

CITY OF MIDDLETOWN
ONE DONHAM PLAZA
MIDDLETOWN, OH 45042
(513) 425-7832

Date: September 2, 2008
Bid Reference No. 08-19
Bid Opening: Tuesday, September 16, 2008
@ 11:00 a.m.

Please quote the delivered price on all or any part of the material listed on this Price Inquiry Form. **THIS IS AN INQUIRY FOR PRICES -- NOT AN ORDER.** Unit price and extension must be shown. Descriptive brochures should be attached if available. Mail quotations to the above address and endorse envelope "Bid Reference No. 08-19." Bids must be received by the bid opening time shown above.

<u>QTY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
600 cases	Copier/Printer Paper, per attached specifications	\$_____/case	\$_____
	Brand Quoted: _____		

** TERMS: _____% cash discount if paid within _____ days from delivery, Net _____ days.

** DELIVERY: To destination shown below. Completed within _____ days of receipt of order.

The undersigned agrees to furnish the above materials on which prices are quoted delivered to One Donham Plaza, Middletown, OH 45042 in accordance with City of Middletown requirements and at the prices specified.

Company Name: _____

Signed: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No. _____/Fax No. _____

Date: _____

E-Mail Address: _____

** As delivery and cash discount payments may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

GENERAL CONDITIONS

1. The City Manager reserves the right to reject any or all bids, and unless otherwise specified by the bidder, to accept any item in the bid. In case of error in extending the total amount of the bid the unit prices the will govern.
2. Unless otherwise stated in the bid by the bidder, time, in connection with discount offered, will be computed from date of delivery of the supplies or services to carrier when final inspection and acceptance are at a point of origin, or from date of delivery and acceptance at destination when final inspection and acceptance are at this point, or from date correct bill or claim voucher properly certified by the contractor is received if the latter date is later than the date of delivery and acceptance.
3. In case of default by the bidder or contractor, the City of Middletown may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.
4. Prices should be stated in units of quantity specified.
5. Prices quoted unless otherwise stated by bidder, will be considered as being based on delivery to destination as designated and to include any charges for packing, crating, containers, etc. and being in strict accordance with specifications as shown.
6. Wherever a reference is made in the specification or in describing the material, supplies or services required, of a particular trade name, manufacturers' catalog or model number, the bidder, if awarded a contract will be required to furnish the particular item referred to in strict accordance with the specifications or description unless a departure or substitution is clearly noted and described in the proposal by the bidder.
7. The bidder, if awarded an order or contract, agrees to protect, defend and save harmless the City against any demand for payment for use of any patented material, process, article or device, that may enter into the manufacture, construction, or form a part of the work covered by either order or contract; and he further agrees to indemnify and save harmless the City from suits or actions of every nature and description brought against it for, or on account of any injuries or damages received or sustained by any party or parties, by or from any of the acts of the contractor, his servants, or agents.
8. Samples, when requested, must be furnished free of expense prior to the opening of bids and, if not destroyed, will, upon request, be returned at the bidder's expense.

INSTRUCTIONS TO BIDDERS

1. Each bid must be signed by the bidder with his usual signature. Bids by partnerships must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and title of the person signing. Bids by corporations must be signed with the name of the corporation, followed by the signature of a person authorized to bind it in this matter.
2. Proposals, to receive consideration, must be received prior to the specified time of closing as designated in the invitation.
3. Envelopes must be sealed when submitted.
4. Separate proposals must be submitted on each reference number.
5. Proposals having any erasures or corrections thereon will be rejected unless explained or noted over the signature of the bidder.
6. Bidders may submit proposals on any one or group of items, provided, however, that the unit price is shown as requested.
7. References in the specification or in describing the material, supplies or services required, of a particular trade name, manufacturers' catalog or model number are made for descriptive purposes to guide the bidder in interpreting the type of material or supplies or nature of the work desired.

They should not be construed as excluding proposals on other types of materials and supplies or of performing the work in a manner other than specified.

However, the bidder's attention is called to paragraph six of the General Conditions as shown above, which must be strictly adhered to.
8. Proposals should be mailed or delivered to the City Purchasing Office, second floor, City Building, One Donham Plaza, Middletown, OH 45042.

CITY OF MIDDLETOWN
AFFIDAVIT FOR DELINQUENT PERSONAL PROPERTY TAX

_____, being first duly sworn says that he is the _____

of _____, which company is submitting a bid

to the City of Middletown for _____

on _____. (date)

Affiant says that no personal property taxes are currently due to Butler/Warren County, Ohio, as of the date of said bid.

SWORN TO AND SUBSCRIBED before me, a notary public this _____ day of _____, 20_____.

Notary Public

My Commission expires _____, 20_____.

(ORC 5719.042)

CITY OF MIDDLETOWN
AFFIDAVIT

RELATIONSHIP TO CITY OFFICIALS OR EMPLOYEES TO BE SIGNED BY AN OFFICER OF BIDDER

STATE OF OHIO
COUNTY OF _____,ss

_____ (name and title) being first duly sworn says that he/she is related by blood or marriage to the following City of Middletown officials or employees _____
(if none, write in "none")

Affiant further states that he/she knows of no person in his/her company who is related by blood or marriage to any City of Middletown official or employee, except the following:

<u>Name of Company Person</u>	<u>Relationship</u>	<u>City Official or Employee</u>

(If none, write "no exception")

Further affiant saith not.

(Signature)

(Title and Company Name)

(Address)

SWORN TO AND SUBSCRIBED before me a notary public this _____ day of _____, 20_____.

Notary Public

CERTIFICATION

ORC Section 3517.13 (I)(3) & (J) (3)

The undersigned hereby certifies that the entity entering into this contract with the City of Middletown is in compliance with ORC Section 3517.13 (I) (1) * or ORC 3517.13 (J) (1)*, whichever is applicable.

Print Name of Business

By: _____

Printed Name _____

Title: _____

By: _____

Printed Name _____

Title: _____

Knowingly making a false statement on the certification is a felony of the fifth degree and the contract shall be rescinded. ORC Sections 3517.13 (A) (A) and 3517.992 (R) (3).

* These sections of the Ohio Revised Code deal with political contributions to members of City Council by individuals or business entities seeking to do business with the City of Middletown. Vendors should take adequate steps to be sure they are in compliance with these statutes prior to signing this certification.

This certification must be attached to all contracts involving the purchase of goods costing more than \$10,000.00 or services costing more than \$10,000.00.

GENERAL SPECIFICATIONS COPY PAPER

1.0 SCOPE

The intent of this bid is to establish a firm price agreement for the purchase of copy paper for the City of Middletown. The bid calls for delivered prices for the paper from origin to the City. The paper will be delivered to one location (City of Middletown, One Donham Plaza, Middletown, OH 45042), but will be used by various offices and will be used in copiers, laser printers, and fax machines.

While the purpose of this specification is to indicate certain minimum requirements, it is not the intent to exclude any bids, but is written to ensure the City of Middletown and participating entities a vendor most suitable for their requirements.

2.0 EXCEPTIONS

The bidder shall list on a separate sheet of paper, titled "Exception(s) to the Bid Conditions and Specifications," any variations from or exceptions to the conditions and specifications of this bid. It will be the determination of a representative of the City of Middletown to decide what is or is not important in any variation or deviation of bid.

Whereas alternate additions or deletions from the specifications will be given due and utmost consideration, they shall be clearly outlined by the successful bidder. Failure to comply may disqualify bid.

3.0 CONTRACT LENGTH

The contract will run for 12-15 months (600 cases, delivered approximately 40 cases/month), starting approximately October 1, 2008.

4.0 AWARD CRITERIA

There will be one low total award to the lowest responsive and responsible bidder meeting all bid specifications and requirements listed herein. Prices should be bid in the units requested (cases). The City of Middletown reserves the right to reject any or all bids, to waive technicalities or informalities, and to accept any proposal deemed to be in the best interest of the City. A representative of the City reserves the right to determine what is or is not in the best interests of the entity.

5.0 QUANTITIES

The quantities and delivery schedule are estimates. While every effort has been made to provide accurate numbers, quantities and delivery schedules are subject to change based on

usage requirements and storage space available.

6.0 DELIVERY

Delivery will be made to the City of Middletown, One Donham Plaza, Middletown, OH 45042, to the Maintenance area. The successful vendor will deliver one full skid (40 cases of 10 reams each) as called for by the City. Paper must be delivered within 48 hours of notification by the City. The first delivery will be called for when the current supply of paper is exhausted (approximately October 1, 2008).

7.0 INVOICES

The City will pay for the entire 600 cartons upon delivery of the first skid. Subsequent orders will be warehoused by the vendor and will be placed against the original purchase order. The invoice shall be sent to the City of Middletown, Treasury Division, One Donham Plaza, Middletown, OH 45042 after delivery of the first order.

8.0 SAMPLES

Vendors must provide samples (1 ream) of the copy paper bid. The material supplied during the life of this contract will be the same brand and grade as the sample submitted with the bid.

9.0 SUBMISSION OF BIDS

All bids must be received in the Purchasing Office, no later than 11:00 AM, Tuesday, September 16, 2008. Envelopes must be clearly marked, "Copy Paper, Bid No. 08-19." Bidders should take caution if U.S. Mails or other carriers are to be used for submission of bids. Mailing should be made in sufficient time for bids to arrive at the City Purchasing Office prior to the time and date specified above.

10.0 CONTACT PERSON

Please provide name and telephone number of contact person:

Name: _____ Phone No.: _____

11.0 ADDITIONAL INFORMATION

Additional information needed in the preparation of the bid package may be obtained by contacting Cindy Strayer, City of Middletown Purchasing Agent, 513/425-7832.

TECHNICAL SPECIFICATIONS COPY PAPER

1.0 GENERAL

All paper shall meet or exceed American National Standards Institute (ANSI) standard Z39.48-1984, or latest revision for permanent paper. Paper to be a minimum number four (4) grade, long grain, smooth finish, laser approved, premium 20#, with a minimum brightness of 92, a minimum opacity of 88, packaged and labeled at the mill in moisture resistant wrappers in reams of 500. Paper must be suitable for use in sheet fed copy machines, laser printers, and plain paper fax machines. Paper to be of Champion or Hammermill quality or equal. If offering a private brand, the vendor shall state mill brand counterpart.

2.0 SIZING

All grades of paper shall have proper amounts of sizing chemicals to take different inks, toners, etc., without feathering or ink penetration to the other side.

3.0 FINISH

All paper shall have smooth finish, as standard to the industry, to maintain compatibility with the appropriate equipment.

4.0 LINT CONTROL

All bond paper shall essentially be lint free. Any paper having excessive lint may be rejected by the City and shall be immediately replaced by the vendor at no additional cost to the City. Excessive lint problems (as determined by the using entity) may be cause for contract cancellation.

5.0 MOISTURE CONTENT

Moisture content shall be low enough to minimize curling of paper in machines, resulting in machine jams. Paper shall have zero curl.

6.0 SIZE AND TRIM

Paper shall be furnished in sheets of the size(s) ordered and shall be flat, trimmed square on four sides with smooth edges. Sheets shall be sized to industry standards.

7.0 PACKAGING

Paper shall be wrapped in moisture proof paper in reams of 500 each. Reams shall be ream wrapped at the mill and packed in cartons of 10 each.

8.0 WORKMANSHIP

All paper shall be manufactured according to the standards of the industry, and be free from pinholes, slime spots, excessive lint, and foreign particles.