



BID PACKAGE

CITY OF BEVERLY HILLS
INFORMATION TECHNOLOGY DEPARTMENT
455 NORTH REXFORD DRIVE
BEVERLY HILLS, CALIFORNIA 90210

LEGAL NOTICE - BIDS WANTED

Sealed proposals are requested on the list of materials, supplies, equipment or services set forth herein, subject to all conditions outlined in the Proposal Document, including:

SECTION I:	REQUEST FOR BIDS
SECTION II:	GENERAL INFORMATION AND INSTRUCTION
SECTION III:	SPECIFICATIONS
SECTION IV:	BID FORM

Sealed proposals will be received only at the Office of the City Clerk, 455 North Rexford Drive, Room 290, Beverly Hills, until 2:00 p.m. local time, on or before the date and time hereinafter stated, at which time they will be opened and publicly read.

SECTION I – REQUEST FOR BIDS

Date of Request:	May 15, 2018
Bid Number:	18-53
Item Description:	Paper and Envelopes for Citywide Use / Annual Blanket Purchase Order(s)
Bid Opening:	May 31, 2018 at 2:00 p.m.

All bids must be delivered by the specified opening date and time of the bid. Bids arriving after the specified date and time will not be accepted. Mailed bids, which are received after the specified date and time, will not be considered regardless of postmarked time or delivery time indicated on the envelope. All bids must be in writing and must contain an original signature by an authorized officer of the firm. Electronic bids (telephone, FAX, etc.) are NOT acceptable.

SECTION II - GENERAL INFORMATION AND INSTRUCTION

1. Bidders bids may be withdrawn at any time prior to the bid opening. No bid may be withdrawn after the bid opening. Violation of this policy may cause removal of the bidder from the City's qualified Bidder's List.

2. Bidders are advised to become familiar with all conditions, instructions and specifications governing this bid. Once the award has been made, a failure to have read all conditions, instructions and specifications of this bid document shall not be cause for bidder to request additional compensation.
3. Bidders agree to defend and save the City from and against all demands, claims, suits, costs, expenses, damages and adjustments based on any infringement of any patent relating to goods specified in this contract.
4. The successful bidder shall not assign the performance of service or delivery of goods required by this Request for Bids, or subcontract the whole or any part of the required goods or services without written consent of the City. Such consent shall neither relieve the bidder from his obligation nor change the terms of the resulting contract / purchase order.
5. The City shall have the right to inspect any material specified herein. Equipment, supplies or services that fail to comply with the specifications herein regarding design, material or workmanship are subject to rejection at the option of the City. Any materials rejected shall be removed from the premises of the City at the expense of the vendor.
6. Bidder shall state the nature and period of any warranty or guarantee. Manufacturer's specifications shall be submitted with the bid and shall be considered a part of this contract where such specifications meet the minimum of the City specifications.
7. Each bidder shall submit in full this completed original BID DOCUMENT and all necessary catalogues, descriptive literature, etc., needed to fully describe the materials or work required by this Request for Bids.
8. Bidders shall state the delivery date for commodities in terms of calendar days after notification of award, unless otherwise indicated below.
9. Cash discounts shall be considered in the evaluation of the bids, except that payment periods of less than thirty (30) days will not be considered in award of this bid. Where cash discounts are offered, the discount date shall begin with the invoice date or delivery date to the City, whichever is later.
10. The successful bidder shall agree to indemnify, defend and hold harmless the City, City Council and each member thereof, and every officer, and employee of the City, from any claim, liability or financial loss including, without limitation, attorneys fees and costs, arising in any manner whatsoever from any intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Contractor, or any person employed by the successful bidder, including agents and independent contractors, in the performance of the services or provision of goods required by this Request for Bids.

11. Every supplier of materials and services and all contractors doing business with the City shall be an "Equal Opportunity Employer" as defined by Section 2000 (E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11375, and as such shall not discriminate against any other person by reason of race, creed, color, religion, age, sex or physical or mental handicaps with respect to the hiring, application for employment, tenure, terms or conditions or employment of any person.
12. Prices quoted herein must be firm for a period of not less than ninety (90) days after date of bid opening.
13. Bids calling for other than a "lump sum" total bid may be awarded by single item, by groups of items, or as a whole, as the City deems to be in the best interest of the City.
14. The City will be the sole and exclusive judge of quality, compliance with bid specifications or any other matter pertaining to this bid. The City reserves the exclusive right to award this bid in any manner it deems to be in the best interest of the City.
15. Quantities specified in Section III are approximate only, the City reserves the right, within the period for delivery to increase or decrease the quantity ordered and upon mutual agreement after the period specified for delivery, order additional quantities of items bid.
16. The successful bidder shall cooperate with the City in all matters relating to taxation and the collection of taxes. It is the policy of the City to self-accrue use tax associated with its own purchases. The City requests that its contractors self-accrue their use tax, when applicable, and report the use tax to the State Board of Equalization with a City-assigned permit number. The City's own use tax which is self-accrued by the City will be remitted to the State of California pursuant to the City's permit with the State Board of Equalization.
17. A bidder or potential bidder with a procedural question may call Anne Salvatore at 310-288-2891 or Nicole McClinton at 310-285-2597. All substantive questions must be submitted via email to both Anne (asalvatore@beverlyhills.org) and Nicole (nmccclinton@beverlyhills.org) and both the question and response will be emailed to all potential bidders who have been sent a bid package. Potential bidders that received this Request for Bids by downloading it from the City's website or by some other means should call or email Anne / Nicole to be added to the email list and to ensure that they receive any updates or answers to questions posed by other bidders and potential bidders.
17. Bidders must submit ONE (1) ORIGINAL and THREE (3) COPIES of their bids in compliance with the guidelines detailed above.
18. Additional questions/ answers: This bid is for annual blanket purchases for a period of up to three (3) years. Orders will be delivered to one location, the City's Print Services Division located at 9355 Civic Center Drive, Level A; Beverly Hills, CA 90210. All deliveries must be made to the address above, indoors. This may require a liftgate depending on the size of the delivery. The delivery location has a loading dock. However, the deliveries are required

to be made inside at Level A by the driver. Therefore, whatever equipment is needed should be brought by the driver. There is room for the pallet in the shop and should be on the pallet for space and safety purposes.

SECTION III – SPECIFICATIONS

This Request for Bids is for the provision of various paper and envelope supplies for citywide use. A blanket purchase order for fiscal year 2018 – 2021 will be issued to one or more contractors for the provision of the items specified herein.

Item	Type / Description	Unit	Estimated Annual Qty
1.	White Copier Paper 8 1/2 x 11, 20 lb., 92 brightness	Palette	27
2.	White Copier Paper 8 1/2 x 11, 20 lb., 92 brightness <i>(30% Recycled Post Consumer Recycled Content)</i>	Palette	20
3.	White Gloss Text Copier Paper 8 1/2 x 11, 80 lb., 96 brightness	Case	4
4.	White Gloss Text Copier Paper 11 x 17, 80 lb., 96 brightness	Case	4
5.	White Gloss Cover Copier Paper 8 1/2 x 11, 80 lb., 96 brightness	Case	4
6.	White Gloss Cover Copier Paper 11 x 17, 80 lb., 96 brightness	Case	4
7.	White Index (Card Stock) 8 1/2 x 11, 110 lb., 96 brightness	Case	7
8.	NCR Paper / 2 part	Case	10
9.	NCR Paper / 3 part	Case	10
10.	NCR Paper / 4 part	Case	10
11.	NCR Paper / 5 part (Straight Sequence)	Case	5
12.	Envelopes / #9 Buff	Case	12
13.	Envelopes / #9 Assorted Colors	Case	5
14.	Envelopes / #10 Regular White	Case	14
15.	Envelopes / #10 Regular White Window	Case	15
16.	Envelopes / #10 White Window Reverse Flap	Case	15
17.	Envelopes / #9 Grey	Case	15

Item	Type / Description	Unit	Estimated Annual Qty
18.	Mico Perforated Paper #24	Case	15

All pricing must include on-demand delivery time costs (within 36 hours of order) to:

ATTN: Print Shop
City of Beverly Hills
9355 Civic Center Drive, Level A
Beverly Hills, CA 90210

SECTION IV - BID FORM
(Must be completed by Vendor)

The undersigned proposes to furnish all materials, supplies, equipment or services set forth herein subject to all conditions outlined in the Bid Document, including the general instructions and information to bidders, at prices indicated below:

BID PROPOSAL

TOTAL COST: COMPLETE ATTACHED PRICING SHEET

Line item costs for all items (1-18) must be detailed in the Pricing Sheet (Attachment A). If you choose not to bid on one or more items, please indicate "No Bid" where a price would normally be indicated.

Payment Terms _____

Warranty _____

Delivery _____ (Number of days or hours for delivery upon demand)

Company Name _____ Telephone _____

Address _____

Person submitting bid _____
Print Name Title

Signature Date _____

F.O.B.

All prices of the bid shall be F.O.B. destination Beverly Hills, California; and delivery to any point within Beverly Hills shall be without additional charge.

TAX

All bid proposals shall be exclusive of tax; City staff will compute all tax involved when applicable.

ACCEPTANCE OF PROPOSAL

The City reserves the right to accept or reject any and all bids and reserves the right to waive technicalities where such action best serves the interests of the City. The manufacturer of the proposed materials or equipment may be required to acknowledge by written conformation that the minimum requirements of the specifications are included in the Bidder's proposal before the award of the bid.

EXCEPTIONS

Any bidder's exceptions to these terms or conditions or deviations from the written specifications shall be shown in writing and detailed in the space provided below. However, such exceptions or deviations may result in bid rejection.

AFTER ACCEPTANCE AND AWARD OF THE BID BY THE CITY COUNCIL, AND UPON RECEIPT OF A WRITTEN PURCHASE ORDER EXECUTED BY A PROPER OFFICER OF THE CITY, THIS DOCUMENT WILL CONSTITUTE THE LEGAL CONTRACT BETWEEN THE CITY AND THE SUCCESSFUL BIDDER.

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE NUMBER: _____

ALL BIDS MUST BE RETURNED TO:

BID #18-53 / CITYWIDE PAPER & ENVELOPES
CITY OF BEVERLY HILLS
OFFICE OF THE CITY CLERK, ROOM 290
455 NORTH REXFORD DRIVE
BEVERLY HILLS, CA 90210

**ATTACHMENT A TO BID FORM
PRICING SHEET**

Item	Type / Description	Unit	Estimated Annual Qty	List Price	Extended Price
1.	White Copier Paper 8 1/2 x 11, 20 lb., 92 brightness	Palette	27		
2.	White Copier Paper 8 1/2 x 11, 20 lb., 92 brightness <i>(30% Recycled Post Consumer Recycled Content)</i>	Palette	20		
3.	White Gloss Text Copier Paper 8 1/2 x 11, 80 lb., 96 brightness	Case	4		
4.	White Gloss Text Copier Paper 11 x 17, 80 lb., 96 brightness	Case	4		
5.	White Gloss Cover Copier Paper 8 1/2 x 11, 80 lb., 96 brightness	Case	4		
6.	White Gloss Cover Copier Paper 11 x 17, 80 lb., 96 brightness	Case	4		
7.	White Index (Card Stock) 8 1/2 x 11, 110 lb., 96 brightness	Case	7		
8.	NCR Paper / 2 part	Case	10		
9.	NCR Paper / 3 part	Case	10		
10.	NCR Paper / 4 part	Case	10		
11.	NCR Paper / 5 part (Straight Sequence)	Case	5		
12.	Envelopes / #9 Buff	Case	12		
13.	Envelopes / #9 Assorted Colors	Case	5		
14.	Envelopes / #10 Regular White	Case	14		
15.	Envelopes / #10 Regular White Window	Case	15		
16.	Envelopes / #10 White Window Reverse Flap	Case	15		
17.	Envelopes / #9 Grey	Case	15		

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18.	Mico Perforated Paper #24	Case	15		