

CITY OF DAYTON, OHIO

AD # 10-19-2021; 10-26-2021

INVITATION FOR BID
IFB No. 22005JL

Procurement Division
Room 514, CITY HALL
101 W. Third St.
DAYTON, OHIO 45402

COPY PAPER, ENVELOPES AND PRINTING SUPPLIES

For Further Information Contact:

Javon S. Lewis, CPPB
Room 514, CITY HALL
101 W. Third St.
Dayton OH 45402
Phone No. 937-333-4003
Fax No. 937-234-1600

Date: October 19, 2021

Melissa A. Wilson, CPPB
Purchasing Agent

ELECTRONIC PDF BIDS MUST BE RECEIVED IN THE DIVISION OF PROCUREMENT EMAIL: bids@daytonohio.gov NO LATER THAN: **3:00 P.M. local (Dayton OH) time on November 9, 2021**

User Agency: Information Technology; Document Management Services
Req Number(s):

Your electronic pdf bid is requested for the following:

To establish a firm Price Agreement for Copy Paper, Envelopes and Printing Supplies with firm pricing from January 1, 2022 through December 31, 2022 with possible options to renew, at the City of Dayton's discretion, firm pricing for two (2) additional 12-month periods from January 1, 2023 through December 31, 2024.

For additional information on this IFB, please contact the Division of Procurement, Javon S. Lewis at (937) 333-4003.

All Vendors must submit a current copy of their W-9 with their Bid. If you have not registered with the City of Dayton, please complete and submit your complete Vendor Application form. Forms must be on file with the City of Dayton before any Purchase Order or Contract can be awarded to your company.

Forms can be found on the City of Dayton's website at: <http://www.daytonohio.gov/348/Procurement-Management-Budget>.

Submit one (1) signed original PDF bid to bids@daytonohio.gov. All samples, MSDS sheets and supplemental documentation shall be included with the original and all of the copies.

BIDDER IS REQUESTED TO USE THE CITY'S BID FORM ENCLOSED AS NONE OTHER WILL BE ACCEPTED.

LEGIBLE INFORMATION MUST BE GIVEN IN THE SPACES PROVIDED.

A copy of the Bid Tabulation may be obtained by contacting the City Department of Public Affairs and filing a Public Information Request.

All federal, state, and local laws regarding competitive bidding, anti-competitive practices, and conflict of interest shall be applicable to this I.F.B.

Bids are to include all shipping costs to the point of delivery as indicated in this bid.

The City of Dayton is exempt from payment of federal excise taxes and state retail sales taxes (Ohio Vendor's License No. 57-15847).

Multi-year orders are valid only if funds are available in succeeding years.

State the Manufacturer and Model No. of items you are bidding and send DESCRIPTIVE LITERATURE on same with your bid. Any brand names on our bid form are to establish quality levels and do not indicate preference.

The City of Dayton reserves the right to reject any or all bids, to waive any irregularities in a bid, or to accept the bid or bids which in the judgment of proper officials, is to the best interest of the City.

The City of Dayton reserves the right to accept a part or parts of a bid unless otherwise restricted in the bid. If you are not in a position to quote, advise to this effect so we may keep your name on our active bid list. We will not accept telephone bids for this I.F.B.

BIDDER'S PLEASE NOTE: Your signed equal opportunity "Affirmative Action Assurance" form (available at Human Relations Council, 371 W. Second St., Suite 100, Dayton, Ohio 45402--Phone No. 937-333-1403) must be on file with the City of Dayton before an order or contract can be issued.

Please complete and return promptly to the Human Relations Council.

BID TO THE CITY OF DAYTON, OHIO

PROCUREMENT DIVISION

FAX NO. (937) 234-1600

E-Mail to: bids@daytonohio.gov

Date: _____

Buyer: Javon S. Lewis Voice (937) 333-4003

I.F.B. No. 22005JL

Note: FOB Destination; all prices bid to the City shall include all fees of transportation including inside delivery.

DESCRIPTION

COPY PAPER, ENVELOPES AND PRINTING SUPPLIES

Samples are requested and shall be labeled to match the bid item number listed within this IFB to ensure the correct evaluation of the bid item. Sample sizes are listed in the description of the line item number within this IFB. Bidder is requested to submit a sample of each item specifically designated "SAMPLE REQUIRED" within this bid. If necessary, samples will be returned at the bidder's expense - please submit with your company's bid, a prepaid return shipping container, if samples are required to be returned. If additional samples are requested, bidder will be required to submit sample(s) to the City of Dayton, at no cost, within seven (7) days of the City's request.

Purchase orders may be issued to multiple vendors to assure availability of products when required.

- **Price to remain firm for the period from January 1, 2022 through December 31, 2022**
- Option to renew any resulting price agreement at the same rates, terms, and conditions for additional 12-month period January 1, 2023 through December 31, 2023 at the City's sole discretion?
Yes []
No [] If appropriate, state maximum percent of increase (**based on pricing as of first year of bid**) to retain this option is ____%. Any provided request shall be accompanied by supporting documentation that clearly indicates the detailed justification of the requested increase.
- Option to renew any resulting price agreement at the same rates, terms, and conditions for additional 12-month period January 1, 2024 through December 31, 2024 at the City's sole discretion?
Yes []
No [] If appropriate, state maximum percent of increase (**based on pricing as of first year of bid**) to retain this option is ____%. Any provided request shall be accompanied by supporting documentation that clearly indicates the detailed justification of the requested increase.

BIDDER IS REQUESTED TO USE THE CITY'S BID FORM ENCLOSED AS NONE OTHER WILL BE ACCEPTED.

THE UNDERSIGNED HEREBY CERTIFIES THAT ITEMS FURNISHED AS A RESULT OF THIS BID WILL BE IN FULL ACCORDANCE WITH THE CITY OF DAYTON SPECIFICATIONS APPLYING THERETO UNLESS EXCEPTIONS ARE STATED ABOVE.

"I certify the bidding entity complies with City of Dayton Ordinance #30829-09 and the City's Revised Code of General Ordinances Section 35.70 through 35.74 regarding Living Wages." [] YES [] NO

All delivery costs are included in this quotation regardless of F.O.B. designation.

Cash Discount Allowed: _____% 10th Proximo.
Leave blank if your terms are Net 30 Days.

Delivery will be made within _____ calendar days after receipt of order.

Prices quoted will remain firm for acceptance with-in **90** calendar days after bid opening unless otherwise stated.

Bidding Company _____

Address : _____

City State Zip Code

Email address to send Purchase Order to: _____

By: _____
(Please Print or Type) Name and Title

Signature: _____

Phone No. _____/FED. ID#

Fax No. _____

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ITEM NO.	U/M	DESCRIPTION	UNIT PRICE
COPY PAPER			
1.	2,500 sheets Jr. Carton	Premium Multi-Use Copy Paper - <u>Boise X-9 or acceptable equal</u> Electronic Printing Guaranteed - 500 sheets per ream 8-1/2" x 11" 20 lb White, 92 Brightness, 75 gsm Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per Jr. carton <i>SAMPLE REQUIRED</i>
2.	5,000 sheets Carton	Premium Multi-Use Copy Paper - <u>Boise X-9 or acceptable equal</u> Electronic Printing Guaranteed - 500 sheets per ream 8-1/2" x 11" 20 lb. White, 92 Brightness, 75 gsm Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per carton <i>SAMPLE REQUIRED</i>
3.	5,000 sheets Carton	Premium Multi-Use Copy Paper - <u>Boise X-9 or acceptable equal</u> Electronic Printing Guaranteed - 500 sheets per ream 8-1/2" x 14" 20 lb. White, 92 Brightness, 75 gsm Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per carton <i>SAMPLE REQUIRED</i>
4.	5,000 sheets Carton	Premium Multi-Use Copy Paper - <u>Boise X-9 or acceptable equal</u> Electronic Printing Guaranteed - 500 sheets per ream 11" x 17" 20 lb. White, 92 Brightness, 75 gsm Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per carton <i>SAMPLE REQUIRED</i>
5.	5,000 sheets Carton	Premium Multi-Use Copy Paper - <u>Boise X-9 or acceptable equal</u> Electronic Printing Guaranteed - 500 sheets per ream 8-1/2" x 11" 24 lb. White, 92 Brightness, 75 gsm Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per carton <i>SAMPLE REQUIRED</i>
6.	5,000 sheets Carton	Budget Multi-Use Copy Paper – <u>Staples or acceptable equal</u> Electronic Printing Guaranteed - 500 sheets per ream 8 ½ x 11 20 lb. White, 92 Brightness, 75 gsm Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per carton <i>SAMPLE REQUIRED</i>

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ITEM NO.	U/M	DESCRIPTION	UNIT PRICE
7.	5,000 sheets Carton	Premium Multi-Use Color Paper - <u>Boise Fireworx or acceptable equal</u> Electronic Printing Guaranteed - 500 sheets per ream 8-1/2" x 11" Various colors, 75 gsm Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per carton <i>SAMPLE REQUIRED</i>
8.	5,000 sheets Carton	Premium Multi-Use Color Paper - <u>Boise Fireworx or acceptable equal</u> Electronic Printing Guaranteed - 500 sheets per ream 8-1/2" x 14" Various colors, 75 gsm Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per carton <i>SAMPLE REQUIRED</i>
9.	2,500 sheets Jr. Carton	Premium Multi-Use Color Paper - <u>Boise Fireworx or acceptable equal</u> Electronic Printing Guaranteed - 500 sheets per ream 11" x 17" 20 lb. Various colors, 75 gsm Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per Jr. carton <i>SAMPLE REQUIRED</i>
10.	1,500 sheets Carton	Premium Copy Paper - <u>Mohawk Color Copy 98 or acceptable equal</u> Electronic Printing Guaranteed 8-1/2" x 11" 100 lb. Bright White, Smooth Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per carton <i>SAMPLE REQUIRED</i>
11.	750 sheets Carton	Premium Copy Paper - <u>Mohawk Color Copy 98 or acceptable equal</u> Electronic Printing Guaranteed 11" x 17" 100 lb. Bright White, Smooth Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per carton <i>SAMPLE REQUIRED</i>
12.	4,000 sheets Carton	Laser Paper - <u>Rolland HiTech or acceptable equal</u> 500 sheets per ream 8-1/2" x 11" 60 lb. White, 96 Brightness Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per carton <i>SAMPLE REQUIRED</i>

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ITEM NO.	U/M	DESCRIPTION	UNIT PRICE
13.	4,000 sheets Carton	Laser Paper - <u>Rolland HiTech or acceptable equal</u> 500 sheets per ream 8-1/2" x 14" 60 lb. White, 96 Brightness Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per carton <i>SAMPLE REQUIRED</i>
14.	2,000 sheets Carton	Laser Paper - <u>Rolland HiTech or acceptable equal</u> 500 sheets per ream 11" x 17" 60 lb. White, 96 Brightness Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per carton <i>SAMPLE REQUIRED</i>
15.	4,000 sheets Carton	Laser Paper - <u>Rolland HiTech or acceptable equal</u> 500 sheets per ream 8-1/2" x 11" 70 lb. White, 96 Brightness Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per carton <i>SAMPLE REQUIRED</i>
16.	2,000 sheets Carton	Laser Paper - <u>Rolland HiTech or acceptable equal</u> 500 sheets per ream 11" x 17" 70 lb. White, 96 Brightness Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per carton <i>SAMPLE REQUIRED</i>
17.	5,000 sheets Carton	Paper - 25% cotton 500 sheets per ream 8-1/2" x 11" 24 lb White, Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per carton <i>SAMPLE REQUIRED</i>
18.	5,000 sheets Carton	Paper – Off-Set 8-1/2" x 11" 60 lb White Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per carton <i>SAMPLE REQUIRED</i>

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ITEM NO.	U/M	DESCRIPTION	UNIT PRICE
19.	5,000 sheets Carton	Paper – Digital Printer Compatible 8-1/2" x 14" 60 lb White, Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$_____ / per carton SAMPLE REQUIRED
20.	2,500 sheets Carton	Paper – Digital Printer Compatible 500 sheets per ream 11" x 17" 60 lb White, Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$_____ / per carton SAMPLE REQUIRED
21.	5,000 sheets Carton	Paper 500 sheets per ream 8-1/2" x 11" 60 lb Various Colors, Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$_____ / per carton SAMPLE REQUIRED
22.	2,500 sheets Carton	Paper 500 sheets per ream 11" x 17" 60 lb Various Colors, Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$_____ / per carton SAMPLE REQUIRED
23.	5,000 sheets Carton	Paper – Brights, Text 8-1/2" x 11" 60 lb Various Colors Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$_____ / per carton SAMPLE REQUIRED
24.	2,500 sheets Carton	Cover – Brights 8-1/2" x 11" 65 lb Various Colors Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$_____ / per carton SAMPLE REQUIRED

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ITEM NO.	U/M	DESCRIPTION	UNIT PRICE
25.	2,000 sheets Carton	Paper – Index 8-1/2" x 11" 110 lb White Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$_____ / per carton <i>SAMPLE REQUIRED</i>
26.	2,000 sheets Carton	Paper – Index 8-1/2" x 11" 110 lb Various Colors Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$_____ / per carton <i>SAMPLE REQUIRED</i>
27.	1,000 sheets Carton	Paper – Index 11" x 17" 110 lb White Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$_____ / per carton <i>SAMPLE REQUIRED</i>
28.	1,000 sheets Carton	Paper – Index 11" x 17" 110 lb Various Colors Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$_____ / per carton <i>SAMPLE REQUIRED</i>

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ITEM NO.	U/M	DESCRIPTION	UNIT PRICE
CARBONLESS PAPER			
29.	5,000 sheets Carton	Carbonless Paper – <u>Nekoosa or acceptable equal</u> 2 part, carbonless Universal (digital/offset) 8-1/2" x 11" 20 lb Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per carton <i>SAMPLE REQUIRED</i>
30.	5,000 sheets Carton	Carbonless Paper – <u>Nekoosa or acceptable equal</u> 2 part, carbonless Universal (digital/offset) 8-1/2" x 11" 20 lb Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per carton <i>SAMPLE REQUIRED</i>
31.	5,010 sheets Carton	Carbonless Paper – <u>Nekoosa or acceptable equal</u> 3 part, carbonless Universal (digital/offset) 8-1/2" x 11" 20 lb Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per carton <i>SAMPLE REQUIRED</i>
32.	5,000 sheets Carton	Carbonless Paper – <u>Nekoosa or acceptable equal</u> 4 part, carbonless Universal (digital/offset) 8-1/2" x 11" 20 lb Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per carton <i>SAMPLE REQUIRED</i>
33.	5,010 sheets Carton	Carbonless Paper – <u>Nekoosa or acceptable equal</u> 3 part, carbonless Universal (digital/offset) 8-1/2" x 14" 20 lb Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per carton <i>SAMPLE REQUIRED</i>
34.	5,000 sheets Carton	Carbonless Paper – <u>Nekoosa or acceptable equal</u> 4 part, carbonless Universal (digital/offset) 8-1/2" x 14" 20 lb Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per carton <i>SAMPLE REQUIRED</i>

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ITEM NO.	U/M	DESCRIPTION	UNIT PRICE
35.	5,000 sheets Carton	Carbonless Paper – <u>Nekoosa or acceptable equal</u> 5 part, carbonless Universal (digital/offset) 8-1/2"x11-1/2" 20 lb Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$_____ / per carton <i>SAMPLE REQUIRED</i>
36.	1 quart Bottle	Coated Products Padding Adhesive – <u>Nekoosa or acceptable equal</u> CAT# 42284 Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$_____ / per bottle

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ITEM NO.	U/M	DESCRIPTION	UNIT PRICE
ENVELOPES			
37.	2,500 carton Carton	Envelope - #9 Regular - White Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$_____ / per carton <i>SAMPLE REQUIRED</i>
38.	2,500 carton Carton	Envelope - #10 Regular - White Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$_____ / per carton <i>SAMPLE REQUIRED</i>
39.	2,500 carton Carton	Envelope - #10 Digital Compatible Window - White Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$_____ / per carton <i>SAMPLE REQUIRED</i>
40.	500 box Box	Envelope – White – 5.5 Bar Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$_____ / per box <i>SAMPLE REQUIRED</i>
41.	500 box Box	Envelope – White – 6 Bar Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$_____ / per box <i>SAMPLE REQUIRED</i>
42.	500 box Box	Catalog Envelope – Manila 6-1/2"x 9-1/2" Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$_____ / per box <i>SAMPLE REQUIRED</i>

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ITEM NO.	U/M	DESCRIPTION	UNIT PRICE
43.	500 box Box	Book Envelope – White 9" x 12" Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$_____ / per box <i>SAMPLE REQUIRED</i>
44.	375 box Box	Disposable Shop Cloth – <u>AB DICK or acceptable equal</u> 13" x 13" Cloth - 375 Count Box: CAT# 4-4940 Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$_____ / per box

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ITEM NO.	U/M	DESCRIPTION	UNIT PRICE
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COATED PAPERS

45. 500 sheets Per Ream GLOSS 11" x 17" 80 lb text Platinum Coated Papers or acceptable equal \$ _____ / per ream

Mfr: _____ Brand: _____ Product #: _____

Minimum delivery: _____

46. 500 sheets Per ream GLOSS 12" x 18" 80 lb text Platinum Coated Papers or acceptable equal \$ _____ / per ream

Mfr: _____ Brand: _____ Product #: _____

Minimum delivery: _____

47. 500 sheets Per ream GLOSS 13" x 19" 80 lb text Platinum Coated Papers or acceptable equal \$ _____ / per ream

Mfr: _____ Brand: _____ Product #: _____

Minimum delivery: _____

48. 500 sheets Per ream GLOSS 8 1/2" x 11" 80 lb text Platinum Coated Papers or acceptable equal \$ _____ / per ream

Mfr: _____ Brand: _____ Product #: _____

Minimum delivery: _____

49. 500 sheets Per ream GLOSS 8 1/2" x 11" 100 lb. text Platinum Coated Papers or acceptable equal \$ _____ / per ream

Mfr: _____ Brand: _____ Product #: _____

Minimum delivery: _____

50. 500 sheets Per ream GLOSS 11" x 17" 100 lb. text . Platinum Coated Papers or acceptable equal \$ _____ / per ream

Mfr: _____ Brand: _____ Product #: _____

Minimum delivery: _____

51. 500 sheets Per ream GLOSS 12" x 18" 100 lb text Platinum Coated Papers or acceptable equal \$ _____ / per ream

Mfr: _____ Brand: _____ Product #: _____

Minimum delivery: _____

Bidding Company: _____

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52.	500 sheets Per ream	GLOSS 13" x 19" 100 lb text <u>Platinum Coated Papers or acceptable equal</u> Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per ream
53.	500 sheets Per ream	GLOSS 8 1/2" x 11" 100 lb text <u>Platinum Coated Papers or acceptable equal</u> Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per ream
54.	250 sheets Per ream	GLOSS 11" x 17" 100 lb cover <u>Platinum Coated Papers or acceptable equal</u> Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per ream
55.	250 sheets Per ream	GLOSS 12" x 18" 100 lb cover <u>Platinum Coated Papers or acceptable equal</u> Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per ream
56.	250 sheets Per ream	GLOSS 13" x 19" 100 lb cover <u>Platinum Coated Papers or acceptable equal</u> Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per ream
57.	250 sheets Per ream	GLOSS 8 1/2" x 11" 100 lb cover <u>Platinum Coated Papers or acceptable equal</u> Mfr: _____ Brand: _____ Product #: _____ Minimum delivery: _____	\$ _____ / per ream

Bidding Company: _____

TERMS AND CONDITIONS

1. **BILLING:** All goods or services must be billed to THE CITY OF DAYTON, OHIO and at prices not exceeding those stated on the Purchase Order. If prices or terms do not agree with BID, notify the City of Dayton, Division of Procurement, immediately.
2. **INVOICE:** All invoices must be in duplicate and must be forwarded to the City of Dayton at the address shown on the Purchase Order. Each Purchase Order must be invoiced separately. Invoices for partial shipments will be accepted; final invoice must indicate completion of order.
3. **CASH DISCOUNTS:** All cash discount terms will be effective from date of actual receipt and acceptance of the items purchased, or from receipt of correct and acceptable invoice, whichever is later.
4. **PAYMENTS:** With the award this contract, the successful vendor(s) will be required to receive their payment(s) electronically via a virtual credit card by the City's contracted provider effective 01/01/2019. All fees associated with acceptance of the payment will be the responsibility of the vendor.
5. **F.O.B.:** Destination (City of Dayton, Ohio) with delivery to the specified Department at the specified street address. **NO COLLECT FREIGHT SHIPMENTS WILL BE ACCEPTED.** All BIDs are solicited won a delivered price basis. When, in rare instances, the City accepts a BID not including all shipping charges, your claim for reimbursement must be itemized on the invoice and supported with a copy of the original freight bill.
6. **TAXES:** The City of Dayton is exempt from payment of Federal excise taxes and State retail sales taxes. The City of Dayton's Federal Exemption Certificate is No. 31-73- 0546K and Ohio Vendor's License No. is 57-15847. The Vendor is responsible for all Social Security taxes and Workers' Compensation contributions for the Vendor or any of the Vendor's employees.
7. **DELIVERIES:** All deliveries on this order must be in full accordance with specifications, properly identified with the Purchase Order number, and must not exceed the quantities specified.
8. **CANCELLATION:** The City of Dayton reserves the right to cancel this order by written notice if the Vendor does not fulfill its contractual obligations with respect to timeliness and/or quality.
9. **DEFAULT PROVISIONS:** In case of default by the Vendor, the City of Dayton may procure the items from other sources, and the Vendor shall be responsible for any excess costs occasioned thereby.
10. **NO VERBAL AGREEMENTS:** The City of Dayton will be bound only by the terms and conditions of this order and will not be responsible for verbal agreements made by any other officer or employee of the City of Dayton. The receipt of this purchase order does not indicate an authorization of fulfillment. Confirmation by City personnel must be received as indicated in the purchase order before any orders are placed.
11. **PATENT AND COPYRIGHT INFRINGEMENTS:** It is hereby understood that by acceptance of this order, the Vendor agrees to defend, indemnify, and save harmless the City of Dayton, Ohio, its officers, agents and employees from any and all loss, costs or expense on account of any claim, suit or judgment as a result of, caused by, or incidental to any patent, copyright or trademark infringement and/or royalty, actual or claimed, because of the use or disposition by said City of any article enumerated on this order and sold to said City pursuant to this order.
12. **APPLICABLE LAWS:** The Vendor warrants that the items and their production or completion shall not violate any federal, state or local laws, regulations or orders.
13. **INSPECTION:** The City of Dayton may inspect the items ordered hereunder during their manufacture, construction and/or preparation at reasonable times and shall have the right to inspect such items at the time of their delivery and/or completion.
14. **WARRANTY:** The Vendor warrants all items delivered hereunder to be free from defects of material or workmanship, to be of good quality, and to conform strictly to any specifications, drawings or samples which may have been specified or furnished by the City of Dayton, and the Vendor further warrants that the Vendor will have good title to the items free and clear of all liens and encumbrances and will transfer such title to the City of Dayton. Said warranties shall not negate or limit any implied warranties of merchantability or fitness. This warranty shall survive any inspection, delivery, acceptance or payment by the City of Dayton.
15. **RISK OF LOSS:** Title and risk of loss to and with respect to the items shall remain in the Vendor until the items in a completed state have been delivered to and accepted by the City of Dayton or to an agent or consignee duly designated by the City of Dayton at the location specified on the face hereof, items which are to be shipped shall be shipped F.O.B. destination unless otherwise specified by the City of Dayton. A packing slip must accompany each such shipment and if a shipment is to a consignee or an agent of the City of Dayton, a copy of the packing slip shall be forwarded concurrently to the City of Dayton. If no such packing slip is sent, the count or weight by the City of Dayton or its agent or consignee is agreed to be final and binding on the Vendor with respect to such shipment.
16. **SAVE HARMLESS:** To the fullest extent permitted by law, the Vendor shall protect, defend, indemnify and hold free and harmless the City of Dayton, its agents, consignees, employees, and representatives from any and all claims, damages, losses claims of loss, causes of action, penalties, settlements, costs, liabilities and expenses of any kind, including but not limited to attorney's fees, arising out of any acts or omissions of the Vendor, its officers, employees, including but not limited to temporary employees that the Vendor provides to the City of Dayton who may be trained or controlled by the City of Dayton to any degree, consultants, agents, and subcontractors of any tier used in any way to provide the goods or services for this purchase order.
17. **FORCE MAJEURE:** Neither the City nor Vendor shall be considered in default of these Purchase Order Terms and Conditions for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of these Terms and Conditions, such circumstances include, but are not limited to: abnormal weather conditions; floods; earthquakes; fire; epidemics; wars, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses, or authorization from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either the City of Consultant under this Agreement. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance under this Purchase Order.
18. **INSURANCE:** If requested by the City of Dayton, the Vendor shall maintain policies of liability insurance of such types and such amounts and with such companies as may be designated by the City of Dayton, which policies shall be written so as to protect the City of Dayton and the Vendor from the risks enumerated in Section 15. Such policies of insurance shall not be cancellable except upon thirty (30) days written notice to the City of Dayton and proof of such insurance shall be furnished by the Vendor to the City of Dayton. In addition, such policies shall protect all subcontractors of the Vendor. The Vendor agrees to make prompt written report to the insurance company involved of all accidents, occurrences, injuries or losses which may occur and of any and all claims made against the persons insured under said policies.
19. **SPECIFICATIONS CONFIDENTIAL:** Any specifications, drawing, notes, instructions, engineering notices or technical data referred to in this Purchase Order shall be deemed to be incorporated herein by reference the same as if fully set forth. The City of Dayton shall at all times retain title to all such documents and the Vendor shall not disclose such to any party other than the City of Dayton or a party duly authorized by the City of Dayton. Upon the City of Dayton's request or upon completion and delivery of the items the Vendor shall promptly return all such documents to the City of Dayton.
20. **EXAMINATION OF PREMISES:** If work is to be performed hereunder on the premises of the City of Dayton, the Vendor represents that it has examined the premises and any specifications or other documents furnished in connection with the items and that it has satisfied itself as to the condition of the premises and site and agrees that no allowance shall be made in respect of any error as to such on the part of the Vendor.
21. **CLEANING OF PREMISES:** If work is to be performed hereunder on the premises of the City of Dayton, the Vendor shall at all times keep the premises free from accumulation of waste material or rubbish. At the completion of the items the Vendor shall leave the premises and the items broom-clean.
22. **EQUAL EMPLOYMENT OPPORTUNITY, R.C.G.O. Sec. 35.14:** (a) The Vendor agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, place of birth, age, marital status, or handicap with respect to employment, upgrading, promotion or transfer, recruitment or recruitment advertising, lay-off, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. (b) It is expressly agreed and understood by Vendor that R.C.G.O. Sec. 35.14 constitutes a material condition of this contract as fully as if specifically rewritten herein and that failure to comply therewith shall constitute a breach thereof entitling the City to terminate the contract at its option.
23. **AGREEMENT TO BE EXCLUSIVE:** This Purchase Order contains the entire agreement between the parties and supersedes all other agreements between them. The parties acknowledge and agree that neither of them has made any representation with respect to the subject matter of this Purchase Order or any representation inducing the execution and delivery of this Purchase Order except such representations as are specifically set forth herein, and each party acknowledges that it has relied on these representations in connection with its dealings with the other.
24. **GOVERNING LAW:** This Purchase Order, the performance under it, and all suits and special proceedings under it shall be construed in accordance with the laws of the State of Ohio. In any action, special proceeding or other proceeding that may be brought arising out of, in connection with, or by reason of this Purchase Order, the laws of the State of Ohio shall be applicable and shall govern to the exclusion of the laws of any other forum, without regard to the jurisdiction in which the action or special proceeding may be heard.
25. **ADDITIONAL RIGHTS:** Any rights or remedies granted to the City of Dayton in any part of this Purchase Order shall not be exclusive of, but shall be in addition to, any other rights or remedies granted in another part of this Purchase Order and any other rights or remedies that the City of Dayton may have at law or in equity in any such instance.
26. **PRODUCT MANUFACTURE LABOR STANDARDS:** Products and services provided for in this Purchase Order cannot be produced under "Sweatshop" Conditions as defined in Informal Resolution No. 301-97 as adopted by the Commission of the City of Dayton. The City of Dayton encourages vendors, contractors, Enterprise Zone employers and other organization doing business with the City of Dayton to use their best efforts to pay a living wage to their employees in accordance with Informal Resolution No. 321-98 as adopted by the Commission of the City of Dayton.
27. **CONTRACTOR:** Contractor acknowledges its employees are not public employees for purpose for Ohio Public Employees Retirement System ("OPERS") membership.

AFFIRMATIVE ACTION ASSURANCE

NOTE: Prior to any award on this bid the vendor(s) must have a current Affirmative Action Assurance Form on file and approved by the City of Dayton Human Relations Council.

If you have a current approval, please enclose a copy with your bid.

If you do not have a current approval, or are not sure if you do, please contact the Human Relations Council at 937/333-1403 or by following instructions at link:

<http://daytonhrc.org/business-technical-assistance/affirmative-action-assurance/affirmative-action-assurance-application/>

If you are notified by the City of Dayton that your company does not have a current “AAA” approval, you will have five (5) working days to obtain the approval. Failure to obtain this approval within five (5) working days may be cause for rejection of your bid(s).

**CITY OF DAYTON, OHIO
PROCUREMENT ENHANCEMENT PROGRAM (PEP) PREFERENCE FORM**

Ordinance #31023-10 (hereinafter referred to as 'the Ordinance') passed by the Dayton City Commission provides for a Dayton Local Business and MBE, WBE or SBE Bidder Preferences for Goods and Services purchased by the City of Dayton as defined in section 35.42 of the Revised Code of General Ordinance (R.C.G.O.). Excerpts of the ordinance are provided for your information.

The rules and regulations adopted by the City for the administration of this ordinance require that bidders claiming Preference complete this form for each bid.

Failure to properly complete and return this form may result in not being qualified to receive preference under the Ordinance.

If I am a: 1. **Local and certified MBE, WBE or SBE 10%**
or 2. **Local and not certified MBE, WBE or SBE 5%**
or 3. **Certified and not local 5%**

If my bid is within the above percentage of the lowest bid submitted, I agree to reduce my bid to match the lowest bid

Check one **Yes** **No** **Please contact me**

PREFERENCE CLAIMED - check one or both Dayton Local Bus. Certified MBE, WBE, or SBE

NOTE if claiming local preference, the business location must meet the definition of a Dayton Local Business.

NOTE if claiming Certified M/W/SBE preference, the business must submit a current copy of the City of Dayton HRC certification letter with the bid.

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

COUNTY: _____ STATE: _____ ZIP CODE: _____

FEDERAL I.D. NO.: _____

If incorporated. If a sole proprietorship, use Social Security number of owner.

TESTIMONY AND AUTHORIZATION

The undersigned, on behalf of the aforementioned business concern, hereby authorizes the City of Dayton Department of Finance, Division of Taxation to provide proof of situs pursuant to the Ordinance (#31023-10), to the city of Dayton Division of PROCUREMENT. In so doing, I authorize the Division of Taxation to disclose such records as may be necessary to establish qualifications for local preference as required by the Ordinance or any subsequent rules and regulations adopted in the administration of the Ordinance. I, on behalf of the aforementioned business concern, hereby release the City of Dayton and its officers, employees, or agents from any and all liability for the disclosure of any information establishing these qualifications. If applying as a Dayton Local Business, I attest to the fact that the business is physically located within the corporate limits and boundaries of the City of Dayton, Ohio. By affixing my signature to this form, I also attest that I am a duly authorized agent of the aforementioned business concern.

Type or Print Agent Name

Agent Signature and Date

Form LP29572-98 Rev 10-7-10

Excerpts from ORDINANCE #31023-10

Establishing a Dayton Local Business and MBE, WBE or SBE Bidder Preferences for Goods and Services

Section 1. Definitions

- (a) **“Dayton Local Business”** hereafter called City Bidder, is a business as defined in Section 35.35 of the Revised Code of General Ordinances (R.C.G.O.) who is a business located within the corporate limits of the City that has filed or paid a payroll or earnings tax in the most recent calendar quarter and is a taxpayer in good standing with the City of Dayton.
- (b) **“Minority Business Enterprise (MBE)” or “Women Business Enterprise (WBE)” or “Small Business Enterprise (SBE)”** as certified through the City’s Human Relations Council and as defined by 35.35 of the R.C.G.O.
- (c) **“Goods”** All things, including specially manufactured goods, which are movable at the time of identification to the contract for sale, other than the money in which the price is to be paid, investment securities and things in action, and excluding land or a permanent interest in land
- (d) **“Services”** Those services within the scope of the practices included within professional services and general services.

Section 2. Intent

The intent is to expand the City’s ability to provide a revenue neutral program, while allowing flexibility in the award process to include and prefer those companies qualified for the preference. In order to receive the preference, the business must be within the stated percentage and willing to reduce their bid.

Preferences will be given in the following order:

Step 1) 10% preference for a business that is local AND certified,

Step 2) If no business meets the above criteria, THEN a 5% preference for a non-certified local business may be granted,

Step 3) If no business meets either of the above criteria, THEN a 5% preference for a non-local certified business may be given.

Section 3. Applying Local & Certified Preference Example

Bid Responses:

Bidder A: Not a certified and not a Dayton local business bids: \$100

Bidder B: Certified (MBE, WBE, or SBE) and Dayton Local Business bids: \$110

Bidder C: Not certified but is a Dayton Local HUB Zone Business bids: \$105

Bidder D: Not certified, but is a Dayton Local Business (non HUB) bids: \$105

Bidder E: Certified, but is not a Dayton Local Business bids: \$104

In step one, PROCUREMENT would first contact Bidder B a Dayton Local & Certified Business (since they are within 10% of the low bid), to determine if they would be willing to match the price of the low bid. If “Yes”, then Bidder B is awarded the contract at \$100, if “No”, PROCUREMENT would move onto the next criterion.

In step two, we have a tie between two Dayton local businesses (Bidder C and Bidder D), who are both within 5% of the low bid. The tie would be broken in favor of the Dayton Local business that is a qualified Dayton HUB Zone business. PROCUREMENT would contact Bidder C to determine if they would be willing to match the price of the low bid. If “Yes”, then Bidder C is awarded the contract at \$100, if “No”, PROCUREMENT would move onto the other Dayton Local business, Bidder D. Again PROCUREMENT would contact Bidder D to determine if they would be willing to match the price of the low bid. If “Yes”, then Bidder D is awarded the contract at \$100, if “No”, PROCUREMENT would move onto the next Criterion.

For step three, we have Bidder E who is certified through the City of Dayton as an MBE, WBE or SBE and within 5% of the low bidder, but is not a Dayton Local Business. PROCUREMENT would contact Bidder E to determine if they would be willing to match the price of the low bid. If “Yes”, then Bidder E is awarded the contract at \$100, if “No”, PROCUREMENT would have exhausted all possible preferences and would award to Bidder A the low bid of \$100.

Section 4. Ties

When ranking qualifying businesses, In the event of a tie between two (2) or more Dayton Local Business bidders that are certified MBE, WBE or SBEs, ties will be broken through a lottery method until the winner remains. In the event the event of a tie between two Dayton Local Businesses, the tie shall be broken in favor of a Dayton Local Business that is also SBA HUBZone Certified. In the event of a tie between two (2) or more certified MBE, WBE or SBE bidders, ties will be broken through a lottery method until the winner remains.

Section 5. City Manager Authorization

The City Manager or designee may promulgate rules and regulations to implement this ordinance provided they are not inconsistent with the expressed provisions of this ordinance.

Section 6. Severability

This ordinance may be subject to the application of the laws of the State of Ohio or the United States of America, which may preempt all, or a portion of this ordinance.

Section 7. Expiration

Pending City Commission approval this ordinance shall expire September 29, 2020.

PRODUCT MANUFACTURE LABOR STANDARDS
VENDOR COMPLIANCE FORM

By informal resolution 301-97, the City of Dayton is prohibited from PROCUREMENT, leasing, renting or taking on consignment goods for use or for resale by the City which were produced under sweatshop conditions.

The City of Dayton requests the following information concerning the products you intend to provide to the City as a result of this bid. This information will allow us to determine your products' compliance with the standards outlined in informal resolutions 301-97.

We require that you make a good faith effort to ascertain the following about the factories which manufacture the products you intend to supply to the City and that you make information available to us for our verification of your claims.

- A. Child Labor. The factory or producer does not employ anybody younger than the legal age as established by the jurisdiction in which such factory or producer is located for children to work or participate in the production.
- B. Forced Labor. The factory or producer does not use forced labor of any kind-prison labor, indentured labor or bonded labor. However, goods produced by prisoners and/or patients as part of a formal rehabilitation or treatment program shall not be considered "forced labor" under the terms of this section.
- C. Wages and Benefits. The factory or producer pays and/or provides at least the minimum wages and/or benefits as required by law in the jurisdiction in which the factory or producer is located.
- D. Hours of Work. Employees are not required to work more hours than the maximum allowed by law for the jurisdiction in which the factory or producer is located.
- E. Worker Rights. The factory or producer makes available to its employees such rights and procedures as required by law for the jurisdiction in which the factory or producer is located.
- F. Health and Safety. The factory or producer provides at least the minimum safe and healthy working environment as required by law for the jurisdiction in which the factory or producer is located.
- G. Notice to Employees. The factory or producer provides any and all applicable notices to its workers as required by law for the jurisdiction in which the factory or producer is located.

This compliance form must be submitted with your bid. If at any time your products are found to be out of compliance with these standards, or if you refuse to provide information to the City for our verification of compliance, the City reserves the right to terminate contracts for those products.

City of Dayton Ref. No.: _____

Bidding Company: _____

Address: _____

Signature/Title: _____

Federal I.D.#: _____

Phone No.: _____

Fax No.: _____