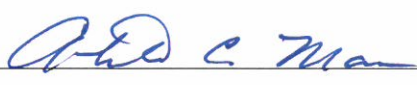


CITY OF BIRMINGHAM-PURCHASING DIVISION
710 NORTH 20TH STREET, P-100 CITY HALL
BIRMINGHAM, AL 35203-2227
OFFICE: (205) 254-2265 / FAX: (205) 254-2484

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

NOVEMBER 14, 2022
ITB: 23-25

TO:	Prospective Bidders
INVITATION TO BID NUMBER:	Bid #23-25 (A complete copy can be downloaded at www.birminghamal.gov)
SEPARATE SEALED BIDS FOR:	COPIER/PRINTING PAPER
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:
December 1, 2022 by 5:00 PM (Central Standard Time)	December 2, 2022 at 10:00 AM (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 Work, then click Bidding Opportunities). Interested bidders can also contact the Purchasing Office at (205) 254-2265 and request 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Submissions may be withdrawn, modified, and resubmitted prior to the formal bid opening due date.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>	
PUBLISHED: B.N. 11/20/2022	
RELEASED BY:	
	

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NOVEMBER 14, 2022
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INVITATION TO BID

Sealed bids marked “**COPIER/PRINTING 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 **THURSDAY, DECEMBER 1, 2022..** Bids submitted after these dates and times will not be considered.

Bids will be publicly opened at 10:00 a.m. on **FRIDAY, DECEMBER 2, 2022.**

In the effort to decrease the spread of COVID-19, bid openings will be held virtually via WebEx. Login information can be found on the City’s website at www.birminghamal.gov (click on the link titled **Work** then click on **Bidding Opportunities**).

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.

TELEGRAPHIC/ELECTRONIC BID RESPONSES

Bid 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.

TERM OF CONTRACT

Any contract resulting from this ITB will become effective upon bid award. Per Section 3-3-7(7) of the Birmingham City Code and State Bid Law, the proposed contract shall be in effect for a minimum of one (1) year guaranteed with the option to renewal for two additional 1-year terms, contingent upon Council approval.

INTERPRETATION and 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 that any bid 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, your bid must be accompanied by an acceptable bid bond or check in the amount of \$1,000.00. 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.

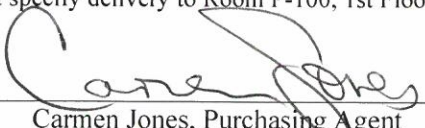
The City follows a policy of nondiscrimination. No contractor with the City should discriminate on the basis of race, sex, religion or national origin. Failure by the Vendor to carry out these requirements is a material breach of its obligations, which may result in its termination or such other remedy 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 “**COPIER/PRINTING PAPER**”, **5:00 p.m., 12/01/2022.**” 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

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**NOVEMBER 14, 2022
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INVITATION TO BID (CONT'D)

GENERAL

The City of Birmingham is seeking bids for copier/printing 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) per 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.

PRICING ESCALATION/DE-ESCALATION

The City of Birmingham may take into consideration an Economic Price Adjustment. All prices offered shall be firm against any increase for twelve (12) months from the effective date of the contract. Sixty (60) days prior to renewal, the City of Birmingham may entertain a request for escalation in accordance with the most recently published consumer price index. Each successive renewal option will be treated in the same manner. the City of Birmingham reserves the right to accept, reject, or negotiate the request for a price increase. If the price increase is approved, the price will remain firm for one (1) year from the date of the increase. This clause also enables the City of Birmingham to seek de-escalation on the same terms.

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

CONTACT

Questions in regards to procurement should be address in writing to Artelia Macon, Purchasing Division, either by fax, (205) 254-2484, or by email, artelia.macon@birminghamal.gov between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday.

In an effort to decrease the spread of COVID-19, bid openings will be held virtually via WebEx. Login information can be found on the City's website at www.birminghamal.gov (go to link titled **Work**, then click on **Bidding Opportunities**).

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 responsive or responsible 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 on an all or none basis.

THIRD-PARTY "REMIT-TO"

If bidder has a third-party "remit-to" company, that information must appear on the Bidder's response. The City of Birmingham will send payment to the company designated by Bidder on its response, but will not be responsible for resolving payment issues, should the Bidder change payment processing companies after a payment has been mailed or without forty-five (45) days written notification to the Purchasing and General Accounting divisions of the City of Birmingham.

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.

NON-COLLUSION

Contractor covenants and declares that it has not employed any person to solicit or procure this Agreement and that Contractor has not made, and will not make, any payment of any compensation for the procurement of this Agreement. The covenant contained herein shall survive the expiration or earlier termination of this Agreement.

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CARMEN JONES, PURCHASING AGENT

NOVEMBER 14, 2022
ITB: 23-25

INVITATION TO BID (CONT'D)

INSURANCE REQUIREMENTS

Liability Insurance: For the duration of this contract and for limits not less stated below, the Contractor shall carry (i) general liability insurance (either primary or a combination of primary and umbrella coverage) with limits of not less than \$1,000,000.00 total with a maximum of \$500,000.00 for each occurrence and shall include, but not be limited to, personal injury, property damage, vandalism, property loss and theft; (ii) comprehensive automobile liability insurance concerning owned and rented vehicles operated by the Contractor with limits of not less than \$500,000.00 bodily injury per occurrence, \$500,000.00 property damage or combined single limit of \$500,000.00; and (iii) Workman's Compensation coverage in an amount adequate to comply with the statutory requirements. The City's bid number **(23-25)** must appear on any/all copies of the certificate of insurance.

All such insurance shall be provided by a policy or policies issued by a company or companies qualified by law to engage in the insurance business in the State of Alabama with a rating of B+ or better according to the most current edition of Best's Insurance reports. Bidder is to provide written documentation of the company's rating with their bid.

The Contractor may use umbrella or excess liability insurance to achieve the required coverages, provided that such umbrella or excess insurance results in the same type of coverage as required for the individual policies. These insurance requirements are in addition to and do not affect any indemnification obligation of the Contractor herein.

City Additional Named Insured: Except for Worker's Compensation coverage, all coverages shall contain endorsements naming the City, and its officers, employees and agents as additional named insured with respect to liabilities that arise out of and result from the operations of the Contractor or the performance of its work.

The additional named insured endorsement shall not limit the scope of coverage to the City to vicarious liability but shall allow coverage for the City to the fullest extent provided by the policies. Such additional insured coverage shall be at least as broad as Additional Insured endorsement from ISO, CG 2010.1185.

Policies Primary: All insurance policies required herein are to be primary and non-contributory with any insurance or self-insurance program administered by the City.

Waiver of Subrogation: Contractor shall require the carriers of the above-required insurance coverage to waive all rights of subrogation against the City, and its officers, employees, agents, contractors and subcontractors. Further, Contractor hereby waives any rights of subrogation against the City. All general or automotive liability coverage provided herein shall not prohibit the Contractor or its employees, agents or representatives from waiving the right of subrogation prior to loss or claim.

Proof of Coverage: Before the commencement of services or work hereunder, the Contractor shall provide the City a certificate(s) of insurance and endorsements (including the additional insured endorsements) evidencing compliance with the requirements in this section. Evidence of insurance will not be accepted on a per event basis. These certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days advance notice to the City. In the event that the City is not notified that any of the coverage required herein is to be cancelled or changed in such a manner as not to comply with the requirements of this Contract, the Contractor shall, within fifteen (15) days prior to the effective date of such cancellation or change, obtain and provide the City with binder(s) of insurance evidencing the re-establishment of the insurance coverage required herein.

TERM OF CONTRACT

Any contract resulting from this ITB will become effective upon bid award. Per Section 3-3-7(7) of the Birmingham City Code and State Bid Law, the proposed contract shall be in effect for a minimum of one (1) year guaranteed with the option to renewal for two additional 1-year terms, contingent upon Council approval. **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.**

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 on an all or none basis.

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**NOVEMBER 14, 2022
ITB: 23-25**

INVITATION TO BID (CONT'D)

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.

PRICES

Include transportation (including fuel surcharge, if applicable).

ADDITIONAL PURCHASES

The City has attempted to list all items for "**GENERAL OFFICE SUPPLIES**" 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 and/or sizes.

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.

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.

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**NOVEMBER 14, 2022
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INVITATION TO BID (CONT'D)

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.

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.

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 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.

OLD HARMLESS AND INDEMNIFICATION

Vendor(s) shall defend, indemnify, and hold harmless the City of Birmingham, and its agents, employees and officials (hereinafter the "Indemnitees") from and against all demands, actions, damages, judgments, expenses (including but not limited to attorneys' fees, expert fees, court costs and other litigation costs), losses, and claims (including those for bodily injury, sickness, disease or death, or to injury to, destruction or loss of use of tangible property) (collectively hereinafter "Claims") by any third parties (including any employee, subcontractor or representative of the Vendor, hereinafter (Vendor Representative)) that arises out of, relates to, results from, or is attributable to any of the following: (a) Vendor's performance or failure to perform its obligations hereunder; (b) any conditions in or about the work sites that the Vendor or any Vendor Representative may encounter; or (c) the use or occupancy of the work sites by Vendor or any Vendor Representatives. This indemnification obligation includes Claims that are caused in part by the negligence of an Indemnitee(s); provided nothing herein shall obligate Vendor to indemnify any of the Indemnitee(s) for Claims resulting from the sole negligence or from the willful misconduct of the Indemnitee(s).

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**NOVEMBER 14, 2022
ITB: 23-25**

INVITATION TO BID (CONT'D)

GOVERNING LAW/DISPUTE RESOLUTION

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.

STATEMENT OF COMPLIANCE WITH ALABAMA CODE SECTION 31-13-9

Vendor shall participate in the E-Verify program as required under the Beason-Hammon Alabama Taxpayer and Citizen Protection 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.

LAWS, PERMITS

The bidder's attention is directed to the fact that all applicable state laws, municipal ordinances and rules and regulations of the authorities having jurisdiction over the work to be performed shall apply to the Contract throughout, and they will be deemed to be included in the Contract as though written out in full in the Contract.

CONFLICT OF INTEREST

Contractor covenants and declares that it has not, and will not, acquire any interest, directly or indirectly, in any property acquired by the City during the term of this Agreement. Contractor warrants and covenants that it presently has no interest in, nor shall any interest be hereinafter acquired in, any matter that will render the services required under this Agreement a violation of any applicable Federal, State or local law. In the event that any conflict of interest should hereinafter arise, Contractor shall promptly notify the City in writing of the existence of such conflict of interest.

CONFIDENTIALITY

Contractor agrees that such reports, information, opinions or conclusions shall not be made available to or discussed with any individual or organization, including the news media, without prior written approval of the City. Contractor shall exercise reasonable precautions to prevent the unauthorized disclosure and use of the City information whether deemed confidential or not.

GUARANTEE

Bidder certifies by bidding, that he is fully aware of the conditions of service and purpose for which item(s) included in this bid are to be purchased and that his offering will meet these requirements of service and purpose to the satisfaction of the City of Birmingham Finance Purchasing Division and its agent.

NON-RESPONSIVE BIDDER

Three (3) failures by a vendor in a twelve (12) month period to complete awarded projects within the stated completion time frame will force the City to determine the vendor to be a non-responsible vendor, and that vendor will not have future bids considered for a period of twelve (12) months.

TERMS OF PAYMENT

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.**

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**NOVEMBER 14, 2022
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INVITATION TO BID (CONT'D)

CERTIFIED CHECK/BID BOND/CASHIER'S CHECK

In order for any bid award to be considered your bid must have been accompanied by an acceptable bid bond, certified check or cashier's check in the amount of \$1,000.00. 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.

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.

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.

(THIS PORTION LEFT BLANK INTENTIONALLY)

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**NOVEMBER 14, 2022
ITB: 23-25**

INVITATION TO BID (CONT'D)

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.

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 fully 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 Levonda Kent, **(Inventory Control Manager)** at the Central Stores Warehouse, phone: (205) 254-6510, 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 Levonda Kent at the Central Stores Warehouse, (205) 254-6510, Monday through Friday, between the hours of 9:00 a.m. and 4:00 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) 254-6510, ATTN: Levonda Kent. Failure to submit such written notice could result in the rejection of the goods at the time of receipt.**

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

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

**NOVEMBER 14, 2022
ITB: 23-25**

INVITATION TO BID (CONT'D)

DETAILED PERFORMANCE REQUIREMENTS: (CONT'D)

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.**

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 ensure 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.

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NOVEMBER 14, 2022
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INVITATION TO BID (CONT'D)

DETAILED PERFORMANCE REQUIREMENTS: (CONT'D)

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 COPY PAPERS & PRINTING PAPERS

All paper is to be of first quality and of good appearance - no damaged or second quality goods will be accepted. When quoting any white papers do not quote dingy or off-white papers. All color papers should be of a clean, bright and even appearance. All 11 x 17 & smaller bond type papers are to be factory wrapped with moisture proof wrapping. All boxed papers are to be boxed in moisture proof box.

Printing type papers will require delivery to the City Hall basement loading dock area wherein the City's Print Shop is located. Any bidder that cannot make deliveries to this basement location is not to submit bids for this section as such bids will be rejected as invalid.

Printing paper products must be readily available with delivery being no more than three (3) working days from receipt of purchase order. Many of the common and special print papers may require same or next day delivery in order to meet Print Shop production schedules, therefore vendors who do not have the ability to make such rapid deliveries or do not have adequate inventories immediately available for deliveries should not quote printing papers. Repeated late delivery will be considered grounds from termination of contract with 30 days written notice for cause.

All print papers are to be quoted exactly as specified. Any exceptions are to be noted in the exceptions space provided.

COPY PAPERS MINIMUM SPECIFICATIONS: All copy papers quoted are to be suitable for use in high speed offset presses, all types of copiers, all laser and/or inkjet printers and all plain paper fax machines. All copy papers are to be factory cut with clean edges so as to not cause jamming problems. All copy papers are to be factory wrapped with moisture proof wrapping. No unwrapped papers will be considered. All copy papers are to be nominal 20 LB rated paper and should be of adequate stiffness so as to avoid jamming problems in any manufacturer's machines. All white copy papers are to be quoted in a minimum of 92 Brightness rating. Do not quote brightness ratings less than these. Dingy and/or off-white copy papers will not be acceptable to the City. All copy papers quoted are to be suitable for two (2) sided printing with no degradation in paper appearance. The minimum acceptable opacity rating is 85 and the minimum smoothness rating is 150 (+/- 10%). Minimum acceptable caliper of 4.0. All copy papers quoted are to be acid free. When applicable all paper to be of long grain cut. All color copy paper is to be of an even and rich color with a smoothness rating of approx. 150 and an Opacity rating of not less than 87 and meet all of the same requirements as the white copy papers. Recycled copy papers quoted are to contain approximately 30% post-consumer fiber and meet the same minimums for brightness, opacity, smoothness and caliper and exhibit the same overall characteristics as virgin papers. 5000 sheets per carton (2500/c for 11 x 17) shall be the standard & preferred packaging. The City will normally order quantities in lots of standard pallet counts when placing orders (30 or 40 cartons/pallet) for copy papers. **All shipments of copy papers are to be palletized. The City will not consider any 2nd line (aka: plain wrapper) copy papers at this time.**

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CARMEN JONES, PURCHASING AGENT**

**NOVEMBER 14, 2022
ITB: 23-25**

INVITATION TO BID (CONT'D)

DETAILED SPECIFICATIONS FOR CARBONLESS PAPER (CONT'D)

All carbonless paper is to be of first quality and of good appearance - no damaged or second quality goods will be accepted. All carbonless paper should be of a clean, bright and even appearance. All sizes of carbonless paper are to be factory wrapped with moisture proof wrapping. All boxed carbonless papers are to be boxed in moisture proof box.

Carbonless paper will require delivery to the City Hall basement loading dock area wherein the City's Print Shop is located. Any bidder that cannot make deliveries to this basement location is not to submit bids for this section as such bids will be rejected as invalid.

Carbonless paper must be readily available with delivery being no more than three (3) working days from receipt of purchase order. Many of the common and special print carbonless paper may require same or next day delivery in order to meet Print Shop production schedules, therefore vendors who do not have the ability to make such rapid deliveries or do not have adequate inventories immediately available for deliveries should not quote printing papers. Repeated late delivery will be considered grounds from termination of contract with 30 days written notice for cause.

All carbonless papers are to be quoted exactly as specified. Any exceptions are to be noted in the exceptions space provided.

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.

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ARTELLA C. MACON, PRINCIPAL BUYER
CARMEN JONES, PURCHASING AGENT

NOVEMBER 14, 2022
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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 \$1,000.00. **BIDS SUBMITTED WITHOUT ONE WILL NOT BE ACCEPTED.**

Submitted below is my firm bid for copier/printing paper, for the City of Birmingham, in accordance with the invitation to bid and specifications dated November 14, 2022. I understand that my company's address as I have furnished on this bid form, is the address that will be used by the City for any and all correspondence with me unless and until the City is notified in writing of a change. Prices quoted are f.o.b. Birmingham, AL delivered and I am bidding in accordance with specifications except as listed below.

(Bidder must use this form. Fill in all spaces.) (Bidder must use this form. Fill in all spaces.)

GROUP 1: CARBONLESS PAPER

#	Description	Mfg. #	Case Count	Est. Annual Qty	Unit Prices	Extended Prices
1	Paper, Carbonless. 8 1/2" x 11", 2 part. Superior, reverse, 500 sheets per ream.			150	\$ /rm	\$
2	Paper, Carbonless. 8 1/2" x 11", 3 part. Superior, reverse, 500 sheets per ream.			200	\$ /rm	\$
3	Paper, Carbonless. 8 1/2" x 11", 3 part. Superior, straight, 500 sheets per ream.			75	\$ /rm	\$
4	Paper, Carbonless. 8 1/2" x 11", 4 part. Superior, reverse, 500 sheets per ream.			75	\$ /rm	\$
5	Paper, Carbonless. 8 1/2" x 11", 5 part. Superior, reverse, 500 sheets per ream.			50	\$ /rm	\$
6	Paper, Carbonless. 8 1/2" x 11", 4 Part. Straight, 500 sheets per ream.			20	\$ /rm	\$
7	Paper, Carbonless. 8 1/2" x 11", 5 Part. Straight, 500 sheets per ream.			20	\$ /rm	\$
SUB TOTAL GROUP 1						\$

NAME OF YOUR COMPANY _____

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BID FORM (CONT'D)

GROUP 1: CARBONLESS PAPER (CONT'D)

#	Description	Mfg. #	Case Count	Est. Annual Qty	Unit Prices	Extended Prices
8	Paper, Carbonless. 8 1/2" x 11" CB Canary, 500 sheets per ream.			20	\$ /rm	\$
9	Paper, Carbonless. 8 1/2" x 11" CFB Pink, 500 sheets per ream.			20	\$ /rm	\$
10	Paper, Carbonless. 8 1/2" x 11" CF Manila Tag, 250 sheets per ream.			20	\$ /rm	\$
11	Paper, Carbonless. 8 1/2" x 14" 2 part. Superior, reverse. 500 sheets per ream.			50	\$ /rm	\$
12	Paper, Carbonless. 8 1/2" x 14" 3 part. Superior, reverse. 500 sheets per ream.			100	\$ /rm	\$
13	Paper, Carbonless. 8 1/2" x 14" 3 part. Straight, 500 sheets per ream.			50	\$ /rm	\$
14	Paper, Carbonless. 8 1/2" x 14" 4 part. Reverse, 500 sheets per ream.			20	\$ /rm	\$
15	Paper, Carbonless. 8 1/2" x 14" 4 part. Straight, 500 sheets per ream.			20	\$ /rm	\$
16	Paper, Carbonless. 8 1/2" x 14" 5 part. Reverse, 500 sheets per ream.			20	\$ /m	\$
17	Paper, Carbonless. 8 1/2" x 14" 5 part. Straight, 500 sheets per ream.			20	\$ /rm	\$
18	Paper, Carbonless. 11" x 17", 2 part. Superior, reverse. 500 sheets per ream.			200	\$ /rm	\$
19	Paper, Carbonless. 11" x 17", 3 part. Superior, reverse. 500 sheets per ream.			200	\$ /rm	\$
20	Paper, Carbonless. 11" x 17" 3 part. Superior, straight, 500 sheets per ream.			100	\$ /rm	\$
SUB TOTAL GROUP 1						\$

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NOVEMBER 14, 2022
ITB: 23-25

GROUP 1: CARBONLESS PAPER (CONT'D)
BID FORM (CONT'D)

#	Description	Mfg. #	Case Count	Est. Annual Qty	Unit Prices	Extended Prices
21	Paper, Carbonless. 11" x 17", 4 part. Reverse, 500 sheets per ream.			20	\$ _____ /rm	\$ _____
22	Paper, Carbonless. 11" x 17", 4 part. Straight, 500 sheets per ream.			20	\$ _____ /rm	\$ _____
23	Paper, Carbonless. 11" x 17", 5 part. Reverse, 500 sheets per ream.			20	\$ _____ /rm	\$ _____
24	Paper, Carbonless. 11" x 17", 5 part. Straight, 500 sheets per ream.			20	\$ _____ /rm	\$ _____
25	Paper, Carbonless. 11" x 17" 20M 20#, CB White, 500 sheets per ream.			100	\$ _____ /rm	\$ _____
26	Paper, Carbonless. 11" x 17" 20 M 20#, CF White, 500 sheets per ream.			100	\$ _____ /rm	\$ _____
27	Paper, Carbonless. 22 1/2" x 34" CB Buff Ledger, 500 sheets per ream.			5	\$ _____ /rm	\$ _____
28	Paper, Carbonless. 22 1/2" x 34" CF Manila Tag, 500 sheets per ream.			5	\$ _____ /rm	\$ _____
29	Paper, Carbonless. 34.5" x 22.5" CB Blue, 500 sheets per ream. Strickland # 81026, NCR carbonless or fully equal.			2	\$ _____ /rm	\$ _____
30	Paper, 11" x 17" C.B. white, NCR, 500 sheets per ream.			2	\$ _____ /rm	\$ _____
31	Paper, 11" x 17" C.F. white, NCR, 500 sheets per ream.			2	\$ _____ /rm	\$ _____
32	Paper, 11" x 17" C.B. white, NCR, 500 sheets per ream.			2	\$ _____ /rm	\$ _____
33	Paper, 11" x 17" C.F. white, NCR, 500 sheets per ream.			2	\$ _____ /rm	\$ _____
34	Paper, Computer. White 5-ply, carbonless, 9 1/2" x 11", 20 lb. Left & right perforations. Blank. BIDDER TO STATE NUMBER OF SHEETS/ BOX.			10	\$ _____ /bx	\$ _____
TOTAL GROUP 1						\$ _____

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GROUP 2: PAPER

BID FORM (CONT'D)

#	Description	Mfg. #	Case Count	Est. Annual Qty	Unit Prices	Extended Prices
1	Paper, Computer. White 1-ply, 9 1/2" x 11", 20 lb. Left & right perforations. Blank. BIDDER TO STATE NUMBER OF SHEETS/BOX. SHEETS.			48	\$ /bx	\$
2	Paper, Copy (Xerographic). White. 8 1/2" x 11" 20 lb. bond. See detailed specifications in spec body. Bid no less. All shipments must be palletized.			22,000	\$ /m	\$
3	Paper, Copy (Xerographic). Assorted Colors. 8 1/2" x 11" 20 lb. bond. See detailed specifications in spec body. Bid no less. All shipments must be palletized.			480	\$ /m	\$
4	Paper, Copy (Xerographic). White. 8 1/2" x 11" 20 lb. bond. 3 Hole punched. See detailed specifications in spec body. Bid no less.			3,000	\$ /m	\$
5	Paper, Copy (Xerographic). Assorted Colors. 8 1/2" x 11" 20 lb. bond. 3-hole punched. See detailed specifications in spec body. Bid no less.			30	\$ /m	\$
6	Paper, Copy (Xerographic). White 8 1/2" x 14" 20 lb. bond. See detailed specifications in spec body. Bid no less. All shipments must be palletized.			2,000	\$ /m	\$
7	Paper, Copy (Xerographic). White. 11" x 17" 20 lb. bond. See detailed specifications in spec body. Bid no less. All shipments must be palletized.			250	\$ /m	\$
8	Paper, document. 8 1/2" x 11" 24 lb. Rag Bond. White, 25% Cotton. Cockle Finish, long grain. Neenah Paper or Equal, U.S. made, 500 sheets per ream.			200	\$ /rm	\$
SUB TOTAL GROUP 2						\$

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ARTELLA C. MACON, PRINCIPAL BUYER
CARMEN JONES, PURCHASING AGENT

NOVEMBER 14, 2022
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BID FORM (CONT'D)

GROUP 2: PAPER (CONT'D)

#	Description	Mfg. #	Case Count	Est. Annual Qty	Unit Prices	Extended Prices
9	Paper, document. 8 1/2" x 14" 24 lb. Rag Bond. White, 25% Cotton. Cockle Finish, long grain. Neenah Paper or Equal, U.S. made, 500 sheets per ream.			50	\$ _____/rm	\$ _____
10	Paper, document. 8 1/2" x 11". 24lb. Writing with lineal finish. Solar White. With min. brightness rating of 97 and opacity rating of 92. Acid & chlorine free. Watermarked. Laser & ink compatible. Neenah Classic Columns # 09904, 500 sheets per ream.			20	\$ _____/rm	\$ _____
11	Paper 23" x 35" 24 lb. Solar White-Neenah Classic Linen Writing, 1,000 sheets per carton.			10	\$ _____/ctn	\$ _____
12	23" x 35" Solar White Neenah Paper-Classic Cotton-25% Rag, 1,000 sheets per carton.			1	\$ _____/ctn	\$ _____
13	Paper, document. 8 1/2" x 11" 24 lb. Fraser "Synergy", pure white with light cockle finish. 25 % Cotton. Factory cut and wrapped. Fraser Synergy only, no substitutes.			150	\$ _____/rm	\$ _____
14	Paper, document. 11" x 17", 24 lb. Fraser "Synergy", pure white with light cockle finish. 25 % Cotton. Factory cut and wrapped. Fraser Synergy only, no substitutes.			250	\$ _____/m	\$ _____
15	Paper, document. 8 1/2" x 11". 24 lb. Classic Laid. Natural White, 500 sheets per ream.			20	\$ _____/rm	\$ _____
16	Paper, document. 8 1/2" x 11". 24 lb. Cranes Crest. Natural White, 500 sheets per ream.			20	\$ _____/rm	\$ _____
17	Paper, document. 8 1/2" x 11". 24lb. Laid Stratmore Writing. Natural White, 5,000 sheets per case.			20	\$ _____/cs	\$ _____
SUB TOTAL GROUP 2						\$ _____

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GROUP 2: PAPER (CONT'D)

BID FORM (CONT'D)

#	Description	Mfg. #	Case Count	Est. Annual Qty	Unit Prices	Extended Prices
18	Paper, 8.5 x 11 19.52 m 67# Blue Springhill Vellum Bristol, 250 sheets per ream.			1	\$_____/rm	\$_____
19	Paper, 8.5 x 11 19.52 m 67# pink Springhill Vellum Bristol, 250 sheets per ream.			1	\$_____/rm	\$_____
20	Paper, Plain Kraft 32 ect RSC 17 1/4 x 11 1/4 x 10 1/4 25/bdl			150	\$_____/bdl	\$_____
21	Paper, Plain Kraft 32 ect 17 1/4 x 14 1/4 x 10 25/bdl			50	\$_____/bdl	\$_____
22	Paper, Plain Kraft 32 ect RSC 17 1/4 x 11 1/4 x 10 1/4 25/bdl			250	\$_____/bdl	\$_____
23	Paper, 8 1/2" x 11", 20 lb. Bond. Assorted Colors, 500 sheets per ream.			75	\$_____/rm	\$_____
24	Paper, 8 1/2" x 14", 20 lb. Bond Assorted Colors, 500 sheets per ream.			50	\$_____/rm	\$_____
25	Paper, 11" x 17" 20 lb. Bond. Assorted Colors, 500 sheets per ream.			250	\$_____/rm	\$_____
26	Paper, 17 1/2" x 22 1/2" 20 lb. Bond. Assorted colors, 3,600 sheets per carton.			120	\$_____/ctn	\$_____
27	Paper, 8 1/2" x 11" 20 lb., 3-hole punched , Maylar, 2,500 sheets per carton.			10	\$_____/ctn	\$_____
28	Paper, 17 1/2" x 22 1/2", 50 lb. White Offset, 4,200 sheets per carton.			150	\$_____/ctn	\$_____
29	Paper, 8 1/2" x 11" 60 lb. White. Williamsburg Offset or fully equal, 500 sheets per ream.			150	\$_____/rm	\$_____
30	Paper, 8 1/2" x 11" 60 lb. White Opaque Offset, 500 sheets per ream.			100	\$_____/rm	\$_____
SUB TOTAL GROUP 2						\$_____

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GROUP 2: PAPER (CONT'D) BID FORM (CONT'D)

#	Description	Mfg. #	Case Count	Est. Annual Qty	Unit Prices	Extended Prices
31	Paper, 8 1/2" x 11 60 lb. Assorted Colors, 500 sheets per ream.			1,000	\$_____/rm	\$_____
32	Paper, 8 1/2" x 11" 60 lb. Assorted Astr-Brite Colors or equal, 500 sheets per ream.			50	\$_____/rm	\$_____
33	Paper, 11" x 17" 60lb. White Offset, 500 sheets per ream.			200	\$_____/rm	\$_____
34	Paper, 11" x 17" 60 lb. Vellum Astro-bright text. Assorted colors (Please list colors available), 500 sheets per ream.			50	\$_____/rm	\$_____
35	Paper, 19" x 25" 60 lb. White Offset, 2,600 sheets per carton.			50	\$_____/ctn	\$_____
36	Paper, 23" x 35", 25 lb. Natural Parchment, 1,500 sheets per carton.			10	\$_____/ctn	\$_____
37	Paper 23" x 35" 60 lb. Natural Parchment Text 1,500 sheets per carton.			10	\$_____/ctn	\$_____
38	Paper 23" x 35", 60 lb. Assorted Brite-Hue Colors 1,500 sheets per carton.			10	\$_____/ctn	\$_____
39	Paper, 23" x 35" 60 lb. Astro-brite Text. Assorted colors. (Please list available colors), 1,000 sheets per carton.			10	\$_____/ctn	\$_____
40	Paper, 8 1/2" x 11" 70/28 lb. White. Domtar Opaque Bright White or equal in every way, 500 sheets per ream.			30	\$_____/rm	\$_____
41	Paper, 12" x 18" 60 lb. White. Williamsburg Offset or equal in every way, 2,000 sheets per carton.			30	\$_____/ctn	\$_____
TOTAL GROUP 2						\$_____

NAME OF YOUR COMPANY _____

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

NOVEMBER 14, 2022
ITB: 23-25

BID FORM (CONT'D)

#	Description	Mfg. #	Case Count	Est. Annual Qty	Unit Prices	Extended Prices
1	Paper, 11" x 17" 70 lb. Ivory Offset.			20	\$ /m	\$
2	Paper, 11" x 17" 70 lb. White Offset.			30	\$ /m	\$
3	Paper, 11" x 17" 70 lb. White Opaque.			35	\$ /m	\$
4	Paper, 23" x 35" 70 lb. Ivory Linen.			10	\$ /m	\$
5	Paper, 8 1/2" x 11" 80 lb. Cover. Solar white, Classic Columns, linear finish, sub 80 basis, acid free. No substitutes.			45	\$ /m	\$
6	Paper, 8 1/2" x 11" 80 /118 lb. Gloss Text, Laser, 96 brightness. Futura Gloss brand # 064637 only. No substitutes.			60	\$ /m	\$
7	Paper, 11" x 17 80 lb. Gloss Text, Laser, 96 brightness. Futura Gloss brand # 065744 only. No substitutes.			12	\$ /m	\$
8	Paper, 23" x 35" 80 lb. Solar White Cover. Classic Columns, Linear finish. No substitutes.			10	\$ /m	\$
9	Paper, 23" x 35" 80 lb. Smooth White Cover, 92 brightness. Domtar Opaque or equal.			13	\$ /m	\$
10	Paper, 23" x 35" 80 lb. Gray Fibered Cover.			10	\$ /m	\$
11	Paper, 22 1/2" x 35" 90 lb. White Index.			10	\$ /m	\$
12	Paper, 22 1/2" x 35" 90 lb. Salmon Index.			1	\$ /m	\$
13	Paper, 25 1/2" x 30 1/2" 90 lb. White, Index			5	\$ /m	\$
14	Paper, 25 1/2" x 30 1/2" 90 lb. White, Index			5	\$ /m	\$
15	Paper, 25 1/2" x 30 1/2" 90 lb. Index, Assorted Colors.			20	\$ /m	\$
16	Paper 25 1/2" x 35" 90 lb. White Index			20	\$ /m	\$
17	Paper, 12.5" x 19" Digital Gloss. 100 lb. Text, White. Pre-cut sheets only. Order increments of 24000 sheets per pallet.			48	\$ /m	\$
18	Paper, 23" x 35" 100 lb. Gloss White Book finish.			6	\$ /m	\$
19	Paper, 25 1/2" x 30 1/2" 110 lb. White Index.			10	\$ /m	\$
SUB TOTAL GROUP 3						\$

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710 NORTH 20TH STREET, P-100 CITY HALL
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**ARTELIA C. MACON, PRINCIPAL BUYER
CARMEN JONES, PURCHASING AGENT**

NOVEMBER 14, 2022
ITB: 23-25

BID FORM (CONT'D)

GROUP 3: COVER

#	Description	Mfg. #	Case Count	Est. Annual Qty	Unit Prices	Extended Prices
20	Paper, 25 1/2" x 30 1/2", 140 lb. White Index.			2	\$ /m	\$
21	Paper, 25 1/2" x 30 1/2", 140 lb. Assorted Colors. Index.			2	\$ /m	\$
22	Paper, 11" x 17" 65 lb. Vellum Astro-bright cover. Assorted colors. (Please list available colors).			10	\$ /m	\$
23	Paper, 23" x 35" 65 lb. Astro-bright Cover. Assorted colors. (Please list available colors).			10	\$ /m	\$
24	Paper, 26" x 40" 10 pt. C2S Krom-Kote Cover White. Minimum brightness rating of 92.			5	\$ /m	\$
25	Paper, 26" x 40" 80 lb. Accent Opaque-White, Smooth Cover			1	\$ /m	\$
26	White-23" x 35" Springhill 67# Vellum Bristol Cover (500 sheets per/carton)			1	\$ /ctn	\$
27	White-23" x 35" Springhill 80# Vellum Bristol Cover (500 sheets per/carton)			1	\$ /ctn	\$
28	White-26" x 40" Springhill 67# Vellum Bristol Cover (500 sheets per/carton)			1	\$ /ctn	\$
29	White-26" x 40" Springhill 80# Vellum Bristol Cover (500 sheets per/carton)			1	\$ /ctn	\$
30	Various Colors-23" x 35" Springhill 67# Vellum Bristol Cover (500 sheets per/carton)			1	\$ /ctn	\$
31	Various Colors-23" x 35" Springhill 80# Vellum Bristol Cover (500 sheets per/carton)			1	\$ /ctn	\$
32	Various Colors-26" x 40" Springhill 67# Vellum Bristol Cover (500 sheets per/carton)			1	\$ /ctn	\$
33	Various Colors-26" x 40" Springhill 80# Vellum Bristol Cover (500 sheets per/carton)			1	\$ /ctn	\$
34	Paper, 26" x 40" White, 80 lb., Anthem Plus Gloss Cover 110 lb. CS2			1	\$ /m	\$
SUB TOTAL GROUP 3						\$

NAME OF YOUR COMPANY

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

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

NOVEMBER 14, 2022
ITB: 23-25

BID FORM (CONT'D)

GROUP 3: COVER (CONT'D)

#	Description	Mfg. #	Case Count	Est. Annual Qty	Unit Prices	Extended Prices
35	Paper, 23" x 35" 80 lb. Neenah Royal Sundance Cover, Fiber Gray.			5	\$ _____ /m	\$ _____
36	Paper, 26" x 40" Solar White, 80 lb., Neenah Classic Linen Cover.			2	\$ _____ /m	\$ _____
37	Paper, 12" x 18", 10 mil, Nekoosa SYNAPS XM, 600 sheets per box.			1	\$ _____ /box	\$ _____
38	Paper, 26" x 40". White, 12 pt., C25 Tango, 350 sheet per carton.			1	\$ _____ /ctn	\$ _____
39	Sheets, 2-up door hanger 8 1/2" x 11", White, 67 lb. Vellum Bristle, 250 sheets per package. Zapco #204 or equal			1	\$ _____ /pk	\$ _____
40	Sheets, 3-up door hanger 8 1/2" x 11", White, 67 lb. Vellum Bristle, 250 sheets per package. Zapco #212 or equal			1	\$ _____ /pk	\$ _____
TOTAL GROUP 3						\$ _____
TOTAL GROUP 2						\$ _____
TOTAL GROUP 1						\$ _____
GRAND TOTAL GROUPS 1 THRU 3						\$ _____

MAXIMUM DISCOUNT:

Guaranteed discount if bid is renewed for 2nd year: _____ %

Guaranteed discount if bid is renewed for 3rd year: _____ %

Attach a letter stating differences between City specifications and specifications of item(s) offered.

NAME OF YOUR COMPANY _____