



# COUNTY OF LYCOMING

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## 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) 320-8196 ♦ Email: [mtoon@lyco.org](mailto:mtoon@lyco.org)

## REQUEST FOR QUOTES FOR PAPER PRODUCTS

**ISSUE DATE: FEBRUARY 19, 2021**  
**DUE DATE: MARCH 5, 2021**

**Bidders may download proposals by going to [www.lyco.org](http://www.lyco.org) and clicking on Top 10 Links, Request for Bids/Proposals. All Bidders are required to contact the Lycoming County Chief Procurement Officer and place their company name on the Bidders' list. This will ensure that each Bidder 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, 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, March 5, 2021, 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.

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:	February 19, 2021
Final Date for Written Questions:	March 2, 2021
Deadline for Submitting Quote:	March 5, 2021

- 1.4 Communications.** All questions regarding this RFQ shall be submitted in writing to Mya Toon, Chief Procurement Officer, at [mtoon@lyco.org](mailto: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 March 2, 2021, 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 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](http://www.lyco.org)) within 48 hours of the quote opening.

**1.7 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.

**1.8 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.

**1.9 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.

**1.10 Ordering.** All items will be ordered on an as needed basis, as precise quantities cannot be determined. This fact shall not constitute the basis for any equitable price adjustment. Bidders must note in his/her quote if there is a minimum order requirement.

The County will order 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.

**1.11 Time of Performance and Delivery.** The time of performance shall be April 1, 2021 - June 30, 2021. 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.

**1.12 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.

**1.13 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. All quotes prices must include charges for packing, delivery, fuel, etc.

**1.14 Delivery.** All quotes must include delivery to multiple locations within Lycoming County, FOB Destination, and **INSIDE DELIVERY BY YOUR CARRIER IN VARIOUS QUANTITIES.** No loading dock or pallet jacks are available. Deliveries shall arrive within one (1) week of ordering.

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

Lycoming County Prison  
Attn: Susan Satteson  
277 West Third Street  
Williamsport, PA 17701

Lycoming County Resource Management Services  
Attn: Accounts Payable  
P.O. Box 187  
Montgomery, PA 17752

Lycoming County Pre-Release Center  
Attn: Tammy Stidfole  
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  
Attn: Jenifer Hope  
542 County Farm Road  
Montoursville, PA 17754

Magisterial District Judge Frey  
605 West 4<sup>th</sup> 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

**1.16 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 4 <sup>th</sup> 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

**1.17 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.

**1.18 Facility Security.** The County has established criteria for authorized entry into the County's Prison and Pre-Release facilities by Contractors who are conducting business with the County. All security regulations shall be observed by all Contractors and Subcontractors (if any) and any applicable employee providing services in relation to the contract. It must be clearly understood that security requirements will at all times take precedence over service. The Contractor shall comply with all such regulations and consider the regulations when preparing their response.

1. **Screening Form:** The County **may** request the Contractor and its Subcontractors (if any) to complete an Outside Agency Screening Form (attached).
2. **Search:** Contractor may be subject to search and must have valid photo identification upon entrance to the facilities.
3. **Prohibited Items:** The following items are prohibited from being brought onto the facilities grounds and site:
  - Cellphones
  - Purses/Backpacks
  - Bags
  - Food/Drink
  - Cameras
  - Tobacco Products
  - Weapons

4. **Entrance:** Contractors must enter the Prison via the West Third Street entrance. Contractors must enter the Pre-Release Center via the front door.

## OUTSIDE AGENCY SCREENING FORM

Name: \_\_\_\_\_  
Last First Middle Maiden

Alias: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_ City State Zip

Length of time at present address \_\_\_\_\_

Previous address: \_\_\_\_\_ How long: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eyes: \_\_\_\_\_ Hair: \_\_\_\_\_

SS# \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_ Email: \_\_\_\_\_

DOB \_\_\_\_\_ Place of Birth \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Place of Employment \_\_\_\_\_

Are you related to any currently housed inmate at Lycoming County Prison?  Yes  No

If yes, who? \_\_\_\_\_ Relationship: \_\_\_\_\_

Group Representing:

- AA  
 NA  
 Other: \_\_\_\_\_

If applicable:

Length of Continuous Recovery: \_\_\_\_\_

Last date on Probation/Parole: \_\_\_\_\_

County/State: \_\_\_\_\_

Criminal Conviction History (if applicable, attach second page if necessary)

Date	Place	Offense	Disposition

I agree to abide by all facility policies particularly those relating to security and confidentiality of information. I also agree to the following:

1. A condition of your participation is a requirement that you report any and all police contacts or new arrests to the Deputy Warden of Security.
2. I have read the PREA standards (available at [www.lyco.org/departments/prison.aspx](http://www.lyco.org/departments/prison.aspx)) and understand my responsibilities related to PREA.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Approval Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

## QUOTE SPECIFICATIONS

ITEM	ITEM #	ITEM 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 REVERSE CARBONLESS PAPER	CTN	
16		8 ½ X 11 NCR 20# 3 PART FORWARD CARBONLESS PAPER	CTN	
17		8 ½ X 11 NCR 20# 4 PART FORWARD CARBONLESS PAPER	CTN	
18		8 ½ X 11 NCR 20# 5 PART FORWARD CARBONLESS PAPER	CTN	
19		8 ½ X 11 NCR 20# 6 PART FORWARD CARBONLESS PAPER	CTN	
20		8 ½ X 11 #110 INDEX COLORS	CTN	
21		8 ½ X 11 #110 WHITE PAPER	CTN	

The undersigned further understands and agrees that quote prices shall be firm and fixed for the entire quote period.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Name of person submitting proposal: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_