

1.0 BID OVERVIEW

Bid Name: Copier Paper
Bid Number: M19-001-RFB
Bid Release Date: 1/29/2019
Question Due Date: February 7, 2019
Bid Due Date: February 15, 2019 @ 2 p.m. CST

1.1 Scope of Bid/Specifications

MCW is issuing a Bid for Copier Paper offered by Supplier. The Paper bid must be equal or better to the specifications listed on the Cost Proposal. That is, if the brightness is 92, Supplier could bid paper with a brightness of 93, 94, 95, 96 etc..

Paper must feed smoothly through all machines and produce clear, legible copy on both sides, free of curl.

Supplier will be required to deliver a sample of the Copier paper bid as set forth in Section 2.2 of this Bid.

The pricing set forth in the Cost Proposal shall be firm for a period of 90 days after bid award. Any price increase thereafter must be based on industry-wide changed market conditions beyond the control of the Successful Bidder. Such increases must be verified by a letter from the supplier and/or published price sheets, or tied to a specific index. Supplier must notify MCW Purchasing of any price increase and its effective date as soon as practicable at morel@mcw.edu and purchasing@mcw.edu. Likewise, any de-escalation in price shall be passed on to MCW. Successful Bidders are obligated to treat price decreases as equally as price increases during the tenure of the contract.

All delivery must be desktop delivery.

MCW is seeking to make an award of 1 year, with the option to extend for up to 4 one-year terms.

2.0 BID PROCEDURES AND INSTRUCTIONS

The general bid procedures are found at www.mcw.edu/purchasing.htm under MCW Terms and Conditions for Catalog Bids.

2.1 Bid Submission

Bidders must submit an electronic copy of the Bid response via email to purchasing@mcw.edu by the deadline set forth in Section 1.0. The subject line of Bidder's submission must contain the following information: "Bid response" followed by the bid name, date due and bidding company name. Any attachments to electronic submissions must be in Microsoft Word, Microsoft Excel, Microsoft Power point, Adobe PDF, or ZIP file formats and under 25MB in size. MCW will not accept responsibility for any network or power outages that may occur during the transmission of Bids. Electronic or digital signatures are acceptable, but subject to verification.

2.2 Samples

Bidders shall submit a case of the paper it bid on line 1 of the Cost Proposal to the address below by the Bid due date:

Marina Orel
10000 Innovation Drive
Wauwatosa, WI 53226

MCW reserves the right to reject a bid if the quality of the paper is deemed sub-standard for its purposes. Failure to deliver samples may result in Bid rejection.

2.3 Questions

Bidders are expected to raise any questions, exceptions, or additions they have concerning the Bid. This includes questions regarding specifications that will result in Bidder being unable to submit a response to allow MCW an opportunity to amend its specifications. Any questions or requests for clarifications must be directed in writing to purchasing@mcw.edu no later than the deadline set forth in Section 1. The subject line of the email must be labeled "Bid name - Question". Any additional information or clarifications that are provided to a bidder will be provided in the same manner as the original bid was submitted.

3.0 AWARD STATEMENT

Awards shall be made to the responsible and responsive bidder(s) with the lowest cost based on the cost of an estimate of usage (for both the specifications listed by MCW as well as the other copier papers bid by Supplier), which MCW will disclose after Bid opening. MCW reserves the right to make one award, multiple awards, or to reject any or all submitted in response to this RFB in whole or in part. MCW reserves the right to make award in whole, by line item. or any combination.

4.0 BINDING TERMS AND CONDITIONS.

If your bid is accepted and a contract/purchase order is issued, this bid document and any documents incorporated by reference shall constitute the entire contract between MCW and Bidder concerning the subject matter herein and supersede any prior proposals, negotiations, conversations, discussions and contracts among the Parties. MCW will not be bound by any terms and conditions included in Supplier’s packaging, service catalog, brochure, technical data sheet or other document which attempts to impose any conditions at variance with or in addition to the terms and conditions contained herein. No amendment or modification of any provision of this Contract shall be effective unless the same shall be in writing and signed by both Parties.

The following documents are herein expressly incorporated by reference into this Bid: (1) This Bid; (2) MCW PO Terms and Conditions; (3) MCW Supplemental Terms and Conditions found at www.mcw.edu/purchasing.htm; (4) Bidder’s Response to this Bid. In the event of a conflict among documents constituting this Contract, the order of priority to resolve the conflict is in the order listed herein.

Supplier’s Response

- a. **Samples:** Bidder has sent the samples required under section 2.2 to the address. Yes No
- b. **UOM:** MCW is requesting that Supplier Bid by the Carton.
 Can Supplier deliver paper by the Carton? Yes No (If there is an alternate name for Carton, please list here: _____)
 How many reams are in Supplier’s Carton? _____
 How many pages are in each Ream? _____
- c. **Delivery Terms:** Supplier understands and agrees that all delivery shall be desk top delivery. Yes No

Contract Terms

- d. **Terms and Conditions:** By responding to this Bid, Bidder must either agree to the terms and conditions set forth in section 4.0, or take specific exception to those terms and conditions. It is within MCW’s sole discretion whether to accept a term or condition that has been objected to, but in no event will MCW negotiate or accept a change if it is not set forth herein. Specific objections or additions must be listed. It is insufficient for the Bidder to cite to a document or incorporate a document by reference.
 Bidder agrees to comply with this section. Yes No
 Specific objections must be set forth here (do not merely cite to Bidders’ terms in an external document): _____
- e. **Existing Contract.** If Supplier is offering participation in an established contract with a GPO or other buying consortium, that information is to be provided here:
 Which contract is Supplier bidding in response to this Bid (GPO or other buying consortium): _____.
 Is MCW eligible to use the contract? Yes No.
 If so, is MCW required to execute a contract or addendum to participate? Yes No. Please include any document that MCW would be required to execute.
 MCW reserves the right to reject the Bid response if the GPO terms and conditions are not acceptable to MCW.

Ordering and Payment

- f. **Early Discount:** MCW attempts to pay all invoices within 30 days of a properly submitted invoice. Please indicate whether Supplier offers any early pay discount.
 Discount offered for payment within designated period: _____ % _____ business days of a properly submitted invoice.
- g. **ACH:** Please indicate whether bidder would like to take advantage of receiving payments via ACH (electronic

funds transfer payment).

Yes No Note: If Supplier indicated “yes”, and if award is made, MCW will contact Supplier to gather the information necessary to set up an ACH transfer.

h. **On-Line Capabilities:** Do you have a website with the following:

On-Line Catalog: Yes No

On-Line Ordering: Yes No

Webpage Address: _____.

Contact person to obtain username and password: _____.

i. **Rebates Offered:** Please list any rebates you would provide to MCW for the following: _____% for dollar volume of \$_____. If there are rebates offered on any other basis, please indicate that herein: _____.

j. **Reports:** Successful bidders shall be required to maintain detailed reports of all products ordered by MCW. Such reports shall include but not be limited to: the date, ordering site and person, itemized description of goods and itemized pricing. Reports shall be made available to the Procurement Division upon request.

Will Bidder comply with this requirement? Yes No

k. **Contact Person for Order Placement:**

Contact Person:

Phone number:

Fax number:

Email address: _____

Assurances

l. The undersigned has legal authority to bind the Bidder.

Yes No Note: Failure to check “Yes” may result in the Bid being considered non-responsive and ineligible for award.

m. The Bidder shall comply with all terms, conditions and specifications set forth in this Bid.

Yes No Note: Failure to check “Yes” may result in the quote/bid being considered non-responsive and ineligible for award.

n. By signing this, the undersigned also certifies that neither Bidder nor any person or entity associated with the Bidder has, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a quotation; that this quotation has been independently arrived at without collusion with any other Bidder, competitor or potential competitor; that this Bid has not been knowingly disclosed prior to the opening of quotations to any other Bidder or competitor; that the above statement is accurate under penalty of perjury.

Yes No Note: Failure to check “Yes” may result in the quote/bid being considered non-responsive and ineligible for award.

Signature

Name of Person signing on behalf of Bidder

Telephone Number

Service Provider Address

Fax Number

City, State, Zip Code

Email Address

Signatory’s Full Name and Title

Signature Date