

City of Yakima
NOTICE TO BIDDERS No. 11532

Notice is hereby given by the undersigned that sealed Bids will be accepted in the office of the Yakima City Clerk, Yakima City Hall, 129 N. 2nd Street, Yakima, Washington 98901 until the hour of **2:00:00 PM August 25, 2015**. At such time, Bids will be opened and publicly read for:

**Miscellaneous Office Paper Products for
City of Yakima and Yakima County**

Above per specifications. or approved and acceptable equal. Bid Packets are available online at www.yakimawa.gov/services/purchasing or in the office of the Purchasing Manager, Yakima City Hall, 129 North 2nd St., Yakima, WA 509-575-6093.

The City of Yakima reserves the right to reject any and all BIDs. The City of Yakima hereby notifies all Bidders that it will affirmatively ensure that it will not discriminate on the grounds of race, creed, color, religion, national origin, sex, age, marital status, sexual orientation, pregnancy, veteran status, political affiliation or belief, or the presence of any sensory, mental or physical handicap in violation of the Washington State Law Against Discrimination (RCW chapter 49.60) or the Americans with Disabilities Act (42 USC 12101 et set.)

Dated this 11th day of August, 2015.

Christina Payer
Buyer I

Publish on August 11 and 12, 2015



YAKIMA COUNTY/CITY OF YAKIMA **INVITATION TO BID # 11532**
COVER SHEET



THIS IS NOT AN ORDER

BID Release Date: August 11, 2015

Bid Receipt: Bid envelope must be sealed and plainly marked with due date, time, and Bid Number 11532, and the words "DO NOT OPEN" and delivered to the address listed below. **Late Bids will be rejected.** Bids MUST be date and time stamped on or before the date and time listed below that the Bid is due. Bid openings are public. Bids shall be firm for acceptance for ninety (90) days from date of Bid opening, unless otherwise noted. **Deliver to:**

City of Yakima Clerk's Office
129 North Second Street
Yakima, WA 98901

Do not bring your Bid in to the opening room. Bid must be received and date stamped by the Clerk's Office

Bids Must be in the office no later than

August 25, 2015 at 2:00:00 PM PST

Public Opening

BIDDER'S Name & Address (to be filled out by Bidder):

Purchasing For:

Yakima County /City of Yakima
129 N 2nd Street
Yakima, WA 98901

Buyer in charge of this procurement (Contact for further information):

Christina Payer, Buyer I

Phone

(509) 576-6696

E-Mail Address

christina.payer@yakimawa.gov

PROJECT DESCRIPTION SUMMARY

Miscellaneous Office Paper Products for City of Yakima and Yakima County

Enter Prompt Payment Discount: _____% net _____ days

We/I will begin work within _____ days after receipt of order.

Delivery Details: FOB Destination, Inside Delivery required

Check if you are a WMBE or DBE Vendor and list certification Number: _____

I hereby acknowledge receiving **addendum(a)** _____, _____, _____, _____, _____, (use as many spaces as addenda received)

In signing this Bid we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a Bid; that this Bid has been independently arrived at without collusion with any other Bidder, competitor or potential competitor; that this Bid has not been knowingly disclosed prior to the opening of Bids to any other Bidder or competitor; that the above statement is accurate under penalty of perjury.

Furthermore, the Washington State Interlocal Cooperative Act (RCW 39.34) provides that other governmental agencies may purchase goods or services on this solicitation or contract in accordance with the terms and prices indicated therein if all parties agree. The City/County does not accept any responsibility or involvement in the purchase orders or contracts issued by other public agencies.

We will comply with all terms, conditions and specifications required by the City of Yakima/Yakima County in this Invitation to Bid and all terms of our Bid.

Company Name		Company Address	
Name of Authorized Company Representative (Type or Print)		Title	Phone ()
			Fax ()
Signature of Above	Date	Email Address	

I. Contents

II. GENERAL INFORMATION 5

1. **Purpose:** 5

2. **Contracting Agency and Point of Contact:** 5

3. **New and Unused:**..... 5

4. **Equal/Approved Equal:** 5

5. **Exceptions:** 5

6. **More or Less:** 5

7. **Delivery:**..... 6

8. **Delivery of Unapproved Substitutions** 6

9. **Contract Term:** 6

10. **Pricing and Discount:** 6

11. **Price Increases:** 7

12. **Price Decreases:**..... 7

13. **Expansion Clause:** 8

14. **Regulations and Codes:** 8

15. **Prompt Payment:**..... 8

16. **Payments:**..... 8

17. **Payment Method – Credit Card Acceptance:**..... 8

18. **Acceptance of Terms:** 8

19. **Sales Tax:** 9

20. **Tax Revenues:** 9

21. **Clarifications and/or Revisions to Specification and Requirements:** 9

22. **Incurring Costs:** 9

23. **No Obligation to Contract:**..... 9

24. **Retention of Rights:** 9

25. **Points Not Addressed:**..... 10

26. **Force Majeure:** 10

27. **Other City/County Departments/Like Items Added:**..... 10

28. **Materials Bought from Different Supplier:** 10

29. **Termination - Convenience:** 10

30. **Termination - Cause:** 10

31. **Re-Award:** 10

32. **Errors and Omissions:**..... 11

33. **Changes:** 11

34. **Assignment:** 11

35. Venue:	11
III. PREPARING AND SUBMITTING A BID.....	11
1. General Instructions:	11
2. Submitting a Bid:	11
3. Multiple Bids:	12
4. Withdrawal of Bids:	12
IV. EVALUATION AND CONTRACT AWARD	12
1. Preliminary Evaluation:	12
2. Bid Evaluation:	12
3. Offer in Effect for Ninety (90) Days:	12
4. Protest Procedure:	12
V. TECHNICAL SPECIFICATIONS	13
1. Technical Specification Analysis:	14
2. Bidder Instructions:	14
VI. SAMPLE CONTRACT	18
VII. COMPLIANCE/DBE REQUIREMENTS (Fill in the blanks and return with Bid. Enter N/A if not applicable):	22
VIII. BID FORM.....	24
IX. PERSONNEL INVENTORY FORM (CITY ONLY)	39
X. BIDDER QUESTIONNAIRE	40
XI. SAMPLE CERTIFICATE OF INSURANCE	42

Invitation to Bid # 11532
Miscellaneous Office Paper Products

II. GENERAL INFORMATION

1. Purpose:

It is the intent and purpose of these specifications to describe **Miscellaneous Office Paper Products** in sufficient detail to secure bids on comparable units and material. All units or product shall conform in strength, quality of workmanship and material to that which is usually provided the trade in general. Any variance from the specifications or standards of quality must be clearly pointed out in writing by the bidder.

2. Contracting Agency and Point of Contact:

This BID is issued by the City of Yakima/Yakima County Purchasing Division, which has served both the City and County Purchasing functions since 2009. The person responsible for managing this BID process from beginning to end is the Buyer listed on page 2 of this solicitation. From the date of release of this BID until a Contract is issued, all contacts (pertaining to this solicitation) with Owner's employees, and other personnel performing official business for the Owner regarding this BID shall be made through the Buyer listed on page 2. Contact with other Owner personnel regarding this BID is not permitted during the procurement process and violation of these conditions may be considered sufficient cause for rejection of a Bid and disqualification of the Bidder.

3. New and Unused:

All units, equipment, parts and material shall be new, unused, manufacturer's current model year and in current production. All materials shall have physical and chemical properties to withstand the intended purpose. Equipment design shall have sufficient excess capacity for durability and safety.

4. Equal/Approved Equal:

These specifications are intended to be precise where a specific make, model or trade name is requested. Whenever a make, model or trade name is used, it shall be that or equal, or approved equal. Equal or approved equal means that the make, model or trade name will be given consideration if they fulfill the same performance requirements. The City/County reserves the right to make the decision on acceptability. Each bidder shall clearly identify make, model or trade name of equipment bid on the face of their bid. Any equipment proposed as an equal to that herein specified must be substantiated with supporting data to justify such request for substitution.

5. Exceptions:

Specifications of the equipment bid shall be equal to or better than the specifications stated herein and all exceptions to these specifications shall be so listed on a separate sheet headed "EXCEPTIONS TO THE SPECIFICATIONS". Any Bid submitted without exceptions will be required to meet every detail of these specifications regardless of cost to the successful bidder.

Where "NO EXCEPTIONS" are shown, none will be allowed. No exceptions will be considered that may tend to devalue the equipment or give an individual bidder who is offering a lesser item a distinct advantage.

6. More or Less:

Quantities are estimated only and shall be bid on a MORE OR LESS basis. For the purpose of comparison, bids shall be made in the quantities listed in this specification. Listed quantities shall not be considered firm

estimates of requirements for the year, nor shall the City/County be bound or limited to quantities listed. Payment will be made only for quantities actually ordered, delivered, and accepted, whether greater or less than the stated amounts.

7. Delivery:

48-hour delivery is required.

Each bidder is required to list on the proposal and/or Bid form the number of calendar days he/she expects delivery to be made at the destination, in terms of time interval, following placement of order. Time of delivery is important and will be considered in the evaluation of the Bids. Failure to include a specific number of calendar days may be sufficient grounds for rejection of Bid.

Delivery will be accepted by City of Yakima, FOB Print Shop, **Inside Delivery**, 129 North 2nd Street; Yakima County, FOB Print Shop, **Inside Delivery**, 18 E Lincoln Ave or FOB any other City or County location in Yakima, Washington, **Inside Delivery**, between the hours of 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. Monday through Friday or as requested by the ordering Department.

8. Delivery of Unapproved Substitutions

Vendors are authorized to ship only those items ordered covered by the contract. If a review of orders placed by the City/County reveals that an item other than those covered by and specified in the contract have been ordered and delivered, the Purchasing Manager will take such steps as are necessary to have the item(s) returned to the Vendor at no cost to the City/County regardless of the time elapsed between the date of delivery and discovery of the violation. Violation of this clause may result in the removal of the offending vendor's name from the City/County mailing list for a period of up to three (3) years.

9. Contract Term:

The period of this contract shall be for a period of one year from its effective date. The City/County may, at its option, extend the contract on a year to year basis for up to four additional years provided, however, that either party may at any time during the life of this contract, or any extension thereof, terminate this contract by giving thirty (30) days notice in writing to the other party of its intention to cancel. Contract extensions shall be automatic, and shall go into effect without written confirmation, unless the City/County provides advance notice of the intention to not renew.

10. Pricing and Discount:

The Owner qualifies for governmental discounts. Unit prices shall reflect these discounts.

- A. Unit prices shown on the Bid or contract shall be the price per unit of sale (e.g., gal., cs., doz., ea.) as stated on the bid form. For any given item, the quantity multiplied by the unit price shall establish the extended price, the unit price shall govern in the Bid evaluation and contract administration.
- B. Prices established in continuing agreements and term contracts may be lowered due to general market conditions. Original pricing shall be fixed and firm for the first **90-day** period of the contract. Price requests are at the discretion of the Buyer. Any increase proposed shall be submitted to the Buyer listed on page 2, thirty (30) calendar days before the proposed effective date of the price increase, and shall be limited to fully documented cost increases to the Vendor which are demonstrated to be industry-wide. The conditions under which price increases may be granted shall be expressed in Bid documents and contracts or agreements.

11. Price Increases:

Pricing shall be prepared with the following terms. The Purchasing Manager may exempt these requirements for extraordinary conditions that could not have been known by either party at the time of bid or other circumstances beyond the control of both parties, as determined in the opinion of the Purchasing Manager. Prices shall remain firm for the first **90-day** period of the contract.

Requests for Rate Increases must be delivered to the Buyer listed on Page 2, in accordance with the rules below. No other employee may accept a rate increase request on behalf of the City/County. Any invoice that is sent to the City/County with pricing above that specified by the City/County in writing within this Contract or specified within an official written change issued by Purchasing to this contract, shall be invalid. Payment of an erroneous invoice does not constitute acceptance of the erroneous pricing, and the City/County would seek reimbursement of the overpayment or would withhold such overpayment from future invoices.

- A. **Discount from Manufacturer List Pricing:** For all contract items that are priced as a discount below Manufacturer List prices, there shall be no changes to the discount rate throughout the life of the contract. As manufacturer list prices change, the net price to the City/County will automatically change in the same percentage as the discount rate to the City/County.
- B. **Published List Prices:** If applicable, a copy of your published list prices shall be included in the Bid package. Each Bidder shall bid a percentage discount based on this published list in the space provided on the Price /Cost Sheet.

It is understood that the discount quoted on this Bid shall be based on the attached published list price and these shall be the prices paid during the life of the contract.

- C. **Fixed Product Pricing:** Original pricing shall be fixed and firm for the first **90-day** period of the contract. Price requests are at the discretion of the Buyer; and must also be:
 - The direct result of increases at the manufacturer's level.
 - Incurred after contract commencement date.
 - Not produce a higher profit margin than that on the original contract.
 - Clearly identify the line items impacted by the increase.
 - Be filed with Purchasing Buyer a minimum of 30 calendar days before the effective date of proposed increase.
 - Be accompanied by detailed documentation acceptable to the Purchasing Buyer sufficient to warrant the increase. Price data from Pulp and Paper Weekly, copies of invoices paid by the Contractor to its suppliers, and/or other substantiation of then-current market conditions must be submitted with the price request.
 - The United States published indices such as the Producer Price Index or other government data may be referenced to help substantiate the Vendor's documentation. A link to the PPI Commodity Data is available at <http://data.bls.gov/PDQ/outside.jsp?survey=wp>.
 - The Adjustment (if any) shall remain firm and fixed for at least 90 days after the effective date of the adjustment.
 - Should not deviate from the original contract pricing scheme/methodology.

12. Price Decreases:

During the contract period and any renewals thereof, any price declines at manufacturer's level shall be reflected in a reduction of the contract price to the City/County, retroactive to the date they were effective to the bidder.

13. Expansion Clause:

Any resultant contract may be further expanded by the Purchasing Manager in writing to include any other item normally offered by the bidder, as long as the price of such additional products is based on the same cost/profit formula as the listed item(s).

Any new supplies and services accepted by the City/County may be added to this contract and/or substituted for discontinued items and services. New items shall meet or exceed all proposal specifications of original award. New items will only be accepted if provided at the same pricing or less than the original item.

No additions, substitutions, or deletions are permitted without prior approval of the City/County. If Vendor provides a core items list, it shall be periodically reviewed and updated based on actual item sales activity. A periodic audit may occur to establish that the terms of the contract are being complied with.

14. Regulations and Codes:

To the extent applicable, all equipment or materials shall comply with Washington State vehicle regulations, Federal regulations, OSHA and WISHA requirements, to include EPA standards and City/County safety codes.

15. Prompt Payment:

Bidders are encouraged to offer a discount for prompt payment of invoice. Please indicate your discount proposal on page 2 of this document. If awarded by the City/County, period of entitlement begins only after:

- ◆ Receipt of a properly completed invoice
- ◆ Receipt of all supplies, equipment or services ordered
- ◆ Satisfactory completion of all contractual requirements

16. Payments:

Vendor is to submit properly completed invoice(s) to:

City of Yakima: Accounts Payable, 129 N. 2nd Street, Yakima, WA 98901.

OR

Yakima County: Address defined at time of order.

To insure prompt payment each invoice should cite purchase order number, bid number, description of item purchased, unit and total price, discount terms and include the Vendor's name and return remittance address. Payment will be mailed within thirty (30) days of (a) the receipt and acceptance of the equipment, (b) properly completed invoice, and (c) all papers required to be delivered with equipment.

17. Payment Method – Credit Card Acceptance:

The City/County, in its sole discretion, will determine the method of payment for goods and/or services as part of this agreement. The City/County's preferred method of payment is by procurement (credit) card. Respondents may be required to have the capability of accepting the City/County's authorized procurement card as a method of payment. No price changes or additional fee(s) may be assessed when accepting the procurement card as a form of payment.

18. Acceptance of Terms:

Acceptance of a City/County Purchase Order (PO) for any units affiliated with this purchase constitutes acceptance of, and agreement with, all of the general and specific requirements and stipulations listed in this boiler plate, and in the attached equipment specification(s); including all penalties mentioned.

19. Sales Tax:

The City of Yakima's Sales Tax rate is currently 8.2%. However, the amount of sales tax will not be considered in determining which bid is the lowest and best bid.

OR

Yakima County's Sales Tax rate is currently 7.9%. However they amount of sales tax will not be considered in determining which bid is the lowest and best bid.

20. Tax Revenues:

RCW 39.34.040 allows the City/County to consider the tax revenue that is generated by a purchase of supplies, materials, and equipment, including those from a local sales tax or from a gross receipts business and occupation tax, it determining which bid in the lowest bid, after the tax revenue has been considered.

21. Clarifications and/or Revisions to Specification and Requirements:

If a Bidder discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this solicitation, the Bidder has a duty to immediately notify the Buyer of such concern and request modification or clarification of the BID document.

Any questions, exceptions, or additions concerning the subject matter of the BID document(s) shall not be considered unless submitted via e-mail (no phone calls) to the Buyer listed on page 2, a minimum of five (5) days prior to the submittal due date.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this BID, supplements or revisions will be provided to all known Bidders in the form of an Addendum. All Addenda are posted on www.yakimawa.gov/services/purchasing and sent directly to interested parties who have registered (per instructions on website) for updates to this BID.

If any requirements of the BID are unacceptable to any prospective Bidder, they may choose not to submit a Bid.

22. Incurring Costs:

The Owner is not liable for any cost incurred by a Bidder in the process of responding to this BID, including but not limited to the cost of preparing and submitting a response, in the conduct of a presentation, in facilitating site visits or any other activities related to responding to this BID.

23. No Obligation to Contract:

This BID does not obligate the Owner to contract for service(s), or product(s) specified herein. Owner reserves the right to cancel or reissue this BID in whole or in part, for any reason prior to the issuance of a Notice of Intent to Award. The Owner does not guarantee to purchase any specific quantity or dollar amount. Bids that stipulate that the Owner shall guarantee a specific quantity or dollar amount will be disqualified (e.g. "all-or-none".)

24. Retention of Rights:

The Owner retains the right to accept or reject any or all Bids or accept any presented which meet or exceeds these specifications, and which would be in the best interest of the City/County and will not necessarily be bound to accept the low bid.

All Bids become the property of Owner upon receipt. All rights, title and interest in all materials and ideas prepared by the Bidder for the Bid to Owner shall be the exclusive property of Owner and may be used by the Owner at its option.

25. Points Not Addressed:

Bidders are encouraged to list any points not addressed in these specifications that they feel improve or enhance the operation of their units.

26. Force Majeure:

Vendor will not be responsible for delays in delivery due to acts of God, fire, Strikes, epidemics, war, riot, delay in transportation or railcar transport shortages, provided vendor notifies the Purchasing Manager immediately in writing of such pending or actual delay. Normally, in the event of any such delays (acts of God, etc.) the date of delivery will be extended for a period equal to the time lost due to the reason for delay.

27. Other City/County Departments/Like Items Added:

At any time during the term of this contract, or any extension thereof, other City/County departments may be served under these same terms and conditions. Additional like items may be added at the request of the Purchasing Manager.

28. Materials Bought from Different Supplier:

Should the contracted vendor be unable to or refuse to supply materials, on any given day, against this predetermined delivery schedule to which the supplier has agreed and the City/County is forced to do the work with materials bought from a different supplier, the difference in the Bid price of the materials and that paid the new supplier, in order to do the work, shall be charged to and paid for by the contracted vendor holding the Bid award for these products.

Vendor shall not, however, be responsible for delays in delivery due to:

- A. Unavoidable mechanical breakdowns
- B. Strikes
- C. Inability to secure component materials
- D. Acts of God
- E. Fire

Provided the Buyer listed on Page 2 is notified in writing by the contracted vendor of such pending or actual delay. In the event of any delay, the date of delivery shall be extended for a period equal to the time lost due to the reason for the delay.

29. Termination - Convenience:

This contract may be terminated by either party by giving thirty (30) days written notice of such intent and will become effective thirty (30) days from the date such written notice is delivered to the applicable party to the contract.

30. Termination - Cause:

The City/County reserves the right to terminate this contract at any time, upon written notice, in the event that the services of the Bidder are deemed by the City/County to be unsatisfactory, or upon failure to perform any of the terms and conditions contained in this agreement.

31. Re-Award:

When the contract is terminated by the vendor upon thirty (30) days notice as herein provided, the City/County, may re-award the contract to the next most responsible bidder. When a vendor is unable to supply goods and/or services to the City/County and is in breach of the contract, or when the contract is terminated by the

City/County for cause as herein provided, the City/County reserves the right to re-award the contract to the next most responsible bidder.

32. Errors and Omissions:

The City/County reserves the right to correct obvious ambiguities and errors in the Bidder's proposal and to waive non-material irregularities and/or omissions. In this regard, if the unit price does not compute to the extended total price, the unit price shall govern.

33. Changes:

Any proposed change in this contract shall be submitted in writing to the Buyer listed on Page 2 for prior approval. If approved, she will make the change by a contract modification that will become effective upon execution by the parties hereto. Any oral statement or representation changing any of these terms or conditions is specifically unauthorized and is not valid.

34. Assignment:

This Agreement, or any interest herein, or claim hereunder, shall not be assigned or transferred in whole or in part by the Vendor to any other person or entity without the prior written consent of the City/County. In the event that such prior written consent to an assignment is granted, then the assignee shall assume all duties, obligations, and liabilities of Vendor as stated herein.

35. Venue:

In the event that any litigation should arise concerning the construction or interpretation of any of the terms of the Agreement, the venue of such action of litigation shall be in the Courts of the State of Washington in and for the City/County. This Agreement shall be governed by the laws of the State of Washington.

III. PREPARING AND SUBMITTING A BID

1. General Instructions:

The evaluation and selection of a Bidder will be based on the information submitted in the Bid and will be awarded to the lowest responsive and responsible bidder. Failure to respond to each of the requirements in the BID may be the basis for rejecting a Bid.

2. Submitting a Bid:

Bidders shall submit one original (so marked). Bids are not considered to be confidential per Washington State Public Disclosure Act (RCW 42.56 et seq.) All sections of the response shall be made available to the public immediately after contract opening.

Bids shall be received no later than the date and time listed on Page 2 of this BID. Late Bids will not be accepted or evaluated and will be returned to the Bidder, unopened, unless it can be proven the Bid was in the hands of a third-party package delivery company and should have been delivered on time, thus showing no advantage over other Bidders.

All Bids shall list the information on the outside of the package as specified on Page 2 of this BID.

3. **Multiple Bids:**

Multiple Bids from a Bidder will be permissible; however, each Bid must conform fully to the requirements for Bid submission. Each such Bid must be submitted separately and labeled as Bid #1, Bid #2, etc. on the outside of the envelope and on the first page of their response.

4. **Withdrawal of Bids:**

After Bid opening, Bids shall be irrevocable until contract award unless the Bid is withdrawn. Bidders may withdraw or supplement a Bid in writing at any time up to the Bid closing date and time if received by the Buyer listed on Page 2 of this document. To accomplish this, the written request must be signed by an authorized representative of the Bidder and submitted to the Buyer. If a previously submitted Bid is withdrawn before the Bid due date and time, the Bidder may submit another Bid at any time up to the Bid closing date and time.

IV. EVALUATION AND CONTRACT AWARD

1. **Preliminary Evaluation:**

All Bids shall be evaluated against the same standards. The Bids will first be reviewed to determine if they contain the required forms, follow the submittal instructions and meet all mandatory requirements.

2. **Bid Evaluation:**

Evaluation of bids shall be based on cost, past experience with proposed manufacturer's service availability, parts availability, equipment design and functionalism and effect on productivity and bidder's supporting documentation.

3. **Offer in Effect for Ninety (90) Days:**

A Bid may not be modified, withdrawn or canceled by the Bidder for a ninety (90) day period following the deadline for Bid due date, or receipt of best and final offer, if required, and Bidder so agrees by submittal of a bid.

4. **Protest Procedure:**

Any protest must be made in writing, signed by the protestor, and state that the Bidder is submitting a formal protest. The protest shall be filed with the City of Yakima/Yakima County's Purchasing Manager at 129 No. 2nd St., Yakima, WA 98901, or by fax: 509-576-6394 or email to: sue.ownby@yakimawa.gov. The protest shall clearly state the specific factual and legal ground(s) for the protest, and a description of the relief or corrective action being requested. Protests based on specifications/scope of work, or other terms in the BID shall be filed five (5) calendar days before the solicitations due date, and protests based on award or after the award shall be filed five calendar (5) days after Award Announcement (see below for details). The following steps shall be taken in an attempt to resolve the protest with the Bidder:

Step I. Purchasing Manager and Division Manager of solicitation try resolving matter with protestor. All available facts will be considered and the Purchasing Manager shall issue a written decision.

Step II. If unresolved, within three (3) business days after receipt of written dissatisfaction, the protest may be appealed to the Department Head by the Purchasing Manager.

Step III. If still unresolved, within three (3) business days after receipt of written dissatisfaction, the protest may be appealed to the Executive (or his designee). The Executive shall make a final determination in writing to the Protester.

Award Announcement

Purchasing shall announce the successful Bidder via Website, e-mail, fax, regular mail, or by any other appropriate means. Once the Award is released by Purchasing, the protest time frame begins. The timeframe is not based upon when the bidder received the information, but rather when the announcement is issued by Purchasing.

Award Regardless of Protest

When a written protest against making an award is received, the award shall not be made until the matter is resolved, unless the Owner determines that one of the following applies:

The supplies or services to be contracted for are urgently required; Delivery or performance will be unduly delayed by failure to make award promptly; A prompt award will otherwise be advantageous to the Owner. If the award is made, regardless of a protest, the award must be documented in the file, explaining the basis for the award. Written notice of the decision to proceed shall be sent to the protester and others who may be concerned.

The Owner retains the right to enter into any contract and nothing herein shall be construed to limit that authority in any manner.

V. TECHNICAL SPECIFICATIONS

The Bidder must provide a detailed description of each major component of their proposed system. At a minimum, these descriptions shall take into consideration the specifications outlined in this Technical Specifications section. Bidders are reminded to provide point-by-point responses to all specifications. Any additional work found necessary that is not specified in this Bid specification shall be listed on a separate sheet entitled "Additional Materials/Labor Required".

The Respondents must complete the following Technical Specification Section using one of the following responses for each of the specifications.

- Y – Yes.** The Respondent's proposed product currently satisfies the entire requirement and the proposed system will completely support the requirement.
- N – No.** The Respondent's product does not currently satisfy the entire requirement, and the Respondent's delivered product will not satisfy the requirement.
- E – Explanation.** The Bidder's product partially satisfies the requirement and an explanation is included in the response.
- MR – Modification Required.** The Respondent's product does not currently satisfy the requirement, but the bidder commits that the delivered base product will satisfy the requirement at no additional cost and shall be supported in future releases of the Respondent's base products.

Note that, though some of the following Technical specifications may be answered with a Y or N, the Respondents are encouraged to provide further detail where such detail might differentiate their products from those of their competitors or where such detail might assist in analysis of the Bid.

1. **Technical Specification Analysis:**

Each bidder shall complete the "TECHNICAL SPECIFICATION ANALYSIS" section of the Bid Call and same shall be returned with the bidder's proposal. **Failure to do so will be cause for rejection of said proposal.**

2. **Bidder Instructions:**

Bidder shall check "YES" if they do comply 100% with that particular specification, or "NO" if they do not. If "NO" is checked, bidder must explain in the "COMMENTS" column on the right how their specification deviates. Checking "NO" on any item will not necessarily disallow bidders bid. The City/County shall be the sole judge as to whether an exception is acceptable or not.

Item #	Specification	Yes	No	Comments
1.	Quality: Unless otherwise specified herein, all Mill Brand packaged fine papers offered must be mill cut (splitting or sheeting of paper by wholesalers is not allowed). Cut sizes shall be ream sealed and labeled; reams must be carton packed and labeled.			
2.	Only papers listed in the 2014/2015 Competitive Grade Finder - North American Edition (Fiftieth Edition - Publication Date December 1, 2014) or as otherwise accepted by Grade Finders, Inc. for publication in subsequent editions will be considered acceptable for pricing offers. For products not listed in the current Competitive Grade Finder, a copy of Grade Finders' letter of acceptability must be included with bid submittal.			
3.	Individual shipping cartons must be labeled, where applicable, with the date of manufacture, batch number, storage requirements, conditions, and recommended shelf life.			
4.	Service: Vendor shall make visits to place orders on a regular, scheduled basis as requested by each Department. The number of visits to Departments/Divisions by a sales representative varies by Department/Division based upon individual needs.			
5.	Vendor shall be accessible daily (Monday through Friday) 8:00 am to 5:00 pm by telephone for placing orders, giving price quotes or other related information that may be requested.			
6.	Vendor shall be thoroughly knowledgeable of paper products available and be able to recommend varying types of supplies.			

Item #	Specification	Yes	No	Comments
7.	Vendor shall be willing to assist City/County department personnel with technical information and provide samples if necessary.			
8.	Vendor shall supply two sets of paper sample books.			
9.	Ordering: Vendor shall require the ordering City/ County employee to provide his or her name, department/division, telephone number, ship-to address, bill-to address and Purchase Order number.			
10.	In order to cut down on fuel costs and emissions, Yakima City/County will consider a minimum order amount. The minimum order amount shall be no greater than \$35 per order. The minimum order amount will not apply if items are backordered. Surcharges for fuel, hazardous material disposal, environmental fees or similar will not be allowed.			
11.	The unit of issue provided by the Vendor shall be by the each or by the case, as requested by the ordering department/division. Ordering a full case shall not be required unless the item is a specialty item.			
12.	If online ordering is available, check "Yes". If online ordering is available, the Purchasing Division will encourage but not require Departments/Divisions to utilize the online ordering service in order to save on processing costs.			
13.	Software must be a network application through the Internet which allows multi-user, concurrent access. Prior to award, latest release of software must be available to the City/County for test and evaluation.			
14.	If you accept Visa/Procurement card payments, check "Yes".			

Item #	Specification	Yes	No	Comments
15.	<u>Delivery:</u> Because of inadequate storage facilities, paper products shall in all instances, except where a backorder is noted, be delivered within 48 hours of order placement. Backorders should be delivered as soon as possible, but should not require more than a week to deliver. For items backordered more than one week, the requestor should be informed of the excessive delay, and be given the opportunity to cancel.			
16.	All deliveries shall be FOB Destination, freight prepaid and allowed, with inside delivery to the ordering division or department's physical location.			
17.	In City Hall, prices are to be per bid specifications, FOB City Hall. Inside delivery requirements for City Hall print shop include de-palletizing and delivering via hand truck to the basement utilizing the freight elevator. There is no loading dock available. To be delivered in such a fashion as not to obstruct access into the room.			
18.	Vendor shall make deliveries for items to all other City and County locations as scheduled or upon request.			
19.	Vendor shall provide, at time of delivery, a packing slip that includes Purchase Order Number, description, quantity, list price, City/County's price, and information regarding partial or back orders.			
20.	<u>Returns and/or Replacements:</u> Paper can be returned if City/County personnel are not satisfied with product.			
21.	No restocking charges will be incurred if it is necessary to return paper.			
22.	Replacements shall be given for defective items and/or easy credit returns made within a two-day period unless otherwise agreed upon.			
23.	<u>Invoicing:</u> Vendor shall accurately invoice per the prices in the contract and shall issue one statement per month, by City/County division, for each division that has ordering activity within that month.			

Item #	Specification	Yes	No	Comments
24.	If a department wishes to receive statements more frequently, daily, weekly or twice-a-month billing will be available.			
25.	Vendor shall indicate department and name of employee that ordered each item on invoice and/or credit memorandum. Each department will have their own sub-account.			
26.	For the City, statements and monthly billings for invoices shall be sent to the Finance Department by the first part of the last week of each month. (Centralized billing)			
27.	For the County, Statements and monthly billings for invoices shall be sent to the ordering department by the first part of the last week of each month. (De-centralized billing)			
28.	Credit invoices shall be clearly identified notating dollar amount credited or N/C (No Charge) indicated for any returns necessary. Credit memos shall be issued within a two-day period after receipt of returns.			
29.	Discounts: Vendor shall supply two price books (one for the City of Yakima and one for Yakima County), and list a percentage off of all miscellaneous items not on bid, but available through your company.			
30.	Reporting: A consolidated semi-annual or annual usage report should be available upon request and/or available to key City/County personnel.			
31.	Billing reports should at a minimum consist of a summary statement sorted by department, and a detailed back-up of the summary indicating description of items ordered, delivery dates, personnel who placed the order, prices, item numbers, etc.			

VI. SAMPLE CONTRACT

AGREEMENT
CITY OF YAKIMA/YAKIMA COUNTY
BID 11532

Miscellaneous Office Paper Products

(Separate contracts will be required for the City of Yakima and Yakima County)

For City of Yakima Use Only:

Contract No. _____
Project No. _____
Resolution No. _____
BID No. _____

THIS AGREEMENT, entered into this ____ day of _____, 2015, between the City of Yakima ("City")/Yakima County("County"), and _____, ("Vendor").

WITNESSETH: The parties, in consideration of the terms and conditions herein, do hereby covenant and agree as follows:

1. Compensation:

The City/County promises and agrees to employ, and does employ, the Vendor to cause to be done the service provided for in this Contract and to complete and finish the same according to the attached specifications, offer, and terms & conditions contained herein. The City/County agrees to pay the Vendor according to the payment schedule as listed in the Vendor's attached Bid submittal.

2. Scope of Work:

The Vendor shall perform the service according to the procedure outlined in the specifications of the Bid, attached hereto & incorporated herein.

3. Term:

The period of this contract shall be for a period of one year from its effective date. The City/County may, at its option, extend the contract on a year to year basis for up to four additional years provided, however, that either party may at any time during the life of this contract, or any extension thereof, terminate this contract by giving thirty (30) days notice in writing to the other party of its intention to cancel. Contract extensions shall be automatic, and shall go into effect without written confirmation, unless the City/County provides advance notice of the intention to not renew. Prices shall remain firm for the first twelve month period of the contract unless an exception is stated in the proposal. If Vendor wishes to revise any prices prior to the renewal of the Contract Vendor must advise the City/County in writing of the requested revisions no less than sixty (60) days before the end of the current Contract term.

4. Changes:

Any proposed change in this contract shall be submitted to the Buyer listed on Page 2 of the Bid document for their prior approval and they will make the change by a contract modification. Any oral statement or representation changing any of these terms or conditions is specifically unauthorized and is not valid.

5. Agency Relationship between City/County and Vendor:

Vendor shall, at all times, be an independent Vendor and not an agent or representative of City/County with regard to performance of the Services. Vendor shall not represent that it is, or hold itself out as, an agent or representative of City/County. In no event shall Vendor be authorized to enter into any agreement or undertaking for, or on, behalf of City/County.

6. Successors and Assigns:

Neither the City/County, nor the Vendor, shall assign, transfer, or encumber any rights, duties, or interests accruing from this Contract without the written consent of the other.

7. Property Rights:

All records or papers of any sort relating to the City/County and to the project will at all times be the property of the City/County and shall be surrendered to the City/County upon demand. All information concerning the City/County and said project, which is not otherwise a matter of public record or required by law to be made public, is confidential, and the Vendor will not, in whole or part, now or at any time disclose that information without the express written consent of the City/County.

8. Work Made for Hire:

All work the Vendor performs under this agreement shall be considered work made for hire, and shall be the property of the City/County. The City/County shall own any and all data, documents, plans, copyrights, specifications, working papers, and any other materials the Vendor produces in connection with this agreement. On completion or termination of the agreement, the Vendor shall deliver these materials to the project manager.

9. Compliance with Law:

Vendor agrees to perform all services under and pursuant to this Agreement in full compliance with any and all applicable laws, rules, and regulations adopted or promulgated by any governmental agency or regulatory body, whether federal, state, local, or otherwise. Vendor shall have all applicable and necessary permits, licenses and approvals of any federal, state, and local government or governmental authority.

10. Nondiscrimination:

During the performance of this contract, the Vendor agrees as follows:

The Vendor shall not discriminate against any person on the grounds of race, creed, color, religion, national origin, sex, age, marital status, sexual orientation, pregnancy, veteran's status, political affiliation or belief, or the presence of any sensory, mental or physical handicap in violation of the Washington State Law Against Discrimination (RCW chapter 49.60) or the Americans with Disabilities Act (42 USC 12101 et seq.).

In the event of the Vendor's noncompliance with the non-discrimination clause of this contract or with any such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the Vendor may be declared ineligible for any future City/County contracts.

11. Severability:

If any term or condition of this contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this contract are declared severable.

12. Indemnification and Hold Harmless:

Vendor agrees to protect, defend, indemnify and hold harmless the City/County, its elected officials, officers, employees, agents, and volunteers from any and all claims, demands, losses, liens, liabilities, penalties, fines, lawsuits, and other proceedings and all judgments, awards, costs and expenses including reasonable costs and attorney fees) resulting from death or bodily injury to any person or damage or destruction to a third party or third parties to the extent caused by any negligent act and/or omission of _____, its officers, employees, agents, volunteers and/or subVendors, arising out of the performance of this Contract.

If the negligence or willful misconduct of both _____ and the City/County (or a person identified above for whom each is liable) is a cause of such third party claim, the loss, cost, or expense shall be shared between _____ and the City/County in proportion to their relative degrees of negligence or willful misconduct and the right of indemnity will apply for such proportion.

Nothing contained in this Section or this Contract shall be construed to create a liability or a right of indemnification in any third party.

13. Indemnity/Contractor's Liability Insurance:

(A) The Service Provider agrees to indemnify and save harmless the City/County, its officers, agents and employees against and from any and all actions, suits, claims, demands or liability of any character whatsoever brought or asserted for injuries to or death of any person or persons, or damages to property arising out of, resulting from or occurring in connection with the performance or any service hereunder.

(B) The Service Provider shall take all necessary precautions in performing the work hereunder to prevent injury to persons and property.

(C) Contractors Liability Insurance: The contractor shall obtain and maintain in full force and effect during the term of the contract, commercial general liability coverage with insurance carriers admitted to do business in the State of Washington. The insurance

companies must carry a Best's Rating of A- VII or better. At all times during the life of this contract, Contractor agrees to maintain, on a primary and non-contributory basis and at its sole expense, the insurance coverage, limits, and endorsements noted below. All such insurance shall not be subject to any deductible or self-insured retention (SIR). There shall be no cancellation, material change, reduction in limits or intent not to renew the insurance coverage(s) without 30 days written notice from the contractor or its insurer(s) to City of Yakima/Yakima County. The requirements contained herein, as well as City of Yakima/Yakima County's review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under this contract. The policies will be written on an occurrence basis, subject to the following minimum limits of liability:

<u>Commercial General Liability:</u> Combined Single Limit:	\$1,000,000 Per Occurrence
	\$2,000,000 Annual Aggregate
<u>Auto Liability:</u> Combined Single Limit	\$1,000,000 Per Occurrence

The City of Yakima/Yakima County, its agents, employees, authorized volunteers; elected and appointed officials are included as Primary/Non-Contributory additional insureds.

If Contractor carries higher coverage limits, such limits shall be shown on the Certificate of Insurance and Endorsements and City of Yakima/Yakima County shall be named as an additional insured for such higher limits.

The Contractors' insurance coverage shall be primary insurance with respect to those who are Additional Insureds under this agreement. Any insurance, self-insurance or insurance pool coverage maintained by the City/County shall be in excess of the Contractor's insurance and shall not contribute to it.

The contractor will provide a Certificate of Insurance to the City/County as evidence of coverage. A copy of the additional insured endorsement attached to the policy will be included with the certificate. This Certificate of insurance shall be provided to the Purchasing Manager, prior to commencement of this work.

If at any time during the life of the contract or any extension, the contractor fails to maintain the required insurance in full force and effect, all work under the contract shall be discontinued immediately. Any failure to maintain the required insurance may be sufficient cause for the City/County to terminate the contract.

The contractor shall also maintain workers compensation through the State of Washington.

(D) Contractor's Waiver of Employer's Immunity under Title 51 RCW. Contractor intends that its indemnification, defense, and hold harmless obligations set forth above in section A. shall operate with full effect regardless of any provision to the contrary in Title 51 RCW, Washington's Industrial Insurance Act. Accordingly, to the extent necessary to fully satisfy the Contractor's indemnification, defense, and hold harmless obligations set forth above in section A, Contractor specifically waives any immunity granted under Title 51 RCW, and specifically assumes all potential liability for actions brought by employees of the Contractor against the City/County and its officers, employees, agents, and volunteers. The parties have mutually negotiated this waiver. Contractor shall similarly require that its subcontractors, and anyone directly or indirectly employed or hired by Contractor, and anyone for whose acts Contractor may be liable in connection with its performance of this Agreement to comply with the terms of this paragraph, waive any immunity granted under Title 51 RCW, and assume all potential liability for actions brought their respective employees. The provisions of this section shall survive the expiration or termination of this Agreement.

(E) Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City/County, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence.

14. Contract Documents:

This Agreement, the Request for Proposals, Scope of Work, conditions, addenda, and modifications and the Vendor's proposal (to the extent consistent with Yakima City/County documents) constitute the Contract Documents and are complementary. Specific Federal and State laws and the terms of this Agreement, in that order respectively, supersede other inconsistent provisions. These Contract Documents are on file in the Office of the Purchasing Manager, 129 No. 2nd St., Yakima, WA, 98901, and are hereby incorporated by reference into this Agreement.

15. Governing Law:

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

16. Venue:

The venue for any action to enforce or interpret this Agreement shall lie in a competent jurisdiction in Yakima County, Washington.

17. Authority:

The person executing this Agreement, on behalf of Vendor, represents and warrants that he/she has been fully authorized by Vendor to execute this Agreement on its behalf and to legally bind Vendor to all the terms, performances and provisions of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed the day and year first above written.

CITY OF YAKIMA

VENDOR

Tony O'Rourke, City Manager

BY _____
Authorized Representative

ATTEST:

Address

Sonya Claar Tee, City Clerk

VII. COMPLIANCE/DBE REQUIREMENTS (Fill in the blanks and return with Bid. Enter N/A if not applicable):

The successful bidder shall comply with applicable Federal, State and local laws, regulations, and executive orders which are incorporated by reference herein. This bid may possibly be used by various divisions that are partially Federally funded, and, therefore, must adhere to the following federal regulations, such as DBE, Lobbying and Debarment.

Disadvantaged Business Enterprise:

In response to Federal Regulations, the City of Yakima has established a goal for participation of Disadvantaged Business Enterprise (DBE) in City funded projects. The current goal is 12%. Contractors are expected to assist the City of Yakima by meeting these goals. Contractors are encouraged to give consideration to Disadvantaged Businesses and report to the City of Yakima where they have been successful in utilizing Disadvantaged Businesses.

If contractor is certified DBE, please enter your certification number below:

DBE Certification No. _____

Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements:

By signing this proposal, the successful vendor certifies to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than the Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned will require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is the prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any

person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Certification of Lower-Tier Participants Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion:

The Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor or potential sub-contractor under a major third party contract), _____, certifies by submission of this proposal, that neither it, nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(If the Lower Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third party contractor or potential sub-contractor under a major third party contract) is unable to certify to any of the statements in this certification, such Participant will attach an explanation to this proposal.)

THE LOWER TIER PARTICIPANT (POTENTIAL SUB-GRANTEE OR SUB-RECIPIENT UNDER AN FTA PROJECT, POTENTIAL THIRD PARTY CONTRACTOR OR POTENTIAL SUB-CONTRACTOR UNDER A MAJOR THIRD PARTY CONTRACT) _____, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEQ ARE APPLICABLE THERETO.

VIII. BID FORM

INVITATION TO BID NO. 11532

TO BIDDER:

PLEASE QUOTE YOUR LOWEST PRICE, BEST DELIVERY DATE AND PAYMENT DISCOUNT TERMS FOR THE FOLLOWING. THE CITY/COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS AND TO ACCEPT ANY OR ALL ITEMS AT THE PRICE QUOTED. THE CITY/COUNTY INTENDS TO AWARD THIS CONTRACT WITHIN 60 CALENDAR DAYS.

PRICE SHEET

Bidders are encouraged to submit alternate bid proposals for recycled content products and products with SFI and/or FSC certification or equivalent third party certification. Please provide a copy of your environmental policy with your Bid Proposal.

Preferred products will perform well and have positive environmental attributes such as biodegradability, low toxicity, low volatile organic compound content, reduced/recycled packaging, and low life cycle energy.

All prices are to be quoted FREIGHT AND DELIVERY INCLUDED. Delivery shall be FOB, inside delivery, City Hall, City Shops, County Facilities, or any other City or County-owned/operated buildings. 48-Hour delivery is required.

Line items listed in Schedules are annual estimates and provided for comparison purposes only. Quantities actually ordered may be more or less. This list is not comprehensive and does not include all items utilized by the City/County. Pricing for items not listed shall be determined at list less percent discount as proposed on page 38.

The City of Yakima spent approximately \$45,500 in 2014 and the County spent approximately \$129,145 in 2014 on office paper products.

Minimum Specifications: If bidding an alternate brand, Bidder is to specify brand(s) of product bid next to each item on the Price Sheet.

Bidder is to enter pricing into the Excel Price Sheet provided on the enclosed CD. This CD is required with bid submittal.

Quote your lowest price for the following:

ITEM NO.	QTY.	U/M	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
----------	------	-----	-------------	-------------	------------	-------

Miscellaneous office paper products for the City of Yakima & Yakima County per the following specifications or approved and accepted equal. (Quantities listed below are estimates of annual usage.):

Schedule I - Misc. Office Paper Products

1	426	RM	ANCR211	8.5 X 11 2-PART REV/STR NCR SUPERIOR GL 10RM/CTN #5887/5888	\$	\$
2	2	RM	ANCR214	8.5 X 14 2-PART REV/STR NCR SUPERIOR GL 10RM/CTN #5889/5890	\$	\$
3	4	RM	ANCR217	11 X 17 2-PART REV/STRNCR SUPERIOR GL 5RM/CTN #5891	\$	\$
4	309	RM	ANCR311	8.5 X 11 3-PART REVERSE NCR SUPERIOR GL 10RM/CTN #5900/5901	\$	\$
5	1	RM	ANCR314	8.5 X 14 3-PART REVERSE NCR SUPERIOR GL 10RM/CTN #5902	\$	\$

ITEM NO.	QTY.	U/M	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
6	329	RM	ANCR411	8.5 X 11 4-PART REVERSE NCR SUPERIOR GL 10RM/CTN #5915/5916	\$	\$
7	155	RM	ANCR511	8.5 X 11 5-PART REVERSE NCR SUPERIOR GL 10RM/CTN #5930	\$	\$
8	387	RM	ANCR611	8.5 X 11 6-PART REVERSE NCR SUPERIOR GL 10RM/CTN #5938	\$	\$
9	9	RM	ANCRCBBL11	8.5 X 11 20# CB BLUE NCR SUPERIOR GL 10RM/CTN #5821	\$	\$
10	210	SH T	ANCRCBBU125	34.5 X 22.5 30# 125M CB BUFF GS LEDGER NCR PREM 1000/CTN #3108	\$	\$
11	1	RM	ANCRCBCA11	8.5 X 11 20# CB CANARY NCR SUPERIOR GL 10RM/CTN #5811	\$	\$
12	4	RM	ANCRCBPI11	8.5 X 11 20# CB PINK NCR SUPERIOR GL 10RM/CTN #5814	\$	\$
13	82	RM	ANCRCBW11	8.5 X 11 20# CB WHITE NCR SUPERIOR GL 10RM/CTN #5805	\$	\$
14	9	RM	ANCRCBW14	8.5 X 14 20# CB WHITE NCR SUPERIOR GL 10RM/CTN #5806	\$	\$
15	6	RM	ANCRCBW17	11 X 17 20# CB WHITE NCR SUPERIOR GL 5RM/CTN #5807	\$	\$
16	0	RM	ANCRCFBBL11	8.5 X 11 20# CFB BLUE NCR SUPERIOR GL 10RM/CTN #5851	\$	\$
17	68	RM	ANCRCFBCA11	8.5 X 11 20# CFB CANARY NCR SUPERIOR GL 10RM/CTN #5830	\$	\$
18	4	RM	ANCRCFBGR11	8.5 X 11 20# CFB GREEN NCR SUPERIOR GL 10RM/CTN #5845	\$	\$
19	95	RM	ANCRCFBPI11	8.5 X 11 20# CFB PINK NCR SUPERIOR GL 10RM/CTN #5836	\$	\$
20	15	RM	ANCRCFBW11	8.5 X 11 20# CFB WHITE NCR SUPERIOR GL 10RM/CTN #5824	\$	\$
21	4	RM	ANCRCFBW14	8.5 X 14 20# CFB WHITE NCR SUPERIOR GL 10RM/CTN #5825	\$	\$
22	8	RM	ANCRCFCA11	8.5 X 11 20# CF CANARY NCR SUPERIOR GL 10RM/CTN #5862	\$	\$
23	4	RM	ANCRCFCA14	8.5 X 14 20# CF CANARY NCR SUPERIOR GL 10RM/CTN #5863	\$	\$
24	45	RM	ANCRCFGO11	8.5 X 11 20# CF GOLDENROD NCR SUPERIOR GL 10RM/CTN #5874	\$	\$
25	1	PK G	ANCRCFMA11105	8.5 X 11 105# CF MANILA TAG NCR PREM GL 8PK/CT 250/PK #2958	\$	\$
26	18	RM	ANCRCFPI11	8.5 X 11 20# CF PINK NCR SUPERIOR GL 10RM/CTN #5868	\$	\$

ITEM NO.	QTY.	U/M	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
27	11	RM	ANCRCFW11	8.5 X 11 20# CF WHITE NCR SUPERIOR GL 10RM/CTN #5856	\$	\$
28	11	PK G	ANCRCFW11105	8.5 X 11 105# CF WHITE TAG NCR PREM GL 8PK/CT 250/PK #2180	\$	\$
29	130	SH T	ANCRCFW137	34.5 X 22.5 33# 137M CF WHITE LEDGER NCR PREM 1000/CTN #3030	\$	\$
30	9	RM	ANCRCFW14	8.5 X 14 20# CF WHITE NCR SUPERIOR GL 10RM/CTN #5857	\$	\$
31	230	SH T	ANCRCFW188	34.5 X 22.5 105# 188M CF WHITETAG NCR PREM GS 800/CTN #0982	\$	\$
32	3	GA L	ANCRPAG	NCR FANAPART PADDING ADHESIVE GALLON 4GAL/CS 2115	\$	\$
33	30	RM	ANCRS311	8.5 X 11 3-PART STRAIGHT NCR SUPERIOR GL 10RM/CTN #5909	\$	\$
34	21	RM	ANCRS411	8.5 X 11 4-PART STRAIGHT NCR SUPERIOR GL 10RM/CTN #5925	\$	\$
35	66	RM	ANCRS511	8.5 X 11 5-PART STRAIGHT NCR SUPERIOR GL 10RM/CTN #5934	\$	\$
36	31	RM	ANCRSP2811	8.5 X 11.5 2-PART REV/STR NCR SUPERIOR PERF 10RM/CTN #5787	\$	\$
37	14	RM	ANCRSP2911	9 X 11 2-PART REV/STR NCR SUPERIOR PERF 10RM/CTN #5789	\$	\$
38	6	RM	ANCRSP3811	8.5 X 11.5 3-PART REVERSE NCR SUPERIOR PERF 10RM/CTN #5791	\$	\$
39	35	RM	ANCRSP3911	9 X 11 3-PART REVERSE NCR SUPERIOR PERF 10RM/CTN #5793	\$	\$
40	50	RM	BARW1420	8.5 X 14 20# WHITE ASPEN 30%RECYCLED 10 RM/CTN #054904	\$	\$
41	5	RM	BARW1720	11 X 17 20# WHITE ASPEN 30%RECYCLED 5 RM/CTN #054907	\$	\$
42	4	PK G	BLKK1160BL	8.5X11 60# BLUE KANT KOPY VOID 250/PKG KK12A1VBL/SEC25F8511VBL	\$	\$
43	6	PK G	CKCW1710	17 X 11 .010 KROMEKOTE C1S CVRGS 200/PKG 5/CTN K101711-F	\$	\$
44	50	SH T	CKCW3510	23 X 35 .010 246M KROMEKOTEC1S COVER 500/CTN K11035-F	\$	\$
45	8	RM	DCDCCW1170H PC	8.5 X 11 70# WHT COUGAR DIGITAL COLOR COPY 8RM/CTN 2571	\$	\$
46	4	PK G	DCDCCW17100 HPC	11 X 17 100# WHT COUGAR DIGITAL COLOR COPY 250/PK 5/CTN 2584	\$	\$
47	900	SH T	DCDCCW18100 HPC	12 X 18 100# WHT COUGAR DIGITAL COLOR COPY 900/CTN 3378	\$	\$

ITEM NO.	QTY.	U/M	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
48	1,200	SH T	DCDCCW1870H PC	12 X 18 70# WHT COUGAR DIGITAL COLOR COPY 1200/CTN 3375	\$	\$
49	126	PK G	DCDCSW1180H PC	8.5 X 11 80# WHITE COUGAR OPAQUE SM CVR GL 250/PKG 2986	\$	\$
50	750	SH T	DCDCSW17100 HPC	17 X 11 100# WHT COUGAR DIGITAL OPAQUE SM CVR 750/CTN 2231/2289	\$	\$
51	1	PK G	DCDCSW1780H PC	17 X 11 80# WHT COUGAR DIGITAL OPAQUE SM CVR GS 250/PKG 2868	\$	\$
52	1,000	SH T	DCDCSW1880H PC	18 X 12 80# WHT COUGAR DIGITAL OPAQUE SM COVER 500/CTN 3396	\$	\$
53	81	RM	DCDSW1160HP C	8.5 X 11 60# WHITE COUGAR OPAQUE SMOOTH 10 RMS/CTN 2834	\$	\$
54	32	RM	DCDSW1170HP C	8.5 X 11 70# WHITE COUGAR OPAQUE SMOOTH 8 RMS/CTN 2826	\$	\$
55	69	RM	DCDSW1760HP C	11 X 17 60# WHITE COUGAR OPAQUE SMOOTH 5 RMS/CTN 2836	\$	\$
56	113	RM	DCDSW1770HP C	11 X 17 70# WHITE COUGAR OPAQUE SMOOTH 4 RMS/CTN 2828	\$	\$
57	5,500	SH T	DCDSW1870HP C	12 X 18 70# WHT COUGAR DIGITAL OPAQUE SM 1100/CTN 3391	\$	\$
58	125	SH T	DCOSCW310	23 X 35 100# 310M WHITE COUGAR OPAQUE SMOOTH CVR 500/CTN 2945	\$	\$
59	50	SH T	DCOSCW400	26 X 40 100# 400M WHITE COUGAR OPAQUE SMOOTH CVR 350/CTN 2946	\$	\$
60	510	SH T	DCOSW200	25 X 38 100# 200M WHITE COUGAR OPAQUE SMOOTH GL 750/CTN 2969	\$	\$
61	1,520	SH T	DCOSW58	17.5 X 22.5 70# 58M WHT COUGAR OPAQUE SMOOTH GL 2400/CTN 2844	\$	\$
62	250	EA	DCOSWA270	A-2 70# WHITE COUGAR OPAQUE SMOOTH EPS 250/BX 1M/CTN 100018	\$	\$
63	28	RM	DECBL1120	8.5 X 11 20# BLUE DOMTAR COLORSGL 10 RM/CTN 81199	\$	\$
64	1	RM	DECBL1420	8.5 X 14 20# BLUE DOMTARCOLORS GL 10/CTN 81091	\$	\$
65	60	RM	DECCA1120	8.5 X 11 20# CANARY DOMTAR COLORS GL 10/CTN 81196	\$	\$
66	1	RM	DECCH1720	11 X 17 20# CHERRY DOMTAR COLORS GL 5/CTN 81018	\$	\$
67	5	RM	DECGO1120	8.5 X 11 20# GOLDENROD DOMTAR COLORS GL 10/CTN 81203	\$	\$
68	24	RM	DECGR1120	8.5 X 11 20# GREEN DOMTARCOLORS GL 10/CTN 81197	\$	\$

ITEM NO.	QTY.	U/M	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
69	1	PK G	DECIBL11110	8.5X11 110# BLUE DOMTAR COLORS INDEX 250/PKG 8PKG/CTN 81048	\$	\$
70	17	SH T	DECIBL220	30.5X25.5 110# 220M BLUE DOMTAR COLORS INDEX GS 500/CTN 81183	\$	\$
71	83	SH T	DECIBL223	22.5 X 35 110# 223M BLUE DOMTAR COLORS INDEX GL 500/CTN 81112	\$	\$
72	7	PK G	DECIBW11110	8.5X11 110# BRTWHT DOMTAR COLRS INDEX 250/PKG 8PKG/CTN 81038	\$	\$
73	6	PK G	DECIBW11909	9 X 11 90# BRTWHT DOMTAR COLORS INDEX 250/PKG 8 PKG/CTN 81096	\$	\$
74	40	PK G	DECIBW17110	11X17 110# BRTWHT DOMTAR COLRS INDEX 250/PKG 4PKG/CTN 81208	\$	\$
75	4	PK G	DECICA11110	8.5X11 110# CANARY DOMTAR COLRS INDEX 250/PKG 8PKG/CTN #81050	\$	\$
76	733	SH T	DECICA220	30.5X25.5 110# 220M CANARY DOMTAR CLRS INDEX GS 500/CT 81186	\$	\$
77	95	SH T	DECIGR18290	22.5 X 35 90# 182M GREEN DOMTAR COLORS INDEX GL 500/CTN 81115	\$	\$
78	1,036	SH T	DECIGR223	22.5X35 110# 223M GREEN DOMTAR COLORS INDEX GL 500/CTN 81114	\$	\$
79	7	PK G	DECIIV11110	8.5X11 110# IVORY DOMTAR COLORS INDEX 250/PKG 8PKG/CTN 81049	\$	\$
80	9	PK G	DECISA11110	8.5X11 110# SALMON DOMTAR COLRS INDEX 250/PKG 8PKG/CTN 81039	\$	\$
81	4	RM	DECIV1120	8.5 X 11 20# IVORY DOMTARCOLORS GL 10/CTN 81201	\$	\$
82	9	RM	DECO1120	8.5 X 11 20# ORCHID DOMTAR COLORS GL 10/CTN 81200	\$	\$
83	4	RM	DECOVBL1160	8.5 X 11 60# BLUE EARTH CHOICE OPAQUE VEL 10RM/CTN 81071	\$	\$
84	20	SH T	DECOVBL119	23X35 70# 119M BLUE EARTH CHOICE OPAQUE VEL 1250/CTN 81141	\$	\$
85	1	RM	DECOVBL1760	11 X 17 60# BLUE EARTH CHOICE OPAQUE VEL 5RM/CTN 81027	\$	\$
86	1	RM	DECOVCA1760	11 X 17 60# CANARY EARTH CHOICE OPAQUE VEL 5RM/CTN 81023	\$	\$
87	2	RM	DECOVCA1770	11 X 17 70# CANARY EARTH CHOICE OPAQUE VEL 4RM/CTN 81031	\$	\$
88	1	PK G	DECOVCCA1165	8.5 X 11 65# CANARY EARTH CHOICE OPAQUE VEL CVR 250/PKG 82479	\$	\$
89	1	PK G	DECOVCGR1165	8.5 X 11 65# GREEN EARTH CHOICE OPAQUE VEL CVR 250/PKG 82487	\$	\$

ITEM NO.	QTY.	U/M	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
90	1	RM	DECOVCM1160	8.5 X 11 60# CREAM EARTH CHOICE OPAQUE VEL 10RM/CTN 81075	\$	\$
91	1	RM	DECOVGO1760	11 X 17 60# GOLDENROD EARTH-CHOICE OPAQ VEL 5RM/CTN 81028	\$	\$
92	90	SH T	DECOVGR119	23 X 35 70# 119M GREEN EARTH-CHOICE OPAQ VEL 1250/CS 81144	\$	\$
93	1	RM	DECOVGR1760	11 X 17 60# GREEN EARTH CHOICE OPAQUE VEL 5RM/CTN 81024	\$	\$
94	7	RM	DECOVIV1770	11 X 17 70# IVORY EARTH CHOICE OPAQUE VEL 4RM/CTN 81035	\$	\$
95	1	RM	DECOVPI1160	8.5 X 11 60# PINK EARTH CHOICE OPAQUE VEL 10RM/CTN 81070	\$	\$
96	1	RM	DECOVPI1760	11 X 17 60# PINK EARTH CHOICE OPAQUE VEL 5RM/CTN 81026	\$	\$
97	320	SH T	DECOVTA102	23X35 60# 102M TAN EARTH CHOICE OPAQUE VELLUM 1500/CTN 81153	\$	\$
98	1	RM	DECOVTA1760	11 X 17 60# TAN EARTH CHOICE OPAQUE VEL 5RM/CTN 81025	\$	\$
99	20	RM	DECPI1120	8.5 X 11 20# PINK DOMTAR COLORS GL 10/CTN 81198	\$	\$
100	3	RM	DECSA1120	8.5 X 11 20# SALMON DOMTAR COLORS GL 10/CTN 81206	\$	\$
101	1	PK G	DECVBBL1167	8.5X11 67# BLUE DOMTAR COLORSVB 250/PK 8 PK/CT 81042	\$	\$
102	1	PK G	DECVBCA1167	8.5X11 67# CANARY DOMTAR COLORSVB 250/PK 8 PK/CT 81044	\$	\$
103	1	PK G	DECVBGO1167	8.5 X 11 67# GOLD DOMTAR COLORSVB 250/PK 8 PK/CT 81057	\$	\$
104	1	PK G	DECVBGR1167	8.5X11 67# GREEN DOMTAR COLORSVB 250/PK 8 PK/CT 81040	\$	\$
105	110	RM	DFCMW1124	8.5 X 11 24# WHITE FIRST CHOICE MULTIUSE GL 10RM/CTN 85761	\$	\$
106	30	RM	DFCMW1724	11 X 17 24# WHITE FIRST CHOICE MULTIUSE GL 5 RM/CTN 85791	\$	\$
107	6	PK G	DHJBL204	4.25 X 11 2-UP 67# BLUE DOOR HANGER 500PCS/PKG #204BBLU	\$	\$
108	8	RM	DHOSW1170	8.5 X 11 70# WHITE HUSKY OPAQUE OFFSET SMOOTH GL 8 RM/CTN 5463	\$	\$
109	100	SH T	DHOSW140	25 X 38 70# 140M WH HUSKY OPAQ OFFSET SMOOTH 1000/CTN 5484	\$	\$
110	9	RM	DHOSW1460	8.5 X 14 60# WHITE HUSKY OPAQUE OFFSET SM GL 8 RMS/CTN 5464	\$	\$

ITEM NO.	QTY.	U/M	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
111	22	RM	DHOSW1760	11 X 17 60# WHITE HUSKY OPAQUE OFFSET SMOOTH GL 5 RM/CTN 8947	\$	\$
112	81	RM	DHOSW1770	11 X 17 70# WHITE HUSKY OPAQUE OFFSET SMOOTH GL 4 RM/CTN 8950	\$	\$
113	2,050	SH T	DHOSW84	23 X 29 60# 84M WH HUSKY OPAQUE OFFSET SMOOTH GL 1800/CTN 5475	\$	\$
114	140	RM	GSRW1120	8.5 X 11 20# WHITE SPECTRUM 30% RECYCLED 10 RM/CTN 999916/09984	\$	\$
115	20	RM	GSRW11203	8.5 X 11 20# WHITE SPECTRUM 30% RECY 3HP 10 RM/CTN 999917/09986	\$	\$
116	5	RM	GSRW1720	11 X 17 20# WHT SPECTRUM 30% RECYCLED 5 RM/CTN 999919/09990	\$	\$
117	40	RM	GSW1120	8.5 X 11 20# WHITE SPECTRUM MULTIUSE 10 RM/CTN 999705/09914	\$	\$
118	20	RM	GSW11203	8.5 X 11 20# WHITE SPECTRUM 3HP MULTIUSE 10 RM/CTN 999813/09926	\$	\$
119	430	RM	GSW1420	8.5 X 14 20# WHITE SPECTRUM MULTIUSE 10 RM/CTN 999706	\$	\$
120	190	RM	GSW1720	11 X 17 20# WHITE SPECTRUM MULTIUSE 5 RM/CTN 999812/09928	\$	\$
121	1	PK G	MCCCBW17100	17 X 11 100# BRT WHITE MOHAWK COLOR COPY 98 CVR 250PKG 12-221	\$	\$
122	1	PK G	MEDCGCW1880 HPC	18 X 12 80# WH EVERYDAY DIGITAL COATED GLOSS COVER 250/PK 65817	\$	\$
123	1	RM	MEDCGW1880H PC	12 X 18 80# WH EVERYDAY DIGITAL COATED GLOSS 3RM/CTN 65803	\$	\$
124	100	SH T	MNY2003	8.5 X 11 60# METRO SEMI GLOSSPERM NY2003	\$	\$
125	100	SH T	MNY2009N	8.5 X 11 60# METRO UNCOATED OFFSET PERM NY2009N	\$	\$
126	100	SH T	MSL0091	8.5 X 11 60# LYRIC WHITE MATTE STARLINER MP2000 SL0091	\$	\$
127	100	SH T	MSL2211	8.5 X 11 60# BURLESQUE RED FLUORESCENT MP2000 SL2211	\$	\$
128	1	BX	MSR6643	4 X 2 WHT STARLUXE LASER LABEL 10/SH 100 SH/BOX SR6643	\$	\$
129	63	SH T	MSTWBW103	35 X 23 24# 103M BRIGHT WHITE STRATHMORE WRTG WOVE GS 300091	\$	\$
130	30	RM	MVSM25BW112 4	8.5 X 11 24# BRIGHT WHITE VIA SMOOTH 25% COTTON #6010002	\$	\$

ITEM NO.	QTY.	U/M	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
131	3	RM	NABCB1160	8.5 X 11 60# CELESTIAL BLUE ASTROBRIGHTS 10RM/CTN 22661	\$	\$
132	6	PK G	NABCB1165	8.5 X 11 65# CELESTIAL BLUE ASTROBRRTS CVR 250/P 8P/CS 22861	\$	\$
133	21	RM	NABCO1160	8.5 X 11 60# COSMIC ORANGE ASTROBRIGHTS 10RM/CTN 22651	\$	\$
134	4	PK G	NABCO1165	8.5 X 11 65# COSMIC ORANGE ASTROBRRTS CVR 250/P 8P/CS 22851	\$	\$
135	2	RM	NABCO1460	8.5 X 14 60# COSMIC ORANGE ASTROBRIGHTS 10RM/CTN 22652	\$	\$
136	3	RM	NABFF1160	8.5 X 11 60# FIREBALL FUCHSIA ASTROBRIGHTS 10RM/CTN 22681	\$	\$
137	2	PK G	NABFF1165	8.5 X 11 65# FIREBALL FUCHSIA ASTROBRRTS CVR 250/P 8P/CS 22881	\$	\$
138	2	RM	NABGG1160	8.5 X 11 60# GAMMA GREEN ASTROBRIGHTS 10RM/CTN 22541	\$	\$
139	22	SH T	NABGGO201	23 X 35 65# 201M GALAXY GOLD ASTROBRIGHTS CVR 500/CTN 22774	\$	\$
140	21	RM	NABLB1160	8.5 X 11 60# LUNAR BLUE ASTROBRIGHTS 10RM/CTN 22521	\$	\$
141	6	PK G	NABLB1165	8.5 X 11 65# LUNAR BLUEASTROBRRTS CVR 250/P 8P/CS 22721	\$	\$
142	1	RM	NABLOL1160	8.5 X 11 60# LIFT-OFF LEMON ASTROBRIGHTS 10RM/CTN 21011	\$	\$
143	9	RM	NABMTG1160	8.5 X 11 60# MARTIAN GREEN ASTROBRIGHTS 10RM/CTN 21801	\$	\$
144	5	PK G	NABOO1165	8.5 X 11 65# ORBIT ORANGE ASTROBRRTS CVR 250/P 8P/CS 22761	\$	\$
145	80	SH T	NABOO201	23 X 35 65# 201M ORBIT ORANGE ASTROBRIGHTS CVR 500/CTN 22764	\$	\$
146	3	PK G	NABPLPU1165	8.5 X 11 65# PLANETARY PURPLE ASTROBRRTS CVR 250/P 8P/C 22871	\$	\$
147	4	RM	NABPPI1160	8.5 X 11 60# PLASMA PINKA STROBRIGHTS 10RM/CTN 22119	\$	\$
148	4	PK G	NABPPI1165	8.5 X 11 65# PLASMA PINK ASTROBRRTS CVR 250/P 8P/CS 22129	\$	\$
149	2	RM	NABPSP1160	8.5 X 11 60# PULSAR PINK ASTROBRIGHTS 10RM/CTN 21031	\$	\$
150	3	RM	NABRR1160	8.5 X 11 60# RE-ENTRY RED ASTROBRIGHTS 10RM/CTN 22551	\$	\$
151	28	RM	NABSY1160	8.5 X 11 60# SOLAR YELLOW ASTROBRIGHTS 10RM/CTN 22531	\$	\$

ITEM NO.	QTY.	U/M	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
152	9	PK G	NABSY1165	8.5 X 11 65# SOLAR YELLOW ASTROBRSTS CVR 250/P 8P/CS 22731	\$	\$
153	1	RM	NABSY1460	8.5 X 14 60# SOLAR YELLOW ASTROBRIGHTS 10RM/CTN 22532	\$	\$
154	2	RM	NABTG1160	8.5 X 11 60# TERRA GREEN ASTROBRIGHTS 10RM/CTN 22581	\$	\$
155	1	PK G	NABTG1165	8.5 X 11 65# TERRA GREEN ASTROBRSTS CVR 250/P 8P/CS 22781	\$	\$
156	427	SH T	NABTG201	23 X 35 65# 201M TERRA GREEN ASTROBRIGHTS CVR 500/CTN 22784	\$	\$
157	4	RM	NABTRT1160	8.5 X 11 60# TERRESTRIAL TEAL ASTROBRIGHTS 10RM/CTN 21849	\$	\$
158	1	RM	NAPBL1160	8.5 X 11 60# BLUEASTROPARCHE 8RM/CTN 27141	\$	\$
159	15	PK G	NAPBL1165	8.5 X 11 65# BLUE ASTROPARCHE 250/P 8P/CS 27441	\$	\$
160	500	EA	NAPW10	#10 60# WHITE ASTROPARCHE EPS2.5M/CTN #45542/245542/0405000	\$	\$
161	10	RM	NBCW1120	8.5 X 11 20# WHITE NEENAH BOND COCKLE FINISH 10RM/CTN 02700	\$	\$
162	940	SH T	NCCABW103	35 X 23 24# 103M AVON BRILL WHT CLASSIC CREST WTG 1000/CTN 1333	\$	\$
163	5	RM	NCCABW1124	8.5 X 11 24# AVON BRILLIANT WHT CLASSIC CREST 10RM/CTN 1338	\$	\$
164	1,000	EA	NCCCC10	#10 24# CLASSIC CREAM CLASSICCREST EPS #97877/297877	\$	\$
165	10	RM	NCCCC1124	8.5 X 11 24# CLASSIC CREAM CLASSIC CREST WTG 10RM/CTN 4421	\$	\$
166	16	SH T	NCCCCBWBL480	26 X 40 120# 480M CYN BROWN /WINBLUE CREST DPX CVR 200/CS 14098	\$	\$
167	2	PK G	NCCCTG1180	8.5 X 11 80# TARRAGON CLASSIC CREST CVR 250/PK 8PK/CTN 8636	\$	\$
168	7	PK G	NCCWS1180	8.5 X 11 80# WHITESTONE CLASSIC CREST CVR 250/PK 8PK/CTN 4731	\$	\$
169	1,500	SH T	NCDDW1880HPC	12 X 18 80# 36.38M NEKOOSADIGITAL DULL GL 1.5M/CTN 60014	\$	\$
170	63	SH T	NCLABW103	35 X 23 24# 103M AVON BRT WHITE CLASSIC LINEN 1000/CTN 5238	\$	\$
171	2	RM	NCLABW1124	8.5 X 11 24# AVON BRILL WHITE CLASSIC LINEN 10RM/CTN 5231	\$	\$

ITEM NO.	QTY.	U/M	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
172	250	SH T	NCLABW119	23 X 35 70# 119M AVON BRILL WHT CLASSIC LINEN 1000/CTN 5292	\$	\$
173	63	SH T	NCLBI103	35 X 23 24# 103M BARONIAL IVORY CLASSIC LINEN 1000/CTN 5228	\$	\$
174	672	SH T	NCLBI136	23 X 35 80# 136M BARONIAL IVORY CLASSIC LINEN 1000/CTN 5322	\$	\$
175	2	PK G	NCLCABW1180	8.5 X 11 80# AVON BRILL WHITELINEN CVR 250/PK 8PK/CTN 5401	\$	\$
176	2	PK G	NCLCAG1180	8.5 X 11 80# ANTIQUE GRAY CLASS LINEN CVR 250/PK 8PK/CTN 5381	\$	\$
177	7	PK G	NCLCBI1180	8.5 X 11 80# BARONIAL IVORYLINEN CVR 250/PK 8PK/CTN 5391	\$	\$
178	6	PK G	NCLCCNW1180	8.5 X 11 80# CLASSIC NATURALWHT LIN CVR 250/PK 8PK/CTN 5371	\$	\$
179	320	SH T	NCLCCNW248	35 X 23 80# 248M CLASS NATURAL WHITE LINEN CVR 500/CTN 5372	\$	\$
180	3	PK G	NCLCHB1180	8.5 X 11 80# HAVILAND BLUE CLAS LINEN CVR 250/PKG 8PK/CTN 5421	\$	\$
181	5	SH T	NCLCHB248	35 X 23 80# 248M HAVILAND BLUE CLASSIC LINEN CVR 500/CTN 5422	\$	\$
182	15	SH T	NCLCNW103	35 X 23 24# 103M CLASSIC NATWHITE CLASS LINEN 1000/CTN 5208	\$	\$
183	2	RM	NCLCNW1124	8.5 X 11 24# CLASSIC NAT WHITECLASSIC LINEN 10RM/CTN 5201	\$	\$
184	250	EA	NCLCNWA2	A-2 80# CLASSIC NAT WH CLASSIC LINEN TXT EPS #66355/266355	\$	\$
185	160	SH T	NCLCRP248	35 X 23 80# 248M RED PEPPER CLASSIC LINEN CVR 200/CTN 5848	\$	\$
186	10	SH T	NCLCSGR248	35 X 23 80# 248M SAGE GREEN CLASSIC LINEN CVR 300/CTN 5678	\$	\$
187	5	PK G	NCLCWS1180	8.5 X 11 80# WHITESTONE CLASSIC LINEN CVR 250/PK 8PK/CTN 6131	\$	\$
188	10	SH T	NCLCWSGS480	26 X 40 120# 480M WHITESTONE /GRAYSTONE CL LIN DC 200/CS 7866	\$	\$
189	1,187	SH T	NCLHB136	23 X 35 80# 136M HAVILAND BLUECLASSIC LINEN 1000/CTN 5352	\$	\$
190	20	SH T	NCLSGR136	23 X 35 80# 136M SAGE GREEN CLASSIC LINEN 500/CTN 5645	\$	\$
191	515	SH T	NCLWS136	23 X 35 80# 136M WHITE STONE CLASSIC LINEN 1000/CTN 6202	\$	\$

ITEM NO.	QTY.	U/M	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
192	12	SH T	NEBVO168	23 X 35 67# 168M ORCHID EXACT VELLUM BRISTOL 500/CTN 82425	\$	\$
193	170	SH T	NEIGR220	25.5 X 30.5 110# 220M GREENEXACT INDEX 500/CTN 49564	\$	\$
194	1	PK G	NEIGY11110	8.5 X 11 110# GRAY EXACT INDEX250/PKG 8PKG/CTN 49591	\$	\$
195	85	SH T	NEIGY220	25.5 X 30.5 110# 220M GRAYEXACT INDEX 500/CTN 49594	\$	\$
196	1	SH T	NESCDS320	26 X 40 80# 320M DESERT STORM ENVIRONMENT CVR 300/CTN 7624	\$	\$
197	6	SH T	NESCPCN248	35 X 23 80# 248M PC 100 NATURAL ENVIRONMENT CVR 500/CTN 5081	\$	\$
198	65	SH T	NESPCN103	35 X 23 24# 103M PC 100 NATURAL ENVIRONMENT 1000/CTN 5061	\$	\$
199	6	SH T	NESPCN136	23 X 35 80# 136M PC 100 NATURAL ENVIRONMENT 500/CTN 5071	\$	\$
200	105	SH T	NEVBI119	23 X 35 70# 119M BIRCH ENVIRONMENT SM 1000/CTN 26336	\$	\$
201	1	RM	NFRS25AW1124	8.5 X 11 24# ARCTIC WH SELECT25% COTTON WOVE 10RM/CTN S1000	\$	\$
202	1	RM	NFRS25WW1124	8.5 X 11 24# WARM WHITE SELECT 25% COTTON WOVE 10RM/CTN S1100	\$	\$
203	1	RM	NFRSCSWAW1124	8.5 X 11 24# ARCTIC WH SELECT SCRIPT WOVE 10RM/CTN S2000	\$	\$
204	335	SH T	NPAPGW136	23 X 35 80# 136M WHITE ANTHEM PLUS GLOSS 1200/CTN 299321	\$	\$
205	750	SH T	NPFGCW1780H PC	17 X 11 80# 57M WHITE FUTURA GLOSS COVER GS 1000/CTN 403495	\$	\$
206	1	SH T	NRSFCM248	35 X 23 80# 248M CREAM ROYALSUN FIBER CVR 500/CTN 93872	\$	\$
207	1	SH T	NRSFDW320	26 X 40 80# 320M DRFTWOOD ROYAL SUN FIBER CVR 300/CTN 95923RC	\$	\$
208	7	RM	NRSFT1170	8.5 X 11 70# THYME ROYAL SUNDANCE FIBER 6RM/CTN 93591	\$	\$
209	1	SH T	NRSFT248	35 X 23 80# 248M THYME ROYALSUN FIBER CVR 500/CTN 93792	\$	\$
210	20	EA	NSPE	#745180 18" X 300' 24# COATEDINK JET BOND 2RLS/CS #V3738	\$	\$
211	3,910	RM	PRW1120	8.5 X 11 20# WHITE PRINTRIGHTGL 10 RM/CTN 70867	\$	\$
212	17,130	RM	PRW1120	8.5 X 11 20# WHITE PRINTRIGHTGL 10 RM/CTN #70189	\$	\$

ITEM NO.	QTY.	U/M	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
213	630	RM	PUOW1120	8.5 X 11 20# WHITE U.S. OFFICEGL 10 RM/CTN #99989792 / #1610	\$	\$
214	0	RM	PUOW1420	8.5 X 14 20# WHITE U.S. OFFICEGL 10 RM/CTN #1612	\$	\$
215	5	RM	PUOW1720	11 X 17 20# WHITE U.S. OFFICEGL 5 RM/CTN #1613	\$	\$
216	2	RL	RM40024	RM400 24X24 75GA PRINTERSTRETCH FILM 500SHT/RL 00164	\$	\$
217	1	CS	SA911US	9511US 9.5X11 20# WHITE US OFFCOMP PAPER 1/2" CLN PRF 2300/CS	\$	\$
218	1	RL	STCPMW4824A	24" X 100' 48# .009 WHITETRUECOLOR MATTE PAPER 3335-24	\$	\$
219	200	SH T	TR2DKW11580	23.5 X 29 80# 115M TITAN DULL RECYCLED #54802352902 8M/SKD	\$	\$
220	25	EA	TW360	11-1/4 X 8-3/4 X 12 (LTRHD: SCRS @6,8&10") 25/BDL TW360 TMP 500	\$	\$
221	1,000	EA	US10CM28	10 X 13 28# US OFFICE MANILACATALOG 500 BULK 052	\$	\$
222	500	EA	US10DPWHS	#10 24# WHT US OFFICE DIGI WINHARD BOX SIDE SEAM 107	\$	\$
223	1,000	EA	US10PTWHD	#10 24# WHT US OFFICE WIN HARDBOX DIAG SEAM I.T. 500/BX 043	\$	\$
224	5,000	EA	US10PTWSD	#10 24# WHT US OFFICE WIN SOFTBOX DIAG SEAM IT 500/BX 110	\$	\$
225	33,000	EA	US10PWHD	#10 24# WHT US OFFICE WIN HARD BOX DIAG SEAM EPS 500/BX 032	\$	\$
226	85,000	EA	US10PWSD	#10 24# WHT US OFFICE WIN SOFT BOX DIAG SEAM EPS 500/BX 080	\$	\$
227	19,500	EA	US10RWHD	#10 24# WHT US OFFICE REG HARD BOX DIAG SEAM EPS 500/BX 033	\$	\$
228	11,000	EA	US10RWHS	#10 24# WHT US OFFICE REG HARD BOX SIDE SEAM EPS 500/BX 040	\$	\$
229	40,000	EA	US10RWSD	#10 24# WHT US OFFICE REG SOFT BOX DIAG SEAM EPS 500/BX 044	\$	\$
230	1,000	EA	US10RWSS	#10 24# WHT US OFFICE REG SOFT BOX SIDE SEAM EPS 500/BX 035	\$	\$
231	1,500	EA	US612CM28	6-1/2 X 9-1/2 28# US OFFICEMANILA CATALOG 500 BULK 069	\$	\$
232	1,000	EA	US614BW24	6-1/4 X 9-5/8 24# WHT US OFFICEBOOKLET 500 BULK 075	\$	\$

ITEM NO.	QTY.	U/M	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
233	10,000	EA	US634RWHD	#6-3/4 24# WHT US OFFICE REGHARD BOX DIAG SEAM 077	\$	\$
234	1,000	EA	US6BW24	6 X 9 24# WHT US OFFICE BOOKLET 500/CTN BULK SIDE SEAM 098	\$	\$
235	3,000	EA	US6CM28	6 X 9 28# US OFFICE MANILACATALOG 500 BULK 081	\$	\$
236	3,500	EA	US6CW24	6 X 9 24# WHT US OFFICE CATALOG500/CTN BULK 054	\$	\$
237	500	EA	US912CW24	9-1/2 X 12-1/2 24# WHT US OFFICCATALOG 500 BULK 087	\$	\$
238	2,500	EA	US9CM28	9 X 12 28# US OFFICE MANILACATALOG 500 BULK 058	\$	\$
239	15,000	EA	US9RWHD	#9 24# WHT US OFFICE REG HARD BOX DIAG SEAM EPS 500/BX 036	\$	\$
240	1,250	SH T	WCTWU90	9 X 11 90# WHITE INDEX 5 BANK COPIER TABS UNCOLLATED 1250/CTN	\$	\$
241	1	PK G	X3R11462	8.5 X 11 100# WHITE XEROX BOLD GLOSS DIGITAL CV 3R11462 250/PK	\$	\$
242	1	PK G	X3R11463	17 X 11 100# WHITE XEROX BOLD GLOSS DIGITAL CV 3R11463 250/PK	\$	\$
243	115	RM	X3R4175	8.5 X 11 20# VITALITY MP PERFED VERT PERF .5" FROM LEFT 3R4175	\$	\$
244	150	RM	X3R4175	8.5 X 11 20# WHT 4024 DP W/ VERTPERF .5" FROM LEFT #3R4175	\$	\$
245	5,000	SH T	X3R4415	9 X 11 WHITE XEROX DTCH/DCLR 5BNK TAB REV COL SINGLE #3R4415	\$	\$
246	100	RM	X3R4900	8.5 X 11 24# WHT 4024 DP W/HORZ PERF 3.5" FROM BOTTOM #3R4900	\$	\$
247	35	RM	X3R5125	8.5 X 11 20# VITALITY MP PERFED HORZ PRF 3.5" FRM BOTTOM 3R5125	\$	\$
248	30	RM	X3R5125	8.5 X 11 20# WHT 4024 DP W/HORZ PERF 3.5" FROM BOTTOM #3R5125	\$	\$
249	16	PK G	NSPPKG	212P 3UP PERFORATED AB CELESTLE BLUE DOOR HANGERS V#4559	\$	\$
250	8	PK G	NSPPKG	212P 3UP PERFORATED SOLAR YELLODOOR HANGERS V#4559	\$	\$
251	10	RL	NSPRL	27" 1.5 MIL CLEAR LAMINATINGFILM V#600130	\$	\$
252	10	RL	NSPRL	42" X 300' COATED INK JET BONDROLL #745420 V# 3738	\$	\$
253	3	CS	SL378MQ	8OZ PAPER HOT CUP NO HANDLE MISTIQUE 1000/CS 378MS-0029	\$	\$

ITEM NO.	QTY.	U/M	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
254	1	CS	SLMP6S	6" PAPER PLATESYMPHONY 1000/CS MP6-J8001	\$	\$
255	3	CS	SLMP9BW	8.5" PAPER PLATE WHITE MEDWEIGHT 4/125/CS MP9B-2054	\$	\$
256	1	CS	SLRP16NS	16OZ DBL SIDED POLY PAPER COLDCUP SYMPHONY 1M/CS RP16P- J8000	\$	\$
257	1	CS	SLTP16D	16OZ CLEAR COLD CUP PET1000/CS TP16D	\$	\$
258	1	CS	DV94604	ZIPLOC GALLON FREEZER BAG DOUBLZIPPER 2.7MIL 250/CS 94604	\$	\$
259	2	CS	GP32578	32578 CROWN WHT 2PLY 1/8 FOLD DINNER NAPKIN 15X17 30PK/100/CS	\$	\$
260	1	CS	GPFSB7R	SB7R 7.75" SLIM STRAW /STIRRER UNWRAPPED RED 10/500/CS	\$	\$
261	2	QT	HPCWQT	WHITE COLD PADDING COMPOUNDQUARTS 16QTS/CTN	\$	\$
262	3	CS	KC21606	21606 KLEENEX FACIAL TISSUE WHT2PLY FLAT BOX 48BX/125SH/CS	\$	\$
263	100	EA	MBX88M	SSMCC MEDIUM BUSINESS CARD BOX5-1/2X3-11/16X2 GREEN 100/BDL	\$	\$
264	300	EA	MBX88S	SSSCC SHORT BUSINESS CARD BXS 3-11/16X3-11/16X2 GREEN 100/BDL	\$	\$
265	1	CS	MIWEBHP	4X4 WEBRIL HANDI-PADS 100PADS/BAG, 20BAGS/CS #562211	\$	\$
				Total Schedule I	\$	\$
Schedule II - Additional Envelopes						
266	12,500	EA		#10 white wove window envelope, #24, 2 pms color, diagonal seam	\$	\$
267	12,500	EA		#10 white wove regular envelopes, #24, 2pms color, diagonal seam	\$	\$
268	12,500	EA		#10 white wove envelopes, #24, 1 pms color, diagonal seam	\$	\$
269	12,500	EA		#9 white wove regular envelopes, #24, 1pms color, diagonal seam	\$	\$
270	12,500	EA		6x9 white catalog envelopes, #24, open end. Single color	\$	\$
271	12,500	EA		9x12 white catalog envelopes, #24, open end single color	\$	\$
				Please specify if price reflects combo runs. Printing multiple department		

ITEM NO.	QTY.	U/M	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
				envelopes both window and regular with the same color will be priced at a higher volume rather than individual runs.		
				Please provide quantity discounts or ranges for price run lengths of .5M, 1M, 2.5M, 5M, 10M. Submit information as a separate attachment.		
				Total schedule II	\$	\$
				Grand Total	\$	\$
				Discount: Percentage off list book price for all miscellaneous office paper items not itemized on bid, but available through your company.	%	%

IX. PERSONNEL INVENTORY FORM (CITY ONLY)

*** To Accompany Bid Proposal ***

Firm Name: _____ Contact: _____

Address: _____ Phone Number: _____

City: _____ State: _____ Zip: _____

Type of Service Provided: _____

Are you a certified DBE or WMBE? YES ___ NO ___. If yes, what is your certification number? # _____

Vendor's Entire Work Force - if you need additional space, photocopy this section and attach it to this form.

Occupation	Total Employed		Total Minorities		African American		Asian or Pacific Islander		Native American		Hispanic or Latino		Apprentice Trainee	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officers														
Foremen														
Clerical														
Totals:														

Goals for minorities and women employees in the Vendor's and subVendor's workforce are 10% combined. Vendors and subVendors do not have to fire or lay off employees to meet these goals, however, if new employees are hired, it shall be an obligation to make a good faith effort to hire qualified minorities and women.

X. BIDDER QUESTIONNAIRE

INSTRUCTIONS: Provide the requested information, sign and date. If the Owner requires further description, the Owner may request Bidder to provide such information within a mandatory due date. You must submit this completed form to the Owner with your Bid Proposal. **Failure to submit this form fully complete, my result in disqualification of Bid.**

BIDDER INFORMATION

Bidder's Legal Name: _____

Company's dba: (if applicable) _____

CEO/President Name: _____

Business License No. _____ UBI No. _____ Federal EIN No. _____

Phone () _____ Toll Free Phone () _____

FAX () _____ E-Mail Address _____

Mailing Address _____

City _____ State _____ Zip + 4 _____

Physical Address _____

City _____ State _____ Zip + 4 _____

Name the person to contact for questions concerning this proposal.

Name _____ Title _____

Phone () _____ Toll Free Phone () _____

FAX () _____ E-Mail Address _____

Mailing Address _____

City _____ State _____ Zip + 4 _____

Physical Address _____

City _____ State _____ Zip + 4 _____

BIDDER: _____

BIDDER QUESTIONNAIRE

EXPERIENCE

Contractor must have at least five (5) years experience as a contractor in this field of work and have satisfactorily completed three (3) projects of this nature and size in the last five (5) years:

1. Location and for whom performed:

Phone: _____ Contact Person: _____

2. Location and for whom performed:

Phone: _____ Contact Person: _____

3. Location and for whom performed:

Phone: _____ Contact Person: _____

OWNERSHIP

Is your firm a subsidiary, parent, holding company, or affiliate of another firm? Yes: _____ No: _____

Please explain: _____

XI. SAMPLE CERTIFICATE OF INSURANCE



GENERAL

CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
Current Date

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<p>PRODUCER</p> <p>INSURANCE AGENT ISSUING CERTIFICATE ADDRESS</p>	<p>CONTACT NAME: Insurance Agent Information</p> <p>PHONE (A/C No, Ext) FAX (A/C, No)</p> <p>E-MAIL ADDRESS: []</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC#</th> </tr> <tr> <td>INSURER A: A-VII or better, admitted carrier</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC#	INSURER A: A-VII or better, admitted carrier		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC#														
INSURER A: A-VII or better, admitted carrier															
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

INSURED

ENTITY INSURED ADDRESS

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVO	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X		POLICY NUMBER	start date	stop date	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/POP AGG \$
A	AUTOMOBILE LIABILITY	X		POLICY NUMBER	start date	stop date	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANYAUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A		POLICY NUMBER	start date	stop date	WC STATUTORY LIMITS <input checked="" type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The City of Yakima and the County of Yakima, its agents, employees, authorized volunteers, elected and appointed officials are included as Primary/Non-Contributory additional insureds. See attached Additional Insured Endorsement.

<p>CERTIFICATE HOLDER</p> <p>City of Yakima/County of Yakima Purchasing Department 129 N. 2nd Street Yakima, WA 98901</p>	<p>CANCELLATION</p> <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE SIGNATURE</p>
---	---

© 1988-2010 ACORD CORPORATION. All rights reserved.

ACORD25(2010/05)

The ACORD name and logo are registered marks of ACORD

COMMERCIAL GENERAL LIABILITY

ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS
- SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

The City of Yakima and the County of Yakima, its agents, employees, authorized volunteers, elected and appointed officials are included as Primary/Non-Contributory additional insured's.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

- A. Section II - Who Is An Insured is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.
- B. With respect to the insurance afforded to these additional insureds, the following exclusion is added:

2. Exclusions

This insurance does not apply to "bodily injury" or "property damage" occurring after:

- (1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the site of the covered operations has been completed; or
- (2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.