Contractor: Contract Paper Group

Bid Worksheet Con't	QUANTITY	UNIT COST	TOTAL COST
<b>B. BALTIMORE COUNTY PUBLIC SCHOOLS</b>			
1. <i>Fascopy</i> Premium #4 Xerographic Paper 8.5 X 11" White 20 lb.	436,800 Reams	<i>2.255</i>	<i>984,984.00</i>
2. <i>Fascopy</i> Premium #4 Xerographic Paper 8.5 X 14" White 20 lb.	840 Reams	<i>3.530</i>	<i>2,965.20</i>
3. <i>Earth choice / Firework</i> Premium #4 Xerographic 8.5 X 11" 20 lb. 30% Post Consumer Fiber Or Virgin Sheet			
A. Pink	18,400 Reams	<i>3.327</i>	<i>61,216.80</i>
B. Blue	18,400 Reams	<i>3.327</i>	<i>61,216.80</i>
C. Green	19,600 Reams	<i>3.327</i>	<i>65,209.20</i>
D. Canary	25,200 Reams	<i>3.327</i>	<i>83,840.40</i>
4. <i>Fascopy</i> Premium #4 Xerographic Paper 3 Hole Punched 8.5 X 11" 20 lb. White	93,200 Reams	<i>2.475</i>	<i>230,670.00</i>
5. <i>Fascopy / Re-purpose</i> Recycled Xerographic Paper 8.5 X 11" White 20 lb. 30% Post Consumer Fiber	2,520 Reams	<i>2.847</i>	<i>7,174.44</i>

*\* Price based upon one complete shipment \**

TOTAL BID PRICE BALTIMORE COUNTY PUBLIC SCHOOLS \$ 1,497,276.84 (AWARD TO ONE VENDOR)

Price Proposal Compiled by: Randy Cochell

Randy Cochell  
(Print Name of Individual Signing Form)

*\* note: mill pallet size is 35 1/2" x 46 1/2" \**

*\* Please see the attached document for bid terms and conditions. \**



**CONTRACT PAPER GROUP, INC.**

Contract Paper Group, Inc.  
1531 Boettler Road  
Uniontown, OH 44685  
(800) 563-5739  
Fax (330) 896-6886

**Baltimore County Public Schools Bid**

Please apply the following conditions to your bid as part of our bid terms:

- Item #B-1: 8 ½ x 11" 20lb. White Xerographic Paper is supplied from the mill on 35 ½" x 46 ½" pallets.
- The quoted prices are valid thru August 31, 2016 with option to renew for an additional six months upon mutual agreement by both parties.
- A per order minimum of 840 cases/21 pallets applies for bid Item #B-1: 8 ½ x 11" 20lb. Virgin White Xerographic Paper, Item #B-4: 8 ½ x 11" 20lb. 3HP Virgin White Xerographic Paper and Item #3 A, B, C & D: 8 ½ x 11" 20lb. Recycled Pastel Color Xerographic Paper. Item #2: 8 ½ x 14" 20lb. Virgin White Xerographic Paper and Item #B-5: 8 ½ x 11" 20lb. White Recycled Xerographic Paper must be ordered complete for one shipment.
- Purchase order must be received before an order will be processed.
- Procurement cards will not be accepted at the quoted prices.
- Orders must be for full cases of the same product, we don't mix sizes, weights or colors in cases.
- Shortages and exceptions must be reported to the driver at the time of delivery and written on the Bill of Lading. Shortages cannot be collected thereafter.
- The quoted prices include shipments as needed to one location with dock-to-dock delivery. It will be your responsibility to unload deliveries without any driver assistance. The quoted prices include delivery.

Thank you for your understanding,

Randy Cockrill  
Account Representative  
Contract Paper Group, Inc.  
[randyc@cpgbid.com](mailto:randyc@cpgbid.com)  
Web Site: [www.cpgbid.com](http://www.cpgbid.com)

*Contract Paper Group*

C. THE HOWARD COUNTY  
PUBLIC SCHOOL SYSTEM

	QUANTITY	UNIT COST	TOTAL COST
1. <i>FASCOPY</i> Premium #4 Xerographic Paper 8.5 X 11" White 20 lb.	151,200 Reams	<i>2.253</i>	<i>342,653.60</i>
2. <i>FASCOPY</i> Premium #4 Xerographic Paper 8.5 X 14" White 20 lb.	400 Reams	<i>3.590</i>	<i>1,436.00</i>
3. <i>FASCOPY</i> Premium #4 Xerographic Paper 8.5 X 14" White 20 lb. 3 Hole Punched	2,000 Reams	<i>2.760</i>	<i>5,520.00</i>
4. <i>EARTH CHOICE / FIREWORK</i> Premium #4 Xerographic Paper 8.5 X 11" (Colors) 30% Post Consumer Fiber Or Virgin Sheet			
Canary	500 Reams	<i>3.530</i>	<i>1,765.00</i>
Pink	400 Reams	<i>3.530</i>	<i>1,412.00</i>
Blue	500 Reams	<i>3.530</i>	<i>1,765.00</i>
Green	500 Reams	<i>3.530</i>	<i>1,765.00</i>
Goldenrod	300 Reams	<i>3.530</i>	<i>1,059.00</i>
Buff	200 Reams	<i>3.530</i>	<i>706.00</i>

TOTAL BID PRICE THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM \$ *356,081.60*  
(AWARD TO ONE VENDOR)

Price Proposal Compiled by: *Randy Cackell*

*Randy Cackell*  
(Print Name of Individual Signing Form)

*\* note: mill pallet size is 35 1/2" x 46 1/2" \**

\* Please see the attached document for bid terms and conditions. \*



**CONTRACT PAPER GROUP, INC.**

Contract Paper Group, Inc.  
1531 Boettler Road  
Uniontown, OH 44685  
(800) 563-5739  
Fax (330) 896-6886

**Howard County Public Schools Bid**

Please apply the following conditions to your bid as part of our bid terms:

- Item #C-1: 8 ½ x 11" 20lb. White Xerographic Paper is supplied from the mill on 35 ½" x 46 ½" pallets.
- The quoted prices are valid thru June 30, 2016..
- A per order minimum of 840 cases/21 pallets applies for bid Item #C-1: 8 ½ x 11" 20lb. Virgin White Xerographic Paper. All the other papers bid must be ordered complete in one order.
- Purchase order must be received before an order will be processed.
- Procurement cards will not be accepted at the quoted prices.
- Orders must be for full cases of the same product, we don't mix sizes, weights or colors in cases.
- Shortages and exceptions must be reported to the driver at the time of delivery and written on the Bill of Lading. Shortages cannot be collected thereafter.
- The quoted prices include shipments as stated in Addendum #2 to one location with dock-to-dock delivery. It will be your responsibility to unload deliveries without any driver assistance. The quoted prices include delivery.

Thank you for your understanding,

Randy Cockrill  
Account Representative  
Contract Paper Group, Inc.  
[randyc@cpgbid.com](mailto:randyc@cpgbid.com)  
Web Site: [www.cpgbid.com](http://www.cpgbid.com)

## **DEFINITIONS**

- (1) **"Bid"**: An offer to perform a contract for work and labor or supplying materials or goods at a specified price.
- (2) **"Contractor"**: One who contracts to do work for another. The term is strictly applicable to any person who enters into a contract, but is commonly reserved to designate one who, for a fixed price, undertakes to procure the performance of works or services, or the furnishing of goods, whether for the public or a company or individual.
- (3) **"CPOC"**: Chief Purchasing Officers Committee, which is a part of the Metropolitan Washington Council of Governments.
- (4) **"DGS"**: Maryland Department of General Services
- (5) **"Equivalent Item"**: An item of equipment, material, or supply, the quality, design, or performance characteristics of which are functionally equal or superior to an item specified in a solicitation.
- (6) **"Equivalent"**: Equal in value, force, measure, volume, power, and effect or having equal or corresponding import, meaning or significance.
- (7) **"FOB" "Destination"**: The term "F.O.B." is an abbreviation for "free on board" and means that seller will deliver subject matter contracted for, on certain conveyance, without expense to buyer. The seller assumes all responsibilities and costs up to the point of delivery, including insurance, transportation, etc.
- (8) **"FOB Origin"**: Title of goods transfer when they leave the supplier's dock.
- (9) **"FOB Varieties"**:  
**Shipping Point Freight Collect** – Buyer pays/bears freight charges/owns goods in transit, files any claims.  
**Shipping Point Freight Prepaid (and Allowed)** – Seller pays/bears freight charges; Buyer owns goods in transit and files any claims.  
**Destination Freight Collect** – Buyer pays/bears freight charges; Seller owns goods in transit and files any claims.  
**Destination Freight Prepaid** – Seller pays/bears freight charges/owns goods in transit and files any claims.  
**Destination Freight Prepaid and Allowed**- Buyer pays freight charges, Seller bears freight, owns goods in transit, and files any claims.
- (10) **"MDOT"**: Maryland Department of Transportation
- (11) **"Most favorable"**: That bid received from a responsible bidder that is the lowest bid price or lowest evaluated bid price or the bid or evaluated bid that yields the greatest revenue for the AACPS under a revenue-producing procurement contract subject to this title.
- (12) **"Request for Bids"**: Invitation for bids.
- (13) **"Responsible"**: A person who has the capability in all respects to perform fully the contract requirements and the integrity and reliability that shall assure good faith performance.
- (14) **"Responsible Bidder"**: One who is capable financially and competent to complete the job for which he is bidding. A responsible bidder is one who is not only financially responsible, but who is possessed of a judgement, skill, ability, capacity and integrity requisite and necessary to perform a public contract according to its terms.
- (15) **"Responsive Bid"**: A bid submitted in response to an invitation for bids that conforms in all material respects to the requirements contained in the invitation for bids.
- (16) **"Services"**: The rendering of time, effort, or work, rather than the furnishing of a specific physical product other than reports incidental to the required performance. It includes, but is not limited to, the professional, personal, and/or contractual services provided by architects, engineers, attorneys, accountants, physicians, consultants, appraisers, land surveyors, and where the service is associated with the provision of expertise or labor, or both.
- (17) **"Vendor"**: A person who desires to enter into a contract with the AACPS for goods or services.

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**Mid-Atlantic Purchasing Team  
Rider Clause**

USE OF CONTRACT(S) BY MEMBERS COMPRISING Mid-Atlantic Purchasing Team COMMITTEE

Extension to Other Jurisdictions

The [issuing jurisdiction] extends the resultant contract (s), including pricing, terms and conditions to the members of the Mid-Atlantic Purchasing Team, as well as all other public entities under the jurisdiction of the United States and its territories.

Inclusion of Governmental & Nonprofit Participants (Optional Clause)

This shall include but not be limited to private schools, parochial schools, non-public schools such as charter schools, special districts, intermediate units, non-profit agencies providing services on behalf of government, and/or state, community and/or private colleges/universities that required these good, commodities and/or services.

Notification and Reporting

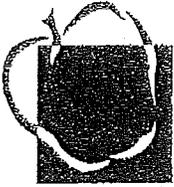
The Contractor agrees to notify the issuing jurisdiction of those entities that wish to use any contract resulting from this solicitation and will also provide usage information, which may be requested. The Contractor will provide the copy of the solicitation and resultant contract documents to any requesting jurisdiction or entity.

Contract Agreement

Any jurisdiction or entity using the resultant contract (s) may enter into its own contract with the successful Contractor (s). There shall be no obligation on the party of any participating jurisdiction to use the resultant contract (s). Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration, and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue.

**Mid-Atlantic Purchasing Team:**

Alexandria, Virginia	City Of Fredericksburg	Herndon, Virginia	Prince George's County, Maryland
Alexandria Public Schools	College Park, Maryland	Leesburg, Virginia	Prince George's Public Schools
Alexandria Sanitation Authority	District of Columbia Government	Loudoun County, Virginia	Prince William County, Virginia
Annapolis City	District of Columbia Public Schools	Loudoun County Public Schools	Prince William County Public Schools
Anne Arundel County	District of Columbia Water & Sewer Auth.	Loudoun County Water Authority	Prince William County Service Authority
Anne Arundel School	Fairfax, Virginia	Manassas, Virginia	Rockville, Maryland
Arlington County, Virginia	Fairfax County, Virginia	City of Manassas Public Schools	Spotsylvania County Government & Schools
Arlington County Public Schools	Fairfax County Water Authority	Manassas Park, Virginia	Stafford County, Virginia
Baltimore City	Fairfax County Water Authority	Maryland-National Capital Park & Planning Comm.	Takoma Park, Maryland
Baltimore County Schools	Falls Church, Virginia	Metropolitan Washington Airports Authority	Upper Occoquan Service Authority
Bladensburg, Maryland	Fauquier County Schools & Government	Metropolitan Washington Council of Governments	University of the District of Columbia
Bowie, Maryland	Frederick, Maryland	Montgomery College	Vienna, Virginia
BRPC	Frederick County, Maryland	Montgomery County, Maryland	Washington Metropolitan Area Transit Authority
Carroll County	Frederick County, Maryland	Montgomery County Public Schools	Washington Suburban Sanitary Commission
Carroll County Schools	Gaithersburg, Maryland		Winchester, Virginia
Charles County Government	Greenbelt, Maryland		Winchester Public Schools
Charles County Public Schools	Harford County		
Charles County Government	Harford County Schools		
	Howard County		
	Howard County Schools		



**ANNE ARUNDEL  
COUNTY PUBLIC SCHOOLS**

2644 Riva Road, Annapolis, MD 21401 | 410-222-5000 · 301-970-8644 (WASH) · 410-222-5500 (TDD) | [www.aacps.org](http://www.aacps.org)

January 6, 2016

**TO: ALL PROSPECTIVE RESPONDENTS**

**REF: ANNE ARUNDEL COUNTY PUBLIC SCHOOLS (AACPS) REQUEST FOR BID 16CM-062:  
MAPT COOPERATIVE PAPER BID**

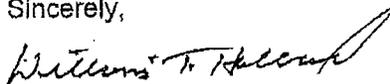
**ADDENDUM #1**

Please be advised of the following information being added to Page 10, Clause 2.1 DELIVERY relevant to Baltimore County Public Schools in the Subject Solicitation.

The quantities listed within RFB 16CM-062, Section V: "Bid Work Sheet" for "B. Baltimore County Public Schools" are estimates only. The Award Bidder for "B. Baltimore County Public Schools" shall provide paper as required throughout the term of contract. This is an Indefinite Delivery / Indefinite Quantities contract. The materials intended for purchase are based upon future needs of the Baltimore County Public Schools. Baltimore County Public Schools reserves the right to authorize/order materials as may be required during the contract period and, also, reserves the right to not authorize/order any materials. To aid in bid preparation, Baltimore County Public Schools anticipates the total estimated annual usage to be as shown within RFB 16CM-062, Section V: "Bid Work Sheet" for "B. Baltimore County Public Schools". Actual usage may change drastically based upon the needs of the system for the term of this contract. Baltimore County Public Schools does not guarantee that these quantities will be met or exceeded, nor can BCPS guarantee any minimum purchase quantity to any Award Bidder.

This is the only change contemplated by this Addendum #1. Should you have any questions concerning this information feel free to contact me on 410-222-5165 or [bhubbard@aacps.org](mailto:bhubbard@aacps.org).

Sincerely,

  
William T. Hubbard, CPPB  
Lead Buyer

CC: Mary Jo Childs  
CeCe Clement  
Jeff Miller



**Contract Paper Group, Inc**  
Randy Cockrill  
1519 Boettler Rd Unit B  
Uniontown Oh, 44685  
Ph:800-563-5739 Fx:330-896-6886



**ANNE ARUNDEL  
COUNTY PUBLIC SCHOOLS**

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January 14, 2016

**TO: ALL PROSPECTIVE RESPONDENTS**

**REF: ANNE ARUNDEL COUNTY PUBLIC SCHOOLS (AACPS) REQUEST FOR BID 16CM-062:  
MAPT COOPERATIVE PAPER BID**

**ADDENDUM #2**

Please be advised of the following clarifications being added to the Subject Solicitation:

The following questions were raised by a Bidder:

1. "Are samples required at the time of bid opening?" No, but Participating Entities may ask for samples of the various products at some point.
2. "Is a security or performance bond required?" No.
3. "Will Procurement Cards be used as a method of payment?" No.
4. "Over what time frame will Anne Arundel County Public Schools want deliveries?" AACPS will order all of their specified products immediately after award.
5. "Item #3 for The Howard County Public School System lists 8 ½ X 14" for the White 201b. 3 Hole Punched Paper." That size should be 8 ½ X 11.
6. "Over what timeframe does the HCPSS want their deliveries?" The 8 ½ X 11" White Paper will be ordered 50% in April and 50% in June. The quantities will be equal to even truckloads. The other products noted for the HCPSS, will be ordered in April.

These are the only changes contemplated by this Addendum #2. Should you have any questions concerning this information, feel free to contact me on 410-222-5165 or [bhubbard@aacps.org](mailto:bhubbard@aacps.org).

Sincerely,

William T. Hubbard, CPPB  
Lead Buyer

CC: Mary Jo Childs  
CeCe Clement  
Jeff Miller  
Debbie Groat  
Brian Dorsey

**Contract Paper Group, Inc**  
Randy Cockrill  
1519 Boettler Rd Unit B  
Uniontown Oh, 44685  
Ph:800-563-5739 Fx:330-896-6886



**ANNE ARUNDEL  
COUNTY PUBLIC SCHOOLS**

2644 Riva Road, Annapolis, MD 21401 | 410-222-5000 · 301-970-8644 (WASH) · 410-222-5500 (TDD) | [www.aacps.org](http://www.aacps.org)

**January 28, 2016**

**TO: ALL PROSPECTIVE RESPONDENTS**

**REF: ANNE ARUNDEL COUNTY PUBLIC SCHOOLS (AACPS) REQUEST FOR BID 16CM-062: MAPT COOPERATIVE PAPER BID**

**ADDENDUM #3**

Please be advised of the following clarifications being added to the Subject Solicitation:

The due date for the Solicitation is being extended to February 5, 2016, at 11:00 AM Eastern Time. This action was necessitated due to inclement weather causing the closing of the AACPS Central Office. In addition, questions raised by Prospective Bidders are being evaluated as to the need for a response from the AACPS Purchasing Office.

These are the only changes contemplated by this Addendum #3. Should you have any questions concerning this information, feel free to contact me on 410-222-5165 or [bhubbard@aacps.org](mailto:bhubbard@aacps.org).

Sincerely,

A handwritten signature in cursive script, appearing to read "William T. Hubbard".

William T. Hubbard, CPPB  
Lead Buyer

CC: Mary Jo Childs  
CeCe Clement  
Jeff Miller  
Debbie Groat

A handwritten signature in cursive script, followed by the date "1/28/16".



**ANNE ARUNDEL  
COUNTY PUBLIC SCHOOLS**

2644 Riva Road, Annapolis, MD 21401 | 410-222-5000 · 301-970-8644 (WASH) · 410-222-5500 (TDD) | [www.aacps.org](http://www.aacps.org)

January 29, 2016

**TO: ALL PROSPECTIVE RESPONDENTS**

**REF: ANNE ARUNDEL COUNTY PUBLIC SCHOOLS (AACPS) REQUEST FOR BID 16CM-062: MAPT COOPERATIVE PAPER BID**

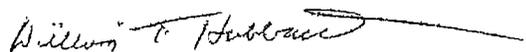
**ADDENDUM #4**

Please be advised of the following clarifications being made to the Subject Solicitation. These issues were brought up by Prospective Bidders.

1. Can the BEST CUSTOMER Clause 18, Page 6 be altered?  
"No. The Clause remains as stated."
2. Referencing, Clause 21, Page 6, SUBCONTRACTORS "Being removed from the Solicitation in its entirety."
3. Referencing Clause 7.1, Page 16, TERMINATION FOR DEFAULT AACPS Clarification: "In the event of Contract Termination, AACPS will pay the Contractor for satisfactory products received up until the time of Termination."
4. Clause 16, Page 18, NON HIRING OF EMPLOYEES, AACPS Clarification "The Contractor may not hire an AACPS Employee that has duties involved with the execution of the Subject Contract."

These are the only changes contemplated by this Addendum #4. Should you have any questions concerning this information, feel free to contact me on 410-222-5165 or [bhubbard@aacps.org](mailto:bhubbard@aacps.org).

Sincerely,

  
William T. Hubbard, CPPB  
Lead Buyer

CC: Mary Jo Childs  
CeCe Clement  
Jeff Miller  
Debbie Groat

16CM-062AM4

 1/29/16

**Contract Paper Group, Inc**  
Randy Cockrill  
1519 Boettler Rd Unit B  
Uniontown Oh, 44685  
Ph:800-563-5739 Fx:330-896-6886

**Business Paper-Bond**

*White (inks)*

Brand Name/Manufacturer	Dist Pkg No	Finish	Target Brightness	Target Whiteness	Alic-line	Target Gloss	Roughness Smoothness	Weight Range	Caliper Range	Opacity Range	Color	Size	Furnish	Recycled			Certification
														TR	PC	PR	
Dorimar® Copy - Dorimar	1	S	92		Yes		160	20/24	4.0/4.6	80/90	W	C				SFI	
Eagle Office Multipurpose Copy - American Eagle Paper Mills	1	S	92		Yes		150	20	3.9	89	W	C	ECF			SFI	
Fitch Copy - Fitch Paper LLC	A-5		92	140	Yes		150	20	3.9	91	W	C	ECF			SFI	
Hammill Copy Plus - International Paper	A-8	SD	92		Yes		150	20	4.0	88	W	C	ECF			SFI	
Hammill TotalUP - International Paper	A-8	SD	92		Yes		150	20	4.0	88	W	C	ECF			SFI	
Husky® Copy - Dorimar	1	S	92		Yes		160	20	4.0	88	W	C	ECF			SFI	
Paperline - Asia Pulp and Paper (Canada) Ltd.	1		92		No		200-350 (1473 um-sf)		3.86 +/- 0.12	at least 88	W	C	ECF			SFI	
Spectra® Premium 82 Ink-Jet & Laser - Georgia-Pacific	1		92	145	Yes		150	24	4.5	90	W	C	ECF			SFI CcC	
Spectra® Standard 92 Multipurpose - Georgia-Pacific	1		92	145	Yes		150	20	4.0	88	W	RC	ECF			SFI CcC	
Xerox Varsity Multipurpose Primer Paper - Dorimar	1	R	92	151	Yes		150	20/24	4.1/4.8	90/92	W	C	ECF			FSC	

Brand Name/Manufacturer	Dist Pkg No	Finish	Target Brightness	Target Whiteness	Alic-line	Target Gloss	Roughness Smoothness	Weight Range	Caliper Range	Opacity Range	Color	Size	Furnish	Recycled			Certification
														TR	PC	PR	
Branch Laser - Paper Mart, Inc.	A-11	W	92		Yes		160	20	4.05	90	W	C					
Buy & Save - The Millcreek Paper Company	1	S	92		No		180	20	4.0	88	W	S				SFI	
Canular Bond - B.W. Wilson Paper Company	1		92		Yes												
Economy - The Paper Corporation	1		92		Yes												
Fascopy Xerographic - Contract Paper Group	1		92		Yes												
Laser Flo - The Paper Corporation	1		92		Yes												
Laser Sharp - The Paper Corporation	1		92		Yes												
Market Laser - Paper Mart, Inc.	1		92		Yes												
Melior Multipurpose - Midland Paper, Packaging - Supplies	A-11		92		Yes												
Melior Multipurpose - Mac Papers, Inc.	1	S	92		Yes		160	20	4.0	88	W	C					
Melior Multipurpose - Mac Papers, Inc.	1	S	92		Yes												
Network Versatopy Dual-Purpose - Dacotah Paper Co.	1		92		No												
Paper Mart Laser - Paper Mart, Inc.	A-11	W	92		Yes												
Quicksy Bond - Mac Papers, Inc.	1	S	92		Yes												
RESPONSE BOND PRE-PERFECTED AND PUNCHED - Siering Paper Co.	1	LSR	92		Yes		160	20-24	4.0-4.5	87-82	W	C	ECF				
Slick® Eagle Bond - Louisiana Association for the Blind	1		91		No												
SmartCopy - Central National-Gottesman, Inc.	1	S	92		No												
Truegreen Multi-Purpose Copy Paper - Truegreen Enterprises, Inc.	1		92		No		15		4.0	92	W	C					
U.S. Office DP - WCP Solutions	1		92		Yes								OTH				

**No. 1 Bond Recycled**

Please consult your Mill Representative or Paper Merchant for a detailed description of this product. Grade Finders Target Manufacturers Brightness Specification: 91-93.9.

**Mill Brands**

Brand Name/Manufacturer	Dist Pkg No	Finish	Target Brightness	Target Whiteness	Alic-line	Target Gloss	Roughness Smoothness	Weight Range	Caliper Range	Opacity Range	Color	Size	Furnish	Recycled			Certification
														TR	PC	PR	
Boise® ASPEN® 30 SPLY® - Boise Paper	1	S	92		Yes		170	20	4.25	88.5	W	C	PCW	30	30		FSC
CONSERVATION® - Neenah Paper	1	S	92		Yes		150	24	4.4	81	W	SC	PCW	100	100		FSC® Green Seal®
Eagle Armour - Antimicrobially Treated Copy - American Eagle Paper Mills	1		92		Yes				3.9	89	W	C	ECF	80	50		SFI Annex 2 Chain of Custody
Eagle Office Multipurpose - 30% PC - American Eagle Paper Mills	1		92		Yes				3.9	89	W	C	ECFPCW	80	30	50	SFI Annex 2 Chain of Custody
Eagle Office Multipurpose - 50% PC - American Eagle Paper Mills	1		92		Yes				3.5	89	W	C	ECFPCW	80	50	30	SFI Annex 2 Chain of Custody
Eagle Office Multipurpose 100% PC - American Eagle Paper Mills	1		92		Yes				3.9	89	W	C	ECFPCW	100	100	0	SFI Annex 2 Chain of Custody

*White Recycled*

Brand Name/Manufacturer	Dist P/No	Finish	Target Brightness	Target Whiteness	Alta-line	Target Gloss	Roughness Smoothness	Weight Range	Caliper Range	Opacity Range	Color	Size	Furnish	Recycled			Certification
														TR	PC	PR	
EarthChoice® Office Paper - Domtar	1		92	Yes	No	160	20	4	88	W	C	POW	30	30	30	FSC, SFI	
EarthChoice® Office Paper - Domtar	1	LSR	92	Yes	No	170	20/24/28	3.5/4.6/5.6/5.65	88	W	C	POW	50	50	50	FSC, SFI	
FRP Laser Bond 30% PCW - Flambeau River Papers	1	SD	92	Yes	No	160	20	4.0	86	W	RSC	ECF	30	30	30	FSC, SFI	
Hammill Great White® Copy 20 - International Paper	A-8		92	Yes	No	160	20	4.0	86	W	C	ECF/PRE/PCW	30	30	30	SFI	
Husky® Copy® - Domtar	1		92	Yes	No	150	20	3.66 +/- 0.12	86	W	C	ECF/PCW	30	30	30	SFI	
Paperline Recycled - Asia Pulp and Paper (Canada) Ltd.	1		92	145	Yes	150	20	4.1	86	W	RC	ECF/PCW	100	100	100	SFI CoC	
Spectra® Standard 82 Recycled 30% Multipurpose - Georgia-Pacific	1	R	92	145	Yes	150	20	4.0	86	W	C	ECF/PCW	30	30	30	SFI	
Xerox Vitality Multipurpose Printer Paper, 100% Recycled - Domtar	1	R	92	145	Yes	150	20	4.1	86	W	C	ECF/PCW	30	30	30	FSC	

Private Brands

Brand Name/Manufacturer	Dist P/No	Finish	Target Brightness	Target Whiteness	Alta-line	Target Gloss	Roughness Smoothness	Weight Range	Caliper Range	Opacity Range	Color	Size	Furnish	TR	PC	PR	Certification
Aspen 30 Recycled - Clamcott Paper Co.	1	S	92	138	No	20-35	75	3.7	86	W	C	PCW	30	30	30		
Branch Recycled - Paper Mart, Inc.	A-11		92	138	Yes	20-35	75	3.9	86	W	C	PCW	30	30	30		
Exceedo Recycled - Midland Paper, Packaging + Supplies	1	S	93	145	Yes	160	20	4.0	89	W	C	ECF/PCW	80	50	30		
Fascyo Recycled - Contract Paper Group	1		92	145	Yes	160	20	3.9	89	W	C	ECF/PCW	30	30	30		
Ghost Sheets 50% - Paper Mart, Inc.	A-11		92	145	Yes	160	20	3.9	89	W	C	ECF/PCW	30	30	30		
Great White 30 Recycled - Clamcott Paper Co.	1	S	92	145	No	160	20	3.9	89	W	C	ECF/PCW	30	30	30	SFI & FSC available	
Independence Recycled - Midland Paper, Packaging + Supplies	1	S	92	145	Yes	160	20	3.9	89	W	C	ECF/PCW	30	30	30	SFI & FSC available	
Laser Flo - The Paper Corporation	1		92	139.5	Yes	20-35	75.4%	3.7	88	W	C	PCW	30	30	30		
Paperline Recycled - LinkMax Paper Ltd.	1	S	92	139.5	Yes	20-35	75.4%	3.7	88	W	C	PCW	30	30	30		
Re-Vision® (100Ken) - Vision Paper	1	S	93.1	145	Yes	160	20	4.0	89	W	C	ECF/PCW	30	30	30		
SmartCopy 30% Recycled - Central National-Gottsmen, Inc.	1	S	92	145	No	160	20	4.0	89	W	C	ECF/PCW	30	30	30		
X-Cell 30% PCW Recycled Laser Copy MP - CellMark Paper	1		92	145	Yes	160	20	4.0	89	W	C	ECF/PCW	30	30	30	SFI and FSC available	

No. 1 Register Bond

Please consult your Mill Representative or Paper Merchant for a detailed description of this product. Grade Finders Target Manufacturers Brightness Specifications 91-93.9.

Mill Brands

Brand Name/Manufacturer	Dist P/No	Finish	Target Brightness	Target Whiteness	Alta-line	Target Gloss	Roughness Smoothness	Weight Range	Caliper Range	Opacity Range	Color	Size	Furnish	TR	PC	PR	Certification
Laser Forms Bond MICROCR - Domtar	1	MF	92	145	Yes	150	20/24/28	4.0/4.6/5.3	89/92/95	W	R	ECF				SFI	

No. 2 Bond

Please consult your Mill Representative or Paper Merchant for a detailed description of this product. Grade Finders Target Manufacturers Brightness Specifications 87-90.9.

Private Brands

Brand Name/Manufacturer	Dist P/No	Finish	Target Brightness	Target Whiteness	Alta-line	Target Gloss	Roughness Smoothness	Weight Range	Caliper Range	Opacity Range	Color	Size	Furnish	TR	PC	PR	Certification
Mascara Antique Lead - Simon Miller Paper & Packaging	1		87-89		No						W						
Shikra® Wet Toner - Louisiana Association for the Blind	1		87		No						W						

**Laser Print Recycled**

Please consult your Mill Representative or Paper Merchant for a detailed description of this product.

**Mill Brands**

Brand Name/Manufacturer	Disk Pkg No	Finish	Target Brightness	Target Whiteness	Alka-line	Target Gloss	Roughness Smoothness	Weight Range	Caliper Range	Opacity Range	Color	Size	Furnish	Recycled TR	PC	PR	Certification
Brite-Hue - Mohawk Fine Papers Inc	1	SV			Yes		60	60	4.9		F	RSC	FCW	30	30		
EarthChoice Colors Multipurpose - Domtar	1	S			Yes		160	20	4.0	90	P	C	ECFPCW	30	30		SFI
FRP Laser Bond - Plambau River Papers	1	LSR			Yes		150	20/24/28	4.05/4.65/5.25		P	RSC	ECF	30	30		FSC, SFI
Future Office - Futabaak Paper Group	1	MF	85-85		Yes			18/20/24	3.8/4.2/5.2	91-97	WP	R	PREPCW	100			FSC, SFI

**High Speed Laser**

Please consult your Mill Representative or Paper Merchant for a detailed description of this product.

**Mill Brands**

Brand Name/Manufacturer	Disk Pkg No	Finish	Target Brightness	Target Whiteness	Alka-line	Target Gloss	Roughness Smoothness	Weight Range	Caliper Range	Opacity Range	Color	Size	Furnish	Recycled TR	PC	PR	Certification
Domtar EarthChoice Office Paper - Domtar	1	S	92		Yes		160	20	4	88	W	C					FSC, SFI
Domtar Copy - Domtar	1	S	92		Yes		160	20/24	4.0/4.6	88/90	W	C					SFI
First Choice ColorPrint (Tappi 98/065-117) - Domtar	1	S	96		Yes		60	28/32	4.5/5.3	94/95	W	C					FSC, SFI
First Choice Premium MultiUse (Tappi 98/065-117) - Domtar	1	S	96		Yes		60	24	4.0	92	W	C					FSC, SFI
Husky Copy - Domtar	1	S	92		Yes		160	20	4	88	W	C					SFI
ImagePrint - Domtar	1	S	98		Yes		160	20/24	4.0/4.6	90/92	W	C					FSC, SFI
Navigator Platinum - Saponce North America Inc.	1	S	99	169	Yes			20/24/28/32	4.19/4.57/4.72/5.04	89/96/97/98	W	C	ECF				FSC, SFI

**Coated Laser Cover**

Please consult your Mill Representative or Paper Merchant for a detailed description of this product.

**Private Brands**

Brand Name/Manufacturer	Disk Pkg No	Finish	Target Brightness	Target Whiteness	Alka-line	Target Gloss	Roughness Smoothness	Weight Range	Caliper Range	Opacity Range	Color	Size	Furnish	Recycled TR	PC	PR	Certification
Creative Glass Cover - Creative International LLC	1	G	91		Yes			32/40	7.0/9.0		W	SC					
Creative Silk Cover - Creative International LLC	1	D	91		Yes			32/40	9.0/12.0		W	SC					

**Premium No. 1 Ink Jet Paper**

Please consult your Mill Representative or Paper Merchant for a detailed description of this product. Grade Finders Target Manufacturers Brightness Specification: 94.

**Mill Brands**

Brand Name/Manufacturer	Disk Pkg No	Finish	Target Brightness	Target Whiteness	Alka-line	Target Gloss	Roughness Smoothness	Weight Range	Caliper Range	Opacity Range	Color	Size	Furnish	Recycled TR	PC	PR	Certification
Boise POLARIS Premium Inkjet - Boise Paper	IBC		97		Yes		60	24	4.15	93.5	W	C	ECF				FSC
CLASSIC COTTON 100% Writing - Neenah Paper	1	W	97		Yes		240	24/28	5.0/5.6	90/90	W	SC	CTN				Carbon Neutral+
CLASSIC COTTON 25% Writing - Neenah Paper	1	W	97		Yes		240	24	5.0	88	W	SC	CTN				Carbon Neutral+
CLASSIC CREST 100% Writing - Neenah Paper	1	S	97-99+		Yes		300	24/28	4.8/5.5	88/92	W	SC					FSC, Green+, CN+
CLASSIC Lead Writing - Neenah Paper	1	DMG	97-99+		Yes			24	5.0	90	W	SC					FSC, Green+, CN+
Finch Premium Multipurpose - Finch Paper LLC	A-5		88	160	Yes		120	24	3.8	83	W	C	ECF				FSC, SFI
Finch SOHD Inkjet - Finch Paper LLC	A-5	UJS	96		No		110	24	3.8	95	W	RS	KFT				
Navigator Platinum - Saponce North America Inc.	1	S	99	169	Yes			20/24/28/32	4.19/4.57/4.72/5.04	89/96/97/98	W	C	ECF				FSC, ISO 9002, ISO 14001, Rainforest Certified
Ripcord Premium - Suzano Pulp and Paper	1	S	100	160 CIE	Yes		20/24				W	C	ECF				SFI CoC
Spectrum Premium 96 Ink Jet & Laser - Georgia-Pacific	1		96	157	Yes		150	24	4.6	80		C	ECF				SFI CoC
Spectrum Standard 88 Premium Multipurpose - Georgia-Pacific	1		96	157	Yes		150	20	4.0	88	W	RC	ECF				SFI CoC

**Business Paper-Xerographic**

*Printed Colors Recycled*

**Xerographic Paper Recycled**

Please consult your Mill Representative or Paper Merchant for a detailed description of this product.

**Mill Brands**

Brand Name/Manufacturer	Dist P/No	Finish	Target Brightness	Target Whiteness	Alk-line	Target Gloss	Roughness Smoothness	Weight Range	Caliper Range	Opacity Range	Color	Size	Furnish	Recycled TR	PC	PR	Certification
Boise® FIREWORK® Recycled Colored Copy Paper - Boise Paper	IBC				Yes		150/160	20/24	4.0S/4.7		FP	C	PCW	30	30		FSC
Brith-Hie - Mohawk Fine Papers Inc	1	SV			Yes			20/24	4.0/4.9		F	SC	EDF/PCW	30	30		SFI
EarthChoice® Colors Multipurpose - Domtar	1	S			Yes		160	20	4.0	90	P	C	EDF/PCW	30	30		SFI
Xerox Vitality Pastel Multipurpose Printer Paper - Domtar	1	R			Yes		150	20	4.1		RP	C	EDF/PCW	30	30		FSC

**Private Brands**

Brand Name/Manufacturer	Dist P/No	Finish	Target Brightness	Target Whiteness	Alk-line	Target Gloss	Roughness Smoothness	Weight Range	Caliper Range	Opacity Range	Color	Size	Furnish	Recycled TR	PC	PR	Certification
E-Copy Recycled - The Paper Corporation	1				No												
Multiplex 100% recycled copy paper - Shireal Pulp & Paper (USA) Corp.	1	S	92	115.41	No		152.5	20	93.25			S		100			FSC, PEFC, FSI
Nine Dragons 100% Recycled Copy Paper - Shireal Pulp & Paper (USA) Corp.	1	S	92	130	No		152.5	20	93.25		W	C	PCW				FSC/PEFC

**Xerographic Paper Colors**

Please consult your Mill Representative or Paper Merchant for a detailed description of this product.

**Mill Brands**

Brand Name/Manufacturer	Dist P/No	Finish	Target Brightness	Target Whiteness	Alk-line	Target Gloss	Roughness Smoothness	Weight Range	Caliper Range	Opacity Range	Color	Size	Furnish	Recycled TR	PC	PR	Certification
Boise® FIREWORK® Recycled Colored Copy Paper - Boise Paper	IBC				Yes		150/160	20/24	4.0S/4.7		P	C	PCW	30	30		FSC
EarthChoice HCT30® - Domtar	1	V			Yes		170/200	60/165C	4.9/5.5		F	SC	ECF				FSC, SFI
EarthChoice® Colors Multipurpose - Domtar	1	S			Yes		150	20	4.0	90	P	C	EDF/PCW	30	30		SFI
EarthChoice® Colors Opaque Text - Domtar	1	V			Yes		150	20	4	90	P	RSC	ECF				FSC SFI
Stylard Multipurpose (Colors) - Evergreen Packaging	1	S			Yes		200	24/28	4.95/7	88/95	P	R	ECF				FSC, SFI
					Yes			20/24	4.1/5.0		R	R	ECF				SFI

**Private Brands**

Brand Name/Manufacturer	Dist P/No	Finish	Target Brightness	Target Whiteness	Alk-line	Target Gloss	Roughness Smoothness	Weight Range	Caliper Range	Opacity Range	Color	Size	Furnish	Recycled TR	PC	PR	Certification
E-Copy - The Paper Corporation	1				No			20	4.0	88	P	SC					
Expert Color Paper - LinMtex Paper Ltd.	1	S	92		No		20-35	75 4%	99 4	mm 90	R	C	ECF				
Expert Colors - Contract Paper Group	1				Yes			20	4.2		R	C					
Fascopy Brights - Contract Paper Group	1				Yes			20	4.2		F						
Fascopy Colors - Contract Paper Group	1				Yes			20	4.0		R						
FORE MP Colors - Saalfield	1				No			20	4.0		R						
Geslether Brights - Contract Paper Group	1				Yes			20	4.0	88	F	C					
Laser Strip - The Paper Corporation	1				Yes			20	4.0	90	C	C					
Paperfina Xerocopy Colors - Paper Mart, Inc.	A-11				No			20	4.0		C	C					

**Xerographic Paper Colors Recycled**

Please consult your Mill Representative or Paper Merchant for a detailed description of this product.

**Mill Brands**

Brand Name/Manufacturer	Dist P/No	Finish	Target Brightness	Target Whiteness	Alk-line	Target Gloss	Roughness Smoothness	Weight Range	Caliper Range	Opacity Range	Color	Size	Furnish	Recycled TR	PC	PR	Certification
Boise® FIREWORK® Recycled Colored Copy Paper - Boise Paper	IBC		N/A		Yes		150/160	20/24	4.0S/4.7		P	C	EDF	30	30		FSC
Brith-Hie - Mohawk Fine Papers Inc	1	SV			Yes			24	4.9		F	SC	EDF/PCW	30	30		FSC

**Business Paper-Xerographic**

*Bright Colors (Recycled)*

**Xerographic Paper Recycled**

Please consult your Mill Representative or Paper Merchant for a detailed description of this product.

**Mill Brands**

Brand Name/Manufacturer	Dist Pkg/No	Finish	Target Brightness	Target Whiteness	Alka-line	Target Gloss	Roughness Smoothness	Weight Range	Caliper Range	Opacity Range	Color	Size	Furnish	Recycled			Certification
														TR	PC	PR	
Boise® FIREWORK® Recycled Colored Copy Paper - Boise Paper	IBC				Yes		150/160	20/24	4.05/4.7		FP	C	PCW	30	30		FSC
BriteVia - Mohawk Fine Papers Inc	1	SV			Yes		160	20/24	4.0/4.9		F	SC	ECFPCW	30	30		SFI
EarthChoice® Colors Multipurpose - Domtar	1	S			Yes		160	20	4.0	90	P	C	ECFPCW	30	30		SFI
Xerox Viability Pastel Multipurpose Printer Paper - Domtar	1	R			Yes		160	20	4.1		RP	C	ECFPCW	30	30		FSC

**Private Brands**

Brand Name/Manufacturer	Dist Pkg/No	Finish	Target Brightness	Target Whiteness	Alka-line	Target Gloss	Roughness Smoothness	Weight Range	Caliper Range	Opacity Range	Color	Size	Furnish	Recycled			Certification
														TR	PC	PR	
E-Copy Recycled - The Paper Corporation	1				No		152.5	20									FSC, PEFC, FSI
Multiplex 100% recycled copy paper - Shisei Pulp & Paper (USA) Corp.	1	S	92	115.41	No		152.5	20		93.26		S		100			FSC, PEFC, FSI
Nine Dragons 100% Recycled Copy Paper - Shisei Pulp & Paper (USA) Corp.	1	S	92	130	No		152.5	20		93.25	W	C	PCW				FSC/PEFC

**Xerographic Paper Colors**

Please consult your Mill Representative or Paper Merchant for a detailed description of this product.

**Mill Brands**

Brand Name/Manufacturer	Dist Pkg/No	Finish	Target Brightness	Target Whiteness	Alka-line	Target Gloss	Roughness Smoothness	Weight Range	Caliper Range	Opacity Range	Color	Size	Furnish	Recycled			Certification
														TR	PC	PR	
Boise® FIREWORK® Recycled Colored Copy Paper - Boise Paper	IBC				Yes		150/160	20/24	4.05/4.7		P	C	PCW	30	30		FSC
EarthChoice HD159 - Domtar	1	V			Yes		170/200	60/166C	4.9/5.5		F	SC	ECF				FSC, SFI
EarthChoice® Colors Multipurpose - Domtar	1	S			Yes		160	20	4.0	90	P	C	ECFPCW	30	30		SFI
EarthChoice® Colors Opaque Text - Domtar	1	S			Yes		160	20	4	90	P	RSC	ECF				FSC, SFI
Shylard Multipurpose (Colors) - Evergreen Packaging	1	S			Yes		200	24/28	4.9/5.7	99/95	P	RSC	ECF				FSC, SFI

**Private Brands**

Brand Name/Manufacturer	Dist Pkg/No	Finish	Target Brightness	Target Whiteness	Alka-line	Target Gloss	Roughness Smoothness	Weight Range	Caliper Range	Opacity Range	Color	Size	Furnish	Recycled			Certification
														TR	PC	PR	
E-Copy - The Paper Corporation	1				No		20-35	20	4.0	88	P	SC					
Expert Color Paper - LinkMax Paper Ltd.	1	S	92		No		20-35	75-4%	59-4	min 80	R	C	ECF				
Expert Colors - Corbridge Paper Group	1				Yes		20	20	4.2		R						
Fascopy Brights - Corbridge Paper Group	1				Yes		20	20	4.2		F						
Fascopy Colors - Corbridge Paper Group	1				Yes		20	20	4.0		R						
FORE MP Colors - Saalfeld	1				No		20	20	4.0		R						
Gestliner Brights - Corbridge Paper Group	1				Yes		20	20	4.0		F						
Laser Sharp - The Paper Corporation	1				Yes		20	20	4.0	88	F	C					
Paperline Xerocopy Colors - Paper Mart, Inc	A-11				No		20	20	4.0	90		C					

**Xerographic Paper Colors Recycled**

Please consult your Mill Representative or Paper Merchant for a detailed description of this product.

**Mill Brands**

Brand Name/Manufacturer	Dist Pkg/No	Finish	Target Brightness	Target Whiteness	Alka-line	Target Gloss	Roughness Smoothness	Weight Range	Caliper Range	Opacity Range	Color	Size	Furnish	Recycled			Certification
														TR	PC	PR	
Boise® FIREWORK® Recycled Colored Copy Paper - Boise Paper	IBC		N/A		Yes		150/160	20/24	4.05/4.7		P	C	ECF	30	30		FSC
BriteVia - Mohawk Fine Papers Inc	1	SV			Yes		160	24	4.9		F	SC	ECFPCW	30	30		FSC



# Baltimore Regional Cooperative Purchasing Committee Cost Reduction Calculation Worksheet

A cost reduction occurs when the purchasing function takes planned and deliberate action to obtain the necessary quality level at a better price. Cost reductions can include cost avoidance of a higher cost that would have occurred had the action not taken place. An administrative cost savings occurs when a jurisdiction participates with the lead agency for a procurement. The savings represents the administrative costs normally incurred when preparing a solicitation. In the case of a cooperative solicitation and contract, all participating jurisdictions except for the lead agency enjoy the benefit of the administrative cost savings.

Date: 3/8/16	Calculation Performed By: Debbie Groat
Incumbent Name & Contract #	Contract Title: Paper, Bulk
Contract #: 16CM-062	Vendor: Split: W.B. Mason, and Contract Paper Group
Savings Accomplished By: <input checked="" type="checkbox"/> Cooperative Bidding <input type="checkbox"/> Bid Strategy <input type="checkbox"/> New Source <input type="checkbox"/> Negotiation <input type="checkbox"/> Change in Specifications <input type="checkbox"/> Standardization <input type="checkbox"/> Simplification <input type="checkbox"/> New Product <input type="checkbox"/> Procurement Action to Avoid Increase <input type="checkbox"/> Other	Summary of Action Taken for Cost Reduction:  Timing

## CALCULATIONS

### A. **Solicitation** (select a single option and annual usage for reporting results)

- Option #1:** Using the Bid Abstract take an *average total bid percentage savings* by averaging all total bids received EXCEPT low bid and comparing that to the low bid

**Total Bid Comparison** Percentage Savings = \_\_\_\_\_ % X Annual Usage = Estimated Savings \_\_\_\_\_

- Option #2:** Using the Bid Worksheet take an actual percentage savings by comparing the low bidder to last year unit prices for the same line items.

**Incumbent Comparison** percentage savings = \_\_\_\_\_ % x Annual Usage = Estimated Savings \_\_\_\_\_

**Illustration: Paper**

Vendor	Total Bid Price	Evaluated Savings against Total Bid Price	Evaluated Savings against 2014 Pricing
W.B. Mason	\$875,215.20		
Contract Paper Group	\$893,769.20		
Veritiv Corporation	\$903,901.60		
Split Award: W.B.Mason	\$816,055.20		
Split Award: Contract Paper Group	\$58,983.20		
<b>Split Award Total Value</b>	<b>\$875,038.40</b>	<b>2% Savings</b>	Cut Sheets - .2% Increase Fluorescents - .5% Decrease

1. Illustration Option #1: Average of the Total Bid Price for *non-low bidders* –

$$\$2,672,886 \div 3 = \text{Average Total Bid Price of } \$890,962$$

$$\text{Low Bid } \$875,038.40 \div \text{Average Total Bid Price } \$890,962 = .098$$

$$1 - 0.098 = .02 \text{ or } 2\% \text{ savings}$$

2. Illustration Option #2: Using the Bid Worksheets, average of the (same) Line Item Price for low bidder and incumbent –

$$\text{Incumbent Total of all same Unit Prices } \$830.90 \text{ vs. Low Bid Total of all same Unit Prices } \$662.17$$

$$\$662.17 \div \$830.90 = 0.797$$

$$1 - 0.797 = 0.20 \text{ or } 20\% \text{ savings}$$

B. **Staff Time** including the standard cost to issue a solicitation \$1,000.00

C. **Other Ancillary Costs** including computer time, office supplies, etc. \$138.00

**Calculation Results and Report on Total Annual Savings:**

A. Solicitation Savings or (Increased Costs)		\$17,501
B. Administrative Cost Savings:	\$1138	
a. Staff Time	\$1,000	
b. Ancillary Costs	\$138	\$1138
<b>Total Savings or Increased Cost</b>		<b>\$18,639 per year</b>