

Office Paper Bid

Background

Printers and copiers in Alameda County facilities are stocked with 100% post-consumer recycled content papers. The manufacturing of these products uses fewer natural resources (wood, water, and energy), reduces pollution and greenhouse gas emissions, and helps support markets for paper recycling programs. All County agencies are required to buy their office paper off this contract, which helps ensure we get the best price possible.

Bid Details

Bid Type: Request for Quotation (RFQ)

Bid Number: 900962

Contract Start Date: April 1, 2014

Contract Duration: Three years with the option of two one-year renewals

Products Awarded: Multi-purpose paper of various sizes and colors

Vendor: Give Something Back, (800) 261-2619

More Information: To obtain pricing information, or for a copy of the bid, contract or award summary, call the Alameda County General Services Agency Purchasing Department at (510) 208-9623.

Disclaimer

This document provides an excerpt of the environmental specifications from this bid. It is compiled from the original bid and all addendums issued during the procurement process. It may not include all of the product or service specifications, e.g., those unrelated to environmentally preferable purchasing. It is provided for informational purposes only. Agencies interested in evaluating this bid for a piggybacking opportunity should obtain a full copy of the bid and other relevant documents as they require.

Environmental Specifications Excerpt: RFQ No. 900962

I. STATEMENT OF WORK

A. INTENT

It is the intent of these specifications, terms, and conditions to describe the environmentally preferable multipurpose office paper being requested by the County for use by all departments.

The County intends to award a 3-year contract (with option to renew) to the bidder(s) selected as the lowest responsible bidder whose response meets the County's requirements.

It is the intent of these specifications, terms, and conditions to procure the most environmentally preferable products with equivalent or higher performance and at

equal or lower cost than traditional products. Specific requirements from the County's Sustainability Program that are related to this bid are included in the appropriate bid sections.

It is also the County's intent to encourage local public agencies in Alameda County to piggyback on any contract executed as a result of this RFQ. The County intends to distribute relevant documents, including pricing sheets, to interested public agencies. There is no guarantee that other agencies will participate in piggybacking on any contract that results from this RFQ.

B. SCOPE / BACKGROUND

Alameda County has a strong commitment to sustainability. The Board of Supervisors has passed numerous policies that promote purchasing practices that reduce the County's environmental impact, including the Climate Action Plan ([R-2010-170](#)) and the Environmentally Preferable Purchasing policy ([R-2011-108](#)). As part of this commitment, Alameda County intends to transition all 20 lb. white copy paper purchased by the County to 100% post-consumer recycled content. All other papers shall have a minimum of 30% post-consumer recycled content, where available. With these actions, the County will conserve natural resources, create markets for recycled paper, and reduce pollution, water use and greenhouse gas emissions related to the production of paper used by the County.

D. SPECIFIC REQUIREMENTS

4. Paper Specifications

a. Post-Consumer Recycled Content:

- (1) All 8.5x11", 20 lb. white copy paper must contain a minimum of 100% post-consumer recycled content.
- (2) All 8.5x14", 20 lb. white copy paper must contain a minimum of 100% post-consumer recycled content.
- (3) All 11x17", 20 lb. white copy paper must contain a minimum of 100% post-consumer recycled content.
- (4) All other paper proposed must contain a minimum of 30 percent post-consumer recycled content, except where stated on the Bid Form in the [Online Bid Process](#). This is consistent with the standards set by

the Federal Comprehensive Procurement Guidelines (CPG). More information on the CPG standards can be found at www.epa.gov/cpg/products.htm.

- b. All paper shall conform to the following criteria:
 - (1) Be free of groundwood content and unbleached pulp;
 - (2) Have a PH value of 7.0 or be acid free; and
 - (3) All xerographic papers should have a document life of 100+ years.
- c. Upon request, a statement on letterhead from the mill, signed by an official of the company verifying that any and all papers being bid on, comply with the requirements as stated above will be provided to the County. FAILURE TO PROVIDE THIS MAY RESULT IN THE MILL BRAND BEING REJECTED.
- d. All papers must produce sharp, clear, clean, and legible copies, whether they are single-sided or duplex.
- e. Packaging: All paper must be cut and ream wrapped at the mill in moisture proof paper or box, with a printed label attached setting forth the mill brand, kind of paper, weight, and number of sheets therein.
- f. Weight Tolerance: Any variations above or below the basic weight specified shall not exceed 5% (+-).
- g. Count: "Mill Count" 500 sheets per ream shall be accurate for all grades of paper unless otherwise specified on spreadsheet. Verification of mill count will be made by the receiving agency and deliveries may be rejected for inaccurate count. Shortages will be deducted in case the delivery is accepted.
- h. Curl: Excess Curl is one of the most common paper problems in printing systems, and a very frequent cause of paper jams. Paper shall lie flat before and after processing through a high-speed copier or laser printer with either no tendency to

curl or with a curl which can be overcome under reasonable working conditions.

- i. Latent Defects: If latent defects should be discovered after the material has been accepted, the contractor shall be required to replace the defective material without cost to the County.
- j. Holes: Punched holes should be dust free with no residual paper.
- k. Colors: Color swatches must also be provided to agencies or departments upon request.
- l. Surface: Shall be free from lint, fuzz, wrinkles, waviness, folds, holes, tears, or other detrimental defects.
- m. Size and Trim: Paper shall be furnished in the size(s) ordered and shall be flat, trimmed square on four sides with clean smooth edges, and evenly jogged. A tolerance of +/-1 mm (1/32 inch) shall be allowed for sheets 8-1/2 by 14 inches (216 by 356 mm) or less. Successive sheets within any package shall not differ from each other by more than 1/32 inch (1 mm). Paper shall be considered square if the variation does not exceed 1/32 inch (1 mm).
- n. Performance: A major component of paper performance is *runability*, which is the ability to be processed without interruption, while producing a print of acceptable quality. Shipments of any qualified products shall perform satisfactorily on laser printers and high speed xerographic equipment. There shall not be more than one paper-caused-jam or one document with unacceptable image quality due to the paper per 5,000 continuous-copy run at atmospheric conditions of 21+/-5.5 °C and 50 +/-20 percent relative humidity.
- o. All papers proposed must meet weight, color or white, brightness, and recycled-content levels as specified on the Bid Form in the [Online Bid Process](#) and must meet acceptable

standards for opacity-limited show-through for two-sided copying.

- p. All papers, whether manufactured in the U.S. or offshore, must comply with the U.S. EPA standards of manufacturing without elemental chlorine. Bidders should not bid or supply paper at any point during the course of the contract that is whitened with elemental chlorine.
- q. For each product bid, Bidders should respond on the Bid Form in the [Online Bid Process](#) as to whether the whitening process is Elemental Chlorine Free (ECF) or Process Chlorine Free (PCF). ECF whitening utilizes chlorine derivatives such as chlorine dioxide whereas PCF utilizes non-chlorinated whitening agents. Bidders may provide additional information on efforts made during the manufacturing process to reduce the usage of chlorine derivatives during the whitening process.
- r. Bidders shall provide a discount off list price for products purchased that are not on the contract list in the [Online Bid Process](#).
- s. The Contractor shall not offer for sale products that do not contain recycled content where an equivalent product with recycled content is available on contract.

Contract Pricing

This information is provided for informational purposes only and is current as of the contract start date listed in this document or otherwise stated in the following pages. Alameda County does not guarantee pricing or that you will be able to piggyback on any contract. If your agency wishes to piggyback, contact the vendor directly and work with your legal counsel to establish a separate contract apart from Alameda County.

- Pricing follows on next page -

EXHIBIT B

PAYMENT TERMS

1. County will use its best efforts to make payment to Contractor upon successful completion and acceptance of the goods listed in Exhibit B – Payment Terms within thirty (30) days upon receipt and approval of invoice.
2. Contractor shall invoice the County for goods received by County and in accordance with the following pricing schedule which will be fixed for the first 180 days after the effective date of this contract:

Description	UOM	Unit Cost
"20 lb 8.5x11"" 100% Recycled 92 Bright White 500 Sheets"	CS	\$ 37.50
"20 lb 8.5x11"" 100% Recycled 92 Bright White 500 Sheets"	PL	\$1,500.00
"20 lb 8.5x11"" 30% Recycled 92 Bright White 500 Sheets"	CS	\$ 32.23
"20 lb 8.5x11"" 30% Recycled 92 Bright White 500 Sheets"	PL	\$1,289.13
"24 lb 8.5x11"" 30% Recycled 98 Bright White 500 Sheets"	RM	\$ 4.54
"28 lb 8.5x11"" 30% Recycled 98 Bright White 500 Sheets"	RM	\$ 6.04
"20 lb 8.5x14"" 100% Recycled 92 Bright White 500 Sheets"	CS	\$ 48.11
"20 lb 8.5x14"" 100% Recycled 92 Bright White 500 Sheets"	PL	\$1,443.26
"24 lb 8.5x14"" 30% Recycled 98 Bright White 500 Sheets"	RM	\$ 6.59
"20 lb 11x17"" 100% Recycled 92 Bright White 500 Sheets"	CS	\$ 37.83
"20 lb 11x17"" 100% Recycled 92 Bright White 500 Sheets"	PL	\$1,513.04
"20 lb 8.5x11"" 100% Recycled 92 Bright White Three-Hole-Punched 500 Sheets"	CS	\$ 37.83
"20 lb 8.5x11"" 100% Recycled 92 Bright White Three-Hole-Punched 500 Sheets"	PL	\$1,513.04
"20 lb 8.5x11"" 30% Recycled 92 Bright White Three-Hole-Punched 500 Sheets"	CS	\$ 32.66
"20 lb 8.5x11"" 30% Recycled 92 Bright White Three-Hole-Punched 500 Sheets"	PL	\$1,306.52
"20 lb 8.5x11"" 30% Recycled Blue 500 Sheets"	RM	\$ 3.98
"24 lb 8.5x11"" 30% Recycled Blue 500 Sheets"	RM	\$ 4.77
"20 lb 8.5x14"" 30% Recycled Blue 500 Sheets"	RM	\$ 5.21
"20 lb 8.5x11"" 30% Recycled Buff 500 Sheets"	RM	\$ 3.96
"20 lb 8.5x11"" 30% Recycled Canary 500 Sheets"	RM	\$ 3.98
"24 lb 8.5x11"" 30% Recycled Canary 500 Sheets"	RM	\$ 4.77
"20 lb 8.5x14"" 30% Recycled Canary 500 Sheets"	RM	\$ 5.21
"20 lb 8.5x11"" 30% Recycled Goldenrod 500 Sheets"	RM	\$ 3.98
"20 lb 8.5x11"" 30% Recycled Gray 500 Sheets"	RM	\$ 3.96
"20 lb 8.5x11"" 30% Recycled Green 500 Sheets"	RM	\$ 3.98

Description	UOM	Unit Cost
"24 lb 8.5x11"" 30% Recycled Green 500 Sheets"	RM	\$ 4.77
"20 lb 8.5x14"" 30% Recycled Green 500 Sheets"	RM	\$ 5.21
"20 lb 8.5x11"" 30% Recycled Ivory 500 Sheets"	RM	\$ 3.96
"24 lb 8.5x11"" 30% Recycled Ivory 500 Sheets"	RM	\$ 4.77
"24 lb 8.5x11"" 30% Recycled Orange 500 Sheets"	RM	\$ 5.71
"24 lb 8.5x11"" 30% Recycled Orchid 500 Sheets"	RM	\$ 4.77
"20 lb 8.5x11"" 30% Recycled Pink 500 Sheets"	RM	\$ 3.98
"24 lb 8.5x11"" 30% Recycled Pink 500 Sheets"	RM	\$ 4.77
"20 lb 8.5x14"" 30% Recycled Pink 500 Sheets"	RM	\$ 5.21
"24 lb 8.5x11"" 30% Recycled Purple 500 Sheets"	RM	\$ 5.71
"24 lb 8.5x11"" 30% Recycled Red 500 Sheets"	RM	\$ 5.71
"24 lb 8.5x11"" 30% Recycled Terrestrial Teal 500 Sheets"	RM	\$ 5.71
"24 lb 8.5x11"" 30% Recycled White Linen Finish 500 Sheets"	RM	\$ 20.65
"110 lb 8.5x11"" 30% Recycled 92 Bright White Index Stock 250 Sheets"	PK	\$ 6.16
"20 lb 8.5x11"" 98 Bright White Three-Hole-Punch 5,000/Case"	CS	\$ 39.22
"15 lb 8.5x11"" Premium Digital Carbonless White-Canary 5,000/Case"	CS	\$ 109.48
"22 lb 8.5x11"" Premium Digital Carbonless Four-Part White-Canary-Pink-Goldenrod 5,000/Case"	CS	\$ 123.42
"15 lb 9.5x11"" Carbonless Two-Part Perforated White 1650 Sheets"	CS	\$ 51.88
"28 lb 8.5x11"" 98 Bright White Premium Color Printer 500 Sheets"	RM	\$ 5.51
"20 lb 9.5x11"" 92 Bright White Letter-Trim-Perforated/Tractor Feed Computer Printout, 2,300 Continuous Z-Fold Sheets"	CS	\$ 26.11
"18 lb 12x8.5"" Perforated/Tractor Feed and Three-Hole-Punched on both 12"" sides, 4,000 Z-Fold Sheets/Case"	CS	\$ 54.35
"20 lb 14.875x11"" 92 Bright White Green Bar Continuous Perforated/Tractor Feed Computer Paper, Z-Fold, Perforated, 2,400 Sheets/Case"	CS	\$ 45.27
"20 lb 14.875x11"" 92 Bright White Continuous Perforated/Tractor Feed Computer Paper, Z -Fold, Perforated, 2,400 Sheets/Case"	CS	\$ 47.10
"18 lb 9.5x11"" 92 Bright White Letter-Trim-Perforations, Clean Edge, 2,700 Sheets"	CS	\$ 33.67
"20 lb 9.5x11"" 92 Bright White Letter-Trim-Perforations, Clean Edge, 2,300 Sheets "	CS	\$ 29.08
"65 lbs 8.5x11"" Astrobrights Colored Card Stock Blue 250 Sheets"	PK	\$ 6.68
"65 lbs 8.5x11"" Astrobrights Colored Card Stock Red 250 Sheets"	PK	\$ 8.26
"65 lbs 8.5x11"" Astrobrights Colored Card Stock Green 250 Sheets"	PK	\$ 8.26
"7 mil 8.5x11"" Glossy Photo White 100 Sheets/Pack"	RM	\$ 12.33

3. Additionally, the Contractor agrees to provide pricing for multipurpose office paper products requested by the County but not specifically listed in the Agreement.

4. Contractual Price Adjustments

- a. Price Escalation/De-Escalation: Price adjustments may be permitted for changes in the contractor's cost of materials not to exceed a 3.5 percent cap per 180-day calendar period. No price increases will be authorized for 180 calendar days after the effective date of the contract. Price escalation may be permitted only at the end of this period and each 180 days thereafter and only where verified to the satisfaction of GSA Procurement & Support Services. However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to the County.
 - b. Contractor shall give not less than 30 days advance notice of any price increase to GSA Procurement & Support Services in writing. Any approved price changes will be effective only at the beginning of the calendar month following the end of the full 30-day notification period. The contractor shall document the amount and proposed effective date of any general change in the price of materials. Documentation shall be supplied with the contractor's request for increase which will: (1) verify that the requested price increase is general in scope and not applicable just to the County; and (2) verify the amount or percentage of increase which is being passed on to the Contractor by the Contractor's suppliers. Contractor must provide documentation on letterhead from the manufacturer/supplier/mill, signed by an official of the company verifying price increases.
 - c. GSA Procurement & Support Services will notify the using departments and contractor in writing of the effective date of any increase which it approves. However, the Contractor shall fill all purchase orders received prior to the effective date of the price adjustment at the old contract prices.
5. Invoices will be approved by the individual County departments.
6. Total payment under the terms of this Agreement will not exceed the total amount of 2,348,524. This cost includes all taxes and all other charges.