

V.A.L.U.E. BID REQUEST FORM

Additional Instructions for V.A.L.U.E. bid document:

1. Once the bid document is completed, it should be posted on the Web and participants should be notified by e-mail or alternate manner (for those participants who cannot access by e-mail) stating that the bid is now available for viewing.
2. Any agencies that cannot access the Web Site should request to have the hard copy of the bid and specification sent to them directly. All participants to the bid should review this bid to ensure their requirements have been added correctly. If the participating agency determines that there is information listed in error, it is their responsibility to immediately notify the lead agency to make the appropriate changes by amendment.



BID REQUEST

BID NO: ESD-102001	MAILING DATE: SEPTEMBER 26, 2001
COMMODITY: COPY/COMPUTER PAPER	BUYER NAME: JEAN KIENZLE
AGENCY: SCHOOL DISTRICT OF ELMBROOK	PHONE NUMBER: 262-781-3030 EXT 1141
FAX NUMBER: 262-783-0987	E-MAIL ADDRESS: KIENZLEJ@ELMBROOK.K12.WI.US

TIME AND PLACE: Sealed bids for furnishing the above commodity will be received until 2:00 P.M. on October 17, 2001 at the Administrative Office of the School District of Elmbrook in person at the District Reception Desk or with the Supervisor of Purchasing at 13780 Hope Street, Brookfield WI or mailed to PO Box 1830, Brookfield, WI 53008-1830.

Bids must be returned in a sealed envelope identified with the bid number and opening date in the lower left hand corner. V.A.L.U.E. reserves the right to reject bids that are not properly identified or are received late.

Please submit 2 copy(s) of your bid response.

******NON-COLLUSION STATEMENT******

******WISCONSIN'S RIGHT TO KNOW LAW******

By signing below, bidder hereby certifies that bid has been made without any connection with any other bidder and is in all respects fair and without collusion or fraud, and it is made with the understanding that no elected officer or any employee of any municipality has any interest, directly or indirectly unless otherwise stated.

It is a direct condition of the terms of this bid that if there is any toxic substances, materials or infectious agents, the bidder shall supply one copy of material safety data sheets and product labeling information with your bid response. V.A.L.U.E. reserves the right to reject any bid not in compliance.

We agree to furnish the above according to your specifications, at prices and conditions specified herein.

ONLY CASH DISCOUNTS OF 30 DAYS OR MORE SHALL BE DEDUCTED IN DETERMINING THE LOW BIDDER.

Please print the following:

Cash discount for payment following acceptance of goods and receipt of invoice _____ % _____ days.

Firm Name _____

Address _____

City, State, Zip _____

Phone No. _____ Fax No. _____

Delivery shall be no later than _____ work days after receipt of order. (FOB Destination)

E-Mail Address _____

Date _____

Printed Name/Title _____

Authorized Signature _____

BIDS NOT MANUALLY SIGNED SHALL NOT BE ACCEPTED.

WHAT IS V.A.L.U.E. IN LOCAL GOVERNMENT?

V.A.L.U.E. in Local Government is a non-profit organization made up of local government entities in the Southeastern Wisconsin area and is affiliated with the National Institute of Governmental Purchasing.

A Cooperative Invitation

As a cooperative joint venture, Invitations for bid will be solicited by a designated Lead Jurisdiction acting in behalf of participating members of V.A.L.U.E. in Local Government for the purchase of their respective requirements. The Lead Jurisdiction, acting in the capacity as "Soliciting Agent" for V.A.L.U.E. in Local Government shall not be liable for costs, damages, etc. incurred by any of the participating jurisdictions involved in a cooperative invitation for bid. (Participating Jurisdictions hereafter referred to as Jurisdictions.)

GENERAL DIRECTIONS FOR BIDDING

- 1. How to Bid**

All bids shall be submitted on this official form furnished by V.A.L.U.E. in Local Government and shall be identified with the firm name and manually signed. Unsigned bids shall not be considered. If this form does not provide sufficient space, bidders shall attach a sheet supplying the additional information. This sheet shall also be signed as required above to properly identify attachments.
- 2. How to amend a bid before due date and time**

After a bid has been filed and the bidder desires to amend this bid, he/she may do so before the due date and time by filing an amendment fully identified with the original bid submitted by number, commodity and opening date. All the conditions and provisions of the invitation to bid shall be in effect. This must be received before the opening date and time. No bids or amendments shall be accepted after the bid opening date and time specified.
- 3. Withdrawal of Bids**

Bids may be withdrawn only in total and only upon written request to the Lead Jurisdiction. Requests will only be considered if they are received prior to the date and time scheduled for receipt of bids.
- 4. Protests Prior to Bid Opening**

Protests to the form and content of the bid document and/or specifications must be received by the Lead Jurisdiction not less than five (5) working days prior to the date scheduled for bid opening. A protest must be in writing and must delineate the reason for the protest. The Lead Jurisdiction shall review protests and if modification is necessary, an addenda containing the changes shall be sent to each bidder and the bid opening date may be extended. If modification is rejected, the protestor shall be notified in writing. The decision of the Lead Jurisdiction is final.
- 5. Bid Opening**

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aids. For additional information or to request this service, contact the Lead Jurisdiction.

TERMS AND CONDITION OF BID

- 1. Rejection of Bids**

V.A.L.U.E. in Local Government and the Lead Jurisdiction reserve the right to reject any and all bids where deemed appropriate.
- 2. Offer and Acceptance**

The proper submission of this form by the bidder will be considered as the bidder's offer to enter into a contract in accordance with the provisions set forth. All bids shall be binding for sixty (60) calendar days from the date of opening unless otherwise specified. If your bid is accepted and a contract issued, then this bid will constitute the entire contract between each Jurisdiction and your firm, and it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement, regarding the subject matter of this bid, shall be deemed to exist or bind any of the parties hereto. Acceptance will take place only upon award by each Jurisdiction, execution of this document and/or purchase order by the proper officials and delivery of the fully-executed contract and/or purchase order to the successful bidder. Acceptance may be revoked at any time prior to delivery of the fully-executed contract and/or purchase order to the successful bidder.

3. Assignment or Subcontract

The contract and/or purchase order may not be assigned by the successful bidder without the written consent of the affected Jurisdiction. All subcontractors must be approved by the affected Jurisdiction in writing.

4. Determination of Award

V.A.L.U.E. in Local Government will be solely responsible for final determination in making recommendation to each Jurisdiction as to the low responsive and responsible bidder.

5. Award of Contract

Each Jurisdiction is responsible in accordance with their individual award procedures, to award a contract to the successful bidder and shall also be responsible for expediting its own purchase orders, receiving and inspecting goods, verifying invoices and making payments. No shipments shall be made under this bid until a purchase order and/or contract has been received unless otherwise agreed to by the Jurisdiction.

Lead Agency will tabulate unit prices and recommend award bid per category, ie: virgin copy paper, virgin computer paper, recycled copy paper, recycled computer paper, based on price, quality, delivery and service. The Lead Agency may elect to split the bid award in the best interests of the participating agencies. Lead Agency may award Truckload pricing separate from other pricing.

NO JURISDICTION SHALL BE HELD LIABLE FOR THE ACTIONS OF ANOTHER JURISDICTION.

6. Tie Bids

When the award recommendation notes that equal low and responsive bids are received, the tie bids shall be broken by a lot drawing in the presence of two V.A.L.U.E. in Local Government representatives. The tie bidders shall receive written advance notice.

7. Changes in Specifications Not Permitted

Do not change any of the terms of the bid or specifications. Such changes shall constitute a counter offer. Any bids received with such changes may be rejected.

8. Delays in Delivery

Delays in delivery caused by bona fide strikes, government priority or requisition, riots, fires, sabotage, acts of God or any other delay deemed by V.A.L.U.E. in Local Government to be clearly and unequivocally beyond the contractor's control, shall be recognized by V.A.L.U.E. in Local Government. The vendor may be relieved of meeting delivery time specified, if vendor files with the Lead Jurisdiction a request for extension of time no later than seven (7) calendar days prior to the actual delivery date, signed by a responsible official, giving in detail the essential circumstances which, upon verification by V.A.L.U.E. in Local Government, justifies such extension.

9. Patents

This order is given upon the condition that V.A.L.U.E. in Local Government Participating Agencies are protected by the vendor against all liability, loss or expenses by reasons of any patent or trademark litigation now existing or hereafter instituted, arising out of any alleged infringement of patent or trademark on merchandise hereby ordered, or any part thereof.

10. Non-Discrimination

The contractor, lessee, bidder, supplier, purchaser, etc. agrees not to discriminate against any employee or applicant for employment because of race, religion, color, national origin, age, sex, or handicap, which shall include, but not be limited to: recruitment advertising; employment; upgrading; demotion or transfer; lay-off or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship. A violation of this provision shall be sufficient cause for V.A.L.U.E. in Local Government to terminate the contract, lease, order, etc.

11. Delivery Terms

Bids shall include delivery to the specified delivery point(s), all transportation charges prepaid and borne by the vendor.

12. Taxes

V.A.L.U.E. in Local Government member agencies are exempt from Federal Excise Tax and Wisconsin State Sales Tax. Bids should be submitted without such taxes.

13. Code of Ethics

No person may offer to give to any officer or participant in V.A.L.U. E. in Local Government or his/her immediate family, and no officer or participant in V.A.L.U.E. in Local Government or his/her immediate family may solicit or receive anything of value pursuant to an understanding that such officers or participants' vote, official action or judgement would be influenced thereby.

- 14. New and Unused**
All equipment shall be new and unused, tried, proven and in current use and production, unless otherwise specified.
- 15. Funding**
All purchases are contingent upon funds being appropriated by the proper officials of the Jurisdiction.
- 16. Contract Extension**
V.A.L.U.E. in Local Government, upon agreement with the Contractor and acting in the best interest of the Jurisdiction, reserves the right to recommend to the Jurisdictions that the contract be extended for another term.
- 17. Safety Requirements**
All material, equipment and supplies provided shall comply fully with all safety requirements as set forth by the Wisconsin Administrative Code, Rules of the Industrial Commission on Safety and all applicable OSHA and DILHR standards.
- 18. Packaging**
Materials shall be clearly labeled and packaged in accordance with Federal and Wisconsin requirements, and as specified in the Invitation to Bid.
- 19. Substitutions and Equivalents**
Substitutions of equivalents of specified items may be permitted at the sole discretion of the Jurisdiction.
- 20. Warranty**
The contractor agrees that the equipment, supplies or services furnished under this contract shall be covered by the most favorable commercial warranties the contractor gives to any customer for such equipment, supplies and services.
- 21. Indemnity**
Contractor(s) shall indemnify, keep and save harmless each Jurisdictions, its agents, officials and employees, against all injuries, death, loss, damage, patent claims, suits, liabilities, judgements, costs and expenses; which may otherwise accrue against the Jurisdiction in consequence of the granting of a contract or which may otherwise result therefrom, if it shall be determined that the act was caused through negligence or omission of the contractor or his employees, of the subcontractor or his employees, if any, and the contractor shall, at his own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and if any judgement shall be rendered against the jurisdiction in any such action, the contractor shall at his own expense, satisfy and discharge the same. Contractor expressly understand and agrees that any performance bond or issuance protection required by this contract, or otherwise provided by the contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Jurisdiction as herein provided.
- 22. Disputes**
For any disputes, the laws of the State of Wisconsin apply.
- 23. Waiver**
One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.
- 24. Payment for Contract Performance**
Upon complete performance of the contract by the contractor, and after the acceptance of said performance by the Jurisdiction, the Jurisdiction shall pay the contractor any balance then remaining due and payable under the terms of this contract for said work, material, services, items, supplies or equipment, within thirty days after receipt of a properly documented invoice.
- 25. Statutory and Regulatory Requirements for Milwaukee County Transit**
Special provisions for Milwaukee County Transit System are attached.

V.A.L.U.E. IN LOCAL GOVERNMENT
(Volume Acquisition of Large Uniform Expenditures)
COPY/COMPUTER PAPER

NOTE: BIDDERS ARE REMINDED TO CAREFULLY EXAMINE THE BID AND SPECIFICATIONS UPON RECEIPT. IF NECESSARY, BIDDERS SHOULD MAKE A WRITTEN REQUEST TO THE PURCHASING AGENT WHOSE NAME APPEARS ON PAGE 1 OF THE BID, FOR INTERPRETATION OR CORRECTION OF ANY AMBIGUITY, INCONSISTENCY OR ERROR DISCOVERED.

ADDITIONALLY, IF IN YOUR OPINION, ANY OF THE TERMS AND CONDITIONS OF THIS SPECIFICATION OR BID PREVENT YOU FROM BIDDING, CONSIDERATION WILL BE GIVEN TO A BIDDER'S REQUEST FOR CHANGE.

ANY REQUESTS FOR CHANGES, CLARIFICATIONS, ETC. MUST BE SUBMITTED **IN WRITING** AT LEAST **FIVE WORKING DAYS** PRIOR TO BID OPENING. **REQUESTS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED.**

ANY CHANGES MADE AS A RESULT OF A WRITTEN REQUEST WILL BE ISSUED VIA A BID ADDENDUM TO ALL PROSPECTIVE BIDDERS AND IF NECESSARY, AN EXTENSION WILL BE MADE TO THE BID OPENING DATE.

BIDDERS ARE CAUTIONED NOT TO CHANGE ANY OF THE TERMS OR CONDITIONS IN THE BID AND/OR SPECIFICATIONS WITHOUT THE WRITTEN APPROVAL OF THE PURCHASING AGENT. ANY UNAUTHORIZED CHANGES WILL CONSTITUTE A COUNTER OFFER AND WILL SUBJECT THE BID TO REJECTION.

GENERAL: It is the intent of this specification to describe the minimum requirements for the purchase of COPY/COMPUTER PAPER. Features not specifically mentioned, which are necessary or which are regularly furnished to provide a quality product, shall be furnished by the successful bidder at the bid price and shall conform in strength and quality of material and workmanship to that usually provided by the practice indicated in this specification.

SPECIFICATIONS:

Virgin Paper

Sizes: 8 ½" x 11" (regular & 3 hole punch), 8 ½" x 14", 11" x 17"
White: #4, 20# Dual Purpose, with a brightness of 83, cut long grain, precisely trimmed
Astrobrites: 60# text (equal to 20# DP paper) and 65# cover, 8 ½ x 11", **Price all colors the same.**

Color Charts shall be provided with bid.
Sufficient samples shall be provided for testing upon request.

Recycled Paper

Minimum of 20% Post consumer content in paper, shall be sealed for better copier throughput, and whites must be a minimum brightness of 83.

Sizes shall be the same as in Virgin Paper listed above.
50# Offset (20# DP) Bright Paper Colors may be bid. **Price all colors the same.**

Color charts shall be provided with bid.
Sufficient samples shall be provided for testing upon request.

Any other types or sizes, or delivery requirements, not listed on the bid form can be negotiated between the user agency and the vendor who is awarded the contract.

FREIGHT INCREASE: If there is a freight increase prior to delivery of the units, the additional increase must be at the vendor's expense.

SPECIAL CONDITIONS: Purchases by any agency participating in this process are contingent upon the appropriation of funds by the governing body of the participating agency. **Only those agencies listed in the bid should be allowed to receive the pricing quoted by vendors. No "piggybacking" should be allowed.**

UNSUITABLE PRODUCT: Bids will not be considered for items which have previously failed to perform satisfactorily or from contractors or subcontractors who have a history of performance problems with the applicable participating agency.

BID MODIFICATIONS: The SCHOOL DISTRICT OF ELMBROOK, on behalf of VALUE shall have the sole authority to modify this bid.

PRICING: Bid pricing, etc. shall be firm for 6 (six) months from date of award, unless otherwise noted, and length of initial contract shall be for 6 (six) months. This contract may be extended for three additional 6 month periods by mutual consent. Price increase may be allowed upon request. Any increase shall be limited to the CPIU or 5% whichever is lower. Such request must be made in writing at least 30 (thirty) days prior to contract expiration date. Price shall be based on product cost only, and not to exceed 5% of the firm bid price during the contract period. The V.A.L.U.E. Lead Agency handling his bid, prior to its effective date must approve the increase. Likewise, any de-escalation in price shall be passed on to V.A.L.U.E. agencies. Vendors are obligated to treat price decreases as equally as price increases during the tenure of this contract.

V.A.L.U.E. will assume that the carton quantity is as noted in the bid for purposes of evaluating product costs. If the vendor is bidding a different carton quantity, this must be noted on the bid.

Lead Agency will tabulate unit prices and recommend award per category, ie: virgin copy paper, virgin computer paper, recycled copy paper & recycled computer paper based on price, quality, delivery and service. The Lead Agency may elect to split the bid award in the best interests of the participating agencies. Lead Agency may award Truckload pricing separate from other pricing.

AGENCY REPORT: The successful vendor will be required to complete an agency participation report, noting each agency who was listed as a participant in the bid who actually purchased from them and those agencies who purchased with Value pricing and were not listed as a participant in the original bid. If possible, include a report of actual dollar volume for the entire contract (ideally by participating agency).