

RFQ027250 - Office Supplies, Accessories and Papers UTC

BIDDER GUIDE

The following information is provided by the City of Columbus to assist you in navigating the formal bid procedures. This information is not to supersede or replace any of the actual bid specifications or requirements; its sole purpose is to provide information on the process. If you have any questions regarding the process, please contact the appropriate City of Columbus representative listed on the bid solicitation (for specification questions see instructions below).

Any addenda issued by the City of Columbus will be posted on this site. The City of Columbus will send notification of addenda to Bidders that have an active login id and password with Columbus Vendor Services and are registered for the commodity code(s) associated with this solicitation.

Though the notification methods above will be utilized to notify bidders of addenda it is ultimately the Bidder's responsibility to check this site for verification of any issued addenda.

IN ORDER FOR YOUR BID TO BE CONSIDERED: (CHECK ONE BELOW)

 Pricing is to be entered into the Proposal Page attachments of the RFQ. Please print, complete and attach your price listing to your bid response

The following documents must be completed and attached to your response. Complete this checklist to confirm the items required in your bid. Failure to submit the listed documents may be cause for rejection of your bid:

 Reference Pages

 Subcontractor Information

 Experience Documentation

 Proposal Pages (Pages 18-22)

 Literature

Please refer to the Vendor Services User Guide for guidance using the Attachment feature to attach references, literature, warranty information and any other documentation as needed.

PLEASE NOTE – ALL ATTACHMENTS MUST BE IN PDF FORMAT TO ATTACH.

EQUAL OPPORTUNITY CLAUSE

- (1) The contractor/vendor/bidder will not discriminate against any employee or applicant for employment because of race, sex, sexual orientation, gender identity or expression, color, religion, ancestry, national origin, age, disability, familial status or military status. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, sex, sexual orientation, gender identity or expression, color, religion, ancestry, national origin, age, disability, familial status or military status. Such action shall include, but not be limited to, the following: employment up-grading, demotion, or termination; rates of pay or other forms of compensation; and selection for training. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices summarizing the provisions of this Equal Opportunity Clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that the contractor is an equal opportunity employer.
- (3) It is the policy of the City of Columbus that business concerns owned and operated by M/WBEs shall have the maximum practicable opportunity to participate in the performance of contracts awarded by the city.
- (4) The contractor shall permit access to any relevant and pertinent reports and documents by the ODI director for the sole purpose of verifying compliance with this Title and ODI regulations. All such materials provided to the ODI director by the contractor shall be considered confidential.
- (5) The contractor will not obstruct or hinder the ODI director or his/her deputies, staff and assistants in the fulfillment of the duties and responsibilities imposed by Title 39 of the Columbus City Codes.
- (6) The contractor and each subcontractor will include a summary of this Equal Opportunity Clause in every subcontract. The contractor will take such action with respect to any subcontractor as is necessary as a means of enforcing the provisions of the Equal Opportunity Clause.
- (7) The contractor agrees to refrain from subcontracting any part of this contract or contract modification thereto to a contractor not holding a valid certification number as provided for in Title 39.
- (8) Failure or refusal of a contractor or subcontractor to comply with the provisions of Title 39 may result in cancellation of this contract.

ALL CONTRACTORS MUST HOLD A VALID CONTRACT COMPLIANCE CERTIFICATION NUMBER ISSUED BY THE OFFICE OF DIVERSITY AND INCLUSION.

To obtain a Contract Compliance number register at the City of Columbus Vendor Services website: <http://vendors.columbus.gov/sites/public>

1. Login to the City of Columbus Vendor Services Site and register with the city of Columbus. Once that is completed and approved by the purchasing office, log back in and do the following:
2. Select **Questionnaires** from the Common menu located on the left navigation bar.
3. Next select EBO Quest. (this is the contract compliance application)
4. Question 1 will be displayed; Answer question 1 and select **Forward**.
5. Proceed through the questionnaire answering each question and selecting **Forward** to continue. Once you have reached and answered the last question select **End** to submit.
6. Then the questionnaire will be received by the ODI Office, reviewed and process within 2 business days or less. For additional questions regarding this process, contact the Office of Diversity Inclusion at 614-645-4764.

City of Columbus Home Page: www.columbus.gov

Bid Discount /Proposal Incentive Request Form

This Bid Discount/Proposal Incentive Request Form must be included with the bid and proposal and submitted no later than the bid or proposal due date. Please complete the sections that apply.

The Minority Business Enterprise (MBE) and Woman-Owned Business Enterprise (WBE) Programs provide a bid discount and proposal incentive points to eligible businesses seeking to bid on City of Columbus contracts as prime contractors/prime consultants. To be eligible for either the bid discount or the proposal incentive credits, the prime contractor must be certified with the Office of Diversity and Inclusion in the necessary work classification at the time the submittal is due.

The Proposal Incentive points apply to professional service solicitations/contracts. For these contracts, the prime contractor’s ethnicity and gender are part of the evaluation criteria. A prime contractor that is a minority-owned or a woman-owned business certified with the Office of Diversity and Inclusion in the relevant field of work is assigned 5 percentage points during the evaluation process. The Proposal Incentive points are used in scoring the proposals and ranking the submittals.

The Bid Discount applies to construction and goods and services contracts when the award is based on low bid, and the prime contractor is a minority or woman-owned business or a minority or woman-owned joint venture certified with the Office of Diversity and Inclusion in the relevant work classification. The Bid Discount is 5% for construction and goods and services bids, not to exceed \$50,000 on a single bid. The Bid Discount allows an original bid amount to be discounted by 5% for purposes of evaluating and determining the lowest responsive bid. The original bid amount is the basis for the contract award. For example, a \$100,000 bid with a 5% Bid Discount is evaluated at \$95,000. However, \$100,000 would be paid if the bidder eligible for the discount was the successful bidder.

For additional information about the Minority and Woman-Owned Business Enterprise Program, please visit the Office of Diversity and Inclusion’s website.

(Please Attach Copy of Current MBE/WBE Certification Approval Letter)

CERTIFICATION OF AFFIDAVIT		
The information provided is true and complete to the best of my knowledge and belief. I further understand and agree that this certification shall become a part of my contract with the Columbus of Columbus		
Bid Name:	Bid Number:	Bid Opening Date:
Contracting Department:	Bid/Project Manager Name (as listed in bid documents):	
Certified Prime Contractor/Consultant Authorized Signature & Date: X	Printed name of the authorized signatory: X	Business Name:
Office of Diversity and Inclusion Staff Authorized Signature Only		
Office of Diversity and Inclusion Official Authorized Designee Signature: X	Date:	Approved Not Approved



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1.0 SCOPE AND CLASSIFICATION

1.1 **Scope:** This proposal is to provide the City of Columbus with a Universal Term Contract (blanket type) to purchase office supplies, accessories and papers to be used by various City agencies. The proposed contract will be in effect through July 31, 2026.

1.2 **Classification:** The successful bidder will provide and deliver office supplies, accessories and papers. Bidders are asked to quote discounts off price list/catalog pricing. Bidders are required to show experience in providing this type of material and/or services as detailed in these specifications.

1.2.1 **Bidder Experience:** The offeror must submit an outline of its experience and work history in these types of materials and/or warranty service for the past five years.

1.2.2 **Bidder References:** The offeror shall have documented proven successful contracts from at least four customers that the offeror supports that are similar in scope, complexity, and cost to the requirements of this specification.

1.3 **Specification Questions:** Questions regarding this bid must be submitted on the Vendor Services portal by 4:00 pm Thursday, March 28, 2024. Responses will be posted on the RFQ on Vendor Services no later than Thursday, April 4, 2024 at 4:00 pm.

1.4 For additional information concerning this bid, including procedures on how to submit a proposal, you must go to the City of Columbus Vendor Services web site at <http://vendors.columbus.gov/sites/public> and view RFQ027250.

2.0 APPLICABLE PUBLICATIONS AND STANDARDS

2.1 The most current issue of each specified catalog is to be used for the pricing structure of this contract.

2.2 United States Paper Industry Standards.

2.3 References to a particular trade or manufacturer's model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the City. They should not be construed as excluding proposals on other types of materials, equipment and supplies.

3.0 REQUIREMENTS

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3.1 General Information:

3.1.1 **Term:** The proposed contract shall be in effect from the date of execution up to and including July 31, 2026.

3.1.1.1 **Annual Extension:** Subject to mutual agreement, the period covered by the ensuing contract, under the same terms and conditions stated therein can be extended for one (1) additional year, or portion thereof, at the same pricing and the same escalator clause.

3.1.2 **Pricing:** Discount(s) quoted shall be firm for the duration of this contract. Bidder shall indicate on proposal page the price list and the percentage discount to be applied to price list. A copy of all price list(s) or website address(s) are to be included with this bid. If, during the contract period, a price schedule referenced in this bid is superseded by a new price schedule the Purchasing Office shall be notified of such change in writing. The prices reflected on the superseded price schedule shall remain in effect until the City receives the new schedule or until the effective date of the new schedule, whichever is latest. Price changes made universally to all supplier's customers on a supplier's punch-out catalog shall be exempted from this requirement. **After application of any discount(s), all prices will be rounded to two digits after the decimal point following general rounding rules, being rounded down if the number is 4 or less or up if the number is 5 or more.**

3.1.2.1 **Escalator Clause:** No adjustment of the discount shall be granted during the first six (6) months duration of an awarded contract. Thereafter no more than two such adjustments may occur during the life of the contract. In the event the supplier receives a general price increase in the cost of the finished product contracted for, due to increase in the cost of raw materials, labor, freight, etc., upon giving thirty (30) days prior notice and proper documentation as proof, said adjustment in addition to the price quoted herein, may be permitted, subject to the sole discretion of the City of Columbus Finance and Management Director. In the event any such adjustment is granted, no adjustment shall be permitted on orders received by supplier which are in process or filled but awaiting shipment prior to the increase. All price decreases inure to the benefit of the City of Columbus. The written notice and following documentation shall be sent to: City of Columbus Purchasing Office, 5th Floor, 77 N. Front St., Columbus, Ohio 43215.

3.1.2.2 **Price Documentation:** The supplier shall submit the following documentation with each request for an adjustment:

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- 1) Copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the supplier and the corresponding increase; and
- 2) Copies of correspondence sent by the supplier's supplier explaining the source of the increase in such areas of raw materials, freight, fuel or labor, etc.; and
- 3) Copies of excerpts from business publications, market quotations or trade journals recognized as being representative of their particular trade or industry, that indicate a trend toward an increase in the current market for the commodities under the awarded contract.

3.1.2.3 **Right of Cancellation:** If at any time during the term of the contract the supplier's total request(s) for a price increase(s) are greater than fifteen percent (15%), the City of Columbus may cancel this agreement with thirty (30) days written notification.

3.1.3 **Quantity Estimate:** The City of Columbus estimates spending approximately \$800,000.00 in accordance with this contract. This is an estimate of the annual needs of the City under this contract and are for bidding purposes only. This estimate is not to be construed as representing an actual order for that amount, or a guarantee that any minimum amount will actually be purchased. The City reserves the right to purchase up to twice the estimated quantity.

3.1.4 **Quality Standards:** The City intends to purchase new, unused and the most current items. The specifications describe a minimum acceptable requirement which a bidder has to meet. However, the bidder is allowed to exceed a minimum requirement where the excess enhances the function of the unit and which the City can accept. It is not acceptable for a bidder to exceed a maximum desired limit.

3.2 **Specification Questions:** Questions regarding this bid including any exceptions and/or suggested changes to the requirements must be submitted on the vendor services portal by 4:00 pm (local time) on Thursday, March 28, 2024. Responses and any necessary addenda will be posted as an amendment to this RFQ on the City's Vendor Services portal no later than 4:00 p.m. (local time) on Thursday, April 4, 2024. The City strongly encourages bidders to submit exceptions and/or changes during this stage of the process. Bidders submitting exceptions and/or changes before this date will greatly reduce the likelihood of their bid being rejected as non-responsive to the specifications. Bidders whom have not registered and created a new user on the City's portal <http://vendors.columbus.gov/sites/public> are strongly encouraged to do so.

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Notice of any pre-bid notes and addenda will only be sent to Bidders whom have registered at the site.

3.2.1 For further instructions on how to submit "Vendor Questions" through the Vendor Portal, please see Section "Add Vendor Questions" in the City of Columbus Vendor Services User Guide.

3.2.2 The City has instructional videos to assist bidders at the portal. Tutorial videos are available to be viewed through You Tube or by clicking the following link:

https://www.youtube.com/channel/UCTIkkGNM7GHIITzoqQVNJIA/videos?shelf_id=0&view=0&sort=dd

3.3 Product Requirement Specifications:

3.3.1 Office Supplies, Accessories, and Papers

3.3.1 Office Supplies, Accessories, and Papers

3.3.1.1 **Category 1:** Office Supplies
Category 2: Accessories
Category 3: Papers

3.3.1.1.1 The City of Columbus intends to purchase the highest quality, highest performance, office supplies, accessories, and papers available as evidenced by its widespread usage, acceptance, purchase, and repeated purchases, and reputation with the office supply industry in both the public and private sectors.

3.3.1.2. **Papers:** The contract(s) will provide City agencies with the ability to purchase various types, grades, sizes, weights, and colors of papers. Office papers, fine papers, specialty papers and other types of papers may be purchased off the contract. The specified papers are to be used in a variety of office and mass production equipment and other output devices and equipment, as needed.

3.3.1.2.1 **Recycled Papers:** Recycled papers are preferred and will be selected when available. All recycled papers being bid must contain a minimum of 30% post-consumer fiber in content.

3.3.1.2.2 **Paper Packaging:** Papers are to be available to purchase by reams.

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Papers are to be ream wrapped in cartons with quantity orders as small as half carton or full cartons; to be delivered to various City agencies at various locations within Columbus.

- 3.3.1.2.3 **Paper Quantities:** Papers ordered can be mixed to achieve the best price per carton. Full carton sizes shall contain 5,000 sheets; half carton sizes shall contain 2,500 sheets; Reams shall contain 500 sheets. If the number of sheets are packaged different than specified, bidder shall submit a written document with their bid identifying the number of sheets in the ream and carton sizes.

- 3.3.1.3 **Brand Names:** Bidders shall submit quotes for **manufacturer brand names** specified for office supplies, accessories and papers in the spaces provided on the Proposal Pages.
 - 3.3.1.3.1 **Non-Brand Names:** Bidders shall submit quotes for their private label brand for office supply items and papers in the spaces provided on the Proposal Pages.

- 3.4 **Alternates:** Bids will be considered on items complying with the specifications. All alternates must be detailed in an attached letter to bid and the Manufacturer and Model clearly identified. Explanations must fully state what is to be furnished. All alternates must meet or exceed specifications. The City of Columbus reserves the right to determine whether any proposed alternates are within the specifications.

- 3.5 **Multiple Discounts:** All multiple discounts submitted must be in such a fashion that cost to the City for items not specifically listed in the bid is easily comprehensible. It is understood that any like item(s) not designated but listed in the bidder's price list and/or catalog shall be given the same discount.
 - 3.5.1 If multiple discounts are quoted within the same category, the lowest discount offered will be used when evaluating the bid to determine the best discount offered for that category.

- 3.6 **Restricted Items:** The City of Columbus Purchasing Office contract administrator will meet with the successful bidder to determine items to be excluded from the contract. The City reserves the right to unblock restricted items on the contract, when needed.
 - 3.6.2 Successful bidder shall delete from their ordering system, all pages/products not included in this contract; and shall update their ordering system each time a new catalog is issued prior to the new catalog being used.

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- 3.7 **Back Ordered Items:** Any and all back ordered items must be clearly indicated on the packing slip accompanying the shipment. Back orders shall be filled within five (5) working days. If the successful bidder cannot fill the back orders in the stipulated time, the bidder must contact the City agency to see if product(s) is still needed.
- 3.7.1 **Cancellation of Back Orders:** The City agency reserves the right to cancel back orders and purchase elsewhere if the item(s) is needed before supplier can ship. Cancellation of any order shall be communicated to supplier verbally and also in writing so item can be cancelled in a timely manner.
- 3.8 **Returned Items:** The successful bidder shall pick up any and all items that are to be returned within two (2) working days of notice by the City agency. Defective items must be exchanged or credited by the supplier. If the return is proven to be in error by the City agency, a restocking charge of up to 10% may be charged for returned line or catalog items. The City will not pay any restocking charge for returned items if the return is due to an error by the supplier.
- 3.9 **Discontinued Items:** Successful bidder shall notify the Purchasing Office of all discontinued products in a timely manner. Supplier shall provide information on the replacement item if available. The written notification shall be sent to Mary E. Lyles at melyles@columbus.gov
- 3.10 **Multiple Awards:** The City intends to award multiple contracts to the lowest, responsive and best bidders, in the best interest of the City.

4.0 SAMPLING, INSPECTION AND TEST PROCEDURES

- 4.1 **Inspection:** All parts shall be thoroughly, physically inspected upon delivery by an authorized representative of the City agency for verification of conformance to the specifications. Any damaged, defective, or substandard item shall be promptly removed by the supplier, and replaced at no cost to the City of Columbus. The supplier will be responsible for all shipping costs.
- 4.3 **Testing:** The City reserves the right to conduct testing on supplies provided by the ensuing contract before acceptance for specification compliance at any time during the duration of the contract. Any product not meeting the above described specifications shall be rejected and returned to the supplier.
- 4.4 **Samples:** Vendor shall provide a sample of specified item(s) for evaluation purposes, at the request of the City of Columbus Purchasing (if needed). All samples shall be delivered within five (5) working days to:

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City of Columbus/Purchasing Office
77 North Front Street / 5th floor
Columbus, OH 43215
Attn: Mary E. Lyles

All samples shall be delivered to the City at the suppliers' expense and will not be returned.

5.0 ORDERING, DELIVERY and INVOICING

- 5.1 **Ordering Procedure:** A written purchase order will be established by the Director of Finance and Management. The Purchase Order will have the delivery information and invoice information.
- 5.2 **Delivery days after Order:** Bidder shall state on the Proposal Page the bid the Lead Time expressed as the number of calendar days after receipt of order that delivery will be made. Vendors shall state actual delivery time in calendar days in the space provided. Delivery time may be a factor in determining award of bid. Failure to deliver in the days proposed may lead the City to consider the contract holder in partial or full breach of the contract. In the case of such breach, the City reserves the right to pursue all remedies and actions available under this contract and relevant law.
- 5.2.1 **Delivery Instructions:** Each delivery location may have specific requirements for delivery specified on the purchase order. If no instructions are listed please contact the City agency listed on the purchase order to determine specific delivery instructions.
- 5.2.2 All Deliveries associated with this contract shall be “inside” deliveries to various City locations.
- 5.3 **Packaging:** All items must be packaged in the minimum standard packing material designed to protect against damage during shipment. Note the use of Environmentally Friendly materials is encouraged.
- 5.4 **Invoicing:** Each invoice shall show the City Purchase Order number, a brief description identifying the item, the unit price, and the total amount. The invoice amount must exactly match the purchase order amount in accordance with the bid proposal. All Invoices should be mailed to the address shown on the purchase order ensure proper payment.

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- 5.4.1 **Backorder Invoicing:** Any and all back ordered items shall not be invoiced until delivery is made. The successful bidder shall submit invoices for only those items actually shipped.
- 5.5 **Will Call Requirements:** The bidder may offer the City an opportunity to pick up the goods from a designated "Will Call" location(s) located in the City of Columbus or central Ohio area. The bidder must include, in a separate attachment to the bid, a letter outlining the address of will call location(s), the normal business hours for pickup of goods and any necessary lead time requirements for order preparation prior to pick up.
- 5.6 **Expedited Shipment:** In cases when parts are needed immediately and not available for pick up, the agency may request that it be shipped the quickest way possible. The exact price must be determined and agreed upon by an appointed designee and a notation included on the order before authorization is granted for an expedited order. The additional charge shall cover freight charges for shipping the part from the supplier. Such charges should be shown separately on the invoice and a copy of the freight invoice will be attached to the invoice upon submittal.

6.0 **NOTES**

- 6.1 **Universal Term Contract:** This proposal is bidder's offer to sell the item(s) set forth in the bidders' response to the RFQ at the price(s) quoted by bidder therein, under the terms and conditions of these bid documents. An estimated quantity or estimated annual expenditure is set forth in the proposal. Bidder is to take notice that the City makes no warranties or representations that the estimated quantity, or any quantity at all, will be ordered by the City even though bidder's proposal is accepted by the City and a firm offer for sale executed.

If bidder's proposal is accepted by the City and the firm offer for sale is executed the bidder is to take further notice that no act, failure to act, or order placed by the City shall constitute an order or contractually bind the City without the proper certificate by the City Auditor that funds sufficient for full payment due on any order are available. Each order placed under the firm offer for sale shall require execution of a purchase order. Therefore in consideration of one (1) dollar received by the awarded bidder, said bidder shall offer to sell buyer, City of Columbus, who shall have the Contract Term to exercise this option to purchase, at the price and on the terms set forth in this proposal.

The City shall not be precluded from buying the same or similar items from other suppliers.

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- 6.1.1 **Written Purchase Order:** Written Purchase orders may be established for various City Agencies referencing the terms of this contract and specifying delivery locations. Written Purchase Order(s) will represent a maximum obligation for the City of Columbus over a particular time period. The City may spend all, part or none of the funding noted on the Purchase Order. This Purchase Order shall not be construed as an actual order to manufacture, ship or provide any items or services. Rather, written Purchase Order(s) enable properly authorized City agency personnel to make purchases on an "as needed" basis per this contract. Any number of written purchase orders may be used at the discretion of the City to increase or decrease available funds during the term of the agreement. At no time shall the maximum obligation of the City agency exceed the cumulative dollar amount of associated purchase orders. Any available funds balance not obligated by the City for accounts payable on items/work ordered on or prior to that date shall be cancelled after that date.
- 6.2 **Proposal Page Instructions:** The bidder shall submit a firm, fixed discount (or mark-up, if applicable) to the listed prices for each standard published price list(s) catalog (or web catalog) they wish to bid. Bidder shall indicate on the attached Proposal Pages each Price List/ Catalog/Website with effective date from which these items will be purchased and the applicable discount. The City may purchase any item or group of like items in the catalog and/or price list from the successful bidder after a purchase order for the listed items is issued. **The completed Proposal Pages must be submitted as an attachment to the supplier's bid. See Section 6.2.6 for information on attaching documents to bids.**
- 6.2.1 **Proposal Pages:** The Proposal Pages contain frequently used items. Bidders are to complete all blanks on the Proposal Pages. All prices completed on the worksheet must be in accordance with, and verifiable to, the discount structure submitted.
- 6.2.2 **Multiple Discounts:** All multiple discounts submitted must be in such a fashion that cost to the City of items not specifically listed in the bid is easily comprehensible. It is understood that any like item(s) not designated but listed in the bidder's price list and/or catalog shall be given the same discount (See Section 3.5 – 3.5.1).
- 6.2.3 **Login/Password:** Bidders shall list on Proposal Page a login and password for their website to be used for informational purposes during the bid evaluation.

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- 6.2.4 **Alternates:** Bids will be considered on units complying with the specifications. **All alternates must be detailed in an attached letter to bid.** Explanations must fully state what is to be furnished. All alternates must meet or exceed specifications. The City of Columbus reserves the right to determine whether any proposed alternates are within the specifications.
- 6.2.5 **Minimum Order:** The bidder shall state in the space indicated on the proposal document any minimum quantity required for delivery. If no quantity is specifically stated, it will be presumed that no minimum quantity is required for delivery. Any minimum quantity stated by the Bidder may be used by the City in evaluation of the bid.
- 6.2.6 **Attachments:** For instruction on attaching documents to online quotes, please see the "City of Columbus Vendor Services User Guide", made available through the Vendor Portal.
- 6.3 **Successful bidders must provide Price List(s), Catalog(s), and/or Web Site Login:** Once a contract is awarded the successful bidder(s) will be responsible for providing (price lists and/or catalogs, when so requested by the City. Individual website log-ins and passwords for each City User is not acceptable
- 6.4 **E-Catalog Requirements:** Notwithstanding any price list, catalog, website, etc. that must be submitted to comply with the bidding requirements within this document, the City has implemented an "E-Catalog" system that will require all awarded vendors to provide additional product information that is required by the City to identify and create Purchase Orders for any product (or service) that is included in the proposal submitted by the vendor.
- 6.4.1 **Product Data:** The information required must be submitted in the Excel format in accordance with Attachment A. Electronic copies will be provided to the successful bidder for completion. The information needed for each product includes, but is not limited to:
- | | |
|------------------------------|---------------------------------------|
| Agreement Number (from City) | Agreement expiration date (from City) |
| Product Description | Awardee Part Number (if applicable) |
| Manufacturer Name | Manufacturer Product Number |
| Product UNSPSC | Product Lead Time |
| Product Price | Product UOM |
- 6.4.2 **Implementation Methods:** Any contract awardee must work with the City prior to final execution of the contract for this solicitation to implement a catalog/price list in the City's "E-Catalog" system. This may be fulfilled by offering a "punch out" to the vendor's web catalog, electronic price list or Excel spreadsheet.

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- 6.4.2.1 Awardees offering a “punch out” option must be able to limit offered catalog based items based on categories awarded in the contract or other approved method.
- 6.4.2.2 Awardees offering a price list of specific items must work with the City prior to final execution of the contract in order to implement a price list in the City’s “E-Catalog” system. This can be fulfilled by offering an Excel spreadsheet with the required information requested by the City.
- 6.4.2.3 Awardees will be responsible for notifying and supplying the City with any subsequent price increases to the price list or excel spreadsheets in a timely manner to allow for updating the E-Catalog system, subject to the price escalation clause included in this contract.
- 6.5 **Cooperative Purchasing:** The successful bidder shall also supply all items under the terms and conditions of the proposed contract to agencies officially sanctioned by the City in its cooperative purchasing effort, the Central Ohio Organization of Public Purchasers (COOPP). Any agency that is not subject to a City of Columbus purchase order must be invoiced directly by the supplier. Those agencies participation is subject to a credit approval by the supplier, as the City of Columbus is in no way obligated to those agencies’ financial commitments. The supplier shall be notified of any additional agencies sanctioned by the City of Columbus via letter signed by the Finance and Management Director.
- 6.6 **Correspondences:** During the bidding and evaluation process Offerors are strictly prohibited from communicating with any City employees or officers regarding the solicitation. Any communication from the vendor to the City should be limited to only the contact(s) listed in the RFQ and/or below. A violation of this section on the part of the Offeror may lead to disqualification.

All correspondences regarding this bid and the awarded contract should be sent via email to melyles@columbus.gov,

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REFERENCES

The bidder must briefly document its capabilities and submit an outline of its experience and work history in supplying office supplies, accessories and papers for the past five (5) years by submitting the contact information of References from four (4) separate equipment sales. References should consist of projects of a similar scope, complexity, and cost.

Business Name: _____ Tel #. _____ - _____

Address: _____

E-mail Address: _____ Fax #. _____ - _____

Contact: _____ Product purchase date: _____

Product Provided:

Business Name: _____ Tel #. _____ - _____

Address: _____

E-mail Address: _____ Fax #. _____ - _____

Contact: _____ Product purchase date: _____

Product Provided:

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Business Name: _____ Tel. _____ - _____

Address: _____

E-mail Address: _____ Fax #. _____ - _____

Contact: _____ Product purchase date _____

Product Provided:

Business Name: _____ Tel. _____ - _____

Address: _____

E-mail Address: _____ Fax #. _____ - _____

Contact: _____ Product purchase date: _____

Product Provided:

Business Name: _____ Tel. _____ - _____

Address: _____

E-mail Address: _____ Fax #. _____ - _____

Contact: _____ Product purchase date: _____

Product Provided:

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SUBCONTRACTORS INFORMATION (IF APPLICABLE)

Subcontractor No. 1: _____

Address: _____

E-mail Address: _____ Fax #. _____ - _____

Principal's Name: _____ Phone No. _____ - _____

City Contract Compliance No.: _____

Subcontract Amount: \$ _____ Percentage of total dollar amount _____ %

Scope of Work: _____

Subcontractor No. 2: _____

Address: _____

E-mail Address: _____ Fax #. _____ - _____

Principal's Name: _____ Phone No. _____ - _____

City Contract Compliance No.: _____

Subcontract Amount: \$ _____ Percentage of total dollar amount _____ %

Scope of Work: _____

OFFICE SUPPLIES, ACCESSORIES AND PAPERS

PROPOSAL

To the Finance & Management Director of the City of Columbus, Ohio:

We (I) propose to furnish the following article(s) and/or service(s) at the price(s) and terms stated subject to all instructions, conditions, specifications and all attachments hereto. We (I) have read all attachments including the specifications and fully understand what is required.

Prices are to be quoted F.O.B. Destination Prepaid and Allowed. Various City Agencies. Inside Delivery Required.

SUPPLIER MUST FILL IN ALL SPACES

ITEM #	DESCRIPTION	EST QTY	UOM	MANUFACTURER NAME	MFR PRODUCT#	SUPPLIER PRODUCT#	MFR. LIST PRICE	% OFF LIST PRICE	NET UNIT PRICE
	Category 1: OFFICE SUPPLIES (BRAND NAME Per. Sec. 3.3.1.3)								
1	Pilot G2 Retractable Gel Pens, Bold Point, Blue Ink, 12/Pack, Item# 31257	1,000	DZ						
2	Sharpie Permanent Markers, Fine Point, Black, 12/Pack, Item# 30001	500	BOX						
3	Smead 100% Recycled File Folders, 1/3-Cut Tab, Letter Size, Manila, (30% post consumer content); 100/Box #10339	500	BOX						
4	TOPS® Steno Book, White, Gregg Ruled, 6" x 9", 80 Sheets/Pad, 4/Pk, Item#TOP80220	500	BOX						
5	ACCO Medium Binder Clips, Black, Dozen, 12/box, Item# A7072050B	1,000	BOX						
6	Post-it® Notes, 3" x 3" Canary Yellow, 100 Sheets/Pad, 12 Pads/Pack, Item# 654-12YW	1,000	BOX						

TOTAL:

OFFICE SUPPLIES, ACCESSORIES AND PAPERS

PROPOSAL

ITEM #	DESCRIPTION	EST QTY	UOM	MANUFACTURER	MFR PRODUCT#	SUPPLIER PRODUCT#	MFR. LIST PRICE	% OFF LIST PRICE	NET UNIT PRICE
	OFFICE SUPPLIES: NON-BRAND NAME (Sec. 3.3.1.3.1)								
7	White, Recycled, Ruled, Steno, 6X9" Notebooks, 12/pk	1,500	PK						
8	Writing Notepads, 8.5 X 11, Wide Ruled; white, 12 Pads/Pk	1,000	PK						
9	File Folders,1/3 Cut, Letter, Recycled; 100/Box	300	BOX						
10	Self Stick Notes, 3 X 3, Yellow, 18/Pk	400	PK						
11	Paper Clips, Small, 100/Box	500	BOX						
								TOTAL:	
	Category 2: ACCESSORIES (Per Sec. 3.3.1.3)								
12	Brother P-Touch PTM95 Portable Label Maker MFR; Item #PTM95	100	EA						
13	Casio DR-210R 12-Digit Printing Calculator, Black, #DR210	100	EA						
14	Quartet Cork Bulletin Board, Aluminum Frame, 3' x 2' #85346	100	EA						
15	Deflecto Polycarbonate Chairmat for Carpeted Floor - 60" Length x 46" Width x 62.5 mil Thickness - Rectangle - Polycarbonate - Clear; Item# DEFCM11442FPC	20	EA						
								TOTAL:	

OFFICE SUPPLIES, ACCESSORIES, AND PAPERS

PROPOSAL

ITEM #	DESCRIPTION	QTY	UOM	% of Recycled Content	MANUFACTURER	MFR PRODUCT#	SUPPLIER PRODUCT#	MFR. LIST PRICE	% OFF LIST PRICE	NET UNIT PRICE
Category 3: Papers - Brand Name (Per Sec. 3.3.1.3)										
16	Hammermill Great White 30% Recycled 8.5" x 11" Copy Paper, 20 lbs., 92 Brightness, 500/Ream, 10 Reams/Carton Item# 86700	1	CTN							
17	Hammermill Great White 30 30% Recycled 8.5" x 11" 3-Hole Punched Recycled Copy Paper, White, 5000/Ctn; Item #HAM86702	1	CTN							
18	Hammermill Great White 30 Express Pack 30% Recycled 8.5" x 11" Copy Paper, 20 lbs, 92 Brightness, white, 2500/Carton; Item #HAM67780	1	1/2 CTN							
19	Hammermill Great White 30% Recycled 11" x 17" Copy Paper, 20 lbs, 92 Brightness, 500/Ream, Item# HAM86750	1	RM							
20	Hammermill Fore MP Colors Multipurpose Paper, 20 lbs., 8.5" x 14", Ivory, 500/Ream; Item# 103143	1	RM							
Papers: Non-Brand (Per Sec. 3.3.1.3.1)										
21	Recycled, Multipurpose, Bond 20 lb., white; 8 1/2x 11"; 5,000 sheets/carton	1	CTN							
22	Recycled, Multipurpose, Bond 20 lb., white; 8 1/2 x 11"; 3 Hole Drilled; 5,000 sheets/carton	1	CTN							
23	Recycled, Multipurpose, 20 lb., 8 1/2x11"; In Colors; 5,000 sheets/carton	1	CTN							
24	Recycled, Multipurpose, 20 lb., 8 1/2x14"; White; 5,000 sheets/carton	1	CTN							

OFFICE SUPPLIES, ACCESSORIES, AND PAPERS

PROPOSAL

ITEM #	DESCRIPTION	QTY	UOM	% of Recycled Content	MANUFACTURER	MFR PRODUCT#	SUPPLIER PRODUCT#	MFR. LIST PRICE	% OFF LIST PRICE	NET UNIT PRICE (IN FIGURES)
25	Recycled, Multipurpose, Bond 20 lb., white; 8 1/2x 17"; 5,000 sheets/carton	1	CTN							
26	Recycled, Multipurpose, Bond 20 lb., white; 8 1/2x 11"; 2,500 sheets/1/2 carton	1	1/2 CTN							
27	Recycled, Multipurpose, 20 lb., 8 1/2x11"; In Colors; 2,500 sheets/1/2 carton	1	1/2 CTN							
28	Recycled, Multipurpose, 20 lb., 8 1/2x11"; In Colors; 500 sheets/ream	1	RM							
29	Recycled, Multipurpose, 20 lb., 8 1/2x14"; White; 500 sheets/ream	1	RM							
30	Recycled Premium Laser Bond; 24 lb., 8 1/2x11"; White; 5,000 sheets/carton	1	CTN							
31	Recycled Premium Laser Bond; 24 lb., 8 1/2x11", In Colors; 5,000 sheets/carton	1	CTN							
32	Recycled Premium Laser Bond; 24 lb., 8 1/2x11", White; 3 Hole Drilled; 5,000 sheets/carton	1	CTN							
33	Recycled Premium Laser Bond; 24 lb., 8 1/2x14", White; 5,000 sheets/carton	1	CTN							
34	Recycled, Premium Laser Bond; 24 lb., 8 1/2x11"; White; 500 sheets/ream	1	RM							
35	Recycled Premium Laser Bond; 24 lb., 8 1/2x11"; White; 2,500 sheets/1/2 carton	1	1/2 CTN							
36	Recycled Premium Laser Bond; 24 lb., 11 X 17"; White; 500 sheets/ream	1	RM							

Office Supplies, Accessories and Papers UTC

PROPOSAL

To the Finance & Management Director of the City of Columbus, Ohio:

We (I) propose to furnish the following article(s) and/or service(s) at the price(s) and terms stated subject to all instructions, conditions, specifications and all attachments hereto. We (I) have read all attachments including the specifications and fully understand what is required.

Prices are to be quoted F.O.B. Destination, Freight Prepaid and Allowed, Various City Agencies. Inside Delivery Required.

Item #37 – Proposed catalogs/price lists and pricing (Please list all catalogs/price lists to be considered, you may copy this page or attach additional pages if necessary):

Category 1: Office Supplies

Catalog/Web Catalog/Price List Name: _____

Catalog / Price Sheet Date: _____

Applicable Discount: _____

Minimum Order: _____ Delivery (ARO) _____

Category 2: Accessories

Catalog/Web Catalog/Price List Name: _____

Catalog / Price Sheet Date: _____

Applicable Discount: _____

Minimum Order: _____ Delivery (ARO) _____

Category 3: Office Papers

Catalog/Web Catalog/Price List Name: _____

Catalog / Price Sheet Date: _____

Applicable Discount: _____

Minimum Order: _____ Delivery (ARO) _____
