

**CITY OF BIRMINGHAM-PURCHASING DIVISION
P-100 CITY HALL
710 NORTH 20TH STREET
BIRMINGHAM, AL 35203-2227
OFFICE: (205) 254-2265 / FAX: (205) 254-2484**

**ARTELIA C. MACON, PRINCIPAL BUYER
CARMEN JONES, PURCHASING AGENT**

**SEPTEMBER 11, 2017
ITB: 18-09**

TO:	Prospective Bidders
INVITATION TO BID NUMBER:	Bid #18-09 (A complete copy can be downloaded at www.birminghamal.gov)
SEPARATE SEALED BIDS FOR:	VARIOUS PAPER PRODUCTS
INVITATION TO BID RESPONSES WILL BE RECEIVED BY:	Artelia C. Macon, Principal Buyer Purchasing Division 710 North 20 th Street, P-100 City Hall Birmingham, AL 35203-2227
IMPORTANT SOLICITATION DATES	
BID DUE DATE:	BID OPENING DATE:
October 10, 2017 by 5:00 PM (Central Standard Time)	October 11, 2017 at 2:00 PM (Central Standard Time)
<p>Bidders wishing to bid can download the complete solicitation including the specifications and bid forms via the internet at www.birminghamal.gov (go to link titled Bidding Opportunities), or by visiting the Purchasing Office at the address shown above, or by calling (205) 254-2265 and requesting a copy be mailed to you.</p> <p style="text-align: center;">BID OPENING WILL BE HELD AT: Purchasing Division P-100 City Hall 710 North 20th Street Birmingham, AL 35203-2227</p>	
<p><u>TELEPHONE INQUIRIES – NOT ACCEPTED</u> Telephone inquiries with questions regarding clarification of any and all specifications of the ITB will not be accepted. All questions must be e-mailed to Artelia Macon at artelia.macon@birminghamal.gov.</p> <p>Submissions may be withdrawn, modified, and resubmitted prior to the formal bid opening due date. Any submission modification(s) submitted after the “Bid Opening Due Date” may not be considered.</p> <p>The City of Birmingham reserves the right to accept or reject any or all bids, or any part of any bid, and to waive any informalities or irregularities in the bid. The City of Birmingham may award contract in whole or in part based on the needs of the City of Birmingham.</p> <p>All costs incurred by the company to respond to this solicitation will be wholly the responsibility of the Bidder. All copies and contents of the bid, attachments, and explanations thereto submitted in response to this ITB, except copyrighted material, shall become the property of the City of Birmingham regardless of the bidder selected. Response to this solicitation does not constitute an agreement between the Bidder and the City of Birmingham.</p> <p>The City of Birmingham is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the City of Birmingham or any other means of delivery employed by the bidder. Similarly, the City of Birmingham is not responsible for, and will not open, any bid responses which are received later than the date and time indicated above. Late bid responses will be retained in the bid file, unopened.</p>	
<p>RELEASED BY:</p> <hr style="width: 50%; margin: 0 auto;"/>	

**CITY OF BIRMINGHAM-PURCHASING DIVISION
P-100 CITY HALL
710 NORTH 20TH STREET
BIRMINGHAM, AL 35203-2227
OFFICE: (205) 254-2265 / FAX: (205) 254-2484**

**ARTELIA C. MACON, PRINCIPAL BUYER
CARMEN JONES, PURCHASING AGENT**

**SEPTEMBER 11, 2017
ITB: 18-09**

INVITATION TO BID

Sealed bids marked “**various paper products**”, will be received by the Purchasing Agent, P-100 First Floor City Hall, 710 North 20th Street, Birmingham, Alabama 35203.

Bids will be accepted until 5:00 P.M. central time (standard or daylight savings time, as applicable) on **TUESDAY, OCTOBER 10, 2017**. **Bids submitted after these dates and times will not be considered.**

Bids will be publicly opened at 2:00 p.m. on WEDNESDAY, OCTOBER 11, 2017.

The City is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the City, or any other means of delivery employed by the Bidder. Similarly, the City is not responsible for, and will not open, any bid/proposal responses, which are received later than the date and time, indicated above. Late bids/proposals will be retained in the bid/proposal file, unopened.

TERM OF CONTRACT

Any contract resulting from this ITB will become effective upon bid award. Per Section 3-3-7(7) of the General City Code for the City of Birmingham, the proposed contract shall be in effect for a minimum of one (1) year.

ADDENDA

Any addenda will be available on the internet. Bidder is responsible for checking the website for addenda until the bid opening date. Addenda will be mailed to only those vendors who were provided a copy in person or by mail.

CERTIFIED CHECK/BID BOND/CASHIER'S CHECK

It is required for any contract exceeding \$10,000.00 that the bidder submits with his bid a certified check, a cashier's check, or a bid bond payable to the City of Birmingham. In order for any bid award to be considered that exceeds \$10,000.00, your bid must be accompanied by an acceptable bid bond or check in the amount of \$500.00. Bid bond checks will be returned to all unsuccessful bidders after the formal award is made and to the successful bidder after acceptance of award. Should the successful bidder fail to accept the award, the bid bond check shall be forfeited.

The City follows a policy of nondiscrimination. No contractor with the City should discriminate on the basis of race, sex, religion or national origin. Failure by the Vendor to carry out these requirements is a material breach of its obligations, which may result in its termination or such other remedy as the City deems appropriate.

No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening.

All bids are to be submitted on the bid form provided and all bids are to be f.o.b. Birmingham, Alabama delivered.

The City reserves the right to reject any or all bids submitted, in whole or part, and to waive any informalities.

Bids must be submitted in a sealed envelope marked “**Various Paper Products, 2:00 P.M., 10/11/2017.**” Bids may be **hand delivered** to Purchasing, Room P-100 First Floor, City Hall, Birmingham, Alabama or **mailed** to City of Birmingham, 710 North 20th Street, Birmingham, AL 35203. Bids mailed in (i.e. USPS, Federal Express, UPS, Airborne, etc.) **must** specify delivery to Room P-100, 1st Floor-City Hall.

Carmen Jones, Purchasing Agent

**SPECIFICATIONS FOR VARIOUS PAPER PRODUCTS
FOR THE CITY OF BIRMINGHAM**

GENERAL

The City of Birmingham is seeking bids for various paper products. The basis of the bid shall consist primarily of any and all paper products use by the City and stocked at various locations throughout the City. The City intends to award to the lowest priced, responsive, responsible bidder(s) as a group. The extent of the use of recycled products will be determined by quality and acceptability through actual use of the product. For the purpose of this bid, recycled paper products are defined as product containing at least 20% post-consumer waste. Bidders are to provide a written statement from the manufacturer of recycled items bid stating percentage of post-consumer waste content in each item bid.

Bidders are required to provide an additional two (2) copies of their original bid with their package.

TERM OF CONTRACT

Per Section 3-3-7(7) of the General City Code for the City of Birmingham, the proposed contract shall be in effect for a minimum of one (1) year. The life of this contract shall exist with the approval of both parties with the provision that no price increase in the original bid prices shall be allowed.

CANCELLATION

The City reserves the right to cancel the contract, in whole or part, and seek new bids at any time the City determines that the services, item(s) and/or product lines(s) being supplied is/are failing to perform satisfactorily. Any bid that imposes a service fee or any other type of fee on any order not exceeding a minimum order quantity or minimum purchase order dollar amount, will be determined a non-responsive bid and will not be considered for award. Municipalities are not liable for sales tax: reference Code of Alabama Section 40-23-4. Costs normally considered pass through costs (property tax, use tax, delivery charge, etc.) to the customer by the provider must be included in any fee proposed (Code of Alabama 40-12-222.) For the purchase of personal property, the City's policy is to apply a local preference option, as allowed by the State of Alabama Code, Section 41-16-50, in determining the low bidder.

AWARD

The contract shall become effective from the date noted in the Notification of Award letter which will be mailed to the successful bidder. Items will be awarded as a group. The award of any item specified with options will be made based on the base bid or alternate bid or any combination of the two. All items are to be new and unused.

PURCHASE ORDERS

The City will issue purchase order(s) to the successful bidder for the goods and/or services (bid items) that are the subject of the bid. Unless otherwise agreed in a writing that is signed by both parties, the entire agreement between the City and the successful bidder concerning the bid items is comprised of the terms, conditions, specifications and requirements stated in (a) the contemplated purchase order(s), (b) this Invitation to Bid and Specifications and (c) your bid (collectively, the "Contract Requirements"). These writings supersede all former proposals, offers, negotiations, representations or agreements, either written or oral, concerning the provision of vendor's goods and/or services. By acceptance of the City's purchase order(s), the successful vendor agrees to abide by and perform its responsibilities related to the bid items in compliance with the Contract Requirements.

Successful bidder shall not assign this contract to any other party without prior written approval of the City of Birmingham. Contract shall not be assigned to an unsuccessful bidder who was rejected because he was not a responsive or responsible bidder.

TERMINATION OF CONTRACT

Failure to adhere to any or all terms, conditions and specifications as set forth in the contract may result in the immediate termination of the contract. Should termination occur, the holder of the contract may be declared a "non-responsible vendor" This declaration may result in the rejection of any future bids submitted by the vendor for a period of time to be determined by the City.

All bids submitted are to be F.O.B. delivered, City of Birmingham, Birmingham AL 35203.

CERTIFIED CHECK/BID BOND/CASHIER'S CHECK

Each bidder is to extend prices and provide a total for the bid being submitted. In order for any bid award to be considered that exceeds \$10,000.00 your bid must have been accompanied by an acceptable bid bond, certified check or cashier's check in the amount of \$500.00. Bid bond checks will be returned to all unsuccessful bidders after the formal award is made and to the successful bidder after acceptance of award. Should the successful bidder fail to accept the award, the bid bond check shall be forfeited.

Contract award to purchase the materials covered in this bid document shall be construed under and governed by the laws of the State of Alabama and each party hereto irrevocably agrees to be subject to the jurisdictions of the courts of the State of Alabama.

**SPECIFICATIONS FOR VARIOUS PAPER PRODUCTS
FOR THE CITY OF BIRMINGHAM**

The City's standard payment term is Net-30 Days from acceptance. Exception may be allowed for discounted early payment, such as 2%-10, Net 30 Days. The reference date for all such discounted early payment terms will be the date the invoice is received or the date the goods are received, whichever is later. In the event of a dispute the City's records shall prevail. **The City will not consider any bids requiring C.O.D. payments.**

PRICES

Include transportation (including fuel surcharge, if applicable).

QUANTITIES

The quantities shown on the bid form are estimated initial purchase quantities only. Merchandise shall be ordered as requirements dictate. The City reserves the right to purchase more or less than this quantity as conditions require, and no bidder shall attempt to hold the quantities shown as a firm quantity under this contract.

PRE-PAYMENTS

No prepayments of any kind will be made prior to shipment.

TAX

The City of Birmingham is exempt from all Federal Tax, and sales and use tax, except Alabama tax on oils, lubricants and fuels specifically bought for over-the-road transportation use.

ADDITIONAL PURCHASES

The City has attempted to list all items for **VARIOUS PAPER PRODUCTS** required during the term of the contract, if mutually agreed upon, additional contracts may be executed, based upon this bid for the same item(s) or related types.

REDUCTION IN COST

Bidder agrees that the City of Birmingham will be charged no more for item(s) bid than the State of Alabama, and that in the event of a price reduction; the City will receive the benefit of such reduction on any undelivered portion of contract.

Successful bidder acknowledges and agrees that the City has the right to deduct from total amount of consideration to be paid, if any, to the successful bidder under this agreement all unpaid, delinquent, or overdue license fees, taxes, fines, penalties, and other amounts due the City from the successful bidder.

NON- DISCRIMINATION POLICY

Vendor (and its employees, agents and any subcontractors) shall not discriminate on the basis of race, color, national origin, or sex in the performance of the services contemplated hereunder. Failure by the bidder to carry out these requirements is a material breach of its obligations, which may result in its termination or such other remedy as the City deems appropriate.

DISADVANTAGED BUSINESS ENTERPRISE (DBE)

Vendor acknowledges and agrees that, consistent with federal law and City's public policy, it will encourage disadvantaged business enterprise (DBE) participation to the extent permitted by law. A "disadvantaged business enterprise" is a for-profit small business concern (i) at least 51% owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51% of the stock is owned by one or more such individuals; and (ii) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it. In accordance with federal law, a "socially and economically disadvantaged individual" includes African-Americans, Hispanic Americans, Native Americans, Asian-Americans, women, and any additional groups designated as socially and economically disadvantaged by the federal Small Business Administration.

FORM W-9

Any successful bidder who is not currently set up as a vendor in the City of Birmingham vendor file will be required to submit a completed W-9 tax form prior to any award. The W-9 tax form may be submitted with your bid or no later than seven (7) working days of receipt of notice of intent to award.

BUSINESS LICENSE

The City of Birmingham must have a copy of the successful bidder's current City of Birmingham business license prior to formal award of contract. A copy of his/her license may be submitted along with his/her bid. In the event you receive a notification of intent to award letter, bidder must provide a copy of his/her current business license no later than seven (7) working days of receipt. Failure to submit the requested information will result in the notice of intent to award being revoked.

**SPECIFICATIONS FOR VARIOUS PAPER PRODUCTS
FOR THE CITY OF BIRMINGHAM**

PUBLIC DISCLOSURE

Subject to applicable law or regulations, the content of each Bidder's Proposal shall become public information upon the effective date of any resulting contract.

TELEGRAPHIC/ELECTRONIC BID RESPONSES

Proposal responses sent by electronic devices (i.e., facsimile machines and email) are not acceptable and will be rejected upon receipt. Vendors will be expected to allow adequate time for delivery of their bid responses either by airfreight, postal services, or by other means.

E-VERIFY

Successful Vendor (located in the State of Alabama or located outside of the State of Alabama, but employs one or more employees within the State of Alabama) represents and warrants that it does not knowingly employ, hire for employment, or continue to employ an "unauthorized alien", as defined by the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535 (H.B.56) of the Alabama Legislature, as amended from time to time (the "Act") and that, during the performance of this contract, Vendor shall participate in the E-Verify program as required under the term of the Act. Vendor agrees to comply with all applicable provisions of the Act. As a condition for the award of any contract, Vendor shall provide documentation establishing that the Vendor is enrolled in the E-Verify program, or a signed, written statement that the Vendor does not have a presence (one or more employees) in the State of Alabama. Vendor may submit applicable documentation with his/her bid or no later than seven (7) working days of receipt of notice of intent to award.

Bids may be solicited for the product included in this contract where an immediate/emergency need exists including large quantities. The decision of the Purchasing Agent as to what constitutes a biddable situation shall be final and shall not be construed as a breach of contract.

Any questions concerning these specifications should be addressed to Purchasing Division, Artelia Macon, phone (205) 254-2265, fax, (205) 254-2484, between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday.

SINGLE BID

If a single bid response is received for this ITB, the bid will be rejected in accordance with Title 41-16-50-a-1 of the Alabama Code. The bid will be opened, but **will not** be read publicly. We will proceed with negotiations for a lower price with the rejected Bidder and other Bidders by means of sealed quotes. The rejected Bidder's initial offer will not be disclosed to other Bidders, prior to the awarding of a contract. The award will be made to the company offering the lowest negotiated quotation, provided that all conditions and specifications required by the City are met.

NEGOTIATIONS

The City of Birmingham reserves the right to enter into contract negotiations with the selected Bidder. If the City and the selected Bidder cannot negotiate a successful contract, the City may terminate negotiations and begin negotiation with the next selected Bidder. This process will continue until a contract has been executed or all proposals have been rejected. No Bidder shall have any rights against the City arising from such negotiations.

PROHIBITION AGAINST BOYCOTTING

By signing this contract the Contractor certifies that it is not currently engaged in, and for the duration of this agreement will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state enjoys open trade.

DETAILED PERFORMANCE REQUIREMENTS:

Definition: This is a Central Stores Warehouse supply contract and as such, certain other terms, conditions and/or requirements will exist in addition to the aforementioned terms, conditions and requirements. Bidders are advised to pay close attention to these requirements and instructions when bidding all items.

Intent: The Central Stores Warehouse intends to utilize this contract to minimize its on-hand inventory investments, maximize available storage resources and establish rapid and reliable inventory replenishment sources. Only vendors with adequate on-hand inventory to meet the City's requirements will be considered eligible for awards. Vendors who do not have, or cannot have adequate inventory on-hand and ready for immediate delivery to the City should not submit bids for this contract.

Merchantability: For the purpose here, merchantability is defined as being fit for the ordinary purpose for which such goods are

intended. All items shipped under this contract are to be new and of first line quality and condition. All items received by the City under this contract shall be free of damages and be packed in their original packages, boxes, and/or cases.

**SPECIFICATIONS FOR VARIOUS PAPER PRODUCTS
FOR THE CITY OF BIRMINGHAM**

Freight Charges: All prices quoted for items within this contract are to be **F.O.B. delivered to the City's specified facilities.**

Minimum Order Quantities: The City will consider bids requiring reasonable minimum order quantities. Vendors are to state in the “**Brand/Series/Counts**” column for each product any minimum order quantities required for the F.O.B. shipping of the item(s).

Failure by vendor to state a minimum order quantity will obligate vendor to ship any quantity ordered by the City. The City reserves the right to determine what a “reasonable” minimum order quantity is based on the City’s historical and projected future usage information. The City will reject any bid which requires an unreasonable minimum order quantity.

Special Shipping Requirements: Some items within this Invitation to Bid may have special shipping instructions indicated within the item’s specifications on the Bid Form. Bidders should pay close attention to any such instructions, as failure to comply could result in the rejection of the goods at the time of receipt.

On-Line Ordering: The Central Stores Warehouse * intends to take advantage of any on-line ordering capabilities offered by the successful vendor(s). Any vendor(s) offering such services will agree to provide the City with access to the site, account establishment, user ID setups, training, etc. at no cost to the City. As a rule, when on-line ordering is used by the City, no hard copy of the Purchase Order will be mailed to the vendor. However, vendors may request that hard copies be mailed, and the City will comply with any and all such request.

Invoicing: All purchase orders issued by the City of Birmingham indicate an invoice mailing address based on the Department for whom the purchase order was issued. In order for timely payment to be received, it is imperative that vendors mail invoice copies to the so indicated address. Failure to do so **will** result in delayed payments. **Do not mail invoices to the Accounts Payable Division.**

Payment Questions: For any questions concerning payments for delivered items covered within this contract, please contact Brian Donaldson, (**Buyer**) at the Central Stores Warehouse, phone: (205) 254-6368, or fax: (205) 254-6588, Monday through Friday, between the hours of 7:30 a.m. and 3:00 p.m. CDT. **Do not contact the Accounts Payable Division.**

Substitutions of Products: The City recognizes the fact that from time to time substitutions of products other than those the vendor specifically quoted may have to occur. Any product offered as a substitute must be of equal or greater quality and value as the one being substituted for. No price increase from the original contract price will be allowed. Should the need for a substitute arise, the vendor should contact **Phillip Hyche, (Inventory Manager)** at the Central Stores Warehouse, (205) 254-6510, Monday through Friday, between the hours of 7:30 a.m. and 3:00 p.m. CDT for approval of any substitute before shipment is made. Failure to do so will result in the rejection of the goods at the time of receipt. Approval of a substitute once does not constitute future approval. Approvals will have to be obtained from the City for each substitution occurrence prior to shipment. **In order to avoid any confusion, all request for approvals should be submitted in writing after verbal notification and before shipping. Such written notice may be faxed to the City at (205) 254-6588, ATT: Phillip Hyche, Inventory Manager. Failure to submit such written notice could result in the rejection of the goods at the time of receipt.**

Permanent Substitutions: Any vendor seeking to permanently substitute an item must submit, in writing, a request stating the product for which a substitute needs to be supplied, the manufacturer and brand name of the proposed substitute, any pertinent product information, and the reasons for the need to make a permanent substitute. The City may require samples of any substitute before a decision is made as to acceptability. It is the vendor’s responsibility to supply any such requested samples within five (5) working days of the request. No price increase from the original contract price will be allowed. The City will notify the vendor, in writing, of its decision to approve or deny the proposed permanent substitution.

Product Modifications: If a successful vendor/manufacturer resizes a product in any way, or changes package sizing in any way, the vendor must immediately contact the Purchasing Division of the City in writing to negotiate a price adjustment. Failure to do so **will** result in rejection of the goods at time of receipt.

Product Delivery: The City has limited storage space so timely delivery shall be a consideration. The successful bidder(s) shall guarantee full delivery within five (5) working days of receipt of order for all towels, tissues and copy papers. All common print papers should be delivered within three (3) days of receipt of order. Some common and special print papers may require same or next day delivery in order to meet Print Shop production schedules. Delivery on all other items shall be no more than 5-7 working days from receipt of purchase order. The City may not consider any bid that exceeds these timeframes.

Primary delivery sites: Central Stores Warehouse, 431 6th Ave. South, Birmingham, AL 35205, Purchasing and/or Print Storerooms, City Hall Basement, 710 North 20th Street, Birmingham, AL 35203, the Boutwell Auditorium, 1930 8th Avenue North, Birmingham,

AL 35203 and possibly a few other sites on an infrequent basis. **Bidders must state in the Exceptions to Specifications area of the Bid Form if unable to deliver materials to ANY of the City's facilities.**

**SPECIFICATIONS FOR VARIOUS PAPER PRODUCTS
FOR THE CITY OF BIRMINGHAM**

Receiving Hours: The Central Stores Warehouse receiving hours are: 7:30 a.m. to 3:00 p.m. CDT, Monday through Friday. The Purchasing & Print warehouses receiving hours are 8:30 a.m. to 4:30 p.m. CDT, Monday through Friday and the Boutwell Auditorium will establish Monday through Friday receiving times with the successful vendor(s).

Partial Shipments: The Central Stores Warehouse as a rule accepts partial shipments. However, vendors should note that the receipt of a partial shipment of ordered goods does not alleviate the vendor's obligations for the complete shipment of goods by the due date as stated within the purchase order. Consistent failure to ship reasonably complete orders will constitute breach of contract and will result in the declaration of the vendor as a "non-responsible vendor" and subject to the aforementioned penalties of such declaration. For the purposes herein, "reasonably complete" shall mean at least 70% of the total quantity ordered by the City and indicated on the purchase order.

Late Shipments: The City will notify vendors with a written letter of warning each time an order is received later than five (5) working days past the due date. Receiving due dates are noted in the "**Maximum Delivery Times**" section of this specification. Any vendor receiving such a warning letter, will be required to submit to the City, in writing, a detailed explanation of the delay and what remedies have been implemented to insure future contract compliance. The City reserves the right to immediately terminate the contract with any vendor who receives a total of three (3) such letters of warning within any one (1) year time frame. Should termination occur, the holder of the contract will be declared a "non-responsible vendor" and subject to the aforementioned penalties of such declaration.

Failure to Ship Goods: The outright failure to ship any contracted goods ordered by the City will constitute breach of contract and the City reserves the right to immediately terminate the contract. Should termination occur, the holder of the contract will be declared a "non-responsible vendor" and subject to the aforementioned penalties of such declaration.

Rejected Goods: Any goods rejected by the City, for whatever reason, are to be picked up by the vendor within forty-five (45) days of the date of written notice to the vendor of the rejection. The City shall seek all legal remedies available to it to dispose of any rejected materials left past this time frame including, but not limited to, transport to an approved and licensed landfill for disposal.

Rounding Up or Down of Quantities Shipped: The City as a rule will order whole count units (cases, boxes, pallets, etc.) whenever possible. No vendor should round up or down quantities ordered by the City without first receiving approval to do so.

Exceeding Maximum Delivery Times: Consistent failure by a successful vendor to meet the stated maximum delivery times will constitute grounds for the termination of the awarded items of the contract and the declaration of the vendor as a "non-responsible vendor" and subject to the aforementioned penalties of such declaration.

Item Specifications: Bidders are to bid items exactly as specified in the Bid Form. Bidders are to supply all requested product information in the areas provided on the Bid Form. Any exceptions should be noted in the "**Exceptions to Specifications**" space provided on the Bid Form. Failure to note exceptions could result in the rejection of the bid. **If the item specification calls for the supply of product specifications literature, it must be included with the submitted bid. Any product specification literature submitted must adequately demonstrate that the item(s) being bid meets or exceeds the given specification.**

DETAILED SPECIFICATIONS FOR TOWELS AND TISSUE

Paper towels and toilet tissue are to be made in accordance with reasonable industry practice with respect to holes, tears, wrinkles, cleanliness and foreign materials or dirt. Edges shall be cleanly cut and not ragged. Tissue and towels shall dispense properly and freely with no tearing or wasting when properly loaded in appropriate dispensing fixture and have no disagreeable odor either wet or dry. Towels shall be folded according to specifications. All items bid must fit and dispense from appropriate standard dispensers.

All paper towels (single-fold and C-fold) and toilet tissues are to be shipped on non-returnable or one-way pallets. No exceptions.

All bidders must provide samples of all toilet tissue, C-fold, single-fold and 8" paper towels, with their bid. All samples are to be clearly identified as to the manufacturer's name, series name, item number and vendor's name. Failure to submit these samples may result in rejection of vendor's bid. These samples will be used for subjective testing and evaluation and cannot be returned. For these items bidders are also to include with their bid the manufacturer's product specification sheet(s) (published).

Vendors must have adequate inventories and facilities to properly service the City's requirements. Since the City has limited storage space, rapid delivery of items shall be an important consideration. All orders should be able to be shipped complete within five (5) working days of receipt of order.

**SPECIFICATIONS FOR VARIOUS PAPER PRODUCTS
FOR THE CITY OF BIRMINGHAM**

C-FOLD TOWELS

Color: **White**
Finish: dimple
Min. width: 12.75" (+/- 1/8")
Min. length: 10.125" (+/- 1/8")
Case count: 2400 towels/cs. (state deviations)
Vendor to supply sample and printed manufacturer's spec. sheet including packaging details with bid.
Brand: Wausau Paper, Dubl-Nature series, # 49190 or * equal.

SINGLE-FOLD PAPER TOWELS

Color: **White**
Finish: Dimple
Min. width: 10.125" (+/- 1/8")
Min. length: 9.125" (+/- 1/8")
Case count: 4000 towels/cs. (state deviations)
Vendor to supply sample and printed manufacturer's spec. sheet including packaging details with bid.
Brand: Wausau Paper, Ecosoft series, # 47500 or * equal.

TOILET TISSUE

Color: **Bright White only**
Grade: Extra soft, premium grade, facial quality, * wrapped.
Size: Minimum 4" x 3.75", 2 ply, X 500 sheets/roll (state dimensions & sheet count on Bid Form!)
Case count: 96 rolls/case (state case count on Bid Form).
Do Not Bid Unwrapped Rolls or Non-Perforated rolls.
Do Not Bid Single Ply Tissues. Do Not Bid tissues that plies are not mechanically bound together.
Vendor to supply sample and printed manufacturer's spec. sheet including packaging details with bid.
Brand: Atlas Mills, Green Heritage # 250 (recycled) or * equal. Virgin papers should be same grade.

TOWELS, ROLL TYPE

Color: **White**
Minimum Size: 7.875 x 800' per roll (state deviations)
Case Count: 6 rolls/case. (state deviations)
Vendor to supply sample and printed manufacturer's spec. sheet including packaging details with bid.
Brand: VonDrehle Preserve #880-B or * equal

**TOILET TISSUE
"JUMBO JR." ROLL**

Color: **Bright White only**
Size: 3.78" x 1000', 2 ply, 9" diameter roll. (Do Not Bid Single Ply Tissues)
Case Count: 12 rolls/case (state any deviations).
Vendor to supply sample and printed manufacturer's spec. sheet including packaging details with bid.
Brand: Morcon Inc. Mor-soft Millennium M29 or * equal.

NOTES TO ALL BIDDERS:

PRODUCT INFORMATION: Bidders are to supply all brands & series names, case counts, minimum order quantities, delivery times, etc., in the column provided on the Bid Form. Failure to do so may result in the outright rejection of any offered product(s) from consideration of award.

DELIVERY ABILITY INFORMATION: Bidders must state in the Exceptions to Specifications area of the Bid Form if unable to deliver materials to ANY of the City's facilities.

**VARIOUS PAPER PRODUCTS
BID FORM**

In order for any bid award to be considered that exceeds \$10,000.00 your bid must be accompanied by an acceptable bid bond, certified check or cashier's check in the amount of \$500.00. BIDS SUBMITTED WITHOUT ONE WILL NOT BE ACCEPTED.

Submitted below is my firm bid for the annual contract for the supply of various paper products for the City of Birmingham, Central Stores Warehouse for a period of one (1) year in accordance with your invitation to bid and specifications dated September 11, 2017. Prices quoted are f.o.b. Birmingham, Alabama delivered and I am bidding in accordance with specifications except as listed below.

GENERAL ITEMS: PAGE 1 of 7

#	Description	Mfg. #	Est. Annual Qty	Case Count	Unit Prices	Extended Total
1	Aprons, disposable Kitchen, Light weight poly, white, 24" x 42" 10/100 per cs. State case count & dimensions.		6		\$ _____ /cs	\$ _____
2	Bags, paper. Brown. Grocery size 1/6 Kraft Barrel Bags. Packed 500 per bundle. Duro # 80076 or * equal. State bundle count.		16		\$ _____ /cs	\$ _____
3	Bowl, Soup 12 oz. HOT/COLD. Non-laminated. White color. Packed 1000 per case. Dart #12BWWC or * equal. State case count.		24		\$ _____ /cs	\$ _____
4	Caps, Kitchen (Hair Nets). White Color, 21". Packed 100 per dispenser box, 5 boxes per case (500/cs). Island Poly #300-575 or * equal. State case count.		6		\$ _____ /cs	\$ _____
5	Covers, toilet seat. Standard covers. Scott 7410 design only so as to fit existing stock dispensers. 125/box - 24 boxes/case. State case count.		12		\$ _____ /cs	\$ _____
6	Covers, toilet seat. Half fold covers. Krystal View or Discreet-Seat DS-5000 premium covers. 100% biodegradable. 250/box - 24 boxes/case. KRYK-5000 or Discreet-Seat DS-5000, no substitutes.		6		\$ _____ /cs	\$ _____
7	Cup, paper. Cone shaped for water cooler use. Solo 4 oz. #4R. Cone or "V" shaped with rolled rim. Packed 5000 per cs. State case count.		40		\$ _____ /cs	\$ _____
SUB TOTAL						\$ _____

* = Approved

**VARIOUS PAPER PRODUCTS
BID FORM**

GENERAL ITEMS: PAGE 2 of 7

#	Description	Mfg. #	Est. Annual Qty	Case Count	Unit Prices	Extended Total
8	Cup, Styrofoam. Hot/cold drink, 6 oz. Packed 1000 per cs. Dart #6J6 or * equal. State case count.		10		\$ _____ /cs	\$ _____
9	Cup, styrofoam. Hot/cold drink. 8 oz. Packed 1000 per cs. Dart #8J8 or * equal. State case count.		12		\$ _____ /cs	\$ _____
10	Cup, styrofoam. Hot/cold drink. 12 oz. Packed 1000 per cs. Dart 12J12 or equal. State case count.		48		\$ _____ /cs	\$ _____
11	Cup, 7 oz. Translucent plastic cold cups. 2500/cs. DART # 7N25 or * equal. State case count.		6		\$ _____ /cs	\$ _____
12	Cup, 9 oz. Translucent plastic cold cups, 2500/cs. DART # 9N25 or * equal. State case count.		6		\$ _____ /cs	\$ _____
13	Cup, 10 oz. Translucent plastic cold cups, 2500/cs DART # 10N25 or * equal. State case count.		6		\$ _____ /cs	\$ _____
14	Cup, 14 oz. Translucent plastic cold cups, 1000/cs. DART # 14N or * equal. State case count.		6		\$ _____ /cs	\$ _____
15	Cup, 20 oz. Translucent plastic cold cups, 1000/cs. DART # 20N or * equal. State case count.		6		\$ _____ /cs	\$ _____
16	Cutlery, combo package, dinner style heavy weight white plastic Contains Fork, spoon, knife individually package pkg. 500/cs. Vision Brand p/n # 130WKFSH Bid price per case quantity only		5		\$ _____ /cs	\$ _____
17	Dispenser, Towel (C-Fold Paper Towel) Von P/N #17580 Smoke Plastic or * Equal.		12		\$ _____ /ea	\$ _____
18	Dispenser, Paper Towel (56155) Bay West P/N # 87510 or * equal		12		\$ _____ /ea	\$ _____
SUB TOTAL						\$ _____

* = Approved

**VARIOUS PAPER PRODUCTS
BID FORM**

GENERAL ITEMS: PAGE 3 of 7

#	Description	Mfg. #	Est. Annual Qty	Case Count	Unit Prices	Extended Total
19	Dispenser, Roll Paper Towel Universal Roll Towel Dispenser Cabinet. Roll Size Up to UP TO 8" Wide with Core Size 1 1/2" to 2", with Key Lock to Prevent Theft, ADA Compliant, Min of 5 1/2" Manufactured from High Impact Resistant Plastic with Heavy Gauge Steel Back Impact # 4079 or * equal.		12		\$ _____/ea	\$ _____
20	Dispenser, Toilet Tissue, Double Roll (Use Tissue #7810) Bobrick Brand, P/N #B-27460 or * equal.		12		\$ _____/ea	\$ _____
21	Dispenser, toilet seat cover. (use kc 7410 toilet seat covers.) Hospeco brand # hs-hg-1s or * equal.		12		\$ _____/ea	\$ _____
22	Dispenser, toilet tissue for 3 rolls, wall mount with screws. Bay west p/n # 80300 @ no charge		12		\$ _____/ea	\$ _____
23	Dispenser, toilet tissue for 2 rolls, wall mount with screws. Bay west p/n # 80200 or * equal.		12		\$ _____/ea	\$ _____
24	Dispenser, towel for use with single fold towels. Cabinets shall be all steel construction with white baked enamel finish. Jackknife pattern with 500 towel capacity		12		\$ _____/ea	\$ _____
25	Dispenser, Satin-finish stainless steel. Cover is drawn, one-piece construction; secured to cabinet with full-length stainless steel piano-hinge. 7 1/2" w, 10" h, 3 13/16" d (190 x 255 x 95mm).p/n # b-270 conturaseries® Surface-mounted sanitary napkin disposal or * equal		12		\$ _____/ea	\$ _____
26	Dispenser, jumbo roll toilet tissue heavy duty plastic type. Georgia pacific p/n # gp59209 Vondrehle p/n # 3253 or * equal.		12		\$ _____/ea	\$ _____
27	Dispenser, enmotion towel Georgia pacific brand p/n # 59462 Vondrehle p/n # 1080e or * equal		12		\$ _____/ea	\$ _____
28	Dispenser, #4r "solo" cups. Cone cup type dispenser. Metal or plasticAdjustable type dispensers. Solo dispenser #1345 plastic or * equal		12		\$ _____/ea	\$ _____
SUB TOTAL						\$ _____

* = Approved

**VARIOUS PAPER PRODUCTS
BID FORM**

GENERAL ITEMS: PAGE 4 of 7

#	Description	Mfg. #	Est. Annual Qty	Case Count	Unit Prices	Extended Total
29	Forks, dinner style heavy weight white plastic Dart Brand p/n # F6BW or equal pkg. 1000/cs. Bid price per case quantity only		5		\$ _____/cs	\$ _____
30	Gloves, food handler, Clear plastic, disposable, embossed pattern. Large size only. Packaged 10 packs of 100 gloves per box 1000/bx). Price per box. Ambitex PLG6501 or equal.		30		\$ _____/bx	\$ _____
31	Napkins, Beverage. 10" x 10" 1-ply. White, ¼ fold. State case count. James River #JR1004 or equal.		4		\$ _____/cs	\$ _____
32	Napkin, Luncheon style ¼ fold White 1-ply 12" x 12" Scott Brand p/n # 98120 pkg. 1 pkg. 1000 each 6 pkg./cs Bid price per case quantity only		5		\$ _____/cs	\$ _____
33	Napkins, Sanitary, #4 size. Individually wrapped. 250/cs. Hospital Specialty GARD # 4 or * equal. State case count.		4		\$ _____/cs	\$ _____
34	Knives, dinner style heavy weight white plastic Dart brand p/n # K6BW or equal pkg. 1000/cs. Bid price per case quantity only		5		\$ _____/cs	\$ _____
35	Paper, Butcher. 24" x 1300' per roll. 40 lb weight. Color: White only. State roll width, weight and length.		6		\$ _____/rl	\$ _____
36	Plates, styrofoam construction. White. Non-laminated. Minimum diameter size 10.25". All plates shall have 3 compartment pattern. Packaged 500 per case. DART 10CPWC or * equal.		60		\$ _____/cs	\$ _____
37	Plate, foam dinner plate 9" pkg. 125/sleeve, 500/cs. Dart Brand p/n # 9PWQ or equal Bid price per case quantity only		10		\$ _____/cs	\$ _____
SUB TOTAL						\$ _____

* = Approved

**VARIOUS PAPER PRODUCTS
BID FORM**

GENERAL ITEMS: PAGE 5 of 7

#	Description	Mfg. #	Est. Annual Qty	Case Count	Unit Prices	Extended Total
38	Plate, take out large 3 compartment/hinged lid foam container, Dart brand p/n 90HT3 or equal pkg. 100/bag 200/cs Bid price per case quantity only		10		\$ _____ /cs	\$ _____
39	Spoons, dinner style heavy weight white plastic Dart Brand p/n # S6BW or equal pkg. 1000/cs. Bid price per case quantity only		5		\$ _____ /cs	\$ _____
40	Stirrers, beverage. 5" length. Carnival or equal. State box & case count.		2		\$ _____ /cs	\$ _____
41	Straws, beverage. 6 3/4" long straws or Jumbo 7 1/4" long straws. Individually wrapped. Clear Shield Co. or equal. State box & case count.		6		\$ _____ /cs	\$ _____
42	Tampons. Hospital Specialty # T-500 or * equal. State case count.		6		\$ _____ /cs	\$ _____
43	Tissue, Toilet. 2-Ply, White, extra soft premium grade, facial quality. See detailed specs. Provide all requested info. Atlas Mills, Green Heritage # 250 or * equal.		550		\$ _____ /cs	\$ _____
44	Tissue, Toilet. Jumbo Jr rolls. 3.7" X 1000', 2-ply rolls. White color. See detailed specs. Provide all requested info. Scott JRT Jr. # 07805 or * equal.		72		\$ _____ /cs	\$ _____
45	Tissue, Toilet. Bay West (Wausau Paper) # 06390 for dispenser # 80300. Dubl-Soft series, 2 ply, 3.75 x 4" x 800 sheets/roll. 36 rolls/cs. Bay West # 06390 only. No substitutes.		24		\$ _____ /cs	\$ _____
46	Towels, C-Fold. Dimple finish, white, packed 2,400 towels per cs. See detailed specs. Provide all requested info.		900		\$ _____ /cs	\$ _____
SUB TOTAL						\$ _____

* = Approved

**VARIOUS PAPER PRODUCTS
BID FORM**

GENERAL ITEMS: PAGE 6 of 7

#	Description	Mfg. #	Est. Annual Qty	Case Count	Unit Prices	Extended Total
47	Towels, single fold pattern, white. See detailed specs. Provide all requested info. Scott # 01700 or * equal. All shipments must be palletized.		600		\$ _____ /cs	\$ _____
48	Towels, roll type. White, 8" x 800 ft. per roll. 6 rolls/cs. For use in Bay West # 80010 auto dispensers. Bay West (Wausau Paper) towel # 38090 Dubl-Nature series only, no substitutes.		12		\$ _____ /cs	\$ _____
49	Towels, roll type. White, 8" x 450 ft. per roll. 12 rolls/cs. For use in Bay West # 86600 compact dispensers. Bay West (Wausau Paper) towel # 38060 Dubl-Nature series only, no substitutes.		40		\$ _____ /cs	\$ _____
50	Towels, roll type. White, 8"x 800 ft. per roll. For use in universal dispensers. See detailed specs. Provide all requested info.		60		\$ _____ /cs	\$ _____
51	Towel, roll type. For use with G/P En-Motion dispensers. Size 10" x 800' with 6 rolls per case. G/P #89460. No substitutes.		60		\$ _____ /cs	\$ _____
52	Towel, shop. General purpose disposable wiper. Absorbs liquids, lubricants and oils. Must be soft enough for use on face and hands. K/C # 05701 or * equal. State package and case count.		10		\$ _____ /cs	\$ _____
53	Towel, wiper. Heavy duty wiper/shop towel. Low lint, polypropylene, melt-blown construction. Acid, base and solvent resistant. K/C # 33560 or * equal. State pack count.		4		\$ _____ /cs	\$ _____
54	Tray, carry out. Sectioned for 4 cups. Keys Fiber or * equal. State case count.		6		\$ _____ /cs	\$ _____
55	Tray, Nacho. Large. Clear plastic with wide side ribbing for rigidity. 2 compartment size of 19.oz. and 3.3 oz. and physical tray dimensions of approx. 8" x 6.25" x 1.562" DART#C68NT2 or * equal. State case count.		8		\$ _____ /cs	\$ _____
SUB TOTAL						\$ _____

* = Approved

**VARIOUS PAPER PRODUCTS
BID FORM**

GENERAL ITEMS: PAGE 7 of 7

#	Description	Mfg. #	Est. Annual Qty	Case Count	Unit Prices	Extended Total
56	Wrap, deli. Sheet min. size 10" x 10.75". 500 sheets/box. State box count and case count.		6		\$ _____/cs	\$ _____
57	Wrap, hot dog. Cushioned fold sandwich sheets. 9" x 12" silver, 500 sheets/bx. State box count and case count. Reynolds or * equal.		6		\$ _____/cs	\$ _____
58	Wrap, stretch. 14" x 1500' X .80 Mil. Hand wrap type. Translucent tear resistant film with excellent stretch ability for wrapping pallets & cartons. Include product specification sheet		6		\$ _____/cs	\$ _____
SUB TOTAL PAGE 9						\$ _____
SUB TOTAL PAGE 10						\$ _____
SUB TOTAL PAGE 11						\$ _____
SUB TOTAL PAGE 12						\$ _____
SUB TOTAL PAGE 13						\$ _____
SUB TOTAL PAGE 14						\$ _____
SUB TOTAL PAGE 15						\$ _____
GRAND TOTAL						\$ _____

* = Approved

**VARIOUS PAPER PRODUCTS
BID FORM**

Bidder acknowledges receipt of _____ addenda(s).

Date of Bid

Name (Print legibly or Type)

Company

Title

Street Address

Signature

City State Zip

Tax ID Number

Post Office Box

E-Mail Address

City State Zip

Telephone Number

Terms of Payment

Fax Number

Delivery Date

Cell Phone

IF AVAILABLE, PLEASE SUBMIT COPY OF CURRENT CITY OF BIRMINGHAM BUSINESS LICENSE WITH THIS BID.

INDICATE THE FOLLOWING ADDRESSES IF DIFFERENT FROM ABOVE:

1. **BID AWARD NOTICE ADDRESS** _____
2. **PURCHASE ORDER ADDRESS** _____
3. **REMITTANCE ADDRESS (and name if different than above)** _____