



COUNTY OF LYCOMING

PURCHASING DEPARTMENT

Mya Toon, Lycoming County Chief Procurement Officer, CPPB
Lycoming County Executive Plaza ♦ 330 Pine Street, Suite 404, Williamsport, PA 17701
Tel: (570) 327-6746 ♦ Fax: (570) 320-2111 ♦ Email: mtoon@lyco.org

REQUEST FOR QUOTES FOR PAPER PRODUCTS

ISSUE DATE: NOVEMBER 17, 2016
DUE DATE: DECEMBER 9, 2016

Vendors may download proposals by going to www.lyco.org and clicking on Top 10 Links, Request for Bids/Proposals. All Vendors are required to contact the Lycoming County Chief Procurement Officer and place their company name on the Vendors' list. This will ensure that each Vendor receives any and all addenda that may apply to the current quotation package. Failure to receive all current information could result in your company submitting an inaccurate quotation, which may be disqualified by the County.

QUOTATION INFORMATION AND INSTRUCTIONS

- 1.1 Purpose and Intent of Quotation.** This Request for Quotation (RFQ) is issued by the Lycoming County Purchasing Department on behalf of the Lycoming County Board of Commissioners. It shall be the purpose and intent of this RFQ to cover the terms and conditions under which successful Bidder's shall be responsible for providing a written price quotation for paper products to the County of Lycoming (hereinafter "County") through price quotations.

It is the County's intention to select MULTIPLE BIDDERS to supply all products. Supplies will be purchased by each County Department from the lowest responsible Bidder(s), including full consideration of any alternates which may appear on the bid form, meeting all terms, conditions, and specifications, whose quote is considered to be the most economical and in the County's best interest.

The Lycoming County Board of Commissioners reserve the right to accept or reject any or all quotes, or to accept any part of a quote without accepting the whole thereof, or to accept such quote as they deem to be in the best interest of the County.

- 1.2 Deadline and Submission of Quotations.** Quotes shall be due to the attention of Mya Toon, Chief Procurement Officer, no later than Friday, December 9, 2016, 5:00 P.M. EST. Late quotes may not be accepted. Quotes can be mailed, faxed, emailed, or hand-delivered and must be clearly marked RFQ for Paper Products.

All Quotes must be submitted on the forms provided by the County and in accordance with the requirements and instructions contained in the RFQ package.

A summary of quotations received, including company name and quotation amount will be posted on the Purchasing Department's page on the County's website (www.lyco.org) within 48 hours of the quotation opening.

The County may waive minor informalities or irregularities in the quotes received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other Bidders. Minor irregularities are defined as those that will not have an adverse effect on the County's interest and will not affect the price of the bid by giving a Bidder an advantage of benefits not enjoyed by other Bidders.

- 1.3 Important Dates.** The following lists important events and deadlines regarding the RFQ.

Issue Date:	November 17, 2016
Final Date for Written Questions:	November 28, 2016
Deadline for Submitting Quote:	December 9, 2016
Opening of Quote:	December 12, 2016

- 1.4 Communications.** All questions regarding this RFQ shall be submitted in writing to Mya Toon, Chief Procurement Officer, at mtoon@lyco.org. Questions which require a more detailed or complex reply, or require an answer that may affect responses to this RFQ or may be prejudicial to other prospective Bidders, will be answered by issuing an addendum. Questions must be received by the Chief Procurement Officer no later than November 28, 2016, 5:00 P.M. EST.

- 1.5 Preparation of Quote.** The County shall not be responsible for any costs associated with the preparation or submittal of any quote. All costs are entirely the responsibility of the Bidder.
- 1.6 Award of Quote.** The County will award items on a per item basis to the lowest and best responsive, responsible Bidder(s) meeting all terms, conditions, and specifications of the RFQ. The County reserves the right, in its sole and absolute discretion, to accept or reject any and all quotes or parts thereof, or to accept such quote as they deem to be in the best interest of the County.
- 1.7 Public Disclosure.** All Bidders should be aware that the County is an agency subject to the Right-to-Know Law. Any documents submitted should be considered as subject to potential public disclosure. A summary of quotes received, including company name and bid amount will be posted on the Purchasing Department's page of the County's website (www.lyco.org) within 48 hours of the quote opening.
- 1.8 Bidder's Certification.** By submitting a proposal, the Bidder is certifying that it and its Principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by the State of Pennsylvania or any Federal department or agency.
- 1.9 Submission of Samples.** When samples are required to be supplied, they must be supplied within seven (7) days of quote opening, unless otherwise requested by the County or otherwise required by the quote documents. The County also has the right not to return any samples required by the quote. Bidder shall bear the costs of providing the required samples.

The County reserves the right to: (a) request additional samples of the product; (b) conduct in-house testing of the product; or (c) perform tests of the product, including destructive tests that would indicate the product's performance under actual County usage conditions, in order to completely evaluate the product and make a determination as to its compliance with the specifications.

- 1.10 Evidence of Product Equivalency.** When brand or trade names are used in the quote invitation, it is for the purpose of item identification and to establish standards for quality, style and features. Quotes on equivalent items of substantially the same quality, style and features are invited unless items are marked "No Substitute." Equivalent quotes must be accompanied by descriptive literature and/ or samples and shall be supplied at no charge to the County.
- 1.11 Quantities.** When the quantity is identified as "estimated", it shall be understood and agreed that quantities listed are estimates only and the precise quantities of goods and/or services cannot be determined during the term and such goods and/or services shall ordered on an as needed basis. That fact shall not constitute the basis for any equitable price adjustment.

When the quantity is identified as "definite", it shall be understood and agreed that quantities listed are definite and such goods and/or services shall be delivered of a definite quantity during the term. Except for any limitations on quantities, there is no limit on the number of orders that may be issued. The County may issue orders requiring delivery to multiple destinations or performance at multiple locations. If the County urgently requires delivery of goods and/or services before the earliest date that delivery may be specified under this quote, and if the Bidder will not accept an order providing for the accelerated delivery, the County may acquire the urgent required goods and/or services from another source or vendor.

1.12 Ordering. All Items will be ordered on an as needed basis. Bidders must note in his/her quote if there is a minimum order requirement.

The County reserves the right, in its sole and absolute discretion, to accept or reject any and all quotes or parts thereof, or to accept such quote as they deem to be in the best interest of the County.

1.13 Time of Performance and Delivery. The time of performance shall be January 1, 2017 - March 31, 2017. Delivery or performance shall be made only as authorized by orders issued in accordance with the ordering specifications. Subject to any limitations in the delivery or ordering specifications or elsewhere in the quote, the Bidder shall furnish to the County all goods and/or services specified and called for by orders issued in accordance with the ordering specifications. The County may issue orders requiring delivery to multiple destinations or performance at multiple locations.

1.14 Rejection of Work. Services and/or goods received by the County shall not be deemed accepted until the County has had a reasonable opportunity to inspect. Services and/or goods that are discovered to be non-conforming to the agreed upon specifications may be rejected upon initial inspection or at any later time if non-conformity were not reasonably discoverable at the time of initial inspection. Within fifteen (15) days of receipt of notification of rejection, Bidder shall remedy services and/or goods without expense to the County.

If the Bidder fails, neglects or refuses to do so, the County shall then have the right to obtain such services and/or goods from another source and deduct from any monies due or that may thereafter become due to the Bidder, the difference between the price stated and the actual cost thereof to the County. If the amount due to the Bidder is insufficient to meet such expenses, the Bidder shall be liable for the excess and the County may proceed against the Bidder through appropriate legal action.

1.15 Pricing. Bidders warrant the quote price(s), terms and conditions stated in his/her quote shall be firm and fixed for the entire quote period. If your quote includes price increases over the term of the quote, such increases must be clearly indicated in the Quote Price Schedule. All quotes prices must include charges for packing, delivery, fuel, etc.

1.16 Delivery. All quotes must include delivery to multiple locations within Lycoming County, FOB Destination, and **INSIDE DELIVERY BY YOUR CARRIER IN VARIOUS QUANTITIES.**

1.17 Billing/Shipping. Each monthly invoice shall be broken down by invoice and mailed to each County facility. The successful Vendor is required to "Bill as Shipped" to:

Lycoming County Prison
Services
Attn: Robert Pulizzi
277 West Third Street
Williamsport, PA 17701

Lycoming County Resource Management

Attn: Accounts Payable
P.O. Box 187
Montgomery, PA 17752

Lycoming County Pre-Release Center
Attn: Patricia Shaffer
546 County Farm Road
Montoursville, PA 17754

Lycoming County Print Shop
Attn: Gary Fox
48 West Third Street
Williamsport, PA 17701

Lycoming County Courts
Attn: Keely Hitchens
48 West Third Street
Williamsport, PA 17701

Lycoming County Dept. of Public Safety
Lysock View Complex
542 County Farm Road
Montoursville, PA 17754

Magisterial District Judge Frey
605 West 4th Street
Williamsport, PA 17701
Magisterial District Judge Lepley
216 Market Street
Jersey Shore, PA 17740

Magisterial District Judge Whiteman
542 County Farm Road
Montoursville, PA 17754
Magisterial District Judge Kemp
2134 Route 405 Highway
Muncy, PA 17756

Magisterial District Judge Solomon
1965 Lycoming Creek Road
Williamsport, PA 17701

1.18 County Department Delivery Locations.

Lycoming County Pre-Release Center

546 County Farm Rd.
Montoursville, PA 17754

Lycoming County Resource Management Services

477 Alexander Drive
Montgomery, PA 17752

Lycoming County Prison

277 West Third Street
Williamsport, PA 17701

Lycoming County Print Shop

48 West Third Street
Williamsport, PA 17701

Lycoming County Courts

48 West Third Street
Williamsport, PA 17701

Lycoming County Dept. of Public Safety

542 County Farm Road
Montoursville, PA 17754

Magisterial District Judge Frey

605 West 4th Street
Williamsport, PA 17701

Magisterial District Judge Whiteman

542 County Farm Road
Montoursville, PA 17754

Magisterial District Judge Lepley

216 Market Street
Jersey Shore, PA 17740

Magisterial District Judge Kemp

2134 Route 405 Highway
Muncy, PA 17756

Magisterial District Judge Solomon

1965 Lycoming Creek Road
Williamsport, PA 17701

1.19 Payment. The County will make payment within thirty (30) days of receipt invoice for properly received goods and/or services after inspection and acceptance of the goods and services by the County. Advance billings are not allowed. Where partial delivery is made, invoice for such part shall be made upon delivery, and payment shall be made within thirty (30) days under conditions as stated above.

The County offers Bidders the option to enroll in electronic payment via automated clearing house (ACH) to the Bidder's provided bank account of record.

1.20 Security and Safety at the Prison and Pre-Release Center.

- The following items are prohibited from being brought onto the facilities grounds and site:
 - Alcoholic beverages and drugs;
 - Tobacco Products
 - Explosive and firearms
- It is forbidden to aid or abet the escape of any inmate, or to advise, connive or assist in any escape, or to conceal any inmate after escape, or withhold information pertaining thereto. Violation of this prohibition can result in prosecution and the law provides for punishment of fine and imprisonment.
- It is likewise strictly forbidden to bring into or take out of the facilities, either for pay or for favor, for any inmate, any article, without the proper authorization from the Maintenance Supervisor.
- It is forbidden to roam at will throughout the facilities. Workers are restricted to going directly to those places where the work is conducted and remaining away from all areas where they have no business to conduct.
- It is prohibited to socialize, exchange pleasantries, or conduct business with inmates in traffic areas (hallways, center areas, etc.). Also no affectionate or inmate behavior between official visitors and inmates is permitted.
- All vehicles are to be parked in a location designated by designee. Parked vehicles must always be locked and ignition off.
- Escorting of any person, not previously approved, onto the facilities grounds or into the facilities is prohibited.
- The offering and/or giving of any tips, gratuities, fees, etc. to any inmate and/or personnel is strictly prohibited.
- Civilian or other clothing should not be left carelessly in places where it may be acquired and worn by inmates.
- In the event an acquaintance, friend, or relative of vendor's employee should be an inmate of the institutions at which work is being conducted, it is advisable that you communicate this confidentially to the designee.

COPY PAPER/MULTIPURPOSE PAPER PRODUCTS SPECIFICATIONS

Item #	Product #	Size	Product Description	Unit	Unit Price
1		8 ½ x 11	20# White	CTN	
2		8 ½ x 11	20# White 22 Skids/Truckload	CTN	
3		8 ½ x 14	20# White	CTN	
4		8 ½ x 14	24# White	CTN	
5		11 x 17	20# White	CTN	
6		8 ½ x 11	20# All Colors	CTN	
7		14 7/8 x 11	18# ½ GB 1 - Part, 3000 sheets	CTN	
8		8 ½ x 11	20# 25% Cotton Fiber	CTN	
9		8 ½ x 11	CFB 23# White Gioform Carbonless	CTN	
10		8 ½ x 11	NCR 20# White Carbonless	CTN	
11		8 ½ x 11	20# Red Ruled, 500 Pack	PK	
12		8 ½ x 11	24# 96/109+ US/Euro Brightness, 5000 sheets	CTN	
13		8 ½ x 14	24# 96/109+ US/Euro Brightness, 5000 sheets	CTN	
14		8 ½ x 11	CFB 20# Single Sheet Carbonless	CTN	
15		8 ½ x 11	NCR 20# 2 part Carbonless Paper	CTN	
16		8 ½ x 11	NCR 20# 3 part Carbonless Paper	CTN	
17		8 ½ x 11	NCR 20# 4 part Carbonless Paper	CTN	
18		8 ½ x 11	NCR 20# 5 part Carbonless Paper	CTN	
19		8 ½ x 11	NCR 20# 6 part Carbonless Paper	CTN	

Submitted by _____

as authorized representative for _____ Dated _____
 (Company Name)

Phone: _____ Email: _____

Fax: _____

Thank you, for your interest in Lycoming County's quote process.

Mya D. Toon
 County of Lycoming
 Chief Procurement Officer, CPPB
 Phone: 570-327-6746
 Fax: 570-320-2111
mtoon@lyco.org